



**SPECIAL CITY COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 25, 2016, 6:00 P. M.
COUNCIL CHAMBERS CONFERENCE ROOM
245 E. BONITA AVE.**

CITY COUNCIL:

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

STAFF:

City Manager Blaine Michaelis
City Attorney Mark Steres
Assistant City Manager Ken Duran
Assistant City Manager Community Development Larry Stevens
Director of Parks and Recreation Theresa Bruns
Director of Public Works Krishna Patel
Administrative Services Manager Michael O'Brien

1. CALL TO ORDER

Mayor Morris called the Special City Council Meeting to order at 6:00 p.m.

2. ORAL COMMUNICATIONS

None.

3.a STAFF SUMMARY OF METRO'S DOUBLE TRACK PROJECT AND AN INVITATION FOR THE PUBLIC TO PARTICIPATE IN A COMMUNITY MEETING SPONSORED BY METRO ON NOVEMBER 29th

Mr. Michaelis explained that Metro has begun a study to design a double track project for the Metrolink line, including the portion of the line through San Dimas. He added that the project design will include upgrading intersection crossings to "quiet zone" standards. He added that Metro is planning to host a community meeting on November 29th to explain the project.

Mr. Patel provided an overview of the design project. He explained that the project is for design only, and that Metro hopes to use the design to seek funding for the construction of the project.

Mr. Michaelis explained that if the project is ultimately built the crossing upgrades would meet "quiet zone" standards but then it would be up to someone to apply for "quiet zone" status from the Federal Railroad Authority. He added that this is a long range project, even if funding becomes available. He added that the purpose of the report is for informational purposes only.

3.b REPORT ON 2015-16 FISCAL YEAR END; APPROPRIATION OF FUND BALANCE

Mr. Duran reviewed his staff report on the audited financials for the 2015-16 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-end from his staff report.

Mr. Duran reviewed the Schedule 1 Summary of Actual Ending Balances for all Funds from the staff report. He reviewed the ending General Fund Balance section of the staff report indicating that the ending fund balance was \$17,502,489.

Mr. Michaelis made a presentation on the ending fund balance. He presented that in keeping with the previous informal policy of maintaining 78% of general fund operating expenses in reserves there is \$1.6 million in additional reserve funds available for reallocation to other projects or funds.

Mr. Michaelis commented that the City had a past practice of allocating the equivalent amount of 10% of the annual sales tax to Fund 12 the Infrastructure Fund and staff is recommending doing that again this year in the amount of \$600,000. He added that staff is recommending using \$185,865 of reserves to make an additional payment to PERS for the City's unfunded pension liability. Administrative Services Manager Michael O'Brien explained the unfunded liability side-fund and that paying an additional \$185,865 this year will result in interest savings.

Mr. Michaelis commented that staff's recommendation on the balance of the additional reserves is to hold them in the overall general fund reserves for the potential need for some of the already budgeted capital projects, similar to last year.

Councilmember Ebner asked Parks and Recreation Director Bruns if she is comfortable in not allocating any additional reserve funds to the community park fund. She responded that she understands that the additional reserves may be used for budgeted park projects and is okay with that.

In response to a question regarding the Sheriff's Department budget Mr. Michaelis explained how staff, in consultation with the Sheriff's Captain, prepares the annual Sheriff's contract recommendations. He added that the Captains recommendation this past year was that there was not a need for an increase in the level of service. He added that San Dimas' contract level of service is higher than most contract cities.

Councilmember Badar asked how the City might be able to advance money to the golf course for improvements to the maintenance yard. Mr. Michaelis responded that the City could provide a short term loan to the golf course fund which would be paid back with interest.

Councilmember Templeman made a motion to approve staff's recommendation to reallocate \$1.6 million in excess reserves in the general fund to - \$600,000 to Fund 12; \$185,865 to prepayment of the PERS unfunded liability and retain the balance in the general fund reserves to augment budgeted capital projects if needed. The motion was seconded by Councilmember Badar and approved unanimously.

4. ADJOURNEMENT

There being no further business the meeting was adjourned at 6:58 p.m.



Ken Duran, City Clerk



Curtis W. Morris, Mayor