



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administrative Services

MEETING DATE: June 4, 2024

STAFF REFERENCE: Buffy Bullis, Administrative Services Director

AGENDA LOCATION: AR-1

GOVERNMENT CODE SECTION 84308 APPLIES: No

TITLE: Fiscal Year 2023-24 Budget Update, Resolution No. 2024-34; Fiscal Year 2023-24 Schedule of Fees and Charges Update, Resolution No. 2024-45

OBJECTIVE: To provide a Fiscal Year 2023-24 Budget update, to authorize proposed budget adjustments, and to authorize changes to the Fiscal Year 2023-24 Schedule of Fees and Charges

BACKGROUND: In June 2023, the City Council adopted the Two-Year Budget for Fiscal Years 2023-24 and 2024-25. The budget was established using conservative revenue and expenditure projections and incorporates the City's five Financial Resiliency Principles, which seek to strengthen the City's fiscal health and preserve General Fund dollars. Since the approval of the budget, staff has closely monitored the City's financial position and provided the City Council with quarterly budget updates in November 2023 and February 2024. Budget adjustments were proposed at each quarterly update to align updated estimates with the latest projections at the time.

As part of this final review for Fiscal Year 2023-24, staff has taken into account the current economic environment and updated projections through the end of the fiscal year. Additionally, staff has also evaluated Capital Improvement Program (CIP) Projects, with a special focus on reviewing project timing and the availability of staff resources needed to oversee, manage, and coordinate multiple projects. Based on this review, staff is proposing budget adjustments as part of this budget update. This is the final budget update for the Fiscal Year 2023-24.

ANALYSIS: This budget update will provide the City Council with a high-level overview of the City's current financial position. Staff analyzed quarterly activity for each revenue and expenditure line item of the budget and also considered current economic conditions. Similar to the last two budget updates provided in November 2023 and February 2024, there continues to be a slowing of sales tax revenues due to a reduction in revenue from new vehicle purchases. The State and County Pool allocations, which reflect online purchases, are also reduced from revenue levels compared to the previous year. However, most other revenues are tracking as projected, and inflation levels are still trending lower than historic highs from recent years.

Staff are proposing budget adjustments to better align the budget with these latest estimates and to update the CIP budget to reflect projects that span across multiple fiscal years. Detailed listings of proposed operating budget and CIP adjustments are attached as Attachment A (Operating Budget Adjustments) and Attachment B (CIP Budget Adjustments) to Resolution 2024-34 for City Council's review and consideration. Each operating budget adjustment includes a description in the Comments Section of the schedule to provide detail for each adjustment. For CIP adjustments, adjustments are mainly due to the timing of project completion (i.e., project work will be shifted to a subsequent fiscal year). Additionally, some CIP adjustments are due to changes in projected cost estimations.

Fiscal Year 2023-24 Proposed Budget Adjustments

Total operating revenues will be adjusted downward by \$68,560 and total operating expenditures will be adjusted upward by \$2,008, for a total net negative City-wide operating budget adjustment of \$70,568. Additionally, for the CIP budget, project revenues will be adjusted downward by \$9,301,343 and project expenditures will be adjusted downward by \$14,997,295.

In total, the City’s overall budgeted revenues for Fiscal Year 2023-24 are projected to be \$132.80M and budgeted expenditures are \$138.18M for Fiscal Year 2023-24. The excess of budgeted expenditures over budgeted revenues is the planned use of reserves that have been set aside in a prior year and that are approved as part of the budget. Below is a summary of Citywide revenues and expenditures, by fund type, which includes CIP expenditures:

**Table A
Citywide Revenues and Expenditures (Includes CIP)**

Fund Type	Fiscal Year 2023-24 Original Budget		Fiscal Year 2023-24 Revised Budget	
	Revenue	Expenditure	Revenue	Expenditure
General Fund	\$49.80 M	\$50.25 M	\$49.01 M	\$50.90 M*
General Fund – Other Funds (Dev. Services/Emergency Event/Measure K)	\$23.00 M	\$16.71 M	\$17.86 M	\$11.35 M
Enterprise	\$22.12 M	\$27.02 M	\$20.67 M	\$24.04 M
Special Purpose	\$35.08 M	\$42.72 M	\$34.39 M	\$39.93 M
Internal Service	<u>\$10.87 M</u>	<u>\$11.79 M</u>	<u>\$10.87 M</u>	<u>\$11.96 M</u>
Total Budget	<u>\$140.87 M</u>	<u>\$148.49 M</u>	<u>\$132.80 M</u>	<u>\$138.18 M</u>

* Excludes one-time purchase of building for \$6.0M

Below is a discussion of the Fiscal Year 2023-24 proposed budget adjustments.

General Fund

It is recommended that General Fund revenues be adjusted downward by \$125,560 and General Fund operating expenditures be adjusted downward by \$9,507, for a total net negative adjustment of \$116,053.

General Fund Revenues

The General Fund’s three key revenues, property tax, sales tax, and transient occupancy tax (TOT), are tracking to budget with only one additional adjustment being proposed at this time. A negative adjustment of \$94,660 is being proposed to Property Tax In-Lieu revenue to align the budget with updated actuals for the fiscal year. During this fiscal year, there has been a slowdown in sales tax revenue, which is largely attributed to the Autos and Transportation and the State and County Pool allocations; however, an adjustment was made to the sales tax budget in the previous quarterly update, and the estimates developed at the time still remain accurate.

Staff also reviewed non-major General Fund revenues, which include user fees and charges, fines and forfeitures, revenue from other agencies, interest earnings, transfers in, and other various revenues. A combination of both increases and decreases to General Fund non-major revenues is being proposed as part of this update, for a net total decrease of \$30,900. Adjustments are being proposed to align the budget with estimated actuals through the end of the year and proposed adjustments (both positive and negative) are mainly attributable to adjustments for changes in the level of participation in various programs throughout the year.

General Fund Expenditures

Overall, actual expenditures in the General Fund are tracking to budget for most expenditures; however, a series of budget adjustments is being proposed in the General Fund to better align the budget with estimated costs through the end of the year. Proposed operational budget adjustments are included on Attachment A and include adjustments to personnel accounts and maintenance and operations costs. In total, a General Fund expenditure decrease of \$9,507 is being proposed. This net decrease includes a combination of increases and decreases for items such as operational supplies, staff development and training, personnel adjustments, as well as other various adjustments. Adjustments that are \$20,000 and greater are discussed below:

- An increase of \$20,000 is being proposed to adjust the budget for City sponsorships with community partners.
- A decrease of \$20,000 in postage expense and a decrease of \$37,700 in printing expense is being proposed to adjust the budget for Monrovia Today expenditures already budgeted in another account.
- A decrease of \$20,000 is being proposed for a reduction in Wilderness Management training expenditures not needed through the end of the year.
- An increase of \$65,000 is being proposed for expenses related to participating in the 2024 All-America City event hosted in Denver, Colorado, in June 2024. This amount includes travel, airfare, per diem meal allowances, and all costs associated with the event for 30 people.

A detailed list of all operating budget adjustments is attached to Resolution No. 2024-34 as Attachment A.

Fiscal Year 2023-24 General Fund Ending Financial Position

Overall, when factoring all Fiscal Year 2023-24 General Fund proposed revenue and expenditure adjustments, the General Fund is estimated to close the Fiscal Year 2023-24 with a deficit of \$1.88M. As discussed at the last quarterly budget review in February 2024, unique to this fiscal year is the one-time purchase of the building at 324-328 S. Myrtle Ave. for approximately \$6.0M, which was funded from General Fund reserves. Excluding this one-time purchase, when factoring all Fiscal Year 2023-24 General Fund proposed revenue and expenditure adjustments, the General Fund is estimated to close the Fiscal Year 2023-24 with a deficit of (\$1.88M). Table B, below, provides a summary of the breakdown of this calculation.

Table B
FY 2023-24 General Fund *
Ending Financial Position

General Fund Budget Item	Amount (\$)
FY 2023-24 Budgeted Revenues <i>(includes Q1, Q2, and Q3 adjustments)</i>	\$ 49,010,788
FY 2023-24 Budgeted Expenditures <i>(includes Q1, Q2, and Q3 adjustments)</i> <i>(Excludes one-time purchase of building for \$6.0M)</i>	<u>(\$50,896,663)</u>
Net FY 2023-24 General Fund Surplus/(Deficit) <i>(Excludes one-time purchase of building for \$6.0M)</i>	<u>(\$ 1,885,875)</u>

* Does not include other funds that are rolled into the General Fund on the ACFR.

While a deficit is projected for Fiscal Year 2023-24, it is important to note that the budget is based on conservative revenue and expenditure projections (i.e., worst-case scenario budget). Additionally, staff continue to diligently manage the budget and spend only what is actually needed. This approach has yielded annual savings each year, resulting in ongoing surpluses over the last several years (although deficits were originally projected). For example, the General Fund closed the year better than budget for the last three years (e.g., Fiscal Year 2022-23 was \$2.13M better than budget, Fiscal Year 2021-22 was \$3.79M better than budget, and FY 2020-21 was \$2.84M better than budget).

Over a two-year period, excluding the one-time property purchase noted above, the net deficit in the General Fund is (\$789K). Table C, below, shows a two-year summary of the General Fund deficit for Fiscal Year 2022-23 and 2023-24.

**Table C
General Fund Deficit *
Two-Year View (FY 22-23 and FY 23-24)**

General Fund Budget Item	Amount (\$)
FY 2022-23 GF Ending Surplus	\$ 1,096,469
FY 2023-24 GF Estimated Year-End Deficit <i>(Excludes One-time Property Purchase of \$6.0M)</i>	<u>(\$1,885,875)</u>
Net Two-Year Deficit	<u>(\$ 789,406)</u>

* Does not include other funds that are rolled into the General Fund on the ACFR.

Fiscal Year 2023-24 Other City Funds (Non-General Fund) Revenues and Expenditures

Staff is also proposing adjustments to non-General Fund Accounts. As mentioned earlier, a listing of all operational adjustments is included as Attachment A, and each adjustment includes a description in the Comments Section of the schedule to provide detail for each adjustment. Below is a discussion of the adjustments greater than \$50,000 for Fiscal Year 2023-24.

Revenue Adjustments

- Measure K Fund – An increase of \$68,000 is being proposed to Measure K revenues, based on staff’s and HDL’s latest estimates. Revenues have been strong and have shown consistent growth year-over-year.

Expenditure Adjustments

- Development Services Fund – A decrease of \$90,000 is being proposed for a reduction in professional inspection services costs through the remainder of the fiscal year.

Capital Improvement Program (CIP) Update:

The CIP Plan is the City’s comprehensive, long-term, capital asset replacement plan that seeks to set aside funds, through the annual budgeting process, to ensure that assets can be replaced on a predetermined schedule. As part of this budget update, staff evaluated each capital project included on the CIP Plan and determined updated cost estimates and updated project completion timelines for each project. Projects have been prioritized based on available staffing resources. Given the number of projects included on the CIP Plan and the staff time required to manage and oversee each project, some projects have been deferred to Fiscal Year 2024-25 or a future year. Staff is proposing a series of budget adjustments to the CIP Budget (Resolution No. 2024-34, Attachment B), based on updated estimates, resulting in a proposed decrease of \$9,301,343 in CIP revenues and a proposed decrease of \$14,997,295 in CIP expenditures. Of note, \$5.4M in Canyon Park Repair expenditures have been shifted to Fiscal Year 2024-25, due to the timing of project completion, which is expected to be completed in December 2024. Additionally, several other large projects will be completed next year or in future years, which includes projects such as the Santa Anita Wash Cover Project, the Wellfield Electrical Project, the Station Square Transit Village Booster Pump Project, and the Encanto Park Stormwater Capture Project

The proposed CIP budget adjustments will allow the budget to closely align with updated project timelines and cost estimates. A detailed listing of the CIP projects budgeted for Fiscal Year 2023-24 is attached as Exhibit 1 to this report and includes information for each project, such as project description, budget amount, project status, as well as other information.

New Fees and Fee Adjustments

Staff is proposing fee adjustments to the City's Brush Defensible Space Inspection Fee. This fee applies to properties located in Monrovia's Very High Fire Hazard Severity Zone (VHFHSZ), which receive defensible space inspections, on an annual basis, to ensure brush clearance compliance. Based on the proposed fee schedule, the first and second inspections will continue to be performed at no charge for the resident (same as before). However, if violations are not corrected after the second inspection or the third inspection, a fee will be assessed. Staff do not believe this fee will be used very often, as most residents are able to complete brush removal within the first or second inspections. Rather, fees after a failed second inspection – and subsequent inspections – will help ensure residents are complying with the program. Adjustments are being proposed in order to recover the full cost of providing the service. Additionally, staff is proposing to eliminate the separate Brush Abatement Second Re-Inspection Fee, as this fee is being incorporated into the Brush Defensible Space Inspection Fee structure. Below is a listing of the proposed changes:

**Table D
Changes to Schedule of Fees and Charges**

Service Description (Fire Department)	Old Fee	New Fee	Cost Recovery %	Comments
<i>Brush Defensible Space Inspection</i>				
First Inspection	\$0.00	\$0.00	N/A	No charge.
Second Inspection	\$0.00	\$140.00	100%	Assessed only if violation is not corrected.
Third Inspection	\$117.00	\$203.00	100%	Assessed only if violation is not corrected. Fee includes cost recovery for third inspection and final inspection.
AB-38 Defensible Space Inspections and Compliance Report Fee	\$64.00	\$105.00	100%	Updated fee to cover cost of providing service.
<i>Brush Abatement</i>				
Second Re-Inspect (Engine or Fire Inspector)	\$117.00	\$0.00	N/A	Remove.

The schedule of these fee changes is attached as Attachment A to Resolution No. 2024-45.

Next Steps:

This is the final budget update for Fiscal Year 2023-24. Staff is currently working on the development of the Fiscal Year 2024-25 Budget. Below are tentative dates for the upcoming Fiscal Year 2024-25 Budget study session and formal budget approval:

- Fiscal Year 2024-25 Study Session - CIP Overview, Operating Budget, and Fees and Charges **(Tentatively Scheduled for June 18)**
- Formal Budget Approval **(Tentatively Scheduled for July 2)**

Summary

In summary, this quarterly budget update proposes adjustments that continue to ensure a conservative, yet realistic, budget that allows the City to focus resources on building reserves, addressing liabilities, completing CIP projects, providing competitive compensation, and providing premier programs, services and events for our community.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with approving the recommended adjustments.

FISCAL IMPACT: The updated estimates provided in this report are based on the latest information available at this time and include assumptions and forecasts, which may change. Total operating revenues will be adjusted downward by \$68,560, and total operating expenditures will be adjusted upward by \$2,008 for a total net negative operating budget adjustment of \$70,568. Additionally, for the CIP budget, project revenues will be adjusted downward by \$9,301,343 and project expenditures will be adjusted downward by \$14,997,295.

OPTIONS: The following options are presented for consideration:

1. Adopt Resolution No. 2024-34 to approve the proposed budget adjustments, and adopt Resolution No. 2024-45 to approve the changes to the Fiscal Year 2023-24 Schedule of Fees and Charges.
2. Make additional adjustments to the information presented.
3. Seek clarification or further detail on specific items, and refer those items to staff for additional analysis or research.

RECOMMENDATION: Staff recommends that the City Council select Option 1 to authorize the recommended budget adjustments and changes to fees and charges.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution Nos. 2024-34 and 2024-45.

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	Updated 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	FY23/24 Budgeted Amount	Project Number	Status
Municipal Facilities							
Municipal Facilities	City Clerk's Office Remodel	To enhance customer service, construct a doorway from the primary workspace to the front counter of City Hall. Constructing a doorway will improve workflow, provide quick access to guests visitors, and add floor space needed for efficient operations. Work will also include the addition of a staircase and relocation of cabinets and an electrical panel.	\$29,520	\$29,520	\$0	91023	Deferred to Future Fiscal Year
Municipal Facilities	CMO - Digital Display Board (City Clerk)	Provides for the installation of a digital display board next to the City Hall front entrance, replacing the current physical bulletin board. The digital display board is intended to improve access to legally required agendas and meeting notices, and will provide the public access to other City communications.	\$25,000	\$25,000	\$0	91083	Deferred to Future Fiscal Year
Municipal Facilities	EV Charging Station Pilot Program	Installation of Electric Vehicle (EV) charging stations in Monrovia.	\$181,085	\$185,085	\$4,000	91020	Deferred to Future Fiscal Year
Municipal Facilities	Facility Upgrades at Public Works	This project provides for upgrades in the Public Works Department offices. This includes furniture and equipment upgrades to staff workspaces and conference rooms to support staff and improve work flow.	\$30,000	\$30,000	\$0	91092	Deferred to Future Fiscal Year
Municipal Facilities	Fire Admin Cubicle	Provides for the remodeling of the Fire Admin office cubicles to enhance customer service and improve workflow.	\$20,000	\$20,000	\$0	91089	Deferred to Future Fiscal Year
Municipal Facilities	Fire Station 101 Roll Up Door Replacement	Replace Fire Station 101's existing roll up garage doors. Due to the frequency and need for emergency responders, the station's roll up doors are prone to every day wear and tear. Repairs and maintenance are performed on a routine basis to avoid further damages.	\$100,000	\$100,000	\$100,000	91017	Preliminary Stage and/or In Progress
Municipal Facilities	Fire Station 102 Renovations - Kitchen	Renovations will include improvements to the kitchen and modifications to the dormitory area and restrooms. The kitchen was previously renovated in 1998 and requires structural improvements. Modifications to the dormitory and restrooms will be impartial and provide reasonable accommodations for all Fire Fighters within the Department.	\$75,000	\$75,000	\$0	91022	Deferred to Future Fiscal Year
Municipal Facilities	Fuel Pump Replacement Project	Provides for the replacement of a fuel pump system that is reaching the end of its useful life. The Public Works Department maintains a two-car fuel station at the Corporate Yard for the refueling of City vehicles and use by local community organizations.	\$55,000	\$55,000	\$0	91070	Deferred to Future Fiscal Year
Municipal Facilities	HHW Storage Facility	Improvements to the household hazardous waste (HHW) storage space at the Public Works Yard. The proposed improvements will ensure a safe work space for City staff that meets state compliance requirements for storage and handling of HHW materials.	\$60,000	\$60,000	\$0	91093	Deferred to Future Fiscal Year
Municipal Facilities	Historic Museum Painting and Repair	Provides for the painting, repairs, and various improvements to preserve the Monrovia Historical Museum.	\$100,000	\$100,000	\$26,055	91024	Completed
Municipal Facilities	City Hall Basement Workspace Reconfiguration	Reconfiguration of workspace and computer equipment in the basement level of City Hall.	\$0	\$13,300	\$13,300	91111	Preliminary Stage and/or In Progress
Municipal Facilities	Community Center Renovation - Design	Provides for the initial design phase of the renovation of the Monrovia Community Center.	\$21,766,450	\$22,282,900	\$661,056	91113	Preliminary Stage and/or In Progress
Municipal Facilities	Library Facility Enhancements	Development of concepts and design for an expansion of the exterior patio space at the Monrovia Public Library.	\$0	\$279,158	\$279,158	91021	Preliminary Stage and/or In Progress
Streets and Streetscapes							

**Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024**

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	Updated 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	FY23/24 Budgeted Amount	Project Number	Status
Streets and Streetscapes	Concrete Sidewalk Improvement Program	Provides for concrete sidewalk improvements Citywide. As an ongoing program, annual projects will be designed to repair identified damaged sidewalks and improve pedestrian safety and accessibility.	\$1,300,000	\$850,000	\$0	91028	Funding Reallocated to Comprehensive Streets Project
Streets and Streetscapes	Foothill Striping Project	Refresh the current pavement markings and striping on Foothill Boulevard from Mountain Avenue to Shamrock Avenue and Mayflower Avenue to Fifth Avenue.	\$100,000	\$50,000	\$50,000	91087	Preliminary Stage and/or In Progress
Streets and Streetscapes	Huntington Drive / 5th Avenue	Installation of additional traffic signals, roadway striping, and traffic signage to enhance pedestrian safety around the intersections of Huntington Drive and 5th Avenue, Foothill Boulevard and California Avenue, and Foothill Boulevard and Sunset Avenue.	\$2,001,470	\$2,351,628	\$350,158	25057 / 73030	Preliminary Stage and/or In Progress
Streets and Streetscapes	Huntington Drive Phase II	Provides for the installation of vehicle, public transit, and pedestrian improvements and roadway repairs along Huntington Drive from Magnolia Avenue to Shamrock Avenue.	\$2,033,614	\$2,053,614	\$0	25090	Preliminary Stage and/or In Progress
Streets and Streetscapes	LED Street Light Conversion	Pilot of LED streetlights along both major and local streets. The pilot will test the suitability of proposed street light designs.	\$10,000	\$25,000	\$12,500	91088	Preliminary Stage and/or In Progress
Streets and Streetscapes	Mountain Avenue Resurfacing Project	Asphalt overlay on Mountain Avenue to rehabilitate the roadway surface and extend the useful life of the road.	\$400,000	\$772,766	\$107,285	91019	Preliminary Stage and/or In Progress
Streets and Streetscapes	Mountain Avenue Safety Improvements	Traffic signal and safety improvements on Mountain Avenue	\$0	\$0	\$27,234	91114	Preliminary Stage and/or In Progress
Streets and Streetscapes	Pavement Management Program	Systematic rehabilitation of streets throughout the City as prioritized by the City's Pavement Management Program. In FY2022-2023, the project includes reconstruction, resurfacing and/or slurry sealing of asphalt pavement.	\$8,292,385	\$6,151,619	\$75,499	91027	Funding Reallocated to Comprehensive Streets Project
Streets and Streetscapes	Pedestrian Safety Improvements Construction	Provides for construction of priority improvements identified by the Pedestrian Safety Improvements Study, including Safe Routes to Schools crosswalks, and Old Town mid-block crosswalks.	\$550,000	\$660,000	\$220,000	91055	Preliminary Stage and/or In Progress
Streets and Streetscapes	Public Parking Lot Improvements	Provides for the systematic resurfacing and slurry sealing of public parking lots and staff parking lots at City-owned facilities.	\$900,000	\$0	\$0	91029	Funding Reallocated to Comprehensive Streets Project
Streets and Streetscapes	SCE meter design and relocation	Provides for the relocations of streetlight and traffic signal electrical meters that do not meet industry best practices.	\$80,000	\$80,000	\$9,563	91094	Preliminary Stage and/or In Progress
Streets and Streetscapes	Pavement Management Assessment of Alleys	Provides for comprehensive assessment of alleyways throughout the City.	\$0	\$20,719	\$0	91030	Preliminary Stage and/or In Progress
Streets and Streetscapes	Comprehensive Streets Improvement	Comprehensive project encompassing roadway improvements, concrete replacements, water and sewer improvements, as well as parking lot improvements throughout the City.	\$0	\$6,042,206	\$5,629,366	91108	Preliminary Stage and/or In Progress
Streets and Streetscapes	Peck Road Street Improvements	Provides for the necessary improvements on Peck Road between Duarte Road and Longden Avenue. This initial phase is for the preliminary design and bid assistance.	\$0	\$249,988	\$249,988	91110	Preliminary Stage and/or In Progress
Streets and Streetscapes	Record of Survey	Setting of monuments and recording of land survey maps with the County of Los Angeles. Land survey maps are commonly used to verify property lines and the boundaries of the public right-of-way.	\$118,500	\$118,500	\$2,326	91032	Preliminary Stage and/or In Progress
Streets and Streetscapes	Oakglade Drive Resurfacing and K-Rail Removal	Removal of K-rail and resurfacing of Oakglade Drive.	\$200,000	\$200,000	\$17,000	91107	Preliminary Stage and/or In Progress
Streets and Streetscapes	Comprehensive Safety Action Plan	Provides for agreement with LACMTA and DOT for the development of a Monrovia Action Plan to strategize and improve roadway safety	\$0	\$177,360	\$2,000	91112	Preliminary Stage and/or In Progress
Parks and Trails							

**Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024**

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate FY 2024 through FY 2028	Updated 5-Year Project Estimate FY 2024 through FY 2028	FY23/24 Budgeted Amount	Project Number	Status
Parks and Trails	Annual Park Restroom Repairs & Improvements	Provides for the ongoing maintenance program for restrooms at various parks throughout the City.	\$60,000	\$20,000	\$0	91037	Preliminary Stage and/or In Progress
Parks and Trails	Annual Playground Equipment Maintenance & Repairs	Provides for the ongoing maintenance and repair of playground equipment and surfaces at Monrovia Parks Citywide. FY 23-24 funding will be used for Rotary Park.	\$75,993	\$91,257	\$61,257	91033	Preliminary Stage and/or In Progress
Parks and Trails	Annual Sports Field & Court Restoration	Provides for renovations to, and replacement of, sports fields and sports courts. Over their service life, sports facilities eventually wear to the point where complete refurbishment is necessary and ongoing maintenance efforts are no longer effective to maintain safe, playable conditions.	\$60,000	\$20,000	\$0	91034	Preliminary Stage and/or In Progress
Parks and Trails	Annual Trail and Earthwork	Ongoing maintenance of fire roads / trails within the Hillside Wilderness Preserve and Canyon Park. This may include routine grading, spot repairs, and maintenance to earth retaining structures.	\$150,000	\$0	\$0	91099	Deferred to Future Fiscal Year
Parks and Trails	Canyon Park and Nature Center Facilities and Furniture Upgrades	Upgrades to public facilities in Canyon Park, such as the Nature Center. These upgrades will support the outdoor educational programs provided for the community.	\$58,000	\$58,000	\$0	91097	Deferred to Future Fiscal Year
Parks and Trails	Canyon Park Repairs *	Repair and restoration following the debris and mudflow that took place on December 14, 2021 and December 2022, from the Bobcat Fire burn area. The debris flow caused catastrophic damage to park facilities including roadways, parking lots, handrails, water systems, fencing, trails, and many other improved areas of the park.	\$12,047,613	\$15,391,164	\$6,573,740	25301	Preliminary Stage and/or In Progress
Parks and Trails	Satoru Tsuneishi Park Design & Construction	Develop concept designs for the park land on Encino Avenue donated by Dick Hale. Additional \$55K was appropriated CC-7, 7/18/23.	\$85,000	\$85,000	\$85,000	91039	Preliminary Stage and/or In Progress
Parks and Trails	Dam Keepers House Upgrades	Upgrades to the Dam Keepers House within Canyon Park, in order to make this a more usable space for public rentals and recreation programs.	\$150,000	\$346,000	\$20,000	91095	Deferred to Future Fiscal Year
Parks and Trails	Park Monument Sign - Design & Construction	Provides for installation of park monuments at Parks Citywide.	\$80,000	\$88,764	\$48,764	91036	Preliminary Stage and/or In Progress
Parks and Trails	Pedestrian Trail Counter Installation	Installation of a pedestrian trail counter to track average daily use and demand for parks and trails.	\$22,000	\$22,000	\$11,000	91069	Preliminary Stage and/or In Progress
Parks and Trails	Playground Equipment Replacement Program	Provides for the removal and replacement of the playground equipment at Kiwanis and Rotary Parks.	\$424,275	\$424,275	\$424,275	91035	Preliminary Stage and/or In Progress
Parks and Trails	Recreation Park Construction Project Design + Construction	Develop concept designs for enhancements needed throughout Recreation Park.	\$250,000	\$261,500	\$130,750	91054	Preliminary Stage and/or In Progress
Parks and Trails	Wilderness Management Program Furniture and Equipment Upgrades	Provides for upgrades at Station 103 to support the staff and volunteers working in the Hillside Wilderness Preserve.	\$22,000	\$22,000	\$13,000	91098	Preliminary Stage and/or In Progress
Parks and Trails	Library Park Portland Loo / Shade Structure Project (Library Park Improvements)	Provides for a comprehensive approach to planning for various improvements at Library Park. The current scope of this project proposes the addition of a Portland Loo restroom and new shade structure for the playground, respectively. The final scope of work may be modified based on further assessment and evaluation.	\$0	\$206,873	\$206,873	26008	Completed
Parks and Trails	Shade Structure & Stage Lighting at Station Square	The current scope of this project proposes the addition of a new shade structure for the playground.	\$125,000	\$125,000	\$0	91038	Deferred to Future Fiscal Year
Trees							
Trees	Citywide Tree Replacement / Planting Program	Provides for the replacement, planting, and watering of public trees citywide. In order to continually replenish the City's public tree vacancies and increase the urban forest canopy, trees need to be planted on an annual, ongoing basis.	\$75,000	\$75,000	\$75,000	91040	Preliminary Stage and/or In Progress

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	Updated 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	FY23/24 Budgeted Amount	Project Number	Status
Water System and Utilities							
Water System and Utilities	Citywide Pump & Motor Replacement Program	Provides for the assessment, repair and/or replacement of three pump and motor assemblies.	\$503,007	\$393,007	\$168,007	91058	Preliminary Stage and/or In Progress
Water System and Utilities	Citywide Water Main Replacement Program FY24-FY26	Annual replacement of water main pipelines throughout the City, as well as the water service lines that connect to private plumbing systems. By maintaining a consistent level of funding on an annual basis, the program will ensure that all water mains are replaced prior to reaching the end of their useful life.	\$1,923,921	\$1,373,921	\$0	91073	Funding Reallocated to Comprehensive Streets Project (Water Portion)
Water System and Utilities	Emerson Reservoir Improvements	Repairs and maintenance items identified at Emerson Reservoir during the sanitary survey performed in FY 2019-20. All drinking water systems are required to perform a sanitary survey of water facilities every three to five years.	\$425,795	\$425,795	\$0	91071	Deferred to Future Fiscal Year
Water System and Utilities	Meter Replacement Program	Provides for the annual replacement of water meters throughout the City's water system. In FY2021-22 and FY2022-23, Utilities staff will deploy a pilot installation of smart meters along two meter routes in preparation for a phased transition to smart meters.	\$1,400,000	\$1,449,078	\$0	91041	Preliminary Stage and/or In Progress
Water System and Utilities	PFAS Treatment	Provides for the design and construction of a water treatment system to remove PFAS from water produced by three of the City's five groundwater wells. Per- and polyfluoroalkyl substances (collectively known as "PFAS") are a group of man-made chemicals that the CDC has associated with certain reproductive, developmental and immunological concerns.	\$250,000	\$488,441	\$488,441	91064	Preliminary Stage and/or In Progress
Water System and Utilities	SCADA System Reconstruction	Provides for reconstruction of portions of the City's Supervisory Control and Data Acquisition system, the primary computer system that Utilities staff used to operate the City's water system.	\$692,500	\$642,500	\$402,500	91047	Preliminary Stage and/or In Progress
Water System and Utilities	Sewer Lining & Capacity Upgrades	Repair of damaged sewer pipelines and increases to pipeline capacity. Damaged pipeline is identified by the regular inspection of sewer pipeline via the annual CCTV and jetting project. Pipeline is repaired via the cured-in-place pipe method, which avoids demolition of City street and removal of current sewer pipeline.	\$200,000	\$0	\$10,997	91056	Funding Reallocated to Comprehensive Streets Project (Sewer Portion)
Water System and Utilities	Sewer System CCTV & Jetting	Provides for the annual cleaning and inspection of portions of the City's sewer pipelines. Regular inspection of sewer pipeline assists with the identification of pipelines that require repair before they fail.	\$130,000	\$150,380	\$0	91057	Preliminary Stage and/or In Progress
Water System and Utilities	Station Square Booster Pump Construction	Construction of a new booster pump to meet the projected increase in water demand from new development around the Station Square Transit Village. The project is funded via development impact fees paid by each developer, and costs are proportioned based on the number of additional market-rate housing units constructed.	\$1,000,000	\$1,756,555	\$215,563	74067	Preliminary Stage and/or In Progress
Water System and Utilities	Treatment Towers 1 & 2 Redesign	This project provides for the redesign of Treatment Towers 1 and 2 in order to increase the proportion of volatile organic compounds from the groundwater produced by these wells, up to 100% of the compounds. Water Treatment Towers 1 and 2 at the City Wellfield were designed with the intention to remove as much as 90% of the volatile organic compounds from the groundwater produced by Well #2 and Well #6 via aeration.	\$50,000	\$50,000	\$0	91066	Deferred to Future Fiscal Year

**Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024**

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate FY 2024 through FY 2028	Updated 5-Year Project Estimate FY 2024 through FY 2028	FY23/24 Budgeted Amount	Project Number	Status
Water System and Utilities	Treatment Towers 3 & 4 Rehabilitation	This project provides for repair to the tower vessels, replacement of the internal components and mechanism, and the removal and exchange of all of the internal media. Water Treatment Towers 3 and 4 at the City Wellfield removes volatile organic compounds from the groundwater produced by Well #3, #4, and #5.	\$400,000	\$400,000	\$0	91072	Deferred to Future Fiscal Year
Water System and Utilities	Valve Replacement Program FY23-FY26	Provides for the regular replacement of water valves throughout the water system. Valves allow City staff to isolate specific section of the water system for local repairs of facilities and sections of water pipeline.	\$500,000	\$500,000	\$100,000	91060	Preliminary Stage and/or In Progress
Water System and Utilities	Water Equipment Compressor Replacement and CMS Board	Purchase of air compressors and CMS boards for the Water and Utilities Division staff to utilize in the field. Regular replacement of equipment ensures City staff is able to provide a consistently high level of service to the public, and respond to calls for service and emergency response in a timely fashion.	\$110,000	\$110,000	\$25,000	91090	Deferred to Future Fiscal Year
Water System and Utilities	Well No. 3 Rehabilitation	Provides for the repair and rehabilitation of the pump and motor assembly of the Well #3.	\$0	\$357,627	\$357,627	91043	Preliminary Stage and/or In Progress
Water System and Utilities	Well No. 6 Rehabilitation	Provides for the repair and rehabilitation of the pump and motor assembly of the Well #6.	\$350,000	\$350,000	\$50,000	91044	Deferred to Future Fiscal Year
Water System and Utilities	Wellfield Electrical Project	Replacement and upgrade of critical electrical systems at the Wellfield that have reached the end of their useful life.	\$3,550,000	\$3,798,658	\$1,158,737	74102	Preliminary Stage and/or In Progress
Water System and Utilities	CIP-Lower Cloverleaf Reservoir	All drinking water systems are required to perform a sanitary survey of water facilities every three to five years. This project provides for the completion of all repairs and maintenance items identified at Lower Cloverleaf Reservoir during the sanitary survey performed in FY2019-20.	\$0	\$34,275	\$195	91045	Completed
Water System and Utilities	CIP-Pipeline Survey	In order to ensure the proper prioritization of the replacement of various sections of water pipeline, the City must perform a regular survey of the pipeline This project provides for a survey of all water pipeline in order to develop a plan to systematically rehabilitate all water pipeline throughout the City.	\$0	\$136,685	\$136,685	91059	Preliminary Stage and/or In Progress
Water System and Utilities	CIP-Reservoir Maint/Replace Program	Provides for the annual maintenance and repair of the City's reservoirs, including exterior painting and repair of minor leaks identified during the most recent inspection.	\$0	\$252,202	\$75,000	91042	Preliminary Stage and/or In Progress
Stormwater							
Stormwater	Encanto Park	This is a regional project that will be carried out in conjunction with the Rio Hondo/San Gabriel River Water Quality Group as part of the revised Enhanced Watershed Management Program. This project provides for the construction of storm water drain diversion, installation of a water treatment unit, and construction of a subsurface storm water infiltration facility.	\$1,800,000	\$1,800,000	\$300,000	73043	Preliminary Stage and/or In Progress
Information Technology							
Information Technology	Annual Computer Replacement Program	Planning and ongoing replacement of computer workstations for City staff.	\$398,000	\$398,000	\$103,000	91062	Preliminary Stage and/or In Progress
Information Technology	Police Body Worn Cameras	Purchase and initiate use of Body Worn Cameras by the Monrovia Police Department. This project funds both the initial purchase and first set of replacement camera units for the Department.	\$126,200	\$126,200	\$126,200	91050	Preliminary Stage and/or In Progress

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of June 2024

Category	TITLE	DESCRIPTION	Previous 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	Updated 5-Year Project Estimate <i>FY 2024 through FY 2028</i>	FY23/24 Budgeted Amount	Project Number	Status
Information Technology	Public Safety Radio Replacement	Funds the replacement of all mobile radio equipment for both the Police and Fire Departments.	\$1,084,670	\$0	\$0	91052	Completed
Information Technology	Server Lifecycle Replacement Program	Network infrastructure is best maintained with a systematic approach to replacing outdated equipment. To reduce the need for large, one-time purchases, replacing servers and network equipment on an annual basis spreads out costs over time and limits risk of multiple servers failing simultaneously.	\$247,300	\$279,801	\$167,301	91061	Preliminary Stage and/or In Progress
Information Technology	Tait Radio Repeaters	Provides for the emergency purchase of radio repeaters used to transmit, receive, and boost Police Department communications between dispatch and personnel.	\$0	\$52,580	\$52,580	91109	Completed
Fleet and Equipment Replacement							
Fleet and Equipment Replacement	Vehicle Replacement Schedule - City Fleet	Replacement of City Fleet, including passenger cars, work trucks, and heavy equipment for the departments of Community Development, Community Services, and Administration Departments.	\$1,110,000	\$1,110,000	\$510,000	91104	Preliminary Stage and/or In Progress
Fleet and Equipment Replacement	Vehicle Replacement Schedule - Fire Vehicles **	Replacement of Fire Department's fleet.	\$2,953,000	\$2,953,000	\$253,000	91101	Preliminary Stage and/or In Progress
Fleet and Equipment Replacement	Vehicle Replacement Schedule - PD Patrol **	Replacement of Police Department's fleet.	\$414,000	\$356,012	\$52,012	91102	Preliminary Stage and/or In Progress
Fleet and Equipment Replacement	Vehicle Replacement Schedule - PD Non Patrol **	Replacement of Police Department's fleet.	\$387,000	\$444,988	\$57,988	91103	Preliminary Stage and/or In Progress
Fleet and Equipment Replacement	Vehicle Replacement Schedule - Utilities Fleet	Replacement of Utilities Department's fleet.	\$1,375,000	\$1,375,000	\$335,000	91105	Preliminary Stage and/or In Progress

* Total project estimate for Canyon Park Repairs is \$17.25M

** Figures reflect planned acquisition, and excludes the annual reserve set-aside allocation.

RESOLUTION NO. 2024-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROVIA, CALIFORNIA, ADOPTING FISCAL YEAR 2023-
2024 BUDGET ADJUSTMENTS**

RECITALS

WHEREAS, the City Manager and Administrative Services Director prepared and submitted to the City Council the 2023-2024 Proposed Program Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024; and

WHEREAS, public meetings were held on the Proposed Budget, where all interested persons were heard; and

WHEREAS, the City Council reviewed and adopted the City's Proposed Budget; and

WHEREAS, the Administrative Services Director has provided quarterly budget updates, and the City Council has considered additional budget adjustments and determined for the efficient management of the City that certain amendments, as set forth in Attachment A and Attachment B, are necessary and will be appropriated from certain sums of revenues;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROVIA DOES HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:

SECTION 1. The budget for the City of Monrovia for the fiscal year July 1, 2023, through June 30, 2024, is hereby amended to include the budget adjustments included on Attachment A and Attachment B, incorporated herein by this reference.

SECTION 2. As amended, the revised budget "City of Monrovia, Fiscal Year 2023-24 Revised Budget," is hereby adopted and incorporated herein by reference as though set forth in full. The Revised Budget shall be shall remain in full force and effect until amended or modified by the City Council.

SECTION 3. The sums of money therein set forth are hereby appropriated from the revenues of the City to the departments, functions, and funds therein set forth for expenditure during the 2023-2024 Fiscal Year.

SECTION 4. The City Manager is hereby authorized and directed to arrange for the performance in accordance with the terms and provisions of law, of all specific projects enumerated in said budget, and the Mayor or his/her designee is directed to execute all necessary contracts to carry out the same.

SECTION 5. The City Manager is authorized to make transfers of budget appropriations between classifications and activities within a fund.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution, and the same shall be effective June 4, 2024.

PASSED, APPROVED and ADOPTED this 4th day of June, 2024.

Becky A. Shevlin, Mayor
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

Alice D. Atkins, MMC, City Clerk
City of Monrovia

Craig A. Steele, City Attorney
City of Monrovia

ATTACHMENT A
(FY 2023-24 Budget Adjustments – Operating Budget)

ATTACHMENT B
(FY 2023-24 Budget Adjustments – CIP Budget)

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-34
 June 4, 2024

Revenues										
Fund Name	Fund #	Dept Name	Dept #	Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comment
GENERAL	111	LIBRARY ADMINISTRATION	640	CONTRIBUTION	3362	64001	8,000	18,000	10,000	To adjust the budget because more donations were received than staff estimated.
GENERAL	111	SENIOR PROGRAM	612	PROGRAM INCOME & FEES	3285		3,000	4,000	1,000	To adjust the budget for increased participation.
GENERAL	111	SENIOR PROGRAM	612	CS-SENIOR EXCURSIONS	3420		6,000	8,000	2,000	To adjust the budget for increased participation.
GENERAL	111	HISTORICAL MUSEUM	614	ROOM RENTALS	3283		10,000	17,500	7,500	To adjust the budget for increased rentals.
GENERAL	111	COMM CENTER OPERATIONS	615	CS-EVENT STAFF RECOVERY FEE	3419		20,000	23,000	3,000	To adjust the budget for increased rentals, which impact the staff recovery fee.
GENERAL	111	CONCERTS & MOVIES IN THE PARKS	617	PROGRAM INCOME & FEES	3285		63,000	9,000	(54,000)	Sponsorship program being reworked, correcting entry error
GENERAL	111	CONTRACT CLASSES	619	NON-RES. FEES	3276		1,000	1,600	600	To adjust the budget for increased participation.
GENERAL	111	CONTRACT CLASSES	619	ADULT CONTRACT CLASSES	3288		30,000	40,000	10,000	To adjust the budget for increased participation.
GENERAL	111	URBAN PARK RENTAL PROGRAMS	623	OTHER PK RESERVATIONS	3294		12,000	14,000	2,000	To adjust the budget for increased rentals.
GENERAL	111	YOUTH PROGRAMS	627	CONTRIBUTION	3362		4,500	4,000	(500)	To adjust budget for lower sponsorships.
GENERAL	111	YOUTH PROGRAMS	627	YOUTH SPORTS REVENUE	3432		27,500	5,000	(22,500)	To adjust budget for low participation in Youth Sports Program.
GENERAL	111	PASSPORT SERVICES	630	PASSPORT PHOTOS	3436		15,000	25,000	10,000	To adjust budget for increased requests for Passport Photos.
GENERAL	111	NON-DEPARTMENTAL	251	PT IN-LIEU OF VLF	3012		5,742,190	5,647,530	(94,660)	To adjust Property Tax In-Lieu revenue based on updated estimates.
GENERAL FUND	111						5,942,190	5,816,630	(125,560)	
MEASURE K	112	NON-DEPARTMENTAL	251	SALES TAXES	3023		6,749,000	6,817,000	68,000	To adjust Measure K sales tax based on updated estimates.
MEASURE K FUND	112						6,749,000	6,817,000	68,000	
BUS IMP	271	BUSINESS IMP ASSMT DIST	122	CONTRIBUTION	3362		17,400	-	(17,400)	Did not launch Sponsorship Program this year
BUS IMP FUND	271						17,400	-	(17,400)	

Revenues										
Fund Name	Fund #	Dept Name	Dept #	Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comment
PUBLIC LIB	234	LIBRARY GRANTS	641	PUBLIC LIBRARY GRANT FUNDS	3132	64041	-	6,400	6,400	To adjust budget for the Lunch at the Library Grant Award. This amount is offset by an equivalent expenditure budget adjustment.
PUBLIC LIB FUND	234						-	6,400	6,400	

Total Revenue Adjustments (Operating Budget) (68,560)

City of Monrovia
Fiscal Year 2023-24
Budget Adjustments - Operating Budget
Resolution # 2024-34
June 4, 2024

Expenditures										
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
GENERAL	111	NON-DEPARTMENTAL	251	SPONSORSHIPS	4376		-	20,000	20,000	To adjust budget for estimated sponsorships for FY 23/24.
GENERAL	111	CITY MANAGER	120	EVENT SUPPLIES	4144		5,750	9,214	3,464	Additional funding needed for the State of the City 2024 for unexpected theater rental cost and A/V vendor costs.
GENERAL	111	NON-DEPARTMENTAL	251	TRVL, CONFER/MTG	4137	25113	-	65,000	65,000	To adjust budget for All America City FY 23/24.
GENERAL	111	CITY MANAGER	120	BOOKS/SUBSCRPTN	4108		2,820	2,870	50	To adjust budget for increase in CM Update Subscribers (from 2k to over 14k).
GENERAL	111	CITY MANAGER	120	EDU & TRAINING	4071		6,300	7,300	1,000	To adjust budget for additional conference and possible additional registrations for FY 23/24 (League City Leaders Summit + League City Manager Meeting)
GENERAL	111	CITY CLERK	130	PROF FEES	4028		29,966	14,966	(15,000)	To adjust budget for Agenda Management Software Project put on hold.
GENERAL	111	FIRE ADMINISTRATION	410	PERSONNEL SERVICES	4259		35,700	20,700	(15,000)	To adjust budget for All American Leadership.
GENERAL	111	FIRE ADMINISTRATION	410	PRINTING	4135		5,575	3,575	(2,000)	To adjust printing budget for business cards, letterheads, and envelopes not needed.
GENERAL	111	PREVENTION	430	BANK FEES & INVSTMNT CHARGES	4197		900	1,800	900	To adjust budget due to an increase in the volume of credit card transactions.
GENERAL	111	COMMUNITY RISK REDUCTION	442	CLTHNG & PERSL EXPENSE	4025		-	500	500	To adjust budget for amount inadvertently excluded from original budget.
GENERAL	111	LIBRARY ADMINISTRATION	640	TRVL, CONFER/MTG	4137	64001	250	2,750	2,500	To adjust budget for Donation Account expenditures for Summer Reading programs - Offset by increased revenue.
GENERAL	111	LIBRARY ADMINISTRATION	640	PRINTING	4135	64001	150	850	700	To adjust budget for Donation Account expenditures for Summer Reading programs - Offset by increased revenue.
GENERAL	111	LIBRARY ADMINISTRATION	640	OFFICE SUPPLIES	4115	64001	1,900	5,400	3,500	To adjust budget for Donation Account expenditures for Summer Reading programs - Offset by increased revenue.
GENERAL	111	LIBRARY ADMINISTRATION	640	TRVL, CONFER/MTG	4137	64023	-	300	300	To adjust budget based on updated estimates.
GENERAL	111	LIBRARY ADMINISTRATION	640	OFFICE SUPPLIES	4115	64023	1,550	3,050	1,500	To adjust budget for Foundation funds for supplies.

City of Monrovia
Fiscal Year 2023-24
Budget Adjustments - Operating Budget
Resolution # 2024-34
June 4, 2024

Expenditures										
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
GENERAL	111	COMMUNITY SERVICES ADMIN	610	PART-TIME SALARIES	4004	61012	69,440	79,440	10,000	To adjust budget for expanded YES interns for FY 23/24.
GENERAL	111	PUBLIC RELATIONS	611	POSTAGE	4132		20,000	-	(20,000)	To adjust budget for Monrovia Today expenditures already budgeted in another account.
GENERAL	111	PUBLIC RELATIONS	611	PRINTING	4135		47,700	10,000	(37,700)	To adjust budget for Monrovia Today expenditures already budgeted in another account.
GENERAL	111	CANYON PARK	622	EDU & TRAINING	4071		8000	0	(8,000)	To adjust budget for a reduction in training costs. (Chainsaw / Maintenance Management School)
GENERAL	111	YOUTH PROGRAMS	627	PROF FEES	4028		15,000	1,000	(14,000)	To adjust budget for low participation in the Youth Sports Program.
GENERAL	111	YOUTH PROGRAMS	627	MAINTENANCE SUPPLIES	4124		11,500	3,000	(8,500)	To adjust budget for low participation in the Youth Sports Program.
GENERAL	111	WILDERNESS MGMNT PROGRAM	628	PROF FEES	4028		20,000	-	(20,000)	To adjust budget for a reduction in training costs. (Chainsaw / Maintenance Management School)
GENERAL	111	SPECIAL ACTIVITIES	620	PROF FEES	4028	62003	5,150	2,650	(2,500)	To adjust budget for fewer program participants.
GENERAL	111	SPECIAL ACTIVITIES	620	MAINTENANCE SUPPLIES	4124	62003	3,500	1,500	(2,000)	To adjust budget for fewer program participants.
GENERAL	111	SPECIAL ACTIVITIES	620	TRVL, CONFER/MTG	4137	62003	1,800	1,000	(800)	To adjust budget for fewer program participants.
GENERAL	111	SPECIAL ACTIVITIES	620	PROF FEES	4028	62024	3,500	1,000	(2,500)	To adjust budget, as staff found savings by securing donations and by using existing supplies. New supplies not needed.
GENERAL	111	SPECIAL ACTIVITIES	620	MAINTENANCE SUPPLIES	4124	62024	6,000	2,000	(4,000)	To adjust budget, as staff found savings by securing donations and by using existing supplies. New supplies not needed.
GENERAL	111	FINANCE OPERATIONS	221	PART-TIME SALARIES	4004		8,755	11,755	3,000	To adjust budget for additional staffing time based on updated estimates.
GENERAL	111	FINANCE OPERATIONS	221	OVERTIME SALARIES	4005		3,300	8,300	5,000	To adjust budget for additional staffing time based on updated estimates.
GENERAL	111	FINANCE OPERATIONS	221	UNEMPLY INSR	4014		2,311	2,335	24	To adjust budget for additional staffing time based on updated estimates.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
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 June 4, 2024

Expenditures										
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
GENERAL	111	FINANCE OPERATIONS	221	SS MEDICARE	4015		11,268	11,384	116	To adjust budget for additional staffing time based on updated estimates.
GENERAL	111	FINANCE OPERATIONS	221	PT PARS-EMPLOYER	4021		328	441	113	To adjust budget for additional staffing time based on updated estimates.
GENERAL	111	NON-DEPARTMENTAL	251	PROF FEES	4028		466,932	476,932	10,000	To adjust budget for Munis data conversion costs.
GENERAL	111	PUBLIC WORKS ADMINISTRATION	710	PART-TIME SALARIES	4004		-	5,226	5,226	To adjust budget for estimated cost for part-time office aide, including salary and benefit.
GENERAL	111	COMMUNICATION CRIME ANALYSIS	342	PROF FEES	4028		154,900	159,500	4,600	To adjust budget for to add GIS Annual Contract to PD Budget - Vendor: Geocomm.
GENERAL	111	POLICE SERVICES	320	EDU & TRAINING	4071		8,500	10,000	1,500	To adjust budget for additional required training.
GENERAL	111	POLICE PATROL	331	EDU & TRAINING	4071		40,000	43,500	3,500	To adjust budget for additional required training.
GENERAL FUND	111						998,745	989,238	(9,507)	
PUBLIC LIB	234	LIBRARY GRANTS	641	OFFICE SUPPLIES	4115	64032	500	12,000	11,500	To adjust budget for Family Literacy programs & supplies.
PUBLIC LIB	234	LIBRARY GRANTS	641	BOOKS/SUBSCRPTN	4108	64032	500	2,200	1,700	To adjust budget for for Family Literacy programs & supplies.
PUBLIC LIB	234	LIBRARY GRANTS	641	TRVL, CONFER/MTG	4137	64032	500	700	200	To adjust budget for for Family Literacy programs & supplies.
PUBLIC LIB	234	LIBRARY GRANTS	641	PROGRAM SUPPLIES	4276	64041	-	6,400	6,400	To adjust budget for the Lunch at the Library Grant Award - Youth Services will using the grant to purchase books for giveaways and other program supplies. This amount is offset by additional revenues.
PUBLIC LIB	234	LIBRARY GRANTS	641	MAINTENANCE SUPPLIES	4124	64032	1,000	5,820	4,820	To adjust budget for supplies for Family Literacy.
PUBLIC LIB FUND	234						2,500	27,120	24,620	
L&L ASS	261	STREET LIGHTING/TRAFF SIGNALS	735	PROF FEES	4028		26,091	17,604	(8,487)	To adjust budget to roll remaining balance on Assessment District Rate Study contract to next fiscal year.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-34
 June 4, 2024

Expenditures										
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
L&L ASS	261	STREET TREE & PARK MAINT DIST	773	PROF FEES	4028		517,788	513,545	(4,243)	To adjust budget to roll remaining balance on Assessment District Rate Study contract to next fiscal year.
L&L ASS	261	MEDIAN & PARKWAY MAINT DIST	774	PROF FEES	4028		54,847	50,604	(4,243)	To adjust budget to roll remaining balance on Assessment District Rate Study contract to next fiscal year.
L&L ASS FUND	261						598,726	581,753	(16,973)	
PARK MAINT	266	PARK ASSESSMENT MAINTENANCE	772	PROF FEES	4028		115,680	98,705	(16,975)	To adjust budget to roll remaining balance on Assessment District Rate Study contract to next fiscal year.
PARK MAINT FUND	266						115,680	98,705	(16,975)	
DEV SVC	281	BUILDING DEPARTMENT	520	INSPECTION SERVICES	4361		400,000	310,000	(90,000)	To adjust budget for reduction in need for inspection services.
DEV SVC	281	ENGINEERING	720	PROF FEES	4028		317,000	327,000	10,000	To adjust budget for the Huntington Drive Street Improvements Project. Total project cost NTE \$20,000. Project will be completed in FY 24-25.
DEV SVC FUND	281						717,000	637,000	(80,000)	
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PRINTING	4135		62,250	65,250	3,000	To adjust budget for additional utility billing inserts.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PART-TIME SALARIES	4004		8,755	11,755	3,000	To adjust budget for additional staffing time based on updated estimates.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	OVERTIME SALARIES	4005		3,300	8,300	5,000	To adjust budget for additional staffing time based on updated estimates.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	UNEMPLY INSR	4014		1,925	1,949	24	To adjust budget for additional staffing time based on updated estimates.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	SS MEDICARE	4015		9,393	9,509	116	To adjust budget for additional staffing time based on updated estimates.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PT PARS-EMPLOYER	4021		328	441	113	To adjust budget for additional staffing time based on updated estimates.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PROF FEES	4028		30,000	38,000	8,000	To adjust budget for Munis data conversion costs.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-34
 June 4, 2024

Expenditures										
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PAYMENT PROCESSOR SERVICE FEES	4268		123,480	138,480	15,000	To adjust payment processing fees due to an increase in activity.
WATER UTIL FUND	411						239,431	273,684	34,253	
FAC MAINT	511	FACILITIES MAINTENANCE	755	HVAC SUPPLIES & SVC	4100	75084	-	5,000	5,000	To adjust budget for HVAC maintenance for new City facility at 324 S. Myrtle Ave.
FAC MAINT	511	FACILITIES MAINTENANCE	755	ELECTRICITY	4146	75084	5,000	6,500	1,500	To adjust budget for electricity for new City facility at 324 S. Myrtle.
FAC MAINT FUND	511						5,000	11,500	6,500	
EQUIP REP	512	FIRE EQUIPMENT/RADIOS MAINT	460	VEHICLE MTCE	4097		109,000	154,000	45,000	To adjust budget for vehicle maintenance & repairs.
EQUIP REP	512	POLICE RADIOS	383	EQUIPMENT MAINTENANCE	4096		3,200	16,890	13,690	To adjust budget for radio repeater cabinet repairs.
EQUIP REP	512	POLICE RADIOS	383	EQUIPMENT MAINTENANCE	4096		16,890	18,290	1,400	To adjust budget for one-time purchase of replacement part - Dispatch/911/Spillman.
EQUIP REP FUND	512						129,090	189,180	60,090	

Total Expenditure Adjustments (Operating Budget) 2,008

City of Monrovia
Fiscal Year 2023-24
Budget Adjustments - Operating Budget
Resolution # 2024-34
June 4, 2024

Other Adjustment					
Fund Name	Description	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comment
				-	
GRAND TOTAL		-	-	-	

Total Other Adjustment \$ -

Totals	
Revenue Adjustment	
Revenue Adjustment	(68,560)
Transfers In Adjustment	-
Total Revenue Adjustment	(68,560)
Appropriations Adjustment	
Expenditure Adjustment	2,008
Transfers Out Adjustment	-
Total Appropriations Adjustment	2,008
Other Adjustment	
Other Adjustment	-
Other Adjustment	-

Revenues												
Fund Name	Fund #	Dept Name	Dept #	Description	Object Code	Project	Project Name	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments	
EMERGENCY	211	EMERGENCY SERVICES	253	REIMB	3357	25301	CANYON PARK REPAIR PROJECT	12,468,932	6,995,059	(5,473,873)	Roll over budget to future year.	
EMERGENCY FUND		211						12,468,932	6,995,059	(5,473,873)		
STREET MNT	213	STREET MAINTENANCE	731	FEDGRANT	3141	73030	CIP-HIGHWAY SAFETY IMPROVEMENT PROG	613,470	-	(613,470)	Roll over budget to future year.	
STREET MNT FUND		213						613,470	-	(613,470)		
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	FEDGRANT	3141	25057	SANTA ANITA WASH COVER	1,211,000	-	(1,211,000)	Roll over budget to future year.	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROCFRINS	3543	91095	CIP-DAM KEEPER'S HOUSE	346,000	20,000	(326,000)	Roll over budget to future year.	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	FEDGRANT	3141	73030	CIP-HIGHWAY SAFETY IMPROVEMENT PROG	177,000	-	(177,000)	Roll over budget to future year.	
CAP IMPROV FUND		311						1,734,000	20,000	(1,714,000)		
STORM DRN	423	STORM DRAIN MAINTENANCE	737	FEDGRANT	3357	73043	CIP-ENCANTO PARK STORMWATER CAPTURE	1,800,000	300,000	(1,500,000)	Roll over budget to future year.	
STORM DRN FUND		423						1,800,000	300,000	(1,500,000)		

Total Revenue Adjustments (CIP Budget) (9,301,343)

Expenditures											
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code#	Project	Project Name	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
EMERGENCY	211	EMERGENCY SERVICES	253	PROF FEES	4028	25301	CANYON PARK REPAIR PROJECT	12,047,613	6,573,740	(5,473,873)	Roll over budget to future year.
EMERGENCY FUND 211								12,047,613	6,573,740	(5,473,873)	
STREET MNT	213	STREET MAINTENANCE	731	PROF FEES	4028	91030	CIP-PVMT MGMT ASSESSMENT OF ALLEYS	20,719	-	(20,719)	Zero out unused balance from project code.
STREET MNT	213	STREET MAINTENANCE	731	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	450,000	427,981	(22,019)	Roll over budget to future year.
STREET MNT	213	STREET MAINTENANCE	731	PROF FEES	4028	73030	CIP-HIGHWAY SAFETY IMPROVEMENT PROG	613,470	-	(613,470)	Roll over budget to future year.
STREET MNT	213	STREET MAINTENANCE	731	PROF FEES	4028	91112	CIP-CMPREHENSIVE SAFETY ACTION PLAN	177,360	2,000	(175,360)	Roll over budget to future year.
STREET MNT FUND 213								1,261,549	429,981	(831,568)	
PROP C	222	EMERGENCY SERVICES	253	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	400,000	385,637	(14,363)	Roll over budget to future year.
PROP C FUND 222								400,000	385,637	(14,363)	
MEASURE R	224	MEASURE "R"	539	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	137,243	131,518	(5,725)	Roll over budget to future year.
MEASURE R FUND 224								137,243	131,518	(5,725)	
PRPC MR PR	225	MEASURE R PROJECTS	544	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	162,758	152,761	(9,997)	Roll over budget to future year.
PRPC MR PR FUND 225								162,758	152,761	(9,997)	
MEASURE M	227	MEASURE "M"	540	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	137,243	133,156	(4,087)	Roll over budget to future year.
MEASURE M FUND 227								137,243	133,156	(4,087)	
SB1-RMRA	236	SB-1 RMRA	777	CONSTRUCTION	4203	91107	CIP-OAKGLADE DRIVE RESURFACING AND	200,000	115,000	(85,000)	Transfer monies for resurfacing Oakglade to Comp. Streets Project budget.
SB1-RMRA	236	SB-1 RMRA	777	CONSTRUCTION	4203	91107	CIP-OAKGLADE DRIVE RESURFACING AND	115,000	17,000	(98,000)	Zero out unused balance from project code.
SB1-RMRA	236	SB-1 RMRA	777	CONSTRUCTION	4203	91108	CIP-MNRVIA COMPREHENSIVE ST IMPROV	2,266,264	2,048,135	(218,129)	Transfer monies for resurfacing Oakglade to Comp. Streets Project budget.
SB1-RMRA	236	SB-1 RMRA	777	PROF FEES	4028	91019	CIP-MOUNTAIN AVENUE RESURFACING	772,766	107,285	(665,481)	Roll over budget to future year.
SB1-RMRA	236	SB-1 RMRA	777	PROF FEES	4028	91114	CIP-MOUNTAIN AVENUE TRAFFIC SIG & SAFE	-	27,234	27,234	New project on Mountain Avenue
SB1-RMRA	236	SB-1 RMRA	777	ADVERTISING	4022	91027	CIP-PAVEMENT MANAGEMENT PROGRAM	25,500	75,500	50,000	It appears that \$75,500 was allocated to PMP project before creation of Comprehensive Streets project code. Allocation of \$50,000 requested to meet current budget gap.
SB1-RMRA FUND 236								3,379,530	2,390,154	(989,376)	
L&L ASS	261	STREET LIGHTING/TRAFF SIGNALS	735	CONSTRUCTION	4203	91094	CIP-SCE METER DESIGN AND RELOCATION	40,000	9,563	(30,437)	Roll over budget to future year.

Expenditures											
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code#	Project	Project Name	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
L&L ASS	261	STREET LIGHTING/TRAFF SIGNALS	735	MAINTENANCE SUPPLIES	4124	91088	CIP-LED STREETLIGHT CONVERSION PROJ	5,000	12,500	7,500	Increase budget for additional costs
SBI-RMRA FUND 261								45,000	22,063	(22,937)	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91113	CIP-COMMUNITY CENTER RENOVATION	516,450	661,056	144,606	Actual funding needed for the MCC Project engineering (Staff report allocated \$515,450 FY 23/24)
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	FURNITURE/FIXTURE	4215	91089	CIP-FIRE ADMIN CUBICLE	20,000	-	(20,000)	Roll over budget to future year.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	900,000	855,031	(44,969)	Roll over budget to future year.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	25057	SANTA ANITA WASH COVER	1,211,000	-	(1,211,000)	Roll over budget to future year.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	73030	CIP-HIGHWAY SAFETY IMPROVEMENT PROG	177,000	-	(177,000)	Roll over budget to future year.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	WATER/SEWER FAC IMPROVEMENT	4312	74102	CIP-WELLFIELD ELECTRICAL PROJECT	1,913,755	-	(1,913,755)	Roll over budget to future year.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	25090	CIP-HUNTINGTON DRIVE PHASE II- FTIP	20,000	-	(20,000)	Expenses to be incurred in FY23-24 are not eligible for use of STPL grant. Will use O&M as an alternate funding source to obtain authorization to construct Huntington Drive Phase II project.
CAP IMPROV FUND 311								4,758,205	1,516,087	(3,242,118)	
WATER UTIL	411	WATER SERVICES	741	METER SHOP SUPPLIES	4070	91041	CIP-METER REPLACEMENT PROGRAM	799,078	-	(799,078)	Staff is taking an item to council in June for the purchase of meters and equipment. We are expecting all items to be received in FY24-25. Request to roll \$799,078 into FY24-25 budget.
WATER UTIL	411	WATER SERVICES	741	PROF FEES	4028	91045	CIP-LOWER CLOVERLEAF RESERVOIR	10,714	195	(10,519)	Project has been completed.
WATER UTIL	411	WATER SERVICES	741	CONSTRUCTION	4203	91045	CIP-LOWER CLOVERLEAF RESERVOIR	23,561	-	(23,561)	Project has been completed.
WATER UTIL	411	WATER SERVICES	741	WATER/SEWER FAC IMPROVEMENT	4312	74102	CIP-WELLFIELD ELECTRICAL PROJECT	1,884,903	1,158,737	(726,166)	Roll over budget to future year.
WATER UTIL	411	WATER SERVICES	741	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	800,000	731,172	(68,828)	Roll over budget to future year.
WATER UTIL	411	WATER SERVICES	741	PROF FEES	4028	74067	CIP-STATION SQ TRANSIT VILL DEVT	1,256,555	215,563	(1,040,992)	Booster pump project delayed due to receipt of materials. Rebudget remaining funds in FY2024-25.
WATER UTIL FUND 411								4,774,811	2,105,667	(2,669,144)	
SAN FUND	421	SEWER AND SANITATION	746	PROF FEES	4028	91056	CIP-SEWER LINING/CAPACITY UPGRADES	-	10,997	10,997	Allocate funds for design and bid assistance on Sewer Lining Project

Expenditures											
Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code#	Project	Project Name	FY 2023-24 Current Budget	FY 2023-24 Revised Budget	Increase (Decrease)	Comments
SAN FUND	421	SEWER AND SANITATION	746	CONSTRUCTION	4203	91108	CIP-COMPREHENSIVE STREETS IMPROVEMENT	625,940	601,217	(24,723)	Roll over budget to future year.
SAN FUND	421	SEWER AND SANITATION	746	PROF FEES	4028	91057	CIP-SEWER SYSTEM CCTV & JETTING	150,380	-	(150,380)	Contract award on project expected by June 2024. Rebudget remaining funds in FY2024-25
SAN FUND FUND 421								776,320	612,214	(164,107)	
STORM DRN	423	STORM DRAIN MAINTENANCE	737	PROF FEES	4028	73043	CIP-ENCANTO PARK STORMWATER CAPTURE	1,800,000	300,000	(1,500,000)	Roll over budget to future year.
STORM DRN FUND 423								1,800,000	300,000	(1,500,000)	
ENVRMN SVC	431	ENVIRONMENTAL SVCS-WST MGMNT	712	CONSTRUCTION	4203	91093	CIP-HHW STORAGE FACILITY	15,000	-	(15,000)	Zero out unused balance from project code.
ENVRMN SVC FUND 431								15,000	-	(15,000)	
EQUIP REP	512	EQUIPMENT FLEET MAINTENANCE	751	CONSTRUCTION	4203	91070	CIP - FUEL PUMP REPLACEMENT PROJECT	55,000	-	(55,000)	Staff anticipates this project to be complete in FY24-25. Quotes are being gathered and anticipate getting City Council authorization this summer with project completion by Winter 2024.
EQUIP REP FUND 512								55,000	-	(55,000)	

Total Expenditure Adjustments (CIP Budget) (14,997,295)

RESOLUTION NO. 2024-45

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROVIA, CALIFORNIA, UPDATING THE SCHEDULE OF
FEES AND CHARGES FOR SERVICES FOR THE FISCAL
YEAR 2023-2024**

THE CITY COUNCIL OF THE CITY OF MONROVIA DOES hereby resolve as follows:

WHEREAS, the City of Monrovia has conducted an analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and,

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of fees and charges for the use of regulation, products, and services; and

WHEREAS, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, Chapter 3.46 of the Monrovia Municipal Code establishes the City's policy as to the recovery of costs reasonably borne by the City and provides the City Council the authority and methodology for determining the amounts of costs reasonably borne to be recovered from users of City regulation, products and services and directing staff as to the methodology for implementing new fees and charges; and

WHEREAS, it is the intent of the City Council to update the schedule of fees and charges based on the City's budget and determination of projected costs reasonably borne for the Fiscal Year 2023-2024; and

WHEREAS, all requirements of California Government Code Sections 6062a, 66016 and 66018 and other applicable laws are hereby found to have been complied with.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROVIA DOES hereby resolve, determine, and order as follows:

SECTION 1. FEE SCHEDULE ADOPTION. Changes to the schedule of fees and charges for FY 2023-2024 are attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted and directed to be kept on file with the City Clerk's office and incorporated within the budget. Said fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by the City's Administrative Services Department for the herein listed special regulation, products and services when provided by the City or its designated contractors.

SECTION 2. SEPARATE FEE FOR EACH SERVICE. All fees set by this resolution are for each identified service; additional fees shall be required for each additional service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

- (a) Definitions and implementation procedures regarding the fees set forth herein shall be as stipulated in Chapter 3.46 of the Monrovia Municipal Code, as the same may be amended from time to time.
- (b) Percentage of costs reasonably borne to be recovered shall be as described in the schedule of fees and charges, and may be amended from time to time by resolution of the City Council.
- (c) The schedule of frequency of reviews or adjustments of the fees and charges provided for in this Chapter may be varied by the City Manager when deemed necessary by the City Manager or ordered by the City Council.

SECTION 3. BASIS OF CHARGES. The City Council finds and determines that the charges imposed by this resolution are necessary to cover the costs of providing the specified services, and that such charges do not exceed the reasonable costs of providing said services.

SECTION 4. INTERPRETATIONS. This Resolution may be interpreted by the City Manager in consultation with the City department heads. Should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 5. WAIVER OF PERMIT FEES AND CHARGES. The City Council may, on a case-by-case basis, grant a waiver of payment of all or a portion of the fees established by this resolution when it determines that it is in the public interest to do so.

SECTION 6. REPEALER. Resolutions and other prior actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 7. SEVERABILITY. If any portion of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions and all other portions shall remain in full force and effect. The City Council declares that it would have adopted this Resolution and each section or portion thereof irrespective of the validity of any other section or portion.

SECTION 8. EFFECTIVE DATE. All fees and charges set pursuant to this Resolution become effective sixty (60) days following adoption of this Resolution. All City fees and charges shall be subject to the terms and conditions of Chapter 3.46 of the Monrovia Municipal Code.

PASSED, APPROVED AND ADOPTED this 4th day of June, 2024.

Becky A. Shevlin, Mayor
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

Alice D. Atkins, MMC, City Clerk
City of Monrovia

Craig A. Steele, City Attorney
City of Monrovia

ATTACHMENT A

**Fiscal Year 2023-24
Changes to Schedule of Fees and Charges**

Fiscal Year 2023-24
Proposed Changes to Schedule of Fees and Charges

Service Description	Old Fee	New Fee	Cost Recovery %	Comments
FIRE DEPARTMENT				
Brush Defensible Space Inspection				
First Inspection	\$0.00	\$0.00	N/A	No charge.
Second Inspection	\$0.00	\$140.00	100%	Assessed only if violation is not corrected.
Third Inspection	\$117.00	\$203.00	100%	Assessed only if violation is not corrected. Fee includes cost recovery for third inspection and final inspection.
AB-38 Defensible Space Inspections and Compliance Report Fee	\$64.00	\$105.00	100%	Update fee to cover cost of providing service.
Brush Abatement				
Second Re-Inspect (Engine or Fire Inspector)	\$117.00	\$0.00	N/A	Remove.