CITY COUNCIL AGENDA REPORT

DEPARTMENT: Administrative Services | **MEETING DATE:** October 21, 2025

STAFF REFERENCE: Rae Bowman, Deputy Director | **AGENDA LOCATION:** AR-1

GOVERNMENT CODE SECTION 84308 APPLIES: No

TITLE: Fiscal Year 2025-26 Budget Update, Resolution No. 2025-51; Fiscal Year 2025-2026 Schedule of Fees and Charges Update, Resolution No. 2025-52

OBJECTIVE: To provide a quarterly Fiscal Year 2025-26 Budget update, to authorize proposed budget adjustments, and to authorize changes to the Fiscal Year 2025-26 Schedule of Fees and Charges

BACKGROUND: In June 2025, the City Council adopted the Two-Year Budget for Fiscal Years 2025-26 and 2026-27. This quarterly report provides the City Council with updated budget estimates for the Fiscal Year 2025-26 Budget and proposes adjustments, which are attached as Attachment A (for the Operating Budget) and Attachment B (for the Capital Improvement (CIP) Budget) to Resolution 2025-51 to better align the Fiscal Year 2025-26 Budget with updated revenue and expenditure projections. Additionally, as part of this quarterly review, two fee updates are being proposed.

ANALYSIS: The purpose of this report is to present City Council with a Fiscal Year 2025-26 financial update and to discuss key budgetary items and proposed budget adjustments. In developing this update, staff considered the current economic environment and other financial factors that impact the City's budget.

<u>Economic Overview:</u>

The City of Monrovia remains in a stable financial position amid continued national and regional economic uncertainty. Since January 2025, significant changes at the federal level, including tariffs, federal funding freezes, closures of certain federal operations, and layoffs of federal employees have created economic unpredictability, as these developments can impact employment, interest rates, lending, and household spending. Broader geopolitical tensions and international trade disruptions also continue to influence global markets, contributing to challenges in supply chains, energy costs, and long-term capital investments.

Moreover, the ongoing federal government shutdown that began on October 1, 2025, has introduced additional economic pressures. The suspension of certain federal operations may delay reimbursements for federally-funded programs and grant-supported projects. While the City's direct exposure to these changes still remains limited, staff will continue to monitor conditions and evaluate any fiscal impacts, should the federal government shutdown continue for a prolonged period of time.

In recent years, the City's costs for goods and services have been affected by high inflation. However, inflation has slowed down significantly over the past year (as of August 2025, inflation was 2.9%) and is expected to positively impact the future price of goods and services procured by the City. Despite this positive outlook, staff continues to be conservative, as potential tariffs are expected to affect the City's budget for projects that rely on components sourced from Mexico, China, and/or Canada (e.g., the Water Meter Replacement Project).

Report Prepared by:
Buffy Bullis, Administrative Services Director
Rae Bowman, Deputy Administrative Services Director

As part of the City's Financial Resiliency Plan, the City continues to evaluate long-term financial strategies that protect the General Fund and minimize subsidies to any funds that should be self-sustaining. One of these strategies is the proposal of a new Citywide assessment district, which is structured to collect assessment revenues that are sufficient to cover the costs of maintaining the district. The Proposition 218 process for the new district is currently underway, and ballots were mailed out to property owners on September 26, 2025.

Overall, most major City revenues remain stable and are experiencing modest growth, with Property Tax and Sales Tax performing as projected for the fiscal year. Given the City's current stable financial position, the City is well-positioned to remain flexible and adapt to changing economic conditions. Nonetheless, staff will continue to monitor the budget and the economic environment, closely, to ensure the City can respond and adjust quickly if necessary.

<u>Preliminary Review (Pre-Audit Review) of Fiscal Year 2024-25</u>

The City is currently preparing for its Fiscal Year 2024-25 audit, which is scheduled for the end of October. Based on pre-audit numbers, the preliminary outlook for the City's General Fund for Fiscal Year 2024-25 is strong. As City Council will recall, the Revised Fiscal Year 2024-25 Budget, presented in May 2025, projected the General Fund to close the year with a $0.87 million surplus. However, due to the better-than-expected results during the year, staff expects a General Fund surplus of $2.76 million at the end of the 2024-25 Fiscal Year. This positive variance is mostly due to savings in maintenance and operations budgets (through diligent management of operating budgets). Additionally, one-time PFAS (per-and polyfluoroalkyl substances) settlement revenues received contributed an additional $1.06 million in revenues. The ending surplus of $2.76 million represents a positive swing of $1.89 million from original projections, which places the City in a stronger financial position for Fiscal Year 2025-26.

Table A
FY 2024-25 General Fund *
Revised Budget vs. Estimated Actuals
(Pre-Audit)

General Fund Item	FY 2024-25 Revised Budget	FY 2024-25 Estimated Actuals *(Pre-Audit)*	Variance With Budget Positive/ (Negative)
Revenues *(Includes Transfers In)*	$ 57.68 M	$ 59.18 M	$ 1.50 M
Expenditures *(Includes Transfers Out)*	$ 56.81 M	$ 56.42 M	$ 0.39 M
Net General Fund Surplus/(Deficit)	<u>$ 0.87 M</u>	<u>$ 2.76 M</u>	<u>$ 1.89 M</u>

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

Given this expected surplus, staff is proposing to set aside $500,000 in reserves for Economic Development Programs and the 2028 Summer Olympics. Additionally, $1,000,000 will be included in the Fiscal Year 2025-26 budget adjustment proposal for the Police Department Dispatch Console Replacement Project. Additional discussion of these set-aside items is provided under the General Fund Expenditures Section below.

Most other funds are also projected to have positive surpluses at the end of the year. Staff will return to City Council in early spring 2026, to present the final audited Fiscal Year 2024-25 Annual Comprehensive Financial Report (ACFR) and will discuss the final ending financial position of the City's funds once the audit is complete and the ACFR has been prepared.

<u>Discussion of Fiscal Year 2025-26 Proposed Budget Adjustments</u>

Staff reviewed Fiscal Year 2025-26 revenues and expenditures through the end of the first quarter. 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. Also included below is a discussion of the General Fund adjustments and several of the more notable adjustments in other funds for Fiscal Year 2025-26. Additionally, Table B, below, provides a high-level summary of budgeted Citywide revenues and expenditures, by fund type, for Fiscal Year 2025-26.

Table B
FY 2025-26 Citywide Revenues and Expenditures (Includes CIP)
Current Budget vs. Proposed Budget

Fund Type	Fiscal Year 2025-26 Current Budget		Fiscal Year 2025-26 Proposed Budget	
	Revenue	Expenditure	Revenue	Expenditure
General Fund	$64.70 M	$62.55 M	$65.04 M	$63.92 M
General Fund – Other Funds (Emergency Services/Measure K/Water Conservation)	$22.27 M	$12.87 M	$22.27 M	$13.04 M
Enterprise Funds	$22.40 M	$20.10 M	$22.60 M	$21.59 M
Special Purpose Funds	$42.93 M	$43.33 M	$43.06 M	$43.84 M
Internal Service Funds	$12.23 M	$13.14 M	$12.23 M	$13.11 M
Total Budget	**$164.53 M**	**$151.99 M**	**$165.20 M**	**$155.50 M**

General Fund

It is recommended that General Fund operating revenues be increased by $343,364, and General Fund operating expenditures be increased by $373,758. Additionally, as mentioned above, staff is proposing an increase in General Fund CIP expenditures of $1,000,000 for the Police Department Dispatch Console Replacement Project. These budget adjustments result in a total net negative adjustment of $1,030,394 to the General Fund. Given these adjustments, the year-end General Fund surplus for Fiscal Year 2025-26 is expected to be $1.12 million.

General Fund Revenues

The General Fund's three key revenues, property tax, sales tax, and transient occupancy tax (TOT) were reviewed as part of this quarterly budget update. Adjustments are proposed as follows:

Property Tax: Based on staff's review, property tax is currently tracking to budget; therefore, no budget adjustment is being proposed at this time.

Sales Tax: Based on staff's review, sales tax is currently tracking to budget; therefore, no budget adjustment is being proposed at this time.

TOT Revenue: TOT revenue outperformed budget projections for Fiscal Year 2024-25. Actual revenues of $3.29 million were $0.31 million greater than budget. Due to the consistent increases we are experiencing in this revenue source, a positive budget adjustment of $305,940 is being proposed for Fiscal Year 2025-26. This increase is attributed to higher-than-expected occupancy levels, which includes revenues from the City's latest hotel addition, the Marriott TownePlace Suites.

Other Revenue: Staff also reviewed non-major General Fund revenues, which include other taxes, user fees and charges, fines and forfeitures, revenue from other agencies, interest earnings, and other various revenues. A combination of increases to these non-major General Fund revenues is being proposed as part of this update, resulting in a total net increase of $27,000. Adjustments include additional donations and sponsorships for various Library and Community Services programs, as well as reimbursements for facility enhancements at the Nature Center and Canyon Park. Additionally, a reduction of $189,576 in revenues is being proposed, as the estimated PFAS settlement revenues were received earlier than anticipated, in Fiscal Year 2024-25. This reduction is offset by a positive budget adjustment of $200,000 for AB 1290 revenues, which outperformed budget projections in Fiscal Year 2024-25 and are expected to continue trending upward for the current fiscal year.

General Fund Expenditures

Overall, actual expenditures in the General Fund are tracking to budget for most categories; however, a series of budget adjustments is being proposed to better align the budget with estimated costs through the end of the fiscal year. A net increase of $373,758 is being proposed, which includes a combination of increases for items such as personnel adjustments, operational supplies, professional fees, and anticipated community partnerships. Adjustments of $50,000 or more are discussed below:

- An increase of $53,208 is being proposed for potential City partnerships that enhance community engagement and collaboration. This funding increase will allow the City to partner with the Monrovia Unified School District to make needed repairs to the Monrovia High School Pool and “open” elementary school grounds to the public during non-school use hours.
- An increase of $250,000 is also being proposed based on updated estimates for the Classification and Compensation Study that is currently underway and takes effect January 2026. The proposed increase aligns the City’s salary budget based on the provisions of the City’s Memorandums of Understanding (MOU’s). This adjustment will help to keep the City’s compensation structure competitive for recruitment and retention.

In addition to these expenditures and as part of the City’s long-term financial planning efforts, staff also recommends allocating General Fund resources toward strategic set-asides that support future economic priorities. Specifically, $250,000 is being proposed to be set aside for programs related to the 2028 Summer Olympics, and $250,000 is being proposed for economic development initiatives that strengthen the City’s business environment and attract investment.

Fiscal Year 2025-26 General Fund Ending Financial Position

When factoring all Fiscal Year 2025-26 General Fund proposed revenue and expenditure adjustments, the General Fund is estimated to close Fiscal Year 2025-26 with a surplus of $1.12 million. Table C, below, provides a summary of the breakdown of this calculation.

Table C
FY 2025-26 General Fund *
Ending Financial Position

General Fund Budget Item	Amount ($)
FY 2025-26 GF Beginning Surplus (Approved June 17, 2025)	$ 2,344,515
FY 2025-26 Proposed Adjustments To Revenues (Includes Transfers In)	$ 343,364
FY 2025-26 Proposed Adjustments To Expenditures (Includes Transfers Out)	($ 1,373,758)
FY 2025-26 Other Adjustments During the Year	($ 191,606)
Net FY 2025-26 General Fund Surplus/(Deficit)	$ 1,122,515

** 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 second quarter (quarter ending December 31, 2025).

Non-General Fund Adjustments

Staff is also 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 $50,000 for Fiscal Year 2025-26.

Revenue Adjustments

CDBG Fund – An increase of $93,138 is being proposed, due to an increase in Fiscal Year 2025-26 funding allocation. This revenue adjustment is offset by a proposed expenditure adjustment for a similar amount.

Storm Drain Maintenance – An increase of $204,244 is being proposed to incorporate revenues related to the Encanto Park Project. This revenue adjustment is offset by a proposed expenditure adjustment for the same amount.

Expenditure Adjustments

Measure W Fund – An increase of $95,660 is being proposed to incorporate the City's annual membership to the Rio Hondo-San Gabriel River Watershed Management Authority.

Asset Forfeiture Fund – An increase of $342,008 is being proposed to incorporate expenditures related to the drawdown of remaining asset forfeiture funds by LA CLEAR. This is partially offset by anticipated revenues, and an adjustment of $40,000 in asset forfeiture revenues is also being proposed as part of this update.

CDBG Fund – An increase of $93,663 is being proposed to align program expenditures to the funding allocation for Fiscal Year 2025-26. This expenditure adjustment is offset by a proposed revenue adjustment for a similar amount.

Storm Drain Maintenance – An increase of $204,244 is being proposed to incorporate expenditures related to the Encanto Park Project. This expenditure adjustment is offset by a proposed revenue adjustment for the same amount.

Measure K

Measure K revenues continue to be strong and show growth of approximately 2-5% each year. Although there has been a decline in sales tax revenues occurring statewide, Measure K revenues continue to experience steady increases. Based on recent updates from the City's sales tax consultant, HDL, Measure K revenues are showing growth in most sales tax categories, which is great news. At this time, no budget adjustment is being proposed for Fiscal Year 2025-26.

On December 17, 2024, the City Council approved the 2025 Measure K Spending Plan, which includes seven unique projects totaling $16,019,040. A listing of the Measure K Spending Plan Projects is provided in Table D, below. Work is well underway on most projects, as staff has prioritized the completion of these key initiatives.

Table D
Measure K Spending Plan
(Approved by City Council 12-17-24)

Project Name	Project #	Project Amount
Satoru Tsuneishi Park - Construction	91039	$1,600,000
Land Acquisition – Affordable Housing	25122	$1,530,000
Senior Program Enhancements HDRP – Senior Program @ $60,000 FASS – Senior Program @ $75,000 Senior Meal Program @ $40,000 Additional Enhancements TBD @ $25,000	26013	$200,000
Community Center Design and Engineering	91113	$1,406,830
Library Enhancement Project	91021	$6,000,000
Peck and Myrtle Road Resurfacing	91110	$2,782,210
Mountain Avenue Signalization and Road Resurfacing	91114	$2,500,000
Total		**$16,019,040**

Capital Improvement Program (CIP) Update

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. As part of this quarterly update, staff reviewed each capital project, with a focus on expected project completion timelines and updated cost estimates. Based on that review, staff is proposing a series of budget adjustments to the CIP Budget (Resolution No. 2025-51, Attachment B), resulting in an increase of $2,318,084 in CIP expenditure adjustments. A large portion of the proposed budget adjustments is due to project timing (i.e. projects were not completed in Fiscal Year 2024-25, as originally expected), so approved budgets are being "rolled over" to the 2025-26 Fiscal Year.

As part of this adjustment, an increase of $1,000,000 is also being proposed to allocate funds for the Police Dispatch Console Replacement Project. The City of Monrovia is one of two remaining agencies in LA County where dispatch remains on an analog system (as opposed to digital) and recent emergency events and power outages further emphasize the need to update our system to ensure that reliable, round-the-clock dispatch services remain uninterrupted for the community. Overall, the proposed CIP budget adjustments better align with updated priorities, project timelines, and cost estimates. A listing of the CIP projects and project budgets for Fiscal Year 2025-26 are included in this report as Exhibit 1.

New Fees and Fee Adjustments

As part of this quarterly update, staff is proposing two fee adjustments: one fee increase, as well as one fee clerical change. Table E, below, lists the proposed changes.

Table E
Changes to Schedule of Fees and Charges

Service Description	Old Fee	New Fee	Comments
Traffic Report (Non-injury or injury)	$46.00	$52.00	Propose to increase by $6 to include technology recovery fee related to records request management system.

~~Credit Card Convenience Fee~~ Third-Party Payment Processor Fee	Actual Cost	Actual Cost	Propose to make a clerical correction to the description of the fee to be "Third-Party Payment Processor Fee"

The schedule of these fee changes is attached as Attachment A to Resolution No. 2025-52.

<u>Summary</u>

In summary, the City is anticipated to close the books for Fiscal Year 2024-25 in a better position that initially anticipated, and the City remains in a strong financial position heading into the second quarter of Fiscal Year 2025-26. This stable position allows the City to evaluate and adapt as needs, priorities, and project timelines change, as reflected in this quarter's update. While economic uncertainty exists at the national and regional levels, the City is well-positioned to manage future challenges. The City Council's long-standing commitment to sound financial management and prudent practices has helped establish a resilient financial foundation for the City.

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 upward by $675,902 and total operating expenditures will be adjusted upward by $1,200,220 for a total net negative operating budget adjustment of $524,318. Additionally, for the CIP budget, project expenditures will be adjusted upward by $2,318,084.

OPTIONS: The following options are presented for consideration:

1. Adopt Resolution No. 2025-51 to approve the proposed budget adjustments and adopt Resolution No. 2025-52 to approve the changes to the Fiscal Year 2025-26 Schedule of Fees and Charges.

2. Reject the staff recommendation and provide staff with additional direction.

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

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution Nos. 2025-51 and 2025-52.

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2025-26
As of October 2025

Exhibit 1

Category	Project Title	Description	Previous 5-Year Project Estimate *FY 2026 through 2030*	Updated 5-Year Project Estimate *FY 2026 through 2030*	Revised FY 2025-26	Project Number	Status
Municipal Facilities							
Municipal Facilities	Community Center Renovation Project - Concept Design	Provides for the initial design phase of the renovation of the Monrovia Community Center.	628,214	628,214	628,214	91113	**Preliminary Stage and/or In Progress**
Municipal Facilities	Facility Upgrades at Public Works	This project provides for upgrades in the Public Works Department offices, including furniture and equipment upgrades to support staff and improve work flow at the Water Production team offices.	30,000	30,000	30,000	91092	**Preliminary Stage and/or In Progress**
Municipal Facilities	Fuel Pump Replacement Project	Provides for the replacement of a fuel pump system that is reaching the end of its useful life.	70,000	-	-	91070	**Completed**
Municipal Facilities	Library Facility Enhancement Project	Development of concepts and design for an expansion of the exterior patio space at the Monrovia Public Library.	8,000,000	8,000,000	8,000,000	91021	**On Hold**
Streets and Streetscapes							
Streets and Streetscapes	Comprehensive Safety Action Plan	Provides for the agreement with LACMTA and DOT for the development of a Monrovia Action Plan to strategize and improve roadway and bikeway safety.	176,360	176,360	176,360	91112	**Preliminary Stage and/or In Progress**
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.	750,000	750,000	150,000	91028	**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.	1,149,610	1,149,610	1,149,610	25090	**Preliminary Stage and/or In Progress**
Streets and Streetscapes	Mountain Avenue Traffic Signal and Safety Improvements Project	Provides for the Traffic signal and safety improvements on Mountain Avenue.	3,138,247	3,138,247	1,917,790	91114	**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.	2,782,210	2,782,210	2,782,210	91110	**Preliminary Stage and/or In Progress**
Streets and Streetscapes	Pedestrian Safety Improvements Construction	Provides for the 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	550,000	110,000	91055	**Preliminary Stage and/or In Progress**
Streets and Streetscapes	Huntington Drive / 5th Avenue	Provides for the installation of additional traffic signals, roadway striping, and traffic signage to enhance pedestrian safety around Huntington Drive and 5th Ave., Foothill Blvd and California Ave, and Foothill Blvd. and Sunset Ave.	-	491	491	73030	**Completed**
Streets and Streetscapes	Station Square Active Transportation Project (ACTV)	Provides for traffic and pedestrian improvements around Station Square to address future traffic and pedestrian congestion.	4,268,000	4,155,000	4,155,000	91068	**Preliminary Stage and/or In Progress**
Parks and Trails							
Parks and Trails	Playground Equipment Replacement Program	Provides for the removal and replacement of the playground equipment at the City's parks.	500,000	500,000	500,000	91035	**Completed**
Parks and Trails	Satoru Tsuneishi Park Design & Construction	Develop concept designs for the park land on Encino Avenue donated by Dick Hale.	1,257,589	1,420,519	1,420,519	91039	**Preliminary Stage and/or In Progress**
Parks and Trails	Canyon Park Repair Project *	Provides for the repair and restoration following the debris and mudflow that took place on December 14, 2021 and December 2022, from the Bobcat Fire burn area.	-	116,067	116,067	25301 25303	**Completed**
Trees							
Trees	Citywide Tree Replacement / Planting Program	Provides for the replacement, planting, and watering of public trees Citywide.	375,000	375,000	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.	100,000	100,000	100,000	91058	**Preliminary Stage and/or In Progress**
Water System and Utilities	Reservoir Maintenance & Repair 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.	500,000	500,000	100,000	91042	**Preliminary Stage and/or In Progress**
Water System and Utilities	SCADA System Reconstruction		300,000	300,000	60,000	91047	**Preliminary Stage and/or In Progress**
Water System and Utilities	Station Square Booster (No. 1-6) Pump Construction	Provides for reconstruction of portions of the City's Supervisory Control and Data Acquisition system, the primary computer system that Utilities staff use to operate the City's water system.	366,126	366,126	366,126	74067	**Preliminary Stage and/or In Progress**
Water System and Utilities	Valve Replacement Program FY23-FY26	Provides for the regular replacement of water valves throughout the water system.	500,000	500,000	100,000	91060	**Preliminary Stage and/or In Progress**
Water System and Utilities	Meter Replacement Program	Provides for the annual replacement of water meters throughout the City's water system.	-	8,010	8,010	91041	**Preliminary Stage and/or In Progress**

Capital Improvement Program (CIP) Tracking Summary
Budgeted Projects - Fiscal Year 2025-26
As of October 2025

Exhibit 1

Category	Project Title	Description	Previous 5-Year Project Estimate *FY 2026 through 2030*	Updated 5-Year Project Estimate *FY 2026 through 2030*	Revised FY 2025-26	Project Number	Status
Water System and Utilities	Wellfield Electrical Project	Provides for the replacement and upgrade of critical electrical systems at the Wellfield that have reached the end of their useful life.	-	1,275,587	1,275,587	74102	**Preliminary Stage and/or In Progress**
Stormwater							
Stormwater	Slope Stabilization - Cloverleaf	Provides for slope stabilization adjacent to the 400 block of Cloverleaf Drive. Repairs and stabilization is needed after historic rain events have caused significant erosion to the hillside.	94,666	94,666	94,666	91119	**Preliminary Stage and/or In Progress**
Information Technology							
Information Technology	Annual Computer Replacement Program	Provides for the planning and ongoing replacement of computer workstations for City staff.	380,000	380,000	65,000	91062	**Preliminary Stage and/or In Progress**
Information Technology	Network Switches Project	Provides for the replacement of network switches that allow for the organized and efficient connection of computers, printers, and other devices within a local area network (LAN)	65,000	65,000	65,000	91120	**Preliminary Stage and/or In Progress**
Information Technology	Office 365 Migration	Provides for the migration of the City's current email infrastructure to the cloud, allowing for uninterrupted access to email and scheduling tools.	98,720	98,720	98,720	91124	**Preliminary Stage and/or In Progress**
Information Technology	Police Body Worn Cameras	Provides for the use of Body Worn Cameras by the Monrovia Police Department.	254,600	254,600	127,300	91050	**Preliminary Stage and/or In Progress**
Information Technology	Police Department SAN Unit Project	Provides for the lifecycle replacement of the Police Department's primary network SAN unit.	130,250	130,250	130,250	91121	**Preliminary Stage and/or In Progress**
Information Technology	Server Lifecycle Replacement Program	Provides for the regular replacement of the City's servers and network equipment.	45,000	45,000	15,000	91061	**Preliminary Stage and/or In Progress**
Information Technology	Police Dispatch Console	Provides for the replacement of the computer systems and workspace utilized by Police Dispatchers to ensure round-the-clock service for critical operations.	-	1,000,000	1,000,000	91096	**Preliminary Stage and/or In Progress**
Fleet and Equipment Replacement							
Fleet and Equipment Replacement	Vehicle Replacement Schedule - City Fleet **	Provides for the replacement of City fleet.	650,000	650,000	100,000	91104	**Preliminary Stage and/or In Progress**
Fleet and Equipment Replacement	Vehicle Replacement Schedule - Fire Vehicles **	Provides for the replacement of Fire Department's fleet.	1,415,000	1,415,000	15,000	91101	**Preliminary Stage and/or In Progress**
Fleet and Equipment Replacement	Vehicle Replacement Schedule - PD Non-Patrol **	Provides for the replacement of Police Department's Non-Patrol fleet.	352,000	352,000	168,000	91103	**Preliminary Stage and/or In Progress**
Fleet and Equipment Replacement	Vehicle Replacement Schedule - PD Patrol **	Provides for the replacement of Police Department's Patrol fleet.	352,000	390,000	214,000	91102	**Preliminary Stage and/or In Progress**
Fleet and Equipment Replacement	Vehicle Replacement Schedule - Utilities Fleet	Provides for the replacement of Utilities Department's fleet.	1,040,000	1,040,000	260,000	91105	**Preliminary Stage and/or In Progress**

** Total project estimate for Canyon Park Repairs is $20.5M*
*** Figure reflects planned acquisition, and excludes the annual reserve set-aside allocation.*

RESOLUTION NO. 2025-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, ADOPTING FISCAL YEAR 2025-2026 BUDGET ADJUSTMENTS

RECITALS

WHEREAS, the City Manager and Administrative Services Director prepared and submitted to the City Council the 2025-2026 Proposed Program Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026; 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, 2025, through June 30, 2026, 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 2025-26 Revised Budget," is hereby adopted and incorporated herein by reference as though set forth in full. The Revised Budget shall be shall remain in full force and effect until amended or modified by the City Council.

SECTION 3. The sums of money therein set forth are hereby appropriated from the revenues of the City to the departments, functions, and funds therein set forth for expenditure during the 2025-2026 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 October 21, 2025.

PASSED, APPROVED and ADOPTED this 21st day of October, 2025.

Becky A. Shevlin, 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

ATTACHMENT A
(FY 2025-26 Budget Adjustments – Operating Budget)

ATTACHMENT B
(FY 2025-26 Budget Adjustments – CIP Budget)

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Operating Budget
Resolution # 2025-51
October 21, 2025

Attachment A

Revenues

Fund Name	Fund #	Dept Name	Dept #	Description	Object Code	Project	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comment
GENERAL	111	LIBRARY ADMINISTRATION	640	CONTRIBUTION	3362	64001	20,000	21,000	1,000	To adjust budget to account for additional donations received.
GENERAL	111	LIBRARY ADMINISTRATION	640	REIMBURSEMENT	3357	64023	29,000	30,000	1,000	To adjust budget to account for reimbursement of 3D printer and supplies. This amount is offset by an increase in expenditures.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	REIMBURSEMENT	3357	61015	-	25,000	25,000	To adjust budget for sponsorship of Nature Center signs, Kids Craft in the Canyon Program, as well as interpretive and kiosk signs at Canyon Park. This amount is offset by an increase in expenditures.
GENERAL	111	NON-DEPARTMENTAL	251	TRNSIENT OCCPNCY TAX	3034		3,021,000	3,326,940	305,940	To adjust budget for TOT revenue based on updated estimates.
GENERAL	111	NON-DEPARTMENTAL	251	OTHER REVENUES	3397	25123	3,142,273	2,952,697	(189,576)	To adjust budget for 3M and DuPont Settlement Revenue based on updated estimates for FY 25-26. Note: $1.06 million was received sooner than expected (in FY 24-25).
GENERAL	111	NON-DEPARTMENTAL	251	AB 1290 REIMBURSEMENT	3426		1,300,000	1,500,000	200,000	To adjust budget for AB 1290 revenue based on updated estimates.
GENERAL FUND	**111**						**7,512,273**	**7,855,637**	**343,364**	
ASSTFORFLA	242	LA CLEARING HOUSE	375	HIDTA/ASSET FORTF GRANT	3422	37527	-	40,000	40,000	To adjust budget for Asset Forfeiture revenues for amounts not included in budget adoption.
ASSTFORFLA FUND	**242**						**-**	**40,000**	**40,000**	
HOUSE DEV	243	CDBG-REHABILIATION PRESV GRANT	527	H.C.D.A. REV	3142		242,871	336,009	93,138	To adjust budget for CDBG revenue budget for an increase in allocation for FY 25-26. This amount is offset by an equivalent amount of expenditures.
HOUSE DEV FUND	**243**						**242,871**	**336,009**	**93,138**	
STORM DRN	423	STORM DRAIN MAINTENANCE	737	REIMBURSEMENT	3357	73043	-	204,244	204,244	To adjust budget to roll over Encanto Park Stormwater Capture Project. This amount is offset by an equivalent amount of expenditures.
STORM DRN FUND	**423**						**-**	**204,244**	**204,244**	
ENVRMN SVC	431	ENVIRONMENTAL SVCS-WST MGMNT	712	OTHER STATE GRANTS	3136	71049	15,749	10,906	(4,843)	To adjust budget for the FY24/25 Used Oil Payment Grant Award. This revenue adjustment is offset by an equivalent amount of expenditures
ENVRMN SVC FUND	**431**						**15,749**	**10,906**	**(4,843)**	
								Total Revenue Adjustments (Operating Budget)	**675,902**	

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Operating Budget
Resolution # 2025-51
October 21, 2025

Attachment A

Expenditures

Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comments
GENERAL	111	POLICE PATROL	331	PROF FEES	4028		24,000	34,000	10,000	To adjust budget for upcoming officer testing and background investigations.
GENERAL	111	POLICE PATROL	331	MISC EXPENSE	4160		5,500	6,500	1,000	To adjust budget for additional funds needed for Crime Scene clean-up costs.
GENERAL	111	COMMUNICATION CRIME ANALYSIS	342	PROF FEES	4028		185,300	186,300	1,000	To adjust budget for additional funds needed to cover the LogMeIn account for CCAT.
GENERAL	111	LIBRARY ADMINISTRATION	640	PROF FEES	4028	64001	2,600	3,000	400	To adjust budget for future program use.
GENERAL	111	LIBRARY ADMINISTRATION	640	MAINTENANCE SUPPLIES	4124	64001	900	1,400	500	To adjust budget for future program use.
GENERAL	111	LIBRARY ADMINISTRATION	640	BOOKS/SUBSCRPTN	4108	64001	-	100	100	To adjust budget for $100 donation received in honor of Eliot Bean (for Adult Collection only).
GENERAL	111	LIBRARY ADMINISTRATION	640	PROGRAM SUPPLIES	4276	64023	2,500	3,500	1,000	To adjust budget for additional 3D printer and supplies as approved by Foundation. This expenditure is offset by an equivalent amount of additional revenue.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	PROF FEES	4028	61015	-	500	500	To adjust budget for MPWR Supported Programs. This expenditure will be offset by an equivalent amount of additional revenue.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	MAINTENANCE SUPPLIES	4124	61015	-	10,000	10,000	To adjust budget for MPWR Supported Signs / program supplies. This expenditure will be offset by an equivalent amount of additional revenue.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	MISC EXPENSE	4160	61015	-	12,000	12,000	To adjust budget for MPWR Supported Signs / program supplies. This expenditure will be offset by an equivalent amount of additional revenue.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	PROGRAM FOOD/SUPPLIES	4378	61015	-	2,500	2,500	To adjust budget for MPWR Supported snacks for programs. This expenditure will be offset by an equivalent amount of additional revenue.
GENERAL	111	NON-DEPARTMENTAL	251	PROF FEES	4028		397,260	415,760	18,500	To adjust budget for Consultant Support for LWCF Grant application and LA Country Measure A Grant application for Recreation Park.
GENERAL	111	FIRE SUPPRESSION	420	TRVL, CONFER/MTG	4137		4,210	4,860	650	To adjust budget due to increase in annual conference registration fees.
GENERAL	111	EMERGENCY MEDICAL SERVICES	441	PROF FEES	4028		53,250	53,950	700	To adjust budget due to rise of medical incidents which increased more electronic patient care reports.
GENERAL	111	COMMUNITY SERVICES ADMIN	610	BANK FEES & INVSTMNT CHARGES	4197		-	2,000	2,000	To adjust budget for bank fees not included in original budget.
GENERAL	111	POLICE SERVICES	320	BANK FEES & INVSTMNT CHARGES	4197		-	1,000	1,000	To adjust budget for bank fees not included in original budget.
GENERAL	111	PUBLIC WORKS ADMINISTRATION	710	BANK FEES & INVSTMNT CHARGES	4197		-	8,000	8,000	To adjust budget for bank fees not included in original budget.
GENERAL	111	PLANNING DEPARTMENT	530	PRINTING	4135		150	850	700	To adjust budget to cover Planning's windowless envelope printing costs.
GENERAL	111	NON-DEPARTMENTAL	251	PROF FEES	4028		415,760	468,968	53,208	To adjust budget for potential partnerships.
GENERAL	111	NON-DEPARTMENTAL	251	PERSONNEL ADJUSTMENTS	4325		400,000	650,000	250,000	To adjust budget based on updated Class and Compensation estimates.
GENERAL FUND	**111**						**1,491,430**	**1,865,188**	**373,758**	

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Operating Budget
Resolution # 2025-51
October 21, 2025

Attachment A

Expenditures

Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comments
EMERGENCY	211	EMERGENCY SERVICES	253	MISC EXPENSE	4160	25305	-	4,000	4,000	To adjust budget to cover cost for replacement of garland from Windstorm Damage. This amount is expected to be reimbursed by additional FEMA and State funding.
EMERGENCY FUND	**211**						**-**	**4,000**	**4,000**	
PRPC MR DS	226	PROP C & MEASURE R DEBTSERVICE	543	PROF FEES	4028		-	2,000	2,000	To adjust budget for arbitrage report for 2016 Prop C and Measure R Bonds.
PRPC MR DS FUND	**226**						**-**	**2,000**	**2,000**	
MEASURE W	237	STORM DRAIN MAINTENANCE	737	PROF FEES	4028	73042	169,000	264,660	95,660	To adjust budget for the City's annual membership to the Rio Hondo-San Gabriel River Watershed Management Authority.
MEASURE W FUND	**237**						**169,000**	**264,660**	**95,660**	
ASSTFORFLA	242	LA CLEARING HOUSE	375	HIDTA AF EQUIPMENT	4251	37527	-	170,000	170,000	To adjust Asset Forfeiture expenses for amounts not included in budget adoption.
ASSTFORFLA	242	LA CLEARING HOUSE	375	HIDTA AF FACILITIES	4249	37528	-	89,008	89,008	To adjust Asset Forfeiture expenses for amounts not included in budget adoption.
ASSTFORFLA	242	LA CLEARING HOUSE	375	HIDTA AF SERVICES	4250	37528	-	33,000	33,000	To adjust Asset Forfeiture expenses for amounts not included in budget adoption.
ASSTFORFLA	242	LA CLEARING HOUSE	375	HIDTA AF SUPPLIES	4252	37528	-	50,000	50,000	To adjust Asset Forfeiture expenses for amounts not included in budget adoption.
ASSTFORFLA FUND	**242**						**-**	**342,008**	**342,008**	
HOUSE DEV	243	CDBG-REHABILIATION PRESV GRANT	527	PROF FEES	4028		41,000	67,201	26,201	To adjust budget to cover cost related to CDBG's professional services. This amount will be offset by an equivalent amount of additional revenue.
HOUSE DEV	243	CDBG-REHABILIATION PRESV GRANT	527	RESIDENTIAL REHABILITATION	4067		201,346	268,808	67,462	To adjust budget to cover cost related to CDBG's rehab grants. This amount will be offset by an equivalent amount of additional revenue.
HOUSE DEV FUND	**243**						**242,346**	**336,009**	**93,663**	
L&L ASS	261	STREET LIGHTING/TRAFF SIGNALS	735	ELECTRICITY STREET LIGH	4044		568,493	570,893	2,400	To adjust budget to cover electricity related to MOTAB.
L&L ASS	261	STREET TREE & PARK MAINT DIST	773	PROF FEES	4028		444,056	452,791	8,735	To adjust budget for assessment rate study rolled over from prior year (FY 24-25).
L&L ASS	261	MEDIAN & PARKWAY MAINT DIST	774	PROF FEES	4028		79,877	88,612	8,735	To adjust budget for assessment rate study rolled over from prior year (FY 24-25).
L&L ASS FUND	**261**						**1,092,426**	**1,112,295**	**19,870**	
PARK MAINT	266	PARK ASSESSMENT MAINTENANCE	772	PROF FEES	4028		93,975	111,445	17,470	To adjust budget for assessment rate study rolled over from prior year (FY 24-25).
PARK MAINT FUND	**266**						**93,975**	**111,445**	**17,470**	
WATER UTIL	411	WATER SERVICES	741	TRUSTEE CHARGES	4194		-	2,500	2,500	To adjust budget for bank trustee fees not included in original budget.
WATER UTIL	411	WATER SERVICES	741	PROF FEES	4028		331,583	333,003	1,420	To adjust budget for arbitrage report for 2016 Water and Sewer Bonds.
WATER UTIL FUND	**411**						**331,583**	**335,503**	**3,920**	
SAN FUND	421	SEWER AND SANITATION	746	ELECTRICITY	4146		-	3,000	3,000	To adjust budget to cover electricity for 1011 N. Canyon Blvd. related to the lift station in Canyon Park.
SAN FUND	421	SEWER AND SANITATION	746	TRUSTEE CHARGES	4194		-	1,000	1,000	To adjust budget for bank trustee fees not included in original budget.
SAN FUND	421	SEWER AND SANITATION	746	PROF FEES	4028		67,500	68,080	580	To adjust budget for arbitrage report for 2016 Water and Sewer Bonds.
SAN FUND	**421**						**67,500**	**72,080**	**4,580**	

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Operating Budget
Resolution # 2025-51
October 21, 2025

Attachment A

Expenditures

Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code	Project	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comments
STORM DRN	423	STORM DRAIN MAINTENANCE	737	PROF FEES	4028		-	5,000	5,000	To adjust budget to include the GWMA allocation cost for FY 25-26 for Harbor Toxic Upstream Project.
STORM DRN	423	STORM DRAIN MAINTENANCE	737	PROF FEES	4028	73043	-	204,244	204,244	To adjust budget to roll over funds for Encanto Park Stormwater Capture Project. This expenditure is offset by an equivalent amount of revenue.
STORM DRN FUND	**423**						**-**	**209,244**	**209,244**	
ENVRMN SVC	431	ENVIRONMENTAL SVCS-WST MGMNT	712	OIL GRANT EXP	4118	71049	15,749	10,906	(4,843)	To adjust budget for the FY24/25 Used Oil Payment Grant Award. This expenditure is offset by an equivalent amount of revenue.
ENVRMN SVC FUND	**431**						**15,749**	**10,906**	**(4,843)**	
CENTRL SVC	521	FINANCE COMPUTER SYSTEM	225	EQUIPMENT MAINTENANCE	4096		99,295	103,186	3,891	To adjust for updated software system costs.
CENTRL SVC FUND	**521**						**99,295**	**103,186**	**3,891**	
HILL ACQ	714	HILLSIDE ACQUISITION CAP PROJ	257	PROF FEES	4028		-	35,000	35,000	To adjust budget for anticipated appraisal costs.
CENTRL SVC FUND	**521**						**-**	**35,000**	**35,000**	
								Total Expenditure Adjustments (Operating Budget)	**1,200,220**	

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Operating Budget
Resolution # 2025-51
October 21, 2025

Attachment A

Other Adjustment

Fund Name	Description	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comment
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
GRAND TOTAL		-	-	-	

Total Other Adjustment **$ -**

Totals

Revenue Adjustment	
Revenue Adjustment	675,902
Transfers In Adjustment	-
Total Revenue Adjustment	**675,902**
Appropriations Adjustment	
Expenditure Adjustment	1,200,220
Transfers Out Adjustment	-
Total Appropriations Adjustment	**1,200,220**
Other Adjustment	
Other Adjustment	-
Other Adjustment	**-**

Attachment B

City of Monrovia
Fiscal Year 2025-26
Budget Adjustments - Capital Improvement Budget
Resolution # 2026-51
October 21, 2025

Expenditures

Fund Name	Fund #	Dept Name	Dept #	Object Code Description	Object Code#	Project	Project Name	FY 2025-26 Current Budget	FY 2025-26 Revised Budget	Increase (Decrease)	Comments
GENERAL	111	COMMUNICATION CRIME ANALYSIS	342	MACHINERY & EQUIPMENT	4216	91096	CIP-POLICE DISPATCH CONSOLE	-	1,000,000	1,000,000	To adjust budget to add the Police Department's Dispatch Console Project.
GENERAL	**111**							**-**	**1,000,000**	**1,000,000**	
MEASURE K	112	NON-DEPARTMENTAL	251	PROF FEES	4028	91039	CIP-SATORU TSUNEISHI	1,257,589	1,409,377	151,788	To adjust budget due to timing, carrying over from prior year.
MEASURE K	**112**							**1,257,589**	**1,409,377**	**151,788**	
EMERGENCY	211	EMERGENCY SERVICES	253	PROF FEES	4028	25301	CIP-2021 RAINSTORMS	100,000	107,000	7,000	To adjust budget to meet Council-approved contracts and allocations for the Canyon Park Infrastructure Improvement Project and Canyon Park Cabin Project.
EMERGENCY	211	EMERGENCY SERVICES	253	PROF FEES	4028	25303	CIP - 2023 RAINSTORMS	-	7,000	7,000	To adjust budget to to meet Council-approved contracts for the Canyon Park Infrastructure Improvement Project.
EMERGENCY	211	EMERGENCY SERVICES	253	MAINTENANCE SUPPLIES	4124	25301	CIP-2021 RAINSTORMS	-	2,067	2,067	To adjust budget to cover the cost of Canyon Park Plaque.
EMERGENCY	**211**							**100,000**	**116,067**	**16,067**	
SB1-RMRA	236	SB-1 RMRA	777	PROF FEES	4028	73030	CIP-HIGHWAY SAFETY IMPROVEMENT PROG	-	491	491	To adjust budget to meet Council-approved contracts and allocations for the Huntington Drive/5th Avenue Project.
SB1-RMRA	**236**							**-**	**491**	**491**	
CAP IMPROV	311	CAPITAL IMPROVEMENT PROJECTS	250	PROF FEES	4028	91039	CIP-SATORU TSUNEISHI	-	11,142	11,142	To adjust budget due to timing, carrying over from prior year.
CAP IMPROV	**311**							**-**	**11,142**	**11,142**	
T-CIP	315	TRAFFIC CAPITAL IMPROVEMENT	261	PROF FEES	4028	91068	CIP - STATION SQUARE ACTIVE TRANSPO	388,000	275,000	(113,000)	To adjust the budget to align with the local match listed on the Council-approved grant Funding Agreement for the Monrovia ACTV Phase 1 Project.
CAP IMPROV	**315**							**388,000**	**275,000**	**(113,000)**	
WATER UTIL	411	WATER SERVICES	741	WATER/SEWER FAC IMPROVEMENT	4312	74102	CIP-WELLFIELD ELECTRICAL PROJECT	-	1,275,587	1,275,587	To adjust budget due to timing, carrying over from prior year.
WATER UTIL	411	WATER SERVICES	741	METER SHOP SUPPLIES	4070	91041	CIP-METER REPLACEMENT PROGRAM	-	8,010	8,010	To adjust budget to meet Council-approved sales contract for Water Meter Replacement Program.
WATER UTIL FUND	**411**							**-**	**1,283,596**	**1,283,596**	
EQUIP REP	512	EQUIPMENT FLEET MAINTENANCE	751	CONSTRUCTION	4203	91070	CIP - FUEL PUMP REPLACEMENT PROJECT	70,000	-	(70,000)	To adjust budget for the unused portion of Fuel Pump Replacement Project.
EQUIP REP	512	PATROL VEHICLES REPLACEMENT	390	AUTOS & TRUCKS	4213	91102	CIP-PD PATROL VEHICLE PURCHASE	176,000	214,000	38,000	To adjust budget due to timing, carrying over from prior year.
EQUIP REP	**512**							**246,000**	**214,000**	**(32,000)**	

Total Expenditure Adjustments (CIP Budget) **2,318,084**

RESOLUTION NO. 2025-52

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 2025-2026

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 2025-2026; 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 2025-2026 are attached hereto as Exhibit A and incorporated herein by this reference, are hereby adopted and incorporated within the FY 2025-2026 City budget, and directed to be kept on file with the City Clerk's office. 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 regulations, 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 the identified service only; 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 thirty (30) days following adoption of this Resolution. All City fees and charges shall be subject to the terms and conditions of Chapter 3.46 of the Monrovia Municipal Code.

PASSED, APPROVED AND ADOPTED this 21st day of October, 2025.

Becky A. Shevlin, 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

ATTACHMENT A

Fiscal Year 2025-26
Changes to Schedule of Fees and Charges

Fiscal Year 2025-26

Proposed Changes to Schedule of Fees and Charges

Service Description	Old Fee	New Fee	Cost Recovery %	Comments
Police Department				
Vehicle / Traffic Accident Investigation Report Reproduction				
Traffic Report (Non-Injury or Injury)	$46.00	$52.00	63%	Includes $6 technology recovery fee related to pro-rated share of records request management system
Administration				
~~Credit Card Convenience Fee~~ Third-Party Payment Processor Fee	Actual Cost	Actual Cost	100%	This change is to make a clerical correction to description of fee only. Fee remains 100% of actual cost charged by the third-party payment processor.