

**LEGISLATIVE AFFAIRS COMMITTEE MEETING MINUTES  
CITY OF COLTON  
Monday, January 13, 2014  
5:00 P.M.**

**LOCATION:** City of Colton Council Chambers  
650 N. La Cadena Drive, Colton, CA 92324

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**1. GENERAL BUSINESS**

**a. CALL TO ORDER/ROLL CALL**

The Legislative Affairs Committee meeting was held on the above-given date and was called to order at 5:03 p.m. in the Council Chambers of City Hall, with Council Member Frank Navarro presiding. Roll Call was taken by City Clerk Eileen Gomez as follows:

**ROLL CALL**

**Committee Members Present**

Frank Navarro, Council Member  
Deirdre Bennett, Council Member

**Staff Liaisons/Representatives Present**

Stephen Compton, City Manager  
Eileen Gomez, City Clerk  
Adelfa Flores, Council Office Manager  
Art Morgan, Economic Development Manager  
Victor Ortiz, Public Works Engineering Superintendent  
Steve Ward, Police Chief  
Mark Tomich, Development Services Director  
Lt. Mike Hadden, Police Department  
Eric Wickman, Animal Services Officer  
Rachel Carnell, Lead Code Compliance Officer

**Committee Members/Staff Absent**

David Toro, Mayor Pro Tem

**b. Minutes**

New Committee – no minutes.

**c. Correspondence**

None.

**2. PUBLIC COMMENT**

None.

**3. INFORMATION – OLD BUSINESS**

None.

**4. PROGRAMS – NEW BUSINESS**

**a. Seating of Legislative Affairs Committee Chair**

Mr. Compton stated that since all members were unable to be present at this meeting, this item will be brought back on the next LAC agenda. City Manager Stephen Compton provided an overview of the Legislative Affairs Committee (LAC) and its primary function, the process for coordinating the agenda, and the preparation of minutes. Mr. Compton explained that Council Member Toro contacted him stating that he would not be in attendance for this meeting and informed members present that an agenda for another meeting could be reposted. Mr. Compton informed members that on December 30, 2013, he sent out a Council Norms & Ethics document in an effort to move forward with goals, missions and visions. Mr. Compton stated that he is in the process of conducting an executive staff retreat to develop specific measurable goals and to provide Council with options including timelines for projects. The Council will provide annual City-wide goals to provide direction to the City Manager. The Council will also provide five measurable goals for the City Manager's performance that are different from the broad City goals.

**b. Discussion of programs of the Legislative Affairs Committee**

Mr. Compton explained that he has been working with Council Office Manager Adelfa Flores on the 2011 goals and accomplishments and will be putting an analysis together for a goals workshop in February. He stated that we need a way to implement good sharing of communications and that the objective that came out of the December meeting was the structure of the Legislative Affairs Committee. Mr. Compton explained that the Council approved the establishment of the Legislative Affairs Committee as a standing "Brown Act" committee, renaming the Political Reform Committee, in order to advance the City's legislative agenda. Mr. Compton continued discussion regarding the benefits of having the LAC as a forum to bring forward discussion items from the League of California Cities and other topics such as the Regional Housing Needs Assessment (RHNA).

**i. Municipal Code Review**

**1. Assignment of Chapters for Review**

Mr. Compton stated that one of the assignments for this committee is to review the municipal code and that members were provided with the first three chapters. He explained that there will be a review process and that as part of state law, every two years a committee must be created to review the municipal code. Unless we have a department that has an ordinance to be changed such as Development Services, the municipal code usually does not go through review very often. At the same time, this gives Council the opportunity to provide their input regarding ordinances that are lacking in our current municipal code.

**2. Discuss creation of a "Bail Schedule"**

Mr. Compton stated that another issue that flows from the review to be discussed is the creation of the bail schedule issue. Mr. Compton reported that he met with the City Clerk Eileen Gomez and Police Chief Steve Ward to discuss this matter and continued to explain the process for codifying the bail schedule. He also encouraged members to research other cities to see how the bail schedule is codified in their municipal codes and described the bail process in the local jails. Mr. Compton stated that City Clerk Gomez is corresponding with our municipal code vendor regarding the codification of the bail schedule.

### **3. New Ordinances/Resolutions**

#### **a. Urgency Ordinance – Pallet Company**

Mr. Compton informed members that the urgency ordinance for pallet companies will be before Council on February 18<sup>th</sup> as requested by Council in December.

#### **b. Animal Control Ordinance**

Mr. Compton stated that the Animal Control ordinance issue is currently being addressed due to the recent death of a child caused in the City. This ordinance is being reviewed by the Police Department, with progress to be reported to the LAC by Police Chief Ward as to whether or not a change to the ordinance would have changed the result of these circumstances.

#### **c. Code Compliance Ordinances – Landscaping**

Mr. Compton reported that the Code Compliance ordinance regarding landscaping has recently been addressed by council members concerning the “letter of the law” versus the “spirit of the law” in reference to public parkways and how it is being enforced.

#### **d. Curb Painting on Public Property**

Mr. Compton stated that there have been safety concerns regarding curb painting on public property and whether or not they would request that an ordinance be drafted to address this issue. Mr. Compton summarized the background on this issue and explained that there have been reports of unsafe 911 calls due to numbers being painted over on curbs. Mr. Compton stated that he has received complaints about unlicensed individuals painting and repainting numbers on curbs throughout Colton.

### **ii. Oversight of City Legislative Program**

#### **1. New State or Federal Legislation**

Mr. Compton updated members on the proposal being brought forward during budget discussions to utilize the \$48,000 that was previously paid for a lobbyist, and reassign this amount for a grant writer. Mr. Compton explained that the Economic Development Manager has been reviewing the grant writing process and also auditing our current grants to see which ones are in place and are being administered by the City. He also stated that they are currently interviewing an agency that would potentially be under contract for these services. The objective is to be more efficient with our grant process.

### **ii. Representation – Legislative Actions**

#### **1. League of California Cities**

#### **2. Southern California Association of Governments (SCAG)**

#### **3. National League of Cities**

Mr. Compton explained that this could be the forum where Council can push for legislation or bring back information from the League of California Cities, Southern California Association of Governments (SCAG), the National League of Cities, and other local boards in surrounding cities. Mr. Compton reported that he distributed the League of California Cities 2014 issues under separate memorandum and provided a summary of the information printed. Mr. Compton stated that he and Adelfa Flores oversee the Legislative Program adopted in September 2013.

### **iii. Manual of Operations (MOP)**

#### **1. Discuss is there a better way**

##### **a. Instead of a MOP maybe a Council/Administrative Policy manual combined. Discuss Pros and Cons**

Mr. Compton informed members that he has two large binders with administrative policies that have not yet been codified. He stated that there needs to be discussion regarding the type of administrative policies we need to have in the City. Employees need to know what their responsibilities are and also what the best practices are for the City. Mr. Compton explained that this would assist not only employees but also council members to better understand how the City is functioning. This information is especially relevant during litigation so we have standards in place to refer to. Mr. Compton explained that we currently have a Manual of Procedures that needs to be reviewed and updated.

##### **c. Committee Member Comments**

Council Member Navarro asked that Roll Call be taken for the record. City Clerk Gomez announced Roll Call with members present and absent as stated above. He also expressed gratitude to staff for handling legislative issues that are detrimental to Colton and commented that it is beneficial to work together to move our community forward. Council Member Navarro also stated that they would like to select a Chair for this committee at the next LAC meeting. Council Member Bennett stated that the agenda is easy to follow and is set up as a similar model to an education format. Council Member Bennett informed members that she serves on the League of California Cities Policy Committee and stated that she would be willing to bring any information to them that this committee would approve. She also commented on how important the LAC committee is to move City business forward, in particular, the curb painting issue and emphasized the importance of coordinating an ordinance to address this.

##### **d. Staff Comments**

Mr. Compton commented that the LAC would be the forum to bring questions and to discuss concerns from council members regarding policies, procedures, legislation, resolutions and ordinances prior to being submitted for Council approval. Mr. Compton provided a brief overview of the handouts provided in the LAC binder regarding grants that staff will pursue and monitor and will decide how the information will be presented to this committee and then brought forward to Council. There was discussion regarding the LAC objectives and future agenda items. City Clerk Gomez stated that she will provide the information in the binder to the other attendees for their reference. She also informed members that since we will be reviewing the municipal code, we will be putting together a separate binder for that information so we can use the LAC binder for other information. Council Member Navarro asked to keep the municipal code review to three chapters at a time since it is intensive reading. Adelfa Flores stated that the Council Office received a request for a letter of support regarding Assembly Bill 1147 in relation to the awareness and prevention of human trafficking.

##### **e. Setting Standing Meeting Schedule – Proposed every 60 days**

Mr. Compton stated that the next proposed meeting will be scheduled for January 27, 2014, to continue the business on this agenda. He reported that staff will send any pertinent information to LAC members between meetings when necessary that needs to be reviewed prior to the next regularly scheduled meeting. Mr. Compton also stated that future items may be verbal reports only and there may not be staff reports at every meeting.

**5. Adjournment: Next Meeting Date: May 19, 2014**

The Legislative Affairs Committee adjourned at 5:38 p.m. The next meeting will be scheduled for Monday, May 19, 2014.

A handwritten signature in cursive script, appearing to read "Eileen C. Gomez", is written over a horizontal line.

Eileen C. Gomez, CMC  
City Clerk//Secretary