



**CITY OF MONTCLAIR
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2008-2012**

OVERVIEW AND PROCEDURES

The Capital Improvement Program is a comprehensive five-year plan of capital improvement projects and related financing sources for the City of Montclair. The objective of the program is to enhance long-range planning to meet the City's capital asset needs and to assure that funding is available as necessary. Although a separate legal entity, financing from the Redevelopment Agency is included to provide for a single plan document.

CAPITAL IMPROVEMENTS DEFINED

Expenditures included in the Capital Improvement Program are usually purchases or construction of capital assets including streets; park developments or upgrades; major construction of public facilities; and acquisition, maintenance, or rehabilitation of city infrastructure. As a general rule, the cost of the project should be significant in relationship to the operating budget. However, expenditures charged to the street improvement funds including Measure I and Gas Tax moneys and the Infrastructure Fund are included regardless of cost. In addition, expenditures charged to the Park Development Fund for projects funded by the MacArthur Park Cellular Site Lease are also included in the Program regardless of cost.

CODING SYSTEM

The Capital Improvement Program uses a specific numbering system. This numbering system is a series of three numbers (P-YY-N). Specifically, the first number of the series indicates project category, the second set of numbers indicates the year the project was initially requested, and the third number in the series is a sequential number that provides each project a unique number.

The Capital Improvement Program projects are segregated within the Sources and Uses document by project category. Within each project category the projects are listed by the year of the initial request. Listed below are the Project Categories and their number designation:

<u>Designation #</u>	<u>Project Category</u>
1	Street Improvements
2	Traffic Signal Improvements
3	Storm Drain Improvements
4	Sewer System Improvements
5	Park System Improvements
6	Public Facility Improvements
7	Equipment Improvements
8	Other Improvements

PROGRAM FORMAT

The program document consists of recognition of past accomplishments, summary of capital improvement projects by category, summary of sources and uses statement, prior years' project summary, and fiscal years 2008-2012 supporting detail project information schedules. Presented again this year is a section entitled Investing in Montclair (pp. 7-12). This section was named after the City Council's continuous commitment to improve Montclair's physical appearance as outlined in the City's Business Plan (Strategic Priority No. 3 – City Image). Investing in Montclair pictorially highlights a sample of previously completed projects. Also presented again this year is the Capital Improvement Program Summary report (pp. 13-14). This report provides summary information of the capital improvement projects by category and their related funding sources. The Statement of Estimated Revenues, Proposed Expenditures and Fund Balances (pp. 15-18) summarize all proposed capital improvement projects and available funding sources. The statement also shows the amount of unfunded costs, which must be financed before all projects in the program, can be undertaken. In each fiscal year the funded projects are presented first and the unfunded projects are presented last. The Prior Years Summary report (pp. 19-26) identifies previously authorized and appropriated projects that are pending completion. Each project in this report includes an identifying project number, a brief project description, and the current status of the project. As in past Capital Improvement Programs, each project included in the Statement of Estimated Revenues, Proposed Expenditures and Fund Balances is supported by a detail schedule that provides for project description, location and specific cost and funding information. The project detail schedules are collated by project category and in the same order as they are presented in the sources and uses statement.

FUNDING SOURCES

The primary sources of financing for the program will come from "earmarked" capital improvement funds, i.e., 2005 Bond Proceeds, Gas Tax, Measure I Sales Tax and from the Redevelopment Agency. In Fiscal Year 2004-05, the City re-established transfers from the General Fund to the Infrastructure Fund to finance rehabilitation, enhancements, and replacement of infrastructure at various locations. The City created the City Facilities Improvement Fund in Fiscal Year 2000-01 for Council authorized capital improvements to City facilities. Annually, the City transfers funds from the General Fund to the City Facilities Improvement Fund in order to level the capital financing needs required for rehabilitation, maintenance, and repair of city facilities.

The Capital Improvement Program is a comprehensive plan that includes project requests where financing has not been identified. To complete all projects in the five-year program, an additional \$8.5 million is required (see page 18). The bulk of the unfunded project column of the Statement of Estimated Revenues, Proposed Expenditures and Fund Balances are for North Plaza Storm Drain (Project #3-08-1) for \$4,000,000, Mission Boulevard Improvements – Design Phases 7, 8 and 9 (Project #1-07-8) for \$500,000, and Mission Boulevard Improvements – Phase 9 (Project #1-07-9) for \$2,750,000. Staff hopes to secure future RDA, federal and/or state grant funding for these projects.

It should be noted that a prolonged deferral of the City's capital infrastructure would at some point create its own financial crisis. One possible method to address capital project requests needing financing and not affect the General Fund Operating Budget at budget adoption is to transfer some or the entire General Fund surplus at year end, if and when it occurs.

SUMMARY OF MAJOR PROJECT REQUESTS

There are several significant project requests in the 2008-2012 Capital Improvement Program. The largest request is the Remodel of the Senior Center and Youth Center (Project # 6-06-4). This project will renovate the former police facility to accommodate the new youth center, the community center to better accommodate its use as a senior center, and renovate Alma Hofman Park. The total cost for this project is \$7,350,500 – \$7,000,000 of 2005 Bond Proceed funds, \$123,000 of Project II Tax Allocation Bond Proceeds, and \$227,500 of San Bernardino County Special Project Funds.

The City Facilities Improvement Fund was established in Fiscal Year 2000-2001 for the purpose of improving city buildings and facilities. Included in the 2008-2012 Capital Improvement Program are the following six projects:

- 1) **Starlight Patio Concrete Replacement (Project # 6-06-9) for \$13,000** This project would replace existing concrete and correct drainage problems in the Starlight Patio located by the recreation building at the Civic Center.
- 2) **Corporate Yard Fuel System Replacement (Project # 6-07-2) for \$175,000** This project would provide for the removal of the existing underground unleaded/diesel fueling system and replace it with an above-ground fuel system with a covered shelter.
- 3) **City Facilities Roof Replacement Project (Project # 6-07-4) for \$760,000** This project would re-roof the Library high roof, City Hall, the existing Police Department building, Community Center high roof, and Alma Hofman storage shed. This project will be coordinated with the remodel of the existing Police building and the existing Community Center building.
- 4) **Underground Fuel Storage Tank Removal at Fire Station No. 1 (Project # 6-08-3) for \$24,842** This project would remove existing underground fuel storage tanks located at Fire Station No. 1 and would be implemented immediately after the completion of the new Police Facility. Fueling of all Fire Department vehicles will take place at the new Police facility once operational.
- 5) **City Facilities Americans with Disabilities Act (ADA) Door Replacement Project (Project # 6-08-4) for \$35,000** This project would replace existing doors with automatic-type doors at the main entrance to City Hall from Benito Street, the south entrance facing door to City Hall from the parking lot, and the main entrance to Recreation.
- 6) **Shower Tile Replacement at Fire Station No. 1 (Project # 6-08-5) for \$14,000** This project would replace existing ceramic tile in the showers at Fire Station No. 1.

The Park Development Fund is included in the Capital Improvement Program in order to schedule projects in MacArthur Park as a result of the Cellular Site Lease and other park improvements with their related funding sources. Included in the 2008-2012 Capital Improvement Program are four projects that total \$462,500 and will install playground equipment and energy-efficient lighting in MacArthur Park, Alma Hofman Park renovations, and Sunset Park facilities improvements.

The Capital Improvement Program also includes significant Gas Tax, Measure I, and 2005 Bond Proceed funds to construct improvements in Fiscal Years 2007-2008 through 2011-2012. Significant scheduled capital improvements include the following:

- 1) **Mission Boulevard Improvements – Phases 5 and 6 for \$850,000 (Project #1-07-7)** This project will improve pavement rehabilitation, median curbs, landscaping, parkway improvements, and street lighting from approximately 300 feet east of Monte Vista Avenue to Central Avenue.
- 2) **Safe Route to Schools Sidewalk Inlay Project for \$625,000 (Project #1-08-8)** This project will construct sidewalks in an area bounded by Ramona Avenue on the west, the I-10 freeway on the south, the San Antonio channel on the east, and Moreno Street on the north. Funding would come from state grants.
- 3) **Mission Boulevard Improvements – Phase 7 and 8 for \$2,200,000 (Project #1-07-9)** This project will improve pavement rehabilitation, median curbs, landscaping, and street lighting from east of Pipeline Avenue to the City limit at San Antonio Channel.
- 4) **Palo Verde Street Landscape Project for \$1,000,000 (Project #1-08-9)** This project will reconstruct and extend median islands on Palo Verde Street, from Central Avenue to Monte Vista Avenue.
- 5) **North Montclair Infrastructure Improvements for \$4,250,000 (Project #1-08-10)** This project would initiate public improvements for the North Montclair Specific Plan, and Phase 1 would provide median island improvements on Arrow Highway between Monte Vista Avenue and Central Avenue.

RELATIONSHIP TO THE BUDGET

It should be noted that the City of Montclair's Capital Improvement Program is not a budget document. The Capital Improvement Program is actually an evolving ongoing document, while the operating budget is for current fiscal year projects only. It is believed that City Council and the Agency Board should review both the capital improvement program and operating budget together prior to adopting final spending authorizations. However, projects occurring in the first year of the program, which are approved by City Council and the Agency Board, will be incorporated into the Fiscal Year 2007-08 Preliminary Budget for final consideration in June.

ANNUAL PLAN REVIEW

The Capital Improvement Program is a dynamic planning document and, consequently, must be revised to address changing needs, priorities and financial conditions. Annually, the program will be reviewed and revised as necessary with an additional year being added to replace the current budget year. The program will again be submitted to the City Council and the Agency Board for approval prior to incorporation of current year project requests into the preliminary budget.