



MINUTES
SPECIAL CITY COUNCIL MEETING
Tuesday, July 23, 2013, 5:45 P. M.
SAN DIMAS COUNCIL CHAMBERS
CONFERENCE ROOM
245 E. BONITA AVENUE

PRESENT:

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

City Manager Blaine Michaelis
Assistant City Manager Ken Duran
City Attorney Ken Brown
Assistant City Manager for Community Development Larry Stevens
Director of Public Works Krishna Patel
Director of Parks and Recreation Theresa Bruns

1. CALL TO ORDER

Mayor Morris called the Special City Council Meeting to order at 5:45 p.m.

2. ORAL COMMUNICATIONS

- a. Members of the Audience

None.

3. STUDY SESSION – Discussion and direction regarding goals and objectives of the City’s Code Enforcement Program

City Manager Michaelis commented that at the request of the City Council this study session was scheduled to have a general discussion regarding the direction and goals of the City’s code enforcement program. Mr. Stevens provided a review of his staff report that included staff’s understanding of the goals of the current enforcement program, background on the case load and most common violations, current procedures and supervision of the program and description of the types of notices issued. Mr. Stevens offered a suggestion to issue an additional warning type notice before the first violation notice listing the potential consequences.

Mayor Morris expressed concern with the consequences wording of the initial letter and agreed with an additional warning letter. Other Council members concurred with issuing additional warnings.

Mayor Pro Tem Bertone inquired about how violations of trash cans left out and portable basketball stands in the right of way are handled. There was discussion on the procedures for these types of violations.

In response to a question Mr. Stevens responded that officers do not patrol residential areas looking for violations. However, they are proactive if they identify a hazardous situation. There was discussion on being more proactive for flagrant or obvious property maintenance violations.

In response to a question Mr. Stevens described the tracking software used by the officers to manage cases. He added that the system could be made more efficient by modifying some features.

There was discussion on setting the right tone with the new officers who will be hired and establishing expectations. There was also discussion on the coordination between officers and planners and inspectors.

There was discussion on being more proactive on some types of violations. It was the consensus of the Council that there should be some directed patrol and proactive enforcement on some identified violations, in particular property maintenance. There was also discussion on other city employees looking for violations in the course of their regular duties.

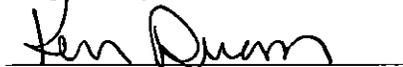
There was discussion on the number of cases and current staffing levels. Mayor Morris commented that he would be open to contracting for specialized services or targeted enforcement.

In response to a question Mr. Stevens commented that we have not implemented a consistent weekend enforcement program. He added that if we want to add weekend enforcement their needs to be specific direction on the priority on what types of violations to focus on. The consensus was to get the new officers on board and focus on the base violations first and then move to address other issues.

4. ADJOURNMENT

The Study Session adjourned at 6:55 p.m.

Respectfully submitted,



Ken Duran, City Clerk