

**CITY OF MONTCLAIR**

**AGENDA FOR ADJOURNED MEETING OF THE CITY COUNCIL**

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

February 19, 2020

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 2019–20 Midyear Budget Review**

1. Consider Review of the City’s Fiscal Operations and Approval of Proposed Changes to the Fiscal Year 2019–20 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 13, 2020.*



# CITY COUNCIL AGENDA REPORT

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<b>DATE:</b>	FEBRUARY 19, 2020	<b>FILE I.D.:</b>	FIN262
<b>SECTION:</b>	COUNCIL WORKSHOP	<b>DEPT.:</b>	FINANCE
<b>ITEM NO.:</b>	A	<b>PREPARER:</b>	J. KULBECK
<b>SUBJECT:</b>	CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2019-20 BUDGET		

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**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 2019-20. 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 2019-20 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 2019-20 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 2019-20 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 2019-20 are \$31,001,685. For the midyear review of fiscal operations, staff is recommending an increase of \$220,039 in General Operating Fund revenues. The following discussion focuses on significant revenue changes from the Adopted Budget:

- Taxes reflect increases of \$205,000. Sales tax make up the majority of this change; however, modest tax increases are projected for the following fund categories: transient occupancy, business license and Successor Redevelopment property tax pass thru.
- Licenses and Permits revenue reflects a projected increase of \$14,989, driven largely by an increase in Construction Permits.
- Intergovernmental Revenues reflects a projected increase of \$21,800, driven largely by increases in Police Officer Training and SB 90 Claim Reimbursements.
- Fines and Forfeitures reflects a projected decrease of \$85,200, driven largely by a projected decline in vehicle impound fees of \$50,000 due to a change in legislation involving how long a vehicle can be impounded. Other contributing factors include a projected decrease in administrative citations of \$20,200, a projected decrease in court fines of \$20,000, and an increase in parking citations of \$5,000.
- Charges for Services reflects an increase of \$13,450, driven primarily by a projected increase in general sanitation fees.
- Miscellaneous Revenue reflects an increase of \$50,000, reflecting an increase in revenues from reimbursed expenditures, cell tower rentals and emergency response reimbursements.

## 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 as to where the City, in total, and each department stand. Since expenditures are not always incurred uniformly throughout the year, in order to show expenditures applicable through December 2019 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 54% of the appropriations (reflecting normal, or anticipated utilization) for uses applicable through December 2019.

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2019-20 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2019-20 are \$31,240,440. For the midyear review of fiscal operations, staff is recommending an increase of \$150,500 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 Overtime by \$250,000; however, the General Fund impact is reduced by the following transfers: \$7,000 from Fire Department Emergency Services Sick Leave Redemption, \$30,000 from Police Department Support Services Part Time Wages, and \$75,000 from Police Department Uniform Patrol Regular Wages savings, resulting in a net General Fund increase of \$138,000.
- **Public Works Department** – The City Manager is recommending increasing Janitorial Services Machinery and Tools costs by \$2,000 for a new piece of restroom cleaning equipment and Heating and Air Conditioning Miscellaneous Maintenance and Repair by \$8,000 due to unexpected repair costs. These adjustments result in a net General Fund increase of \$10,000.
- **Community Development Department** – The City Manager is recommending increasing Code Enforcement Overtime by \$6,500 due to increased homeless assistance; however, the General Fund impact is reduced by a transfer of \$4,000 from Code Enforcement Part Time Wages, resulting in a net General Fund increase of \$2,500.
- **City Attorney** – The City Manager is recommending no changes to this department.
- **Citywide** – The City Manager is recommending no changes to this department.

## 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:

### GENERAL OPERATING FUND BALANCE AND RESERVES

	Audit FY 2018-2019 Balances	Current Increases (Uses)	Subtotal	Transfers	Estimated Budgeted Balances
<b>General Fund:</b>					
Unavailable - Prepaid Expenditures at Year-End	249,458	-	249,458	-	\$ 249,458
Unassigned - General Operating Fund	7,958,932	69,539	8,028,471	(577,928)	\$ 7,450,543
Assigned to:					
Reserve - Equipment Replacement	923,135	(360,165)	562,970	360,165	923,135
Reserve - Self-Insurance	750,000	-	750,000	-	750,000
Reserve - Technology Enhancements	120,750	(66,734)	54,016	66,734	120,750
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	(113,252)	486,748	113,252	600,000
Reserve - Building Maintenance	600,000	-	600,000	-	600,000
Reserve - Budgetary Contingency	100,000	(37,777)	62,223	37,777	100,000
Total Assigned	6,193,885	(577,928)	5,615,957	577,928	\$ 6,193,885
Total	14,402,275	(508,389)	13,893,886	-	\$ 13,893,886

Uses for Equipment Replacement consist of fire ladder truck reconditioning costs (\$337,900) and vehicle replacement (\$22,265). Uses for Technology Enhancements consist of an audio visual upgrade for the Senior Center. Uses for Unanticipated Personnel Adjustment consists of the creation of the full time Information Relations Officer and Medical Clinic Specialist positions. 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 \$150,500 in the General Operating Fund.

Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$220,039.

Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$69,539.

**RECOMMENDATION:** Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2019-20 Budget for revenues and appropriations.

GENERAL OPERATING FUND ANALYSIS  
TABLE 1

	FY 19/20 Adopted Budget	FY 19/20 6 Months Actual	FY 19/20 Proposed Revised	Increase (Decrease)
<b>REVENUES</b>				
Taxes	\$ 24,455,000	\$ 9,636,980	\$ 24,660,000	\$ 205,000
Licenses & Permits	628,536	303,024	643,525	14,989
Fines & Forfeitures	570,400	184,479	485,200	(85,200)
Intergovernmental	153,200	59,771	175,000	21,800
Charges for Services	3,936,100	1,965,757	3,949,550	13,450
Miscellaneous	673,300	334,110	723,300	50,000
Revenue	<b>\$ 30,416,536</b>	<b>\$ 12,484,121</b>	<b>\$ 30,636,575</b>	<b>\$ 220,039</b>
Transfers in	365,110	-	365,110	-
<b>TOTAL REVENUE</b>	<b>\$ 30,781,646</b>	<b>\$ 12,484,121</b>	<b>\$ 31,001,685</b>	<b>\$ 220,039</b>
<b>EXPENDITURES</b>				
City Council	\$ 397,249	\$ 166,231	\$ 397,249	\$ -
City Manager	1,908,777	1,189,829	1,908,777	-
Solid Waste Disposal	2,489,637	1,323,533	2,489,637	-
Administrative Services	1,186,237	717,440	1,186,237	-
Human Services	1,447,435	691,746	1,447,435	-
Police	9,010,108	4,976,523	9,010,108	-
Fire	3,558,744	2,022,324	3,696,744	138,000
Public Works	2,943,938	1,500,351	2,953,938	10,000
Community Development	1,335,075	780,029	1,337,575	2,500
City Attorney	321,114	163,585	321,114	-
Citywide	6,491,626	3,399,544	6,491,626	-
Expenditures	<b>\$ 31,089,940</b>	<b>\$ 16,931,135</b>	<b>\$ 31,240,440</b>	<b>\$ 150,500</b>
Transfers out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,089,940</b>	<b>\$ 16,931,135</b>	<b>\$ 31,240,440</b>	<b>\$ 150,500</b>
<b>MIDYEAR EXCESS (DEFICIT)</b>				
<b>SOURCES LESS USES</b>	<b>\$ (308,294)</b>		<b>\$ (238,755)</b>	<b>\$ 69,539</b>

**GENERAL OPERATING FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2019-20  
TABLE NO. 2**

	<b>2019-2020 Actual Mid-Year Thru 1/23/20</b>	<b>2019-2020 Adopted</b>	<b>2019-2020 Revised</b>	<b>Increase (Decrease)</b>
<b>GENERAL FUND</b>				
<b>Taxes</b>				
Property Tax - Secured	1,536,753	3,000,000	3,000,000	-
Property Tax - Unsecured	100,854	105,000	105,000	-
Property Tax In Lieu of VLF	1,911,863	3,650,000	3,800,000	150,000
Sales & Use (October)	4,487,285	13,400,000	13,500,000	100,000
Transactions & Use Tax (November)	-	430,000	485,000	55,000
Property Tax Pass Thru from Successor Agency	150,519	250,000	275,000	25,000
Transient Occupancy (1st Qtr)	36,686	50,000	70,000	20,000
Document Transfer (November)	51,532	120,000	100,000	(20,000)
Franchise (1st Qtr)	109,322	800,000	750,000	(50,000)
Business License	490,801	750,000	775,000	25,000
Utility Users (November)	761,365	1,900,000	1,800,000	(100,000)
<b>Total Taxes</b>	<b>9,636,980</b>	<b>24,455,000</b>	<b>24,660,000</b>	<b>205,000</b>

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.

<b>Licenses and Permits</b>				
Alarm Permits	650	1,300	1,300	-
Bicycle & Other Permits	-	-	-	-
Building Permits	226,966	525,000	525,000	-
Moving Permits	5,500	12,000	12,000	-
Yard Sale Permits	2,860	5,000	5,000	-
Construction Permits	66,943	85,000	100,000	15,000
Encroachment Permits	105	200	200	-
Gun Dealer Permits	-	36	25	(11)
<b>Total Licenses and Permits</b>	<b>303,024</b>	<b>628,536</b>	<b>643,525</b>	<b>14,989</b>
<b>Intergovernmental Revenues</b>				
Motor Vehicle In-Lieu Tax	-	50,000	50,000	-
Property Tax Loss Relief	12,770	28,200	25,000	(3,200)
Police Officer Training Reimbursement	12,904	5,000	15,000	10,000
SB 90 Claim Reimbursement	35,332	20,000	35,000	15,000
OES Reimbursements	(1,235)	50,000	50,000	-
<b>Total Intergovernmental Revenues</b>	<b>59,771</b>	<b>153,200</b>	<b>175,000</b>	<b>21,800</b>

**GENERAL OPERATING FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2019-20  
TABLE NO. 2**

	2019-2020 Actual Mid-Year	2019-2020 Adopted	2019-2020 Revised	Increase (Decrease)
<b>GENERAL FUND</b>				
<b>Fines and Forfeitures</b>				
Court Fines (November)	21,879	70,000	50,000	(20,000)
Parking Citations (December)	65,285	120,000	125,000	5,000
False Alarms	4,700	10,000	10,000	-
Restitution	1,738	3,000	3,000	-
Evidence Forfeitures	-	500	500	-
Auto Repossession Fees	990	1,700	1,700	-
Vehicle Release Fees	34,775	85,000	85,000	-
Admin Citations - CD,PD,PW	-	30,200	10,000	(20,200)
Vehicle Impound Fees	55,112	250,000	200,000	(50,000)
Total Fines and Forfeits	<u>184,479</u>	<u>570,400</u>	<u>485,200</u>	<u>(85,200)</u>
<b>Charges for Services</b>				
Sale of Printed Materials	747	800	1,000	200
Notary Fees	-	50	50	-
Special Police Services	49,716	95,000	95,000	-
Fingerprints	(2,278)	250	-	(250)
Fire Department Service Fees	1,264	1,000	2,500	1,500
Rubbish Collection Fees	1,322,417	2,628,000	2,628,000	-
Burrtec Contract Maintenance Fee	114,583	250,000	250,000	-
General Sanitation Fees (2nd Qtr)	221,028	400,000	430,000	30,000
Zoning/Subdivision Fees	48,860	110,500	110,500	-
Plan Checking Fees	166,029	325,000	325,000	-
Recreation Fees	18,986	35,000	35,000	-
Service Center Fees	665	2,500	2,500	-
Program Costs- Reimbursed	19,120	65,000	50,000	(15,000)
Country Fair Jamboree	-	13,000	13,000	-
Human Services Classes	4,620	10,000	7,000	(3,000)
Total Charges for Services	<u>1,965,757</u>	<u>3,936,100</u>	<u>3,949,550</u>	<u>13,450</u>
<b>Miscellaneous Revenue</b>				
Interest Income	69,868	150,000	150,000	-
Net Change in FV of Investments/LAIF	-	-	-	-
Library Rentals (2nd Qtr)	31,668	62,000	64,000	2,000
Metro Lot Rent	-	-	-	-
Police Auction	1,384	20,000	20,000	-
Vending Machine Proceeds	-	-	-	-
Anniversary Book Sales	-	-	-	-
Reimbursed Expenditures	23,380	40,000	80,000	40,000
Print Ad Notice Reimbursement	-	-	-	-
Special Event Reimbursement	109	500	500	-



**GENERAL OPERATING FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2019-20  
TABLE NO. 2**

	<b>2019-2020 Actual Mid-Year Thru 1/23/20</b>	<b>2019-2020 Adopted</b>	<b>2019-2020 Revised</b>	<b>Increase (Decrease)</b>
<b>GENERAL FUND</b>				
<b>Miscellaneous Revenue (Continued)</b>				
Emergency Response Reimbursement	12,096	10,000	15,000	5,000
Donations & Contributions (in Fund 1181)	-	500	500	-
Subpoena/Witness Reimbursement	115	400	400	-
City Cell Tower Rental	67,039	105,000	120,000	15,000
Other Miscellaneous Revenue	118,506	275,000	260,000	(15,000)
Police Range Revenue	3,600	3,000	6,000	3,000
Mini School/Youth Center/Basketball Snacks	6,345	6,900	6,900	-
Total Miscellaneous Revenue	<u>334,110</u>	<u>673,300</u>	<u>723,300</u>	<u>50,000</u>
<b>TOTAL REVENUE</b>	<u><b>12,484,121</b></u>	<u><b>30,416,536</b></u>	<u><b>30,636,575</b></u>	<u><b>220,039</b></u>

CITY OF MONTCLAIR  
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES  
FOR SIX MONTH ENDING DECEMBER 31, 2019

TABLE 3

Actual expenses paid through 1/23/20

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
	SIX MONTHS OF FY 19/20		SIX MONTHS OF FY 19/20		SIX MONTHS OF FY 19/20		SIX MONTHS OF FY 19/20		SIX MONTHS OF FY 19/20	
<b>CITY COUNCIL</b>										
4101 City Council	157,332	91,577	265,116	74,654	-	-	(25,199)	(12,600)	397,249	166,231
Subtotal	<b>157,332</b>	<b>91,577</b>	<b>265,116</b>	<b>74,654</b>	-	-	<b>(25,199)</b>	<b>(12,600)</b>	<b>397,249</b>	<b>166,231</b>
<b>CITY MANAGER</b>										
4202 City Manager	282,477	155,183	102,200	24,675	-	-	(24,231)	(12,116)	360,446	179,858
4203 Information Tech Services	512,024	282,696	241,300	165,774	255,222	192,494	(89,977)	(44,989)	918,569	640,964
4204 Financial Services	580,633	333,655	133,130	35,352	-	-	(84,001)	(42,001)	629,762	369,007
4205 Solid Waste Disposal	36,053	14,112	2,453,584	1,309,421	-	-	-	-	2,489,637	1,323,533
Subtotal	<b>1,411,187</b>	<b>785,646</b>	<b>2,930,214</b>	<b>1,535,222</b>	<b>255,222</b>	<b>192,494</b>	<b>(198,209)</b>	<b>(99,106)</b>	<b>4,398,414</b>	<b>2,513,362</b>
<b>ADMINISTRATIVE SERVICES</b>										
4311 Administration	214,019	114,968	36,150	20,542	-	-	(24,375)	(12,188)	225,794	135,510
4314 City Clerk	225,606	133,759	30,050	2,921	-	-	(18,493)	(9,247)	237,163	136,680
4315 Personnel/Risk	268,889	154,440	141,925	68,280	-	-	(40,176)	(20,089)	370,638	222,720
4317 Central Services	66,347	41,024	327,395	181,506	-	-	(41,100)	(20,550)	352,642	222,530
Subtotal	<b>774,861</b>	<b>444,191</b>	<b>535,520</b>	<b>273,249</b>	-	-	<b>(124,144)</b>	<b>(62,074)</b>	<b>1,186,237</b>	<b>717,440</b>
<b>HUMAN SERVICES</b>										
4381 Recreation	849,400	499,842	230,758	70,452	-	-	-	-	1,080,158	570,294
4382 Clinic	96,499	323	51,586	26,214	-	-	-	-	148,085	26,537
4383 Senior Citizens	102,785	39,053	11,575	1,158	-	-	-	-	114,360	40,211
4384 Nutritional Meals	51,411	21,539	-	1,968	-	-	-	-	51,411	23,507
4385 Family and Health Education	48,421	29,130	5,000	852	-	-	-	-	53,421	29,982
4387 After School Program	-	1,215	-	-	-	-	-	-	-	1,215
Subtotal	<b>1,148,516</b>	<b>591,102</b>	<b>298,919</b>	<b>100,644</b>	-	-	-	-	<b>1,447,435</b>	<b>691,746</b>
<b>POLICE</b>										
4421 Administration	216,246	141,093	21,916	9,719	-	-	-	-	238,162	150,812
4422 Support Services	676,166	352,878	2,830	1,593	-	-	-	-	678,996	354,471
4423 Technical Services	197,599	92,081	161,752	88,960	9,025	-	-	-	368,376	181,041
4424 Records	593,025	334,892	13,510	6,281	-	-	-	-	606,535	341,173
4425 Investigations	928,888	575,580	43,620	25,989	-	-	-	-	972,508	601,569
4426 Uniform Patrol	4,945,120	2,674,149	400,883	220,468	-	-	-	-	5,346,003	2,894,617
4427 Communications	661,128	364,835	4,700	3,281	-	-	-	-	665,828	368,116
4428 Volunteer Services	57,586	43,699	7,100	3,535	-	-	-	-	64,686	47,234
4429 Emergency Preparedness	64,414	34,731	4,600	2,759	-	-	-	-	69,014	37,490
Subtotal	<b>8,340,172</b>	<b>4,613,938</b>	<b>660,911</b>	<b>362,555</b>	<b>9,025</b>	-	-	-	<b>9,010,108</b>	<b>4,976,523</b>

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2019 but for which cash payments occurred in January, 2020.

CITY OF MONTCLAIR  
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES  
FOR SIX MONTH ENDING DECEMBER 31, 2019

TABLE 3  
Actual expenses paid through 1/23/20

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>FIRE</b>										
4531 Administration	494,969	274,990	8,625	1,963	-	-	-	-	503,594	276,953
4533 Emergency Services	2,684,455	1,605,169	310,210	131,009	34,685	-	-	-	3,029,350	1,736,178
4534 Personnel Development	-	-	19,000	5,014	-	-	-	-	19,000	5,014
4536 Buildings & Grounds	-	-	6,800	4,179	-	-	-	-	6,800	4,179
Subtotal	<b>3,179,424</b>	<b>1,880,159</b>	<b>344,635</b>	<b>142,165</b>	<b>34,685</b>	-	-	-	<b>3,558,744</b>	<b>2,022,324</b>
<b>PUBLIC WORKS</b>										
4641 Management & Construction	269,821	168,036	83,749	101,767	-	-	-	-	353,570	269,803
4642 Public Works Inspection	91,925	33,842	-	-	-	-	-	-	91,925	33,842
4644 Traffic Safety Engineering	11,151	6,010	55,000	34,454	-	-	-	-	66,151	40,464
4645 Graffiti Abatement	89,968	42,338	1,000	289	-	-	-	-	90,968	42,627
4646 Street Maintenance	153,569	58,460	436,013	221,665	3,000	-	-	-	592,582	280,125
4650 Signing/Painting	16,513	8,339	7,285	1,948	-	-	-	-	23,798	10,287
4651 Street Sweeping	20,219	13,353	1,130	199	-	-	-	-	21,349	13,552
4652 Park Maintenance	323,745	155,626	142,305	30,561	-	-	-	-	466,050	186,187
4653 Tree Maintenance	8,615	6,165	21,650	570	-	-	-	-	30,265	6,735
4656 Vehicle Maintenance	156,661	91,899	231,450	112,203	-	-	-	-	388,111	204,102
4691 Building Maintenance Services	135,191	90,322	241,887	68,505	-	-	-	-	377,078	158,827
4692 Heating & Air Conditioning	98,763	65,508	25,500	19,095	-	-	-	-	124,263	84,603
4693 Janitorial Services	205,128	112,446	108,200	54,256	4,500	2,495	-	-	317,828	169,197
Subtotal	<b>1,581,269</b>	<b>852,344</b>	<b>1,355,169</b>	<b>645,512</b>	<b>7,500</b>	<b>2,495</b>	-	-	<b>2,943,938</b>	<b>1,500,351</b>
<b>COMMUNITY DEVELOPMENT</b>										
4760 Planning Commission	11,150	4,394	-	-	-	-	-	-	11,150	4,394
4761 Administration	102,892	58,719	11,840	6,509	-	-	-	-	114,732	65,228
4762 Current Planning	176,891	103,344	1,800	656	-	-	-	-	178,691	104,000
4763 Advance Planning	95,451	55,113	6,000	8,798	-	-	-	-	101,451	63,911
4764 Field Inspection	137,264	78,161	2,500	159	-	-	-	-	139,764	78,320
4765 Plan Check	70,677	40,946	33,550	8,022	-	-	-	-	104,227	48,968
4766 Building Operations	141,435	85,920	1,250	-	-	-	-	-	142,685	85,920
4767 Fire Prevention Bureau	113,826	75,265	3,150	(1,002)	-	-	-	-	116,976	74,263
4768 Code Enforcement	416,619	253,085	8,780	1,940	-	-	-	-	425,399	255,025
Subtotal	<b>1,266,205</b>	<b>754,947</b>	<b>68,870</b>	<b>25,082</b>	-	-	-	-	<b>1,335,075</b>	<b>780,029</b>
<b>CITY ATTORNEY</b>										
4801 City Attorney	106,114	57,212	215,000	106,373	-	-	-	-	321,114	163,585
Subtotal	<b>106,114</b>	<b>57,212</b>	<b>215,000</b>	<b>106,373</b>	-	-	-	-	<b>321,114</b>	<b>163,585</b>
<b>CITYWIDE EXPENSES</b>										
4901 Citywide Expenses	5,092,976	2,258,390	1,398,650	1,141,154	-	-	-	-	6,491,626	3,399,544
Subtotal	<b>5,092,976</b>	<b>2,258,390</b>	<b>1,398,650</b>	<b>1,141,154</b>	-	-	-	-	<b>6,491,626</b>	<b>3,399,544</b>
<b>TOTAL DEPT. EXPENDITURES</b>	<b>23,058,056</b>	<b>12,329,506</b>	<b>8,073,004</b>	<b>4,406,640</b>	<b>306,432</b>	<b>194,989</b>	<b>(347,552)</b>	<b>(173,780)</b>	<b>31,089,940</b>	<b>16,931,135</b>

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2019 but for which cash payments occurred in January, 2020.

**CITY OF MONTCLAIR  
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
TABLE 4**

<b>SUMMARY BY DEPARTMENT</b>	<b>TOTAL REQUESTS</b>	<b>TOTAL RECOMMENDED</b>
<b>DEPARTMENT</b>		
City Council	-	-
City Manager	-	-
Solid Waste Disposal	-	-
Administrative Services	-	-
Human Services	-	-
Police	-	-
Fire	300,000	138,000
Public Works	51,500	10,000
Community Development	7,000	2,500
City Attorney	-	-
Citywide	-	-
<b>Totals</b>	<b>\$ 358,500</b>	<b>\$ 150,500</b>

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
<u>General City Departments</u>				
<u>City Council</u>				
No changes				
<b>City Council Department Totals</b>	-	-	-	-
<u>City Manager</u>				
No changes				
<b>City Manager Department Totals</b>	-	-	-	-
<u>Administrative Services</u>				
No changes				
<b>Administrative Services Totals</b>	-	-	-	-
<u>Human Services</u>				
No changes				
<b>Human Services Department Totals</b>	-	-	-	-
<u>City Attorney</u>				
No changes				
<b>City Attorney Totals</b>	-	-	-	-

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Community Development

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Code Enforcement - Overtime - Acct # 1001-4768-43010-400	6,500	9,773	7,000	6,500
Code Enforcement - Part Time Wages - Acct # 1001-4768-42020-400				(4,000)
<b>Community Development Totals</b>	<b>6,500</b>	<b>9,773</b>	<b>7,000</b>	<b>2,500</b>

**Request - Overtime:** Code Enforcement has had a substantial increase in time allotted keeping the homeless issues in the City at bay. Code Enforcement Officers have been called for assistance by the Police Department and other City employees during and after work hours which is in addition to the days that are already set aside for working on homeless issues. Understanding that this issue has no time boundaries, it does take away from normal duties of each officer making overtime necessary to keep up with their other responsibilities.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Police Department

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Support Services - Overtime - Acct # 1001-4422-43010-400	1,000	4,410	7,000	5,000
Uniform Patrol - Regular Earnings - Acct # 1001-4426-41010-400	3,555,331	1,681,976	(7,000)	(5,000)

**Request - Overtime:** Certain positions were moved to different programs/funds in the FY 2019-20 Budget. When employees currently assigned to Support Services work overtime outside the scope of their assigned responsibilities in Support Services, such as Uniform Patrol, these overtime hours have been automatically charged to the Support Services Overtime Account instead of the appropriate program's overtime account. Only \$1,000 was approved for overtime in Support Services, and thus this account is now overspent. I recommend increasing the initial appropriation by \$7,000, which could be accomplished through a transfer of funds from account 1001-4426-41010-400, Uniform Patrol Regular Earnings.

Investigations - Overtime - Acct # 1001-4425-43010-400  
 Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400

40,000	73,175	50,000	50,000
3,555,331	1,681,976	(50,000)	(50,000)

**Request - Overtime:** Due to the unpredictable nature of criminal activity, I recommend increasing the initial appropriation by \$50,000 to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations. The requested increase could be accomplished by a transfer of funds from account 1001-4426-41010-400, Uniform Patrol Regular Earnings.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Police Department (Continued)

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Investigations - Extraditions - Acct # 1001-4425-52440-400	2,000	2,008	5,000	1,000
Technical Services - Program Supplies - Acct # 1001-4423-51130-400	12,100	4,873	(5,000)	(1,000)
Uniform Patrol - Overtime - Acct # 1001-4426-43010-400	207,000	351,501	400,000	400,000
Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400	3,555,331	1,681,976	(300,000)	(300,000)
Uniform Patrol - Overtime - Acct # 1149-4426-43010-400	100,000	-	(100,000)	(100,000)

**Request - Extraditions:** The Detective Bureau has been investigating current homicides and an old homicide from the 1980s. These investigations require travel, lodging, DNA testing, confidential informant payments, and other pertinent expenses for these investigation operations. I recommend increasing the initial appropriation by \$5,000 to cover the expenses associated with special investigations. The requested increase could be accomplished by a transfer of funds from account 1001-4423-51130-400, Technical Services Program Supplies.

**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. I recommend increasing the initial appropriation by \$400,000, which would be offset by \$100,000 allocated to Patrol overtime in the Police Department's FY 2019-20 Enhancing Law Enforcement Activities Subaccount (ELEAS) Fund 1149. The balance of the requested increase could be funded by transferring \$300,000 in salary savings from account 1001-4426-41010-400, Uniform Patrol Regular Earnings.



CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Police Department (Continued)

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Uniform Patrol - Diesel Fuel - Acct # 1001-4426-51510-400	4,000	4,227	4,500	3,000
Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400	3,555,331	1,681,976	(4,500)	(3,000)
<b>Request - Diesel Fuel:</b> The Department is averaging \$700 a month in diesel fuel costs, and the emergency generator for the station was recently filled up. Therefore, I recommend increasing the initial appropriation by \$4,500 to ensure that funds are available to cover fuel expenditures until the end of the fiscal year. The requested increase could be accomplished by a transfer of funds from account 1001-4426-41010-400, Uniform Patrol Regular Earnings.				
Communications - Overtime - Acct # 1001-4427-43010-400	30,000	62,023	60,000	60,000
Uniform Patrol - Regular Wages - Acct # 1001-4426-41010-400	3,555,331	1,681,976	(60,000)	(60,000)
<b>Request - Overtime:</b> The Communications Division is budgeted for seven full-time dispatchers; however, since July 2019, two dispatchers have been re-assigned to other positions in the Department, and one dispatcher was out on maternity leave for three months. Another dispatcher is scheduled to be out on maternity leave starting in April. One full-time position has been filled by a dispatcher trainee, who hopefully will successfully complete training by mid-May. I recommend increasing the initial appropriation by \$60,000, which could be accomplished through a transfer of funds from account 1001-4426-41010-400, Uniform Patrol Regular Earnings.				
<b>Police Department General Fund Totals</b>				-
<b>Police Department Totals (General Fund Impact)</b>				-

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Fire Department

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Emergency Services - Overtime - Acct # 1001-4533-43010-400	358,050	316,518	300,000	250,000
Emergency Services - Sick Leave Redemption - Acct # 1001-4533-44190-400				(7,000)
Support Services - Part Time Wages - Acct # 1001-4422-42020-400				(30,000)
Uniform Patrol - Regular Earnings - Acct # 1001-4426-41010-400				(75,000)
<b>Fire Department General Fund Totals</b>	<b>358,050</b>	<b>316,518</b>	<b>300,000</b>	<b>138,000</b>
<b>Fire Department Totals</b>	<b>358,050</b>	<b>316,518</b>	<b>300,000</b>	<b>138,000</b>

**Request - Overtime:** Personnel vacancies, medical leave, and strike team responses have created a higher than anticipated need for use of Emergency Services Overtime. Due to mandatory backfilling of key positions to prevent shortfalls in the Fire Department's minimum deployment levels, this account is nearly over expended. It is recommended to increase the initial appropriation by \$300,000.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Public Works Department

Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
4,500	2,495	2,000	2,000

Janitorial Services - Machinery and Tools - Acct # 1001-4693-62030-400

**Request - Machinery and Tools:** The funds originally budgeted in this account were for a new piece of restroom cleaning equipment. Due to the purchase of a new gum removal machine out of this account, the remaining funds are not sufficient to purchase the new piece of restroom cleaning equipment and therefore additional funding of \$2,000 will be required to make this purchase.

Building Maintenance - Materials-Buildings - Acct # 1001-4691-51300-400

184,402	43,323	25,500	-
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**Request - Materials-Buildings:** During this fiscal year four unanticipated items totaling \$33,150 that were not budgeted, including termite tent treatment, Police Facility window and roof cleaning, and Police Facility generator fuel tank supply line repair, consumed a large portion of the budget. There are four items that need funding or have repairs pending totaling \$11,899 that were not included in the current budget, including the Youth Center ice maker repair, Police Facility generator leaking fuel line replacement, Splash Pad maintenance and the replacement of emergency exit signs at the Civic Center.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2019-20 APPROPRIATIONS BUDGET  
 TABLE 4

Public Works Department (Continued)

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Heating and Air Conditioning - Materials - Miscellaneous Maintenance and Repair - Acct # 1001-4692-51410-400	16,000	12,417	24,000	8,000

**Request - Materials - Miscellaneous Maintenance and Repair:** During this fiscal year compressor "A" on the west unit at the Police Facility had a leak and lost all of its refrigerant. The cost to repair and replace the refrigerant was \$5,922.28, which represents approximately 1/3 of the budget. The same compressor grounded out and requires replacement at a cost of \$13,625 and also has a short circuited wire from the power exhaust motor which must be found to ensure that no other wires are in danger of grounding. The cost per hour for a technician to trace the wiring in the unit is \$155. Request 40 hours of labor to trace the wire, for a total cost of \$4,600. A requested increase of \$24,000 should be enough to complete routine maintenance and unforeseen repairs for the remainder of the year.

<b>Public Works General Fund Totals</b>	<b>204,902</b>	<b>58,235</b>	<b>51,500</b>	<b>10,000</b>
<b>Public Works Totals</b>	<b>204,902</b>	<b>58,235</b>	<b>51,500</b>	<b>10,000</b>

Citywide

No changes	-	-	-	-
<b>Citywide Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL OPERATING FUND BALANCE AND RESERVES**

	Audit FY 2018-2019 Balances	Current Increases (Uses)	Subtotal	Transfers	Estimated Budgeted Balances
<b>General Fund:</b>					
Unavailable - Prepaid Expenditures at Year-End	249,458	-	249,458	-	\$ 249,458
Unassigned - General Operating Fund	7,958,932	69,539	8,028,471	(577,928)	\$ 7,450,543
Assigned to:					
Reserve - Equipment Replacement	923,135	(360,165)	562,970	360,165	923,135
Reserve - Self-Insurance	750,000	-	750,000	-	750,000
Reserve - Technology Enhancements	120,750	(66,734)	54,016	66,734	120,750
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	(113,252)	486,748	113,252	600,000
Reserve - Building Maintenance	600,000	-	600,000	-	600,000
Reserve - Budgetary Contingency	100,000	(37,777)	62,223	37,777	100,000
Total Assigned	6,193,885	(577,928)	5,615,957	577,928	\$ 6,193,885
Total	14,402,275	(508,389)	13,893,886	-	\$ 13,893,886

Uses for Equipment Replacement consist of fire ladder truck reconditioning costs (\$337,900) and vehicle replacement (\$22,265). Uses for Technology Enhancements consist of an audio visual upgrade for the Senior Center. Uses for Unanticipated Personnel Adjustment consists of the creation of the full time Information Relations Officer and Medical Clinic Specialist positions. All uses of these monies were approved in previously submitted budgets and/or separate City Council actions and some are still in process.