



CITY OF DEL REY OAKS

Staff Report

DATE: May 23, 2023

TO: Honorable Mayor and Members of the City Council

FROM: John Guertin, City Manager

SUBJECT: Consider Appointment of Administrative Enforcement Hearing Officers

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

Recommendation

Appoint two applicants to fill two of three vacancies for Administrative Enforcement Hearing Officer.

Background

The role of Administrative Enforcement Hearing Officer was established in Del Rey Oaks Municipal Code Title 1, Article 4. Article 4 states, in part:

ARTICLE 4. - ADMINISTRATIVE ENFORCEMENT HEARING OFFICERS

1.19.370 - Designated of administrative hearing officers.

A. The City shall have three volunteer Administrative Enforcement Hearing Officers, which shall consist of three residents of the City, appointed by the Mayor and approved by the council. The Hearing Officers shall:

1. Conduct all administrative and appeal hearings authorized by this Code or by any City ordinance;
2. Authorize the imposition of liens, assessments, special collection, or other collection process against a responsible party and any affected property, as appropriate; and
3. Perform such other programs or functions related to administrative hearings and appeals that the City Council or the City Manager may, from time to time, authorize or request.

C. Hearing officer panel terms of office. Each appointee to the Hearing Officer panel shall serve for a two-year term; provided, however, that two members of the panel shall be appointed to terms ending on January 31 in even-numbered years, and one member of the panel shall be appointed to terms ending on January 31 in odd-numbered years. Any

vacancy on the Hearing Officer panel shall be filled for the unexpired remainder of that term, pursuant to the process described in subsection (A) above.

Summary & Discussion

Currently, all three Administrative Enforcement Hearing Officer positions are vacant. After several open recruitment terms, the City has received two applications from previous Administrative Enforcement Hearing Officers; Paul Peterlin and Fredrica Jones. Mr. Peterlin's previous term expired on January 31, 2022. Ms. Jones' term expired on January 31, 2023. The current appointments will be for the term of February 1, 2023 through January 31, 2025.

Fiscal Impacts

None.

ATTACHMENTS:

- Paul Peterlin Application
- Fredrica Jones Application

Respectfully Submitted,

John Guertin
City Manager



CITY OF DEL REY OAKS

APPLICATION FOR APPOINTMENT

Return completed application to City Hall, 650 Canyon Del Rey Road
Phone (831)394-8511 Fax (831)394-6421 www.delreyoaks.org

OFFICE TO WHICH YOU WISH TO BE APPOINTED: Code Enforcement Hearing Officer

NAME: Paul S. Peterlin, LtCol (Ret.)

ADDRESS: 1019 Paloma Road, Del Rey Oaks, CA 93940

PHONE: (530) 210-1768

OCCUPATION: U.S. NAVY Supervisory Administration Officer and International Military Student Officer

WORK ADDRESS: Defense Resources Management Institute at The Naval Post Graduate School

Halligan Hall BLDG 234 RM 101E

PHONE: (831) 656-2996

699 Dyer Road

Monterey CA 93943

HOW LONG HAVE YOU BEEN A RESIDENT OF DEL REY OAKS? 6.5 YEARS, Born and raised in Santa Cruz

PREVIOUS SERVICE TO THE CITY: 5 years as a Code Enforcement Hearing Officer; for the first 3 years I was the only one. I have heard and submitted 95% of the Del Rey Oaks cases during my tenure and none have been appealed to Superior Court. I also help with beautifying the city when needed. I helped to plant a large majority of the plants and trees at City Hall.

EXPERIENCE RELATED TO THE APPOINTMENT: I have attached my current in-depth career resume for a greater look at my experience and background for this sensitive position. Briefly, I was the Air National Guard Inspector General for the State of California and participated in investigations and referrals for both the Army and the Air Force. I have served 2 years on a grand jury for the USAF, served as a casualty Affairs Officer, was the Commander of the 870th Military Police Company and SECFOR Officer-In-Charge at Camp Roberts for civilian, military, Fish and Game and Federal Police Officers. I am Terrorism Liaison Officer, Basic P.O.S.T. certified, Inspector General Certified and a Member of the California Association of Code Enforcement Officers #C6Q538262.

WHY DO YOU WISH TO BE APPOINTED: I have experience in this position and enjoy contributing to the city in which I reside. I have always been helped by either city officials or community members wherever I have lived and want to give back now that I can, to help my community in a capacity I have experience and knowledge. I have a good rapport with officials and members of the community.

AS FAR AS YOU KNOW, WHAT WILL BE EXPECTED OF YOU IF YOU ARE APPOINTED? I will continue to be tasked with Enforcement of The City of Del Rey Oaks Ordinance NO. 291 and Article 1 General Provisions which allows for the Administrative Enforcement of the Del Rey Oaks Municipal Code and Ordinances. I will conduct all administrative and appeal hearings authorized by Code or by any City Ordinance. I will also authorize imposition of liens, assessments, special collection, or other collection process against a responsible party and any affected property, as appropriate. I will perform in other program or



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functions related to administrative enforcement hearings and appeals that the City Council or the City Manager, may, from time to time, authorize or request. I perform all administrative duties for casework to include use of Microsoft Office Suite, Excel, video, chest cam footage, the Del Rey Oaks Municipal Code, CA Penal Code, and CA Vehicle Code. Research all cases using electronic databases, subject matter experts, witnesses, and evidence. Issue written decisions and answer all questions having to do with appeals, fines, and proposed solutions.

REFERENCES:

| | | |
|-----------------|--|----------------|
| Scott Donaldson | (scott.donaldson16@gmail.com) | (831) 582-7776 |
| George Jaksha | | (831) 241-2270 |
| Dexter Kennedy | (Dexter.Kennedy@nps.edu) | (719) 963-7504 |
| Santiago Torres | (Santiago.Torres@nps.edu) | (831) 229-0199 |

SIGNATURE: _____

DATE: 22 FEB 2023



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Phone (831)394-8511 Fax (831)394-6421 www.delreyoaks.org

OFFICE TO WHICH YOU WISH TO BE APPOINTED: Administrative Hearing Officer

NAME: Frederica Jones

ADDRESS: 8 Hillwil Place Del Rey Oaks PHONE: 559-917-2647

OCCUPATION: Retired Probation Officer

WORK ADDRESS: N/A

HOW LONG HAVE YOU BEEN A RESIDENT OF DEL REY OAKS: 14 years

PREVIOUS SERVICE TO THE CITY: Incumbant Administrative Hearing Officer 2021-2023; Member of CAG;
Current member of Police Advisory Committee.

EXPERIENCE RELATED TO THE APPOINTMENT: I am one of the current Administrative Hearing Officer

For over 30 years as a probation officer, i worked in the Courts and interpreted and applied the local and state laws
which governs our state and worked closely with Court staff consisting of judges and criminal attorneys

WHY DO YOU WISH TO BE APPOINTED: For over 35 years, I have had experience years of interpreting and upholding
the law. I have enjoyed these years and would be honored to represent DRO for another term, being
part of the team of Administrative Hearing Officers.

AS FAR AS YOU KNOW, WHAT WILL BE EXPECTED OF YOU IF YOU ARE APPOINTED:

I would be expected to know and enforce the City of Del Rey Oaks Ordinances and Articles which allows the
Administrative Enforcement of the Del Rey Oaks Municipal Code and Ordinances.
Preside and conduct all Administrative hearings authorized by Code or any City Ordinances

REFERENCES (OPTIONAL):

| NAME | ADDRESS | PHONE |
|---|----------------------------|---------------------|
| <u>Marcia Parsons (Retired Probation Chief)</u> | <u>Prunedale</u> | <u>831-737-8909</u> |
| <u>Daniel Hutton (retired Probation Services Manager)</u> | <u>Salinas</u> | <u>707-337-0848</u> |
| <u>Jack Jones</u> | <u>8 Hillwil Place DRO</u> | <u>559-304-9997</u> |

SIGNATURE: Frederica Jones DATE: October 19, 2022