



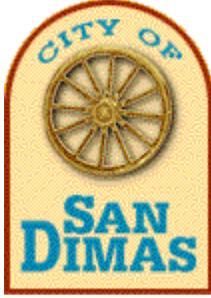
CITY OF SAN DIMAS

Retreat Meeting

Agenda

COUNCIL – PLANNING COMMISSION – STAFF RETREAT SESSION AGENDA
MONDAY NOVEMBER 3, 2014 5:00 PM - 9:00 PM
CITY COUNCIL CHAMBERS CONFERENCE ROOM
SAN DIMAS CITY HALL
245 EAST BONITA AVENUE

- 1. 5:00-5:45 pm** Joint discussion with the Planning Commission. Receive report on the development of General Criteria for projects desiring greater residential density. Provide possible direction.
- 2. 5:45-6:15 pm** Review/refresh the status and issues a decision to consider changes to the Downtown Boardwalk – and related matters. Provide possible direction.
- 3. 6:15-7:45 pm** Project updates:
 - a. Grant to complete a Downtown Plan.
 - b. Installation of decorative tree lights in the Downtown.
 - c. Program to complete Downtown facades and improvements.
 - d. Sale of affordable units – Grove Station.
 - e. Walnut Creek Open Space and Habitat Project
 - f. Train horns – recent information regarding train design and adjustments by Metrolink
 - g. Nostalgic street lights – lighting study regarding the brightness and effectiveness of the fixture to provide appropriate light for night time uses. Provide possible direction.
 - h. City's ADA compliance program.
 - i. Permit software project.
- 4. Council comments.**
- 5. Oral Communications –** Members of the audience. Anyone wishing to address the City Council on an item not on the agenda. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Speakers may be subject to a time limit as may be determined by the chair.
- 6. Adjournment –** next meeting of the City Council Adjournment – next meeting of the City Council November 12, 2014 5:30 pm Study Session, 7:00 pm regular meeting, City Hall.



MEMORANDUM

DATE: November 3, 2014
TO: Mayor and City Council & Members of Planning Commission
FROM: Community Development Department
SUBJECT: Update on Development of Criteria for Projects Desiring Greater Residential Density

On September 30, 2014 at a joint Meeting Staff presented, in combination with reinstating Study sessions, the following approach:

1. Review a map of the City and identify all areas NOT likely to change land uses in the next 10 years.
2. Review all remaining areas to determine if the existing land use is appropriate and add those to the areas not likely to change,
3. For all areas remaining after Steps 1 and 2 above, group (estimating 8-12 Study Areas would result) and prioritize for special studies of land use opportunities.
4. Based upon agreed upon priorities conduct one area special study at a time (2-4 months each depending on size and complexity of issues).
5. Determine for each study area how to evaluate any development opportunities and solicit community and property owner input.
6. After conducting studies implement any revisions through General Plan Amendments (3-4 months).

Discussion indicated that, while the overall approach might be satisfactory, there was a desire to address the multitude of current densification proposals by establishing more detailed criteria as soon as possible. Ideas discussed included the following:

- Compatibility with existing uses, densities and development standards in the surrounding area was an important consideration.
- There should be a demonstrated need for any changes to increase density.
- An appropriate area needed to be considered which could include more than the proposer's property.
- There should be a demonstrable community benefit associated with any densification.
- A preliminary consideration of appropriate development standards should occur as early as feasible. Such standards could include density and/or lot size, lot coverage, parking, FAR (floor area ratio), setbacks, open space, buffers, building height, unit

sizes, architecture, etc. Possible approaches would be to analyze this by comparison to the surrounding area and/or by evaluation of prototypical standards by type of residential product.

- Illustrative examples (photographs, site plans, aerials, etc.) are needed to understand distinctions between residential product types in order to facilitate a better understanding.

Staff expressed its concern to undertake this level of preliminary analysis for the 10-14 areas/sites that have been discussing potential applications and indicated that an update could be provided on possible approaches at the Fall Retreat.

Additional information will be provided at the meeting but Staff is suggesting the following general approach:

GENERALIZED CRITERIA/ OVERRIDING PRINCIPLES *(preliminary)*

Must be compatible with surrounding area by density, building height, and housing type.

Must seamlessly integrate any existing uses that will remain.

Must be orderly and efficient particularly to coordinate access/circulation/roads and utilities/infrastructure.

Must have coordinated phasing in a geographic area and may need to upsize to accommodate needs of surrounding areas.

Must demonstrate economically viable for any targeted market and may need to provide adequate analysis, affordability and/or other guarantees.

Clearly identify the need for and reasons to support a change.

Demonstrate community support for the change.

Demonstrate community benefits that would result from any change.

[NOTE: It may be necessary to amend Chapter 18.208 to incorporate this criteria.]

SPECIFIC STANDARDS *(preliminary)*

Density and/or lot size (which may vary by product type)

Lot coverage/FAR

Building Height

Setbacks

Additional buffer needs

On-site open space – useable and passive

Parking, including RV considerations

Architectural styles and variety

Unit sizes including number of bedrooms

Street widths

Affordability

Others?

SPECIFIC STANDARDS BY HOUSING TYPE *(illustrative)*

Staff is suggesting creating a matrix identifying specific standards with a numerical standard (or an acceptable range) for each likely housing type by density category. To facilitate an understanding of the meaning of any such standards it will be necessary to provide illustrative examples which may include photos, site plans, architecture, etc.

General Plan Density Category	Density Range	Housing Type	Lot Coverage	Floor Area Ratio (FAR)	Building Height
SF-Very Low Estate	0—0.2	Detached SF			
SF-Very Low	0.2-3	Detached SF			
SF-Low	3.1-6	Detached SF			
		Attached SF			
		Small Lot			
		Condominiums			
Low/Medium	6.1-8				
Medium	8.1-12				
High	12.1-16				
Default	30				

The above matrix is merely schematic at this point to illustrate the approach. It is understood that illustrative examples will be needed to reach decision points.

IDENTIFIED AREAS OR INTEREST *(additional info at meeting)*

Staff will update the areas of interest in densification at the Study Session to facilitate an understanding of the scope of the work that is needed.



Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
 For the Study Session of **November 3, 2014**

From: Krishna Patel, Public Works Director *KP*

Subject: **Downtown Boardwalk and Improvement Update**

BACKGROUND

Since the April 2011 Study Session, as well as the May 2012 session, Council has struggled with the Bonita Downtown Boardwalk/Sidewalk/Streetscape improvements. At each study session, Council deliberated and tried to find a balance on the outcome of the decision made in an attempt to revitalize and reinvent our downtown through physical improvements.

But due to the financial uncertainty at that time (2012), Council decided after Staff presented several cost costs options (attachment A) of the colored conceptual design for a typical block that it was simply not feasible to fund such endeavors. The concept plans were very creative and would have taken our downtown Bonita Avenue to the next level of revitalization. Unfortunately, due to the dissolution of the Redevelopment Agency, funding this type of project has become a major challenge as the required funds for this type of (capital) improvement range from \$1,924,000 to \$2,105,000.

Because of this challenge, Staff recommended that we continue maintaining the existing boardwalk for a couple of more years and the boardwalk debate of what to do has continued. While Public Works continues to maintain a vigorous schedule of boardwalk maintenance, issues from warping boards, lifting boards, wood rot, termite damage at awning supports, along with challenges of dealing with the destructive Liquid Amber tree roots, that are impacting and exasperating the on-going maintenance of the wooden walkway, as well as the paved bricks in the outdoor dining areas.

Even with an aggressive maintenance program, the aging boardwalk now appears to outweigh the benefits of continuing the care and upkeep due to the rising costs of such vital maintenance as shown below:

Year	Man-hours	City Labor*	Contract Labor	Materials	Annual Maintenance Costs
2008	245	\$23,002.00	\$5,302.00	\$10,073.00	\$38,377.00
2009	179	\$18,206.00	\$11,015.00	\$13,165.00	\$42,386.00
2010	104	\$10,554.00	\$5,500.00	\$10,498.00	\$26,552.00
2011	82	\$8,282.00		\$25,000.00	\$33,282.00
2012	159	\$16,059.00		\$20,000.00	\$36,059.00
2013	376	\$37,976.00		\$25,000.00	\$62,976.00

*City labor costs excludes all overhead costs

In addition, to the higher boardwalk maintenance costs, another on-going maintenance costs is the upkeep of the existing landscape due to the unique environments between north and side of Bonita –

- Northside – is primarily full sun creating a drier area
- Southside – is primarily full shade creating a more damp area

For all aforementioned reasons, our downtown boardwalk and landscaping area requires high maintenance and continuous upkeep

Even with the escalating costs for upkeep, the Council has been very supportive in funding various Infrastructure Improvements within the downtown since 2009, beginning with:

	Project	Year	Expense
A	Traffic calming measures, ADA access; improving pedestrian visibility/safety landscaping and hardscape improvements	2009	\$300,000.00
B	Upgrade/replace wooden street lights from Cataract to San Dimas Ave	2009	\$130,000.00
C	Provide City funding as a catalyst for façade renovation as we changed from the 70’s adopted ‘frontier’ theme, to ‘historic’ theme for the downtown corridor	2012	\$400,000.00
D	Pedestrian Flashing crossing light safety improvements at Exchange Place and Monte Vista	2013	\$30,000.00
E	Decorative Tree Street Light improvements (planned to be in place before Thanksgiving 2014)	2014	\$65,000.00
Total to date			\$925,000.00

These improvements have been a steady incremental investment into our downtown, however, may not appear to be enough to some. The fact remains that our aging downtown streetscape despite the maintenance efforts/costs needs a ‘make-over’ especially when you now consider the increasing requests for:

- more casual outdoor dining and outside display areas ;
- the appearance and impact of restoration of historic facades;
- quality landscape improvements;
- on-going tree root damage to the boardwalks and the surrounding hardscape like brick and concrete improvements.

With the above facts all converging together, Staff believes it is time for Council to make a philosophical decision on what direction the City takes with the downtown streetscape and improvements. Two questions to keep in mind as a decision is made to the downtown ‘make-over’ are:

1. *Do we keep or not keep the current theme of retaining approximately 1,100 l.f. of wooden boardwalk and the associate landscape and trees?*

At the April 2011 study session, City Council directed Staff to retain a landscape architect to develop plans which showed removal of the boardwalk and replaced with full-width decorative concrete sidewalk with new

trees and landscaping as mentioned earlier. As part of that direction, Council also authorized removal of about a dozen destructive Liquid Amber trees. If Council feels strongly about the boardwalk and elect to preserve the 'boardwalk' theme then the next question would be which type of wood do we replace it with?

1	Cost of new 10 foot wide Douglas Fir boardwalk and associated removal and replacement of existing landscape and trees	\$450,000.00
2	Cost of new Higher grade hardwood and associated landscape work	\$600,000.00

2. *If decision is to do away with the wooden planks and explore the options of a radical make-over that creates an inviting ambience of a pedestrian friendly environment, the following would need to be considered:*

1	Full sidewalks (up to 24' wide from building line to existing street curb with tree wells & grate) to replicate concrete finish (similar to Walker House and Grove Station)	\$625,000.00
2	To enhance downtown further, additional design elements could be explored such as textured/decorative sidewalks, decorative tree grates, pedestrian wall seating, signage, etc.	\$750,000.00

The above approach would make the streetscape more open and inviting, make the businesses with new renovated facades more visible and open (as presently existing landscape makes it less desirable). Also, the wider, full walkway provides more flexibility in design and layout of outdoor dining and display areas (as the demand increases). In both the wood versus concrete approaches, the selected tree species would be trees that provide shade as well be types of species that are more conducive to being decorated with lights in years to come.

The extra enhanced elements discussed above would bring more life to the sidewalk or opportunities to create a turning point in our downtown where the momentum created by City improvements may kick start some private sector investments in the downtown.

In considering either alternative, Staff also suggests that Council contemplate rehabilitation of the Bonita Avenue pavement from San Dimas Ave up to east median of Cataract Ave for an estimated \$400,000 since the pavement is also coming to end of its service life and rehabilitation/reconstruction/refurbishment will need to be programmed in conjunction with the adopted pedestrian pathway/streetscape improvements. Programming the pavement work and the walkway/streetscape improvements simultaneously would result in minimal inconvenience to our downtown merchants and community at large with one large project rather than separate projects.

ANALYSIS

Upon considering all the discussion points from 2011, 2012 and between wooden or concrete sidewalks, its Staff's opinion that since the Council adopted a policy to eliminate the 70's frontier theme and adopt a historic theme, which has proven to be very successful in appearance to our downtown and together with the escalating boardwalk and landscaping maintenance costs, it's apparent that decisions need to be made.

In taking into account, that our Frontier Village boardwalk and the building facades life cycles are coming to an end of their service life, along with Bonita Avenue streetscape, and in order to update and create a downtown that is more inviting and open to both the traveling public and pedestrian, Council be open to considering a major philosophical change. This major shift in philosophy could produce long term benefits for our downtown corridor. This component (decorative concrete sidewalk and the appropriate trees) that is costs effective to construct, maintain, has a longer service life, provides enough flexibility that could bring vibrancy and design to our downtown to give a 'sense of place'.

RECOMMENDATION

1. To accomplish this vast undertaking Staff requests Council's direction on moving forward with which type of boardwalk improvement should be installed: wooden boardwalk or the decorative concrete.
2. Secondly, after a specific material is selected, Staff requests Council's decision on the option of the material:

1	Cost of new 10 foot wide Douglas Fir boardwalk and associated removal and replacement of existing landscape and trees	\$450,000.00
2	Cost of new Higher grade hardwood and associated landscape work	\$600,000.00

Or

1	Full sidewalks (up to 24' wide from building line to existing street curb with tree wells & grate) to replicate concrete finish (similar to Walker House and Grove Station)	\$625,000.00
2	To enhance downtown further, additional design elements could be explored such as textured/decorative sidewalks, decorative tree grates, pedestrian wall seating, signage, etc.	\$750,000.00

3. Finally, with either selection and sub-option, Staff requests Council to consider allocating \$1,000,000 from the reserve funds as part of the spring 2015 budget discussion to fund the design, and construction of our downtown make-over with the following schedule in mind:
 - a. Continue funding the existing boardwalk maintenance program for 12 to 18 months more from Fiscal 2015-16
 - b. In 2015-16, fund design monies for both street scape and street improvement project
 - c. In 2016-17, start the wholesome and radical revitalization of our downtown through changes in our sidewalk, landscape and street infrastructure improvements.

Attachment – 2012 Study Session - Downtown Bonita Sidewalks/Streetscapes Options

ATTACHMENT A

Downtown Bonita Sidewalks/Streetscapes Options

Option #1 **Estimated Cost** **\$2,103,000**

Integration of City History in Conceptual Design:

- Following Council decision to move away from the “Frontier Western” style and more towards capturing the “Historical” character of the downtown area found during the first half of the 20th century.
- Historical buildings are identified with bronze plaques at each entry highlighting the date of construction and potentially the original business that was established at that time.
- In recognition of historic citrus industry of San Dimas, several design elements pay homage to this era. Citrus crate packing labels, murals and mosaics can be incorporated into many of the design elements, architectural facades and furnishings within the downtown area.
- The Heritage Plaza (in front of Feed & Grain Store) at Exchange Place designed to recognize the historical significance of the artesian wells within the “Mud Springs” region and includes boulder placement, a zero deck fountain (mimicking an artesian spring), seatwalls and interpretive signage.

Design Statement:

- Option #1 focused on maximizing the open “usable space” at each business storefront. Street trees are shifted closer to the curb to maximize the visibility and usability along the downtown “boardwalk.
- Allows for pedestrian circulation to move freely without obstruction down Bonita Avenue.
- Paving design more formal and follows a cadence of repeating bands of interlocking brick pavers (similar to those at City Hall). The in-field between banding constructed of natural gray colored concrete with an antiqued etched finish and is scored on a grid pattern (similar to the hardscape at Walker House building).
- Landscaping minimized to accentuate the intersection corners and Heritage Plaza at Exchange Place. Tree grates used around the street trees, offering opportunity to potentially customize their design. Accent pots integrated into the design to soften the building architecture to complement the exterior street furnishings.
- Benches placed within the protection of the street tree canopy and offer up shade to passing pedestrians and shoppers.

Option #2 **Estimated Cost** **\$1,924,000**

Integration of City History in Conceptual Design:

- Historical buildings are identified with bronze plaques at each entry highlighting the date of construction and potentially the original business that was established at that time.
- In recognition of historic citrus industry of San Dimas, several design elements pay homage to this era. Citrus crate packing labels, murals and mosaics can be incorporated into many of the design elements, architectural facades and furnishings within the downtown area.
- The Heritage Plaza at Exchange Place also is designed as a “flag court” with seatwalls and boulder accents.
- Interpretive signage displays highlight “Mud Springs”, the Citrus Industry of San Dimas’ past, and the historical buildings within the downtown region.
- The layout is in the shape of a wagon wheel, symbolic of the city logo of San Dimas.

Design Statement:

- The design of Option #2 focuses much like Option #1 on maximizing the open “usable space” at each business storefront.
- The paving design is more informal and provides a stamped colored concrete boardwalk much like the replacement concrete currently used
- Each storefront entry is banded with natural color concrete and scored with an antiqued etched finish with a scored grid pattern. This design places the emphasis on highlighting each storefront entry.
- Landscaping minimized to accentuate the intersection corners and Heritage Plaza at Exchange Place. Bioswales incorporated to replace the culvert drainage boxes to allow for maximum water percolation and to eliminate nuisance surface gutter water. Tree grates used around the street tree, offering up an opportunity to potentially customize their design. Accent pots integrated into the design to soften the building architecture to complement the exterior street furnishings.
- Benches are placed within the protection of the street tree canopy and offer up shade to passing pedestrian and shoppers.

Option #3 **Estimated Cost** **\$2,105,000**

Integration of City History in Conceptual Design:

- Historical buildings are identified with bronze plaques at each entry highlighting the date of construction and potentially the original business that was established at that time.
- In recognition of historic citrus industry of San Dimas, several design elements pay homage to this era. Citrus crate packing labels, murals and mosaics can be incorporated into many of the design elements, architectural facades and furnishings within the downtown area.
- The Heritage Plaza at Exchange Place also is designed to recognize the historical significance of the artesian wells within the “Mud Springs” region and includes boulder placement, a zero deck fountain (mimicking an artesian spring), seatwalls and interpretive signage.

Design Statement:

- The design of Option #3 is a combination of Options #1 and #2.
- The paving design is informal like Option #2 utilizes interlocking pavers versus stamped boardwalk concrete.
- Each storefront entry is banded with natural color concrete and scored with an antiqued etched finish with a scored grid pattern. This design places the emphasis on highlighting each storefront entry.
- Landscaping is minimized to accentuating the intersection corners and Heritage Plaza at Exchange Place. Bioswales have been incorporated to replace the culvert drainage boxes to allow for maximum water percolation and to eliminate nuisance surface gutter water. Tree grates will be used around the street tree, offering up an opportunity to potentially customize their design. Accent pots are also integrated into the design to help soften the building architecture and are intended to complement the exterior street furnishings.
- Benches are placed within the protection of the street tree canopy and offer up shade to passing pedestrians and shoppers.

Option #4 Estimated Cost \$560,000

Integration of City History:

- The historical design components shown in the previous options are not a part of this design.

Design Statement:

- The design of Option #4 utilizes and retains the existing colored wood plank “boardwalk” stamped concrete and handicap ramps to minimize costs.
- New areas of the same colored concrete stamp pattern fill in voids and help to provide larger blocks of this paving type. The paving design for the majority of the streetscape is a natural color concrete scored on a grid pattern with an antiqued etched finish. This design is similar to the other three in that it creates a more usable and open promenade.
- Landscaping is minimized to accentuating the intersection corners and Heritage Plaza at Exchange Place. Tree grates will be used around the street tree, offering up an opportunity to potentially customize their design. Accent pots are also integrated into the design to help soften the building architecture and are intended to complement the exterior street furnishings.
- Benches are placed within the protection of the street tree canopy and offer up shade to passing pedestrians and shoppers.



MEMORANDUM

DATE: November 3, 2014
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: SCAG Grant to Complete Downtown Specific Plan

In 2006 the City initiated a Downtown Specific Plan conducting charrettes and visioning exercises to ascertain community input and preparing a Draft Plan based upon that input and other studies. In early 2012 the Community Development Department applied for a SCAG Sustainability grant to complete that project. SCAG funding (in the amount of \$85,000) became available in FY 2014-15. No City funds are required beyond Staff support, provision of facilities and public noticing.

The boundaries of the Downtown Specific Plan were established through the 2006 community process and are shown on the Project Map.

**San Dimas Downtown Specific Plan
Project Map**

EXHIBIT A-2



The proposed Scope of Work includes the following:

- Updating future development and base maps
- Updating Opportunities and Constraints Analysis
- Updating Traffic & Parking studies
- Developing Key Principles for Downtown
- Preparing General and Zoning (using a hybrid form based code approach) Amendments
- Reviewing Downtown Design Concepts
- Updating Conceptual Streetscape Master Plan
- Developing Implementation Program including public hearings
- Conducting public outreach during the project

SCAG is soliciting proposals and SCAG and the City anticipate selecting a consultant in January with a project kick-off in February or March. The preliminary project schedule anticipate completion in one year.

In conjunction with this project there are a number of ongoing projects and issues that can be included in, or will be interfaced with, the new Downtown Specific Plan. These include:

- Evaluation of appropriate land uses and mix of land uses (i.e. SP-22, Bonita/Cataract, Gold Line station area, etc.)
- Traffic circulation and parking, particularly as they may be affected by the Gold Line
- Downtown design matters including wooden sidewalk, Town Core Guidelines and related issues
- Complete street consideration (for bicycle and pedestrian access)

Staff will provide additional updates as we move closer to initiating the project early next year.



MEMORANDUM

DATE: November 3, 2014
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: Program for Downtown Facades and Related Improvements

On July 8, 2014 the City Council discussed various opportunities associated with facades and other possible improvements in the Downtown area. The council authorized Staff to go forward with a tree lighting project and requested Staff to bring back additional information on facades, boardwalk eating areas and related items of interest to downtown merchants.

On August 7, 2014 the staff hosted a meeting with Downtown merchants and property owners. Prior to that meeting Staff invited all of the owners and businesses to the meeting but also included a survey in the mailing for those who could not attend. About 15-20 attended the meeting and staff has received several e-mail responses to the mailing.

The primary foal of the outreach was to determine the types of improvements businesses and property owners might be interested in if there was an assistance program. That interest is summarized as follows:

1. Signs – new signs, monument signs in the right-of-way, larger signs, replacement signs or adding lighting on signs
2. Awning replacement or new awnings
3. Storefront replacement
4. Repainting
5. Rear entry upgrades
6. Outside eating area relocation to boardwalk
7. Façade changes
8. Lighting along building rooflines

For the most part, these ideas are conceptual and no plans or more detailed descriptions are available at the present time.

In addition, other ideas for public improvements were also suggested. These include:

1. Flags or banners on light poles (see Attachment #3)
2. Boardwalk replacement
3. Landscape replacement
4. Improved business visibility with directory signs

This latter list would be more appropriate as public projects, similar to the tree lighting, if the Council determines that any have merit to consider further.

On August 26, 2014 the City Council reviewed the above information and directed Staff to obtain more information concerning potential projects before determining when and how much funding might be available. Staff also presented a Draft Façade Program which was discussed but not approved. Staff suggested the best method to get more detailed project requests was to set it up as a grant program and require more detailed information, including plans, photos, estimated costs, etc. from interested parties. With this each request could be considered individually based on its merits and overall community benefit. Appropriate portions of the Draft Façade Program could serve as the initial basis for the grant program.

Staff will present at the Retreat a draft application and program parameters for consideration. If approved Staff will initiate the grant program process as follows:

November 10, 2014 – Distribute grant packages to all businesses and property owners on Bonita Avenue between San Dimas Avenue and Cataract

December 1-5, 2014 – Staff will host workshop to answer questions and provide assistance to interested business owners and property owners

December 15, 2014 through January 10, 2015 – Interested parties can submit grant requests

January 27, 2015 - Staff will present to City Council a report on all applications received and City Council will determine which grants to fund.

2014-15 FAÇADE PROGRAM - DRAFT

APPLICATION:

Interested business owners and/or property owners may file applications not later than _____, 2014 with the Community Development Department. After the initial closing applications will only be accepted if funds are available after all initial projects have been awarded.

AVAILABLE FUNDING:

\$_____ are available in the FY 2014-15 City Budget. Minimum funding shall be for a total project cost of \$2500. Maximum total project cost shall not exceed \$40,000.

DESIGN COSTS:

City will make design assistance available for any project and said costs shall be included in the total project cost. No design costs shall be incurred without prior City approval.

ELIGIBLE PROJECTS:

Historic storefront restoration, new or refurbished exterior building facades (includes awnings), new or refurbished rear entries where both customer access and parking are provided at the rear, new or relocated outside eating areas and other projects deemed appropriate as Bonita Corridor enhancements.

INELIGIBLE PROJECTS:

Signs (except as part of a façade renovation), routine or deferred maintenance and other projects not deemed as appropriate enhancements to the Bonita Corridor..

LOAN OPTION:

Up to 100% of design and construction costs not to exceed a maximum amount of \$40,000 (unless approved for a higher amount by City Council).

All loans to be secured by real property.

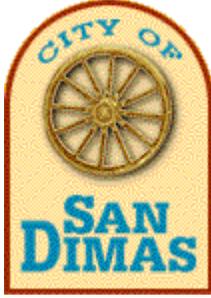
Low interest loan with monthly payments for a 10 year loan at 3% with forgiveness after 7 years if all payments are made on a timely basis.

REBATE OPTION:

Maximum rebate of 50%. Project must have prior approval of project and budget to be eligible.

PERMITS & FEES:

Waived.



MEMORANDUM

DATE: November 3, 2014
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: Sales of Affordable Units at Grove Station

On July 22, 2014 the Housing Authority Board authorized funds to update the Policies and Procedures Manual to incorporate changes discussed at the Spring 2014 Council Retreat. In addition the Housing Authority Board authorized the City Manager to enter into an agreement with Neighborhood Partnership Housing Services (NPHS) to market and sell the ten affordable units that the Authority owns in the Grove Station project.

Keysor Marston (KMA) has completed the Manual and related documents for the sales of the units to moderate income persons. These documents reflect the prior directions from the Council/Housing Authority and generally include the following:

- All units to be sold to moderate income persons who will occupy the units as their primary residence (sales prices are based on income and number of persons in household are estimated at \$245-255,000) [NOTE; Units are all two bedrooms but vary in square footage from 1244 – 1540 square feet)
- Annual residency recertification reviews
- Minimum down payment of 5% and maximum down payment of 35%, with a maximum gift of \$75,000
- Income verification, minimum & maximum household occupancy and other eligibility standards and criteria
- Homebuyer eligibility and selection procedures, including a first-time homeowners preference
- Necessary checklists, forms and related legal documentation
- Resale and shared equity provisions and criteria

The NPHS Agreement was executed last week and marketing efforts will begin shortly. Under the Agreement NPHS will perform the following tasks:

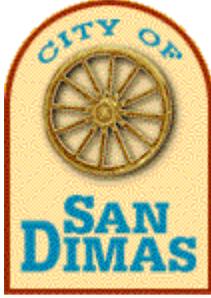
- Market homes at all NPHS home buying workshops and orientations
- Advertise properties on the Multiple Listing service and use Realtor/Broker resources to source buyers
- Include all affordability covenants in the listing of each property in the Multiple Listing Service

- Conduct 2 open houses to advertise the affordable housing units
- Intake and create homebuyer file and screen each interested prospect as to their ability to meet qualifications of the program
- Work with City, lender and borrower to collect all necessary income information to conduct file assessment – analyzing the buyer's income through the proper documentation of income tax returns, pay stubs and all other related documents
- Conduct affordability and income analysis to determine the homebuyer eligibility to purchase properties utilizing the City's program guidelines
- Provide an overview of the affordability covenants and resale restrictions to both the buyer and the buyer's agent
- Provide necessary homebuyer education and counseling as needed and provide the HUD-approved education certification

They will also assist with mortgage processing and underwriting as follows:

- Collect all necessary financial and supplemental documentation from applicants
- Provide housing counseling as necessary to collect all documentation from client
- Analyze and process applicant file to determine loan eligibility
- Review and analyze homebuyer credit report
- Conduct all financial and employment verification if necessary
- Preparation and process of all loan documents:
- Make recommendations and communicate with City staff
- Issue approval letter for eligible applicants and any other response documents as needed
- Prepare and submit lender and escrow instructions to escrow
- Work with title and escrow
- Review all loan packages and signing
- Monitor closing and recording
- Work with City to ensure that buyers affirm their understanding of all affordability covenants, equity-share provisions and deed restrictions
- Conduct post-closing review to ensure files have no deficiencies and are in compliance

Staff will provide you with updated information on open houses, marketing and sales as they proceed.



MEMORANDUM

DATE: November 3, 2014
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: Update on Walnut Creek Habitat & Open Space Project

In 2012 the City Council approved a Master Plan for the future development of Walnut Creek Habitat & Open Space project. The plan anticipated multiple phases as funding became available. Generally the plan retained a rural park design promoting passive recreational activities with landscape buffers to existing adjacent residences, trails connecting to the Antonovich Trail, and two buildings including a ranger residence for future use by the WCA/RMC.

Last year the City was successful in securing a grant of \$850,000 to develop Phase 1 improvements. The budget for Phase 1 intends to construct the following:

- On site trails including the westerly connection to the Antonovich Trail
- Demolition of dilapidated structures
- Landscaping and vegetated buffers for adjacent residences
- Pedestrian access through Loma Vista Park

The City also agreed, as a grant condition, to conduct any required CEQA analysis for the Master Plan and \$50,000 was included in the FY2014-15 budget for this purpose.

The City has entered into a contract with Morse Planning Group (MPG) in the amount of \$45,300 to prepare the Initial Study/Mitigated Negative Declaration for the project. While the WCA will act as Lead Agency for environmental purposes, the environmental review process will be coordinated primarily by City Staff and the consultant.

MPG is currently conducting research and preparing needed technical studies for the environmental documents. The schedule provides for completion of draft environmental documents in December 2014. It is anticipated that the public review will begin in January 2015 culminating in hearings before the City Council in March and WCA in April.

If this schedule holds and we are able to begin preparation of plans, specifications and related bid documents during the latter part of the environmental process, it is likely that construction of Phase 1 improvements can begin in the summer of 2015.



Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
*For the Study Session of **November 3, 2014***

From: Krishna Patel, Public Works Director 

Subject: **Metrolink Train Horns – Concerns in San Dimas**

BACKGROUND

Over the last several months, Public Works as well as City Council has been received numerous complaints from residents with respect to the “never ending” train horns blowing throughout San Dimas along the Metrolink rail corridor. Complaints range from why are the horns so long; why are they sounding off so late at night/early morning; what is the City going to do to make them stop. Staff has been working with Metro to have a better understanding of the Metrolink system and find answers to our residents’ concerns.

DISCUSSION

Metrolink operates a regularly scheduled service through San Dimas beginning approximately 4:45am, with the final train running through approximately 10:10pm. Additionally, both the BSNF Railway and Union Pacific operate freight trains through this corridor usually on a semi-regular evening schedule.

In accordance with Metrolink, the apparent increased activity may also have been due to their Metrolink Positive Train Control (PTC) test train which has been testing along the right of way to implement life-saving technology on all trains. This new PTC technology is being federal mandated (required) by December 31, 2015 and consequently will result in continued testing in San Dimas through November 2014.

In meeting with Metro, we have come up with a ‘fact sheet’ with some of their thoughts and federal regulations which we will relay (or have already relayed) to our residents. The facts are as follows:

- Why Horns
 - Federal regulations require that train engineers sound their horns every time they approach any crossing
 - Required for safety of passengers and crews
 - Safety of vehicles driving over the crossings
 - Safety of pedestrians and/or bicyclists near the crossings
 - Blowing horns is not discretionary by any means as they are required to blow horns at least a quarter mile in advance of entering a crossing and repeat the pattern as necessary until the train clears a crossing.
- Number of times the horns are blown?
 - Federal Regulations require the train engineer must sound the horn at least 4 times when train approaches a crossing
 - Pattern of honk: Two long ‘honks’, one short, one long is the pattern to be repeated as necessary until train clears a crossing

- Sound levels
 - Horns are set at 100 db (the range is 96-110) because horns utilize air with each blow the air pressure decreases which in affect lowers the decibel level. For example, if a horn is set at 96 db, and are blown in quick succession, then the sound will slip below of the required decibel due to drop in air pressure. Setting it at 100 db allows for the horn to function within the federally mandated acceptable range.
 - Horns are tested whenever there is a complaint filed and as part of regular maintenance.
- Complaints due to horn position
 - New Canadian train horns are positioned on top of locomotive, even though they were set at the same or within the same decibel range, sounded significantly louder because the horn sound was projecting above and beyond most sound walls or property line walls of residents backyards
 - Now horns are re-positioned under the nose of train – similar to what was in place before on the older trains (see attached photo of train and horn position)
- PTC testing will continue
 - Metrolink testing equipment on the San Bernardino line will continue until end of November
 - How many horn complaints has Metrolink received during this test phase
 - How do these complaints relate to the normal amount of train operations vs this current testing phase

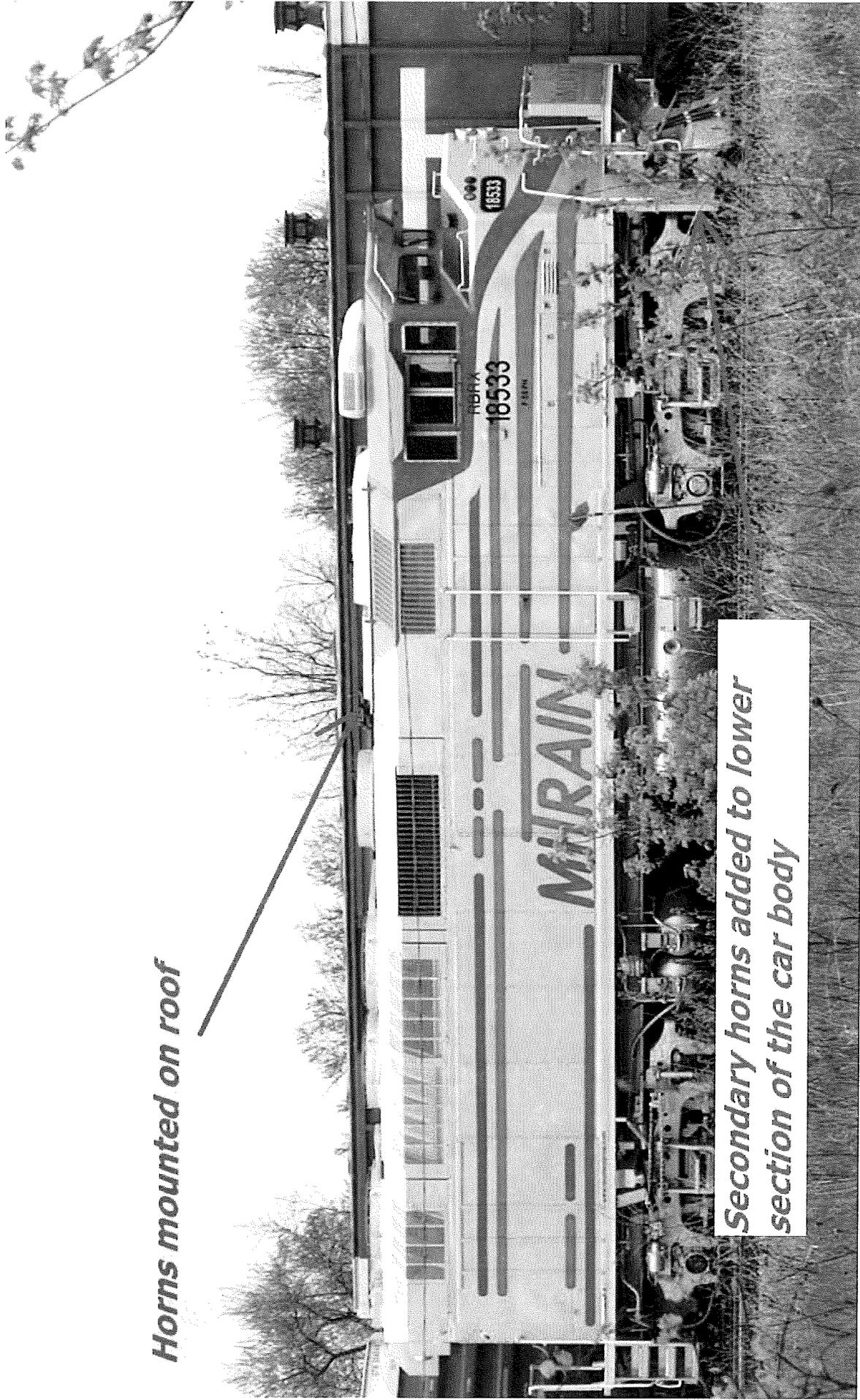
After working with Metro we believe they are empathetic to residents who live near/around the railways and the inconvenience the horn blowing causes the community. They have been cooperative and willing to discuss the residents' concerns. Unfortunately, the current increased activity due to the necessity of the PTC testing phase will no doubt continue of trouble some residents, but hopefully they will understand the bigger picture and federal requirements placed upon Metrolink. Attached is a chart provided by Metrolink showing data regarding number of complaints received regarding horn noise county wide and the San Bernardino line.

We believe the alignment of the train tracks specifically within San Dimas and close proximity of each crossing also contribute heavily to the train sound almost blending into one very long and continued honk.

We hope this information sheds a little light with regards to the train horns and believe the extra noise will be subsiding soon; however, due to the overall safety of the community and the railway, the "noise" will never be completely eliminated.

Attachments

Horns mounted on roof



Secondary horns added to lower section of the car body

HORN NOISE COMPLAINTS

Figures 1-2 and Table 1 show the number of horn noise complaints recorded from October 1, 2013 through September 30, 2014. The illustrated complaints are documented in Salesforce under the "Residential" classification.

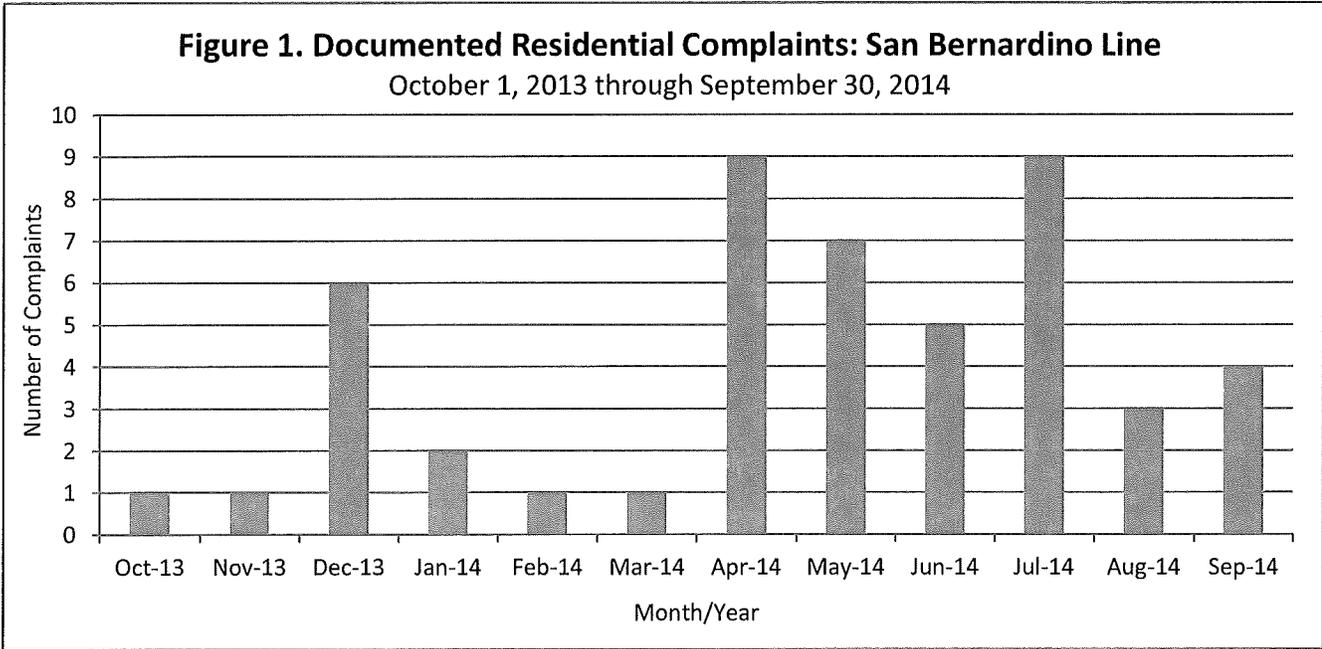
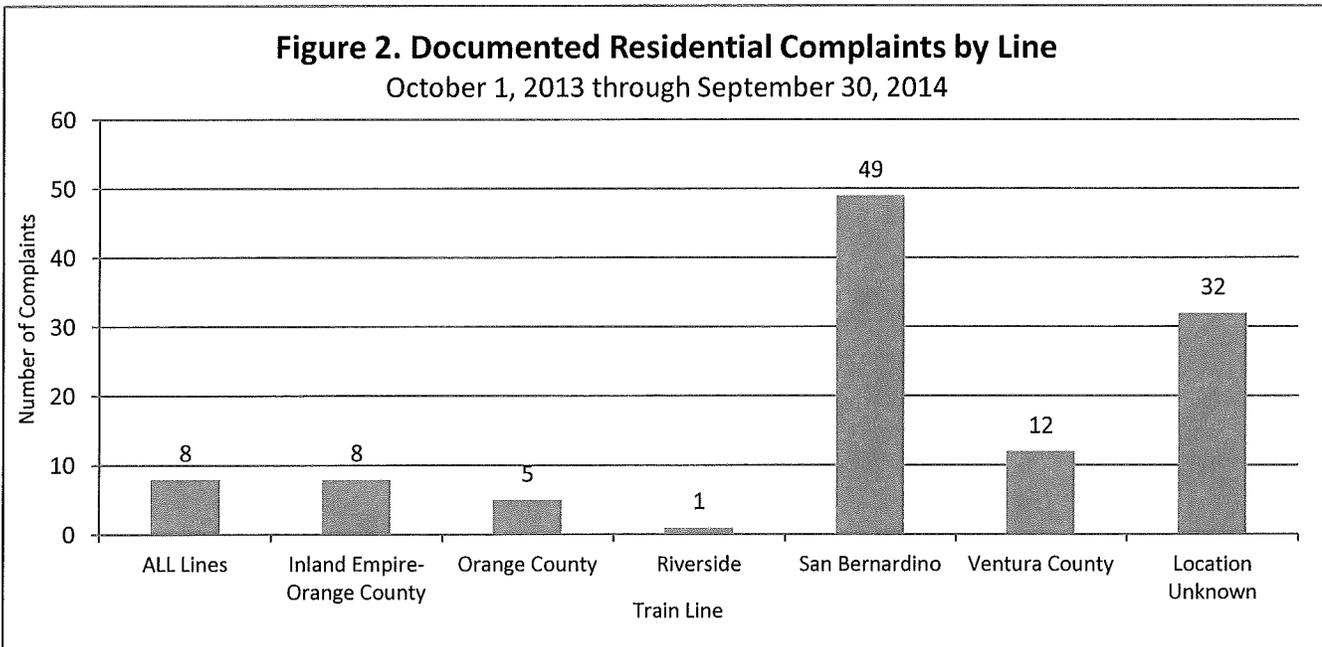


Table 1. Number of Documented Horn Noise Complaints

Month/Year	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
Complaints	1	5	7	6	3	8	16	14	12	21	8	14





Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
*For the Study Session of **November 3, 2014***

From: Krishna Patel, Public Works Director 

Subject: **Nostalgic Series Type Street Lights in the Town Core**

BACKGROUND

It has been brought to the City's attention that the existing decorative street lights installed within the town core are insufficient or inadequate and not bright enough to light both side of sidewalk or the streets.

As background, in 1998 the City Council made a decision to convert the existing overhead temporary street lights mounted on wooden poles within the town core to a decorative light.

Back then, Council selected the Nostalgic series light that essentially captured the elegance of bygone era, yet blended quite easily with the more modern surrounding. The light design complimented the surrounding architectural environment with historically appealing light fixture. The light selected has a polycarbonate acorn globe and ornamental textured heavy gauge cast aluminum fitting. The selected light's intensity also met our Municipal Code standards that requires a minimum 0.2 foot candles (fc) for lighting residential streets. The standard height of the selected light was 16' versus the traditional cobra head fixture which is 25' in height with a 6 foot long mast arm either placed behind the curb or sidewalk. Not only did the selected design blend well within the town core neighborhood, but also it provided sufficient light of 5800 lumens (70Watts HPS).

In 1999, the City embarked on a 10 year plan to commence the conversion of the existing streets, block by block, by starting with east-west street lights beginning with 1st street between Monte Vista Ave and San Dimas Ave. Then sometime in 2007-2008, Council directed Staff to double up the conversion process and funded the program to included 2 blocks per year. Attached are block plans of what has been installed to date and what is proposed in future.

As part of the street light design layout consideration, the ideal or optimal lighting layout (location of light poles) is to minimize dark spots on the street. Secondly, to meet the optimal design and costs, the lights are staggered on average diagonal spacing of 125' to 135'. However, when laying out the light poles to meet these optimal conditions is always a challenge and often difficult to achieve as no homeowner wishes to have a light pole placed in front of their home. Therefore, to overcome this constraint, the light poles are always placed on or near property lines to address this recurring concern. Consequently for some lights, the City spacing may extend slightly beyond the ideal spacing limit. In addition, the likelihood of the extensive utilities (Edison, cable, water meters etc.) and trees also have an impact on the spacing of the light pole that subsequently affects the layout of the light poles.

DISCUSSION

Following the concerns raised regarding the inadequacy of the lights in the town core, Yowanto Engineering Inc. was retained to prepare a street lighting study. Attached is the Engineer's report and his findings of the existing light conditions on the following streets:

- a) W 1st street between N Cataract Ave to Iglesia St
- b) W 2nd street between N Eucla and Iglesia St
- c) W 3rd street between N Eucla and Walnut Ave

Findings

In summarizing the report findings and in reference to the report, the downtown lights effectiveness and efficiency between two diagonal street lights are impacted on some streets blocks by our large and mature tree that restrict or reduces the spread of light distribution significantly as the 16' high lights (globe) are lost or hidden in the heavy tree foliage. In those areas the lighting level as shown per the plans maps of blocks in the report does drop or fall below our minimum level of 0.2 foot candles.

Secondly, the street poles are inconsistently placed and the lighting is constrained due to the resident's desire to not have light posts placed in front of their homes (the desired placement), rather at the property lines (and in between homes).

RECOMMENDATIONS

With 14 blocks of street lights already installed and rather than considering other types of fixtures, Staff's recommendation is that City Council consider the following :

- 1) Approve a pilot program where the block with the most nominal lighting intensity i.e. below 0.2fc, per the Engineer's recommendation is to replace the existing 70W HPS lamp with a new 100W HPS lamp. With the upgrade in lamp size, the light intensity will likely increase by 50%. To verify that we are able to attain the theoretical light intensity of greater than or equal to or 0.2fc. Than for effective monitoring analysis and we will also measure the light levels at same locations before and after upgrade of the lamp:
- 2) If a light meter reading validates the theoretical results, then staff will initiate a change to upgrade all installed lights fixtures in towncore from 70W HPS to 100W HPS and henceforth include the installation of 100W HPS lamp fixtures for all programmed future Nostalgic street lighting to be installed in the town core.
- 3) Encourage Edison to proactively clean or replace the discolored Acorn globe to improve effectiveness of the light ; and
- 4) Proactively accelerate the tree trimming program as necessary; since our downtown urban forest has large mature and heavy foliated trees that are restricting light distribution as shown by light meter readings.

Attachment

**STREET LIGHTING STUDY
AT
W. 1ST STREET BETWEEN N. CATARACT AVE. AND IGLESIA STREET
W. 2ND STREET BETWEEN N. EUCLA AVE. AND IGLESIA STREET
W. 3RD STREET BETWEEN N. EUCLA AVE. AND WALNUT AVENUE**

for

City of San Dimas
245 East Bonita Avenue
San Dimas, CA 91773

October 22, 2014

Study prepared by:



YOWANTO ENGINEERING, Inc.
120 W. Lime Ave
Monrovia, CA 91016
Tel (626) 252-5150
iyowanto@yowantoeng.com
Consulting Electrical Engineer

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- 2.02 W. 2nd Street between N. Eucla Ave. and Iglesia Street
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- 2.04 Existing site condition and light fixtures

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4.0 CONCLUSION

- 4.01 Light Level
- 4.02 Suggestion

5.0 APPENDICES

- Appendix A Photos of existing condition
- Appendix B Existing fixtures light level measurement

1.0 INTRODUCTION

1.01 Purpose

Lighting study has been completed for existing post mount acorn-type street lighting on W. 1st Street between S. Cataract Ave. and Iglesia Street, W.2nd Street and W. 3rd Street between N. Eucla Ave and Iglesia Street. The purpose of the study is to provide lighting study whether existing street lightings have adequate lumens and to provide solution or propose substitution to give more lumen and better lighting distribution.

1.02 Scope of Study

The scope of this study included the following:

- a. Site visit to investigate existing site condition and light fixtures.
- b. Light level reading using light meter at different location in the area within scope of work.
- c. Review of different light fixtures substitution.

1.03 Planned Construction

It is proposed to replace lamp or upgrade existing post mount acorn-type light fixtures with higher lumen, better Color Rendering Index (CRI) and light distribution to meet minimum 0.2 foot candle (fc) maintained per city ordinance for street lighting.

1.04 Study Method

My study consisted visual observation of existing site condition and measured light level using light meter at every existing light fixtures and between two existing light fixtures.

2.0 EXISTING CONDITION

2.01 W. 1ST STREET BETWEEN N. CATARACT AVE. AND IGLESIA STREET

Existing light fixtures are post mount acorn-type with 16' pole. Street light fixtures are older than other blocks. Large and dense trees are blocking some of the street light fixtures. Average light level from existing light fixtures on W. 1st Street between N. Cataract Ave. and Iglesia Street is:

- 0.37 fc (foot candle) average below light fixture
- 0.22 fc average at 30'-40'away from light fixture or between two light fixtures (values behind parking lot adjacent to police station between N. San Dimas Ave. and Iglesia St are excluded)

2.02 W. 2ND STREET BETWEEN N. EUCLA AVE. AND IGLESIA STREET

Existing light fixtures are post mount acorn-type with 16' pole. Street light fixtures are newer than fixtures on W. 1st Street. Large and dense trees are blocking some of the street light fixtures. Average light level from existing light fixtures on W. 2nd Street between N. Eucla Ave. and Iglesia Street is:

- 0.43 fc (foot candle) average below light fixture
- 0.12 fc average at 45'-50'away from light fixture or between two light

fixtures

2.03 W. 3RD STREET BETWEEN N. EUCLA AVE. AND WALNUT AVENUE

Existing light fixtures are post mount acorn-type with 16' pole. Street light fixtures are newer than other blocks. Large and dense trees are blocking most of the street light fixtures. Average light level from existing light fixtures on W. 3rd Street between N. Eucla Ave. and Iglesia Street is:

- 0.42 fc (foot candle) average below light fixture
- 0.03 fc average at 45'-50' away from light fixture or between two light fixtures

2.04 EXISTING SITE CONDITION AND LIGHT FIXTURES

In general, most of the streets have large and dense mature trees and distances between street lighting poles are inconsistent because placement of poles constrained by resident decision for having street lighting pole on property lines rather than desired optimum poles placement that permits effective and efficient designed lighting distribution.

Existing post mount acorn-type light fixtures are 70W High Pressure Sodium (HPS), have circular lighting distribution, discolored lens and light output from most of the light fixtures have been degraded and Color Rendering Index (CRI) has been degraded (between 24-30). Acorn-type type light fixtures have glare and light distribution creates light pollution by having more than 5% of upright.

3.0 RECOMMENDATION

3.01 Replace existing 70W HPS with new 100W HPS

Replace existing 70W HPS lamp with new 100W HPS and clean lens.

Benefit: Cost and labor are less by re-using existing housing. Light level might be increased by approximately 50%.

Limitation: Large and dense mature tree might still be blocking light distribution. Light level will degrade after 4-5 years, CRI will degrade over the years, glare and light pollution problems are not resolved.

4.0 CONCLUSION

4.01 Light level

Light level from existing light fixtures ranges from 0.37 fc to 0.42 fc average below fixture and 0.03 fc – 0.22 fc average at 45'-50' away from fixtures or between light fixtures. Light level varies and very low in some places because light fixtures are exuberated by tree branches. Based on the average light level measurement, the light level ate 45'-50' away from fixtures or between light fixtures is below city ordinance of 0.2 fc maintained average with light level falls below 0.1 fc in some location.

4.02 Suggestion

- Mature trees with branches close at pole height need to be trimmed to give

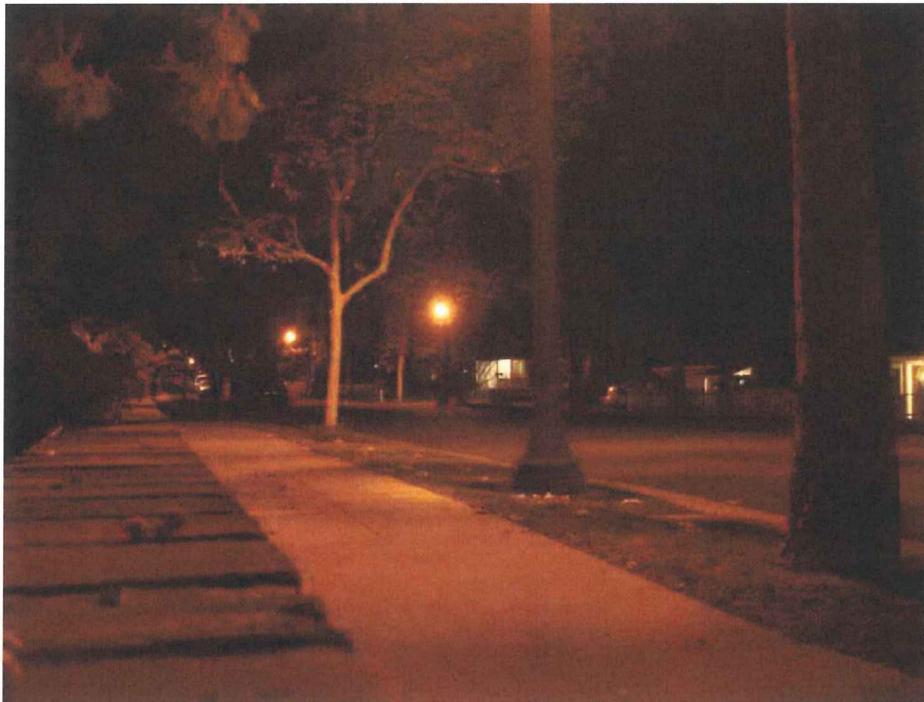
better light distribution.

- Plan to have trees with dense branches replaced near street lighting.
- Plan to have trees taller than lighting fixture so branches will not block lighting distribution.
- Pilot project per block replacing existing 70W HPS lamp and ballast with new 100W HPS lamp and ballast and clean existing lens.
- Increase maintenance by cleaning lens once a year and trim trees with branches protruding to light fixtures more often.

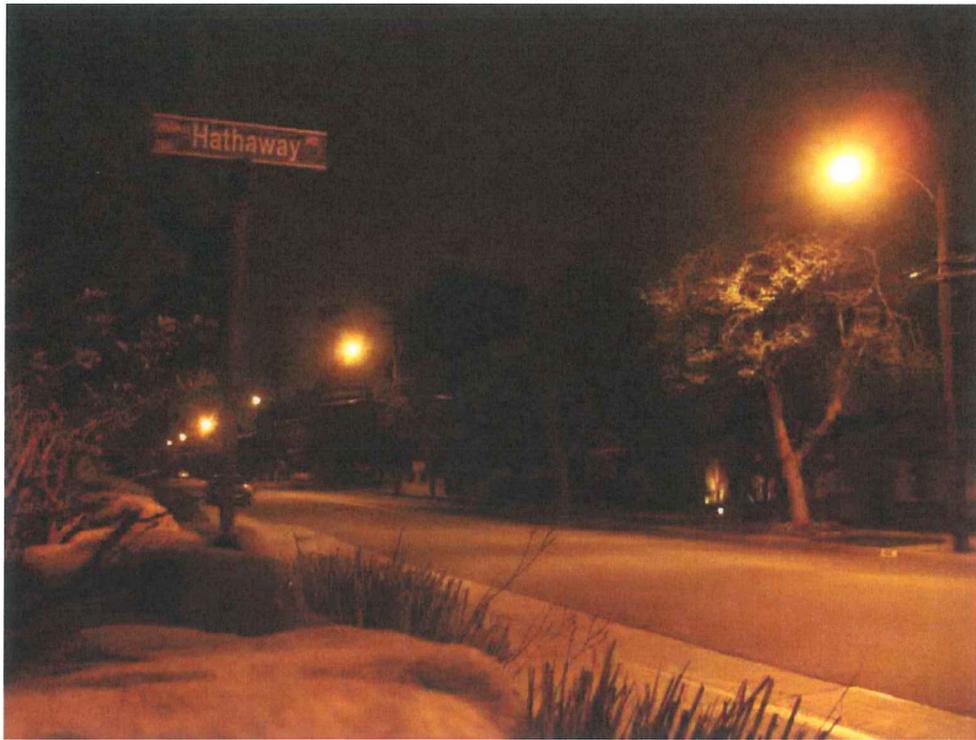
APPENDIX A
PHOTOS OF
EXISTING CONDITION



W. 2nd Street between N. Cataract Ave. and N. Monte Vista Ave.



W. 3rd Street between N. Eucla Ave. and N. Acacia Street



W. 5th Street between N. Eucla Ave. and N. Acacia Street



W. 4th Street (West of N Eucla Ave.)

APPENDIX B
EXISTING FIXTURES
LIGHT LEVEL MEASUREMENT

W. 1st Street

PROPOSED

PROPOSED

PROPOSED STREET LIGHTING AT FIRST STREET
EDISON NOSTALGIC FIXTURES MOUNTED AT 15'
WITH 5800 LUMENS.

LEGEND

- TREE
- WATER METER
- GAS METER

140' = 0.456
108' = 0.204
108' = 0.204



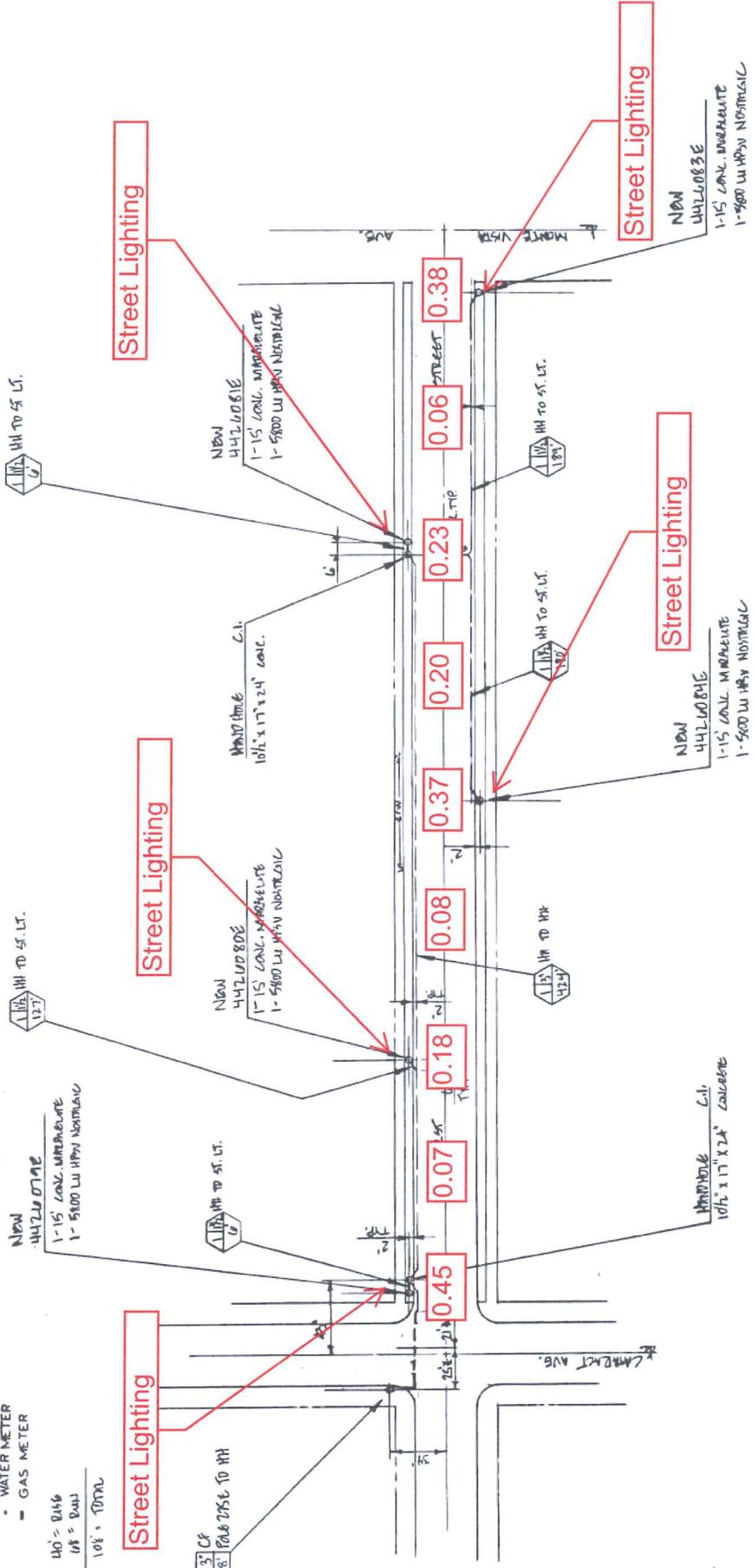
Street Lighting

Street Lighting

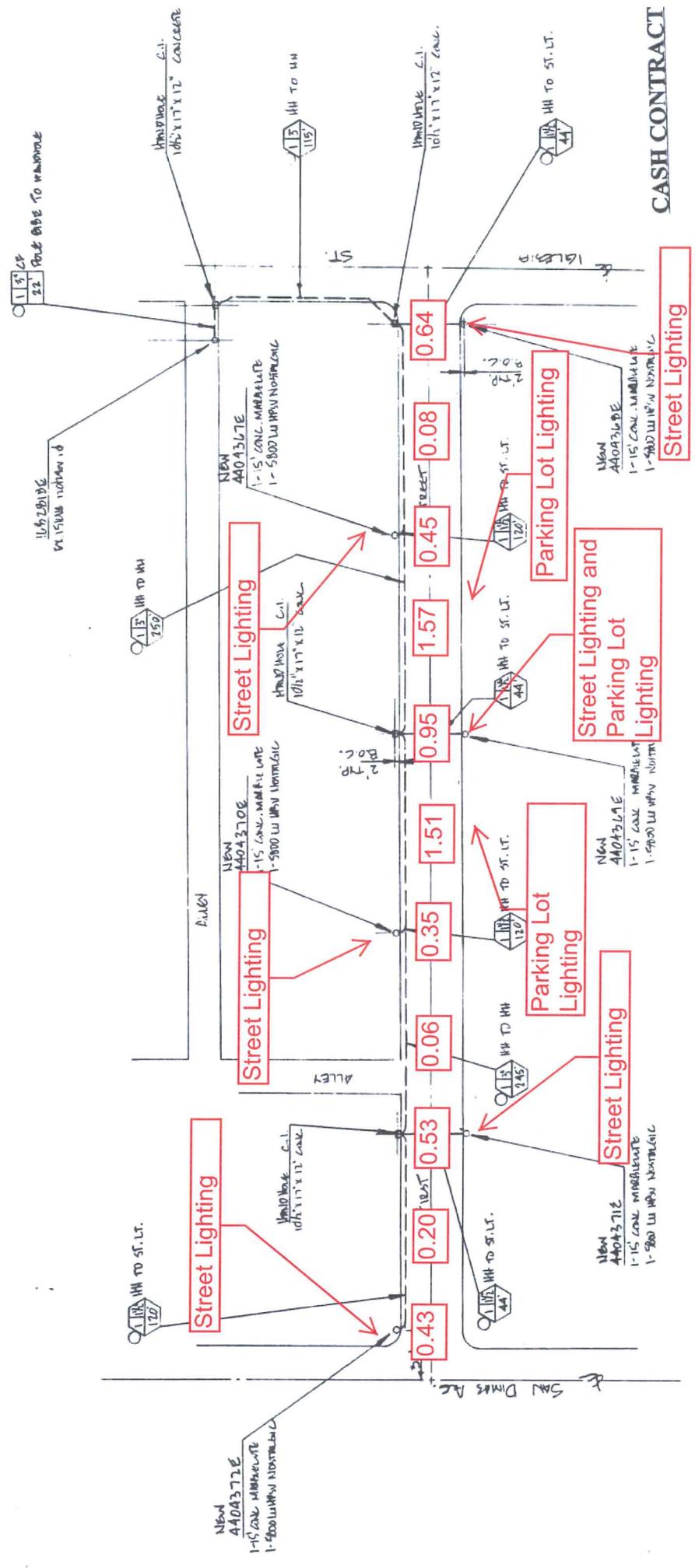
Street Lighting

Street Lighting

Street Lighting



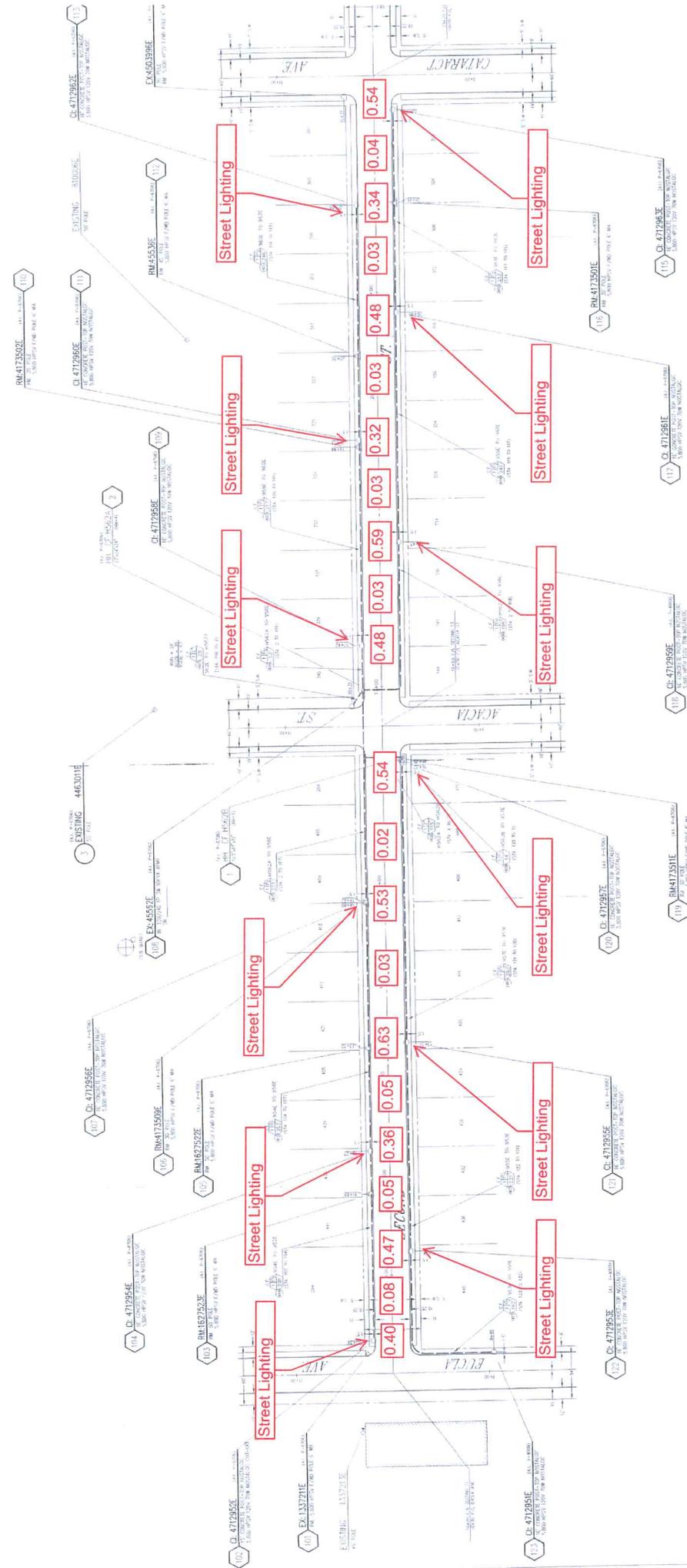
W. 1st Street



CASH CONTRACT

W. 2nd Street

STREET LIGHT CONDUIT INSTALLATION SECOND STREET BETWEEN EUCLA AVENUE TO CATARACT AVENUE CASH CONTRACT NO. 2006-06

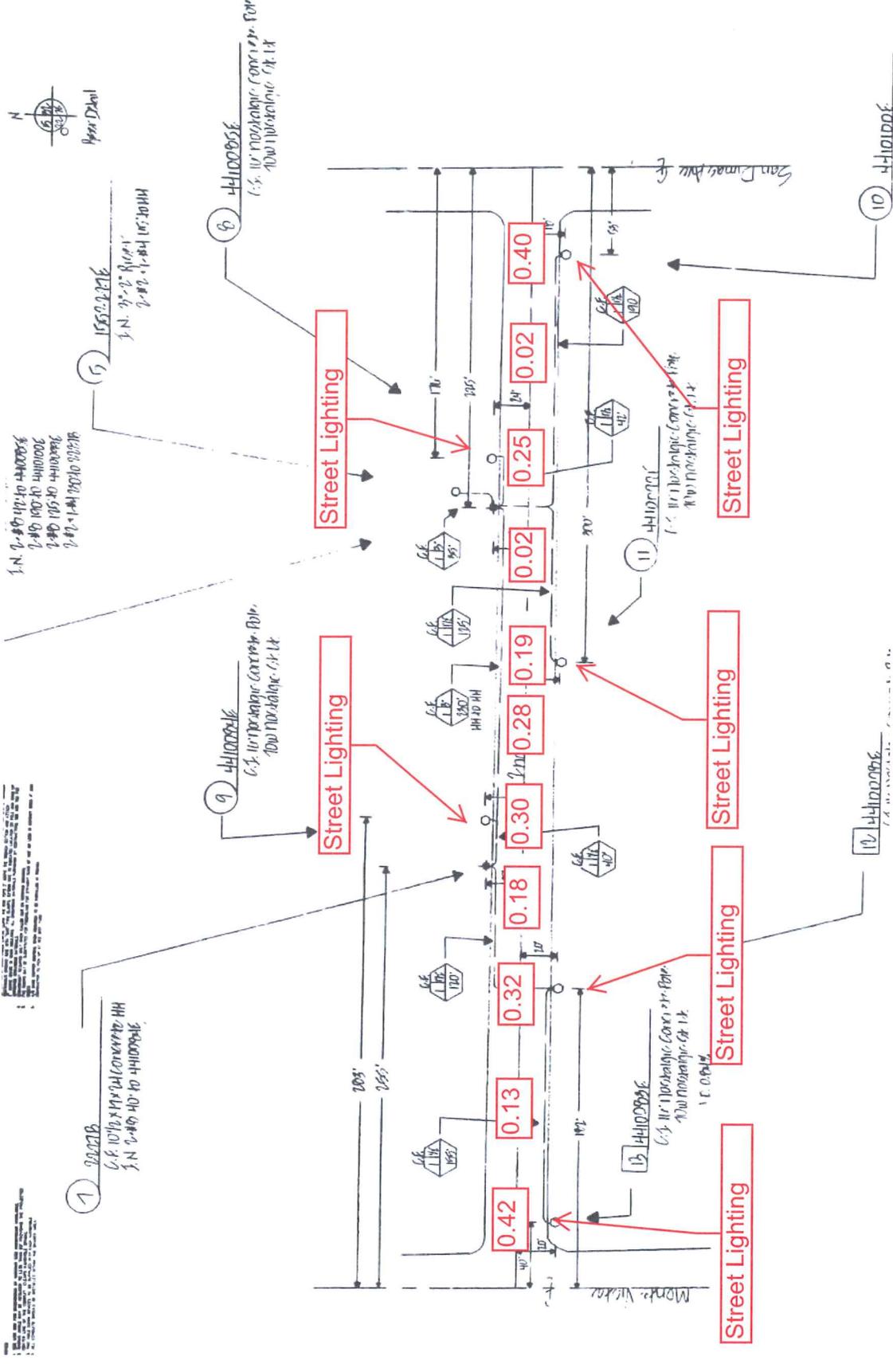


GREEN NOTE: STREET LIGHTS TO BE PLACED
15' BEHIND CURB FACE

W. 2nd Street

UNIVERSITY PROJECT
 1407 New University Ave., Irvine, CA 92614
 Phone (949) 251-1111

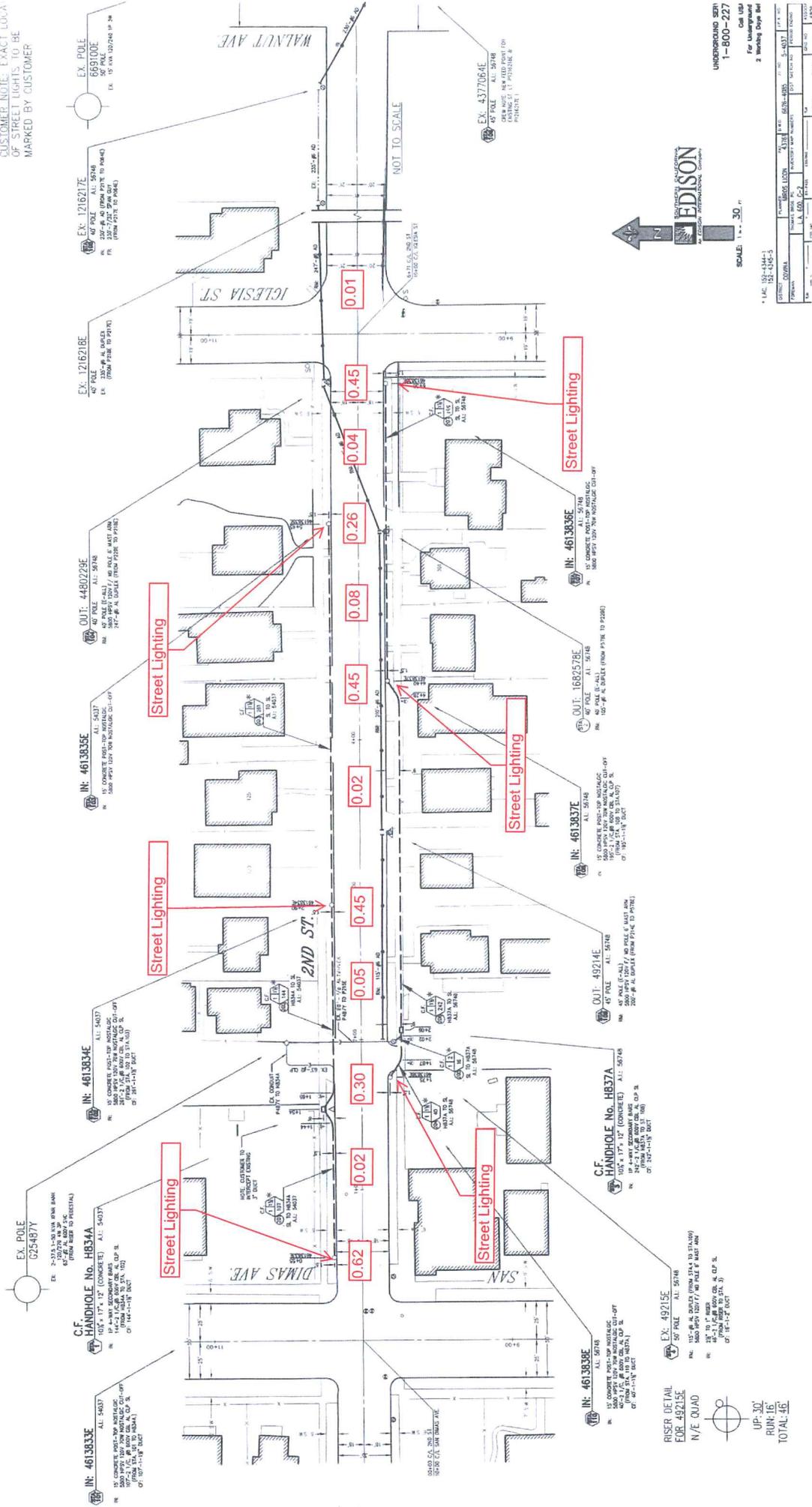
UTILITY MAINT. CO.
 15000 Redwood Ave., Fremont, CA 94538
 Phone (510) 438-2700



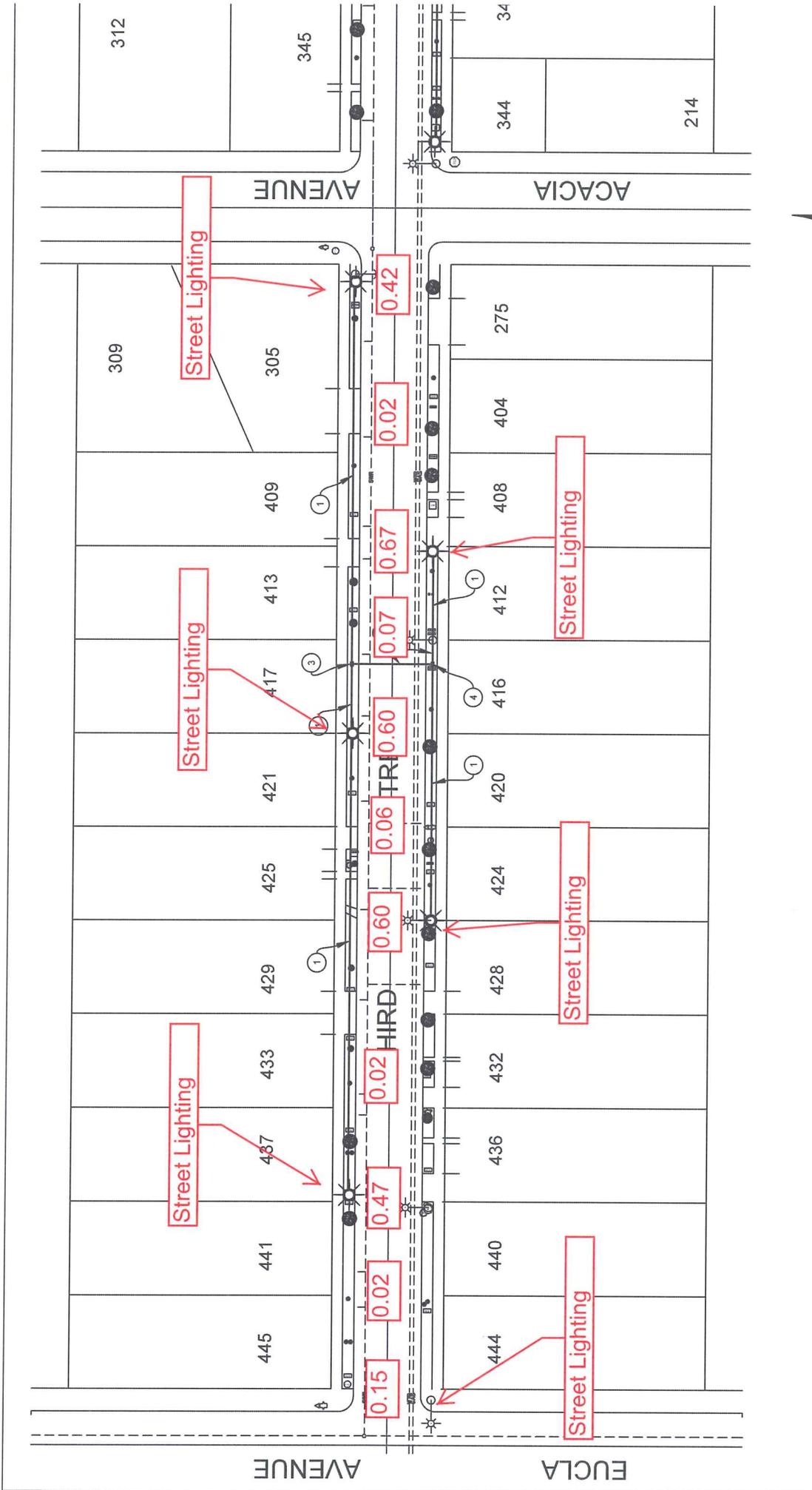
DATE: 10/1/01
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 IN CHARGE: [Name]
 THE 1

W. 2nd Street

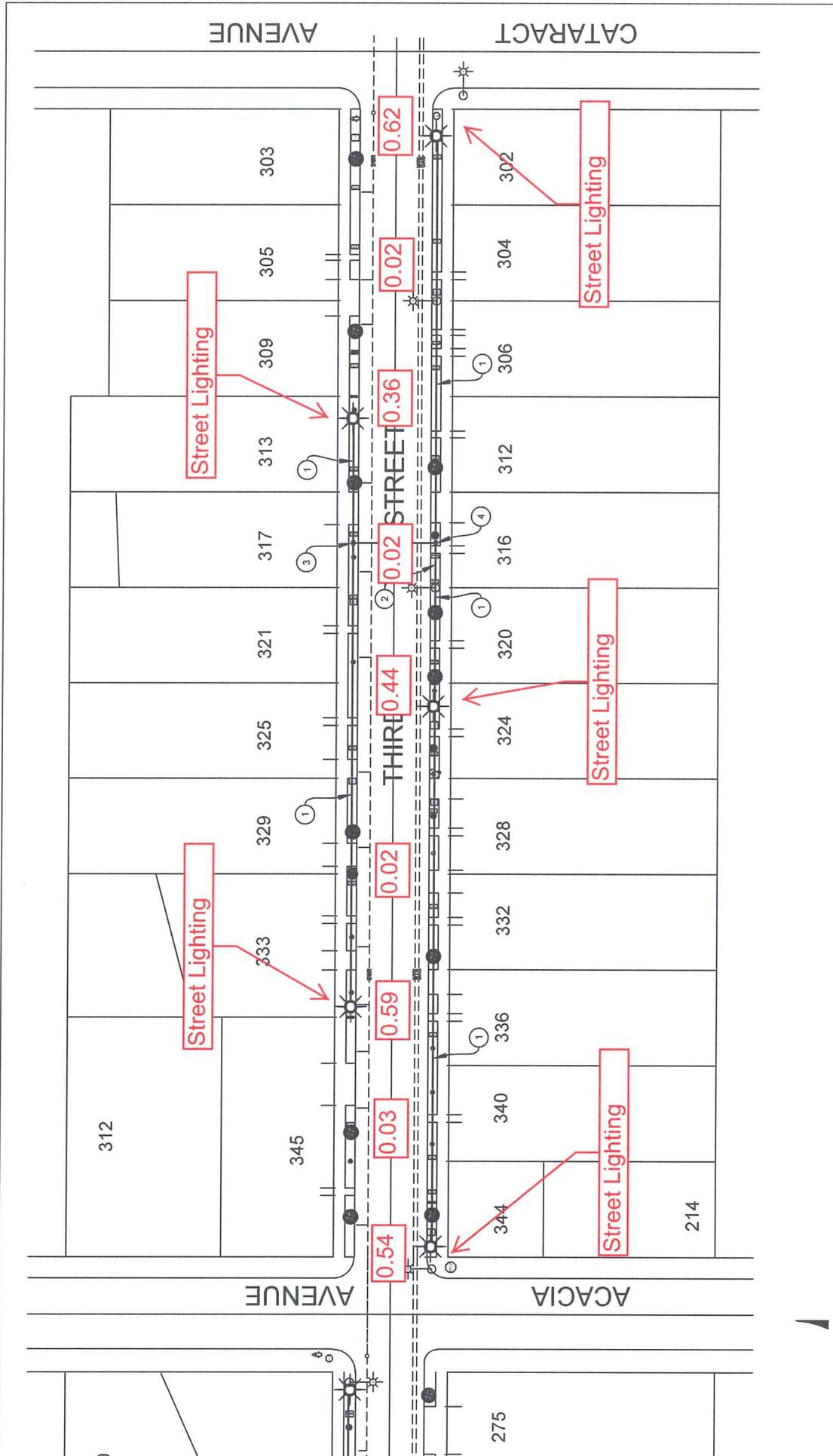
18" BEHIND CURB FACE
 CUSTOMER NOTE: EXACT LOCATION OF STREET LIGHTS TO BE MARKED BY CUSTOMER



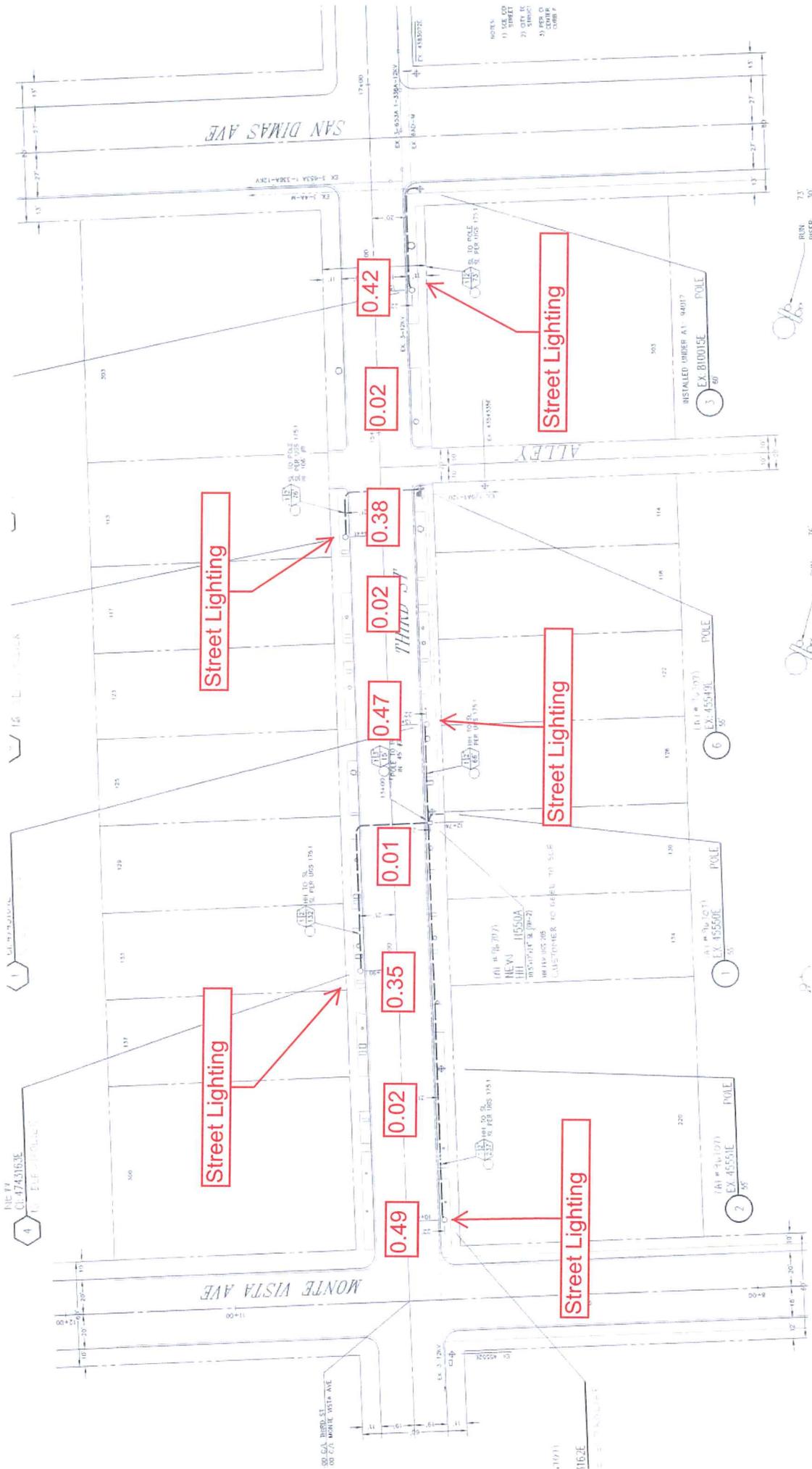
W. 3rd Street



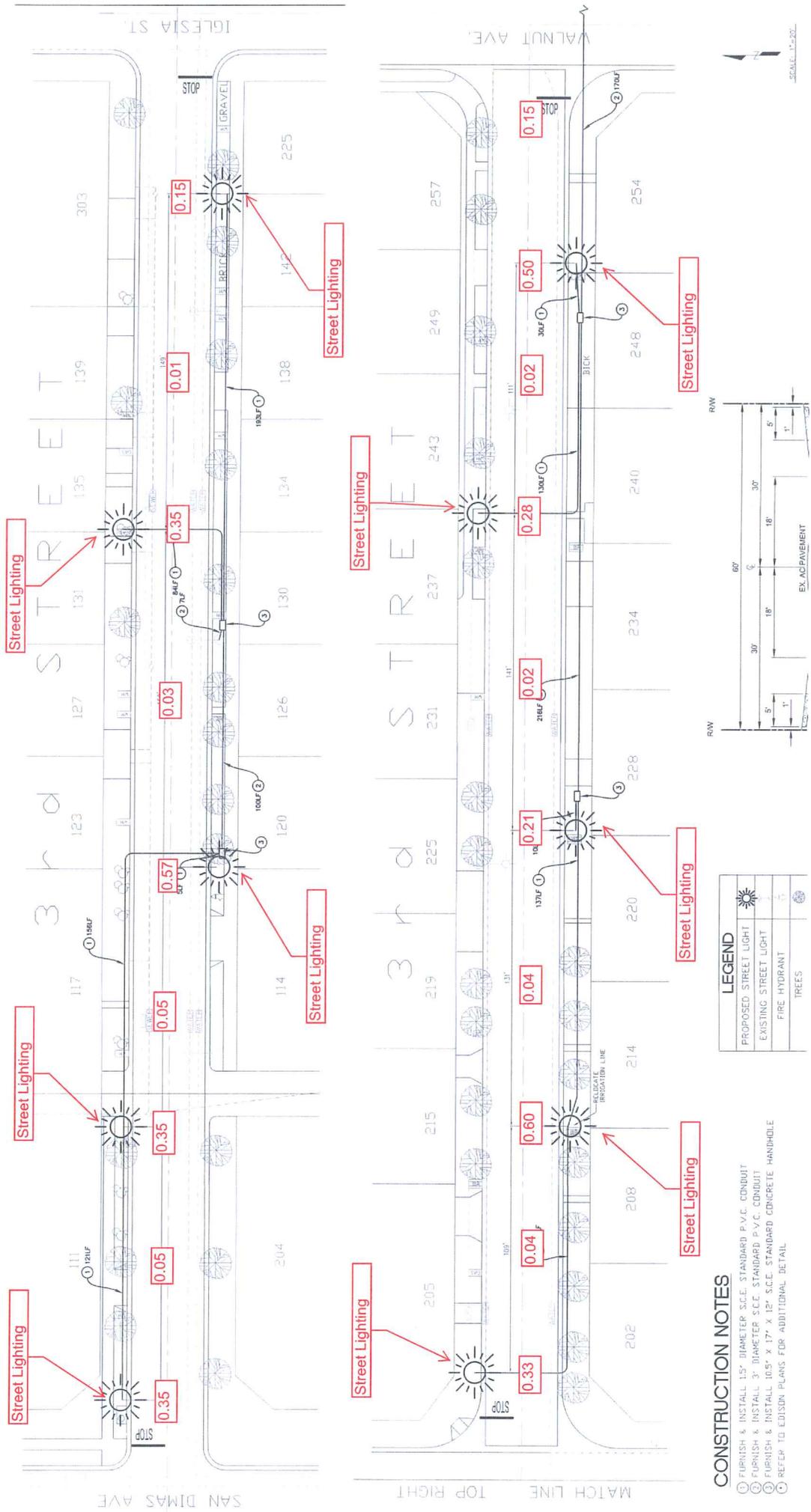
W. 3rd Street



W. 3rd Street



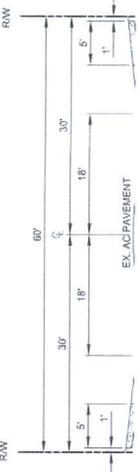
W. 3rd Street



LEGEND

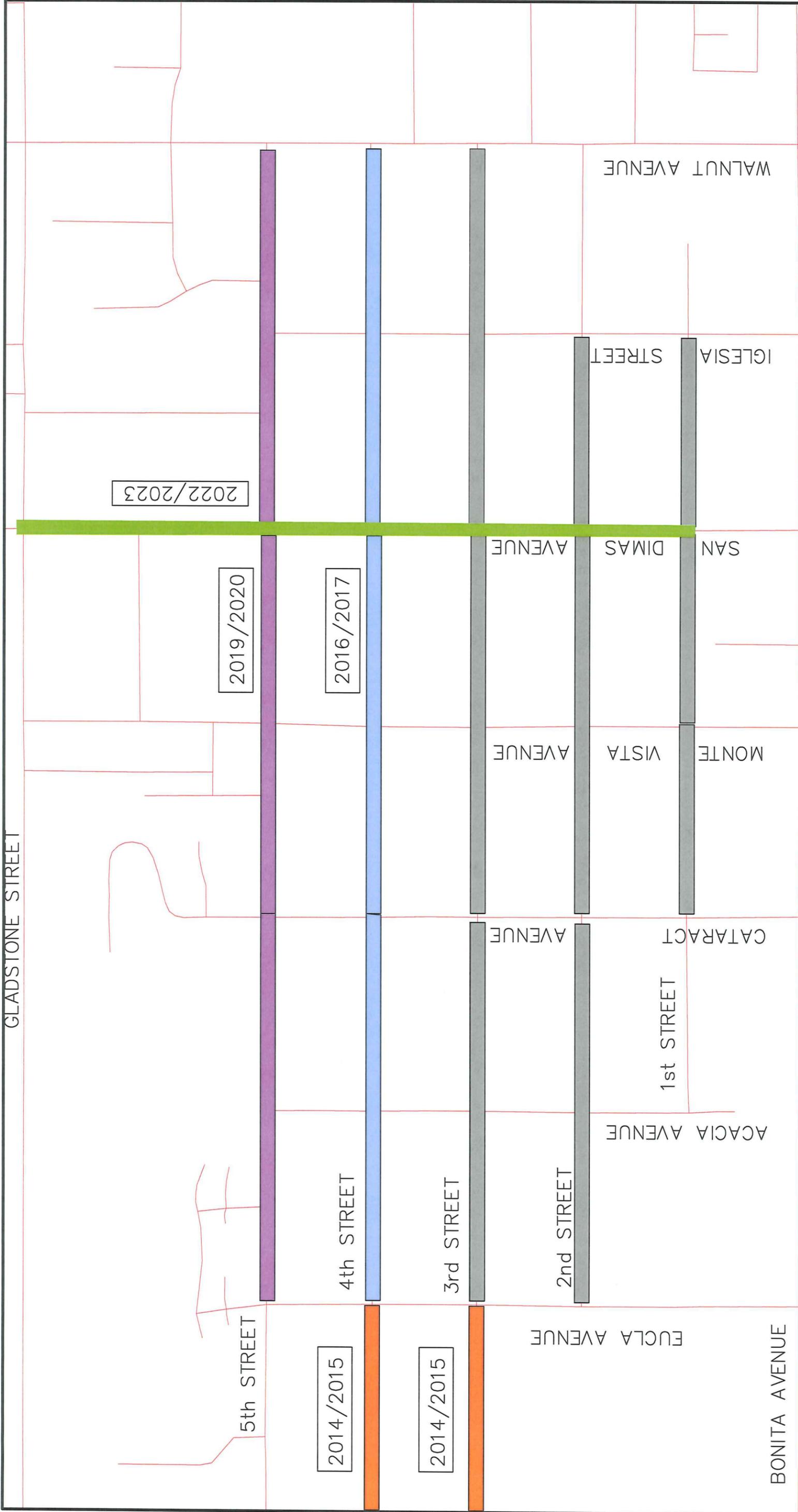
	PROPOSED STREET LIGHT
	EXISTING STREET LIGHT
	FIRE HYDRANT
	TREES

- CONSTRUCTION NOTES**
- ① FURNISH & INSTALL 1.5" DIAMETER S.C.E. STANDARD P.V.C. CONDUIT
 - ② FURNISH & INSTALL 3" DIAMETER S.C.E. STANDARD P.V.C. CONDUIT
 - ③ FURNISH & INSTALL 10.5" x 17" x 12" S.C.C. STANDARD CONCRETE HANDHOLE
 - ④ REFER TO EDITION PLANS FOR ADDITIONAL DETAIL



SCALE: 1"=20'

GLADSTONE STREET



CITY OF SAN DIMAS

DECORATIVE STREET LIGHTING PROPOSED

SCALE: N.T.S. DATE: 10/24/2014 SHEET: 1 OF 1

-  EXISTING NOSTALGIC STREET LIGHTING
-  PROGRAMMED FUTURE NOSTALGIC STREET LIGHTING



Agenda Item Staff Report

Retreat Meeting

TO: Honorable Mayor and Members of City Council
For the Meeting of November 2, 2014

FROM: Ken Duran, Assistant City Manager

SUBJECT: City's ADA Compliance

City's ADA Compliance Program

Over the years there have been changes to the standards and requirements of the Federal Americans with Disabilities Act and California's Title 24. In 2012 City staff began to conduct evaluations of each of the City's facilities and infrastructure to determine accessibility compliance. The results of the survey will be used to update the City's ADA Transition Plan which will be the document which sets out the City's plans to transition to come into compliance.

Staff identified over 25 facilities, sites or infrastructure categories and began making physical inspections/surveys and documenting survey results. To date about 25% of the facilities have been completed or partially completed. Staff realized that continuing with inspections in-house is very labor intense and time consuming. As a part of the budget process this year staff proposed including funds to hire an outside consultant to continue with the facility surveys and assist with the updating of the subsequent Transition Plan.

A couple of months ago staff was made aware that the California Joint Powers Insurance Authority had identified ADA compliance by its member agencies as a concern and priority and were considering offer some assistance to Cities. Staff expressed that we would be interested in accepting any assistance that may be available. We have been recently made aware that San Dimas will be one of 3 or 4 cities that will be part of a pilot program through the CJPIA. The program has not yet been fully finalized but will most likely consist of CJPIA paying for a consult to assess our current level of ADA compliance and assist with an update to our Transition Plan. This will help us move forward with our Transition Plan process and hopefully save the City some money, in addition to being of benefit the CJPIA and other member cities.



Agenda Item Staff Report

Retreat Meeting

TO: Honorable Mayor and Members of City Council
For the Meeting of November 2, 2014

FROM: Ken Duran, Assistant City Manager

SUBJECT: Permit Software Project

Permit Software Project

As a part of this year's budget process staff had presented the need to migrate to a new building permit software. Staff had been exploring a new software, Accela Automation, which is in fact much more than a permit upgrade but would have the capabilities of integration of many land use processes. It would allow for better tracking and integration of land use applications, building and engineering permits and code enforcement cases. It also would allow for use in the field by inspectors and code compliance officers as well as provide features that would allow public access to information such as the status of applications and inspections. The system would provide many of the functions that the Council and staff have been discussing to better document, track and manage land use projects.

One of the advantages of the software is that it is customized to meet the operational, work flow and reporting needs of the City. Therefore, it is not an "off the shelf" software and needs to be configured and customized. This process does take time, up to 12 months and requires a lot of time commitment on the part of City staff to assist the software consultants. It also requires a fairly detailed scope of work to be developed to outline this customization process. One of the other advantages is that the core product can be built upon in the future to customize other functionalities such as asset management

The adopted budget included \$300,000 for the customization of the software and some upgrades to existing other software and hardware. Over the past several months staff has been working with Accela to refine the scope of work to customize the software. The scope of work seems to be expanding from the original estimate. Staff needs more time to finalize the full scope of work and understand all of the features of the system before we will be ready to present the final proposal to Council. It looks like the final proposal may also require an additional budget allocation.