

**CITY COUNCIL AND SUCCESSOR AGENCY
MEETING AGENDA
TUESDAY FEBRUARY 11, 2025 7:00 PM
SAN DIMAS COUNCIL CHAMBER
245 EAST BONITA AVENUE**

A public agenda packet is available for review on the City's website www.sandimasca.gov or by contacting the City Clerk's Office at cityclerk@sandimasca.gov.

Members of the public may observe the City Council meeting live on the City of San Dimas website at www.sandimasca.gov or on KWST Channel 3. To view from the website, select the [Watch City Council Meetings](#) blue button from the home page.

7:00 PM

CITY COUNCIL

Mayor Emmett Badar, Mayor Pro Tem Eric Nakano, Councilmember Rachel Bratakos, Councilmember Ryan A. Vienna, Councilmember Eric Weber

CALL TO ORDER AND FLAG SALUTE

ORAL COMMUNICATIONS

(Members of the audience are invited to address the City Council on any item on this agenda or not on this agenda. Public comment will not be taken during each individual agenda item, except for public hearing items. Comments on public hearing items will be heard when that item is scheduled for discussion. Under the provisions of the Brown Act, the legislative body is prohibited from 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. Each speaker will be limited to speaking once for up to (3) three minutes.)

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.)

- CC1.** Resolution Recognizing Black Heritage Month
- CC2.** Adopt Resolution 2025-06, A Resolution of the City Council of the City of San Dimas, Approving Certain Demands for the Prepaid Warrant Register of January 31, 2025 in the amount of \$339,433.21 and the Warrant Register of February 14, 2025 in the amount of \$412,464.22
- CC3.** Approve Minutes of the January 28, 2025, Study Session Meeting and January 28,

2025, City Council Meeting

- CC4.** Deny Claim Corcoran v City of San Dimas CJP 3053186 LSV
- CC5.** Deny Claim Smith v. City of San Dimas CJP 3047896 TV
- CC6.** Approve a Two-Year Contract in the Amount of \$12,540 with Equestrian Consultant Lori Hall-McNary to Conduct Quarterly Inspections of the San Dimas Equestrian Center, Approve a Budget Appropriation of \$15,000 to Account # 001.4190.020.008 and authorize the City Manager or his designee to execute.
G.C. § 84308: No
- CC7.** Approve a 24-month Time Extension for the Approval of Tentative Tract Map 82422 (TTM 19-01) a Subdivision of One (1) Parcel with a Total Lot Area of 1.60 Acres into Six (6) Residential Parcels at 649 W. Gladstone Street (APN: 8392-020-001).
G.C. § 84308: Yes
- CC8.** Adopt Ordinance 1321, Approving Municipal Code Text Amendment 24-01, A request to amend Title 18- Chapter 18.38 Accessory Dwelling Units and Chapter 18.170 Electric Vehicle Charging Stations to comply with State Law updates
- CC9.** Adopt Resolution 2025- 07, Authorizing the City Engineer to Proceed with the Preparations of Annual Reports for the Annual Levy of Assessment for Boulevard Open Space Maintenance District
- CC10.** Adopt Resolution 2025-08, Authorizing the City Engineer to Proceed with the Preparations of Annual Reports for the Annual Levy of Assessment for Northwoods Open Space Maintenance District
- CC11.** Approve Resolution 2025-09, Approving the First Amendment to the Memorandum of Understanding between the City and Teamsters Local 848 and authorize the City Manager to execute.
- CC12.** Approve an Agreement with HF&H Consultants, LLC in an Amount Not-to-Exceed \$80,000 to Negotiate a Three-year Extension to Existing Waste Management Franchise Agreement for Solid Waste Services and Authorize the City Manager or his Designee to Execute the Agreement.
G.C. § 84308: Yes

END OF CONSENT CALENDAR

RECOMMENDATION: Approve consent calendar with recommendations as presented in staff reports.

OTHER BUSINESS

OB1. Report on the City’s Cybersecurity Posture

RECOMMENDATION:

City staff recommends the City Council:

- Receive and File the Staff Report
- Provide Further Direction and Discussion

ORAL COMMUNICATIONS

(Members of the Audience (Speakers are limited to (3) minutes or as may be determined by the Chair.)

CITY REPORTS

CR1. City Manager

CR2. City Attorney

CR3. Members of the City Council

- Councilmembers’ Report on Meetings Attended at the Expense of the Local Agency (Pursuant to AB 1234 – G.C. §53232.3(d))
- City Council Requests for Future Items, Comments and Updates

CLOSED SESSION - CITY COUNCIL AND SUCCESSOR AGENCY

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 121 N San Dimas Avenue (APN: 8387-011-904)

Agency/City Negotiators: Brad McKinney, Executive Director/City Manager; Travis Sais, Assistant City Manager; Scott Wasserman, Parks and Recreation Director, Jeff Malawy, City/Agency Attorney

Negotiating Parties: Kathy Carrano; Anthony Carrano; City of San Dimas as Successor Agency to the former San Dimas Redevelopment Agency; City of San Dimas

Under Negotiation: Price and Terms of Payment

ADJOURNMENT



Notice Regarding Americans with Disabilities Act: In compliance with the ADA, if you need assistance to participate in a city meeting, please contact the City Clerk's Office at (909) 394-6216. Early notification before the meeting you wish to attend will make it possible for the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Copies of documents distributed for the meeting are available in alternative formats upon request. Any writings or documents provided to the City Council regarding any item on this agenda will be made available for public review Monday through Thursday 7:30 a.m. to 5:30 p.m. and on Fridays from 7:30 a.m. to 4:30 p.m. at the Administration Department and San Dimas Library. In addition, most documents are posted on the City's website at www.sandimasca.gov.

Posting Statement: I declare under penalty of perjury that on February 6, 2025, I posted a true and correct copy of this agenda on the bulletin board in the Civic Center Plaza of City Hall at 245 E. Bonita Ave., and on the City's website www.sandimasca.gov/agendas-minutes/ as required by law.

February 6, 2025

Debra Black

Debra Black, City Clerk

Black History Month

W **HEREAS**, Black History Month is an annual celebration of achievements by black Americans and a time for recognizing the central role of African Americans in US history; and

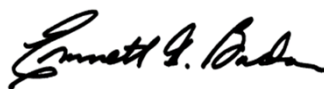
W **HEREAS**, this observance affords a special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our community, state, and nation; and

W **HEREAS**, such knowledge can strengthen the understanding by all citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate barriers to equality for minority groups, and the continuing struggle against racial discrimination and poverty; and

W **HEREAS**, February has been designated National Black History Month, and the City of San Dimas calls upon all residents as well as others to observe and commemorate Black History month and to rededicate themselves to creating a world where the rights and the contributions of all would be respected, acknowledged and celebrated.

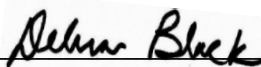
N **OW THEREFORE**, I Mayor Emmett Badar, Mayor Pro Tem Eric Nakano, Councilmembers Rachel Bratakos, Ryan A. Vienna and Eric Weber do hereby proclaim February 2025 as National Black History Month.

I **N WITNESS THEREOF**, I, Mayor Emmett Badar, have hereunto set my hand and caused the seal of the City of San Dimas to be affixed this 11th day of February 2025.



Mayor

Attest: _____



City Clerk

RESOLUTION 2025-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS,
CALIFORNIA, APPROVING CERTAIN DEMANDS FOR JANUARY 31, 2025 AND
FEBRUARY 14, 2025**

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby approve the Prepaid Warrant Register of January 31, 2025 in the amount of \$399,433.21 and Warrant Register of February 14, 2025 in the amount of \$412,464.22.

PASSED, APPROVED AND ADOPTED this 11th, day of February, 2025.

Emmett G. Badar, Mayor

ATTEST:

Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2025-06 was approved by vote of the City Council of the City of San Dimas at its regular meeting of February 11th, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Black, City Clerk

01/31/2025

**PREPAID WARRANT
REGISTER**

Total: \$399,433.21

Report Criteria:

Report type: GL detail
 Check Type = {<>} "Adjustment"
 Check Type = "Manual", "Void", "EFT"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
41	01/25	01/15/2025	41	19719 RED WING BUSINESS ACCT	010711171	SAFETY BOOTS-J. ALVARENGA	001.4190.200.022	200.00	200.00 M
Total 41:									200.00
42	01/25	01/15/2025	42	17465 TPX COMMUNICATIONS	183484382-0	COMMUNICATION SVCS 12/16-1/15/25	001.4190.020.034	2,313.32	2,313.32 M
Total 42:									2,313.32
43	01/25	01/27/2025	43	18953 FLOCK GROUP INC.	55103	ANNUAL SUBSCRIPTION	041.4210.038.002	35,000.00	35,000.00 M
Total 43:									35,000.00
44	01/25	01/27/2025	44	18105 QUADIENT FINANCE USA INC.	1/31/25	POSTAGE BY PHONE DEC/24	001.4190.017.000	2,000.00	2,000.00 M
Total 44:									2,000.00
45	01/25	01/27/2025	45	19719 RED WING BUSINESS ACCT	MULTIPLE..	INV #1331227710 E. RAMOS	001.4190.200.022	199.26	199.26 M
45	01/25	01/27/2025	45	19719 RED WING BUSINESS ACCT	MULTIPLE..	INV #133289726 K HENDERSON	001.4190.200.022	200.00	200.00 M
45	01/25	01/27/2025	45	19719 RED WING BUSINESS ACCT	MULTIPLE..	INV #133289636 J. VENADERO	001.4190.200.022	198.78	198.78 M
45	01/25	01/27/2025	45	19719 RED WING BUSINESS ACCT	MULTIPLE..	INV #121177777	001.4190.200.022	200.00	200.00 M
Total 45:									798.04
46	01/25	01/27/2025	46	20234 SHARP ELECTRONICS CORP.	MULTIPLE	INV #38245943	001.4190.015.000	1,379.80	1,379.80 M
46	01/25	01/27/2025	46	20234 SHARP ELECTRONICS CORP.	MULTIPLE	INV #38294262	001.4190.015.000	1,254.80	1,254.80 M
Total 46:									2,634.60

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
47	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-MONITOR ARM	001.4190.030.001	92.76	92.76 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/KNOWBE4-TRAINING SUBSCRIPTION	001.4190.035.001	3,996.25	3,996.25 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/FRONTER ACCT #310-1574583	001.4190.020.034	217.55	217.55 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/STARLINK-ROAM UNLIMITED	001.4190.020.034	165.00	165.00 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/URISA-GOV.AGENCY RENEWAL	001.4150.016.000	350.00	350.00 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/SPECTRUM-ACCT #188663601	001.4190.020.034	140.51	140.51 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/SPECTRUM-ACCT #188664001	001.4190.020.034	50.51	50.51 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/SPECTRUM-ACCT #188663701	001.4190.020.034	209.98	209.98 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/VERIZON-INV #6101087135	001.4190.022.003	2,412.33	2,412.33 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/GOOGLE-GOOGLE SUITE	001.4190.085.001	14.40	14.40 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/ZOOM-REFUND	001.4420.020.000	148.67	148.67 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	SG/AMAZON-USB MOUSE	001.4310.033.000	10.94	10.94 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/S.D.CYN GOLF COURSE-HOLIDAY LUNCH	001.4150.431.000	2,356.99	2,356.99 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-THROW BLANKET	001.4420.034.010	45.97	45.97 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-CHRISTMAS COSTUME	001.4420.034.010	40.50	40.50 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-PROJECTOR LIGHTS	001.4420.034.010	40.50	40.50 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-PROJECTOR LIGHTS	001.4420.034.010	39.41	39.41 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-MIRROR CENTERPIECES	001.4412.013.003	72.24	72.24 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-CHRISTMAS FIGURINES	001.4420.033.000	19.70	19.70 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-MINI TRAIN SET	001.4420.033.000	109.44	109.44 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-SIGNS & PLATES	001.4420.033.000	42.66	42.66 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-COCKTAIL PICKS	001.4420.033.000	264.90	264.90 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-FLAMELESS CANDLES	001.4420.033.000	23.64	23.64 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-RESIN SNOWMEN	001.4420.033.000	52.53	52.53 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/PURE IMAGINATION-GRINCH DEPOSIT	001.4420.020.000	247.20	247.20 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-TABLETOP CHRISTMAS TREE	001.4420.033.000	33.45	33.45 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAMZON-GARLAND	001.4420.034.010	40.50	40.50 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-CANDLE CENTERPIECES	001.4412.013.003	78.81	78.81 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAMZON-BASKETBALLS	001.4420.034.003	23.06	23.06 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-BEVERAGE DISPENSER	001.4420.033.000	131.28	131.28 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-SOCCER CONES	001.4420.034.003	26.27	26.27 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-BATTERIES	001.4420.033.000	36.19	36.19 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAMZON-MEDICAL CPR MASK	001.4420.033.000	114.75	114.75 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JJ/AMAZON-PRIME MEMBERSHIP	001.4420.033.000	16.41	16.41 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	LT/CACEO-APPLICATION FEE	001.4308.016.000	210.00	210.00 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	LT/AMAZON-GEL PENS	001.4308.033.000	17.40	17.40 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JV/HOUSE OF TACOS-EXTRAVAGANZA FOOD	001.4341.033.000	241.99	241.99 M
	01/25	01/27/2025	47	17616 WELLS FARGO	01/31/2025	JV/ALBERTSON'S-EXTRAVAGANZA SUPPLIES	001.4341.033.000	54.58	54.58 M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/AMAZON-LIGHTING CAR CHARGER	001.4342.033.000	91.98	91.98
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/AMAZON-USB LIGHTING CORD	001.4342.033.000	87.57	87.57
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/CLEAN ENERGY-FUEL/SWEEPER	001.4342.011.001	176.26	176.26
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/CLEAN ENERGY-FUEL/SWEEPER	001.4342.011.001	97.96	97.96
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/AMAZON-MISC.SUPPLIES	001.4342.011.000	655.44	655.44
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ER/CLEAN ENERGY-FUEL/SWEEPER	001.4342.011.001	214.40	214.40
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/HILTON HOTEL-CONF.LODGING	001.4150.021.000	359.63	359.63
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/LIEBERT CASSIDY-CONF.FEES	001.4150.434.000	645.00	645.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/TWISTED SAGE-INTERVIEW PANEL LUNCH	001.4150.409.000	73.95	73.95
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/AMAZON-BLANK CARDS	001.4150.408.000	16.41	16.41
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/COLLEGE TRANSCRIPT-VERIFY DEGREE	001.4150.409.000	24.95	24.95
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	CT/TRANSUNION-BACKGROUND CHECK	001.4150.409.000	60.00	60.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/HB BEAUTY BAR-SHOOTING STARS MAKEUP	110.213.148	156.37	156.37
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS MAKEUP	110.213.148	368.40	368.40
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/REVDANCE-SHOOTING STARS DANCEWEAR	110.213.148	178.62	178.62
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/ULTRA-SHOOTING STARS MAKEUP	110.213.148	435.00	435.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS SUPPLIES	110.213.148	27.18	27.18
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-CANVAS SNEAKERS	110.213.148	49.45	49.45
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS SUPPLIES	110.213.148	496.75	496.75
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS SUPPLIES	110.213.148	108.72	108.72
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS SUPPLIES	110.213.148	320.25	320.25
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/CADTD-DIRECTOR MEMBERSHIP	110.213.148	80.00	80.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SW/AMAZON-SHOOTING STARS SUPPLIES	110.213.148	244.56	244.56
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	SF/LOWE'S-ARTIFICIAL ROCK WELL PUMP	008.4414.033.000	161.38	161.38
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	DB/PANERA-COUNCIL MEALS 12/10/24	001.4110.021.000	25.60	25.60
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	DB/TISCARENOS-COUNCIL MEALS 12/10/24	001.4110.021.000	191.71	191.71
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	DB/WORLD MARKET-HOLIDAY GIFT BASKET	001.4210.021.000	63.85	63.85
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	DB/TJ MAXX-HOLIDAY GIFT BASKET	001.4120.021.000	35.02	35.02
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	DB/TISCARENOS-HOLIDAY LUNCH	001.4190.020.000	425.61	425.61
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	ME/PREMIER SIGNS-SIGN COVER	001.4308.033.000	55.00	55.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/GOV.FINANCE OFFICERS-REVIEW FEE	001.4150.016.000	530.00	530.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/OC REGISTER-ONLINE SUBSCRIPTION	001.4150.016.000	23.39	23.39
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/CORODATE INV #RS7053172	001.4190.019.000	139.22	139.22
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/DJX BUSINESS-DEPOSIT TICKETS	001.4150.033.000	203.15	203.15
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/TODOIST-PRO PLAN	001.4190.035.000	48.00	48.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	MO/OPEN AI-SUBSCRIPTION	001.4120.033.000	20.00	20.00
01/25	01/27/2025	47	17616	WELLS FARGO	01/31/2025	JU/AMAZON-REFUND	001.4190.030.001	54.57-	54.57-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 47:									
48	01/25	01/30/2025	48	17465 TPX COMMUNICATIONS	183950911-0	MONTHLY RECURRING CHARGES	001.4190.020.034	2,316.96	2,316.96
Total 48:									
182041	01/25	01/06/2025	182041	10398 PARADISE EMBROIDERY & SC	36514	HOLIDAY EVENT STAFF T-SHIRTS	001.4420.034.010	1,510.44	1,510.44
Total 182041:									
182101	01/25	01/03/2025	182101	10398 PARADISE EMBROIDERY & SC	01/31/2025	HOLIDAY EVENT STAFF T-SHIRTS	001.4420.034.010	1,510.44	1,510.44
Total 182101:									
182102	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	91166200005	001.4415.022.004	664.09	664.09
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	73753000006	001.4415.022.004	198.99	198.99
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	01248100008	008.4415.022.004	89.77	89.77
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	10783000002	001.4415.022.004	83.61	83.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	15093000006	001.4415.022.004	559.22	559.22
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	22757200005	008.4414.022.004	362.61	362.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	22483000000	001.4415.022.004	83.61	83.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	26884200002	008.4415.022.004	83.61	83.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	30483000003	008.4414.022.004	2,273.90	2,273.90
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	28383000008	001.4415.022.004	83.61	83.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	58383000005	001.4415.022.004	350.26	350.26
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	62193000007	001.4415.022.004	263.17	263.17
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	68383000002	008.4415.022.004	50.96	50.96
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	70683000007	001.4430.022.004	2,064.20	2,064.20
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	70883000005	001.4415.022.004	120.62	120.62
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	81483000006	001.4415.022.004	83.61	83.61
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	99712200007	008.4414.022.004	769.67	769.67
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	65910445850	001.4415.022.004	805.93	805.93
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	71248171903	008.4415.022.004	566.15	566.15
	01/25	01/06/2025	182102	16324 GOLDEN STATE WATER CO	1/31/25	10183000008	001.4415.022.004	330.69	330.69

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
01/25	01/06/2025	182102	16324	GOLDEN STATE WATER CO	1/31/25	10140200006	001.4415.022.004	398.87	398.87 M
01/25	01/06/2025	182102	16324	GOLDEN STATE WATER CO	1/31/25	30140200004	001.4415.022.004	429.71	429.71 M
		Total 182102:						10,716.86	
182103									
01/25	01/06/2025	182103	13081	HARTFORD LIFE	1/31/25	EMP DED JAN/25	001.210.004	280.90	280.90 M
01/25	01/06/2025	182103	13081	HARTFORD LIFE	1/31/25	CITY PORTION JAN/25	001.4190.200.018	3,893.51	3,893.51 M
		Total 182103:						4,174.41	
182104									
01/25	01/06/2025	182104	19750	AMIRAMP - LOS ANGELES	33112526P	MOBILE LIFT-#8 J. SZATKOWSKI	034.4802.863.001	10,426.33	10,426.33 M
		Total 182104:						10,426.33	
182105									
01/25	01/06/2025	182105	19890	HOUSING ALTERNATIVES	MULTIPLE	COMHE-E. AMSTONE #28	113.4120.020.005	10,696.40	10,696.40 M
01/25	01/06/2025	182105	19890	HOUSING ALTERNATIVES	MULTIPLE	COMHE-D. CANTU #42	113.4120.020.005	9,652.50	9,652.50 M
01/25	01/06/2025	182105	19890	HOUSING ALTERNATIVES	MULTIPLE	COMHE-P. NOTO #73	113.4120.020.005	12,875.50	12,875.50 M
01/25	01/06/2025	182105	19890	HOUSING ALTERNATIVES	MULTIPLE	COMHE-E. LOPEZ #99	113.4120.020.005	13,665.00	13,665.00 M
		Total 182105:						46,889.40	
182193									
01/25	01/08/2025	182193	11028	DEPARTMENT OF PUBLIC HEAL	1/31/25	BACKFLOW TEST A. PEREZ	001.4414.016.000	340.00	340.00 M
		Total 182193:						340.00	
182194									
01/25	01/09/2025	182194	19037	AUL 3121 TRUST	P/E 1/4/25	EMP DED P/E 1/4/25	001.210.014	755.00	755.00 M
01/25	01/09/2025	182194	19037	AUL 3121 TRUST	P/E 1/4/25	CITY MATCH P/E 1/4/25	001.212.014	158.32	158.32 M
		Total 182194:						913.32	
182195									
01/25	01/09/2025	182195	11611	CA-STATE DISBURSEMENT UNI	P/E 1/4/25	ID#20000002330918 ESCOBEDO	001.210.004	69.23	69.23 M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182195:									
182196	01/25	01/09/2025	17060	INLAND EMPIRE UNITED WAY	P/E 1/4/25	EMP DED JAN/25	001.210.004	111.11	111.11 M
Total 182196:									
182197	01/25	01/09/2025	15995	SAN DIMAS EMPLOYEES ASSO	P/E 1/4/25	SDEA DUES P/E 1/4/25	001.210.004	544.00	544.00 M
Total 182197:									
182198	01/25	01/09/2025	19890	HOUSING ALTERNATIVES	2023-09	COMHE B. Rocha (Space #144)	113.4120.020.005	14,735.00	14,735.00 M
Total 182198:									
182199	01/25	01/13/2025	20300	C.E.M. LAB CORPORATION	20981	Use GPR to locate rebar in retaining wall and core wall	012.4841.929.009	850.00	850.00 M
Total 182199:									
182200	01/25	01/13/2025	20034	CERECEDES, JOHN	1/31/25	JANUARY DINNER ENTERTAINMENT	001.4420.020.000	300.00	300.00 M
Total 182200:									
182201	01/25	01/13/2025	15032	PARTIES UNLIMITED	1/31/25	SENIOR DINNER 1/17/25	001.4420.020.000	941.76	941.76 M
Total 182201:									
182202	01/25	01/15/2025	12298	CALIFORNIA BUILDING STANDA	1/31/25	ADMIN FEE REPORT OCT-DEC/24	001.4311.020.003	247.50	247.50 M
Total 182202:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
182203									
01/25	01/15/2025	182203	10180	DEPARTMENT OF CONSERVATI	1/31/25	SMI FEE REPORT OCT-DEC/25	001.210.002	1,075.98	1,075.98 M
01/25	01/15/2025	182203	10180	DEPARTMENT OF CONSERVATI	1/31/25	LESS SEISMIC EDU CREDIT	001.321.103	53.80-	53.80- M
	Total 182203:							1,022.18	
182204									
01/25	01/15/2025	182204	11308	HARDY WINDOWS	20196	COMHE Facade Program - Panelope Noto Sp. #73 Wi	113.4120.020.005	2,554.00	2,554.00 M
	Total 182204:							2,554.00	
182205									
01/25	01/15/2025	182205	19890	HOUSING ALTERNATIVES	2023-05	COMHE-M. Espinoza (Space #55)	113.4120.020.005	10,780.00	10,780.00 M
	Total 182205:							10,780.00	
182206									
01/25	01/15/2025	182206	10540	L.A. COUNTY CLERK	1/31/25	FILING FEE MND FOR SP-11 GRADING LIMITS	001.4311.450.000	3,043.75	3,043.75 M
	Total 182206:							3,043.75	
182207									
01/25	01/15/2025	182207	20303	TORRES, GIOVANNI	1/31/25	MILEAGE REIMBURSEMENT	001.4414.021.000	144.05	144.05 M
	Total 182207:							144.05	
182296									
01/25	01/22/2025	182296	20271	KORMEX CONSTRUCTION INC.	1	CC2024-11 Horsechief Soccer Field Reno	021.4410.927.003	129,050.00	129,050.00 M
01/25	01/22/2025	182296	20271	KORMEX CONSTRUCTION INC.	1	RETENTION	021.210.006	6,452.50-	6,452.50- M
	Total 182296:							122,597.50	
182297									
01/25	01/22/2025	182297	20302	STARCREST ESCROW INC.	10550	MORE Grant DEPOSIT SP #75	113.4120.020.006	27,520.75	27,520.75 M
	Total 182297:							27,520.75	
182298									
01/25	01/22/2025	182298	14580	MC LAY SERVICES INC	1/31/25	PERMIT PWE24-0222 REFUND	001.322.001	349.94	349.94 M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182298:									
182299	01/25	182299	20276	TROY ROOFING	1245	CIENE MORE Housing Rehab Kreinbring- #103	113.4120.020.006	10,800.00	10,800.00 M
Total 182299:									
182300	01/25	182300	19037	AUL 3121 TRUST	P/E 1/18/25	EMP DED P/E 1/18/25	001.210.014	1,514.47	1,514.47 M
182300	01/25	182300	19037	AUL 3121 TRUST	P/E 1/18/25	CITY MATCH P/E 1/18/25	001.212.014	317.54	317.54 M
Total 182300:									
182301	01/25	182301	11611	CA-STATE DISBURSEMENT UNI	P/E 1/18/25	ID#20000002330918 ESCOBEDO	001.210.004	69.23	69.23 M
Total 182301:									
182302	01/25	182302	17060	INLAND EMPIRE UNITED WAY	P/E 1/18/25	EMP DED FEB/25	001.210.004	111.11	111.11 M
Total 182302:									
182303	01/25	182303	11077	AFLAC	P/E 1/18/25	EMP DED FEB/25	001.210.004	1,583.32	1,583.32 M
182303	01/25	182303	11077	AFLAC	P/E 1/18/25	G. AMARO BILL ERROR	001.210.004	16.30-	16.30- M
182303	01/25	182303	11077	AFLAC	P/E 1/18/25	OPTIONAL BENEFIT FEB/25	001.4150.200.000	.01-	.01- M
Total 182303:									
182304	01/25	182304	11231	LEGAL SHIELD	P/E 1/18/25	EMP DED FEB/25	001.210.004	129.62	129.62 M
182304	01/25	182304	11231	LEGAL SHIELD	P/E 1/18/25	ROUNDING FEB/25	001.4150.200.000	.02-	.02- M
Total 182304:									
182305	01/23/2025	182305	17182	VISION SERVICE PLAN	P/E 1/18/25	EMP DED FEB/25	001.210.004	1,117.56	1,117.56 M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
01/25	01/23/2025	182305	17182	VISION SERVICE PLAN	P/E 1/18/25	ADJUSTMENTS FEB/25	001.210.004	11.76	11.76 M
01/25	01/23/2025	182305	17182	VISION SERVICE PLAN	P/E 1/18/25	JOHN EBINER FEB/25	001.4110.200.000	44.08	44.08 M
Total 182305: 1,173.40									
182306									
01/25	01/23/2025	182306	19719	RED WING BUSINESS ACCT	MULTI2	INV #121177227 G. TORRES	001.4190.200.022	200.00	200.00 M
01/25	01/23/2025	182306	19719	RED WING BUSINESS ACCT	MULTI2	INV #121176988 B. VELAZQUEZ	001.4190.200.022	200.00	200.00 M
Total 182306: 400.00									
182307									
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700322544747	007.4341.022.001	54,442.31	54,442.31 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700322544747	007.4341.022.001	54,442.31-	54,442.31- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700175860438	007.4341.022.001	40.88	40.88 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700175860438	007.4341.022.001	40.88-	40.88- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700240795167	007.4341.022.001	18.24	18.24 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700240795167	007.4341.022.001	18.24-	18.24- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700436850961	007.4341.022.001	200.52	200.52 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700436850961	007.4341.022.001	200.52-	200.52- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700093808138	072.4125.453.002	321.11	321.11 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700093808138	072.4125.453.002	321.11-	321.11- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700289174525	007.4345.022.001	83.02	83.02 M
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700289174525	007.4345.022.001	83.02-	83.02- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700436832369	007.4341.022.001	2,482.62-	2,482.62- V
01/25	01/23/2025	182307	16314	SOUTHERN CALIF EDISON CO	1/31/25	700436832369	007.4341.022.001	2,482.62	2,482.62 M
Total 182307: .00									
182308									
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	7003225444747	007.4341.022.001	54,442.31	54,442.31 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700175860438	007.4341.022.001	40.88	40.88 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700240795167	007.4341.022.001	18.24	18.24 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700436850961	007.4341.022.001	200.52	200.52 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700093808138	072.4125.453.002	321.11	321.11 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700289174525	007.4345.022.001	83.02	83.02 M
01/25	01/23/2025	182308	16314	SOUTHERN CALIF EDISON CO	1/31/25.	700436832369	007.4341.022.001	2,482.62	2,482.62 M
Total 182308: 117,173.40									

Check Issue Dates: 1/1/2025 - 1/31/2025

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182308:									
182309	01/25	01/30/2025	182309	20017 STRATA SUNNYSIDE LLC	01/31/25	HOUSING SOLUTIONS- R. AYON #27	034,4802.020,004	2,500.00	2,500.00
Total 182309:									
Grand Totals:									
								57,588.70	399,433.21

02/14/2025

WARRANT REGISTER

Ck #'s 182310 - 182395

Total: \$412,464.22

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

Check Type = {NOT LIKE} "Manual"

Check Type = {NOT LIKE} "Void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
182310	02/25	02/14/2025	182310	12320 AGA ENGINEERS INC.	24359-IN	NOV/24 ON-CALL TRAFFIC ENGINEERING 2024-25	001.4345.020.001	2,025.00	2,025.00
Total 182310:									
182311	02/25	02/14/2025	182311	10488 ALBERTSON'S-SAFEWAY	00669652	CITY COUNCIL REFRESHMENTSD 1/28/25	001.4110.021.000	21.37	21.37
Total 182311:									
182312	02/25	02/14/2025	182312	12314 AMERINAT	LPM-24-0017	DEFERRED	001.214.020	10.75	10.75
02/25	02/14/2025	182312	12314 AMERINAT		LPM-24-0019	LOAN TRANSFER FEE	001.214.020	125.00	125.00
Total 182312:									
182313	02/25	02/14/2025	182313	10214 APPLE VALLEY COMMUNICATI	39347	FIRE ALARM MONITOR FEB 1-JAN 31	001.4411.015.000	420.00	420.00
Total 182313:									
182314	02/25	02/14/2025	182314	18863 AVALON BAY COMMUNITIES	02/14/2025	D.BELLAMY - UNIT #C-234	040.4112.852.007	663.70	663.70
Total 182314:									
182315	02/25	02/14/2025	182315	10439 BAKER COMMODITIES INC.	30768689	EMERGENCY SVC-TRAP, TRAP GALLONS	003.4410.023.001	1,160.00	1,160.00
Total 182315:									
182316	02/14/2025	182316	20318 BASA, MARICHU		02/14/2025	REFUND,DEPOSIT COMM.BLDG RENTAL 2/1/25	110.213.005	500.00	500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182316:									
182317	02/25	02/14/2025	182317	11064 BATTERY WORX INC.	143555	VISION BATTERY	007.4345.020.007	1,853.10	1,853.10
Total 182317:									
182318	02/25	02/14/2025	182318	11354 BEARCOM	5645244	MOT CM300D 403-470 40W	001.4342.011.000	4,636.95	4,636.95
Total 182318:									
182319	02/25	02/14/2025	182319	10283 BEE REMOVERS	603009	RMV BEE HIVE @ 1464 BENTLEY COURT	008.4415.033.000	385.00	385.00
Total 182319:									
182320	02/25	02/14/2025	182320	20319 BLAES, BRENT	02/14/2025	REFUND,DEPOSIT SR,CNT RENTAL 2/1/25	110.213.005	500.00	500.00
Total 182320:									
182321	02/25	02/14/2025	182321	20315 BOOMERS LA	0000064806	TEEN EXCURSION WEEK 2	001.4420.034.002	600.00	600.00
Total 182321:									
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	P.NOTO - UNIT #73	040.4112.852.007	384.92	384.92
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	M.LANDIG - UNIT #137	040.4112.852.007	430.79	430.79
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	D.CANTU - UNIT #42	040.4112.852.007	366.55	366.55
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	M.IDIAQUEZ - UNIT #108	040.4112.852.007	341.19	341.19
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	T.ORTEGA - UNIT #167	040.4112.852.007	241.90	241.90
182322	02/25	02/14/2025	182322	20015 CHARTER OAK MOBILE HOME	02/14/2025	F.HUBBARD - UNIT #97	040.4112.852.007	259.39	259.39
Total 182322:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
182323	02/25	02/14/2025	11654	CLASS ACT WHEEL AND TIRE	44241	STREET SWEEPER PARTS	001.4342.020.001	582.88	582.88
Total 182323:									
182324	02/25	02/14/2025	19122	CONCENTRA	85748942	PRE-EMPLOYMENT PHYSICAL	001.4150.433.000	58.00	58.00
Total 182324:									
182325	02/25	02/14/2025	18549	CROSSTOWN ELECTRICAL & D	4300-25-001	JAN'25 PREV.MAINT.SIGNALIZED INTERSESECTION	007.4345.020.002	2,583.00	2,583.00
02/25	02/14/2025	182325	18549	CROSSTOWN ELECTRICAL & D	4300-25-001	JAN'25 PREV.MAINT. STREETLIGHTS	007.4341.020.003	481.14	481.14
Total 182325:									
182326	02/25	02/14/2025	20175	DIMAS, SANDRA	02/14/2025	INSTR. DANCE 1/15-1/29/25	001.4420.020.000	306.00	306.00
Total 182326:									
182327	02/25	02/14/2025	19487	DIVERSIFIED THERMAL SERVIC	S15961	SVC LABOR,STRAIGHT TIME,TRIP,FUEL,PARTS	001.4412.450.000	2,095.85	2,095.85
02/25	02/14/2025	182327	19487	DIVERSIFIED THERMAL SERVIC	S402496	REPLANCE TRANSFORMER	001.4412.015.000	151.12	151.12
02/25	02/14/2025	182327	19487	DIVERSIFIED THERMAL SERVIC	S48252	Quarterly preventative maintenance to HVAC system a	001.4411.015.000	1,457.84	1,457.84
Total 182327:									
182328	02/25	02/14/2025	10509	DOORKING INC	2427976	ANNUAL SUBSCRIPTION - MONTE VISTA APTS	034.4802.015.000	98.45	98.45
Total 182328:									
182329	02/25	02/14/2025	10586	DOWNTOWN FORD SALES	11173	2025 FORD ESCAPE PLUG-IN HYBRID	100.4314.039.025	45,826.45	45,826.45
02/25	02/14/2025	182329	10586	DOWNTOWN FORD SALES	11175	2025 FORD ESCAPE PLUG-IN HYBRID	100.4314.039.025	45,826.45	45,826.45
02/25	02/14/2025	182329	10586	DOWNTOWN FORD SALES	11176	purchase of new vehicle for housing department	113.4190.041.025	45,826.45	45,826.45
02/25	02/14/2025	182329	10586	DOWNTOWN FORD SALES	11178	Replacement of unit #46	100.4314.039.025	45,826.45	45,826.45

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Total 182329:									
182330	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24591635	SUPERIOR GLOBE VALVE	008.4414.020.016	124.97	124.97
	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24604361	IRRIGATION PARTS	008.4414.020.016	264.03	264.03
	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24649644	CARSON GREEN LID ONLY	008.4414.020.016	106.35	106.35
	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24650255	TREATED TREE STAJE	008.4415.033.000	117.83	117.83
	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24674044	IRRIGATION PARTS	008.4414.020.016	211.76	211.76
	02/25	02/14/2025	12340	EWING IRRIGATION PRODUCT	24680216	IRRIGATION PARTS	008.4414.020.016	243.35	243.35
Total 182330:									
182331	02/25	02/14/2025	20176	GAER, FRANCES	02/14/2025	REFUND, DEPOSIT COMM.BLDG RENTAL 2/2/25	110.213.005	500.00	500.00
Total 182331:									
182332	02/25	02/14/2025	16323	GAS COMPANY, THE	02/14/2025	163 717 4800 1	001.4430.022.002	7,478.32	7,478.32
	02/25	02/14/2025	16323	GAS COMPANY, THE	02/14/2025	128 217 3300 8	001.4412.022.002	417.41	417.41
	02/25	02/14/2025	16323	GAS COMPANY, THE	02/14/2025	134 517 3300 3	001.4411.022.002	237.44	237.44
	02/25	02/14/2025	16323	GAS COMPANY, THE	02/14/2025	119 617 4200 1	001.4410.022.002	46.63	46.63
Total 182332:									
182333	02/25	02/14/2025	10932	GEO-ADVANTEC INC.	4673	Provide geotechnical and materials special inspection	074.4841.640.000	2,000.00	2,000.00
Total 182333:									
182334	02/25	02/14/2025	20313	GHARIB, QAIS	02/14/2025	REFUND, CUSTOMER W/DREW	001.367.003	75.00	75.00
Total 182334:									
182335	02/25	02/14/2025	16324	GOLDEN STATE WATER CO	02/14/2025	37704000001	075.4443.022.004	873.99	873.99
	02/25	02/14/2025	16324	GOLDEN STATE WATER CO	02/14/2025	38704000009	075.4443.022.004	553.32	553.32

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02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	86704000008	075.4443.022.004	294.29	294.29
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	12683000009	001.4415.022.004	184.77	184.77
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	18004000008	075.4440.022.004	867.51	867.51
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	57114200009	001.4415.022.004	219.29	219.29
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	44383000005	008.4415.022.004	34.64	34.64
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	99104000007	008.4414.022.004	756.52	756.52
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	97004000002	001.4415.022.004	880.60	880.60
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	37193000009	001.4415.022.004	58.67	58.67
02/25	02/14/2025	182335	16324	GOLDEN STATE WATER CO	02/14/2025	75704000001	008.4414.022.004	2,450.87	2,450.87

Total 182335:

7,174.47

182336

02/25	02/14/2025	182336	12944	GRAINGER	9382206176	MASTER REBUILD KIT, TOILETS	001.4410.023.000	120.50	120.50
02/25	02/14/2025	182336	12944	GRAINGER	9382332956	OVERRIDE BUTTON SLOAN	001.4411.023.000	126.93	126.93
02/25	02/14/2025	182336	12944	GRAINGER	9382934835	COZY LEGS FLAT PANEL	001.4410.033.000	61.01	61.01
02/25	02/14/2025	182336	12944	GRAINGER	9383792604	ELECTRONICALLY ENHANCED & LEAD FREE	008.4414.033.000	297.82	297.82
02/25	02/14/2025	182336	12944	GRAINGER	9392999752	VACUUM BREAKER ASSEMBLY KIT	001.4412.033.000	42.22	42.22

Total 182336:

648.48

182337

02/25	02/14/2025	182337	13142	HDL COREN & CONE	SIN047020	JAN-MAR 2025 / SVC PROPERTY TAX	001.4190.020.007	4,834.45	4,834.45
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Total 182337:

4,834.45

182338

02/25	02/14/2025	182338	19956	HERTZ CORPORATION, THE	02/14/2025	RENTAL AGREEMENT:987750762	071.4190.041.005	1,049.46	1,049.46
02/25	02/14/2025	182338	19956	HERTZ CORPORATION, THE	02/14/2025	RENTAL AGREEMENT:987761531	071.4190.041.005	1,191.49	1,191.49

Total 182338:

2,240.95

182339

02/25	02/14/2025	182339	17931	HOLBROOK, LAURA	02/14/2025	INSTR. DANCE 1/7-1/28/25	001.4420.020.000	250.24	250.24
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Total 182339:

250.24

182340

02/25	02/14/2025	182340	13192	HOME DEPOT CREDIT SERVIC	8042208	TRAFFIC CONTROL-SAFETY	001.4345.033.000	805.60	805.60
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Total 182340:									
182341	02/25	02/14/2025	182341	11361 IK CONSULTING	IK-SD1224	NOV24 ACCELA CIVIC PLATFORM SVC	001.4190.020.035	2,646.25	2,646.25
Total 182341:									
182342	02/25	02/14/2025	182342	13575 INLAND EMPIRE STAGES LTD	62956	DAY@PETERSON AUTOMOTIVE MUSEUM	072.4125.434.000	1,892.55	1,892.55
Total 182342:									
182343	02/25	02/14/2025	182343	17800 J.A.J. MOBILE TRUCK WASH	00915	TRUCK WASHES	001.4342.020.001	450.00	450.00
Total 182343:									
182344	02/25	02/14/2025	182344	11772 JOHNNY ALLEN TENNIS ACADE	02/14/2025	INSTR. TENNIS 1/7-1/23/25	001.4420.020.000	489.15	489.15
Total 182344:									
182345	02/25	02/14/2025	182345	19926 JONES MAYER	127146	LASC CASE NO. 23STCP03579	001.4170.020.000	387.06	387.06
Total 182345:									
182346	02/25	02/14/2025	182346	10143 L.A. CO. AGRICULTURAL COMM	250695	W-PEST CONTROL, MATERIAL & EQUIPMENT	078.4341.024.020	1,763.85	1,763.85
Total 182346:									
182347	02/25	02/14/2025	182347	14297 L.A. CO. DEPT OF PUBLIC WOR	PW-2501130	DEC24 INDUSTRIAL WASTE	006.4310.020.002	16,598.98	16,598.98
Total 182347:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
182348	02/25	182348	14307	L.A. COUNTY SHERIFFS DEPT	251808TZ	DEC'24 SPECIAL EVENT-MARATHON/SAN DIMAS	110.214.787	1,318.41	1,318.41
Total 182348:									
182349	02/25	182349	12447	LEAD TECH ENVIRONMENTAL	16481	LEAD & ABESTOS INSP.1245 CIENEGA #175	040.4112.820.821	890.00	890.00
02/25	02/14/2025	182349	12447	LEAD TECH ENVIRONMENTAL	16535	LEAD & ABESTOS INSP.1245 CIENEGA #228	040.4112.820.821	550.00	550.00
Total 182349:									
182350	02/25	182350	19615	LEWIS, JOHN	02/14/2025	YOUTH BASKETBALL REFEREE PAYMENT	001.4420.020.000	1,170.00	1,170.00
Total 182350:									
182351	02/25	182351	10973	LINCOLN AQUATICS	29520665	BLACK TAB & CORD	001.4430.033.001	401.26	401.26
Total 182351:									
182352	02/25	182352	10479	LOWE'S HOME IMPROVEMENT	90590	HARDWARE FITTINGS	008.4414.033.000	73.09	73.09
02/25	02/14/2025	182352	10479	LOWE'S HOME IMPROVEMENT	92899	YARD SUPPLIES	001.4342.033.000	251.70	251.70
Total 182352:									
182353	02/25	182353	14580	MC LAY SERVICES INC	13499	QTR PREV.MAINT.	001.4410.015.000	189.00	189.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	13499	QTR PREV.MAINT.	001.4411.015.000	135.00	135.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	13499	QTR PREV.MAINT.	001.4410.023.922	85.00	85.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	13579	QTR PREV.MAINT.	001.4410.015.000	189.00	189.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	13579	QTR PREV.MAINT.	001.4411.015.000	135.00	135.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	13579	QTR PREV.MAINT.	001.4410.023.922	85.00	85.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	73062	MAINTENANCE	001.4430.015.000	225.00	225.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	73526	HYDRO JETT UNISEX BATHROOMS	001.4411.023.000	875.00	875.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	73527	HYDRO JETT UTILITY CLOSET & CAMERA LINE	001.4410.023.000	700.00	700.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	73650	MAINTENANCE ON ALL UNITS	034.4802.015.000	700.00	700.00
02/25	02/14/2025	182353	14580	MC LAY SERVICES INC	74154	JAN'25 MAINTENANCE	034.4802.015.000	700.00	700.00

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Total 182353:									
182354	02/25	182354	17510	MDG ASSOCIATES INC.	19253	DEC'24 MORE HOUSING REHAB.PROGRAM	113.4120.020.006	2,880.00	2,880.00
Total 182354:									
182355	02/25	182355	20012	MONTE VISTA PLACE SR APTS.	02/14/2025	S.PORCHE - UNIT #L	040.4112.852.007	683.40	683.40
Total 182355:									
182356	02/25	182356	18943	NAPA AUTO PARTS	870225	RAM KIT 10 TON	001.4342.011.000	547.93	547.93
02/25	02/14/2025	182356	18943	NAPA AUTO PARTS	870447	SHIFTER CABLE	001.4342.011.000	18.73	18.73
Total 182356:									
182357	02/25	182357	17896	NIEVES LANDSCAPE INC.	79907	JAN'25 LANDSCAPE MAINT-CHARTER OAKS ESTA	113.4120.020.003	1,962.83	1,962.83
Total 182357:									
182358	02/25	182358	19884	OCEAN BLUE ENVIRONMENTAL	40904	Hazardous waste management/clean-up services inclu	001.4341.028.000	2,034.23	2,034.23
Total 182358:									
182359	02/25	182359	18790	PARK SAN DIMAS LLC	02/14/2025	R.WILLERT - UNIT #H-102	040.4112.852.007	1,558.52	1,558.52
02/25	02/14/2025	182359	18790	PARK SAN DIMAS LLC	02/14/2025	E&L HERNANDEZ - UNIT #G-104	040.4112.852.007	1,144.69	1,144.69
Total 182359:									
182360	02/14/2025	182360	20314	PENA, BRENDA	02/14/2025	REFUND, WRONG DIVISON	001.367.003	75.00	75.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182360:									
182361	02/25	02/14/2025	182361	PHOENIX GROUP INFORMATIO	1220241188	DEC'24 ADMIN.CITATONS	001.4308.020.000	500.23	500.23
Total 182361:									
182362									
02/25	02/14/2025	182362	18288	PHOU, AMANDA	02/14/2025	REFUND, CUSTOMER W/DREW	001.367.001	95.00	95.00
02/25	02/14/2025	182362	18288	PHOU, AMANDA	02/14/2025	REFUND, LOW ENROLLMENT	001.367.001	59.00	59.00
Total 182362:									
182363									
02/25	02/14/2025	182363	15387	POMONA VALLEY TRANSPORT	20250113	GET-A-BOU BOOKS #130337-130536	072.214.172	1,200.00	1,200.00
02/25	02/14/2025	182363	15387	POMONA VALLEY TRANSPORT	20250113	GET-A-BOU BOOKS #130337-130536	072.4125.433.000	800.00	800.00
Total 182363:									
182364									
02/25	02/14/2025	182364	11151	POOL & ELECTRICAL PRODUC	001956039-0	SPLASHPRO TELE POLE-INNER CAM BLUE	001.4430.033.001	56.56	56.56
Total 182364:									
182365									
02/25	02/14/2025	182365	20317	RAMIREZ, ALMA	02/14/2025	REFUND, CUSTOMER W/DREW	110.213.005	500.00	500.00
02/25	02/14/2025	182365	20317	RAMIREZ, ALMA	02/14/2025	CANCELLATION FEE	001.341.002	20.00	20.00
Total 182365:									
182366									
02/25	02/14/2025	182366	11188	RECONCILED TERMITE & PEST	7756-PC	PEST CONTROL	001.4410.023.000	91.00	91.00
02/25	02/14/2025	182366	11188	RECONCILED TERMITE & PEST	7756-PC	PEST CONTROL	001.4411.023.000	200.00	200.00
02/25	02/14/2025	182366	11188	RECONCILED TERMITE & PEST	7756-PC	PEST CONTROL	001.4412.023.000	45.00	45.00
02/25	02/14/2025	182366	11188	RECONCILED TERMITE & PEST	7756-PC	PEST CONTROL	001.4430.023.000	70.00	70.00
02/25	02/14/2025	182366	11188	RECONCILED TERMITE & PEST	7756-PC	PEST CONTROL	001.4410.023.922	28.00	28.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182366:									
182367	02/25	02/14/2025	182367	12433 RIGHT OF WAY INC.	72580	STREET SIGNS UPGRADES	001.4345.038.002	1,883.95	1,883.95
Total 182367:									
182368	02/25	02/14/2025	182368	18806 ROY ALLEN SLURRY SEAL INC	4624	RETENTION RELEASE	002.210.006	42,369.45	42,369.45
Total 182368:									
182369	02/25	02/14/2025	182369	18919 SAN DIMAS CYN RD APTS LLC	02/14/2025	N.BUI - UNIT #80	040.4112.852.007	993.50	993.50
Total 182369:									
182370	02/25	02/14/2025	182370	16016 SAN DIMAS HARDWARE INC	3352216621	FAUCET SUPPLY LINE, ANGEL VALVE	001.4410.023.000	24.62	24.62
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216640	CORD EXTENSION	001.4410.033.000	13.79	13.79
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216648	FINISH NAIL	003.4410.023.001	2.35	2.35
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216649	BRAD STEEL	003.4410.023.001	2.35	2.35
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216651	SPRAY PAINT-CLEAR	001.4410.033.000	23.62	23.62
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216653	PUTTY KNIFE, PLUG IN TIMER, DUPLEX COMM. FILT	001.4411.033.000	30.61	30.61
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216662	ACE METALLIC BRT,RAT TRAP	001.4410.033.000	22.82	22.82
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216663	MINERAL OIL	003.4410.023.001	12.99	12.99
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216677	TOILET PLUNGER, LONG REACH MATCHES	001.4410.033.000	26.58	26.58
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216679	TOILET FLAPPER	001.4410.033.000	8.86	8.86
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216718	PLUG PVC	001.4410.033.000	11.77	11.77
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216725	COMMON NAIL	001.4410.023.000	6.49	6.49
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216744	STRETCH CORD	001.4430.033.001	17.71	17.71
02/25	02/14/2025	182370	16016	SAN DIMAS HARDWARE INC	3352216886	PADLOCK	003.4410.023.001	53.16	53.16
Total 182370:									
182371	02/14/2025	182371	20016	SAN DIMAS ROYAL-OFFICE	02/14/2025	J.UNDERWOOD - UNIT #70	040.4112.852.007	632.05	632.05
02/14/2025	02/14/2025	182371	20016	SAN DIMAS ROYAL-OFFICE	02/14/2025	D.BITTERS-WALLIN - UNIT #86	040.4112.852.007	141.40	141.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
02/25	02/14/2025	182371	20016	SAN DIMAS ROYAL-OFFICE	02/14/2025	S. MONTES DE OCA - UNIT #97	040.4112.852.007	650.53	650.53
02/25	02/14/2025	182371	20016	SAN DIMAS ROYAL-OFFICE	02/14/2025	T. RANDINO - UNIT #12	040.4112.852.007	265.25	265.25
02/25	02/14/2025	182371	20016	SAN DIMAS ROYAL-OFFICE	02/14/2025	Y. GASCA - UNIT #60	040.4112.852.007	497.93	497.93
Total 182371:									
182372	02/14/2025	182372	15816	SANDERS LOCK & KEY	SC00869848	PRIMUS HIGH SECURITY KEY	034.4802.015.000	48.18	48.18
Total 182372:									
182373	02/14/2025	182373	19442	SCA OF CA LLC	2512640DS	JAN'25 STREET SWEEPING	001.4341.020.008	19,246.65	19,246.65
Total 182373:									
182374	02/14/2025	182374	10766	SGVCMA	02/14/2025	SGVCM MTG - B. MCKINNEY 11/20/24	001.4120.021.000	40.00	40.00
Total 182374:									
182375	02/14/2025	182375	10859	SHERWIN WILLIAMS CO	9698-2	PAINT & SUPPLIES	001.4411.023.000	322.86	322.86
Total 182375:									
182376	02/14/2025	182376	19341	SILVER & WRIGHT LLP	32861	SAN DIMAS-441 HATFIELD AVENUE	001.4170.020.001	462.50	462.50
Total 182376:									
182377	02/14/2025	182377	20311	SONORA HIGH SCHOOL	02/14/2025	SHOOTING STARS COMP. FEES 3/15/25	110.213.148	2,700.00	2,700.00
Total 182377:									
182378	02/14/2025	182378	16310	SOUTHEAST CONSTR PRODUC	2501-161823	SCOOP DECOMPOSED GRANITE W/STABILIZER	008.4414.033.000	408.01	408.01
02/14/2025	182378	16310	SOUTHEAST CONSTR PRODUC	2501-162009	SCOOP ANGEL MIX - BRICK DUST	008.4414.033.000	493.88	493.88	493.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182378:									
182379	02/25	02/14/2025	16314	SOUTHERN CALIF EDISON CO	02/14/2025	700627891956	001.4342.022.001	2,165.84	2,165.84
02/25	02/14/2025	182379	16314	SOUTHERN CALIF EDISON CO	02/14/2025	700607963308	072.4125.453.002	2,019.53	2,019.53
02/25	02/14/2025	182379	16314	SOUTHERN CALIF EDISON CO	02/14/2025	700078453543	008.4414.022.001	778.00	778.00
02/25	02/14/2025	182379	16314	SOUTHERN CALIF EDISON CO	02/14/2025	700477183460	003.4410.022.001	366.73	366.73
Total 182379:									
182380	02/25	02/14/2025	11325	SPRING CITY ELECTRICAL MF	IN/15320	Provide 13 Spring City Luminares per Del Sol Resource	007.4941.041.008	26,988.00	26,988.00
Total 182380:									
182381	02/25	02/14/2025	20017	STRATA SUNNYSIDE LLC	02/14/2025	B.BRAVO - UNIT #38	040.4112.852.007	820.94	820.94
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	M.OCEGUEDA - UNIT #111	040.4112.852.007	1,289.12	1,289.12
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	W.UMPHRIES - UNIT #129	040.4112.852.007	717.58	717.58
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	B.DELANCY - UNIT #84	040.4112.852.007	751.23	751.23
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	Z.CHAVEZ - UNIT #104	040.4112.852.007	983.40	983.40
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	L.DURAN - UNIT #51	040.4112.852.007	862.50	862.50
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	L.FORD - UNIT #114	040.4112.852.007	879.85	879.85
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	R.VILLARREAL - UNIT #78	040.4112.852.007	1,367.10	1,367.10
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	R.CRAVIN - UNIT #19	040.4112.852.007	1,032.30	1,032.30
02/25	02/14/2025	182381	20017	STRATA SUNNYSIDE LLC	02/14/2025	L.DIAMOND - UNIT #135	040.4112.852.007	552.48	552.48
Total 182381:									
182382	02/25	02/14/2025	20316	TAVERZ, LYDIA	02/14/2025	REFUND,DEPOSIT-COMM/BLDG RENTAL 1/25/25	110.213.005	500.00	500.00
Total 182382:									
182383	02/25	02/14/2025	11862	THOMPSON PLUMBING SUPPL	651617	PRESS REGULATOR	001.4410.023.000	1,636.39	1,636.39
02/25	02/14/2025	182383	11862	THOMPSON PLUMBING SUPPL	652002	GALV NIPPLE,FLARE TAILPIECE,BASKET STRAINE	001.4410.023.000	27.10	27.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 182383:									
182384	02/25	182384	19655	TRADEWAY GLASS CO.	3215	GLASS REPLACEMENT	001.4430.023.000	224.65	224.65
Total 182384:									
182385	02/25	182385	10944	UJLINE INC.	188388220	FACILITY SUPPLIES	001.4342.033.000	2,118.45	2,118.45
Total 182385:									
182386	02/25	182386	17613	UNIFIRST CORPORATION	2200223332	UNIFORMS	001.4410.029.000	64.12	64.12
02/25	02/14/2025	182386	17613	UNIFIRST CORPORATION	2200223333	UNIFORMS	001.4311.029.000	18.17	18.17
02/25	02/14/2025	182386	17613	UNIFIRST CORPORATION	2200223334	UNIFORMS	001.4341.029.000	105.26	105.26
02/25	02/14/2025	182386	17613	UNIFIRST CORPORATION	2200225805	UNIFORMS	001.4410.029.000	64.12	64.12
02/25	02/14/2025	182386	17613	UNIFIRST CORPORATION	2200225806	UNIFORMS	001.4311.029.000	18.17	18.17
02/25	02/14/2025	182386	17613	UNIFIRST CORPORATION	2200225807	UNIFORMS	001.4341.029.000	102.26	102.26
Total 182386:									
182387	02/25	182387	19798	VELASCO, KATHY	02/14/2025	REFUND, CUSTOMER W/DREWE	110.213.005	500.00	500.00
02/25	02/14/2025	182387	19798	VELASCO, KATHY	02/14/2025	CANCELLATION FEE	001.341.002	50.00-	50.00-
Total 182387:									
182388	02/25	182388	11369	VISION ENGRAVING ENTERPRI	INV5978	LASER PLASTIC NAME PLATE	001.4150.033.000	97.46	97.46
Total 182388:									
182389	02/25	182389	18561	WAXIE'S ENTERPRISES INC	82953059	KLEENLINE	001.4410.031.000	565.73	565.73
02/25	02/14/2025	182389	18561	WAXIE'S ENTERPRISES INC	82953059	KLEENLINE	001.4411.031.000	565.73	565.73
02/25	02/14/2025	182389	18561	WAXIE'S ENTERPRISES INC	82953059	KLEENLINE	001.4412.031.000	565.73	565.73
02/25	02/14/2025	182389	18561	WAXIE'S ENTERPRISES INC	82953059	KLEENLINE	001.4430.031.000	565.73	565.73

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
02/25	02/14/2025	182389	18561	WAXIE'S ENTERPRISES INC	82953059	KLEENLINE	003.4410.031.000	399.34	399.34
Total 182389:									
182390	02/25	02/14/2025	12070	WEST COAST ARBORISTS INC	221524	24-25 TREE MAINTENANCE	008.4415.020.008	4,857.00	4,857.00
Total 182390:									
182391	02/25	02/14/2025	10319	WESTERN ENVIRONMENTAL S	35312	WASH & VACUUM WASH RACK PIT	001.4341.028.000	800.00	800.00
Total 182391:									
182392	02/25	02/14/2025	20182	WHITELEATHER, GARRETT	02/14/2025	MASTERS SWIM TEAM - JANUARY 2025	001.4430.020.000	819.00	819.00
Total 182392:									
182393	02/25	02/14/2025	17385	WOLFNBARGER INC, O.F.	4 0046697	PLANTER MIX	008.4414.020.015	762.12	762.12
Total 182393:									
182394	02/25	02/14/2025	20312	WOODBIDGE HIGH SCHOOL	02/14/2025	SHOOTING STARS COMP. FEES CADTD 2/22/25	110.213.148	2,700.00	2,700.00
Total 182394:									
182395	02/25	02/14/2025	12267	ZAILO, ROBERT W	02/14/2025	INSTR. TAI-CHI 1/8-1/29/25	001.4420.020.000	195.84	195.84
Total 182395:									
Grand Totals:									412,464.22



CITY COUNCIL MEETING

ACTION MINUTES

**JANUARY 28, 2025 6:00 PM
STUDY SESSION**

Council Members Present: Mayor Emmett Badar, Mayor Pro Tem Eric Nakano, Councilmember Rachel Bratakos, Councilmember Ryan A. Vienna, Councilmember Eric Weber

Staff: City Manager Brad McKinney, Director of Public Works Shari Garwick, City Attorney Jeff Malawy, City Clerk Debra Black, Senior Management Analyst Lauren Marshall

Call to Order: 6:02 PM

STUDY SESSION ITEMS	COMMENTS/RECOMMENDATIONS
1. Evaluation of Solid Waste Services – Direction Regarding Negotiating a Potential Extension of Solid Waste Services Agreement with Waste Management or Issuance of a Request for Proposals for Solid Waste Services	<p>MOTION: Motion/seconded by Councilmember Bratakos/Councilmember Vienna to approve a three-year extension to the Amended and Restated Agreement for Solid Waste Management Service with the terms identified in Option 3 of the staff report. The motion carried 4-0.</p> <p>Yes: Badar, Bratakos, Nakano, Vienna No: None Absent: Weber Abstain: None</p>

Adjourned: 6:45 PM

I, Debra Black, City Clerk attest that these draft minutes are accurate and reflective of the actions taken by the City Council.

Debra Black, City Clerk



CITY COUNCIL MEETING

ACTION MINUTES

**JANUARY 28, 2025 7:00 PM
REGULAR MEETING**

Council Members Present: Mayor Emmett Badar, Mayor Pro Tem Eric Nakano, Councilmember Rachel Bratakos, Councilmember Ryan A. Vienna, Councilmember Eric Weber

Staff: City Manager Brad McKinney, Director of Public Works Shari Garwick, Director of Administrative Services Michael O'Brien, Director of Parks and Recreation Scott Wasserman, City Attorney Jeff Malawy, City Clerk Debra Black, Planning Manager Marco Espinoza, Assistant Planner Taylor Galindo

Call to Order: 7:02 PM

CONSENT ITEMS	COMMENTS/RECOMMENDATIONS
<ol style="list-style-type: none"> 1. Adopt Resolution 2025-04, A Resolution of the City Council of the City of San Dimas, Approving Certain Demands for the Warrant Register of January 30, 2025 in the amount of \$1,326,097.74. 2. Approve Minutes of the January 14, 2025, City Council Meeting. 3. Receive and File the December 2024 Investment Report 4. Approve Resolution 2025-05, Annual Update of Parking Prohibitions on Certain City Streets 	<p>MOTION: Motion/seconded by Councilmember Vienna/Councilmember Bratakos to approve the consent calendar. The motion carried 5-0.</p> <p>Yes: Badar, Bratakos, Nakano, Vienna, Weber No: None Absent: None Abstain: None</p>
OTHER BUSINESS ITEMS	COMMENTS/RECOMMENDATIONS
<ol style="list-style-type: none"> 1. Discussion of Cost to Convert a Tennis Court into Four Pickle Ball Courts. 	<p>MOTION: Motion/seconded by Councilmember Vienna/Councilmember Weber to:</p> <ul style="list-style-type: none"> • Allocate \$49,500 for pickleball court at Lone Hill. • Direct staff to conduct community outreach within 500 ft. • Bring the item back if staff receives a substantial amount of negative input from the community. • Withhold purchase of the acoustic paneling for one-year. <p>Motion carried 5-0.</p>

For the Meeting of February 11, 2025

	<p>Yes: Badar, Bratakos, Nakano, Vienna, Weber No: None Absent: None Abstain: None</p>
PUBLIC HEARING ITEMS	COMMENTS/RECOMMENDATIONS
<p>1. Discussion and Consideration of Municipal Code Text Amendment 24-01, an Amendment to Title 18-Chapter 18.38 Accessory Dwelling Units and Chapter 18.170 Electronic Vehicle Charging Stations to Comply with State Law Updates.</p>	<p>Speaker #1 Resident Doran Barnes spoke in favor of the amendment.</p> <p>MOTION: Motion/seconded by Councilmember Weber/Councilmember Vienna to introduce Ordinance 1321. Motion carried 5-0.</p> <p>Yes: Badar, Bratakos, Nakano, Vienna, Weber No: None Absent: None Abstain: None</p>
STAFF AND CITY COUNCIL REPORTS	COMMENTS/RECOMMENDATIONS
a. City Manager	None
b. City Attorney	None
c. Members of the City Council Reports on Meetings Attended AB 1234 (G.C. §53232.3(d))	None
CITY COUNCIL REQUESTS FOR FUTURE ITEMS	COMMENTS/RECOMMENDATIONS
	<p>Request by Councilmember Bratakos supported by Mayor Badar to bring back Ordinance 1317, standards for shopping cart management and retrieval for Council discussion.</p> <p>Request by Councilmember Vienna supported by Councilmember Weber for staff presentation on current and future Information Technology security.</p>

Adjourned: 7:52 PM

I, Debra Black, City Clerk attest that these draft minutes are accurate and reflective of the actions taken by the City Council.

 Debra Black, City Clerk



January 16, 2025

TO: City of San Dimas

ATTENTION: Brad McKinney

RE: Claim	:	Corcoran vs. San Dimas
Claimant	:	Travis Corcoran
Member	:	City of San Dimas
Date Rec'd by Mbr	:	1/15/25
Date of Event	:	7/15/24
CW File Number	:	CJP-3053186 LSV

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION: Send a standard rejection letter to the claimant.**

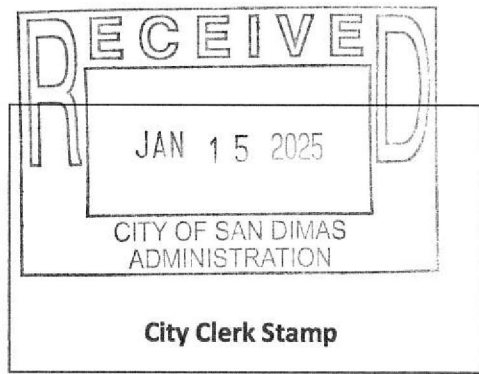
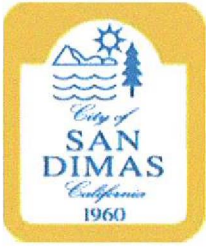
Please include a Proof of Mailing with your rejection notice to the claimant. An exemplar copy of a Proof of Mailing is attached. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned claims specialist.

Very Truly Yours,

CARL WARREN & CO.

Timothy M. Varon

Timothy M. Varon
Claims Supervisor



**CLAIM AGAINST THE CITY OF SAN DIMAS
(For damages to Persons or Personal Property)**

Received by LM via US MAIL Inter-Office Mail Over the Counter

A claim must be filed with the City Clerk of the City of San Dimas within six (6) months after which the incident or event occurred. Be sure your claim is against the City of San Dimas, not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to the City Clerk, the City of San Dimas, 245 E. Bonita Avenue, San Dimas, CA 91773-3002

TO THE HONORABLE MAYOR & CITY COUNCIL, THE CITY OF SAN DIMAS, CALIFORNIA

The undersigned respectfully submits the following claim and information relative to damage to persona and/or personal property:

- 1. Name of Claimant Travis Corcoran
- a. Address of Claimant [REDACTED]
- b. Telephone Number [REDACTED] c. Date of Birth [REDACTED]
- d. Social Security No. [REDACTED] e. Driver's License [REDACTED]

2. Name, telephone and post office address to which claimant desires notices to be sent if other than above: HAMILTON LAW, Ltd. [REDACTED]

- 3. Occurrence or event from which the claim arises:
 - a. Date July 15, 2024 b. Time 10:30 a.m./p.m.
 - c. Place (exact & specific location) Corner of Eucla and Bonita, San Dimas. South East COner

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (Use additional paper if necessary) Please see additional information, Item 3.d.

e. What particular action by the City, or its employees, caused the alleged damage or injury? Negligent installation and maintenance of the fire hydrant and failure to ensure compliance with visibility and accessibility standards.

4. Give a description of the injury, property damage or loss, so far as is known at the time of this claim. If there were no injuries, state "no injuries".

Please see additional information, Item 4.

5. Give the name(s) of the City employee(s) causing the damage or injury:

Unknown City of San Dimas personnel responsible for installing and maintaining the fire hydrant and ensuring compliance with visibility and accessibility standards.

6. Name and address of any other person injured:

N/A

7. Name and address of the owner of any damaged property:

City of San Dimas

8. Damages claims:

- a. Amount claimed as of this date: \$3,400,000
- b. Estimated amount of future costs: \$50,000-150,000
- c. Total amount claimed: \$>\$3,500,000
- d. Basis for computation of amounts claimed (attach copies of all bills, invoices, estimates, etc.)

9. Names and addresses of all witnesses, hospitals, doctors, etc.

a. Gabriel Esternerera, MD, Admitting Physician, Pomona Valley Hospital, [REDACTED]

b. _____

c. _____

d. _____

10. Any additional information that might be helpful in considering this claim:

Exhibits attached

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM! (Penal Code §72; Insurance Code §556.1)

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE AND CORRECT.

Signed this 15th day of January, 2025, at San Dimas, California


Claimant's signature

1 Matthew Hamilton, CSBN# 284183
HAMILTON LAW, Ltd.
2 1439 North Highland Avenue , Suite 336
3 Hollywood, CA 90028
Phone: (213) 932-0822
4 Fax Number: (213) 933-4584
Email: Matthew@HAMILTONLAWLtd.com

5 *Attorney for* TRAVIS CORCORAN, Claimant

6 **ADDITIONAL INFORMATION FOR ITEMS 3.D., 4., and 8.**

7 **3.d. Description of Events.**

8
9 On the evening of July 15, 2024, at approximately 10:30 PM, Claimant Travis Corcoran was riding
10 his bicycle traveling west along Bonita Avenue toward Eucla Avenue in San Dimas, California.

11 With an unknown driver speeding fast from behind him, Claimant attempted to move out of lane to
12 avoid potentially being hit by the speeding vehicle. Unfortunately, Claimant encountered 4
13 pedestrians walking in the parking lanes, obstructing his only available path on the road. To avoid a
14 collision, Claimant veered onto a driveway leading to the sidewalk.

15 Once on the sidewalk, Claimant collided with a fire hydrant that was positioned in the middle of the
16 sidewalk, with approximately 38.5" clearance on the north side. As you can see in Exhibit 1, the
17 hydrant is turned towards the commercial property with a 2.5" fire hydrant arm capped by a cap and
18 a lug. This extension from the side of the hydrant facing the commercial property extends
19 approximately 6" past the base, reducing the hydrant's clearance by those 6", resulting in only 32.5"
20 of clearance. The hydrant was in violation of local accessibility standards and was not equipped
21 with reflective paint, lighting, or markers to ensure visibility, especially in the dark, unlit conditions
22 present at the time of the accident. Additionally, the adjacent street lacked blue reflective markers
23 commonly used to indicate hydrant locations.

24 As a result, Claimant collided with the hydrant, causing severe injuries, including:

- 25 A. Compound fractures in two places and a total of five fractures of the femur, requiring
26 surgery involving locking screws and a nail.
27 B. A broken sternum.

1 C. Physical pain, emotional distress, and trauma resulting from the collision and subsequent
2 hospitalization.

3 Claimant was hospitalized for four days at Pomona Valley Hospital and underwent extensive
4 treatment and rehabilitation.

5 Claimant is disabled due to blindness in his right eye from a prior ophthalmological procedure,
6 making him particularly vulnerable to hazards such as the improperly placed and poorly visible
7 hydrant. The City of San Dimas failed to ensure compliance with accessibility standards, creating
8 an impassable barrier for Claimant and others similarly situated.

9 Within one week of the accident, the City reinstalled hydrants at the intersection with greater
10 clearance (by installing the hydrant a mere 16.5" from the curb, as opposed to 29" on the previous
11 hydrant) and applied reflective materials, implicitly acknowledging the hazardous condition.
12 Further, though the Sheriff's Department arrived and appeared to take notes and statements, no
13 report was produced despite the obvious safety hazard that caused the accident. In fact, instead of
14 gathering facts and making sure there was spatial clearance for medical personnel, Sherrifs were
15 attempting to rifle through Claimant's backpack, as if they had probable cause to conduct a search.

16
17

18 **4. Claimant suffered:**

19 • **Physical Injuries:**

20 ○ Compound fractures in two places, five total fractures in the femur, and a broken
21 sternum.

22 ○ Permanent scarring and physical limitations from surgeries involving screws and a
23 nail in the femur.

24 • **Emotional Distress:** Trauma and mental anguish resulting from the accident and delayed
25 recovery process.

26 • **Financial Losses:**

27
28

- 1 ○ Medical expenses for emergency transport, surgery, hospitalization, and
- 2 rehabilitation.
- 3 ○ Lost wages due to inability to work during recovery and diminished earning
- 4 capacity due to permanent physical limitations.
- 5 • **Out-of-pocket expenses**, including follow-up care, transportation, and assistive devices.

6

7 **8. Amount Claimed**

- 8 • **Medical Expenses:** \$201,832.21 Hospital Stay (See Exhibit 8 – PVH Medical Billing) \$
- 9 Approximately \$300,000–\$500,000 (estimated, subject to proof).
- 10 • **Lost Wages and Earning Capacity:** Approximately \$122,00-\$183,000 (estimated).
- 11 • **General Damages for Pain and Suffering:** Approximately \$3,000,000 (subject to jury
- 12 determination).

13 **Total Amount Claimed: In excess of \$3,500,000.**

14 As the total claim exceeds \$35,000, the matter **is not** a limited civil case.

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EXHIBIT 1 - OLD HYDRANT



EXHIBIT 2 - NEW HYDRANT - 16.5"
FROM CURB,

8 of 58

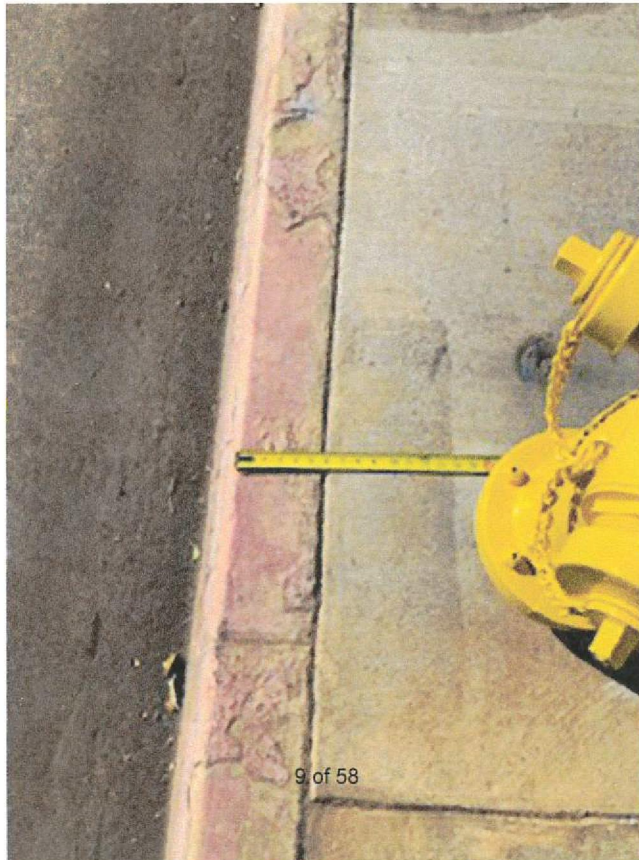


EXHIBIT 3 - WIDTH OF SIDEWALK IS
5.5 FEET

10 of 58

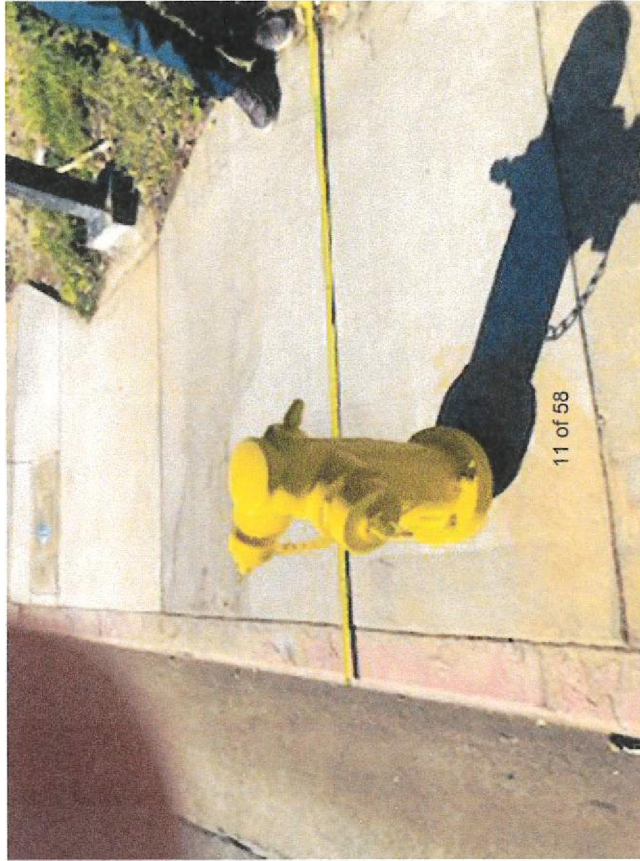


EXHIBIT - MEDICAL RECORDS OF INTIAL EMERGENCY ROOM AND TRAUMA PATIENT
VISIT ENDING 7.18.24

Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

Document Type:

Result Status:

Sign Information:

Discharge Instructions

Auth (Verified)

Zorrilla, RN, Alicia (7/18/2024 12:34 PDT)

Corcoran, Travis

DOB: [REDACTED]

MRN: [REDACTED]

Visit Date: 07/15/2024

Discharge Instructions

Your Care Team

Admitting Physician -

Estremera MD, Gabriel

Attending Physician -

Estremera MD, Gabriel

Consulting Physician -

Estremera MD, Gabriel

Mayer MD, Ryan Rudolf

Primary Care Physician -

Physician MD, Unassigned

Your Hemoglobin A1c

Hgb A1c: 5.3 % (07/16/24)

Your Diagnosis

Open femur fracture, left

Motorcycle accident

Tetanus-diphtheria (Td) vaccination

Leg injury - Major

- acetaminophen (Tylenol)
- aspirin (aspirin 81 mg oral delayed release tablet)
- cyclobenzaprine (cyclobenzaprine 5 mg oral tablet)
- divalproex sodium (divalproex sodium 250 mg oral tablet, extended release)

Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

- gabapentin (gabapentin 100 mg oral capsule)
- levETIRAcetam
- lidocaine topical (lidocaine 4% topical film)
- oxyCODONE (oxyCODONE 5 mg oral tablet)
- tamsulosin (Flomax 0.4 mg oral capsule)

What to do next

Instructions From Your Doctor

Diet/Activity/Wound Care

Discharge Activity Restrictions

follow ortho restrictions

Anticipated Discharge Disposition

go to ER for any chest pain, sob, nvd, dizziness, weakness, fever, chills, wound redness or swelling or drainage

Discharge Surgical Incision Instructions

keep wound clean and dry, okay to shower but no bathing

Follow Up Appointments

Follow Up with Hayes MD,
Christopher B, Surgery, Orthopedic,
Trauma and Surgical Critical Care

When Within 1 month

Hayes MD recommends 2 week follow up for staple removal

Follow Up with Physician MD,
Unassigned

When Within 1 month

Where: 160 E. Artesia Street, STE 255
Pomona, CA 91767-
(909)596-4346

Where: 1798 N. Garey Ave.
Pomona 91767-

7/16
General VM
11M 7/24
Appt. 8:45 AM
Remove Staples

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: Corcoran, Travis

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED]

Male

Medical Service: Trauma

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

Post-Discharge Services Information/Contacts

CM Final Discharge Plan

Discharge To/Transition To: Home (07/18/24 11:37:00)

CM DME Vendor/Contact: Crutches provided by PT for pt to take home (07/18/24 11:37:00)

CM DME 2 Vendor/Contact: Western Drug 818-956-6691 BSC will be sent to the address on FSWalker pulled from Western Closet and del to bedside by cm. (07/18/24 11:37:00)

CM DME 2 Details: BSC - auth 202407187002943000001FWW auth 20240717700054300001 (07/18/24 11:37:00)

Discharge Arrangements RTF: Discharge Arrangements RTF (07/18/24 11:37:00)

Patient Post-Acute Information

Patient Name: Corcoran, Travis

MRN: [REDACTED]

Gender: Male DOB: [REDACTED]

Curaspan Referral(s):

Service:	Organization:	Business Address:	Phone Number:
Durable Medical Equipment	Western Drug Medical Supply	3604 San Fernando Rd, GLENDALE, CA, 91204	(818) 956-6691

Pomona Valley Hospital Medical Center

1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

Medications

"It is important to manage your medication information. Give your discharge medication list to your primary care physician, update your medication list whenever medications are discontinued, doses are changed, or new medications (including over-the-counter products) are added, and carry your medication information with you at all times in the event of emergency situations"

	What	How Much	When	Why	Instructions	Next Dose
New	acetaminophen (Tylenol)	1,000 Milligrams Oral (given by mouth)	Every 8 hours			7/18/2024 4:00 PM
New	aspirin (aspirin 81 mg oral delayed release tablet)	1 tab Oral (given by mouth)	2 times a day	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 30 days Pickup at CVS/pharmacy #9709	7/18/2024 9:00 PM
New	cyclobenzaprine (cyclobenzaprine 5 mg oral tablet)	1 tab Oral (given by mouth)	3 times a day as needed for as needed for muscle spasm		Pickup at CVS/pharmacy #9709	7/18/2024 3:00 PM
New	gabapentin (gabapentin 100 mg oral capsule)	1 Capsules Oral (given by mouth)	3 times a day	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 7 days Pickup at CVS/pharmacy #9709	7/18/2024 3:00 PM
New	lidocaine topical (lidocaine 4% topical film)	1 patch(es) Transdermal (apply on the skin)	Every day	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Pickup at CVS/pharmacy #9709	7/19/2024 9:00 AM
New	oxyCODONE (oxyCODONE 5 mg oral tablet)	1 tab Oral (given by mouth)	Every 6 hours as needed for pain, moderate numeric 4-6 or CPOT 5-6		Pickup at CVS/pharmacy #9709	7/18/2024 2:00 PM if needed
New	tamsulosin (Flomax 0.4 mg oral capsule)	1 Capsules Oral (given by mouth)	After breakfast	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 7 days Pickup at CVS/pharmacy #9709	7/19/2024 after breakfast
Unchanged	divalproex sodium (divalproex sodium 250 mg oral tablet,	2 tab Oral (given by mouth)	Every day			7/18/2024

Pomona Valley Hospital Medical Center
 1798 N Garey Ave
 Pomona, CA 91767-2918

Patient: **Corcoran, Travis**

MRN: [REDACTED]
 FIN: [REDACTED]
 DOB/Age/Gender: [REDACTED] 41 years Male

Admit Date: 7/15/2024
 Disch Date:
 Admitting: Estremera MD, Gabriel
 Attending: Estremera MD, Gabriel

Medical Service: Trauma

Discharge/Transfer Documentation

	What	How Much	When	Why	Instructions	Next Dose
	extended release)					
<i>Unchanged</i>	levETIRacetam	500 Milligrams Oral (given by mouth)	2 times a day			7/18/2024 9:00 PM

Pharmacy Information

CVS/pharmacy #9709: 1479 Foothill Blvd La Verne, CA 917503451 (909) 593 - 0058

Patient: Corcoran, Travis

MRN:

FIN:

DOB/Age/Gender:

Medical Service: Trauma

Male

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

Immunizations This Visit

Given

Vaccine	Date
tetanus/diphth/pertuss (Tdap) adult/adol	07/16/2024

Allergies

No Known Medication Allergies

Problems

Ongoing - Any problem that you are currently receiving treatment for.
Methicillin resistant Staphylococcus aureus

Devices Implanted/Removed This Visit

Notice: You have devices implanted this visit that may not be MR compatible.

Implanted

Open Reduction Internal Fixation Femur

Leg Upper

- LOCKING SCREW 07/16/2024
- LOCKING SCREW 07/16/2024
- NAIL IM T2 FEM RTRGD 10X400MM 07/16/2024
- SCREW BONE LOCKING 5MMX40MM 07/16/2024
- SCREW BONE LOCKING 5MMX40MM 07/16/2024
- SCREW BONE T2 ALPHA L90 MM OD5 07/16/2024

*Surgery
Christopher Hayes
909-596-4346*

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Patient: Corcoran, Travis

MRN:

Admit Date: 7/15/2024

FIN:

Disch Date:

DOB/Age/Gender:

Male

Admitting: Estremera MD, Gabriel

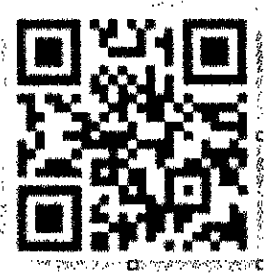
Medical Service: Trauma

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

Wellness and Health Video Library

Pomona Valley Hospital Medical Center is proud to offer a free online wellness and health video library to our community. This video library includes a wide variety of topics, including pregnancy, newborn and postpartum care, pediatrics, neurology, oncology, cardiology and many more. To access please scan the QR code below or go directly to <https://pvhmc.healthclips.com/> You can also access it by visiting the PVHMC.org website, click on "Patient & Visitors" and select "Online Wellness and Health Videos" from the drop-down menu.



Education Materials

Trauma During Adulthood

Overview

People are affected by trauma in different ways. This fact sheet will help you learn about things like what trauma is, common reactions to it, problems that can result, and things that can help.

What is a traumatic event?

Traumatic events involve either 1) actual or possible death or serious injury or 2) sexual violence. Most adults have lived through at least one traumatic event and many have experienced more than one event. Trauma can also be chronic, meaning that similar events happen many times over a long period of time.

There are many different types of traumatic events, but here are some examples:

Sexual or physical abuse or assault
Serious vehicle accidents
Combat or war zone exposure
Serious medical events
Seeing death or dead bodies, including while at work
Unexpected death of a loved one
Natural Disasters
Arson or house fires
Torture
Domestic violence
Witnessing or experiencing violence, such as homicide or suicide
Terrorism or mass violence

What are common responses following a traumatic event?

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Patient: **Corcoran, Travis**

MRN: [REDACTED]

Admit Date: 7/15/2024

FIN: [REDACTED]

Disch Date:

DOB/Age/Gender: [REDACTED] Male

Admitting: Estremera MD, Gabriel

Medical Service: Trauma

Attending: Estremera MD, Gabriel

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Professionals have found three different paths that adults can follow after trauma:

Some people never experience any major problems. This is known as **resistance**. Resistance is very common after traumas that do not involve sexual assault or abuse.

Many people have symptoms similar to posttraumatic stress disorder (PTSD) in the weeks after a trauma. For most of those people, those symptoms will then go away on their own. This is known as **natural recovery** or **resilience**. This path is very common among people who experience sexual assault.

Other people experience problems that do not go away on their own. **Posttraumatic stress disorder (PTSD)** is one potential outcome when this happens. PTSD is described in detail in the next section.

What is Posttraumatic Stress Disorder (PTSD)?

PTSD is a mental health condition that may be diagnosed by a professional when someone has experienced a traumatic event and is having particular types of problems as a result. The major types of symptoms experienced by people with PTSD include:

Re-experiencing symptoms, including:

- Flashbacks or intrusive thoughts about the traumatic event
- Intense physical or emotional reactions to reminders of the event
- Nightmares

Avoidance symptoms, including:

- Avoiding thinking or talking about the trauma
- Avoiding people, places, activities or sensations that remind you of the trauma

Negative changes in your thinking and emotions, including:

- Feeling more down, depressed, angry or anxious
- Finding it hard or impossible to feel happy
- Feeling shameful or guilty
- Feeling distant from other people
- Losing interest in things you used to enjoy
- Being unable to remember important parts of the trauma

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Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

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Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

- Having more negative thoughts about yourself, other people and the world

Hyperarousal or emotional/physical reactivity, including:

- Being always on guard and/or easily startled
- Having trouble concentrating
- Being quick to anger and aggression
- Doing things that are risky (e.g., impulsive sex, binge drinking)
- Having trouble sleeping

What is Complex Posttraumatic Stress Disorder (C-PTSD)?

C-PTSD is a mental health condition that also may be diagnosed by a professional when someone has experienced a traumatic event. C-PTSD shares many symptoms in common with PTSD, including re-experiencing, avoidance, and hyperarousal, as described above. However, C-PTSD also includes

Problems in emotion regulation, like having difficulty managing ones feelings
Problems in self-image, like feeling completely different from other people and/or having a negative self-view
Interpersonal problems, including having trouble trusting others

What are risk factors for PTSD or C-PTSD following trauma?

Risk factors for PTSD can be present before, during or after a trauma.

Risk factors BEFORE a trauma include:

- A history of other mental health conditions, including PTSD
- A history of other traumas
- A family history of mental disorders

Risk factors DURING a trauma include:

- Experiencing certain types of trauma, like sexual assault or unexpected death of a loved one
- Experiencing a more severe trauma
- Believing that your life is in danger during the trauma

Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

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Attending: Estremera MD, Gabriel

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- Experiencing more physical injury or specific types of injury, such as head injury or loss of consciousness
- Dissociating during the trauma

Risk factors AFTER a trauma include:

- Risk factors AFTER a trauma include:
- Having less social support or more negative social interactions
- Having more life stress
- Avoidance coping

What helps people recover naturally after trauma?

We know much more about what makes someone likely to develop PTSD than we do about what makes someone likely to recover naturally. However, the following factors are thought to contribute to natural recovery:

Social support, including:

- Believing that other people care about you and will be there if you need them
- Being able to talk about the trauma and your reactions to it with supportive people
- Having supporters who avoid reacting in unhelpful ways when told about the trauma

Getting back to one's life, including:

- Returning to your routine, such as going to work or school, doing chores and maintaining a sleep schedule
- Not avoiding safe reminders of the trauma
- Staying connected to friends and other important people

Making meaning of what happened, including:

- Finding helpful and realistic ways to fit the trauma into the way you think about yourself, other people and the world
- Noticing unhelpful thoughts that get in the way of making meaning, such as self-blame, and finding more helpful thoughts
- Looking for examples of ways that you did your best or coped well

How can someone decide if they need professional help?

Report Request ID: [REDACTED]

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Print Date/Time: 7/18/2024 12:35 PDT

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Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED]

Medical Service: Trauma

Male

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

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Many times, people are able to recover from traumatic events on their own and with the help of their support systems. Sometimes, professional help is needed to recover.

If symptoms do not go away within one month following a traumatic event, a visit to a mental health professional or primary care physician is recommended. There are also mobile apps, like PTSD Coach, that can be helpful in monitoring your symptoms and preparing for this visit.

If treatment is needed, what are the options?

Even though many people recover naturally, some people do need treatment. Most benefit quickly when they get one of the treatments that have been shown to work for PTSD. You can learn about the treatments that work for PTSD on the National Center for PTSD website (https://www.ptsd.va.gov/understand_tx/tx_basics.asp). The website also has a tool (<https://www.ptsd.va.gov/apps/decisionaid/>) you can use to see which is the best fit for you. There are options for people who prefer **talk therapy** and for people who prefer **medication**. Know that no single treatment is effective for everyone and it might take time to find the right fit—but don't give up!

The field of mental health is constantly changing and new treatments are being developed. To make sure you or someone else gets the best treatment, we recommend learning about these evidence-based treatments before your visit so that you can ask the provider which they offer.

If you are already seeing a therapist or decide to see a therapist in the future, you can show them this fact sheet so that they can learn about the resources that have been created for therapists that work with trauma survivors. This includes:

ISTSS' PTSD Prevention and Treatment Guidelines, which were released in 2019 and describe the state of the evidence on ways to prevent and treat PTSD. You can visit this resource here (<https://istss.org/clinical-resources/treating-trauma/new-istss-prevention-and-treatment-guidelines#documents>).

How can I find someone to help me?

Professional organizations like ISTSS often have directories of mental health professionals who can help. Don't give up if you don't find a provider in your area! You can also search the internet, call your doctor or insurance company, or ask other people you know if you don't find someone right away. Just be sure to ask them if they are experienced in helping people who have experienced trauma and whether they offer the treatment you have decided on. See ISTSS' directory of mental health professionals. (<https://istss.org/public-resources/find-a-clinician>)

Where can I get more resources?

For more information, visit the Public Resources page (<https://istss.org/public-resources>) of ISTSS' website. There, you will find links to many of our public education products, briefing papers and affiliated resources.

Patient: **Corcoran, Travis**
MRN: [REDACTED] Admit Date: 7/15/2024
FIN: [REDACTED] Disch Date:
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Medical Service: Trauma Attending: Estremera MD, Gabriel

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Depression

Depression is a disorder of the brain. It is a serious mental illness that is more than just a feeling of being "down in the dumps" or "blue" for a few days.

For more than 20 million people in the United States who have depression, the feelings persist and can interfere with everyday life.

Types of Depression

The types of depression include:

- Major Depressive Disorder, also known as clinical depression, is where people feel that a consistent dark mood is consuming them. It can inhibit daily functions and cause them to lose interest in activities which usually provide them pleasure.
- Persistent Depressive Disorder refers to when a low mood lasts for two or more years in adults and at least one year in children and adolescents. A person with this disorder may experience episodes of major depressive disorder along with periods of less severe symptoms where they are typically able to function day-to-day.
- Postpartum Depression affects women after having a baby. It causes intense, long-lasting feelings of anxiety, sadness, and fatigue, making it difficult for mothers to care for themselves and/or their babies, as well as handle daily responsibilities. Postpartum depression can start anywhere from weeks to months after childbirth.
- Psychotic Depression is a form of depression with psychosis that comes when people get very depressed, such as delusions (false beliefs) and/or hallucinations (hearing or seeing things that are not there).
- Seasonal Affective Disorder is associated with changes in seasons. This form of depression usually occurs during the fall and winter months when there is less sunlight.
- Bipolar Disorder is different than depression, but a person diagnosed with bipolar disorder can experience episodes of major depression.

What Causes Depression?

There are a variety of causes of depression, including genetic, environmental, psychological, and biochemical factors.

A person has an increased risk of depression if their family has a history of depression, they have experienced trauma, major life changes, stress, or certain physical illnesses (such as diabetes, cancer, or Parkinson's), or as a side effect to certain medications.

Signs and Symptoms of Depression

Depression symptoms vary from person to person, and anyone who has questions about symptoms and signs should consult a doctor. To receive a diagnosis of Major Depressive Disorder, some of these signs and symptoms must be present nearly every day for at least two weeks:

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DOB/Age/Gender: [REDACTED] Male Admitting: Estremera MD, Gabriel
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- Continued feelings of sadness, hopelessness, pessimism, emptiness
- Fatigue, lack of energy
- Insomnia or other sleep issues, such as waking up very early or sleeping too much Anxiety, irritability, restlessness
- Feeling worthless or guilty
- Lack of interest or joy in hobbies and activities
- Changes in appetite, leading to weight loss or weight gain
- Moving, talking, or thinking more slowly or feeling extra fidgety
- Forgetfulness
- Trouble concentrating, thinking clearly, or making decisions
- Thoughts of not wanting to live, death or suicide, suicide attempts, or self-harm behavior

Depression Treatment and Help

Living with depression can feel lonely. People may be fearful or ashamed of being labeled with a serious mental illness, causing them to suffer in silence, rather than get help. In fact, most people with major depression never seek the right treatment. But those struggling with this illness are not alone. It's one of the most common and most treatable mental health disorders. With early, continuous treatment, people can gain control of their symptoms, feel better, and get back to enjoying their lives.

There are effective treatments for depression, including medications (such as antidepressants), along with talk therapy. Most people do best by using both. If standard treatments do not reduce symptoms, electroconvulsive therapy (ECT) and other brain stimulation therapies are also options that may be explored.

To be diagnosed with depression, the symptoms must be present for at least two weeks. Some tests are used to rule out other serious medical conditions that may cause similar symptoms. Also, some central nervous system injuries and illnesses may also lead to depression.

In addition to clinical treatments, if you are one of the millions of people living with depression, there are also healthy lifestyle habits that can help you feel better:

- Focus on self-care. Control stress with activities such as meditation or tai chi. Eat healthy, exercise, and get enough sleep. Most adults need 7-9 hours of sleep per night. Avoid using alcohol and recreational drugs, which can worsen symptoms and make depression harder to treat.
- Set small, achievable goals. Set realistic goals to build confidence and motivation. A goal at the beginning of treatment may be to make your bed, have lunch with a friend, or take a walk. Build up to bigger goals as you feel better.
- Know the warning signs. Recognize your depression triggers and talk to your doctor and/or mental health professional if you notice unusual changes in how you feel, think, or act. If needed, your doctor can safely adjust your

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Patient: **Corcoran, Travis**
MRN: [REDACTED] Admit Date: 7/15/2024
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DOB/Age/Gender: [REDACTED] Male Admitting: Estremera MD, Gabriel
Medical Service: Trauma Attending: Estremera MD, Gabriel

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medication. Write down how you feel day-to-day (moods, feelings, reactions) to spot patterns and understand your depression triggers.

- Educate family and friends about major depression. They can help you notice warning signs that your depression may be returning.
- Seek support. Whether you find encouragement from family members or a support group, maintaining relationships with others is important, especially in times of crisis or rough spells.
- Stick to your treatment plan. Even if you feel better, don't stop going to therapy or taking your medication. Abruptly stopping medication can cause withdrawal symptoms and a return of depression. Work with a doctor to adjust your doses or medication, if needed, to continue a treatment plan.

Participating in a self-management education (SME) program can help patients manage depression and take control of their symptoms, such as anxiety, depressed mood, tiredness, and appetite changes.

Need Help?

If you or someone you know is struggling or in crisis, help is available. Call or text 988 or chat 988lifeline.org

To learn how to get support for mental health, drug, and alcohol issues, visit [FindSupport.gov](https://www.findsupport.gov).

To locate treatment facilities or providers, visit [FindTreatment.gov](https://www.findtreatment.gov) or call SAMHSA's National Helpline at 800-662-HELP (4357).

Last Updated: 04/24/2023

Source: <https://www.samhsa.gov/mental-health/depression>

Patient Portal

PVHMC is committed to providing our patients with their families with excellent customer service. Manage your health care anytime, anywhere with the MYHEALTH Patient Portal, a safe and secure innovative health engagement solution that empowers patients to take a more active role in managing their healthcare needs. You can use it following your visit from the privacy of your own home, 24 hours a day.

With MYHEALTH, you can:

- Privately view most lab and imaging results online
- Access health records to share with your other doctors
- Conveniently pay your hospital bills on-line

It is fast and easy to enroll! Go to www.pvhmc.org

Option 1: E-mail Invitation

During registration, you were asked about your interest in the MYHEALTH patient portal. If you provided your email address an invitation has already been sent to you.

Follow the email instructions to enroll.

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Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Trauma

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Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

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Option 2: Self Enrollment

Click on Patient Portal, click on MYHEALTH New Patient Portal Sign-Up!

You will need: Your Social Security Number.

MYHEALTH is dedicated to helping improve your overall health care experience by providing convenient streamlined resources to help you better manage your health records. If you would like to access this information via an app of your choosing, the form to request an app is located in the patient portal after you have enrolled. Login and click on Health and Wellness Apps, complete the API Request Form and click on Send Message. We will work with the appropriate vendors to determine if they meet all the technical requirements in order to establish connection. You will receive an email response following our investigation.

If you have any questions or concerns regarding the accuracy of the information contained within MYHEALTH, please contact MYHEALTH content support at 909-865-9995.

To obtain a complete copy of your medical record please contact the Health Information Management department at 909-865-9142.

Visit Care Summaries

The visit care summaries available in the MyHealth patient portal provides key information regarding specific visits.

The information available is as follows:

- Demographics
- Encounter Details
- Reason for Visit
- Allergies, Adverse Reactions, Alerts
- Assessment and Plan
- Immunizations
- Medications
- Problem List
- Procedures
- Results
- Vital Signs
- Goals
- Reason for Referral
- Health Concerns

To print the visit summary from MyHealth, follow the process below:

1. MyHealth can be accessed in two ways
 - a. Pomona Valley Hospital Medical Center (PVHMC) website
www.pvhmc.org

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i. In the top right corner, select Patient Portal.

ii. The log in page for MyHealth will appear. Log in using either an email address or username and password.

b. Another way to log in is the direct link to the MyHealth website, which will take you directly to the portal <https://myhealthpvhmc.ichealth.com>

2. Once logged in, select Health Record.
3. Select Visit Care Summaries.
4. A list of visit dates will display. The option to filter by date range is available or scroll down to view all visit dates.
5. Select Download for the applicable date of service.
6. Select Download Viewable.
7. If prompted, select Open.
8. Select Print.

We care about your mental health:

- For assistance with referral to treatment, contact our Navigator Jennifer Curlowicz at 747-228-2724
- For assistance with Substance Use, contract our Substance Use Navigator Sherrie Cisneros at 909-865-9501 X3324

Get help right away if:

- You feel out of control.
- You or others notice warning signs of suicide such as:
 - Increased use of drugs or alcohol
 - Expressing feelings of not having a purpose in life, being trapped, guilty, anxious and agitated, or hopeless.
 - Withdrawing from friends and family.
 - Showing uncontrolled anger, recklessness, and dramatic mood changes.
 - Talking about suicide, discussing or searching for methods.

If you ever feel like you may hurt yourself or others, or have thoughts about taking your own life, get help right away.

You can go to your nearest emergency department or call:

- **Your local emergency services (911 in the U.S.).**
- **A suicide crisis helpline, such as the National Suicide Prevention Lifeline at 1-800-273-8255. This is open 24 hours a day.**

Help Paying Your Bill

Pomona Valley Hospital Medical Center strives to meet the health care needs of all patients who seek inpatient, outpatient and emergency services. PVHMC is committed to providing providing access to financial assistance programs when patients are uninsured or underinsured

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Patient: **Corcoran, Travis**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gende [REDACTED]

Medical Service: Trauma

Male

Admit Date: 7/15/2024

Disch Date:

Admitting: Estremera MD, Gabriel

Attending: Estremera MD, Gabriel

Discharge/Transfer Documentation

and may need help in paying their hospital bill. These programs include government-sponsored coverage programs, including Covered California and Medi-Cal presumptive eligibility, along with PVHMC's own charity care and discount payment as defined in our policies. To access PVHMC's policies on discount payment and charity care, please visit www.pvhmc.org, > Patients & Visitors > Help Paying Your Bill.

Qualifying for Financial Assistance

Charity Care: Financial assistance without charge is available to patients receiving medically necessary services and whose income and monetary assets are at or below 400% of the Federal Poverty Level.

Discounted Care: All patients are eligible for discounted care. Discounts are available to patients on a sliding scale based on family size, income level and insurance status.

Contact Us

For more information about discount payment or charity care, help getting an application, filling it out, or turning it in, please contact Business Services at **909-865-9100**.

More Information/Shoppable Services

PVHMC is committed to providing fair and transparent pricing information to all of our patients. In compliance with Price Transparency, a federally-mandated program, we have compiled a charge list with anticipated charges for health care services. Please be aware this hospital charge list is for hospital services only; physician services and other professional provider fees are billed separately. Please visit www.pvhmc.org > Patients & Visitors > Financial and Insurance Information > Price Transparency for pricing information.

Hospital Bill Complaint Program

The Hospital Bill Complaint Program is a state program, which reviews hospital decisions about whether you qualify for help paying your hospital bill. If you believe you were wrongly denied financial assistance, you may file a complaint with the Hospital Bill Complaint Program. Go to www.HospitalBillComplaintProgram.hcal.ca.gov for more information and to file a complaint.

More Resources

There are free consumer advocacy organizations that will help you understand the billing and payment process. You may call the Health Consumer Alliance at 888-804-3536 or go to www.healthconsumer.org for more information.

Document Accessibility/Language Assistance

If you have a disability and need an accessible alternative format for the above materials or if you speak another language, please contact Customer Service at 909-865-9100 and they can offer you an alternative format or connect you with an interpreter for further assistance.

Lifestyle Modification Counseling

If you smoke, vape or use electronic cigarettes - QUIT NOW

1. Get Ready - Set a date to quit
2. Get Medicine - Talk to your doctor
3. Get Help - Call toll free 1-877-448-7848

Caregivers: By quitting, you protect your loved ones from illness caused by a second hand smoke.

EXHIBIT - MEDICAL RECORDS OF 9/3/24 VISIT

Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Medical Surgical

Admit Date: 9/3/2024

Disch Date:

Admitting: Sandhu MD, Gary

Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

Document Type:

Result Status:

Sign Information:

Discharge Instructions

Auth (Verified)

Gaxiola, RN, Leslie (9/3/2024 15:35 PDT)

Corcoran, Travis Mitchell

DOB: [REDACTED]
 MRN: [REDACTED]
 Visit D: [REDACTED]

Discharge Instructions

Your Care Team

Admitting Physician -
 Sandhu MD, Gary

Attending Physician -
 Sandhu MD, Gary

Consulting Physician -
 Hayes MD, Christopher B

Primary Care Physician -
 Physician MD, Unassigned

Your Hemoglobin A1c

Hgb A1c: 5.2 % (09/03/24)

Your Diagnosis

- Post-op foreign body
- Post-operative pain
- Motorcycle accident
- Open femur fracture, left
- Tetanus-diphtheria (Td) vaccination

- acetaminophen (Tylenol)
- aspirin (aspirin 81 mg oral delayed release tablet)
- divalproex sodium (divalproex sodium 250 mg oral tablet, extended release)
- gabapentin (gabapentin 100 mg oral capsule)

Handwritten notes:
 Premier Ortho
 9/18 Wed
 Follow up
 10:45 am
 Dr Hayes office
 Pomona
 160 E. Artesia Ste
 255
 Pomona

Patient: Corcoran, Travis Mitchell
MRN: [REDACTED]
FIN: [REDACTED]
DOB/Age/Gender: [REDACTED] Male
Medical Service: Medical Surgical

Admit Date: 9/3/2024
Disch Date:
Admitting: Sandhu MD, Gary
Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- levETIRAcetam
- tamsulosin (Flomax 0.4 mg oral capsule)

What to do next

Instructions From Your Doctor

Diet: resume regular diet

Activity: Weight bearing as tolerated left lower extremity x 2 weeks ; limit knee motion

Wound care: keep dressings dry and clean; do not wet dressings

Follow Up Appointments

Follow Up with Hayes MD,
Christopher B, Surgery, Orthopedic,
Trauma and Surgical Critical Care
When Within 1 to 2 weeks

Why: Call for followup appointment
Where: 160 E. Artesia Street, STE 255
Pomona, CA 91767-
(909)596-4346

Post-Discharge Services Information/Contacts

Patient Post-Acute Information

Patient Name: Corcoran, Travis Mitchell

MRN: [REDACTED]

Gender: Male **DOB:** [REDACTED]

*** No Post-Acute Placement(s) Listed ***

*** No Post-Acute Service(s) Listed ***

*** No Curaspan Referral(s) Listed ***

Pomona Valley Hospital Medical Center

1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

Admit Date: 9/3/2024

FIN: [REDACTED]

Disch Date:

DOB/Age/Gender: [REDACTED] Male

Admitting: Sandhu MD, Gary

Medical Service: Medical Surgical

Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

Medications

"It is important to manage your medication information. Give your discharge medication list to your primary care physician, update your medication list whenever medications are discontinued, doses are changed, or new medications (including over-the-counter products) are added, and carry your medication information with you at all times in the event of emergency situations"

	What	How Much	When	Why	Instructions	Next Dose
<i>Unchanged</i>	acetaminophen (Tylenol)	1,000 Milligrams Oral (given by mouth)	Every 8 hours			
<i>Unchanged</i>	aspirin (aspirin 81 mg oral delayed release tablet)	1 tab Oral (given by mouth)	2 times a day	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 30 days	
<i>Unchanged</i>	divalproex sodium (divalproex sodium 250 mg oral tablet, extended release)	2 tab Oral (given by mouth)	Every day			
<i>Unchanged</i>	gabapentin (gabapentin 100 mg oral capsule)	1 Capsules Oral (given by mouth)	3 times a day	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 7 days	
<i>Unchanged</i>	levETIRAcetam	500 Milligrams Oral (given by mouth)	2 times a day			
<i>Unchanged</i>	tamsulosin (Flomax 0.4 mg oral capsule)	1 Capsules Oral (given by mouth)	After breakfast	Open femur fracture, left Motorcycle accident Tetanus-diphtheria (Td) vaccination	Duration: 7 days	

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED] Admit Date: 9/3/2024
FIN: [REDACTED] Disch Date:
DOB/Age/Gender: [REDACTED] Male Admitting: Sandhu MD, Gary
Medical Service: Medical Surgical Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

Allergies

No Known Medication Allergies

Problems

Ongoing - Any problem that you are currently receiving treatment for.
Methicillin resistant Staphylococcus aureus

Devices Implanted/Removed This Visit

Notice: You have devices implanted this visit that may not be MR compatible.

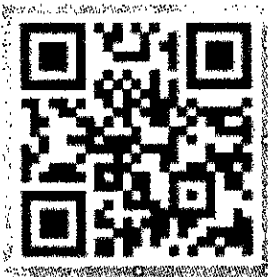
Implanted

Removal Hardware Lower Extremity - Patel
Knee

- SCREW LOCKING 5 X 90MM 09/03/2024

Wellness and Health Video Library

Pomona Valley Hospital Medical Center is proud to offer a free online wellness and health video library to our community. This video library includes a wide variety of topics, including pregnancy, newborn and postpartum care, pediatrics, neurology, oncology, cardiology and many more. To access please scan the QR code below or go directly to <https://pvhmc.healthclips.com/> You can also access it by visiting the PVHMC.org website, click on "Patient & Visitors" and select "Online Wellness and Health Videos" from the drop-down menu.



Patient: **Corcoran, Travis Mitchell**

MRN:

Admit Date: 9/3/2024

FIN:

Disch Date:

DOB/Age/Gender:

Male

Admitting: Sandhu MD, Gary

Medical Service: Medical Surgical

Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

Education Materials

Orthopedic Hardware Removal, Care After

The following information offers guidance on how to care for yourself after your procedure. Your health care provider may also give you more specific instructions. If you have problems or questions, contact your health care provider.

What can I expect after the procedure?

After the procedure, it is common to have:

- Soreness or pain.
- Some redness and swelling in the area where the hardware was removed.
- A small amount of blood or fluid coming from your incision.

Follow these instructions at home:

Medicines

- Take over-the-counter and prescription medicines only as told by your health care provider.
- Ask your health care provider if the medicine prescribed to you:
 - Requires you to avoid driving or using machinery.
 - Can cause constipation. You may need to take these actions to prevent or treat constipation:
 - Drink enough fluid to keep your urine pale yellow.
 - Take over-the-counter or prescription medicines.
 - Eat foods that are high in fiber, such as beans, whole grains, and fresh fruits and vegetables.
 - Limit foods that are high in fat and processed sugars, such as fried or sweet foods.

If you have a nonremovable cast:

- **Do not** put pressure on any part of the cast until it is fully hardened. This may take several hours.
- **Do not** stick anything inside the cast to scratch your skin. Doing that increases your risk of infection.
- Check the skin around the cast every day. Tell your health care provider about any concerns.

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Medical Surgical

Admit Date: 9/3/2024

Disch Date:

Admitting: Sandhu MD, Gary

Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- You may put lotion on dry skin around the edges of the cast. **Do not** put lotion on the skin underneath the cast.
- Keep the cast clean and dry.

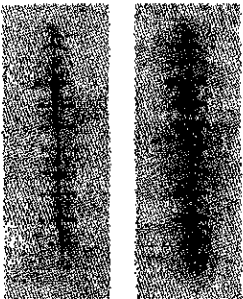
If you have a removable splint or boot:

- Wear the splint or boot as told by your health care provider. Remove it **only** as told by your health care provider.
- Check the skin around the splint or boot every day. Tell your health care provider about any concerns.
- Loosen the splint or boot if your fingers or toes tingle, become numb, or turn cold and blue.
- Keep the splint or boot clean and dry.

Bathing

- **Do not** take baths, swim, or use a hot tub until your health care provider approves. Ask your health care provider if you may take showers. You may only be allowed to take sponge baths.
- Keep the bandage (dressing) dry until your health care provider says it can be removed.
- If the cast, splint, or boot is not waterproof:
 - **Do not** let it get wet.
 - Cover it with a watertight covering when you take a bath or a shower.

Incision care



Normal
incision

Infected
incision

- Follow instructions from your health care provider about how to take care of your incision. Make sure you:
 - Wash your hands with soap and water for at least 20 seconds before and after you change your dressing. If soap and water are not available, use hand sanitizer.
 - Change your dressing as told by your health care provider.

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED] Admit Date: 9/3/2024
FIN: [REDACTED] Disch Date:
DOB/Age/Gender: [REDACTED] Male Admitting: Sandhu MD, Gary
Medical Service: Medical Surgical Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- Leave stitches (sutures), staples, skin glue, or adhesive strips in place. These skin closures may need to stay in place for 2 weeks or longer. If adhesive strip edges start to loosen and curl up, you may trim the loose edges. **Do not** remove adhesive strips completely unless your health care provider tells you to do that.
- Check your incision area every day for signs of infection. Check for:
 - More redness, swelling, or pain.
 - More fluid or blood.
 - Warmth.
 - Pus or a bad smell.

Managing pain, stiffness, and swelling



- If directed, put ice on the affected area. To do this:
 - If you have a removable splint or boot, remove it as told by your health care provider.
 - Put ice in a plastic bag.
 - Place a towel between your skin and the bag or between your cast and the bag.
 - Leave the ice on for 20 minutes, 2–3 times a day.
 - If your skin turns bright red, remove the ice right away to prevent skin damage. The risk of skin damage is higher if you cannot feel pain, heat, or cold.
- Move your fingers or toes often to reduce stiffness and swelling.
- Raise (elevate) the injured area above the level of your heart while you are sitting or lying down.

Activity

- Rest as told by your health care provider.
- **Do not** sit for a long time without moving. Get up to take short walks every 1–2 hours. This will improve blood flow and breathing. Ask for help if you feel weak or unsteady.
- **Do not** use the injured limb to support your body weight until your health care provider says that you can.

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED] Admit Date: 9/3/2024
FIN: [REDACTED] Disch Date:
DOB/Age/Gender: [REDACTED] Male Admitting: Sandhu MD, Gary
Medical Service: Medical Surgical Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- Ask your health care provider when it is safe to drive if you have a cast, splint, or boot on your affected limb.
- Do exercises as told by your health care provider.
- Return to your normal activities as told by your health care provider. Ask your health care provider what activities are safe for you.

General instructions

- **Do not** use any products that contain nicotine or tobacco. These products include cigarettes, chewing tobacco, and vaping devices, such as e-cigarettes. These can delay bone healing. If you need help quitting, ask your health care provider.
- Wear compression stockings as told by your health care provider. These stockings help to prevent blood clots and reduce swelling in your legs.
- Keep all follow-up visits. Your health care provider may need to monitor your healing and check for problems.

Contact a health care provider if:

- You have numbness for more than 24 hours in the area where the hardware was removed.
- You have signs of infection at your incision area.
- You have a fever or chills.
- Your pain is not controlled by medicine.
- You are unable to do exercises or physical activity as told by your health care provider.

Get help right away if:

- You have trouble breathing.
- You have chest pain.

These symptoms may be an emergency. Get help right away. Call 911.

- **Do not wait to see if the symptoms will go away.**
- **Do not drive yourself to the hospital.**

This information is not intended to replace advice given to you by your health care provider. Make sure you discuss any questions you have with your health care provider.

Document Revised: 05/12/2023 Document Reviewed: 05/12/2023 Elsevier Patient Education © 2024 Elsevier Inc.

Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

Admit Date: 9/3/2024

FIN: [REDACTED]

Disch Date:

DOB/Age/Gender: [REDACTED] Male

Admitting: Sandhu MD, Gary

Medical Service: Medical Surgical

Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

General Anesthesia, Adult, Care After

The following information offers guidance on how to care for yourself after your procedure. Your health care provider may also give you more specific instructions. If you have problems or questions, contact your health care provider.

What can I expect after the procedure?

After the procedure, it is common for people to:

- Have pain or discomfort at the IV site.
- Have nausea or vomiting.
- Have a sore throat or hoarseness.
- Have trouble concentrating.
- Feel cold or chills.
- Feel weak, sleepy, or tired (fatigue).
- Have soreness and body aches. These can affect parts of the body that were not involved in surgery.

Follow these instructions at home:

For the time period you were told by your health care provider:



- Rest.
- **Do not** participate in activities where you could fall or become injured.
- **Do not** drive or use machinery.
- **Do not** drink alcohol.
- **Do not** take sleeping pills or medicines that cause drowsiness.
- **Do not** make important decisions or sign legal documents.
- **Do not** take care of children on your own.

General instructions

Pomona Valley Hospital Medical Center

1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED]
FIN: [REDACTED]
DOB/Age/Gender: [REDACTED] Male
Medical Service: Medical Surgical

Admit Date: 9/3/2024
Disch Date:
Admitting: Sandhu MD, Gary
Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- Drink enough fluid to keep your urine pale yellow.
- If you have sleep apnea, surgery and certain medicines can increase your risk for breathing problems. Follow instructions from your health care provider about wearing your sleep device:
 - Anytime you are sleeping, including during daytime naps.
 - While taking prescription pain medicines, sleeping medicines, or medicines that make you drowsy.
- Return to your normal activities as told by your health care provider. Ask your health care provider what activities are safe for you.
- Take over-the-counter and prescription medicines only as told by your health care provider.
- Do not use any products that contain nicotine or tobacco. These products include cigarettes, chewing tobacco, and vaping devices, such as e-cigarettes. These can delay incision healing after surgery. If you need help quitting, ask your health care provider.

Contact a health care provider if:

- You have nausea or vomiting that does not get better with medicine.
- You vomit every time you eat or drink.
- You have pain that does not get better with medicine.
- You cannot urinate or have bloody urine.
- You develop a skin rash.
- You have a fever.

Get help right away if:

- You have trouble breathing.
- You have chest pain.
- You vomit blood.

These symptoms may be an emergency. Get help right away. Call 911.

- **Do not wait to see if the symptoms will go away.**
- **Do not drive yourself to the hospital.**

Summary

- After the procedure, it is common to have a sore throat, hoarseness, nausea, vomiting, or to feel weak, sleepy, or fatigue.

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED] Admit Date: 9/3/2024
FIN: [REDACTED] Disch Date:
DOB/Age/Gender: [REDACTED] Male Admitting: Sandhu MD, Gary
Medical Service: Medical Surgical Attending: Sandhu MD, Gary

Discharge/Transfer Documentation

- For the time period you were told by your health care provider, do not drive or use machinery.
- Get help right away if you have difficulty breathing, have chest pain, or vomit blood. These symptoms may be an emergency.

This information is not intended to replace advice given to you by your health care provider. Make sure you discuss any questions you have with your health care provider.

Document Revised: 03/17/2023 Document Reviewed: 03/17/2023 Elsevier Patient Education © 2024 Elsevier, Inc.

Patient Portal

PVHMC is committed to providing our patients with their families with excellent customer service. Manage your health care anytime, anywhere with the MYHEALTH Patient Portal, a safe and secure innovative health engagement solution that empowers patients to take a more active role in managing their healthcare needs. You can use it following your visit from the privacy of your own home, 24 hours a day.

With MYHEALTH, you can:

- Privately view most lab and imaging results online
- Access health records to share with your other doctors
- Conveniently pay your hospital bills on-line

It is fast and easy to enroll! Go to www.pvhmc.org

Option 1: E-mail Invitation

During registration, you were asked about your interest in the MYHEALTH patient portal. If you provided your email address an invitation has already been sent to you.

Follow the email instructions to enroll.

Option 2: Self Enrollment

Click on Patient Portal, click on MYHEALTH New Patient Portal Sign-Up!

You will need: Your Social Security Number.

MYHEALTH is dedicated to helping improve your overall health care experience by providing convenient streamlined resources to help you better manage your health records. If you would like to access this information via an app of your choosing, the form To request an app is located in the patient portal after you have enrolled. Login and click on Health and Wellness Apps, complete the API Request Form and click on Send Message. We will work with the appropriate vendors to determine if they meet all the technical requirements in order to establish connection. You will receive an email response following our investigation.

If you have any questions or concerns regarding the accuracy of the information contained within MYHEALTH, please contact MYHEALTH content support at 909-865-9995.

To obtain a complete copy of your medical record please contact the Health Information Management department at 909-865-9142.

Visit Care Summaries

The visit care summaries available in the MyHealth patient portal provides key information regarding specific visits.

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

Admit Date: 9/3/2024

FIN: [REDACTED]

Disch Date:

DOB/Age/Gender: [REDACTED] Male

Admitting: Sandhu MD,Gary

Medical Service: Medical Surgical

Attending: Sandhu MD,Gary

Discharge/Transfer Documentation

The information available is as follows:

- Demographics
- Encounter Details
- Reason for Visit
- Allergies, Adverse Reactions, Alerts
- Assessment and Plan
- Immunizations
- Medications
- Problem List
- Procedures
- Results
- Vital Signs
- Goals
- Reason for Referral
- Health Concerns

To print the visit summary from MyHealth, follow the process below:

1. MyHealth can be accessed in two ways
 - a. Pomona Valley Hospital Medical Center (PVHMC) website
www.pvhmc.org
 - i. In the top right corner, select Patient Portal.
 - ii. The log in page for MyHealth will appear. Log in using either an email address or username and password.
 - b. Another way to log in is the direct link to the MyHealth website, which will take you directly to the portal <https://myhealthpvhmc.iqhealth.com>
2. Once logged in, select Health Record.
3. Select Visit Care Summaries.
4. A list of visit dates will display. The option to filter by date range is available or scroll down to view all visit dates.
5. Select Download for the applicable date of service.
6. Select Download Viewable.
7. If prompted, select Open.
8. Select Print.

Pomona Valley Hospital Medical Center

1798 N Garey Ave
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Patient: **Corcoran, Travis Mitchell**

MRN: [REDACTED]

FIN: [REDACTED]

DOB/Age/Gender: [REDACTED] Male

Medical Service: Medical Surgical

Admit Date: 9/3/2024

Disch Date:

Admitting: Sandhu MD,Gary

Attending: Sandhu MD,Gary

Discharge/Transfer Documentation

We care about your mental health:

- For assistance with referral to treatment, contact our Navigator Jennifer Curlowicz at 747-228-2724
- For assistance with Substance Use, contract our Substance Use Navigator Sherrie Cisneros at 909-865-9501 X3324

Get help right away if:

- You feel out of control.
- You or others notice warning signs of suicide such as:
 - Increased use of drugs or alcohol
 - Expressing feelings of not having a purpose in life, being trapped, guilty, anxious and agitated, or hopeless.
 - Withdrawing from friends and family.
 - Showing uncontrolled anger, recklessness, and dramatic mood changes.
 - Talking about suicide, discussing or searching for methods.

If you ever feel like you may hurt yourself or others, or have thoughts about taking your own life, get help right away.

You can go to your nearest emergency department or call:

- Your local emergency services (911 in the U.S.).
- A suicide crisis helpline, such as the National Suicide Prevention Lifeline at 1-800-273-8255. This is open 24 hours a day.

Help Paying Your Bill

Pomona Valley Hospital Medical Center strives to meet the health care needs of all patients who seek inpatient, outpatient and emergency services. PVHMC is committed to providing providing access to financial assistance programs when patients are uninsured or underinsured and may need help in paying their hospital bill. These programs include government-sponsored coverage programs, including Covered California and Medi-Cal presumptive eligibility, along with PVHMC's own charity care and discount payment as defined in our policies. To access PVHMC's policies on discount payment and charity care, please visit www.pvhmc.org, > Patients & Visitors > Help Paying Your Bill.

Qualifying for Financial Assistance

Charity Care: Financial assistance without charge is available to patients receiving medically necessary services and whose income and monetary assets are at or below 400% of the Federal Poverty Level.

Discounted Care: All patients are eligible for discounted care. Discounts are available to patients on a sliding scale based on family size, income level and insurance status.

Contact Us

For more information about discount payment or charity care, help getting an application, filling it out, or turning it in, please contact Business Services at **909-865-9100**.

More Information/Shoppable Services

PVHMC is committed to providing fair and transparent pricing information to all of our patients. In compliance with Price Transparency, a federally-mandated program, we have compiled a charge list with anticipated charges for health care services. Please be aware this hospital charge list is for hospital services only; physician services and other professional provider fees are billed separately. Please visit www.pvhmc.org > Patients & Visitors > Financial and Insurance Information > Price Transparency for pricing information.

Pomona Valley Hospital Medical Center
1798 N Garey Ave
Pomona, CA 91767-2918

Patient: **Corcoran, Travis Mitchell**
MRN: [REDACTED] Admit Date: 9/3/2024
FIN: [REDACTED] Disch Date:
DOB/Age/Gender: [REDACTED] Male Admitting: Sandhu MD,Gary
Medical Service: Medical Surgical Attending: Sandhu MD,Gary

Discharge/Transfer Documentation

Hospital Bill Complaint Program

The Hospital Bill Complaint Program is a state program, which reviews hospital decisions about whether you qualify for help paying your hospital bill. If you believe you were wrongly denied financial assistance, you may file a complaint with the Hospital Bill Complaint Program. Go to www.HospitalBillComplaintProgram.hcai.ca.gov for more information and to file a complaint.

More Resources

There are free consumer advocacy organizations that will help you understand the billing and payment process. You may call the Health Consumer Alliance at 888-804-3536 or go to www.healthconsumer.org for more information.

Document Accessibility/Language Assistance

If you have a disability and need an accessible alternative format for the above materials or if you speak another language, please contact Customer Service at 909-865-9100 and they can offer you an alternative format or connect you with an interpreter for further assistance.

Lifestyle Modification Counseling

If you smoke, vape or use electronic cigarettes - QUIT NOW

1. Get Ready - Set a date to quit
2. Get Medicine - Talk to your doctor
3. Get Help - Call toll free 1-877-448-7848

Caregivers: By quitting, you protect your loved ones from illness caused by a second hand smoke.

Pomona Valley Hospital Medical Center

1798 N Garey Ave
Pomona, CA 91767-2918

Patient: Corcoran, Travis Mitchell

MRN:

Admit Date: 9/3/2024

FIN:

Disch Date:

DOB/Age/Gender:

Male

Admitting: Sandhu MD,Gary

Medical Service: Medical Surgical

Attending: Sandhu MD,Gary

Discharge/Transfer Documentation

I have received this information and my questions have been answered.

Patient/Representative Signature: _____

Relationship to Patient: _____

Patient Name: Corcoran, Travis Mitchell

Witness Signature: _____

Sign Line Date/Time 09.03.24 15:35 PDT

LG

CONFIDENTIAL

EXHIBIT - AUTHORIZATION OF 9.3.24 FOR OSTEOPATHIC SURGERY

OPERATION OR PROCEDURE

A. Your physicians and surgeons have recommended the following operation or procedure and anesthesia as deemed by physician

Left knee hardware removal
replacement

B. PATIENT CONSENT

Your attending physician is Dr. _____

Your supervising physician or surgeon is Dr. Hoyel

Date: 11/24 Time: 3:00 A.M./P.M. Signature: _____

If signed for by other than patient, indicate relationship: _____

Date: _____ Time: _____ A.M./P.M. Witness Signature: _____

Interpreter's Name or ID # _____ Relationship to Patient or Organization _____

C. PHYSICIAN DOCUMENTATION OF INFORMED CONSENT PROCESS FOR SURGERY AND BLOOD TRANSFUSION

YES/NA

- Risks, Benefits and Alternatives of the Procedure:** I have talked to the patient, or the patients authorized representative, in simple layman terms about the nature of the procedure. I have discussed with him / her the benefit(s), risk(s) and possible complications. Finally, I have presented to him / her the alternative treatment(s). I have answered his/her questions regarding the procedure. He/She has chosen the procedures noted on this consent and gives his/her informed consent.
- Emergency Treatment Exception:** Pursuant to business and Professions Code section 2397(c) (2) and (3), Probate Code Section 3210(b) and Welfare and Institutions Code Sections 369(d) and 739(d), I am providing treatment to a patient who is not currently competent to give consent. I have determined that the treatment listed above is immediately necessary to alleviate severe pain or to diagnose and treat conditions that could lead to serious disability or death if not immediately diagnosed and treated. I will limit the scope of the treatment to the emergent medical condition that exists without the patient's informed consent.
- Emergent Blood Transfusion:** I have discussed the risk(s), benefit(s) and alternatives to the use of blood and blood products with the patient. I have answered his / her questions regarding the use of blood and blood products. He / she has chosen the noted procedure and gives his / her consent to the transfusion.
- Possible Elective Blood Transfusion for Treatment or Scheduled Surgical Procedure (PAUL GANN BLOOD SAFETY ACT):** In accordance with the Paul Gann Blood Safety Act (Health and Safety Code Section 1645), I have provided my patient with a copy of the California Department of Health Services information pamphlet "A Patient's Guide to Blood Transfusions, concerning the advantages, disadvantages, risks and benefits of autologous blood and of directed and non-directed homologous blood from volunteers. I have also allowed adequate time prior to surgery for my patient or other person to predonate blood for transfusion purposes except where there is a life-threatening emergency, there are medical contraindications, or the patient has waived this right.
- Suspension of No CPR order, during procedural sedation or surgery:** I have talked with the patient, or the patients authorized representative regarding the temporary suspension of their "No CPR" order. The patient or representative consents to associated temporary measures related to resuscitative efforts and agrees that this does not conflict with their No CPR order. The No CPR order will be reinstated after recovery from sedation and/or anesthesia.

Special Instructions: _____

(Describe here any specific instructions for patient's blood transfusion, e.g., predonation, directed donation, etc. if applicable)

11/24 3:00 AM/PM Hoyel _____
 Date Time Physician Name (Printed) Physician Signature

PATIENT I.D. LABEL

Corcoran Travis



000554200063



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AUTHORIZATION AND CONSENT TO SURGERY OR SPECIAL DIAGNOSTIC OR THERAPEUTIC PROCEDURES

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(10/19)



CF0004

**AUTHORIZATION AND CONSENT TO SURGERY OR SPECIAL
DIAGNOSTIC OR THERAPEUTIC PROCEDURES**

1. The hospital maintains personnel or facilities to assist your physicians and surgeons in their performance of various surgical operations and other special diagnostic and therapeutic procedures. These operations and procedures may all involve risks of unsuccessful results, complications, injury, or even death, from both known and unforeseen causes, and no warranty or guarantee is made as to result or cure. You have the right to be informed of such risks as well as the nature of the operation or procedure, the expected benefits or effects of such operation or procedure, and the available alternative methods of treatment and their risks and benefits. You also have the right to be informed whether your physician has any independent medical research or economic interests related to the performance of the proposed operation or procedure. Except in cases of emergency, operations or procedures are not performed until you have had the opportunity to receive this information and have given your consent. You have the right to consent or to refuse any proposed operation or procedure at any time prior to its performance.
2. Upon your authorization and consent, the operation or procedure listed above, together with any different or further procedures which in the opinion of the supervising physician or surgeon may be indicated due to any emergency, will be performed on you. The operations or procedures will be performed by the supervising physician or surgeon named above (or in the event that your physician is unable to perform or complete the procedure, a qualified substitute supervising physician or surgeon), together with associates and assistants, including anesthesiologists, pathologists and radiologists from the medical staff of Pomona Valley Hospital Medical Center to whom the supervising physician or surgeon may assign designated responsibilities. The persons in attendance for the purpose of performing specialized medical services such as anesthesia, radiology or pathology are not agents, servants or employees of the hospital or your supervising physician or surgeon. They are independent contractors and therefore are your agents, servants or employees.
3. Blood - Elective Procedures: If your physician determines that there is a reasonable possibility that you may need a blood transfusion as a result of the surgery or procedure to which you are consenting, your physician will inform you of this and will provide you with a brochure regarding blood transfusions. This brochure contains information concerning the benefits and risks of the various options for blood transfusions, including predonation by yourself or others. You also have the right to have adequate time before your procedure to arrange for predonation, but you can waive this right if you do not wish to wait. You should understand that transfusions of blood or blood products involve certain risks, including the transmission of disease such as hepatitis or Human Immunodeficiency Virus (HIV) and that you have a right to consent or refuse consent to any transfusion. You should discuss any questions that you may have about transfusions with your physician. If this consent pertains to the possible administration of a blood transfusion for an elective, scheduled procedure, your signature on this form indicates that: (1) You have received a copy of the brochure, *A Patient's Guide to Blood Transfusions*, (2) You have received information concerning the risks and benefits of blood transfusion and of any alternative therapies, (3) You have had the opportunity to discuss this matter with your physician, including predonation if it is an option, and (4) Subject to any special instructions listed below, you consent to such blood transfusions as your physician may order in connection with the operation or procedure described in this consent form.
4. By your signature on this form you authorize the pathologist to use his or her discretion in the disposition or use of any member, organ, or other tissue removed from your person during the operation or procedure set forth above.
5. At the discretion of a participating physician, representatives, such as vendors, are authorized to be present as technical resources related to the products being used. These persons are not authorized to provide direct care.
6. To make sure that you fully understand the operation or procedure, your physician will fully explain the operation or procedure to you before you decide whether or not to give consent. If you have any questions, you are encouraged and expected to ask them.
7. Your signature on this form indicates that: (1) you have read and understood the information provided in this form; (2) the operation or procedure set forth above has been adequately explained to you by your supervising physician or surgeon and by your anesthesiologist; (3) you have had a chance to ask questions; (4) you have received all of the information you desire concerning the operation or procedure, and (5) you authorize and consent to the performance of the operation or procedure.

PATIENT I.D. LABEL

Corcoran Travis



000554200063



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POMONA VALLEY HOSPITAL
MEDICAL CENTER

**AUTHORIZATION AND CONSENT TO SURGERY OR
SPECIAL DIAGNOSTIC OR THERAPEUTIC PROCEDURES**

Page 1 of 2

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(11/23)



CF0004

EXHIBIT 7 - MEDICAL RECORDS OF 9/10/24



Name: Corcoran, Travis M

Birthdate: [REDACTED]

Appointment

Tuesday, September 10, 2024 at 2:00 pm PDT

Appointment	Hospital FU
Provider	Vahid Javaherian
Location	Primary Care Covina
Address	315 N. 3rd Ave Ste 207 Covina, CA 91723
Duration	30 minutes
Reason For Visit	HOSPITAL FU

EXHIBIT 8 - MEDICAL BILLINGS FROM 7/15/24 TO 7/18/24 (Emergency through initial stay)

Pomona Valley Hospital Medical Center

**PO Box 741532
Los Angeles, CA 900741532**

Pt Name: Travis Mitchell Corcoran

**Provider: PVHMC
Provider Tax ID #: 951115230**

**Statement
Number:
Account Number:
Claim ID:
Bill Date:**



Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

<u>Date</u>	<u>Rev Cd</u>	<u>Svc Cd</u>	<u>Description</u>	<u>Qty</u>	<u>Amount (\$)</u>
CHARGES					
07/15/2024	259	96365	IV Infusion Initial IVPB	1	719.00
07/15/2024	301	82553	CKMB	1	887.00
07/15/2024	949	96375	IV Push Sequential Ea New Med	2	1,024.00
07/15/2024	459	99285	Trauma Evaluation	1	6,570.00
07/15/2024	450	Z7502	Critical Care in ED	1	4,641.00
07/16/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/16/2024	250	90715	Diph/Tet/Acell Pert Adult Syringe	1	882.00
07/16/2024	250	J3010	Fentanyl 100mcg Inj	2	88.95
07/16/2024	250	J2405	Ondansetron 1mG	1	10.00
07/16/2024	305	85027	Complete Blood Count	1	530.00
07/16/2024	250	J1650	Enoxaparin 10mG Inj	1	55.75
07/16/2024	250	J1953	Levetiracetam 10mG Inj	1	281.75
07/16/2024	257	Z7610	Acetaminophen 500Mg Po	2	10.00
07/16/2024	250		Cyclobenzaprine 5mG Tab	1	20.65
07/16/2024	271		Splint	1	699.00
07/16/2024	272	Z7610	SET 81IN REG CLP N-PYRG IRR 10	2	40.00
07/16/2024	272	Z7610	SUTURE MNCRL + 2-0 CT1 36IN	1	1.00
07/16/2024	370	Z7610	MAIN OR General Anesthesia	1	2,415.00
07/16/2024	360	Z7506	MAIN OR Case - Level 3	1	51,648.00
07/16/2024	272	Z7610	SUTURE PDS2 1 CTX 36IN MFL	1	1.00
07/16/2024	710	Z7512	MAIN PACU Rec/Rm #2	1	2,897.00
07/16/2024	450		ED Procedure	1	2,034.00
07/16/2024	278	C1776	STRYKER CHARGES, ACCESSORY	1	4,384.00

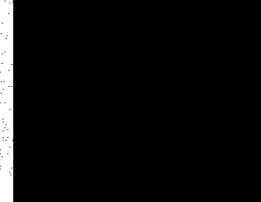
Pomona Valley Hospital Medical Center

PO Box 741532
Los Angeles, CA 900741532

Pt Name: Travis Mitchell Corcoran

Provider: PVHMC
Provider Tax ID #: 951115230

Statement
Number:
Account Number:
Claim ID:
Bill Date:



Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

07/16/2024	278	C1776	STRYKER CHARGES, IMPLANTS	1	15,690.00
07/16/2024	305	85610	Prothrombin Time and INR	1	333.00
07/16/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/16/2024	250	J7120	Iv Lact Ringer	1	61.25
07/16/2024	250		Cyclobenzaprine 5mG Tab	1	20.65
07/16/2024	250	J1953	Levetiracetam 10mG Inj	1	281.75
07/16/2024	301	80048	Basic Metabolic Panel	1	1,098.00
07/16/2024	300	36415	Venous Blood Collection	1	64.00
07/16/2024	300	36415	Venous Blood Collection	1	64.00
07/16/2024	121		Med Surg 5 Unit	1	8,972.00
07/16/2024	300	36415	Venous Blood Collection	1	64.00
07/16/2024	250	Z7610	Tamsulosin 0.4Mg Po	1	70.70
07/16/2024	301	83735	Magnesium Level	1	448.00
07/16/2024	301	84100	Phosphorus Level	1	450.00
07/16/2024	305	85730	Partial Thromboplastin Time	1	459.00
07/16/2024	301	80053	Comprehensive Metabolic Panel	1	1,233.00
07/16/2024	301	G0480	Alcohol Level	1	751.00
07/16/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/16/2024	305	85027	Complete Blood Count	1	530.00
07/16/2024	301	82550	CK Reflex CKMB	1	552.00
07/16/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/16/2024	352	74177	Ct Abd & Pelvis With Contrast	1	22,206.00
07/16/2024	350	73706	Cta Lower Ext Left	1	2,601.00
07/16/2024	352	72125	Ct Cervical Spine Wo Contrast	1	10,617.00
07/16/2024	352	71260	Ct Thorax W Contrast	1	10,596.00

Pomona Valley Hospital Medical Center

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Bill Date:**



Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

07/16/2024	250	Q9967	Omnipaque 350	80	80.00
07/16/2024	306	87081	MRSA Surveillance Culture	1	312.00
07/16/2024	302	86900	ABO/Rh Retype	1	242.00
07/16/2024	320	73590	Tibia & Fibia Left	1	898.00
07/16/2024	301	G0480	Alcohol Level	1	751.00
07/16/2024	351	70450	Ct Head Wocont	1	8,436.00
07/16/2024	302	86901	Blood Typing Rh	1	242.00
07/16/2024	730	93005	Ecg	1	1,508.00
07/16/2024	302	86900	ABO/Rh	1	242.00
07/16/2024	302	86850	Antibody Screen	1	431.00
07/16/2024	301	83036	Hemoglobin A1c	1	450.00
07/16/2024	320	73562	Knee 3 Views Left	1	955.00
07/16/2024	320	72170	Pelvis 1 View	1	1,049.00
07/16/2024	250	Z7610	Oxycodone 5Mg Po	1	10.40
07/16/2024	320	73552	Femur Left 2 Views	1	884.00
07/16/2024	302	86901	Blood Typing Rh	1	242.00
07/16/2024	250		Prevduo 1mG-0.2mG/mL 3mL Inj	1	427.65
07/16/2024	250	J1885	Ketorolac 15mG Inj	1	35.25
07/16/2024	250	J0131	Acetaminophen 10mG	1	744.75
07/16/2024	250		Ketamine 50mG/5mL Syr	1	120.75
07/16/2024	250	J7120	Iv Lact Ringer	1	61.25
07/16/2024	250		Cyclobenzaprine 5mG Tab	1	20.65
07/16/2024	257	Z7610	Acetaminophen 500Mg Po	2	10.00
07/16/2024	301	82550	CK Reflex CKMB	1	552.00
07/16/2024	301	82553	CKMB	1	887.00

Pomona Valley Hospital Medical Center

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**Statement
Number:
Account Number:
Claim ID:
Bill Date:**



Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

07/16/2024	250	J0690	Cefazolin 0.5gm Inj	2	196.45
07/16/2024	250	J3490	Rocuronium 50mg Inj	1	118.25
07/16/2024	250	J3490	Lidocaine 2% 1 mg MPF	1	72.25
07/16/2024	320	73552	Femur Left 2 Views	1	884.00
07/16/2024	250	J2405	Ondansetron 1mG	1	10.00
07/16/2024	250	J1100	Dexamethasone 1mG Inj	2	33.25
07/16/2024	250	J3010	Fentanyl 100mCg Inj	1	43.90
07/16/2024	250	J2250	Midazolam 1mG Inj	1	19.65
07/16/2024	250	J2704	Propofol 10mG Inj	2	241.50
07/16/2024	250		Ketamine 50mG/5mL Syr	1	120.75
07/17/2024	300	36415	Venous Blood Collection	1	64.00
07/17/2024	300	36415	Venous Blood Collection	1	64.00
07/17/2024	300	36415	Venous Blood Collection	1	64.00
07/17/2024	121		Med Surg 5 Unit	1	8,972.00
07/17/2024	300	36415	Venous Blood Collection	1	64.00
07/17/2024	257	Z7610	Acetaminophen 500Mg Po	2	10.00
07/17/2024	250	Z7610	Gabapetin 100Mg Po	1	10.00
07/17/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/17/2024	301	82553	CKMB	1	887.00
07/17/2024	301	82550	CK Reflex CKMB	1	552.00
07/17/2024	324	71045	Port Chest 1 View	1	813.00
07/17/2024	250	J1650	Enoxaparin 10mG Inj	1	55.75
07/17/2024	250	Z7610	Cyclobenzaprine 10Mg Po	1	10.00
07/17/2024	250	Z7610	Gabapetin 100Mg Po	1	10.00
07/17/2024	250	J2270	Morphine 10mG Inj	1	42.85

Pomona Valley Hospital Medical Center

PO Box 741532
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Pt Name: Travis Mitchell Corcoran

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Provider Tax ID #: 951115230

Statement
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Bill Date:



Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

07/17/2024	250	J1953	Levetiracetam 10mG Inj	1	281.75
07/17/2024	301	80048	Basic Metabolic Panel	1	1,098.00
07/17/2024	305	85027	Complete Blood Count	1	530.00
07/17/2024	420	97162	Init eval: Mod comp 30 mins	1	808.00
07/17/2024	257	Z7610	Aspirin 81Mg Po	1	10.00
07/17/2024	420	X3908	Gait Training Each 15 Mins	1	431.00
07/17/2024	250	Z7610	Cyclobenzaprine 10Mg Po	1	10.00
07/17/2024	257	Z7610	Acetaminophen 500Mg Po	2	10.00
07/17/2024	305	85027	Complete Blood Count	1	530.00
07/17/2024	250	Z7610	Tamsulosin 0.4Mg Po	1	70.70
07/17/2024	250	J1953	Levetiracetam 10mG Inj	1	281.75
07/17/2024	250	J1650	Enoxaparin 10mG Inj	1	55.75
07/17/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/17/2024	257	Z7610	Acetaminophen 500Mg Po	2	10.00
07/17/2024	301	82550	CK Reflex CKMB	1	552.00
07/17/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/17/2024	301	82553	CKMB	1	887.00
07/17/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/17/2024	250	Z7610	Cyclobenzaprine 10Mg Po	1	10.00
07/17/2024	250	J7120	Iv Lact Ringer	1	61.25
07/17/2024	250	Z7610	Gabapetin 100Mg Po	1	10.00
07/17/2024	250	J1885	Ketorolac 15mG Inj	1	35.25
07/17/2024	250		Lidocaine 4% Patch	3	65.75
07/17/2024	301	80053	Comprehensive Metabolic Panel	1	1,233.00
07/17/2024	301	82330	Calcium Level Ionized	1	429.00

Pomona Valley Hospital Medical Center

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Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

07/17/2024	301	83735	Magnesium Level	1	448.00
07/17/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/17/2024	301	84100	Phosphorus Level	1	450.00
07/18/2024	250	Z7610	Tamsulosin 0.4Mg Po	1	70.70
07/18/2024	301	80307	Drug Screen Urine	1	1,146.00
07/18/2024	250	Z7610	Cyclobenzaprine 10Mg Po	1	10.00
07/18/2024	257	Z7610	Aspirin 81Mg Po	1	10.00
07/18/2024	307	81003	Urinalysis with Microscopic if Indicated	1	377.00
07/18/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/18/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/18/2024	250	J2270	Morphine 10mG Inj	1	42.85
07/18/2024	250	Z7610	Oxycodone 5Mg Po	1	10.40
07/18/2024	250	J1885	Ketorolac 15mG Inj	1	35.25
07/18/2024	250		Lidocaine 4% Patch	3	65.75
07/18/2024	420	X3908	Therapeutic Activities Ea 15 Min	1	480.00
07/18/2024	420	X3908	Gait Training Each 15 Mins	1	431.00
07/18/2024	250	J0690	Cefazolin/D5W 0.5Gm Inj	1	44.50
07/18/2024	250	Z7610	Gabapetin 100Mg Po	1	10.00
07/18/2024	250	J1650	Enoxaparin 10mG Inj	1	55.75
07/18/2024	250	Z7610	Oxycodone 5Mg Po	1	10.40
07/18/2024	250	J1953	Levetiracetam 10mG Inj	1	281.75

Total Room/Bed Charges \$ 17,944.00

Total Other Charges \$ 183,878.55

Total Charges \$ 201,822.55

Pomona Valley Hospital Medical Center

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Detail for: IP Inpatient PVH

07/16/2024 — 07/18/2024

(Continued)

Language Assistance If you need an accessible alternate format for the above material or if you need to speak another language, please contact Customer Service at 909-865-9100 and they can offer you an alternative format or connect you with our Interpreter Services for further assistance.

Hospital Bill Complaint Program

The Hospital Bill Complaint Program is a state program, which reviews hospital decisions about whether you qualify for help paying your hospital bill. If you believe you were wrongly denied financial assistance, you may file a complaint with the Hospital Bill Complaint Program. Go to HospitalBillComplaintProgram.hcai.ca.gov for more information and to file a complaint.

Help Paying Your Bill

There are free consumer advocacy organizations that will help you understand the billing and payment process. You may call the Health Consumer Alliance at 888-804-3536 or go to healthconsumer.org for more information.



January 31, 2025

TO: City of San Dimas

ATTENTION: Brad McKinney

RE: Claim	:	Smith vs. San Dimas
Claimant	:	Lisa Smith
Member	:	City of San Dimas
Date Rec'd by Mbr	:	1/29/25
Date of Event	:	9/17/24
CW File Number	:	CJP-3047896 TV

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION: Send a standard rejection letter to the claimant.**

Please include a Proof of Mailing with your rejection notice to the claimant. An exemplar copy of a Proof of Mailing is attached. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned claims specialist.

Very Truly Yours,

CARL WARREN & CO.

Timothy M. Varon

Timothy M. Varon
Claims Supervisor

Claim Form

Print Del

Submitted by: Lisa Smith Lisa Smith

Submitted On: 2025-01-28 17:59:52

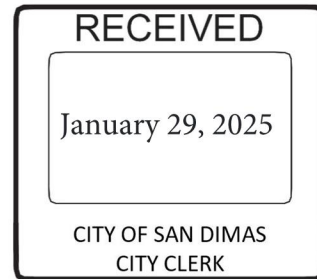
Submission IP: (159.83.248.130)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Debra Black

Due Date: Open



CLAIM AGAINST THE CITY OF SAN DIMAS (For damages to Persons or Personal Property)

A claim must be filed with the City Clerk of the City of San Dimas within six (6) months after which the incident or event occurred. Be sure your claim is against the City of San Dimas, not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to the City Clerk, the City of San Dimas, 245 E. Bonita Avenue, San Dimas, CA 91773-3002

TO THE HONORABLE MAYOR & CITY COUNCIL, THE CITY OF SAN DIMAS, CALIFORNIA

The undersigned respectfully submits the following claim and information relative to damage to persona and/or personal property:

*** Name of Claimant**

Lisa Smith

*** a. Address of Claimant**

[Redacted]

*** b. Telephone Number**

[Redacted]

c. Date of Birth

MM/DD/YYYY

Format: MM/DD/YYYY

d. Social Security No

N/A violation of civil rights to request personal information

e. Driver's License

N/A Violation of civil right to request personal information

*** 2. Name, telephone and post office address to which claimant desires notices to be sent If other than above:**

N/A

*** 3. Occurrence or event from which the claim arises:**

Leaking Drainage piping, on Property located at [Redacted]

*** a. Date**

09/17/2024

Format: MM/DD/YYYY

*** b. Time**

all day and night

*** c. Place (exact & specific location)**

[Redacted]

*** d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (Use additional paper if necessary)**

Failure of City of San Dima, California -Government to maintain drainage system while collecting residuals from Golden State Water Company who willfully and willingly deposit water into drainage system, which has caused ground to rise and cause the foundation of my home to become unstable. Failure to maintain trash and residues from entering and damaging drainage system.

*** e. What particular action by the City, or its employees, caused the alleged damage or injury?**

Failure of City of protect the residence of Complainant

*** 4. Give a description of the injury, property damage or loss, so far as is known at the time of this claim. If there were no injuries, state "no injuries".**

Property is rising due to the excessive water released by Golden State Water Company and the City of San Dimas, Ca. 91773 every other day spillage of water from Ladera Sera Park, San Dimas, Ca. Damage tp Exterior and Interior of Building-Home.

*** 5. Give the name(s) of the City employee(s) causing the damage or injury:**

Eric Weber----councilman Emmett Badar-Mayor City Attorney-

*** 6. Name and address of any other person injured:**

N/A

*** 7. Name and address of the owner of any damaged property:**

Lisa J. Smith [Redacted]

8. Damages claims:

*** a. Amount claimed as of this date:**

12,000,000.00

*** b. Estimated amount of future costs:**

4,000,000.00 to include attorney's fees

*** c. Total amount claimed:**

16,000,000.00

d. Basis for computation of amounts claimed (attach copies of all bills, invoices, estimates, etc.)

No file chosen

No file chosen

No file chosen

No file chosen

No file chosen

No file chosen

9. Names and addresses of all witnesses, hospitals, doctors, etc.

a Engineers.....	b
c Michael McClaughlin-attorney	d

10. Any additional information that might be helpful in considering this claim:

Claim continues on a day by day basis and will increase as time passes. Each month Complainant will file a claim with the City of San Dimas, Ca. 91773

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM! (Penal Code §72; Insurance Code §556.1)

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE AND CORRECT.

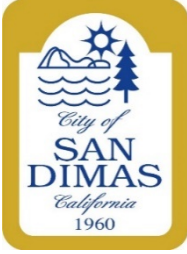
*** Date**

01/28/2025

*** Claimant's signature**

Lisa J. Smith

Format: MM/DD/YYYY



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Scott Wasserman, Director of Parks & Recreation

Subject: Approve a Two-Year Contract in the Amount of \$12,540 with Equestrian Consultant Lori Hall-McNary to Conduct Quarterly Inspections of the San Dimas Equestrian Center and Approve a Budget Appropriation of \$15,000 to Account # 001.4190.020.008.

SUMMARY

Staff is requesting that City Council approve a two-year contract not to exceed \$12,540 with equestrian consultant Lori Hall-McNary to conduct quarterly inspections at the San Dimas Equestrian Center and a budget appropriation of \$15,000 to account # 001.4190.020.008.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the contract in the amount of \$12,540 and authorize the City Manager to execute the Agreement in a form that is acceptable to the City Attorney; and
2. Appropriate \$15,000 to account # 001.4190.020.008. This appropriation would cover the proposed contract with a 10% contingency. Additionally, an appropriation is necessary to cover the final payments for the agreement that was in place in the prior fiscal year when funding was appropriated within ARPA fund 101. The City committed to expending all ARPA funds by the end of the 2023-24 fiscal year, when the contract work was not completed for this agreement, the use of funds was shifted to cover public safety expenditures that would otherwise be paid from the General Fund. With no ARPA funding available to carry over to complete the prior agreement an appropriation is necessary from the General Fund to complete payment and begin the next agreement.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

Yes

FISCAL IMPACT

The fiscal impact is dependent on City Council action. The proposed contract for equestrian inspection services with Lori Hall-McNary has a two-year term and a total not-to-exceed amount of \$12,540. Funding will come from General Fund reserves.

BACKGROUND

The City of San Dimas contracts with a Lease Operator to operate the seventeen-acre San Dimas Equestrian Center. The City's Agreement with the Lease Operator stipulates that the City may conduct quarterly inspections of the facility to ensure that health and safety codes related to equine care and facility operations are followed and that the facility is operated safely.

DISCUSSION/ANALYSIS

Staff has retained the services of an equestrian consultant to conduct quarterly inspections at the facility. Consultant Lori Hall-McNary is certified by the Certified Horsemanship Association to inspect equestrian sites for hazards, maintenance standards, and to recommend best practices. Quarterly inspections are intended to uphold basic standards for equine care and facility management. Inspections focus on a range of issues, including proper feed and hay storage; emergency/evacuation planning; reducing water leaks; the provision of fire extinguishers; pest control; manure management; barn lighting and electrical wiring; repairs to paddocks, barns and best practices for equestrian facility management. The regular inspections are conducted collaboratively with the Lease Operator, who is responsible for complying with findings of the equestrian consultant. Although the total not-to-exceed amount of the contract is \$12,540 and is within the signing authority of the Parks and Recreation Director, staff has agendized this item for the City Council's approval to promote transparency.

ALTERNATIVES

The City Council could decide not to approve the recommended contract with the equestrian consultant. In this case, staff would conduct quarterly inspections without the benefit of an equestrian expert.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Scott Wasserman
Director of Parks & Recreation

Attachments:

1. DRAFT Contract Between Consultant Lori Hall-McNary and the City of San Dimas

PROFESSIONAL SERVICE AGREEMENT

This professional service agreement (“Agreement”), is made and effective as of February 11, 2025, between the City of San Dimas, a municipal corporation, and Lori Hall-McNary (“Consultant”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence on February 11, 2025 and shall remain and continue in effect until tasks described herein are completed, but in no event later than February 11, 2027 unless sooner terminated pursuant to the provisions of this Agreement.

II. SERVICES

Consultant shall perform the tasks described and set forth in [Exhibit A], attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in [Exhibit A]. To the extent that [Exhibit A] is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing.

III. PERFORMANCE

Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

IV. AGENCY REPRESENTATIVE

Agency’s Director of Parks and Recreation shall represent Agency in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to enlarge the Tasks to be Performed or change the compensation due to Consultant. Agency’s Director of Parks and Recreation] shall be authorized to act on Agency's behalf and to execute all necessary documents which enlarge the Tasks to be Performed or change Consultant's compensation, subject to Section V hereof.

V. PAYMENT

A. The Agency agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in [Exhibit B], attached hereto and incorporated herein by this reference as though set forth in full, based

upon actual time spent on the above tasks. This amount shall not exceed Twelve Thousand Five Hundred Forty dollars (\$12,540.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

- B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Director of Parks and Recreation. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City of San Dimas and Consultant at the time Agency's written authorization is given to Consultant for the performance of said services.
- C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the Agency disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. TERMINATION OF AGREEMENT

- A. Except as otherwise provided herein below, Agency may terminate this Agreement, or any portion hereof, by serving written notice of termination upon the other party at least ten (10) days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Agency terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this section, the Agency shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the Agency as provided herein above.

VII. DEFAULT

- A. Either party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and can terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control, and without fault or negligence, it shall not be considered a default.

- B. If the City of San Dimas determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, Agency shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default notice to cure the default as directed by the Agency in the notice of default. In the event the Consultant fails to cure its default within such period of time, the Agency shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by Agency that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the Agency at reasonable times to such books and records; shall give Agency the right to examine and audit said books and records; shall permit Agency to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.
- B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the Agency and may be used, reused, or otherwise disposed of by the Agency without the permission of the Consultant. With respect to computer files, Consultant shall make available to the Agency, at the Consultant's office and upon reasonable written request by the Agency, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to Agency all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnification

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Agency and any and all of its officials, employees, agents, and/or volunteers (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs, and expenses, including attorney’s fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of services under this Agreement. Consultant’s duty to indemnify and hold harmless Agency shall not extend to the Agency’s sole or active negligence or willful misconduct.

B. Duty to defend

In the event the Indemnified Parties, individually or collectively, are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by Agency, Consultant shall defend the Indemnified Parties at Consultant’s cost or at Agency’s option, to reimburse Agency for its costs of defense, including reasonable attorney’s fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by Consultant’s negligent acts, errors or omissions. Payment by Agency is not a condition precedent to enforcement of this provision. In the event of any dispute between Consultant and Agency, as to whether liability arises from the sole or active negligence or willful misconduct of the Agency or its officers, employees, or agents, Consultant will be obligated to pay for Agency’s defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely or actively negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney’s fees, expert fees, and costs of litigation.

X. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in [Exhibit C] attached herewith and incorporated herein by this reference as though set forth in full.

XI. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the Agency a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither Agency nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the Agency.

Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against Agency, or bind Agency in any manner.

- B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, Agency shall not pay salaries, wages, or other compensation to Consultant and/or its employees for performing services hereunder for Agency. Agency shall not be liable for compensation or indemnification to Consultant for injury or sickness to its employee(s) arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The Agency, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

XIII. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the Agency in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the Agency has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the Agency to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO AGENCY EMPLOYEES

During their tenure and for one year thereafter, no member, officer, or employee of Agency, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without Agency's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City of San Dimas

or unless requested by the Agency, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the Agency. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives Agency notice of such court order or subpoena.

- B. Consultant shall promptly notify Agency should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the Agency, unless the Agency is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the Agency of such Discovery. Agency retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless Agency is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with Agency and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, Agency's right to review any such response does not imply or mean the right by Agency to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To AGENCY: Scott Wasserman
245 E. Bonita Ave,
San Dimas, CA 91773
Attention: City Clerk

To CONSULTANT: Lori Hall-McNary
1019 Deodar Road
Escondido, CA 92026

XVII. ASSIGNMENT

- A. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the Agency. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide Agency with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying Agency as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from Agency for such insurance.
- C. Lori Hall-McNary may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide Agency fourteen (14) days' notice prior to the departure of Lori Hall-McNary from Consultant's employ. Should Lori Hall-McNary] leave Consultant's employ, the Agency shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVIII. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

XIX. GOVERNING LAW

The Agency and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the Agency.

XX. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and

conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, but not limited to [Exhibit C], which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

By: _____
(Signature)

Lori Hall-McNary

Consultant
(Title)

City of San Dimas
A Municipal Corporation

Scott Wasserman, Director of Parks and Recreation

ATTEST:

Agency Clerk

APPROVED AS TO FORM:
Agency Attorney

By: _____

Attachments:	Exhibit A	Tasks to Be Performed
	Exhibit B	Payment Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

TASKS TO BE PERFORMED

1. Facility Inspections - Conduct quarterly facility inspections of the entire Sycamore Canyon Equestrian Center using industry standards and best practices promulgated by the Certified Horsemanship Association (CHA).
2. Written Report - Consultant shall provide a written report summarizing all findings and recommendations from each inspection. The report shall cite specific standards promulgated by the Certified Horsemanship Association.

Areas to be covered in the report include but are not limited to:

- a. Horse Safety - Evaluate if the facility meets standards established by the Los Angeles County Health Department and the California Health and Safety Code 25988 in compliance with the Lease Agreement
- b. Pest Control - Evaluate the adequacy of pest control measures and recommend best practices as appropriate.
- c. Hay and Feed – Evaluate the quality and storage of hay and feed. Consultant is to take a sample of hay suitable for nutrition testing in a laboratory certified to perform this analysis. The City will pay all lab costs associated with the testing of hay and feed.
- d. Wood Chips - Evaluate the use of wood chips to abate weed growth in various areas of the facility and determine if their use poses a hazard to horses. Recommend best practices and strategies to abate weed growth in accordance with CHA standards.
- e. Horse Stalls – Inspect all horse stalls for safety hazards and recommend best practices and/or appropriate materials and specifications that should be used in their repair or construction
- f. Site Hazards - Identify any other hazards on site and provide guidance and standards to rectify the hazards.

EXHIBIT B

PAYMENT SCHEDULE

Consultant Hourly Rate= \$60
Not To Exceed Amount - \$12,540

Payment 1 Completion of up to eight (8) Facility Inspections
\$720 per visit (x 8 visits) = \$5,760

- a. 4 hours drive time x \$60/hour= \$240 (x 4 visits)
- b. 8 hours inspection x \$60/hour=\$480 (x 4 visits)

Payment 2 Completion and Submission of Final Inspection Reports
\$780 per visit (x 8 visits)= \$6,240

- a. 8 hours x \$60/hour to develop report and recommendations = \$480 (x 4 visits)
- b. 5 hours additional consultation as needed x \$60/hour = \$300 (x 4 visits)

Payment 3 Presentation of report and recommendations to the City of San Dimas Equestrian Commission as needed (\$540)

- a. 4 hours drive time x \$60/hour = \$240
- b. 2 hours meeting preparation x \$60/hour = \$120
- c. 3 hours for meeting x \$60/hour = \$180

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of Agency, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to Agency as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Agency for the contract period and any additional length of time required thereafter. Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Agency before the

Agency's own insurance or self- insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the Agency immediately

in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to Agency and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the Agency, Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to Agency for review.

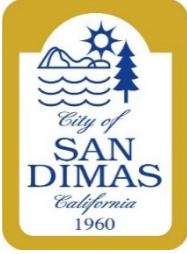
Agency's right to revise specifications. The Agency reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the Agency and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

DRAFT



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Yasmin Dabbous, Assistant Planner

Subject: Approve a 24-month Time Extension for the Approval of Tentative Tract Map 82422 (TTM 19-01) a Subdivision of One (1) Parcel with a Total Lot Area of 1.60 Acres into Six (6) Residential Parcels at 649 W. Gladstone Street (APN: 8392-020-001).

SUMMARY

On February 14, 2023, the City Council approved Tentative Tract Map 82422 (TTM 19-01) to subdivide one (1) parcel with a total lot area of 1.60 acres into six (6) residential parcels to construct a total of six (6) single-family residences. The approval of a Tentative Tract Map is valid for a period of 24-months.

On January 10, 2025, the Applicant submitted a letter requesting a 24-month time extension for the approval of Tentative Tract Map 82422. The time extension request is pursuant to Government Code Section 66452.11, which will extend the map's expiration date to February 14, 2027.

RECOMMENDATION

Staff recommends the City Council approve a 24-month time extension for Tentative Tract Map 82422 (TTM 19-01).

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

Yes

FISCAL IMPACT

The approval of the time extension will not have a fiscal impact on the City.

BACKGROUND

On February 14, 2023, the City Council approved Tentative Tract Map 82422 (TTM 19-01) to subdivide one (1) parcel with a total lot area of 1.60 acres into six (6) residential parcels to construct a total of six (6) single-family residences (See Attachments 2 & 3). The parcel to be subdivided is located at 649 W. Gladstone Street (APN: 8392-020-001). The approval of a Tentative Tract Map is valid for a period of 24-months unless the Applicant requests an extension for an additional 24-month period prior to the expiration date, which would have been February 14, 2025.

On January 10, 2025, the Applicant submitted a letter requesting the City Council consider a 24-month time extension for Tentative Tract Map 82422 (See Attachment 1).

DISCUSSION/ANALYSIS

Since the approval of the original application, the Applicant was unable to have the Final Map completed as a result of project engineers requiring additional time to revise the plans to satisfy the accompanied Conditions of Approval. Therefore, the Applicant has now submitted an additional 24-month time extension request to extend the approval of Tentative Tract Map 82422. The time extension request is pursuant to Government Code Section 66452.11, which would extend the map's expiration date to February 14, 2027. The Applicant is requesting this additional time to comply with the conditions of approval and to process recordation of the final tract map.

On June 4, 2024, the development plans for the six (6) residential units were reviewed and conditionally approved by the Building & Safety Division. Final approval is pending several outstanding items such as Fire Department approval, demolition permits, completion of grading, school fees, etc. The current status of the plan check is ongoing due to the review of grading plans. After the plan check process is completed and all items are addressed, the Final Map will be brought before the City Council for review and approval. Therefore, the 24-month extension is warranted and will provide sufficient time to allow for the Final Map to be completed and approved, in compliance with the Conditions of Approval of TTM 82422.

ALTERNATIVE

None

ENVIRONMENTAL REVIEW

The time extension does not involve any physical changes in the environment and thus does not have the potential for causing significant impacts on the site or surrounding community. Therefore, no environmental review is required.

Respectfully submitted,



Yasmin Dabbous
Assistant Planner

Attachments:

1. Applicant Extension Request Letter
2. Tentative Tract Map 82422 (TTM 19-01)
3. Resolution 2023-08

649 Gladstone LLC
1405 San Marino Ave Ste 100A
San Marino CA 91108

Jan 10th, 2025

City of San Dimas
245 E. Bonita Avenue
San Dimas, CA 91773

RE: 649 Gladstone St, San dimas
Tract Map No. 82422 Extension

To whom it may concern,

We'd like to extent our Tract Map (NO. 82422) for additional two years due to some of the plans are still in plan check. Our engineer need additional time to get the plans approved to satisfy all conditions of approval.

Your help is greatful appreciated.

Should you have any questions, Please contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jie Li', with a horizontal line extending to the right.

Jie Li/ Manager of 649 Gladstone LLC

6 NUMBER LOTS
72,540 S.F. (GROSS)
56,365 S.F. (NET)

TRACT NO. 82422

SHEET 1 OF 2 SHEETS

IN THE CITY OF SAN DIMAS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF SOUTHWEST ONE QUARTER OF THE NORTHWEST ONE QUARTER OF SECTION 3, TOWNSHIP 1 SOUTH, RANGE 9 WEST, SAN BERNARDINO MERIDIAN, AS SHOWN ON THE MAP OF SUBDIVISION OF THE RANCHO ADDITION TO SAN JOSE AND A PORTION OF THE RANCHO SAN JOSE, AS PER MAP RECORDED IN BOOK 22, PAGES 21 AND 22 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR SUBDIVISION PURPOSES

JACK C. LEE CALLAND ENGINEERING, INC. DATED OF SURVEY: MARCH 18, 2018
PLS 8407

OWNER'S STATEMENT:

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

WE HEREBY DEDICATE TO THE PUBLIC USE ALL STREETS, HIGHWAYS AND OTHER PUBLIC WAYS, AND PUBLIC UTILITY PURPOSES AS SHOWN ON SAID MAP.

AS A DEDICATION TO PUBLIC USE, WHILE ALL OF AMELIA AVENUE AND GLADSTONE STREET WITHIN OR ADJACENT TO THIS SUBDIVISION REMAINS A PUBLIC STREETS, WE HEREBY ABANDON ALL RIGHTS OF DIRECT VEHICULAR INGRESS AND EGRESS FROM LOTS 1 THROUGH 4 TO THE SAID STREETS. IF ANY PORTION OF SAID STREETS WITHIN OR ADJACENT TO THIS SUBDIVISION ARE VACATED, SUCH VACATION TERMINATES THE ABOVE DEDICATION AS TO THE PART VACATED.

WE HEREBY DEDICATE TO THE CITY OF SAN DIMAS, AN EASEMENT FOR STORM DRAIN PURPOSES SO DESIGNATED ON SAID MAP AND ALL USES INCIDENT THERETO, INCLUDING THE RIGHT TO MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES.

649 GLADSTONE LLC, A CALIFORNIA LIMITED LIABILITY COMPANY (OWNER)

JIE LI (MANAGING MEMBER)

BENEFICIARY:

FIRST GENERAL BANK, BENEFICIARY, UNDER A DEED OF TRUST RECORDED AUGUST 11, 2021, AS INSTRUMENT NO. 20211229779, OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY.

PRINT NAME

PRINT NAME

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

ON _____ BEFORE ME, _____

PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____

PRINTED NAME: _____

MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY.

MY COMMISSION NO. _____ MY COMMISSION EXPIRES _____

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

ON _____ BEFORE ME, _____

PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____

PRINTED NAME: _____

MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY.

MY COMMISSION NO. _____ MY COMMISSION EXPIRES _____

SIGNATURE OMISSION NOTES:

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER AS OWNER OF THE INTEREST SET FORTH HAVE BEEN OMITTED UNDER PROVISIONS OF SECTION 66436(a)(3)(A)(i)-(viii) OF THE SUBDIVISION MAP ACT, THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURES ARE NOT REQUIRED BY THE LOCAL AGENCY.

SAN DIMAS IRRIGATION COMPANY, A CORPORATION, HOLDER OF AN EASEMENT FOR WATER PIPELINES AND DITCHES PURPOSES, BY DEED RECORDED IN BOOK 959, PAGE 170 AND BOOK 1004, PAGE 90, BOTH OF DEEDS RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.

SAN JOSE RANCH COMPANY, HOLDER OF AN EASEMENT TO LAY PIPE OR MAKE DITCHES PURPOSES, BY DEED RECORDED IN BOOK 1091, PAGE 272 OF DEEDS, RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.

HERBERT C. COLLINS AND WESTWOOD H. COLLINS, HOLDER OF AN EASEMENT TO WATER PIPES AND CONDUITS PURPOSES, BY DEED RECORDED IN BOOK 1241, PAGE 301 OF DEEDS, RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.

ARTESIAN BELT WATER COMPANY, HOLDER OF AN EASEMENT TO WATER PIPES PURPOSES, BY DEED RECORDED IN BOOK 1314, PAGE 82 OF DEEDS, RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.

COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES, HOLDER OF AN EASEMENT FOR SEWER PURPOSES, BY DEEDS RECORDED AUGUST 3, 1964 IN BOOK D2574, PAGE 413 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS LOCATED WITHIN THE DEDICATED GHENT STREET.

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, HOLDER OF AN EASEMENT FOR STORM DRAIN AND APPURTENANT STRUCTURES PURPOSES, BY DEEDS RECORDED APRIL 3, 1967 IN BOOK D3602, PAGE 154 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.

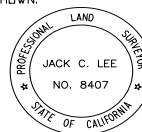
SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, HOLDER OF AN EASEMENT FOR UNDERGROUND ELECTRICAL SUPPLY SYSTEM AND COMMUNICATION SYSTEM PURPOSES, BY DEEDS RECORDED JANUARY 24, 1989, AS INSTRUMENT NO. 89-121254 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY.

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF JIE LI OF 649 GLADSTONE LLC ON MARCH 18, 2018. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS BEFORE TWENTY-FOUR MONTHS FROM THE FILING DATE OF THIS MAP, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT TIE NOTES FOR ALL CENTERLINE MONUMENTS ARE, OR WILL BE, ON FILE IN THE OFFICE OF THE CITY ENGINEER BEFORE TWENTY-FOUR MONTHS FROM THE FILING DATE OF THIS MAP; AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. I HEREBY STATE THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN.

JACK C. LEE
L.S. NO. 8407

DATE



CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP; THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THERETO; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL SUBDIVISION ORDINANCES OF THE CITY OF SAN DIMAS APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DATE _____ DAVID GILBERTSON, LS 6941
CITY ENGINEER
CITY OF SAN DIMAS



CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THE CITY COUNCIL OF THE CITY OF SAN DIMAS ON _____ APPROVED THIS MAP.

SAID COUNCIL DID ACCEPT ON BEHALF OF THE PUBLIC, ALL STREETS, HIGHWAYS AND OTHER PUBLIC WAYS SHOWN ON SAID MAP.

SAID COUNCIL DID ACCEPT ON BEHALF OF THE CITY, THE EASEMENT FOR STORM DRAIN PURPOSES SO DESIGNATED ON SAID MAP AND ALL USES INCIDENT THERETO, INCLUDING THE RIGHT TO MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES.

SAID COUNCIL DID ACCEPT ON BEHALF OF THE CITY, THE RIGHT TO RESTRICT DIRECT VEHICULAR INGRESS AND EGRESS FROM LOTS 1 THROUGH 4 ONTO AMELIA AVENUE AND GLADSTONE STREET AS SHOWN ON SAID MAP.

DATE _____ CITY CLERK - CITY OF SAN DIMAS

SPECIAL ASSESSMENT STATEMENT:

I HEREBY STATE THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF SAN DIMAS TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE _____ CITY TREASURER - CITY OF SAN DIMAS

LOS ANGELES COUNTY TAX CERTIFICATES:

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT NO. 82422 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

BASIS OF BEARING:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N07°00'00" W OF THE CENTERLINE OF AMELIA AVENUE AS SHOWN ON THE MAP OF PARCEL MAP NO. 14090, RECORDED IN BOOK 159, PAGES 78 AND 79 OF PARCEL MAPS.

TRACT NO. 82422

IN THE CITY OF SAN DIMAS
 COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
 FOR SUBDIVISION PURPOSES

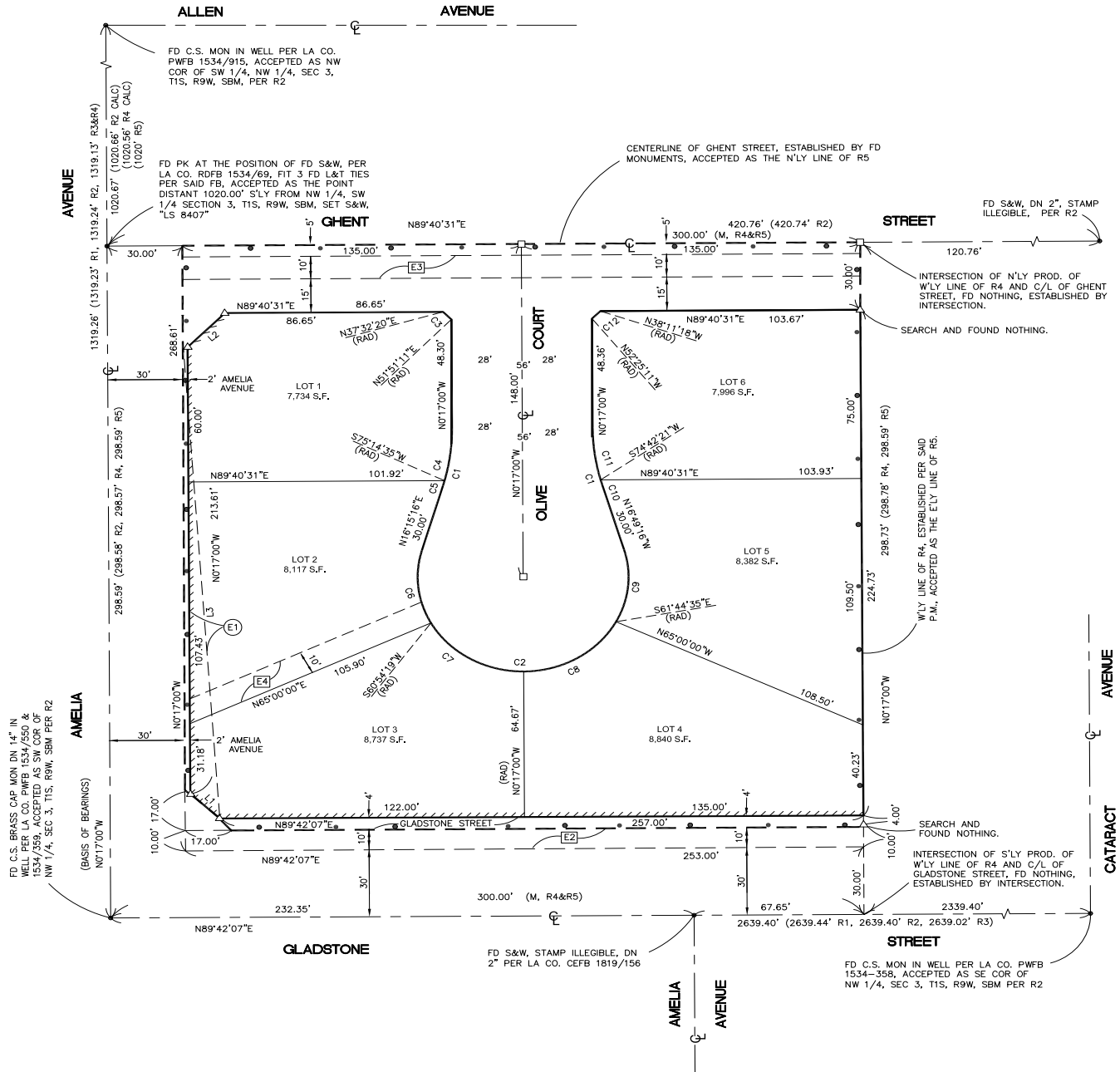
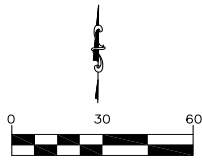
JACK C. LEE CALLAND ENGINEERING, INC.
 PLS 8407

DATED OF SURVEY
 MARCH 18, 2018

LEGEND

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.

DEDICATION TO THE CITY OF SAN DIMAS OF ABANDONMENT OF DIRECT VEHICULAR INGRESS AND EGRESS RIGHTS.



MONUMENT NOTES:

- FD MONUMENT AS NOTED
- ▲ L&T TAGGED "LS 8407" TO BE SET
- SET 1" IRON PIPE 18" LONG WITH BRASS TAG, "LS 8407" AT ALL LOT CORNERS OR IN TOP OF CURB ON PL PROD. A SPIKE AND WASHER STAMPED "LS 8407" SHALL BE SET IN LIEU OF IRON PIPE IN ASPHALT SURFACE. A NAIL AND TAG "LS 8407", SHALL BE SET IN LIEU OF IRON PIPE IN CONCRETE SURFACE.
- SPIKE AND WASHER STAMPED "LS 8407" TO BE SET

LINE DATA

NO	BEARING	LENGTH
L1	N45°17'30"W	24.04'
L2	N44°41'46"E	21.22'
L3	N03°58'23"W	181.54'

EASEMENT NOTE:

- (E1) VARIABLE WIDTH EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY, FOR UNDERGROUND ELECTRICAL SUPPLY SYSTEM AND COMMUNICATION SYSTEM PURPOSES, BY DEEDS RECORDED JANUARY 24, 1989, AS INSTRUMENT NO. 89-121254 OF OFFICIAL RECORDS.
- (E2) 10' WIDE EASEMENT OF COUNTY OF LOS ANGELES FOR ROAD PURPOSES, BY DEED RECORDED JUNE 28, 1957, AS INSTRUMENT NO. 4632, IN BOOK 54925, PAGE 218 OF OFFICIAL RECORDS.
- (E3) 10' WIDE EASEMENT OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES, FOR SEWER PURPOSES, BY DEEDS RECORDED AUGUST 3, 1964 IN BOOK D2574, PAGE 413 OF OFFICIAL RECORDS.
- (E4) EASEMENT TO THE CITY OF SAN DIMAS FOR STORM DRAIN PURPOSES.

RECORD DATA NOTES:

- R1 RECORD DATA PER RECORD OF SURVEY, RS 227/60
- R2 RECORD DATA PER P.M. NO. 20843, FMB 228/17-18
- R3 RECORD DATA PER TRACT NO. 32444, MB 910/13-14
- R4 RECORD DATA PER P.M. 14090, FMB 159/78-79
- R5 RECORD DATA PER DEED RECORDED JANUARY 25, 2018, AS INST. NO. 20180081651, O.R. (VESTING DEED)
- M MEASURED DISTANCE

CURVE DATA

NO	RADIUS	DELTA	LENGTH	TANGENT
C1	90.00'	16°32'16"	25.98'	13.08'
C2	42.00'	21°30'43"	156.18'	141.45'
C3	19.00'	14°18'50"	4.75'	2.39'
C4	90.00'	15°02'25"	23.63'	11.88'
C5	90.00'	01°29'51"	2.35'	1.18'
C6	42.00'	45°20'57"	33.24'	17.55'
C7	42.00'	61°11'19"	44.85'	24.83'
C8	42.00'	61°27'35"	45.05'	24.97'
C9	42.00'	45°04'41"	33.04'	17.43'
C10	90.00'	01°31'37"	2.40'	1.20'
C11	90.00'	15°00'39"	23.58'	11.86'
C12	19.00'	14°13'55"	4.72'	2.37'

RESOLUTION 2023-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, RECOMMENDING APPROVAL OF TENTATIVE TRACT MAP 19-0001 (TTM 82422), DEVELOPMENT PLAN REVIEW BOARD 19-0026 AND TREE REMOVAL PERMIT 21-0053, A REQUEST TO SUBDIVIDE AN EXISTING PARCEL INTO SIX PARCELS, CONSTRUCT SIX DETACHED SINGLE-FAMILY RESIDENCES AND REMOVE NINE PROTECTED TREES AT THE PROPERTY LOCATED AT 649 WEST GLADSTONE STREET WITHIN THE SINGLE-FAMILY AGRICULTURE 7500 ZONE (APN: 8392-020-001)

WHEREAS, an application was filed by:

Feng Xiao
2540 Huntington Drive
San Marino, CA 91108

WHEREAS, the Project is described as:

A request to subdivide an existing parcel into six (6) parcels, to be associated with the construction of six (6) detached single-family residences and the removal of nine protected trees at the property located at 649 West Gladstone Street within the Single-Family Agriculture 7500 Zone; and

WHEREAS, the Project applies to the following described real property:

649 West Gladstone Street (APN: 8392-020-001); and

WHEREAS, the Development Plan Review Board, at a regularly held and noticed meeting on October 27, 2022, heard evidence and recommended approval of Development Plan Review Board Case No. 19-0026 and Tree Removal Permit 21-0053 to the Planning Commission; and

WHEREAS, the review and approval of the Tentative Tract Map 19-0001 (TTM 82422) was not under the purview of the Development Plan Review Board and therefore took no action on the application; and

WHEREAS, the Planning Commission, at a regularly held and noticed meeting on December 15, 2022, heard evidence and recommended approval of Development Plan Review Board Case No. 19-0026, Tree Removal Permit 21-0053 and Tentative Tract Map 19-0001 to the City Council; and

WHEREAS, the Tentative Tract Map 19-0001 (TTM 82422) was submitted to all appropriate agencies as required under Section 17.12.030 of the of the San Dimas Municipal Code with a request for their report and recommendations; and

WHEREAS, the City Council has received the report and recommendation of such agencies as have submitted information including the written report and recommendation of Staff; and

WHEREAS, notice was duly given of the public hearing on the matter and that public hearing was held on January 24, 2023 at the hour of 7:00 p.m., with all testimony received being made a part of the public record; and

WHEREAS, the project is categorically exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15332 (In-Fill Projects) Class 32 of the State CEQA Guidelines.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that:

Development Plan Review

- A. The development of the site in accordance with the development plan is suitable for the use or development intended.

The Project consists of six (6) new detached single-family homes, located on land that is currently zoned for single-family residences and is surrounded on all four (4) sides by tracts of single-family homes. The proposed residences will maintain the feel and character of the surrounding neighborhoods. The development of the site is suitable for single-family residences, and the development has been designed to minimize any negative effects of the new homes on the surrounding neighborhoods.

- B. The total development is so arranged as to avoid traffic congestion, ensure the public health, safety and general welfare, and prevent adverse effects on neighboring property.

The six (6) new residences have been developed to avoid traffic congestion on West Gladstone Street by taking ingress and egress off of an interior street, rather than causing traffic problems and potentially harming the health, safety and general welfare by taking ingress/egress off of West Gladstone Street, a busy thoroughfare. In addition, as a condition of the development, the Project will also provide for a full right-turn lane from West Gladstone Street onto North Amelia Avenue and provide for new sidewalks along West Gladstone Street, North Amelia Avenue and West Ghent Street, improving the neighborhood for all residents and providing safer conditions for both vehicular traffic and pedestrians.

- C. The development is consistent with all elements of the general plan and is in compliance with all applicable provisions of the zoning code and other ordinances and regulations of the City.

The Project is consistent with the General Plan Housing Element Goals, Policy HE 1.1, which calls for neighborhood preservation and to "Preserve the character, scale, quality and natural and environmental setting of established residential neighborhoods." The new single-family homes will match the style and character of the existing, surrounding neighborhoods and will be designed and constructed to uphold the quality typical of development in the City of San Dimas. The new residences are consistent with the General Plan land use designation of Single Family Low and meet all applicable provisions of the San Dimas Municipal Code.

Tree Removal

- D. It is reasonable to remove the trees because the continued existence at the location prevents the reasonable development of the subject property.
The nine (9) protected trees that are proposed for removal prevent the reasonable development of the property. The two (2) Coastal Live Oak trees are in a location where their continued existence would preclude the installation of the conditioned right-hand turn lane from West Gladstone Street onto North Amelia Avenue, which will be built by the Applicant to improve vehicle circulation. The remaining seven (7) protected trees and their location prevent the reasonable development of two (2) of the proposed lots. Therefore, removal of all nine (9) protected trees is warranted. As required by the City's Tree Preservation ordinance, the Applicant will be required to plant 18 replacement canopy-type trees as part of the approval.

Tentative Tract Map

- E. That the proposed Tract Map is consistent with the General Plan and the applicable Land Use Zone.

The proposed Tentative Tract Map is consistent with the City of San Dimas General Plan Land Use Designation Single Family Low, which allows a density of 3.1 - 6 units per acre. The land use designation of Single Family Low is intended to provide for single-family detached units. The proposed Project will have a density of 3.73 units per acre and consist of detached single-family residences.

The proposed Project and map are consistent with the General Plan as follow:

Land Use Element Goal L-4: Plan and create an urban form that efficiently utilizes urban infrastructure and services. Plan for orderly growth rather than "leap frog" development.

Objective 4.1: Promote future land use and development patterns which reduce costs of infrastructure construction, encourages transit to make better use of existing facilities, and achieve a good match between future growth and phasing of existing facilities or expansion of new ones.

Housing Element Goal 2: Provide adequate housing site to accommodate Regional Housing Needs.

Policy 2.1: Provide site opportunities for development of housing that responds to diverse community needs in terms of housing type, cost and location, emphasizing locations near services and transit that promote walkability.

Policy 2.3: Continue to encourage design consistent with the General Plan and appropriate to the community context.

The proposed Tentative Tract Map is located within a developed area where infrastructure and utilities are readily available to serve the future development. In addition, the proposed Tentative Tract Map will be compatible with the existing residential uses that surround the Project site. The proposed six (6) detached single-family residences will help San Dimas meet

its RHNA goals and will give both San Dimas residents and prospective residents with additional housing opportunities. The design of the proposed residences have been reviewed and approval recommended by the Development Plan Review Board and will uphold the high design standards found throughout San Dimas, as well as fit into the architectural themes found in the community.

F. That the site is physically suitable for the type of development proposed.

The approximately 1.61-acre site is adequate in size for the proposed six (6) residential parcels. All six (6) parcels will be developed with single-family detached residences with total proposed density of 3.73 units per acre. The site can adequately accommodate the proposed public street, adequate vehicular and emergency vehicle access, infrastructure and all on-site and off-site improvements required of the City of San Dimas Municipal Code.

G. That the site is physically suitable for the proposed density of the development.

The site is physically suitable for the type and density of development proposed in the Tentative Tract Map. The proposed density is 3.73 units per acres, and will be in compliance with the Land Use Designation of Single Family Low, which allows a density of 3.1 - 6 units per acre. The proposed six (6) lot subdivision is surrounded by residential uses on all sides; therefore, the proposed infill development would be compatible with the existing fabric of the neighborhood and infrastructure can easily be extended to the Project site to serve the new land uses.

H. That the design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure wildlife or their habitat.

The subdivision design and improvements proposed in the Tentative Tract Map are not likely to cause substantial environmental damage nor substantially injure fish or wildlife or their habitat. The Project site consists of a corner market with no vegetated space, a single-family home with front and back yards and a field which is routinely mowed for brush abatement purposes. As such, it is not anticipated that the proposed Project will cause a substantial environmental injury to wildlife or their habitat.

I. That the design of the subdivision or the type of improvements are not likely to cause serious public health problems.

The subdivision design and type of improvements proposed in the Tentative Tract Map are not likely to cause serious public health problems because all development and public improvements will be performed per the requirements of all applicable standards and codes, including the zoning and building codes.

J. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public for access through or use of property within the proposed subdivision.

No easements of record or easements established by judgment of a court of competent jurisdiction for public access across the site have been disclosed and the City does not otherwise have any constructive or actual knowledge of any such easements.

K. That the discharge of waste from the proposed subdivision into the existing sewer system will not result in a violation of existing requirements prescribed by the Regional Water Quality Control Board. Conditions are imposed to protect the public health, safety and general welfare and to implement the intent and purpose of the General Plan.

The discharge of waste into an existing sewer system from development proposed in the Tentative Tract Map will not cause a violation of existing requirements prescribed by the local water quality control board because future development must comply with County Sanitation Districts and Los Angeles County Public Works Department requirements placed on the Project at the Development Plan Design level of project review.

PURSUANT TO THE ABOVE FINDINGS, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby approve Tentative Tract Map 19-0001 (TTM 82422), Development Plan Review Board Case No. 19-0026 and Tree Removal Permit 21-0053, subject to the Applicant’s compliance with the Conditions of Approval in “Exhibit A”, attached hereto and incorporated herein. A copy of this Resolution shall be mailed to the applicant.

PASSED, APPROVED and ADOPTED, this 14th day of February, 2023.



Emmett G. Badar, Mayor

ATTEST:



Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2023-08 was adopted by the City Council of San Dimas at its regular meeting of February 14th, 2023 by the following vote:

AYES: Badar, Ebner, Nakano, Vienna, Weber
NOES: None
ABSENT: None
ABSTAIN: None



Debra Black, City Clerk

Exhibit A

**Conditions of Approval for
Tentative Tract Map 19-0001 (TTM 82422), Development Plan Review Board 19-0026 and
Tree Removal Permit 21-0053
ACCELA PROJ-19-0056**

A request to subdivide an existing parcel into six (6) parcels, to be associated with the construction of six (6) detached single-family residences and the removal of nine protected trees at the property located at 649 West Gladstone Street within the Single-Family Agriculture 7500 Zone (APN: 8392-020-001).

PLANNING DIVISION - (909) 394-6250

GENERAL

1. The Applicant/Developer shall agree to defend at his sole expense any action brought against the City, its agents, officers or employees because of the issuance of such approval, or in the alternative, to relinquish such approval. The applicant shall reimburse the City, its agents, officers or employees for any Court costs and attorney's fees which the City, its agents, officers or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his obligations under this condition.
2. The Applicant/Developer shall be responsible for any City Attorney costs incurred by the City for the project, including, but not limited to, consultations, and the preparation and/or review of legal documents. The applicant shall deposit funds with the City to cover these costs in an amount to be determined by the City.
3. Copies of the DPRB Conditions of Approval shall be included on the plans (full size). The sheet(s) are for information only to all parties involved in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.
4. The Applicant/Developer shall comply with all requirements of the SF-7500 zone.
5. All Conditions are final unless appealed to the City Council within 14 days of the issuance of the Conditions in accordance with the provisions of Chapter 18.212 of the San Dimas Zoning Code.
6. The building permits for this project must be issued within one year from the date of approval or the approval will become invalid. A time extension may be granted under the provisions set forth in Chapter 18.12.070 F.
7. The Applicant/Developer shall sign an affidavit accepting all Conditions and all Standard Conditions before issuance of building permits.
8. All parking provided shall meet the requirements of Section 18.156 (et. seq.) of the San Dimas Municipal Code.

9. The Applicant/Developer shall comply with all City of San Dimas Business License requirements and shall provide a list of all contractors and subcontractors that are subject to business license requirements.
10. The Applicant/Developer shall comply with all Conditions of Approval as approved by the Development Plan Review Board on October 27, 2022.
11. Graffiti shall be removed within 72 hours.
12. The entire site shall be kept free from trash and debris at all times and in no event shall trash and debris remain for more than 24 hours.
13. The Applicant/Developer shall submit a construction access plan and schedule for the development of all lots for Directors of Community Development and Public Works approval; including, but not limited to, public notice requirements, special street posting, phone listing for community concerns, hours of construction activity, dust control measures, and security fencing.
14. Six-foot decorative block walls shall be constructed along the project perimeter. If a double wall condition would result, the Applicant/Developer shall make a good faith effort to work with the adjoining property owners to provide a single wall. The Applicant/Developer shall notify, by mail, all contiguous property owners at least 30 days prior to the removal of any existing walls/ fences along the project's perimeter.
15. During grading and construction phases, the construction manager shall serve as the contact person in the event that dust or noise levels become disruptive to local residents. A sign shall be posted at the project site with the contact phone number.
16. The Applicant/Developer shall submit to the Planning Division, prior to the issuance of building permits, a detailed landscaping and automatic irrigation plans prepared by a California Licensed Landscape Professional, in addition to a \$2,500 deposit for review of the plans. Water efficient landscapes shall be implemented in all new landscaping in single-family projects, as required by Chapter 18.14 of the San Dimas Municipal Code.
17. The Applicant/Developer shall make the new property owner aware in writing that they will need to submit detailed landscaping and automatic irrigation plans for the rear and side yards not landscaped at part of the original development. The plans shall be prepared by a California Licensed Landscape Professional, in addition to a \$2,500 deposit for review of the plans, to the Planning Department. Water efficient landscapes shall be implemented in all new single-family projects, and in private development projects as required by Chapter 18.14 of the San Dimas Municipal Code.
18. All landscaping and automatic irrigation shall be installed and functional prior to occupancy of the building(s), in accordance with the plans approved by the Planning Division.
19. The Applicant/Developer shall show all proposed transformers on the landscape plan. All transformers shall be screened with landscape treatment such as trellis work or block walls with climbing vines or City approved substitute.
20. All slopes over three- (3) feet in vertical height shall be irrigated and landscaped as approved by the Planning Division.

21. Final tree preservation plans shall be reviewed and approved by the Planning Division prior to issuance of building permits.
22. No trees shall be removed other than those indicated on the approved set of landscape plans.
23. All trees to be planted on the project site shall be a minimum of 15-gallon in size, a minimum of eight (8) feet with a minimum canopy span of three (3) feet. The height and span may be reduced for ornamental trees when approved by the Community Development Director.
24. Replacement trees, as required by the approval of TRP 21-0053, shall be identified on the landscaping plans. The Applicant/Developer and the landscape consultant shall work with Staff to determine which trees will be replacement trees, and on the appropriate size and species for the replacement trees.

DESIGN

25. Building architecture and site plan shall be consistent with plans presented to the Development Plan Review Board on October 27, 2022 provided that the Director of Community Development is authorized to make revisions consistent with the San Dimas Municipal Code and to facilitate improved parking lot circulation.

Plans for all exterior design features, including, but not limited to, doors, windows, mailboxes and architectural treatments, shall be submitted to the Planning Division for review and approval before issuance of building permits.

26. The lighting fixture design shall compliment the architectural program. Location and type of exterior lighting fixtures shall be submitted by the developer to the Planning Division for review and approval prior to installation
27. The Applicant/Developer shall pour a 5' x 9' concrete pad to be used for the trash, recycling and green waste bins. The trash pad area shall be behind a fence outside of the front yard setback. Access to the trash pad shall be by a solid walkway to the curb or alley. The exact location of the trash/recycling enclosure(s) shall be approved by the Planning Division.
28. Gas meters, backflow prevention devices and other ground-mounted mechanical or electrical equipment installed by the Applicant/Developer shall be inconspicuously located and screened, as approved by the Director of Community Development. Location of this equipment shall be clearly noted on landscape construction documents.
29. All exterior building colors shall match the color and material board on file with the Planning Division. Any revision to the approved building colors shall be submitted to the Planning Division for review and approval.
30. The Applicant/Developer shall underground all new utilities, and utility drops, and shall underground all existing overhead utilities to the closest power pole off-site.

BUILDING DIVISION – (909) 394-6260

31. The plans shall be prepared in compliance with the latest adopted edition of the codes as adopted by reference by the City of San Dimas: California Green Building Standards Code, California Building Code, California Residential Code, California Mechanical Code, California Plumbing Code, and California Electrical Code.
32. The Applicant/Developer shall comply with the latest California Title 24 Energy requirements for all new lighting, insulation, photovoltaic, and mechanical equipment and submit calculations at time of initial plan review.
33. The Applicant/Developer shall submit to the Building Division of the City of San Dimas plans to be forwarded for review by the Los Angeles County Fire Department. Plans may include access, fire sprinklers, mechanical ventilation, and any other applicable items regulated under the Fire Code.
34. Phased occupancy shall not be granted until all improvements required as part of the approval have been completed in full for each phase, and approved or finalized by the appropriate department. A phasing plan shall be submitted for approval by the Director of Community Development prior to issuance of building permits.
35. The Applicant/Developer shall submit a Rough Grading and Precise Grading Plan for the proposed development to be reviewed and approved by the City Engineer and the Director of Community Development. Plans shall include utility locations, paving and stripping plan.
36. Prior to the issuance of any grading or building permits, the Applicant/Developer shall submit an updated Engineering Geology/Soils Report that includes an accurate description of the geology of the site and conclusions and recommendations regarding the effect of the geologic conditions on the proposed development and include a discussion of the expansiveness of the soils and recommended measures for foundations and slabs on grade to resist volumetric changes of the soil. This report shall also include recommendations for surcharge setback requirements in the area of ungraded slopes steeper than five horizontal to one vertical.
37. Building foundation inspections shall not be performed until a rough grading certification, survey stakes in place, and a final soils report has been filed with the City and approved. All drainage facilities must be operable.
38. Prior to the inspection of the foundation, the Applicant/Developer shall submit a footing bottom compaction certification by a licensed soils tech.
39. Construction calculations, including lateral analysis, shall be required at the time plans are submitted for plan check.
40. Mechanical, Electrical and Plumbing plans are required to be submitted at time of initial plan submittal. Electrical schematic and load list and plumbing (drainage, water, gas) schematics will be required before issuance of electrical or plumbing permits.

41. Any applicable fees shall be paid to Bonita School District in compliance with Government Code Section 65995.
42. Construction hours shall be limited to between 7:00 a.m. and 8:00 p.m., and shall be prohibited at any time on Sundays or public holidays, per San Dimas Municipal Code Section 8.36.100.
43. Prior to removing existing structures on the property, the Applicant/Developer shall obtain a Demolition Permit from the Building and Safety Division.
44. The Applicant/Developer shall submit an Edison plan for all proposed switchgear or transformers (if applicable) to the City for review as soon as possible.
45. The developer shall submit a Construction waste management plan in conformance with CALGreen Section 4.408.2 "Residential Mandatory Measures, Construction waste management plan"
46. Any proposed perimeter fencing shall comply with the CA State Pool Safety Act as well as the City of San Dimas Municipal Code requirements.

ENGINEERING DIVISION – (909) 394-6240

47. Residential projects of five or more units shall comply with the state Model Ordinance adopted pursuant to the California Solid Waste Reuse and Recycling Access Act of 1991(AB341). This shall include adequate, accessible, and convenient areas for collecting and loading recyclable materials. A residential recycling program shall be implemented in coordination with the trash company. Program shall include weekly collection of recyclable material using any combination of bins or 96-gallon waste containers in sufficient numbers to contain recyclables generated each week by all units.
48. The Applicant/Developer shall provide a signed copy of the City's certification statement declaring that the contractor will comply with Minimum Best Management Practices (BMPs) required by the MS4 permit for Los Angeles County as mandated by the National Pollutant Discharge Elimination System (NPDES).
49. The Applicant/Developer shall install sanitary sewers to serve the entire development to the specifications of the City Engineer and Los Angeles County Sewer Maintenance.
50. The Applicant/Developer shall contact the Los Angeles County Sanitation District for a "Will Serve" Letter and obtain a permit to connect to the Los Angeles County Sanitation District sewer main.
51. The Applicant/Developer shall contact the Los Angeles County Sanitation District for any required annexation, extension, or sewer trunk fee. Proof of payment/clearance is required before the City will issue any sewer permit.
52. The subject development is located within an area of Special Flood Hazard as identified by the Federal Emergency Management Agency (FEMA). The Applicant/Developer shall meet all conditions and requirements as set forth in Title 15, Chapter 15.60 of the San Dimas Municipal Code.

53. The Applicant/Developer shall provide drainage improvements to carry runoff of storm waters in the area proposed to be developed, and for contributory drainage from adjoining properties to be reviewed and approved by the City Engineer. The proposed drainage improvements shall be based on a detailed Hydrology Study conforming to the current Los Angeles County methodology. The developed flows outletting into the existing downstream system(s) from this project cannot exceed the pre-existing storm flows.
54. The Applicant/Developer shall install a Filterra treatment device on Street A to the satisfaction of the City Engineer.
55. The Applicant/Developer shall provide sewer, drainage and reciprocal access easements for the development to the satisfaction of the City Attorney, the Public Works Director and City Engineer.
56. The Applicant/Developer shall provide street lights, street name signs and stop signs in accordance with the standards of the City.
57. The Applicant/Developer shall provide full street improvements on all streets within the limits of the development to the satisfaction of the Public Works Director and City Engineer. Improvements to include curbs and gutters, sidewalks, medians, and paving according to City standards, as shown in the following table:

Street Name	Curb & Gutter	A.C. Pavement	Side-walk	Drive Approach	Street Lights	Street Trees	Multi-use Trail	Median Island	Bike Trail	ADA Ramps
Gladstone Street	X	X	X		X	X				X
Amelia Avenue	X	X	X		X	X				X
Ghent Avenue	X	X	X	X	X	X				X
Street A	X	X	X	X	X	X				X
Notes:	1) Full street reconstruction (4" AC/6" AB min.) shall be required for the southerly half of Ghent Avenue. 2) Traffic signal modifications shall be required at the intersection of Gladstone Street and Amelia Avenue. 3) Signing and striping modifications shall be required on Gladstone Street. 4) Power poles shall be relocated as required to provide approved street cross sections									

58. The Applicant/Developer shall provide mailboxes per City of San Dimas standards. Mailbox locations are subject to the approval of the local postmaster and the City Engineer.

59. The Applicant/Developer shall submit water plans to be reviewed and approved by the City Engineer, Golden State Water, and the Los Angeles County Fire Department.
60. The Applicant/Developer shall be responsible for any repairs within the limits of the development, including but not limited to streets and paving, curbs and gutters, sidewalks, and street lights as determined by the City Engineer and Public Works Director.
61. All work adjacent to or within the public right-of-way shall be subject to review and approval of the Public Works Director and the work shall be in accordance with applicable standards of the City of San Dimas; i.e. Standard Specifications for Public Works Construction (Green Book) and the California Manual of Uniform Traffic Control Devices (CA MUTCD), and further that the construction equipment ingress and egress be controlled by a plan approved by Public Works.
62. For projects that disturb one (1) acre or greater of soil, or projects that disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres, the project must obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity, Construction General Permit Order 2012-0006-DWQ (as amended by all future adopted Construction General Permits). The Construction General Permit requires the development and implementation of a Storm Water Pollution Prevention Plan (SWPPP). Developer must submit a Notice of Intent and Waste Discharger's Identification (WDID) number as evidence of having applied with the Construction General Permit before the City will issue a grading permit. The project proponent is ultimately responsible to comply with the requirements of Order No. 2012-0006-DWQ, however, the City shall have the authority to enter the project site, review the project SWPPP, and require modifications and subsequent implementations to the SWPPP in order to prevent polluted runoff from leaving the project site onto public or private property.
63. For all projects subject to Low Impact Development (LID) regulations, Applicant/Developer must submit a site-specific drainage concept and stormwater quality plan to implement LID design principles.
64. A fully executed "Maintenance Covenant for LID Requirements" shall be recorded with the L.A. County Registrar/Recorder and submitted to the Public Works Department prior to the Certificate of Occupancy. Covenant documents shall be required to include an exhibit that details the installed treatment control devices as well as any site design or source control Best Management Practices (BMPs) for post construction. The information to be provided on this exhibit shall include, but not be limited to:
 - i. 8 ½" x 11" exhibits with record property owner information.
 - ii. Types of BMPs (i.e., site design, source control and/or treatment control) to ensure modifications to the site are not conducted without the property owner being aware of the ramifications to BMP implementation.
 - iii. Clear depiction of location of BMPs, especially those located below ground.
 - iv. A matrix depicting the types of BMPs, frequency of inspection, type of maintenance required, and if proprietary BMPs, the company information to perform the necessary maintenance.
 - v. Calculations to support the sizing of the BMPs employed on the project shall be included in the report. These calculations shall correlate directly with the minimum treatment requirements of the current MS4 permit. In the case of

implementing infiltration BMPs, a percolation test of the affected soil shall be performed and submitted for review by the City Engineer.

- vi. This document shall be reviewed by and concurred with Public Works to ensure the covenant complies with the MS4 Permit.
65. Improvement plans and necessary letters of credit, cash, and/or bonds to secure the construction of all streets, storm drains, water, and sewer shall be submitted and approved by the City Engineer, and the subdivision agreement and other required agreements approved by City Attorney, prior to the recordation of the Final Map.
 66. A Final Map prepared by or under the direction of a Registered Civil Engineer or Licensed Land Surveyor must be processed through the City Engineer prior to being filed with the County Recorder.
 67. All easements existing at the time of the Final Map approval must be accounted for on the approved Tentative Map. This includes the location, owner, purpose, and recording reference for all existing easements. If an easement is blanket or indeterminate in nature, a statement to that effect must be shown on the tentative map in lieu of its location.
 68. Easements for storm drain purposes shall be provided on the Final Map to the satisfaction of the City Engineer, City Attorney, and the Director of Community Development.
 69. All site, grading, landscape & irrigation, and street improvement plans shall be coordinated for consistency prior to the issuance of any permits.
 70. A preliminary title report and guarantee is required and such document shall show all fee interest holders; all interest holders whose interest could ripen into a fee; all trust deeds, together with the name of the trustee; and all easement holders. The account for this title report should remain open until the final map is filed with the County Recorder.
 71. Construction parking and material storage to be confined to the site. No construction related parking or material storage will be allowed on the surrounding streets.
 72. The Applicant/Developer shall obtain a storm drain connection permit from Los Angeles County Flood Control District prior to permit issuance.
 73. The Applicant/Developer shall dedicate access rights to Amelia Avenue from Lots 1, 2, and 3, and to Gladstone Street from Lots 3 and 4.
 74. The Applicant/Developer shall dedicate an additional 4 feet of property for street right-of-way purposes along the north side of Gladstone Street within the limits of the development.
 75. The Applicant/Developer shall dedicate an additional 2 feet of property for street right-of-way purposes along the east side of Amelia Avenue within the limits of the development.
 76. The Applicant/Developer shall dedicate an additional 30 feet of property for street right-of-way purposes along the south side of Ghent Street within the limits of the development.

77. The Applicant/Developer shall dedicate all street right-of-way as shown on the Tentative Tract Map.

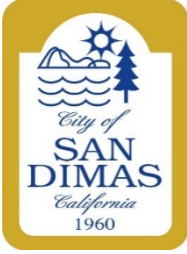
PARKS & RECREATION – (909) 394-6230

78. The Applicant/Developer shall provide street trees, with permanent irrigation system, along West Gladstone Street, Amelia Avenue, and the proposed new public street. The species, container size and location shall be designated by the City, as approved by the City Arborist.
79. The Applicant/Developer shall comply with City regulations regarding payment of Park, Recreation and Open Space Development Fee per SDMC Chapter 3.26. Fees shall be paid prior to issuance of building permits.
80. The Subdivision Applicant/Developer shall comply with Chapter 17.36 of the San Dimas Municipal Code regarding Park Land Dedication (Quimby Act). The City may require fees in lieu of land or a combination thereof based on the market value of the land to be dedicated. Fees shall be paid prior to recordation.

ADDED CONDITIONS

81. The Applicant/Developer will work with Staff from both Planning and Public Works in an effort to preserve Tree ID #2 and #3.
82. The Applicant/Developer will work with Staff from Planning and Public Works to reconsider the installation of the sidewalk and the length of the proposed right-hand turn lane, subject to information to be provided through completed traffic counts, along W. Gladstone Street to aid in the possible preservation of additional trees.

END OF CONDITIONS



Agenda Item Memorandum

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Taylor Galindo, Assistant Planner

Subject: Adopt Ordinance 1321, Approving Municipal Code Text Amendment 24-01, A request to amend Title 18- Chapter 18.38 Accessory Dwelling Units and Chapter 18.170 Electric Vehicle Charging Stations to comply with State Law updates

At the regular City Council meeting on January 28, 2024, the City Council voted 5-0 to introduce Ordinance 1321 approving Municipal Code Text Amendment 24-01.

Staff and the Planning Commission recommend the City Council:

- Conduct a second reading
- Adopt Ordinance 1321, Approving Municipal Code Text Amendment 24-01.

Attachments:

1. Ordinance 1321, Approving Municipal Code Text Amendment 24-01.

ORDINANCE 1321

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, CALIFORNIA, APPROVING MUNICIPAL CODE TEXT AMENDMENT 24-01, WHICH AMENDS TITLE 18 – ZONING, CHAPTER 18.38 ACCESSORY DWELLING UNITS, AND CHAPTER 18.170 ELECTRIC VEHICLE CHARGING STATIONS, ALONG WITH ASSOCIATED CLEAN-UP ITEMS TO ENSURE COMPLIANCE WITH STATE LAW AND ALIGNMENT WITH THE INTENT OF THESE CHAPTERS.

WHEREAS, an Amendment to the San Dimas Municipal Code has been duly initiated by the City of San Dimas; and

WHEREAS, the Amendment is described as an amendment to Title 18-Zoning, Chapter 18.38 Accessory Dwelling Units, and Chapter 18.170 Electric Vehicle Charging Stations, along with associated clean-up items to ensure compliance with State Law and alignment with the intent of these chapters; and

WHEREAS, the Amendment would also revise Chapter 18.08, Definitions, to add applicable definitions and move definitions from Chapters 18.38 Accessory Dwelling Units and 18.170 Electric Vehicle Charging Stations Definitions into Chapter 18.08, Definitions; and

WHEREAS, the Amendment would affect all residentially zoned parcels of the City as applicable within Chapter 18.38 Accessory Dwelling Units, and would also affect all new electric vehicle charging stations; and

WHEREAS, on November 21, 2024, the Planning Commission approved to initiate the Municipal Code Text Amendment; and

WHEREAS, on December 19, 2024, the Planning Commission heard evidence and voted 5-0 to recommend approval of Municipal Code Text Amendment 24-01 to the City Council; and

WHEREAS, notice was duly given of the public hearing on the matter and that public hearing was held on January 28, 2025 at the hour of 7:00 p.m., with all testimony received being made a part of the public record; and

WHEREAS, all requirements of the California Environmental Quality Act have been met for the consideration of whether the project will have a significant effect on the environment. It has been determined that this action is not a project under CEQA, as there will be no direct physical or reasonably foreseeable indirect physical change to the environment.

NOW, THEREFORE, in consideration of evidence received at the City Council hearing; and or the reasons discussed by the City Council at the January 28, 2025 hearing, the City Council now finds as follows:

- A. The proposed Municipal Code Text Amendment will not adversely affect adjoining property as to value, precedent or be detrimental to the area.

The proposed amendments would codify existing State law and help bring the City's zoning ordinance into compliance with State Law. Municipal Code Text Amendment 24-01 would clarify existing State regulations that aim to streamline and promote the development and construction of Accessory Dwelling Units and Electric Vehicle Charging Stations.

- B. The proposed Municipal Code Text Amendment will further the public health, safety and general welfare.

The proposed Municipal Code Text Amendment aims to align the City's regulations with new State laws governing Accessory Dwelling Units and Electric Vehicle Charging stations. More specifically, the amendments to the Accessory Dwelling Unit ordinance will provide clarity, remove certain barriers, and provide flexibility for providing on-site parking. The intent of the State law regarding EVCS is to streamline the permitting proposed in an effort to provide more readily available charging stations for electric vehicles, which aids in lowering carbon emissions and improving air quality. The proposed amendments do not undermine the City's objectives of ensuring compatibility with surrounding uses and safeguarding public health, safety, and general welfare.

- C. The proposed Municipal Code Text Amendment is consistent with the General Plan and applicable Zoning.

The proposed amendments are consistent with applicable Zoning by ensuring both ADU and EVCS Chapters are in compliance with State Law. In addition, the amendments will be consistent with the following goals of the General Plan:

Housing Element

- a. Goal Statement HE-2 seeks to provide opportunities for well-designed and appropriate housing that is diverse in type and location. Affordability and tenure that meet the full spectrum of current and future housing needs in San Dimas.
- b. Goal Statement HE-4 aims to assist in the development, provision, and retention of long-term affordable housing opportunities for lower—and moderate-income households, including individuals and families with special needs.

Land Use

- c. Goal Statement L-3 states a goal of ensuring all portions of the City are adequately served with essential services and utilities.
- d. Goal statement L-4 states a goal of planning and creating an urban form that efficiently utilizes urban infrastructure and resources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN DIMAS DOES ORDAIN AS FOLLOWS:

SECTION 1. ADOPTION. Municipal Code Text Amendment 24-01 amending Chapter 18.38 Accessory Dwelling Units, and Chapter 18.170 Electric Vehicle Charging Stations, along with associated clean-up items to ensure compliance with State Law and alignment with the intent of these chapters, is hereby adopted.

SECTION 2. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 3. CEQA DETERMINATION. The City Council hereby finds and determines that it can be seen with certainty that there is no possibility that this ordinance may have a significant adverse effect on the environment. Thus, the adoption of this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 1506 (b)(3) of the CEQA Guidelines.

SECTION 4. EFFECTIVE DATE AND PUBLICATION. This Ordinance shall take effect 30 days after its final passage. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within 15 days after passage and adoption as may be required by law in a newspaper of general circulation in the City of San Dimas hereby designated for that purpose; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within 15 days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of San Dimas this 11th day of February 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Emmett G. Badar, Mayor

ATTEST:

APPROVED AS TO FORM:

Debra Black, City Clerk

Jeff Malawy, City Attorney

I, DEBRA BLACK, CITY CLERK of the City of San Dimas, do hereby certify that Ordinance 1321 was introduced at a regular meeting of said City Council held on the 28th day of January, 2025, and thereafter passed, approved and adopted at a regular meeting of said City Council held on the 11th day of February, 2025.

Debra Black, City Clerk

Exhibit A

*New text changes are in Blue and Underlined

*Deleted text is in ~~Red and Strikethrough~~

*Relocated existing text in Green and Underlined

SECTION 1. Section 18.08 is hereby amended to add the following:

§18.08.011. Accessory dwelling unit. “Accessory dwelling unit” means either an attached or detached dwelling unit which provides complete, independent living facilities for one or more persons and includes permanent provision for living, sleeping, eating, cooking, and sanitation. Such unit shall be located on the same parcel as other dwelling units and shall be located on a fixed, permanent foundation. Notwithstanding the requirement that an accessory dwelling unit must be located on a fixed, permanent foundation, this requirement shall not preclude a “manufactured home,” as defined in Section 18007 of the California Health and Safety Code, from uses as an accessory dwelling unit subject to the requirements of this chapter.

§18.08.213. Electric Vehicle Charging Station (EVCS) or Charging Station.

“Electric Vehicle Charging Station” or “Charging station” means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of the ordinance codified in this chapter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

§18.08.214. Electric Vehicle Charging Station (EVCS) or Charging Station, standalone.

“Electric Vehicle Charging Station, standalone” or “Charging station, standalone” means any level of electric vehicle supply equipment station in a quantity upward of two for private for-profit standalone use.

§18.08.325. Junior Accessory Dwelling Unit.

“Junior accessory dwelling unit” means a dwelling unit created out of space entirely within an existing or proposed single-family residence, and of no more than five hundred square feet in size, which provides independent living facilities for one or more persons and includes permanent provisions for living, cooking, eating, and sleeping. For the purpose of this definition, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence. A junior accessory dwelling unit shall have independent exterior access. Bathroom facilities may be provided within the unit or may share bathroom facilities with the main residence.

§18.08.346. Living area.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

§18.08.347. Livable space.

“Livable space” means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

§ 18.08.385. Multifamily dwelling.

“Multifamily dwelling” means a structure or portion thereof containing three or more dwelling units designed for the independently occupancy of three or more households. Development types include apartments, townhomes, single-room occupancy, and residential condominiums.

§18.08.467. Qualified buyer.

“Qualified buyer” means persons or families of low income or moderate income, at that term is defined in Section 50093 of the California Health and Safety Code.

§18.08.468. Qualified nonprofit corporation.

“Qualified nonprofit corporation” means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest program.

§18.08.518. Specific, adverse impact.

“Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health and safety standards, policies, or conditions as they existed on the date the application was deemed complete.

§ 18.08.539. Two-family dwelling (duplex) unit.

“Two-family dwelling (duplex) unit” means a building containing two complete dwelling units designed for the independent occupancy of two households. A “Two-family dwelling (duplex) unit” is not a “multifamily dwelling”.

SECTION 2. Section 18.38 is hereby amended to read as follows:

**CHAPTER 18.38
ACCESSORY DWELLING
UNITS**

Sections:

§ 18.38.010 Purpose.

§ 18.38.015 Definitions.

§ 18.38.020 Permitted Uses.

§ 18.38.030 General Provisions

§ 18.38.040 Development standards.

§ 18.38.050 Plan review.

§ 18.38.060 Appeals.

§ 18.38.010. Purpose.

A. The provisions of this chapter are intended to set forth standards, in accordance with state law, for the creation or conversion of at least one accessory dwelling unit (ADU) per lot zoned single-family or multifamily use. An ADU/JADU is an accessory use and does not count toward the allowable density. ~~dwelling unit does not exceed the allowable density for the lot on which it is located.~~

B. The California State Legislature has identified that the need exists for new housing to shelter California's population. Creating the opportunity to provide accessory dwelling units on existing residential property addresses this need and would provide additional housing options within the community.

(Ord. 979 § 2, 1993; Ord. 1251 § 1, 2017; Ord. 1281 Exh. A, 2020)

§ 18.38.015. Definitions.

For the purpose of this chapter, words and terms used in this chapter shall have the meaning respectively ascribed to them set forth in Chapter 18.08 of this title.

~~Accessory Dwelling Unit. Either an attached or detached dwelling unit which provides complete, independent living facilities for one or more persons and includes permanent provisions for living, sleeping, eating, cooking, and sanitation. Such unit shall be located on the same parcel as other dwelling units and shall be located on a fixed, permanent foundation. Notwithstanding the requirement that an accessory dwelling unit must be located on a fixed, permanent foundation, this requirement shall not preclude a "manufactured home," as defined in Section 18007 of the California Health and Safety Code, from use as an accessory dwelling unit subject to the requirements of this chapter.~~

~~Junior Accessory Dwelling Unit. A dwelling unit created out of space entirely within an existing single-family residence, and of no more than five hundred square feet in size, which provides independent living facilities for one or more persons and includes permanent provisions for living, cooking, eating, and sleeping. A junior accessory unit shall have independent exterior access. Provisions for sanitation may be provided within the unit or may share sanitation facilities with the main residence.~~

(Ord. 1281 Exh. A, 2020)

§ 18.38.020. Permitted uses.

A. A maximum of one accessory dwelling unit, either attached or detached, and one junior accessory dwelling (JADU) unit shall be permitted in zoning districts where single-family residential uses are allowed or on multiple family zoned properties which have been improved with a single-family dwelling.

B. Accessory Dwelling Units within Existing or Proposed Multifamily Structures. Multiple accessory dwelling units are allowable within the portions of existing or proposed dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. At least one accessory dwelling unit shall be allowed within an existing or proposed multifamily structure, and up to a maximum of twenty-five percent of the existing or proposed multifamily dwelling units may be allowed in zoning districts where multifamily dwelling residential uses are permitted.

C. Detached Accessory Dwelling Units with Existing or Proposed Multifamily Structures. Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from the multifamily dwelling shall be allowed in zoning districts where multifamily dwelling residential uses are allowed. (Ord. 979 § 2, 1993; Ord. 1135 § 1, 2003; Ord. 1251 § 1, 2017; Ord. 1281 Exh. A, 2020)

§ 18.38.030. General provisions.

The following provisions shall apply to all accessory dwelling units:

A. Accessory dwelling units shall be permitted in any zone where single-family or multifamily dwelling residential uses are allowed or as part of any proposed residential development.

B. Accessory dwelling units may be rented. If rented, the rental term shall not be for less than thirty days.

C. Any legally permitted structure, or a structure constructed in the same location and to the same dimensions as a legally permitted structure, which is to be converted to an accessory dwelling unit may be converted without any additional setbacks.

~~D. There shall be no minimum size for accessory dwelling units which are converted from existing space, besides that which is necessary per building code standards.~~

E. Accessory dwelling units may not be sold separately from the main residence, unless the accessory dwelling unit or the primary dwelling was built or developed by a qualified nonprofit corporation, then the ADU can be sold or conveyed separately from the primary residence to a qualified buyer consist with Government Code Section 66341 (a)-(e).

~~For any accessory dwelling unit application on a single family developed property which is received on or after January 1, 2025, the owner of the subject property shall be the occupant of either the primary residence or the accessory dwelling unit, and such restriction shall be recorded on an instrument as approved by the city attorney and shall run with the land.~~

F. No certificate of occupancy shall be issued for an accessory dwelling unit constructed concurrently with a primary dwelling unit. The primary dwelling unit shall be completed and have first obtained a certificate of occupancy prior to issuance of a certificate of occupancy for the accessory dwelling unit.

G. Any unpermitted ADU or JADU may be permitted if they were constructed before January 1, 2020. This does not apply if the local agency makes a finding that "correcting the violation is necessary to protect the health and safety of the public or occupants of the structure", (Gov. Code, § 66332, subd. (b)) or to a building that is deemed substandard pursuant to Health and Safety Code section 17920.3 (Gov. Code, § 66332, subd. (c)).

(Ord. 979 § 2, 1993; Ord. 1135 § 2, 2003; Ord. 1251 § 1, 2017; Ord. 1281 Exh. A, 2020)

§ 18.38.040. Development standards.

The following property development standards shall apply to all accessory dwelling units:

- A. Floor Area. The following floor area standards for accessory dwelling units apply:
1. Attached accessory dwelling units shall not exceed fifty percent of the existing primary dwelling or either eight hundred fifty square feet for a studio or one-bedroom unit or one thousand square feet for a multi-bedroom unit, whichever is less, provided, however, that these floor area requirements shall not preclude an accessory dwelling unit of at least eight hundred square feet from being constructed.

2. Detached accessory dwelling units shall not exceed eight hundred fifty square feet for a studio or one-bedroom unit or one thousand square feet for a multi-bedroom unit.
 3. Junior accessory dwelling units shall not exceed five hundred square feet.
 4. All newly constructed accessory dwelling units and junior accessory dwelling units have a minimum size of one hundred fifty square feet, the size of two hundred twenty square feet, the size of an efficiency unit as defined in Section 17958.1 of the California Health and Safety Code ~~in the International Building Code of the International Code Council.~~
- B. Lot Coverage. The lot coverage of the underlying zone shall apply provided, however, that these lot coverage limitations shall not preclude an accessory dwelling unit of at least eight hundred square feet from being constructed.
- C. Minimum Yard Areas. The following minimum yard requirements apply.
1. Front Yards. The provisions of the applicable underlying zoning designation of the subject property shall apply. Accessory dwelling units that are 800 square feet or less may be located within the front yard setback area of the underlying zoning designation, if there is no other area on the parcel that can accommodate the accessory dwelling unit, as determined by the director of community development, provided that the front yard setback shall not be less than four feet.
 2. Rear Yards. The minimum rear yard shall be four feet.
 3. Side Yards. The minimum side yard shall be four feet.
- D. Nonconforming Residential Structures. Any nonconforming zoning conditions on the subject property shall not require correction for the purposes of adding either an accessory dwelling unit or junior accessory dwelling unit.
- E. Building Height. The following maximum height requirements shall apply for all accessory dwelling units:
1. Sixteen feet for a detached accessory dwelling unit on a lot with an existing or proposed single-family or multi-family dwelling unit.
 2. Eighteen feet for a detached accessory dwelling unit on a lot with an existing or proposed single-family or multi-family dwelling unit that is within one-half of one-mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet (2') in height is permitted, solely, to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit. ~~The provisions of the applicable underlying zoning designation of the subject property shall apply. For corner lots, the maximum height within the street-side setback shall be sixteen feet.~~
 3. Eighteen feet for a detached accessory dwelling unit on a lot with an existing or proposed multi-family, multi-story dwelling.
 4. Twenty-five feet or the height limitation in the underlying zone designation of the subject parcel shall apply, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling.
 5. Accessory dwelling units shall not exceed two stories.
- F. Building Separation. The minimum separation for a detached accessory dwelling unit from the primary dwelling unit shall be six feet, provided, however, that this minimum separation requirement shall not preclude an accessory dwelling unit of at least eight hundred square feet from being constructed.
- G. Parking. No additional parking shall be required for an accessory dwelling unit.

H. Design Standards. The following design standards shall apply to all accessory dwelling units:

1. All accessory dwelling units shall be designed to architecturally match the existing or proposed residence located on the same property.
2. The entrance to an attached accessory dwelling unit shall be on a separate elevation from the main entrance of the residence. Entry to an accessory dwelling unit or junior accessory dwelling unit shall not be on the elevation of the residence or garage which is parallel to the street; however, the entrance requirements in this subsection shall not preclude the development of an 800 square foot or less accessory dwelling unit, per Government Code Section 66323, subdivision (a)(1)-(4).
3. A detached accessory dwelling unit shall have no exterior entrances on elevations where the distance to a side property line is less than fifteen feet; however, the entrance requirements in this subsection shall not preclude the development of an 800 square foot or less accessory dwelling unit, per Government Code Section 66323, subdivision (a)(1)-(4), from being constructed.
4. An accessory dwelling unit with less than a five-foot side or rear setback shall only have clerestory windows which are a minimum six feet above the floor on those sides.
5. All exterior lighting shall be shielded in a way so that no light spills onto adjacent properties.
6. All accessory dwelling units must have a minimum of one hundred square feet of usable open space on the subject property, provided, however, that the usable open space requirement shall not preclude an accessory dwelling unit of at least eight hundred square feet, that is sixteen feet in height with four-foot side and rear yard setbacks. Such open space may be fenced off to provide a separate yard for the accessory dwelling unit or be located within a yard shared with the main residence.

I. Garage Conversions. Garage conversions shall be allowed subject to the following provisions:

1. No additional setback shall be provided for an existing garage which is converted to an accessory dwelling unit. A setback of no more than four feet from side and/or rear lot lines shall be allowed for an accessory dwelling unit constructed above a garage.
2. The garage door shall be removed. The new façade shall ~~include a minimum of one window and shall~~ match the primary residence in regards to materials, colors and architectural elements.
3. ~~A minimum of three feet of landscaping shall be added between the accessory dwelling unit and the driveway.~~

J. Interior Amenities. The following interior amenity standards shall apply for all accessory dwelling units:

1. Washer/dryer hookups shall be provided within the accessory dwelling unit. For junior accessory dwelling units, the hookups may be provided within a shared common space within the main residence.

K. JADU Separate Entrance/Interior Access.

1. A JADU shall include a separate entrance from the main entrance to the proposed or existing single-family residence.
2. A JADU that does include a separate bathroom within the JADU and shares bathroom facilities with the main residence shall include an interior entry to the main living area.

~~K.L.~~ Equestrian/Agricultural Property. Notwithstanding any other provisions of this chapter, accessory dwelling units shall be located in such a manner so as not to conflict with the equestrian setback standards of adjoining properties, as set forth in Chapter 18.28 and 18.112 of the San Dimas Municipal Code, to the extent physically feasible. In the event locating an accessory dwelling unit on a parcel in compliance with the setbacks required by this subsection is not physically feasible, this subsection shall not be construed to prohibit the construction of an accessory dwelling unit as described in California Government Code Section ~~66323(a)(1)-(4)~~~~65852.2(e)(1)(A)-(B)~~.

~~L.M.~~ Hillside Property. The grading standards of the underlying zoning designation shall apply.

~~M.N.~~ Fire Sprinklers. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

~~N.O.~~ Solar Requirements. Newly constructed ADUs are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, detached ADU (see Title 24, Section 150.1 for exemptions). Per the California Energy Commission (CEC), the solar systems can be installed on the ADU or on the primary dwelling unit. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the California Energy Code requirement to provide solar systems.

~~O.P.~~ Utility Connections.

1. Accessory dwelling units shall not be considered new residential uses for the purposes of calculating city and county connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed in conjunction with a new single-family residence.

2. For a junior accessory dwelling unit or an accessory dwelling unit located within the existing residence, a new or separate utility meter shall not be required and a related connection or capacity fee may not be charged, unless the accessory dwelling unit has been constructed with a new single-family dwelling.

3. When the accessory dwelling unit is attached or detached, a new or separate utility meter may be required. Any connection fee or capacity charge shall be proportionate to the burden of the proposed accessory dwelling unit based upon either its size or the number of plumbing fixtures for a water or sewer system.

4. All new accessory dwelling units within urban service areas shall connect to public wastewater systems. Outside urban service areas, sanitation facilities, plumbing, and water supply for the accessory dwelling unit, including any septic or waterless toilet systems used, shall comply with all applicable County Health Department requirements for sewage disposal and water supply.

~~P.Q.~~ ADU Accessory Structures. These structures are subject to the same four-foot setback requirements as the ADU and shall count towards lot coverage. Any other accessory structure not listed in this subsection shall comply with the development standards of the underlying zone.

1. An attached or detached ADU may include an attached covered patio and/or porch, which, if provided, shall be integrated into the design of the ADU and shall not exceed a total combined area of one hundred square feet in size.

2. An attached or detached ADU may include an attached two-car garage, which, if provided, shall be integrated into the design of the ADU and shall not exceed 441 square feet in size, with a minimum interior area of ten feet by twenty feet per vehicle.

3. An attached ADU located on the second floor, or a detached two-story ADU may include a deck(s), which, if provided, shall be integrated into the design of the ADU and shall not exceed a total combined area of forty square feet in size. The deck shall not extend past the footprint of the existing building nor encroach into the required four-foot setback.

(Ord. 979 § 2, 1993; Ord. 1135 §§ 3—5, 2003; Ord. 1156 §§ 1, 2, 2006; Ord. 1251 § 1, 2017; Ord. 1281 Exh. A, 2020)

§ 18.38.050. Plan review.

The city shall ~~act on~~ approve or deny the building permit application for an accessory dwelling unit within sixty (60) days from the date the completed application is received if there is an existing single-family or multifamily dwelling on the lot. If a permit application to create an ADU is submitted with a permit application to create a new single-family dwelling on the parcel, the City may delay in acting on the permit application for the ADU until the City acts on the permit application to create the new single-family dwelling. If the City denies an application for an ADU or JADU, the City shall, within the time period described, return in writing a full set of comments to the applicants with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

(Ord. 979 § 2, 1993; Ord. 1135 § 6, 2003; Ord. 1251 § 1, 2017; Ord. 1281 Exh. A, 2020)

~~**§ 18.38.060. Appeals.**~~

~~Any aggrieved party may file an appeal of a decision of the development plan review board pursuant to the provisions of Chapter 18.212. Any appeal filed shall be limited to matters associated with the application of the provisions of this chapter to the accessory dwelling unit request and shall not be based on objections to approving the accessory dwelling unit as a use on property where the accessory dwelling unit is permitted. (Ord. 979 § 2, 1993; Ord. 1135 § 7, 2003; Ord. 1251 § 1, 2017)~~

SECTION 3. Section 3 is hereby amended to read as follows:

**Chapter 18.170
ELECTRIC VEHICLE CHARGING STATIONS**

Sections:

§ 18.170.010 Purpose.

§ 18.170.020 Definitions.

§ 18.170.030 Applicability.

§ 18.170.040 Development standards.

§ 18.170.050 Procedure.

§ 18.170.010 Purpose.

The intent of this chapter is to encourage the streamlined installation of electric vehicle charging stations (EVCS) in accordance with Assembly Bill 1236 and Assembly Bill 970, Government Code section 65850.7, to ~~state law and in a manner that also~~ achieve timely

and cost-effective installations of EVCS while promotinges functional site design and circulation.

§ 18.170.020 Definitions.

For the purposes of this chapter, the words and terms used in this chapter shall have the meaning ascribed to them, respectively, as set forth in Chapter 18.08 of this title. Where terms are not defined through the methods authorized by this chapter, such terms shall have their ordinary meanings such as the context implies.-

~~"electric vehicle charging station" means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of the ordinance codified in this chapter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.~~
(Ord. 1267 (Exh. A), 2019)

§ 18.170.030 Applicability.

The standards set forth in this chapter shall apply to all ~~the use of~~ electric vehicle charging stations. ~~as a for-profit commercial business and as an accessory use in industrial, commercial, and professional office developments. The standards and provisions of this chapter shall not apply to:~~

- ~~A. Private residential installations;~~
- ~~B. Private installations on commercial or industrial property that are not for-profit; such as but not limited to a business owner installing the charging station at a private site exclusively for use by employees; and~~
- ~~C. Not-for-profit installations available at no fee for general public use, such as, but not limited to, installations available for public use at civic sites.~~
- ~~D. Stand-alone charging stations which are not an accessory use to another development.~~

(Ord. 1267 (Exh. A), 2019)

§ 18.170.040 Development standards.

- A. General. The siting and design of an electric vehicle charging station should show proper consideration for both the functional aspects of the site, such as automobile, pedestrian, and bicycle circulation, and for its visual effect upon other properties from the view of the public street.
- B. Where Permitted. Subject to the provisions of this chapter, standalone electric vehicle charging stations shall be allowed as a primary use in areas of the city where service stations are permitted by right.
- C. Siting/Circulation. Electric vehicle charging stations shall be sited in a manner which minimizes interference with existing operations and circulation patterns.
- DC. Utilities. All new utility lines associated with the electric vehicle charging station shall be underground. Any proposed utilities associated with the electric vehicle charging station shall be subject to approval by the director of public works and director of community development.
- ED. Lighting. Any new lighting provided shall match the lighting in the existing development in terms of fixture type, light output, height, color, and design. New lighting shall comply with the provisions of this chapter. Any light fixtures proposed to be removed to accommodate the installation of an electric vehicle charging station

shall not result in unacceptable light levels and may require replacement at the discretion of the planning division.

FE. Aesthetics.

1. Bollards. When the use of bollards is necessary to ensure the safety of the facility, bollards shall be decorative and shall be reviewed by the planning division prior to installation.
2. Painting/~~Screening~~.
 - a. When the charging stations are entirely self-contained, the equipment cabinets shall be painted to match the adjacent development.
 - b. ~~When excess equipment is required, the equipment shall be screened within an equipment enclosure constructed of decorative masonry with a decorative cap and trellis cover in a style to match the adjacent development.~~
3. Stalls shall be striped white and marked with white or green only.

GF. Parking.

1. The number of required parking spaces shall be reduced by the minimum amount necessary to accommodate the electric vehicle charging station. ~~Parking Loss Tolerances. The installation of charging stations shall only be permitted when the installation does not cause the removal of required parking beyond the following accepted loss tolerances:-~~
 - a. ~~When the required parking for the development is one hundred spaces or less, one hundred percent of the required parking must be provided or not more than one station shall be installed.~~
 - b. ~~When the required parking for the development is one hundred one to three hundred spaces, ninety five percent of the total required parking spaces must be provided or not more than one station shall be installed.~~
 - c. ~~When the required parking for the development is three hundred one spaces or greater, ninety percent of the total required parking spaces must be provided or not more than one station shall be installed.~~
 - d. Electrical vehicle charging parking spaces may be counted as required parking spaces.

HG. Landscape.

1. ~~Landscape Removal.~~ Landscaping shall be protected in place to the greatest extent possible. ~~If required landscaping is removed, replacement landscaping shall be installed elsewhere on-site to the extent physically possible.~~
2. ~~Landscaping plans may be required to be incorporated into submittals in order to address disturbed landscape areas and additional landscaping may be required to properly screen and soften installations at the discretion of the planning division. Landscaping shall be installed in accordance with the provisions of Chapter 18.14.~~ Any trees proposed for removal to accommodate the installation of an electric vehicle charging station shall be identified on the plans and subject to the provisions of **Chapter 18.162.**

- IH.** Signage. Signage shall be limited to the charging station unit and parking stalls, and only for the purpose of identifying the charger. Signage shall not be permitted on equipment cabinets or equipment enclosures. Directional or pricing signage shall not be permitted. Signage not associated with the charging station shall not be permitted. Signage, including parking stall stenciling, shall be reviewed by the planning division prior to installation.

JI. Operational and Maintenance.

1. Any landscaping or other site damage caused by the installation or maintenance of the charging station and equipment shall be refurbished to the satisfaction of the ~~development services director~~ director of community development.

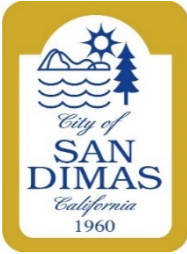
2. The electric vehicle charging station shall be maintained in a clean, orderly manner free from litter, weeds, graffiti, and debris.
3. Should an electric vehicle charging station fall into disrepair, be damaged, or become inoperable during the course of operation, the charging station shall be replaced or repaired as deemed appropriate by the director of community development.
34. Should the operation of the charging station cease, the charging station shall be removed and the parking lot shall be restored to its previous condition.

(Ord. 1267 (Exh. A), 2019)

§ 18.170.050 **Procedure.**

- A. Proposals which comply with the standards set forth in **Section 18.170.040** may be reviewed and approved by the building official and/ or director of community development. ~~Director of Development Services. Upon the approval of a permit application, a building permit will be issued for work as described in the application.~~
- B. If the building official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, the City may require the applicant to apply for a use permit pursuant to the provisions of Chapter 18.200 of this title.

~~Proposals which deviate from the standards set forth in Section 18.170.040 are subject to review by the development plan review board. The development plan review board is granted the authority to permit deviations when it finds that the deviations result in an equal or better site design or operational layout and when the deviations do not negatively impact the public health, safety, or welfare.~~ (Ord. 1267 (Exh. A), 2019)



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Scott Wasserman, Director of Parks & Recreation

Subject: Commencing Proceedings for Annual Levy of Assessment for Boulevard Open Space Maintenance District

SUMMARY

Adoption of Resolution Required to proceed with the preparation of Annual Report for the annual Levy of Assessment for Open Space Maintenance District No. 1, Tract 32818, Boulevard.

RECOMMENDATION

Staff recommends that City Council:

- Adopt Resolution 2025-07, Boulevard, authorizing the City Engineer to proceed with the preparation of Annual Reports for the annual Levy of Assessments for the Boulevard Open Space District.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

There is no fiscal impact for the recommended action.

BACKGROUND

The Boulevard Open Space Maintenance District was formed under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the Streets and Highways Code of the State of California. The Act further establishes procedures for the annual levy of assessments

which begins with the preparation of an Engineer's Report. Last year the City Council filed annual assessment for Tract No.32818, Boulevard Open Space Maintenance District.

DISCUSSION/ANALYSIS

To initiate proceedings for the 2025-2026 fiscal year, staff is requesting authorization to proceed with the preparation of an Engineer's Report for the Boulevard Open Space Maintenance District.

ALTERNATIVES

The City Council could decide not to adopt Resolution 2025-07, authorizing the City Engineer to proceed with the preparation of Annual Reports for the annual Levy of Assessments for the Boulevard Open Space District. Under this scenario, the Engineer's Report would not be generated and the City would not have the option to increase the annual assessment.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Scott Wasserman
Director of Parks & Recreation

Attachments:

1. Resolution 2025-07 Boulevard

RESOLUTION 2025-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, ORDERING THE CITY ENGINEER TO PROCEED WITH THE PREPERATION OF A REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR OPEN SPACE MAINTENANCE DISTRICT NO. 1, (TRACT NO. 32818, BOULEVARD)

WHEREAS, the San Dimas City Council formed “Open Space Maintenance District No. 1” under Resolution No. 77-57 pursuant to the terms and provisions of the “Landscaping and Light Act of 1972, “being Division 15, Part 2, of the Streets and Highways Code of the State of California; and

WHEREAS, said district was established for the maintenance and restoration of landscaping improvements within the city limits of the City of San Dimas; and

WHEREAS, the City Council of the City of San Dimas, desires to initiate proceedings to levy annual assessments as required following the formation of said district for the annual levy of assessments for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that:

SECTION 1. The referenced “Open Space Maintenance District No. 1” be continued for the maintenance and restoration of landscaping improvements as set forth in the “Report” to be presented to this City Council for consideration.

SECTION 2. There are no substantial improvements to be added to said maintenance district, nor are there any proposed changes to the boundaries of the maintenance district.

SECTION 3. The City Engineer is hereby ordered to prepare a report in accordance with Section 22565 and 22622 of said Street and Highways Code.

SECTION 4. Upon completion, said “Report” shall be filed with the City Clerk, who shall then submit the same to this City Council for its consideration pursuant to Sections 22623 and 22624 of said Streets and Highways Code.

PASSED, APPROVED AND ADOPTED this 11th day of February, 2025.

Emmett G. Badar, Mayor

ATTEST:

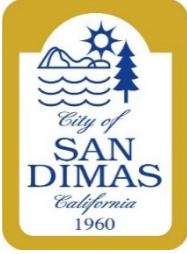
Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2025-07 was adopted by the City Council of San Dimas at its regular meeting of 11th, February, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Debra Black, City Clerk

DRAFT



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Scott Wasserman, Director of Parks & Recreation

Subject: Commencing Proceedings for Annual Levy of Assessment for Northwoods Open Space Maintenance District

SUMMARY

Adoption of Resolution Required to proceed with the preparation of Annual Report for the annual Levy of Assessment for Open Space Maintenance District No. 1, Annexation No. 3, Tract 32841, Northwoods.

RECOMMENDATION

Staff recommends that City Council:

- Adopt Resolution 2025-08, Northwoods, authorizing the City Engineer to proceed with the preparation of Annual Reports for the annual Levy of Assessments for the Northwoods Open Space District.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

There is no fiscal impact for the recommended action.

BACKGROUND

The Northwoods Open Space Maintenance District was formed under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the Streets and Highways Code of the State of California. The Act further establishes procedures for the annual levy of assessments which begins with the preparation of an Engineer's Report. Last year the City Council filed annual

assessment for Tract No. 32841, Northwoods Open Space Maintenance District.

On May 28, 2024, the City Council adopted Resolution 2024-36 approving no increase in the levied assessment with the removal of any additional work over and above what the current assessment can pay for to provide service in the Open Space Maintenance District No. 1, Annexation No. 3 (Tract No 32841, Northwoods).

DISCUSSION/ANALYSIS

To initiate proceedings for the 2025-2026 fiscal year, staff is requesting authorization to proceed with the preparation of an Engineer's Report for the Northwoods Open Space Maintenance District.

ALTERNATIVES

The City Council could decide not to adopt Resolution 2025-08, authorizing the City Engineer to proceed with the preparation of the Annual Reports for the annual Levy of Assessments for the Northwoods Open Space District. Under this scenario, the Engineer's Report would not be generated and the City would not have the option to increase the annual assessment or adjust services.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,

Scott Wasserman
Director of Parks & Recreation

Attachments:

1. Resolution 2025-08 Northwoods

RESOLUTION 2025-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, ORDERING THE CITY ENGINEER TO PROCEED WITH THE PREPERATION OF A REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR OPEN SPACE MAINTENANCE DISTRICT NO. 3, (TRACT NO. 32841, NORTHWOODS)

WHEREAS, the San Dimas City Council formed “Open Space Maintenance District No. 1, Annexation No. 3” under Resolution No. 78-38 pursuant to the terms and provisions of the “Landscaping and Light Act of 1972, “being Division 15, Part 2, of the Streets and Highways Code of the State of California; and

WHEREAS, said district was established for the maintenance and restoration of landscaping improvements within the city limits of the City of San Dimas; and

WHEREAS, the City Council of the City of San Dimas, desires to initiate proceedings to levy annual assessments as required following the formation of said district for the annual levy of assessments for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that:

SECTION 1. The referenced “Open Space Maintenance District No. 1, Annexation No. 3” be continued for the maintenance and restoration of landscaping improvements as set forth in the “Report” to be presented to this City Council for consideration.

SECTION 2. There are no substantial improvements to be added to said maintenance district, nor are there any proposed changes to the boundaries of the maintenance district.

SECTION 3. The City Engineer is hereby ordered to prepare a report in accordance with Section 22565 and 22622 of said Street and Highways Code.

SECTION 4. Upon completion, said “Report” shall be filed with the City Clerk, who shall then submit the same to this City Council for its consideration pursuant to Sections 22623 and 22624 of said Streets and Highways Code.

PASSED, APPROVED AND ADOPTED this 11th day of February, 2025.

Emmett G. Badar, Mayor

ATTEST:

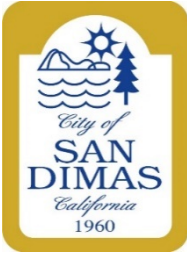
Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2025-08 was adopted by the City Council of San Dimas at its regular meeting of February 11, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Debra Black, City Clerk

DRAFT



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Michael O'Brien, Director of Administrative Services

Subject: Approve Resolution 2025-09, Approving the First Amendment to the Memorandum of Understanding between the City and Teamsters Local 848

SUMMARY

Teamsters Local 848 desires to memorialize the change in representation of City employees from Teamsters Local 848 to Teamsters Local 911, to which the City's labor relations representatives have no objection. To confirm this change in representation, the City and the Teamsters' Locals request City Council approval and adoption of a First Amendment to the existing Teamsters MOU 2024-25, which formally changes the name of the representing Local from Local 848 to Local 911. Staff recommends supporting this transition, as it is a result of internal processes within the International Brotherhood of Teamsters and has no impact on the City.

RECOMMENDATION

Staff recommends that the City Council:

- Adopt Resolution 2025-09
- Approve the First Amendment to the Memorandum of Understanding between the City of San Dimas and the International Brotherhood of Teamsters Local 848, covering the period July 1, 2024, through June 30, 2025.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

There is no direct fiscal impact from this MOU amendment. While there may be initial administrative costs associate with updating records, documentation, and notifying relevant parties, these costs are expected to be minimal. Any potential expenses related to this change

are primarily administrative in nature, with no significant long-term financial implications for the City.

BACKGROUND

Teamsters Local 848 originally organized City employees and petitioned the Public Employment Relations Board (“PERB”) for recognition as the exclusive representative for such employees on or about October 9, 2023. Under the jurisdiction of PERB, the City negotiated a settlement agreement dated January 29, 2024, with Teamsters Local 848 to voluntarily recognize Local 848 as the exclusive representative of three separate bargaining units, including the (1) General Unit, (2) Manager/Supervisor Unit, and (3) Professional Unit.

The City and Local 848 subsequently negotiated their first Memorandum of Understanding for a one-year contract covering the period July 1, 2024, to June 30, 2025, which was approved by City Council on November 12, 2024. Thereafter, Local 848 advised the City that due to an internal Teamsters reorganization that Local 911 would be taking over representation of the City’s employee bargaining units. The City has no objection.

DISCUSSION/ANALYSIS

The proposed First Amendment to the Memorandum of Understanding between the City of San Dimas and the International Brotherhood of Teamsters, Local 848, acknowledges and memorializes the change in local representation. It also meets the procedural requirements outlined in Government Code Section 3505.1. This section establishes that once a tentative agreement is reached between a public agency and a recognized employee organization, the governing body must vote to accept or reject the agreement within 30 days of the first public meeting where it is considered.

The Resolution also ratifies the November 12, 2024, adoption of the Teamsters Local 848 MOU in accordance with Section 36506 of the California Government Code requiring, in part, that the city council of a city fix the compensation of all employees by resolution.

ALTERNATIVES

Council may elect to deny the amendment.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Michael O'Brien
Director of Administrative Services

Attachments:

1. Resolution 2025-09 Adopting First Amendment to Teamsters Local 848 MOU 2024-25
2. Teamsters MOU 2024-25 1st Amendment re-change in locals' agreement.

RESOLUTION 2025-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS,
COUNTY OF LOS ANGELES, APPROVING THE FIRST AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND TEAMSTERS
LOCAL 848**

WHEREAS, at a public meeting on November 12, 2024, the City Council of the City of San Dimas approved the Memorandum of Understanding between the City and Teamsters Local 848 covering the period July 1, 2024 through June 30, 2025 (“Teamsters MOU 2024-25”)(Exhibit A);

WHEREAS, Teamsters Local 848 subsequently thereto notified the City of a change in representation from Teamsters Local 848 to Teamsters Local 911, for City represented employees; and

WHEREAS, the City and both Teamsters Locals 848 and 911 desire to memorialize this change in representation for purposes of the existing Teamsters MOU 2024-25; and

WHEREAS, it is the desire of the City Council of the City of San Dimas to approve and adopt an amendment to the Teamsters MOU 2024-25 to memorialize and confirm the change in employee organization representation and also to ratify by adoption by resolution the Teamsters MOU 2024-25;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby ratifies the November 12, 2024 approval and adoption of the Memorandum of Understanding between the City of San Dimas and the International Brotherhood of Teamsters, Local 911 covering the period July 1, 2024 through June 30, 2025, to reflect the change in employee organization representation, a copy of which is attached hereto as **Exhibit A**.

SECTION 3. The City Council hereby approves and adopts the First Amendment to the Memorandum of Understanding between the City of San Dimas and the International Brotherhood of Teamsters, Local 911 covering the period July 1, 2024 through June 30, 2025, to reflect the change in employee organization representation, a signed copy of which is attached hereto as Exhibit B.

SECTION 4. The City Clerk shall certify the adoption of this resolution effective February 11th, 2025.

PASSED, APPROVED AND ADOPTED this 11th, day of February, 2025.

Emmett G. Badar, Mayor

ATTEST:

Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2025-09 was adopted by the City Council of San Dimas at a regular meeting on February 11th, 2025 by the following vote:

AYES:

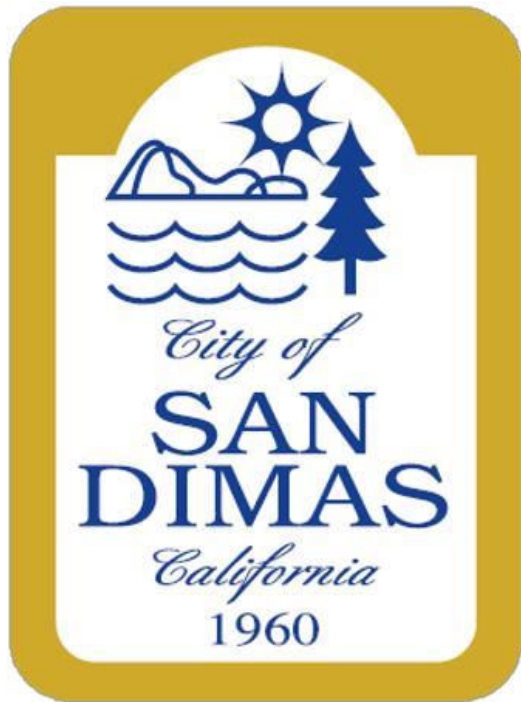
NOES:

ABSENT:

ABSTAIN:

Debra Black, City Clerk

DRAFT



**FIRST AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF SAN DIMAS AND THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS,
LOCAL 848,
REPRESENTING THE GENERAL EMPLOYEES,
MANAGER/SUPERVISOR EMPLOYEES AND
PROFESSIONAL EMPLOYEES BARGAINING UNITS**

JULY 1, 2024 THROUGH JUNE 30, 2025

**FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SAN DIMAS AND THE INTERNATIONAL BROTHERHOOD OF
TEAMSTERS, LOCAL 848, REPRESENTING THE GENERAL EMPLOYEES, MANGER/SUPERVISOR
EMPLOYEES AND PROFESSIONAL EMPLOYEES BARGAINING UNITS
EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2025**

This First Amendment to the Memorandum of Understanding between the City of San Dimas (“City”) and the International Brotherhood of Teamsters, Local 848 (“Teamsters Local 848”), effective July 1, 2024 through June 30, 2025 is made and entered into by and between the City and the International Brotherhood of Teamsters, Local 848 and Local 911.

R E C I T A L S:

WHEREAS, at a public meeting on November 12, 2024, the City Council of the City of San Dimas approved the Memorandum of Understanding between the City and Teamsters Local 848 effective July 1, 2024 through June 30, 2025 (“Teamsters MOU 2024-25);

WHEREAS, Teamsters Local 848 subsequently thereto notified the City of a change in representation from Teamsters Local 848 to Teamsters Local 911, for City represented employees; and

WHEREAS, this transition is a result of internal processes within the International Brotherhood of Teamsters and the City has no objection thereto; and

WHEREAS, the City and both Teamsters Locals 848 and 911 desire to memorialize this change in representation for purposes of the existing Teamsters MOU 2024-25.

NOW, THEREFORE, it is hereby acknowledged that the transition of the union representation will proceed in accordance with the applicable processes set forth by the International Brotherhood of Teamsters and that the Teamsters MOU 2024-25 is hereby amended in the following particulars effective with the execution of this First Amendment and its formal adoption by the City Council of the City of San Dimas:

1. International Brotherhood of Teamsters, Local 911, will assume the responsibility of representing employees, manager/supervisor employees and professional employees bargaining units formerly represented by International Brotherhood of Teamsters, Local 848.
2. Any and all references to Teamsters Local 848 in the previous version of the Teamsters MOU 2024-25 shall be amended and restated as Teamsters Local 911, with the latter taking on all duties, responsibilities, and authority as in accordance with the change in representation.

The authorized labor representatives of the City and of the International Brotherhood of Teamsters for both locals have jointly prepared this First Amendment to the Teamsters MOU 2024-25 and jointly presented it the City Council of the City of San Dimas for determination pursuant to Government Code Section 3505.1.

Except as expressly provided for in this First Amendment to the Teamsters MOU 2024-25, all other provisions of the Teamsters MOU 2024-25 shall remain in full force and effect. The parties also acknowledge that this First Amendment, including the changes to union representation, shall not be in full force and effect until adopted by resolution by the City Council of the City of San Dimas. Subject to the foregoing and in witness whereof, this First Amendment is hereby executed by the authorized labor representatives of the City and the International Brotherhood of Teamsters and entered into as of this 15th day of January 2025.

IT IS SO AGREED:

City of San Dimas

Teamsters Local 848

By: *BM*
Brad McKinney
City Manager

By: *Jr* Jeremy Baltazar (Jan 21, 2025 12:18 PST)
Jeremy Baltazar
Business Representative & Organizer

Teamsters Local 911

By: *CR*
Carlos Rubio
President

Attest:

By: *Debra Black*
Debra Black, MMC
City Clerk

Approved as to form:

By: *Jeff Malawy*
Jeff Malawy, Esq.
City Attorney










Jan-21-2025 18:53:28: Teamsters MOU 2024-25 1st Amendment re change in locals (Draft 1).docx


Final Audit Report

2025-01-28

Created:	2025-01-21
By:	Michael O'Brien (mobrien@sandimasca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2RhOo5NVGWso2jC91EiU-mZ_xmsijA49

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-  Document created by Michael O'Brien (mobrien@sandimasca.gov)
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-  Document emailed to jbaltazar@local848.net for signature
2025-01-21 - 7:02:29 PM GMT
-  Email viewed by jbaltazar@local848.net
2025-01-21 - 8:17:21 PM GMT
-  Signer jbaltazar@local848.net entered name at signing as Jeremy Baltazar
2025-01-21 - 8:18:04 PM GMT
-  Document e-signed by Jeremy Baltazar (jbaltazar@local848.net)
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-  Document emailed to crubio@teamsters911.com for signature
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-  Email viewed by crubio@teamsters911.com
2025-01-28 - 5:36:38 PM GMT
-  Signer crubio@teamsters911.com entered name at signing as Carlos Rubio
2025-01-28 - 5:37:14 PM GMT
-  Document e-signed by Carlos Rubio (crubio@teamsters911.com)
Signature Date: 2025-01-28 - 5:37:16 PM GMT - Time Source: server

 Document emailed to jmalawy@awattorneys.com for signature

2025-01-28 - 5:37:17 PM GMT

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2025-01-28 - 6:07:37 PM GMT

 Signer jmalawy@awattorneys.com entered name at signing as Jeff Malawy


2025-01-28 - 6:07:53 PM GMT

 Document e-signed by Jeff Malawy (jmalawy@awattorneys.com)

Signature Date: 2025-01-28 - 6:07:55 PM GMT - Time Source: server

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2025-01-28 - 6:07:57 PM GMT

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2025-01-28 - 6:51:19 PM GMT

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Signature Date: 2025-01-28 - 6:51:31 PM GMT - Time Source: server

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2025-01-28 - 6:51:33 PM GMT

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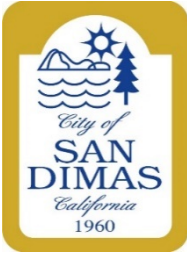
2025-01-28 - 7:49:36 PM GMT

 Document e-signed by Debra Black (dblack@sandimasca.gov)

Signature Date: 2025-01-28 - 7:51:58 PM GMT - Time Source: server

 Agreement completed.

2025-01-28 - 7:51:58 PM GMT



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Lauren Marshall, Sr. Management Analyst

Subject: Approve an Agreement with HF&H Consultants, LLC in an Amount Not-to-Exceed \$80,000 to Negotiate a Three-year Extension to Existing Waste Management Franchise Agreement for Solid Waste Services and Authorize the City Manager or his Designee to Execute the Agreement.

SUMMARY

The City of San Dimas is preparing for the expiration of its solid waste services agreement with the current waste hauler, Waste Management, on December 31, 2027.

At the City Council Study Session on January 28, 2025, the City Council directed staff to engage HF&H Consultants, a leading consultant within the waste disposal industry, to negotiate a three-year extension of the existing franchise agreement with Waste Management.

The three-year extension provides stability, time to assess upcoming regulatory impacts (such as zero-emission vehicles and packaging laws), and minimizes risks related to changing providers or contract terms.

This option offers the best balance of stability, regulatory compliance, and time to adapt to future changes in the industry.

RECOMMENDATION

Staff recommends the City Council:

- Approve the Agreement with HF&H, Consultants, LLC to negotiate a three-year extension to the existing Waste Management Franchise Agreement with the City of San Dimas in a form approved by the City Attorney
- Authorize the City Manager or his designee to execute the agreement.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

Yes

FISCAL IMPACT

The proposed contract for negotiating an extension of the existing Waste Management Franchise Agreement with HF&H Consultants, LLC is not-to-exceed \$80,000. The 2024-2025 City budget includes an appropriation of \$80,000 for the proposed Waste Compliance Services in budget account number 001.4310.020.008. The anticipated cost breakdown associated with the negotiation of the three-year extension of the existing agreement is as follows:

HF&H Consulting Negotiating and Professional Services	\$60,000
Contingency	\$20,000
Not-to-Exceed Amount:	\$80,000

Staff anticipates there will also be fees for the City Attorney’s review of the proposed contract extension.

BACKGROUND

At the January 28, 2025, City Council Study Session, the City Council heard various service options for the current Solid Waste Franchise Agreement. The report from the Study Session is attached for reference (Attachment 1). At the conclusion of the presentation and discussion, the City Council directed staff to negotiate a three-year extension to the existing Waste Management franchise agreement. The next step in this process is the approval of an agreement with HF&H Consultants to assist with these negotiations. Attachment 2 includes the proposal from HF&H Consultants.

HF&H's broad experience in solid waste contracting, negotiations, and procurement across California was a key factor in the City’s decision. With over 500 local jurisdictions served, HF&H is a recognized leader in solid waste procurement and has negotiated with nearly every collection company in the state. This wealth of experience is backed by a robust database of cost metrics, industry trends, and regulatory impacts. Notably, HF&H recently conducted a comprehensive rate analysis and survey for Los Angeles County, further enhancing its capacity to provide well-informed recommendations in the local region. This expertise directly influenced HF&H's analysis of the contracting options available to the City.

Waste Management has indicated to the City that they are amenable to negotiating a three-year extension of the existing Franchise Agreement.

DISCUSSION/ANALYSIS

Regulatory Impacts

Key regulatory changes—including the California Advanced Clean Fleet (ACF) regulation, the Plastic Pollution and Packaging Producer Responsibility Act (SB 54), and the Short-Lived Climate Pollutant Reduction Strategy (SB 1383)—will significantly impact solid waste services and costs.

These changes are expected to drive substantial infrastructure investments in both the near and long term, which will factor into the City's decision-making process for solid waste, recycling, and organics services.

Additionally, the most significant challenge to local jurisdictions from both a cost and technology risk perspective is the transition from conventional fuels to the new Zero Emission Vehicle (ZEV) standards required under ACF regulations for medium and heavy-duty vehicles. This transition involves equipment whose reliability at scale remains unproven, risking service interruptions on days when trucks are inoperable, and the capital costs can be up to twice that of traditional truck types. Furthermore, these costs will include infrastructure for charging or hydrogen fueling, which adds significantly to the financial considerations. The City remains committed to ensuring compliance with these regulations while maintaining high service quality and rate stability for the community.

Three Year Extension of Existing Agreement

Under this option, the City would consider extending its current agreement with WM for an additional three-year period, from January 1, 2028, through December 31, 2030. To maintain continuity of services, programs, and regulatory compliance, all parties must agree to the following terms in a timely manner to avoid a lapse of the current agreement.

Key Elements of Extension

- Three-year extension of the existing Agreement with limited modifications to the contractual terms. The Agreement under a three-year extension would include the following:
 - Retention of current rate adjustment methodology, which includes annual rate adjustments based on service and disposal components, in alignment with regional industry standards.
 - Continued compliance with SB 1383 services and programs, as mandated by CalRecycle.
 - Inclusion of additional contractual provisions requiring WM to procure ROWP to meet the City's SB 1383 procurement targets. WM has agreed to procure ROWP for the 2024 targets as a courtesy; however, the extension may require formalizing this commitment. The City may also need to update the agreement to reflect other SB 1383-related organic waste programming provided by WM outside the current agreement.

Benefits

- Continuity of service from a provider familiar with the City's unique needs and customer base.
- Avoidance of a negotiation or RFP process that is prolonged or complicated by the uncertainty of pending regulations.
- Potential rate stabilization for the near term, compared to market rates and the potential future impacts of regulatory changes.
- Mitigation of the risks associated with transitioning to a new service provider.
- Additional time to understand and adapt to the regulatory impacts of SB 54 and ACF regulations.
- No disruption to services for residents, businesses, and the City.

Considerations

- Potential limitation on negotiating additional enhancements to the agreement, such as expanded services (e.g., bulky item collection), updated performance standards, or revised compensation terms.
- Constraints on the City's ability to adjust agreement terms and rates in response to evolving market conditions in the short term

Based on the analysis, staff recommends the City enter into an agreement with HF&H Consultants to negotiate the Three-Year Extension of Existing Solid Waste Franchise Agreement. This agreement would be on a Time and Material basis, any unused funds would remain with the City. This option provides stability, ensures regulatory compliance, and offers time to navigate evolving industry trends and regulatory changes without the disruptions and risks associated with switching providers or negotiating a long-term agreement prematurely. The three-year extension will also allow the City to prepare for future changes in the waste management landscape, including the transition to ZEV's and new packaging regulations, while maintaining continuity of service for residents and businesses.

Key Reasons for the Recommendation

1. **Regulatory Flexibility and Mitigation of Risk:** The upcoming regulatory changes, particularly with the California Air Resources Board ACF regulation, SB 54, and SB 1383, create uncertainty. Extending the agreement allows the City to navigate these evolving regulatory landscapes while reducing the immediate risks and costs associated with transitioning to a new service provider or negotiating a long-term franchise agreement that might not adequately address these future challenges. The three-year extension also provides time to plan for a cost-effective implementation of ACF requirements and the broader impacts of SB 54.
2. **Time to Assess Technological and Market Trends:** By opting for a short-term extension, the City gains valuable time to observe the full impact of regulatory changes, including the financial implications of and technology options for transitioning to ZEVs, and to assess market trends. This additional time will allow the City to negotiate future contracts with a clearer understanding of costs, technological advancements, and regulatory compliance needs.
3. **Continuity and Stability:** Extending the current agreement with WM for an additional three years ensures continuity of service. WM has met their obligations under the current agreement except for some short-term issues during COVID-19. Additionally, any change that may result in changing service days would need to be well considered, planned for, and noticed.
4. **Avoidance of Prolonged Negotiations in the short term:** A three-year agreement extension delays the need for a full negotiation in the short-term facilitating a buffer during current regulatory uncertainty. Given the basic terms of a three-year extension, minimal negotiation should be required. This option also provides additional time for the City to negotiate again with an exclusive provider once ACF and SB 54 are better understood, further limiting uncertainty within a future negotiation process. A three-year extension also stabilizes costs for the near term, protecting the City and its residents from potential market volatility or regulatory-driven price increases.
5. **Continuity of SB 1383 Compliance:** The City has already implemented programs, services, and rates to comply with SB 1383, with WM playing a pivotal role in the City's organic waste diversion programs. The extension would formalize WM's continued support for these regulations, including the procurement of recovered organic waste products to meet the City's procurement targets. The extension also allows the City to assess the

effectiveness of SB 1383 programs prior to potentially impacting costs associated with a new franchise agreement.

ALTERNATIVES

N/A

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

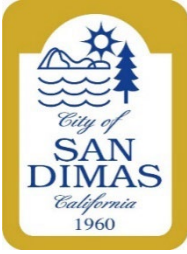
Respectfully submitted,



Lauren Marshall
Sr. Management Analyst

Attachments:

1. January 28, 2025, City Council Study Session Agenda Report
2. HF&H Consultant, LLC Proposal for Consultant Services



Study Session Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of January 28, 2025

From: Brad McKinney, City Manager

Prepared by: Lauren Marshall, Sr. Management Analyst

Subject: Solid Waste Services Evaluation

SUMMARY

The City of San Dimas is preparing for the expiration of its solid waste services agreement with the current waste hauler, Waste Management, on December 31, 2027. To explore future service options, the City engaged HF&H, a leading consultant within the waste disposal industry, who identified potential paths for City Council consideration:

- Option 1: Competitive Procurement: This may allow the City to explore better rates and terms, but carries risks such as service disruptions, procurement challenges, and unresolved regulatory uncertainties (e.g., California's Advanced Clean Fleet and Plastic Pollution laws).
- Option 2: Sole-Source Negotiation: Directly negotiating a new agreement with WM ensures service continuity but might limit flexibility, expose the City to potential rate increases, and not address regulatory challenges effectively.
- Option 3: Three-Year Extension of Existing Agreement: This provides stability, time to assess upcoming regulatory impacts (such as zero-emission vehicles and packaging laws), and minimizes risks related to changing providers or contract terms.

Based on the analysis, City staff recommend pursuing Option 3: Three-Year Extension of Existing Agreement. This option offers the best balance of stability, regulatory compliance, and time to adapt to future changes in the industry. City staff recommends that the City Council provide direction to staff to pursue the negotiation of a three-year extension with Waste Management.

RECOMMENDATION

Staff recommends the City Council:

- Provide direction to staff to negotiate a three-year extension amendment to the Amended and Restated Agreement for Solid Waste Management Services

A three-year extension to the current Agreement with Waste Management (WM) provides stability, ensures regulatory compliance, and offers time to navigate evolving industry trends and regulatory changes without the disruptions and risks associated with switching providers or negotiating a long-term agreement prematurely. The three-year extension will also allow the City to prepare for future changes in the waste management landscape, including the transition to Zero Emission Vehicles (ZEV) and new packaging regulations, while maintaining continuity of service for residents and businesses.

FISCAL IMPACT

Among the three options considered in the City's solid waste collection analysis, Option 3: Three-Year Extension of Existing Agreement, is the most cost-effective choice for the City in the short term. Once an agreement extension expires, the City will need to consider additional future procurement costs. Below are the estimated fiscal impacts associated with the various contracting and procurement options for consulting negotiation and professional services:

- Option 1: Competitive Procurement: \$250,000 to \$300,000
- Option 2: Sole Source Negotiation of a New Franchise Agreement: \$150,000 to \$175,000
- Option 3: Three-Year Extension of Existing Agreement: \$60,000 to \$80,000

BACKGROUND

The City entered into an Amended and Restated Agreement for Solid Waste Management Services with WM on October 31, 2017, with a subsequent amendment on September 13, 2022. The current term of this agreement will conclude on December 31, 2027. Under this franchise, WM is responsible for providing recycling, organics, and solid waste collection services to residential, commercial, multi-family, and industrial customers, along with additional diversion programs to ensure the City meets state regulatory requirements.

As the agreement nears expiration, the City of San Dimas engaged HF&H to evaluate various solid waste contracting and procurement options. HF&H was selected for this analysis not only because of its deep familiarity with the City—having previously assisted in drafting the City's SB 1383 Action Plan, ongoing CalRecycle/SB 1383 assistance, and continued rate adjustment analysis support—but also due to its extensive expertise in the field.

HF&H's broad experience in solid waste contracting, negotiations, and procurement across California was a key factor in the City's decision. With over 500 local jurisdictions served, HF&H is a recognized leader in solid waste procurements and has negotiated with nearly every collection company in the state. This wealth of experience is backed by a robust database of cost metrics, industry trends, and regulatory impacts. Notably, HF&H recently conducted a comprehensive rate analysis and survey for Los Angeles County, further enhancing its capacity to provide well-informed recommendations in the local region. This expertise directly influenced HF&H's analysis of the contracting options available to the City.

HF&H anticipates that key regulatory changes—including the California Advanced Clean Fleet (ACF) regulation, the Plastic Pollution and Packaging Producer Responsibility Act (SB 54), and the Short-Lived Climate Pollutant Reduction Strategy (SB 1383)—will significantly impact solid waste services and costs. These changes are expected to drive substantial infrastructure investments in both the near and long term, which will factor into the City's decision-making process for solid waste, recycling, and organics services.

Additionally, the most significant challenge to local jurisdictions from both a cost and technology risk perspective is the transition from conventional fuels to the new Zero Emission Vehicle (ZEV) standards required under ACF regulations for medium and heavy-duty vehicles. This transition involves equipment whose reliability at scale remains unproven, risking service interruptions on days when trucks are inoperable, and the capital costs can be up to twice that of traditional truck types. Furthermore, these costs will include infrastructure for charging or hydrogen fueling, which adds significantly to the financial considerations. The City remains committed to ensuring compliance with these regulations while maintaining high service quality and rate stability for the community.

DISCUSSION/ANALYSIS

Scope of Procurement/Contractual Analysis and Review

Starting in July 2024, staff engaged HF&H in several meetings to explore various solid waste contracting options. These discussions covered a range of approaches, including sole-source negotiations, competitive procurement processes, contract extensions (both short- and long-term), regional agreements, and the potential for creating distinct collection service districts within the City. Following these meetings, staff, with support from HF&H, surveyed neighboring communities to gain a broader understanding of local contracts, rates, and infrastructure opportunities in the region.

The City and HF&H also conducted several interview sessions with neighboring communities, as outlined below. The survey and interviews were limited to the information that agencies could publicly disclose. Additionally, HF&H leveraged recently available rate survey data, survey responses, and agreement documents to help inform their analysis.

Area Solid Waste Service Contract Arrangements

Staff requested that HF&H prepare a comprehensive analysis of the service arrangements for the cities of Pomona, Claremont, Covina, Glendora, Azusa, and La Verne. This evaluation included a review of baseline service rates, contract terms, rate adjustment methodologies, and options for contract extensions. Each jurisdiction was compared to the City of San Dimas across each of those evaluation areas.

In September 2024, the City and HF&H further engaged with representatives from the cities of Covina, Claremont, and La Verne to gain deeper insights into their contract terms, rates, and performance. This effort aimed to assess the effectiveness of existing agreements and address any recent transitional needs, where applicable. Table 1 below details and compares various key contractual service terms for the analyzed cities.

Table 1: Comparison of Selected Solid Waste Contract Terms

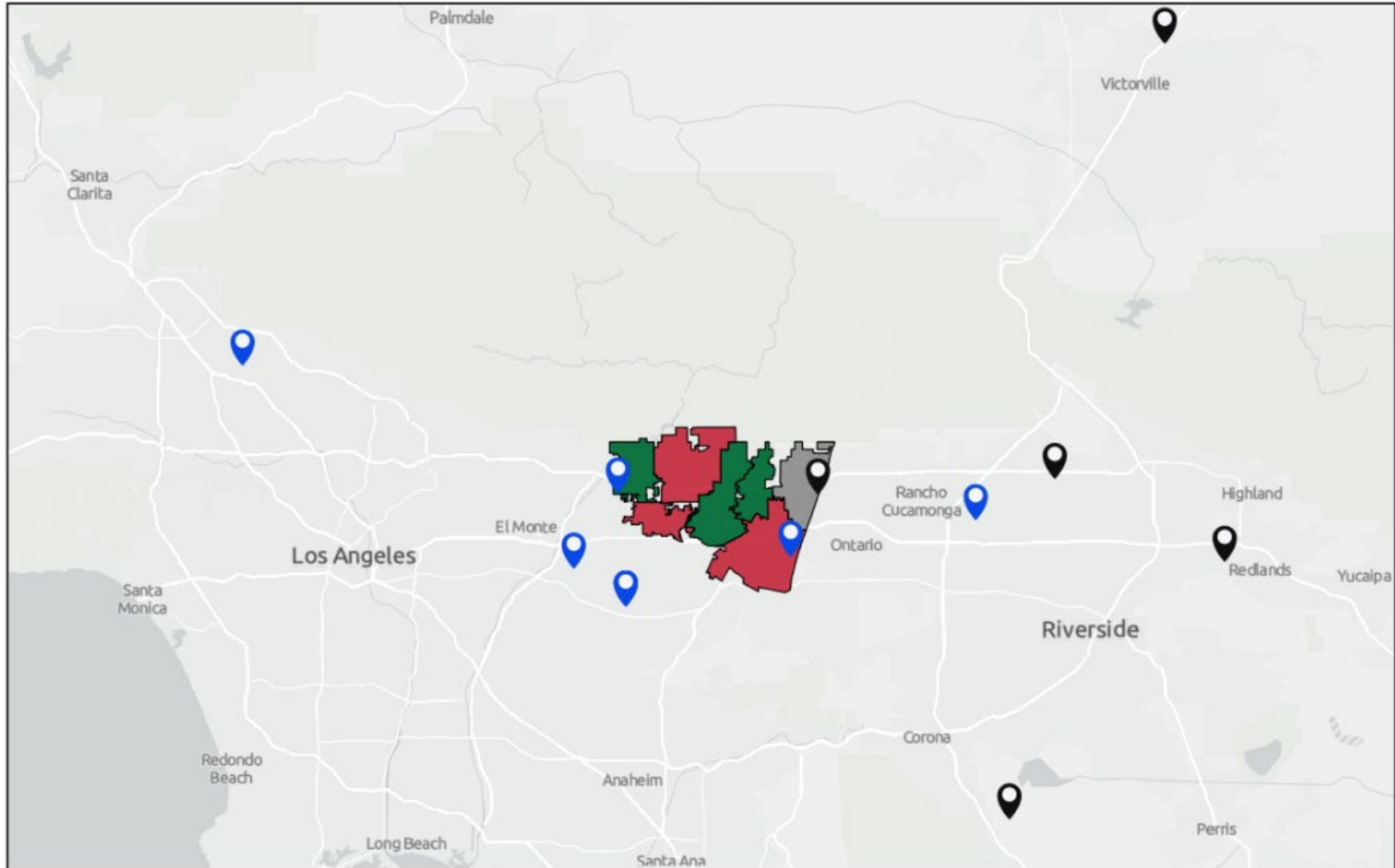
Service and Rate Terms	Azusa	Claremont	Covina	Glendora	La Verne	Pomona	San Dimas
Population	49,000	36,000	49,000	52,000	32,000	146,000	34,003
Hauler	Athens Services	Municipally Collected	Athens Services	Athens Services	Waste Management	Athens Services	Waste Management
Rates Effective 7/1/2024							
Residential 3-Container with 64-Gallon Refuse Cart	\$ 43.99	\$ 34.30	\$ 44.82 (1)	\$ 44.26 (2)	\$ 31.41	\$ 30.89	\$ 38.22
Commercial 2 CY Trash	\$ 228.00	\$ 177.01	\$ 212.34	\$ 230.47 (2)	\$ 162.34	\$ 298.81	\$ 182.15
Commercial 2 CY Recycling	N/A	No Charge (3)	\$ 75.49 (4)	N/A	\$ 36.67	\$ 74.13	\$ 98.52
Commercial Organics 64-Gallon Cart	\$ 129.39	No Charge (3)	\$ 135.17	\$ 99.08 (2)	\$ 96.76	\$ 91.56	\$ 85.50
Other Contract Terms							
Rate Adjustment Methodology	CPI plus 1%, max of 10%	CPI	CPI plus 1% (5)	CPI plus 1% (6)	CPI	CPI	75% CPI/Service 25% Disposal
Rate Adjustment Cap	10%	3%	6% (7)	N/A	N/A	5%	5% for the Service Component
Contract Term	Evergreen (20-year)	N/A	Evergreen (25-year)	Evergreen (20-year)	10-year	10-year	10-year
Contract End Date	N/A	N/A	Intent to terminate can not be issued prior to July 1, 2038.	Intent to terminate can not be issued prior to November 1, 2029.	December 31, 2030	November 2033	December 31, 2027

- (1) Rate only available to low-income generators.
- (2) Rate effective July 1, 2023.
- (3) Commercial customers have unlimited recycling and organics service at no additional charge.
- (4) Rate is for 1.5 CY bin.
- (5) In addition to annual rate adjustment, rate has a phase-in of \$3.68 on residential rates and \$2.48 on commercial and multi-family rates, phased-in from July 1, 2022 to July 1, 2025.
- (6) In addition to the annual rate adjustment the City implemented a five-year phase-in for commercial rates or 8% annually beginning July 1, 2023.
- (7) If the Annual Rate Adjustment exceeds 6% the City and hauler will meet and confer to modify rate adjustment calculations.
- (8) Jurisdictions may have fees in addition to their Franchise Fees, including AB 939 Fee, SB 1383 Fees, and Administrative Fees.

Regional Analysis of Facilities and Collection Service Providers

The map below illustrates the local infrastructure for recycling, organics, and solid waste used by neighboring communities, which are primarily serviced by WM, Athens Services, or directly by municipal agencies. It highlights the locations of materials recovery facilities (MRFs), organics processing facilities, transfer stations, and landfills. Due to the distance of regional landfills from the cities they serve, materials are typically transported via transfer stations or MRFs. As such, the strategic placement of these facilities is crucial, as it significantly influences operational efficiency and competitive pricing.

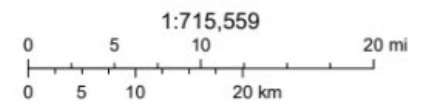
Regional Analysis of Solid Waste Facilities and Collection Service Providers



1/3/2025 Legend

- Collection Service by WM
- Collection Service by Athens Services
- Municipal Collection Service

- 📍 Materials Recovery Facility and/or Transfer Station
- 📍 Landfill



County of Los Angeles, California State Parks, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land Management, EPA,

Regulatory Impact

City staff and HF&H analysis included careful consideration of major developments in the industry and new legislation for City consideration, such as the pending conversion to ZEVs, horizon regulatory impacts (e.g., ACF, SB 54), and specific challenges the City is facing such as SB 1383 Recovered Organic Waste Product (ROWP) procurement.

California Advanced Clean Fleet Regulation (ACF)

The ACF regulation seeks to accelerate the transition of medium- and heavy-duty trucks to ZEVs. It establishes mandatory requirements for the adoption of ZEVs within targeted fleets, including both public and privately contracted haulers, starting in 2024.

However, the transition is complicated by several factors, including technological limitations, regulatory uncertainties, and concerns over infrastructure availability and reliability. These challenges are particularly pronounced for heavy-duty ZEV trucks used in solid waste collection, which are currently twice the cost of internal combustion engine (ICE) vehicles. Additionally, the operational performance of ZEVs in solid waste collection is still unproven at scale, and there is limited national production capacity.

Battery electric vehicles (BEVs) and hydrogen fuel cell vehicles (FCEVs) both comply with ACF regulations, but each faces distinct challenges. BEVs offer potential savings on fueling costs, but their effectiveness is limited by underdeveloped charging infrastructure and insufficient power grid capacity, which struggle to meet the demands of fleet operations. These challenges are compounded by the reliability issues of the current power grid, which can be disrupted during public emergencies, power outages, and other catastrophic events, further impacting energy supply. Additionally, BEV refuse trucks require several hours to fully charge, and they may struggle to complete typical routes—especially in inclement weather or on hilly, rough terrain—compared to Internal Combustion Engine (ICE) refuse trucks. The added weight of the battery also reduces payload capacity, limiting the amount of refuse that can be collected and transported. As a result, fleets may require more BEVs than ICE vehicles to maintain operational efficiency.

In contrast, FCEVs do not face the same limitations in load capacity and refueling time, as they can be refueled in minutes, similar to ICE vehicles. These attributes make FCEVs a more attractive option for refuse collection. However, the higher cost of hydrogen fuel (\$4-7 per mile compared to \$1-2 per mile for conventional fuels) increases operational expenses, presenting a significant barrier. These infrastructure and cost challenges are likely to drive up solid waste collection costs, complicating the transition to cleaner vehicle technologies.

As a result, the ACF regulations will require significant investments in both vehicle fleets and infrastructure, directly impacting the City's service contract. The City anticipates that this technology will develop over time, providing much better clarity on performance, cost-effectiveness, and infrastructure development if decisions about this are delayed by 2-3 years. The City's discussions with WM reinforced that position, as WM is piloting individual trucks in certain markets to get experience and fully intends to comply with ACF, but is not yet prepared to commit to a full ZEV fleet.

SB 54 “Plastic Pollution and Packaging Producer Responsibility Act”

Adopted in 2022, SB 54 establishes a comprehensive Extended Producer Responsibility (EPR) program aimed at managing packaging and single-use plastic food ware products across all sectors of the economy. Under this legislation, CalRecycle requires producers to ensure that all packaging and plastic food ware sold in California is recyclable or compostable and holds them further responsible for covering the costs associated with the collection and processing of these materials.

Local jurisdictions must accept and recycle materials covered under SB 54, necessitating close collaboration with their service providers, such as WM, to ensure compliance with these regulations. Jurisdictions will also need to seek reimbursement for eligible costs from packaging producers. It is expected that CalRecycle will finalize SB 54 regulations in early 2025, while the Producer Responsibility Organization will be tasked with developing an implementation and reimbursement plan by 2027. Subsequently, implementation, collection, and financial impacts from SB 54 may continue to remain uncertain over the next several years.

SB 1383 “Short-Lived Climate Pollutant Reduction Strategy”

Since 2022, SB 1383 has required the City to further enhance recycling and organic waste landfill reduction services and programs related to food waste, source separated recycling, food recovery, and Recovered Organic Waste Product (ROWP) procurement. The City has delegated most of its compliance requirements under SB 1383 to WM. Pursuant to the current Agreement, WM must materially comply with applicable laws as they may be enacted and amended during the term. As described in WM’s letter dated October 29, 2021, WM’s current provision of organics collection services and SB 1383 programming extends beyond the current terms of the agreement because of continued negotiations with the City.

Meeting with Waste Management

The City and HF&H met with WM on August 29, to discuss and assess opportunities and barriers related to the three options being considered by the City for recycling, organics, and solid waste collection service needs.

It is important to note, that as part of the analysis, the City and HF&H did not conduct direct negotiations with Waste Management, and any conclusions regarding future contracting arrangements, including the potential impact on rates, remain subject to further negotiations.

At the meeting, the City and HF&H discussed and had a mutual understanding of the following:

- A competitive RFP process was discussed between the City and WM. WM indicated a preference to avoid a competitive RFP altogether, with an opportunity to negotiate an extension.
- WM indicated a strong preference for extending the contract on a longer-term basis but would need to consider the rate impacts and how to deal with upcoming issues like the ACF/ZEV transition.
- WM and the City discussed the impact of near-term changes in the industry, like the ACF/ZEV transition and SB 54, and identified that it may be advantageous to do a short-term extension to get a better understanding of those changes to reduce regulatory and technology risk under the new contract.

- WM indicated a willingness to continue under the current terms, including current PI provisions, for 3 more years if there are no significant changes to services.
- A contract extension beyond three years would imply a ZEV transition to comply with the ACF regulations.
- The City indicated a desire for WM to continue to meet SB 1383 recovered organic waste product procurement during such an extension. WM said they would have to assess that request.

Options Available to the City

Based on the City and HF&H's analysis of regulatory and contract conditions, the following were identified as the most likely options for City Council's consideration:

Option 1: Competitive Procurement

Under Option 1, the City would initiate a competitive procurement process for an agreement to provide recycling, organics, and solid waste collection and processing services, to be effective on January 1, 2028. This process would allow the City to test the market for more competitive rates, service offerings, and contract terms.

Key Elements of Option 1 Competitive Procurement

- The expiration of the current agreement provides a clear opportunity for the City to conduct a competitive market test. This process would assess compensation, rates, and service offerings, ensuring the City secures the best value and terms available in the market.
- The competitive procurement process will be structured to solicit updated contract terms and innovative solutions, particularly in response to increasing regulatory pressures and evolving customer demands. This would ensure that the City stays ahead of emerging trends and challenges in recycling, organics, and solid waste collection.
- The competitive procurement process would span 18 to 24 months for execution, followed by an additional 6 to 12 months for contract transition. This extended timeline accounts for the complexity of the process, including the development of detailed specifications, evaluation of proposals, and the transition to new service providers, if applicable.

Option 1 Benefits

- Enhances the public perception of fairness, ensuring that all interested service providers can propose on the contract. This transparency helps demonstrate accountability in awarding a large, public contract.
- Would allow multiple companies to participate, potentially introducing new service providers who could offer unique or innovative approaches to the City's recycling, organics, and solid waste programs.
- Rates and service terms would be determined through a competitive bidding process, which helps ensure that the City receives the best possible pricing based on current market conditions and competition.
- May open opportunities for regional contract partnerships, allowing the City to explore synergies with neighboring jurisdictions. This could lead to efficiencies and cost savings through consolidated service delivery or shared resources.

Option 1 Considerations

- The new agreement would need to be flexible enough to anticipate potential regulatory changes, including those related to SB 54 and ACF.

- New regulations such as ACF and SB 54 carry undetermined cost risks, and service providers may factor these uncertainties into their pricing and proposals, leading to potentially higher rates than necessary.
- Opportunity for the designation of “Collection Service Districts” within the City’s jurisdictional boundaries would be limited based on the size and service magnitude of the jurisdiction. Essentially, splitting the City into Collection Service Districts would require a larger City than San Dimas.

Option 2: Sole Source Negotiation of a New Franchise Agreement

Under Option 2, the City would initiate negotiations with WM for a new longer-term (10-15 year) Franchise Agreement, focusing on the key terms that align with both the City’s needs and evolving legislative requirements. This would include an extended term, regulatory compliance, new rates, and service guarantees.

Key Elements of Option 2 Sole Source Negotiation

- Negotiation of New Franchise Agreement Terms:
 - The agreement would be renegotiated for a longer term (10 or 15 years), allowing for stability and long-term planning.
 - Terms would include updated provisions for compliance with new regulations like SB 1383, SB 54, and ACF.
 - New rates would be negotiated, including the updating of rate adjustment methodologies to address inflation, regulatory compliance costs, and changes in service levels.
 - Service guarantees and compliance standards would be added and/or updated for clarity, minimizing risk, and ensuring performance.
- Sole Source Negotiation Process:
 - The City would negotiate directly with WM, bypassing a competitive procurement process initially.
 - A key feature of this approach is an "off-ramp" for transitioning to a competitive procurement process if sole-source negotiations do not lead to a successful agreement. This provides the City with flexibility if negotiations fail to reach a satisfactory outcome.

Option 2 Benefits

- Retains continuity of service from a known provider.
- WM already understands the City’s unique service requirements and customer needs, which can make the sole-source negotiation process smoother and more aligned with City objectives.
- Streamline through a sole-source procurement and provide for a quicker negotiation timeline.
- Reduces service disruptions or transition issues, by avoiding the transition to a new service provider.
- The sole-source negotiation would focus on updating existing terms, limiting service impacts to only those adjustments made through the negotiation process (as opposed to a complete overhaul that might come with a new provider or agreement).

Option 2 Considerations

- Prior to commencing a sole-source negotiation process, the City must set a target date and assign corresponding resources to pivot to competitive negotiations if negotiations fail.
- Limits flexibility in adjusting terms to market conditions.
- Current uncertainty around regulatory changes (e.g., ACF, SB 54) may introduce cost risks to a sole-source negotiation, prior to maturity and implementation of regulations.

Option 3: Three Year Extension of Existing Agreement

Under Option 3, the City would consider extending its current agreement with WM for an additional three-year period, from January 1, 2028, through December 31, 2030. To maintain continuity of services, programs, and regulatory compliance, all parties must agree to the following terms in a timely manner to avoid a lapse of the current agreement.

Key Elements of Option 3 Extension

- Three-year extension of the existing Agreement with limited modifications to the contractual terms. The Agreement under a three-year extension would include the following:
 - Retention of current rate adjustment methodology, which includes annual rate adjustments based on service and disposal components, in alignment with regional industry standards.
 - Continued compliance with SB 1383 services and programs, as mandated by CalRecycle.
 - Inclusion of additional contractual provisions requiring WM to procure ROWP to meet the City's SB 1383 procurement targets. WM has agreed to procure ROWP for the 2024 targets as a courtesy; however, the extension may require formalizing this commitment. The City may also need to update the agreement to reflect other SB 1383-related organic waste programming provided by WM outside the current agreement.

Option 3 Benefits

- Continuity of service from a provider familiar with the City's unique needs and customer base.
- Avoidance of a negotiation or RFP process that is prolonged or complicated by the uncertainty of pending regulations.
- Potential rate stabilization for the near term, compared to market rates and the potential future impacts of regulatory changes.
- Mitigation of the risks associated with transitioning to a new service provider.
- Additional time to understand and adapt to the regulatory impacts of SB 54 and ACF regulations.
- No disruption to services for residents, businesses, and the City.

Option 3 Considerations

- Potential limitation on negotiating additional enhancements to the agreement, such as expanded services (e.g., bulky item collection), updated performance standards, or revised compensation terms.
- Constraints on the City's ability to adjust agreement terms and rates in response to evolving market conditions in the short term

Based on the analysis, City staff recommends Option 3: “Three Year Extension of Existing Agreement”. This option provides stability, ensures regulatory compliance, and offers time to navigate evolving industry trends and regulatory changes without the disruptions and risks associated with switching providers or negotiating a long-term agreement prematurely. The three-year extension will also allow the City to prepare for future changes in the waste management landscape, including the transition to ZEV’s and new packaging regulations, while maintaining continuity of service for residents and businesses.

Key Reasons for the Recommendation

1. **Regulatory Flexibility and Mitigation of Risk:** The upcoming regulatory changes, particularly with the California Air Resources Board ACF regulation, SB 54, and SB 1383, create uncertainty. Extending the agreement allows the City to navigate these evolving regulatory landscapes while reducing the immediate risks and costs associated with transitioning to a new service provider or negotiating a long-term franchise agreement that might not adequately address these future challenges. The three-year extension also provides time to plan for a cost-effective implementation of ACF requirements and the broader impacts of SB 54.
2. **Time to Assess Technological and Market Trends:** By opting for a short-term extension, the City gains valuable time to observe the full impact of regulatory changes, including the financial implications of and technology options for transitioning to ZEVs, and to assess market trends. This additional time will allow the City to negotiate future contracts with a clearer understanding of costs, technological advancements, and regulatory compliance needs.
3. **Continuity and Stability:** Extending the current agreement with WM for an additional three years ensures continuity of service. WM has met their obligations under the current agreement except for some short-term issues during COVID-19. Additionally, any change that may result in changing service days would need to be well considered, planned for, and noticed.
4. **Avoidance of Prolonged Negotiations in the short term:** A three-year agreement extension delays the need for a full negotiation in the short-term facilitating a buffer during current regulatory uncertainty. Given the basic terms of a three-year extension, minimal negotiation should be required. This option also provides additional time for the City to negotiate again with an exclusive provider once ACF and SB 54 are better understood, further limiting uncertainty within a future negotiation process. A three-year extension also stabilizes costs for the near term, protecting the City and its residents from potential market volatility or regulatory-driven price increases.
5. **Continuity of SB 1383 Compliance:** The City has already implemented programs, services, and rates to comply with SB 1383, with WM playing a pivotal role in the City’s organic waste diversion programs. The extension would formalize WM’s continued support for these regulations, including the procurement of recovered organic waste products to meet the City’s procurement targets. The extension also allows the City to assess the effectiveness of SB 1383 programs prior to potentially impacting costs associated with a new franchise agreement.

ALTERNATIVES

In addition to the recommendation, the following alternative actions are available for the City Council’s consideration:

1. Competitive Procurement

A competitive procurement process offers the City an opportunity to explore more favorable rates, services, and contract terms by testing the market. However, this approach may introduce risk, including potential service disruptions and staff time required for both procurement and transition processes. Furthermore, regulatory uncertainties related to the ACF and SB 54 are unlikely to be resolved before the completion of the procurement process. As a result, there may be a need for unforeseen contract amendments or adjustments once a new agreement is in place.

2. Sole-Source Negotiation of a New Franchise Agreement

This option entails negotiating a new, longer-term agreement directly with WM. While it ensures continuity with a known provider, it carries the risk of not addressing regulatory uncertainties related to the ACF and SB 54, which are unlikely to be resolved before completing a sole-source negotiation. As a result, the City Council may be asked to agree to a long-term contract without fully understanding the cost impact of these new laws. Additionally, a sole-source approach may expose the City to potential rate increases, as it would bypass a market test for competitive pricing and limit the City's flexibility to adapt to evolving program and service needs in the future.

ENVIRONMENTAL REVIEW

Not Applicable

Respectfully submitted,

A handwritten signature in blue ink that reads "Lauren Marshall". The signature is written in a cursive style and is enclosed in a light blue rectangular box.

Lauren Marshall
Sr. Management Analyst



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Telephone: (925) 977-6950
www.hfh-consultants.com

Northern California
Southern California

February 3, 2025

Brad McKinney
City Manager
City of San Dimas
245 East Bonita Ave
San Dimas, California 91773

Re: Proposal to Provide Solid Waste, Recycling, and Organics Contract and Procurement Consultant Services

Dear Brad McKinney:

HF&H Consultants (HF&H) is pleased to submit this proposal to the City of San Dimas (City) to provide professional negotiation and procurement services for a three-year extension to the City's existing agreement with Waste Management (WM).

With over three decades of experience, HF&H has a proven track record of successfully assisting jurisdictions throughout California with solid waste consulting services since 1989. HF&H has also had the privilege of supporting the City of San Dimas on various projects in recent years. Most recently, we conducted a comprehensive solid waste procurement evaluation, which analyzed a range of contracting options as the City approaches the expiration of its current agreement with WM. Based on the results of this study, the City Council, on January 28, approved staff's recommendation to negotiate a three-year extension to the existing solid waste services agreement with WM.

This proposal outlines the scope of work we will undertake in response to the City's request for professional negotiation and procurement services related to the extension of the current agreement with WM.

We look forward to the opportunity to continue supporting the City of San Dimas in this important initiative.

City of San Dimas
February 3, 2025
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SCOPE OF WORK

Task 1: Project Initiation Meeting

Task 1.A. Project Initiation and Intake Planning Meeting

HF&H will facilitate one in-person 2-hour meeting with City Staff to initiate the project and clarify objectives. This meeting will serve as a forum for reviewing and facilitating the intake of project approach, negotiation approach and objectives, key milestones, and deadlines. While our prior work with City Staff since CY 2020 provided a foundational understanding of current programs, the City's Franchise Agreement performance, regulatory pressures, and current negotiation goals, the kick-off intake meeting will offer a forum for the City to provide additional context surrounding its unique situation which will help ensure the project deliverables are congruent with the City's goals and Council authorization timelines. Following the planning meeting, HF&H will provide the City with meeting minutes that will serve as the basis for the amendment of the franchise agreement and will include policy/process information, desired business terms, core services to be included, ancillary/other services, and a project negotiation schedule.

Task 2. Draft Franchise Agreement and Negotiate with WM

Task 2.A. Prepare Draft Franchise Agreement

Based on the meeting notes and findings from Task 1A, and in alignment with the City's Solid Waste Service evaluation considered and approved at the January 28th meeting, HF&H will propose agreement updates that will include updated contract term language, requirements for the contractor to procure recovered organic waste products on behalf of the City, and other limited updated terms pending negotiation and current SB 1383 programming being provided by WM. HF&H will incorporate these agreement updates into a draft franchise agreement. City Staff, including the City Attorney, will subsequently review the draft agreement. City Staff are requested to provide HF&H with a single set of non-conflicting comments from all City and City Attorney reviewers for discussion. HF&H will review and incorporate the City's comments into an updated draft agreement.

Task 2.B. Facilitate Franchise Agreement Review Meeting with City (Program and Legal Teleconference)

After City Staff submits the red-line draft franchise agreement and their comments back to HF&H, HF&H will coordinate up to three (1 hour) virtual meetings with the City to review proposed changes and discuss any questions or comments the City may have. HF&H will use the discussion and decisions from this meeting to finalize the draft franchise agreement detailed in Subtask 2.C.

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Task 2.C. Finalize Draft Franchise Agreement for Negotiated Terms

Based on the City's feedback, HF&H will update the draft franchise agreement. Following these updates, HF&H will distribute the draft franchise agreement to Waste Management for their review. By providing the draft agreement, Waste Management will be able to understand the specific changes being requested by the City. The draft agreement document will form the basis for the negotiations with WM in Task 3.A.

Task 3. Negotiate Terms with WM and Finalize Draft Franchise Agreement

Task 3.A Negotiate Terms with Waste Management (2 in-person meetings, 4 hours each)

HF&H will facilitate up to two in-person meetings (4 hours each), scheduled three weeks apart, with City staff and WM to negotiate the franchise terms and establish service rates. These meetings will include a 30-minute pre- and post-briefing with City staff. The number of meetings, if properly planned, prepared for and managed should be adequate for completing negotiations. Throughout the negotiations HF&H will document all discussions, decisions and agreements between the City and WM for incorporation into the final franchise agreement.

Task 3.B. Revise Draft Franchise Agreement for Negotiated Terms

HF&H will document negotiations and convey revised language to both parties as we make progress throughout the negotiation. HF&H will develop any additional language and finalize the franchise agreement for final review by City Staff and WM. The City will receive consistent communication from HF&H ensuring that there are no unexpected changes to the franchise agreement. Prior to the final negotiation meeting, HF&H will again provide the franchise agreement to WM.

Task 3.C. Final Negotiation Meeting to Review/Approve Franchise Agreement

After Waste Management has reviewed the franchise agreement developed under task 3.B, HF&H will host one in-person 2-hour meeting with the City and WM to review any issues identified and to discuss contract finalization.

Task 3.D. Finalize Agreement for Council Packet

HF&H will update the franchise agreement again, if there are any issues or changes identified (and agreed to) in the final negotiation meeting conducted under Subtask 3.C. This scope and budget assume that the City Attorney and/or other relevant City staff will do a final assembly and risk/legal review of the document prior to the City arranging the franchise agreement documents for signature.

Task 3.E. Prepare Staff Report for Council Packet

HF&H will draft a staff report to accompany the franchise agreement for the required City Council meeting(s). HF&H will coordinate with City Staff prior to drafting the staff report to identify any specifics

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that should be included or considered. The City will receive a draft, and is to provide one single set of non-conflicting comments for review. After the City's review, HF&H will finalize the staff report for submittal.

Task 3.F. Develop Presentation and Present Recommendation to City Council

Recognizing the importance of communication to the City Council and the general public, HF&H will develop a PowerPoint presentation to communicate the results of the project. While the exact content will be determined throughout the engagement, the City can expect at a minimum that the content will include a summary of the negotiation process and key contract term changes, and the background associated with those changes.

HF&H will attend the City Council meeting at which the final agreement is expected to be approved and will present the final agreement to the City Council.

The City Attorney or City Clerk will be responsible for obtaining signatures and completing attachments with the contractor such as bonds and insurance certificates.

FEE ESTIMATE

We will perform the scope of work as detailed above based on time and materials. The estimated total budget is \$60,000; however, we have included contingency Task 4 of an additional \$20,000 for a total cost of \$80,000. Contingency Task 4 is only intended to be used at the City Manager's discretion, and would require City Manager approval. Our actual costs may be higher or lower than this amount, depending on factors that cannot be precisely estimated in advance. A detailed breakdown of estimated costs is included below.

City of San Dimas
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Figure 1. Fee Estimate

Description		Rob Hilton	Colleen Foster	Associate	Admin	Labor	Total Cost
		\$ 365	\$ 275	\$ 245	\$ 135	Hours	\$
Task 1: Project Initiation Meeting							
A	Project Initiation Meeting (1 in person meeting, 2 hours)	8	8	0	0	16	\$ 5,120
Task 1 Total		8	8	0	0	16	\$ 5,120
Task 2: Draft Franchise Agreement and Negotiate with Waste Management							
A	Prepare Draft Franchise Agreement Amendment	2	8	6	0	16	\$ 4,400
B	Facilitate Franchise Agreement Amendment Review Meeting with City (Program & Legal, 3 virtual meetings, 1 hour)	6	6	0	0	12	\$ 3,840
C	Finalize Draft Franchise Agreement for Negotiated Terms	2	8	0	4	14	\$ 3,470
Task 2 Total		10	22	6	4	42	\$ 11,710
Task 3: Draft Franchise Agreement and Negotiate with Waste Management							
A	Negotiate Terms with Waste Management (2 in-person meetings, 4 hours each)	20	20	0	0	40	\$ 12,800
B	Revise Draft Franchise Agreement for Negotiated Terms	10	12	0	0	22	\$ 6,950
C	Final Negotiation Meeting to Review/Approve Franchise Agreement (1 in person meeting, 2 hours)	8	10	0	0	18	\$ 5,670
D	Finalize Agreement for Council Packet	4	8	0	4	16	\$ 4,200
E	Prepare Staff Report for Council Packet	2	6	0	2	10	\$ 2,650
F	Develop Presentation and Present Recommendation to City Council	12	12	4	2	30	\$ 8,930
Task 3 Total		56	68	4	8	136	\$ 41,200
Optional Task 4: Project Contingency							
Task 4 Total		Contingency Amount to be released by City Manager.					\$ 20,000
Total Cost Estimate Summary							
Total Labor Cost Estimate without Contingency Task 4							\$ 58,030
Out of Pocket Expenses (Travel upon City request)							\$ 1,970
Total Cost Estimate without Contingency Task 4							\$ 60,000
Total Cost Estimate with Contingency Task 4							\$ 80,000

* * * * *

Thank you for the opportunity to provide you with this information. We look forward to an opportunity to continue our partnership with the City. If you have any questions, please contact Rob Hilton at (925) 977-6959 or rchilton@hfh-consultants.com or Colleen Foster at (949) 251-4817 or cfoster@hfh-consultants.com.

Sincerely,
 HF&H CONSULTANTS, LLC



Rob Hilton
 President

Attachment – Standard Hourly Rates and Billing Arrangements

HF&H CONSULTANTS, LLC

STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

(Effective January 1, 2025)¹

Professional Fees

Hourly rates for professional and administrative personnel are as follows:

<u>Position</u>	<u>Rate</u>
Executive	\$330 - \$365
Senior Project Manager	\$305 - \$325
Project Manager	\$275 - \$285
Senior Associate	\$225 - \$270
Associate Analyst	\$185 - \$205
Assistant Analyst	\$160 - \$180
Administrative Staff	\$135 - \$170

Direct Expenses

Standard charges for common direct expenses are as follows:

Automobile Travel.....	Prevailing IRS mileage rate
Airfare and Public Transit.....	Actual Cost

Billing Policies

Our policy is to bill for our services based on the standard hourly rates of the staff member assigned, multiplied by the time required to perform the client-related tasks, plus the direct expenses as described above. In implementing this policy, we adhere to the following practices:

- It is our standard practice to e-mail invoices to our clients, although hard copies of invoices can be sent to clients on request.
- We round to the nearest one-quarter hour (e.g., if two hours and 55 minutes are spent on a task, it is recorded as three hours, if two hours and 5 minutes are spent on a task, it is recorded as two hours). A minimum charge of one-quarter hour is charged for any client work performed in a day.
- We do not markup out-of-pocket expenses; however, we may charge administrative or professional time related to the provision of the goods and services associated with these charges.
- If subcontractors are used, HF&H reserves the right to charge a 10% markup.
- Mileage fees are based on the round-trip distance from the point of origin.

¹ Litigation Support and Expert Witness Services are not covered by this schedule of fees and expenses.

HF&H CONSULTANTS, LLC

STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

- If a client's change to a previously scheduled meeting results in penalties being assessed by a third party (e.g., airline cancellation fee), then the client will bear the cost of these penalties.

While no minimum fee for a consulting engagement has been established, it is unlikely (given the nature of our services) that we can gain an understanding of a client's particular requirement, identify alternatives, and recommend a solution in less than twenty-four consulting hours.

Insurance

We maintain the following policies of insurance with carriers doing business in California:

- Commercial General Liability Insurance (\$2,000,000 Occurrence/\$4,000,000 Aggregate)
- Workers' Compensation (\$1,000,000)
- Professional Liability Insurance (\$2,000,000 Occurrence/\$2,000,000 Aggregate)
- Hired and Non-Owned Auto Liability² (\$2,000,000)
- Umbrella Liability (\$3,000,000 Occurrence/\$3,000,000 Aggregate)
- Cyber Liability (\$1,000,000 Each Claim)

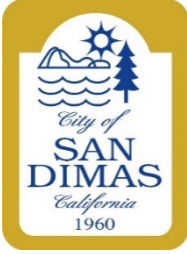
All costs incurred in complying with additional coverages or limits (excluding additional insured and waiver of subrogation endorsements) become the responsibility of the client and are not included in the fees for services or direct charges but are billed in addition to the contract at cost, plus any professional or administrative fees.

Invoices and Payment for Services

Our time reporting and billing system has certain standard formats that are designed to provide our clients with a detailed invoice of the time and charges associated with their engagement and we typically discuss these with our clients at our kick-off meeting. We are also pleased to provide our clients with a custom invoice format, but we will have to bill the client for time spent conforming our invoices to their unique requirements.

Billings for professional services and charges are submitted every month, in order that our clients can more closely monitor our services.

² HF&H Consultants does not own any company automobiles.



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Michael O'Brien, Director of Administrative Services

Subject: Report on the City's Cybersecurity Posture

SUMMARY

Provide an overview of the City's Information Technology Cybersecurity Posture and Project Initiatives for Fiscal Year Budget 2025-2026

RECOMMENDATION

City staff recommends the City Council:

- Receive and File the Staff Report
- Provide Further Direction and Discussion

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

The 2024-2025 fiscal year budget included appropriated funds towards maintaining IT security.

- \$115,000 towards Security Technology Subscriptions and Licenses
- \$43,000 towards Computer Professional Services for Security
- \$38,000 towards IT Managed Services

BACKGROUND

Cybersecurity is a set of processes, best practices and technology solutions that help protect critical systems, data and network from digital attacks. Common types of cybersecurity threats consist of malware, compromised email from phishing and data ransom for demand of payment to restore access, hold hostage or expose to the internet.

Cases within Cities, school districts, healthcare and law enforcement organization that has encountered cybersecurity compromise mostly stem from IT vulnerabilities with random targeted phishing emails where the user follows through with an email request resulting in clicking on a link, downloading a file or signing into a spoofed account with their login credentials allowing bad actors to gain access and or capture that information. Threats to these vulnerabilities traditionally go through machine learning and attempt to gain access across networks based on the exposed user credentials. Triggers of these payloads are strategically planned and executed to cause the most amount of disruption for the organization.

These cyber threats could possibly have been avoided if basic safeguard measures were instituted with multifactor authentication (MFA), control user account access privilege rights and user email phishing awareness testing, training and exercise to name of few.

DISCUSSION/ANALYSIS

Using the cybersecurity frameworks and standards developed by National Institute of Standards and Technology (NIST) and the Center for Internet Security's critical security controls (CIS), the City is combating threats with cybersecurity tools, people, processes and technologies to stay resilient and adapt to emerging risks from business disruptions, data theft, financial loss and reputational damage from an attack.

During the last computer equipment refreshed in 2018, equipment was provisioned with security controls, hardening the network and air gapping with best practice and policy to safeguard from potential cyber attacks. Antivirus software was deployed during implementation and strong password complexity requirements were imposed. User account access privilege rights were assigned based on roles of the organization. Backup of data were designed to have the 3-2-1 rule which recommends having three copies of data, stored on two different types of media, with one copy kept off site. Remote monitoring and management (RMM) tool carried out the asset and inventory, patch and update and third-party software management.

Transitioning over to Microsoft Office 365, the City enabled multifactor authentication (MFA) with compliance and security features for all assigned users and adopted cloud storage and cloud services. Regular automated backups and redundancies utilizing cloud are in place.

Highest standards to security and compliance are held to cloud vendors while engaging and building a rapport with consultants. Setup of alerts and notifications were added to detect and report of suspicious activity and attempted logins outside of a virtual perimeter on a demographic area using a location-based service (geo fence).

In 2019 the City entered into agreement with a cybersecurity company that provides security monitoring to detect and respond to cyber threats of on premises firewalls, servers, workstation and networks from cloud-based information assets of malicious activity such as cybercrime, ransomware and malicious software attacks. In the event the network detects a potential threat and or an abnormal behavior, the managed detection response (MDR) team will notify IT for containment, investigation and remediation.

Understanding the phishing and social engineering attack volatilities, the City since 2021 has partnered with a security awareness provider to administer simulated phishing exercise for staff to detect potential phishing emails. Random phish exercises are done frequently. Exercises are linked to training videos should they not detect a simulated phishing email. In addition, bimonthly training videos are mandated to stay informed on how to detect phishing emails.

Microsoft outlook security features are also enabled to quarantine questionable incoming emails that are tagged as spam or phish. Users have the ability to review these held message and request to IT for release if found valid. All incoming email attachments are scanned for possible threats prior to delivering the attachment within the email message. Known harmful email attachments such as executables (.exe) and (.zip) are removed from emails prior to delivery. Links within outlook emails are also scanned prior to the webpage opening for enhance security.

Last year, the City engaged and participated with California Joint Powers Authority (CJPIA) to conduct a cybersecurity assessment with a cybersecurity and data privacy firm. The assessment included cybersecurity maturity assessment, internal network vulnerability assessment and external network vulnerability assessment. The findings report provided risk scores with identified vulnerabilities on recommendations for security improvements. City staff reviewed the report and mitigated the vulnerability areas to reduce the cybersecurity deficiencies.

State and Federal agency partners offer resources and support for cybersecurity resiliency. San Dimas is a member and subscriber to Cal OES California Cybersecurity Integration Center (Cal-CSIC) and Cybersecurity and Infrastructure Security Agency (CISA) with Homeland Security. San Dimas takes part in CISA cyber hygiene service program offerings. The City is scheduled to perform a cyber assessment remote penetration test engagement beginning in March 2025 with CISA.

Looking ahead, staff will rely on the completed CISA assessment report to determine what additional security measures are necessary to address the identified vulnerabilities and remediate them with the recommendations provided in the report. The cost to implement any recommended enhancements is unknown at this time but we hope to have those estimates and incorporate them into the 2025-26 fiscal year budget.

Additionally, the City purchased new monitors, computers, and servers in 2019. It is recommended to replace hardware every 4 – 6 years. The current equipment is now starting year 6. Updating the equipment would also allow the City to update to the latest version of Microsoft windows platform when it is released, which would provide additional features and enhancements that staff will utilize to produce faster computing capabilities. Funding for hardware upgrades have been included in fund 100 to maintain capital infrastructure.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



John Lee
Information Systems Manager