



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administrative Services

MEETING DATE: February 20, 2024

STAFF REFERENCE: Buffy Bullis, Administrative Services Director

AGENDA LOCATION: AR-2

GOVERNMENT CODE SECTION 84308 APPLIES: No

TITLE: Fiscal Year 2023-2024 Budget Update, Resolution No. 2024-11

OBJECTIVE: To provide the City Council with a Fiscal Year 2023-24 Budget update and authorize the proposed budget adjustments

BACKGROUND: In June 2023, the City Council adopted the Fiscal Year 2023-25 Two-Year Budget. 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. After formal budget approval in June 2023, staff has been closely monitoring the City's financial activity, and in November 2023, the City Council was provided with its first quarterly budget update, which included a comparison of budget to actual activity through September 2023. The budget update in November also included a preliminary review of Fiscal Year 2022-23 "pre-audit" revenue and expenditures.

Now that we have completed two fiscal quarters, staff has compared actual City revenues and expenditures for Fiscal Year 2023-24 to budgeted projections through December 2023. As part of this review, staff also evaluated Capital Improvement Program (CIP) Projects, with a special emphasis on reviewing project timing and the availability of staff resources needed to oversee, manage, and coordinate multiple projects at the same time. This quarterly report provides the City Council with updated budget estimates for the Fiscal Year 2023-24 Budget and proposes budget adjustments, which are attached as Attachment A (for the Operating Budget) and Attachment B (for the CIP Budget) to Resolution 2024-11, to better align the Fiscal Year 2023-24 Budget with staff's latest projections. Additionally, the City has finalized the Fiscal Year 2022-23 audit, and staff will provide the final results of Fiscal Year 2022-23 as part of this review.

ANALYSIS: When preparing this quarterly budget update, staff analyzed all revenue and expenditure activity for each line item of the budget for appropriateness and also considered current economic conditions. Similar to the last quarterly update in November, there continues to be a slowdown in sales tax revenues primarily due to a reduction in new vehicle purchases and a reduction in the State and County Pool allocations. On a positive note, most other revenues are tracking as projected, and inflation levels are still trending lower than historic highs from recent years.

Fiscal Year 2022-23 Post-Audit Summary Review

An important part of this quarterly budget update is a review of the final audited numbers for the prior fiscal year. Based on audited actuals, the City's General Fund closed the Fiscal Year 2022-23 with a surplus of \$1.09M. As City Council will recall, it was originally projected that the General Fund would close the year with a (\$1.03M) deficit. These positive results are due to savings in personnel costs (from vacancy savings) and savings in maintenance and operations budgets (through diligent management of operating budgets). Additionally, one-time settlement revenues received from the

Monsanto Settlement contributed an additional \$652K in revenues during the year. The ending surplus of \$1.09M represents a positive variance of \$2.13M over the revised budget, which places the City in a stronger financial position heading into the new fiscal year.

Table A
FY 2022-23 General Fund *
Revised Budget vs. Actuals
(Post-Audit):

General Fund Item	FY 2022-23 Revised Budget	FY 2022-23 Actuals (Post-Audit)	Variance With Budget Positive/ (Negative)
Revenues <i>(Includes Transfers In)</i>	\$53,140,638	\$54,163,419	\$ 1,022,781
Expenditures <i>(Includes Transfers Out)</i>	\$54,177,130	\$53,066,950	\$ 1,110,180
Net General Fund Surplus/(Deficit)	<u>(\$ 1,036,492)</u>	<u>\$ 1,096,469</u>	<u>\$ 2,132,961</u>

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

A comparison of budget to actual performance of General Fund revenues and expenditures for Fiscal Year 2022-23 can be found in Table B and Table C below.

Table B
FY 2022-23 General Fund Revenues *
Revised Budget vs. Actuals
(Post-Audit):

General Fund Revenue Category	FY 2022-23 Revised Budget	FY 2022-23 Actuals (Post-Audit)	Variance With Budget Positive/ (Negative)
Property Tax	\$15,854,285	\$16,285,761	\$ 431,476
Sales Tax	\$13,333,807	\$13,008,059	(\$325,748)
Transient Occupancy Tax	\$ 1,915,707	\$ 2,145,072	\$ 229,365
Other Taxes	\$ 2,287,000	\$ 2,490,776	\$ 203,776
All Other Revenues <i>(Includes Transfers In)</i>	<u>\$19,749,839</u>	<u>\$20,233,751</u>	<u>\$ 483,912</u>
Total	<u>\$53,140,638</u>	<u>\$54,163,419</u>	<u>\$ 1,022,781</u>

Table C
FY 2022-23 General Fund Expenditures *
Revised Budget vs. Actuals
(Post-Audit):

General Fund Expenditure Category	FY 2022-23 Revised Budget	FY 2022-23 Actuals (Post-Audit)	Variance With Budget Positive/ (Negative)
Personnel (Salary and Benefits)	\$34,262,937	\$33,650,494	\$612,443
Maintenance and Operations (M & O)	\$11,842,224	\$ 11,712,623	\$129,601
Project/Program Expenditures	\$ 860,557	\$ 480,141	\$380,416
Transfers Out	<u>\$ 7,211,412</u>	<u>\$ 7,223,692</u>	<u>(\$ 12,280)</u>
Total	<u>\$54,177,130</u>	<u>\$53,066,950</u>	<u>\$1,110,180</u>

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

Overall, the General Fund ended Fiscal Year 2022-23 in a positive position. All General Fund revenue categories exceeded budget, with the exception of Sales Tax, and all expenditure categories performed better than budget, with the exception of Transfers Out. Overall, the General Fund experienced growth of \$1.09M in reserves and most other funds, Citywide, experienced surpluses. This puts the City in a good position heading into Fiscal Year 2023-24.

Discussion of Fiscal Year 2023-24 Proposed Budget Adjustments

Below is a discussion of the Fiscal Year 2023-24 proposed budget adjustments, which includes a discussion of the General Fund budget adjustments and several of the more notable adjustments in other funds. A listing of all operating budget adjustments is included as Attachment A, and each adjustment includes a description in the Comments Section of the schedule.

General Fund

It is recommended that General Fund revenues be adjusted downward by \$393,199 and General Fund operating expenditures be adjusted downward by \$225,741, for a total net negative adjustment of \$167,458.

General Fund Revenues

A review of all General Fund revenues was performed as part of this budget update, including a review of the General Fund's three key revenues, property tax, sales tax, and transient occupancy tax (TOT). When assessing these revenues, staff looked at prior year totals (Fiscal Year 2022-23 audited actuals) since the audit is now complete.

At this time, staff is proposing several budget adjustments to General Fund revenues. Below is a discussion of those adjustments and the key revenues that make up the General Fund:

Property Tax Revenue

Property tax continues to be the most stable and reliable revenue source in the General Fund. Overall, Monrovia property values remain strong and continue to demonstrate valuation growth each year. Growth, historically, has been between 3-5%. Staff reviewed the property tax projections and, at this time, staff is not recommending an adjustment to the secured and unsecured property tax revenue budgets. The property tax budget for Fiscal Year 2023-24 will remain at \$16,902,433.

Sales Tax Revenue

While sales tax has been strong and has demonstrated annual growth in recent years, we are continuing to see a slowdown in sales tax receipts. It should be noted that this slowdown is not unique to Monrovia, but is occurring statewide. Overall, there has been a slowdown in the Autos and Transportation and the State and County Pool allocations, among several other categories. However, on a positive note, some categories, such as Restaurants and Hotels and Business and Industry are doing well and showing positive growth, which helps to offset reductions in other categories. For this quarterly update, staff has consulted with HDL, the City's sales tax consultant, and is recommending a decrease of \$550,000 for Fiscal Year 2023-24 to better align the budget with latest conservative estimates.

Transient Occupancy Tax (TOT) Revenue

TOT revenues remain strong and continue to demonstrate growth each year. Revenue collected for Fiscal Year 2022-23 exceeded the budget by \$229,365, as illustrated in Table B, and was 10.35% greater than the prior year's revenue. The Marriott TownePlace Suites is expected to open in March 2024, and projected revenues have already been incorporated into the budget.

At this time, staff is not proposing an adjustment to TOT revenues. The budget for Fiscal Year 2023-24 will remain at \$2,209,423.

Other General Fund Revenue Adjustments

Several other revenue adjustments are being proposed in the General Fund, including: a \$50,500 increase in recreation revenues due to increased program participation; a \$20,390 increase in Library Foundation reimbursements; an adjustment of \$59,399 in tenant rental revenue generated from the new building at 324-328 S. Myrtle Avenue; and a \$26,512 increase in Administrative Cost Allowance Reimbursements received by the City for performing Successor Agency administrative duties.

General Fund Expenditures

Overall, actual expenditures in the General Fund are tracking to budget for most expenditures through December 2023. A series of budget adjustments are 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, which include adjustments to personnel costs and maintenance and operations costs. In total, a General Fund expenditure decrease of \$225,741 is proposed to the operating budget (which does not include CIP). This adjustment includes a combination of increases and decreases for items such as personnel adjustments, operational supplies, staff development and training, as well as other various adjustments. Adjustments greater than \$20,000 are discussed below:

- A decrease of \$25,000 is being proposed to adjust the budget for a reduction in cost study professional fees. Due to current workloads and project prioritization, the cost study will be deferred to Fiscal Year 2024-25.
- A decrease of \$50,000 in full-time salaries is being proposed in the City Manager’s Office for vacancy savings.
- A decrease of \$156,792 is being proposed for a reduction in professional fees for partner contracts.
- A decrease of \$50,000 in part-time salaries is being proposed in the Canyon Park budget for unfilled vacancies due to the Park’s closure.

A detailed list of all operating budget adjustments is attached to Resolution No. 2024-11 as Attachment A.

Fiscal Year 2023-24 General Fund Ending Financial Position

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 (\$1.76M). Table D, below, provides a summary of the breakdown of this calculation.

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

General Fund Budget Item	Amount (\$)
FY 2023-24 Budgeted Revenues <i>(includes Q1 and Q2 adjustments)</i>	\$ 49,126,348
FY 2023-24 Budgeted Expenditures <i>(includes Q1 and Q2 adjustments)</i> <i>(Excludes one-time purchase of building for \$6.0M)</i>	<u>(\$50,887,370)</u>
Net FY 2023-24 General Fund Surplus/(Deficit) <i>(Excludes one-time purchase of building for \$6.0M)</i>	<u>(\$ 1,761,022)</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). Staff will continue to diligently manage the budget and only spend what is actually needed, which is normal practice. 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 (\$664K). Table E, below, shows a two-year summary of the General Fund deficit for Fiscal Year 2022-23 and 2023-24.

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

General Fund Budget Item	Amount (\$)
FY 2022-23 GF Ending Surplus (Post-Audit)	\$ 1,096,469
FY 2023-24 GF Estimated Year-End Deficit <i>(Excludes One-time Property Purchase of \$6.0M)</i>	(\$1,761,022)
Net Two-Year Deficit	(\$ 664,553)

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

As always, staff will continue to monitor the budget and return to City Council with General Fund adjustments and updates after the close of the third quarter (quarter ending March 31, 2024).

FY 2023-24 Non-General Fund Adjustments:

As part of this quarterly budget update, staff is proposing adjustments to non-General Fund Accounts. A listing of all adjustments is included as Attachment A, and each adjustment includes a description in the Comments Section of the schedule. Below is a discussion of the adjustments greater than \$25,000 for Fiscal Year 2023-24.

Revenue Adjustments

- Measure K Fund – An increase of \$191,000 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

- Sewer Fund – A decrease of \$40,000 is being proposed to professional services fees in the Sewer Fund based on updated estimates through the remainder of the year.
- Facilities Maintenance Fund – An increase of \$76,246 is being proposed to adjust the budget for funds needed to pay for elevator repairs at Colorado Commons.

Capital Improvement Program (CIP) Update:

As part of this second quarter update, staff thoroughly reviewed each capital project included on the CIP Plan, focusing on anticipated project completion timelines and updated cost estimates. The CIP Plan is a 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. Given the number of projects included on the CIP Plan and the staff time required to manage and oversee each project, this review focused on prioritizing projects based on available staffing resources through the end of

the fiscal year. Based on this review, several projects are expected to be completed in Fiscal Year 2023-24 and several 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. 2024-11, Attachment B), resulting in a proposed decrease of \$2,870,205 in CIP expenditures. The proposed CIP budget adjustments allow the budget to be better aligned 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.

Investment Strategy Update

In August 2023, the City Council approved an investment management services contract with Columbia Capital. Staff has been working with Columbia Capital to transition portfolio management responsibilities, and the implementation has been completed. This transition in investment management responsibilities is expected to yield additional investment earnings on the City's idle cash each year. Staff will analyze earnings and activity over the next quarter and may propose a positive adjustment to investment earnings for Fiscal Year 2023-24, if applicable, in the next quarterly update based on staff's review. Overall, it is estimated that this new investment structure could yield approximately \$1M or more in additional investment earnings each year.

Financial Work Plan Items and Next Steps

Heading into the third quarter of the Fiscal Year 2023-24, staff will focus efforts on the following financial work plan items that are aimed at further strengthening the City's overall fiscal position.

1. Establish a Section 115 Trust Utilization Plan. Now that funds have been set aside, on an ongoing basis, in the Section 115 Trust, staff will look at how best to utilize these funds to maximize earnings and pension cost savings. This will include identifying the timing and amount of funds to be used to pay down the CalPERS Unfunded Accrued Liability (UAL) each year. Staff will return to City Council with a proposed plan in future updates.
2. Complete the Proposition 218 process for sewer and water rate adjustments. Rate studies have been completed, and a public hearing is scheduled for March 19, 2024.
3. Complete the comprehensive rate study for the City's two Assessment Districts, and return to City Council with the results. The study is currently underway.
4. Review and analyze the Go Monrovia and Dial-A-Ride transit programs, and make adjustments, as necessary, to ensure costs are sustainable.
5. Continue to seek reimbursement for Canyon Park repairs.
6. Continue to seek additional grant/outside funding for program and project costs.
7. Begin the preparation of the Fiscal Year 2024-25 Budget Update. This will include an update to the Five-Year CIP Program. Study sessions will be held in May 2024, with formal budget approval scheduled for June 2024.
8. Continue to provide quarterly budget updates to City Council throughout the year. The next quarterly update (i.e., third quarter update) is scheduled for May 2024. This will include a General Fund long-term financial forecast.

Summary

In summary, the City closed the books for Fiscal Year 2022-23 in a better position than originally expected, with a net surplus in the General Fund of \$1.09M, and the City remains in a good position heading into the third quarter of Fiscal Year 2023-24. 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.

Staff will continue to closely monitor the budget and economic environment to ensure that the City can quickly pivot, if needed.

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 \$192,199, and total operating expenditures will be adjusted downward by \$157,305 for a total net negative operating budget adjustment of \$34,894. Additionally, for the CIP budget, project expenditures will be adjusted downward by \$2,870,205.

OPTIONS: The following options are presented for consideration:

1. Adopt Resolution No. 2024-11 to approve the proposed budget adjustments, as presented.
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, thereby approving the recommended budget adjustments, as presented.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution No. 2024-11.

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of February 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	\$20,000	91089	Preliminary Stage and/or In Progress
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	\$55,000	91070	Preliminary Stage and/or In Progress
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	\$15,000	91093	Preliminary Stage and/or In Progress
Municipal Facilities	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
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	\$516,450	75078	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							
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

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of February 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	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	\$2,001,470	\$2,001,470	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	\$20,000	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	\$5,000	91088	Deferred to Future Fiscal Year
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	\$772,766	91019	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	\$25,499	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. In FY2022-2023, improvements will be made to City parking lots directly south of Monrovia Public Library.	\$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	\$40,000	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	\$20,719	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	\$6,042,206	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	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	\$177,360	91112	Preliminary Stage and/or In Progress
Parks and Trails							
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	\$12,047,613	\$12,047,613	25301	Preliminary Stage and/or In Progress
Parks and Trails	Chick-fil-A Park Design	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

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of February 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
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	Preliminary Stage and/or In Progress
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
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	\$799,078	91041	Preliminary Stage and/or In Progress
Water System and Utilities	Oakglade Drive Resurfacing and K-Rail Removal	Removal of K-rail and resurfacing of Oakglade Drive.	\$200,000	\$200,000	\$200,000	91107	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

**Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of February 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	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	\$0	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	\$150,380	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	\$1,256,555	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
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	\$3,798,658	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	\$34,275	91045	Preliminary Stage and/or In Progress
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

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2023-24
As of February 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	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	\$1,800,000	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
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	\$361,988	\$57,988	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	\$439,012	\$52,012	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. 2024-11

**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 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 February 20, 2024.

PASSED, APPROVED and ADOPTED this 20th day of February, 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)

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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	SENIOR PROGRAM	612	SENIOR PROGRAM DONATIONS	3527		3,000	6,000	3,000	To adjust budget for increased participation in the Senior Nutrition Program.
GENERAL	111	SENIOR PROGRAM	612	CS-SENIOR EXCURSIONS	3420		3,000	6,000	3,000	To adjust budget for increased participation in Senior Excursions.
GENERAL	111	COMM CENTER OPERATIONS	615	ROOM RENTALS	3283		15,000	30,000	15,000	To adjust budget for increased rentals.
GENERAL	111	COMM CENTER OPERATIONS	615	CS-EVENT STAFF RECOVERY FEE	3419		10,000	20,000	10,000	To adjust budget for an increase in staff recovery fees due to an increase in rental activity.
GENERAL	111	CONTRACT CLASSES	619	ADULT CONTRACT CLASSES	3288		15,000	30,000	15,000	To adjust budget for an increase in participation in adult contract classes.
GENERAL	111	LIBRARY ADMINISTRATION	640	ROOM RENTALS	3283		2,000	4,000	2,000	To adjust budget for increased rentals.
GENERAL	111	LIBRARY ADMINISTRATION	640	REIMBURSEMENT	3357	64023	32,000	52,390	20,390	Library Foundation to reimburse Community Services for Machinery and Equipment.
GENERAL	111	NON-DEPARTMENTAL	251	SALES TAXES	3023		12,500,000	11,950,000	(550,000)	To adjust sales tax based on updated estimates.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	BUILDING LEASE REVENUE	3545	61014	-	59,399	59,399	To adjust budget for rental revenue related to 324-328 S Myrtle Ave Building.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	SOFTWARE CST RECOVERY	3284	61009	2,500	5,000	2,500	To adjust budget for an increase in software cost recovery fees due to an increase in registrations.
GENERAL	111	NON-DEPARTMENTAL	251	ADMINISTRATIVE COST ALLOW REIMB	3476		147,520	174,032	26,512	To adjust budget based on ROPS approved amount.
GENERAL FUND	111						12,730,020	12,336,821	(393,199)	
MEASURE K	112	NON-DEPARTMENTAL	251	SALES TAXES	3023		6,558,000	6,749,000	191,000	To adjust Measure K sales tax revenues based on updated estimates.
MEASURE K FUND	112						6,558,000	6,749,000	191,000	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	OTHER REVENUES	3397	26008	65,000	75,000	10,000	To adjust budget for an increase in the donation received from MPWR. Amount received was \$75,000.
CAP IMPROV FUND	311						65,000	75,000	10,000	

Total Revenue Adjustments (Operating Budget) (192,199)

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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	DETECTIVES	340	PROF FEES	4028		8,000	28,000	20,000	To adjust budget for Annual Flock Camera Lease (Phase 1, 8 cameras).
GENERAL	111	POLICE SERVICES	320	OVERTIME SALARIES	4005		37,450	47,450	10,000	To adjust budget for dispatch staffing requirements.
GENERAL	111	POLICE SERVICES	320	EDU & TRAINING	4071		6,000	8,500	2,500	To adjust budget for PSR mandatory training requirements.
GENERAL	111	POLICE ADMINISTRATION	310	TRVL, CONFER, MEALS	4137		5,000	8,000	3,000	To adjust budget for additional training and conference expenses.
GENERAL	111	POLICE PATROL	331	PROF FEES	4028		18,000	25,000	7,000	To adjust budget for processing increased number of applicants.
GENERAL	111	POLICE PATROL	331	MISC EXPENSE	4160		4,000	6,000	2,000	To adjust budget for an increase in the number of hirings and position changes.
GENERAL	111	POLICE PATROL	331	OVERTIME SALARIES	4005		900,000	918,000	18,000	To adjust budget for additional staffing needed for unexpected projects.
GENERAL	111	DETECTIVES	340	OVERTIME SALARIES	4005		41,730	57,730	16,000	To adjust budget for additional staffing needed for unexpected projects and cases.
GENERAL	111	CITY MANAGER	120	MARKETING EXPENSES	4344		3,000	5,235	2,235	To adjust budget for Monrovia Chamber biannual ad sponsorship.
GENERAL	111	NON-DEPARTMENTAL	251	SUCCESSOR AGENCY EXPENSES	4326		21,880	22,720	840	To adjust budget for Hamby Park HOA increase from \$385 to \$420 per month.
GENERAL	111	CITY COUNCIL	110	MISC EXPENSE	4160		6,000	7,430	1,430	To adjust budget for Joint City Council/MUSD Meeting - December 2023
GENERAL	111	CITY CLERK	130	TRVL, CONFER, MEALS	4137		6,350	7,350	1,000	To adjust budget for Master Municipal Clerk Academy.
GENERAL	111	SPECIAL ACTIVITIES	620	MAINTENANCE SUPPLIES	4124		43,000	44,000	1,000	To adjust budget for Santa tour inflatables.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	PROF FEES	4028		35,500	40,500	5,000	To adjust budget for security guards for Colorado Commons through June 30, 2024.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	MISC EXPENSE	4160		500	1,000	500	To adjust budget for additional service event expenses.
GENERAL	111	SPECIAL ACTIVITIES	620	TRVL, CONFER, MEALS	4137		2,000	5,000	3,000	To adjust budget for increased participation at dignitary events.
GENERAL	111	YOUTH PROGRAMS	627	PROF FEES	4028		25,000	15,000	(10,000)	To adjust budget for a decrease in participation.
GENERAL	111	YOUTH PROGRAMS	627	MAINTENANCE SUPPLIES	4124		21,500	11,500	(10,000)	To adjust budget for a decrease in participation.
GENERAL	111	SENIOR PROGRAM	612	PROF FEES	4028		8,000	10,000	2,000	To adjust budget for an increase in participation on excursions.
GENERAL	111	CONTRACT CLASSES	619	TRVL, CONFER, MEALS	4137		2,500	5,000	2,500	To adjust budget for increased participation.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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	PARKS MAINTENANCE	771	PROF FEES	4028	77007	24,000	29,733	5,733	Added Community Garden South Maintenance Costs from March to June 2024.
GENERAL	111	NON-DEPARTMENTAL	251	PROF FEES	4028		648,724	623,724	(25,000)	To adjust budget for cost study that will be deferred to FY24-25.
GENERAL	111	NON-DEPARTMENTAL	251	MISC EXPENSE	4160		177,650	180,073	2,423	To adjust budget for unanticipated purchase of new credit card readers.
GENERAL	111	CITY TREASURER	140	TRVL, CONFER, MEALS	4137		550	4,050	3,500	To adjust budget for GFOA Conference.
GENERAL	111	LIBRARY ADMINISTRATION	640	MACHINERY & EQUIPMENT	4216	64023	-	20,390	20,390	Library Foundation to reimburse Community Services for Machinery and Equipment.
GENERAL	111	CITY MANAGER	120	FULL TIME SALARIES	4000		639,458	589,458	(50,000)	To adjust salaries for vacancy savings.
GENERAL	111	CITY MANAGER	120	TRVL, CONFER, MEALS	4137		52,000	22,000	(30,000)	To adjust budget based on updated estimates.
GENERAL	111	CITY CLERK	130	ADVERTISING	4022		4,000	3,000	(1,000)	To adjust budget based on updated estimates.
GENERAL	111	NON-DEPARTMENTAL	251	PROF FEES	4028		623,724	466,932	(156,792)	To adjust budget for reduction in professional fees with contract partners.
GENERAL	111	PARKS MAINTENANCE	771	PART-TIME SALARIES	4004		78,945	68,945	(10,000)	To adjust budget based on updated estimates.
GENERAL	111	COMM CENTER OPERATIONS	615	ADVERTISING	4022		1,000	-	(1,000)	To adjust advertising expenses based on updated estimates.
GENERAL	111	COMM CENTER OPERATIONS	615	FURNITURE/FIXTURE	4215		10,000	-	(10,000)	To adjust budget to eliminate purchase of a new stage at this time.
GENERAL	111	HISTORICAL MUSEUM	614	ADVERTISING	4022		2,000	-	(2,000)	To adjust advertising expenses based on updated estimates.
GENERAL	111	CANYON PARK	622	PART-TIME SALARIES	4004		281,743	231,743	(50,000)	To adjust part-time salaries for unfilled vacancy due to park closure.
GENERAL FUND	111						3,739,204	3,513,463	(225,741)	
STREET MNT	213	STREET MAINTENANCE	731	MAINTENANCE SUPPLIES	4124		120,000	110,000	(10,000)	To adjust M & O expenses based on updated estimates.
STREET MNT FUND	213						120,000	110,000	(10,000)	

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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
PROP A MNT	221	RECREATION TRANSPORTATION	536	PROF FEES	4028		41,600	33,200	(8,400)	To adjust budget for reduced youth excursions.
PROP A FUND	221						41,600	33,200	(8,400)	
PARK MAINT	266	PARK ASSESSMENT MAINTENANCE	772	PROF FEES	4028		105,680	115,680	10,000	To adjust budget for additional funds needed for maintenance of City parks.
PARK MAINT FUND	266						105,680	115,680	10,000	
DEV SVC	281	ENGINEERING	720	PROF FEES	4028		310,000	317,000	7,000	To adjust budget for Verlux assessment for Solar PV.
DEV SVC FUND	281						310,000	317,000	7,000	
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	POSTAGE	4132		55,000	65,000	10,000	To adjust budget for additional utility billing postage.
WATER UTIL	411	UTILITY BILLING & COLLECTION	227	PRINTING	4135		49,250	62,250	13,000	To adjust budget for additional printing based on updated estimates.
WATER UTIL	411	WATER SERVICES	741	MAINTENANCE SUPPLIES	4124		271,600	296,600	25,000	To adjust budget for utilities maintenance supplies based on updated estimates.
WATER UTIL	411	WATER SERVICES	741	PROF FEES	4028		328,825	318,825	(10,000)	To adjust M & O expenses based on updated estimates.
WATER UTIL	411	WATER SERVICES	741	CNTRCT PAVING SVC	4032		97,779	87,779	(10,000)	To adjust M & O expenses based on updated estimates.
WATER UTIL	411	WATER SERVICES	741	EQUIPMENT MAINTENANCE	4096		63,500	53,500	(10,000)	To adjust M & O expenses based on updated estimates.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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	WATER SERVICES	741	COMPUTER MTCE	4120		121,912	111,912	(10,000)	To adjust M & O expenses based on updated estimates.
WATER UTIL FUND							411	987,866	995,866	8,000
SAN FUND	421	SEWER AND SANITATION	746	EQUIPMENT MAINTENANCE	4096		20,000	12,000	(8,000)	To adjust M & O expenses based on updated estimates.
SAN FUND	421	SEWER AND SANITATION	746	COMPUTER MTCE	4120		33,156	30,156	(3,000)	To adjust M & O expenses based on updated estimates.
SAN FUND	421	SEWER AND SANITATION	746	PROF FEES	4028		319,328	279,328	(40,000)	To adjust M & O expenses based on updated estimates.
SAN FUND							421	372,484	321,484	(51,000)
ENVRMN SVC	431	ENVIRONMENTAL SVCS-WST MGMNT	712	HHW PROGRAM	4313		30,000	46,290	16,290	To adjust budget for funds needed for household hazardous and universal waste pick-up service.
ENVRMN SVC FUND							431	30,000	46,290	16,290
FAC MAINT	511	FACILITIES MAINTENANCE	755	PROF FEES	4028		67,700	143,946	76,246	To adjust budget for funds needed to pay for water damage repairs to the elevator in the parking structure at Colorado Commons (131 W. Colorado Blvd).
FAC MAINT	511	FACILITIES MAINTENANCE	755	PROF FEES	4028	75084	-	5,000	5,000	To adjust budget for funds needed for HVAC maintenance.
FAC MAINT	511	FACILITIES MAINTENANCE	755	ELECTRICITY	4146	75084	-	5,000	5,000	To adjust budget for additional electricity required for new building.
FAC MAINT	511	FACILITIES MAINTENANCE	755	GAS	4148	75084	-	1,000	1,000	To adjust budget for estimated funds needed for Southern California Gas Company for new building.
FAC MAINT	511	FACILITIES MAINTENANCE	755	MISC EXPENSE	4160	75084	-	1,000	1,000	To adjust budget for miscellaneous incidental expenses related to new building.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 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
FAC MAINT	511	FACILITIES MAINTENANCE	755	WATER & TRASH	4156	75084	-	2,500	2,500	To adjust budget for estimated water and trash usage.
FAC MAINT	511	FACILITIES MAINTENANCE	755	JANITOR/CARPET CLNG SVC	4029	75084	-	5,000	5,000	To adjust budget for estimated janitorial services for new building.
FAC MAINT	511	FACILITIES MAINTENANCE	755	PROF FEES	4028		143,946	133,946	(10,000)	To adjust facility maintenance budget based on updated estimates.
FAC MAINT	511	FACILITIES MAINTENANCE	755	ELECTRICAL MAINT	4035		30,000	28,000	(2,000)	To adjust facility maintenance budget based on updated estimates.
FAC MAINT	511	FACILITIES MAINTENANCE	755	ROOF MAINT.	4043		30,000	25,000	(5,000)	To adjust facility maintenance budget based on updated estimates.
FAC MAINT	511	FACILITIES MAINTENANCE	755	COMM O/H DOOR MTCE	4048		45,000	42,000	(3,000)	To adjust facility maintenance budget based on updated estimates.
FAC MAINT	511	FACILITIES MAINTENANCE	755	PLUMBING SERVICES	4060		30,000	28,000	(2,000)	To adjust facility maintenance budget based on updated estimates.
FAC MAINT FUND	511						346,646	420,392	73,746	
EQUIP REP	512	FIRE EQUIPMENT/RADIOS MAINT	460	BODYWORK REPAIRS	4094		6,000	12,000	6,000	To adjust budget for fire vehicle body repairs.
EQUIP REP FUND	512						6,000	12,000	6,000	
CENTRL SVC	521	TELEPHONE MAINTENANCE	224	PHONE CHGS-LOCAL	4155		168,000	184,800	16,800	To adjust budget for EVPL Upgraded Phone lines monthly charges.
CENTRL SVC FUND	521						168,000	184,800	16,800	

Total Expenditure Adjustments (Operating Budget) (157,305)

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Operating Budget
 Resolution # 2024-11
 February 20, 2024

Transfers In & Out

TRANSFERS IN

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

TRANSFERS OUT

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

City of Monrovia
Fiscal Year 2023-24
Budget Adjustments - Operating Budget
Resolution # 2024-11
February 20, 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	(192,199)
Transfers In Adjustment	-
Total Revenue Adjustment	(192,199)
Appropriations Adjustment	
Expenditure Adjustment	(157,305)
Transfers Out Adjustment	-
Total Appropriations Adjustment	(157,305)
Other Adjustment	
Other Adjustment	-
Other Adjustment	-

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

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Capital Improvement Budget
 Resolution # 2024-11
 February 20, 2024

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
GENERAL	111	CITY CLERK	130	MACHINERY & EQUIPMENT	4216	91083	CIP-DIGITAL DISPLAY BOARD	25,000	-	(25,000)	Project is being deferred to a future fiscal year.
GENERAL	111	CANYON PARK	622	FURNITURE/FIXTURE	4215	91097	CIP-CANYON PARK UPGRADE	58,000	-	(58,000)	Project is being deferred to FY24-25.
GENERAL FUND	111							83,000	-	(83,000)	
AB 2766	223	REGIONAL AIR QUALITY IMPR	533	AUTOS & TRUCKS	4213	91020	CIP-EV CHARGING STATIONS	164,585	-	(164,585)	Defer to FY24-25 for future installation at Parking Lot 7 and 8. Staff is working with SCE on adding EV charging stations through the ChargeReady Program.
AB 2766	223	REGIONAL AIR QUALITY IMPR	533	MACHINERY & EQUIPMENT	4216	91020	CIP-EV CHARGING STATIONS	16,500	-	(16,500)	No anticipated purchases during FY23-24.
AB 2766 FUND	223							181,085	-	(181,085)	
SB1-RMRA	236	SB-1 RMRA	777	PROF FEES	4028	91087	CIP-FOOTHILL STRIPING PROJECT	200,000	50,000	(150,000)	Staff anticipates finishing the Foothill Striping Project by the end of February 2024 for a total of \$50K.
SB1-RMRA FUND	236							200,000	50,000	(150,000)	
L&L ASS	261	STREET LIGHTING/TRAFF SIGNALS	735	MAINTENANCE SUPPLIES	4124	91088	CIP-LED STREETLIGHT CONVERSION PROJ	25,000	5,000	(20,000)	Project is being deferred to FY24-25.
L&L ASS FUND	261							25,000	5,000	(20,000)	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	25090	CIP-HUNTINGTON DRIVE PHASE II- FTIP	-	20,000	20,000	Funds needed for the Huntington Drive Street Improvements Project.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	91022	CIP-FIRE STATION 102 KITCHEN RENOVATION	75,000	-	(75,000)	Project is being deferred to FY24-25
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	91023	CIP-CITY CLERK'S OFFICE REMODEL	29,520	-	(29,520)	Project is being deferred and reconsidered for Project timing. City Hall Project anticipated in the future.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91034	CIP-SPORTS FIELD/COURT RESTORATION	40,000	-	(40,000)	Staff does not anticipate major field/court restoration for the remainder of the FY23-24.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CAPITAL OUTLAY > 5K	4363	91036	CIP-PARK MONUMENT SIGN	58,764	48,764	(10,000)	Actual costs for the Rotary Park Monument Sign are less than the remaining budget amount.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91037	CIP-PARK RESTROOMS IMPROVEMENT	40,000	-	(40,000)	Staff does not anticipate using funds for restroom repairs in FY23-24.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	FURNITURE/FIXTURE	4215	91038	CIP-SHADE STRUCTURE STATION SQUARE	125,000	-	(125,000)	Staff recommends deferring this project to a future FY. Given the number of new residential units being built around the park, staff wishes to reconsider this project at a later date.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91054	CIP-REC PARK CONSTRUCT PROJ DESIGN	261,500	130,750	(130,750)	Staff anticipates the design of the park project to take place during FY23-24 and into FY24-25.

City of Monrovia
 Fiscal Year 2023-24
 Budget Adjustments - Capital Improvement Budget
 Resolution # 2024-11
 February 20, 2024

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
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	91099	CIP-ANNUAL TRAIL AND EARTHWORK	150,000	-	(150,000)	No work is anticipated during FY23-24. Majority of earthwork and trail restoration done during Canyon Park Repair Project.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91024	CIP-HISTORIC MUSEUM PAINTING & REPAIR	-	26,055	26,055	To roll over budgeted expenses from FY 22-23 into FY 23-24 due to timing.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91033	CIP-PLAYGROUND EQUIP MAINT/REPAIRS	57,465	61,257	3,792	To add additional funds for annual costs.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	FURNITURE/FIXTURE	4215	91111	CIP-BASEMENT WORKSTATION RECONFIGURATION	-	13,300	13,300	To add funds for the basement workstation reconfiguration.
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	CONSTRUCTION	4203	91095	CIP-DAM KEEPERS HOUSE UPGRADES	346,000	20,000	(326,000)	Planning and design will be completed in FY23-24. Remaining project work deferred to FY 24-25.
CAP IMPROV FUND	311							1,183,249	320,126	(863,123)	
WATER UTIL	411	WATER SERVICES	741	EQUIPMENT MAINTENANCE	4096	91042	CIP-RESERVOIR MAINT/REPLACE PROGRAM	252,202	75,000	(177,202)	Staff does not anticipate utilizing the full funding amount during FY23-24. Smaller maintenance projects will require less funding in this current fiscal year.
WATER UTIL	411	WATER SERVICES	741	EQUIPMENT MAINTENANCE	4096	91058	CIP-CITYWIDE PUMP/MOTOR REPLACEMENT	278,007	168,007	(110,000)	Projected costs of two pump and motor replacements is \$130K.
WATER UTIL	411	WATER SERVICES	741	PROF FEES	4028	91066	CIP - TREATMENT TOWERS 1 & 2 REDESIGN	50,000	-	(50,000)	Project is being deferred to a future fiscal year.
WATER UTIL	411	WATER SERVICES	741	CONSTRUCTION	4203	91071	CIP - EMERSON RESERVOIR IMPROVEMENTS	425,795	-	(425,795)	Project is being deferred to FY24-25.
WATER UTIL	411	WATER SERVICES	741	CONSTRUCTION	4203	91072	CIP - TREATMENT TOWERS 3 & 4 REHABILITATION	400,000	-	(400,000)	Project is being deferred to FY24-25.
WATER UTIL	411	WATER SERVICES	741	MACHINERY & EQUIPMENT	4216	91090	CIP-WATER EQUIPMENT REPLACEMENT	55,000	25,000	(30,000)	Purchase of compressor to take place in FY23-24 and CMS board in FY24-25.
WATER UTIL	411	WATER SERVICES	741	CONSTRUCTION	4203	91044	CIP-REHABILITATION OF WELLS #6	350,000	50,000	(300,000)	Project is being deferred to FY24-25.
WATER UTIL	411	WATER SERVICES	741	COMPUTER MTCE	4120	91047	CIP-SCADA SYSTEM RECONSTRUCTION	452,500	402,500	(50,000)	Adjust project based on updated costs.
WATER UTIL FUND	411							2,263,504	720,507	(1,542,997)	
FAC MAINT	511	FACILITIES MAINTENANCE	755	CONSTRUCTION	4203	91092	CIP-PW FACILITY UPGRADE/PRODUCTION	30,000	-	(30,000)	Project is being deferred to FY24-25.
FAC MAINT FUND	511							30,000	-	(30,000)	

Total Expenditure Adjustments (CIP Budget) (2,870,205)