

CITY OF SAN DIMAS

Retreat Meeting Agenda

**COUNCIL – STAFF RETREAT SESSION AGENDA
MONDAY NOVEMBER 9, 2015 5:00 PM - 9:00 PM
CITY COUNCIL CHAMBERS CONFERENCE ROOM
SAN DIMAS CITY HALL
245 EAST BONITA AVENUE**

A listing of City Projects will be provided to the City Council as background. The concept with the following listing is to identify the projects that we plan on providing more specific information.

1. Project update
 - a. Parks and Recreation projects:
 - i. Marchant Park renovation
 - ii. Mayer Tract landscaping renovation
 - iii. Via Verde Median renovation
 - iv. Via Verde Park playground redesign
 - v. Pioneer Park playground replacement
 - vi. Swim and Racquet Club Facility Assessment
 - b. Public Works projects:
 - i. Foothill Boulevard Widening – completion and dedication event
 - ii. Downtown Wooden Sidewalk Replacement
 - iii. Golden Hills Road realignment
 - iv. Badillo Street and Covina Hills Road rehabilitation projects
 - v. Storm water permit compliance
 - c. Administration projects:
 - i. Accela implementation
 - ii. 5 year Capital Improvement Program
 - iii. City-Agency loans – update on dissolution
 - iv. Getting to Zero update
 - v. State Water Bond Grant programs
 - vi. Taylor Home
 - vii. ADA Transition Plan
 - d. Community Development projects:
 - i. Walnut Creek Open Space – committee meetings, next steps
 - ii. Downtown Specific Plan – scope and schedule
 - iii. Other items of interest to the City Council

2. General status/update information on items of interest – presentation/questions/answers as desired.
 - a. Gold Line update and design issues with intersections and parking structures
 - b. Care Meridian status of construction
 - c. Commercial Street/San Dimas Avenue live work and residential project
 - d. Walburn Project (San Dimas Avenue Equestrian site) and Saxon/Graham Project (Meredith Equestrian site) updates ; Begin Project to be discussed Nov 10
 - e. Shell Service Station project update
 - f. NJD project update
 - g. Downtown façade project update
 - h. Train Stop
 - i. M&E property
 - j. Commercial buildings at Costco – tenant mix (Panera, 5 Guys, Café Rio, Krispy Kreme, Dickey’s BBQ, Jimmy John’s) – timing most likely January 2016
 - k. LucaBella
 - l. Replacement of fountain art sculpture – event
 - m. Via Verde Center
 - n. AB 109 and Prop 47 impacts and concerns growing
 - o. Hotel RFQ
 - p. Chaparral Lanes and Diamond Realty interests in the development of their property
 - q. Fresh & Easy closing
 - r. New state legislation ...Medicinal Marijuana, (AB266, AB243 & SB 643), Solar Installation Permits process, Model Water Efficient Landscape Ordinance, EV Charging Station Permitting Process (AB 1236), Density Bonus/Parking Changes (AB744), Massage business changes, Native American CEQA early consultation (AB 52), Approval of Telecommunication Facilities (AB 57)
 - s. Sale of city affordable homes [10 total] – 3 sold; 1 in escrow; 1 offer received
 - t. Homeless – count and the coordination of services
 - u. Personnel updates
3. General question
 - a. Commission vacancies in general and the difficulty in receiving applicants – should the city reduce the size of the Senior and Public Safety Commissions by attrition?
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 10, 2015 5 pm Study Session, 7:00 pm regular meeting, City Hall.



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

Copies of documents distributed for the meeting are available in alternative formats upon request. Any writings or documents provided to the City Council regarding any item on this agenda will be made available for public inspection at the Administration Counter at City Hall and at the San Dimas Library during normal business hours. In addition most documents are posted on the City's website at cityofsandimas.com.

Posting Statement: On November 6th, 2015, a true and correct copy of this agenda was posted on the bulletin board at 245 East Bonita Avenue (San Dimas City Hall), 145 North Walnut Avenue (Los Angeles County Library), 300 East Bonita Avenue (United States Post Office), Von's Shopping Center (Puente/Via Verde Avenue) and the City's website www.cityofsandimas.com/minutes.cfm



Agenda Item Staff Report

Retreat Meeting

TO: Honorable Mayor and Members of City Council
For the Meeting of November 9, 2015

FROM: Blaine Michaelis, City Manager *BM*

SUBJECT: Our approach with the Retreat Session Discussion

SUMMARY

When you look at the two page agenda and all of the topics, your conclusion could easily be that we over-booked our ability to address all of these things in one night.

We have many projects scheduled for ourselves this year, and there are always current issues and items of interest for us all to be aware of. For these reasons, staff thought it would be helpful to provide the latest information on each of these projects and issues in an informal setting so that we can all be up to date together.

We anticipate that the meeting will move well through the agenda items. We will be providing verbal reports/updates on each of these topics – we will have sufficient discussion to confirm what may be needed and then we will be off to the next item.

Because the reports and accompanying discussions will all be verbal, there are no formal staff reports for you to review – with one exception; we have prepared a staff report with recommendations regarding the State Water Bond. We have also provided a copy of our 2015-16 city project listing for reference.

We look forward to meeting with you.

Attachment:
Report on the State Water Bond – city benefit?
Summary of 2015-16 City Projects



Agenda Item Staff Report

Date: November 3, 2015

To: Honorable Mayor and Members of City Council
For the Study Session/Meeting of November 9th, 2015

From: Blaine Michaelis, City Manager

Initiated by: Public Works Department *MM*

Subject: Review of Grant Application for Rivers and Mountains Conservancy
Grant Application for Proposition 1 Funds

SUMMARY

The Rivers and Mountains Conservancy Grant for Proposition 1 (Water Bond) projects is currently open for grant applications through December 16, 2015. Staff has reviewed the project evaluation criteria to investigate the possibility of funding some of the storm water treatment and infiltration requirements in the Storm Water Permit (MS4). The evaluation criteria heavily weights habitat restoration and disadvantaged communities. Therefore, Staff does not see the financial opportunity that would benefit the City in applying for the RMC Proposition 1 Grant cycle, and recommends at this time not to pursue the grant application that would be significantly less competitive.

BACKGROUND

In 2014, California Voters approved the Water Bond (Proposition 1) which allocated \$7.45 billion in general obligation bonds for State water projects. Chapter 6 of Proposition 1 allocates \$30 million to the Rivers and Mountains Conservancy (RMC) for competitive grants for projects in accordance with statewide priorities. In addition and upon appropriation by the Legislature, an additional \$100 million may be allocated to the RMC or the Santa Monica Mountains Conservancy, or a combination of both, for competitive grants to protect and enhance urban creeks and their tributaries.

The RMC grant cycle for phase 1 of these grants is open for project submittals from September 28 through December 16, 2015. The amount of funds to be released during phase 1 is to be determined by RMC based on its needs and the quality of the applications.

Miscellaneous Categories

The remaining point criteria are assigned to miscellaneous categories. For instance, a project would be awarded points for public outreach, type of signage, and percent of matching funds. For instance, the project could get 15 The City's project could incorporate most of these elements and conceivably receive most of the miscellaneous points.

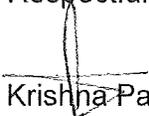
Summary

Analysis of the Proposition 1 grant opportunities from the RMC show that the grant is more directed to habitat restoration especially in disadvantaged areas. Projects that only improve water quality (and don't have an element of habitat restoration or are not in a disadvantaged community) would potentially gain a maximum of 60-70 points which is about 50% of the points available. Most of San Dimas' project for storm water treatment fall into this category and would therefore be less competitive than projects in the larger cities. Considering the amount of staff time, effort and cost required to prepare a grant application, compared to the less competitive nature of a San Dimas submission, Staff recommends that the effort be placed into further developing the type of water quality and infiltration projects that are more suitable to the City. The effort can be used to complete the design on these type projects as shovel ready projects tend to fair better on grant applications. Staff will continue research to find grants that are more favorable and conducive to the City's types of projects.

RECOMMENDATION

Staff does not see the financial opportunity that would benefit the City in applying for the RMC Proposition 1 Grant cycle and therefore recommends at this time not to pursue the grant application due on December 16, 2015.

Respectfully submitted,


Krishna Patel
Director of Public Works

11-15-01 sg

CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

Project	Estimated Duration	Lead Staff	Start Target	Completion Target	Current Status	COMMENTS - Updated 11-4-15
Public Works						
PW - Capital Improvements						
1	Foothill Blvd Bridge @ San Dimas Wash	KP/SB	Mar-15	Nov-15		Bridge Deck - completed; starting barrier work - sidewalk, street paving.
2	Golden Hills Road Realignment	KP	Apr-16	Oct-16		Submitting 2nd plan review to County. Start City review process of EIR.
3	Cienega - Lone Hill Signal Phasing	KP	Dec-15	Feb-16		2nd plan check / order material.
4	Foothill - San Dimas Canyon Signal Phasing	KP	Dec-15	Feb-16		2nd plan check with County / order materials; Locate utilities at site corner for safety light. Pothole to ensure no conflict with MWD 12 ft feeder.
5	RFP process for contract street sweeping	KP/JC	Aug-15	Jan-16		Final documents.
6	Vehicle Purchases	KP/JC	Sep-15	Apr-16		On-going - only 1 vehicle to be purchased.
7	Annual Pavement Preservation Project	KP/SG/JC	Dec-15	Jun-15		Prepare bids for slurry seal.
8	Arrow Hwy at Bonita Ave (CCTV Camera)	KP	Nov-15	Aug-16		County project to install CCTV camera as part of on-going SGV Intelligent Transportation System. Project is to replace banner pole with new pole for camera and banner.
PW - Design/Miscellaneous						
9	Boardwalk Replacement Project	KP/JC	Jul-15	Feb-15		Contact each merchant and confirm MOU for project impact & understanding; RFQ for concrete work.
10	Bonita Ave et al (San Dimas Ave to Cataract)	KP	Oct-15	Nov-15		Design underway
11	Via Verde Ave (Puente to City Limits)	KP/SB	Jun-15	May-16		
12	GIS - Accela migration	SG	Jun-15	Jul-16		Primary conversion of GIS data is 50% complete; updating storm water outlet inspection database.
13	Puente Ave - Via Palomares to Via Verde	KP/SG	Apr-16	Jul-16		Possible co-op with rehab center developer
14	San Dimas Ave (Via Verde to 57 fwy)	SG	Apr-16			Final Plan; obtain Caltrans permit. Additional soils analysis and utility coordination.
15	MS4 Permit - Various Target Dates	KP/SG				CIMP monitoring - 1st set of sampling completed.
16	CIP - Sewer Study	SG/JC		Jul-16		On-going
17	Badillo (Covina to Cypress) Covina Hills Road (County Cooperative Project)	KP	Jul-16	Oct-16		Project limits extended; STPL funded project as need to expend \$463,000 by Sept. 2016; County to contribute \$700,000 for their share.
18	Glenwood Townhomes & Via Vaquero - SCE Lighting Clarification	KP/SNG	Jul-15	Jan-16		Awaiting Edison plans to confirm lighting connections between HOA and City responsibility
19	4th Street - Decorative Street Lights (Walnut to Euclia)	SB	Sep-15	Mar-16		Surveying underway - 3 blocks for future light plan

CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

18	Cienega Ave Design (Arrow to Lone Hill)	KP/SB		May-16		Locate existing irrigation for abandonment prior to street project
19	Green Streets	KP	Sep-16	Jul-16		Review street areas/parks for possible sub-region areas for cost effective infiltration

Parks and Recreation

1	Via Verde Median Island Renovation	SF/TB	8 mos	In Progress	6/30/2016	Out To Bid	Out to Bid; Bids opened 11/10/15; Contract Awarded 11/24/15
2	Meyer Tract Median/Foothill Frontage Median	SF/TB	8 mos	In Progress	6/30/2016	Out To Bid	Out to Bid; Bids opened 11/10/15; Contract Awarded 11/24/15
3	Marchant Park Rehabilitation Project	TB/ Div Mgrs	10 mos	In Progress	8/30/2016	Const Docs	Construction docs; then to bid; construction
4	Via Verde Park Playground Equipment/Park Redesign	SF/TB	8 mos	In Progress	6/30/2016	Const Docs	Construction docs; then to bid; construction
5	Loma Vista Park Playground Equipment	TB	Unknown	Unknown	Unknown	0	Waiting on next steps for Walnut Creek Open Space Project.
6	Pioneer Park Playground Equipment	TB	Unknown	Unknown	Unknown	0	Waiting on HCD for Grant Standard Agreement.
7	Civic Center Security Upgrades	KD/BM	1 mos	11/1/2015	11/30/2015	Contract Executed	CH Artwork secured. Red Rock tp begin instal 11/1/15.
8	Swim and Racquet Club Marquee Sign	KD	4 mos	In Progress	12/31/2015	Design Phase	Working on design options. To P&R Commission in Nov, review with City Council late Nov, instal Dec.
9	Swim and Racquet Club Facility Assessment	KD/LR/TB	6 mos	11/15/2015	4/31/2016	0	Consultant interviews and proposals in October; select and contract in November; begin assessment.
10	Lone Hill Park Restroom/ Snack Bar Painting Project	SZ/KD	3 mos	1/1/2016	3/31/2016	0	Developing Specs; then to bid.
11	City Council Conference Room Laminate Wall	KD/SZ	1 mo	12/1/2015	12/31/2015	0	Obtain quotes
12	Senior Citizen/Community Center Paint Exterior	KD/SZ	3 mos	1/1/2016	3/31/2016	0	Developing Specs; then to bid.
13	Median Island Retrofits/Rebates - Irrig/land - Bonita/SDC Irrigation - Arrow Hwy/Foothill/Covina Blvd/Lone Hill	SF/DF	4 mos	In Progress	11/1/2015	On Bonita On Foothill	City Staff doing rebate retrofits - Bonita/Walnut complete; Bonita/Cataract in progress Contract crew working on irrigation retrofits - Arrow Hwy complete; working on Foothill

Community Development

1	Zoning Code Update	Larry	unknown	unknown	unknown	Pending	Need to establish a scope of work and approach
2	Downtown Specific Plan update	Larry	12 months	15-Oct	16-Oct	In progress	Consultant contract has been executed
3	General Plan Update	Larry	unknown	unknown	unknown	Pending	Need to prepare a scope of work for RFP

CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

4	Downtown Façade Program	unknown	Larry	15-Aug	prior to start of boardwalk project	In progress	Have been meeting with businesses to discuss their. Once understand needs and desires, present a recommendation to Council for a program.
Administration							
1	Telephone System replacement	4 - 6 months	Ken/John	TBD	TBD	Completed Phase 1 analysis	Phase 1 analysis complete with cost estimate and time-line. Phase 2 analysis after Jan. Determine best time for implementation.
2	ADA Transition Plan	unknown	Ken	Nov	Feb	In progress	Kick-off meeting with consultant complete. Assessments to begin in December. Complete assessments and revise Transition Plan.
3	Bonita/Cataract property disposition	unknown	Blaine/Ken	October	unknown	Preparing RFQ	Based upon Council direction preparing RFQ and timeline.
4	Automated Time Sheets	3 months	Michael /Jennifer L.	October	Jan	In progress	Have prepared samples. Reviewed with Depts. Revise, Beta Test. Implement
5	Mandatory Organic Recycling Program	6 months	Ken/Derek	September	Apr-16	In progress	Draft policy for Council approval by January. Work with WM on identifying impacted businesses. Prepare education info, tracking system.
6	Standardized Contract Insurance Requirements	3 months	Ken	December	Feb	In progress	CJPIA template will be available in November. Gather samples of existing language. Develop standard language, revise permits and contracts. Develop tracking process.
7	Emergency Preparedness	on-going	Jeff	on-going	on-going	In progress	Conducted EOC exercise in October. Reviewing feedback. Sections to meet monthly to exercise and revises plans and procedures.
8	Web Site Updates and redesigns	on-going	Derek	on-going	on-going	In progress	Update outdated information on website. Develop better process for monitoring updates. Identify format changes and implement.
9	Update Personnel Rules	5 months	Kevin / Michael	September	Jan	In progress	Wholesale review and update of Personnel Rules and Regulations. Identify changes, circulate changes to Managers and employees. Council approval in January.
10	Update Document Retention Schedule	3 months	Debra	In progress	Novemebr	In progress	Reviewed existing schedule. Get feedback from Departments. Make final changes. Train.
11							
12							

Inter-departmental							
1	Accela Automation Implementation	1 year	Project Team	In progress	May-16	In progress	Project team worked with Depts. To develop work flow and records. First group of records being reviewed and tested. Project is a bit behind schedule. Target date may be revised.
2	Bonita Ave. streetscape	In progress	Krishna	In progress	Summer/Fall 2016	In progress	Architect working on construction drawings. Meeting with merchants.
3	Taylor House demo, new housing plans	unknown	Blaine	unknown	unknown		Need to develop an approach, plan and timeline.
4	Walnut Creek Open Space Project	1 year	LS/TB/AG	4/1/2015	12/31/2016	In Design Review	Working with neighbors and community partners to determine best option for phase 1.

CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

4	Sycamore Canyon Equestrian Center restrooms		Blaine	Begun	Early 2016	Work has begun	Work has begun on utilities. Building has been fabricated.
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The RMC grant cycle for phase 1 of these grants is open for project submittals from September 28 through December 16, 2015. The amount of funds to be released during phase 1 is to be determined by RMC based on its needs and the quality of the applications.

DISCUSSION/ANALYSIS

Staff has reviewed the RMC Proposition 1 Grand Project Evaluation Criteria to determine potential applicability to fund green streets projects that are required for compliance with our storm water permit and associated Watershed Management Plan. The grant is set up on a point system with a maximum score of 140-145. The points are broken into categories with the majority of the points awarded for the following categories:

RMC Grant Project Evaluation Criteria

- **Habitat and Restoration Resource Values (35 points)**
- **Environmental Justice and Disadvantaged Communities (35 points)**
- **Water Resource and Water Quality (30 points)**
- **Miscellaneous (40-45 points)**

An additional crucial requirement is that prospective grant projects must provide for an improved habitat or species restoration element.

Habitat and Restoration Resources

With the recent approval of the City's Watershed Management Plan by the Los Angeles Regional Water Quality Control Board on July 29th 2015, Staff is in the conceptual design phase of potential water quality projects that comply with the state mandated water quality and infiltration requirements for storm water runoff. This is a challenge not only due to cost, but also due to the topography and developed nature of the City. Much of the City's streams which are the target for habitat restoration in the RMC grant are on privately owned property. While the grant does provide monies for acquisition, City acquisition of private property would incur tremendous expense not just in acquisition but in restoration, flood protection, and once improved a considerable budget for annual maintenance. The grant does not provide for the long term costs of maintenance of acquired property. Deliberate planning for such expenditures takes time and assessment to determine if this is the direction that the City wants to take.

The projects that will enable the City to meet the water quality and infiltration requirements involve water treatment and infiltration into City owned property, primarily existing right of way and potentially park property. Unfortunately, the type of properties are not considered habitat and would not qualify for the habitat restoration aspects of the grant which is approximately 25% of the points for award.

Environmental Justice and Disadvantaged Communities

The second major aspect for consideration is the Environmental Justice and Disadvantaged Communities criteria. This criteria provides added weight to projects in areas that have high dense population, high pollution, or poorer communities. The City's demographics make it ineligible for most of the Environmental Justice and Disadvantaged Communities points which is another 25% of the points available.

Miscellaneous Categories

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Respectfully submitted,


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Director of Public Works