



City of Villa Park  
17855 Santiago Boulevard  
Villa Park, California 92861  
(714) 998-1500

**Human Resources Committee  
Agenda  
Monday, July 11, 2016  
8:30 a.m.**

The Human Resources Committee of the City of Villa Park welcomes you to this meeting. We encourage your participation. This agenda contains a brief description of each item to be considered.

If you wish to speak on an item contained on the agenda, please approach the podium at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer. All supporting information is available for public review in the City Hall offices.

Please Note: In compliance with the Americans with Disabilities Act, the City of Villa Park will make every reasonable attempt to accommodate attendees or participants at this meeting who need special assistance beyond what is normally provided. Please contact the City Hall at (714) 998-1500 at least 48 hours prior to this meeting to inform us of particular needs and to determine if accommodation is feasible. Please advise us at the time of your call if special assistance is required to attend or participate in meetings on a regular basis.

**ORDER OF BUSINESS**

1. Call To Order
2. Roll Call  
  
Diana Fascenelli, Chair  
Councilmember Bill Nelson
3. Public Comment
4. Review and Discuss May 10, 2016 minutes.
5. Discussion and Consideration of Paid Management Intern Position.
6. Adjourn



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**HUMAN RESOURCE MEETING**  
**Minutes – Regular Meeting**  
**May 10, 2016**

1. CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Chair Fascenelli.

2. ROLL CALL

*The following members and attendees were present:*

Diana Fascenelli, Chair  
Bill Nelson, Councilmember  
Jarad Hildenbrand, City Manager  
Michelle Danaher, Finance Director

*The following members and attendees were absent:*

None

*The following representatives were present:*

Bob Collacott, Councilmember

3. PUBLIC COMMENT

*No public comment.*

4. DISCUSSION ITEMS:

a) Review and Discuss March 30, 2016 minutes.

*Councilmember Nelson requested the wording be revised on Section 4.b) item I) to read that "Staff was requested to bring back a plan to hire an Assistant to the City Manager."*

*Councilmember Nelson also requested to change the both members' titles (as they were switched) on Section 4.b) last sentence stating the motion. It should read "Chair Fascenelli and Councilmember Nelson."*

*With these revisions, Councilmember Nelson moved the revised minutes, Chair Fascenelli seconded. Motion carried.*

b) Discussion on Vision Plan.

*Finance Director Danaher presented the cost breakout and plan variations for each of the vision plans. Discussion was had, Chair Fascenelli requested staff to look into receiving a discount if they prepay the years insurance.*

*Chair Fascenelli recommended approval of the VSP coverage Plan B, Councilmember Nelson seconded. Motion carried.*

c) Discussion on State Disability Insurance (SDI) application.

*Finance Director Danaher and City Manager Hildenbrand gave a brief history of why the City did not have SDI coverage prior to 2016. Staff then presented that the current application for elective SDI coverage was accepted by the Employee Development Department (EDD) as of April 30, 2016 and now all the City of Villa Park employees are covered under California SDI effective January 1, 2016.*

d) Discussion of updated Salary Resolution.

*A red-lined version of the old Salary Resolution was presented and discussion ensued. The following revisions were recommended:*

- 1. In Section 1, table, change the second to last title from Other Benefits to "Health & Life Insurance."*
- 2. Councilmember Nelson requested that in Section 1, table, eliminate the Assistant to the City Manager position, but he requested staff to present an option for this position to the full council.*
- 3. In Section IV, 1, table, change the headers from Part Time More Than 30 Hours to "Part Time 30 Hours or More", and from Part Time Less Than 30 Hours to "Part Time 29 Hours or Less". Staff was also requested to ask Legal Counsel to advice on the verbiage for this time determination (of 30 hours or 29 hours) to be based on annual averages so that it doesn't change by weekly variances based on the City's need.*
- 4. In Section IV and VI to combine vacation and sick leave into one Paid Time Off (PTO) category and reduce the maximums from 60 days down to a more reasonable package. Staff was requested to calculate this out and determine the payout needed to make this revision as well as change the language.*
- 5. In Section 3, table, change the second to last title from Other Benefits to "Health Insurance".*

5. ADJOURNMENT

The meeting was adjourned at 6:26 pm.



# City of Villa Park

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## MEMORANDUM

**DATE:** July 7, 2016

**TO:** Human Resources Committee  
*Meeting of January 11, 2016*

**FROM:** Jarad Hildenbrand, City Manager

**SUBJECT:** Consideration of Paid Management Intern Position

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Pursuant to the current salary and benefits resolution, 2016-3364, the City Manager, with Human Resources Committee concurrence, may hire, on an hourly basis, positions identified as part-time to cover positions not listed in the salary resolution as a means to provide necessary City services.

The paid Management Intern position was eliminated with the adoption of the FY 16-17 budget. At this time, I am recommending that it be restored up to a maximum of 1,000 hours with an hourly rate of \$12.00 for a total fiscal impact of \$13,000 (inclusive of social security, medicare and SDI), which can be absorbed in the budgeted contingency.

The City currently has two full-time office positions: City Manager and Administrative Analyst. With the Administrative Analyst on Pregnancy Leave through October, the paid Management Intern position is a great option to maintain necessary City services. The position description is attached.

The position would be filled immediately and the individual will work up to 30 hours per week through the end of August (when the college semester begins). At that time, they would be scheduled for up to 24 for hours per week.



# City of Villa Park

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## Position Description - Management Intern

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The City of Villa Park is currently searching for a motivated student with the ambition of pursuing a career in City Administration and who is available to dedicate approximately 16-24 hours a week. The City of Villa Park is Orange County's second smallest city with a population of 5,812 which serves a highly educated and wealthy population who value the quality of life presented by larger residential lots, lack of street lights and sidewalks, and high quality planning principles. The City is a full contract city with full time staff of four employees. The office is dynamic and team oriented with each position assisting the other as needed. The new Management Intern will quickly be part of the team and become known to residents and Council Members.

An internship position with the City of Villa Park provides a unique opportunity for a student to gain a comprehensive understanding of City functions, working directly with the City Council, City Manager, Finance Director, City Engineer, Building Inspector, Planning Manager and residents. While filing and photo copying are apart of every internship, there is no better opportunity to take an active role than with a small, personal organization like the City of Villa Park. If you lack initiative, confidence, motivation, and cannot take responsibility for running with a project, please look to intern at a larger city.

### **MANAGEMENT INTERN POSITION DESCRIPTION:**

A Management Intern's duties would consist of learning the day to day inner workings of the City with a progressive responsibility in tasks assigned. The position offers the opportunity to gain valuable, hands-on experience in municipal government and public interaction while learning about the infrastructure of a City.

Under general direction and supervision of the City Manager essential functions include but are not limited to: administrative support to the City Council and staff; research, design and implementation of new systems and procedures; assist the City Manager with special project research; assist the Finance Director with accounting or cash management duties; research special topics and issues as assigned; responsible for individual projects such as municipal code revision; participate in the development and implementation of goals, objectives, policies and procedures for the Office; assist with the coordination, preparation and distribution of City Council agendas, agenda packets, and legal notices; and to perform other related functions as assigned.

### **EDUCATION AND EXPERIENCE:**

A qualified candidate must have at least 12-units (4 courses) dealing with management, political science, public administration, public policy, social science, or closely related field. Candidates must be proficient with Microsoft Office, be able to handle multiple tasks at any given time and have strong verbal/written communication skills.