



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administrative Services

MEETING DATE: March 6, 2018

PREPARED BY: Buffy J. Bullis, Director

AGENDA LOCATION: AR-1

TITLE: Fiscal Year 2017-2018 Operating and Capital Improvement Program (CIP) Budget Update and Approval of Proposed Mid-Year Positional Adjustments; Resolution No. 2018-12

OBJECTIVE: To provide an update of proposed changes to the Fiscal Year 2017-18 Operating and Capital Budget, consider proposed positional adjustments, and authorize the budget action recommendations presented.

BACKGROUND: In June 2017, the City Council adopted the Fiscal Year 2017-19 Two-Year Budget, which appropriated funds and approved revenue projections for the 2017-18 and 2018-19 Fiscal Years. Now that the Administrative Services Department has finalized closing the books for Fiscal Year 2016-17, and the Comprehensive Annual Financial Report (CAFR) has been completed, staff has compared the City's actual year-end numbers with the estimates used as a basis for Fiscal Year 2017-18 projections. Based on actual financial amounts from the prior year, along with financial activity through February 2018, staff is now recommending budget adjustments for Fiscal Year 2017-18, along with several positional adjustments to accommodate changing organizational needs. 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 funding needed for each project.

ANALYSIS: This report provides an overview of the status of the 2017-18 Fiscal Year budget and will identify proposed budget adjustments based on current financial data. A detailed listing of the proposed adjustments is attached to Resolution 2018-12.

General Fund

Based on staff's analysis of the Fiscal Year 2017-18 budget, it is recommended that General Fund revenues be adjusted upwards by \$69,608, and that General Fund expenditures be adjusted upward by \$94,667. In addition, due to the timing of development project entitlements, along with the implementation of a new fire inspection system, it is recommended that General Fund revenues in the amount of \$250,000 be deferred until FY 2018-19.

Given these adjustments, there are sufficient revenues to cover all budgeted expenditures in the General Fund, and the fund will remain structurally balanced. An overview of the proposed General Fund revenue and expenditure adjustments are outlined in greater detail below.

FY 2017-18 General Fund Revenues

AR-1

The key General Fund revenues that were reviewed at year-end were property tax, sales tax, and transient occupancy tax (hotel tax).

- Property Tax Revenue – The City’s total property tax revenue for Fiscal Year 2016-17 was \$11,205,996, which represents an increase of 4.35% over the prior year, or \$467,270. Because this increase is in line with staff’s budget projections for Fiscal Year 2017-18, no adjustment is recommended at this time. However, it should be noted that the Fiscal Year 2017-18 budget includes a projection for property tax related to new residential development that was expected to occur during the fiscal year. As staff is now expecting some timing delays in the completion of these new developments, we are recommending that the property tax budget for new development be adjusted downward by \$126,661.
- Sales Tax Revenue – The City’s sales tax revenue for Fiscal Year 2016-17 was \$10,178,953, which represents an increase of approximately \$400,000 over the prior year (after excluding a one-time Triple Flip payment). Based on these numbers, the sales tax revenue projection for Fiscal Year 2017-18 will be adjusted upward by \$74,269 to bring it in line with the 3% estimated growth factor using a new base (the prior year actual).
- Transient Occupancy Tax (TOT) Revenue – Given the continued success being enjoyed by our local hotels, the City’s TOT revenues continue to be strong. The actual revenue for Fiscal Year 2016-17 was \$1,945,275, which represents an increase of 2.8%, or \$54,178, over the prior year. No adjustment to this revenue source is recommended at this time. However, if the proposed TOT rate increase from 10% to 12% is approved by voters in June 2018, the City anticipates an increase of approximately \$400,000 in additional revenue each year, beginning in Fiscal Year 2018-19.
- Other Revenues –
 - There are several General Fund revenues that will be adjusted upward, including \$25,000 for Monrovia Days, \$25,000 for the Monrovia Reads Program, \$20,000 for Kiwanis Park equipment reimbursement, and \$20,000 for additional recreation sponsorships. In addition, \$37,000 in reimbursement revenue will be added to the budget for reimbursement from the City of Bradbury to cover 50% of the cost for one Community Service Officer. The cost of the officer has been included in the budget, but the reimbursement revenue has not yet been included.
 - Due to staffing shortages in Police operations, a reduction of \$55,000 in vehicle court fines is expected. This revenue is expected to come back to its full amount next fiscal year.
 - Staff is proposing a reduction in First Responder Fee revenue for \$150,000. During Fiscal Year 2017-18, a study was performed to determine the feasibility of implementing a new program to collect first responder fees. Upon completion of the study, staff has decided to postpone this new program and will reconsider implementation in Fiscal Year 2018-19.
 - In order to help cover staffing and other operational costs for homeless details and homeless outreach, transfers in revenue from the Housing Fund will be increased by \$200,000. This revenue will recover costs incurred for the prior year, as well as costs incurred for the current year.

- Given the current entitlement status of proposed new developments within the City, it is anticipated that several projects which were initially projected to be approved in the current fiscal year will not be finalized until FY 2018-19. Given that adjustment, three revenue sources are proposed for deferment until the following fiscal year, including Mello-Roos revenues in the amount of \$25,000, Fire Service Impact Fees in the amount of \$125,000 in Fire Service Impact Fee, and a one-time reduction in Engine Company Fire Inspection fees to account for the transition of customers over to a new billing system. All of these revenues are projected to accrue in Fiscal Year 2018-19.

When factoring in all of these adjustments to revenue, our overall General Fund revenues are expected to decrease by \$180,392. Because much of this decrease is due to timing, most revenue is expected to be received in the 2018-19 Fiscal Year. To that end, the General Fund is in a fiscally strong position as we head into the end of the 2017-18 Fiscal Year.

FY 2017-18 General Fund Expenditures

In analyzing the adjustments needed to General Fund expenditures, staff compared actual expenditures to budgeted expenditures through February 2018. Proposed adjustments allow the City to continue its commitment to provide quality services to residents in a fiscally responsible manner. The proposed increases are as follows:

- An increase of \$27,500 in Fire Department operational expenses for Kronos software system implementation costs and additional professional services.
- An increase of \$45,370 in Police Department operational expenses, which includes a change of command inventory audit, timecard system maintenance, and software system upgrade costs.
- An increase of \$35,000 for the transition of the Monrovia Reads Program from the Recreation Division to the Library Division. This increase will provide additional part-time staffing and is offset by additional revenue of \$25,000.
- An increase of \$47,000 in the Parks Maintenance Department for maintenance and operations expenditures, which includes \$20,000 for Kiwanis Park equipment and \$27,000 for equipment rental and maintenance supplies. This increase is offset by \$20,000 in additional revenue for the Kiwanis Park equipment, as noted in the revenue section above.
- An increase of \$48,000 in the Recreation Special Events operating budget to cover professional fees, equipment rental, maintenance supplies, and other miscellaneous expenses throughout the year.
- An increase of \$24,675 in the Human Resources budget, \$19,000 in the City Manager's Office, \$63,700 in the City Clerk Department, and \$41,000 in the Non-Departmental budget. These increases will cover costs for additional technical training, Municipal Code updates, TOT election costs, and other maintenance and operations expenses.
- An increase of \$4,000 to the Community Services Administration budget for travel and meeting costs.

- As a result of proposed funding adjustments, coordinate associated transfer amounts into our General Fund Reserve to achieve a positive undesignated General Fund fund balance of approximately \$1 million and a positive Reserve for Operating Contingencies of \$4.6 million.
- A net decrease of \$260,578 in personnel-related expenditures resulting from staffing vacancies and the reallocation of personnel costs to better align cost centers with employees' job responsibilities. The breakdown of the net decrease is detailed below:
 - A decrease of \$133,460 for the vacancy of a Principal Accountant position (full year).
 - A decrease of \$75,591 for the vacancy of a Librarian position (half year) and for the reallocation of staffing costs.
 - An increase in the Police Patrol overtime budget for \$26,631 to provide additional resources for homeless details and outreach efforts through the end of the year.
 - An increase in the Recreation part-time budget of \$73,168 to provide staffing for additional activities that have been provided throughout the year.
 - A decrease of \$47,546 in the Parks Maintenance budget, \$29,177 in the Community Services budget, and \$74,603 in the City Manager/Human Resources budget for the reallocation of costs to more appropriately align cost centers with job functions. Savings offsets will be adjusted in the Lighting and Landscape, Water, and Housing Funds.

When factoring in all of the proposed adjustments, the General Fund is still structurally balanced and there are sufficient revenues to cover all budgeted expenditures for the 2017-18 Fiscal Year.

FY 2017-18 Non-General Fund Adjustments

Staff also spent time analyzing other City funds, and an overview of the additional adjustments proposed include the following:

- Property tax revenue in the Retirement Fund will be decreased by \$93,340 to adjust for anticipated delays in new residential developments within the City. In addition, as a result of the recent pension bond issuance, the transfers in/transfers out from the Retirement Fund to the Pension Bond Fund will be increased by \$2,094,613 to cover the debt service payments due during the year. The Pension Bond Fund budget will be increased by \$2,094,613 for debt service payments (e.g., principal and interest). It is important to note that the increase in debt service payments will be offset by a reduction in annual payments to CalPERS in future years.
- In the Street Maintenance Fund, an increase of \$23,725 in expenditures will cover the cost of additional paving expenses incurred during the year. On the revenue side, an increase in transfers from the Street Sweeping Fund (\$25,000), Environmental Services Fund (\$100,000), and Measure R Fund (\$150,000), will help to provide additional needed support to the fund. Furthermore, a budgeted transfer in from the Sewer Fund will be reduced from \$75,000 to \$0. In total, net transfers in will be adjusted upward by \$200,000.

- Staff is proposing an increase to the AB 2766 Air Quality Management Fund budget for multi-modal transportation and mobility project expenses. The proposed increase in expenditures totals \$49,000.
- In the Measure R Fund, an increase of \$350,000 in transfers out to the Street Maintenance Fund is being proposed. This increase will help provide additional support for ongoing repair and maintenance of the City's streets and roads. In addition, the Measure M Fund transfers out to the Street Fund will be adjusted down by \$200,000, as Measure R will now provide the necessary funding instead of Measure M.
- In the Traffic Safety Fund, staff is proposing an increase of \$38,000 in expenditures for additional Los Angeles County Superior Court Fees through the end of the year.
- In the Lighting and Landscape Fund, a total increase in expenditures of \$77,546 is being proposed. This amount includes an increase of \$30,000 for additional tree trimming costs and \$47,546 for the reallocation of costs to realign cost centers with job responsibilities.
- In the Business Improvement District Fund, staff is requesting an additional \$38,000 in expenditures for additional Wine Walk Event costs. This increase in expenditures will be offset by additional revenue of \$52,000 for the Wine Walk Event and filming revenue.
- The Development Services Fund, which accounts for building, planning, and engineering activities, includes several budget adjustment proposals to revenues and expenditures. The budget currently includes several one-time development revenues that are now expected to come in the subsequent year. Consequently, staff is proposing to adjust revenues down by \$814,947. An offsetting adjustment to expenditures, totaling \$304,383, is also being proposed. It is important to note that this is a one-time timing adjustment and that these adjusted revenues are expected to be collected in subsequent years.
- An increase of \$58,354 is being proposed in the Water Fund to realign cost centers with job responsibilities.
- In the Sewer Fund, an additional \$120,000 in operational expenditures is being requested to provide needed funding for ongoing sewer maintenance operations. To offset this increase, CIP expenditures, totaling \$338,450, will be adjusted downward, since other appropriate funding has been identified as part of the overall CIP Budget adjustment.
- In the Environmental Services Fund, staff is proposing a reduction in operational expenses totaling \$39,500, which is the result of program costs that are now being managed through the City's contract with Athens. An increase in transfers out to provide support to the Street Maintenance Fund for \$100,000 is also being proposed.
- In the Equipment Replacement Fund, an increase in expenditures, totaling \$144,284, is being proposed. This amount is comprised of \$109,284 for Police vehicles and \$35,000 for Fire Department radio equipment.
- In the Central Services Fund, an expenditure adjustment for \$10,534 is being proposed to help provide funding for part-time GIS staffing and OnBase software program updates.
- In the Housing Fund, an expenditure adjustment for \$274,603 is being proposed to help realign staffing costs and to provide additional support to the General Fund for homeless outreach and management efforts.

- During Fiscal Year 2017-18, the City received its first distribution of SB 1 RMRA Funds (new Gas Tax Revenues). These revenues, and the corresponding expenditures, were originally budgeted in the Street Maintenance and Gas Tax Funds. Due to program restrictions, this revenue source is required to be segregated in its own separate fund. Therefore, we are proposing to move the revenue and expenditure budgets, totaling \$219,653, from the Street Maintenance and Gas Tax Funds to the newly established SB 1 RMRA Fund. This will ensure compliance with program guidelines.

Attachment A lists out the detail for each line item adjustment. The 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.

Positional Adjustments

During the past several months, staff has been assessing how best to reorient our operations in several areas, including the Public Services Department, the Community Development Department, the Fire Department, the Administrative Services Department, and the City Clerk's Office.

To that end, staff has developed a proposed listing of mid-year personnel adjustments that will have the combined effect of increasing our total full-time equivalent positions by 1, while decreasing overall costs by \$2,788. All of the proposed adjustments are included as Attachment B, which include the requisite job classifications, Authorized Personnel Allocations, and Classification & Compensation System listing to facilitate the proposed changes. An overview of the proposed adjustments includes the following:

- Shift an existing Senior Administrative Assistant position from the Public Works Administration / Operation function to the Water Production function. This adjustment will have no impact on staffing costs.
- Eliminate a vacant Public Works Operations Manager position, saving \$214,549 annually.
- Add a Management Analyst in the Public Services Department, costing \$99,273 / year.
- Leave an existing vacant Librarian position unfilled until FY 2018/19, saving \$75,591 during the remainder of the current fiscal year.
- Add an Engineering Technician position to the Building Division to facilitate the consolidation of our public works permitting operation at City Hall. This adjustment is expected to cost \$68,697 / year.
- Given increased development applications and ongoing historic preservation activities, the proposed positional adjustments seeks to add a Senior Planner position to the Planning Division at a cost of \$121,132 / year.
- In order to adjust our staffing model at Fire Station 102, authorize staff to begin the recruitment for one new Firefighter / Paramedic position. The cost of the new position would be \$125,204 / year, however funding for the position would not be authorized until Fiscal Year 2018-19. It is important to note that the aggregate assessment of the positional adjustments does include the full cost of adding this particular position.

- Leave an existing vacant Principal Accountant position unfilled until FY 2018/19, saving \$133,460 during the remainder of the current fiscal year.
- Authorize the creation of the Assistant to the City Clerk classification to facilitate succession planning efforts in the City Clerk's Office, while eliminating an Administrative Assistant position. The net cost of this particular adjustment is \$6,507 / year.

Capital Improvement Program (CIP) Adjustments

During the course of the year, staff has also been working to manage and execute the projects included in the City's overall CIP budget. CIP project status updates to City Council have been provided throughout the year, in order to apprise the City Council on the status of each project. As part of the mid-year review process, staff has completed a review of each project and its funding. Based on this 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. No new projects are being proposed at this time.

Please note that the CIP Budget is attached as Attachment C.

FISCAL IMPACT: By approving the changes to the Fiscal Year 2017-18 budget as presented, and by adopting the recommended personnel and 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. 2018-12 to approve the budget adjustment recommendations as presented, authorize the proposed personnel adjustments as outlined in Attachment B, and approve the modifications to the FY 2017-18 CIP Budget as outlined in Attachment C.
- 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 budget adjustment, personnel modifications, and CIP budget updates, as presented.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution No. 2018-12, authorize the proposed personnel adjustments included in Attachment B, and approve the modifications to the Fiscal Year 2017-2018 CIP Budget as presented in Attachment C.

RESOLUTION NO. 2018-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROVIA, CALIFORNIA, ADOPTING FISCAL YEAR 2017-
2018 BUDGET ADJUSTMENTS**

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

WHEREAS, the City Manager and Administrative Services Director prepared and submitted to the City Council the 2017-2018 Proposed Program Budget, for the fiscal year commencing July 1, 2017, and ending June 30, 2018; and

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

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

WHEREAS, the City Council has considered budget adjustments and comments thereon, and 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 for the fiscal year July 1, 2017, through June 30, 2018, is hereby revised by increasing appropriations by \$2,723,358.

SECTION 2. Said budget hereby adopted is the aforementioned Revised Budget prepared by the City Manager and Administrative Services Director, and as amended by the City Council, entitled "City of Monrovia 2017-18 Revised Program Budget," incorporated herein by reference as though set forth in full. Said budget is hereby adopted as the revised budget of the City of Monrovia for the 2017-18 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 2017-2018 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 6, 2018.

PASSED, APPROVED and ADOPTED this 6th day of March, 2018.

Tom Adams, Mayor
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

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

Craig A. Steele
City Attorney

City of Monrovia
2017-18 Mid Year Budget - All Funds
Operating Budget Adjustments
Revenues

Fund Name	Dept #	Description	2017-18 Revised Budget	2017-18 Current Budget	Adjustment (Dr) Cr	Comment
General Fund	251	Secured Property Tax	\$ 7,020,108.00	\$ 7,146,769.00	\$ (126,661.00)	Adjust for timing shift for new development
General Fund	251	Sales Tax	\$ 10,041,181.00	\$ 9,966,912.00	\$ 74,269.00	Adjust for increase in FY16-17 base
General Fund	620	Monrovia Days	\$ 80,500.00	\$ 55,500.00	\$ 25,000.00	Increase in Monrovia Days revenue
General Fund	640	Contribution	\$ 25,000.00	\$ -	\$ 25,000.00	Additional Monrovia Reads revenue
General Fund	771	Contribution	\$ 20,000.00	\$ -	\$ 20,000.00	Reimbursement for Kiwanis park equipment
General Fund	620	Spring Sponsorships	\$ 27,500.00	\$ 7,500.00	\$ 20,000.00	Additional sponsorship revenue
General Fund	251	Mello-Roos	\$ -	\$ 25,000.00	\$ (25,000.00)	Adjust for timing shift for new development
General Fund	420	Fire Service Impact Fee	\$ 125,000.00	\$ 250,000.00	\$ (125,000.00)	Adjust for timing shift for new development
General Fund	430	Fire Inspct/Test Fee	\$ 320,000.00	\$ 420,000.00	\$ (100,000.00)	Adjusting estimate down for first year of new system implementation
General Fund	331	Court Fines	\$ 70,000.00	\$ 125,000.00	\$ (55,000.00)	Revenue expected to be lower due to staffing vacancy
General Fund	441	First Responder Assessment	\$ -	\$ 150,000.00	\$ (150,000.00)	Reduction due to program postponement
General Fund	320	Reimbursement	\$ 40,200.00	\$ 3,200.00	\$ 37,000.00	CSO reimbursement from Bradbury
General Fund	251	Transfer In	\$ 2,665,486.00	\$ 2,465,486.00	\$ 200,000.00	Increase transfer in/transfer out for homelessness outreach costs (prior year & current year)
General Fund		Revenue Adjustment	\$ 20,434,975.00	\$ 20,615,367.00	\$ (180,392.00)	
Retirement	252	SEC Prop Taxes	\$ 6,063,949.00	\$ 6,157,289.00	\$ (93,340.00)	Adjust for timing shift for new development
Retirement Fund		Revenue Adjustment	\$ 6,063,949.00	\$ 6,157,289.00	\$ (93,340.00)	
						Remove \$75K transfer out from Sewer to Street Fund and increase support from Street Sweeping
Street Maintenance	731	Transfer In	\$ 1,838,020.00	\$ 1,638,020.00	\$ 200,000.00	(\$25K), Environmental Services (\$100K), and Measure R (\$150K)
Street Maintenance		Revenue Adjustment	\$ 1,838,020.00	\$ 1,638,020.00	\$ 200,000.00	
Pension Obligation D/S	255	Transfer In	\$ 3,314,189.00	\$ 1,219,576.00	\$ 2,094,613.00	Increase transfer out/transfer in from 212 to 214 for debt service on 2017 POB's
Pension Obligation D/S		Revenue Adjustment	\$ 3,314,189.00	\$ 1,219,576.00	\$ 2,094,613.00	
Bus. Improvement District	122	Special Event Revenue	\$ 46,000.00	\$ 6,000.00	\$ 40,000.00	Increase special event BID revenue
Bus. Improvement District	122	Filming Revenue	\$ 17,000.00	\$ 5,000.00	\$ 12,000.00	Increase filming BID revenue
Bus. Improvement District		Revenue Adjustment	\$ 63,000.00	\$ 11,000.00	\$ 52,000.00	
Development Services	520	Building Permits	\$ 287,790.00	\$ 712,000.00	\$ (424,210.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Electrical Permits	\$ 63,000.00	\$ 48,000.00	\$ 15,000.00	Adjust revenue due to delay in timing of new development
Development Services	520	A/C Heating Refrig Permit	\$ 36,000.00	\$ 51,000.00	\$ (15,000.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Plumbing/Sewer	\$ 46,000.00	\$ 60,000.00	\$ (14,000.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Bldg Prmt No Plan Check	\$ 136,000.00	\$ 186,000.00	\$ (50,000.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Plan Check - Consultant	\$ 286,461.00	\$ 418,000.00	\$ (131,539.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Plan Check - Grading	\$ 5,000.00	\$ 50,000.00	\$ (45,000.00)	Adjust revenue due to delay in timing of new development
Development Services	520	Bldg Prmt - Grading	\$ 5,000.00	\$ 50,000.00	\$ (45,000.00)	Adjust revenue due to delay in timing of new development
Development Services	530	Envir Neg Declaration	\$ 15,000.00	\$ 22,000.00	\$ (7,000.00)	Adjust revenue due to delay in timing of new development
Development Services	530	Zone Chg Fees	\$ 9,765.00	\$ 29,658.00	\$ (19,893.00)	Adjust revenue due to delay in timing of new development
Development Services	530	Plan Check - Bldg Permit PI	\$ 36,772.00	\$ 80,000.00	\$ (43,228.00)	Adjust revenue due to delay in timing of new development
Development Services	530	Subdivision Fees	\$ 47,565.00	\$ 72,642.00	\$ (25,077.00)	Adjust revenue due to delay in timing of new development
Development Services	720	Scanning - Engineering	\$ -	\$ 10,000.00	\$ (10,000.00)	Scanning fees reduced to zero
Development Services		Revenue Adjustment	\$ 974,353.00	\$ 1,789,300.00	\$ (814,947.00)	

City of Monrovia
 2017-18 Mid Year Budget - All Funds
 Operating Budget Adjustments
 Expenditures

Fund Name	Department Name	Dept #	Description	2017-18 Revised Budget	2017-18 Current Budget	Adjustment Dr (Cr)	Subtotal	Comment
General Fund	CITY MANAGER	120	Trvl Confer/Mtg	\$ 36,500.00	\$ 17,500.00	\$ 19,000.00	19,000.00	Additional expenditures for meetings and miscellaneous costs
General Fund	CITY CLERK	130	Professional Fees	\$ 3,580.00	\$ 80.00	\$ 3,500.00	63,700.00	Additional technical training costs
General Fund	CITY CLERK	130	Trvl Confer/Mtg	\$ 2,900.00	\$ 1,700.00	\$ 1,200.00		Additional meeting costs for technical training, new law, and election
General Fund	CITY CLERK	130	Misc Expenses	\$ 59,200.00	\$ 200.00	\$ 59,000.00		Election Costs (\$50K) and Municipal Code Update (\$9K)
General Fund	HUMAN RESOURCES	231	Advertising	\$ 25,000.00	\$ 10,000.00	\$ 15,000.00		Additional recruitment advertising
General Fund	HUMAN RESOURCES	231	Professional Fees	\$ 257,900.00	\$ 276,900.00	\$ (19,000.00)	24,675.00	Savings on third-party consulting fees (-\$24K), and additional recruiting materials (\$5K)
General Fund	HUMAN RESOURCES	231	Books/Subscription	\$ 1,000.00	\$ 750.00	\$ 250.00		Additional books/subscription costs
General Fund	HUMAN RESOURCES	231	Office Supplies	\$ 26,125.00	\$ 20,000.00	\$ 6,125.00		Additional costs for duplex scanner and office supplies
General Fund	HUMAN RESOURCES	231	Oral Board Exp	\$ 4,800.00	\$ 2,500.00	\$ 2,300.00		Additional oral board expense
General Fund	HUMAN RESOURCES	231	Wellness Program	\$ 86,504.50	\$ 66,504.50	\$ 20,000.00	41,000.00	Hep A Vaccination Response
General Fund	NON-DEPARTMENTAL	251	Professional Fees	\$ 210,750.00	\$ 169,750.00	\$ 41,000.00		KGEM catchup billing and other miscellaneous
General Fund	POLICE ADMINISTRATION	310	Professional Fees	\$ 25,000.00	\$ -	\$ 25,000.00	45,370.00	PD change of command inventory audit
General Fund	POLICE CCAT	342	Misc Expenses	\$ 20,370.00	\$ -	\$ 20,370.00		Additional expenses for PD timecard system maintenance / Spillman upgrade
General Fund	FIRE ADMINISTRATION	410	Fire Tech	\$ 47,850.00	\$ 41,350.00	\$ 6,500.00	27,500.00	Additional expense for Kronos implementation
General Fund	FIRE PREVENTION	430	Professional Fees	\$ 66,000.00	\$ 45,000.00	\$ 21,000.00		Adjust budget for third-party billing agreement approved by Council
General Fund	COMMUNITY SERV ADMIN	610	Trvl Confer/Mtg	\$ 7,300.00	\$ 3,300.00	\$ 4,000.00	4,000.00	Additional travel/meeting costs for recreation part time staff
General Fund	SPECIAL ACTIVITIES	620	Professional Fees	\$ 154,650.00	\$ 114,650.00	\$ 40,000.00		Additional special events professional fees
General Fund	SPECIAL ACTIVITIES	620	Equipment Rental	\$ 11,700.00	\$ 7,700.00	\$ 4,000.00	48,000.00	Additional special events equipment rental
General Fund	SPECIAL ACTIVITIES	620	Maintenance Supplies	\$ 25,110.00	\$ 21,110.00	\$ 4,000.00		Additional special events maintenance supplies
General Fund	LIBRARY ADMINISTRATION	640	Part-Time (inc benefits)	\$ 26,492.00	\$ -	\$ 26,492.00	35,000.00	Monrovia Reads adjustment for part time personnel
General Fund	LIBRARY ADMINISTRATION	640	Various	\$ 8,508.00	\$ -	\$ 8,508.00		Monrovia Reads adjustment for anticipated M&O costs
General Fund	PARKS MAINTENANCE	771	Professional Fees	\$ 168,000.00	\$ 158,000.00	\$ 10,000.00	47,000.00	Additional park maintenance professional fees
General Fund	PARKS MAINTENANCE	771	Equipment Rental	\$ 7,000.00	\$ -	\$ 7,000.00		Additional park maintenance equipment rental
General Fund	PARKS MAINTENANCE	771	Maintenance Supplies	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00		Kiwanis park equipment (\$20K) and additional park maintenance supplies (\$10K)
General Fund	FINANCE OPERATIONS	221	Full-Time (inc benefits)	\$ 510,940.00	\$ 607,035.00	\$ (133,460.00)		Personnel savings for vacancy of Principal Accountant
General Fund	LIBRARY ADMINISTRATION	640	Full-Time (inc benefits)	\$ 1,500,266.00	\$ 1,575,857.00	\$ (75,591.00)	(260,578.00)	Realignment of staffing allocations with job responsibilities and savings of Librarian vacancy
General Fund	POLICE PATROL	331	Overtime (inc benefits)	\$ 779,831.00	\$ 753,200.00	\$ 26,631.00		Patrol overtime increase for homeless detail
General Fund	COMMUNITY SERV ADMIN	610	Part-Time (inc benefits)	\$ 430,830.00	\$ 357,662.00	\$ 73,168.00		Additional part time budget for recreation
General Fund	PARKS MAINTENANCE	771	Full-Time (inc benefits)	\$ 317,690.00	\$ 365,236.00	\$ (47,546.00)		Realignment of staffing allocations with job responsibilities
General Fund	COMMUNITY SERV ADMIN	610	Full-Time (inc benefits)	\$ 1,225,857.00	\$ 1,255,034.00	\$ (29,177.00)		Realignment of staffing allocations with job responsibilities
General Fund	CITY MANAGER	120	Full-Time (inc benefits)					
General Fund	HUMAN RESOURCES	231	Full-Time (inc benefits)	\$ 1,055,394.00	\$ 1,129,997.00	\$ (74,603.00)		Realignment of staffing allocations with job responsibilities
General Fund			Expenditure Adjustment	\$ 7,163,047.50	\$ 7,031,015.50	\$ 94,667.00	\$ 94,667.00	
Retirement	EMPLOYEE RETIREMENT	252	Transfer Out	\$ 10,764,952.00	\$ 8,670,339.00	\$ 2,094,613.00		Increase transfer out/transfer in from 212 to 214 for debt service on 2017 POB's
Retirement			Expenditure Adjustment	\$ 10,764,952.00	\$ 8,670,339.00	\$ 2,094,613.00		
Street Maintenance	STREET MAINTENANCE	731	Professional Fees	\$ 33,725.00	\$ 10,000.00	\$ 23,725.00		Additional costs for asphalt paving
Street Maintenance			Expenditure Adjustment	\$ 33,725.00	\$ 10,000.00	\$ 23,725.00		
POB D/S	RETIREMENT DEBT SERVICE	255	Principal Payment	\$ 1,355,000.00	\$ 520,000.00	\$ 835,000.00		Increase principal payment on 2017 POB's
POB D/S	RETIREMENT DEBT SERVICE	255	Interest Expense	\$ 1,959,188.00	\$ 699,575.00	\$ 1,259,613.00		Increase interest payment on 2017 POB's
Pension Obligation D/S			Expenditure Adjustment	\$ 3,314,188.00	\$ 1,219,575.00	\$ 2,094,613.00		
Air Quality Improvement	REGIONAL AIR QUALITY IMPR	533	Professional Fees	\$ 53,000.00	\$ 4,000.00	\$ 49,000.00		Additional costs for Mobility project
Air Quality Improvement			Expenditure Adjustment	\$ 53,000.00	\$ 4,000.00	\$ 49,000.00		
Measure R	MEASURE "R"	539	Transfer Out	\$ 744,766.00	\$ 394,766.00	\$ 350,000.00		Measure R Support for Street Maintenance
Measure R			Expenditure Adjustment	\$ 744,766.00	\$ 394,766.00	\$ 350,000.00		

City of Monrovia
 2017-18 Mid Year Budget - All Funds
 Operating Budget Adjustments
 Expenditures

Fund Name	Department Name	Dept #	Description	2017-18 Revised Budget	2017-18 Current Budget	Adjustment Dr (Cr)	Subtotal	Comment
Measure M	MEASURE "M"	540	Transfer Out	\$ 298,000.00	\$ 498,000.00	\$ (200,000.00)		Adjust transfer out to Street Maintenance Fund
Measure M			Expenditure Adjustment	\$ 298,000.00	\$ 498,000.00	\$ (200,000.00)		
Traffic Safety	TRAFFIC SAFETY	333	Ct Pmt-Parking Citation	\$ 75,000.00	\$ 37,000.00	\$ 38,000.00		Additional LA Superior Court fines
Traffic Safety			Expenditure Adjustment	\$ 75,000.00	\$ 37,000.00	\$ 38,000.00		
Lighting and Landscape	STREET TREE & PARK MAINT	773	Professional Fees	\$ 344,750.00	\$ 314,750.00	\$ 30,000.00	} 47,546.00	Additional costs related to tree trimming
Lighting and Landscape	STREET TREE & PARK MAINT	773	Full-Time (inc benefits)	\$ 138,114.00	\$ 114,341.00	\$ 23,773.00		Realignment of staffing allocations with job responsibilities
Lighting and Landscape	STREET TREE & PARK MAINT	774	Full-Time (inc benefits)	\$ 51,467.00	\$ 27,694.00	\$ 23,773.00		Realignment of staffing allocations with job responsibilities
Lighting and Landscape			Expenditure Adjustment	\$ 534,331.00	\$ 456,785.00	\$ 77,546.00		
Bus. Improvement Dist	BUSINESS IMP ASSMT DIST	122	Professional Fees	\$ 63,000.00	\$ 41,000.00	\$ 22,000.00		Additional Wine Walk expenses for BID (offset by additional revenues)
Bus. Improvement Dist	BUSINESS IMP ASSMT DIST	122	Event Supplies	\$ 14,000.00	\$ 7,000.00	\$ 7,000.00		Additional Wine Walk expenses for BID (offset by additional revenues)
Bus. Improvement Dist	BUSINESS IMP ASSMT DIST	122	Misc Expenses	\$ 18,000.00	\$ 9,000.00	\$ 9,000.00		Additional Wine Walk expenses for BID (offset by additional revenues)
Bus. Improvement District			Expenditure Adjustment	\$ 95,000.00	\$ 57,000.00	\$ 38,000.00		
Development Services	COMM DEVELOPMENT ADMIN	510	Part-Time (inc benefits)	\$ 5,534.00	\$ -	\$ 5,534.00		Part time GIS intern
Development Services	BUILDING DEPARTMENT	520	Part-Time (inc benefits)	\$ 19,987.00	\$ -	\$ 19,987.00		Part Time for Building personnel
Development Services	BUILDING DEPARTMENT	520	Professional Fees	\$ 263,846.00	\$ 625,000.00	\$ (361,154.00)		Reduced costs in professional services due to delay in timing of new development
Development Services	PLANNING DEPARTMENT	530	Professional Fees	\$ 10,000.00	\$ 130,000.00	\$ (120,000.00)		Reduced costs in professional services due to delay in timing of new development
Development Services	PLANNING DEPARTMENT	530	Professional Fees	\$ 3,250.00	\$ 12,000.00	\$ (8,750.00)		Adjust professions fees, inadvertently omitted during original budget approval
Development Services	PLANNING DEPARTMENT	530	Machinery & Equipment	\$ 175,000.00	\$ 15,000.00	\$ 160,000.00		Adjust Art in Public Places budget, inadvertently omitted during original budget approval
Development Services			Expenditure Adjustment	\$ 477,617.00	\$ 782,000.00	\$ (304,383.00)		
Water	WATER SERVICES	741	Full-Time (inc benefits)	\$ 2,178,175.00	\$ 2,119,821.00	\$ 58,354.00		Realignment of staffing allocations with job responsibilities
Water			Expenditure Adjustment	\$ 2,178,175.00	\$ 2,119,821.00	\$ 58,354.00		
Sewer	SEWER AND SANITATION	746	Various	\$ 1,068,081.00	\$ 873,081.00	\$ 195,000.00		Sewer adjustments - increase M&O based on operating needs, will be offset by reduction in CIP budget
Sewer	SEWER AND SANITATION	746	Transfer Out	\$ 241,198.00	\$ 316,198.00	\$ (75,000.00)		Remove \$75K transfer out from sewer
Sewer			Expenditure Adjustment	\$ 1,309,279.00	\$ 1,189,279.00	\$ 120,000.00		
Street Sweeping	STREET SWEEPING	732	Transfer Out	\$ 62,350.00	\$ 37,350.00	\$ 25,000.00		Street Sweeping Support for Street Maintenance
Street Sweeping			Expenditure Adjustment	\$ 62,350.00	\$ 37,350.00	\$ 25,000.00		
Environmental Services	ENV SVCS-WST MGMNT	712	Advertising	\$ 3,500.00	\$ 6,500.00	\$ (3,000.00)	} (39,500.00)	Environmental Services savings
Environmental Services	ENV SVCS-WST MGMNT	712	Professional Fees	\$ 30,800.00	\$ 60,800.00	\$ (30,000.00)		Environmental Services savings
Environmental Services	ENV SVCS-WST MGMNT	712	Membership / Dues	\$ 1,800.00	\$ 3,300.00	\$ (1,500.00)		Environmental Services savings
Environmental Services	ENV SVCS-WST MGMNT	712	Maintenance Supplies	\$ 5,365.00	\$ 10,365.00	\$ (5,000.00)		Environmental Services savings
Environmental Services	ENV SVCS-WST MGMNT	712	Transfer Out	\$ 2,818,682.00	\$ 2,718,682.00	\$ 100,000.00		Environmental Services Support for Street Maintenance
Environmental Services			Expenditure Adjustment	\$ 2,860,147.00	\$ 2,799,647.00	\$ 60,500.00		
Equipment Replacement	PD NON-PATROL VEH & MAINT.	384	Machinery & Equipment	\$ 109,284.00	\$ -	\$ 109,284.00		Adjust budget for Council-approved police vehicle purchases
Equipment Replacement	FIRE EQUIPMENT/RADIOS MAINT	460	Radios	\$ 35,000.00	\$ -	\$ 35,000.00		Adjust for annual radio costs inadvertently omitted during original budget approval
Equipment Maintenance			Expenditure Adjustment	\$ 144,284.00	\$ -	\$ 144,284.00		
Central Services	INFORMATION SYSTEMS	223	Computer Software Maint.	\$ 48,358.00	\$ 43,358.00	\$ 5,000.00		OnBase improvements
Central Services	TELEPHONE MAINTENANCE	224	Part-Time (inc benefits)	\$ 5,534.00	\$ -	\$ 5,534.00		Part time GIS intern
Central Services			Expenditure Adjustment	\$ 53,892.00	\$ 43,358.00	\$ 10,534.00		
Housing Fund	HOUSING	556	Full-Time (inc benefits)	\$ 74,603.00	\$ -	\$ 74,603.00		Realignment of staffing allocations with job responsibilities
Housing Fund	HOUSING	556	Transfer Out	\$ 231,929.00	\$ 31,929.00	\$ 200,000.00		Increase transfer in/transfer out for homelessness outreach costs (prior year & current year)
Housing Fund			Expenditure Adjustment	\$ 306,532.00	\$ 31,929.00	\$ 274,603.00		

Other Notes:

SB1 RMRA revenues and expenditures, totaling \$219,563, will be moved out of the Gas Tax/Street Maintenance Fund in to a separate fund (Fund # 236).

Grand Total	\$ 5,049,056.00
Less: Transfers Out	(2,494,613.00)
Net Appropriations	\$ 2,554,443.00

CITY OF MONROVIA
 FISCAL YEAR 2017/19
 AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>ELECTED OFFICIALS</u>		
<i>Administration</i>		
Mayor	1.00	1.00
City Council Member	4.00	4.00
City Treasurer	1.00	1.00
City Clerk	1.00	1.00
ELECTED OFFICIALS SUBTOTAL	7.00	7.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>CITY MANAGER'S OFFICE</u>		
<i>Administration</i>		
City Manager	1.00	1.00
Deputy City Manager	1.00	1.00
Management Analyst / Senior Management Analyst / ATCM	2.00	2.00
Management Assistant	2.00	2.00
Administrative Assistant	0.00	0.00
<i>Administration Subtotal</i>	6.00	6.00
<i>City Clerk's Office</i>		
Chief Deputy City Clerk	1.00	1.00
Office Aide	0.00	0.00
Office Aide	0.00	0.00
Assistant to the City Clerk	0.00	1.00
Administrative Assistant	2.00	1.00
<i>City Clerk's Office Subtotal</i>	3.00	3.00
<i>Human Resources Division</i>		
Human Resources Manager	1.00	1.00
Human Resources Supervisor	0.00	0.00
Human Resources Assistant / Senior Human Resources Assistant	2.00	2.00
Management Analyst / Senior Management Analyst	1.00	1.00
Benefits Coordinator	1.00	1.00
Management Assistant	0.00	0.00
Office Aide	0.75	0.75
<i>Human Resources Division Subtotal</i>	5.75	5.75
CITY MANAGER'S OFFICE SUBTOTAL	14.75	14.75

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>ADMINISTRATIVE SERVICES DEPARTMENT</u>		
<i>Finance</i>		
Director of Administrative Services / Finance Director	1.00	1.00
Deputy Director of Administrative Services / Finance Division Manager	1.00	1.00
Financial Operations Supervisor	0.00	0.00
Management Analyst / Senior Management Analyst	1.00	1.00
Principal Accountant	3.00	2.00
Principal Accountant <small>(authorized, funded beginning FY 18/19)</small>	0.00	1.00*
Accountant	1.00	1.00
Senior Payroll Technician	1.00	1.00
Senior Financial Systems Technician	1.00	1.00
Senior Accounting Assistant	3.00	3.00
Accounting Assistant	2.00	2.00
Information Systems Analyst	1.00	1.00
<i>Finance Subtotal</i>	15.00	14.00
<i>Information Systems</i>		
Information Systems Manager	0.00	0.00
Information Systems Analyst	0.00	0.00
<i>Information Systems Subtotal</i>	0.00	0.00
ADMINISTRATIVE SERVICES DEPARTMENT SUBTOTAL	15.00	14.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>POLICE DEPARTMENT</u>		
<i>Sworn</i>		
Police Chief	1.00	1.00
Police Captain	2.00	2.00
Police Lieutenant	4.00	4.00
Police Sergeant	7.00	7.00
Police Officer w/ Detective Assignment	6.00	6.00
Police Officer w/ Agent Assignment	6.00	6.00
Police Officer	24.00	24.00
Police Officer - Authorized Overhire Position	2.00	2.00
<i>Sworn Subtotal</i>	50.00	50.00
<i>Non-Sworn</i>		
Office Administrator - Police	1.00	1.00
Senior Administrative Assistant - Police	1.00	1.00
Administrative Assistant - Police	2.00	2.00
Police Service Supervisor	1.00	1.00
Police Services Representative	6.00	6.00
Communications, Crime Analysis & Technology Support	1.00	1.00
Information Systems Technician	1.00	1.00
Police Communications Operator (Dispatch)	8.00	8.00
Lead Parking Control Officer	1.00	1.00
Community Service Officer	3.00	3.00
Senior Community Services Officer	1.00	1.00
Jailer	4.00	4.00
Management Analyst / Senior Management Analyst	1.00	1.00
<i>Non-Sworn Subtotal</i>	31.00	31.00
POLICE DEPARTMENT SUBTOTAL	81.00	81.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>FIRE DEPARTMENT</u>		
<i>Sworn</i>		
Fire Chief	1.00	1.00
Deputy Fire Chief (Held Vacant - FY 2015/17)	0.00	0.00
Fire Division Chief	3.00	3.00
Fire Captain	9.00	9.00
Fire Engineer	9.00	9.00
Firefighter w/ Paramedic Assignment	20.00	20.00
Firefighter w/ Paramedic Assignment <small>(authorized, funded beginning FY 18/19)</small>	0.00	1.00
Firefighter	0.00	0.00
<i>Sworn Subtotal</i>	42.00	43.00
<i>Non-Sworn</i>		
Office Administrator	1.00	1.00
Senior Administrative Assistant	1.00	1.00
Administrative Assistant	0.00	0.00
Park Ranger	0.00	0.00
Fire Inspector - Hazmat	1.00	1.00
Fire Inspector - Prevention	1.00	1.00
<i>Non-Sworn Subtotal</i>	4.00	4.00
FIRE DEPARTMENT SUBTOTAL	46.00	47.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>		
<i>Planning Division</i>		
Director of Community Development	1.00	1.00
Planning Division Manager	1.00	1.00
Management Analyst / Senior Management Analyst	1.00	1.00
Project Coordinator	1.00	1.00
Senior Planner	0.00	1.00
Associate Planner	1.00	1.00
Assistant Planner	1.00	1.00
Planning Technician	2.00	2.00
<i>Planning Division Subtotal</i>	8.00	9.00
<i>Building Division</i>		
Building & Safety Division Manager	1.00	1.00
Combination Inspector / Senior Combination Inspector	2.00	2.00
Plans Examiner	1.00	1.00
Building Counter Technician	1.00	1.00
Engineering Technician	0.00	1.00
Senior Administrative Assistant	1.00	1.00
<i>Building Division Subtotal</i>	6.00	7.00
<i>Neighborhood & Business Services Division</i>		
Neighborhood & Business Services Division Manager	1.00	1.00
Administrative Assistant	1.00	1.00
Neighborhood Preservation Officer	3.00	3.00
Neighborhood Services Program Coordinator	1.00	1.00
<i>Neighborhood & Business Services Division Subtotal</i>	6.00	6.00
COMMUNITY DEVELOPMENT DEPARTMENT SUBTOTAL	20.00	22.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>PUBLIC SERVICES DEPARTMENT</u>		
<i>Administration</i>		
Director of Public Services	1.00	1.00
Management Analyst / Senior Management Analyst	0.00	1.00
Senior Administrative Assistant	1.00	0.00
<i>Administration Subtotal</i>	2.00	2.00
<i>Community Services Division - Recreation</i>		
Recreation Manager	1.00	1.00
Management Analyst / Senior Management Analyst	1.00	1.00
Senior Administrative Assistant	1.00	1.00
Administrative Assistant	1.00	1.00
Senior Recreation Supervisor	1.00	1.00
Recreation Supervisor	1.00	1.00
Recreation Coordinator	3.00	3.00
Hillside Wilderness Preserve Supervisor	1.00	1.00
<i>Community Services Division - Recreation - Subtotal</i>	10.00	10.00
<i>Community Services Division - Library</i>		
Library Manager	1.00	1.00
Management Analyst / Senior Management Analyst	1.00	1.00
Library Supervisor	2.00	2.00
Librarian	5.00	4.00
Librarian (authorized, funded beginning FY 18/19)	0.00	1.00*
Administrative Assistant	1.00	1.00
<i>Community Services Division Subtotal</i>	10.00	9.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
<u>PUBLIC SERVICES DEPARTMENT (CONTINUED)</u>		
<i>Public Works Division - Administration / Operations</i>		
Public Works Division Manager	1.00	1.00
Management Analyst / Senior Management Analyst	2.00	2.00
Management Assistant	0.00	0.00
Management Assistant	1.00	1.00
Senior Administrative Assistant	1.00	1.00
Public Works Operations Manager	1.00	0.00
Senior Public Works Inspector	1.00	1.00
Engineering Technician	1.00	1.00
<i>Public Works Division - Field Services</i>		
Field Services Manager	1.00	1.00
Project Coordinator	1.00	1.00
Senior Administrative Assistant	1.00	1.00
Field Services Superintendent	1.00	1.00
Maintenance Supervisor	1.00	1.00
Maintenance Lead Worker	4.00	4.00
Senior Maintenance Worker	3.00	3.00
Maintenance Worker	6.00	6.00
Old Town Caretaker	1.00	1.00
Facilities Maintenance Supervisor	0.00	0.00
Electrician	1.00	1.00
Senior Facilities Maintenance Worker	0.00	0.00
Electrician	1.00	1.00
<i>Public Works Division Subtotal</i>	29.00	28.00
<i>Water Production Operation</i>		
Water System Manager	1.00	1.00
Senior Administrative Assistant	0.00	1.00
Water Production Supervisor	1.00	1.00
Water Production Operator	2.00	2.00
Customer Service Outreach Coordinator	1.00	1.00
Customer Service Representative	2.00	2.00
Utility System Maintenance Supervisor	1.00	1.00
Utility Maintenance Lead Worker	2.00	2.00
Senior Utility Maintenance Worker	0.00	0.00
Utility Maintenance Worker	5.00	5.00
<i>Water Production Subtotal</i>	15.00	16.00
PUBLIC SERVICES DEPARTMENT SUBTOTAL	66.00	65.00

CITY OF MONROVIA
FISCAL YEAR 2017/19
AUTHORIZED POSITION LISTING

Attachment B

Department	<u>Authorized Positions</u> FY 2017/19 <small>(City Council Approval 12/19/17)</small>	<u>Proposed Positions</u> FY 2017/19 <small>(City Council Consideration 3/6/18)</small>
TOTAL AUTHORIZED POSITIONS	249.75	250.75

FY 2017/18 - FY 2018/19 Proposed Mid-Year Personnel Adjustments				
Position	Operational Area	Impact to Authorized FTE Positions	Salary	Estimated Fully Burdened Cost Addition / (Subtraction)
Senior Administrative Assistant	Public Works - Administration / Operations	-1	\$ 53,017	\$ (79,526)
Senior Administrative Assistant	Public Works - Water Production	1	\$ 53,017	\$ 79,526
Public Works Operations Manager	Public Works - Administration / Operations	-1	\$ 136,049	\$ (214,549)
Librarian	Library - Leave Vacant Until FY 18/19	-1	\$ 69,357	\$ (75,591)
Management Analyst / Senior Management Analyst	Public Services - Administration	1	\$ 66,182	\$ 99,273
Engineering Technician	Building Division	1	\$ 45,798	\$ 68,697
Senior Planner	Planning Division	1	\$ 80,754	\$ 121,132
Firefighter / Paramedic	Fire Department - Leave Vacant Until FY 18/19	1	\$ 69,558	\$ 125,204
Principal Accountant	Finance - Leave Vacant Until FY 18/19	-1	\$ 84,629	\$ (133,460)
Administrative Assistant	City Clerk's Office	-1	\$ 41,461	\$ (62,191)
Assistant to the City Clerk	City Clerk's Office	1	\$ 45,798	\$ 68,697
TOTAL PROPOSED ADJUSTMENTS		1	\$ 745,621	\$ (2,788)

CITY OF MONROVIA
Full-Time Classification / Compensation Program Overview
Fiscal Year 2017/19

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Park Naturalist	141	\$ 3,127.80	\$ 4,191.56
Accounting Assistant	151	\$ 3,455.04	\$ 4,630.09
Administrative Assistant	151	\$ 3,455.04	\$ 4,630.09
Customer Service Representative	151	\$ 3,455.04	\$ 4,630.09
Maintenance Worker (Facility, Park, Street, & Utility)	151	\$ 3,455.04	\$ 4,630.09
Police Services Representative	151	\$ 3,455.04	\$ 4,630.09
Building Counter Technician	156	\$ 3,631.28	\$ 4,866.27
Old Town Caretaker	156	\$ 3,631.28	\$ 4,866.27
Code Enforcement & Business License Assistant	161	\$ 3,816.52	\$ 5,114.50
Engineering Technician	161	\$ 3,816.52	\$ 5,114.50
Parking Enforcement Officer	161	\$ 3,816.52	\$ 5,114.50
Planning Technician	161	\$ 3,816.52	\$ 5,114.50
Senior Accounting Assistant	161	\$ 3,816.52	\$ 5,114.50
Senior Administrative Assistant	161	\$ 3,816.52	\$ 5,114.50
Assistant to the City Clerk	161	\$ 3,816.52	\$ 5,114.50
Senior Maintenance Worker (Facility, Park, Street, & Utility)	161	\$ 3,816.52	\$ 5,114.50
Community Services Officer	166	\$ 4,011.20	\$ 5,375.39
Human Resources Assistant	166	\$ 4,011.20	\$ 5,375.39
Jailer	166	\$ 4,011.20	\$ 5,375.39
Management Assistant	166	\$ 4,011.20	\$ 5,375.39
Benefits Coordinator	171	\$ 4,215.81	\$ 5,649.59
Lead Parking Enforcement Officer	171	\$ 4,215.81	\$ 5,649.59
Office Administrator	171	\$ 4,215.81	\$ 5,649.59
Electrician	171	\$ 4,215.81	\$ 5,649.59
Neighborhood Services Program Coordinator	171	\$ 4,215.81	\$ 5,649.59
Police Communications Operator (Dispatch)	171	\$ 4,215.81	\$ 5,649.59
Recreation Coordinator	171	\$ 4,215.81	\$ 5,649.59
Senior Accounting Systems Technician	171	\$ 4,215.81	\$ 5,649.59
Senior Human Resources Assistant	171	\$ 4,215.81	\$ 5,649.59
Traffic Signal & Street Light Electrician	171	\$ 4,215.81	\$ 5,649.59
Water Production Operator	171	\$ 4,215.81	\$ 5,649.59

CITY OF MONROVIA
Full-Time Classification / Compensation Program Overview
Fiscal Year 2017/19

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Combination Inspector	176	\$ 4,430.86	\$ 5,937.77
Field Services Office Coordinator	176	\$ 4,430.86	\$ 5,937.77
Hillside Wilderness Preserve Supervisor	176	\$ 4,430.86	\$ 5,937.77
Maintenance Lead Worker (Facility, Park, Street, & Utility)	176	\$ 4,430.86	\$ 5,937.77
Neighborhood Preservation Officer	176	\$ 4,430.86	\$ 5,937.77
Payroll Technician	176	\$ 4,430.86	\$ 5,937.77
Project Coordinator	176	\$ 4,430.86	\$ 5,937.77
Senior Community Services Officer	176	\$ 4,430.86	\$ 5,937.77
Senior Financial Systems Technician	182	\$ 4,703.44	\$ 6,303.06
Senior Payroll Technician	182	\$ 4,703.44	\$ 6,303.06
Assistant Planner	188	\$ 4,992.80	\$ 6,690.83
Customer Service Outreach Coordinator	188	\$ 4,992.80	\$ 6,690.83
Information Systems Technician	188	\$ 4,992.80	\$ 6,690.83
Librarian	188	\$ 4,992.80	\$ 6,690.83
Maintenance Supervisor (Facility, Field Services, Park, Street)	188	\$ 4,992.80	\$ 6,690.83
Police Recruit	188	\$ 4,992.80	\$ 6,690.83
Recreation Supervisor	188	\$ 4,992.80	\$ 6,690.83
Utility System Maintenance Supervisor	188	\$ 4,992.80	\$ 6,690.83
Water Production Supervisor	188	\$ 4,992.80	\$ 6,690.83
Fire Inspector	193	\$ 5,247.48	\$ 7,032.13
Senior Combination Inspector	193	\$ 5,247.48	\$ 7,032.13
Senior Public Works Inspector	193	\$ 5,247.48	\$ 7,032.13
Accountant	198	\$ 5,515.16	\$ 7,390.84
Environmental Services Coordinator	198	\$ 5,515.16	\$ 7,390.84
Human Resources Supervisor	198	\$ 5,515.16	\$ 7,390.84
Management Analyst	198	\$ 5,515.16	\$ 7,390.84
Plans Examiner	201	\$ 5,682.27	\$ 7,614.79
Police Services Supervisor	201	\$ 5,682.27	\$ 7,614.79
Associate Planner	203	\$ 5,796.49	\$ 7,767.85
Firefighter	203	\$ 5,796.49	\$ 7,767.85
Police Officer	203	\$ 5,796.49	\$ 7,767.85

CITY OF MONROVIA
Full-Time Classification / Compensation Program Overview
Fiscal Year 2017/19

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Finance Operations Supervisor	208	\$ 6,092.17	\$ 8,164.08
Principal Accountant	208	\$ 6,092.17	\$ 8,164.08
Information System Analyst	208	\$ 6,092.17	\$ 8,164.08
Field Services Superintendent	208	\$ 6,092.17	\$ 8,164.08
Library Supervisor	208	\$ 6,092.17	\$ 8,164.08
Senior Recreation Supervisor	208	\$ 6,092.17	\$ 8,164.08
Senior Management Analyst	218	\$ 6,729.54	\$ 9,018.23
Senior Planner	218	\$ 6,729.54	\$ 9,018.23
Fire Engineer	218	\$ 6,729.54	\$ 9,018.23
Firefighter w/ Paramedic Assignment	218	\$ 6,729.54	\$ 9,018.23
Police Officer w/ Agent Assignment	218	\$ 6,729.54	\$ 9,018.23
Police Officer w/ Detective Assignment	218	\$ 6,729.54	\$ 9,018.23
Communications, Crime Analyst, & Technology Supervisor	223	\$ 7,072.82	\$ 9,478.25
Project Manager	223	\$ 7,072.82	\$ 9,478.25
Fire Captain	233	\$ 7,812.79	\$ 10,469.88
Police Sergeant	233	\$ 7,812.79	\$ 10,469.88
Chief Deputy City Clerk	233	\$ 7,812.79	\$ 10,469.88
Assistant to the City Manager	233	\$ 7,812.79	\$ 10,469.88
Information Systems Manager	241	\$ 8,460.13	\$ 11,337.38
Water Production Manager	241	\$ 8,460.13	\$ 11,337.38
Field Services Manager	241	\$ 8,460.13	\$ 11,337.38
Human Resources Manager	241	\$ 8,460.13	\$ 11,337.38
Finance Operations Manager	241	\$ 8,460.13	\$ 11,337.38
Public Works Operations Manager	241	\$ 8,460.13	\$ 11,337.38
Library Manager	241	\$ 8,460.13	\$ 11,337.38
Recreation Manager	241	\$ 8,460.13	\$ 11,337.38
Fire Division Chief	251	\$ 9,345.25	\$ 12,523.52
Police Lieutenant	251	\$ 9,345.25	\$ 12,523.52
Building & Safety Division Manager	251	\$ 9,345.25	\$ 12,523.52
Deputy Administrative Services Director / Finance Division Manager	251	\$ 9,345.25	\$ 12,523.52
Deputy City Manager	251	\$ 9,345.25	\$ 12,523.52
Neighborhood & Business Services Division Manager	251	\$ 9,345.25	\$ 12,523.52
Planning Division Manager	251	\$ 9,345.25	\$ 12,523.52
Public Works Division Manager	251	\$ 9,345.25	\$ 12,523.52

CITY OF MONROVIA
Full-Time Classification / Compensation Program Overview
Fiscal Year 2017/19

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Police Captain	261	\$ 10,322.97	\$ 13,833.76
Administrative Services / Finance Director	276	\$ 11,984.64	\$ 16,060.57
Community Development Director	276	\$ 11,984.64	\$ 16,060.57
Fire Chief	276	\$ 11,984.64	\$ 16,060.57
Police Chief	276	\$ 11,984.64	\$ 16,060.57
Public Services Director	276	\$ 11,984.64	\$ 16,060.57
City Manager	Contract	\$	17,489.06

CITY OF MONROVIA
Part-Time Classification / Compensation Program Overview
Fiscal Year 2017/19

Proposed Classification	Recommended Salary Range	Hourly Min.	Hourly Max.
Hillside Wilderness Preserve Intern	100	\$ 12.00	\$ 16.08
Library Aide	100	\$ 12.00	\$ 16.08
Maintenance Aide	100	\$ 12.00	\$ 16.08
Office Aide	100	\$ 12.00	\$ 16.08
Police Cadet	100	\$ 12.00	\$ 16.08
Recreation Leader	100	\$ 12.00	\$ 16.08
Accounting Aide	120	\$ 14.64	\$ 19.62
Library Clerk	120	\$ 14.64	\$ 19.62
Recreation Specialist	120	\$ 14.64	\$ 19.62
Park Naturalist	141	\$ 18.05	\$ 24.18
Accounting Assistant	151	\$ 19.93	\$ 26.71
Administrative Assistant	151	\$ 19.93	\$ 26.71
Police Service Representative	151	\$ 19.93	\$ 26.71
Intern	151	\$ 19.93	\$ 26.71
Building Counter Technician	156	\$ 20.95	\$ 28.07
Parking Enforcement Officer	161	\$ 22.02	\$ 29.51
Community Services Officer	166	\$ 23.14	\$ 31.01
Library Associate	166	\$ 23.14	\$ 31.01
Police Communications Operator (Dispatch)	171	\$ 24.32	\$ 32.59
Neighborhood Preservation Officer	176	\$ 25.56	\$ 34.26
Librarian	188	\$ 28.80	\$ 38.60
Senior Planner	218	\$ 35.15	\$ 47.10



ASSISTANT TO THE CITY CLERK

DEFINITION

Under general supervision, performs a variety of highly responsible administrative support duties for the City Clerk. Requires significant knowledge of the assigned department.

SUPERVISION EXERCISED

May train and provide functional supervision of subordinate personnel.

EXAMPLES OF DUTIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties as assigned.

Answer inquiries from the public, both in person and over the phone, direct customers to appropriate staff member and take messages.

Order supplies, schedule meetings and facilities and process mail.

Receive and process requests for documents; create, update and maintain lists, charts, spreadsheets, calendars, forms, certificates and related documents.

Coordinate petty cash disbursements and reconciliation; prepare purchase orders.

Assist with technical, legal and administrative duties in managing the official records of the City Clerk's office, in compliance with Federal and state laws, and City policies and practices; performs all official duties within the scope of authority and training.

Assist with administrative support and the distribution of meeting agendas, ordinances, resolutions, agreements and supporting documentation.

Compile and distribute public meeting information packets; assist with the recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council and Commissions; complete required follow-up on meeting action items.

Review and process official documents, resolutions, ordinances, and meeting minutes through the approval process; publish official notices and agendas; assist with the processing of legal and technical documents, contracts, bids, proposals, and requests for information.

Assist with the planning and conduct of City elections.

Assist with communications between the City Council and departments.

Prepare agenda materials for Commission and/or City Council; take and transcribe meeting minutes.

Establish and maintain record keeping systems for department.

Assist with maintaining City Clerk website and social media.

Provide information and assistance to visitors and others having business with the City; receive and process claims, subpoenas and other legal documents and notices; assist with Notary appointments; respond to Public Information Requests according to the California Public Records Act.

May act as the City Clerk in his/her absence.

Assure the absolute confidentiality of all records and information.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Basic cashiering and fiscal record keeping.

Computer software such as Word, Excel, mail merge and related programs.



Techniques used in dealing with the public and customer service.

City organization, operations, policies and procedures.

City ordinances, codes, policies, resolutions, and agreements.

Federal and state laws and statutes governing municipal operations and open meetings, including California Public Employment Relations Board, the Meyers-Miliias-Brown Act, California Public Records Act, and California Elections Code.

Principles and practices of public records retention and record keeping.

Municipal election process and governing laws and regulations.

Record keeping and file maintenance principles and procedures.

Understanding and applying City procedures, and applicable Federal rules and regulations.

Maintaining complex and extensive public records.

Basic cashiering and fiscal record keeping.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type 45 words per minute and enter and tabulate data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Ability to be in attendance and prepared to begin work at their assigned work location on the specified days and hours.



Establish and maintain effective working relationships with co-workers, public officials, government agency representatives, and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School Diploma or GED equivalent and two (2) years experience in municipal records management, preferably in California; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate California Driver's License and a satisfactory driving record.

Notary Public certification are required within one year of hire.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.



CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
1	CITYWIDE SIDEWALK REPAIR	Street Maintenance Fund	213	11,135	-	11,135
2	OLD TOWN PARKING STUDY	Traffic Safety Fund	231	52,260	(48,468)	3,792
	OLD TOWN PARKING STUDY	Street Maintenance Fund	213	-	48,468	48,468
3	MOUNTAIN AVENUE / BMW PEDESTRIAN CROSSWALK	Street Maintenance Fund	213	80,000	-	80,000
4	EV CHARGING STATIONS - OLD TOWN	AQMD Fund	223	-	-	-
5	BIKE SHARE PROGRAM	AQMD Fund	223	-	-	-
6	BIKE MASTER PLAN	AQMD Fund	223	37,168	-	37,168
7	CBRE CITY ED PROGRAM	Development Services Fund	281	45,000	-	45,000
8	OLD TOWN STREET LIGHT REHABILITATION	CIP Fund	311	-	-	-
9	OLD TOWN HOLIDAY DECORATIONS	CIP Fund	311	23,638	-	23,638
10	WELL FIELD ARC FLASH IMPROVEMENTS	Water Fund	411	7,160	-	7,160
11	CITY HALL DROUGHT TOLERANT LANDSCAPE	Environmental Services Fund	431	33,211	-	33,211
12	PARK MASTER PLAN	Facilities Maintenance Fund	511	47,412	-	47,412
13	CANYON PARK CABIN UPGRADES	Facilities Maintenance Fund	511	73,000	18,000	91,000
	CANYON PARK CABIN UPGRADES	Prop A (Parks) M&S	111		52,415	52,415
	CANYON PARK CABIN UPGRADES	Equipment Replacement Fund	512		15,585	15,585
14	CANYON PARK ENTRY STATION ROOF REPAIRS	Facilities Maintenance Fund	511	5,200	-	5,200
15	CANYON PARK DAM KEEPER'S FACILITY ROOF REPAIR	Facilities Maintenance Fund	511	10,280	-	10,280
16	HISTORICAL MUSEUM ROOF REPAIRS	Facilities Maintenance Fund	511	32,000	-	32,000
17	FIRE STATION 101 FLOORING REPLACEMENT	Facilities Maintenance Fund	511	18,706	-	18,706
18	FIRE STATION 102 FLOORING REPLACEMENT	Facilities Maintenance Fund	511	15,175	-	15,175
19	BOYS AND GIRLS CLUB HVAC REPAIRS	Facilities Maintenance Fund	511	-	-	-

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
20	EIFD FORMATION	Facilities Maintenance Fund	511	-	-	-
21	STREET SIGN REPLACEMENT SURVEY	Facilities Maintenance Fund	511	88,200	-	88,200
22	CITY HALL UPGRADES (SPACE PLANNING)	Facilities Maintenance Fund	511	30,000	-	30,000
23	MESSAGE BOARDS	Equipment Replacement Fund	512	73,030	-	73,030
24	JULIAN FISHER PARK	Prop A Parks Grant	311	250,000	-	250,000
	JULIAN FISHER PARK	Equipment Replacement Fund	512	150,000		150,000
	JULIAN FISHER PARK	Sewer Fund	421	300,000	(133,500)	166,500
	JULIAN FISHER PARK	Facilities Maintenance Fund	511	-	133,500	133,500
	JULIAN FISHER PARK	Lighting and Landscape Fund	261	-	136,900	136,900
	JULIAN FISHER PARK	TDA Funds	233	-	43,304	43,304
25	PERFORMANCE MEASUREMENT PROGRAM	Central Services Fund	521	20,000	-	20,000
26	CITY WEBSITE UPGRADE	Central Services Fund	521	44,975	-	44,975
27	CITY COUNCIL CHAMBER UPGRADE	Central Services Fund	521	94,678	-	94,678
28	ONLINE PERSONNEL EVALUATION SYSTEM	Central Services Fund	521	30,000	-	30,000
29	PUBLIC WORKS GIS MAPPING EQUIPMENT	Central Services Fund	521	-	-	-
30	FIRE STATION 103 UPGRADES	HWP Fund	714	42,000	-	42,000
31	CANYON PARK ENTRANCE TRAIL	Prop A Parks Grant	111	149,000	904	149,904
	CANYON PARK ENTRANCE TRAIL	Storm Drain Fund	423	42,500	-	42,500
	CANYON PARK ENTRANCE TRAIL	Street Maintenance Fund	213	42,500	-	42,500
	CANYON PARK ENTRANCE TRAIL	HWP Fund	714	-	19,131	19,131
32	LIBRARY BUILDING LED BULB REPLACEMENT	Library Fund	716	-	-	-
33	LIBRARY PARK RESTROOM DESIGN	Library Fund	716	-	-	-

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
34	SECURITY CAMERAS	Water Fund	411	-	33,350	33,350
	SECURITY CAMERAS	Library Fund	716	90,786	(16,675)	74,111
35	SECURITY CAMERAS	Facilities Maintenance Fund	511	90,786	(16,675)	74,111
36	LIBRARY BUILDING LANDSCAPE DESIGN	Library Fund	716	-	-	-
37	LIBRARY BUILDING LANDSCAPE CONSTRUCTION	Library Fund	716	-	-	-
38	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Water Fund	411	438,138	-	438,138
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Sewer Fund	421	295,042	-	295,042
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Proposition C Fund	222	33,764	-	33,764
	MONROVIA RENEWAL PROGRAM INITIAL PHASE	Measure R Fund	224	68,496	-	68,496
39	IT UPGRADES	Equipment Replacement Fund	512	250,000	-	250,000
	IT UPGRADES	Central Services Fund	521	250,000	-	250,000
40	OLD TOWN LANDSCAPE DESIGN / IMPROVEMENTS	CIP Fund	311	-	-	-
41	HUNTINGTON DRIVE MEDIAN UPGRADES	Water Fund	411	350,000	1,262	351,262
	HUNTINGTON DRIVE MEDIAN UPGRADES	Sewer Fund	421	350,000	1,262	351,262
	HUNTINGTON DRIVE MEDIAN UPGRADES	Measure R Fund	224	400,162	(78,721)	321,441
42	MONROVIA LEGACY PROJECT	Bartle Trust Fund	833	150,000	5,200	155,200
43	TRAKIT PERMITTING PROGRAM	Development Services Fund	281	299,020	18,000	317,020
44	BLUE STAR BANNER FLAG UPDATES	General Fund	111	25,000	-	25,000

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
45	NON-RENEWAL SIDEWALK REPAIRS	Storm Drain Fund	423	50,000		50,000
	NON-RENEWAL SIDEWALK REPAIRS	Water Fund	411	264,455		264,455
	NON-RENEWAL SIDEWALK REPAIRS	Sewer Fund	421	264,455	(131,212)	133,243
	NON-RENEWAL SIDEWALK REPAIRS	TDA Funds	233	100,000	-	100,000
	NON-RENEWAL SIDEWALK REPAIRS	Prop C	222	53,365	77,103	130,467
	NON-RENEWAL SIDEWALK REPAIRS	Measure R	224	53,365	77,103	130,467
46	STATION SQUARE PARKING STUDY	Traffic Safety Fund	231	-	-	-
47	PARKING TICKET MACHINE UPGRADE	Traffic Safety Fund	231	30,000	(30,000)	-
48	OLD TOWN BOLLARDS	Development Services Fund	281	-	-	-
49	GIS SYSTEM	Water Fund	411	98,600	-	98,600
50	CATCH BASIN STORM DRAIN DESIGN	Storm Drain Fund	423	-	-	-
51	PD OFFICE RENOVATIONS	Facilities Maintenance Fund	511	49,403	-	49,403
52	COMMUNITY CENTER PLANNING	Facilities Maintenance Fund	511	10,000	-	10,000
53	FS 101 SHED EXPANSION	Facilities Maintenance Fund	511	15,000	-	15,000
54	COLORADO COMMONS GARAGE ELEVATOR REPAIR	Facilities Maintenance Fund	511	-	-	-
55	RECREATION PARK BASEBALL FIELD UPGRADE	Facilities Maintenance Fund	511	-	-	-
56	POLICE DEPARTMENT GUNS	Equipment Replacement Fund	512	32,854	5,396	38,250
57	FATS MACHINE REPLACEMENT	Equipment Replacement Fund	512	71,507	-	71,507
58	SPILLMAN MODULE UPDATE	Equipment Replacement Fund	512	50,000	-	50,000
59	POLICE DEPARTMENT TIMECARD SYSTEM	Equipment Replacement Fund	512	25,000	-	25,000
60	HWP FIRE ROAD REPAIRS	HWP Fund	714	73,825	-	73,825
61	HWP GATORS	HWP Fund	714	27,475	-	27,475

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
62	LIBRARY PLANNING	Library Fund	716	-	-	-
63	LIBRARY STRATEGIC PLAN	Library Fund	716	46,600	-	46,600
64	LIBRARY OFFICE RENOVATIONS	Library Fund	716	10,000	-	10,000
65	SANTA FE MIDDLE SCHOOL BIOSWALE	General Fund	111	-	-	-
66	STATION SQUARE ELECTRICAL IMPROVEMENTS	Prop A (Parks) Fund	111	-	-	-
67	STATION SQUARE SITE PROTECTION / IMPROVEMENTS	311 Fund	311	-	-	-
68	OLD TOWN LED LIGHT INSTALLATION	CIP Fund	311	-	-	-
69	OLD TOWN SPEAKER INSTALLATION	CIP Fund	311	-	-	-
70	OLD TOWN WALKWAY / ALLEY IMPROVEMENTS	Street Maintenance Fund	213	-	-	-
71	HWP TRAIL REPAIRS	HWP Fund	714	200,000	-	200,000
72	MOUNTAIN / LEMON INTERSECTION RECONSTRUCT	Proposition C Fund	222	55,000	-	55,000
73	FOOTHILL BOULEVARD IMPROVEMENT PROJECT	Proposition C Fund	222	800,000	-	800,000
74	CITYWIDE STREET SIGN REPLACEMENT	Measure R Fund	224	350,000	-	350,000
75	BRADOAKS / SANTA FE PROJECT - SRTS GRANT	SRTS Grant	311	731,141	-	731,141
	BRADOAKS / SANTA FE PROJECT - SRTS GRANT MATCH	Proposition C Fund	222	75,000	-	75,000
76	HUNTINGTON DRIVE PHASE II - RSTP GRANT	RSTP Grant	311	1,800,000	(558,000)	1,242,000
	HUNTINGTON DRIVE PHASE II - CITY MATCH	Proposition C Fund	222	228,000	51,000	279,000
	HUNTINGTON DRIVE PHASE II - CITY MATCH	Measure R Fund	224	-	279,000	279,000
	HUNTINGTON DRIVE PHASE II - STPL GRANT	STPL Grant	311	-	228,000	228,000
77	HUNTINGTON DRIVE / 5TH AVENUE - HSIP	HSIP Grant	213	580,000	77,000	657,000
	HUNTINGTON DRIVE / 5TH AVENUE - HUD	HUD Grant	311	260,000	(71,358)	188,642
	HUNTINGTON DRIVE / 5TH AVENUE - PROP C CITY MATCH	Proposition C Fund	222	76,500	-	76,500

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
78	MONROVIA TRANSIT BUS REPLACEMENT PURCHASE	Proposition A Fund	221	200,000	-	200,000
	MONROVIA TRANSIT BUS REPLACEMENT PURCHASE	Proposition C Fund	222	172,000		172,000
79	STATION SQUARE PARK MODIFICATIONS	Prop A (Parks) M&S	111	185,000		185,000
	STATION SQUARE PARK MODIFICATIONS	311 Fund Credits	311	275,000	70,000	345,000
80	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	AQMD Fund	223	150,000	-	150,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	CIP Fund	311	75,000	-	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Development Services Fund	281	75,000	-	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Proposition C Fund	222	75,000	-	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Storm Drain Fund	423	75,000	-	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Measure R Fund	224	-	75,000	75,000
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Sewer Fund	421	75,000	(75,000)	-
	COMPREHENSIVE OLD TOWN UPGRADE PROJECT	Environmental Services Fund	431	250,000	-	250,000
81	OLD TOWN PARKING LOT UPGRADES	Traffic Safety Fund	231	40,000	-	40,000
82	COMPREHENSIVE LIBRARY PARK UPGRADES	Library Fund	716	650,000	-	650,000
83	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Storm Drain Fund	423	20,000	(1,823)	18,177
	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Street Sweeping Fund	424	80,000	(9,432)	70,568
	HUNTINGTON DRIVE CONCRETE CURB REPAIRS	Measure R Fund	224	20,000	(1,823)	18,177
CIP CONTINGENCY RESERVES (SET-ASIDE PER APPLICABLE FUND)						
	STREET MAINTENANCE FUND CIP RESERVE	Street Maintenance Fund	213	15,035	22,357	37,392
	PROPOSITION A FUND CIP RESERVE	Proposition A Fund	221	20,000	-	20,000
	PROPOSITION C FUND CIP RESERVE	Proposition C Fund	222	149,043	(77,984)	71,059

CAPITAL IMPROVEMENT PROGRAM BUDGET

FY 2017/18 (Updated 03/06/18)

EXISTING CIP PROJECTS

Project No.	Project Description	Funding Source	Fund	APPROVED BUDGET	Proposed Budget Adjustment	REVISED TOTAL CIP PROJECT UPDATE
	AQMD FUND CIP RESERVE	AQMD Fund	223	15,005	(5)	15,000
	MEASURE R FUND CIP RESERVE	Measure R Fund	224	77,705	(5,316)	72,389
	CIP FUND CIP RESERVE	CIP Fund	311	7,500	-	7,500
	WATER UTILITY FUND CIP RESERVE	Water Fund	411	72,022	(716)	71,306
	SEWER FUND CIP RESERVE	Sewer Fund	421	101,259	(47,296)	53,963
	STORM DRAIN FUND CIP RESERVE	Storm Drain Fund	423	14,500	(2,000)	12,500
	STREET SWEEPING FUND CIP RESERVE	Street Sweeping Fund	424	8,000	(8,000)	-
	ENVIRONMENTAL SERVICES FUND CIP RESERVE	Environmental Services Fund	431	25,089	(89)	25,000
	FACILITIES MAINTENANCE FUND CIP RESERVE	Facilities Maintenance Fund	511	43,328	(226)	43,102
	EQUIPMENT REPLACEMENT FUND CIP RESERVE	Equipment Replacement Fund	512	57,936	(13,093)	44,844
	CENTRAL SERVICES FUND CIP RESERVE	Central Services Fund	521	34,075	(4,497)	29,578
	HWP FUND CIP RESERVE	HWP Fund	714	38,580	(10,130)	28,450
	LIBRARY FUND CIP RESERVE	Library Fund	716	72,386	1,025	73,411
	311 FUND CREDITS CIP RESERVE	311 Fund Credits	311 - Credits	27,500	7,000	34,500
	LIGHTING AND LANDSCAPE FUND CIP RESERVE	Lighting and Landscape Fund	261	-	13,690	13,690
Net Appropriations					168,915	