



AGENDA
SPECIAL CITY COUNCIL MEETING
WEDNESDAY, NOVEMBER 12th, 2014, 5:30 P. M.
SAN DIMAS COUNCIL CHAMBERS
CONFERENCE ROOM
245 E. BONITA AVE.

CITY COUNCIL:

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

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. 2013-2014 Fiscal Year Review – Receive a summary of the city’s annual audit and financial performance. Consider recommendations regarding the allocation of one time-funds.

4. ADJOURNMENT

The next meeting is on Wednesday, November 12th, 2014, 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 November 7th, 2014, 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 the City Council
For the Meeting of November 12, 2014

From: Krishna Patel, Director of Public Works

Subject: **Consideration of Appropriation of Funding to process applications for Los Angeles County MTA 2015 Call for Projects in the amount of \$25,000**
A. Appropriation of \$25,000 from General Funds for Overflow Parking within Metro Gold Line Foothill Extension Authority's property (former spur line/sliding track) between Cataract and Monte Vista Avenue

Summary

Staff requests Council to consider approving the appropriation of funds to (1) process the necessary applications and technical documents for the Los Angeles County MTA 2015 Call for Projects ("Metro") for the proposed Overflow Parking within Metro Gold Line Foothill Extension Authority's ("Authority") property (former spur line/sliding track) between Cataract and Monte Vista Avenue project and (2) provide the required appraisal of the City owner portion of the property.

BACKGROUND

At the April 29, 2012 Study Session, City Council provided the following directions regarding the proposed overflow parking lot adjacent to the larger San Dimas Avenue Park and Ride, which is a successful location, however, is affecting the surrounding neighborhood by the overflow of patrons who park within this neighborhood. The directive was:

- Authorized staff to proceed with pursuing Metro (MTA) and Gold Line Construction Authority's conceptual approval of a parking lot plan with the intent to seek design and construction funding through future MTA Call for Projects Funding Program

This was after Council reviewed Staff's proposal to consider exploring the feasibility of approaching MTA to lease approximately 31,000 square feet of their under-utilized/abandoned long and narrow right of way (the former 50' wide spur/siding track between Cataract and Monte Vista Avenue and south of the Depot) for consideration to allow the City to construct an overflow Park and Ride facility.

The proposed parking lot would also integrate the adjoining two City parcels (totaling approximately 11,000 square feet) on the east side of Cataract Avenue. The integration of the three properties would provide up to additional 91 parking spaces to our downtown. The inclusion of the City property also provides a safe ingress/egress onto Cataract Avenue as its entrance is located further south from the busy Bonita/Cataract intersection. The overflow parking lot plan is only feasible if we are allowed to hold on to it as part of the downtown parking plan because it may be sold as part of the Redevelopment asset sale in the future.

After reviewing the Metro's 2015 Call for Projects draft application packet, Staff believes the Overflow Parking project between Cataract and Monte Vista would be an ideal opportunity to secure much

needed funding. With the anticipated funding the project will enhance and expand parking to the daily patrons and commuters who are impacting and effecting the daily lives of the neighbors and residents living adjacent to a very successful and highly used Park and Ride. The Call for Projects is a competitive process through which various federal, state and local transportation funds are awarded to the most regionally significant projects. Funds will be available beginning fiscal year 2020-2021. However, should the City indicate project readiness prior to 2020-2021, funds may be allocated as early as 2017-2018.

In conjunction with the 2015 Call for Projects application inclusions, as mentioned staff has been working with both the Authority and Metro, since summer 2013, to secure a concurrence and approval of the attached conceptual design as well as the commitment to grant a license agreement or an easement to allow the City to construct the proposed parking lot on Authority/Metro property. We anticipate receiving the Agency's approval by mid-December.

DISCUSSION

The 2015 Call for Projects has seven (7) Modal Application groups. The proposed Overflow Parking Project will be submitted in the "Transit Capital" Mode. The Transit Capital Modal Category seeks to improve regional mobility, air quality, transit access, and sustainability by finding regionally significant projects that either directly or indirectly increase transit use.

The project cost is estimated between \$650,000 - \$750,000 which includes 99-parking spaces, parking lot lighting, green infrastructure to comply with our green streets policy, and incorporation of a future Metro facility in conjunction with the future Gold Line plans. Specific details and costs will be available upon application submittal.

Staff has requested the services of LAE Associates to assist in the submittal of necessary applications and technical documents for the LA County MTA 2015 Call for Projects. In an effort to gather project specific information, Staff and LAE Associates attended the Central and Regional Call for Projects Workshops, respectively. Upon attending these workshops, Staff was informed that the City owned portions (APN 8390-21-015 and 916) of the proposed parking lot can be used towards the 20% match requirement. To use the City owned properties towards the match requirement, the property must be appraised for which we will be retaining services.

RECOMMENDATIONS

Staff requests Council consider:

1. Appropriation of \$25,000 from General Funds to retain both LAE Associates and an appraiser to provide necessary assistance for the Overflow Parking within Metro Gold Line Foothill Extension Authority's property (former spur line/sliding track) between Cataract and Monte Vista Avenue 2015 Call for Projects Application.

Respectfully submitted,



Krishna Patel

Director of Public Works

Attachments: Project Aerial Map

kp/lc: 11-14-05



Agenda Item Staff Report

TO: Honorable Mayor and Members of City Council
For the Meeting of November 12, 2014

FROM: Blaine Michaelis, City Manager

INITIATED BY: Ken Duran, Assistant City Manager

SUBJECT: Report on 2013-14 Fiscal Year End

REPORT ON 2013-14 FISCAL YEAR END

The City's auditors have finalized the year-end audit for FY 13-14, which was accepted by the City Council at your October 28th meeting. The purpose of the item this evening is to review the fiscal year end revenues, expenditures and reserve balance based upon the audited numbers.

GENERAL FUND REVENUES

Overall General Fund revenues were \$20,234,043. This is compared to the adopted budgeted amount of \$18,996,000. As you can see the actual revenue was, \$1,238,043, higher than the original adopted budget and \$168,424 more than the actual revenue in the prior year. The chart below shows the significant revenue sources and the deviations from budget.

CATEGORY	BUDGET	ACTUAL	NOTES
Property Tax	\$2,777,232	\$2,802,380	Includes \$312,740 in residual tax increment distribution from the former Redevelopment Agency dissolution.
Sales Tax	\$5,543,815	\$5,742,751	
Franchise Tax	\$2,116,678	\$2,217,442	All franchise fee categories were up slightly.
Transient Occupancy Tax	\$1,070,000	\$1,278,411	In addition to increases due to the new rate adopted in 2013, occupancy at all hotels was up.

Document Stamp Tax	\$120,000	\$177,045	Increases due to increase in property transfers.
Building Permits	\$413,200	\$904,904	The budget was very conservative. Actual revenue reflects a significant increase in permit activity. The increase should be considered one time revenue because of uncertainty of how long the increased building activity will continue. Next year's budget is \$392,550
Interest Earnings	\$183,016	\$225,959	After some additional diversification of investments, interest rates still remain very low but improving.
Vehicle License Fees	\$2,931,848	\$3,027,866	This is now classified as a property tax in-lieu fee.
Business License	\$413,000	\$430,500	Efforts in collection of delinquent license fees are showing some success.
Parking Permits/Citations	\$400,700	\$440,496	Increase in both citations and permits.
Local Ord. Violation /Vehicle Violations	\$192,200	\$207,028	Vehicle violations are still below historic levels.
Development Service Fees	\$46,500	\$58,925	As with permits there was an increase in planning fees.
Recreation Programs	\$514,000	\$550,398	Most noted increases in class and excursion participation.
Swim & Racquet Club	\$257,890	\$258,690	

CRA Loans	\$0	\$0	Due to the RDA dissolution we did not budget for, and there were no loan repayments this year. We will not be eligible for partial loan repayments until FY 15-16.
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GENERAL FUND EXPENDITURES

Overall General Fund expenditures were \$18,631,686 which included the unbudgeted one time transfer of \$1,056,000 to Fund 12 that was approved by Council in October 2013. This compares to the budgeted amount of \$17,824,735 which did not include the \$1,056,000 Fund 12 transfer. Factoring out that transfer, General Fund expenses were \$17,575,686, \$249,049 below budget. Expenses were also only \$33,748 more than last year.

GENERAL FUND ENDING FUND BALANCE

The July 1, 2013 beginning General Fund fund balance, or cash reserve, was \$15,204,994. The actual audited ending fund balance as of June 30, 2014 was \$16,807,351. This was after the transfer of \$1,056,000 to Fund 12 authorized in October 2013. Which means that the General Fund fund balance increased by \$1,602,357.

SPECIAL FUNDS

The attached chart is a summary of the each of the City's Funds. The first column describes the fund. The column titled Actual Beginning is the beginning cash fund balance at the beginning of the fiscal year. The next two columns, Actual Revenues and Transfers In, represent the revenues, actual revenues generated or transfers in from another fund. The next two columns, Transfers Out and Actual Expenditures, represent the actual expenses spent, either in transfers out to other funds or expenses. The last column describes the ending fund balance as of June 30, 2014, the end of the fiscal year.

ALLOCATION OF RESERVE FUNDS

As has been the practice the past several years we look to the reserves after the audited financials to make decisions on allocations to other funds. Last October the City Council set a policy to maintain 78% of General Fund operating expenses in reserves. The ending Fund Balance is \$16,807,351. The General

Fund operating expense for FY 14-15, excluding one-time expenses is \$19,320,327. Seventy-eight percent of the operating expense is \$15,068,855; therefore in keeping with the 78% reserve policy there is \$1,750,000 additional reserve funds available for reallocation to other projects or funds.

Staff is proposing to allocate the funds as follows:

\$430,000	Fund 20 – to utilize toward a major Marchant Park project
\$300,000	Fund 70 – equipment and vehicle replacement fund
\$1,020,000	Fund 12 – Infrastructure Fund for capital improvements
	Sub allocation of Fund 12 for:
\$25,000	Downtown Sidewalk Concept Work
\$35,000	Civic Center Security Measures
\$25,000	Expenses to complete an MTA Call for Projects Grant Request for the Bonita/Cataract parking project

These actions will result in a net \$15,057,357 General Fund Reserve Balance. The plan is to use this Reserve Balance to pay for two projects:

- Downtown Sidewalk Project – could be between \$700,000 and \$1 million
- Marchant Park Project – up to \$300,000 if we do not receive a grant we are pursuing to help pay for the overall project.

After all of these actions there would still be a General Fund Reserve Balance of \$13,750,000 – which would be 71% of our annual operating budget – and we will have added money to key city funds, and achieved major projects in the Downtown and Marchant Park.

We will walk through these recommendations with you at the Study Session.

Attachment:

Schedule 1 – summary of all funds – FY 2013-14

**CITY OF SAN DIMAS
SCHEDULE 1: SUMMARY OF ACTUAL ENDING BALANCES
AND TRANSACTIONS FOR FISCAL YEAR 2013-14**

FUNDS	ACTUAL BEGINNING 7/1/2013	ACTUAL REVENUES 2013-14	TRANSFER IN 2013-14	TRANSFER OUT 2013-14	ACTUAL EXPENDITURES 2013-14	ACTUAL ENDING BAL 6/30/2014
01 General	15,204,994	19,911,992	322,051	1,871,274	16,760,412	16,807,351
02 Gas Tax	714,198	1,159,407	0	225,000	984,255	664,350
03 Walker House	392,210	141,604	0	0	311,482	222,332
04 City Hall/CB	0	0	742,017	0	742,017	0
06 Sewer	997,570	97,681	0	0	36,206	1,059,045
07 Lighting	1,793,483	1,118,669	0	95,000	754,576	2,062,576
08 L/S Parcel Tax	86,598	816,430	72,952	0	889,009	86,971
12 Infrastructure	1,522,387	244,801	856,305	4,491	945,594	1,673,408
20 Comm Park/Fac	253,505	130,662	0	0	45,038	339,129
21 Open Sp #1	277,434	0	0	0	162,963	114,471
22 Open Sp #2	261,249	123,722	0	0	796	384,175
23 Open Sp #3	0	0	0	0	0	0
27 CC Pkg Dist	(119)	17,995	5,318	0	23,690	(496)
28 CC Redemption	0	9,977	0	0	9,977	0
29 CC Reserve	3,262	0	0	827	0	2,435
40 CDBG	0	116,559	0	0	116,559	0
41 COPS	0	100,054	0	0	100,054	0
53 Golf Course	265,070	631,572	0	0	587,139	309,503
70 Equipment Replacement	408,847	3,696	200,000	0	181,094	431,449
71 AQMD	84,735	41,873	0	2,051	28,003	96,554
72 Prop A	596,587	574,460	0	0	650,363	520,684
73 Prop C	1,261,558	480,587	0	0	50,223	1,691,922
74 Measure R	474,998	355,167	0	0	154,221	675,944
75 Open Space Mnt	13,106	44,651	0	0	36,682	21,075
ALL CITY FUNDS TOTAL	24,611,672	26,121,559	2,198,643	2,198,643	23,570,353	27,162,878
34 HOUSING AUTHORITY TOTAL	3,644,437	109,722	0	0	2,141,338	1,612,821
38 /39 SUCCESSOR AGENCY TOTAL	(1,764,241)	3,407,582	0	0	1,090,439	552,902
GRAND TOTAL CITY AND ENTITIES	26,491,868	29,638,863	2,198,643	2,198,643	26,802,130	29,328,601



Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
For the Study Session of November 12, 2014

From: Krishna Patel, Public Works Director

Subject: **Approval of appropriation of \$25,000 from General Funds to prepare conceptual plans for the total renovation of the Downtown sidewalk and landscape project**

SUMMARY

Staff requests Council approval of appropriation of \$25,000 to retain a Landscape Architect to prepare the conceptual project plans for the Downtown Boardwalk upgrade project. Council consensus at November 3rd Retreat directed Staff to pursue the concrete boardwalk concept as we move forward with improvements to the City's downtown.

BACKGROUND

On November 3, 2014, at the Fall Retreat, the City Council provided the following directions regarding the downtown streetscape:

- It was the consensus of the City Council to replace wooden boardwalk with full-width concrete sidewalk with trees and additional landscaping to be determined when staff brings back concept plans.

The above direction or decision was made following a revisit/refreshing and consideration of all the discussion points from previous study sessions held in 2011, 2012, between wooden vs. concrete sidewalks, maintenance and aggressive tree issues together with Council's adoption of a policy to move away from the 70's "frontier western" towards and capturing the "historical" character of downtown area found during the first half of the 20th century.

With the success of façade renovation program on the north side of Bonita proving to be very successful in appearance to our downtown and together with the escalating boardwalk and landscaping maintenance costs, Council made major a philosophical change to move away from the wooden boardwalk to a full-width concrete sidewalk with new trees and landscaping.

ANALYSIS

In moving forward as per Council's direction, Staff will be seeking a proposal for conceptual design services from a landscape architect. It is anticipated that these conceptual design services can be secured for less than \$ 25,000. The conceptual plans will include the following:

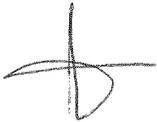
- Two alternate conceptual designs for a prototypical block with the designs illustrating all appropriate design components needed for the entire Downtown.
- Materials alternatives for replacement of the wooden sidewalks with textured/decorative concrete and other hardscape.
- Design options including revised landscaping addressing bow-outs, revised tree locations, raised seat walls and/or at grade planters.
- The Heritage Plaza at Exchange Plaza (in front of Feed and Grain Store)
- Tree and planting palettes
- Street furniture
- ADA pathways
- Potential areas and designs for outside display and/or dining.
- Evaluate existing business signage and awnings/post encroaching within the right of way and provide alternatives and design components to mitigate these encroachments.
- Estimates of potential costs for alternatives presented.
- Final full conceptual plan of the approved alternative from Cataract Avenue to San Dimas Avenue illustrating all appropriate design components needed for the entire Downtown.

Since we are approaching the holiday seasons, it's likely that the preparation of these conceptual plans would be completed by mid to end January 2015.

RECOMMENDATION

1. Authorize a budget adjustment of \$25,000 in the General Fund for this work and authorize Staff to enter into a contract not to exceed \$25,000 for conceptual design

Respectfully Submitted,



Krishna Patel
Director of Public Works