



AGENDA
SPECIAL CITY COUNCIL MEETING
TUESDAY, FEBRUARY 28, 2012, 5:00 P. M.
SAN DIMAS COUNCIL CONFERENCE ROOM
245 E. BONITA AVE.

CITY COUNCIL:

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

1. CALL TO ORDER

2. ORAL COMMUNICATIONS

(For anyone wishing to address the City Council on an item on this agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda.)

- a. Members of the Audience

3. STUDY SESSION

- a. Mid-year 2011-12 budget review and Preliminary Report on 2012-13 City of San Dimas Budget.

4. ADJOURNMENT

The next meeting is on Tuesday, February 28, 2012, 7:00 p.m.

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

POSTING STATEMENT: ON FEBRUARY 24, 2012, A TRUE AND CORRECT COPY OF THIS AGENDA WAS POSTED ON THE BULLETIN BOARDS AT 245 EAST BONITA AVENUE (SAN DIMAS CITY HALL); 145 NORTH WALNUT AVENUE (LOS ANGELES COUNTY PUBLIC LIBRARY, SAN DIMAS BRANCH); AND 300 EAST BONITA AVENUE (UNITED STATES POST OFFICE).



Agenda Item Staff Report

TO: Honorable Mayor and Members of City Council
For the Meeting of February 28, 2012

FROM: Blaine Michaelis, City Manager

INITIATED BY: Ken Duran, Assistant City Manager

SUBJECT: Mid Year Budget Report and Budget Preparation Study Session

SUMMARY

The purpose of the Study Session is two fold. First, staff has prepared a mid-year budget report. The report will review revised revenue and expenditure projections for the current fiscal year.

The second portion of the session is to provide some preliminary information as we prepare for the FY 12-13 budget. The information is in the form of some general information on revenue projections as well as each department's brief preliminary summary of what they will be looking at as we prepare recommendations for the FY 2012 -13 budget. More importantly we want to hear from the Council regarding other budget items you would like for us to include in the budget analysis and deliberations. We are not asking for any specific decisions on any specific budget matter – our purpose is to let you know what we are planning to bring forward so those concepts can be combined with the other areas you would like us to consider.

MID-YEAR BUDGET REPORT

GENERAL FUND

In October of last year staff prepared a presentation a report on the 2010-11 fiscal year end and an overall fiscal picture of the General Fund. We reported that the 2010-11 financial audit indicated that the General Fund Balance, meaning total cash balance at year end was \$14.05 million, approximately \$1.1 million more than anticipated. At that meeting the Council authorized the distribution of \$1 million in those excess reserve funds to be distributed to the Infrastructure, Park Development and Equipment Replacement funds. At that time we also highlighted revenue and expenditures for the ending year.

The adopted FY 2011-12 General Fund budget was comprised of \$19,720,064 in projected revenues and \$18,718,489 in expenditures, leaving \$1,001,575 in excess revenue over expenditures after transfers in and out. One of the main reasons for such a large projected ending fund balance was because of the anticipated loss of a significant amount of sales tax revenue from some businesses during this fiscal year. The budget anticipated all the sales tax revenue but set aside \$900,000 as Assigned Fund Balance for Economic Uncertainty.

With 7 months of the fiscal year past, the following is an analysis of the revised projections for the major revenue and expenditure sources of the General Fund for the current FY 2011-12 fiscal year.

REVENUE

General Fund

Property Tax - Property tax revenue was budgeted at \$2.252 million, just about the same as FY 10-11. Based upon remittance to date and in consultation with our property tax consult we estimate that we will be very close to our budget for this fiscal year.

Sales Tax - Sales Tax projections were budgeted at \$5.7 million. This includes an estimate of the full years remittance for the business we anticipated relocating. Our last quarterly analysis, for 3rd quarter 2011, showed an overall 3.3% growth over the prior year's quarter. However, our estimate is that at the end of the year we will be close to budget.

Franchise Taxes – Collectively franchise taxes were budgeted at approximately \$2.02 million. All utility franchises are tracking to meet budget with cable franchise collections slightly above budget.

Transient Occupancy Tax – (TOT) – TOT was budgeted at \$660,000, which is about the same as collections from last year. The estimate is to be slightly above budget. Interestingly some hotels are down over the previous year while others are up. Last year we concluded an audit of TOT collections which resulted in the recovery of a small amount of underreported or delinquent taxes.

Business License – Projected budget for business license was \$407,000. Revenue is expected to be approximately \$20,000 below budget.

Document Stamp Tax – The document stamp tax is a fee collected by the County on property transactions. With the number of property sales down the budget has drastically declined the past few years. The budget was \$90,000 and is estimated to be slightly above that.

Building Permits and Plan Check Fees – With the building industry still very unpredictable we budgeted very conservatively. The budget projection was \$290,000. Due to some unanticipated projects pulling permits and plan checks so far this year to date, we are already at \$543,000. Obviously, this amount will continue to increase for the remainder of the fiscal year.

Vehicle License Fees – The projected budget for Vehicle License Fees is \$3.1 million. However, with the adoption of the State budget this year the State made one of their infamous swaps of revenue sources. They shifted a portion of VLF funds to fund supplemental law enforcement grant funds. The City lost \$130,000 in VLF funds and received \$100,000 in the form of the COPS law enforcement grant. Even with this loss the estimate is to be close to the budget amount for VLF revenue.

Interest Income – Interest revenue has been down significantly over the past several years due to the decline in rates. Last year staff made a concerted effort to diversify investment opportunities. This effort has resulted in a slight increase in interest earnings. The budgeted amount was \$168,000. The revised estimate is \$202,000.

Planning Fees – Due to the lack of planning activity planning fees were only budgeted at \$34,000, however year to date they are already at \$48,000.

Recreation and Swim & Racquet Club Fees – Recreation fees are projected to be very close to budget.

Facility Rentals – Revenue for rental of city facilities is already above budget year to date primarily because of the increasing popularity of renting the Community Building.

Parking Permits / Local Violation Fines – Overnight parking fines are projected to be significantly below budget. The primary reason is that over the past two years we are seeing greater compliance with the overnight parking restriction. The budget estimate was set too high. Vehicle code violation revenue is also down dramatically. A decline was anticipated when we adjusted the motorcycle deputy deployment to one. However, the deputy was out on injury for a better part of the first half of the fiscal year which impacted the number of citations.

Restricted Funds

Gas Tax, Lighting Assessment, Landscape Assessment, AQMD, Prop A, Prop C and Measure R – Revenue for all of these Funds is on par with budget projections.

Sewer Fund – Year to date revenue is up \$57,000 due to an increase in sewer connections and industrial waste permits.

Park Development (N & W) – An unexpected Quimby fee payment of \$94,000 was received.

COPS Grant – The City received \$100,000 from the State COPS grant.

Infrastructure Fund – By City Council direction \$624,000 was transferred to the fund from excess ending fund balance.

Park Development Fund – By City Council direction \$125,000 was transferred to the Fund from excess ending fund balance.

Equipment Replacement Fund – By City Council direction \$250,000 was transferred to the Fund from excess ending fund balance.

Expenditures

Staff has worked diligently to control expenses and keep them within budget. In general operating costs should be close to budget. Some notable projected deviations include:

Insurance – The budget did not anticipate the deposit for Environmental Liability Insurance which is paid every 3 years. The amount was \$20,696.

Sheriff's Contract - Motor Deputy – Expense for the motor deputy item from will be about \$50,000 less due to the fact that the deputy was out on leave for several months. Liability Trust Fund – The County suspended contributions into the Liability Trust Fund this year which was budgeted for \$189,500. COPS Grant – With the addition of the \$100,000 COPS grant \$85,000 in contract expenses were shifted from the General Fund to the grant.

Downtown Façade Improvements – By City Council action a couple of month ago \$45,000 was allocated for construction drawings for the downtown façade program.

Planning Intern – Salary for the Planning Intern will be about \$5,000 over budget because hours were increased to cover for a Planning Associate who has been out on a long term medical leave.

Contract Plan Check – The budgeted amount was \$25,000, however, year to date the expense is \$29,000. This is due to the increased plan check activity and which is covered by the increase in plan check fees.

Wind Storm Damage – The City incurred about \$22,000 in actual expenses for clean-up from the December 1 wind storms. To date there are no State funds available for reimbursement. This expense will be covered by dedicated Emergency Services reserves.

Personnel Costs – Effective in December the City Council approved a 2 ½% salary adjustment and \$50 per employee increase to the cafeteria benefit program. The impact for the balance of the fiscal year is \$140,000.

FY 2012 - 13 PRELIMINARY BUDGET PREPARATIONS

As has been practice these past several years, staff is preparing the FY 2012-13 budget with extremely cautious overall revenue projections. Though there are signs of overall economic recovery, that recovery has been very slow. Staff is also mindful of the potential loss of a significant sales tax producing business, the timing of which is still unknown. However, the most significant budget impact is the dissolution of the Redevelopment Agency. The potential impacts of this loss are described further below.

With this scenario each department has prepared their preliminary budget reports based upon very cautionary revenue assumptions.

IMPACT OF THE DISSOLUTION OF REDEVELOPMENT AS IT RELATES TO THE GENERAL FUND

Like a multi-trunk tree, the city's General Fund and Redevelopment Agency have grown together over the years to produce a broad and successful economic canopy that has strengthened the City of San Dimas. There was a very effective partnership between the city and the Redevelopment Agency where both were able to accomplish more because of that mutually supportive relationship. The Redevelopment Agency could take on projects that were beyond the General Fund's capacity or ability, and the General Fund supplied the support needed for Redevelopment to take on major city projects. That has now changed – the General Fund is on its own and it now represents the only source of funds for both the city's day to day operations, and special projects. The demise of Redevelopment has reduced our ability and options to consider projects. Therefore it is prudent and responsible for the city to concentrate on its municipal duties and apply continued good judgment with its resources. We therefore offer some thoughts to help focus the city's financial practices as we move forward.

The City's General Fund Reserve

From staff's perspective the main purpose of the city's General Fund balance and reserve is financial ballast in challenging economic times; income generation; cash flow because revenues arrive in pieces; a rainy day reserve and savings account for emergency or extraordinary expenditures, and a demonstration of the city's focus, discipline, and commitment to be financially strong.

With the loss of Redevelopment, it is helpful to look at a list of 'issues' and projects that have or may have the need of utilizing city's General Fund reserves. Staff has listed these items in a priority format to indicate how the whole of the reserve plays a role in helping us consider the best way to move forward after the elimination of Redevelopment:

1. Economic impacts from the dissolution of Redevelopment. With all of the unknowns and variables of the upcoming dismantling process – the

substantial uncertainties could result in a worst case annual General Fund impact of close to **\$1.5 million**. It may be that the city will need access to the reserve to sustain itself through the time and expense of a legal challenge to resolve the dissolution process issues in the city's favor to retain or recover the potential annual loss of \$1.5 million.

2. The city's General Fund is the financial base for our ability to address our responsibilities to **maintain the city's infrastructure** – streets, sidewalks, parks, medians, and related improvements and equipment. While we strive to keep up with our annual maintenance from ongoing operating funds, it is prudent to maintain a strong reserve to assist our maintenance functions as needed.
3. We also feel the determination to ensure that the city's facilities are upgraded and updated – the Senior Center, Swim and Racquetball Center, Recreation and restroom buildings, Walker House, building systems, ADA compliance, and safety. We anticipate upcoming expenditures in the range of **\$225,000 to \$350,000** which would come from reserves depending on the availability of ongoing capital project money. Another project that may (depending on outside and/or grant funding) require reserve funds is the eventual completion of improvements to the 'Walnut Creek' park, along with the need to address ongoing maintenance and operational costs.

With the loss of Redevelopment – there are former Agency projects the city may still desire to achieve – with careful prioritization from General Fund reserves:

4. Allocate money to complete the limited **façade work** for the downtown previously approved by the city council. **\$200,000**
5. Use General Fund reserves to move forward with all or a portion of the anticipated **wooden sidewalk and landscape replacement project** in the downtown. **\$650,000 - \$1.2 million**
6. Money to **assist with the elimination of Redevelopment**. Keeping options open for the city to perhaps purchase Redevelopment property assets that would otherwise go to private interests as part of the dissolution process. This would give the city time and the potential to achieve the most desirable development of those properties. The intent could be for the General Fund to recover the cost of purchasing the property of the Agency when the eventual development project purchases the property to complete the preferred project; but the money would first need to come from the General Fund reserve. **\$2-3,000,000**
7. Consider if reserve funds would be well spent to replace **city entrance signs and install wayfinding signs** in the city as previously discussed. Or place this project on a 'to be completed' list when certain amounts of excess operating funds are identified over time. **\$225,000 - \$300,000**
8. **Property on the northwest corner of Bonita and San Dimas Avenue**. Staff presented some preliminary concept plans several months ago involving housing on a portion of site. We have prepared the attached summary of the potential cost to remove the existing use and replace it with a park/plaza on the site tying it into the Walker House property. An

estimate of the possible cost is **\$4.9-5.37 million** all to come from General Fund reserves (see attached breakdown). We also note that in addition to this project cost, there would be an impact to the ongoing General Fund because of the loss of tax revenue from the removal of the business and increased costs to maintain the plaza after construction. Estimated impact to the city’s ongoing General Fund budget **\$158-163,000**. Staff feels it prudent to receive direction from the Council as to how this project compares with the other priorities and potential uses of the General Fund reserve balance.

COMMUNITY FUNDING AND NEW PROJECT/SERVICES REQUESTS:

As government and private resources shrink and diminish – the originally responsible government agency cuts back funding, levels of government shift responsibilities to others with insufficient funding, programs are cut, private money and sponsorships dry up, and cities find themselves as the funding of last resort – the financial backstop as others step away from their previous actions to provide funding for certain services or programs.

The challenge for a city under these circumstances is to maintain its fiscal discipline to use its funds for their intended purpose – to provide traditional local government services. Financial stress creates a way to uncover just how successful the financial discipline has been for an organization. Recently there have been examples of City Redevelopment Agencies using tax increment for Chamber of Commerce assistance, paying for public safety contracts, and code enforcement. The State has long lost its way – increasing services well beyond their financial capacity for decades – and taking and shifting revenues owned by others or intended for specific services to instead cover their spending. All this may be a more dramatic explanation for San Dimas’ situation than necessary, but it is still a good reminder to stick to our financial purpose and need rather than set aside our financial compass and vary off our path by spending money for programs that are not central to our function as a municipality.

Staff however recognizes that all this does not mean that there are not worthwhile programs that can benefit from funding – we therefore recommend that the city council set aside a specific amount of money from which to allocate contributions toward these causes based on priorities and consensus.

Recommended Community Funding allocation: \$12,500

Candidates:

Sheriff’s Boosters advertisement donation \$1,100	Homeless Contribution \$2,500 to support the administrative function
Project Sister \$2,400	Community Senior Services \$5,000
Food Bank \$5,000	Heroes \$3,300 benches

Rodeo – bleachers	Mt. Rescue support
Youth Sports i.e. field lights, special projects	School programs i.e. yellow bus program, transportation, team support, etc.

Recommendation:

1. Establish a specific and maximum amount of funds to be available to address Community Funding requests - \$12,500. The city council would then deliberate over how to best allocate the money by consensus.
2. Requests for city funding have a tendency to come up throughout a fiscal year – it may be advisable to only allocate a percentage of the funds available at the beginning of the year so other requests could be considered during the year as they may come forward.
3. With all allocations, it is important to confirm the community benefit and where services are provided - documentation of services provided to San Dimas residents. Each benefiting agency should provide a report of how the funds were spent.
4. Perhaps another concept to consider with how to make these financial decisions is to allocate 20% of the community funds to each member of the city council for their discretion on how to administer the funds (still being subject to the funding requirements above). This way a council member may be able to ensure the funding of particular activities and interests to them.



Agenda Item Staff Report

2012-13 Preliminary Budget Study Session
Administration Department

The Administrative Services Department proposes to continue managing the day to day operations and to undertake the following additional work program and budget items for the upcoming year.

Finance Division

- Successor Agency Support – Finance staff has already, and will continue to play a key role in the City's responsibility as Successor Agency.
- Maximize Revenues – This past year the division completed a TOT audit, put in place a new system to capture delinquent business licenses and diversified investments to increase interest earnings within our prudent investment policy. This year will include a targeted TOT audit and improved processes to identify unlicensed businesses.

Risk Management

- LossCAP – Risk Evaluation Report – Continue to make progress in implementing suggestions made by the CJPIA in the 2010 LossCAP risk evaluation report.
- General Liability and Workers Compensation Deposits – Deposit amounts for next year are not available yet.

Personnel

- Training – Continue to utilize CJPIA, Liebert-Cassidy-Whitmore and other job specific training opportunities.
- PERS Costs – The City's PERS rate for FY 12-13 will be 14.194%, a modest increase of 0.227% or \$42,700.

Public Safety Contract Administration

- Sheriff's Contract – The estimated amount of the Sheriff's Department contract rate increase is 3.5%. The estimate for the Liability Trust Fund for next year is 3.5% - 4%.
- Animal Control Services – The City will be entering into the 2nd year of a 3 year contract with the Inland Valley Humane Society. The contract allows for an annual cost of living adjustment, the actual amount of which is not known yet. This current year is the last of the five year contribution towards the shelter renovation project.

Solid Waste

- AB341 – Mandatory Commercial Recycling – State legislation AB 341 mandates commercial recycling businesses and multi-family complexes effective July 1, 2012. The City is responsible for developing and implementing a program to accomplish this. There will be some costs for education and monitoring compliance.

Public Access Channel

- ULV Contract – The current contract with the University of La Verne to manage the station expires December 31, 2012. Staff will continue to monitor their performance and negotiate a new contract if appropriate. There may also be a need to upgrade some of the original Council Chambers camera equipment.

Information Technology

- Printer Upgrades – We will budget to upgrade some of the older printers.
- Cell Phones – We are looking at replacing and upgrading the City issued cell phones. We will most likely looking at more smart phone devices which have additional cost for data service.

Emergency Preparedness

- Emergency Response Plan and Hazard Mitigation Plan – Staff will focus greater efforts and staff resources in updating both the Citywide Emergency Response Plan as well as the Hazard Mitigation Plan.

Transportation

- Dial-A-Cab – Costs for the Dial-A-Cab program have been brought back to more historic levels and should be sustainable with existing Prop A funds.

Overnight Parking Enforcement

- Staffing levels and deployment – With the reduction in the number of citations issued due to greater compliance, staff will be reviewing the current staffing levels and the way staff is being deployed.

Lost and Found Pet Registry

- Councilman has suggested the City explore offering a Lost and Found Registry program. Staff has concluded research and provides the attached summary of potential options. Staff is seeking direction from the Council on funding for such a program in next year's budget. (See attached Memo)

LOST AND FOUND PET REGISTRY STAFF REPORT

It was suggested to explore the possibilities of providing a method for persons with lost or found pets in San Dimas to submit and match information to reunite pet owners with lost pets. Staff researched what services along these lines currently exist and what potential options may be available. The following is a report of that research.

EXISTING PROGRAMS

IVHS – IVHS maintains binders of lost and found pet information and flyers. Information can be submitted in person or over the phone. Persons who walk-in to the shelter can review the binders or when calls come into the shelter the binder is referenced along with the shelter data base.

Pros – The program already exists. Most people who lose or find a pet will contact the shelter. Low maintenance of maintaining the binders.

Cons – The program is not well publicized. It requires in person viewing in person or calling. Can only be accessed hours the shelter is open.

Pet Stores- Pet stores provide bulletin boards to post lost and found information

Pros – Already exists.

Cons – Not very effective. Requires physical posting. Relies on chance that person losing and finding pet will see the same posting.

Other Cities Programs – After contacting other cities in the area we could not find any other existing registry programs.

Independent On-Line Registry Programs – We have found a few independently run pet lost and found sites. Some are not for profit (do not charge for postings), some are for profit (charge for postings) and some take advantage of existing social network opportunities (Facebook) Some are local, the L.A. area and some are national. The most intriguing is lostpetsla.com. It appears to be hosted by volunteers and there is no charge for postings. It covers the greater L.A. area.

Pros – It allows persons to post lost or found pets at no cost. It covers the San Dimas area. It is already set up and operating.

Cons – It is not controlled by the City. Don't know how people find out about the site. We know nothing about the operators or its success rate.

POTENTIAL PROGRAMS FOR THE CITY

Manual Registry – It does not seem to make sense for the City to offer a separate manual registry program that would be duplicative to the IVHS program. If anything the City could support the IVHS program by promoting its existence or allow persons to post information through the City and forward it to IVHS to maintain one data base.

On-Line Registry

Existing Service – The City could support an existing on-line service like lostpetsla.com. The City could promote the site and provide a link through the City's site. The City would need to feel comfortable that this is an appropriate site to partner with. We would also want to make sure whatever we do integrates with the IVHS sheltering operation. Encouraging persons to not only post on a web registry but also to contact the shelter. This option would be the most cost effective with virtually no additional cost to the City,

City Maintained Service – The City could add an on-line registry, similar to lostpetsla, to the City website. The site could operate similar to lostpetsla site where persons could post information on-line or call in information to the city to be posted on-line. There would be an initial start-up cost for the City's contract web programmer to set-up the template on the web site. A preliminary cost estimate is \$1,000 plus utilization of some of the City's monthly contracted maintenance hours. There would also be staff time involved in maintaining the site. The site would require the need to review each post submission before it is posted to the site to maintain the integrity of the site. Staff would also need to monitor the site to ensure that outdated posts are deleted etc. We can accommodate the staff time to maintain the site with existing staff with minimal impact. Another consideration with a City maintained site and reviewing postings is that postings will only be added during normal City business hours. So a post submitted on Friday evening would not be posted until Monday morning after City Hall is open. A mock up of what the site much look like and how it would function is attached.



The first page of this module will display the most recent pet listings.

The text above the "List a Lost or Found Pet" button can be edited by site administrators to reflect the city's current policies.

Site administrators must review and approve each submitted listing. They also control the maximum number of days that each listing is published and can remove a listing at any time.

The listing date and the words "Lost!" or "Found!" are dropped in by the program automatically, as is the link to "Contact the person who placed this listing."

The screenshot shows the City of San Dimas website's 'Lost and Found Pets' page. At the top, there is a navigation menu with links for Home, City Council, Administration, Community Development, Development Services, Parks & Recreation, Public Works, Public Safety, and Site Admin. Below the menu is a banner for the City of San Dimas, California, with the address '200 N San Dimas Ave'. The main content area is titled 'Lost and Found Pets' and includes a list of pet photos. A 'List a Lost or Found Pet' button is prominently displayed. Below the button, there are two listings: 'Lost! Lazy Bones - 2 Year Old Male Grey Tabby' and 'Found! Brown-Black Female Cat'. The page also includes a search bar and a footer with contact information.

Lost and Found Pets



Lost and Found Pets is a free community service of the City of San Dimas. Browse the listings below. The most recent listings appear on top. Use the links provided to contact the person who placed the listing.

To place a new listing, click the **button below**. New listings are typically published within 1-2 business days, subject to staff approval. Listings remain published for 45 days, after which you will need to submit the listing again.

List a Lost or Found Pet

Displaying records 1 through 10 of 294

First

Prior

Next

Last

Lost! Lazy Bones - 2 Year Old Male Grey Tabby

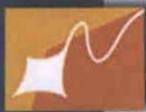


Monday, February 20. Our 2-year-old male grey tabby cat was last seen in our yard near Gladstone and San Dimas Avenue on Friday, February 17th. He's probably hungry. Was wearing a red collar with a bell. [Contact the person who placed this listing.](#)

Found! Brown-Black Female Cat



Saturday, February 18. We found this sweet little thing last night on our front step meowing her head off. She's very friendly but doesn't have any



Highpoint Making Great Ideas Work Online

Images submitted by listers are automatically resized to fit within an area of 150x150 pixels.

Listers are required to submit their email addresses so that the website can send them a message when someone tries to contact them. However, their email addresses are not actually displayed on the website in order to avoid their getting spammed.

Listers can optionally include their names, addresses and phone numbers, but they are not required to do so.

If the lister does not have a photo of the pet, then we will display a generic illustration, like a paw print.



List a Lost or Found Pet
Displaying records 1 through 10 of 294
First Prior Next Last

Lost! Lazy Bones - 2 Year Old Male Grey Tabby



Monday, February 20. Our 2-year-old male grey tabby cat was last seen in our yard near Gladstone and San Dimas Avenue on Friday, February 17th. He's probably hungry. Was wearing a red collar with a bell.
[Contact the person who placed this listing.](#)

Found! Brown-Black Female Cat



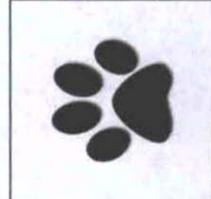
Saturday, February 18. We found this sweet little thing last night on our front step meowing her head off. She's very friendly but doesn't have any collar or tags. We live near Horse Thief Canyon Park.
[Contact the person who placed this listing.](#)

Lost! Buddy - Tan Male Pit Bull Mix



Saturday, February 18. Please help find our Buddy! Our 2 children really miss him! He's very gentle and usually answers when called by name. He escaped from our fenced yard near Damien High School some time Thursday. If you find him, call any time: 909-821-7777.
[Contact the person who placed this listing.](#)

Found! Male Sheppard Mix - "Amigo"



Thursday, February 16. Medium size male sheppard mix is wearing a bandana that says "Amigo" but no collar or tags. We would guess that he's maybe 2 or 3 years old. Seems healthy. A little scared. Found near 4th and Cataract.
[Contact the person who placed this listing.](#)



The instructions on this page are editable by a Site Administrator.

Website users need to scroll down past the instructions to get to the submission form.

Clicking the "View Current Listings" button takes you back to the starting page.

City of San Dimas
[Home](#) [City Council](#) [Administration](#) [Community Development](#) [Development Services](#) [Parks & Recreation](#) [Public Works](#) [Public Safety](#) [Site Admin](#)

[About San Dimas](#) [Residents](#) [Business](#) [City Services](#) [Public Information](#) [Find It](#)

List a Lost or Found Pet

[View Current Listings](#)

Lost and Found Pets is a free community service of the City of San Dimas. To see pets that are currently listed on our website, click the "View Current Listings" button below. **Use the form below to place a new listing.**

Instructions for Listing a Lost or Found Pet

Your Email Address. You are required to submit your email address so that someone can contact you through this website. However, your email address will not be visible

Lost or Found. Indicate whether you are reporting a pet as lost or found.

Headline. Include the pet's name (if known), the type of pet (dog, cat, bird, etc.) and a few descriptive words. For example: "Princess, small female Siamese cat."

Details. You can include whatever you think will be most helpful. Consider including:

- when and where the pet was lost or found
- whether the pet is male or female
- any special identifying traits or markings
- the pet's approx. size, weight and age
- any distinctive behaviors
- any special precautions (scratching, biting, etc.)

You can optionally include your name, address and phone number, if you think it will be helpful, but you are not required to do so.



Highpoint Making Great Ideas Work Online

After they have filled out the form, website users can select a photo stored on their computers to upload as part of their listing.

Clicking the "Preview Listing" button displays a preview of the listing below the button.



- the pet's approx. size, weight and age
- any distinctive behaviors
- any special precautions (scratching, biting, etc.)

You can optionally include your name, address and phone number, if you think it will be helpful, but you are not required to do so.

Upload Photo. You can upload a photo of the pet from your computer, if you have one available.

Submit Listing. When you have finished entering your listing, review it carefully for accuracy. Then click the "Submit Your Listing" button.

Listings are typically published within 1-2 business days, subject to staff approval. Listings remain published for 45 days, after which you will need to submit the listing again.

Your Name * This will NOT be published on the website.

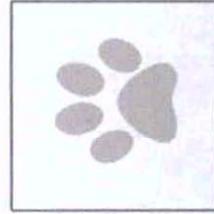
Your Email Address * This will NOT be published on the website.

Your Phone This will NOT be published on the website.

This listing is for a Lost Pet Found Pet

Headline * maximum: 80 characters

Details * maximum: 500 characters



[Click here to upload a photo. \(optional\)](#)

[Preview Listing](#)



The person responding is required to enter something in the name, email and message fields.



List a Lost or Found Pet

Displaying records 1 through 10 of 294
First Prior Next Last

Lost! Lazy Bones - 2 Year Old Male Grey Tabby



Monday, February 20. Our 2-year-old male grey tabby cat was last seen in our yard near Gladstone and San Dimas Avenue on Friday, February 17th. He's probably hungry. Was wearing a red collar with a bell.
Contact the person who placed this listing.

Your Name *

Michael Heilbert

Your Email Address *

michael@wherideaswork.com

Your Phone (optional)

909-592-2207

Your Message *

I think we found him. What a funny cat! We left the back window of our car open yesterday and this morning there he was sleeping in the drivers seat! We've got him in the house now. Please come and get him. Call first -- 909-592-2207.

Send Message

X Close Form

Found! Brown-Black Female Cat



Saturday, February 18. We found this sweet little thing last night on our front step meowing her head off. She's very friendly but doesn't have any collar or tags. We live near Horse Thief Canyon Park.
Contact the person who placed this listing.

Lost! Buddy - Tan Male Pit Bull Mix



Saturday, February 18. Please help find our Buddy! Our 2 children really miss him! He's very gentle and usually answers when called by name. He escaped from our fenced yard near Damien High School some time Thursday. If you find him, call any time: 909-821-7777.



CITY OF SAN DIMAS Parks & Recreation Department

2012-13 Budget Study Session

February 28, 2012

General description of the Department's 2012-13 anticipated activity:

The Parks and Recreation Department staff will continue to efficiently utilize available resources in order to effectively deliver services in each of the department divisions; Landscape Maintenance, Facilities Maintenance and Recreation. The department will:

- Ensure proper care and maintenance of landscaping and trees in City parks, parkways and medians.
- Maintain safe, clean facilities for public use.
- Provide residents of all ages the opportunity to participate in a variety of recreation programs and activities.
- Develop well-designed public parks and facilities.

FACILITIES MAINTENANCE DIVISION

Facilities Maintenance Projects to be prioritized and completed:

- Continue to effectively evaluate and plan for the short and long term maintenance needs of City facilities.
- Senior Citizen/Community Center:
 - evaluate HVAC system for replacement
 - replace carpet throughout
 - paint interior throughout
 - rehab restrooms
 - replace multipurpose room and kitchen flooring
 - refinish baseboards throughout
 - repair and reface kitchen cabinets
 - replace acoustic tiles as necessary throughout
 - replace light lenses as necessary throughout
- Swim and Racquet Club:
 - annual floor maintenance on racquetball courts
 - replace heater tube bundle on competition pool
 - evaluate HVAC unit for Aerobics Room for replacement
 - evaluate HVAC unit for Student Union for replacement
 - install roof access ladders to upper roof areas
 - purchase ADA accessible lifts
 - evaluate showers and sauna for tile re-glaze

- Ladera Serra Park Recreation Building:
 - o repair/replace wood beam and roof cap
- SportsPlex:
 - o graffiti coat restroom building
- Marchant Park:
 - o replace restroom building
 - o ADA upgrades to recreation building
- Via Verde Park:
 - o paint restroom interior and exterior trim
- Lone Hill Park:
 - o paint restroom interior and exterior trim
- Martin House:
 - o paint interior
 - o replace carpet
 - o consider Holiday lights
- Community Building:
 - o fence A/C units in rear parking lot
 - o table and chair replacement
- Walker House:
 - o seal red brick exterior walls
 - o evaluate water filtration system
 - o evaluate restroom hallway flooring for replacement
- All Facilities/Parks:
 - o continue ADA Access Audit and Evaluation
- Golf Course:
 - o replace copper water line
- Downtown:
 - o consider purchasing additional Holiday Decorations

LANDSCAPE MAINTENANCE DIVISION

Landscape Maintenance Projects to be prioritized and completed:

- Continue to utilize the Cal-Sense Irrigation Software program for control and monitoring of irrigation systems for more efficient water use.
- Parks:
 - o evaluate playground equipment replacement and fund one or more parks
 - o repair playground equipment as necessary
 - o powder coat and repair trash enclosure doors
 - o evaluate security lights in parks for energy efficiencies
 - o consider improvements identified in Walnut Creek Open Space plan
 - o purchase turf aerator
- City Hall:
 - o upgrade electrical for Holiday lights on tree
- Civic Center Park:
 - o install perimeter walking path or sidewalk
 - o repair deep pit barbecue
- Rhodes Park:
 - o increase Holiday lights due to tree growth

- Freedom Park
 - consider benches and trash receptacles at Heroes Monument
- Swim and Racquet Club:
 - landscape improvements at entrance planter
 - walking path improvements
- Lone Hill Park
 - consider San Dimas Youth Softball request for batting cage
 - softball infield maintenance
 - evaluate irrigation modifications for softball field
- Loma Vista Park:
 - resurface basketball court
- Horsethief Canyon Park:
 - annual dog park turf maintenance
 - upgrade irrigation pump control panel
- Pioneer Park
 - Baseball infield maintenance
- Marchant Park:
 - replace irrigation mainline
 - resurface basketball court
 - Park Assessment
 - Little League requests
 - Field lights
 - Facility Space: larger building for storage
 - Dugout expansion
 - Enhanced infield maintenance
- Via Verde Park:
 - patch and re-seal walking path
 - security light upgrades
- SportsPlex:
 - annual infield maintenance and improvements
 - retrofit access gate
 - re-paint tennis court fencing
 - automate roll up door for storage room
- Parkways/Medians:
 - continue liquidambar tree removals and reforestation in conjunction with Public Works curb repair projects
 - improve Foothill/Cataract median landscape (Mayer tract)
 - landscape improvements in Foothill Boulevard median
 - landscape improvements in Lone Hill median
 - replace mainline water supply to Via Verde median in conjunction with Public Works street project
- Continue annual projects:
 - tree replacement/planting program
 - park and median island landscape and hardscape improvements
 - park and median island irrigation upgrades
 - park sidewalk repair/replacement
 - park trash receptacles, barbecues, tables and bench replacement
 - Cal Sense irrigation upgrades
 - vinyl trail fence repair/replacement
 - trail maintenance and improvements

RECREATION DIVISION

Recreation Projects to be prioritized and completed:

- Continue to provide quality recreation activities for participants of all ages, youth, teens, adults, and seniors, considering new and innovative programs in the following areas:
 - family recreation programs and activities
 - health and fitness programs
 - outdoor recreation activities
- Continue with staff training for the use and development of Active.Net Software.
- Continue to develop a comprehensive marketing and promotions plan for all Parks and Recreation Department facilities, programs and events.
- Continue to develop an enhanced training program for all Parks and Recreation Department personnel.
- Continue to develop a formalized volunteer program in an effort to increase recreation services through the assistance of trained volunteers.
- Continue to work collaboratively with Youth Organizations, Bonita Unified School District and other service providers to expand service opportunities where possible.
- Continue to provide an Activity Scholarship Program to provide financial assistance for participation on Recreation activities.
- Swim and Racquet Club
 - evaluate conversion of one racquetball court to a cardio exercise room
 - purchase fitness equipment
 - evaluate operational and programmatic changes
 - offer fall and spring swim lesson program

PARKS AND RECREATION & SENIOR CITIZEN COMMISSIONS PROJECT LIST

- Marchant Park
 - new restroom building
 - lighted baseball fields
- Swim and Racquet Club court conversion to weight room
- Senior Citizen/Community Center Refurbishment
- Playground Equipment Replacement
- Via Verde Park Security Light Upgrades
- Youth Center or Student Union addition
- Lighted Basketball Courts at SportsPlex or a Park
- Horsethief Canyon Park Phase III development
 - 3rd dog area for rotational turf management
 - lights for dog park
 - overnight campground
- Continued development of a Trails Plan
- Plan for development of Walnut Creek Open Space
 - evaluate community garden interest
- Splash Pad
- Civic Center Marquee Sign or City Hall/Civic Center Monument Sign

GOLF COURSE AND BANQUET FACILITY CAPITAL IMPROVEMENT FUND

- Parking lot repairs including driveways
- Cart path enhancements
- Refurbish driving range
- Replace lighting in parking lots and staging area
- Install course yardage markers
- Evaluate rebuilding/replacing of the maintenance building
- Replace public address/audio system in banquet room
- Replace sink in men's banquet room restroom
- Landscape clubhouse entry

VEHICLE AND EQUIPMENT REPLACEMENT

- Replace Recreation Van (1999)



CITY OF SAN DIMAS

Public Works Department

2012-2013 Budget Study Session
February 28, 2012

General Description of the Department's 2012-2013 Anticipated Activity:

The Public Works Department and its Engineering and Street Maintenance Divisions will efficiently continue to manage its prime responsibilities of planning, designing, inspecting private street improvements and maintaining the public infrastructures (within the right-of-way), including the maintenance of the City's fleet of vehicles and specialized equipment.

Public Works intends on providing prompt, courteous and professional customer service for the community and safely and effectively protect the City's physical investment of the right-of-ways through periodic review and repairs. Public Works primary focus will be to provide a safe, clean and pleasant City environment for the community.

Due to the State budget circumstances and economic issues, there could be potential impacts to our City budget in the year 2012-2013. With this in mind, Public Works will continue to steadily focus on merging projects that will be carried forward from this year, together with new major projects to minimize expenditures where possible.

The Public Works department is looking forward to working together with the all City departments and the community for a successful Fiscal Year.

Renovation/Redesign of Bonita Avenue Boardwalk and Street Frontage Areas

Public Works has received four conceptual landscape architectural design alternative plans for the renovation/re-design of the Bonita Avenue Boardwalk and Street Frontage project. Recognizing that this is a priority project for Council, Staff is recommending that Council consider holding a separate study session to review this item, wherein Staff can provide in detail the various options and alternatives with estimated costs. Staff will also include for discussion the proposals to rehabilitate Bonita Avenue from San Dimas Avenue to Monte Vista and potential realignment or narrowing down of Bonita Avenue from Monte Vista to Acacia as part of the approved Bonita/Cataract signalized/intersection improvement Call for Project Funding programmed for construction in 2015.

Department's Capital Improvement, Annual and Special Projects

Projects Carried to Fiscal Year 2012-2013

The projects listed below will likely be carried over due to lack of timely progress, technical issues, delay or approval from other agencies.

- Widening of Foothill Blvd Bridge at San Dimas Wash near Walnut Ave (**completion of design and Right of Way Acquisition**)

- Lone Hill Ave/Arrow Highway Median and Signal Modifications (**Acquire easements**)
- Gladstone Street Rehabilitation between Amelia Avenue and Lone Hill Avenue (**Acquire Permits and complete utility relocation**)
- Terrebonne Avenue Archway Sign rehabilitation

Engineering Division Major Capital Improvement Projects

In addition to the above projects, other projects Public Works would like to focus on are:

- Lone Hill Ave Street, Drainage and Landscaping Reconstruction and Rehabilitation between Arrow Highway and Cienega Ave
- Avenida Entrada Reconstruction and Rehabilitation between Calle Linda and Calle Estrella
- Foothill Blvd and San Dimas Canyon Road Signal Modification and Enhancement – addition of North/South bound left turn phasing (**possible cooperative project with County**)
- South Bound San Dimas Avenue Bike Lane repair/restripe from Avenida Domingo to 1500 ft. north.
- Arrow Highway crack fill – east to west city limits
- Puddingstone Shopping Center parking lot -Seal Coating, Striping and ADA Improvements
- Re-activate reconstruction of Alley program – From North of Second St to Cataract Av & approx. 150 east of Cataract
- Downtown Bonita Ave cross walk lighting

Special Projects

- City Sidewalks- continue with comprehensive evaluation and combined assessment of sidewalks
- Continue with Downtown Boardwalks- extraordinary maintenance needs, Long term vs. short term – Pending decision on renovation project.

Major Annual Projects

- Town core Decorative Street Light installation (program doubled- two street blocks) 4th Street - San Dimas to Cataract Ave
- Pavement Preservation for Zone A- North side of City north of 210 Freeway.
- Continue Annual Hazardous Sidewalk Repairs including Guardrail Replacement Projects and Programs

Equipment Replacement

- Plan for replacement of aging Street Sweepers- Considerations include repairs vs. replacement costs and alternative fuels including fueling stations

Projects to Track for Future Consideration

General Infrastructure

- Comprehensive Forecast of Projects needed to maintain City's Street, Sewer, and Storm Drain Systems and funds to accomplish these projects
- Improve the efficiency and plan for future needs of Maintenance Yard
- Downtown Municipal Parking Lots- set aside funds for major reconstruction and rehabilitation of 5 Parking Districts

- Replace downtown street light wood poles along Bonita Ave (San Dimas to Walnut Avenue and Civic Center)
- Reconstruction, Rehabilitation, and undergrounding of San Dimas Ave between Railroad crossing to Alley south of 2nd St

Major Arterial Streets

- Full Street Improvements on Baseline Road (Amelia Ave to San Dimas Canyon Rd)
- Intersection and Alignment improvements of Cataract Ave and Bonita Ave
- Reconstruction and Rehabilitation of Bonita Ave between Eucla and San Dimas Canyon Road
- Reconstruction and Rehabilitation of Lone Hill Ave between Overland Court and Covina Blvd.
- Reconstruction and Rehabilitation of Cienega Ave between Arrow Highway and Lonehill Ave
- Via Verde Reconstruction and Rehabilitation between Puente and Covina Hills Rd. - Possible cooperative project with County to extend improvements to near the 10 Freeway.

cc: Blaine Michaelis, City Manager

kp/02-12-22



Agenda Item Staff Report Development Services Department

2012-13 Budget Study Session

General Description of the Department's 2012-13 anticipated activity:

The Development Services Department staff will continue to efficiently utilize available resources to effectively deliver services in each of the department divisions: Planning, Building & Safety, and Code Enforcement.

Each year, changes in state law create unfunded state mandates that place additional requirements on the city such as reducing greenhouse gas emissions through environmental review per SB375.

Major Projects

- Grove Station – The Olson Company anticipates being under construction on remaining phases of residential townhome units.
- Loma Bonita Residences – VCH anticipates being under construction on all apartments.
- Citrus Station (Costco property) – A single developer has expressed interest in acquiring the remaining pads for development. Therefore it is likely that we will receive development applications for some or all of the pad buildings.
- Lone Hill by Williams Homes should complete construction of these 18 single family estate homes.
- Housing Programs – Work will begin on the 2014 update to our Housing Element. There are 24 housing programs identified in the 2008 Housing Element (see Table V-3). The dissolution of the San Dimas Redevelopment Agency pursuant to AB1x26 will have a profound impact upon our ability to implement many of these programs, particularly those affordable housing programs. Implementation of the following programs are the responsibility of Development Services Department staff:
 1. Housing Code Enforcement and Abatement to bring all housing into code compliance. Objective: conduct 50 inspections annually.

2. Residential and Mixed-Use Sites Inventory to meet RHNA, including educational program to inform developers of incentives for affordable housing.
 3. Mixed-Use and Higher Density Residential Zones – adopt both a mixed-use and higher density residential zoning ordinance, rezoning sites at 30 dwelling units per acre to meet RHNA, and review Noise Ordinance for possible amendments.
 4. Inclusionary Housing Ordinance – evaluate economic impacts of implementing a 20% inclusionary requirement for multiple-family residential development within RDA project areas.
 5. Senior housing - Municipal Code Text Amendment to update development standards if necessary.
- **Code Enforcement Division Program** – Staff will continue to appropriately enforce ordinances. We will be using three enforcement tools more often as a cheaper alternative to prosecution, particularly those involving building code violations: 1) nuisance abatement hearing officer process, 2) notice and order of substandard housing, and 3) recordation of notice of violation.
 - **Building & Safety Division Program** – In addition to regular program activities, the Building Superintendent is assisting Facilities evaluate accessibility of all city facilities. On March 15, 2012, compliance with the 2010 ADA Standards for Accessible Design will be required for new construction and alterations and barrier removal. In the period between September 15, 2010 and March 15, 2012, the city may choose between the 1991 Standards and the 2010 Standards. City should have complied with the 1991 Standards during any new construction or alteration of facilities or elements, but if have not done so by March 15, 2012, must comply with the 2010 Standards. Also, we are requesting additional funding for Building Emergency Abatement supplies. Every year San Dimas has several structural fires that need the City's Building Superintendent to board-up to protect public safety. We are requesting \$1,000 for plywood, screws, etc. This will also assist in tracking and recovering these costs.
 - **Planning Division Program** – No changes are anticipated for FY 12/13. New state laws impose additional review requirements that burden staff. Here are a few that affect planning procedures:
 1. AB209 requires city to make all environmental documents available in electronic format.
 2. AB320 requires city to identify in CEQA notices any person (applicant) receiving financial assistance from city.
 3. AB654 requires that before city approves new Mills Act contracts that city conduct inspection of interior and exterior, and every five years thereafter

Special Projects

- The following first priority projects and tasks on our work program will be addressed by Development Services Department staff as time and workload permits. There are numerous other second and third priority projects we are also involved in.
 1. Signs – community forum
 2. SF-DR setbacks
 3. Status of M&E property
 4. SFA rezoning / equestrian standards
 5. Storage container policy

At some point in the future – consideration can take place on the need to selectively look at the city's General Plan provisions to determine appropriate, necessary, and cost effective steps to take.



CITY OF SAN DIMAS MEMORANDUM

DATE: February 28, 2012
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: FY 2012-13 Budget Workshop

The Community Development Department oversees Development Services and Public Works Departments, including the City Engineer, and manages various assigned special projects on an as needed. Current Staffing consists of an Assistant City Manager and two Administrative Assistants.

The Department is currently engaged in a number of projects which it will be completing during the remainder of the current FY. These include:

- Walnut Creek Conceptual Master Plan. This project includes coordination with the Rivers & Mountains Conservancy/Wildlife Conservation Authority, the County of Los Angeles and the City Parks and Recreation Department. The community participation phase is nearing completion and the City review process will proceed shortly.
- Sign Ordinance Update. Community Forums have been held and Staff is preparing for public hearings in April and May.
- Downtown Facades. Plans for new facades for five Downtown buildings are in plan check. Construction will occur between March and June if the transfer from General Fund Reserves is approved.
- RHNA Appeal. SCAG has released the 2014-2020 population and housing estimates. Staff is anticipating filing an a request for revision and/or appeal due to concerns about excess growth estimates in the prior RHNA cycle which were not adequately concerned in the new estimates.
- EECAP. This program is funded through the SGVCOG with an SCE grant and the City is participating and evaluating various energy efficiency and greenhouse gas emission reduction strategies.
- Affordable Housing/Grove Station. This project involves the sales of the four units acquired in the first phase and determining how to address

affordable housing with the recently approved portion of the Olson project in light of the dissolution of the RDA.

- Northern Foothills trail study. This is a special which is nearing completion in draft form after accepting input from a joint meeting of Planning, equestrian and Parks Commissions. Upon completion it will be processed for input prior to bringing it to City Council for consideration.

It is certainly possible that one or more of these projects will end up being carried over into FY 12-13. Looking forward to next year the Department anticipates the following projects:

- Completion of various projects (rezoning and Code amendments) associated with the 2008 Housing Element. (Also see Development Services)
- 2014 Housing Element
- Completion of Downtown Specific Plan
- Possible assistance in formation of a Downtown Business Improvement District
- Review of Downtown Sidewalk Renovation project and determination on preferred design
- Johnstone Building Seismic Rehab and Second Floor Housing Project (if City's Low-Mod Set-Aside funds are preserved through either SB 654 or AB 1585)
- Potential development of remaining Costco pads
- Potential EIR and Master Plan for Tzu Chi property
- Initial processing of various plans associated with NJD TTM
- Exploration of new economic development/affordable housing strategies
- Potential evaluation of continuing issues associated with use restrictions affecting shopping centers including San Dimas Station
- Possible public art project for Old Town Antique Store