



County of Los Alamos

BCC Meeting Minutes

Nuisance Code Implementation Review

1000 Central Ave.

Phil Gursky, Chair; Kyle Wheeler, Vice-Chair; John Bloodwood; Robert Day; and David Hanson, Members

Friday, June 2, 2023

10:00 AM

1000 Central Ave. Room 110

I. ADMINISTRATIVE ACTIONS

A. Call to Order - Roll Call

Chair Gursky called the meeting to order at 10:01 a.m. and a quorum was present.

Present 4 - Councilor Bloodwood, Councilor Day, Councilor Hanson, and Councilor Gursky

Absent 1 - Councilor Wheeler

B. Approval of Today's Agenda

Chair Gursky requested to move agenda item II D to II A in consideration of the Code Compliance Officers time. He also requested to combine items II C and II E as those are the same item.

Member Hanson moved to approve the agenda as amended and Member Bloodwood seconded. The motion passed unanimously.

Yes: 4 - Councilor Bloodwood, Councilor Day, Councilor Hanson and Councilor Gursky

Absent: 1 - Councilor Wheeler

C. Review/Approval of Meeting Minutes

Minutes from the Nuisance Code Implementation Review Task Force on May 5, 2023.

Member Hanson moved to approve the minutes as submitted and Member Day seconded. The motion passed unanimously.

Yes: 4 - Councilor Bloodwood, Councilor Day, Councilor Hanson and Councilor Gursky

Absent: 1 - Councilor Wheeler

D. Public Comment for Items Not on Agenda

There was no public comment

II. PRESENTATIONS AND DISCUSSION ITEMS

A. Review/Approval of Code Case Review Protocol

Review/Approval of Code Case Review Protocol

The Task Force members discussed the report submitted by Member Hanson and Member Bloodwood. There was no action taken on this item.

I move that the Task Force approve the Code Case Review Protocol as submitted.

B. Task Force Structure / Sub-Committee Establishment

This item was deferred to next meeting.

C. Communication Transparency Expectations

Task Force members discussed this item and agreed that the current process of ensuring that documents and reports for agenda items be included in the agenda packets and ensuring the minutes get posted in a timely manner will satisfy the transparency expectations.

D. Discussion with Code Compliance Officers

The Code Compliance Officers discussed their job duties and processes with the Task Force members. They explained that they send out photos of the violation with the courtesy notices so that the resident can see what they are addressing. They stated that the system allows for 2 additional days for follow-up to account for the letter to be received in the mail. The Code Officers explained the process for closing out a case once compliance has been met and stated that at this time there is no process for a follow-up letter to be sent out once the case has been closed out, however, the residents can contact them at any time to check the status of their cases. They explained how they determine their routes for each day and assured the Task Force members that they do not target certain neighborhoods.

After the discussion, Task Force members requested that a link to resources for assistance to the residents be put on the CDD webpage as well as more detailed information regarding code compliance. They also requested staff to add additional information to the Courtesy Notices explaining how to contact the Code Compliance Officers for status updates and to determine if automated emails could be sent out to residents once the case was closed. Task Force members also requested to have a demonstration on the system that is used by the officers to enter and track cases.

E. Task Force Communication Transparency Expectations

III. INFORMATIONAL ITEMS

None

IV. NEXT MEETING AND FUTURE AGENDA ITEMS

The next meeting will be Friday, July 7, 2023 at 10:00 a.m.

V. PUBLIC COMMENT

None

VI. ADJOURN

The meeting was adjourned at 11:41 a.m.