



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administrative Services

MEETING DATE: March 21, 2017

PREPARED BY: Buffy Bullis, Administrative Services Director
Lauren Vasquez, Deputy City Manager

AGENDA LOCATION: AR-1

TITLE: Fiscal Year 2016/17 Mid-Year Capital Improvement Program Budget Update

OBJECTIVE: To approve updates for the City's Fiscal Year 2016/17 Capital Improvement Program (CIP) Budget

BACKGROUND: As part of the City's Fiscal Year 2015/17 budgetary process, the City Council approved the organization's first comprehensive CIP budget, which has expanded during the current two-year budget cycle to include over 60 capital improvement items. Since approval of that initial CIP budget, various projects have been further developed and staff has during the past several weeks been working to coordinate a comprehensive mid-year capital budget update for City Council review and consideration.

To that end, after a thorough review of every current capital initiative and a comprehensive assessment of all available funding sources, staff has developed the Mid-Year Fiscal Year 2016/17 CIP Budget Update (Attachment A) which seeks to reallocate capital funding from 24 separate funds to accomplish the following objectives:

- Close out funding for 45 current capital projects that have either been completed or are recommended for modification
- Maintain funding for 19 current capital projects
- Update funding for 7 current capital projects
- Establish 12 new capital initiatives
- Establish a 10% CIP reserve account for 17 relevant and applicable funds

ANALYSIS: A number of adjustments and updates have been made to the City's CIP budget since the overall plan was first adopted. The proposed comprehensive FY 2016/17 CIP Budget Update seeks to close out completed projects, update project funding amounts, reallocate project funding sources, and make other changes to the capital budget based on the most current information available.

While Attachment A to this report outlines all of the proposed capital budget changes, additional details related to the seven projects that are recommended for funding updates, along with the 12 new capital projects that are recommended for establishment, include the following:

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▪ **Current Projects – Funding Updates**

- Park Master Plan – add \$2,500 from the Facilities Fund to add Canyon Park as part of the overall master plan assessment process.
- Julian Fisher Park – add \$310,000 from the Sanitation Fund and the Equipment Replacement Fund to complete our local match for the LA County Proposition A Grant Funding we received for upgrades to Julian Fisher Park. The overall project includes upgrading the existing basketball courts, adding lights, building a restroom, updating landscaping, and establishing a new park entrance sign.
- Performance Measurement Program – add \$10,000 from the Central Services Fund for the development of the City’s overall performance management program.
- Canyon Park Trail Entrance Matching Funds – add \$50,000 from the HWP Fund to complete our local match for the LA County Proposition A Grant Funding we received to upgrade the entrance trail from Canyon Boulevard leading to Canyon Park.
- IT Upgrades – add \$416,500 from the Equipment Replacement Fund and Central Services Fund to implement the results of our IT master plan assessment, including upgrade of our physical network, server system, network equipment, and workstations.
- Non-Renewal Sidewalk Repairs – add \$165,452 from several restricted funding sources, while also reallocating the funding plan for the overall project, to pay for sidewalk repairs that are unassociated with the Monrovia Renewal project.
- HWP Trail Repairs – add \$50,000 from the HWP Fund to complete Hillside Wilderness Preserve (HWP) trail repairs and engage in maintenance efforts for the trail system in the HWP.

▪ **New Capital Projects**

- Mountain / Lemon Intersection Improvements – Establish a new \$55,000 project funded through Proposition C dollars to make needed traffic control improvements at the Mountain Avenue / Lemon Avenue intersection.
- Foothill Boulevard Improvement Project – Establish a new \$800,000 project funded through Proposition C dollars to make comprehensive repairs to the entire length of Foothill Boulevard located in the City, including repairing the asphalt sections of Foothill Boulevard, making necessary concrete repairs on certain segments of the street, and restriping the entire length of Foothill Boulevard utilizing current traffic striping standards.
- Citywide Street Sign Replacement Project – Establish a new \$350,000 project funded through Measure R dollars to redesign and upgrade every street sign in Monrovia.
- Bradoaks / Santa Fe SRTS Grant Match – Allocate \$75,000 in Proposition C funds to meet our local match for the SRTS Grant for pedestrian safety improvements near Bradoaks Elementary School and Santa Fe Middle School.

- Huntington Drive Phase II RSTP Grant Match – Allocate \$228,000 in Proposition C funds to meet our local match for the RSTP Grant for concrete roadway panel improvements along Huntington Drive.
- Monrovia Transit Bus Replacement – Establish a new \$372,000 project funded through Proposition A and Proposition C funds to acquire 5 new buses for the Monrovia Transit fleet that are in need of replacement.
- Station Square Park Modifications – Reallocate \$460,000 in one-time Proposition A (Parks) Funds and Station Square Funding Reimbursement Credits to make needed electrical improvements and site enhancements at Station Square Park.
- Comprehensive Old Town Upgrade Project – Reallocate \$775,000 in funding from multiple sources (including the AQMD Fund, CIP Fund, Development Services Fund, Proposition C Fund, Storm Drain Fund, Sanitation Fund, and Environmental Services Fund) to coordinate one comprehensive improvement project for Old Town, including the establishment of EV Charging Stations, bollards, landscaping improvements, speaker installation, electrical upgrades, irrigation improvements, lighting enhancements, and mid-block in-ground cross-walk lighting upgrades.
- Old Town Parking Lot Upgrade Design – Allocate \$40,000 in funding from the Street Maintenance Fund to design updates to all of the parking lots located in Old Town.
- Comprehensive Library Park Upgrades – Reallocate \$650,000 in funding from the Library Fund to make capital repairs to the Library facility and Library Park, including the installation of lights, bench partition, decorative fencing, landscape / hardscape improvements, atrium space, a restroom near the kids playground area, and other related enhancements to Library Park.
- Huntington Drive Concrete Curb Repairs – Allocate \$120,000 for the repair of concrete curbs along Huntington Drive.

An overview of the above referenced adjustments, along with all of the other proposed CIP Budget modifications, is included as Attachment A.

FISCAL IMPACT: Taken in total, the proposed changes to the Fiscal Year 2016/17 CIP Budget includes \$3.4 million in additional funding allocations for the identified capital upgrades, bringing our total revised CIP Budget to \$13.8 million for 38 active capital initiatives.

However, it is important to note that the additional capital funding allocations being recommended by staff involves the proposed expenditure of restricted funds and grant funds. In fact, the proposed mid-year CIP Budget update would, if approved, reduce our unrestricted general fund capital expenditures by \$433,446. Additionally, all of the proposed funding changes have been thoroughly analyzed to ensure that the proposed capital expenditures would not negatively impact the health of any of our restricted accounting funds.

ENVIRONMENTAL IMPACT: None

OPTIONS: The following options are presented for consideration:

- 1) Approve the recommended Fiscal Year 2016/17 Mid-Year CIP Budget Update as outlined in Attachment A.

- 2) Do not approve the proposed Fiscal Year 2016/17 Mid-Year CIP Budget Update and provide staff with additional direction.

RECOMMENDATION: Staff recommends Option 1, thereby approving the recommended Fiscal Year 2016/17 Mid-Year CIP Budget Update as presented.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to approve the Fiscal Year 2016/17 Mid-Year CIP Budget Update.

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2016/17 Mid-Year Update

Project No.	Project Description	Funding Source	Restricted / Unrestricted	Original Approved Budget Amount	Proposed FY 2016/17 Mid-Year Adjustment	REVISED TOTAL CIP PROJECT BUDGET
EXISTING CIP PROJECTS						
1	CITYWIDE SIDEWALK REPAIR	Street Maintenance Fund	Unrestricted	100,000	(88,865)	11,135
2	OLD TOWN PARKING STUDY	Traffic Safety Fund	Restricted	-	52,260	52,260
	OLD TOWN PARKING STUDY	Street Maintenance Fund	Unrestricted	52,260	(52,260)	-
3	MOUNTAIN AVENUE / BMW PEDESTRIAN CROSSWALK	Street Maintenance Fund	Unrestricted	80,000	-	80,000
4	EV CHARGING STATIONS - OLD TOWN	AQMD Fund	Restricted	150,000	(150,000)	-
5	BIKE SHARE PROGRAM	AQMD Fund	Restricted	150,000	(150,000)	-
6	BIKE MASTER PLAN	AQMD Fund	Restricted	42,500	(5,332)	37,168
7	CBRE CITY ED PROGRAM	Development Services Fund	Restricted	50,000	(5,000)	45,000
8	OLD TOWN STREET LIGHT REHABILITATION	CIP Fund	Unrestricted	50,000	(50,000)	-
9	OLD TOWN HOLIDAY DECORATIONS	CIP Fund	Unrestricted	21,000	2,638	23,638
10	WELL FIELD ARC FLASH IMPROVEMENTS	Water Fund	Restricted	7,160	-	7,160
11	CITY HALL DROUGHT TOLERANT LANDSCAPE	Environmental Services Fund	Unrestricted	45,800	(12,589)	33,211
12	PARK MASTER PLAN	Facilities Maintenance Fund	Unrestricted	44,912	2,500	47,412
13	CANYON PARK CABIN UPGRADES	Facilities Maintenance Fund	Unrestricted	73,000	-	73,000
14	CANYON PARK ENTRY STATION ROOF REPAIRS	Facilities Maintenance Fund	Unrestricted	10,000	(4,800)	5,200
15	CANYON PARK DAM KEEPER'S FACILITY ROOF REPAIR	Facilities Maintenance Fund	Unrestricted	10,000	280	10,280

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FY 2016/17 Mid-Year Update

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16	HISTORICAL MUSEUM ROOF REPAIRS	Facilities Maintenance Fund	Unrestricted	32,000	-	32,000
17	FIRE STATION 101 FLOORING REPLACEMENT	Facilities Maintenance Fund	Unrestricted	30,881	(12,175)	18,706
18	FIRE STATION 102 FLOORING REPLACEMENT	Facilities Maintenance Fund	Unrestricted	1,700	13,475	15,175
19	BOYS AND GIRLS CLUB HVAC REPAIRS	Facilities Maintenance Fund	Unrestricted	3,000	(3,000)	-
20	EIFD FORMATION	Facilities Maintenance Fund	Unrestricted	25,000	(25,000)	-
21	STREET SIGN REPLACEMENT SURVEY	Facilities Maintenance Fund	Unrestricted	80,200	8,000	88,200
22	CITY HALL UPGRADES (SPACE PLANNING)	Facilities Maintenance Fund	Unrestricted	30,000	-	30,000
23	MESSAGE BOARDS	Equipment Replacement Fund	Unrestricted	73,030	-	73,030
24	JULIAN FISHER PARK - PROP A GRANT LOCAL MATCH	Grant Funding	Restricted	250,000	-	250,000
	JULIAN FISHER PARK - PROP A GRANT LOCAL MATCH	Equipment Replacement Fund	Unrestricted	140,000	10,000	150,000
	JULIAN FISHER PARK - PROP A GRANT LOCAL MATCH	Sanitation Fund	Restricted	-	300,000	300,000
25	PERFORMANCE MEASUREMENT PROGRAM	Central Services Fund	Unrestricted	10,000	10,000	20,000
26	CITY WEBSITE UPGRADE	Central Services Fund	Unrestricted	44,975	-	44,975
27	CITY COUNCIL CHAMBER UPGRADE	Central Services Fund	Unrestricted	89,000	5,678	94,678
28	ONLINE PERSONNEL EVALUATION SYSTEM	Central Services Fund	Unrestricted	30,000	-	30,000
29	PUBLIC WORKS GIS MAPPING EQUIPMENT	Central Services Fund	Unrestricted	25,000	(25,000)	-
30	FIRE STATION 103 UPGRADES	HWP Fund	Restricted	42,000	-	42,000

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31	CANYON PARK ENTRANCE TRAIL - PROP A MATCH	Grant Funding	Restricted	149,000	-	149,000
	CANYON PARK ENTRANCE TRAIL - PROP A MATCH	HWP Fund	Restricted	25,000	50,000	75,000
32	LIBRARY BUILDING LED BULB REPLACEMENT	Library Fund	Restricted	8,000	(8,000)	-
33	LIBRARY PARK RESTROOM DESIGN	Library Fund	Restricted	25,000	(25,000)	-
34	SECURITY CAMERAS	Library Fund	Restricted	90,786	-	90,786
35	SECURITY CAMERAS	Facilities Maintenance Fund	Unrestricted	90,786	-	90,786
36	LIBRARY BUILDING LANDSCAPE DESIGN	Library Fund	Restricted	6,500	(6,500)	-
37	LIBRARY BUILDING LANDSCAPE CONSTRUCTION	Library Fund	Restricted	31,500	(31,500)	-
38	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Water Fund	Restricted	438,138	-	438,138
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Sanitation Fund	Restricted	295,042	-	295,042
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Proposition C Fund	Restricted	33,764	-	33,764
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Measure R Fund	Restricted	68,496	-	68,496
39	IT UPGRADES	Equipment Replacement Fund	Unrestricted	-	250,000	250,000
	IT UPGRADES	Central Services Fund	Unrestricted	83,500	166,500	250,000
40	OLD TOWN LANDSCAPE DESIGN / IMPROVEMENTS	CIP Fund	Unrestricted	165,000	(165,000)	-
41	HUNTINGTON DRIVE MEDIAN UPGRADES	Water Fund	Restricted	-	350,000	350,000
	HUNTINGTON DRIVE MEDIAN UPGRADES	Sanitation Fund	Restricted	-	350,000	350,000
	HUNTINGTON DRIVE MEDIAN UPGRADES	Measure R Fund	Restricted	1,100,162	(700,000)	400,162
42	MONROVIA LEGACY PROJECT	Bartle Trust Fund	Restricted	150,000	-	150,000
43	TRAKIT PERMITTING PROGRAM	Development Services Fund	Restricted	299,020	-	299,020
44	BLUE STAR BANNER FLAG UPDATES	General Fund	Unrestricted	25,000	-	25,000

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45	NON-RENEWAL SIDEWALK REPAIRS	TDA Funding	Restricted	-	100,000	100,000
	NON-RENEWAL SIDEWALK REPAIRS	Storm Drain Fund	Restricted	-	50,000	50,000
	NON-RENEWAL SIDEWALK REPAIRS	Water Fund	Restricted	-	264,455	264,455
	NON-RENEWAL SIDEWALK REPAIRS	Sanitation Fund	Restricted	-	264,455	264,455
	NON-RENEWAL SIDEWALK REPAIRS	Street Maintenance Fund	Unrestricted	620,187	(513,458)	106,729
46	STATION SQUARE PARKING STUDY	Traffic Safety Fund	Restricted	75,000	(75,000)	-
47	PARKING TICKET MACHINE UPGRADE	Traffic Safety Fund	Restricted	30,000	-	30,000
48	OLD TOWN BOLLARDS	Development Services Fund	Restricted	75,000	(75,000)	-
49	GIS SYSTEM	Water Fund	Restricted	54,700	43,900	98,600
50	CATCH BASIN STORM DRAIN DESIGN	Storm Drain Fund	Restricted	20,000	(20,000)	-
51	PD OFFICE RENOVATIONS	Facilities Maintenance Fund	Unrestricted	43,650	5,753	49,403
52	COMMUNITY CENTER PLANNING	Facilities Maintenance Fund	Unrestricted	10,000	-	10,000
53	FS 101 SHED EXPANSION	Facilities Maintenance Fund	Unrestricted	15,000	-	15,000
54	COLORADO COMMONS GARAGE ELEVATOR REPAIR	Facilities Maintenance Fund	Unrestricted	60,000	(60,000)	-
55	RECREATION PARK BASEBALL FIELD UPGRADE	Facilities Maintenance Fund	Unrestricted	30,000	(30,000)	-
56	POLICE DEPARTMENT GUNS	Equipment Replacement Fund	Unrestricted	42,066	(9,212)	32,854
57	FATS MACHINE REPLACEMENT	Equipment Replacement Fund	Unrestricted	71,507	-	71,507
58	SPILLMAN MODULE UPDATE	Equipment Replacement Fund	Unrestricted	50,000	-	50,000
59	POLICE DEPARTMENT TIMECARD SYSTEM	Equipment Replacement Fund	Unrestricted	25,000	-	25,000
60	HWP FIRE ROAD REPAIRS	HWP Fund	Restricted	75,500	(1,675)	73,825

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61	HWP GATORS	HWP Fund	Restricted	27,093	382	27,475
62	LIBRARY PLANNING	Library Fund	Restricted	10,000	(10,000)	-
63	LIBRARY STRATEGIC PLAN	Library Fund	Restricted	46,600	-	46,600
64	LIBRARY OFFICE RENOVATIONS	Library Fund	Restricted	10,000	-	10,000
65	SANTA FE MIDDLE SCHOOL BIOSWALE	General Fund	Unrestricted	18,000	(18,000)	-
66	STATION SQUARE ELECTRICAL IMPROVEMENTS	Prop A (Parks) Fund	Restricted	150,000	(150,000)	-
67	STATION SQUARE SITE PROTECTION / IMPROVEMENTS	311 Fund	Restricted	200,000	(200,000)	-
68	OLD TOWN LED LIGHT INSTALLATION	CIP Fund	Unrestricted	100,000	(100,000)	-
69	OLD TOWN SPEAKER INSTALLATION	CIP Fund	Unrestricted	100,000	(100,000)	-
70	OLD TOWN WALKWAY / ALLEY IMPROVEMENTS	Street Maintenance Fund	Unrestricted	50,000	(50,000)	-
71	HWP TRAIL REPAIRS	HWP Fund	Restricted	150,000	50,000	200,000

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NEW CIP PROJECTS						
72	MOUNTAIN / LEMON INTERSECTION RECONSTRUCT	Proposition C Fund	Restricted	-	55,000	55,000
73	FOOTHILL BOULEVARD IMPROVEMENT PROJECT	Proposition C Fund	Restricted	-	800,000	800,000
74	CITYWIDE STREET SIGN REPLACEMENT	Measure R Fund	Restricted	-	350,000	350,000
75	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	Grant Funding	Restricted	731,141	-	731,141
	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	Proposition C Fund	Restricted	-	75,000	75,000
76	HUNTINGTON DRIVE PHASE II - RSTP GRANT MATCH	Grant Funding	Restricted	1,800,000	-	1,800,000
	HUNTINGTON DRIVE PHASE II - RSTP GRANT MATCH	Proposition C Fund	Restricted	-	228,000	228,000
77	HUNTINGTON DRIVE / 5TH AVENUE - HSIP GRANT MATCH	Grant Funding	Restricted	580,000	-	580,000
	HUNTINGTON DRIVE / 5TH AVENUE - HSIP GRANT MATCH	Grant Funding	Restricted	260,000	-	260,000
	HUNTINGTON DRIVE / 5TH AVENUE - HSIP GRANT MATCH	Proposition C Fund	Restricted	-	76,500	76,500
78	MONROVIA TRANSIT BUS REPLACEMENT PURCHASE	Proposition A Fund	Restricted	-	200,000	200,000
	MONROVIA TRANSIT BUS REPLACEMENT PURCHASE	Proposition C Fund	Restricted	-	172,000	172,000
79	STATION SQUARE PARK MODIFICATIONS	Prop A (Parks) Fund	Restricted	-	185,000	185,000
	STATION SQUARE PARK MODIFICATIONS	311 Fund	Restricted	-	275,000	275,000
80	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	AQMD Fund	Restricted	-	150,000	150,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	CIP Fund	Unrestricted	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Development Services Fund	Restricted	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Proposition C Fund	Restricted	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Storm Drain Fund	Restricted	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Sanitation Fund	Restricted	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Environmental Services Fund	Unrestricted	-	250,000	250,000
81	OLD TOWN PARKING LOT UPGRADES	Street Maintenance Fund	Unrestricted	-	40,000	40,000
82	COMPREHENSIVE LIBRARY PARK UPGRADES	Library Fund	Restricted	-	650,000	650,000

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FY 2016/17 Mid-Year Update

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83	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Storm Drain Fund	Restricted	-	20,000	20,000
	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Street Sweeping Fund	Restricted	-	80,000	80,000
	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Measure R Fund	Restricted	-	20,000	20,000
CIP RESERVES (10% RESERVE SET-ASIDE PER APPLICABLE FUND)						
84	STREET MAINTENANCE FUND CIP RESERVE	Street Maintenance Fund	Unrestricted	-	15,035	15,035
85	PROPOSITION A FUND CIP RESERVE	Proposition A Fund	Restricted	-	20,000	20,000
86	PROPOSITION C FUND CIP RESERVE	Proposition C Fund	Restricted	-	149,043	149,043
87	AQMD FUND CIP RESERVE	AQMD Fund	Restricted	-	15,005	15,005
88	MEASURE R FUND CIP RESERVE	Measure R Fund	Restricted	-	77,705	77,705
89	CIP FUND CIP RESERVE	CIP Fund	Unrestricted	-	7,500	7,500
90	WATER UTILITY FUND CIP RESERVE	Water Fund	Restricted	-	72,022	72,022
91	SANITATION FUND CIP RESERVE	Sanitation Fund	Restricted	-	101,259	101,259
92	STORM DRAIN FUND CIP RESERVE	Storm Drain Fund	Restricted	-	14,500	14,500
93	STREET SWEEPING FUND CIP RESERVE	Street Sweeping Fund	Restricted	-	8,000	8,000
94	ENVIRONMENTAL SERVICES FUND CIP RESERVE	Environmental Services Fund	Unrestricted	-	25,089	25,089
95	FACILITIES MAINTENANCE FUND CIP RESERVE	Facilities Maintenance Fund	Unrestricted	-	43,328	43,328

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96	EQUIPMENT REPLACEMENT FUND CIP RESERVE	Equipment Replacement Fund	Unrestricted	-	57,936	57,936
97	CENTRAL SERVICES FUND CIP RESERVE	Central Services Fund	Unrestricted	-	34,075	34,075
98	HWP FUND CIP RESERVE	HWP Fund	Restricted	-	41,830	41,830
99	LIBRARY FUND CIP RESERVE	Library Fund	Restricted	-	72,386	72,386
100	311 FUND CREDITS CIP RESERVE	311 Fund	Restricted	-	27,500	27,500