NOTICE OF REGULAR MEETING

ADMINISTRATIVE ENFORCEMENT
HEARING OFFICER PANEL

DATE: November 9, 2012
TIME: 2:00 p.m.
LOCATION: CITY MANAGER’S CONFERENCE ROOM - 300 FOREST AVENUE

AGENDA

1. Call to Order

2. Introduction of Hearing Officers and Staff
   Appointed members and staff will introduce themselves.

3. Oral Communications
   Comments from the Audience will be limited to three minutes, and must concern topics within the jurisdiction of the Hearing Panel.

4. Review Hearing Panel & Hearing Officer Purpose and Authority
   The Members shall review the Municipal Code enforcement process as set forth in 1.19 of the Municipal Code. Staff shall distinguish the unique roles of the Code Compliance Officer as prosecutor and the City Attorney as advisor to the Hearing Officer.

5. Review of Hearing Rules and Procedures
   The Members shall review the Hearing Procedures and discuss code enforcement process and expectations.

6. Review Bias, Conflicts, Due Process and Other Hearing Requirements
   The City Attorney shall review Brown Act and Fair Political Practices Act requirements, summarize due process considerations, and answer questions regarding administrative hearing processes.
7. Review the Type and Frequency of Pending Matters; Reaffirm Hearing Officer Selection
   The Hearing Panel shall discuss possible pending matters and determine best dates for hearings. The Code Compliance Officer shall describe the type and quantity of matters under review.

8. Practical Issues and Applications
   The Members shall review recent enforcement actions, court actions and discuss related process issues.

9. Adjournment

This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities.