



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**TUESDAY, FEBRUARY 24, 2015 5:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**CONFERENCE ROOM**  
**245 E. BONITA AVENUE**

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**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  
Director of Parks and Recreation Theresa Bruns  
Finance Manager Barbara Bishop

**1. CALL TO ORDER**

Mayor Morris called the Special City Council Meeting to order at 5:00 p.m.

**2. ORAL COMMUNICATIONS**

- a. Members of the Audience

None.

**3. STUDY SESSION – Mid-Year 2014-15 Budget Review and FY 2015-16 Budget Preparation**

City Manager Michaelis reported that the Study Session will consist of a mid-year budget report and discussion of objectives for the 2015-16 budget preparation.

Assistant City Manager Duran provided an overview of his mid-year budget report staff report. In response to a question he explained that the Lighting District is a recipient of residual tax increment from the redevelopment dissolution. He also explained the source of funding and formula for the Gas Tax.

Mr. Duran explained from his staff report that there are two items that staff is recommending consideration for budget adjustments for the current fiscal year. He stated that the first is an increase to the budget for the Accela Automation software project. He explained that as staff has been fine tuning the scope of work of the implementation, data migration and training, the overall cost of the project is \$495,000 which would require an adjust in the adopted budget from \$300,000 to \$500,000.

Building and Safety Superintendent explained that the software is really software that is customized to the City's specific needs and operations. In response to a question he also gave examples of other cities that utilize this software. He also explained the notation abilities for permits, projects and cases.

Mr. Michaelis offered that the additional budget allocation can come from additional permit fees that to date have already exceeded budget projections.

Councilmember Bertone made to a motion to amend the budget to increase the budget for the Accela Automation project to \$500,000. The motion was seconded by Mayor Pro Tem Ebner and passed unanimously.

Mr. Duran reported that the second adjustment is for the concept plans for the downtown boardwalk project. The request is to increase the budget from \$25,000 to \$37,000 to cover engineering analysis for grade differences. Councilmember Bertone made a motion to increase the budget to \$37,000. The motion was seconded by Councilmember Templeman and passed unanimously.

Mr. Michaelis explained that architect is working on the concept plan and some of the factors that need to be considered in the implementation of the project including awning encroachments and façade issues, phasing and minimizing impacts to businesses especially during holiday shopping season. In response to a question he responded that we may consider a façade or other improvement program for business owners.

Mr. Duran provided a summary of mid-year position reclassifications as outlined in his staff report. He recommended that the Council amend the Pay Plan and Reimbursement Schedule for City Employees to add classifications and pay ranges for Administrative Services Manager –Range 89, Accounting Supervisor – Range 71 and IT Administrator – Range 73.

Councilmember Templeman asked if there was a need for additional planning staff because of the complexities of in-fill projects. Mr. Michaelis responded that the recommendation tonight is to address immediate needs for reorganizations due to current vacancies and any consideration for future needs would be evaluated as part of the budget process.

Mayor Pro Tem Ebner made a motion to approve staff's recommendation for amending the Pay Plan to add the new classifications. The motion was seconded by Councilmember Bertone and passed unanimously.

Parks and Recreation Director Bruns provided an update on the status of parks and facilities capital improvement projects in the current fiscal year.

Public Works Director Patel provided an update on the status of public works capital improvement projects for the current fiscal year.

Mr. Michaelis reported that some of the Administration items being looked at in next year's budget are increased PERS costs, increase in Sheriff's contract rates, costs for pending retirement compensable leave and staff succession planning. Mayor Morris also commented on the increases in the Liability Trust Fund.

Councilmember Templeman commented that he has heard that crime prevention staff at the Sheriff's station would like a new van and volunteer on patrol car. Captain Harris responded that he will evaluate the needs.

Mr. Duran reported that there are no new significant projects being considered for the Administrative Services Department.

Ms. Bruns reported that for next year Parks and Recreation will continue with existing projects such as Marchant Park renovation Via Verde Park playground equipment. She added that they also may be looking at Loma Vista Park playground equipment upgrades.

Councilmember Bertone commented that there is a need for a third section to the dog park so it doesn't have to be completely closed during renovations. Mayor Pro Tem Ebner added that he has heard that some people would like more benches at the dog park and possibly lighting.

Mayor Morris commented that he hears that there are still people who would like the walking path at Via Verde Park lit. Ms. Bruns responded with the issues with lighting the park such as the intensity of the lighting to make it safe and that parks close at dusk.

Ms. Bruns also added that next year they will be designing improvements to Via Verde Ave medians to coincide with the future street improvements. She also mentioned that staff has submitted a grant proposal with HCD that if awarded would pay for playground equipment upgrades at Pioneer Park. She also reported that staff is completing an assessment for a significant remodel of the Swim and Racquet Club and that there may be grant funds available.

Mr. Patel reported that next year will primarily be completing the existing projects and designing for super projects in the coming years. In response to a question he responded that Cienega Ave. is on the list for improvements.

Mr. Stevens reported that there are no significant planning projects proposed other than the Accela Automation project. He reported that the CDBG programs will remain the same.

#### **4. ADJOURNMENT**

The Study Session adjourned at 6:40 p.m.

Respectfully submitted,

  
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Ken Duran, City Clerk