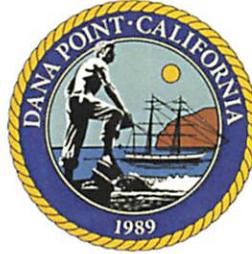


# CITY OF DANA POINT

---

## CITY COUNCIL REGULAR MEETING



**TUESDAY  
MAY 2, 2023  
5:00 P.M.**

## MINUTES

**Location: City Council Chamber, 33282 Golden Lantern, Suite 210, Dana Point, California 92629**

Next City Council Ordinance No. 23-04

### CALL TO ORDER

The Regular Meeting of the City Council of the City of Dana Point, California, was called to order by Mayor Mike Frost at 5:01 p.m. in the City Council Chambers, 33282 Golden Lantern, Dana Point.

### ROLL CALL OF CITY COUNCIL MEMBERS:

Mike Frost, Mayor  
Jamey M. Federico, Mayor Pro Tem  
John Gabbard, Council Member  
Matthew Pagano, Council Member – Entered at 5:38 p.m.  
Michael Villar, Council Member

STAFF PRESENT: Michael A. Killebrew, City Manager; Kelly Reenders, Assistant City Manager; Patrick Munoz, City Attorney; Shayna Sharke, City Clerk; Captain Todd Hylton; Sea Shelton, Director of Administrative Services; Brenda Wisneski, Director of Community Development; Matthew Sinacori, Director of Public Works/City Engineer; James Shadle, Director of General Services; and Jaimie To, Senior Management Analyst.

### CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, SIGNIFICANT EXPOSURE TO LITIGATION, Government Code § 54956.9 (d)(2) (1 case)

Mayor Frost recessed the meeting into a Closed Session at 5:02 p.m. pursuant to Government Code Section 54957.

### RECESS OF CITY COUNCIL MEETING UNTIL 6:00 P.M.

### RECONVENE CITY COUNCIL MEETING

Mayor Frost reconvened the meeting at 6:01 p.m.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Gabbard.

## **INVOCATION**

There was no Invocation.

## **PRESENTATIONS AND PROCLAMATIONS**

### Employee of the Quarter

Mayor Frost and City Clerk Shayna Sharke presented Terrie Ayers (Administrative Assistant) with a Certificate of Recognition.

### OCFA Drowning Prevention Awareness

Mayor Frost presented Battalion Chief Neal McCann with a Proclamation.

### National Small Business Week

Mayor Frost presented Vickie McMurchie (President, Dana Point Chamber of Commerce) and Beth Oas (Chair, Dana Point Chamber of Commerce) with a Certificate of Recognition.

## **READING OF ORDINANCE TITLES**

There were no Ordinance titles.

## **CONSENT CALENDAR**

IT WAS MOVED BY MAYOR FROST, SECONDED BY MAYOR PRO TEM FEDERICO, THAT THE RECOMMENDATIONS BE ACCEPTED FOR ALL ITEMS ON THE CONSENT CALENDAR.

The motion carried by the following vote:

AYES: Council Member Gabbard, Council Member Pagano, Council Member Villar, Mayor Pro Tem Federico, and Mayor Frost

NOES: None

ABSENT: None

### **1. WAIVE THE READING OF ORDINANCES AND APPROVE READING BY TITLE ONLY**

APPROVED THE READING BY TITLE ONLY OF ALL ORDINANCES AND THAT FURTHER READING OF SUCH ORDINANCES BE WAIVED.

### **2. REGULAR MEETING MINUTES, APRIL 18, 2023**

APPROVED THE MINUTES.

**3. PLANNING COMMISSION MEETING MINUTES, APRIL 10, 2023**

RECEIVED AND FILED.

**4. FINANCIAL REVIEW COMMITTEE MEETING MINUTES, JANUARY 31, 2023**

RECEIVED AND FILED.

**5. CLAIMS AND DEMANDS**

RECEIVED AND FILED THE CLAIMS AND DEMANDS.

**6. QUARTERLY FINANCIAL REPORT**

RECEIVED AND FILED THE QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 2023.

**7. PROFESSIONAL SERVICES AGREEMENT WITH TRUE NORTH COMPLIANCE SERVICES FOR THE BUILDING AND SAFETY DIVISION**

THE CITY COUNCIL:

- 1) APPROVED A PROFESSIONAL SERVICES AGREEMENT WITH TRUE NORTH COMPLIANCE SERVICES (TRUE NORTH) FOR PLAN CHECK, PERMIT TECHNICIAN AND INSPECTION; AND
- 2) AUTHORIZED THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT.

**8. PURCHASE OF NETWORK SWITCHES FOR NETWORK CABLING PROJECT**

AUTHORIZED THE PURCHASE OF NETWORK SWITCHES AND TRANSCEIVERS FOR THE DANA POINT CITY HALL NETWORK CABLING UPGRADE PROJECT.

**PUBLIC COMMENTS**

Toni Nelson (Capistrano Beach) referenced a letter submitted to the City Council regarding short-term rentals and spoke against the Planning Commission's decision to approve Coastal Zone homeowners' association Coastal Development Permits to prohibit short-term rentals.

Mark Zanides (Dana Point) spoke in agreement with the letter submitted to the City Council regarding short-term rentals and spoke against the Planning Commission's decision.

**PUBLIC HEARINGS**

There were no Public Hearings.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

## **NEW BUSINESS**

### **9. FISCAL YEARS 2023-24 AND 2024-25 BUDGET WORKSHOP**

City Manager Michael A. Killebrew introduced the item and thanked the Finance Staff for implementing the new budget software system.

Director of Administrative Services Sea Shelton provided a staff report and answered questions of the Council.

Discussion ensued.

IT WAS MOVED BY MAYOR PRO TEM FEDERICO, SECONDED BY COUNCIL MEMBER GABBARD, THAT THE CITY COUNCIL ADOPT **RESOLUTION 23-05-02-01** ENTITLED:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING SALARY RANGES FOR REPRESENTED AND NON-REPRESENTED CLASSIFICATIONS AND ADOPTING NEW JOB TITLES AND CLASS SPECIFICATIONS.**

The motion carried by the following vote:

**AYES:** Council Member Gabbard, Council Member Pagano, Council Member Villar, Mayor Pro Tem Federico, and Mayor Frost

**NOES:** None

**ABSENT:** None

## **COUNCIL REPORTS, INCLUDING CITY RELATED MEETINGS ATTENDED**

Council Member Gabbard will turn in his list of meetings attended to the City Clerk and stated he attended OCFA's Best and Bravest Dinner and spoke of the bravery described during the event.

Council Member Pagano turned in his list of meetings attended to the City Clerk and spoke of the success of the REDO Market.

Council Member Villar turned in his list of meetings attended to the City Clerk and asked about a staff report on possible short-term rentals inside and outside the Coastal Zone and requested an item be added to the agenda to freeze issuance to short-term rental issuance. He also stated he heard positive feedback from those who attended the REDO Market.

Mayor Pro Tem Federico turned in his list of meetings attended to the City Clerk and spoke regarding OCTA train issues in San Clemente from recent landslides and invited staff to reach out to him with any questions.

Mayor Frost stated he will turn in his list of meetings attended to the City Clerk and thanked staff for the State of the City event.

## STAFF REPORTS

City Manager Michael A. Killebrew invited residents to participate in the General Plan Update by going to PlanDanaPoint.com and completing the survey and interactive map. He also mentioned a forthcoming public service announcement regarding OCTA Access Driver's strike beginning Wednesday, May 3<sup>rd</sup> and potential impacts on the community.

City Attorney Patrick Munoz stated he had nothing to report.

## ADJOURNMENT

There being no further business before the City Council at this session, Mayor Frost adjourned the meeting at 6:51 p.m. in honor of Tom Lewis. He announced that the next Regular Meeting of the City Council will be May 16, 2023, at 5:00 p.m. in the City Council Chamber located at 33282 Golden Lantern, Suite 210, Dana Point, California.



---

SHAYNA SHARKE

CITY CLERK

APPROVED AT THE MEETING OF MAY 16, 2023

---

---

**Meetings attended since April 18, 2023**

**Mayor Mike Frost**

Meetings attended since March 21, 2023:

03/22/2023 TCA Operations  
03/23/2023 OCHCD/ACC-OC  
03/24/2023 CAL RECYCLE  
03/30/2023 OC United  
04/14/2023 SOCEC  
04/20/2023 Janet Nguyen  
04/26/2023 TCA  
04/26/2023 State of the City  
04/27/2023 Monarch Villas  
04/28/2023 Building Code Review  
05/02/2023 Family Assistant Ministries

**Mayor Pro Tem Jamey M. Federico**

04/21/2023 CASA/PPF Kennel Ribbon Cutting  
04/24/2023 CASA Special Board Meeting  
04/24/2023 OCTA Board Meeting  
04/26/2023 OCTA Finance and Administration Committee  
04/26/2023 State of the City  
04/30/2023 REDO Market  
05/01/2023 OCTA Regional Transportation Planning Committee

**Council Member John Gabbard**

04/21/2023 SC/DP Animal Shelter Renovation Ribbon Cutting  
04/26/2023 State of the City  
04/27/2023 OCFA Board of Directors  
04/28/2023 OCFA Best and Bravest Awards Dinner

**Council Member Matthew Pagano**

Meetings attended since March 7, 2023:

03/17/2023 Met with Resident/Planning Commission Candidate Luke Bowen  
04/08/2023 Sea Canyon Easter Egg Hunt  
04/11/2023 CUSD Trustees Meet and Greet  
04/24/2023 Financial Review Committee  
04/27/2023 State of the City  
04/30/2023 Vintage REDO Market

**Council Member Michael Villar**

- 04/20/2023 Meeting with Sea Shelton About Proposed Budget Update
- 04/26/2023 State of the City