



MINUTES
SPECIAL CITY COUNCIL MEETING
COUNCIL-STAFF RETREAT SESSION
Tuesday, April 26, 2011
(Continued from April 18, 2011)
City Council Chambers Conference Room
245 E. BONITA AVE.

PRESENT:

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

City Manager Blaine Michaelis
City Attorney Mark Steres
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
Director of Parks and Recreation Theresa Bruns

CALL TO ORDER

Mayor Morris called the meeting to order at 8:42 p.m.

1. COUNCIL DISCUSSION AND DIRECTION

- d. City staff's emphasis to make contact with customers to focus on feedback and improvements. Reports on case studies and experiences.

City Manager Michaelis reported that staff is focused on improving customer service and once a month contacts customers for input on service, which can result in minor or major changes. Each Department Head shared their experiences and changes made as follows:

Assistant City Manager Duran reported that additional signage was implemented to notify customers of assessed fees imposed when their checks have insufficient funds.

Director of Parks and Recreation Bruns stated that comments received focused on appreciation of staff's response to customers' needs, communication for relocated classes, and moving back to city hall.

Director of Development Services Coleman said in addition to Version 1 written cards, staff is making direct contact for feedback. Staff learned from a cell provider that multiple site designs are costly and staff is in the process of creating a binder of good/bad examples of various types of cell sites.

Director of Public Works Patel learned from a resident that public works signs have different meanings to different residents and staff has decided to post "NO OUTLET" signs instead of "DEADEND" signs.

Assistant City Manager Stevens said an inquiry from Councilmember Bertone resulted in providing handouts to clarify the process for window replacement. Additionally, handouts are available for kitchen/bath remodels and a light box is available for use in tracing a plan.

Mayor Pro Tem Templeman suggested providing a video on window replacement with assistance from University of La Verne.

Mr. Stevens noted that staff has been asked why not require a formal landscape plan for Wesleyan Church. He said the Church would like to replace all landscaping onsite to conserve water and improve street appearance. Mr. Stevens said staff worked with them on the requisite plans at no cost other than direct costs for landscape architect and fees.

- e. Provide direction regarding an approach for staff to make administrative adjustments to Conditional Use Permits.

Mayor Pro Tem Templeman said Twisted Sage would like to change their hours of operation and were told they would have to go through the Conditional Use Permit process and pay the same level of fees. He said Director Coleman noted that Rancho Cucamonga has a separate fee schedule for staff to make minor adjustments to the process. Mayor Pro Tem Templeman thought staff could conduct a brief survey of surrounding cities and make necessary adjustments to provide flexibility and reduced fees in the Conditional Use Permit process.

Mayor Morris agreed with the recommended course of action and encouraged staff to facilitate the process unless it conflicts with code and safety. He thought staff and/the Development Plan Review Board should have the ability to make operating changes.

Councilmember Badar would like the perception changed from the belief that the City works against small business.

Assistant City Manager Stevens reviewed the cost of fees and said staff currently has the ability, but is reluctant to make some minor revisions. He pointed out that the Conditional Use Permit is tied to the land and in some cases, revisions may cause major parking issues.

City Attorney Steres advised that modifications to the Conditional Use Permit procedurally go back to the approving body. He suggested reducing the number of notices, which would reduce the cost of notices, and reducing the application fee.

Mr. Stevens said in lieu of a Conditional Use Permit, proposed putting the conditions in the Ordinance and issuing an administrative permit through the Licenses Permit Hearing Board. He stated this would be a cost effective procedure and for alcoholic beverage licenses, staff can add the ability to revoke the license based upon a person's failure to operate appropriately.

- f. Confirm council consensus on the process and plan to decorate the council office and conference room.

City Manager Michaelis would like Council consensus on proceeding with the San Dimas Historical Society's proposal to decorate the City Council office and conference room with historic photographs.

It was the consensus of the City Council to authorize staff to work with the San Dimas Historical Society to display historic photos in the City Council office and conference room with an emphasis on photographs of wagons that hauled field boxes as well as grove buckboard.

- g. Confirm a regular bi-monthly meeting schedule for the Senior, Parks and Recreation, Public Safety and Equestrian city commissions.

City Manager Michaelis said the Senior Citizen and Parks and Recreation Commissions meet every other month to conduct their business. He recommended approval to change meeting schedules for the Public Safety and Equestrian Commission to meet every other month and the Planning Commission will remain with the current meeting schedule.

It was the consensus of the City Council to solicit input from the Equestrian and Public Safety Commissioners at their next meeting on whether or not to change the meeting schedule.

- h. Commissioner relations – Council consensus for direction regarding new programs, changes, or expenditures.

City Manager Michaelis recommended encouraging Commissioners to move through the decision making process when any new or alternative program or expenditures are desired, for staff analysis and recommendation to make sure all issues are carefully evaluated to confirm that new programs do not impact current operations and are fiscally responsible.

It was the consensus of the City Council to update the Commissioners Handbook, provide a generalized training session to all Commissioners, and consider input from Commissioners.

- i. Confirm process and procedure to have non-unanimous Second Reading Ordinances on consent.

City Manager Michaelis said non-unanimous second reading ordinances can be placed on consent calendar based on first reading vote of the City Council, and confirmed unless the City Council desired to change their vote or make a comment.

It was the consensus of the City Council to keep the existing policy.

- 2. 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.

a) Mayor Pro Tem Templeman suggested building a three-story parking structure with the Storage Facility on the lower floor. He said the City can buy the airspace and eliminate the issue of relocating the property owners.

Mayor Morris said the Gold Line Construction Authority would be responsible for making that decision.

3. ADJOURNMENT

Mayor Morris adjourned the meeting at 10:21 p.m. The next meeting of the City Council is on Tuesday, May 10, 2011, 5:00 p.m. for Budget Study Session.

Respectfully submitted,

Ina Rios, CMC, City Clerk