



**MINUTES
SPECIAL CITY COUNCIL MEETING
TUESDAY, FEBRUARY 26, 2013, 5:00 P. M.
SAN DIMAS COUNCIL CHAMBERS
CONFERENCE ROOM
245 E. BONITA AVENUE**

PRESENT:

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

City Manager Blaine Michaelis
Assistant City Manager Ken Duran
City Attorney Ken Brown
Assistant City Manager for Community Development Larry Stevens
Director of Public Works Krishna Patel
Director of Parks and Recreation Theresa Bruns

1. CALL TO ORDER

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

2. ORAL COMMUNICATIONS

- a. Members of the Audience

None.

3. STUDY SESSION – Mid-Year 2012-13 Budget Report; Budget Preparation

City Manager Michaelis reported that the Study Session will consist of a mid-year budget report and discussion of objectives for the 2013-14 budget preparation.

Mr. Duran provided an overview of his mid-year budget report staff report.

In response to a question he commented that parking citation revenue is estimated to be down due to greater compliance, however, revenue will still exceed the cost of enforcement. He also responded that the vacant Plans Examiner position is being staffed with contract assistance. The contract is for fewer hours than a full-time position and allows for greater flexibility. Mr. Stevens added that the fewer hours does mean less counter time for the examiner.

Mr. Duran referenced the capital projects update list which provides a status report on capital projects that were approved with the 2012-13 budget.

Mr. Patel provided a description of the Arrow Hwy and Lone Hill intersection widening project and Lone Hill reconstruction project. He explained the “full depth reclamation” process that is proposed for the project. He added that due to this process it is recommended that Lone Hill Ave. from Arrow Hwy to Cienega be closed for up to 15 days in each direction during construction. He elaborated that while the

road would be closed in one direction, the road would be open to opposite direction traffic. In response to a question he commented that all work would be performed during the day. He also explained the infeasibility of keeping one lane of traffic in each direction open due to the difficulty of traffic detours at the Arrow Hwy. and Lone Hill intersection.

It was the consensus of the City Council to approve of the temporary road closures to accommodate the construction project.

Mr. Patel also described the approved project of adding crosswalk warning devices on Bonita Ave. He added that since the project was approved he has been made aware of a different technology that would add a camera to detect pedestrian movements to trigger a flashing beacon at the crosswalk. He requested that the Council appropriate an additional \$15,000 to the already approved \$15,000, for the change to the project. In response to a question he mentioned that he has observed this technology in Brea and Fullerton. Councilmember Bertone made a motion to allocate an additional \$15,000 for the crosswalk enhancement project. The motion was seconded by Mayor Pro Tem Badar and passed unanimously.

Mr. Patel also provided an update on the timing of the Foothill Blvd. bridge widening project. He reminded the Council that the majority of the funds for the project are from a Federal grant and delays to the project have been due to the Federal and State review process. He added that construction should begin in April 2014. Mr. Stevens commented that staff has had some discussion on the continued use of the existing trail bridge versus having a trail along Foothill Blvd. Mr. Michaelis added that staff will continue to discuss this issue.

Mr. Michaelis provided an overview of the staff report on the 2013-14 budget preparation. He commented that the theme for the budget will be "Reassess, Regroup and Rebuild."

Mr. Michaelis emphasized that the approach last year was to make budget adjustments in the current fiscal year to allow for the ability to prepare a balanced budget in FY 13 – 14. He added that the plan is to keep the existing staffing levels the same but also evaluate opportunities as future staffing vacancies occur through natural attrition. Council member Ebiner commented that he hopes that staff looks at these opportunities with a critical eye to determine if we are stronger if there is a chance to keep a position vacant and not just the fiscal savings.

Mr. Michaelis emphasized the focus on strategies to rebuild capital improvement and capital improvement funds.

Council member Templeman commented that staff should rethink the alley improvement schedule. He added that he thinks that alley improvement projects should be compared with the needs for street improvement projects and compete for the same funds. Mr. Patel responded that there are 30 alleys in the City on an improvement schedule but their condition is constantly being reevaluated and not automatically repaired based on the schedule.

Mr. Michaelis commented on some long term fiscal options as described in his report. Mr. Templeman commented that he would not be comfortable going below 60 or 70% general fund reserves.

Mr. Michaelis described a way to become more effective with our capital street projects by combining smaller projects into one larger "super project" to take advantage of economies of scale on bids. In response to a question he commented that he is not proposing to bond for capital projects but to have fewer, larger projects using available funds.

Mr. Michaelis also commented that staff is also looking at ways to prioritize and complete non capital projects. He proposed that staff will prepare a list of projects with a prioritization and present them to the Council at a Study Session on March 26th at 5:30.

Mayor Morris commented that it is also important to identify the cost of projects, in particular in staff time. He added that he thinks we should get away from a long list of projects and only list those that we can afford to complete.

Council member Templeman commented that he has concern with the staff time it would take to prepare a priority list of projects. Council member Bertone added that the Executive Director of the Chamber prepared a man hour assessment of Chamber activities and it was helpful for the Board in determining which programs to continue. Council member Ebner commented that he liked the idea of comparable costs of projects but the cost analysis does not need to be finite, maybe grouped in categories like small, medium and large.

Mr. Michaelis commented that staff feels that the time to prepare the list will be beneficial in giving the Council information to allow them to give staff direction on priorities. There was more discussion on the benefits of a list and the need to keep a project list shorter and manageable.

Mr. Michaelis reported on the requirements, resources and funding needed for the new MS4 storm water permit. There was some discussion on the permit requirements and the County proposed assessment.

Mr. Michaelis commented that staff is recommending that the Council defer further discussion on sidewalk and landscape changes to the downtown to Spring of 2014. He added that until decisions are made on capital improvement funding, this project competes with all other projects. He also commented that some of the things done this year like the selective tree removal and façade enhancements have improved the look of the downtown. The Council was in agreement with holding off on further discussion until next spring.

Mr. Michaelis reported that staff has been evaluating future options for street sweeping because of requirements to replace new sweepers with alternative fuel. He added that one of the options to be considered may be contracting for all or a part of that function. He further added that staff will present options as a part of future budget discussions.

Council member Ebner commented that the sweeper operators are additional eyes and ears throughout the community. Mr. Michaelis responded that that is a factor that will be taken into consideration with the options.

Mr. Duran provided an update on some of the Successor Agency activities anticipated for the upcoming year, in particular the preparation of the Long Range Property Management Plan. He briefly described the process and time line for preparing the Plan. He also mentioned that as issues are becoming more clear on the Housing Authority assets decisions will need to be made on the those assets. Council member Bertone asked if the requirement on a minimum of three family members to be eligible to purchase the City owned Grove Station units could be changed. Mr. Michaelis responded that that is a State requirement based on the number of bedrooms in the unit.

Mr. Michaelis asked for additional budget related items or comments from the Council.

Council member Ebner asked staff to prepare costs for the City to take over the maintenance of the horse trail fence on Baseline currently maintained by the homeowners association. Mr. Duran responded that there is also similar homeowners association maintained trail within Crystal Indian Springs.

Council member Templeman commented that he is concerned with non-profit organizations having to pay to use City building when having fundraisers. He added that we should consider giving a fee waiver for one event per year for groups the City has an agreement with. Council member Bertone expressed concern with where to draw the line on which groups would be eligible. There was some discussion

regarding this issue. The issue of how the rental rates are determined was also raised. It was suggested that staff bring back a report on non-profit facility use and potential fee waivers and explanation of fees.

Council member Templeman noted that commercial real estate representatives have contacted the city requesting that consider changes in the recently adopted sign code provisions that affect them. After a brief discussion the council expressed the consensus that staff could meet with the representatives to listen to their concerns and any proposed changes and to then report back to the city council. The city council further instructed staff to continue with the enforcement of the current sign provisions as enacted by the recent sign code.

4. ADJOURNMENT

The Study Session adjourned at 6:50 p.m.