

**MINUTES OF  
THE SPECIAL MEETING OF THE  
CITY COUNCIL OF THE CITY OF PLACENTIA  
MAY 15, 2023**

A Special Meeting of the City Council of the City of Placentia was held at the Springhill Suites Hotel Conference Room, 380 South Placentia Avenue on **Monday, May 15, 2023 at 10 a.m.**

**CALL TO ORDER:** Mayor Smith called the meeting to order at 10:08 a.m.

**ROLL CALL:**

PRESENT: Councilmembers Kirwin, Shader, Wanke, Yamaguchi, Smith

ABSENT: None

**STAFF PRESENT:**

City Attorney/Authority Counsel Christian Bettenhausen; City Administrator Damien Arrula; Deputy City Administrator Rosanna Ramirez; Deputy City Administrator Luis Estevez; Police Chief Brad Butts; Fire Chief Jason Dobine; Director of Finance Jennifer Lampman; Director of Community Services Karen Crocker; Director of Development Services Joe Lambert; Assistant to the City Administrator/Economic Development Manager Jeannette Ortega; Director of Human Resources Alice Burnett, Communications and Marketing Analyst Nicolette Vialpando, City Treasurer Kevin Larson; Deputy City Clerk Carole M. Wayman

**INVOCATION:** Mayor Smith

**PLEDGE OF ALLEGIANCE:** Mayor Smith

**ORAL COMMUNICATIONS:**

Deputy City Clerk Wayman stated that there were no electronic public comments received by the City Clerk's office and there were no members of the public wishing to speak.

**REGULAR AGENDA:**

**1. Welcome, Introductions, and Agenda for the Day**

Mayor Smith welcomed everyone to the City Council Retreat.

City Administrator Arrula introduced Patrick Ibarra of the Mejorando Group and provided a brief overview of the retreat. He explained that the workshop would be divided into the following sections:

- 2: Benefits of Good Government
- 3: Governing Body/Team Effectiveness and Strategies for Effective Collaboration
- 4: Refresher on the Council-Manager Form of Operation
- 5: Review of Strategic Plan
- 6: Discuss Possible Updates to Existing Strategic Plan
- 7: Next Steps

Retreat facilitator Patrick Ibarra introduced himself and led a discussion on the benefits of Good Government.

**2. Benefits of Good Government**

City Council and Staff presented and discussed the following benefits of good government:

- People feel heard and providing a safe forum for listening
- Quality of Life – provide services
- Financial stability, Fiscal responsibility
- Protect property values
- History of past decisions
- People want dignity

- Sense of community
- Adding value
- Stable infrastructure
- Marketing successes to residents
- Educating the community about services and the role of local government
- Facilitating community events and encouraging participation
- Enhancing credibility as a governing body
- Collaborative, cohesive, open minded listening organization.
- Communication to and from residents/community
- Creating Partnerships with Community Organizations

### 3. Governing Body/Team Effectiveness and Strategies for Effective Collaboration

Retreat facilitator Ibarra led a discussion on the following strategies for creating a more collaborative, effective Council:

- Develop a sense of team – a partnership with the City Manage to govern and manage the city.
- Civility and Council member behavior
- Think and act strategically
- Respect “shared constituency”
- Understand and demonstrate the elements of teams and teamwork
- Have clearly defined roles and relationships
- Honor the Council-Staff partnership
- Allocate Governing Body time and energy appropriately
- Have clear rules and procedures for Council meetings
- Practice continuous personal learning and development as a leader
- Communication and problem solving
  - a. Separate the people from the problem
  - b. Focus on interests
  - c. Invent options for mutual gain
- Distinctions between values, interests and positions
  - a. Insist on using objective criteria
  - b. Be attentive
  - c. Ask clarifying questions
  - d. Let People know you are listening
- Effective Public Engagement
- Importance of Diversity of Opinion

### CITY COUNCIL MEMBER COMMENTS

**Mayor Smith** commented on Council and Staff engagement in the City/community.

**Councilmember Wanke** spoke about comments he has received from residents and business owners about the quick response to issues by Staff. Community members feel listened to and are pleased to see Council and Staff at neighborhood meetings and events.

**Councilmember Kirwin** commented on Council and Staff’s engagement in the City and the positive comments he has received.

**City Administrator Arrula** commented on the responsiveness of Staff and Council via their attendance at neighborhood meetings, same day return phone calls, and after-hours requests.

**Councilmember Yamaguchi** commented on the importance of thinking outside of the box for new ideas and solutions.

### 4. Refresher on the Council-Manager Form of Operation

Retreat facilitator Ibarra led a discussion on the following: Role of Elected Officials, Role of City Administrator, Role of Department Directors, Role of City Staff and Role of Community Members.

## **CITY COUNCIL MEMBER/STAFF COMMENTS**

**Councilmember Wanke** commented on the benefits of attending local and regional government meetings and observing how other public meetings are conducted.

**Councilmember Kirwin** commented on the importance of listening and reaching out for different perspectives on issues. Acknowledged Staff for their responsiveness to requests.

**Councilmember Shader** commented on the Council's responsibility to advocate for the community both locally and regionally.

**City Administrator Arrula** commented on the benefits of Council participating in regional conferences and meetings with Staff. Commented on the City Administrator's role to facilitate a process for strategic planning and vision casting and managing Staff and resources. Stressed the importance of collaboration and communication.

**Councilmembers** discussed Staff's role to report issues they see in the community and take actions to address those issues in a timely manner before they are reported as complaints.

**City Administrator Arrula** commented on Staff's responsiveness to issues they see in the community, noting that Staff is mindful when driving and working in the City. He noted the importance of providing Staff with the resources they need to get the job done.

**Councilmember Kirwin** commented that Placentia has many longtime residents which is a strength and provides historical context.

**Councilmember Shader** stated that residents help to keep the Council accountable.

### **5: Review of Strategic Plan**

### **6: Discuss Possible Updates to Existing Strategic Plan**

Retreat facilitator Ibarra led a discussion on a Review and possible updates to the Strategic Plan.

## **CITY COUNCIL MEMBER/STAFF COMMENTS AND DISCUSSION**

1. Bike lanes, urban mobility and public safety.
2. Importance of documenting and reviewing the Strategic Plan yearly. Prioritizing items in the Strategic Plan according to resources.
3. Using the Strategic Plan to guide the City's budget.
4. Ensuring Long Term fiscal sustainability.
5. How do we compare to other cities?
6. Suggestion to schedule a Special Meeting to prioritize Strategic Plan Items and discuss ongoing projects.
7. Reserve Policy, grants and Development Impact Fees.
8. Promote Community and Economic Development.
9. OPEB Liabilities
10. Investment in infrastructure and public safety
11. Recruitments and retention in Public Safety
12. EIFD and Chapman Corridor
13. Affordable Housing
14. Engagement with new businesses in the City
15. New Resident Welcome Package
16. New positions
17. Citizens' Academy, CERT Training and partnerships with other cities
18. Community Oriented Policing/Neighborhood Watch
19. Fire inspections
20. Recruitment for Committees and Commissions
21. Senior Community Center
22. Public Safety Center
23. Metrolink Station
24. E-bikes and safety

25. Cameras and security improvements in Civic Center area, City facilities, Citywide
26. IT Master Plan
27. Energy Savings Programs/plans
28. SCE LED Conversion Project
29. Median Improvements, Citywide Wayfinding, Façade Improvement Program, graffiti abatement, tree planting Hamer Island, SiFi
30. Bolster ranks of City employees, Employee Development programs
31. Succession Planning
32. Ad-hoc policy manual
33. Code of ethics
34. CIP Projects

**7: Next Steps**

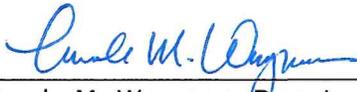
City Administrator Arrula stated that the City's proposed 2023-24 budget would be presented at tomorrow's Council meeting and briefly highlighted items within the proposed budget.

**ADJOURNMENT:**

The City Council adjourned at 2:00 p.m. to its Regular Meeting on Tuesday, May 16, 2023 at 5:30 p.m.

  
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Ward L. Smith, Mayor

ATTEST:

  
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Carole M. Wayman, Deputy City Clerk

