CITY COUNCIL AGENDA REPORT

DEPARTMENT: Administrative Services **MEETING DATE:** March 17, 2020

PREPARED BY: Buffy J. Bullis, Director **AGENDA LOCATION:** AR-3

TITLE: Fiscal Year 2019-20 Operating and Capital Improvement Program (CIP) Mid-Year Budget Update, Resolution No. 2020-24; and Fiscal Year 2019-20 Schedule of Fees and Charges Mid-Year Budget Update, Resolution No. 2020-25

OBJECTIVE: To provide an update of proposed changes to the Fiscal Year 2019-20 Operating and CIP Budget and the Schedule of Fees and Charges, and authorize the budget action recommendations presented

BACKGROUND: In June 2019, the City Council adopted the Fiscal Year 2019-20 Budget, which appropriated funds and approved revenue projections for the 2019-20 Fiscal Year. Now that the Administrative Services Department has finalized closing the books and completed the Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018-19, staff focused on comparing the City's actual financial activities through February 2020 with the approved Fiscal Year 2019-20 operating budget projections. Based on the analysis of the results, staff is recommending operating budget adjustments for Fiscal Year 2019-20. In addition, a review of the City's CIP Budget has been completed and staff is recommending several adjustments to better align the CIP Budget with the current status of each capital initiative.

Additionally, as part of the mid-year budget review, several new fees and fee adjustments are being proposed in order to recover the full cost of providing each respective service.

ANALYSIS: This report provides a status update on the Fiscal Year 2019-20 Budget and identifies proposed budget adjustments based on current financial data. A detailed listing of the proposed adjustments is attached to Resolution 2020-24.

General Fund

Based on staff's analysis of the Fiscal Year 2019-20 Budget, it is recommended that General Fund revenues and expenditures be adjusted downwards by $493,299 and $719,303, respectively, for a net adjustment of $226,004. In addition, transfers out will be adjusted downwards for a net amount of $60,000. A separate discussion of transfer adjustments is provided later in this report.

Given these proposed adjustments, there are sufficient revenues to cover all budgeted expenditures in the General Fund, and the fund will end the year with a surplus of $225,556. An

overview of the proposed General Fund revenue and expenditure adjustments are outlined in greater detail below.

FY 2019-20 General Fund Revenues

Three key General Fund revenues that were reviewed as part of this mid-year budget review include property tax, sales tax, and transient occupancy tax (hotel tax). As with all other revenues, the original budget for these major revenue sources was developed based on Fiscal Year 2018-19 estimates. Now that the City has closed its books for Fiscal Year 2018-19, staff is proposing to update Fiscal Year 2019-20 estimates based on ***actual*** revenues received during Fiscal Year 2018-19. Below is a discussion of the proposed Fiscal Year 2019-20 mid-year adjustments:

- Property Tax Revenue – The City's total property tax revenue for Fiscal Year 2018-19 was $12,633,562, which represents an increase of 5.19% over the prior year, or $624,077. While the actual revenue for Fiscal Year 2018-19 came in higher than the prior year, it was less than the budgeted amount of $12,920,200. Property tax revenue is comprised of Secured Property Taxes, Unsecured Property Taxes, Property Taxes In-Lieu of Vehicle License Fees (VLF), and several other types of property tax revenues. Of these amounts, the Secured Property Tax category represents the majority of the increase over the prior year. To that end, based on a review of prior year actual revenues and current year-to-date revenues, staff is proposing to reduce the budget for Secured Property Tax revenues by $154,960 to bring the projection in line with a 4.47% estimated growth factor using a new base (the prior year actual). Staff is also proposing adjustments to several other categories of property tax revenues for a total combined negative adjustment (including the $154,960 mentioned above) of $46,882. In total, the revised budget for all property tax categories totals $13,233,121.

- Sales Tax Revenue – The City's Bradley-Burns sales tax revenue for Fiscal Year 2018-19 was $10,105,515, which represents a decrease of approximately 1.39% over the prior year, or $143,299. This decrease in revenue is mainly attributable to the implementation of a new software system by the California Department of Tax and Fee Administration (CDTFA). The CDTFA's system implementation, which began in Fiscal Year 2017-18, resulted in the delay and mismatching of some revenues to the proper period. Most delayed revenues have been received, but this created aberrations in staff's projected numbers. When originally projecting the budget for Fiscal Year 2019-20, our base number was incorrectly inflated. To that end, staff has thoroughly analyzed sales tax revenues and has consulted with HDL, the City's sales tax consultant, to determine an updated estimate. Based on that review, sales tax is estimated to be $10,447,814, an increase of $342,299 over the prior year and a decrease in the original budget amount of $215,052.

- Transient Occupancy Tax (TOT) Revenue – The City's TOT revenue collections of $2,045,103 in Fiscal Year 2018-19 were less than budget by $481,139. This shortfall was partly due to a six-month remodel at one of the City's biggest hotel operators, which resulted in lower-than-normal collections. Additionally, in general, revenues came in lower than staff's projections. Because the Fiscal Year 2019-20 original budget is based on an over inflated base amount (i.e., the FY 2018-19 budget, not the Fiscal Year 2018-19 actuals), a budget adjustment will be needed. For this mid-year update, staff has thoroughly analyzed revenues for each hotel operator based on updated data through February 2020 and is proposing to adjust the budget to $2,253,257, an adjustment of $521,743.

- Other Revenues –

    - Based on a review of prior year actuals and current revenues to-date, there are several General Fund revenues that will be adjusted upward, including $15,246 for Public Safety ½ Cent Sales Tax, $92,419 in In-Lieu Franchise Fees, $11,000 for Vehicle Court Fines, $34,462 for Supplemental Property Tax, $360,000 for AB 1290 Reimbursement Revenue, $50,000 for the Reimbursement of legal fees, $30,000 for ALS Pass Thru fees, $15,000 for Emergency Services Fees, $8,681 for Fire Reimbursement revenues, and $4,820 for Youth Sports Program Revenue.

    - Additionally, there are several General Fund revenues that will be adjusted downward, based on a review of prior year actual revenues and current year-to-date revenue. Staff is proposing a reduction in Franchise Fee revenue of $110,825, Asset Forfeiture revenues for $140,000, Booking Fees for $37,000, Engine Company Inspection Fees for $30,000, and Youth and Adult Contract classes for $13,000.

When factoring in all of these revenue adjustments, the City's overall General Fund revenues are expected to decrease by $493,299. In order to offset this adjustment to revenue, operating departments performed a thorough and in-depth review of all expenditures to identify areas of savings and are proposing adjustments (both increases and decreases) as noted in the FY 2019-20 General Fund Expenditure Section below.

FY 2019-20 General Fund Expenditures

In analyzing the adjustments to the General Fund expenditures, staff compared actual to budgeted expenditures through February 2020. Staff also performed a thorough assessment of their needs through the end of the year and are proposing adjustments that will help to achieve budget savings. The adjustments being proposed allow the City to continue its commitment to provide quality services to its residents in a fiscally responsible manner. The proposed increases are as follows:

- A net decrease of $32,350 in expenditures in the City Manager's Office and the City Council's budget, combined, based on a reduction in consultant fees, event supplies, and journal subscriptions, among other minor adjustments.

- A net increase of $10,103 in the City Clerk's Office for training, municipal code costs, and travel costs, which will be offset by additional operational costs, such as publication costs and professional fees.

- A net decrease of $21,000 in estimated legal fees through the end of the year.

- A net decrease of $8,600 in the Finance Department for a reduction in operational costs, such as a reduction in books and subscriptions, training costs, and overtime costs, to name a few.

- A net decrease of $16,290 in the Human Resources Department. This amount is comprised of reductions for employee training, memberships, and assessments.

- A net increase in Non-Departmental expenses of $151,045. This amount is comprised of increases for election costs, upgrades to City facilities, and several other adjustments for operational expenses. These increases are offset by decreases for property tax administrative costs and marketing expenses.

- A net decrease of $188,128 across various departments in the General Fund for the reallocation of retiree medical benefit costs to other appropriate funds. Historically, this expense has been charged out of the General Fund, but is now being allocated among each appropriate fund, so that each fund pays its fair share of the cost.

- A net decrease of $129,685 in Police Department expenditures, which is comprised of a reduction in costs for IPads, training, uniforms, and various other operational costs. These decreases are offset by minor increases for AED ped pads, privacy screens, and Internet connection upgrades.

- A net increase of $2,500 in Fire Department expenditures, which includes increases for software costs, consultant fees, pharmaceutical supplies, third-party billing costs, among other various increases. These increases are offset by a reduction in costs for training, supplies, and equipment, among other reductions.

- A net decrease of $53,400 in Community Services expenditures, which is comprised of reductions in postage fees, equipment costs, professional fees, promotional fees, and other various operational expenses.

- A reduction of $14,200 in Library operational expenditures, including a reduction in training, printing, supplies, and book supply costs.

- A decrease of $37,550 in Public Works and Parks Maintenance expenditures, including reductions in memberships, supplies, uniform replacements, among other various costs.

- A decrease in salary and benefit costs, totaling $381,748, due to vacancy savings across various departments within the General Fund.

When factoring in all of the proposed adjustments, the total adjustment to the General Fund expenditures is a decrease of $719,303.

FY 2019-20 Measure K Fund

When developing the Fiscal Year 2019-20 Budget in June of 2019, the City was in the initial planning stages of a possible ballot initiative for Measure K. As a result, Measure K revenues and expenditures were not incorporated into the budget for Fiscal Year 2019-20 at that time. In November of 2019, voters approved Measure K; therefore, staff is now proposing to include a mid-year budget adjustment to establish the appropriate budget. To that end, it is estimated that Measure K will generate approximately $1,150,000 in revenues during Fiscal Year 2019-20 (for the period covering April 1, 2020 through June 30, 2020). Additionally, it is estimated that the associated fees for the California Department of Tax and Fee Administration (CDTFA) to administer the tax for Fiscal Year 2019-20 will cost no more than $175,000. A new fund will be established in the City's accounting records and these revenue and expenditure estimates will be included in the mid-year budget adjustment.

At this time, staff is conducting outreach to the community to solicit feedback on the preliminary spending plan proposals for Measure K. Data will be collected through an online survey and will be presented to City Council for its consideration in May-June 2020 as part of the budget process.

FY 2019-20 Non-General Fund Adjustments

In addition to the General Fund, staff also spent time analyzing other City funds, and an overview of the additional adjustments that are being proposed include the following:

Revenues:

- Prop A Fund - A net decrease of $152,234 is being proposed based on updated projections. This decrease ***will still*** result in a positive fund balance for this fund.

- Prop C Fund - A net increase of $178,123 is being proposed based on updated projections.

- Measure R Fund - A net increase of $81,934 is being proposed based on updated projections.

- Measure M Fund - A net increase of $97,461 is being proposed based on updated projections.

- AB 2766 Fund – A net increase of $10,200 is being proposed for a reimbursement of prior year costs that should have been charged to the General Fund.

- Gas Tax Fund – Based on updated revenue estimates received from the California Department of Finance, staff is proposing a decrease of $38,720 in Gas Tax revenues. This decrease will be offset by a corresponding decrease in transfer out expenditures from the Gas Tax Fund.

- Library Grant Fund – A net increase of $45,700 in revenue is being proposed due to new grant funding. This includes an increase of $700 for the Great Stories Grant and an increase of $45,000 for a new California Literacy Grant. This amount will be offset by additional expenditures, as noted in the Expenditure Section below

- SB1 RMRA Fund - Based on updated revenue estimates received from the California Department of Finance, staff is proposing an increase of $72,363 in revenues.

- Fire Grant Fund – A net increase of $35,548 is being proposed for grant revenues that will be received from the California Fire Foundation Vegetation Grant and the CERT Grant. This amount will be offset by additional expenditures as noted in the Expenditure Section below.

- Development Services Fund – A net decrease in revenues of $2,557,504 is being proposed. The Development Services Fund, which accounts for building, planning, engineering, and code enforcement activities, includes several budget adjustment proposals to revenues, the majority of which are for new development revenues that will be delayed due to the timing of project completion. These revenues are now expected to

be received in the subsequent year. It is important to note that an offsetting adjustment to expenditures within the fund, totaling $301,167, is also being proposed in the Expenditure Section below.

Expenditures:

- Street Maintenance Fund – Staff is proposing a net increase of $8,313. This amount is comprised of a decrease for vacancy savings, which is offset by an increase for audit fees and the reallocation of retiree medical benefit expense to this fund.

- Proposition A Fund – A net increase of $86,552 is being proposed for the GoMonrovia program to adjust the budget based on updated projections. This increase will still result in a positive fund balance for this fund.

- Prop C Fund – A net increase of $403,435 is being proposed for the GoMonrovia program to adjust the budget based on updated projections. This increase will still result in a positive fund balance for this fund.

- Measure R Fund – A net increase of $204,336 is being proposed for the GoMonrovia program to adjust the budget based on updated projections. This increase will still result in a positive fund balance for this fund.

- Measure M Fund – A net increase of $144,633 is being proposed for the GoMonrovia program to adjust the budget based on updated projections. This increase will still result in a positive fund balance for this fund.

- Library Grant Fund – A net increase of $45,700 is being proposed for expenditures for the new California Literacy Grant and the Great Stories Grant. This increase is offset by a corresponding increase in revenues.

- Traffic Safety Fund – An increase of $2,951 is being proposed for the reallocation of retiree medical benefit expense to this fund.

- Hazmat Fund – Staff is proposing a net decrease of $7,006 to this fund. This amount is comprised of vacancy savings and a reduction in consultant fees, offset by an increase for office remodel costs and the reallocation of retiree medical benefit expense to this fund.

- CDBG Fund – A decrease in expenditures for $2,380 is being proposed due to vacancy savings in the fund.

- Fire Grant Fund – An adjustment for an increase in grant expenditures is being proposed for $35,548. These additional expenditures are offset by an equal amount of grant revenue that is being added to the budget for the California Fire Foundation Vegetation Grant and the CERT Grant, as noted in the Revenue Section above.

- Lighting and Landscaping Assessment District Fund – An increase of $34,093 is being proposed to cover additional costs anticipated for tree maintenance, personnel adjustments, and the reallocation of retiree medical benefit expense to this fund.

- Park Maintenance Assessment District Fund - An increase of $16,560 is being proposed for personnel adjustments and the reallocation of retiree medical benefit expense to this fund.

- Business Improvement District Fund – Staff is requesting an increase of $2,400 for electricity costs that were inadvertently omitted from the original budget.

- Development Services Fund – A net decrease of $301,167 is being proposed for this fund. This amount is the result of a reduction in operational costs and expenditures related to new developments. These decreases are offset by an increase in personnel adjustments, software costs, and the reallocation of retiree medical benefit expense to this fund.

- Water Fund – An increase in expenses is being proposed for $178,371, which is comprised of an increase in in-lieu fees, software costs, and the reallocation of retiree medical benefit expense to this fund. These increases are offset by decreases for vacancy savings.

- Sewer Fund – An increase in expense is being proposed for $46,145, which is comprised of an increase in in-lieu fees and the reallocation of retiree medical benefit expense to this fund.

- Environmental Services – A net increase of $12,098 is being proposed for the purchase of additional Big Belly trash cans, minor personnel adjustments, and the reallocation of retiree medical benefit expense to the appropriate fund.

- Facilities Maintenance Fund – An increase of $66,907 in expenditures is being proposed for facility upgrades, deferred maintenance, pool maintenance costs, and the reallocation of retiree medical benefit expense to this fund.

- Equipment Replacement Fund – An increase of $20,651 is being proposed. This amount is comprised of an increase for unanticipated vehicle maintenance costs, additional electricity costs, and the reallocation of retiree medical benefit expense to this fund.

- Central Services Fund – Staff is proposing an increase in expenditures totaling $25,389 for hardware and software upgrades and the reallocation of retiree medical benefit expense to this fund. These increases are offset by vacancy savings within the fund.

- Hillside Acquisition Fund – Staff is proposing an adjustment of $6,618 for additional legal fees incurred during the year.

- Housing Fund – An increase of $7,230 is being proposed for the reallocation of retiree medical benefit expense to this fund.

Attachment A to Resolution No. 2020-24 lists out the detail for each line item adjustment. These proposed budget adjustments are recommended in order to better reflect projected revenues and expenditures for the remainder of the year and to maintain balanced budgets. Staff will continue to closely monitor the City's financial activity on an ongoing basis. While the proposed budget adjustments should be appropriate for the remainder of the year, staff will return to the City Council if additional adjustments are needed later in the year.

Transfers In and Out

As part of staff's mid-year review of revenues and expenditures and the corresponding impact of the proposed adjustments on each fund, staff has also completed a review of the transfers in and transfers out between funds. At this time, staff is proposing adjustments to the transfers in and transfers out to adjust funding needed to maintain structural balance among the funds. Adjustments are being proposed to reduce funding from the General Fund to the Traffic Safety and Asset Forfeiture Funds. Additionally, because the Gas Tax Fund is expected to receive $38,720 less in revenues during the year, the subsequent transfer out to the Street Maintenance Fund is also being reduced.

Overall, transfer adjustments between the funds net to zero. The net decrease in appropriations for transfers out is $98,720.

Capital Improvement Program (CIP) Adjustments

During the course of the fiscal year, staff has also been working to manage and execute the projects included in the City's overall CIP budget. As part of the mid-year review process, staff has completed a review of each project, has evaluated its current completion status, and reviewed each project's funding. The attached CIP budget has been updated to include a "FY 19-20 Mid-Year Adjustment" Column, which includes funding adjustments to several projects. Based on staff's review, staff is proposing budget adjustments to better align funding with project expenditures and to formalize certain actions taken by City Council during the year. The following changes are reflected in the attached schedule:

- Two (2) projects have no proposed changes.
- Five (5) projects include budget adjustments only, with no other changes.
- With the focus on the final phases of Monrovia Renewal this fiscal year, three (3) projects will have funding deferred, as funding will not be needed during Fiscal Year 2019-20. However, these projects will be incorporated for review as part of the City's upcoming budget process, and funding will be reallocated during the Fiscal Year 2020-21 Budget development process. Staff is working diligently at completing all necessary submittals and approval processes for these projects through Caltrans Department of Local Assistance. As such, staff anticipates receiving the authorization to proceed with these projects over the next several months and will be in a position to execute these projects in Fiscal Year 2020-21.

Please note that the CIP Budget is included as Attachment B to Resolution No. 2020-24.

New Fees and Fee Adjustments

As part of the mid-year review, several new fees, as well as fee adjustments, are being proposed in order to recover the full cost of providing each respective service. Below is a listing of the proposed changes:

Fee Description	Department	Old Fee	New Fee	Comments
Environmental Cleanup Fee	Public Works	$0.00	Actual Cost	New fee established to recoup the cost of assisting with environmental cleanup events.
New Account Activation Fee (for Water Service)	Public Works	$25.00	$50.00	Increase in the existing fee to establish water service. This increase will help to recoup the full cost of providing the service.
Cal ARP Facility Permit and Annual Inspection Fee	Fire	$0.00	$655.00	New fee being required by L.A. County Fire Department Hazardous Materials Division.
Program Material Fee	Community Services	$0.00	$10.00	New fee to recoup the cost for replacement materials for various Community Services programs.
Security Guard Overtime Fee	Community Services	$0.00	$46.50	New fee to recoup the full cost when a security guard is required to work overtime for a customer event.
Passport Expedite Fee	Community Services	$0.00	$26.35	State fee that is required for each passport applicant. Fee amount is set by the State.
Non-Refundable Application Filming Fee	Community Services	$0.00	$750.00	New fee to recover the cost of services for filming applicants that do not proceed with their filming production.
Family Hike and Campout	Community Services	$150.00 (Non-Resident) $75.00 (Resident)	$100.00	Fee adjustment to comply with County Grant funding guidelines that require one fee for all participants.
Public Works Filming Fee	Community Services	$0.00	Actual Cost	New fee established to recoup the cost of Public Works' staff time when assisting with filming productions.

Please note that the schedule of these changes is attached as Attachment A to Resolution No. 2020-25.

FISCAL IMPACT: By approving the changes to the Fiscal Year 2019-20 Budget as presented, and by adopting the recommended CIP adjustments, the City's overall budget estimates will better reflect the anticipated current year financial activity for the funds listed in this report.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with approving the recommended mid-year budget adjustments.

OPTIONS: The following options are presented for consideration:

1) Adopt Resolution No. 2020-24 to approve the budget adjustment recommendations as presented, and adopt Resolution No. 2020-25 to approve changes to the Schedule of Fees and Charges, as presented.
2) Make additional appropriation adjustments.
3) Seek clarification or further detail on specific items, and refer them to staff for additional analysis or research.

RECOMMENDATION: Staff recommends Option 1, thereby approving the recommended operating and CIP budget updates and changes to the Schedule of Fees and Charges, as presented.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution Nos. 2020-24 and 2020-25.

RESOLUTION NO. 2020-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, ADOPTING THE MID-YEAR BUDGET ADJUSTMENTS AND APPROPRIATING FUNDS FOR THE 2019-2020 FISCAL YEAR

RECITALS

WHEREAS, the City Manager and Administrative Services Director have prepared and submitted to the City Council the Proposed Mid-Year Budget Adjustments for Fiscal Year 2019-2020;

WHEREAS, the City Council has reviewed the City Manager's Proposed Mid-Year Budget Adjustments; and

WHEREAS, the City Council has considered the budget adjustments and comments thereon, and has determined it is necessary for the efficient management of the City that certain sums of revenue be appropriated to the various departments, officers, and agencies and activities of the City as set forth in said budget, and as amended;

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 is hereby amended to include a net decrease of $591,795 in appropriations to the Operating Budget (Attachment A) and a net decrease of $3,479,471 in appropriations to the CIP Budget (Attachment B) for the fiscal year July 1, 2019, through June 30, 2020.

SECTION 2. Said budget hereby adopted is the aforementioned Proposed Mid-Year Budget Adjustments prepared by the City Manager and Administrative Services Director, and as amended by the City Council, entitled "City of Monrovia 2019-2020 Mid-Year Budget," incorporated herein as though set forth in full. Said budget is hereby adopted as the budget of the City of Monrovia for the 2019-2020 fiscal year, and 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 2019-2020 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 March 17, 2020.

PASSED, APPROVED and ADOPTED this 17th day of March, 2020.

Tom Adams, Mayor
City of Monrovia

ATTEST:

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

APPROVED AS TO FORM:

Craig A. Steele, City Attorney
City of Monrovia

City of Monrovia
2019-20 Mid Year Budget - All Funds
Operating Budget Adjustments
Revenues

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comment
GENERAL FUND	NON-DEPARTMENTAL	251	SEC PROP TAXES	7,950,615	7,795,655	(154,960)		Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	UNSEC PROP TAX	250,000	200,000	(50,000)	(46,882)	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	PT IN-LIEU OF VLF	4,525,874	4,575,466	49,592		Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	IN LIEU PROP TAX FEES	443,514	552,000	108,486		Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	SALES TAXES	10,662,866	10,447,814	(215,052)	(215,052)	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	PUB SFTY ACCMDTN FND	461,386	476,632	15,246	15,246	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	FRANCHISE FEES	936,500	825,675	(110,825)	(110,825)	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	TRNSIENT OCCPNCY TAX	2,775,000	2,253,257	(521,743)	(521,743)	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	IN-LIEU FRANCHISE FEE	457,581	550,000	92,419	92,419	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	STATE SUPP PROP TX ROL	190,538	225,000	34,462	34,462	Adjustment based on updated revenue estimates
GENERAL FUND	NON-DEPARTMENTAL	251	AB 1290 REIMBURSEMENT	290,000	650,000	360,000	360,000	Additional funds from RDA residual distribution
GENERAL FUND	CITY ATTORNEY	150	REIMBURSEMENT	-	50,000	50,000	50,000	Recoup of developer legal fees
GENERAL FUND	FINANCE OPERATIONS	221	REIMBURSEMENT	160,000	20,000	(140,000)	(140,000)	Asset Forfeiture adjustment of revenues
GENERAL FUND	POLICE PATROL	331	VEHICLE COURT FINES	84,000	95,000	11,000	(26,000)	Adjustment based on updated revenue estimates
GENERAL FUND	POLICE PATROL	331	BOOKING FEE	37,000	-	(37,000)		Adjustment based on updated revenue estimates
GENERAL FUND	PREVENTION	430	ENGINE COMPANY INSPECTION	275,000	245,000	(30,000)	23,681	Adjustment based on updated revenue estimates
GENERAL FUND	EMERGENCY MEDICAL SERVICES	441	ALS PASS THROUGH	160,000	190,000	30,000		Adjustment based on updated revenue estimates
GENERAL FUND	FIRE SUPPRESSION	420	EMERGENCY SERVICES FEE	525,000	540,000	15,000		Adjustment based on updated revenue estimates
GENERAL FUND	FIRE SUPPRESSION	420	REIMBURSEMENT	-	8,681	8,681		Unanticipated credit reimbursement from vendor
GENERAL FUND	CONTRACT CLASSES	619	NON-RES. FEES	1,560	1,135	(425)	(8,605)	Reduction in Non-Resident Contract Classes revenue
GENERAL FUND	CONTRACT CLASSES	619	YOUTH CONTRACT CLASSES	40,000	30,000	(10,000)		Reduction in Youth Contract Classes revenue
GENERAL FUND	CONTRACT CLASSES	619	ADULT CONTRACT CLASSES	30,000	27,000	(3,000)		Reduction in Adult Contract Classes revenue
GENERAL FUND	YOUTH PROGRAMS	627	YOUTH SPORTS REVENUE	3,000	7,820	4,820		Increase in Youth Sports Revenues
GENERAL FUND				**30,259,434**	**29,766,135**	**(493,299)**	**(493,299)**	
MEASURE K	NON-DEPARTMENTAL	251	TRANSACTION TAX	-	1,150,000	1,150,000	1,150,000	Measure K Revenue
MEASURE K				**-**	**1,150,000**	**1,150,000**	**1,150,000**	
PROP A	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	554,794	402,560	(152,234)	(152,234)	GoMonrovia adjustments based on updated revenue estimates
PROP A				**554,794**	**402,560**	**(152,234)**	**(152,234)**	
PROP C	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	-	178,123	178,123	178,123	GoMonrovia adjustments based on updated revenue estimates
PROP C				**-**	**178,123**	**178,123**	**178,123**	
MEASURE R	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	-	81,934	81,934	81,934	GoMonrovia adjustments based on updated revenue estimates
MEASURE R				**-**	**81,934**	**81,934**	**81,934**	
MEASURE M	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	-	97,461	97,461	97,461	GoMonrovia adjustments based on updated revenue estimates
MEASURE M				**-**	**97,461**	**97,461**	**97,461**	
AB 2766	REGIONAL AIR QUALITY IMPR	533	OTHER REVENUES	-	10,200	10,200	10,200	Reimbursement from the General Fund
AB 2766				**-**	**10,200**	**10,200**	**10,200**	
GAS TAX	GAS TAX	744	STATE GAS TAX	1,006,547	967,827	(38,720)	(38,720)	Reduction in gas tax revenue estimates
GAS TAX				**1,006,547**	**967,827**	**(38,720)**	**(38,720)**	
PUBLIC LIB	LIBRARY GRANTS	641	OTHER CTY GRANTS	-	700	700	700	Revenue from Great Stories Grant
PUBLIC LIB	LIBRARY GRANTS	641	STATE GRANT	-	45,000	45,000	45,000	Revenue from California Literacy Grant
PUBLIC LIB				**-**	**45,700**	**45,700**	**45,700**	
SB1-RMRA	SB-1 RMRA	777	SB1 RMRA REVENUES	637,460	709,823	72,363	72,363	Increase in revenue estimates for RMRA
SB1-RMRA				**637,460**	**709,823**	**72,363**	**72,363**	
FIRE GRANT	FIRE GRANTS	450	OTHER CTY GRANTS	-	10,548	10,548	10,548	Revenue from California Fire Foundation Vegetation Grant
FIRE GRANT	FIRE GRANTS	450	OTHER CTY GRANTS	-	25,000	25,000	25,000	Revenue from CERT Grant
FIRE GRANT				**-**	**35,548**	**35,548**	**35,548**	
DEV SVC	BUILDING DEPARTMENT	520	VARIOUS	5,255,000	2,493,305	(2,761,695)	(2,761,695)	Reduce revenues due to timing of developments
DEV SVC	PLANNING DEPARTMENT	530	VARIOUS	396,500	571,100	174,600	174,600	Increase revenues due to the timing of unanticipated planning revenues
DEV SVC	ENGINEERING	720	VARIOUS	96,993	126,584	29,591	29,591	Reduce revenues due to timing of developments
DEV SVC				**5,748,493**	**3,190,989**	**(2,557,504)**	**(2,557,504)**	
					Total Revenue Adjustments		**(1,570,428)**	

City of Monrovia
2019-20 Mid Year Budget - All Funds
Operating Budget Adjustments
Expenditures

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comments
GENERAL FUND	CITY COUNCIL	110	EVENT SUPPLIES	8,600	7,600	(1,000)	(1,000)	Savings identified in Event Supplies
GENERAL FUND	CITY MANAGER	120	PROF FEES	43,738	29,788	(13,950)		Savings on budgeted consultant agreements
GENERAL FUND	CITY MANAGER	120	BOOKS/SUBSCRPTN	1,244	844	(400)	(31,350)	Savings on monthly journal subscription that's no longer needed
GENERAL FUND	CITY MANAGER	120	TRVL, CONFER/MTG	30,500	17,500	(13,000)		Savings on department head events
GENERAL FUND	CITY MANAGER	120	MARKETING EXPENSES	9,749	5,749	(4,000)		Savings identified on photography expenditures and LAEDC event savings
GENERAL FUND	CITY CLERK	130	ADVERTISING	5,070	13,662	8,592		Measure K publication and Voter Notification Post Cards costs
GENERAL FUND	CITY CLERK	130	PROF FEES	5,200	10,300	5,100		Netfile cost for FPPC filing prof fees
GENERAL FUND	CITY CLERK	130	EDU & TRAINING	10,000	9,000	(1,000)	10,103	Savings identified in training budget
GENERAL FUND	CITY CLERK	130	BOOKS/SUBSCRPTN	1,360	460	(900)		Cost of hosting our online Municipal Code lower than initially budgeted
GENERAL FUND	CITY CLERK	130	TRVL, CONFER/MTG	6,500	4,811	(1,689)		Savings in travel / conference
GENERAL FUND	CITY ATTORNEY	150	LEGAL FEES	387,000	366,000	(21,000)	(21,000)	Savings in legal fees
GENERAL FUND	FINANCE OPERATIONS	221	EDU & TRAINING	6,660	5,460	(1,200)		Savings on training due to closer proximity of training
GENERAL FUND	FINANCE ADMINISTRATION	210	MISC EXPENSE	550	350	(200)		Savings due to reduction in miscellaneous supplies
GENERAL FUND	FINANCE OPERATIONS	221	OVERTIME SALARIES	15,000	9,000	(6,000)	(8,600)	Savings identified in overtime budget
GENERAL FUND	FINANCE OPERATIONS	221	BOOKS/SUBSCRPTN	2,215	2,015	(200)		Savings due to reduction in books and subscriptions
GENERAL FUND	FINANCE OPERATIONS	221	TRVL, CONFER/MTG	7,240	6,240	(1,000)		Savings due to reduced training/travel
GENERAL FUND	HUMAN RESOURCES	231	EDU & TRAINING	15,400	4,500	(10,900)		Savings on supervisory/manager training and Myers Briggs Assessments
GENERAL FUND	HUMAN RESOURCES	231	MEMBERSHIP & DUES	4,940	4,550	(390)	(16,290)	Savings on IPMA HR Membership
GENERAL FUND	HUMAN RESOURCES	231	TRVL, CONFER/MTG	7,500	2,500	(5,000)		Savings CJPIA Academy - staff not planning to attend in 2020
GENERAL FUND	PARKS MAINTENANCE	251	ADVERTISING	0	10,200	10,200		Costs for GoMonrovia AQMD reimbursement
GENERAL FUND	NON-DEPARTMENTAL	251	PROF FEES	645,179	710,554	65,375		Additional March general election costs and SA tax services needed for the year
GENERAL FUND	NON-DEPARTMENTAL	251	PROP TAX ADM COST	120,000	111,000	(9,000)	151,045	Adjusting budget to actual
GENERAL FUND	NON-DEPARTMENTAL	251	MISC EXPENSE			(50,000)		Marketing / unforeseen projects
GENERAL FUND	NON-DEPARTMENTAL	251	MISC EXPENSE	58,720	143,190	40,446		Costs of upgrades to City facilities
GENERAL FUND	NON-DEPARTMENTAL	251	MISC EXPENSE			94,024		Measure K special election costs and water bill inserts
GENERAL FUND	VARIOUS DEPARTMENTS	VAR	OPEB EXPENDITURE	705,000	516,872	(188,128)	(188,128)	Reallocate the OPEB/Retiree Medical Expense
GENERAL FUND	POLICE SERVICES	320	OFFICE SUPPLIES	21,500	22,780	1,280		Privacy screens required by CJIS
GENERAL FUND	POLICE SERVICES	320	MAINTENANCE SUPPLIES	3,000	6,685	3,685		Replacement of AED Ped Pads and CR masks
GENERAL FUND	POLICE SERVICES	320	POSTAGE	3,000	2,000	(1,000)		Savings on mailings for PD
GENERAL FUND	POLICE SERVICES	320	TRVL, CONFER/MTG	3,500	2,450	(1,050)		Limited conference attendance
GENERAL FUND	POLICE SERVICES	320	MISC EXPENSE	3,500	3,000	(500)		Reduction of services expenditure
GENERAL FUND	POLICE PATROL	331	CLTHNG & PERSL EXPENSE	44,056	41,056	(3,000)	(129,685)	Reduced funding for uniforms and equipment
GENERAL FUND	POLICE PATROL	331	PROF FEES	16,500	14,500	(2,000)		Reduced ability to maintain required association memberships
GENERAL FUND	DETECTIVES	340	CLTHNG & PERSL EXPENSE	7,500	3,000	(4,500)		Reduced funding for uniforms and equipment
GENERAL FUND	DETECTIVES	340	EDU & TRAINING	9,000	4,000	(5,000)		Limited training classes
GENERAL FUND	COMMUNICATION CRIME ANALYSIS	342	PROF FEES	129,200	131,600	2,400		Additional Internet connection upgrade for CCAT
GENERAL FUND	COMMUNICATION CRIME ANALYSIS	342	MACHINERY & EQUIPMENT	120,000	-	(120,000)		Defer purchase of Ipads to FY20-21 - no impact yet, as deadline is in 2022
GENERAL FUND	FIRE ADMINISTRATION	410	TRVL, CONFER/MTG	5,450	3,950	(1,500)		Reduction/elimination of classes/conferences for admin staff
GENERAL FUND	FIRE ADMINISTRATION	410	MISC EXPENSE	7,500	6,000	(1,500)		Reduction in miscellaneous expenses
GENERAL FUND	FIRE ADMINISTRATION	410	FIRE-TECHNOLOGY	38,650	44,150	5,500		MySidewalk budget offset by savings on reduction of training and FFBOR consulting
GENERAL FUND	FIRE SUPPRESSION	420	EDU & TRAINING	22,500	20,000	(2,500)		Reduction in training budget for suppression personnel
GENERAL FUND	FIRE SUPPRESSION	420	ROUTINE MAINTENANCE	12,000	9,000	(3,000)		Reduction of facilities maintenance; delay of appliance replacement
GENERAL FUND	FIRE SUPPRESSION	420	REHAB SUPPLIES	5,000	4,000	(1,000)		Reduction of rehab supplies for training/incidents
GENERAL FUND	FIRE SUPPRESSION	420	MISC EXPENSE	8,000	5,500	(2,500)	2,500	Reduce expenditures for miscellaneous costs
GENERAL FUND	FIRE SUPPRESSION	420	CAPITAL OUTLAY < 5K	0	5,000	5,000		Unanticipated costs to replace equipment
GENERAL FUND	PREVENTION	430	PROF FEES	40,000	47,500	7,500		Additional costs for Wittman
GENERAL FUND	EMS	440	FIRE-PHARMACEUTICALS	10,000	14,000	4,000		Additional costs in EMS pharmaceuticals
GENERAL FUND	PREVENTION	430	MISC EXPENSE	2,500	2,000	(500)		Reduce public education events/costs/materials
GENERAL FUND	COMMUNITY RISK REDUCTION	442	CONTRACT SVCS	20,000	15,000	(5,000)		Reduce expenditures for Citywide brush clearance
GENERAL FUND	COMMUNITY RISK REDUCTION	442	FIRE CADET PROGRAM	6,000	4,000	(2,000)		Delay purchase of certified turnouts (PPE) for cadets
GENERAL FUND	COMMUNITY SERVICES ADMIN	610	EDU & TRAINING	750	250	(500)		Reduce expenses for training
GENERAL FUND	COMMUNITY SERVICES ADMIN	610	OFFICE SUPPLIES	6,850	5,850	(1,000)		Reduce expenses for office supplies
GENERAL FUND	COMMUNITY SERVICES ADMIN	610	POSTAGE	300	100	(200)		Reduce mailing costs by utilizing email communication
GENERAL FUND	SENIOR PROGRAM	612	TRVL, CONFER/MTG	22,110	17,110	(5,000)		Tracking under projections for lunch program
GENERAL FUND	COMM CENTER OPERATIONS	615	FURNITURE/FIXTURE	16,000	3,000	(13,000)		Eliminate door replacement and reduce table / chair replacement by half
GENERAL FUND	CONCERTS IN THE PARKS	617	PROF FEES	61,575	43,575	(18,000)	(53,400)	Reduce promotional items, concerts, movies at the park, and dance instructors

Operating Budget Adjustments
Expenditures

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comments
GENERAL FUND	SPECIAL ACTIVITIES	620	PROF FEES	161,850	154,850	(7,000)		Reduce professional fees by foregoing recognition and special event
GENERAL FUND	SPECIAL ACTIVITIES	620	EQUIPMENT RENTAL	30,150	26,850	(3,300)		Reduce equipment rental expenses by foregoing recognition and special event
GENERAL FUND	SPECIAL ACTIVITIES	620	MAINTENANCE SUPPLIES	34,125	28,925	(5,200)		Reduce supplies expenses by foregoing recognition and special event
GENERAL FUND	YOUTH PROGRAMS	627	MAINTENANCE SUPPLIES	4,300	6,600	2,300		Increase in Youth Sports expenditures
GENERAL FUND	PASSPORT SERVICES	630	POSTAGE	10,000	7,500	(2,500)		Savings identified as costs trending under projections for postage
GENERAL FUND	LIBRARY ADMINISTRATION	640	EDU & TRAINING	1,000	800	(200)		Reduction in training
GENERAL FUND	LIBRARY ADMINISTRATION	640	OFFICE SUPPLIES	15,900	15,400	(500)		Tracking under projections for supplies
GENERAL FUND	LIBRARY ADMINISTRATION	640	PRINTING	5,100	4,600	(500)	(14,200)	Tracking under projections for printing needs
GENERAL FUND	LIBRARY - ADULT SERVICES	642	BOOKS/SUBSCRPTN	75,000	65,000	(10,000)		Reduce collection development by 700 books
GENERAL FUND	LIBRARY - YOUTH SERVICES	643	BOOKS/SUBSCRPTN	50,000	47,000	(3,000)		Reduce collection development by 200 books
GENERAL FUND	PUBLIC WORKS ADMINISTRATION	710	CLTHNG & PERSL EXPENSE	750	-	(750)		Reduction in purchase of personnel shirts
GENERAL FUND	PUBLIC WORKS ADMINISTRATION	710	MEMBERSHIP & DUES	1,550	250	(1,300)		Eliminate Membership in APWA
GENERAL FUND	PUBLIC WORKS ADMINISTRATION	710	OFFICE SUPPLIES	3,500	2,500	(1,000)		Minimize supply-related purchases
GENERAL FUND	PUBLIC WORKS ADMINISTRATION	710	PRINTING	1,250	750	(500)		Savings identified in printing
GENERAL FUND	PARKS MAINTENANCE	771	CLTHNG & PERSL EXPENSE	6,800	4,800	(2,000)	(37,550)	Reduction in uniform and clothing expenses. Reduced staffing levels
GENERAL FUND	PARKS MAINTENANCE	771	PROF FEES	118,310	98,310	(20,000)		Reduce budget for graffiti abatement, offset by LCP concept design
GENERAL FUND	PARKS MAINTENANCE	771	EQUIPMENT RENTAL	5,000	3,000	(2,000)		Reduce rental budget
GENERAL FUND	PARKS MAINTENANCE	771	FURNITURE/FIXTURE	10,000	-	(10,000)		Defer additional lighting to future budget year
GENERAL FUND	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	(381,748)	(381,748)	Personnel adjustments and vacancy savings
GENERAL FUND				**3,277,891**	**2,940,336**	**(719,303)**	**(719,303)**	
MEASURE K	NON-DEPARTMENTAL	251	ADMIN FEES	0	175,000	175,000	175,000	Measure K expense - CDTFA Admin
MEASURE K FUND				**0**	**175,000**	**175,000**	**175,000**	
STREET MNT	STREET MAINTENANCE	731	PROF FEES	27,500	30,200	2,700		Annual street audit was not included in original budget
STREET MNT	STREET MAINTENANCE	731	SALARY AND BENEFITS	N/A	N/A	(11,503)	8,313	Personnel adjustments and vacancy savings
STREET MNT	STREET MAINTENANCE	731	OPEB EXPENDITURE	0	17,116	17,116		Reallocate the OPEB/Retiree Medical Expense
STREET MNT FUND				**27,500**	**47,316**	**8,313**	**8,313**	
PROP A	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	1,090,034	1,176,586	86,552	86,552	GoMonrovia adjustments based of new projections
PROP A				**1,090,034**	**1,176,586**	**86,552**	**86,552**	
PROP C	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	147,595	551,030	403,435	403,435	GoMonrovia adjustments based of new projections
PROP C				**147,595**	**551,030**	**403,435**	**403,435**	
MEASURE R	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	56,031	260,367	204,336	204,336	GoMonrovia adjustments based of new projections
MEASURE R				**56,031**	**260,367**	**204,336**	**204,336**	
MEASURE M	VARIOUS DEPARTMENTS	VAR	VARIOUS OBJECT CODES	165,074	309,707	144,633	144,633	GoMonrovia adjustments based of new projections
MEASURE M				**165,074**	**309,707**	**144,633**	**144,633**	
PUBLIC LIB	LIBRARY GRANTS	641	BOOKS/SUBSCRPTN	0	45,000	45,000	45,700	California Family Literacy Grant
PUBLIC LIB	LIBRARY GRANTS	641	OFFICE SUPPLIES	0	700	700		Great Stories Grant
PUBLIC LIB FUND				**0**	**45,700**	**45,700**	**45,700**	
TRAFFIC SAFETY	TRAFFIC SAFETY	333	OPEB EXPENDITURE	0	2,951	2,951	2,951	Reallocate the OPEB/Retiree Medical Expense
TRAFFIC SAFETY				**0**	**2,951**	**2,951**	**2,951**	
HAZ MAT	HAZARDOUS MATERIALS	431	PROF FEES	3,000	1,500	(1,500)		Reduce expenditures for Cal-ARP consultant
HAZ MAT	HAZARDOUS MATERIALS	431	CAPITAL OUTLAY < 5K	0	9,872	9,872	(7,006)	Hazmat office remodel
HAZ MAT	HAZARDOUS MATERIALS	431	OPEB EXPENDITURE	0	4,427	4,427		Reallocate the OPEB/Retiree Medical Expense
HAZ MAT	HAZARDOUS MATERIALS	431	SALARY AND BENEFITS	N/A	N/A	(19,805)		Personnel adjustments and vacancy savings
HAZ MAT FUND				**3,000**	**15,799**	**(7,006)**	**(7,006)**	
CDBG	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	(2,380)	(2,380)	Personnel adjustments and vacancy savings
CDBG FUND				**0**	**-**	**(2,380)**	**(2,380)**	
FIRE GRANT	FIRE GRANTS	450	MAINTENANCE SUPPLIES	0	10,548	10,548	35,548	Vegetation grant from California Fire Foundation
FIRE GRANT	FIRE GRANTS	450	MISC EXPENSE	0	25,000	25,000		CERT Grant
FIRE GRANT FUND				**0**	**35,548**	**35,548**	**35,548**	
L&L ASSESSMENT	STREET TREE & PARK MAINT DIST	773	MAINTENANCE SUPPLIES	2,500	12,500	10,000		Planting of trees, administrative cleanup
L&L ASSESSMENT	VARIOUS DEPARTMENTS	VAR	OPEB EXPENDITURE	0	7,820	7,820	34,093	Reallocate the OPEB/Retiree Medical Expense
L&L ASSESSMENT	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	16,273		Personnel adjustments
LIGHTING AND LANDSCAPE ASSESSMENT FUND				**2,500**	**20,320**	**34,093**	**34,093**	
PARK MAINT ASSESSM	PARKS ASSESSMENT MAINTENANCE	772	OPEB EXPENDITURE	0	3,541	3,541	16,560	Reallocate the OPEB/Retiree Medical Expense
PARK MAINT ASSESSM	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	13,019		Personnel adjustments
PARK MAINT ASSESSMENT FUND				**0**	**3,541**	**16,560**	**16,560**	
BUS IMP	BUSINESS IMP ASSMT DIST	122	ELECTRICITY	0	2,400	2,400	2,400	MOTAB electricity costs

Operating Budget Adjustments
Expenditures

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comments
BUSINESS IMPROVEMENT FUND				**0**	**2,400**	**2,400**	**2,400**	
DEV SVC	BUILDING DEPARTMENT	520	PROF FEES	1,658,000	1,192,500	(465,500)		Development Services reduction in expenditures related to decrease in revenues
DEV SVC	BUILDING DEPARTMENT	520	COMPUTER MTCE	29,319	44,571	15,252		Additional TrakIt maintenance invoices
DEV SVC	HISTORIC PRESERVATION	524	EDU & TRAINING	200	-	(200)		Eliminate HP training
DEV SVC	HISTORIC PRESERVATION	524	MEMBERSHIP & DUES	450	300	(150)	(301,167)	Eliminate online HP survey
DEV SVC	HISTORIC PRESERVATION	524	TRVL, CONFER/MTG	1,500	-	(1,500)		Reduction in travel budget
DEV SVC	PLANNING DEPARTMENT	530	PROF FEES	43,000	3,000	(40,000)		Postpone sign ordinance overhaul (or do in-house)
DEV SVC	VARIOUS DEPARTMENTS	VAR	OPEB EXPENDITURE	0	48,544	48,544		Reallocate the OPEB/Retiree Medical Expense
DEV SVC	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	142,387		Personnel adjustments
DEVELOPMENT SERVICES FUND				**1,732,469**	**1,288,915**	**(301,167)**	**(301,167)**	
WATER UTIL	WATER SERVICES	741	PROF FEES	439,950	451,012	11,062		Additional Itron invoice for water meter reader conversion
WATER UTIL	WATER SERVICES	741	IN LIEU PRO.TX EXP	302,593	378,533	75,940		Increase in in lieu fees
WATER UTIL	WATER SERVICES	741	IN LIEU F.F. EXP	396,126	478,379	82,253	178,371	Increase in in lieu fees
WATER UTIL	VARIOUS DEPARTMENTS	VAR	OPEB EXPENDITURE	0	72,448	72,448		Reallocate the OPEB/Retiree Medical Expense
WATER UTIL	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	(63,331)		Personnel adjustments and vacancy savings
WATER FUND				**1,138,669**	**1,380,371**	**178,371**	**178,371**	
SEWER FUND	SEWER	746	OPEB EXPENDITURE	0	3,394	3,394		Reallocate the OPEB/Retiree Medical Expense
SEWER FUND	SEWER	746	IN LIEU PRO.TX EXP	129,472	162,018	32,546	46,145	Increase in in lieu fees
SEWER FUND	SEWER	746	IN LIEU F.F. EXP	46,606	56,772	10,166		Increase in in lieu fees
SEWER FUND	SEWER	746	SALARY AND BENEFITS	N/A	N/A	39		Personnel adjustments
SEWER FUND				**176,078**	**222,184**	**46,145**	**46,145**	
ENVRMN SVC	ENVIRONMENTAL SVCS-WST MGMNT	712	MAINTENANCE SUPPLIES	23,200	29,200	6,000		Additional Big Belly trash can costs
ENVRMN SVC	ENVIRONMENTAL SVCS-WST MGMNT	712	OPEB EXPENDITURE	0	5,754	5,754	12,098	Reallocate the OPEB/Retiree Medical Expense
ENVRMN SVC	ENVIRONMENTAL SVCS-WST MGMNT	712	SALARY AND BENEFITS	N/A	N/A	344		Personnel adjustments
ENVIRONMENTAL SERVICES FUND				**23,200**	**34,954**	**12,098**	**12,098**	
FAC MAINT	FACILITIES MAINTENANCE	755	PROF FEES	55,000	108,586	42,586		Upgrades to City facilities
FAC MAINT	FACILITIES MAINTENANCE	755	PROF FEES			11,000		Additional costs incurred due to deferred maintenance
FAC MAINT	FACILITIES MAINTENANCE	755	POOL SUPPLIES & MAINTENANCI	42,000	64,000	22,000	66,907	Additional annual pool maintenance costs
FAC MAINT	FACILITIES MAINTENANCE	755	OPEB EXPENDITURE	0	6,935	6,935		Reallocate the OPEB/Retiree Medical Expense
FAC MAINT	FACILITIES MAINTENANCE	755	SALARY AND BENEFITS	N/A	N/A	(15,614)		Personnel adjustments and vacancy savings
FACILITIES MAINTENANCE FUND				**97,000**	**179,521**	**66,907**	**66,907**	
EQUIP REP	POLICE RADIOS	383	ELECTRICITY	1,000	2,200	1,200	(1,800)	Chantry Flats electricity
EQUIP REP	PATROL VEHICLES REPLACEMENT	390	VEHICLE MTCE	70,000	67,000	(3,000)		Reduce expenses in patrol vehicle maintenance
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	VEHICLE MTCE	65,000	95,000	30,000		Additional unanticipated costs for fire vehicle maintenance
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	TIRES	15,000	12,000	(3,000)		Defer replacement of tires
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	RADIO MAINTENANCE	20,000	18,000	(2,000)	19,000	Reduce/delay radio repair/maintenance
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	FIRE HOSE	10,000	8,000	(2,000)		Defer fire hose repair/replacement
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	FIRE-EQUIP AND MAINT LADDER	5,000	3,000	(2,000)		Reduce expenditures on ladder testing/repair
EQUIP REP	FIRE EQUIPMENT/RADIOS MAINT	460	FIRE- SELF CONT BREATHING APF	16,000	14,000	(2,000)		Reduce expenditures on hydrostatic testing/compressor service/repair
EQUIP REP	VARIOUS DEPARTMENTS	VAR	OPEB EXPENDITURE	0	3,246	3,246	3,451	Reallocate the OPEB/Retiree Medical Expense
EQUIP REP	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	205		Personnel adjustments and vacancy savings
EQUIPMENT REPLACEMENT FUND				**202,000**	**222,446**	**20,651**	**20,651**	
CENTRL SVC	INFORMATION SYSTEMS	223	PROF FEES	548,878	557,278	8,400		I/T expenditures paid in FY18-19, but not delivered until FY19-20
CENTRL SVC	INFORMATION SYSTEMS	223	COMPUTER MTCE	71,914	96,674	24,760		Additional PD security updates needed (hardware and software)
CENTRL SVC	INFORMATION SYSTEMS	223	COMPUTER WORKSTATIONS	109,200	143,362	34,162	25,389	I/T expenditures paid in FY18-19, but not delivered until FY19-20
CENTRL SVC	INFORMATION SYSTEMS	VAR	OPEB EXPENDITURE	0	4,722	4,722		Reallocate the OPEB/Retiree Medical Expense
CENTRL SVC	VARIOUS DEPARTMENTS	VAR	SALARY AND BENEFITS	N/A	N/A	(46,654)		Personnel adjustments and vacancy savings
CENTRAL SERVICES FUND				**729,992**	**802,035**	**25,389**	**25,389**	
HILL ACQ	HILLSIDE ACQUISITION CAP PROJ	257	LEGAL FEES	0	6,618	6,618	6,618	HWP legal fees
HILLSIDE ACQUISITION FUND				**0**	**6,618**	**6,618**	**6,618**	
HS LOW MOD	MRA SET-ASIDE ADMINISTRATION	556	OPEB EXPENDITURE	0	7,230	7,230	7,230	Reallocate the OPEB/Retiree Medical Expense
HS LOW MOD FUND				**0**	**7,230**	**7,230**	**7,230**	

Total Expenditure Adjustments **$ 493,075**

City of Monrovia
2019-20 Mid Year Budget - All Funds
Operating Budget Adjustments
Transfers In & Out

TRANSFERS OUT

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comment
GENERAL FUND	NON-DEPARTMENTAL	251	TRANSFER OUT	2,773,907	2,713,907	(60,000)	(60,000)	Reduce transfer out to Traffic Safety and Asset Forfeiture
GAS TAX	GAS TAX	744	TRANSFER OUT	1,012,547	973,827	(38,720)	(38,720)	Reduce transfer out to Street Maintenance
GRAND TOTAL				**3,786,454**	**3,687,734**	**(98,720)**	**(98,720)**	

TRANSFERS IN

Fund Name	Dept Name	Dept #	Description	2019-20 Current Budget	2019-20 Revised Budget	Increase (Decrease)	Subtotal	Comment
TRAFFIC SAFETY	TRAFFIC SAFETY	333	TRANSFER IN	61,321	11,321	(50,000)	(50,000)	Reduce transfer in from General Fund
ASSET FORFEITURE	ASSET FORFEITURE	341	TRANSFER IN	212,036	202,036	(10,000)	(10,000)	Reduce transfer in from General Fund
STREET MAINTENANCE	STREET MAINTENANCE	731	TRANSFER IN	1,150,317	1,111,597	(38,720)	(38,720)	Reduce transfer in from Gas Tax
GRAND TOTAL				**1,423,674**	**1,324,954**	**(98,720)**	**(98,720)**	

	Totals
Revenue Adjustment	**(1,570,428)**
Appropriations Adjustment	
Expenditure Adjustment	493,075
Transfers Out Adjustment	98,720
Total Appropriations Adjustment	**591,795**

Attachment B

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

(Updated 03/17/2020)

Project No.	Project Description	Funding Source	Restricted / Unrestricted	TOTAL CIP PROJECT BUDGET	FY19-20 ORIGINAL CIP APPROPRIATION (Approved 06/18/19)	FY19-20 MID-YEAR ADJUSTMENT	FY 19-20 REVISED CIP APPROPRIATION	FY20-21 ESTIMATED BUDGET	FY21-22 ESTIMATED BUDGET
EXISTING CIP PROJECTS				BUDGET					
39	IT UPGRADES	Equipment Replacement Fund	Unrestricted	275,000	$ -	$ 56,054	$ 56,054	$ -	$ -
	IT UPGRADES	Central Services Fund	Unrestricted	275,000	$ -	$ 56,909	$ 56,909	$ -	$ -
43	TRAKIT PERMITTING PROGRAM	Development Services Fund	Unrestricted	335,629	$ -	$ 26,528	$ 26,528	$ -	
52	COMMUNITY CENTER PLANNING	Facilities Maintenance Fund	Unrestricted	20,000	$ 20,000	$ 46,750	$ 66,750	$ -	$ -
64	LIBRARY OFFICE RENOVATIONS	Library Fund	Restricted	11,000	$ 8,000	$ -	$ 8,000	$ -	$ -
75	BRADOAKS / SANTA FE PROJECT - SRTS GRANT	SRTS Grant**	Restricted	731,141	$ 699,539	$ (699,539)	$ -	$ 691,548	$ -
	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	Capital Improvement Fund	Restricted	-	$ -	$ -	$ -	$ -	
	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	Proposition C Fund	Restricted	-	$ -	$ -	$ -	$ -	$ -
	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	SB1 RMRA**	Restricted	82,500	$ 82,500	$ (82,500)	$ -	$ 82,500	$ -
76	HUNTINGTON DRIVE PHASE II - RSTP GRANT	RSTP Grant**	Restricted	1,242,000	$ 1,242,000	$ (1,242,000)	$ -	$ 1,242,000	$ -
	HUNTINGTON DRIVE PHASE II - CITY MATCH	Proposition C Fund	Restricted	100,945	$ 100,945	$ (100,945)	$ -	$ -	$ -
	HUNTINGTON DRIVE PHASE II - CITY MATCH	SB1 RMRA**	Restricted	638,855	$ 638,855	$ (638,855)	$ -	$ 739,800	$ -
	HUNTINGTON DRIVE PHASE II - STPL GRANT	STPL Grant**	Restricted	228,000	$ 43,196	$ (43,196)	$ -	$ 31,814	$ -
77	HUNTINGTON DRIVE / 5TH AVENUE - HSIP	HSIP Grant**	Restricted	657,000	$ 633,046	$ (633,046)	$ -	$ 612,215	$ -
	HUNTINGTON DRIVE / 5TH AVENUE - HUD	HUD Grant**	Restricted	188,642	$ 188,642	$ (188,642)	$ -	$ 188,642	$ -
	HUNTINGTON DRIVE / 5TH AVENUE - CITY MATCH	SB1 RMRA**	Restricted	84,150	$ 84,150	$ (84,150)	$ -	$ 84,150	$ -
	HUNTINGTON DRIVE / 5TH AVENUE - CITY MATCH	Street Maintenance Fund	Unrestricted	5,368	$ -	$ -	$ -	$ -	$ -
80	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	AQMD Fund*	Restricted	165,000	$ -	$ -	$ -	$ -	$ 165,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	SB1 RMRA*	Restricted	635,845	$ -	$ -	$ -	$ -	$ 635,845
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	CIP Fund	Unrestricted	3,511	$ -	$ -	$ -	$ -	$ -
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Development Services Fund	Restricted	3,511	$ -	$ -	$ -	$ -	$ -
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Proposition C Fund	Restricted	3,511	$ -	$ -	$ -	$ -	$ -
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Storm Drain Fund	Restricted	3,511	$ -	$ -	$ -	$ -	$ -
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Measure R Fund	Restricted	3,511	$ -	$ -	$ -	$ -	$ -
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Environmental Services Fund	Unrestricted	26,600	$ -	$ -	$ -	$ -	$ -
82	COMPREHENSIVE LIBRARY PARK UPGRADES	Library Fund	Restricted	715,000	$ 567,766	$ (14,850)	$ 552,916	$ -	$ -
85	FIRE STATION 101 RENOVATIONS	Facilities Maintenance Fund	Unrestricted	200,000	$ 200,000	$ -	$ 200,000	$ -	$ -
89	PD FLOORING & PAINT	Facilities Maintenance Fund	Unrestricted	100,000	$ 100,000	$ 62,010	$ 162,010	$ -	$ -
90	FS 101/102 ROLL UP DOOR REPLACEMENT	Facilities Maintenance Fund	Unrestricted	75,000	$ -	$ -	$ -	$ 75,000	$ -
91	MOUNTAIN AVENUE RESURFACING PROJECT	SB1 RMRA**	Restricted	200,000	$ -	$ -	$ -	$ 200,000	$ -
				7,723,033	4,608,638	(3,479,471)	1,129,168	3,947,669	800,845

Note: The corresponding revenues anticipated for grant-funded projects being deferred to a future year will also be adjusted from the Street Maintenance and Capital Improvement Funds for $633,046 and $2,173,377 respectively.

*****The activity for these projects is expected to occur in FY20-21. Funding for these projects will be budgeted as part of the FY20-21 budget cycle.***

****The activity for these projects is expected to occur in FY21-22. Funding for these projects will be budgeted as part of the FY21-22 budget cycle.***

RESOLUTION NO. 2020-25

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 2019-2020

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 XIIIB 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 2019-2020; 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 2019-2020 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 March 17, 2020. 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 17th day of March, 2020.

Tom Adams, 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 2019-20
Changes to Schedule of Fees and Charges

Fiscal Year 2019-20

Changes to Schedule of Fees and Charges

Service Description	Old Fee	New Fee	Percent Increase	Comments
PUBLIC WORKS DEPT				
Environmental Cleanup Fee	0.00	Actual Cost	N/A	New Fee
New Account Activation Fee	25.00	50.00	100%	Fee adjusted to 100% cost recovery
FIRE DEPARTMENT				
Cal ARP Facility Permit & Annual Inspection Fee	0.00	655.00	N/A	New Fee
COMMUNITY SERVICES - RECREATION				
Program Material Fee	0.00	10.00	N/A	New Fee
Security Guard Overtime Fee	0.00	46.50	N/A	New Fee
Passport Expedite Fee	0.00	26.35	N/A	New Fee
Non-Refundable Application Filming Fee	0.00	750.00	N/A	New Fee - To be credited towards permit fee
Public Works Filming Fee	0.00	Actual Cost	N/A	New Fee
Family Hike and Campout Non Resident Rate	150.00	100.00	-33%	Family Hike & Campout 10'x10' Space (Max. 4 People)
Family Hike and Campout Resident Rate	75.00	100.00	33%	Family Hike & Campout 10'x10' Space (Max. 4 People)