

CITY OF MONTCLAIR

AGENDA FOR ADJOURNED MEETING OF THE CITY COUNCIL

To be held in the Council Chambers
5111 Benito Street, Montclair, California

February 21, 2019

6:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

This section intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Each speaker will be afforded five minutes to address the City Council. (Government Code Section 54954.3)

Under the provisions of the Brown Act, the Council is prohibited from taking action on items not listed on the agenda.

IV. COUNCIL WORKSHOP

A. Fiscal Year 2018-19 Midyear Budget Review

1. Consider Review of the City's Fiscal Operations and Approval of Proposed Changes to the Fiscal Year 2018-19 Budget

V. ADJOURNMENT

Reports, backup materials, and additional materials related to any item on this Agenda distributed to the City Council after distribution of the Agenda packet are available for public inspection in the Office of the City Clerk located at 5111 Benito Street, Montclair, California, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (909) 625-9416. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

I, Andrea M. Phillips, City Clerk, hereby certify that I posted, or caused to be posted, a copy of this Agenda not less than 24 hours after the meeting from which it was adjourned on the bulletin board adjacent to the north door of Montclair City Hall on February 20, 2019.



AGENDA REPORT

| | | | |
|------------------|--|-------------------|-----------|
| DATE: | FEBRUARY 21, 2019 | FILE I.D.: | FIN262 |
| SECTION: | COUNCIL WORKSHOP | DEPT.: | FINANCE |
| ITEM NO.: | A | PREPARER: | D. PARKER |
| SUBJECT: | CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2018-19 BUDGET | | |

REASON FOR CONSIDERATION: The City Council reviews fiscal operations at midyear and considers revisions to the estimated revenue and appropriations budgets as necessary.

BACKGROUND: The City Council annually reviews the organization's fiscal operations for the first six months of the fiscal year. To assist in this Midyear Budget Review process, the following information is provided:

1. **GENERAL FUND ANALYSIS – TABLE 1**

Table 1 provides actual revenues and expenditures for the first six months of Fiscal Year 2018-19. Also included are current revenue and expenditure authorizations presented as "Adopted Budget," "6 Months Actual," and "Proposed Revised"— the latter incorporating changes contained within this midyear budget report. Specific reasons for revisions are discussed below.

The *General Fund Analysis* is a summary of data contained in **Tables 2** through **4**.

2. **GENERAL FUND REVENUE DETAIL – TABLE 2**

Table 2 provides supporting detail to the *General Fund Analysis* (**Table 1**) and contains each specific revenue account within revenue categories.

3. **STATEMENT OF GENERAL FUND EXPENDITURES FOR SIX MONTHS – TABLE 3**

Table 3 compares the adopted budget to six months of actual expenditures for each department. Expenditures are broken down into the following categories: (1) Personnel Services; (2) Services and Supplies; and (3) Capital Outlay.

Totals from **Table 3** are summarized in **Table 1** by department utilizing the breakdowns described above.

4. **RECOMMENDED CHANGES TO THE 2018-19 REVENUE AND APPROPRIATIONS BUDGET – TABLE 4**

Table 4 contains requests by departments to revise the Adopted Budget to address over-expenditures and/or unanticipated needs. These requests, when added to the Current Budget Appropriation, represent the 2018-19 Proposed Revised Budget summarized in **Table 1**.

Estimated Revenue Budget Adjustments

A summary of proposed changes to the Revenue Budget are included in the Fiscal Year 2018-19 Proposed Revised column in **Table 1** and in detail in **Table 2**.

The City's Total Proposed Revised General Operating Fund revenues and budgeted transfers for Fiscal Year 2018-19 are \$30,423,132. For the midyear review of fiscal operations, staff is recommending an increase of \$354,803 in General Operating Fund revenues. The following discussion focuses on significant revenue changes from the Adopted Budget:

- Taxes reflects increases of \$375,000. Property taxes and sales tax make up the majority of this change; however, modest tax increases are expected in: transient occupancy, franchise, business license and Successor Redevelopment property tax pass thru.
- Licenses and Permits revenue reflects an increase of \$5,190 driven largely by an increases in Building and Construction Permits.
- Intergovernmental Revenues reflects a decrease of \$2,200 in property tax loss relief subsidies from the State.
- Fines and Forfeitures reflects a decrease of \$36,200. This decline occurred because vehicle impound fees are \$50,000 less than original budget projections because of a change in legislation involving how long a vehicle can be held. That along with a decreases in administrative citation of \$26,200 and a increase in parking citations of \$40,000 resulted in this change
- Charges for Services reflects an decrease of \$13,175 - primarily as a result of decreases in reimbursed costs, fire department service fees and human services class fees.
- Miscellaneous Revenue reflects a increase of \$26,188, reflecting an increase in revenues from police auctions, emergency response reimbursements and cell tower rentals.

Appropriations Budget Adjustments

The *Statement of General Operating Fund Expenditures for Six Months (Table 3)* is included to provide the City Council with information necessary to assess whether departments are operating within the budget. This is a snapshot at a point in time and should serve only as a general guide of where the City in total and the various departments stand. Since expenditures are not always incurred uniformly throughout the year, in order to show expenditures applicable through December 2018 the actual amounts displayed were adjusted to include costs which related to December but which were paid in the following month. This Statement shows an overall utilization of 52% of the appropriations for uses applicable through December 2018.

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2018-19 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2018-19 are \$30,286,013. For the midyear review of fiscal operations, staff is recommending an increase of \$225,878 in General Operating Fund expenditures as follows.

- **City Council** – The City Manager is recommending no changes to this department.
- **City Manager** – The City Manager is recommending no changes to this department.
- **Administrative Services** – The City Manager is recommending no changes to this department.
- **Human Services Department** – The City Manager is recommending no changes to this department.
- **Police Department** – The City Manager is recommending no net increase in the this department.
- **Fire Department** – The City Manager is recommending increasing Emergency Services Regular Salaries by \$58,178 and Overtime by \$320,000 (\$378,178 requested but this is reduced by expenditure savings of \$106,885 from Police Department Uniform Patrol Regular Salary savings). These result in a net increase of \$271,293 in this department.
- **Public Works Department** – The City Manager is recommending increasing Training loding costs by \$2,000 for a new NPDES Inspector, increasing Architect/Engineering Services by \$15,000 due to increased surveys and warrants, increasing Parks sprinkler parts \$10,000 and maintenance/repairs \$8,000 due to unexpected replacements. These result in a net increase of \$35,000 in this department.
- **Community Development Department** – The City Manager is recommending increasing Plan Check Overtime \$3,000 and Code Enforcement Overtime \$1,500 for mall project plan reviews over the holidays and training of new code enforcement officers and reserves over weekends. These result in a net increase of \$4,500 in this department.
- **City Attorney** – The City Manager is recommending increasing Legal Services/Court Costs \$30,000 and Special Legal Services \$9,000 due to unanticipated claims, settlements and other legal challenges which have occurred. These result in a net increase of \$39,000 in this department.
- **Citywide** – The City Manager is recommending a reduction in the approved budget of General Insurance of \$123,915 due to a review of the carriers utilized by the City. This review resuled in changing carriers to an insurance pool which provide savings while maintaining the same and/or improved coverage.

Estimated General Fund – Fund Balances

As a result of the proposed adjustments to revenues and appropriations, and if reserves would have to be utilized to cover a negative budgetary impact, General Fund operating and assigned balances are estimated to be as follows:

| | Audit FY 2017-2018 Balances | Current Increases (Uses) | Subtotal | Transfers | Estimated Budgeted Balances |
|--|-----------------------------------|--------------------------------|----------------|-----------|-----------------------------------|
| General Fund: | | | | | |
| Unavailable - Prepaid Expenditures at Year-End | 202,224 | - | 202,224 | - | \$ 202,224 |
| Unassigned - General Operating Fund | 6,560,935 | 128,925 | 6,689,860 | (531,925) | \$ 6,157,935 |
| Assigned to: | | | | | |
| Reserve - Equipment Replacement | 1,850,000 | (467,727) | 1,382,273 | 467,727 | 1,850,000 |
| Reserve - Self-Insurance | 750,000 | - | 750,000 | - | 750,000 |
| Reserve - Technology Enhancements | 300,000 | - | 300,000 | - | 300,000 |
| Reserve - CalPERS and Employee Post Benefits | 2,500,000 | - | 2,500,000 | - | 2,500,000 |
| Reserve - Retiree Medical Liabilities | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Unanticipated Personnel Adjustment | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Building Maintenance | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Budgetary Contingency | 100,000 | (64,198) | 35,802 | 64,198 | 100,000 |
| Total Assigned | 7,300,000 | (531,925) | 6,768,075 | 531,925 | \$ 7,300,000 |
| Total | 14,063,159 | (403,000) | 13,660,159 | - | \$ 13,660,159 |

Uses for Equipment Replacement consist of air conditioning unit replacement at the Police Department (\$126,075), fire ladder truck reconditioning costs (\$292,818), vehicle replacement (\$36,477) and various other equipment acquisitions (\$12,357). All uses of these monies were approved in previously submitted budgets and/or separate City Council actions and some are still in process.

FISCAL IMPACT: Revising the City's Appropriations Budget increases the spending authority by \$225,878 in the General Operating Fund.

Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$354,803.

Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$128,925.

RECOMMENDATION: Staff recommends the City Council consider the City's Midyear Budget Review documents and approve both revenue and appropriation proposed changes to the Fiscal Year 2018–19 Budget.



Fiscal Year 2018-2019
Midyear Budget Review
February 21, 2019

**GENERAL OPERATING FUND ANALYSIS
TABLE 1**

| | FY 18/19 Adopted Budget | FY 18/19 6 Months Actual | FY 18/19 Proposed Revised | Increase (Decrease) |
|---------------------------------|--|---|--|--------------------------------|
| REVENUES | | | | |
| Taxes | \$ 23,805,000 | \$ 11,075,644 | \$ 24,180,000 | \$ 375,000 |
| Licenses & Permits | 623,545 | 366,118 | 628,735 | 5,190 |
| Fines & Forfeitures | 530,400 | 222,376 | 494,200 | (36,200) |
| Intergovernmental | 190,700 | 57,866 | 188,500 | (2,200) |
| Charges for Services | 3,998,100 | 1,674,619 | 3,984,925 | (13,175) |
| Miscellaneous | 656,584 | 284,370 | 682,772 | 26,188 |
| Revenue | \$ 29,804,329 | \$ 13,680,993 | \$ 30,159,132 | \$ 354,803 |
| Transfers in | 264,000 | | 264,000 | - |
| TOTAL REVENUE | <u>\$ 30,068,329</u> | <u>\$ 13,680,993</u> | <u>\$ 30,423,132</u> | <u>\$ 354,803</u> |
| EXPENDITURES | | | | |
| City Council | \$ 329,804 | \$ 135,065 | \$ 329,804 | \$ - |
| City Manager | 316,735 | 150,259 | 316,735 | - |
| Solid Waste Disposal | 2,387,455 | 1,179,211 | 2,387,455 | - |
| Administrative Services | 2,551,292 | 1,346,748 | 2,551,292 | - |
| Human Services | 1,315,045 | 619,372 | 1,315,045 | - |
| Police | 9,067,538 | 4,530,490 | 9,067,538 | - |
| Fire | 3,398,107 | 1,980,695 | 3,669,400 | 271,293 |
| Public Works | 3,074,822 | 1,524,898 | 3,109,822 | 35,000 |
| Community Development | 1,301,298 | 745,941 | 1,305,798 | 4,500 |
| City Attorney | 281,235 | 224,043 | 320,235 | 39,000 |
| Citywide | 6,036,804 | 3,066,569 | 5,912,889 | (123,915) |
| Expenditures | \$ 30,060,135 | \$ 15,503,291 | \$ 30,286,013 | \$ 225,878 |
| Transfers out | - | - | - | - |
| TOTAL EXPENDITURES | <u>\$ 30,060,135</u> | <u>\$ 15,503,291</u> | <u>\$ 30,286,013</u> | <u>\$ 225,878</u> |
| MIDYEAR EXCESS (DEFICIT) | | | | <u>\$ 128,925</u> |
| SOURCES LESS USES | <u>\$ 8,194</u> | | <u>\$ 137,119</u> | |

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2018-19
TABLE NO. 2**

| | 2018-2019 Actual Mid-Year Thru 1/21/19 | 2018-2019 Adopted | 2018-2019 Revised | Increase (Decrease) |
|--|---|------------------------------|------------------------------|--------------------------------|
| GENERAL FUND | | | | |
| Taxes | | | | |
| Property Tax - Secured | 1,475,942 | 2,650,000 | 2,750,000 | 100,000 |
| Property Tax - Unsecured | 100,544 | 105,000 | 105,000 | - |
| Property Tax In Lieu of VLF | 1,835,535 | 3,250,000 | 3,600,000 | 350,000 |
| Sales & Use (November) | 6,171,583 | 13,900,000 | 13,700,000 | (200,000) |
| Transactions & Use Tax (November) | - | 250,000 | 350,000 | 100,000 |
| Property Tax Pass Thru from Successor Agency | 138,108 | 210,000 | 250,000 | 40,000 |
| Transient Occupancy (1st Qtr) | 43,944 | 50,000 | 75,000 | 25,000 |
| Document Transfer (December) | 47,931 | 140,000 | 100,000 | (40,000) |
| Franchise (1st Qtr) | 104,401 | 700,000 | 700,000 | - |
| Business License | 426,593 | 750,000 | 750,000 | - |
| Utility Users (November) | 731,063 | 1,800,000 | 1,800,000 | - |
| Total Taxes | 11,075,644 | 23,805,000 | 24,180,000 | 375,000 |
| Property and Sales taxes are mostly received in the second one-half of the fiscal year. Sales tax is received from the State through October with small advances through the end of December. Major collections on both occur from January through June. Revenue estimates have been computed above annualizing collections for the year based upon receipts to date and utilizing projections of our sales tax consulting firm. | | | | |
| Licenses and Permits | | | | |
| Alarm Permits | 800 | 1,300 | 1,500 | 200 |
| Bicycle & Other Permits | - | 10 | 10 | - |
| Building Permits | 305,569 | 525,000 | 525,000 | - |
| Moving Permits | 7,300 | 9,000 | 12,000 | 3,000 |
| Yard Sale Permits | 2,835 | 8,000 | 5,000 | (3,000) |
| Construction Permits | 49,474 | 80,000 | 85,000 | 5,000 |
| Encroachment Permits | 140 | 200 | 200 | - |
| Gun Dealer Permits | - | 35 | 25 | (10) |
| Total Licenses and Permits | 366,118 | 623,545 | 628,735 | 5,190 |
| Intergovernmental Revenues | | | | |
| Motor Vehicle In-Lieu Tax | - | 17,500 | 17,500 | - |
| Property Tax Loss Relief | 13,160 | 28,200 | 26,000 | (2,200) |
| Police Officer Training Reimbursement | 752 | 5,000 | 5,000 | - |
| SB 90 Claim Reimbursement | 17,184 | 90,000 | 90,000 | - |
| OES Reimbursements | 26,770 | 50,000 | 50,000 | - |
| Total Intergovernmental Revenues | 57,866 | 190,700 | 188,500 | (2,200) |

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2018-19
TABLE NO. 2**

| | 2018-2019 Actual Mid-Year | 2018-2019 Adopted | 2018-2019 Revised | Increase (Decrease) |
|--------------------------------------|--|------------------------------|------------------------------|--------------------------------|
| GENERAL FUND | Thru 1/21/19 | | | |
| Fines and Forfeitures | | | | |
| Court Fines (November) | 24,668 | 45,000 | 45,000 | - |
| Parking Citations (November) | 65,438 | 80,000 | 120,000 | 40,000 |
| False Alarms | 7,100 | 12,000 | 14,000 | 2,000 |
| Restitution | 206 | 5,000 | 3,000 | (2,000) |
| Evidence Forfeitures | - | 500 | 500 | - |
| Auto Repossession Fees | 990 | 1,700 | 1,700 | - |
| Vehicle Release Fees | 37,435 | 100,000 | 100,000 | - |
| Admin Citations - CD,PD,PW | - | 36,200 | 10,000 | (26,200) |
| Vehicle Impound Fees | 86,539 | 250,000 | 200,000 | (50,000) |
| Total Fines and Forfeits | <u>222,376</u> | <u>530,400</u> | <u>494,200</u> | <u>(36,200)</u> |
| Charges for Services | | | | |
| Sale of Printed Materials | 362 | 800 | 800 | - |
| Notary Fees | 120 | 50 | 125 | 75 |
| Special Police Services | 44,704 | 95,000 | 95,000 | - |
| Fingerprints | (642) | 250 | - | (250) |
| Fire Department Service Fees | 1,025 | 6,000 | 3,000 | (3,000) |
| Rubbish Collection Fees | 981,041 | 2,900,000 | 2,628,000 | (272,000) |
| Burrtec Contract Maintenance Fee | 125,000 | 250,000 | 250,000 | - |
| General Sanitation Fees (2nd Qtr) | 202,803 | 128,000 | 400,000 | 272,000 |
| Zoning/Subdivision Fees | 51,215 | 140,000 | 140,000 | - |
| Plan Checking Fees | 234,757 | 375,000 | 375,000 | - |
| Recreation Fees | 15,073 | 35,000 | 35,000 | - |
| Service Center Fees | 960 | 5,000 | 5,000 | - |
| Program Costs- Reimbursed | 15,988 | 45,000 | 40,000 | (5,000) |
| Country Fair Jamboree | - | 8,000 | 8,000 | - |
| Human Services Classes | 2,213 | 10,000 | 5,000 | (5,000) |
| Total Charges for Services | <u>1,674,619</u> | <u>3,998,100</u> | <u>3,984,925</u> | <u>(13,175)</u> |
| Miscellaneous Revenue | | | | |
| Interest Income | 57,696 | 150,000 | 150,000 | - |
| Net Change in FV of Investments/LAIF | - | - | - | - |
| Library Rentals | 15,468 | 60,684 | 61,872 | 1,188 |
| Metro Lot Rent | - | - | - | - |
| Police Auction | 18,725 | 5,000 | 20,000 | 15,000 |
| Vending Machine Proceeds | - | - | - | - |
| Anniversary Book Sales | - | - | - | - |
| Reimbursed Expenditures | 23,578 | 60,000 | 60,000 | - |
| Print Ad Notice Reimbursement | - | - | - | - |
| Special Event Reimbursement | 45 | 500 | 500 | - |

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2018-19
TABLE NO. 2**

| | 2018-2019 Actual <u>Mid-Year</u> Thru 1/21/19 | 2018-2019 <u>Adopted</u> | 2018-2019 <u>Revised</u> | Increase <u>(Decrease)</u> |
|--|--|---------------------------------|---------------------------------|-------------------------------|
| GENERAL FUND | | | | |
| Miscellaneous Revenue (Continued) | | | | |
| Emergency Response Reimbursement | 10,016 | 10,000 | 15,000 | 5,000 |
| Donations & Contributions (in Fund 1181) | 500 | 2,000 | 2,000 | - |
| Subpoena/Witness Reimbursement | 233 | 400 | 400 | - |
| City Cell Tower Rental | 55,328 | 105,000 | 110,000 | 5,000 |
| Other Miscellaneous Revenue | 97,532 | 260,000 | 260,000 | - |
| Police Range Revenue | - | 3,000 | 3,000 | - |
| Mini School/Youth Center/Basketball Snacks | 5,249 | - | - | - |
| Total Miscellaneous Revenue | <u>284,370</u> | <u>656,584</u> | <u>682,772</u> | <u>26,188</u> |
| TOTAL REVENUE | <u><u>13,680,993</u></u> | <u><u>29,804,329</u></u> | <u><u>30,159,132</u></u> | <u><u>354,803</u></u> |

**CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2018
TABLE 3**

Actual expenses paid through 1/22/19

| | PERSONNEL SERVICES | | SERVICES AND SUPPLIES | | CAPITAL OUTLAY | | SIX MONTHS OF FY 18/19 INDIRECT STAFF CHARGES | | TOTALS | | |
|----------------------------------|--------------------|------------------|-----------------------|------------------|----------------|---------------|--|------------------|------------------|------------------|------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | % |
| CITY COUNCIL | | | | | | | | | | | |
| 4101 City Council | 147,712 | 81,728 | 205,210 | 64,896 | - | - | (23,118) | (11,559) | 329,804 | 135,065 | 41% |
| Subtotal | 147,712 | 81,728 | 205,210 | 64,896 | - | - | (23,118) | (11,559) | 329,804 | 135,065 | 41% |
| CITY MANAGER | | | | | | | | | | | |
| 4202 City Manager | 238,210 | 137,821 | 103,075 | 24,713 | - | - | (24,550) | (12,275) | 316,735 | 150,259 | 47% |
| Subtotal | 238,210 | 137,821 | 103,075 | 24,713 | - | - | (24,550) | (12,275) | 316,735 | 150,259 | 47% |
| ADMINISTRATIVE SERVICES | | | | | | | | | | | |
| 4311 Administration | 199,849 | 102,043 | 33,850 | 17,334 | - | - | (22,812) | (11,407) | 210,887 | 107,970 | 51% |
| 4312 Financial Services | 663,773 | 323,248 | 123,130 | 72,463 | - | - | (80,577) | (40,289) | 706,326 | 355,422 | 50% |
| 4313 Solid Waste Disposal | 33,871 | 17,802 | 2,353,584 | 1,161,409 | - | - | - | - | 2,387,455 | 1,179,211 | 49% |
| 4314 City Clerk | 146,708 | 84,335 | 30,600 | 2,551 | - | - | (16,881) | (8,441) | 160,427 | 78,445 | 49% |
| 4315 Personnel/Risk | 251,293 | 135,244 | 133,900 | 75,196 | - | - | (44,573) | (22,287) | 340,620 | 188,153 | 55% |
| 4316 Information Tech Services | 539,872 | 234,055 | 243,800 | 168,793 | 96,737 | 55,029 | (97,794) | (48,897) | 782,615 | 408,980 | 52% |
| 4317 Central Services | 60,667 | 31,143 | 333,395 | 198,458 | - | - | (43,645) | (21,823) | 350,417 | 207,778 | 59% |
| Subtotal | 1,896,033 | 927,870 | 3,252,259 | 1,696,204 | 96,737 | 55,029 | (306,282) | (153,144) | 4,938,747 | 2,525,959 | 51% |
| HUMAN SERVICES | | | | | | | | | | | |
| 4381 Recreation | 839,382 | 449,542 | 177,066 | 55,616 | - | - | - | - | 1,016,448 | 505,158 | 50% |
| 4382 Clinic | 63,551 | 827 | 52,336 | 29,981 | - | - | - | - | 115,887 | 30,808 | 27% |
| 4383 Senior Citizens | 94,226 | 45,441 | 6,575 | 672 | - | - | - | - | 100,801 | 46,113 | 46% |
| 4384 Nutritional Meals | 13,699 | 9,634 | - | - | - | - | - | - | 13,699 | 9,634 | 70% |
| 4385 Family and Health Education | 62,210 | 24,874 | 6,000 | 2,785 | - | - | - | - | 68,210 | 27,659 | 41% |
| 4387 After School Program | - | - | - | - | - | - | - | - | - | - | N/A |
| Subtotal | 1,073,068 | 530,318 | 241,977 | 89,054 | - | - | - | - | 1,315,045 | 619,372 | 47% |
| POLICE | | | | | | | | | | | |
| 4421 Administration | 262,062 | 121,436 | 22,212 | 9,187 | - | - | - | - | 284,274 | 130,623 | 46% |
| 4422 Support Services | 465,185 | 256,201 | 3,850 | 1,197 | - | - | - | - | 469,035 | 257,398 | 55% |
| 4423 Technical Services | 144,655 | 70,668 | 160,204 | 73,599 | 18,585 | 9,200 | - | - | 323,444 | 153,467 | 47% |
| 4424 Records | 573,192 | 290,754 | 10,100 | 6,583 | - | - | - | - | 583,292 | 297,337 | 51% |
| 4425 Investigations | 893,252 | 405,128 | 37,350 | 5,981 | - | - | - | - | 930,602 | 411,109 | 44% |
| 4426 Uniform Patrol | 5,241,115 | 2,628,602 | 463,947 | 240,026 | - | - | - | - | 5,705,062 | 2,868,628 | 50% |
| 4427 Communications | 653,094 | 333,598 | 4,700 | 3,754 | - | - | - | - | 657,794 | 337,352 | 51% |
| 4428 Volunteer Services | 44,672 | 36,862 | 7,100 | 2,505 | - | - | - | - | 51,772 | 39,367 | 76% |
| 4429 Emergency Preparedness | 59,873 | 34,439 | 2,390 | 770 | - | - | - | - | 62,263 | 35,209 | 57% |
| Subtotal | 8,337,100 | 4,177,688 | 711,853 | 343,602 | 18,585 | 9,200 | - | - | 9,067,538 | 4,530,490 | 50% |

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2018 but for which cash payments occurred in January, 2019.

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2018
TABLE 3
Actual expenses paid through 1/22/19

| | PERSONNEL SERVICES | | SERVICES AND SUPPLIES | | CAPITAL OUTLAY | | INDIRECT STAFF CHARGES | | TOTALS | | |
|------------------------------------|--------------------|-------------------|-----------------------|------------------|----------------|---------------|------------------------|------------------|-------------------|-------------------|------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | % |
| FIRE | | | | | | | | | | | |
| 4531 Administration | 445,583 | 273,064 | 9,075 | 2,958 | - | - | - | - | 454,658 | 276,022 | 61% |
| 4533 Emergency Services | 2,615,230 | 1,504,951 | 296,020 | 190,723 | 2,349 | 2,089 | - | - | 2,913,599 | 1,697,763 | 58% |
| 4534 Personnel Development | - | - | 23,600 | 6,490 | - | - | - | - | 23,600 | 6,490 | 28% |
| 4536 Buildings & Grounds | - | - | 6,250 | 420 | - | - | - | - | 6,250 | 420 | 7% |
| Subtotal | 3,060,813 | 1,778,015 | 334,945 | 200,591 | 2,349 | 2,089 | - | - | 3,398,107 | 1,980,695 | 58% |
| PUBLIC WORKS | | | | | | | | | | | |
| 4641 Management & Construction | 323,591 | 182,730 | 164,019 | 123,563 | - | - | - | - | 487,610 | 306,293 | 63% |
| 4642 Public Works Inspection | 117,852 | 58,422 | - | - | - | - | - | - | 117,852 | 58,422 | 50% |
| 4644 Traffic Safety Engineering | 10,398 | 5,150 | 40,000 | 32,755 | - | - | - | - | 50,398 | 37,905 | 75% |
| 4645 Graffiti Abatement | 56,205 | 19,403 | 1,000 | 6 | - | - | - | - | 57,205 | 19,409 | 34% |
| 4646 Street Maintenance | 295,948 | 83,768 | 436,923 | 183,299 | 4,000 | - | - | - | 736,871 | 267,067 | 36% |
| 4650 Signing/Painting | 22,519 | 10,398 | 4,090 | - | - | - | - | - | 26,609 | 10,398 | 39% |
| 4651 Street Sweeping | 20,255 | 12,233 | 1,530 | 45 | - | - | - | - | 21,785 | 12,278 | 56% |
| 4652 Park Maintenance | 352,686 | 210,812 | 121,555 | 45,480 | - | - | - | - | 474,241 | 256,292 | 54% |
| 4653 Tree Maintenance | 8,291 | 4,055 | 16,650 | 17,028 | - | - | - | - | 24,941 | 21,083 | 85% |
| 4656 Vehicle Maintenance | 173,576 | 93,360 | 226,000 | 99,967 | - | - | - | - | 399,576 | 193,327 | 48% |
| 4691 Building Maintenance Services | 128,772 | 66,548 | 122,850 | 67,852 | 11,500 | - | - | - | 263,122 | 134,400 | 51% |
| 4692 Heating & Air Conditioning | 93,706 | 53,070 | 28,700 | 15,916 | - | - | - | - | 122,406 | 68,986 | 56% |
| 4693 Janitorial Services | 171,206 | 83,588 | 121,000 | 55,450 | - | - | - | - | 292,206 | 139,038 | 48% |
| Subtotal | 1,775,005 | 883,537 | 1,284,317 | 641,361 | 15,500 | - | - | - | 3,074,822 | 1,524,898 | 50% |
| COMMUNITY DEVELOPMENT | | | | | | | | | | | |
| 4760 Planning Commission | 16,150 | 2,964 | - | - | - | - | - | - | 16,150 | 2,964 | 18% |
| 4761 Administration | 135,909 | 75,717 | 12,900 | 6,687 | - | - | - | - | 148,809 | 82,404 | 55% |
| 4762 Current Planning | 257,664 | 136,698 | 800 | (695) | - | - | - | - | 258,464 | 136,003 | 53% |
| 4763 Advance Planning | 85,586 | 45,566 | 6,000 | 6,847 | - | - | - | - | 91,586 | 52,413 | 57% |
| 4764 Field Inspection | 119,085 | 66,496 | 1,350 | 77 | - | - | - | - | 120,435 | 66,573 | 55% |
| 4765 Plan Check | 75,201 | 43,449 | 35,400 | 18,233 | - | - | - | - | 110,601 | 61,682 | 56% |
| 4766 Building Operations | 150,788 | 79,334 | 200 | - | - | - | - | - | 150,988 | 79,334 | 53% |
| 4767 Fire Prevention Bureau | 109,330 | 62,344 | 3,500 | 220 | - | - | - | - | 112,830 | 62,564 | 55% |
| 4768 Code Enforcement | 283,485 | 199,042 | 7,950 | 2,962 | - | - | - | - | 291,435 | 202,004 | 69% |
| Subtotal | 1,233,198 | 711,610 | 68,100 | 34,331 | - | - | - | - | 1,301,298 | 745,941 | 57% |
| CITY ATTORNEY | | | | | | | | | | | |
| 4801 City Attorney | 100,235 | 55,296 | 181,000 | 168,747 | - | - | - | - | 281,235 | 224,043 | 80% |
| Subtotal | 100,235 | 55,296 | 181,000 | 168,747 | - | - | - | - | 281,235 | 224,043 | 80% |
| CITYWIDE EXPENSES | | | | | | | | | | | |
| 4901 Citywide Expenses | 4,615,654 | 2,372,388 | 1,421,150 | 694,181 | - | - | - | - | 6,036,804 | 3,066,569 | 51% |
| Subtotal | 4,615,654 | 2,372,388 | 1,421,150 | 694,181 | - | - | - | - | 6,036,804 | 3,066,569 | 51% |
| TOTAL DEPT. EXPENDITURES | 22,477,028 | 11,656,271 | 7,803,886 | 3,957,680 | 133,171 | 66,318 | (353,950) | (176,978) | 30,060,135 | 15,503,291 | 52% |

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2018 but for which cash payments occurred in January, 2019.

CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4

SUMMARY BY DEPARTMENT

| <u>DEPARTMENT</u> | <u>TOTAL REQUESTS</u> | <u>TOTAL RECOMMENDED</u> |
|-------------------------|---------------------------------|---------------------------------|
| City Council | - | - |
| City Manager | - | - |
| Solid Waste Disposal | - | - |
| Administrative Services | - | - |
| Human Services | - | - |
| Police | - | - |
| Fire | 271,293 | 271,293 |
| Public Works | 35,000 | 35,000 |
| Community Development | 4,500 | 4,500 |
| City Attorney | 39,000 | 39,000 |
| Citywide | <u>(123,915)</u> | <u>(123,915)</u> |
| Totals | <u><u>\$ 225,878</u></u> | <u><u>\$ 225,878</u></u> |

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

| | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|--|--|--|--|---|
| <u>General City Departments</u> | | | | |
| <u>City Council</u> | | | | |
| No changes | | | | |
| City Council Department Totals | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>City Manager</u> | | | | |
| No changes | | | | |
| City Manager Department Totals | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>Administrative Services</u> | | | | |
| Personnel - Medical Examinations - Acct # 1001-4315-52510-400 | 12,000 | 14,400 | 5,000 | - |
| Personnel - Special Contract Services - Acct # 1001-4315-52450-400 | 70,000 | 35,022 | (2,000) | |
| Personnel - Psychological Assistance - Acct # 1001-4315-52490-400 | 12,000 | 7,130 | (2,000) | |
| Personnel - Psychological Exams - Acct # 1001-4315-52590-400 | 8,000 | 4,000 | (1,000) | |
| Request - Medical Examinations: Due to a hiring increase to fill vacancies this account is over expended. A \$5,000 increase is recommended which is being accomplished through a transfer from the accounts listed above; thus, there is no ultimate effect on the budget. | | | | |
| Central Svcs - Maintenance - Office Equipment - Acct # 1001-4317-52010-400 | 10,050 | 11,451 | 3,000 | - |
| Central Svcs - Office Supplies - Indirect - Acct # 1001-4317-51050-400 | 85,000 | 35,411 | (3,000) | |

Request - Maintenance - Office Equipment: Unexpected charges have caused this account to be over expended. A \$3,000 increase is recommended which is being accomplished through a transfer from the account listed above; thus, there is no ultimate effect on the budget.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

| | | | | | |
|-------------------------------------|--|----------------|----------------|--------------|--------------|
| | Administrative Services Totals | 197,050 | 107,414 | - | - |
| <hr/> | | | | | |
| <u>Human Services</u> | | | | | |
| | No changes | | | | |
| | Human Services Department Totals | - | - | - | - |
| <hr/> | | | | | |
| <u>Community Development</u> | | | | | |
| | Plan Check - Overtime - Acct # 1001-4765-43010-400 | 2,000 | 2,467 | 3,000 | 3,000 |
| | Request - Overtime: The increase in mall construction as well as the need to expedite plan review for the mall projects due to holiday deadlines has increased the amount of budgeted overtime. | | | | |
| | Code Enforcement - Overtime - Acct # 1001-4768-43010-400 | 5,000 | 3,220 | 1,500 | 1,500 |
| | Request - Overtime: Training new officers and reserves is conducted on the weekends thus allowing weekdays to accomplish regular duties. Pay for a regular hours shift personnel to work weekends to cover the lack of reserve officers has added to the extra use of overtime funds. | | | | |
| | Community Development Totals | 7,000 | 5,687 | 4,500 | 4,500 |
| <hr/> | | | | | |
| <u>City Attorney</u> | | | | | |
| | Legal Services/Court Costs - Acct # 1001-4801-52290-400 | 145,000 | 135,185 | 30,000 | 30,000 |
| | Request - Legal Services/Court Costs: Due to extraordinary costs related to unanticipated claims, settlements, and other legal challenges, costs related to outside legal counsel increased during Fiscal Year 2018-19. | | | | |
| | Special Legal Services - Acct # 1001-4801-52300-400 | 36,000 | 33,612 | 9,000 | 9,000 |

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET**

TABLE 4

Request - Legal Services/Court Costs: Due to extraordinary costs related to unanticipated claims, settlements, and other legal challenges, costs related to the City Attorney working with outside legal counsel increased during Fiscal Year 2018-19.

| | | | | |
|-----------------------------|----------------|----------------|---------------|---------------|
| City Attorney Totals | 181,000 | 168,797 | 39,000 | 39,000 |
|-----------------------------|----------------|----------------|---------------|---------------|

Police Department

| | Current Appropriations Budget | Actual Expenditures Midyear | Requested Increase (Decrease) | City Manager's Recommended Increase (Decrease) |
|--|--|--|--|---|
| Records - Overtime - Acct # 1001-4424-41030-400 | 18,000 | 35,422 | 28,000 | - |
| Uniform Patrol - Regular Earnings - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (28,000) | |

Request - Overtime: The Records Division is down a Data Entry Clerk position and a Receptionist/Office Specialist position and has had shortages due to injuries, surgeries, and family and medical leaves, which has led to regular usage of overtime funding. This account was also reduced during the budget planning process. It is recommended to increase the initial appropriation by \$28,000, which is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-----------|-----------|----------|---|
| Investigations - Overtime - Acct # 1001-4425-43010-400 | 40,000 | 57,138 | 60,000 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (60,000) | |

Request - Overtime: This account was reduced during the budget planning process. Due to the unpredictable nature of criminal activity, it is recommended to increase the initial appropriation by \$60,000 to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations. The requested increase is being accomplished by a transfer of funds from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

Police Department (Continued)

| | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|--|--|--|--|---|
| Investigations - Program Supplies - Acct # 1001-4425-51130-400 | 3,000 | 2,674 | 800 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (800) | |

Request - Program Supplies: Due to unforeseen expenditures related to shutting down marijuana dispensaries in the City, it is recommended to increase the initial appropriation by \$800 to cover the cost of investigation supplies and in-house evidence processing until the end of the fiscal year. The requested increase is being accomplished by a transfer of funds from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-----------|-----------|---------|---|
| Investigations - Data Processing - Acct # 1001-4425-52250-400 | 1,300 | 428 | 1,200 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (1,200) | |

Request - Data Processing: The Police Department receives a monthly bill from LexisNexis ranging from \$135 to \$263, and there are six more months in the fiscal year: therefore, it is recommended to increase the initial appropriation by \$1,200, which is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET**

TABLE 4

Police Department (Continued)

| | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|---|--|--|--|---|
| Uniform Patrol - Overtime - Acct # 1001-4426-43010-400 | 171,098 | 386,480 | 257,000 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (157,000) | |
| Uniform Patrol - Overtime - Acct # 1149-4426-43010-400 | 100,000 | - | (100,000) | |

Request - Overtime: Due to unfilled vacancies throughout the fiscal year, this account is over expended. These vacancies require backfill to ensure minimum shift coverage is maintained. It is recommended to increase the initial appropriation by \$257,000, which would be offset by a \$100,000 transfer from the Enhancing Law Enforcement Activities Subaccount Fund (ELEAS). The balance of the requested increase is being accomplished by transferring \$157,000 in salary savings from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-----------|-----------|---------|---|
| Uniform Patrol - Diesel Fuel - Acct # 1001-4426-51510-400 | 3,000 | 9,086 | 9,500 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (9,500) | |

Request - Diesel Fuel: Due to a \$4,405 unexpected diesel fuel expenditure for the Police Department's generator this account has exceeded budget. Every other month the Department is currently spending at minimum \$1,000 in diesel fuel. It is recommended to increase the initial appropriation by \$9,500 to ensure that funds are available to cover fuel expenditures until the end of the fiscal year. The requested increase is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

Police Department (Continued)

| | Current Appropriations Budget | Actual Expenditures Midyear | Requested Increase (Decrease) | City Manager's Recommended Increase (Decrease) |
|--|--|--|--|---|
| Uniform Patrol - Medical Services - Acct # 1001-4426-52460-400 | 24,000 | 23,577 | 24,000 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (24,000) | |

Request - Medical Services: Due to the unpredictable nature of criminal activity and the increase in costs, it is recommended to increase the initial appropriation by \$24,000 to cover the cost of evidentiary drug screens and blood draws. The requested increase is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-----------|-----------|----------|---|
| Communications - Part-Time Wages - Acct # 1001-4427-42020-400 | 20,000 | 21,832 | 10,000 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (10,000) | |

Request - Part-Time Wages: The Communications Division is down two full-time dispatcher positions with a third position is being filled by a dispatcher trainee. This shortage in full-time staffing requires part-time staff to provide backfill for vacant shifts, which has resulted in the complete utilization of the original budget. It is recommended to increase the initial appropriation by \$10,000, which is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

Police Department (Continued)

| | Current Appropriations Budget | Actual Expenditures Midyear | Requested Increase (Decrease) | City Manager's Recommended Increase (Decrease) |
|---|--|--|--|---|
| Communications - Overtime - Acct # 1001-4427-43010-400 | 30,000 | 47,366 | 45,000 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (45,000) | |

Request - Overtime: The Communications Division is down two full-time dispatcher positions. A third full-time position has been filled by a dispatcher trainee, which is essentially equivalent to three vacant full-time positions until the trainee has successfully completed training. The division currently has four part-time dispatchers who will be relied on heavily to provide backfill when full-time staff is on vacation, holiday, or other leave time; however, two of the four part-time employees work full-time for other law enforcement agencies and are often times unavailable to cover entire vacant shifts, which has led to regular usage of overtime funding. It is recommended to increase the initial appropriation by \$45,000 which is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-----------|-----------|---------|---|
| Communications - Special Contract Services - Acct # 1143-4427-52450-400 | 2,200 | 2,263 | 1,800 | - |
| Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (1,800) | |

Request - Special Contract Services: Due to the difficulty in predicting the amount of service calls that will require a foreign language translation, it is recommended to increase the initial appropriation by \$1,800 to cover translation costs. The requested increase is being accomplished through a transfer from account 1001-4426-41010-400 (Regular Earnings); thus, there is no ultimate effect on the budget.

| | | | | |
|---|-------------------|-------------------|----------|----------|
| Police Department General Fund Totals | 38,489,198 | 17,403,646 | - | - |
| Police Department Totals (General Fund Impact) | 38,489,198 | 17,403,646 | - | - |

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

| | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|---|--|--|--|---|
| <u>Fire Department</u> | | | | |
| Emergency Services - Regular Salaries - Acct # 1001-4533-41010-400 | 1,575,951 | 817,065 | 58,178 | 271,293 |
| Emergency Services - Overtime - Acct # 1001-4533-43010-400 | 380,000 | 454,415 | 320,000 | |
| Police - Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400 | 3,807,660 | 1,681,738 | (106,885) | |
| | | | | |
| Request - Overtime: Personnel vacancies, medical leave, and strike team responses have created a higher than anticipated need for use of Emergency Services Regular and Overtime. Due to mandatory backfilling of key positions to prevent shortfalls in the Fire Department's minimum deployment levels, this account is over expended. It is recommended to increase the initial appropriation by which is being partially funded through a transfer of the remaining excess from account 1001-4426-41010-400 (Police - Regular Earnings); thus, there is only a partial effect on expenditures. | | | | |
| | | | | |
| Fire Department General Fund Totals | <u>5,763,611</u> | <u>2,953,218</u> | <u>271,293</u> | <u>271,293</u> |
| Fire Department Totals | <u>5,763,611</u> | <u>2,953,218</u> | <u>271,293</u> | <u>271,293</u> |

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

| <u>Public Works Department</u> | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|---|--------------------------------------|------------------------------------|--------------------------------------|---|
| Management & Construction - Travel & Meetings - Acct # 1001-4641-52130-400 | 2,500 | 1,979 | 2,000 | 2,000 |
| <p>Request - Travel and Meetings: Due to the recent promotion of an NPDES Inspector, training classes will be required. The classes are free; however, the City would be required to pay for lodging and this was not anticipated in the original budget.</p> | | | | |
| Traffic Safety Engineering - Architect/Eng Svcs - Acct # 1001-4644-52260-400 | 40,000 | 35,431 | 15,000 | 15,000 |
| <p>Request - Architecture/Engineering Svcs: Unfortunately, due to a fatality in our community there has been an abnormal amount of engineering surveys and traffic warrants being performed. Due to this, it is requested that an additional \$15,000 be appropriated for the rest of the fiscal year.</p> | | | | |
| Parks - Materials - Sprinkler Parts - Acct # 1001-4652-51380-400 | 15,000 | 11,915 | 10,000 | 10,000 |
| <p>Request - Materials - Sprinkler Parts: We have experienced an abnormal quantity of broken sprinkler heads, main line breaks and irrigation clocks that had to be replaced due to their age. An increase to the original budget is requested which should be sufficient to carry this account through the end of the fiscal year.</p> | | | | |
| Parks - Materials - Misc Maint & Repair - Acct # 1001-4652-51410-400 | 17,000 | 13,987 | 8,000 | 8,000 |
| <p>Request - Misc Maintenance and Repair: Due to vandalism a spiral slide at Sunset Park was broken and needed to be replaced. This together with three loads of playground chips purchased to top off all playgrounds that use those resulted in unanticipated expenditures. An increase to the original budget is requested which should be sufficient to carry this account through the end of the fiscal year.</p> | | | | |
| Public Works General Fund Totals | 74,500 | 63,312 | 35,000 | 35,000 |

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
TABLE 4**

| | | | | |
|----------------------------|----------------------|----------------------|----------------------|----------------------|
| Public Works Totals | <u>74,500</u> | <u>63,312</u> | <u>35,000</u> | <u>35,000</u> |
|----------------------------|----------------------|----------------------|----------------------|----------------------|

**CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2018-19 APPROPRIATIONS BUDGET
 TABLE 4**

| | <u>Current Appropriations Budget</u> | <u>Actual Expenditures Midyear</u> | <u>Requested Increase (Decrease)</u> | <u>City Manager's Recommended Increase (Decrease)</u> |
|--|--|--|--|---|
| <u>Citywide</u> | | | | |
| City General Insurance - 1001-4901-52660-400 | 800,000 | 676,085 | (123,915) | (123,915) |
| Request - City General Insurance: Due to changing the City's general insurance liability carriers, substantial savings have been realized while maintaining the same and/or better coverage. Therefore, it is requested that the original budget be reduced to recognizing those savings. | | | | |
| Citywide Totals | <u>800,000</u> | <u>676,085</u> | <u>(123,915)</u> | <u>(123,915)</u> |

**CITY OF MONTCLAIR
GENERAL OPERATING FUND BALANCE AND RESERVES**

| | Audit FY 2017-2018 Balances | Current Increases (Uses) | Subtotal | Transfers | Estimated Budgeted Balances |
|--|-----------------------------------|--------------------------------|-------------------|----------------|-----------------------------------|
| General Fund: | | | | | |
| Unavailable - Prepaid Expenditures at Year-End | 202,224 | - | 202,224 | - | \$ 202,224 |
| Unassigned - General Operating Fund | 6,560,935 | 128,925 | 6,689,860 | (531,925) | \$ 6,157,935 |
| Assigned to: | | | | | |
| Reserve - Equipment Replacement | 1,850,000 | (467,727) | 1,382,273 | 467,727 | 1,850,000 |
| Reserve - Self-Insurance | 750,000 | - | 750,000 | - | 750,000 |
| Reserve - Technology Enhancements | 300,000 | - | 300,000 | - | 300,000 |
| Reserve - CalPERS and Employee Post Benefits | 2,500,000 | - | 2,500,000 | - | 2,500,000 |
| Reserve - Retiree Medical Liabilities | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Unanticipated Personnel Adjustment | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Building Maintenance | 600,000 | - | 600,000 | - | 600,000 |
| Reserve - Budgetary Contingency | 100,000 | (64,198) | 35,802 | 64,198 | 100,000 |
| Total Assigned | <u>7,300,000</u> | <u>(531,925)</u> | <u>6,768,075</u> | <u>531,925</u> | <u>\$ 7,300,000</u> |
| Total | <u>14,063,159</u> | <u>(403,000)</u> | <u>13,660,159</u> | <u>-</u> | <u>\$ 13,660,159</u> |

Uses for Equipment Replacement consist of air conditioning unit replacement at the Police Department (\$126,075), fire ladder truck reconditioning costs (\$292,818), vehicle replacement (\$36,477) and various other equipment acquisitions (\$12,357). All uses of these monies were approved in previously submitted budgets and/or separate City Council actions and some are still in process.