

## Villa Park City Council Special Meeting

March 13, 2012  
General Session - 6:00 p.m.



**Brad Reese**, *Mayor*  
**Bill MacAloney**, *Mayor Pro Tem*  
**Deborah Pauly**, *Councilwoman*  
**Rich Ulmer**, *Councilman*  
**(Vacant)**

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

The Villa Park City Council welcomes you to this meeting. We encourage your participation. This agenda contains a brief general 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 presiding officer, 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. Items on the agenda may be addressed in any order during the meeting at the discretion of the City Council, so please plan accordingly.

If you wish to speak on an item that is not on the agenda, please do so during the periods listed for Oral Communications. All supporting information is available for public review in City Hall during regular business hours, 8:00 a.m. - 6:00 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m., Friday. Agendas are available on the City's Website at [www.villapark.org](http://www.villapark.org). Meetings are broadcast live on VPCATV Channel 3.

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 City Hall at (714) 998-1500 at least 48 hours prior to this meeting to inform us of your 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.

### CALL TO ORDER

**ROLL CALL**      Councilmember Pauly  
                         Councilmember Ulmer  
                         Mayor Pro Tem MacAloney  
                         Mayor Reese

### PLEDGE OF ALLEGIANCE TO THE FLAG

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 Thursday from 8:00 a.m. to 6:00 p.m., and 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](http://www.villapark.org).

## **ORAL COMMUNICATIONS**

Members of the public in attendance wishing to address the City Council on matters not otherwise appearing on the agenda and within the jurisdiction of the City Council, upon recognition by the presiding officer, state their name, address, and subject. Oral Communications are governed by Government Code Section 54954.3 and Villa Park Municipal Code Section 2-3.10. Oral Communications shall be limited to a time period set by the presiding officer, three (3) minutes for individual speakers.

## **ITEMS FOR CONSIDERATION**

### **1. [Council Candidate Interviews and Selection Process.](#)**

RECOMMENDATION: That the City Council conduct public interviews and select its top candidate to be sworn in at the March 27, 2012, regular meeting.

## **ADJOURNMENT**



# City of Villa Park

17855 Santiago Boulevard, Villa Park, California 92861-4187  
(714) 998-1500 • Fax: (714) 998-1508

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## MEMORANDUM

**DATE:** March 12, 2012

**TO:** Honorable City Council

**FROM:** Don Powell, Interim City Manager

**BY:** Jarad Hildenbrand, Assistant City Manager/City Clerk

**COPIES:** City Staff

**SUBJECT:** Process for Appointment to Vacant Council Seat

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At its February 28 meeting, the City Council discussed its options with regard to filling the City Council seat previously held by the late Bob Fauteux. The City Council voted to call an election to fill the remainder of Mr. Fauteux's term, which is through December 2014. Since the date of the election cannot be less than 114 days from the call for the election, it is too late to call for the election in April or June, so the election was called for November 2012 in conjunction with the General Municipal Election. In the meantime, the City Council expressed its desire to appoint a resident to the City Council to serve until the election takes place.

The City began advertising the vacant seat immediately following the February 28 meeting. Residents interested in this appointment are required to submit their resume by March 13, at 5 p.m.. The resumes received by this deadline will be copied and distributed by the City Clerk to the City Council for review. Then, at 6 p.m., the City Council will hold a special meeting to hear applicant presentations and make a selection. The person appointed to the City Council will formally be sworn into office at the March 27 meeting.

City staff recommends the following procedures for the selection process on March 13:

1. In alphabetical order, Candidates will be allowed 15 minutes for a presentation on their interest and qualifications for this vacant position, and an informal question and answer period in which the City Council may ask and receive answers to miscellaneous questions.

Note: Candidates will be asked to wait outside the Council Chambers until they are called. If they choose not to do so, it is suggested they be disqualified from the selection process. Further, should a candidate not attend

the meeting, barring extenuating circumstances, it is also suggested they be disqualified from the selection process.

2. The City Council may reduce the interview time if the number of candidates exceeds six (6) or the City Council may elect not to interview all of the candidates. [The decision as to which candidates to interview should be based on criteria such as education, volunteerism, time in the community, etc.]
3. Upon completion of the interviews, the City Council may receive public comment and discuss amongst themselves the qualifications of the candidates.

Note: All interviews, nominations, discussions and votes taken by the City Council shall be in open, public session.

4. When the time comes to move forward in the selection process, the City Council should narrow the list of candidates to its top three (3). The City Council will determine its top three (3) candidates by each Councilmember individually selecting three (3) of the \_\_\_\_ candidates to move forward. The votes will be cast and tallied publicly, and the top three (3) candidates will move forward in the selection process.
5. At this point, the City Council will select its top two (2) candidates. The same process will be followed and the City Council will determine its top two (2) by each Councilmember individually selecting two (2) of the three (3) candidates to move forward. The votes will be cast and tallied publicly, and the top two (2) candidates will move forward in the selection process.
6. At this point, the City Council will select its top candidate by individually casting one vote. This will continue until one candidate receives a majority of three (3) votes.
7. The Mayor shall declare the candidate receiving the majority vote as the new Councilmember and that person shall be sworn into office by the City Clerk at the March 27 City Council meeting.

This entire meeting will be aired live on VPTV.