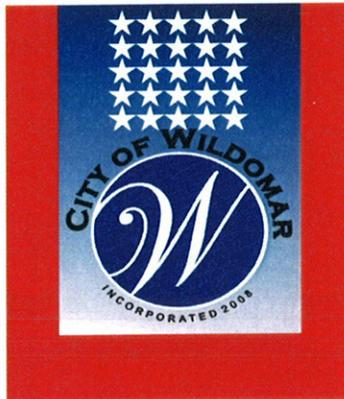


CITY OF WILDOMAR
CITY COUNCIL

AGENDA

5:30 P.M.

March 18, 2009
Council Chambers
23873 Clinton Keith Road



Scott Farnam, Mayor
Bridgette Moore, Mayor Pro Tem
Sheryl Ade, Council Member
Bob Cashman, Council Member
Marsha Swanson, Council Member

City Manager
John Danielson

City Attorney
Julie Hayward Biggs

**WILDOMAR CITY COUNCIL
ADJOURNED REGULAR MEETING AGENDA
FROM MARCH 11, 2009**

MARCH 18, 2009

ORDER OF BUSINESS: Public sessions of all regular meetings of the City Council begin at 7:00 P.M. Closed Sessions begin at 6:00 P.M. or such other time as noted.

REPORTS: All agenda items and reports are available for review at Wildomar City Hall, 23873 Clinton Keith Road and at the Mission Trail Library, 34303 Mission Trail Blvd., Wildomar, CA. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection at City Hall during regular business hours. If you wish to be added to the regular mail list to receive a copy of the agenda, a request must be made through the City Clerk's office in writing or by e-mail.

PUBLIC COMMENTS: Prior to the business portion of the agenda, the City Council will receive public comments regarding any agenda items or matters within the jurisdiction of the governing body. This is the only opportunity for public input except for scheduled public hearing items. The Mayor or chairperson will separately call for testimony at the time of each public hearing. If you wish to speak, please complete a "Public Speaker/Comment Card" available at the door. The completed form is to be submitted to the Mayor prior to an individual being heard. Lengthy testimony should be presented to the Council in writing (8 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker.

ADDITIONS/DELETIONS: Items of business may be added to the agenda upon a motion adopted by a minimum 2/3 vote finding that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted. Items may be deleted from the agenda upon request of staff or upon action of the Council.

CONSENT CALENDAR: Consent Calendar items will be acted on by one roll call vote unless members, staff or the public request the item be discussed and/or removed from the Consent Calendar for separate action.

5:30 P.M.

Roll Call:

Oral Communications: This is the time for any citizen to comment on any item listed or not listed on the agenda. Comments relative to noticed public hearing items will be heard at that time the public hearing is conducted. Under the provisions of the Brown Act, the legislative body is prohibited from discussing or taking action on items not listed on the agenda. The City Council encourages members of the public to address them at this time so that your questions and/or concerns can be heard.

PUBLIC COMMENTS:

1. GENERAL BUSINESS ITEMS:

- 1 A.** Report, discussion and possible adoption of Council Norms and Accepted Procedural Practices.

COUNCIL COMMUNICATIONS:

FUTURE AGENDA ITEMS:

ADJOURNMENT:

The next regular meeting is scheduled for March 25, 2009

If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk either in person or by telephone at (951) 677-7751, no later than 10:00 A.M. on the day preceding the scheduled meeting.

POSTING STATEMENT: On March 12, 2009, a true and correct copy of this agenda was posted at the three designated posting places; Wildomar City Hall, 23873 Clinton Keith Road, U. S. Post Office, 21392 Palomar Street, and Mission Trail Library, 34303 Mission Trail Blvd.

CITY OF WILDOMAR

CALIFORNIA

COUNCIL NORMS AND ACCEPTED PROCEDURAL PRACTICES

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.
- Councilmembers will inform the City Manager or his assistant prior to being out of town or otherwise unavailable for Council duty.

- Councilmembers acknowledge that they will all receive the same information from the City staff, the City Manager and the City Attorney, to the greatest extent possible, regardless of who makes the request.
- Councilmembers will each determine what specific commission and meeting packets they want to receive.

COUNCIL VALUES [Under Consideration]

- 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.
- Councilmembers care for each other and show respect at all times.
- Councilmembers demonstrate integrity in all their communications.
- Council values a sense of humor.
- Traditions are respected but not binding.
- Councilmembers set the tone of every public meeting by their professionalism, respect for all people, and respect for their responsibility as elected officials, and by their gracious treatment of each other, their 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 members of the Council. 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 selection of first Mayor and Mayor Pro Tempore of Wildomar shall be as follows and for the term of :
- The initial term of office for the Mayor and Mayor Pro Tempore, which shall be held by the Councilmember who received the highest and second-highest number of votes in the incorporation election, shall begin on July 1, 2008 and terminate at the first meeting in January 2009. Thereafter, 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 year, terminating annually at the first meeting in January.
- The duties and responsibilities of the Mayor, and the Mayor Pro Tempore in the Mayor's absence or 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 Councilmembers 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 Councilmembers 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 to still be 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 Councilmember 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 Councilmembers 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

- 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 Councilmembers reflect on the entire Council.
- Councilmembers are flexible and considerate in covering for each other's schedule.

COUNCIL TRAVEL & TRAINING

- Councilmembers 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.

THE AGENDA

- Items may be placed on the agenda in the following ways:
 - By the Mayor.

- By two or more Councilmembers.
- By consensus of the Council during a Council meeting.
- *Optionally*-By the City Manager if the item is deemed non-controversial, ministerial, or is required.

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 a 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 Council.
- Committees may only expand or change the scope, membership 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 Councilmembers

Councilmembers shall review all applications and may conduct such interviews as each Councilmember deems appropriate.

Each Councilmember 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 City limits

The term of each Planning Commission member shall be co-terminus with the term of the Councilmember 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.
- Councilmembers should always feel free to contact the City Manager.
- The City Manager is always discreet and confidential with Council communications.
- If a Councilmember 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.
- Councilmembers do not discuss personnel concerns with staff members.
- The Council will provide the City Manager with a professional annual evaluation.

Senior Staff

- 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 Councilmembers 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 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

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

CITY WEBSITE [Under consideration]

COMMISSIONS

- 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 City Council does.
 - Have no inherent conflicts of interest.
 - Team player.
 - Have excellent communication and problem solving skills.
 - Have the highest integrity
- Commissioners are appointed for four-year terms and serve exclusively at the pleasure of their appointing Councilmember. Any three Councilmembers may remove another Councilmember's commissioner.

See Committee language regarding Planning Commission.

- A commissioner may continue his/her appointment after their Councilmember has left office only if the new Councilmember reappoints them.

OPERATIONAL NORMS:

- 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 Council in a timely, efficient, inclusive, and courteous manner.
 - If a Councilmember requests a change procedurally during a meeting three (3) Councilmembers' must concur for the change to be implemented.
 - Voluntary "time donations" are permitted with the following conditions. A maximum of 15 minutes may be donated to a single speaker by up to four (4) people. Each person donating speaker time

must complete a speaker slip indicating they are donating their time to the speaker.

- Our City Hall address shall be at the Oak Creek Center for the time period of five (5) years.
- Regular Council Meetings shall be held on the 2nd and 4th Wednesday of every month at 7pm.
- Posting Agendas shall be as follows United States Post Office, location of meeting, library, newspaper (ultimately The Californian (NC Times) and website.

4.3 Discussion and possible direction to staff regarding First Day Resolutions

Interim City Attorney Biggs presented additional draft City Resolutions that were prepared in accordance with LAFCO conditions of incorporation.

Resolution 08-32 was addressed further by SCE representatives. They discussed the Franchise Agreement and the consistency with surrounding cities. Further discussion took place with Council-elect and the indeterminate contract option. Councilmember-elect Ade requested that SCE come back with a further presentation and at the current time the City can adopt what the County has in place.

Open for public comment

Kami Sabetzadeh requested information about waster management, verizon fiber optic and whether City could look into these items.

Motion NONE

4.4 Discussion and possible direction regarding management of City website

At the request of Interim City Manager, there was a consensus that this item be moved to a later meeting.

Open for public comment

NONE

Motion NONE

4.5 Report, discussion and possible adoption of Council-elect Norms and Procedures

Discussion took place and Councilmembers-elect made the following comments:

Councilmember-elect Swanson commented on how well the Norming session went.

Councilmember-elect Moore stated that there were still issues to discuss, the ethics and website items.

Councilmember-elect Cashman indicated that it was his understanding we would have another session at a later date.

Councilmember-elect Ade stated that she thought the City agreed to adopt the League of Cities ethics but really didn't discuss it.

Interim City Attorney Biggs responded that the ethics issue was not discussed at all.

Open for public comment

NONE

Councilmember-elect Swanson moved that the Council-elect Norms and Procedures be approved, as amended by removing the Code of Ethics and the Website until a later session. Seconded by Councilmember-elect Moore.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Bob Cashman
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

5.0 REPORTS

5.1 Report of the Facilities Ad-hoc committee

Interim City Manager John Danielson reported that the carpet is laid and City Hall will open on July 2, 2008 and telephone service will be up and running.

5.2 Report of the Transition Ad-hoc Committee

Already addressed under 4.1 with staff presenting reports to the Council-elect. Councilmember-elect Ade stated that staff is dealing with the County.

5.3 Report of the Inauguration committee

Councilmember-elect Moore stated that they are very busy, have established a timeline:

Fly Over

Young Marines