

CITY OF POMONA
Community Life Commission
REGULAR MEETING MINUTES

April 23, 2019
CITY COUNCIL CHAMBER BOARD ROOM
505 SOUTH GAREY AVENUE

CALL TO ORDER

The meeting convened at 6:32 P.M. in the City Council Chambers with Chair Hutchinson presiding and the following Commissioners present:

ROLL CALL: Present:

Vince Carpio, District 1
Regina Wang, District 2
Rebecca Alvarez, Commissioner, District 4
Brian Mundy, Commissioner, District 5

Absent

Donna Houston, Commissioner, Mayor Appointed
Christina Jimenez, District 3

STAFF PRESENT:

Benita DeFrank, Director
Rosalia Butler, City Clerk
George Montano, Housing Authority Manager
Elizabeth Leon, City Liaison

ROLL CALL

Roll call was taken by City Liaison Elizabeth Leon. Those present are noted above.

PLEDGE OF ALLEGIANCE

Chair Hutchinson Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Chair Hutchinson motioned to approve minutes for February 26, 2019, Commissioner Mundy second the motion.

Commissioner Carpio- Abstained.

**Motion carried 4-0
Abstain: 1**

PRESENTATION-

Code Enforcement Presentation:

Hugo Medina, Acting Code Enforcement Manager, Development Services Department indicated that Code Enforcement works hand in hand with City of Pomona Police Department.

Code Compliance Division enforces City Ordinances and inspects both residential and commercial properties for violations that may threaten the general public's safety.

COMMUNITY LIFE COMMISSION MINUTES – REGULAR MEETING OF April 23, 2019 PAGE 2

Code Enforcement Division consists of one (1) manager (currently vacant) one (1) senior inspector and six (6) code enforcement officers; Officers are assigned to each council district, and one (1) industrial inspector and (1) administrative clerk.

There is a wide range of ground that inspectors cover to address common complaints such as, trash, junk and debris, overgrown weeds and vegetation, exterior structures in disrepair, converted/occupied garages, inoperable vehicles/vehicles parked on unimproved surfaces. Business violations include signage and licensing, homeless and transient on private property and marijuana dispensaries.

The enforcement of Marijuana Dispensaries includes checking of weed maps as well as names on maps; if there is a need to obtain search warrants and or undercover purchasing the request is done through City of Pomona Police Department. In addition, further investigation is done by working with property owners, so that they may provide the rental agreement in order to identify the business owner. The property owner will be issued the citation if there is no rental agreement or business owner. However, before a citation is issued, the owner is allowed 1 week to make corrections and a 2nd notice is sent certified mail to tenant or the property owner.

Furthermore, the property owner is issued notice for unpermitted dispensary, or tenant is issued notice for unpermitted dispensary and no business license. A failure to cease operation by owner/tenants are cited on a daily basis. The first citation is fined \$122, 2nd fine is \$222, 3rd fine is \$522, and each additional fine is \$522.

In regards to transients, Code Enforcement works with H.E.A.R.T Program. City of Pomona Police Department and Solid Waste Departments will drive around the City of Pomona and pick up abandoned property stored on public right away, recover property, and notice with a date and time property was confiscated and notice is issued to the owner of said property. Solid Waste will e-mail the information to Code Enforcement; Code will forward the case to the department in charge of releasing any claimed property to owner.

Code Enforcements Main Responsibilities consist of the following:

- Address exterior property maintenance violation visible in public view.
- Address illegally converted garages/occupied garages.
- Building and Planning Departments are accepting applications for accessory dwelling unit which means permitting garages into dwelling units.
- Inoperable vehicles.
- Damaged roof/siding.
- Signage.-Unpermitted flags, banners and signs.

Crime and criminal activity is handled by City of Pomona Police Department. Vehicle violations are handled by Parking Enforcement. Illegal dumping by Solid Waste and anything to do with animals is handled by Humane Society.

In regards to Historical Districts, property owner who perform exterior work must request Planning Department approval. Minor repairs are approved over the counter and major repairs are approved by Historic Commission.

Questions from Commissioners

Q: What happens with squatters in private property that have no water and property is abandoned?

A: Code Enforcement notifies Building Department and the property is red tag. Red tagging is on a case-by-case basis.

Q Does this happen frequently?

A: Yes.

All complaints are anonymous.

Q: Is the business license fee part of Code Department.

A: No.

Q: If there is a registered complaint through the on line system feedback.

A: Code's Admin clerk will respond.

Q: How can we help in fostering the good relationship with the residents?

A: You may give residents information on who to call and how to process a complaint.

Q: What was staffing 5 years ago?

A: Same staffing as current.
In 2002 staff was double.

PUBLIC COMMENT-

None.

Chair Hutchinson motioned to move Commission Communication to the end of the agenda.

Second by Commissioner Wang.

Motion Carried 5-0

STAFF COMMUNICATION-

Legislative Luncheon sponsored by Chamber Commerce.

Pomona Beautification Saturday begins at 7 in the morning.

Care Harbor Event at Fairplex – Health care for low income families.

Brown Act Training scheduled for May 2, 2019 – RSVP with city clerk.

Community Life Commission bylaws start time at 7:00 pm not 6:30 pm. The 6:30 meeting time may be changed by going to council for approval or the meeting can be called a special meeting.

Commissioner Alvarez- Start time had been discussed and it was a done deal.

Chair Hutchinson- Add to next agenda subcommittee and ADHOC committee to address discrepancies in bylaws which includes start time.

COMMUNITY LIFE COMMISSION MINUTES – REGULAR MEETING OF April 23, 2019 PAGE 4

Commissioner Mundy - Amenable to any start time, and would like to agendaise the length of the meeting, so that it is not being limited to one hour and

all agenda items may be discussed. Since the length of meeting is not a part of the bylaws.

City Clerk- Recommendation- To call next meeting a special meeting/Study Session so that commission is not bounded by the bylaws 7:00pm start time and keep the current start time at 6:30pm. Also, spend the time for review of the bylaws one by one to add, change or amend the bylaws.

Commissioner Carpio- A sub-committee was already in effect to discuss Duties and Regulations, and review of the bylaws which would in turn make recommendations to the commission.

Commissioner Hutchinson- The bylaws do not have to be a special meeting.

City Clerk- Duties and regulations are separate component which are adopted by City Council and any changes must go through Council. Bylaws are done through the commission and do not need to go to Council for changes. (Per CLC bylaws under amendments page 15)

Commissioner Wang- One subcommittee to discuss both CLC Duties and Regulations and bylaws.

Commissioner Mundy- Does not recall the subcommittee overlooking the bylaws.

Chair Hutchinson- In an effort to move forward, agendaise for May the consideration and recommendations of The CLC Duties and Responsibilities and discussion on bylaws and how Commission would like to move forward.

DISCUSSION-

Discussion Items:

Chair Hutchinson- Commissioner Houston not present.
Neighborhood Watch Committee – Commissioner Houston

1. Neighborhood Watch Committee-

Commissioner Houston- The Neighborhood Watch Committees are being promoted so that the Community Life Commission can partner with the Pomona PC and assist the community by helping neighborhoods organize and set up Neighborhood Watch Committees throughout the City of Pomona.

Chair Hutchinson- Would like to remove item off agenda since Commissioner Houston

COMMUNITY LIFE COMMISSION MINUTES – REGULAR MEETING OF April 23, 2019 PAGE 5

is not present and Watch Committee will not be ready in 6 months.

Commissioner Mundy- For clarification we were not asking Crime Prevention to help us, we were asking to help them. Neighborhood Watch Committee is overwhelmed and currently could not handle the load if more committees are formed.

Chair Hutchinson- I would like to motion to take off the agenda.

City Clerk- You may motion to table.

Chair Hutchinson- Motion to Table Neighborhood Watch Committee item to a future meeting.

Commission Alvarez Second the motion, clarifying that item is brought up at next meeting when Commissioner Houston is in attendance.

Motion Carried 5-0

2. Outline of Goals, Strategy and Measurement plan- Chair Hutchinson

Commissioner Hutchinson would like to focus, goals, duties and responsibilities at the special meeting so that the commission may start with the implementation process of outline and goals for Community Life Commission.

Chair Hutchinson motioned to appoint commissioner Mundy and Wang for the Marketing ADHOC committee.

Commissioner Mundy second.

Motion carried 5-0

Chair motioned to create an ADHOC committee for each objective identified in the implementation process outlined for the goals for Community Life Commission with consist of Foundation, Governance, Marketing and Projects.

Commissioner Mundy second.

Motion carried 5-0

3. Human Trafficking within the City of Pomona- Commissioner Jimenez

Chair Hutchinson- Commissioner Jimenez not present

Chair Hutchinson motioned to table Human Trafficking.

Commissioner Wang second.

Motion carried 5-0

4. Video Taping - Commissioner Mundy

- Commissioner Mundy- Staff was asked to verify with City Attorney if he can video record. Equipment used only to document meetings; it records on its own. Transparency, promotion and encouraging other residents to attend our meetings; it's an opportunity to bring up their concerns. I suggest we look into Village Academy to record the meetings. I would like to make a motion that we approve the ability to video record our meetings Intent is not to cause division among the commissioners. It's not meant to be disrespectful.
- City Clerk- Under government code GC54953.5 any person attending a Meeting By-Laws delay or interrupt proceeding or the peace or disturb any member while presiding over the meeting perhaps someone from the audience can record rather than a commissioner
Subject to Public records act.
- Commissioner Alvarez - Does not support the video recording of meetings nor being video-taped and does not see the point of video-taping meetings. Are any other commissions video-taped? She would like to step off the Dais while meeting is being recorded. Is that an option or does she need to submit her resignation?
She does not want to be recorded, does not feel safe if her face is put out into the public.
- City Clerk - Commissioner Alvarez could not vote on any item presented if she steps off the dais.

Perhaps all members of commission should be present in order to see how everyone feels about this issue.
- Commissioner Carpio- Does not like the idea of being video-taped by any one. Why is it necessary? Doesn't trust anyone to record him.
Will not be control taped. We have notes, people can show up. This commission hasn't even done anything in the last 5 years. We can't even understand the By-laws; Robert's Rules nor agree on anything. If the motion passes, he will resign.
- Chair Hutchinson- These are public meetings and we placed ourselves in the public eye. By-Laws reminds us that we have to vote

Concerned about how commission will look to the public at this stage. Do we really want to publicize currently how the commission is trying to move forward in getting this commission to be productive and successful?

COMMUNITY LIFE COMMISSION MINUTES – REGULAR MEETING OF April 23, 2019 PAGE 7

No legislative body shall prohibit a broadcast or obstruction of view.

Encourage fellow commissioners to look at the bigger picture, why we are serving on this commission.

Opportunity presented itself to be Chair and neither Commissioner Carpio nor Commissioner Alvarez took that opportunity.

Commissioner Wang- Preservation Commission was recorded but not video-taped.

Commissioner Mundy Motioned to table video-taping item to next month's agenda.

Commissioner Alvarez second the motion.

Motion carried 5-0

COMMISSION COMMUNICATIONS

Reports on conferences, seminars, regional meetings attended by Chair and Commissioners.

Commissioner Carpio - Passed.

Commissioner Alvarez- Meeting in District 4.

Commissioner Wang- Joint Study Session – Preservation Commission
Participating in Beautification Day.

Chair Hutchinson- Hosted 1st Neighborhood Watch Meeting; well received with attendance of over 50 people including the City of Pomona Police Department.

Chair Mundy- Attended several meetings such as Community meeting on the 71 project, 125 residents in attendance in Westmont, Commission Reform, HPC-4 hour meeting, VPD Meeting, Planning Commission and Library Meeting. Staff interacts differently, better organized and contributing commissions have a clear purpose and District 5 having ADHOC community meeting. Discussion on adding to the agenda the formatting of the agenda. Order of agenda is in the by-laws. Also will be photographing at Pomona Beautification Day.

ADJOURNMENT

Chair Hutchinson adjourned the meeting at 8:38 pm.

The City of Pomona Community Life Commission is hereby adjourned to the next special meeting of May 28, 2019 starting at 6:30p.m. at Council Chambers.

Respectfully submitted,

ATTEST:

Elizabeth Leon
Community Life Commission Liaison

Chair Hutchinson