



CITY OF SAN DIMAS
COUNCIL – STAFF RETREAT SESSION
MINUTES
APRIL 14, 2008 3:00 PM - 7:00 PM
CITY COUNCIL CONFERENCE ROOM

PRESENT:

Mayor Curtis W. Morris
Mayor Pro Tem Emmett G. Badar
Councilmember Denis Bertone
Councilmember John Ebiner
Councilmember Jeff Templeman

Sheriff Captain Joe Hartshorne

City Manager Blaine Michaelis
City Attorney J. Kenneth Brown
City Clerk Ina Rios
Assistant City Manager of Community Development Larry Stevens
Assistant City Manager Ken Duran
Director of Development Services Dan Coleman
Director of Public Works Krishna Patel
Parks and Recreation Director Theresa Bruns
Finance Manager Barbara Herron
Administrative Intern Charlene Reck

CALL TO ORDER

Mayor Morris called the meeting to order at 3:04 p.m.

- 1. Consent Agenda – staff recommendations on these items may be adopted by one motion unless a member of the City Council requests separate discussion.**

City Manager Michaelis stated that the concept of a consent agenda is being proposed and requires action. He provided a brief summary of each matter and recommended approval.

- Caltrans Bicycle Grant – recommendation to let it lapse.
- Adopt a policy that Commission vacancy deadlines are extended until there is at least one more completed application than there are vacancies.
- Authorize staff to initiate the process to implement an update of city council salaries and update the mileage reimbursement policy for city council participation in meetings outside the city.
- Accept a written update report on the 50-year City Anniversary Committee activities to date.
- Accept a written summary and statistical report from the Sheriff's Department for the most recent review period.
- Accept staff recommendations regarding the preparation of the 2008-09 budget.

It was moved by Councilmember Bertone, seconded by Mayor Pro Tem Badar, and unanimously carried to accept, approve and act upon the consent calendar as listed.

2. City Hall Expansion project – Staff overview of the project with interactive discussion and direction from the City Council.

Director of Development Services Coleman provided an overview of the City Hall expansion project summarizing the scope and initial ideas. He pointed out critical areas of need including conference rooms, parking, and employee office space. He solicited Council's feedback and thoughts, and said architect Steve Gaffney is present.

The City Council suggested that a shared semi-private office with an adjacent meeting room, file cabinets, and a computer be considered. Other suggestions included consolidating all city office functions in one building; addressing ADA issues; a two-story elevator; Council access to unsecured areas; internal security; parking; a circular dais similar to the existing dais; upgraded lighting; and anticipated handicap ramp in the Council Chambers.

City Manager Michaelis asked if the City Council would be amenable to using drop down partitions to divide the Council Chambers into meeting rooms. Councilmembers were not in favor of that idea.

In response to Council, Director Coleman provided a tentative time frame starting with the bidding process in early 2009. He stated that a space needs study was conducted and staff will make a presentation to the City Council on the preliminary design with monthly updates thereafter.

Mayor Morris suggested avoiding using the Civic Center Park if possible.

In response to Councilmember Ebner, Assistant City Manager Stevens replied that narrowing of Bonita and constructing angle parking is being considered as part of the downtown corridor analysis that might be incorporated into the city hall project.

Steve Gaffney, Architect, Nestor+Gaffney Architecture LLP, pointed out an opportunity for the glass wall in the Council Chambers. Mr. Gaffney stated the whole plaza needs to be redone.

Councilmembers pointed out the importance of the court yard for community activities, and would like the water feature repaired.

Mr. Michaelis said if there is interest, he would like the City Council to consider the purpose and make-up of a City Council Liaison Committee for in-depth involvement with staff.

Mayor Morris and Councilmember Templeman volunteered to be part of the Liaison Committee.

3. Training regarding new City Council financial audit responsibilities.

Assistant City Manager Duran introduced Administrative Intern Charlene Reck. He presented Financial Internal Control Policies and Procedures for City Council consideration and explained the City Council's responsibilities and recommended the City Council Finance Committee be reactivated.

In response to Mayor Morris, Finance Manager Herron explained that the auditors ask if the governing body is reviewing reports and want a formal Audit Oversight Committee to oversee the financial activity of the City. She stated that if the auditors wish to meet with the Committee, the same open meeting rules apply.

Mayor Morris and Councilmember Templeman volunteered to be on the Audit Oversight Committee.

It was moved by Mayor Pro Tem Badar, seconded by Councilmember Templeman, to approve the Financial Internal Control Policies and Procedures. The motion carried 5.0.

It was moved by Councilmember Bertone, seconded by Mayor Pro Tem Badar, to appoint Mayor Morris and Councilmember Templeman to the Finance/Audit Committee to oversee the monthly expenditure and revenue and cash balance reports and the warrant register reports. The motion carried 5.0.

4. City Council Meeting considerations:

- Policy for having matters placed on the agenda.

City Manager Michaelis reviewed the proposed policy for having matters placed on the agenda.

In response to Councilmember Ebner, City Attorney Brown clarified that under Robert's Rules of Order, a 3.2 vote requires a member of the three who voted for the item to be the maker of the motion to revisit the matter. He stated that entitlements are predetermined by existing rules and cannot be reconsidered, however, if the applicant wishes the matter to be reconsidered, he has a limited timeframe to demonstrate there was some change to the project not previously considered and the public hearing process would then be initiated.

It was the consensus of the City Council to implement the policy that with the exception of entitlements, if a member of the City Council wishes to hear an item, it will be placed on the agenda; if a member of the public requests an item be placed on the agenda, they will be asked to write a letter. Councilmember Templeman suggested a structured request form for members of the public.

- Adjustments to the council agenda format.

Non-issue.

- Review of closed session requirements.

City Attorney Brown reviewed closed session requirements with the City Council and said items listed under the Brown Act must be described in the agenda.

Councilmember Templeman expressed concern with conducting open interviews for Planning Commissioners.

- E-mail communications as part of the record.

City Manager Michaelis issued a reminder that all communications, particularly emails, referred to in open discussion need to be made part of the official record.

Mr. Brown said that in a public hearing matter, the community is entitled to know the basis of how the Council reached their decision and conversations, emails or other communications should be disclosed and made a part of the record.

5. Development Services work program status report.

Assistant City Manager Stevens asked if the City Council had comments on the project Master List. He provided a brief update and requested direction on the Walker House food service uses. He said of four responses received three food service users submitted proposals. Staff toured the restaurants and is in the process of interviewing the applicants. Mr. Stevens asked if Council would like a site visit to the facility of each proposed food service user. Once interviews are complete, staff will prepare a recommendation to the City Council on the most appropriate food service user and negotiate a contract.

Councilmember Templeman suggested each Councilmember can visit the restaurants on their own.

Mayor Morris felt that quality cannot be monitored and the City should have the ability to give notice to leave. He said that would be facilitated if the City provided a fully equipped facility. He supported the purchase of booths and chairs.

Mr. Stevens said a full kitchen would be available and the user is expected to provide furnishings, however, that can be negotiated. He suggested providing some of the décor.

6. Receive Customer service accountability reports from departments.

City Manager Michaelis said each Department Head submitted departmental changes to enhance service to the public within the last year.

Councilmembers stated that not as many complaints are heard and all is well in San Dimas.

Mayor Morris mentioned that hiring of additional personnel helped.

Mayor Pro Tem Badar inquired about employees who are on long term sick leave. Mr. Michaelis said the Accounting Associate position is being recruited.

Councilmember Templeman suggested recruiting a Deputy City Clerk.

7. Direction regarding Amelia Street pedestrian project.

Director of Public Works Patel reported that an engineer was retained to develop two alternatives for the Amelia Street pedestrian project. Director Patel felt that there is a need to complete this project and recommended authorization to apply for Caltrans Safe Route to School Grant Program funds. Staff recommended that the City Council approve the original Alternative 2 as the preferred design alternative that may have a greater chance of securing a competitive grant.

It was moved by Councilmember Bertone, seconded by Mayor Pro Tem Badar, to approve Alternative 2 for Amelia Avenue Street Improvements and to authorize staff to apply for Safe Route to School (SR2S) programming grant to fund the project. The motion carried unanimously.

8. Oral Communications – Members of the audience. Anyone wishing to address the City Council on an item not on the agenda. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Speakers may be subject to a time limit as may be determined by the chair.

There were no comments.

9. Adjournment

Mayor Morris adjourned the meeting at 5:56 p.m. The next meeting of the City Council is April 16, 2008, 8:00 a.m. in the City Council Conference Room to meet with Supervisor Antonovich.

Curtis W. Morris, Mayor of the City of San Dimas

ATTEST:

Ina Rios, CMC, City Clerk