

City of Wildomar

CITY COUNCIL

NORMS AND ACCEPTED PROCEDURAL PRACTICES



Revised December 17, 2009
Office of the City Clerk

TABLE OF CONTENTS

General.....	1
Council Values.....	2
Mayoral Selection.....	3
Council Interaction and Communication with Each Other.....	5
Council Travel and Training.....	6
City Council Agenda.....	7
Council Subcommittees.....	8
Council Interaction and Communication with Staff.....	9
City Manager.....	9
Department Heads.....	9
City Attorney.....	10
Council Options for Keeping Informed.....	11
Planning Commission.....	12
Operational Norms for Council Meetings.....	14
Economic Development.....	16
Planning Issues.....	17
Internet and Social Media.....	18
Council Recognition.....	19
Norming Issues Unresolved.....	20

GENERAL

- Council makes every effort to be courteous, helpful, and patient to keep the City of Wildomar highly regarded for its friendly, open style of governance.
- Council will provide leadership by participating in regional, state, and national programs and meetings that bring value to the City of Wildomar.
- Council may appoint commissions and committees for independent advice.
- Council may, from time to time, consult with individuals or groups that bring value to the decision making process.
- Citizen input and participation is welcomed and encouraged.
- The Council recognizes the importance of, and encourages, participation in ongoing education and training for themselves, staff, and commissions.
- Council Members will inform the City Manager or his/her assistant prior to being out of town or otherwise unavailable for Council duty.
- Council Members acknowledge that they will all receive the same information from the City Staff, City Manager, and City Attorney, to the greatest extent possible, regardless of who makes the request.
- Council Members will each determine what specific commission and meeting packets they want to receive.

COUNCIL VALUES

- Council places a high priority on the need for confidentiality regarding items such as legal, personnel, negotiations, and other sensitive matters.
- The Council and City Manager are a participatory team.
- Council values high energy, open mindedness, and is achievement oriented.
- Council Members care for each other and show respect at all times.
- Council Members demonstrate integrity in all their communications.
- Council values a sense of humor.
- Traditions are respected, but not binding.
- Council Members set the tone of every public meeting by their professionalism, respect for all people, respect for their responsibility as elected officials, and by their gracious treatment of each other, Staff, and the public.
- Council values robust discussion during Council meetings to thoroughly explore all sides of an issue.
- Council recognizes that there will be times of strong disagreement among Council Members. Council understands, however, the importance of working together on each item separately, and considering it on its own merits.
- Bullying or rude behavior is never tolerated.

MAYORAL SELECTION

- The Mayor and Mayor Pro Tempore shall be selected by a majority vote of the City Council and the term of office for the Mayor and Mayor Pro Tempore shall be one calendar year, January 1 – December 31.

- The duties and responsibilities of the Mayor, and the Mayor Pro Tempore in the Mayor's absence of inability to fulfill his/her responsibilities, are as follows:
 - The Mayor sets the agenda working with the City Manager, City Attorney, and City Clerk.

 - The Mayor may call a special meeting.

 - The Mayor facilitates the City Council meetings.

 - The Mayor calls on Council Members who wish to be recognized in a fair and balanced manner.

 - It is the Mayor's responsibility to insure a thorough and complete opportunity for discussion of an item has taken place, both with the Council Members and the public.

 - It is the Mayor's responsibility to insure meetings are run in an orderly, business-like manner. In the event of disruptive, unruly attendees, the Mayor shall make the determination to call for a break to let things settle down. If the Mayor determines the situation is still unworkable, he/she may call for another break, request law enforcement, or cancel the meeting altogether.

 - The Mayor shall sign forms and documents as required by law.

 - The Mayor shall attend, or designate another Council Member to be present, at all meetings, dedications, speaking engagements, and functions normally attended by the Mayor.

 - The Mayor shall typically represent the official position of the City Council to the public, the media, and other government agencies.

- The Mayor and all Council Members refrain from making individual public comments that do not fairly or accurately represent the official position of the majority of the Council.

COUNCIL INTERACTION AND COMMUNICATION WITH EACH OTHER

- Individuals are responsible to initiate resolution of problems as soon as possible and not let them fester.
- City Council will not direct unpleasant, hurtful remarks at each other during public meetings, in the press, or any other place/time.
- Relationships can be informal and casual but never unprofessional. During Council meetings, every action of individual Council Members reflect on the entire Council.
- Council Members are flexible and considerate in covering for each other's schedule.
- Council Members should discuss issues/concerns they have with agenda items as soon as possible. Ask in a public forum only after discussing with the City Manager.

COUNCIL TRAVEL & TRAINING

- Council Members are encouraged to stay current with relevant topics, lobbying efforts supported by the City, and network with other elected officials. Travel requests should be presented to the City Manager and must meet the following criteria:
 - Purpose of the trip or seminar or lobbying is relevant and timely to City business.
 - Adequate funding has been budgeted for the purpose.
 - The City Council has deemed the purpose of the activity relevant and appropriate.
 - City Council has not objected to the activity or the individual going.
- Honor System for all Council expenses and reimbursements, expenses related to entertainment and alcohol - Entertainment to be paid for by the Council Member, no consensus on reimbursement for alcohol/adult beverages, subject possibly to return to Council at another norming session.

CITY COUNCIL AGENDA

- Items may be placed on the agenda in the following ways:
 - By the Mayor
 - By two or more Council Members
 - By consensus of the Council during a Council meeting
 - By the City Manager if the item is deemed non-controversial, ministerial, or is required
- City Manager to notify Council Members if a known potential controversial item is placed on the agenda and Council to notify City Manager if they are aware of controversy.
- Pulling a Consent Calendar item for discussion versus pulling the item – Inform the Mayor you will be pulling the item ahead of time; Get your questions answered ahead of time; “Big ticket” and legal items should not be on consent.
- Information such as letters, petitions, etc., submitted after the published agenda has been distributed, should be emailed to the City Council/Planning Commission as soon as possible. A paper copy should also be presented to the City Council/Planning Commission the night of the meeting.
- It is appropriate to meet with potential developers so long as it is disclosed at the meeting they will have their project heard.

COUNCIL SUBCOMMITTEES

- Council recognizes that every committee formed by legislative action shall be deemed either a “standing” committee, (one that stays in place for one year or more); or an ad-hoc committee (usually less than one year in existence and always disbands when their work has been accomplished).
- Committees are a resource for the entire Council and not just for those members assigned to them.
- Committee reports should be regular and thorough so that the entire Council stays informed.
- It is not the Committee’s responsibility to make final decisions unless specifically authorized to do so by the Council.
- Committees may only expand or change the scope, memberships, or direction authorized by the City Council with the permission of the City Council.
- Council gives clear and focused information to every committee formed.
- Council shall establish a Planning Commission as soon as possible.
 - Selection of Planning Commission Members:
 - The Planning Commission shall be comprised of five members appointed by the City Council.
 - Council shall advertise openings on the Planning Commission and circulate applications received to all Council Members
 - Council Members shall review all applications and may conduct such interviews as each Council Member deems appropriate.
 - Each Council Member shall nominate a candidate for Planning Commission and the Council shall ratify the appointment of each nominee in a ministerial manner by a vote of the Council.
 - Members of the Planning Commission must live within the City limits.
 - The term of each Planning Commissioner shall be co-terminus with the term of the Council Member who makes the appointment.
 - Members of the Planning Commission serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council.

COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

CITY MANAGER

- Council will provide clear annual goals and direction to the City Manager.
- Council Members should always feel free to contact the City Manager.
- The City Manager is always discreet and confidential with Council communications.
- If a Council Member is unhappy about a department, he/she should always talk it over with the City Manager and **not** the Department Head.
- Concerns about any staff member should always be brought to the City Manager only.
- Council Members do not discuss personnel concerns with staff members.
- The Council will provide the City Manager with a professional annual evaluation.
- City Council to insure clarity of policy direction for the City Manager and staff.
- The City Council to distinguish the urgent from the important when scheduling the City Manager's assignments.
- The difference between providing direction to the City Manager and "micro managing". Relate what you want, but not how to do it.
- Council Members are to discuss issues they have with the City Manager as soon as practicable.

DEPARTMENT HEADS

- Council can talk with Department Heads if asking for information, assistance, or follow-up. Council will avoid directing Staff to perform assignments.
- Council will be informed of unusual events that they may be questioned on by the media or residents.

- Individual Council Members will let the City Manager know how much detail they prefer to be informed about.
- Neither the City Council nor Staff will ever intentionally blind-side each other in public.

CITY ATTORNEY

- The City Attorney shall partner with the City Council and City Manager in a collegial way.
- City Attorney regularly consults with the Council on items of concern on upcoming agenda items and other issues of importance on a regular and timely basis.
- City Attorney will track Commission's actions and inform the Council as appropriate.
- City Attorney makes every effort to help Council avoid potential violations and conflicts.

COUNCIL OPTIONS FOR KEEPING INFORMED

- Council Members may choose to read Commission Minutes.
- Read documents on planning related items.
- City Manager will regularly discuss future agenda topics with Council Members.
- Council Members read and understand their packets. When they don't understand an item, they feel free to ask.
- Council Members always feel free to ask Staff Members to explain items.

PLANNING COMMISSION

- The City Council may attend Planning Commission meetings, but not be physically in the room. It is permissible to have discussion with members of all Commissions, Committees and Boards.
- Problem solving with Commissions will be done as much as possible with Chairs and Vice Chairs.
- Commission Chairs are regularly invited to provide feedback to Council.
- In order to be appointed to a commission, the commissioner must:
 - Understand the Council vision
 - Have regular attendance
 - Participate
 - Prepare themselves well for every meeting
 - Support the interests of the community and never their own personal interests
 - Show the same kind of support for the public and staff that the Council does
 - Have no inherent conflicts of interest
 - Team player
 - Have excellent community and problem solving skills
 - Have the highest integrity
- Commissioners are appointed for four-year terms and serve exclusively at the pleasure of their appointing Council Member. Any three Council Members may remove another Council Member's Commissioner.
- A Commissioner may continue his/her appointment after their Council Member has left office only if the new Council Member reappoints them.
- No less than two Council Members can pull items up to the City Council. If this process is not working, then it will be discussed and possible changes made.
- More education sessions for the Planning Commission.
- Joint sessions with the Planning Commission on a quarterly basis.
- The City Manager to inform the City Council of projects that could have concerns ahead of the hearing for a possible joint session/workshop (pre-cursory review).

- EIR, environmental issues and risk management are to be discussed in the joint session/workshops early on in the process.
- The Planning Commission serves at the pleasure of the City Council. It is the desire and belief that this would not be used in a political way. Should the removal of a Planning Commissioner be necessary, it would be based on specific facts that show the appointment has not been a good fit for the betterment of the Community.
- Each individual City Council Member is to manage their appointee. When a Council Member has been presented with a possible inappropriate behavior issue by their appointee, even if it comes from another Council Member, the Council Member is to address the issue with their appointee, based on facts and not hearsay.
- Each individual City Council Member takes responsibility of their appointees. These appointees fundamentally represent the Council Member that appoints them and represents the City as a whole. The City Council makes a commitment to the public, and to each other, that they will police themselves when it comes to their appointments based on accurate and timely information and whether they are following established norms. If they need to, they will remove their appointee(s).
- Should a Planning Commissioner have an issue or concern, they will go through the chain of command:
 - 1) The Planning Commissioner's appointing Council Member
 - 2) The Planning Director
 - 3) The City Manager
 - 4) The City Attorney
- The Planning Commissioners will not deviate from going through the chain of command for their issues and concerns. However, after going through the Chain of Command, and the issue or concern is still unresolved, the Planning Commissioner can speak at a City Council meeting during public comments, without fear of retribution.
- It was the consensus of the City Council and the Planning Commission to hold the joint sessions on a quarterly basis and will be limited to two hours.
- Information such as letters, petitions, etc., submitted after the published agenda has been distributed, should be emailed to the City Council/Planning Commission as soon as possible. A paper copy should also be presented to the City Council/Planning Commission the night of the meeting.
- New Planning Commissioners should receive basic education on CEQA and planning laws as soon as possible (depending on how long it has been, possibly a brush up course with all members).

OPERATIONAL NORMS FOR COUNCIL MEETINGS

- City Council meetings are well defined procedurally, consistent, and fair.
 - Speaker slips may be turned in until notice is given that the last speaker slip is being called prior to Council deliberation.
 - Speaker slips that are turned in after notice of closure will not re-open public comment on the matter.
 - The time allotted each speaker in a normal meeting is 3 minutes.
 - Speaker time allotted during very busy meetings may be limited by the Mayor to 2 minutes per speaker. The Mayor may, unless a majority of the Council objects, also impose an overall time limit for public comment on the topic if it appears that there are more speakers than can be accommodated in the time available for the City Council to reasonably conduct its business.
 - The Council does not respond to comments from the public, but may refer questions to Staff.
 - The Council allows the Mayor flexibility to run the meeting within the guidelines that have been adopted by the Council in a timely, efficient, inclusive, and courteous manner.
 - If a Council Member requests a change procedurally during a meeting, 3 Council Members must concur for the change to be implemented.
 - Voluntary “time donations” are permitted with the following conditions:
 - A maximum of 6 minutes may be donated to a single speaker by no more than 2 people.
 - Each person donating speaker time must complete a speaker slip indicating they are donating their time.
 - Each person donating speaker time must be present in the Chambers at the time the speaker is called. If they are not present, the donated time cannot be used.
- City Hall address shall be 23873 Clinton Keith Road for the time period of 5 years.
- Regular Council meetings shall be held at 7:00 p.m. on the second and fourth Wednesday of each month.
- Posting Agendas shall be as follows:
 - United States Post Office, 21392 Palomar Street
 - City Hall, 23873 Clinton Keith Road

- Mission Trail Library, 34303 Mission Trail Blvd.
- Newspaper
- City website

ECONOMIC DEVELOPMENT

- Fee Waivers - Staff to look at other cities guidelines, City Manager will have no authority to grant waivers; Requests for fee waivers must go to the City Council and pass legal review. For joint City programs, consider sponsorship.
- Expectations for economic development - To be brought back to Council at a full day workshop with General Plan discussion.
- Business friendly means: Willing to listen; Support the Chamber of Commerce; Shop Wildomar; Clear rules and procedures; Friendly; Fair and balanced; Cost efficient; Not adding to the cost; Not lowering the bar.
- Generally speaking, Community Facility Districts (CFDs) are a tool to consider.

PLANNING ISSUES

- Keep the Receive and File requirement as is.
- The Planning Application Approval Authority Matrix to remain as is.
- The City Council and Planning Commission jointly agree that design guidelines and design standards are to be a higher priority than they currently are. Therefore, it is time to start the process to develop design guidelines. Staff is to bring this forward and is to work in conjunction with the Planning Commission and the public to develop these guidelines.
- Keep the pre-application process as it currently is.
- For those projects that were inherited from the County, the Planning Commission and City Council will hear those on a case-by-case basis, after Staff review, and not receive an automatic approval or denial.
- Changes to projects will be handled on a case-by-case basis, and not receive an automatic continuance.

INTERNET AND SOCIAL MEDIA

- Web site access and links - Allow public agencies to have links, allow listings and contact information but disable link function for private non-profit organizations, churches, schools with no email addresses. No selling of advertising on site. City sponsored events can go on site.

COUNCIL RECOGNITION

- Proclamations, Recognitions, and letters of appreciation shall be as follows:
 - Proclamation – Highest form of recognition
 - To acknowledge events (Victims Rights Week, Red Ribbon Week, etc.)
 - Signed by all Council Members
 - Certificate
 - Show appreciation
 - Show achievement
 - Show recognition of people, event
 - Show participation in a special event
 - Recognition of years of service (Employees, Board/Commissioners, etc.)
 - Acts of heroism
 - Eagle Scouts/Golden Arrow Scouts
 - Regional events (car show participants, Student of the Month, etc.)
 - Letter or Note
 - Congratulations, illness, birthday, anniversary, recuperation, death
- Signature stamps would be kept by the City Clerk and used when Council Members are unavailable for signature.

MARCH 18, 2009 NORMING SESSION

Charitable, local & non-profit contributions and participation

Will be discussed during the budget process; there will be a line item in the annual budget for contributions. The moratorium will remain in place until after the budget process at which time the topic will be discussed again.

Continuing County services and expectations

Staff to continue analyzing, return to Council with recommendations and cost comparisons, formed an ad hoc committee of Mayor Farnam and Council Member Swanson and City Attorney to prepare list of County property within City limits.

Road maintenance expectations

Staff to continue identifying and inventorying all roads. Based on triage approach, determine what the residents want, cost, risk, and priority. City Engineer to keep Council updated on progress.

General Plan expectations

Subject to be brought back to Council at a full day workshop.

OCTOBER 15, 2009 NORMING SESSION

It was the consensus of the City Council for Staff to survey other cities regarding how many Council Members is required in order to appeal a Planning Commission decision; Whether the Council Members are charged a fee for the appeal; What is the fee charged for anyone to appeal a Planning Commission decision.

DECEMBER 17, 2009 NORMING SESSION WITH THE PLANNING COMMISSION

ITEMS ON THE AGENDA THAT WERE NOT DISCUSSED/NO CONSENSUS

4. Are there any items that would be heard by the Planning Commission that are deemed so critical that the City Council would prefer to handle them?
5. Why did the City Council retain the "Receive and File" procedure?
7. Adhering to accepted Norming rules of behavior.

PLANNING DEPARTMENT DISCUSSION TOPICS

1. Defining a business friendly planning process.
2. What will the City of Wildomar look like in the future?
3. What are the qualities of the community that are most important to preserve?
4. Interim development projects: acceptable vs. discouraged.