



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**WEDNESDAY, NOVEMBER 12, 2014, 5:30 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**CONFERENCE ROOM**  
**245 E. BONITA AVENUE**

---

**PRESENT:**

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

City Manager Blaine Michaelis  
Assistant City Manager Ken Duran  
City Attorney Mark Steres  
Assistant City Manager for Community Development Larry Stevens  
Director of Public Works Krishna Patel  
Facilities Manager Karon Deleon  
Capt. Duane Harris, Los Angeles County Sheriff's Department

**1. CALL TO ORDER**

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

**2. ORAL COMMUNICATIONS**

a. Members of the Audience

None.

**3. STUDY SESSION – Report on 2013-14 Fiscal Year End**

Mr. Duran reviewed his staff report on the audited financials for the 2013 -14 fiscal year end. He reviewed the General Fund revenues for the year discussing the actual revenues for the major revenue categories and answered questions.

Mr. Duran reviewed the General Fund expenditures for year from his staff report.

Mr. Duran reviewed the Schedule 1 Summary of Actual Ending Balances for all Funds from the staff report. He explained that staff is preparing five year capital improvement and equipment projections that we be presented to the City Council at their February budget meeting. In response to a question he stated that the Housing Authority Fund does not include revenue or expenses for Charter Oak Mobile Home Park since it is accounted for separately. Councilmember Templeman suggested that a financial report for the mobile home park be presented in the future.

Mr. Duran reviewed the ending General Fund Balance section of the staff report indicating that the ending fund balance was \$16,897,351.

Mr. Michaelis made a presentation on the ending fund balance. He presented that in keeping with the previous policy of maintaining 78% of general fund operating expenses in reserves there is \$1,750,000 in additional reserve funds available for reallocation to other projects or funds. He added that staff is recommending to allocate \$430,000 to Fund 20 to utilize towards the major Marchant Park project; \$300,000 to Fund 70 for future equipment and vehicle replacements and \$1,020,000 to Fund 12 for infrastructure and capital improvement. He further recommended that of the \$1,020,000 to Fund 12, funds be allocated for \$25,000 for the downtown sidewalk concept design; \$35,000 for civic center security measures and \$25,000 for consultant assistance to complete an MTA Call for Projects Grant Request for the Bonita/Cataract parking project.

In response to questions by Councilmember Templeman, Facilities Manager Deleon explained that she has been working with the security system design company that designed the City Hall security system to design additional security features.

In response to a question from Councilmember Ebiner Mr. Michaelis explained that the balance of the funds going to Fund 12 are not needed for current projects but are to build reserves for future projects.

Mr. Michaelis further explained that after the recommended transfers the General Fund reserves would have a \$15,057,357 balance. He added that the plan is to use some of this reserve fund balance for the downtown sidewalk project and for additional funds for Marchant Park if needed, which would still leave a fund balance of \$13,750, which would be 71% of the annual operating budget.

Councilmember Templeman commented that he would hope that there is consideration for outside improvements to the Swim and Racquet Club in the near future. Mr. Michaelis responded that there are improvements being considered in the five year capital plans that are being prepared.

Mr. Michaelis recommended that if the City Council agrees with staff's recommendations that they make a motion to increase the FY 14 – 15 budget by \$1,750,000 and transfer the reserve funds to the various funds as described in the staff report.

Councilmember Bertone made a motion to increase the FY 14-15 General Fund budget by \$1,750,000 and transfer \$430,000 to Fund 20 to be used towards the Marchant Park project; \$300,000 to Fund 70 and \$1,020,000 to Fund 12 with \$25,000 for downtown sidewalk design, \$35,000 for civic center security measures and \$25,000 for assistance in preparing the MTA Call for Projects grant application. The motion was seconded by Councilmember Badar and passed unanimously.

There was some discussion on the next steps in the concept design process for the downtown sidewalk.

There being no further business the meeting was adjourned at 6:40 to the 7:00 regular City Council meeting.