



# **CITY OF SAN DIMAS**

## ***Retreat Meeting Agenda***

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**COUNCIL – STAFF RETREAT SESSION AGENDA  
MONDAY APRIL 25, 2016 5:00 PM - 9:00 PM  
CITY COUNCIL CHAMBERS CONFERENCE ROOM  
SAN DIMAS CITY HALL  
245 EAST BONITA AVENUE**

1. Review of Dial a Cab program finances – receive report and provide direction regarding adjustments for 2016-17.
2. Report on Downtown visioning – discussion and direction on some elements and initial recommendations from that process.
3. Report on Gold Line project matters – Cataract/Bonita Intersection, parking structure, design elements. Receive report and provide direction as desired.
4. Public right of way encroachment in downtown areas – discussion. Summary of the existing and requested encroachments, description of what is involved to process and grant those encroachments, discussion and direction on how to address the costs for administering and granting uses encroaching in the public right of way.
5. Animal Control matters – mandatory dog chip requirements; backyard breeding restrictions; dog licensing fees; Getting to Zero. Receive report and provide direction.
6. Confirm the location of the walkway through Rhoades Park – moving the sidewalk away from impacting the trees and improving the drainage in the area. Receive report and provide direction.
7. Receive report regarding the actions of some cities to establish restrictions and the prohibition of smoking in multi-family housing complexes. Receive report and provide initial direction.
8. Receive report regarding: engineering and utility markings; traffic signal timing west of the 57 along Arrow Highway; Caltrans freeway ramp conditions and maintenance.
9. Updates on the following items – verbal reports:
  - a. Status of various development projects in the city.
  - b. Downtown Boardwalk replacement project.
  - c. Hotel project RFQ.
  - d. Report on the installation of the replacement fountain art piece.
  - e. Chamber of Commerce MOU adjustments.
  - f. Accela implementation.
  - g. Bike and Pedestrian open streets event in 2017.

10. Council comments

- a. Confirm date to meet with Assemblyman Holden – August 5<sup>th</sup>, or 12<sup>th</sup> 2016; morning meeting.

11. 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.

12. Adjournment – next meeting of the City Council Adjournment – next regular meeting of the City Council April 26, 2016, 7:00 pm, City Hall.



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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).

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# CITY OF SAN DIMAS

## Retreat Meeting Agenda

### STAFF REPORT

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**COUNCIL – STAFF RETREAT SESSION AGENDA  
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1. Review of Dial a Cab program finances – receive report and provide direction regarding adjustments for 2016-17.

*Ken has prepared a staff report to outline this agenda item discussion and action.*

2. Report on Downtown visioning – discussion and direction on some elements and initial recommendations from that process.

*Larry to guide this discussion – he will report on some initial recommendations from the Downtown visioning sessions and outline the next steps with that process. Some of the items that came forward from the visioning process for council to provide their direction on:*

- *Confirm the Gold Line Station and Parking facility location – the visioning participants by consensus invited the city to consider moving the station and parking structure to the west.*
- *Recommendation to install angled parking along Bonita in the Downtown.*
- *Appropriateness of housing in the downtown and on properties within the study area further including the area west of Cataract.*
- *Provide an explanation of the concept, meaning and purpose of 'form based code' provisions.*
- *Development interest in the Bowling Alley property.*

3. Report on Gold Line project matters – Cataract/Bonita Intersection, parking structure, design elements. Receive report and provide direction as desired.

*Staff has been meeting with the Gold Line staff to work through several design issues. We desire to bring you up to date with these discussions and the associated issues for San Dimas. Issues such as:*

- *Traffic impacts from the frequency of train movements – particularly at Bonita Cataract. We will provide the latest designs and note the experience of the recently opened Phase 2A and the impacts on local traffic. Also Council will be interested in what other Phase 2B cities are*

*doing with anticipated intersection impacts from the train schedule/frequency.*

- *Update on the issues associated with a grade separation at the Bonita/Cataract intersection.*
- *Update on the size, layout and features of the parking structure. Identification of design and operational issues.*
- *Update on the financing strategy for the project.*

4. Public right of way encroachment in downtown areas – discussion. Summary of the existing and requested encroachments, description of what is involved to process and grant those encroachments, discussion and direction on how to address the costs for administering and granting uses encroaching in the public right of way.

*Krishna has prepared a staff report on this discussion item. We are bringing this forward because the decisions of public right of way encroachments needs to be thoughtfully established for when the downtown project is finished; but also because of increasing interest and opportunity along the Grove Station frontage.*

5. Animal Control matters – mandatory dog chip requirements; backyard breeding restrictions; dog licensing fees; Getting to Zero. Receive report and provide direction.

*Ken has prepared staff report on these matters which include an update on matters we need your direction on related to our most recent service discussions with the Inland Valley Humane Society.*

6. Confirm the location of the walkway through Rhoades Park – moving the sidewalk away from impacting the trees and improving the drainage in the area. Receive report and provide direction.

*Krishna has prepared a staff report to provide the information necessary for the council to give final direction on the preferred location of the public ADA sidewalk in the west end of Rhoades Park. We need to move the current sidewalk and re-adjust the storm drain system in that area. As Krishna explains, the sidewalk can either be on the north or to the south of the Camphor trees. We just need to have final direction after considering all of the issues and cost.*

7. Receive report regarding the actions of some cities to establish restrictions and the prohibition of smoking in multi-family housing complexes. Receive report and provide initial direction.

*Council member Bertone requested that this item be placed on the Retreat Agenda – a copy of a newspaper article on the topic is attached.*

*Larry prepared the following to provide background and request the council's initial interest on whether or not they desire staff to explore multi-family housing smoking restrictions:*

*During the past several years a number of California communities (as of September 2015 The Center for Tobacco Policy & Organizing identifies 69 cities and counties)*

*have enacted restrictions or bans on smoking in multi family housing. Most recently (December 2015) the City of El Monte adopted a ban. Bans include restrictions on rental units, condominiums and/or public housing.*

*Are Cities and counties authorized to regulate smoking in multi family units? There is no constitutional right to smoke and there are no laws which preempt cities from restricting smoking in multi family units. Legislation in California in 2011 allows landlords to restrict or prohibit smoking.*

*Are second hand smoke and third hand smoke harmful to others? It is well documented that there are adverse effects to others from second hand smoke and various types of bans are in effect in public places and parks to address these adverse effects. There are new studies that third hand smoke can permeate carpets, drapes, upholstery and other surfaces leading to potential adverse effects over time.*

*How are these ordinances enforced? Many ordinances empower landlords and tenants to enforce through private actions, lease provisions and related approaches. Some ordinances also provide for enforcement by the City as an infractions but these appear to primarily secondary enforcement options.*

*Staff has to date only gather preliminary information on this topic. If there is sufficient interest in pursuing multi family smoking restrictions Staff can bring the matter back to review various options and approaches. Other background resources can be reviewed at [www.center4tobaccopolicy.org](http://www.center4tobaccopolicy.org). Staff has some preliminary information which will be available at the meeting.*

*Request of Council: Do you desire staff to bring this matter back to review the options and approaches or does the council desire to decline further consideration.*

8. Receive report regarding: engineering and utility markings; traffic signal timing west of the 57 along Arrow Highway; Caltrans freeway ramp conditions and maintenance.

*Krishna will provide the report.*

9. Updates on the following items – verbal reports by various staff members:
  - a. Status of various development projects in the city. *Larry*
  - b. Downtown Boardwalk replacement project. *Krishna*
  - c. Hotel project RFQ. *Blaine*
  - d. Report on the installation of the replacement fountain art piece. *Theresa*
  - e. Chamber of Commerce MOU adjustments. *Blaine*
  - f. Accela implementation. *Ken*
  - g. Bike and Pedestrian open streets event in 2017. *Larry*

10. Council comments

- a. Confirm date to meet with Assemblyman Holden – August 5<sup>th</sup>, or 12<sup>th</sup> 2016; morning meeting. These are the two remaining available dates – we need to select one and get back to the Assemblyman's office.

11. **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.
12. **Adjournment** – next meeting of the City Council Adjournment – next regular meeting of the City Council April 26, 2016, 7:00 pm, City Hall.



## Agenda Item Staff Report

**To:** Honorable Mayor and Members of City Council  
*April 25, 2016*

**From:** Blaine Michaelis, City Manager

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

**Subject:** San Dimas Dial-a-Cab Financial Review

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### **SUMMARY**

Receive a report on the Dial-a-Cab program and provide direction on potential fare increase.

### **BACKGROUND**

The San Dimas Dial-a-Cab program had been experiencing a steady increase in ridership, and thus expense, beginning in 2011. The increases in costs for this service and the Get About service had increased to where overall expenses exceeded the annual available funds received from Proposition A for these local services.

In 2014 staff worked with the PVTA Administrator, George Sparks, to conduct a review of the Dial-a-Cab service and provide possible options for service or fare adjustments to reduce costs. Mr. Sparks recommendation was a fare increase and imposing some out of town travel limitations. In July of 2014, the Council approved a \$.50 per one-way trip fare increase, slightly less than the recommendation, and decided against limiting out of town travel. The increase stabilized ridership on Dial-a-Cab. While we have seen the ridership level off, the net cost continues to exceed annual Prop A Local Return Revenues. The City has been utilizing reserve funds in the Prop A fund over the past few years to make up the shortfall.

As additional background the following is further information on the Prop A Fund. Proposition A funds, a countywide ½ sales tax, are restricted for use for local transit related services and maintenance costs for transit related facilities. The following chart shows the annual Proposition A revenue and expenses for the past 5 years.

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16*
Prop A Revenue	\$539,890	\$570,906	\$571,712	\$595,746	\$620,000
Total Expense	\$574,965	\$573,597	\$650,363	\$655,306	\$710,300

\*estimate

There are three major categories of expense for use of Prop A funds.

Programs – Dial-a-Cab, Get About, recreation trips, bus pass subsidies. Total estimated expense in FY = \$544,000

Maintenance – Park and Ride lots, bus stops. Total expense in FY 13-14 = \$60,500

Administration – Staff, audits, publicity – Total expense in FY 13-14 = \$105,700

The Proposition A fund had a beginning reserve balance in FY 14-15 of \$520,684 and is projected to reduce to \$377,751 at the end of FY 15-16.

Mr. Sparks has prepared an updated review of the Dial-a-Cab program including financial impacts. He is recommending consideration of incremental adjustments to the service and fares now to avoid the need to make more drastic changes in the future to maintain the long term financial sustainability of the program.

He points out in his report that currently the rider pays for about 14% of the actual cost of each trip with the City subsidizing about 84% of the cost. One suggestion might be to set a goal for the appropriate percentage amount of the cost of the trip that the fare should cover versus the subsidy. With this approach fares could be adjusted over time to maintain that balance.

### **RECOMMENDATION**

Staff recommends that the City Council receive the report on the Dial-a-Cab fare adjustments and provide staff direction on implementation of a fare adjustment to be brought back for Council consideration.

Respectfully submitted,



Attachments: PVTA Report



March 9, 2016

**MEMORANDUM**

To: Ken Duran, Assistant City Manager, San Dimas

From: George L. Sparks, Administrator

**Subject: San Dimas Dial-a-Cab Service Review and Fare Increase Recommendations**

**Recommended Action:** PVRTA staff recommends San Dimas consider a fare adjustment to the Dial-a-Cab to maintain the financial sustainability of the program long term.

This is the annual review of the status of the San Dimas Dial-a-Cab (DAC) program. This review contains:

- ✓ A description of local transportation services supported by San Dimas
- ✓ San Dimas Dial-a-Cab service profile
- ✓ Review of DAC ridership and costs
- ✓ Analysis of three fare increase options

**Local Transportation Services**

San Dimas supports two community transportation services, Get About and San Dimas Dial-a-Cab. These programs are designed to meet the transportation needs of residents who do not have other effective transportation options. These riders include those without an automobile and those unable to use services like Foothill Transit fixed route due to age or disability.

**A. Get About**

Get About is a partnership of San Dimas, Claremont, La Verne and Pomona. Get About service is limited to seniors and those with disabilities. Get About allows qualified riders to travel freely within the four cities of the Pomona Valley. Get About was designed with the recognition that a rider's critical destinations such as, their doctor, therapy, care facility or

work place may be beyond city boundaries. Get About is a door-to-door service. Riders must make ride reservations a day in advance. The fare is \$1 per one-way trip. Get About operates 6:00 a.m. - 7:30 p.m. M-F, 8:30 a.m. - 5:00 p.m. Saturday and 7:30 a.m. - 5:00 p.m. Sunday. Get About also offers the One Step Over the Line service that provides access to medical services in San Bernardino County and Ready Now same day service.

**B. Get About vs. Dial-a-Cab**

In 1987, San Dimas created Dial-a-Cab (DAC) to supplement Get About. Unlike Get About, DAC is an immediate response same day service making the service more convenient for many riders. Additionally, San Dimas DAC is open to members of the general public. All Get About vehicles are ramp or wheelchair lift equipped, Get About provides a back up accessible service to assist DAC in complying with requirements of the Americans with Disabilities Act. Get About is door-to-door service for those needing assistance while DAC is curb to curb. Get About offers subscription (regularly scheduled) service, which is more effective for those needing standing reservations.

**San Dimas Dial-a-Cab Service Profile**

A more detailed description of San Dimas DAC along with an analysis of its growth is provided below.

**A. Service Area**

Dial-a-Cab offers transportation within the City of San Dimas and outside the city for seniors and the disabled as far west as Grand Avenue between Foothill Blvd. and the US 10 Freeway. Service also extends east as far as Garey Avenue. The service includes some specified destinations outside the service area, primarily medical facilities and colleges. The destinations outside the city include, Pomona Valley Hospital, Casa Colina, Foothill Presbyterian Hospital, Inter-Community Hospital, Queen of the Valley Hospital, Mt. San Antonio College and Cal-Poly. The general public can travel outside the city for medical destinations.

**B. Rider Profile**

Below is a projected breakdown of San Dimas FY 2016 ridership based on the seven months of service thus far. We project San Dimas will end the year providing about 26,000 total rides. Based on this ridership level, Dial-a-Cab's ridership would breakdown as follows:

**San Dimas Ridership Profile  
FY2016 (Projected)**

	<u>#Rides</u>	<u>%</u>
Seniors & Disabled	16,400	63%
Wheelchair Users	1,800	7%
General Public	<u>7,800</u>	<u>17%</u>
<b>Total</b>	<b>26,000</b>	<b>100%</b>
Within SD	13,500	52%
Outside SD	12,500	48%

Seniors and disabled residents including those using wheelchairs account for 70% of all trips taken. Use by those using wheelchairs has risen by 88%. Riders using wheelchairs make up 7% of the total ridership. About half of the rides travel outside San Dimas.

**C. Information from Rider Surveys**

PVTA has periodically conducted surveys of the Dial-a-Cab riders. PVTA surveyed 85 San Dimas DAC riders in December of 2015. Below is a summary of its results:

**Trip Purpose**-The most popular use for Dial-a-Cab was medical trips with 71% of riders saying they take these trips. Shopping was a destination for 44% of those responding.

**Rider Demographics**-Most Dial-a-Cab riders are seniors; per the survey 83% are over 60 and 20% are over 80. Based on the ride counts from trip sheets senior and disabled individuals take 70% of the rides.

**Incomes**-83% of the respondents indicated that they had annual incomes under \$20,000, 22% indicated that their income was under \$10,000.

**Cars Ownership**-88% of respondents do not own a car.

**Disability**-Most of those surveyed (60%) have a disability that would make it difficult for them to use Foothill Transit; 15% indicate that they use a wheelchair; another 45% use a walker or similar device.

**D. Popular Destinations**

Based on surveys, 48% of riders use DAC 1 to 4 days each week, 41% use it 1 to 4 times each month. About 34% of riders indicate they have used the service for between 1 and 4 years, while 25% have used it for more than 4 years and about 41% have used it for less than a year. Among the most popular origins and destinations are:

1. San Dimas Senior Center
2. Wal-Mart, Glendora
3. Atria Rancho Park
4. Albertson's
5. Pomona Hospital Medical Center, Pomona
6. Sunnyside Apartment
7. East Shore RV Park

**E. Quality of Service**

San Dimas Dial-a-Cab has maintained a high level of service quality. During the last fiscal year DAC achieved a 99% level of on time performance. On time declined to 94.5% in the first seven months of this year. There have been issues related to the transition to a new cab provider and a new system. These issues have been reduced over time and PVTA continues to work with American Cab to address any problems.

Despite the challenges arising from the contract transition, the riders we surveyed continued to express a high level of satisfaction with the quality of the service provided by Dial-a-Cab. Below is a summary of our survey's service ratings.

➤ <b><i>Overall Service</i></b>	<b><i>99% good or excellent</i></b>
➤ <b><i>On Time</i></b>	<b><i>96% good or excellent</i></b>
➤ <b><i>Reservation Process &amp; Customer Service</i></b>	<b><i>97% good or excellent</i></b>
➤ <b><i>Driver Courteousness</i></b>	<b><i>99% good or excellent</i></b>
➤ <b><i>The Cost</i></b>	<b><i>99% good or excellent</i></b>

**San Dimas Transportation Program Costs**

San Dimas funds two transportation services, Get About and Dial-a-Cab. Both of these programs have seen significant increases in ridership and cost since FY2011. Dial-a-Cab costs are closely tied to ridership.

San Dimas' Get About contributions are based on a 3-year average of San Dimas' share of Get About's ridership. San Dimas saw its Get About ridership increase by 49% from FY2011 to FY 2015 and its share of the Get About service increased by 35%. This increase was a major factor in the \$73,000 increase in San Dimas' Get About cost over the last six years.

San Dimas DAC's contractor American Cab is paid a fixed rate of \$10.66 per trip based on the results of PVRTA's service procurement process in the fall of 2014. The price is fixed for a period of three (3) years. American Cab receives a \$3.00 per passenger premium for transporting individuals in wheelchairs and other mobility devices.

The ridership and costs of San Dimas DAC rose continuously starting in FY2011 from about 21,000 passenger trips to over 29,000 trips in FY2014, a 38% increase. This resulted in a comparable increase in the cost of the service to San Dimas. The growth in ridership during this period was accelerating. Ridership rose by 14% in FY2014 and by 20% in the last six months of that year. If this rate of increase would have continued, San Dimas ridership could have grown past 33,000 passenger trips and the net cost to San Dimas would have increased by more than \$40,000 to about \$280,000 in FY2015.

**Impact of 2014 Fare Increase**

In July of 2014, the Council approved a \$.50 per one-way trip fare increase. The increase stabilized ridership on Dial-a-Cab. The service carried 27,664 in FY 2015. While San Dimas has seen Dial-a-Cab ridership leveled off, the net cost to San Dimas continues to exceed annual Prop A. Local Return revenues. This has required San Dimas to draw down its reserves in each of the last several years. If the City desires to reduce Local Return expenditures to a sustainable level long-term, further modifications to the service will have to be made. The table below shows ridership and costs for San Dimas DAC for FY 2013 projected through FY 2017. The net cost of Dial-a-Cab to San Dimas is projected to rise by about \$9,000 in FY 2017 due to a reduction in projected level MTA Subregional Incentive funding.

**San Dimas Ridership Costs  
 FY 2013 - FY 2017\***

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016*</u>	<u>FY2017*</u>
DAC Rides	25,585	29,153	27,664	26,000	26,000
Total DAC Cost	\$330,433	\$374,324	\$361,704	\$355,000	\$360,000
Get About Cost	\$104,100	\$130,203	\$150,516	\$173,745	\$177,793
DAC Cost to SD	\$220,219	\$238,453	\$238,371	\$233,000	\$242,000
Total Cost to SD	\$324,319	\$368,656	\$388,887	\$406,745	\$419,793

\* Projected

**Cost Reductions Options-Fare Increase**

PVTA recommends that San Dimas consider incremental adjustments to its service now to avoid the need to make more drastic changes in the future. PVTA staff recommends San Dimas consider a fare increase. A fare increase has two impacts. It reduces ridership and costs as riders choose not to make certain discretionary trips or to share rides. The second impact is that it increases the portion riders pay toward the cost of the trip and reduces the amount San Dimas subsidy required. Right now riders pay about 14% of the cost of each trip. This means for each dollar of fares paid by the riders, San Dimas contributes six dollars. PVTA suggests San Dimas adopt a goal of riders paying 17% to 20% of the cost of each trip. This would mean that each dollar in fare would be matched by four to five dollars in subsidy. PVTA staff has developed three fare increase options that will move San Dimas toward this fare box recovery target and help to bring San Dimas' annual transportation costs in line with its annual Proposition A revenues.

PVTA staff has developed three fare options for consideration. *Option #1* is a \$.50 per one-way trip for all rider categories. *Option #2* is a \$.25 per one-way trip for all rider categories. PVTA staff believes that an overall increase of \$.50 per one-way trip will ultimately be necessary to bring costs in line with revenues. *Option #3* would approve two fare increases, one of \$.25 taking effect on in July 2016 and a second of \$.25 per one-way trip effective July 2017. The current fares structure and the three options are shown below:

	<u>Current Fare</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Option#3 July 2016</u>	<u>Option #3 July 2017</u>
Gen. Public In-City	\$3.50	\$4.00	\$3.75	\$3.75	\$4.00
Gen Public Outside	\$5.50	\$6.00	\$5.75	\$5.75	\$6.00
Sen/Dis In-City	\$2.00	\$2.50	\$2.25	\$2.25	\$2.50
Sen/Dis Outside	\$2.00	\$2.50	\$2.25	\$2.25	\$2.50

**Projected Impact**

The project impact of the fare options is shown below. San Dimas DAC ridership is projected at 26,000 passenger trips in FY 2017 if no changes are made to the service.

	<u>Current Fare</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Option #3 July 2016</u>	<u>Option #3 July 2017</u>
Ridership	26,000	24,000	25,000	25,000	24,000
Total Cost	\$360,000	\$332,000	\$346,000	\$346,000	\$332,000
Net Cost-SD	\$242,000	\$216,000	\$230,000	\$230,000	\$216,000
<i>Savings to SD</i>	<b>0</b>	<b>\$26,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$26,000</b>

**Summary**

Get About and San Dimas Dial-a-Cab do a good job in providing lifeline transportation to residents with few other transportation options. Dial-a-Cab's riders are primarily the elderly and those with disabilities. Almost all of those using the service do not own a car. Despite some recent issues arising from the change in contractors, San Dimas DAC remains very highly regarded for the quality of the service it provides.

The growth of the services over the last five years has increased the costs to San Dimas. The fare adjustment in July 2014 was effective on moderating cost growth. PVTA is recommending San Dimas consider adopting a modest fare increase to lower the City's subsidy per ride and reduce the on-going cost of the service to assure its financial sustainability long term.

PVTA has developed three options for the City's consideration. PVTA suggests any fare changes take effect July 2016. This will provide time for PVTA to conduct outreach to the riders about any upcoming changes and produce appropriate informational materials. PVTA will monitor the trends in ridership and costs after any adjustment and report to San Dimas periodically on the impact of any service or fare changes. It is our plan to provide an update on the service after data for six months after any changes are available.



## Agenda Item Staff Report

**To:** Honorable Mayor and Members of City Council  
*April 25, 2016*

**From:** Blaine Michaelis, City Manager

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

**Subject:** Animal Control Issues

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### **SUMMARY**

There are three animal control issues to be presented for Council direction; dog license fees, dog micro-chipping incentives and backyard breeder permits.

### **BACKGROUND**

There are three animal control issues presented for Council discussion and to provide further direction to staff. Each is outlined below.

#### **Dog License Fees**

The existing agreement with the Inland Valley Humane Society (IVHS) was entered into in 2011. It was for an initial three year term with additional one year options. Staff has been discussing with IVHS staff on a new Agreement. Part of those discussions has been on the contract amount and dog license fees.

As way of background it may help to understand how the compensation amount of the Agreement is determined. The IVHS attributes the percentage of service for each of its contract cities. San Dimas represents approximately 5% of IVHS service. Each city is then allocated their proportionate share of operating cost based upon their percentage of service. Revenues that are collected through license fees, late fees, impound fees and other related fees are kept by IVHS and are offset against the city's share of operating cost. The remaining balance of the operating costs is the amount of compensation due from the City to IVHS per the agreement. For FY 16-17 San Dimas' projected cost of service share is \$290,000.

The amount of the City's contribution was set in 2011 when the last Agreement was executed and has only increased by a CPI factor each year. The amount in 2011 was \$118,671 and is currently \$131,484. Since that time cost of providing the services have increased while the revenue collected through fees has not increased proportionally.

IVHS staff has suggested that the cost of the City's contribution under a new Agreement will increase. One of the reasons for the increase is that the City's revenue collected has not kept up with the cost of providing services. They are suggesting that a way to minimize the amount of the City contribution increase is to increase the amount of the dog license fees.

As a way of background the following is an analysis of the history of the license fees. Currently the City issues 3,455 dog licenses per year, of those 2,710 are at the altered rate. The percentage of altered animal licenses has steadily increased over the years. Below are the statistics on the number of licensed dogs for all of the Cities serviced by IVHS.

2015 Licensing Stats

	Unaltered	Altered	Total	Unaltered Percentage
Chino	2,262	4,622	6,884	33%
Chino Hills	2,971	6,857	9,828	30%
Claremont	592	2,466	3,058	19%
Diamond Bar	833	2,478	3,311	25%
Glendora	616	3,555	4,171	15%
La Verne	643	2,397	3,040	21%
Mount Baldy	2	39	41	5%
Montclair	1,601	1,563	3,164	51%
Ontario	6,846	7,798	14,644	47%
Pomona	9,181	8,962	18,143	51%
San Bernardino	347	886	1,233	28%
San Dimas	745	2,710	3,455	22%
San Antonio Heights	39	295	334	12%

The lower cost of a license for an altered dog has had the intended result of encouraging owners to alter their dogs but also has had the effect of reducing revenues that offset operating expenses. The current license fees are \$10 for altered and \$35 for unaltered dogs. The last increase to the altered fee was in 1990 when the fee increased from \$7.50 to \$10.00. At that time the unaltered fee was also increased from \$15.00 to \$20.00 and has also been increased several additional times since then to the current fee of \$35.00.

Attached is a license fee schedule of all of the cities served by the IVHS. San Dimas fees are among the lowest. As of the writing of this report staff is still gathering information from IVHS as to the amount of increased revenue anticipated to be raised for different fee increase scenarios. This information will be presented at the meeting

Staff is looking for direction from the Council increasing the license fees. If it is the direction of the Council to consider a fee increase a Resolution will be brought back at a future meeting.

### **Microchip Incentives**

On May 26, 2015, the City Council adopted the "Getting 2 Zero" initiative with the IVHS in an attempt to end the euthanizing of healthy and treatable cats and dogs within animal shelters by 2020. Attached are the 2015 statistics from the IVHS regarding dogs taken in by the shelter from San Dimas. There were 46 dogs euthanized in 2015, 26 of which were in the healthy/treatable category. This number is down from 2014 where there were 63 dogs euthanized of which 45 were healthy/treatable.

One of the main objectives of Getting 2 Zero is to reduce the number of dogs that enter the shelter to begin with but also to increase the number of dogs that are returned to their owner. Studies have shown that animals that possess microchips are returned 52.2% of the time opposed to animals that do not possess microchips which are only returned 21.9% of the time (American Veterinary Medical Association). As a result, animals that possess microchips are less likely to be euthanized and more likely to be returned to their owner.

How does a microchip work? A small electronic chip is placed inside of an animal and linked to a registration database that contains the owner's contact information. When the chip is scanned, its unique identification number is used to identify the animal and the contact information associated with it. Once shelters have the contact information they are able to reunite lost animals with their owners if the information is up to date.

Microchips are very affordable. The IVHS charges \$30 for the installation of chips. Most veterinarians also provide this service for slightly more.

Staff has evaluated a few options to encourage the microchipping of dogs

- **Mandatory Microchip to Obtain a License**

There are a few cities that require dogs to be microchipped to get a license. Chino Hills adopted this policy the end of 2014. It is still a bit early to evaluate the impacts that this has had on the licensing or redemptions in their community. The advantage of this policy is increasing the number of dogs chipped. Concerns may be the financial impact on dog owners and possibly discouraging owners from licensing their dogs.

- **Microchip Rebate Program**

When Chino Hills adopted their mandatory program they were concerned with the cost impacts for dog owners so they also adopted a rebate program to provide rebates of \$30 for owners that chipped their dogs. A rebate program could also be implemented as an incentive even if chipping was not made mandatory. Obviously, this would have a fiscal impact to the City.

- **Waived Impound Fee**

This option would reward owners who have microchipped their dog(s) by waiving the initial impound fee charged by IVHS for dogs that have received care at the facility. Intake fees at the shelter range from \$35 - \$100 for unaltered dogs and \$20 - \$60 for altered dogs. The actual amount is determined by whether or not this is the first, second or third visit to the shelter. The feeding cost is \$10 a day. The IVHS has agreed to waive the intake cost and first day of feeding cost for dogs that enter the shelter that are chipped and returned to their owner. This provision would be added to the Agreement with the IVHS

Staff seeks discussion and direction from the Council on microchipping incentives. Staff's recommendation would be for the waived impound fee option as a trial. This seems to be a good incentive that the City and IVHS can promote to dog owners, with no cost to the City.

### **Dog Breeder Permit**

Another issue that was previously presented to Council as an objective to "Getting 2 Zero" is the initiation of a breeder permit for "hobby breeders." One of the most prominent reasons for an overabundance of dogs in shelters is due to overbreeding. Unfortunately, far too many animals are not purchased from breeders and end up in animal shelters. To solve this problem, cities throughout the country are implementing animal breeder permits, which restrict the number of litters a breeder can produce annually.

Some of the breeder permit requirements could be:

- Possess a Breeder Permit for a fee.
- Ensure all animals intended to be bred are microchipped.
- Not allow the whelping of more than one litter in any household within the permit year unless given authorization by the city.
- Forbid offspring from being sold, adopted, bartered, or otherwise transferred, whether for compensation or otherwise until they have reached the age of at least eight weeks.
- Prohibit the sale or adoption of offspring until immunized against common disease.
- Prominently display their permit number in any advertisement
- Provide their breeder permit number to any person who purchases, adopts, or receives any animal from the permit holder and include it on the receipt of sale
- Submit the name, address, and telephone number of the animal's new owner to the IVHS within five days of the sale or other transfer on an approved form.

Additional requirements for commercial establishments selling **locally bred** dogs could be:

- Requiring they prominently display the breeding permit number(s) of the breeder(s) that has supplied them with the animal(s).

The implementation of an Animal Breeder Permit would require the city to:

- Determine regulations of the Permit
- Inform residents of the new requirement
- Collect annual fees
- Monitor breeder permit status
- Impose fines for violations

The goals of the permit is not only to reduce the dog population but also increase accountability of breeders through systematic oversight, improve documentation between breeders and buyers and distinguish legitimate breeders from large scale breeding operations.

Staff recommends that the Council discuss the initiation of a City breeder permit and if so desires ask staff to bring back an Ordinance establish the permit and its requirements.

Inland Valley Humane Society Fee Schedule Spreadsheet

City	Chino*	Chino Hills	Claremont	Glendora	Diamond Bar	La Verne	Montclair	Ontario*	Pomona*	San Dimas	SB Co.
<b>Dog Lic Fees</b>											
Unaltered	\$35.00	\$50.00	\$50.00	\$60.00	\$50.00	\$45.00	\$50.00	\$45.00	\$75.00	\$35.00	\$66.00
Altered	\$15.00	\$15.00	\$25.00	\$20.00	\$20.00	\$20.00	\$25.00	\$20.00	\$25.00	\$10.00	\$15.00
S/C Unaltered	\$25.00	\$50.00	\$50.00	\$60.00	\$50.00	\$35.00	\$50.00	\$45.00	\$75.00	\$35.00	\$66.00
S/C Altered	\$5.00	\$5.00	\$10.00	\$20.00	\$10.00	\$5.00	\$7.50	\$5.00	\$5.00	\$5.00	\$9.00
Penalty	\$35.00	\$35.00	\$35.00	\$25.00	\$25.00	\$25.00	\$35.00	\$25.00	\$35.00	\$25.00	\$15.00
<b>Cat Lic Fees</b>											
Unaltered / S/C Unaltered				\$5.00	\$10.00	\$10.00			\$20.00		
Altered / S/C Altered				\$5.00	\$5.00	\$5.00			\$5.00		
Penalty					\$10.00	\$10.00			\$10.00		
<b>Impound Fees</b>											
Dog - 1st Offense/Altered	\$20.00	\$20.00	\$20.00	\$31.00	\$20.00	\$20.00	\$30.00	\$20.00	\$30.00	\$20.00	\$40.00
Dog - 1st Offense/Unaltered	\$20.00	\$20.00	\$20.00	\$66.00	\$20.00	\$20.00	\$30.00	\$20.00	\$30.00	\$20.00	\$60.00
Dog - 2nd Offense/Altered	\$40.00	\$40.00	\$40.00	\$50.00	\$40.00	\$40.00	\$60.00	\$40.00	\$60.00	\$40.00	\$80.00
Dog - 2nd Offense/Unaltered	\$40.00	\$40.00	\$40.00	\$50.00	\$40.00	\$40.00	\$60.00	\$40.00	\$60.00	\$40.00	\$160.00
Dog - 3rd Offense/Altered	\$60.00	\$60.00	\$60.00	\$100.00	\$60.00	\$60.00	\$90.00	\$60.00	\$90.00	\$60.00	\$180.00
Dog - 3rd Offense/Unaltered	\$60.00	\$60.00	\$60.00	\$100.00	\$60.00	\$60.00	\$90.00	\$60.00	\$90.00	\$60.00	\$210.00
Cat-Altered	\$5.00	\$5.00	\$5.00	\$31.00	\$5.00	\$5.00	\$10.00	\$5.00	\$10.00	\$5.00	\$40.00
Cat-Unaltered	\$5.00	\$5.00	\$5.00	\$31.00	\$5.00	\$5.00	\$10.00	\$5.00	\$10.00	\$5.00	\$80.00
Small Animal	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$10.00	\$5.00	\$10.00	\$5.00	\$52 hr
Medium Animal	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$25.00	\$15.00	\$25.00	\$15.00	\$52 hr
Large Animal	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$35.00	\$25.00	\$25.00	\$25.00	\$52 hr
<b>Food &amp; Care (per city)</b>											
Dog	\$7.00	\$7.00	\$10.00	\$7.00	\$7.00	\$7.00	\$10.00	\$10.00	\$10.00	\$7.00	\$8.00
Cat	\$7.00	\$7.00	\$10.00	\$7.00	\$7.00	\$7.00	\$10.00	\$10.00	\$10.00	\$7.00	\$8.00
Small Animal	\$5.00	\$5.00	\$7.00	\$10.00	\$5.00	\$5.00	\$7.00	\$5.00	\$10.00	\$5.00	\$8.00
Medium Animal	\$7.00	\$7.00	\$10.00	\$10.00	\$7.00	\$7.00	\$10.00	\$7.00	\$10.00	\$7.00	\$8.00
Large Animal	\$10.00	\$10.00	\$15.00	\$10.00	\$10.00	\$10.00	\$25.00	\$10.00	\$15.00	\$10.00	\$8.00
Biter (OBS) animal	\$10.00	\$10.00	\$20.00	\$10.00	\$10.00	\$10.00	\$15.00	\$10.00	\$15.00	\$10.00	\$8.00
<b>Owner Release - Licensed</b>											
Per Animal	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	\$20.00	\$35.00
Per Litter	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$15.00	\$30.00	\$15.00	\$50.00
O/R Pickup Live	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$40.00	\$30.00	\$70.00
O/R Pickup Dead (DOA)	\$20.00	\$20.00	\$20.00	\$32.00	\$20.00	\$20.00	\$20.00	\$20.00	\$30.00	\$20.00	\$35.00
<b>Owner Release - Unlicensed</b>											
Per Animal				\$40.00			\$40.00		\$50.00		
Per Litter				\$25.00			\$30.00		\$80.00		
O/R Pickup Live				\$60.00			\$40.00		\$80.00		
O/R Pickup Dead (DOA)				\$40.00			\$40.00		\$60.00		

# San Dimas 2015 Asilomar Accords

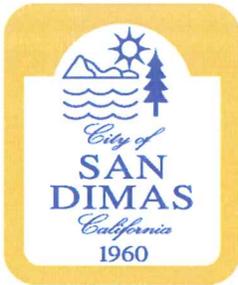
				Other	Pit Bull	Chihuahua
Healthy				8	6	4
Treatable				2	1	1
Treatable Manageable				3	0	1
Unhealthy				9	5	6
TOTAL	46			22	12	12

ZERO

# San Dimas 2015 Statistics

- Intake: 202 dogs / 106 cats
- Adopted: 71 dogs / 22 cats
- Returned to Owner: 88 dogs / 1 cats
- Adoption Partner Transfers: 1 dogs / 16 cats
- Humanely Euthanized: 46 dogs / 69 cats

“We all play a part”



## Agenda Item Staff Report

**Date:** April 20, 2016

**To:** Honorable Mayor and Members of City Council  
*For the Study Session of April 25, 2016*

**From:** Krishna Patel, Director of Public Works 

**Subject:** Improvements on Bonita Avenue at Rhoads Park

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### BACKGROUND

At the July 14, 2015, Study Session, City Council provided direction on a series of decision points with regards to which segments of the Bonita Avenue Boardwalk Replacement and Renovation project to proceed with and which parts to hold off for a future date in order to curb the rising project costs. To manage costs, the Rhoads Park improvements were identified by Council to be put on hold.

On January 15, 2016, Staff requested direction and a response from Council with respect to the repairs of the sidewalk/ADA/ street drainage and Camphor tree root conflicts to keep the design phase moving forward of the Bonita Avenue Renovation project (see attached memo). Having received no Council response, Staff assumed to move forward with the curb relocation design plans.

It was during the February 23<sup>rd</sup> Council Study Session meeting, Council commented their previous direction was for the walking path to be to the south of the park, rather than relocation of the curb. It was during this meeting City Manager responded that Staff would redesign the proposed improvements to move the path to the south and still address the drainage and tree root issues.

### DISCUSSION

With Council deferring the original Proposed Concept Plan for Rhoads Park improvements to a future date, plans that incorporated a historical and interpretive Mud Springs 'monument' element and:

- *Construct rock filled bioswale with native plants/landscape and trees*
- *Enhance existing park with refreshed drought tolerant landscape, new gazebo and seating*
- *Add Mud Springs plaque/history*

- *Construct new ADA pathway through the park*
- *Remove existing walk in front of trees and construct a decomposed granite surface multi-purpose trail*
- *Estimated budget \$147,025*

Since the Council is currently desirous of having the ADA walkway thru Rhoads Park (“south plan”) rather than Staff’s option of relocating the curb on Bonita Avenue (“north plan”), then Staff feels that it would be prudent and cost effective to incorporate some of the original elements of the Concept Plan that show a meandering ADA pathway and the drainage swale. However, the south plan would require a considerable area of the park to be re-graded to accommodate both the ADA pathway (for grade) as well as the relocation of the drainage swale behind the Camphor trees. The south plan park area will also require new irrigation and re-landscaping and later depending on funding availability the remaining elements of Concept Plan can be completed to included furniture, historical plaques, gazebo, additional trees, drought tolerant landscaping, etc.

The estimated costs to move forward with the basic south plan (the modified Conceptual Plan) are approximately \$85,000. This would include:

- *Earthwork/grading improvements*
- *Drainage and headwall improvements*
- *Concrete sidewalk and banding improvements*
- *Landscape( Re-turf) and irrigation*

Staff feels by programming the above (south plan) will address the drainage issues caused by the tree roots and lay the groundwork for the future beautification for \$85,000. Staff believes this approach reduces some (double) work at a later future date. The above will also provide for Council’s desired walkway south of the park.

However, for budgetary consideration, the north plan is estimated to cost \$40,000 (\$30,000 for street work and \$10,000 for landscaping between new walk and Camphor Trees) is a cost effective alternative which would give the Heritage trees some room, address the street drainage issues and the ADA sidewalk.

### **RECOMMENDATION**

Staff seeks Council’s direction with regards to which plan to move forward on at Rhoads Park. Does the Council desire to proceed with the north plan or the south plan?

Attachment:

- Memo to Council dated January 15, 2016
- North Plan
- South Plan



# CITY OF SAN DIMAS

## MEMORANDUM

*Public Works Department*

DATE: January 15, 2016

TO: Honorable Mayor and City Council Members

FROM: Krishna Patel, Director of Public Works

SUBJECT: **Bonita Avenue Street Rehabilitation and Resurfacing Project Boardwalk** – Improvements on Bonita Avenue at Rhoads Park

At the July 14, 2015 Study Session, the City Council provided direction on a series of decision points on the final Renovation Project design and prioritized various elements and segments of the project. The original project estimate expanded from the initial \$1,000,000 budget estimate to well over \$2 million, as summarized below:

	BASIC PROJECT Y BONITA AVE. STREET SCAPE	EXCHANGE PLACE	PUBLIC ALLEY	RHOADS PARK	FAÇADE CANOPY DINING MODIFICATIONS
Estimated Project Total:	\$1,554,958.63	\$91,470.20	\$109,910.51	\$147,364.54	\$250,000
<b>Grand Total:</b>	<b>\$2,153,703.99</b>				

To effectively manage City resources, the City Council's consensus was to break down the Renovation Project in the following manner:

1. Proceed with a "Core Project" to make general improvements to core downtown areas with additional enhancements and street furnishings.
2. Proceed with improvements to the public alley (adjacent to Feed & Grain), as follows:
  - a) Close off access to alley from Bonita Ave and integrate as part of Renovation Project;
  - b) Close alley at south end; and
  - c) Rehabilitate alley
3. Seek bids for improvements at Exchange Place as an added alternative to the Renovation Project.
4. Defer Rhoads Park improvements at this time.

### Rhoads Park

As part of the Council's decision points and directions for the final Bonita Streetscape Project design, Council deferred the proposed improvements to Rhoads Park to be done in the near future. The improvements included the installation of Mud Springs themes, bio-swales, addressing the sidewalk drainage/ADA conflicts being caused by the roots of two large heritage Camphor trees on Bonita.

Since the Rhoads Park improvements were excluded from the Bonita Streetscape project, the facts remain that we still need to address the ADA and drainage issues above. Staff is proposing that we reconsider reevaluating the sidewalk/ADA/drainage, Camphor tree roots problems and include them as part of the Bonita Avenue Street Rehabilitation and Resurfacing project which is currently under design and would be programmed to commence as soon as Bonita Streetscape is completed.

The proposed curb modifications, as per attached layout shown in red line, is to remove the 3 underutilized parking spaces along the south side of Bonita and narrow the street by eight (8) feet (extending the curb into the parking stalls) and moving the sidewalk behind the new curb line (see attached photo) and relocating the drainage inlet.

The curb relocation will allow us to maintain street drainage more effectively and the existing walkway area would be replaced by DG and some turf, thus allowing the camphor trees to continue to thrive and grow. The estimated cost for this work is approximately \$30,000.00. For Council information and interest, Staff has marked in orange the proposed curb modification line on Bonita Avenue (pavement) at Rhoads Park.

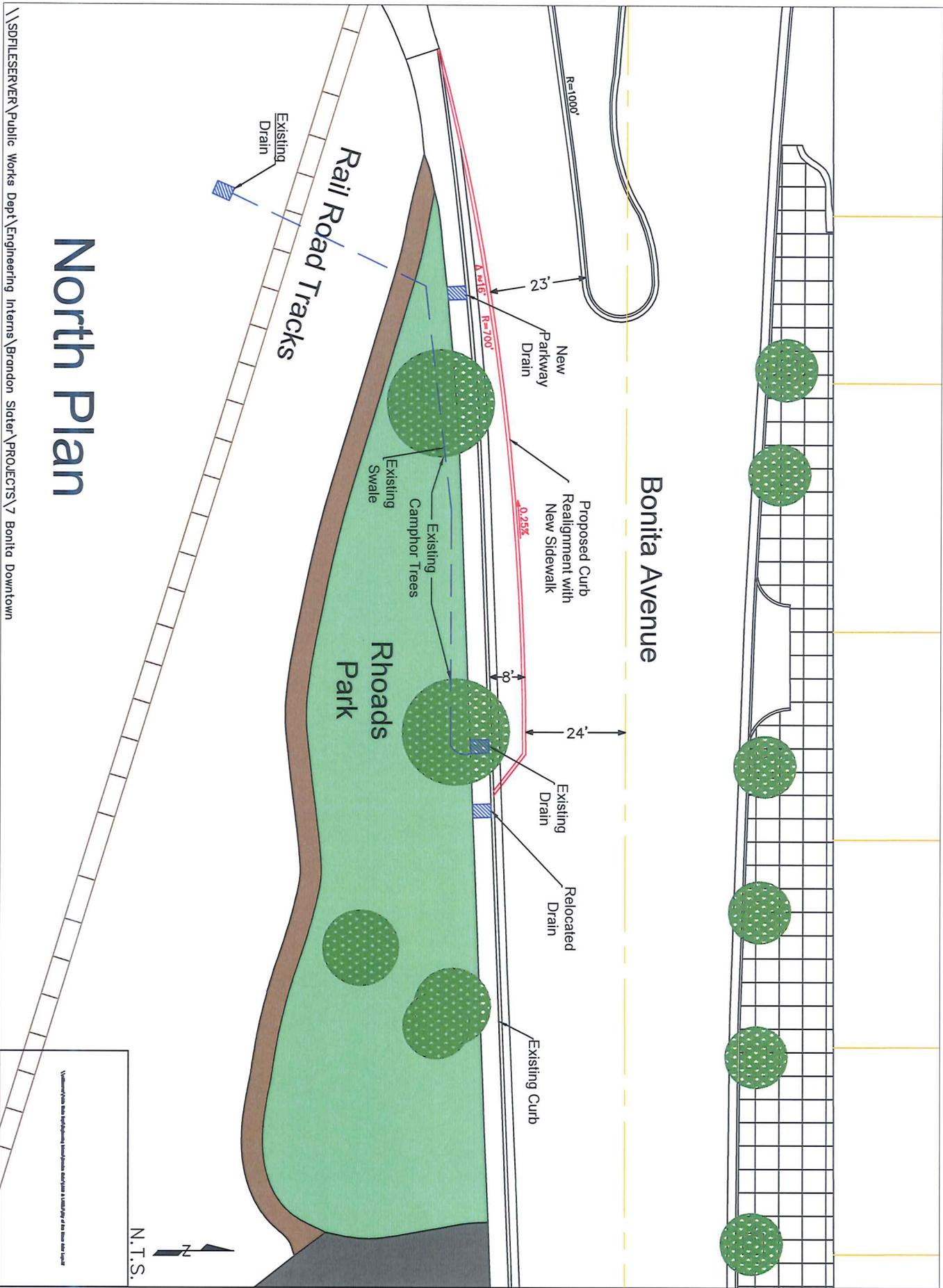
Staff looks forward to receiving suggestions or comments from Council regarding the attached and Staff's proposal for the repairs of the sidewalk/ADA/drainage, and the Camphor tree roots conflicts. To keep our design process moving forward in a timely manner, Staff would appreciate receiving any Council concerns or issues by January 29<sup>th</sup>. Should no comments/concerns be received by 29<sup>th</sup>, Staff will continue accordingly with the designs as described herein.

cc: Blaine Michaelis, City Manager

Attachments

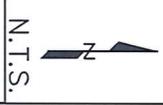
01-16-12 kp

# Rhoads Park Curb Realignment



## North Plan

\\SDFILESERVER\Public Works Dept\Engineering Interns\Brandon Slater\PROJECTS\7 Bonita Downtown



Warning: This plan depicts proposed construction and is not a contract. It is subject to change without notice.



EL MONTE 12/17/15 Trib

# Multifamily housing smoking prohibited

By Rebecca Kimitch  
rebecca.kimitch@langnews.com

El Monte has joined dozens of other California cities in banning smoking in apartment buildings to reduce the effects of second-hand smoke on residents.

The City Council on Tuesday unanimously agreed to ban smoking in both apartment and condominium buildings with three or more attached units — amounting to 9,000 homes, or roughly 30 percent of all homes in the city. It generally blocks smoking of cigarettes, pipes and e-cigarettes in individual units, including balconies, and indoor and outdoor common areas, but landlords can designate smoking areas under specific guidelines.

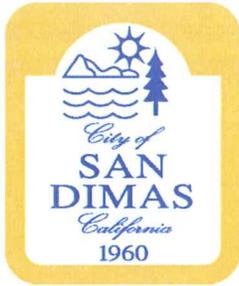
The ordinance will be enforced through private legal action.

“I think people widely recognize that there is definitely harm created by secondhand smoke. The science is pretty clear on this,” Mayor Andre Quintero said. “This has been in the works for the better part of a year and it has never raised any controversy as far as I know.”

More than 30 other cities in California have adopted similar bans, including Baldwin Park, Pasadena, South Pasadena, Compton, Culver city, Glendale, Santa Monica and Huntington Park.

City staff cited a report by the U.S. Surgeon General that concluded smoke from a unit in an apartment building can seep into adjoining units through shared air spaces or shared ventilation systems. The study concluded that eliminating smoking in indoor spaces is the only way to fully protect nonsmokers.

Only about 7 percent of apartment building residents in El Monte smoke, according to a poll of 352 residents in 2013 and 2014 by the nonprofit Smokefree Air for Everyone.



## Agenda Item Staff Report

**Date:** April 20, 2016  
**To:** Honorable Mayor and Members of City Council  
*For the Study Session of April 25, 2016*

**From:** Krishna Patel, Public Works Director 

**Subject:** **Arrow Highway Various Items:**

- A) Traffic Signal Synchronization Information for Arrow Highway 57fwy ramps**
- B) Utility Markings**
- C) 57fwy on/off ramps Freeway Ramp Conditions**

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The following is provided for Council regarding several items pertaining to Arrow Highway. We have broken into 3 sections as referenced above:

**A) TRAFFIC SIGNAL SYNCHRONIZATION INFORMATION FOR ARROW HIGHWAY 57FWY RAMPS**

**BACKGROUND**

In San Dimas in the early nineties, Traffic signal synchronization originally involved two segments of roadways in the city. Arrow Hwy (Rennell Ave to Eucla Ave) and Badillo St (Covina Blvd to Cypress Ave). Each of those segments was interconnected with copper wires inside steel conduits. The systems on each road were controlled by a master controller located on each respective roadway.

Since then, traffic signal synchronization has grown on those routes as well as other street segments as part of a countywide regional synchronization project. The expanded project included the existing segments connected by the copper wires as well as many other streets that were connected utilizing newer technology including point to point radio communications. This project expanded synchronization in the City to include:

- Arrow Hwy (from west City limits to Walnut Ave)
- Covina Blvd and Badillo St (from west City limits to 57 Fwy)
- All of Lone Hill Ave (from Covina Blvd to Gladstone St and recently completed up to 210 Fwy in Glendora)
- Bonita Ave up to Eucla Ave

Timing plans were developed by LA County which included time-of-day programming which took into consideration peak travel times with the focus on reducing congestion.

## **DISCUSSION**

Unlike our neighboring Cities, San Dimas is unique with regards to coordinating traffic signal synchronization plans. With the 57 freeway off/on ramps influencing Arrow Hwy as well as Covina Blvd. The traffic signal timing is developed by LA County staff then reviewed by City staff as well as Caltrans. Recommendations are provided by each agency then plans are modified, as needed by LA County. All of the traffic signal controllers in San Dimas and throughout LA County utilize software that is compatible and communicates effectively.

### *Caltrans software*

Caltrans utilizes software that is exclusive to Caltrans. The features of the Caltrans software make it difficult to coordinate the internal clocks with the same time of day (day, hour, minute, second) utilized by the software in the City maintained signal controllers. The inability to maintain an accurate time-of-day has created difficulties coordinating traffic where a Caltrans on/off ramp are part of the synchronized route. This type coordination is a statewide problem that Caltrans has resisted to change over the years.

From the time the City of San Dimas implemented synchronized timing on Arrow Hwy in the mid-90's there has been a great challenge coordinating the internal clocks of the affected traffic signal controllers. City staff as well as County staff has devoted a great deal of time and effort to coordinate the clocks at the freeway off/on ramps. With increasing traffic growing in every city, statewide all the freeway corridor cities have continually pressed Caltrans to coordinate their signals with the county. It seems slowly through organizational changes and attrition Caltrans has begun to work with the cities and have begun to realize cities as partners in solving traffic problems.

### *Arrow Hwy near the 57 Fwy.*

Last summer, the travelling public experienced traffic delays due to the ongoing gas company's main replacement project on eastbound Arrow Hwy, between Lone Hill and near the entrance to the Target shopping center. The work was supposed to be completed by end of August, but unfortunately was not completed until late September.

The construction and traffic delays more in particular between Maimone and Target entrance were the most problematic which generated the most complaints that not enough green time was given to clear the Target intersection. Even upon completion of work, the signal timing continued to be problematic. In early November 2015, our Traffic Engineer (based on his past experience with Caltrans on signal synchronization) was requested to review the matter with Caltrans. Unfortunately the engineer was unable to make any headway with our Caltrans District Office. In January 2016, Staff retained the County for assistance. In mid-March, Staff and County met with Caltrans in order to see if newer technology may be in place to overcome past communication obstacles. The latest timing adjustments seem to have made a slight improvement with the progression along Arrow Hwy near the 57 Fwy.

The recent improvements (synchronizing time clocks and adjusting offsets) led the Staff to request that LA County review all of Arrow Hwy to develop a more updated synchronization

plan. The plan has the support of Caltrans. The new plan will include recent federally mandated changes required for pedestrian timing as well as increased time for yellow clearance. The plan will take several months to develop and then will be reviewed by the City as well as Caltrans.

*What's next?*

Caltrans has indicated there has been success in other cities along the 210 Fwy with improved communications and time-of-day clock synchronization due to new software. This new software will be a part of the new synchronization plan for Arrow Hwy. A version of that software has been installed as part of the interim time-of-day adjustments done recently on Arrow Hwy at the 57 Fwy. City, LA County and Caltrans are all monitoring the internal clock timing in order to determine the effectiveness of the software upgrades at the Caltrans maintained traffic signal.

## **B) UTILITY MARKINGS**

### **BACKGROUND**

Staff has received increased questions about unsightly utility location markings in the street or sidewalk especially on Arrow Highway west of the 57 FWY. These markings are part of several construction projects that are either recently completed or are in progress. The markings are similar to graffiti and come in several colors. However, unlike graffiti, these markings serve a valuable purpose and are required by state law which is intended to promulgate excavation safety in the right of way. They identify underground infrastructure and serve as a warning to contractors notifying them of the location of utilities so the contractor can take extra care when working to prevent damage to the infrastructure.

### **DISCUSSION**

California Government Code Section 4216 requires that prior to performing any excavation or trenching that a contractor must delineate the area to be constructed, and notify a central notification center ("DigAlert" for our area) of the scheduled work. The law requires that the contractor provide 48 hours' notice prior to excavation, with a renewal of the notification every 28 days if the duration of the work exceeds this time frame. DigAlert then relays the excavation information to all utilities and municipalities with infrastructure in that specified area. The law requires that all utilities and municipalities respond and mark out their infrastructure within the limits of the excavation area within 48 hours of notification or prior to the excavation.

In addition to providing for construction safety, the law also provides a mechanism for public utilities to recoup damages to their infrastructure from errant contractors who fail to provide proper notification. Similarly, contractors can seek damages from utilities that fail to mark their infrastructure if the failure to do so causes delay or injury and or damage to the contractor's forces.

Also, about 85% of the excavations are done by contractors that get permit through Public Works. Private property excavations do not require an encroachment permit. Often the marks bleed over into the right of way if the excavation area on private property is not clearly defined. Public Works crew have come in the past and removed markings when the private property owner did not step forward to do the marking removals.

An additional issue is the increase in excavation call outs in recent years. Currently Staff receives approximately 8-10 marking notifications per day. This is about double the frequency of markings that occurred two to three years ago. So essentially there are twice as many markings as before, with the removal process being slower.

### *The Markings*

This problem is recognized and partially addressed in the DigAlert notification process. The DigAlert website recommends that utilities use a temporary paint or chalk based paint. Additionally the website recommends that the contractor be the responsible party to clean up the markings as they know when they are done with construction. The problem comes in that unlike the definitive penalties associated with failing to mark out utilities, the DigAlert law provides no defined enforcement process or penalty associated with failure to remove the markings once construction is complete.

Public Works has addressed this concern by. First we require all marks to be done in chalk paint which is supposed to fade away within a few months. Secondly, we require the contractor remove the markings as a condition of the encroachment permit. This is an inspection item for final of the permit and involves water blasting the paint/chalk utility marks.

However, there have been difficulties with the current approach. Not all utilities use chalk paint, especially Edison which typically uses red water based paint. When approached, Edison representatives have expressed concerns that the chalk based paint fades too quickly. Their concern is the faded marks could create a liability for the utility and a safety issue for the construction crew. Due to liability concerns, the City has not forced the issue with the chalk based paint requirement and instead has focused on the removal of the marks once construction is complete.

### *Marking Removal*

Removal of the marks involves water blasting the mark from the pavement. This leaves a "clean" area that does not match the surrounding. Additionally, the contractor tends to do the paint removals very slowly, dragging out the permit and leaving the marks on the ground long after the excavation is complete. Often a contractor waits for the completion of several permits in order to group removal areas so that the restoration work is more cost effective. Tracking of utility marking removals ends up being staff intensive as the Public Works Inspector usually makes several visits to the site and several follow up phone calls before the markings are removed.

### *What Other Cities Are Doing*

In September 2015, following the recent initial complaints about too many markings on Arrow Hwy, Staff had contacted the League of California Cities' Listserv to request how other cities were dealing with these type of markings. Below is a snapshot of the responses:

League of California Cities: Approach to Removal of Dig Alert Paint			
City	Part of Permit - Requires Contractor to Remove Paint at Completion of Work (If Yes, marked "Y")	Other Solutions	Concerns
Town of Danville	-	City demands utilities remove paint on bases of graffiti	Tracking down utility companies and leveraging them to remove it
City of Solvang	-	City paints over it w/ gray or black paint	Could result in looking inconsistent and patchy
City of Concord	Y	-	*
City of Redlands	-	City requires utilities use chalk-based paint	Getting the utility companies on board to use this
City of Duarte	-	City requires whoever calls Dig Alert is responsible for removing paint	Tracking down who called Dig Alert
City of La Verne	-	City paints over it or pressure washes it off	Cost & time
City of Irvine	Y	-	*
City of San Dimas	Y	City requires use of chalk based paint	If permit is not issued, how to remove paint* (private properties)

*Removal Options*

Several options exist to ensure a more timely removal of the markings. They are as follows:

Option 1:

Requiring a deposit for an encroachment permit that will be returned once the contractor has removed the paint markings. This puts the burden on the contractor with an added incentive to expedite the marking removal so the contractor gets their deposit returned. If the markings are not removed within a certain time frame, the deposit could then be used to pay for the removal of the markings. The disadvantages of this are it does increase the temporary cost of the City's excavation permit. It also creates more staff work in processing the refund.

Option 2:

Require that the utility take responsibility for the cleanup of all their markings. Legally, the utility is the entity causing the marks. The City has more leverage with utilities as they generally have multiple permits in process. While on paper this methodology seems viable, experience with utilities is that they move very slowly. Additionally, staff would end up chasing 3-5 utilities at each location.

Option 3:

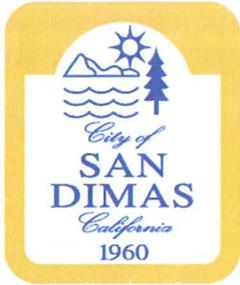
Another option is to have City crews or contractors remove the markings. In rare instances this is done when Staff does not get cooperation from the contractor or when the markings don't have an associated permit. While this may work for a small percentage, removal of markings by the City could incur liability if the City removes the marking before the excavation is complete.

**RECOMMENDATION**

Staff seeks Council's direction with which approach to incorporate into the encroachment process for the removal of utility markings. At this time, Staff recommends that we consider Option 1 to ensure that markings are successfully cleaned up.

**C) 57 FWY ON/OFF RAMPS NEAR ARROW HWY**

Last fall, Staff received complaints regarding the conditions of both the 57 Fwy on/off ramps an area which Staff has pressed Caltrans Maintenance Divisions over several months to clean up. Staff is happy to inform Council that through some Caltrans organizational staffing changes, the ramp conditions have recently improved and we are told that improvements will continue over next several months.



## Agenda Item Staff Report

**Date:** April 20, 2016

**To:** Honorable Mayor and Members of City Council  
*For the Study Session of April 25, 2016*

**From:** Krishna Patel, Public Works Director 

**Subject:** **Bonita Avenue Boardwalk, Streetscape Replacement and Renovation Project - Outdoor Display and Dining**

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### **BACKGROUND**

After considerable amount of planning, designing and completion of construction documents, the Bonita Avenue Boardwalk Streetscape Replacement and Renovation Project ("Renovation Project") has been advertised for bid since March 28<sup>th</sup> and bids will be opened on April 27<sup>th</sup>. It is anticipated that construction will begin towards the end of May.

On Monday April 12<sup>th</sup> Staff held a mandatory pre-bid meeting and the meeting was attended by potential contractors who were quite pleased with our detailed job walk. As a result, we hope to receive very competitive bids for the Renovation Project.

#### *Outdoor Display and Dining Areas*

With City's effort to revitalize and improve the downtown community, Staff recommends that Council also revisit its current Outdoor Display and Dining Guidelines which were approved in 1995 and updated over the course of time.

Currently there are 9 businesses and restaurants that have an encroachment permit for outdoor display and dining. These permits are to maintain those specific areas and the owners have paid a one-time encroachment fee. The permits also require the submittal of annual general liability insurance showing the City as an additional insured.

## DISCUSSION/ANALYSIS

*What are general features of the current guidelines?*

In general because of the existing 10 foot wide boardwalk and in order to maintain a minimum of 5 foot ADA path of travel, the business owners are restricted to have their display encroaching only up to 5 feet into the public right of way and have displays adjacent to the building and is restricted to frontage of their store fronts.

The outdoor dining area is subject to a separate planning review. Two of the restaurants have curb adjacent, fenced off, dining area and one is adjacent to the building. Both restaurants outdoor seating encroaches slightly outside their leased business areas. All the restaurants have paid for only a one-time encroachment fee and are required to provide insurance similar to the outdoor display requirement.

*Consider updating the existing policy*

With the anticipation of the Renovation Project being completed by October 2016, Staff feels it is time to update the attached 1995 Outdoor Display and Dining Area guidelines that will incorporate some element of the City recouping some of the fundamental costs it incurs in the processing of the application, recovery of encroachment permit costs on an annual basis. In addition, since the City will be spending a considerable amount of monies in renovating the downtown Staff feels it is also time to consider some standards and consistency for our downtown that make it more inviting to the community.

Therefore Staff seeks Council direction for placement of outdoor dining and displays with the following questions to facilitate a productive and positive discussion since everything will be located in the public right of way:

### A. Outdoor Displays

- 1. Restrict outdoor displays being placed outdoor adjacent to store front only at the specific business.*
- 2. Restrict displays up to 5 feet from the building face. Otherwise with the newer widened sidewalks it is quite likely businesses with expand their display and spread out to the curb line.*
- 3. Business owners should be required to pay an initial application fee for processing, preparing agreement and exhibit documents, and renewal of their permit on an annual basis instead of the current one-time payment (encroachment fee) of \$69.00. The application fee and annual minimum fees allow the City to recoup its basic costs of processing and managing the permit.*

Attached for Council's information is what our neighboring cities are assessing the businesses for use of the public right of way.

## B. Outdoor Dining

Items to consider in an effort to maintain consistency and quality of dining in our downtown. Since the City will be installing quality wrought iron railing in front of two restaurants (since both of them had paid installation costs back in 1995):

1. *Any new restaurants, the standard railings shall be installed by the City and business owner shall pay for its installation.*
2. *Business owner shall place a deposit with the City for the removal, maintenance (painting), and in case business changes ownership.*
3. *Railing shall be limited to the store front only.*
4. *Outdoor dining areas shall be regulated by number of people, square footage of space.*
5. *Type of furniture shall be approved by the City.*
6. *Although encroachment space is based on maintaining a clear 5' wide ADA pathway and avoiding obstacles like trees, pots, street lighting and street furniture.*
7. *Since this is use of a large segment of public right of way in addition to the above mentioned items, staff feels that the restaurants should be assessed the following:*
  - *Application fee*
  - *Annual renewable fee*
  - *And consideration of Rental fee of space based on percentage of rent or other fixed fair assessment.*

Attached for Council's information is what our neighboring cities are assessing the businesses for use of the public right of way

## **RECOMMENDATION**

Staff seeks Council's direction with regards to updating and standardizing the City's Outdoor Display and Dining Guidelines with the intent of bringing back to City Council for final adoption.

Attachments:

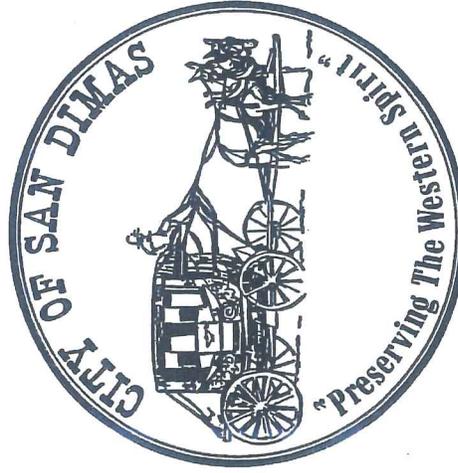
- Outdoor Display of Merchandising in Historic Downtown
- Outdoor Display and Dining Permit Survey

The Planning Department offers informational brochures on the following topics:

- Artificial Turf Guidelines
- Banners and Temporary Signs
- CEQA and Environmental Review
- Classification of Use
- Conditional Use Permits
- Development Agreements
- Development Plan Review Board
- Fees and Charges
- For Sale/For Lease Signs
- General Plan
- Lot Line Adjustments
- Mills Act
- Municipal Code Text Amendments
- Outdoor Dining Policy
- Outdoor Displays of Merchandise
- Permanent Signs
- Permit Streaming Act
- Planning Commission
- Portable Signs
- Property Information
- Public Notice Requirements
- Residential Care Facilities
- RV & Trailer Parking
- Signs in the Historic Downtown Area
- Site Plan Requirements
- Specific Plans
- Storage Structures
- Subdivisions
- Temporary Use Permits
- Trash Enclosure Standards
- Tree Preservation
- Variances
- Window Replacement – Town Core
- Window Signs
- Zone Changes
- Zoning Descriptions

*\*These brochures are generally intended to assist in the processing of application material. They do not necessarily provide every detail regarding Municipal Code regulations.*

# Outdoor Displays of Merchandise in Historic Downtown



**Planning Department**  
City Hall, 245 East Bonita Avenue  
San Dimas, California 91773  
(909) 394-6250  
Fax: (909) 394-6249

Mon-Thurs 7:30 a.m. - 5:30 p.m.  
Fridays 8:00 a.m. - 5:00 p.m.

[www.cityofsandimas.com](http://www.cityofsandimas.com)

City of San Dimas  
Planning Division  
245 East Bonita Ave.  
San Dimas, CA. 91773

Merchants and community members have expressed a desire to have outdoor displays of merchandise within the Historic Downtown (Creative Growth Zone, Area 2). In addition, the San Dimas General Plan encourages outdoor displays as a means to revitalize and improve the downtown as a community focus (SDGP, p. 11-44). Until such time as a municipal code text amendment may be processed to address this issue, the City has developed the following interim policy.



## CITY OF SAN DIMAS OUTDOOR DISPLAY POLICY

Outdoor display is considered to be a privilege, not a right, of any business. All businesses which engage in outdoor display of merchandise in the Historic Downtown shall comply with the following:

1. Outdoor display shall only include incidental outdoor display items, consisting of a small sample of merchandise or decorative items, placed outdoors adjacent to the responsible business, which represent or complement the goods and

services sold or provided by the responsible business. Vendors operating independently from indoor businesses shall not be permitted under this policy.

2. The business owner shall at all times maintain a minimum 5 foot clearance for use of the sidewalk by the general public.
3. Display items shall not extend into the safe line-of-sight distances at intersections, as determined by the City Engineer.
4. Display items shall not encroach into public landscape areas.
5. Display items shall only be located adjacent to the building of the responsible business, and shall not exceed a total of 60 square feet of "floor area" per street frontage.
6. The display items shall not obstruct any display windows, entries, exits, permitted signs, mailboxes, utilities, public seating, or public safety measures.
7. Display items shall only be placed outdoors during the time the responsible business is open to the public and shall be removed prior to the close of business each day.
8. Display items shall not include additional signage or item(s) which constitute a sign per San Dimas Municipal Code Section 18.152.020.18.
9. Display items shall not include clothes racks, display/storage racks with multiple items, folding or portable tables, stacks of merchandise, or any neon or fluorescent materials.
10. All display items shall at all times be maintained in a safe, sound, and visually attractive condition. The business owner shall be responsible for continuously supervising the safe, sound, and visually attractive condition as well as the appropriate placement of the display items.
11. Signs, banners, outdoor dining, and outdoor events shall be subject to separate application and permit procedures.

12. If outdoor display is to be located on private property, the business owner shall obtain prior authorization from the owner/management company in addition to the guidelines herein.

13. If outdoor display is to be located in the public right-of-way, the business owner shall submit an application for an encroachment permit to the Public Works Department, and provide a certificate of general liability insurance to the satisfaction of the City, naming the City as an additional insured. An encroachment permit shall be valid for one year, unless otherwise noted.

14. The business owner shall not trim, cut, or otherwise alter any landscaping or make any other modifications to improvements in the public right-of-way.

15. City Staff shall have authority to request that item(s) be removed from public or private property if it is felt the item(s) constitute a potentially hazardous distraction to vehicular or pedestrian traffic; constitute a potential health or safety hazard; are not consistent with the Town Core Design Guidelines; are not appropriately maintained or located; are excessive in size or quantity; or compromise the public peace, morals or welfare.

16. If City Staff request item(s) be removed, the business owner shall cause the item(s) to be removed immediately.

17. A business owner may file an appeal of a City Staff decision pursuant to San Dimas Municipal Code Chapter 18.212; however, during such time, the disputed nature of outdoor display shall not be reinstated until said appeal is resolved by the final decision-making body.

18. The City reserves the right to modify or rescind this interim policy for outdoor display of merchandise at any time and for any circumstances it deems appropriate.

## Outdoor Display and Dining Permit Survey

### Display

<b>South Pasadena</b>	Initial: \$75 Renewal: \$35	Annual	Signs/Goods on Sidewalk Permit	Gen.Lia: \$1,000,000
<b>Claremont</b>	Initial: \$165 flat fee Renewal: \$25 flat fee	Annual	Special Outdoor Use	Gen.Lia: \$1,000,000
<b>Glendora</b>	Initial: \$241 (Permanent) Temporary: \$86	Never	Permanent Encroachment	Gen.Lia: \$1,000,000
<b>Covina</b>	Initial: \$115 Renewal: \$115	Annual	Encroachment	Gen.Lia: \$2,000,000
<b>Arcadia</b>	Initial: \$110	Annual	Encroachment	Gen.Lia: \$1,000,000
<b>Monrovia</b>	Initial: \$226 Renewal: \$226	Annual	Outdoor Display	Gen.Lia: \$1,000,000
<b>La Verne</b>	Allowed W/Out Permit	N/A	N/A	N/A
<b>San Dimas</b>	Initial: \$69	Never	Encroachment	Gen.Lia: \$2,000,000

### Dining

Agency	Fee/Rate	Renewal	Permit Type	Insurance	Railing
<b>South Pasadena</b>	Initial: \$185 + \$3.60/sf/year Renewal: \$75 + \$3.60/sf/year Monthly Rent: \$.30 per sf	Annual	Sidewalk Dining Permit	Gen.Lia: \$1,000,000	City Owned
<b>Claremont</b>	Initial: \$165 flat fee Renewal: \$25 flat fee	Annual	Special Outdoor Use	Gen.Lia: \$1,000,000	Business Owned
<b>Glendora</b>	Initial: \$241	Never	Permanent Encroachment	Gen.Lia: \$1,000,000	Business Owned
<b>Covina</b>	Initial: \$115 Renewal: \$115	Annual	Encroachment	Gen.Lia: \$2,000,000	Business Owned
<b>Arcadia</b>	Initial: \$180 Renewal: \$95	Annual	Sidewalk Dining Permit	Gen.Lia: \$1,000,000	Business Owned
<b>Monrovia</b>	Initial: \$226 Renewal: \$226	Annual	Outdoor Dining	Gen.Lia: \$1,000,000	Business Owned
<b>La Verne</b>	Case by Case Currently 1 Business	N/A	Special Outdoor Use	N/A	Business Owned
<b>San Dimas</b>	Initial: \$69	Never	Encroachment	Gen.Lia: \$2,000,000	City Owned