

**CITY COUNCIL STUDY SESSION
MEETING AGENDA
TUESDAY FEBRUARY 11, 2025 6:00 PM
SAN DIMAS COUNCIL CHAMBER
CONFERENCE ROOM
245 EAST BONITA AVENUE**

A public agenda packet is available for review on the City's website www.sandimasca.gov or by contacting the City Clerk's Office at cityclerk@sandimasca.gov.

CITY COUNCIL

Mayor Emmett Badar, Mayor Pro Tem Eric Nakano, Councilmember Rachel Bratakos, Councilmember Ryan A. Vienna, Councilmember Eric Weber

CALL TO ORDER AND FLAG SALUTE

ORAL COMMUNICATIONS

(Members of the audience are invited to address the City Council on any item on this agenda. Public comment will not be taken during each individual agenda item, except for public hearing items. Comments on public hearing items will be heard when that item is scheduled for discussion. Under the provisions of the Brown Act, the legislative body is prohibited from engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. Each speaker will be limited to speaking once for up to (3) three minutes.)

STUDY SESSION

1. Discussion of Parking Management Program and Proposed Plan for Downtown Business Area and Municipal Parking Lots within 1,500 feet of the Gold Line Station
2. Review of Budget and Program for the 2026 City Birthday in Partnership with the San Dimas 2026 Committee.

ADJOURNMENT



Notice Regarding Americans 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].

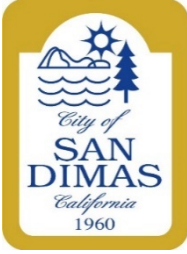
Copies of documents distributed for the meeting are available in alternative formats upon request. Any writings or documents provided to the City Council regarding any item on this agenda will be made available for public review Monday through Thursday 7:30 a.m. to 5:30 p.m. and on Fridays from 7:30 a.m. to 4:30 p.m. at the Administration Department and San Dimas Library. In addition, most documents are posted on the City's website at www.sandimasca.gov.

Posting Statement: I declare under penalty of perjury that on February 6, 2025, I posted a true and correct copy of this agenda on the bulletin board in the Civic Center Plaza of City Hall at 245 E. Bonita Ave., and on the City's website www.sandimasca.gov/agendas-minutes/ as required by law.

February 6, 2025

Debra Black

Debra Black, City Clerk



Study Session Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Brad McKinney, City Manager

Prepared by: Shari Garwick, Director of Public Works
Genevieve Amaro, Management Aide

Subject: Discussion of Parking Management Program and Proposed Plan for Downtown Business Area and Municipal Parking Lots with 1,500 feet of the Gold Line Station

SUMMARY

With the Gold Line/A Line scheduled to begin passenger service in the summer of 2025, this report provides a draft for Council direction on the City's Parking Management Program to address potential impacts from commuter parking. Based on research of what has worked in similar cities, the program proposes to use parking restrictions within 1,500 feet of the new station to ensure public parking spaces are available for local business patrons and residents. Based on information received at several outreach meetings, the report includes a proposed plan for municipal parking restrictions in the downtown business area. Outreach meetings with the residential areas will begin later this month. Informational meetings with owners of private parking lots and private streets within the downtown are set to begin in March.

RECOMMENDATION

Staff recommends that Council:

- Review the proposed Parking Management Plan
- Direct staff to bring back a resolution setting parking restrictions for municipal parking areas in the downtown.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

The financial impact of implementing the Parking Management Plan includes costs for signage installation, temporary vehicle hangtags, License Plate Reader (LPR) Equipment and software, enforcement personnel, vehicles, staff time for management of permit parking and public outreach. Costs for parking enforcement near Metro stations are eligible to be charged to Proposition A Transit Funds. The City’s approved FY 2024-2025 budget allocates \$300,000 in Proposition A funds for this purpose.

Parking Enforcement will likely need to expand existing daytime personnel hours from an existing 20 hours per week to 35 to 40 hours per week. This would be an ongoing cost. The costs for personnel are also eligible to be paid from Proposition A Transit funding. Additionally, revenue from parking fines could be used to offset personnel costs.

The City receives approximately \$950,000 per year from Proposition A Transit funds. These funds are restricted for use on mass transit related projects.

Currently the Downtown City Municipal Lots (Vehicle Parking Districts) receive assessments of less than \$300 per year from businesses. All maintenance and landscaping are paid from the general fund and are not eligible for Proposition A funding.

BACKGROUND

The Gold Line/A Line is scheduled to begin passenger service in July/August of 2025. The station is located on the east side of San Dimas Avenue south of Bonita Avenue. LA Metro will offer 289 parking spaces across from the San Dimas station at the former Park and Ride Lot. LA Metro charges a daily rate for parking which is currently \$3.00 per day. To avoid this fee, commuters in other areas have parked on streets or in free municipal lots which greatly impacts businesses and residential communities. Staff is finalizing a Parking Management Plan to protect municipal and private parking lots, and street parking to keep them available for San Dimas businesses and residents. Parking restrictions are the primary tool for protecting parking, but they also have negative effects.

Staff worked with other cities and the Gold Line Authority to understand expected commuter parking patterns and to review how other cities with rail stations addressed the parking issues. The Cities in the table below were surveyed and have the listed parking restrictions.

LOCATION	PARKING RESTRICTIONS	RESIDENTIAL PERMIT* PARKING DISTRICTS
AZUSA	3 HR PARKING FOR BUSINESSES & RESIDENTIAL	NONE
COVINA	2 HR PARKING FOR BUSINESSES & 4 HOUR PARKING IN RESIDENTIAL AREA	NONE
CLAREMONT	2 HR PARKING	NONE
DUARTE	2 HR PARKING & 5 HR PARKING	LOCATED DIRECTLY NORTH OF STATION
ARCADIA	2 HR PARKING & 30 MIN PARKING (IN LIMITED AREAS)	NONE

**Permit parking exempts vehicles with a parking permit from the parking restriction. It requires more staff time for the issuance and tracking of permits and takes longer for enforcement. The City has two permit parking districts in residential zones.*

In developing the City’s Parking Management Program Staff prioritized the following Goals:

1. Preserve parking for San Dimas businesses and residents:
 - o Municipal lots
 - o Street parking
 - o Private parking lots (provide information)
2. Minimize the impact on San Dimas businesses and residents:
 - o Start with a 1,500 ft radius from the station
3. Control costs:
 - o Easily enforced and managed
 - o Start with a 1,500 ft radius from the station
 - o Expand and modify as needed

Staff divided the program into 3 phases with proposed timing shown below. The impact parking has on businesses viability is critical and staff focused on this area first. All categories are expected to have the initial implementation in place prior to the start of passenger rail service.

Parking Management Program Development Timeframes:

1. Municipal Lots and Public Streets bordering businesses
 - o Staff started with the downtown businesses in March 2024 due to the critical impact parking has on business viability and complexity/diversity of business needs.
2. Public Streets bordering Residential Areas
 - o Staff has set up a meeting for residential areas on February 26th to meet with residents to determine if parking restrictions are desired.
 - o Determine neighborhood preferences for time restricted parking or permit parking
3. Private Lots and Private Streets
 - o Outreach in early March
 - o Provide informational packet
 - o Coordinate with Gold Line for Signs

This staff report will focus on parking in the downtown business district municipal lots and public streets.

DISCUSSION/ANALYSIS

The goal of the Parking Management Program is to collaborate with business owners and residents to address their needs while maintaining an enforceable and cost-effective program. For the Municipal parking lots and streets in the downtown business areas, staff conducted extensive outreach to get business owner feedback.

Municipal Lots and Public Streets bordering Businesses

Business Outreach:

- Conducted 4 outreach meetings: March, May, August & September 2024
- Attended 3 Bonita Corridor meetings: July, August & September 2024
- Delivered notices/flyers to downtown business on 3 different occasions
- Conducted 2 public surveys
- Collaborated with Code Compliance (parking enforcement)

Attachment 2 includes a listing of comments and concerns collected during the outreach meetings and through two online surveys.

Staff worked with the businesses to develop the proposed downtown municipal parking plan. The plan addresses several main priorities expressed by businesses:

- Overall businesses did not want to charge customers for parking
- Most businesses agreed that parking restrictions were necessary to preserve customer and employee access
- Most businesses requested 4-hour minimum parking to allow customers to conduct multiple transactions such as dining and shopping
- Some businesses requested an allowance for shorter duration parking for loading and unloading
- Most businesses wanted Employee Parking (Permit Parking) with variations on location/number of employee parking stalls

Based on business feedback and working with Parking Enforcement, staff developed the proposed downtown Municipal Parking Restrictions Map shown in Attachment 1. A summary of the restrictions is listed in the table below.

Proposed Parking Management Strategies for Downtown Municipal Lots and streets with business frontage

Management options:	
Time Restrictions	4-hour parking 6:00 A.M.-12:00 P.M. Monday- Friday Only * subject to change if necessary 5 areas for loading/unloading
Paid Permit Parking for Businesses to exempt from restrictions (Employee parking)	Proposed Option 1: The permit will cost \$30 and be valid for a period of three years. Proposed Option 2: The Super Permit will cost \$250 and be valid for 1 year.

Enforcement	License Plate Recognition (LPR) <ul style="list-style-type: none"> • Equipment costs • Licensing fees • Increase Staff Time • From 20 hours per week to 35/40 hours
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Permit Parking and Fees

The majority of the businesses requested parking for employees. This creates a permit parking element which involves significant staff time for issuance and associated costs. It also creates less efficiency for enforcement.

- Staff proposes to mitigate the inefficiency by creating a contiguous area for employee parking in each lot.
- A charge for (employee) parking permits is intended to offset the costs for issuance and is typical. The City’s proposed costs are low. Other cities charge monthly fees for parking.
- The Parking restriction hours were limited to lessen the impact on businesses (those opening after 8:00 am) would not be impacted.
- Staff proposes to issue employee parking permits based on the number of employees on the business license due to the limited number of spaces in the vehicle parking districts west of San Dimas Ave.
- As of April 2024, for the municipal lots west of San Dimas Ave there were 68 businesses with 189 employees and 236 parking spaces in the two districts.

The City received a request to reserve parking for a specific business. Staff proposes to provide a fair alternative available to all businesses within the district in the form of a Super Permit.

- The proposed Super Permit would be available to a business but is not related to the number of employees.
- The proposed fee is steeper than the employee parking permit.

Enforcement costs

Staff proposes to implement License Plate Reader Equipment. This will provide the most efficient enforcement and will allow flexibility for businesses potentially eliminating the need for contiguous employee parking. Enforcement will also require additional personnel hours. It is important to enforce the parking restrictions especially in the beginning to establish commuter parking patterns.

Adjustments to the Parking Management Program

- The Parking Management Program may need to be adjusted and will be evaluated periodically.
- Counter commuter behavior and adjust the hours
- Expanded to include areas outside of 1,500 feet from the station
- Adjust for technology-may not need the contiguous employee parking

Parking availability is vital for businesses and greatly impacts the character of residential neighborhoods. Time restricted parking is the best tool for ensuring that the municipal lot parking spaces and city streets remain available for business customers and residents. Staff recommends moving forward with the proposed plan for 4-hour municipal parking restrictions subject to modifications by Council.

ALTERNATIVES

Council may elect not to implement Time Restricted parking controls at this time. This would likely reduce the number of public parking spaces available for businesses due to all day commuter parking when the Gold Line/A Line station opens.

Council can direct staff to develop an agreement for LA Metro to perform the parking enforcement on time restricted parking. This would likely reduce costs to the City. It may require expansion of restricted hours creating more impacts on businesses. The City would not be able to control enforcement activity.

ENVIRONMENTAL REVIEW

This item is Categorically Exempt under the California Code of Regulations, Title 14, Section 6, Chapter 3, Article 19, Section 15301 Existing Facilities Class 1 operations which consists of the operation, repair, maintenance or minor alteration of existing public or private facilities involving negligible or no expansion of existing or former use.

Respectfully submitted,



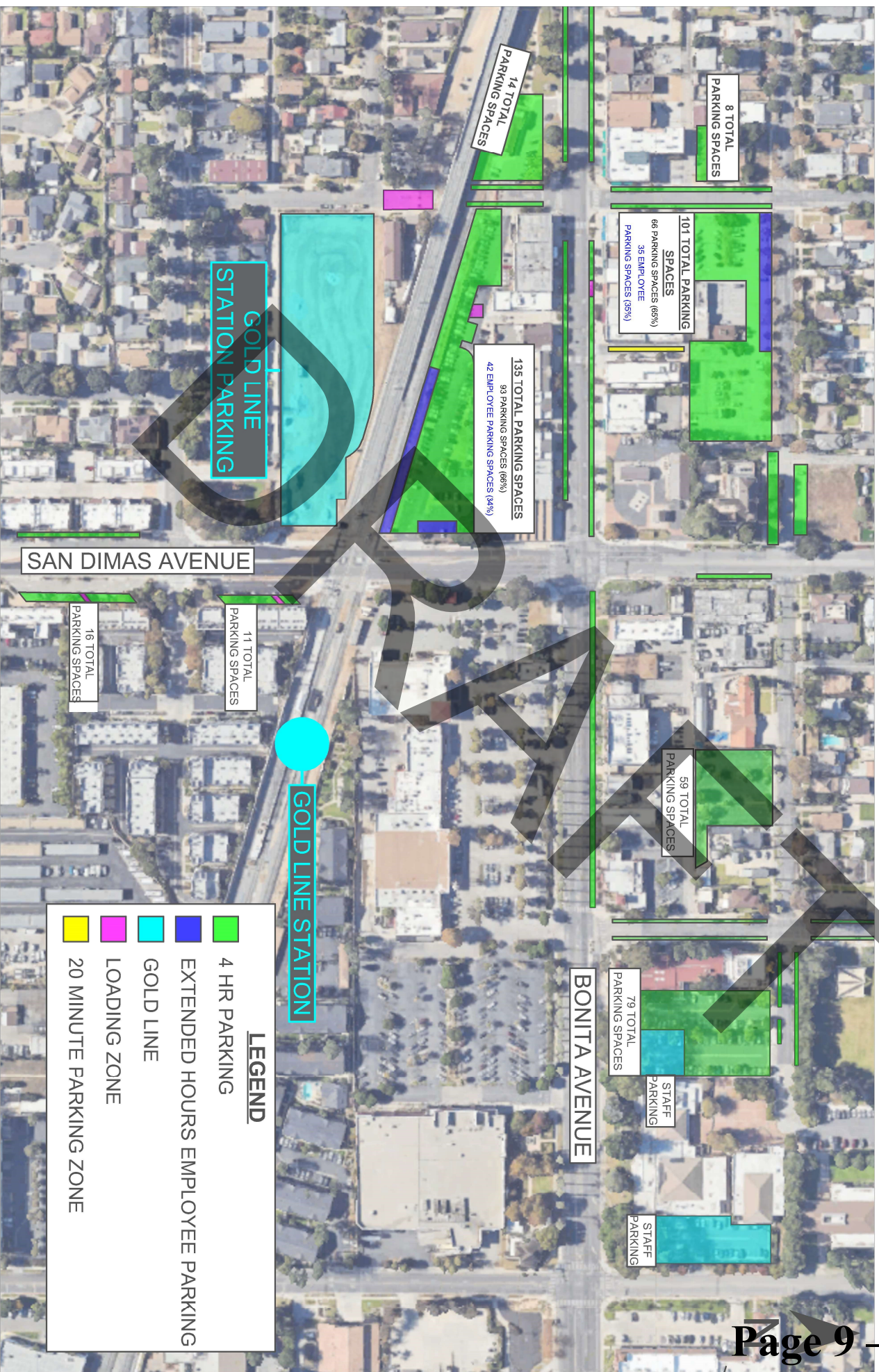
Shari Garwick
Director of Public Works

Attachments:

1. Proposed: 4 Hour Municipal Parking Restrictions
2. Business Outreach Feedback



PROPOSED 4 HOUR MUNICIPAL PARKING RESTRICTIONS 6 AM TO 12:00 NOON MONDAY - FRIDAY 4 HOUR PARKING LIMIT WITH AREAS ALLOWING FOR LONGER EMPLOYEE PARKING



Summary of Outreach Meeting Comments and Concerns:

Capacity and Demand

- The program may not fully align with actual parking demand, may need to adjust time frame and extend hours if commuters are showing up later than anticipated.
- Some had expressed doing a mix of time restrictions (2-hour restriction and 4-hour restriction).

Cost and Budgeting

- The financial investment required for the infrastructure, signage, and ongoing management could exceed initial estimates.
- Additional personnel may be required from Code Compliance to assist with enforcement.
- LPR's will need to be purchased for enforcement, hangtags or vehicle stickers were suggested as an additional option for temporary enforcement
- If the time frame of the restrictions needs to be adjusted, new signage would also need to be ordered and replaced which will require additional staff time to update any changes.

Stakeholder Resistance

- Business owners and employees may resist changes to current parking practices, especially if it disrupts their existing routines or creates additional costs.
- Not wanting to charge for parking within the downtown.
- Some businesses when spoken to requested we leave things as is and not impose any additional restrictions.
- Keep things the way they are and allow employees to park wherever they want and not just a specific portion of the parking lot.
- Concerns have been expressed to add a restriction to the quantity of salons that are allowed in the downtown.

Enforcement and Compliance

- The effectiveness of the program depends on consistent enforcement, which may require additional staff or resources that are not available.
- Focus heavily on enforcement for the first several months of the station opening. This will help City staff get a better idea if the time frame will need to be adjusted and if commuters are showing up at a later time.
- If not properly enforced, parking restrictions might not reduce traffic as expected, and areas could still become overcrowded.
- Business owners felt it should be on them to purchase, and manage permits amongst their employees to make sure they are complying.

Impact on Customer Access

- If parking is limited or prioritized for specific users, it could negatively impact customer access to businesses, reducing foot traffic and sales.
- Businesses would like to see the restrictions for only a portion of the day rather than all day which has been the case for neighboring City's that were surveyed.
- Businesses would like to prioritize the stalls in close proximity to their establishments be for customers rather than employees.

Public Resistance

- Residents and business owners may protest the loss of convenient parking options, arguing that restrictions will hurt daily life and local commerce.
- People accustomed to free, unrestricted parking may resist the changes, viewing them as an inconvenience or an imposition.

Operational Disruptions

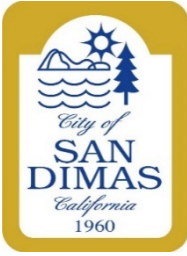
- Introducing new rules could temporarily disrupt business operations, especially for those who have not had formally reserved parking stalls before.
- Having to move employee vehicles multiple times throughout the day. Causing a disruption to business operations.
- One business mentioned being charged a penalty for leaving client unattended due to having to move vehicle to comply with proposed restrictions.
- Having access to purchasing a monthly permit vs doing an annual or semi-annual permit
- Received multiple concerns regarding the south lot and its current lack of parking.

Reduced Foot Traffic

- Parking restrictions could deter customers from visiting downtown businesses if convenient parking is unavailable.
- Small businesses may struggle with reduced access for delivery trucks and customers who rely on convenient parking.
- Employees who work in downtown areas may have limited parking options, which could make their commutes more difficult and increase business costs.

Equity Concerns

- If parking stalls are designated for specific uses or users, there may be concerns about fairness or unequal access, especially in shared spaces.
- One specific business has made several requested to designate 8 parking stalls solely to his business.
- If parking stalls are designated solely to employees and end up not being utilized, it will take away from customer stall availability.



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of February 11, 2025

From: Scott Wasserman, Director of Parks & Recreation

Prepared by: Joseph Jones, Recreation Manager

Subject: Review of Budget and Program for the 2026 City Birthday in Partnership with the 2026 Committee.

SUMMARY

On December 10, 2024, the City Council directed staff to return at a future date to discuss combining the annual City Birthday event with the July 4th Independence Day celebration in 2026 and coordinating activities with the 2026 Committee. Staff has met with the 2026 Committee and is sharing plans for the event per the City Council's request.

RECOMMENDATION

Staff recommends combining City Birthday and the 2026 July 4th celebration with Music in the Park on Friday, July 3, 2026. The cost of combining these events will save the city approximately \$9,867.78 for the 2026-27 budget when compared to anticipated expenditures if the events are produced separately.

GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

No

FISCAL IMPACT

Any action approved by City Council will affect the 2026-27 budget.

BACKGROUND

In 2022, City Council approved the 2026 Committee to begin planning a city-wide event for the 4th of July in 2026 to celebrate the 250th year of Independence.

DISCUSSION/ANALYSIS

For the Meeting of February 11, 2025

It would best serve the City to combine all 3 events to save approximately \$9,867 for 2026-27 budget. Combining these events will produce a larger crowd and provide a variety of activities for the community. Activities will include a summer concert, car show, Farmers Market food vendors, games and activities and quality entertainment.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Jones".

Joseph Jones
Recreation Manager

Attachments:

1. 2026 City Birthday Budget Sheet

Thursday, July 2, 2026 City Birthday/Music in the Park Expenditures

		Outreach		Pre-Planning		Event Day			
Personnel Cost	Hr Rate	Hours	Cost	Hours	Cost	Hours	Cost	Total Hours	Total Cost
Parks & Rec Director	\$172.84		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Recreation Manager	\$129.26		\$0.00	5	\$646.30	5	\$646.30	10	\$1,292.60
Recreation Supervisor	\$97.12		\$0.00	5	\$485.60	6	\$582.72	11	\$1,068.32
Recreation Coordinator(1)	\$77.31		\$0.00	5	\$386.55	6	\$463.86	11	\$850.41
Recreation Specialist (1)	\$61.69		\$0.00	5	\$308.45	6	\$370.14	11	\$678.59
Recreation Leader(4)	\$42.42		\$0.00	6	\$254.52	6	\$254.52	12	\$509.04
Building Maintenance Aide	\$50.44		\$0.00	0	\$0.00	6	\$302.64	6	\$302.64
SUBTOTAL									\$4,701.60
	Supplies	Printing	Rental	Contract Ser.	Traffic Plan				
Supplies & Services	\$400	\$600	\$0	\$2,500	\$1,800				\$5,300.00
TOTAL									\$10,001.60

Donations \$0

TOTAL \$10,001.60

Attendance	Total Exp	Cost per Person
2,000	\$10,001.60	\$5.00

Holiday Pay July 3, 2026 City Birthday/Music in the Park Expenditures

		Outreach		Pre-Planning		Event Day			
Personnel Cost	Hr Rate	Hours	Cost	Hours	Cost	Hours	Cost	Total Hours	Total Cost
Parks & Rec Director	\$172.84		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Recreation Manager	\$129.26		\$0.00	5	\$646.30	5	\$646.30	10	\$1,292.60
Recreation Supervisor	\$145.68		\$0.00	5	\$728.40	6	\$874.08	11	\$1,602.48
Recreation Coordinator(1)	\$115.96		\$0.00	5	\$579.80	6	\$695.76	11	\$1,275.56
Recreation Specialist (1)	\$92.54		\$0.00	5	\$462.70	6	\$555.24	11	\$1,017.94
Recreation Leader(4)	\$63.63		\$0.00	6	\$381.78	6	\$381.78	12	\$763.56
Building Maintenance Aide	\$75.66		\$0.00	0	\$0.00	6	\$453.96	6	\$453.96
SUBTOTAL									\$6,406.10
	Supplies	Printing	Rental	Contract Ser.	Traffic Plan				
Supplies & Services	\$400	\$600	\$0	\$2,500	\$1,800				\$5,300.00
TOTAL									\$11,706.10

Donations \$0

TOTAL \$11,706.10

Attendance	Total Exp	Cost per Person
2,000	\$11,706.10	\$5.85

2024 City Birthday Expenditures

		Outreach		Pre-Planning		Event Day			
Personnel Cost	Hr Rate	Hours	Cost	Hours	Cost	Hours	Cost	Total Hours	Total Cost
Parks & Rec Director	\$172.84		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Recreation Manager	\$129.26		\$0.00	5	\$646.30	4	\$517.04	9	\$1,163.34
Recreation Supervisor	\$97.12		\$0.00	5	\$485.60	5	\$485.60	10	\$427.20
Recreation Coordinator(1)	\$77.31		\$0.00	50	\$3,865.50	5	\$386.55	55	\$4,226.20
Recreation Specialist (1)	\$61.69		\$0.00	7	\$431.83	5	\$308.45	12	\$604.08
Recreation Leader(4)	\$42.42		\$0.00	15	\$636.30	9	\$381.78	24	\$4,502.40
Building Maintenance Aide	\$50.44		\$0.00	0	\$0.00	6	\$302.64	6	\$302.64
SUBTOTAL									\$11,225.86
	Supplies	Printing	Rental	Contract Service	Traffic Plan				
Supplies & Services	\$400	\$600	\$2,500	\$2,000	\$300				\$5,800.00
TOTAL									\$17,025.86

Donations \$0

TOTAL \$17,025.86

Attendance	Total Exp	Cost per Person
2,000	\$17,025.86	\$8.51

Tentative timeline of Events

- Time Event**
- 6pm Concert begins alongside ongoing Car Show on Igelsia Ave.
- 7pm Intermission (Birthday celebration & dignitary comments)
- 8pm Concert concludes
- 9pm Alternate entertainment (ie drones, laser show)
- 10pm Event concludes