

**CITY OF WILDOMAR  
SPECIAL NORMING SESSION MINUTES  
OCTOBER 15, 2009**

The special norming session of October 15, 2009, of the Wildomar City Council was called to order by Mayor Farnam at 1:02 p.m.

City Council Roll Call showed the following Members in attendance: Mayor Farnam, Mayor Pro Tem Moore, Council Members Ade, Cashman and Swanson. Absent: None.

Staff in attendance: City Manager Oviedo, City Attorney Biggs, Public Works Director Kashiwagi, Planning Director Hogan, Finance Director Nordquist, Police Chief Cleary, and City Clerk Lee.

**PUBLIC COMMENTS**

Gary Andre, resident, read from the letter he submitted. He voiced concerns regarding what he feels is a lack of proper planning in the City.

- 1) Consideration of City Manager Goals for 2009/10.

The following goals were discussed and ranked accordingly using a ranking system of 3, 2, or 1. High priority was given a 3; Medium priority was given a 2; and low priority was given a 1:

3 - High Priority:

- A) Develop RDA governance model and work with Council and Board of Supervisors to negotiate.
- B) Complete EOC Plan and have City Council adopt.
- C) Propose Economic Development strategies, no incentives.
- D) Establish Mt. San Jacinto Roundtable Interest Group.
- E) Provide Council multiple opportunities for professional development, educational enrichment, and team building and lobbying opportunities that would benefit the City. City Manager to relay what is important.
- F) Create and maintain a work environment at City Hall that encourages a positive work attitude and excellent work productivity.

- G) Transfer properties from the County to the City. It is understood this may be longer than a one year goal.

2 - Medium Priority:

- A) Create a status action follow-up report on Council agenda items and other items that are of importance to the City Council. Council wants updates, but not lengthy.
- B) Present additional opportunities for Parks and Recreation activities and formats.

1 - Low Priority:

- A) Complete and adopt an ASA Transition Plan.
- B) Provide Council analytical data on cost efficiencies and BMPs for running City Hall. This should be done as standard operating procedure. Put together different contract modes.
- C) Complete and adopt Personnel Policies.
- D) Present lobbying options to Council.
- E) Work towards implementing survey results under Council direction.

At 2:27 p.m. the City Council took a recess.

At 2:37 p.m. the City Council reconvened with all Council Members present.

- 2) Consideration and action noted of the following norming issues and procedures to assure open and direct communication between the City Council and the City Manager:

**Clarity of Leadership**

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.

### **COMMUNICATION**

Council Members are to discuss issues they have with the City Manager as soon as practicable.

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.

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.

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.

3. Consideration and action noted of issues and procedures to assure a smooth and balanced process that properly allocates decision making power for land development in the City between the Planning Commission and the City Council:

Keep the Receive and File requirement until it can be taken up again at the next norming session.

The Planning Application Approval Authority Matrix to remain as is.

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.

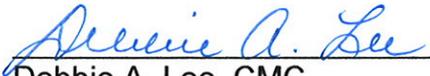
It was the consensus of the City Council for Staff to survey other cities regarding how many Council Members is required in order to appeal a Planning Commission decision; Whether the Council Members are charged a fee for the appeal; What is the fee charged for anyone to appeal a Planning Commission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

Additionally, it was the consensus of the City Council to set another norming session as soon as possible, to address the items that were not addressed during this session.

**ADJOURNMENT**

There being no further business, at 5:11 p.m. Mayor Farnam declared the meeting adjourned.

Respectfully submitted,

  
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Debbie A. Lee, CMC  
City Clerk