



**AGENDA**  
**REGULAR CITY COUNCIL**  
**HOUSING AUTHORITY MEETING**  
**TUESDAY, JULY 22, 2014, 7:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**245 E. BONITA AVENUE**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem John Ebner  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember Jeff Templeman

**1. CALL TO ORDER AND FLAG SALUTE**

**2. RECOGNITIONS**

- **San Dimas Youth Softball Association ASA Southern California – Eastern-Northeast District Champions for 2014 - 8U and 10U Divisions**

**3. ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time or asked to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

- a. Members of the Audience

**4. CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council or audience requests separate discussion.)

- a. Resolutions read by title, further reading waived, passage and adoption recommended as follows:

**RESOLUTION NO. 2014 - 39, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS APPROVING CERTAIN DEMANDS FOR THE MONTH OF JULY 2014**

- b. Approval of minutes for the regular City Council meeting of July 08, 2014 and Special City Council meeting of July 8, 2014.

END OF CONSENT CALENDAR

**5. SAN DIMAS HOUSING AUTHORITY**

- a. Authorize Agreement with NPHS Services for the Sale of Grove Station Units
- b. Authorize Agreement with Keyser-Marsten – Covenants for Grove Station

## 6. ORAL COMMUNICATIONS

- a. Members of the Audience (*Speakers are limited to five minutes or as may be determined by the Chair.*)
- b. City Manager
- c. City Attorney
- d. Members of the City Council
  - 1) Reappointments to Planning Commission
    - a. Jim Schoonover appointed 2000
    - b. John Davis appointed 2007
  - 2) Councilmembers' report on meetings attended at the expense of the local agency.
  - 3) Individual Members' comments and updates.

## 7. CLOSED SESSION

### **City Council closed session pursuant to Government Code Section 54957**

- a. Public Employee Appointment – Discussion and possible direction (Pursuant to G.C. 54957)

Title: City Attorney

## 8. ADJOURNMENT

The next meeting will be held August 12, 2014, 7:00 p.m.

**AGENDA STAFF REPORTS:** COPIES OF STAFF REPORTS AND/OR OTHER WRITTEN DOCUMENTATION PERTAINING TO THE ITEMS ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK AND ARE AVAILABLE FOR PUBLIC INSPECTION DURING THE HOURS OF 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. INFORMATION MAY BE OBTAINED BY CALLING (909) 394-6216. CITY COUNCIL MINUTES AND AGENDAS ARE ALSO AVAILABLE ON THE CITY'S HOME PAGE ON THE INTERNET: <http://www.cityofsandimas.com/minutes.cfm>

**SUPPLEMENTAL REPORTS:** AGENDA RELATED WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE SUBJECT BODY AFTER DISTRIBUTION OF THE AGENDA PACKET SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE CITY CLERK'S OFFICE AT 245 EAST BONITA AVENUE DURING NORMAL BUSINESS HOURS. [PRIVILEGED AND CONFIDENTIAL DOCUMENTS EXEMPTED]

**POSTING STATEMENT:** ON JULY 18, 2014, A TRUE AND CORRECT COPY OF THIS AGENDA WAS POSTED ON THE BULLETIN BOARDS AT 245 EAST BONITA AVENUE (SAN DIMAS CITY HALL); 145 NORTH WALNUT AVENUE (LOS ANGELES COUNTY PUBLIC LIBRARY, SAN DIMAS BRANCH); 300 EAST BONITA AVENUE (UNITED STATES POST OFFICE); AT THE VONS SHOPPING CENTER (PUENTE/VIA VERDE) AND THE CITY'S WEBSITE AT [WWW.CITYOFSANDIMAS.COM/MINUTES.CFM](http://WWW.CITYOFSANDIMAS.COM/MINUTES.CFM).

# *City of San Dimas*

*Congratulates*

## *Isabelle Valdivia #13*

*2014 ASA Softball Southern California  
Eastern-Northeast District Champion*

*Curtis Morris*



**RESOLUTION NO. 2014-39**

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SAN DIMAS, CALIFORNIA, APPROVING  
CERTAIN DEMANDS FOR THE MONTH OF JULY 2014

WHEREAS, the following listed demands have been audited by the Director of Finance;  
and

WHEREAS, the Director of Finance has certified as to the availability of funds for  
payment thereto; and

WHEREAS, the register of audited demands have been submitted to the City Council for  
approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Dimas  
does hereby approve Warrant Register: 07/30/2014 (148614 – 148759) in the amount of  
\$1,225,277.17.

PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> DAY OF JULY 2014.

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Curtis W. Morris, Mayor of the City of San Dimas

ATTEST:

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Debra Black, Deputy City Clerk

I HEREBY CERTIFY that the foregoing Resolution was adopted by vote of the City  
Council of the City of San Dimas at its regular meeting of July 22<sup>nd</sup>, 2014 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Debra Black, Deputy City Clerk

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

| WARRANT DATE | VENDOR   | DESCRIPTION          | AMOUNT   | CLAIM  | INVOICE     | PO# | F 9 S ACCOUNT        |
|--------------|----------|----------------------|----------|--------|-------------|-----|----------------------|
| 148614       | 07/30/14 | ACT NOW! SIGNS       | 228.90   |        | 17514       |     | N D 001.210.001      |
| 148615       | 07/30/14 | AFFILIATED COMPUTER  | 8,582.19 |        | 07235       |     | N D 001.4190.015.000 |
| 148616       | 07/30/14 | ALBERTSON'S          | 6.99     |        | 008465      |     | N D 001.4150.021.000 |
| 148616       | 07/30/14 | ALBERTSON'S          | 70.67    |        | 009632      |     | N D 001.4420.013.003 |
| 148616       | 07/30/14 | ALBERTSON'S          | 10.88    |        | 014842      |     | N D 001.4150.021.000 |
|              |          |                      | 88.54    | *CHECK | TOTAL       |     |                      |
| 148617       | 07/30/14 | AMERICAN PLANNING AS | 325.00   |        | 131182-1454 |     | N D 001.4309.016.000 |
| 148618       | 07/30/14 | AMERINATIONAL COMM.  | 25.80    |        | 14-01297    |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 17.50    |        | 1400868074  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 4.80     |        | 1400873336  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 31.55    |        | 1400873337  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 6.20     |        | 1400873338  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 17.50    |        | 1400873340  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 14.80    |        | 1400873341  |     | N D 001.210.001      |
| 148619       | 07/30/14 | AMERIPRIDE           | 31.55    |        | 1400878792  |     | N D 001.4342.031.000 |
| 148619       | 07/30/14 | AMERIPRIDE           | 32.60    |        | 1400878793  |     | N D 001.4414.039.000 |
| 148619       | 07/30/14 | AMERIPRIDE           | 5.20     |        | 1400878794  |     | N D 001.4410.039.000 |
| 148619       | 07/30/14 | AMERIPRIDE           | 19.80    |        | 1400878796  |     | N D 001.4410.039.000 |
| 148619       | 07/30/14 | AMERIPRIDE           | 17.50    |        | 1400878797  |     | N D 001.4341.039.000 |
| 148619       | 07/30/14 | AMERIPRIDE           | 32.60    | *CHECK | TOTAL       |     | N D 001.4415.039.000 |
|              |          |                      | 274.00   |        |             |     |                      |
| 148620       | 07/30/14 | ANSWERBAND, INC/THE  | 800.00   |        |             |     | M D 110.213.774      |
| 148621       | 07/30/14 | ARCHITERRA DESIGN GR | 570.00   |        | 18480       |     | N D 110.210.001      |
| 148621       | 07/30/14 | ARCHITERRA DESIGN GR | 142.50   |        | 18487       |     | N D 110.210.001      |
| 148621       | 07/30/14 | ARCHITERRA DESIGN GR | 250.00   |        | 18515       |     | N D 002.210.001      |
| 148621       | 07/30/14 | ARCHITERRA DESIGN GR | 16.80    |        | 18516       |     | N D 002.210.001      |
|              |          |                      | 979.30   | *CHECK | TOTAL       |     |                      |
| 148622       | 07/30/14 | BERGQUIST-DEVOE/CARL | 428.40   |        |             |     | M D 001.4420.020.000 |
| 148623       | 07/30/14 | BONITA UNIFIED SCH D | 2,812.75 |        | 529         |     | N D 072.210.001      |
| 148624       | 07/30/14 | BOOMERANG BLUEPRINT  | 183.34   |        | 277170      |     | N D 001.4190.030.001 |
| 148625       | 07/30/14 | BULHUSEN/BLANCA      | 20.00    |        |             |     | N D 110.210.001      |
| 148626       | 07/30/14 | CENTER ICE           | 561.00   |        |             |     | N D 001.4420.020.000 |
| 148627       | 07/30/14 | CHARLTON/ASHLEY      | 102.00   |        |             |     | M D 001.4420.020.000 |
| 148628       | 07/30/14 | CHARTER OAK MOBILE H | 245.00   |        |             |     | N D 034.341.034      |

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

| DESCRIPTION                          | AMOUNT |
|--------------------------------------|--------|
| 10636 INSTR.ACADEMIC CAMP 2,086.92   |        |
| 10613 INSTR.PILATES JULY 720.80      |        |
| 10806 NPDES SUPPORT TRAIN 3,920.00   |        |
| 11688 AUGUST'14 EMP.ASSIST 350.00    |        |
| 11690 JUNE 14 PREV.MAINTEN 2,133.00  |        |
| 11690 JUNE 14 PREV.MAINTEN 2,371.25  |        |
| 10384 2014-15 REALQUEST S 7,200.00   |        |
| 10678 JUNE/14 RECORD STORAGE 87.61   |        |
| 12205 MINI B'S GIFT CARDS 329.88     |        |
| 12205 SNACKS FOR JPIA TRAINING 36.79 |        |
| 12205 SNACKS FOR JPIA TRAINING 49.52 |        |
| 12205 JPIA TRAINING 7/9/14 46.06     |        |
| 12205 JPIA TRAINING 7/9/14 462.25    |        |
| 12300 PCQ BAIT,ROUNDUP PROM 774.60   |        |
| 10781 PROXIM SUBSCRIBER R 1,350.51   |        |
| 10781 TESCO TYPE III AP 2 8,350.49   |        |
| 11006 WALKER HOUSE PROJEC 5,650.79   |        |
| 11006 WALKER HOUSE PROJEC 13,775.79  |        |
| 10990 INSTR.TINY TOTS 777.60         |        |
| 11950 JULY WALKER HOUSE 85.00        |        |
| 11950 JULY LADERA MARCHANT 881.00    |        |
| 11950 JULY CITY HALL COMM 3,537.00   |        |
| 11950 JULY SR COMM COMM C 1,541.00   |        |
| 11950 JULY SWIM & RACQUET 7,128.00   |        |
| 11950 JULY SWIM & RACQUET 7,172.00   |        |
| 11961 JUNE/14 LEGAL ADVER 1,414.08   |        |
| 11960 MAY/15 M.C.PROSECUT 1,211.58   |        |
| 10460 RECOGNITION HONOR/SMIT 48.89   |        |
| 11980 DELLSUPPORT 7/7-7/6 2,730.00   |        |
| 10155 JUNE/14 FINGERPRINT AP 96.00   |        |

| CLAIM        | INVOICE    | PO# | F 9 S ACCOUNT |
|--------------|------------|-----|---------------|
| *CHECK TOTAL | 3864-201   |     |               |
| *CHECK TOTAL | 3864-201   |     |               |
| *CHECK TOTAL | 50011459   |     |               |
| *CHECK TOTAL | RS4098770  |     |               |
| *CHECK TOTAL | 7/03/2014  |     |               |
| *CHECK TOTAL | 7/08/2014  |     |               |
| *CHECK TOTAL | 7/14/2014  |     |               |
| *CHECK TOTAL | 7/8/14     |     |               |
| *CHECK TOTAL | 24929394   |     |               |
| *CHECK TOTAL | 1351       |     |               |
| *CHECK TOTAL | 1410       |     |               |
| *CHECK TOTAL | COR# 1     |     |               |
| *CHECK TOTAL | RET        |     |               |
| *CHECK TOTAL | 16820      |     |               |
| *CHECK TOTAL | 0000183377 |     |               |
| *CHECK TOTAL | 8693       |     |               |
| *CHECK TOTAL | 21262867   |     |               |
| *CHECK TOTAL | XJFK79J56  |     |               |
| *CHECK TOTAL | 043855     |     |               |





WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

| WARRANT DATE | VENDOR   | DESCRIPTION          | AMOUNT    | CLAIM        | INVOICE       | PO# | F 9 S ACCOUNT        |
|--------------|----------|----------------------|-----------|--------------|---------------|-----|----------------------|
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 319.89    |              |               |     | N D 001.4415.023.004 |
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 145.05    |              |               |     | N D 001.4415.023.004 |
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 580.94    |              |               |     | N D 001.4415.023.004 |
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 145.05    |              |               |     | N D 001.4415.023.004 |
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 363.42    |              |               |     | N D 001.4415.023.004 |
| 148664       | 07/30/14 | GOLDEN STATE WATER C | 46.66     |              |               |     | N D 001.4415.023.004 |
|              |          | 31,476.86            |           | *CHECK TOTAL |               |     |                      |
| 148665       | 07/30/14 | GOLDEN STATE WATER C | 24,847.14 |              |               |     | N D 053.210.001      |
| 148666       | 07/30/14 | GUTIERREZ/SALLY      | 89.00     |              |               |     | N D 001.210.001      |
| 148667       | 07/30/14 | HI-SHEEN             | 476.50    | 289          |               |     | M D 001.4341.020.003 |
| 148668       | 07/30/14 | HILLOCK/STACEY       | 50.00     |              |               |     | N D 001.210.001      |
| 148668       | 07/30/14 | HILLOCK/STACEY       | 70.00     |              |               |     | N D 001.367.011      |
|              |          |                      | 120.00    | *CHECK TOTAL |               |     |                      |
| 148669       | 07/30/14 | HOME DEPOT CREDIT SE | 106.14    |              | 5204089       |     | N D 001.210.001      |
| 148669       | 07/30/14 | HOME DEPOT CREDIT SE | 29.63     |              | 9172438       |     | N D 001.210.001      |
|              |          |                      | 135.77    | *CHECK TOTAL |               |     |                      |
| 148670       | 07/30/14 | IIMC                 | 185.00    |              | 25515         |     | N D 001.4150.434.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 525.60    |              | 42644         |     | N D 072.4125.434.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 934.40    |              | 42644         |     | N D 001.4420.033.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 1,170.00  |              | 43555         |     | N D 072.4125.434.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 1,668.75  |              | 43555         |     | N D 072.4125.434.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 870.00    |              | 43555         |     | N D 072.4125.434.000 |
| 148671       | 07/30/14 | INLAND EMPIRE        | 585.00    |              | 43708         |     | N D 072.4125.434.000 |
|              |          |                      | 6,753.75  | *CHECK TOTAL |               |     |                      |
| 148672       | 07/30/14 | INLAND FENCING ACADE | 112.20    |              |               |     | N D 001.4420.020.000 |
| 148673       | 07/30/14 | INLAND OFFICE PRODUC | 535.66    |              | 954185        |     | N D 001.4190.033.000 |
| 148674       | 07/30/14 | INLAND VALLEY HUMANE | 3.00      |              |               |     | N D 001.4210.413.000 |
| 148674       | 07/30/14 | INLAND VALLEY HUMANE | 10,746.83 |              |               |     | N D 001.4210.413.000 |
|              |          |                      | 10,749.83 | *CHECK TOTAL |               |     |                      |
| 148675       | 07/30/14 | IRWINDALE INDUSTRIAL | 70.00     |              | 104393-537812 |     | N D 001.210.001      |
| 148676       | 07/30/14 | JACKSON/GARY         | 775.20    |              |               |     | M D 001.4420.020.000 |
| 148677       | 07/30/14 | JOHNNY ALLEN TENNIS  | 2,102.56  |              |               |     | M D 001.4420.020.000 |
| 148678       | 07/30/14 | JONES/DESSERTIE      | 27.34     |              |               |     | N D 001.210.001      |
| 148679       | 07/30/14 | KASSAR/ROWAIDA       | 9.00      |              |               |     | N D 001.210.001      |
| 148679       | 07/30/14 | KASSAR/ROWAIDA       | 18.00     |              |               |     | N D 001.210.001      |
|              |          |                      |           | *CHECK TOTAL |               |     |                      |

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

DESCRIPTION AMOUNT

148680 07/30/14 KEENAN FINANCIAL SER  
148681 07/30/14 KING BOLT CO  
148682 07/30/14 KNOTTS BERRY FARM  
148683 07/30/14 L.A. CO. AUDITOR-CON  
148684 07/30/14 L.A. CO. PROBATION D  
148685 07/30/14 L.A. COUNTY SHERIFF!  
148686 07/30/14 LA VERNE POWER EQUIP  
148686 07/30/14 LA VERNE POWER EQUIP  
148686 07/30/14 LA VERNE POWER EQUIP  
148687 07/30/14 LANCASTER/KATHLEEN  
148688 07/30/14 LOS ANGELES FRIGHTL  
148689 07/30/14 LOS ANGELES NEWSPAPE  
148690 07/30/14 LOWE'S HOME IMPROVEM  
148690 07/30/14 LOWE'S HOME IMPROVEM  
148690 07/30/14 LOWE'S HOME IMPROVEM  
148691 07/30/14 MAGIC JUMP RENTALS I  
148692 07/30/14 MARIPOSA LANDSCAPES  
148692 07/30/14 MARIPOSA LANDSCAPES  
148693 07/30/14 MARSAN TURF & IRRIGA  
148693 07/30/14 MARSAN TURF & IRRIGA  
148694 07/30/14 MC LAY SERVICES INC  
148694 07/30/14 MC LAY SERVICES INC  
148694 07/30/14 MC LAY SERVICES INC

CLAIM INVOICE

PO#

AMOUNT

10665 3 OF 5 RIOS COMMISSIO 627.00  
13854 NYLOCK,BUTTON HEAD,WAS 18.31  
10211 ADMISSION,TEEN TRIP 6 994.00  
10144 LAFCO COST FY 2014-20 725.10  
14305 CRIME PREV.4/1-6/3 17,000.00  
14307 JUNE/14 CONTRACT 350,886.00  
14307 JUNE/14 CONTRACT S 37,974.66  
14307 JUNE/14 CONTRACT S 18,987.33  
14307 JUNE/14 CONTRACT SE 4,816.58  
14307 JUNE/14 CONTRACT SE 6,915.83  
14307 JUNE/14 CONTRACT S 16,872.08  
14307 JUNE/14 LIABILITY 16,783.29  
14307 JUNE/14 STAR DEPUTY 453,492.69  
11666 PARTS & LABOR 84.70  
11666 NO PARTS LABOR 25.00  
11666 GASKET, ATR CLEANER 2.46  
10923 INSTR.360 FITNESS JULY 61.20  
11038 ESW CLEAN TECH & T 15,135.59  
11087 JUNE/14 LEGAL ADVERTI 651.50  
10479 DR. LRG HEX SKT A 14.30  
10479 PAINT SUPPLIES 16.00  
10479 PAINT SUPPLIES 41.11  
10479 PAINT SUPPLIES 18.56  
10395 BOUNCER SPECTACULAR 7 215.00  
12108 QUARTERLY JUNE 2014 965.00  
12108 MONTHLY BASE CHR G 5,225.50  
14540 SUPERIOR PT BRS KIT 30.52  
14540 HUNTER 6 ADJUSTABE ARC 72.11  
14580 REPAIR DELAY TIMER CT 195.00  
14580 RPR BANQUET OFFICE UN 475.00  
14580 REPLACE FILTER/COURTS 195.00

F 9 S ACCOUNT

N D 001.4190.200.001  
M D 001.210.001  
N D 001.210.001  
N D 001.311.059  
N D 001.210.001  
M D 008.210.001  
M D 001.4414.015.000  
M D 001.4414.015.000  
M D 001.4420.020.000  
N D 071.210.001  
N D 001.210.001  
N D 001.4241.033.000  
N D 001.4430.033.000  
N D 003.4410.035.000  
N D 001.4410.033.000  
N D 001.4420.033.000  
N D 075.210.001  
N D 075.210.001  
N D 008.4415.033.000  
N D 008.4414.030.016  
N D 001.210.001  
N D 053.4410.023.000  
N D 001.210.001

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

| WARRANT DATE | VENDOR                        | DESCRIPTION                    | AMOUNT    | CLAIM        | INVOICE      | PO# | F 9 S ACCOUNT        |
|--------------|-------------------------------|--------------------------------|-----------|--------------|--------------|-----|----------------------|
| 148694       | 07/30/14 MC LAY SERVICES INC  | PREVENTIVE MAINT. JUNE         | 105.00    |              | INV 62333    |     | N D 053.210.001      |
| 148694       | 07/30/14 MC LAY SERVICES INC  | REPLACE POP UP W/ BRAS         | 158.00    |              | INV42998     |     | N D 001.210.001      |
| 148694       | 07/30/14 MC LAY SERVICES INC  | REPLACED B TRAP W/ BRAS        | 185.00    |              | INV42998     |     | N D 001.210.001      |
| 148694       | 07/30/14 MC LAY SERVICES INC  | UNCLOG REPAIR W/CABLE          | 220.50    |              | INV42967     |     | N D 001.210.001      |
| 148694       | 07/30/14 MC LAY SERVICES INC  | PLANNED MAINT. JULY            | 699.00    |              | INV44735     |     | N D 003.4410.015.000 |
|              |                               |                                | 2,232.50  | *CHECK TOTAL |              |     |                      |
| 148695       | 07/30/14 MILLER/BEVERLY       | 10361 SR.BOUTIQUE SALES        | 10.80     |              |              |     | M D 001.210.001      |
| 148696       | 07/30/14 NEWMAN/NADINE        | .00010 REFUND/1 CLASS NO INSTR | 9.00      |              |              |     | N D 001.210.001      |
| 148697       | 07/30/14 NKS MECHANICAL CONTR | 10756 AMT DED.FOR RETENT       | 16,103.31 |              | 347          |     | N D 012.210.001      |
| 148697       | 07/30/14 NKS MECHANICAL CONTR | 10756 AMT DED.FOR RETENT       | 19,672.54 | *CHECK TOTAL |              |     | N D 053.210.001      |
| 148698       | 07/30/14 ONWARD ENGINEERING   | 10976 CC 2014-02ARROWHWY/      | 5,000.00  |              | 2601         |     | N D 001.210.001      |
| 148698       | 07/30/14 ONWARD ENGINEERING   | 10976 CC 2014-02ARROWHWY/      | 7,790.00  | *CHECK TOTAL |              |     | N D 002.210.003      |
| 148699       | 07/30/14 ORIENTAL TRADING COM | 14885 SPORTS SPECTACULAR       | 56.98     |              | 664528039-01 |     | N D 001.4420.033.000 |
| 148700       | 07/30/14 PARTIES UNLIMITED    | 15032 DEP.SUMMER FIESTA 8/8    | 727.20    |              |              |     | M D 001.4420.013.003 |
| 148701       | 07/30/14 PETITE FEET DANCE &  | 10729 INSTR.SUMMER SESS./      | 1,309.68  |              |              |     | N D 001.4420.020.000 |
| 148702       | 07/30/14 PLUMBING WHOLESAL    | 15093 SLOAN CLOSET KIT         | 40.31     |              | 926955       |     | N D 001.4430.023.000 |
| 148703       | 07/30/14 POMONA VALLEY TRANSP | 15387 GET A BOUT 1ST OTR       | 37,629.00 |              | 2014-2015    |     | N D 072.4125.433.000 |
| 148703       | 07/30/14 POMONA VALLEY TRANSP | 15387 DIAL A CAB 1ST OTR       | 61,000.00 |              | 2014-2015    |     | N D 072.4125.442.000 |
| 148703       | 07/30/14 POMONA VALLEY TRANSP | 15387 CAPITAL 1ST OTR          | 2,125.00  | *CHECK TOTAL |              |     | N D 072.4125.041.001 |
| 148704       | 07/30/14 PRUDENTIAL OVERALL S | 15632 MATS                     | 22.53     |              | 20872765     |     | N D 001.210.001      |
| 148704       | 07/30/14 PRUDENTIAL OVERALL S | 15632 MATS                     | 22.53     |              | 20876193     |     | N D 001.210.001      |
| 148704       | 07/30/14 PRUDENTIAL OVERALL S | 15632 MATS                     | 22.53     |              | 20879617     |     | N D 001.210.001      |
| 148704       | 07/30/14 PRUDENTIAL OVERALL S | 15632 MATS                     | 22.53     | *CHECK TOTAL |              |     | N D 001.210.001      |
| 148705       | 07/30/14 QUALITY CODE PUBLISH | 11995 S.D. MC SUPPLEMENTS      | 2,492.55  |              | 2014-240     |     | M D 001.210.001      |
| 148706       | 07/30/14 QUINTANAR/ELIZABETH  | 11540 MILEAGE REIMB JUN/14     | 24.08     |              |              |     | N D 001.210.001      |
| 148707       | 07/30/14 RADIANT WATER INC    | 15682 SOFT WATER AUG/2014      | 39.00     |              |              |     | N D 001.4430.019.000 |
| 148708       | 07/30/14 RAMIREZ/GABRIEL      | .00001 REFUND DEP.FOR 7/5/14   | 500.00    |              |              |     | N D 001.210.001      |
| 148709       | 07/30/14 REIMER/KATYA         | 10154 INSTR.SUNSHINE GEN.JU    | 283.50    |              |              |     | M D 001.4420.020.000 |
| 148710       | 07/30/14 RESERVE ACCOUNT      | 15392 POSTAGE BY PHONE AU      | 1,500.00  |              |              |     | N D 001.4190.017.000 |



WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

| WARRANT DATE | VENDOR               | DESCRIPTION                  | AMOUNT   | CLAIM | INVOICE         | PO# | F 9 S ACCOUNT        |
|--------------|----------------------|------------------------------|----------|-------|-----------------|-----|----------------------|
| 1488721      | SAN DIMAS            | HARDWARE                     | 5.68     |       | 316229873       |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 124.229  |       | 32255211633086  |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 6.73     |       | 322552116331263 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 20.70    |       | 32255211633228  |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 8.33     |       | 322552116332945 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 29.34    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 74.91    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 112.48   |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 34.3     |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 40.52    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 17.24    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 42.3     |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 20.17    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 33.89    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 23.06    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 748.83   |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 17.45    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 8.37     |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 12.42    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 12.42    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 14.48    |       | 322552116332990 |     | 008.210.001          |
| 1488721      | SAN DIMAS            | HARDWARE                     | 1780.05  |       | 322552116332990 |     | 008.210.001          |
| 148722       | SAN GABRIEL VALLEY C | MEMBER DUES F.Y.2014-1       | 55.00    |       | 7/1/2014        |     | N D 001.4120.021.000 |
| 148723       | SAN GABRIEL VALLEY C | ANNUAL DUES F.Y.20 15,221.60 | 221.60   |       | 1028            |     | N D 001.4190.016.000 |
| 148724       | SAN GABRIEL VALLEY Y | INTERVALE SR.SERV.JUL 520.00 | 520.00   |       | SC00008328      |     | N D 001.4420.013.003 |
| 148725       | SANDERS LOCK & KEY   | FORD TRANS.KEY BLANK 76.30   | 76.30    |       | 10.80.14268     |     | N D 001.4420.033.000 |
| 148726       | SCAN-NATOA           | SCAN MEMBER.7/1-6/30/1 80.00 | 80.00    |       |                 |     | N D 001.4150.016.000 |
| 148727       | SCHWEITZER/DORA      | INSTR.TINY TOTS SUM 1,286.40 | 1,286.40 |       |                 |     | M D 001.210.001      |

\*CHECK TOTAL

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

DESCRIPTION AMOUNT

| WARRANT DATE | VENDOR   | DESCRIPTION          | AMOUNT                             |
|--------------|----------|----------------------|------------------------------------|
| 148728       | 07/30/14 | SCP DISTRIBUTORS LLC | 12402 SPA FILTERS PUMP 11.66       |
| 148729       | 07/30/14 | SIEGRIST/DAVID       | .00012 REFUND KFC OVERPYMT 20.00   |
| 148730       | 07/30/14 | SILVERADO'S/THE      | 11010 MUSIC N'PARK AUG 6,20 800.00 |
| 148731       | 07/30/14 | SLATER INC           | 10146 LABOR,EQUIPMENT,MAT 1,256.89 |
| 148731       | 07/30/14 | SLATER INC           | 10146 LABOR,EQUIPMENT,DUM 1,738.00 |
|              |          |                      | 2,994.89                           |

PO# F 9 S ACCOUNT

| CLAIM        | INVOICE |
|--------------|---------|
| 31565286     |         |
| 12655        |         |
| *CHECK TOTAL |         |

| PO# | F 9 S ACCOUNT    |
|-----|------------------|
| N D | 001.4430.033.000 |
| N D | 001.210.001      |
| M D | 110.213.774      |
| N D | 012.4841.813.003 |
| N D | 012.4841.813.003 |

CLAIM INVOICE

| CLAIM        | INVOICE |
|--------------|---------|
| 31565286     |         |
| 12655        |         |
| *CHECK TOTAL |         |

AMOUNT

| AMOUNT   |
|----------|
| 11.66    |
| 20.00    |
| 800.00   |
| 1,256.89 |
| 1,738.00 |
| 2,994.89 |

DESCRIPTION

| DESCRIPTION             |
|-------------------------|
| STUDENT UNION SNACK BA  |
| 4TH OF JULY BBQ         |
| STUDENT UNION SNACK B   |
| SNACKS, FOR KIDS FUN CL |
| SNACKS, LADERA FERRA PA |
| HAPPY HR, DINNERS, TRIP |
| GRREAT TREE ADVENTURE S |
| KIDS FUN CLUB SNACKS    |
| STUDENT UNION SNACK BA  |
| KIDS FUN CLUB SNACKS    |
| TEEN CITY SNACKS        |

DESCRIPTION

| DESCRIPTION           |
|-----------------------|
| SMOKE GUARD SEMI.ANN. |
| CONSTRUCTION SUPPLIES |

AMOUNT

| AMOUNT  |
|---------|
| 757.50  |
| 58.75   |
| 74.19   |
| 3084.10 |
| 339.02  |
| 117.74  |
| 46.65   |
| 153.40  |
| 447.39  |
| 168.04  |
| 129.30  |
| 266.75  |
| 164.56  |
| 164.56  |

PO# F 9 S ACCOUNT

| PO# | F 9 S ACCOUNT    |
|-----|------------------|
| N D | 003.4410.015.000 |
| N D | 001.210.001      |

CLAIM INVOICE

| CLAIM    | INVOICE |
|----------|---------|
| 0048.7   |         |
| 886886-1 |         |

AMOUNT

| AMOUNT   |
|----------|
| 0048.7   |
| 886886-1 |

| WARRANT | DATE     | VENDOR               | DESCRIPTION             | AMOUNT    | CLAIM         | INVOICE    | PO# | F 9 S ACCOUNT        |
|---------|----------|----------------------|-------------------------|-----------|---------------|------------|-----|----------------------|
| 148735  | 07/30/14 | BANK OF AMERICA      | SOUTHERN CALIF EDISO    | 16314     | 2-01-194-3784 | 89.44      |     | N D 007.4341.022.001 |
| 148736  | 07/30/14 | STATE CONTROLLER'S O | ANN.ST.RPT FY 2012-     | 45,161.52 |               | 40079      |     | N D 002.210.001      |
| 148737  | 07/30/14 | STEVENS/LARRY        | REIMB.CAL APA STATE C   | 450.00    |               |            |     | N D 001.4308.021.000 |
| 148738  | 07/30/14 | SUPERIOR PAVEMENT MA | CC2011-07 ANN STRIP 20  | 499.99    |               | 5283       |     | N D 001.210.001      |
| 148738  | 07/30/14 | SUPERIOR PAVEMENT MA | STREET STRIPING/MAR 20  | 501.00    |               | 5318       |     | N D 001.210.001      |
| 148738  | 07/30/14 | SUPERIOR PAVEMENT MA | STREET STRIPING/MAR 32  | 502.86    |               | TOTAL      |     | N D 001.210.001      |
| 148739  | 07/30/14 | SUPERIOR PRESSURE SY | HIGH PRESSURE HOSE      | 515.55    |               | 6628       |     | M D 001.210.001      |
| 148739  | 07/30/14 | SUPERIOR PRESSURE SY | HEAVY DUTY SUMP PUMP    | 1,469.25  |               | TOTAL      |     | M D 001.210.001      |
| 148740  | 07/30/14 | T-ZIGNS ETC          | ROYAL BLUE T-SHIRTS 1   | 458.30    |               | 20140612   |     | M D 001.210.001      |
| 148740  | 07/30/14 | T-ZIGNS ETC          | ROYAL BLUE T-SHIRTS 2   | 432.20    |               | 20140621   |     | M D 001.210.001      |
| 148740  | 07/30/14 | T-ZIGNS ETC          | ANGELS/DODGER T-SHIRT 3 | 138.74    |               | TOTAL      |     | M D 001.210.001      |
| 148741  | 07/30/14 | TAVAREZ/MARK         | MUSIC N' PARK JULY 23   | 700.00    |               |            |     | M D 110.213.774      |
| 148741  | 07/30/14 | TAVAREZ/MARK         | INSTR.GUITAR            | 1,148.80  |               |            |     | M D 001.4420.020.000 |
| 148742  | 07/30/14 | TEAM INSPECTIONS     | WALKER HOUSE PROJEC     | 8,832.00  |               |            |     | N D 003.210.001      |
| 148743  | 07/30/14 | TECS ENVIRONMENTAL C | NPDES SERVICES JUNE/1   | 300.00    |               | SNDMS-0714 |     | N D 001.210.001      |
| 148744  | 07/30/14 | TIME WARNER CABLE    | 909 394-6214 INTERNET   | 64.74     |               |            |     | N D 001.4190.020.034 |
| 148745  | 07/30/14 | TOYOTA MOTOR CREDIT  | RAVA ELEC.VEH.AUG/201   | 327.00    |               |            |     | N D 071.4190.041.006 |
| 148746  | 07/30/14 | U.S. BANK            | 14-15 TRUSTEE FEES      | 2,600.00  |               | 3713627    |     | N D 004.4411.020.521 |
| 148747  | 07/30/14 | UNITED OF OMAHA      | 3 OF 5 RIOS SERP.       | 10,444.00 |               | 165029     |     | N D 001.4190.200.001 |
| 148748  | 07/30/14 | UNITED STORM WATER,  | CLEAN FILTERS & CATCH   | 872.40    |               | SW29257    |     | N D 012.210.001      |
| 148749  | 07/30/14 | VERIZON              | 1127771672 INTERNET     | 49.99     |               |            |     | N D 001.4190.020.034 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 197-3010            | 50.85     |               |            |     | N D 008.4414.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 592-2890            | 48.85     |               |            |     | N D 001.4410.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 592-1430            | 184.78    |               |            |     | N D 001.4410.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 445-7523            | 44.52     |               |            |     | N D 001.4410.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 445-8210            | 49.95     |               |            |     | N D 001.4410.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 10030810 INTERNET   | 103.08    |               |            |     | N D 001.4410.022.003 |
| 148750  | 07/30/14 | VERIZON CALIFORNIA   | 909 592-0732            | 527.48    |               |            |     | N D 001.4411.022.003 |

\*CHECK TOTAL

| WARRANT         | DATE     | VENDOR                | DESCRIPTION            | AMOUNT   | CLAIM        | INVOICE        | PO# | F 9 S ACCOUNT        |
|-----------------|----------|-----------------------|------------------------|----------|--------------|----------------|-----|----------------------|
| BANK OF AMERICA |          |                       |                        |          |              |                |     |                      |
| 148751          | 07/30/14 | VISTA PAINT CORPORAT  | PAPER MASK, SHRINKWRAP | 110.56   |              | 2014-513407-00 |     | N D 001.4342.011.000 |
| 148752          | 07/30/14 | WALCZAK/BEVERLY       | INSTR. KARATE JULY     | 741.00   |              |                |     | M D 001.4420.020.000 |
| 148753          | 07/30/14 | WALCZAK/JEROME        | INSTR. KARATE JULY     | 741.00   |              |                |     | M D 001.4420.020.000 |
| 148754          | 07/30/14 | WALTERS WHOLESALE EL  | GE CONTACTOR, COMBO SW | 125.86   |              | 2389850-00     |     | N D 001.4430.015.000 |
| 148755          | 07/30/14 | WATERBLINE TECHNOLOGI | SODA ASH 50LBS/CREDIT  | 21.00    |              | 5269649CREDIT  |     | N D 001.210.001      |
| 148756          | 07/30/14 | WATERBLINE TECHNOLOGI | PLASTIC SUPPLIES DRU   | 279.58   |              | 2375187        |     | N D 001.210.001      |
| 148757          | 07/30/14 | WATERBLINE TECHNOLOGI | HYPOCHLORITE SOLUTION  | 247.28   |              | 2375224        |     | N D 001.210.001      |
| 148758          | 07/30/14 | WATERBLINE TECHNOLOGI | HYPOCHLORITE SOLUTION  | 246.38   |              | 2375423        |     | N D 001.210.001      |
| 148759          | 07/30/14 | WATERBLINE TECHNOLOGI | HYPOCHLORITE SOLUTION  | 247.01   |              | 2375424        |     | N D 001.210.001      |
| 148760          | 07/30/14 | WATERBLINE TECHNOLOGI | HYPOCHLORITE SOLUTION  | 256.22   |              | 2375661        |     | N D 001.4430.033.000 |
| 148761          | 07/30/14 | WATERBLINE TECHNOLOGI | HYPOCHLORITE SOLUTION  | 250.12   |              | 2375662        |     | N D 001.4430.033.000 |
| *CHECK TOTAL    |          |                       |                        |          |              |                |     |                      |
| 148756          | 07/30/14 | WEST COAST ARBORISTS  | PUBLIC WKS TREE MAI    | 3,798.00 |              | 97815          |     | N D 012.210.001      |
| 148757          | 07/30/14 | WHORTON/STAN          | UMPIRE FORFEIT 7/13/14 | 20.00    |              |                |     | N D 001.367.003      |
| 148758          | 07/30/14 | WINTERS/KAREN         | REFUND/CUSTOMER W/DREW | 6.00     |              |                |     | N D 001.210.001      |
| 148759          | 07/30/14 | ZALLO/ROBERT W        | INSTR. TAI CHI JULY    | 163.20   |              |                |     | M D 001.4420.020.000 |
| BANK OF AMERICA |          |                       |                        |          |              |                |     |                      |
|                 |          |                       |                        | TOTAL    | 1,225,277.17 |                |     |                      |

ACS FINANCIAL SYSTEM  
07/16/2014 14:49:30  
WARRANT DATE VENDOR  
REPORT TOTALS:

GL540R-V07.24 PAGE 13  
CITY OF SAN DIMAS  
F 9 S ACCOUNT  
PO#

Disbursement Journal  
DESCRIPTION AMOUNT CLAIM INVOICE  
1,225,277.17

RECORDS PRINTED - 000399



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**Tuesday July 8, 2014 5:30 p.m.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**CONFERENCE ROOM**  
**245 E. BONITA AVENUE**

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**PRESENT:**

Mayor Curtis W. Morris  
Mayor Pro Tem Ebner  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember Jeff Templeman

City Manager Blaine Michaelis  
Assistant City Manager Ken Duran  
Assistant City Attorney Mark Steres  
Assistant City Manager for Community Development Larry Stevens  
Director of Public Works Krishna Patel  
Director of Parks and Recreation Theresa Bruns

**1. CALL TO ORDER**

Mayor Morris called the Special City Council Meeting to order at 5:30 p.m.

**2. ORAL COMMUNICATIONS**

Mayor Morris commented that the public will be welcome to speak during the topic discussions.

**3. Review of case study to relocate outside eating areas to boardwalks adjacent to building-preliminary cost evaluation. ABC regs, ADA issues, "boardwalk" impacts, etc.**

**Discussion of assistance program for lighting and/or outside eating area and/or façade changes (on south side – awnings, gooseneck sign lighting, etc.)**

**Preliminary discussion of request for façade assistance for tenant space in Johnstone Block (former beauty supply business)**

Mr. Stevens provided a recap of the actions taken from the last study session regarding downtown issues. He reported that staff is working on setting up a demo of different styles of tree lighting. He added that he is scheduling a meeting with Mr. Meyers to discuss the building lighting proposal and would only bring the item back to the council if there is a request for city assistance. He added that the discussion on changes in zoning regarding non-retail use resulted in no direction from the council to initiate changes.

Mr. Stevens reviewed his staff report and preliminary design regarding revised outside eating locations in the downtown using Pozzeto's as an example. He explained what was included in the preliminary cost estimate. In response to a question Mr. Stevens responded that under existing guidelines the owner would be responsible for the cost of the improvements but added that in discussions with the owner it may be difficult for him to afford the improvements.

Mayor Morris asked Mr. Stevens for his thoughts on what might be done to restore the Johnstone store front. Mr. Stevens responded that he spoke to architect John Sorcinelli and he feels that bringing the store front of the beauty supply store to match the two other store fronts would be an improvement. Mr. Stevens also explained the details of the previous façade improvement loan program.

Councilman Templeman expressed that he is in favor of some type of financial assistance program from the City for businesses on the south side of Bonita.

Councilman Ebner asked if a fence around the seating area was necessary. Mr. Stevens responded that he believes that ABC requires a fence around the area in order to serve alcohol.

Mr. Stevens explained the need for some type of covering over the wooden boardwalk to create a more even surface and protect the wood. Councilman Ebner commented that though he is not in favor of a piecemeal approach the wooden boardwalk could be replaced with concrete in this section. Mayor Morris responded that since this is an experiment he doesn't see the need for the expense of taking the boardwalk out.

Mr. Stevens described the landscape area adjacent to the curb that is proposed in the preliminary design. There was discussion on the landscape area.

Councilman Bertone stated that he is in favor of the changes to the outside dining area but concerned with who pays for it. Councilman Ebner commented that as long as the changes are good for the overall streetscape then he feels that the city is justified in providing financial assistance. Councilman Templeman commented that the city provided a financial assistance program for the businesses on the north side of Bonita and feels a similar program should be offered to the businesses on the south.

Cindy Williams commented that the difference is that on the south side the city is dealing with mostly tenants and not owners. Mr. Stevens responded that the tenants would have to work with their building owners to participate in an assistance program.

Mr. Stevens suggested that if the Council is interested in further consideration of a financial assistance program for façade or outside eating improvements that staff should hold a neighborhood meeting to determine the level of interest and define a program to be brought back to the Council for review. He also suggested that the program should be open to businesses on the north side up to Cataract. In response to a question he commented that staff could bring back a report within 30 days.

Mayor Morris asked for public comment.

Jack, owner of Pozzeto's, commented that ABC is happier if outside dining tables are adjacent to the building and requires a fence around the area.

Pat Meyers commented that the City should continue working with the property owners and the tenants.

Leanne, future tenant in the Johnstone Building, commented that the City needs to consider focusing on future growth of the Bonita corridor.

Mayor Morris commented that it appears the consensus of the Council is for staff to meet with property owners and businesses to determine interest and prepare a financial assistance program and bring back to the Council for consideration.

Leanne commented that she would like financial assistance with store front improvements. Mayor Morris responded that that would be considered as a part of the program that is being considered.

Mr. Michaelis reminded the Council that the original idea for the façade assistance program was to be funded by the Redevelopment Agency and when the Agency was dissolved the Council decided to continue to go forward with the program using General Funds and that any new program would be using General Funds.

## **6. Adjournment**

The meeting adjourned at 6:45 p.m. to the regular City Council meeting.

Respectfully submitted,

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Ken Duran, City Clerk



**MINUTES**  
**REGULAR CITY COUNCIL/SUCCESSOR AGENCY**  
**HOUSING AUTHORITY MEETING**  
**TUESDAY JULY 8, 2014, 7:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**245 E. BONITA AVENUE**

---

**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem John Ebner  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember Jeff Templeman

**1. CALL TO ORDER AND FLAG SALUTE**

Mayor Morris called the meeting to order and led the flag salute at 7:02 p.m.

**2. RECOGNITION**

- Proclaim July as Parks Make Life Better Month!

Mayor Morris introduced Parks and Recreation Director Theresa Bruns who brought up Facilities Manager Karon De Leon to make presentation to Parks and Recreation and Facilities staff. Karon also recognized Caroyl Smith for her involvement and advocacy of the San Dimas Dog Park.

- 3. ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time or asked to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

- a. Members of the Audience

No one came forward.

**4. CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council requests separate discussion.)

Councilmember Ebner abstained from the approval of the June 24, 2014 minutes due to his absence from that meeting.

**MOTION:** It was moved by Councilmember Badar, seconded by Councilmember Bertone and carried to accept, approve and act upon the consent calendar as follows:

- a. Resolutions read by title, further reading waived, passage and adoption recommended as follows:
  - (1) **RESOLUTION NO. 2014-37, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS APPROVING CERTAIN DEMANDS FOR THE MONTHS OF JUNE AND JULY 2014.**
- b. Approval of minutes for Special City Council and Regular City Council meetings of June 24, 2014.

- c. Renewal of Two-Year Traffic Signal Maintenance Contract with Computer Services Company, Inc. in the amount of \$174,500.00
- d. Renewal of Cash Contract No. 2011-04, Concrete Maintenance Project Citywide locations – Grigolla & Sons Concrete in the amount up to \$101,000.00
- e. Renewal of Cash Contract No. 2011-05, Asphalt Maintenance Project Citywide locations – Paveco Construction, Inc.
- f. Renewal of Cash Contract No. 2011-07, Annual Striping Maintenance to Superior Pavement Markings, Inc. in the amount of \$80,000.00
- g. San Gabriel Valley Council of Government and Valley Voice Articles

END OF CONSENT CALENDAR

## 5. PUBLIC HEARINGS

- a. Congestion Management Plan 2014 – Local Development Report

**RESOLUTION NO. 2014-38**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65089

**Larry Stevens** Assistant City Manager of Community Development presented staff's report on this item with a modification on the last page of the report to reflect "exempt low and very low". This change will be made prior to sending in the report. Recommendation to adopt Resolution No. 2014-38 and transmit report to L.A. Metro.

Mayor Morris opened the meeting for public comment on the matter. Having no one come forward Mayor Morris closed the public comment period and brought the item back to Council for a vote.

**MOTION:** It was moved by Councilmember Ebner and seconded by Councilmember Badar to waive further reading and adopt Resolution No. 2014-38. The motion passed by vote of five to zero. (5-0)

## 6. OTHER MATTERS

- a. Approval of Administrative Service Agreement between the City of San Dimas and the San Dimas Housing Authority

Ken Duran Assistant City Manager of Administrative Services presented staff's report on this item and recommended approval by the City Council of the Administrative Services Agreement for \$60,139.43.

**MOTION:** It was moved by Councilmember Bertone and seconded by Councilmember Ebner to approve the Administrative Agreement between the City of San Dimas and the San Dimas Housing Authority. The motion passed by vote of five to zero. (5-0)

The City Council meeting recessed to convene the meeting of the San Dimas Housing Authority at 7:28 p.m.

## 7. SAN DIMAS HOUSING AUTHORITY

- a. Approval of Administrative Service Agreement between the City of San Dimas and the San Dimas Housing Authority

Ken Duran Assistant City Manager of Administrative Services presented staff's report on this item and recommended approval by the San Dimas Housing Authority the Administrative Services Agreement for \$60,139.43.

Mayor Morris opened the meeting for public comment on this item. Having no one come forward the meeting was closed for public comment and brought back to Council for a vote.

**MOTION:** It was moved by Councilmember Bertone and seconded by Councilmember Ebiner to approve the Administrative Agreement between the City of San Dimas and the San Dimas Housing Authority. The motion passed by vote of five to zero. (5-0)

The meeting of the San Dimas Housing Authority was adjourned at 7:30 p.m.

## **8. SUCCESSOR AGENCY**

### a. Verbal Update

Ken Duran reported that the Oversight Board will meet on July 10 to consider an amended Long Range Property Management Plan.

## **9. ORAL COMMUNICATIONS**

### a. Members of the Audience (Speakers are limited to five minutes or as may be determined by the Chair.)

No one came forward.

### b. City Manager

Ask the Mayor call in show.

### c. City Attorney

Nothing to report.

### d. Members of the City Council

#### 1) Councilmembers' report on meetings attended at the expense of the local agency.

None

#### 2) Individual Members' comments and updates.

Councilmember Templeman suggested staff look into another location for the flags on the dais.

The regular meeting adjourned at 7:36 p.m. to convene to closed session.

## **10. CLOSED SESSION**

### **City Council closed session pursuant to Government Code Section 54957**

#### a. Public Employee Appointment – Discussion and possible direction (Pursuant to G.C. 54957)

Title: City Attorney

Closed session adjourned at 8:20 p.m. with no reportable action. The next meeting is on July 22, 2014, 7:00 p.m.

Respectfully submitted,

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Debra Black, Deputy City Clerk



## MEMORANDUM

**DATE:** July 22, 2014

**TO:** Housing Authority Board

**FROM:** Community Development Department

**SUBJECT:** Authorization to enter into Agreement with Neighborhood Partnership Housing Services (NPHS) to market and sell Grove Station Moderate Income Housing Units and to Re-program existing funds in Fund 34 for that purpose.

The Authority currently owns 10 units within the Grove Station Project which were acquired to facilitate sales to moderate income families. Staff has secured a proposal from NPHS to perform the following services associated with the marketing and sales of those units. Tasks (see pages 9-11 of the attached proposal) include:

- Real Estate Marketing and Property Listing Services (standard 3% real estate commission plus 3% if NPHS sources the buyer)
- Mortgage Assistance Processing and Property Underwriting (\$60/hr, estimated at 4-7 hours per unit sold)
- Related Supplemental Services (\$60/hr as needed)

NPHS provides similar services for other cities in the area including the City of Claremont and the City of Rialto. They have significant experience in selling affordable units. They have been recommended by our affordable housing consultant – Kathy Head of Keyser Marston.

Units are currently expected to sell for about \$280,000 so the budget adjustment for this purpose within Fund 34 is estimated at \$170,000.



July 2, 2014

Larry Stevens  
Assistant City Manager  
City of San Dimas  
245 E. Bonita Avenue  
San Dimas, CA 91773

Dear Mr. Stevens:

Neighborhood Partnership Housing Services (NPHS) is excited to have the opportunity to provide the enclosed proposal that details our many strengths and successes relevant to providing affordable housing services to the City of San Dimas. NPHS has partnerships with multiple cities throughout Riverside, San Bernardino and Los Angeles Counties and administers a variety of neighborhood redevelopment programs including Neighborhood Stabilization projects (NSP), home repair programs, down payment assistance and homeownership education programs.

Providing homeownership opportunities and improving the quality of housing is an integral component of NPHS' mission and wide array of services. NPHS provides comprehensive neighborhood redevelopment programs which include real estate services for the acquisition and sale of land and property, single family housing development, residential property rehabilitation and the administration of local home improvement loan and grant programs. As a full service, not-for-profit, real estate brokerage specializing in serving first-time home buyers, NPHS assists local governments, developers and other non-profits organizations with property acquisition and the sale of affordable housing inventory.

Thank you for the opportunity to present this proposal. NPHS looks forward to working with the City of San Dimas.

Sincerely,

Clemente Arturo Mojica  
President and Chief Executive Officer

## Executive Summary

Spanning over its 23 years of service, Neighborhood Partnership Housing Services (NPHS) has become one of the most respected and innovative nonprofit housing organizations in the Inland Valley. Established in 1991 in the City of Montclair as a grassroots neighborhood organization, NPHS has grown into a multi-faceted community development corporation providing comprehensive Redevelopment, Lending, Real Estate and Education services to a diverse range of stakeholders including residents, local governments, private sector businesses and other nonprofit organizations.

NPHS is affiliated with the congressionally chartered NeighborWorks® America and certified by the United States Treasury as a Community Development Financial Institution (CDFI). NPHS is also approved by the United States Department of Housing and Urban Development (HUD) as a Housing Counseling Agency. In addition, NPHS is certified by HUD to provide secondary FHA financing. NPHS currently employs 20 full-time employees of whom 80% are bilingual (English and Spanish). NPHS serves all of the Inland Valley which includes East Los Angeles County, San Bernardino County and Riverside County.

NPHS categorizes its programs into four main areas of work:

| NEIGHBORHOOD REDEVELOPMENT   |                       |  |
|--|-----------------------|--|
| Acquisition, rehabilitation and resale of vacant, distressed homes | New home construction | Owner-occupied home improvement projects |

  

| REAL ESTATE SERVICES   |                       |  |
|------------------------|-----------------------|--|
| Home purchase services | Home listing services | Property acquisition and disposition consulting services |

  

| HOMEOWNERSHIP LENDING   |                                   |
|---|-----------------------------------|
| First-time homebuyer down payment assistance loans and grants | Home improvement loans and grants |

  

| EDUCATION AND COUNSELING           |   |                             |
|------------------------------------|---|-----------------------------|
| Homebuyer education and counseling | Foreclosure prevention education and counseling | Reverse mortgage counseling |

NPHS offers all of its programs and services through a friendly, integrated approach that addresses the needs of low-to-moderate income buyers and homeowners and the barriers they face in achieving and sustaining homeownership. It is a process that benefits everyone. Residents can overcome hindrances to homeownership as the process is demystified, they save for a down payment and they secure their home and mortgages. Lenders can invest with confidence about an owner's ability to repay the mortgage. Local government officials can take pride in watching neighborhoods change. More and more homeowners will stake a claim in their communities, enhancing the tax base and contributing to the overall community renewal.

Improving the housing quality throughout Inland Valley neighborhoods is an integral component of NPHS' mission and wide array of services. With a rich history in neighborhood redevelopment, NPHS has completed many successful rehabilitation and new residential infill projects in San Bernardino and Riverside Counties. NPHS provides comprehensive neighborhood redevelopment programs which include real estate services for the acquisition and sale of land and property, single family housing development, residential property rehabilitation and the administration of local home improvement loan and grant programs.

NPHS' community development programs and services include:

- **New Housing Development:** In an effort to increase the supply of affordable housing throughout the Inland Empire, NPHS partners with local municipalities to develop vacant or under-used parcels within existing neighborhoods that are already largely developed. Careful attention to the design of infill development is essential to NPHS' redevelopment strategy to ensure that the new development fits the existing context and gains neighborhood acceptance.
- **Realty Services:** As a licensed real estate broker, NPHS assists local governments, developers and other non-profits organizations with property acquisition and the sale of their affordable housing inventory. NPHS' real estate acquisition services include preliminary assessment of market and negotiation of purchase agreements. Disposition services include marketing and sale of new and existing affordable homes.
- **Neighborhood Stabilization:** In an effort to help improve the housing quality in neighborhoods, NPHS has partnered with local governments and other entities to acquire, renovate and sell distressed and vacant REO properties to first-time homebuyers. NPHS is a well prepared affordable housing developer with a system of timely purchase, rehabilitation and resale of distressed properties in targeted communities.
- **Green Building Design and Construction:** By integrating "green" components into its housing rehabilitation and new construction projects, NPHS is helping the environment as well as saving homeowners money on utility costs. NPHS installs energy and water efficient appliances and fixtures that are EPA Energy Star and WaterSense certified in all of its construction projects. In addition, NPHS integrates drought tolerant gardens into its landscape designs.
- **Down Payment Assistance:** as a certified CDFI, NPHS offers a variety of innovative down payment assistance programs for families purchasing homes in the Inland Empire and Eastern Los Angeles County. These down payment assistance programs are affording low to moderate income families with homeownership opportunities that were never available to them before.

- **Homebuyer education and counseling:** NPHS offers Homebuyer Education Workshops to teach Real Estate Settlement Procedures; loan products and document review; and educates buyers on the importance of home inspections. NPHS provides individual housing counseling to potential homebuyers so that they become successful homeowners.
- **Owner-Occupied Home Improvement Loans:** NPHS administers home improvement loans for several area cities in an effort to increase housing quality. These loans give residents the ability to make needed repairs to their homes as well as improve their current living situation.
- **Foreclosure prevention education and counseling:** NPHS' Certified Foreclosure Prevention Specialists counsel and provide assistance to homeowners who are in a default or are in a potential foreclosure situation. NPHS provides foreclosure prevention workshops monthly in different areas of the Inland Empire.
- **Healthy Home for Seniors Home Repair Grants:** NPHS realizes the need for home improvement services and offers safety repair grants for senior citizens and home improvement loans to residents living in the Inland Empire.

**Integrated Services Model:**



### 1. Expertise

NPBS is committed to strengthening and revitalizing neighborhoods through partnerships and various collaborations. Working in partnership with many notable community development agencies, cities, non-profit organizations, financial institutions and investors, NPBS' mission to reinvigorate neighborhoods has resulted in developing stronger, vibrant and more economically sustainable communities throughout the Inland Empire and Eastern Los Angeles County.

NPBS has a proven track record of collaborating with local governments in administering numerous housing programs from various funding sources such as NSP, CDBG, HOME and AHP/IDEA/WISH (Federal Home Loan Bank). NPBS' administrative expertise includes:

- Program design and implementation
- Acquisition and disposition of affordable housing
- Client eligibility assessment and program prequalification
- Resale program coordination and administration
- Rehabilitation and construction management
- Down payment assistance origination, processing, underwriting and funding

NPBS employs 20 employees whose collective talents, training and licenses include:

- FHA Secondary Financing Certification
- California Licensed Realtors
- Certified Housing Counselors
- Certified Rehabilitation Specialist
- California Licensed Loan Underwriter and Broker
- Federal Fair Enforcement for Mortgage Licensing Act (SAFE Act)
- Drought-Tolerant Landscape Design
- Green Building Design and Construction

### 2. Experience

NPBS currently provides services to the following jurisdictions:

- **County of Riverside:** For the last 4 and half years, NPBS has been a sub grantee to provide neighborhood stabilization services using NSP funds in the cities of Perris, Menifee and Hemet. NPBS provides acquisition and disposition services, complete construction management and rehabilitation oversight and home buyer eligibility determination. NPBS has utilized over \$6 million dollars in NSP funds to date and recently renewed its contract with the County for another \$3 million in NSP program income to expand its stabilization activity into the low desert areas of Riverside County. NPBS has purchased, rehabilitated and sold 32 properties through this partnership. This contract is currently in effect.

- **City of Rialto:** For the last 3 years, the City of Rialto has contracted NPHS to determine the eligibility of buyers purchasing its affordable homeownership units. NPHS is also contracted to prequalify families for the City’s NSP-funded and CalHome mortgage assistance program in conjunction with the purchase of these NSP properties. To date, NPHS has assessed the eligibility of 225 families and processed 68 down payment assistance files. This contract is currently in effect.
- **City of Pomona:** NPHS recently partnered with the City of Pomona to administer its NSP 3 programs. The City has contracted NPHS to utilize \$1.5 million in NSP 3 funds to rehabilitate and sell properties acquired through this program. The City of Pomona has contracted NPHS to provide acquisition and disposition services, complete construction management and rehabilitation oversight and home buyer eligibility determination for all its NSP properties. In addition, NPHS is also contracted to prequalify families for the NSP-funded mortgage assistance program in conjunction with the purchase of these properties. This contract is currently in effect.
- **City of Claremont:** NPHS recently contracted with the City of Claremont to determine and underwrite the eligibility of buyers purchasing the affordable housing units under the City’s inclusionary housing ordinance. NPHS will assist the city sell 30-40 affordable housing units under this partnership.
- **City of Victorville:** NPHS is currently under contract to administer the City of Victorville’s owner-occupied rehabilitation, mortgage assistance and neighborhood stabilization and CHDO program. NPHS is a certified CHDO under Victorville’s Community Housing Development Organization program to acquire, rehabilitate and sell distressed and vacant properties.
- **City of Hemet:** For the last 3 years, the City of Hemet has contracted NPHS to determine the eligibility of buyers purchasing its NSP properties. NPHS is also contracted to prequalify families for the City’s NSP-funded mortgage assistance program in conjunction with the purchase of these properties. To date, NPHS has assessed the eligibility of 168 families and processed 55 down payment assistance files. This contract is current in effect.
- **City of Chino:** For the last 5 years, NPHS has been an NSP sub grantee to provide neighborhood stabilization services for the City of Chino. The City of Chino has contracted NPHS to provide acquisition and disposition services, complete construction management and rehabilitation oversight and home buyer eligibility determination for all its NSP properties. In addition, NPHS is contracted to prequalify families applying for the City’s mortgage assistance and owner-occupied rehabilitation program for elderly residents. NPHS is also under contract to develop 3 new affordable homes in the City of Chino. This project is expected to break ground in August 2014.

### 3. Capacity

NPHS employs certified housing specialists, licensed underwriters, licensed real estate agents and a highly experienced and talented management team. NPHS is exceedingly qualified to underwrite and provide affordable housing services to the City of San Dimas.

The following are the direct program staff that will be assigned to provide real estate and buyer eligibility assessment services associated with the sale of the affordable housing units:

- **Marisol Garcia**  
*Real Estate Services Manager*

Marisol Garcia has over 15 years in real estate marketing and sales. Marisol takes a progressive role in locating and acquiring potential vacant, REO and foreclosed properties for the purpose of neighborhood stabilization and revitalization. Marisol is also responsible for listing and marketing the affordable housing properties offered through the organization's various local government partnerships. Marisol is also responsible for communicating with potential homebuyers and ensuring their eligibility. Marisol oversees the home purchase contracts and assures that they are in compliance with Federal and State funded programs.

- **Omar Madrigal**  
*Homeownership Finance Manager*

Omar Madrigal has over 10 years of experience in lending and 5 years of experience in managing homeownership programs. As a graduate from University of California, Riverside, Omar holds a Bachelor's Degree in Business Administration. Omar manages NPHS' lending programs and services. Omar oversees all mortgage assistance programs including the administration of NSP and CalHome funds and the underwriting and funding of all NPHS home repair loans. Omar oversees all homeownership and underwriter staff that is responsible for evaluating and approving client files and buyers purchasing all affordable housing units through the organization's programs and partnerships. Omar develops and implements all program lending guidelines for NPHS financial products and establishes and maintains positive and effective relationships with public agency staff, lenders, realtors and businesses.

- **Ingrid Buono**  
*Homeownership Lending Specialist/Underwriter*

As a certified Housing Counselor with over 7 years of loan underwriting and homeownership counseling experience, Ingrid is responsible for borrower eligibility assessment and underwriting of NSP, CalHome and HOME funded mortgage assistance program files and housing rehabilitation loans. Ingrid works closely with families and guides them through the homeownership process. Ingrid presently is a processor and

underwriter for the Mortgage Assistance Programs for the cities of Rialto, Hemet, Chino and Owner Occupied Home Repair Loans for NPHS. Previously, she processed and underwrote the Owner Occupied Home Repair Program and Safe Home for Seniors Program files for the cities of Montclair and Chino. These programs were financed by Redevelopment Agency funds.

- **Curtis Miller**

*Homeownership Lending Specialist/Underwriter*

As a Licensed Loan Originator with over 5 years of real estate and homeownership lending and underwriting experience, Curtis works closely with local partner municipalities to assess and underwrite files for NSP, HOME and CalHome down payment assistance programs. Curtis works closely with low-to-moderate income families to prepare them for homeownership. He evaluates all clients' financial status to determine eligibility and processes and underwrites all down payment assistance programs. Curtis presently is a processor and underwriter for the Mortgage Assistance Program for the cities of Rialto, Hemet and Chino. He also underwrites NPHS' CalHome Mortgage Assistance Program files in addition to the organization's Owners Occupied Home Repair Loan program and Safe Home for Seniors program which are funded by NPHS' CDFI loan fund (Community Housing Trust).

- **Clemente Mojica**

*President and CEO*

Clemente Mojica is a community development executive with 15 years of experience in community revitalization, housing policy and real estate development. He has leveraged this unique mix of skills to build and manage public/private strategic partnerships that promote sustainable communities and advance community asset-building. Clemente is the Chief Executive Officer for Neighborhood Partnership Housing Services, a multifaceted Community Development Financial Institution (CDFI). His focus is on managing the organization's Redevelopment, Community Lending, Realty and Education and Counseling departments to create programs that promote and preserve homeownership. Clemente is currently concentrating on collaborating with various levels of government, financial institutions, housing authorities, community organizations and private enterprises to develop programs that continue to advance neighborhood redevelopment. Clemente is a seasoned executive that has many years of experience working closely with City governments in the Inland Empire, Eastern Los Angeles County and Orange County to administer their mortgage assistance and rehabilitation programs that utilize tax-increments funds, CDBG, NSP, HOME and CalHome funding. Throughout his career, spanning 3 different community development organizations, Clemente has successfully overseen the administration of over \$350,000 in CDGB funding, over \$11 million in NSP projects, \$975,000 in HOME funds and \$4.8 million in CalHome funds. In Orange County, Clemente administered CDBG-funded programs for the City of La Habra and Santa Ana.

## Scope of Work

### A. Real Estate Marketing and Property Listing Services

NPBS will perform the following services related to the sale of the 10 affordable homeownership units:

- ✓ Market homes at all NPBS home buying workshops and orientations
- ✓ Advertise properties on the Multiple Listing service and use Realtor/Broker resources to source buyers
- ✓ Include all affordability covenants in the listing of each property in the Multiple Listing Service
- ✓ Conduct 2 open houses to advertise the affordable housing units
- ✓ Intake and create homebuyer file and screen each interested prospect as to their ability to meet qualifications of the program
- ✓ Work with City, lender and borrower to collect all necessary income information to conduct file assessment - analyzing the buyer's income through the proper documentation of income tax returns, pay stubs and all other related documents
- ✓ Conduct affordability and income analysis to determine the homebuyer eligibility to purchase properties utilizing the City's program guidelines
- ✓ Provide an overview of the affordability covenants and resale restrictions to both the buyer and the buyer's agent
- ✓ Provide necessary homebuyer education and counseling as needed and provide the HUD-approved education certification

***As the listing agent, NPBS will charge and collect a 3% listing commission per unit sold for the above marketing and real estate listing services. The 3% commission is based on the sales price of each unit. NPBS will also receive the selling agent commission if it sources the buyer as it is customary in a California real estate transaction if the agent provides Dual Agency services in accordance with the California Bureau of Real Estate.***

### B. Mortgage Assistance Processing and Underwriting

NPBS loan processing procedures are designed to coincide with the standard mortgage loan processing and underwriting procedures that are in place for most mortgage lending institutions. NPBS will process all applications, loan documents and recording instruments, including all covenants and restrictions, to fully execute the second trust deed. NPBS will perform the following activities to originate, processes and underwrite the City's mortgage assistance program:

- ✓ Collect all necessary financial and supplemental documentation from applicants
- ✓ Provide housing counseling as necessary to collect all documentation from client
- ✓ Analyze and process applicant file to determine loan eligibility
- ✓ Review and analyze homebuyer credit report
- ✓ Conduct all financial and employment verification if necessary

- ✓ Preparation and process of all loan documents:
  - Prepare Promissory Note
  - Prepare Deed of Trust
  - Process affordability Covenants, Conditions and Restrictions
  - Prepare Request for Notice
  
- ✓ Make recommendations and communicate with City staff
- ✓ Issue approval letter for eligible applicants and any other response documents as needed
- ✓ Prepare and submit lender and escrow instructions to escrow
- ✓ Work with title and escrow
- ✓ Review all loan packages and signing
- ✓ Monitor closing and recording
- ✓ Work with City to ensure that buyers affirm their understanding of all affordability covenants, equity-share provisions and deed restrictions
- ✓ Conduct post-closing review to ensure files have no deficiencies and are in compliance

NPHS shall provide loan processing and underwriting services consistent with all rules and regulations that apply to the proper administration of a First-Time Homebuyer program utilizing the City of San Dimas guidelines. All activities shall comply with all requirements regarding affordability and any other provisions if applicable.

***NPHS will charge a blended hourly rate of \$60 for processing and underwriting work conducted on each homebuyer file. It takes 4-7 hours to completely process, underwrite and prepare loan documents for second trust deed.***

### **C. Monitoring and Compliance**

NPHS will provide the following program compliance services related to this project. These services include but are not limited to:

- ✓ Conduct annual recertifications of occupancy
- ✓ Resale compliance
  - Process equity share provisions and ensure all other related requirements are met during resale of property
  - Ensure compliance with all affordability covenants if applicable
  - Process release of Deed of Trust and other related recording instruments

***NPHS will charge a blended hourly rate of \$60 for monitoring and compliance work conducted on each file.***

#### **D. Related and Supplemental Services**

NPBS can also provide additional services related to this project as requested and approved by the City of San Dimas. Supplemental services may include but are not limited to:

- ✓ Creating intake applications
- ✓ Developing program flyers
- ✓ Developing and conducting lender training workshops
- ✓ Updating and revising underwriting guidelines as needed
- ✓ Coordinating and facilitating comprehensive outreach events
- ✓ Develop any other start-up documents as needed

***NPBS will charge a blended hourly rate of \$60 for work conducted on each file for other services related to this project as requested and approved by the City.***

## References

### **John Aguilar**

Deputy Director  
County of Riverside Economic Development Agency  
3403 10th Street, Suite 400  
Riverside, CA 9250  
Office: (951) 343-5403  
Mobile: (951) 203-6880  
Email: [JohnAguilar@rivcoeda.org](mailto:JohnAguilar@rivcoeda.org)

### **Ms. Tamara N. Torres**

Housing Manager  
City of Victorville  
18374 Phantom West  
Victorville, CA 92394  
Office: (760) 243-1923  
Email: [ttorres@ci.victorville.ca.us](mailto:ttorres@ci.victorville.ca.us)

### **John Dutrey**

Housing Programs Manager  
City of Rialto, Development Services Department  
Housing/Redevelopment Successor Agency  
150 S. Palm Ave.  
Rialto, CA 92376  
Office: (909) 820-8014  
Email: [jdutrey@rialtoca.gov](mailto:jdutrey@rialtoca.gov)

### **Edna Lebron**

City of Hemet  
Community Investment Department  
Housing Specialist  
510 E. Florida Avenue  
Hemet, CA 92543  
Office: (951) 765-2380  
Email: [ELebron@cityofhemet.org](mailto:ELebron@cityofhemet.org)



## MEMORANDUM

**DATE:** July 22, 2014

**TO:** Housing Authority Board

**FROM:** Community Development Department

**SUBJECT:** Authorization to enter into Agreement with Keyser Marston to prepare restrictive covenants and related documents to facilitate sales of Grove Station Moderate Income Housing Units and to Re-program existing funds in Fund 34 for that purpose.

The Authority currently owns 10 units within the Grove Station Project which were acquired to facilitate sales to moderate income families. Staff has secured a proposal from Keyser Marston to perform the following services associated with the sales of those units. Tasks (see pages 1-2 of the attached proposal) include:

- Update Policies and Procedures Manual previously prepared in 2008 by Keyser Marston to address changes authorized by City Council/Housing Authority in March 2014
- Prepare declaration of affordable housing covenants, conditions and restrictions and associated documents.
- Prepare necessary loan documents detailing "silent" second trust deed loan obligations.

It is proposed that the payment be on a time and materials basis not to exceed \$20,000.

Keyser Marston is very experienced in this realm and has does similar work for the City in the past.

Staff recommends that the Board authorize the City Manager to execute the Agreement with Keyser Marston and make the necessary budget re-programming revisions.



**KEYSER MARSTON ASSOCIATES™**  
ADVISORS IN PUBLIC/PRIVATE REAL ESTATE DEVELOPMENT

July 15, 2014

ADVISORS IN:  
REAL ESTATE  
REDEVELOPMENT  
AFFORDABLE HOUSING  
ECONOMIC DEVELOPMENT

Larry Stevens  
Assistant City Manager  
City of San Dimas  
245 East Bonita Avenue  
San Dimas, California 91773

SAN FRANCISCO  
A. JERRY KEYSER  
TIMOTHY C. KELLY  
KATE EARLE FUNK  
DEBBIE M. KERN  
REED T. KAWAHARA  
DAVID DOEZEMA

Re: Affordable Housing Documentation

Dear Larry:

LOS ANGELES  
KATHLEEN H. HEAD  
JAMES A. RABE  
GREGORY D. SOO-HOO  
KEVIN E. ENGSTROM  
JULIE L. ROMEO

In a memorandum dated April 28, 2014, Keyser Marston Associates, Inc. (KMA) described a recommended methodology for restructuring the covenants imposed by the City of San Dimas (City) on 10 “for sale” affordable housing units. At this time, KMA is proposing to assist the City in creating the documentation required to implement the restructured program.

SAN DIEGO  
PAUL C. MARRA

## **SCOPE OF SERVICES**

KMA is proposing to prepare the following documents for the City’s use:

1. In 2008, KMA prepared a Policies and Procedures Manual that detailed the various restrictions imposed on the affordable housing units included in the City’s Ownership Housing Program. KMA is proposing to update the Policies and Procedures Manual to reflect the relevant requirements that will be imposed on the 10 affordable housing units. The updated Policies and Procedures Manual will also include the following attachments:
  - a. Home buyer selection procedures and qualifications forms;
  - b. Home buyer disclosure documents;
  - c. A checklist of program requirements that first trust deed lenders will be required to fulfill; and
  - d. A checklist of requirements that will be imposed by the City in order to subordinate the income and affordability covenants to senior liens.

2. A declaration of the affordable housing covenants, conditions and restrictions that will be imposed on the purchasers of the affordable ownership units. This document will also include the following attachments:
  - a. Annual residency recertification forms;
  - b. Request for notice of default on the senior liens in place on the affordable unit;
  - c. Notice of intent to transfer the affordable unit; and
  - d. Notice of intent to resell the affordable unit.
  
3. Loan Documents that detail the silent second trust deed loan obligations that will be imposed on the purchasers of the affordable units. These documents will include:
  - a. A loan agreement;
  - b. A promissory note; and
  - c. A deed of trust.

The proposed scope of services will be provided by the KMA Los Angeles office. The contact person for this proposal, and the Principal-in-Charge of this engagement is:

Kathleen Head, Managing Principal  
Keyser Marston Associates, Inc.  
500 South Grand Avenue, Suite 1480  
Los Angeles, California 90071  
Telephone: 213.622.8095 / Fax: 213.622.5204  
Email: [khead@keysermarston.com](mailto:khead@keysermarston.com)

## **BUDGET / TIMING**

KMA proposes to complete a set of draft documents for the City's review within six weeks following the receipt of approval to commence work on this engagement. KMA proposes to undertake this assignment on a time-billed basis with a not-to-exceed cost of \$20,000. This budget covers the defined scope of services, and KMA attendance at two meetings with the City staff and/or City Council. It is important to note that if the scope of services changes materially, and/or the number of meetings requested by the City increases, the budget will need to be adjusted accordingly.

The KMA billing rates for the staff members that will be assigned to this engagement are presented in the following table:

|                      | 2014/2015 |
|----------------------|-----------|
| Managing Principals  | \$280.00  |
| Senior Principals    | \$270.00  |
| Senior Associates    | \$187.50  |
| Technical Staff      | \$95.00   |
| Administrative Staff | \$80.00   |

KMA appreciates the opportunity to work with the City of San Dimas. If you require any additional information, please do not hesitate to contact me.

Sincerely,

KEYSER MARSTON ASSOCIATES, INC.



Kathleen Head



# Agenda Item Staff Report

**TO:** Honorable Mayor and Members of City Council  
*For the Meeting of July 22, 2014*

**FROM:** Larry Stevens, Assistant City Manager Community Development

**SUBJECT:** REAPPOINTMENTS TO PLANNING COMMISSION

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## **BACKGROUND**

The following Commissioners' terms expire on August 31, 2014:

- Jim Schoonover (Chairman)
- John Davis

Planning Commissioners serve two year terms; however, there are no term limits for the Planning Commission. These Commissioners have served on the Planning Commission as noted:

|                |                   |
|----------------|-------------------|
| Jim Schoonover | Since August 2000 |
| John Davis     | Since May 2007    |

Both Commissioners have indicated their desire to be reappointed.

## **RECOMMENDATION**

Staff recommends that the City Council reappoint Jim Schoonover and John Davis for two years.