



**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**TUESDAY, FEBRUARY 23, 2016, 5:00 P. M.**  
**SAN DIMAS COUNCIL CONFERENCE ROOM**  
**245 E. BONITA AVE.**

**CITY COUNCIL:**

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

**1. CALL TO ORDER**

**2. ORAL COMMUNICATIONS**

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

a. Members of the Audience

**3. STUDY SESSION**

a. Mid-year 2015-16 budget review and Preliminary Report on 2016-17 City of San Dimas Budget.

**4. ADJOURNMENT**

The next meeting is on Tuesday, March 8, 2016, 7:00 p.m.



**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](http://cityofsandimas.com).

**Posting Statement:** On February 19, 2016, 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](http://www.cityofsandimas.com/minutes.cfm)



# Agenda Item Staff Report

**To:** Honorable Mayor and Members of the City Council  
*For the meeting of February 23, 2016 Study Session*

**From:** Blaine Michaelis, City Manager

**Initiated By:** Ken Duran, Assistant City Manager

**Subject:** Mid-Year FY 15-16 Budget Update and Preliminary FY 16–17 Budget Discussion

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At the study session the City Council will receive the mid-year budget review. Staff will present a summarized report at the regular meeting.

## MID-YEAR FY 2015-16 BUDGET REVIEW

### OVERVIEW

In June 2015 the City Council adopted the FY 2015-16 budget. The adopted General Fund budget was balanced with anticipated revenues of \$21,423,959 and expenditures of \$20,618,843. Total expenditures for all Funds were budgeted at \$34,226,235.

In October the City's auditors finalized the year-end audit for FY 2014-15 and the City Council received a report on year-end revenues and expenditures and ending fund balance. The audited year end General Fund fund balance was \$17,571,674. At that time the Council approved the transfer of a portion of the reserves to Special Funds:

- Fund 12 – Infrastructure Fund – Past practice had been to allocate the equivalent amount of 10% of annual sales tax to Fund 12. Staff recommended that this practice was a good starting point to provide an on-going source of revenue to this Fund. The Council approved the transfer of \$612,000, the equivalent of 10% of sales tax to this Fund.
- Fund 70 – Equipment Replacement - \$300,000 to continue to build reserves in this Fund.
- Pension Unfunded Liability - \$100,000 to make an additional contribution to further pay down the unfunded liability of the City's PERS Pension Program.

After the transfers the remaining fund balance was \$16,559,674, 82% of general fund expenditures. The decision was made to not allocate additional fund balance to other Funds due to the uncertainty of the project cost amounts for some of the outstanding projects and the potential need to use additional reserve funds to fully fund those projects.

## REVENUE

Staff has reviewed the actual revenue received through the first 7 months of the fiscal year and projections of revenue for the remaining 5 months. We anticipate overall General Fund revenue to meet or exceed the budget at the end of the year. A detailed review of the significant revenue sources follows.

### General Fund

Property Tax - Property tax revenue was budgeted at \$2.7 million. Based upon remittance to date and in consultation with our property tax consultant we estimate it may end the year down slightly, to \$2.6 million. In addition, with the dissolution of the Redevelopment Agency the City began to receive residual property tax distributions. This is a difficult source of revenue to estimate because of the fluctuations in ROPS obligations. This year that amount was budgeted at \$271,000. We estimate it may be closer to \$290,000.

Sales Tax - Sales Tax projections were budgeted at \$5.9 million. In general, the overall sales tax generated by all business in the City has increased and the budgeted amount anticipated that. We anticipate the actual sales tax collected for the year to be right at about budget.

Franchise Taxes – Collectively franchise taxes were budgeted at \$2.3 million. All utility franchises are tracking to meet budget.

Transient Occupancy Tax – (TOT) – TOT was budgeted at \$1.4 million. Remittance to date reflects a continued increase in occupancy for each of the 6 hotels/campgrounds, which should result in an overall increase in revenues collected by approximately 9% over budget.

Business License – Budget for business license was \$422,000. Revenue is expected to be about budget.

Document Stamp Tax – The document stamp tax is a fee collected by the County on property transactions. The amount last year decreased over prior years so we reduced the budget amount to \$139,000 however, it is tracking to be around \$170,000.

Building Permits and Plan Check Fees – With building activity very unpredictable, we budget very conservatively. The budget amount was \$400,000, even though the actual amount collected last fiscal year was \$648,000. However, year to date we have already exceeded budget. Obviously, this amount will continue to increase for the remainder of the fiscal year. Though difficult to predict, it could be a minimum of \$200,000 over budget.

Vehicle License Fees – The projected budget for Vehicle License Fees, which is remitted as an additional property tax, was \$3.2 million. We anticipate collections to be about \$3.4 an approximate \$200,000 increase.

Planning Fees – Like building fees, planning fees which include DPRB, zoning, subdivision and environmental review fees, were budgeted conservatively at \$40,200. Like Building Permit fees, year to date we have already exceeded budget, in this case by almost double.

Recreation and Swim & Racquet Club Fees – Recreation revenue was budgeted at \$530,000 and Swim and Racquet Club revenue at \$266,000. Recreation revenue comes from program participation fees. The revenue fluctuates based on the costs for various programs. As such, associated expenses for those programs also fluctuate. It appears that overall revenues for general recreation are tracking about 5% over budget and the swim and racquet club program revenue will be close to budget.

Parking Permits / Local Violation and Vehicle Fines – Overnight parking fines, budgeted at \$282,000 are projected to be at budget. Local violations and vehicle code violation have both been down dramatically over the past few years. The budget reflected these reductions. Combined they were budgeted at \$178,000 but are tracking to be below budget.

Administrative Cost Reimbursements – With the dissolution of the Redevelopment Agency the amount of administrative cost reimbursement to the General Fund is capped at \$250,000 including reimbursement for Successor Agency staff costs. The amount budgeted for staff reimbursement was \$150,000. It is anticipated the amount will be slightly lower. This year the budget also included a reimbursement from the Housing Authority fund of \$68,000 for general fund staff costs.

### **Restricted Funds**

Gas Tax (02) – The Gas Tax is an excise tax on various transportation fuels. In 2010 as one of the State budget fixes, the State imposed, one of their tax swaps or triple flips, to take away gas tax and backfill the amount. The backfill is based upon formulas and estimates. The result being that there may be times when estimates may be off which is occurring again this year. In addition the overall volume of gasoline sales continues to decrease due to more fuel efficient cars. Based upon estimates from the State we budgeted \$789,000. We have recently been informed that the revised estimate is \$777,000.

Sewer Fund (06) – Budgeted revenue of \$53,029. Year to date revenues are \$48,597 due to an increase in the number of sewer connections. It is projected we will exceed budget.

City Wide Lighting District (07) – The budgeted property tax revenue of \$1.1 million is projected to be met. In addition, the Lighting District is the recipient of residual tax increment revenue from the dissolved Redevelopment Agency. The District/Fund is estimated to receive \$112,000 this year.

Landscape Parcel Tax (08) – The budgeted assessment revenue of \$812,000 is projected to be met

Infrastructure Fund (12) – The General Fund budget did not include a transfer of any additional funds to the Infrastructure Fund. However, there was a transfer of \$1 million from reserves towards the Bonita streetscape project. Also, in October 2105 with the City Council authorized the transfer of an additional \$612,000 from reserves to Fund 12 for future projects.

Park Development - Community-Wide (20) – The adopted budget included a \$291,471 transfer from General Fund reserves required to fully fund all of the budgeted projects in Fund 20.

Open Space District #1 (N & W) (21) – The adopted budget included a \$44,429 transfer from General Fund reserves required to fully fund all of the budgeted projects in Fund 21. Year to date an unanticipated \$14,274 was generated for the Fund.

Open Space District #2 (East) (22) – The budget included \$250,000 in grant revenue towards the Marchant Park project and \$100,000 in grant revenue towards the Pioneer Park playground equipment project.

Golf Course (53) – Golf Course lease revenues are on pace to meet the budget of \$495,000

COPS Grant (41) – The City received \$100,000 from the State COPS Grant.

Equipment Replacement Fund (70) – The adopted General Fund budget did not include a transfer of any additional funds to the Equipment Replacement Fund. However, in October 2015 the City Council authorized the transfer of \$300,000 from the General Fund to Fund 70.

Prop A, Prop C and Measure R (72, 73, 74) – Revenue for all of these Funds, which comes from County-wide sales tax, are estimated be at approximately 5% above budget.

## **EXPENDITURES**

Collectively General Fund operating expenses appear to be on track to remain within budget. There are some specific line items expenses that may be slightly above budget but there are others that will be below budget. There will be some expenditure savings this year due to several vacancies in positions during periods of recruitments for new hires. Through January, total General Fund expenditures are \$12,885,937, 58% of the yearly budgeted expenditures of \$21,954,743. Keep in mind that not expenses are paid proportionally throughout the year.

Overall general expenses in the Special Funds also appear to be on track to remain within budget with the exception of some major capital projects. The median landscape projects came in over budget and Council previously authorized additional funds for the projects. It is anticipated that bids for upcoming projects such as the Bonita streetscape, Marchant Park renovation and Via Verde Park playground equipment projects may be more than original estimates requiring additional funding decisions. This was discussed with the Council in October when it was agreed to defer allocating additional reserve funds at that time.

## **FY 15 - 16 CAPITAL PROJECT UPDATE**

This year's work program included an extraordinary number of capital and major projects. Staff developed a spreadsheet to track and provide status updates for most of these projects. At the November retreat staff reviewed with the Council an update on many of these projects. The attached spreadsheet provides an updated status of projects. At the meeting staff will highlight some of the projects and answer any questions of Council.

## FY 2016 – 17 BUDGET PREPARATION

Staff has begun the FY 2106 – 17 budget process with each Department and Division beginning to work on their individual budgets. Over the next several months staff will develop the draft budget which is anticipated to be presented to the City Council and the public for review in May with a target for adoption on June 4<sup>th</sup>.

The following is an outline of the general strategy staff proposes to take in approaching the preparation of this year's budget, which is a very similar approach to last year.

### 1. Overall Goals for FY 16 - 17 Budget

- Prepare a balanced General Fund budget utilizing conservative revenue projections and "live within our means" expenditures.
- Focus on the completion of existing programmed projects.
- Look towards future capital needs and continue to rebuild capital improvement and equipment Funds.

### 2. Approaches to Building the Budget

- Assume minimal growth in on-going revenue sources.
- Anticipate multi-year expenditure increases in some specific areas such as PERS contributions, Sheriff's contract rates, Liability Trust Fund contributions.
- Continue to develop succession planning and career development paths for employees.
- Continue to develop strategies to rebuild capital improvement and equipment Funds (Funds 12, 20 and 70)
- Continue with the concept of multi-year planning for "super" public works projects.
- Fit capital projects within available staffing/time/funding
- Preliminary Budget Presentation and Public Hearing scheduled for May 24<sup>th</sup>. Budget adoption scheduled for June 4<sup>th</sup>.

### 3. Multi-Year Capital Project Projections

During the last few years budget discussions staff has shared with Council the importance of continuing to allocate the necessary funds for capital improvements and equipment replacements. Staff has updated the short range, 4-5 year, projections for capital expenditures. Staff would like to take some time to review for the Council the funding sources that contribute to these capital projects.

## CAPITAL PROJECTS – STREETS AND INFRASTRUCTURE

There are four primary Funds that provide the funding source for streets and infrastructure projects, Fund 02, 12, 73 and 74. With the exception of Fund 12, the other three have some restrictions as to the types of projects that can be funded from that specific fund. Below is a description of each Fund.

### Fund 02 – Gas Tax

- Revenue Source – Gas Tax
- Expense Eligibility – Restricted by State Gas Tax to street maintenance, repair and construction
- Sample of Projects for FY 15 -16 – Annual pavement preservation – slurry and overlay of various streets
- FY 15 – 16 Beginning Funds Available - \$2,028,574
- Annual Revenue Projection - \$750,000 in annual Gas Tax next year and has been steadily declining in recent years.

### Fund 12 – Infrastructure

- Revenue Source – General Fund Transfers, Grants
- Expense Categories – Restricted by Council policy to streets, sidewalks, storm drains, facilities improvements
- Sample of Projects for FY 15 – 16 – Foothill wash bridge, Golden Hills Road, annual pavement preservation, Via Verde and Meyer tract medians, Bonita Ave streetscape
- FY 15 – 16 Beginning Funds Available - \$5,761,724 – Includes \$2 million in grant for Foothill, \$1 million in outside contributions for Golden Hills Rd., \$1 million in reserves for Bonita Ave. streetscape.
- Annual Revenue Projection – General Fund Transfers of 10% Sales Tax - \$650,000 plus inflation annually

### Fund 73 – Prop C Transportation

- Revenue Source – Local share of ½ county sales tax
- Expense Categories – Restricted by County Measure to street projects on streets that utilize mass transit including portions of Arrow Hwy., Bonita Ave., Foothill Blvd., Via Verde Ave. and transportation projects
- FY 15 -16 Beginning Funds Available - \$1,589,227
- Sample of Projects for FY 15 – 16 – Bonita Ave. reconstruction
- Annual Revenue Projection - \$500,000 in annual Prop C

### Fund 74 – Measure R

- Revenue Source – Local share of ½ cent county sales tax
- Expense Categories – Restricted by County Measure to street improvement and transportation projects
- Sample of Projects for FY 15 – 16 – Bonita Ave. reconstruction, Via Verde Ave. repairs design
- FY 15 – 16 Beginning Funds Available - \$1,149,960
- Revenue Projections - \$375,000 annual Measure R

TOTAL STREET AND INFRASTRUCTURE EXPENDITURE PROJECTIONS			
FY 15 – 16	FY 16 – 17	FY 17 – 18	FY 18 – 19
Budgeted Expenses	Projected Expenses	Projected Expenses	Projected Expenses
\$7,010,270	\$5,489,000	\$1,864,000	\$1,829,000

### CAPITAL PROJECTS - PARKS

There are four primary Funds that provide the funding source for parks and facilities development and improvements, Funds 20, 21, 22 and 23. Fund 20 provides for funding for projects community-wide, where the other three funds are restricted to projects within a specific geographic area. The reason for the geographic restriction is that the primary source of funding is from development impact fees within the geographic areas.

#### Fund 20 – Community Parks and Facilities

- Revenue Source – Development Fees, Grants, General Fund Transfers
- Expense Categories – Parks and Facilities development and improvements
- Sample of Projects for FY 15 – 16 – Via Verde Park playground equipment, Loma Vista Park rehab, Walnut Creek Open Space development.
- FY 15 – 16 Beginning Funds Available - \$1,477,000 – Includes \$850,000 grant for the Walnut Creek project and \$68,000 grant for Horsethief Canyon Park maintenance
- Annual Revenue Projections – Development Fee revenue is unpredictable because it is tied to development activity. The total amount of Development Fees collected over the past five years was \$151,496.

#### Fund 21 – Open Space Area #1 – N & W

- Revenue Source – Quimby (Residential Development) Fees
- Expense Categories – Park development and improvements within Area #1 including Horsethief Canyon Park, Lone Hill Park, San Dimas Canyon Golf Course, Swim & Racquet Club, SportsPlex, Sycamore Canyon Equestrian Center House
- Sample of Projects for FY 15 – 16 – Swim and Racquet Club facility assessment
- FY 15 – 16 Beginning Funds Available - \$61,000
- Annual Revenue Projections – Quimby Fees are unpredictable because they are tied to residential development within the Open Space Area. Total fees collected in this area over the past five years were \$107,000.

Fund 22 – Open Space Area #2 - E

- Revenue Source – Quimby (Residential Development) Fees
- Expense Categories – Park development and improvements within Area # 2 including Civic Center Park, Freedom Park, Marchant Park, Martin House, Pioneer Park, Rhoades Park, Senior Citizen/Community Center, Walker House
- Sample Projects for FY 15 – 16 – Marchant Park renovation, Pioneer Park playground equipment.
- FY 15 16 Beginning Funds Available - \$1,563,123
- Annual Revenue Projections – Quimby Fees are unpredictable because they are tied to residential development within the Open Space Area. This is the one Area that has generated a substantial amount of fees over the past five years, \$1.1 million. Much of the revenue has been earmarked towards the Marchant Park project.

Fund 23 – Open Space Area # 3 - S

- Revenue Source – Quimby (Residential Development) Fees
- Expense Categories – Park development and improvements within Area # 3 including Ladera Serra Park, Loma Vista Park, Via Verde Park, Walnut Creek Open Space
- Sample Projects for FY 15 -16 – There are no projects budgeted from this fund since there are no funds available.
- FY 15 -16 Beginning Funds Available - \$0
- Annual Revenue Projections – Quimby Fees are unpredictable because they are tied to residential development within the Open Space Area. Since that has not been any new residential sub-divisions in this Area for some time that have not been any Fees collected over the past five years.

TOTAL PARKS AND FACILITIES EXPENDITURE PROJECTIONS			
FY 15 – 16	FY 16 - 17	FY 17 – 18	FY 18 – 19
Budgeted	Projected	Projected	Projected
Expenses	Expenses	Expenses	Expenses
\$3,101,123	\$2,081,000	\$230,800	\$105,000

EQUIPMENT REPLACEMENT

Capital equipment purchases are funded from the Equipment Replacement Fund 70. The Funds sole source of revenue is from transfers from the General Fund. Capital equipment includes vehicles, computers and other technology equipment.

Fund 70 – Equipment Replacement

- Revenue Source – General Fund Transfers
- Expense Categories – Vehicles, IT equipment, Misc. Capital Equipment
- Samples of Equipment Purchases for FY 15 16 – Two replacement vehicles, replacement telephone system.

- FY 15 – 16 Beginning Funds Available - \$475,368
- Annual Revenue Projections – City Council policy on transfers from the General Fund. In years past the Council policy was to transfer between \$150,000 to \$300,000 annually. In the past five years a total of \$1.2 million was transferred into the Fund.

TOTAL EQUIPMENT EXPENDITURE PROJECTIONS			
FY 15 – 16	FY 16 – 17	FY 17 – 18	FY 18 – 19
Budgeted	Projected	Projected	Projected
Expenses	Expenses	Expenses	Expenses
\$135,500	\$472,000	\$474,000	\$462,300

**4. FY 16 – 17 Preliminary Budget Ideas**

Department Directors will provide an oral presentation on some of their departments preliminary ideas for their respective budgets.

In addition staff is seeking direction from the City Council regarding items to include in the budget review process. Staff will then include an analysis of these items in the budget decision making process.

# CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

Public Works	Project	Estimated Duration	Lead Staff	Start Target	Completion Target	Current Status	COMMENTS - Updated 11-16-15
PW - Capital Improvements							
1	Foothill Blvd Bridge @ San Dimas Wash	9 months	KP/SB	Mar-15	Mar-16	Construction	Bridge Deck - completed; starting barrier work - Barrier rail, install decorative rock, landscaping and completion
2	Golden Hills Road Realignment	6 months	KP	Apr-16	Nov-16	Design	2nd plan review to County, Draft IS-MND circulated, summer 2016 3 mo's for county, start date dependant on acquisition of street easement from County Supervisor.
3	Cienega - Lone Hill Signal Phasing	3 months	KP/SG	May-16	Jun-16	Design	3rd plan check / order material.
4	Foothill - San Dimas Canyon Signal Phasing	3 months	SG	May-16	Jun-16	Design	3rd plan check/order materials; utilities located at site corner for safety light. Pothole to ensure no conflict with MWD 12 ft. feeder.
5	RFP process for contract street sweeping	on-going	KP/JC	Feb-16	May-16		Final documents being reviewed by City Attorney; anticipate to commence sweeping summer 2016
6	Vehicle Purchases	on-going	KP/JC	Sep-15	Apr-16		On-going - only 1 vehicle to be purchased.
7	Annual Pavement Preservation Project	on-going	KP/SG/JC	Dec-15	Jun-15		program delayed due to El Niño preparations
8	Arrow Hwy at Bonita Ave (CCTV Camera)		KP	Nov-15	Aug-16	Construction	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.
9	Boardwalk Replacement Project	on-going	KP/JC	May-16	Oct-16	Design	Commit agreements for project impact & understanding with east merchant including where necessary threshold ADA modifications, pre-order street furnishings/items; finalize plans and specs in
10	Bonita Ave et al ( San Dimas Ave to Cataract)	on-going	KP	Oct-15	Nov-16	Design	Design under/utility notification sent/ward bid July 2016
11	Via Verde Ave (Puente to City Limits)	on-going	KP/SB	Jun-15	May-16	Design	Completed PS&E
12	GIS - Accela migration	12 months	SG	Jun-15	Jul-16	on-going	Primary conversion of GIS data is 50% complete; updating storm water outlet inspection database.
13	Puente Ave - Via Palomares to Via Verde	on-going	KP/SG	Apr-16	Jul-16	Design	Possible co-op with rehab center developer
14	San Dimas Ave (Via Verde to Puddingstone)	on-going	SG	Apr-16		Design	Final Plan: obtain Caltrans permit; City Council approval for night work at Hwy. Ramp; commence construction May 2017 - project impact due to closure of San Dimas Avenue from Loma Vista to Puddingstone.
15	MS4 Permit - Various Target Dates	on-going	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	Design	Project limits extended; STPL funded project as need to expend \$463,00 by Sept. 2016; County to contribute \$700,000 for their share; seek City Council approval for additional design funds.
18	Glennwood Townhomes & Via Vaquero - SCE Lighting Clarification	on-going	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 Euclid)		SB	Sep-15	May-16		Surveying underway - 3 blocks for future light plan
18	Cienega Ave Design ( Arrow to Lone Hill)		KP/SB		May-16	Design	Existing irrigation located and abandoned prior to street project; project start date May 2017

# CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

19	Green Streets		KP	Sep-16	Jul-16			Review street areas/parks for possible sub-region areas for cost effective infiltration
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## Parks and Recreation

1	Via Verde Median Island Renovation	6 mos	SF/TB	In Progress	6/30/2016	In Construction	Work Began 12/21/15
2	Meyer Tract Median/Foothill Frontage Median	6 mos	SF/TB	In Progress	6/30/2016	In Construction	Work Began 12/21/15
3	Marchant Park Rehabilitation Project	12 mos	TB/ Div Mgrs	In Progress	1/30/2017	Const Docs	Construction docs in plan check; then to bid; Anticipate construction to begin August, 2016
4	Via Verde Park Playground Equipment/Park Redesign	6 mos	SF/TB	In Progress	7/30/2016	Const Docs	Construction docs in plan check; then to bid; construction
5	Loma Vista Park Playground Equipment	Unknown	TB	Unknown	Unknown	0	Waiting on next steps for Walnut Creek Open Space Project.
6	Pioneer Park Playground Equipment	4 mos	TB	4/1/2016	6/30/2016	0	HCD Grant Agreement executed, design to begin in Spring
7	Civic Center Security Upgrades	1 mos	KD/BM	11/1/2015	11/30/2015	Completed	
8	Swim and Racquet Club Marquee Sign	6 mos	KD	In Progress	7/31/2016	Design Phase	Working on design options. To P&R Commission in May, review with City Council June, install July.
9	Swim and Racquet Club Facility Assessment	3 mos	KD/LR/TB	1/19/2016	4/31/2016	In Progress	Assessment is underway.
10	Lone Hill Park Restroom/ Snack Bar Painting Project	3 mos	KD	8/1/2016	11/30/2016	Postponed	Postponed to next fiscal year. Specs Developed.
11	City Council Conference Room Laminate Wall	1 mo	KD	4/1/2016	5/1/2016	0	Obtain quotes
12	Senior Citizen/Community Center Paint Exterior	3 mos	KD	5/1/2016	7/31/2016	0	Postponed to Spring. Specs developed.
13	Median Island Retrofits/Rebates - irrigland - Bonita/SDC Irrigation - Arrow Hwy/Foothill/Covina Blvd/Lone Hill	4 mos	SF/DF	In Progress	6/30/2016	On Going	Rebate retrofits completed - Bonita/Walnut; Bonita/Catalact, SD Canyon/210. Working on irrigation retrofits - Arrow Hwy, Foothill complete; Gladstone and Covina Blvd next

## Community Development

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

# CAPITAL IMPROVEMENT AND MAJOR PROJECTS FY 15 - 16

Administration									
1	Telephone System replacement	4 - 6 months	Ken/John	TBD	TBD	Completed Phase 1	Phase 1 analysis complete with cost estimate and time-line. Received proposal for Phase 2 to include retina system scope. Schedule Phase 2 after June. Defers upgrade until next year.		
2	ADA Transition Plan	unknown	Ken	Nov	April	On-going	Consultant finalizing assessments. Begin self-evaluation and Transition Plan in February.		
3	Bonita/Cattract property disposition	unknown	Blaine/Ken	October	unknown	RFQ released	RFQ responses due early March.		
4	Automated Time Sheets	3 months	Michael /Jennifer L.	October	March	Implemented with FT and regular PT	Partial implementation. Continue to phase in PT.		
5	Mandatory/Organic Recycling Program	6 months	Ken/Derek	Aug	Apr-16	Plan adopted by Council	Plan adopted by Council; working with VM to identify customers; education and outreach in March		
6	Standardized Contract Insurance Requirements	3 months	Ken	December	May	Waiting for CJP/IA template	CJP/IA template still pending. Gather samples of existing language. Develop standard language. revise permits and contracts. Develop review and tracking process.		
7	Emergency Preparedness	on-going	Jeff	on-going	on-going	In progress	Conducted EOC exercise in October; conducting monthly Section meetings; updated EOC lay-out; upgrading EOC equipment.		
8	Web Site Updates and redesigns	12 months	Derek/John	on-going	on-going	on-going	Comprehensive review of web site content to update information; started holding monthly inter-department meetings; reviewing new platform and rebuild of site to consider for next year.		
9	Update Personnel Rules	12 months	Kevin / Michael	September	June	In progress	Comprehensive review and update of Personnel Rules and Regulations. Identify changes; circulate changes to Managers and employees. Council approval in June		
10	Update Document Retention Schedule	6 months	Debra	In progress	Feb	Council approval in Feb	Reviewed existing schedule. Get feedback from Departments. Schedule Council adoption in Feb.		
11	Getting to Zero Program	on-going	Jeff/Derek	Aug	on-going	Program adopted	Coordinate with VHS on education and new programs. Prepare recommendation on mandatory chip and breeder permits for March Council consideration.		
12									
Inter-departmental									
1	Accela Automation Implementation	1 year	Project Team	In progress	Aug-16	In progress	Moving along with slightly extended time-line. On target for summer implementation.		
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	In progress	Soliciting proposal from architect for demo and to develop plans for new home.		
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.		
4	Sycamore Canyon Equestrian Center restrooms		Blaine	Begun	Spring-16	Work has begun	Building has been fabricated. Construction continues		