

MINUTES OF THE ADJOURNED MEETING OF THE MONTCLAIR  
CITY COUNCIL HELD ON WEDNESDAY, FEBRUARY 16, 2022, AT  
6:00 P.M. IN THE CITY COUNCIL CHAMBERS, 5111 BENITO  
STREET, MONTCLAIR, CALIFORNIA

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I. CALL TO ORDER

Mayor Dutrey called the meeting to order at 6:00 p.m.

II. ROLL CALL

Present: Mayor Dutrey; Mayor Pro Tem Ruh; Council Members Johnson, Martinez, and Lopez

City Manager Starr; Finance Manager Kulbeck; Director of Community Development Diaz; Director of Human Services Richter; Executive Director of Public Safety/Police Chief Avels; City Clerk Myrick

III. COUNCIL WORKSHOP

A. Fiscal Year 2021-22 Midyear Budget Review

1. Consider Review of the City's Fiscal Operations and Approval of Proposed Changes to the Fiscal Year 2021-22 Budget

Finance Manager Kulbeck reported the status of the City's financial operations at midyear and discussed specific changes to the City's Estimated Revenue and Appropriations Budgets in conjunction with the showing of a PowerPoint presentation.

She reviewed the City Manager's recommended changes to the City's General Operating Fund expenditures as follows:

- City Manager — Increasing *Information Technology Services Maintenance - Office Equipment* by \$8,000. The proposed adjustments would result in a net increase of \$8,000 for the City Manager budget.
- Administrative Services Department — Increasing *Personnel - Medical Examinations* by \$8,000 and *Testing* by \$5,000; and *Central Services Maintenance - Office Equipment* by \$28,000. The proposed adjustments would result in a net increase of \$41,000 for the Administrative Services Department.
- Police Department — Increasing *Support Services - Overtime* by \$2,000; *Technical Services - Small Equipment* by \$1,500; *Records - Overtime* by \$4,000 and *Office Supplies* by \$1,000; *Investigations - Overtime* by \$20,000 and *Special Investigations* by \$3,000; and *Uniform Patrol - Overtime* by \$20,000, *Personnel Protective Equipment* by \$6,000, *Gasoline* by \$33,000, *Diesel* by \$6,500, *Maintenance Other Equipment* by \$1,600, *Special Contract Services* by \$10,000, *Medical Services* by \$10,000, and *Vocational Training* by \$16,000. After several intra-department transfers of funds to ensure adequate funding, the proposed adjustments would result in a net increase of \$409,600 for the Police Department.
- Fire Department — Increasing *Emergency Services - Overtime* by \$400,000, *Uniforms* by \$3,000, and *Personnel Protective Equipment* by \$87,000. After several intra-department transfers of funds to ensure adequate funding, the proposed adjustments would result in a net increase of \$470,000 for the Fire Department.

- Public Works Department — Increasing *Streets - Overtime* by \$16,000; *Parks - Overtime* by \$18,000; *Trees - Special Contract Services* by \$37,800; *Vehicle Maintenance - Materials* by \$5,000, *Compressed Natural Gas* by \$4,000, *Diesel* by \$10,000, and *Transportation Work Equipment* by \$13,000; *Sewer Maintenance - Special Contract Services* by \$10,560; and *Building Maintenance - Overtime* by \$2,348. After several intra-department transfers of funds to ensure adequate funding, the proposed adjustments would result in a net increase of \$115,708.
- Community Development Department — Increasing *Code Enforcement - Overtime* by \$3,600, *Uniforms* by \$1,500, and *Street Outreach* by \$3,600. The proposed adjustments would result in a net increase of \$8,700.
- Citywide — Increasing *Citywide - Workers' Compensation* by \$3,600.

Finance Manager Kulbeck presented the City Manager's recommendations to increase the Estimated Revenue Budget by \$6,523,435 and spending authority to the Appropriations Budget by \$1,178,008 in the General Operating Fund. She indicated that approval of both the revised Appropriations and Estimated Revenue Budgets would have a positive budgetary impact to the General Fund of \$5,345,427.

Mayor Dutrey asked if the \$3,600 increase requested for *Code Enforcement - Street Outreach* would be used for rental assistance and if next year's budget would include an enhancement to homeless services.

City Manager Starr confirmed that budget is used for outreach and housing for the homeless, and that next year's budget is anticipated to include enhancements to Code Enforcement personnel and homeless assistance programs.

Council Member Lopez asked if the Police Department has been able to purchase cell phones for all Police Officers.

Executive Director of Public Safety/Police Chief Avels indicated security issues are still being worked out, but the plan is near completion and soon all officers will have City-issued cell phones.

Mayor Dutrey asked if the motorcycle traffic unit would be put back into service.

City Manager Starr advised restarting the program was in progress; however, the officer who was in training experienced a severe injury, delaying the program's start. The program is anticipated to be up and running later this year.

Council Member Lopez asked why the Fire Department's request of \$15,000 for uniforms is being denied by the City Manager in favor of a \$3,000 allocation.

City Manager Starr indicated he and Finance Manager Kulbeck reviewed trends in relation to all department requests. For this request, it was determined that certain vacancies will not likely be filled before the end of the Fiscal Year, so the City Manager's recommendation of \$3,000 should be adequate for current personnel the remainder of the current Fiscal Year.

Mayor Dutrey confirmed with City Manager Starr that staff's initial estimate of \$7.5 million in revenues for Measure L is being revised to \$10.2 million for the current Fiscal Year due to a better-than-expected Economic recovery based on sales tax receipts to date.

A short discussion was held regarding potential changes to the county pool for sharing sales tax generated by online sales, noting challenges in the legislature and courts could negatively impact the City's sales tax income if it is determined that distribution

centers are points-of-sale, disproportionately benefitting cities that host **Amazon** distribution centers. City Manager Starr concluded the situation is relatively stable for now but there could be negative impacts in future years.

Mayor Dutrey asked if the City would be able to use the Equipment Replacement Fund to purchase a new fire engine if the City's grant application is not successful.

City Manager Starr advised the account has the necessary funds available if it comes to that.

Mayor Dutrey asked if the City could start the process of purchasing the truck before hearing about the grant.

City Manager Starr indicated it could negatively impact the city's grant application if the purchase process is started before the determination is made.

Executive Director of Public Safety/Police Chief Avels advised the grant period was extended to February and just closed, and the grants are awarded throughout the year. He noted the latest the City could expect to hear is September, and the Fire Department is currently researching vendors for a purchase in case the City is awarded the grant.

Moved by Mayor Pro Tem Ruh and seconded by Council Member Johnson that the City Council receive and file the City's Midyear Budget Review documents and approve both proposed changes to the estimated revenues and appropriations of the City of Montclair Fiscal Year 2021-22 Budget.

By roll call vote, the motion carried 5-0 as follows:

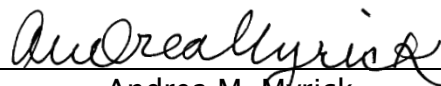
AYES: Lopez, Martinez, Johnson, Ruh, Dutrey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**IV. PUBLIC COMMENT - None**

**V. ADJOURNMENT**

At 7:24 p.m., Mayor Dutrey adjourned the City Council.

Submitted for City Council approval,



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Andrea M. Myrick  
City Clerk