



FISCAL YEAR 2021-2022
MIDYEAR BUDGET REVIEW
FEBRUARY 16, 2022
6:00 P.M.



SUMMARY OF RECOMMENDED CHANGES TO THE
FISCAL YEAR 2021-2022 GENERAL FUND
APPROPRIATIONS BUDGET

TABLE 4

CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2021-22 APPROPRIATIONS BUDGET
TABLE 4

SUMMARY BY DEPARTMENT

<u>DEPARTMENT</u>	<u>TOTAL REQUESTS</u>	<u>TOTAL RECOMMENDED</u>
City Council	-	-
City Manager	8,000	8,000
Administrative Services	41,000	41,000
Human Services	-	-
Police	427,100	409,600
Fire	681,000	470,000
Public Works	96,708	115,708
Community Development	8,700	8,700
City Attorney	-	-
Citywide	<u>125,000</u>	<u>125,000</u>
Totals	<u><u>\$1,387,508</u></u>	<u><u>\$1,178,008</u></u>

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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General City Departments

City Council

No changes

City Council Department Totals

-	-	-	-
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City Manager

IT Services - Maint - Office Equip and Furniture - Acct 1001-4203-52010-400

11,500	13,181	8,000	8,000
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Request - Maintenance - Office Equipment and Furniture: Due to extraordinary expenses related to hardware and software system upgrades to accommodate remote meetings related to the COVID-19 Pandemic, additional funds are necessary. An \$8,000 budgetary increase is recommended.

City Manager Department Totals

11,500	13,181	8,000	8,000
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Administrative Services

Personnel - Medical Examinations - Acct 1001-4315-52510-400

12,000	13,457	8,000	8,000
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Request - Medical Examinations: Due to greater than anticipated recruitments, additional funding is required for medal examinations for new hires. An \$8,000 budgetary increase is recommended.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Administrative Services (Continued)

Personnel - Personnel Testing - Acct 1001-4315-52520-400	2,000	3,938	5,000	5,000
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Request - Personnel Testing: Due to greater than anticipated recruitments, additional funding is required for personnel testing. A \$5,000 budgetary increase is recommended.

Central Services - Maint - Office Equipment - Acct 1001-4317-52010-400	11,550	31,057	28,000	28,000
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Request - Maintenance - Office Equipment: Due to unanticipated and extraordinary demand for repair and maintenance of office equipment throughout the City, additional funding is required for office equipment repair and maintenance. A \$28,000 budgetary increase is recommended.

Administrative Services Totals	25,550	48,452	41,000	41,000
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Human Services

No changes

Human Services Department Totals	-	-	-	-
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	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Community Development

Code Enforcement - Overtime - Acct 1001-4768-43010-400	7,500	6,750	3,600	3,600
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Request - Overtime: There are three vacant positions in the Code Enforcement Unit. The current officers must work extended shifts to maintain a level of service to the public. Training for future new officers will also cause overtime to occur. It is recommended to increase the initial appropriation by \$3,600 to ensure the needs of the public are maintained.

Code Enforcement - Uniforms - Acct 1001-4768-51100-400	2,500	36	1,500	1,500
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Request - Uniforms: This account is used for new and replacement uniforms. In order to outfit current and new officers before the end of FY 2021-22, it is recommended to increase the initial appropriation by \$1,500 to ensure funds are available to outfit new officers.

Code Enforcement - Street Outreach Supplies - Acct 1001-4768-52100-400	-	-	3,600	3,600
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Request - Street Outreach Supplies: The current homeless grant covers only rental assistance and case management. Funding is needed for street outreach for expenses related to placing the homeless in housing or in a support program. It is recommended to increase this account by \$3,600.

Community Development Totals	<u>10,000</u>	<u>6,786</u>	<u>8,700</u>	<u>8,700</u>
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	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
<u>City Attorney</u>				
No changes	-	-	-	-
City Attorney Totals	-	-	-	-

Police Department

Support Services - Overtime - Acct 1001-4422-43010-400	3,000	2,783	2,000	2,000
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Request - Overtime: With several vacancies in the Department, there have been ongoing recruitments and pre-employment investigations that frequently require additional time and effort to accomplish. It is recommended to increase the initial appropriation by \$2,000.

Technical Services - Small Equipment - Acct 1143-4423-52690-400	23,000	21,388	1,500	1,500
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Request - Small Equipment: In order to have enough funds to purchase the necessary equipment for the patrol officers, including Puma recorders, chargers, and flashlights, until the end of the fiscal year, it is recommended to increase the initial appropriation by \$1,500.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Police Department (Continued)

Records - Overtime - Acct 1001-4424-43010-400

15,000	10,751	4,000	4,000
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Request - Overtime: Due to two, unfunded vacant Police Services Specialist positions and Records staff members who have been out for medical reasons, this account is over 50 percent expended. In order to maintain minimum shift coverage in the Records Division, backfill is required. It is recommended to increase the initial appropriation by \$4,000.

Records - Office Supplies - Acct 1001-4424-51060-400

10,000	2,491	2,000	1,000
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Request - Office Supplies: Although this account is currently only 25 percent expended, after a thorough inventory of Department forms, it was determined that the available balance would not be adequate to maintain the supply of required forms through the end of the fiscal year, such as parking citations, property receipts/evidence reports, field interview cards, and notice to appear citations. It is recommended to increase the initial appropriation by \$2,000.

Investigations - Overtime - Acct 1001-4425-43010-400

60,000	61,089	20,000	20,000
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Request - Overtime: Due to the unpredictable nature of criminal activity, it is recommended to increase the initial appropriation by \$20,000 to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations.

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Police Department (Continued)

Investigations - Special Investigations - Acct 1001-4425-52440-400	5,000	706	3,000	3,000
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Request - Special Investigations: Although according to the January 19, 2022 Budget Analysis Report this account is only 14 percent expended, once all current expenses have been posted to this account, there will be \$3,107 remaining. The Detective Bureau will be conducting confidential informant, in-custody investigations pertaining to violent crimes, which will cost more than \$3,107. Therefore, to ensure there are enough funds to cover travel and other investigative follow-up techniques for all other special investigations, it is recommended to increase the initial appropriation by \$3,000.

Uniform Patrol - Overtime - Acct 1001-4426-43010-400	141,000	355,214	400,000	300,000
Uniform Patrol - Overtime - Acct 1149-4426-43010-400	100,000	-	(100,000)	

Request - Overtime: Due to unfilled vacancies throughout the fiscal year and many officers out due to medical reason, this account is over expended. These vacancies require backfill to ensure minimum shift overage is maintained. It is recommended to increase the initial appropriation by \$400,000, which would be offset by \$100,000 allocated to Patrol overtime in the Police Department's FY 2021-22 Enhancing Law Enforcement Activities Subaccount (ELEAS) Fund 1149. Recent vacancies that occurred in late December 2021 and early January 2022 may produce regular earnings savings in Uniform Patrol by the end of the fiscal year that may offset overtime expenditures.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Police Department (Continued)

Uniform Patrol - Uniforms - Acct 1001-4426-51100-400	25,000	14,126	5,000	-
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Request - Uniforms: In anticipation of reinstating the Motor Program, funds will be needed to purchase the appropriate gear and helmets for two motor officers for training and when deployed in the field. It is recommended to increase the initial appropriation by \$5,000 to cover these expenses and to ensure there are enough funds to cover all uniform purchases until the end of the fiscal year.

Uniform Patrol - Personnel Protective Equip - Acct 1001-4426-51140-400	15,590	11,455	6,000	6,000
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Request - Personnel Protective Equipment: Officers are required to wear a concealable ballistic body armor vest while on-duty that has to be replaced every five years. In May 2021 (after the budget process), our vest supplier and manufacturer increased the cost per vest from \$860 to \$1,007 (plus tax). Five vests are currently on order for one new reserve officer and four new officers: and two officers will need to replace their vests before the end of the fiscal year. Therefore, to cover the expense of these seven vests, it is recommended to increase the initial appropriation by \$6,000. This account currently has \$3,568 remaining; however, \$1,805 is for tactical ballistic vest covers, leaving a balance of only \$1,763 for ballistic vests. Through the Bulletproof Vest Partnership grant, the City will receive reimbursement for each vest at 50 percent of the total cost.

<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Police Department (Continued)

Uniform Patrol - Gasoline - Acct 1001-4426-51500-400	120,000	80,578	40,000	33,000
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Request - Gasoline: Due to the increased cost of gasoline, it is recommended to increase the initial appropriation by \$40,000 to cover gasoline costs until the end of the fiscal year.

Uniform Patrol - Diesel Fuel - Acct 1001-4426-51510-400	12,000	9,144	6,000	6,500
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Request - Diesel Fuel: Based on current needs and to ensure enough funds are available to cover diesel fuel costs until the end of the fiscal year, it is recommended to increase the initial appropriation by \$6,000.

Uniform Patrol - Maintenance Other Equip - Acct 1001-4426-52050-400	8,000	3,933	1,600	1,600
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Request - Maintenance Other Equipment: These funds have been spent to cover the expenses of recertifying, recalibrating, and repairing the Department's radar and lidar guns in anticipation of reinstating the Motor Program. Although this account is only 49 percent expended, there is one invoice for \$678 for repairs to a lidar gun that has not posted to this account yet, and the fire extinguishers in the patrol cars need to be serviced, which will cost approximately \$500. This will leave a balance of \$2,889 in this account, which will not be enough to cover the \$4,450 annual general maintenance fee of the firearms range ventilation system. It is recommended to increase the initial appropriation by \$1,600.

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Police Department (Continued)

Uniform Patrol - Special Contract Services - Acct 1001-4426-52450-400	175,000	87,175	15,000	10,000
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Request - Special Contract Services: Starting in January 2022, Securitas Security Services USA, the company that provides this service, increased the hourly wage for its security guards. Therefore, to ensure enough funds are available to cover this service through the remainder of the fiscal year, it is recommended to increase the initial appropriation by \$15,000.

Uniform Patrol - Medical Services - Acct 1001-4426-52460-400	53,000	33,419	13,000	10,000
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Request - Medical Services: These funds pay for prisoner blood withdrawals, blood alcohol kits, drug screens, and monthly phlebotomy and SART on-call fees. In order to ensure funds are available for the remainder of the fiscal year, it is recommended to increase the initial appropriation by \$13,000.

Uniform Patrol - Vocational Training - Acct 1001-4426-52540-400	29,950	21,748	16,000	11,000
Uniform Patrol - Personnel Training - Acct 1001-4426-52570-400	29,490	9,003	(5,000)	

Request - Vocational Training: The Department recently paid for one police officer trainee to attend a Basic Police Academy and will have to pay for range ammunition for this trainee as well. Once these expenses post to this account, there will be a remaining balance of \$5,283; however it is hoped that the City will send five more police officer trainees to the next academy in March 2022, which will cost approximately \$20,500 - this includes the cost of tuition, uniforms, and range ammunition. It is recommended to increase the initial appropriation by \$16,000 to ensure funds are available for the next trainees, \$5,000 of this increase will be accomplished through a transfer from Uniform Patrol Personnel Training.

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Police Department (Continued)

Communications - Overtime - Acct 1001-4427-43010-400	30,000	43,755	45,000	-
Communications - Regular Earnings - Acct 1001-4427-41010-400	569,068	210,295	(45,000)	

Request - Overtime: This account was reduced by \$30,000 during the budget planning process. Due to four vacancies at the beginning of the fiscal year, the Communications Division losing its supervisor to retirement, three dispatchers who resigned, and dispatchers out due to medical reasons, this account is over expended by \$13,755. These vacancies require backfill to ensure minimum shift coverage is maintained. It is recommended to increase the initial appropriation by \$45,000, which is being accomplished through a transfer from Communications Regular Earnings; thus, there is no ultimate effect on the budget.

Volunteer Services - Vocational Training - Acct 1001-4428-52540-400	3,600	5,165	1,600	-
Communications - Regular Earnings - Acct 1001-4427-41010-400	569,068	221,284	(1,600)	

Request - Vocational Training: This account, which pays for the annual Reserve Officer Training Conference, is overspent. The amount budgeted before the reduction was enough for five reserve officers to attend, but only four attended the conference. It is recommended to increase the initial appropriation by \$1,600 to cover the expenses for these four reserve officers who attended this mandatory training, this is being accomplished through a transfer from Communications Regular Earnings; thus, there is no ultimate effect on the budget.

Police Department General Fund Totals	1,873,766	1,184,114	528,600	408,100
Police Department Public Safety Fund Totals	23,000	21,388	1,500	1,500
Police Department ELEAS Grant Fund Totals	100,000	-	(100,000)	-
Police Department Totals (General Fund Impact)	1,750,766	1,162,726	427,100	409,600

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Fire Department

Emergency Services - Overtime - Acct 1001-4533-43010-400	330,000	527,886	650,000	380,000
Emergency Services - Regular Earnings - Acct 1001-4533-41010-400	1,784,272	959,986	(100,000)	

Request - Overtime: Due to unfilled vacancies, medical leave, and COVID-19 related illnesses, this account is over expended by \$198,000. Mandatory backfilling of key positions is required in order to prevent shortfalls in the Fire Department's minimum deployment levels. It is recommended to increase the initial appropriation by \$650,000 for the remainder of the fiscal year.

Emergency Services - Uniforms - Acct 1001-4533-51100-400	21,000	10,952	15,000	3,000
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Request - Uniforms: Uniforms were purchased for recently hired firefighters, and four more firefighters will need to be hired to fill current vacancies that will also need uniforms. In order to outfit current and new employees for the remainder of the fiscal year, it is recommended to increase the initial appropriation by \$15,000.

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Fire Department (Continued)

Emergency Services - Personnel Protective Equip - Acct 1001-4533-51140-400	42,900	58,523	116,000	87,000
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Request - Personnel Protective Equipment: The Department currently has four vacancies. The cost to outfit one firefighter in personal protective gear is approximately \$15,000. Each firefighter's turnouts are sized specifically for him/her and along with cost increases and supply chain problems, the overall costs have increased substantially. All personnel are required to have two sets of gear for cancer prevention and an NFPA/OSHA requirement. Currently, two sets of turnout gear need to be replaced in addition to purchasing gear for the four vacancies, once filled. It is recommended to increase the initial appropriation by \$116,000 to ensure funds are available for the remainder of the fiscal year.

Emergency Services - Materials Misc Maint & Repair - Acct 1001-4533-51410-400	14,500	1,909	4,000	-
Emergency Services - Small Equipment - Acct 1001-4533-52690-400	14,700	-	(4,000)	

Request - Materials Misc Maintenance and Repair: Although according to the January 19, 2022 Budget Analysis Report this account is only 13 percent expended, once all recent purchases have been posted to this account, it will be 59 percent expended. Funds are needed to pay for replacement of Class A firefighting foam concentrate due to increased fire incidents in the City. Each engine has the capacity to hold 40 gallons of Class A firefighting foam concentrate, which can be depleted on a single fire incident. Current supply is down to 10 pales, and the Department needs to purchase 20 more pales to maintain a sufficient supply. It is recommended to increase the initial appropriation by \$4,000 to cover these expenses, which will be accomplished through a transfer from Emergency Services Small Equipment; thus there is no ultimate effect on the budget.

Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
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Fire Department (Continued)

Emergency Medical Svs - License/Permits/Certs - Acct 1180-4539-51150-400	5,500	4,930	2,000
Emergency Services - Small Equipment - Acct 1001-4533-52690-400	14,700	-	(2,000)

Request - License/Permits/Certificates: Funds are needed to pay for certifications for new hires and for employees that need to renew their certifications. Due to the loss of personnel that were Department instructors, we have had to get certifications through outside sources, resulting in increased costs. Also, the State of California has increased the fees for paramedic certification and recertification. It is recommended to increase the initial appropriation by \$2,000 to cover these expenses, which will be accomplished through a transfer from Emergency Services Small Equipment; thus, there is no ultimate effect on the budget.

Fire Department General Fund Totals	2,222,072	1,559,256	679,000	470,000
Fire Department EMS Fund Totals	5,500	4,930	2,000	-
Fire Department Totals (General Fund Impact)	<u>2,227,572</u>	<u>1,564,186</u>	<u>681,000</u>	<u>470,000</u>

<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Public Works Department

Street Maintenance - Overtime - Acct 1001-4646-43010-400	10,500	16,450	16,000	16,000
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Request - Overtime: The overtime budgeted for Street Maintenance is \$10,500. To date the amount spent on overtime is \$16,449. A minimum of \$18,000 is required to have a Public Works employee on call four days each week and to open and close the parks three days each week and weekly blow off of the Police Facility, Transit Center and City Hall. This expense is split between the streets program and the parks program. Projects including the quarterly transit center clean up, which requires at least eight personnel and response to traffic incidents and acts of nature, which cannot be forecasted, are also included in this budget. It is recommended to increase the initial appropriation by \$16,000 to cover the negative balance in the account and to provide funding for the remainder of the fiscal year.

Park Maintenance - Overtime - Acct 1001-4652-43010-400	10,000	19,194	20,000	18,000
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Request - Overtime: To date the amount spent on overtime is \$19,194. A minimum of \$18,000 is required to have a Public Works employee on call four days each week and to open and close the parks three days each week and weekly blow off of the Police Facility, Transit Center and City Hall. This expense is split between the streets program and the parks program. Projects including the quarterly transit center clean up, which requires at least eight personnel, preparation of the baseball fields, response to acts of nature, which cannot be forecasted, are also included in this budget. It is recommended to increase the initial appropriation by \$20,000 to cover the negative balance in the account and to provide funding for the remainder of the fiscal year.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Public Works Department (Continued)

Tree Maintenance - Special Contract Services - Acct 1001-4653-52450-400	35,000	6,843	26,800	37,800
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Request - Special Contract Services: The cost for full and aesthetic pruning of the pine trees at the Civic Center is \$6,831 and the approximate cost to clear trees throughout the City in response to the wind event on January 21, 2022 is \$20,000 (these invoices have not yet been paid). It is recommended to increase the initial appropriation by \$26,800 to prune the trees at the Civic Center and fund the cost of the wind event clean up.

Vehicle Maintenance - Materials - Acct 1001-4656-51320-400	68,000	38,842	5,000	5,000
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Request - Materials: Unit 208, a 2002 Ford F150, requires a new engine, miscellaneous accessories, fluid and a painted hood. At this time a new vehicle cannot be ordered and purchased until 2024 and this vehicle is needed in the City fleet. It is recommended to increase the initial appropriation by \$5,000 and to restore this vehicle and return it to operation.

Vehicle Maintenance - Compressed Natural Gas - Acct 1001-4656-51540-400	10,000	5,966	4,000	3,000
Vehicle Maintenance - Gasoline - Acct 1001-4656-51500-400	60,000	37,108	(1,000)	

Request - Compressed Natural Gas: The addition of a second CNG street sweeper in November 2021 has doubled the amount of CNG fuel required. \$20,000 was budgeted in FY 21-22 (\$10,000 in the General Fund and \$10,000 in the AQMD Fund) and \$6,000 has been spent to date. Each street sweeper uses approximately \$1,500 in CNG fuel each month. It is recommended to increase the initial appropriation by \$4,000.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Vehicle Maintenance - Diesel - Acct 1001-4656-51510-400	15,000	17,293	-	10,000
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Request - Diesel: This account is overspent due to increasing diesel rates. It is recommended to increase the initial appropriation by \$10,000.

Vehicle Maintenance - Maint/Transportation Work Equip - Acct 1001-4656-52030-400	40,000	33,713	13,000	13,000
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Request - Maintenance - Transportation Work Equipment: In September 2021, a fire truck was damaged in an accident. The cost to repair the fire truck was \$10,874. In July 2021, five catalytic converters were stolen from City vehicles. The cost to replace and install the five catalytic converters was \$2,243. The total cost of these two unexpected events is \$13,117. It is recommended to increase the initial appropriation by \$13,000 to cover these unexpected expenditures.

Sewer Maintenance - Special Contract Services - Acct 1501-4669-52450-400	11,000	5,695	10,560	10,560
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Request - Special Contract Services: On November 30, 2021, a diesel fuel spill occurred at 5012 Brooks Street. HCI Environmental was called out to clean the diesel fuel from the storm drain. The cost for this service was \$10,560.43. (This expense was recently paid in February 2022). This expense was not accounted for in the FY 21-22 budget. It is recommended to increase the initial appropriation by \$10,560 to cover the costs incurred due to this mishap.

<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
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Public Works Department (Continued)

Building Maintenance - Overtime - Acct 1001-4691-43010-400	3,000	3,348	2,348	2,348
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Request - Overtime: To date the amount spent on overtime is \$3,347.68. The majority of the overtime funds were spent on removal of graffiti film from all of the Civic Center buildings. This project was approved in the budget for \$27,000 and was completed by Custodian Sahagun, saving the City \$21,000. It is recommended to increase the initial appropriation by \$2,348.

Janitorial Services - Overtime - Acct 1001-4693-43010-400	2,000	4,966	4,000	-
Janitorial Services - Part-Time Wages - Acct 1001-4693-42020-400	33,597	1,508	(4,000)	

Request - Overtime: To date the amount spent on overtime is \$4,965.83. Between the months of July 2021 and December 2021, a custodial staff position was vacant and other Public Works staff worked overtime to assist with custodial duties when either one or both of the custodians were off on vacation or sick leave. It is a practice to have two custodians on duty in the evening for staff safety. The custodian also worked overtime to help setup the Human Services Halloween and Christmas events as Human Services was lacking personnel. In the month of February, one of the custodians is expected to be on FMLA leave for an undetermined amount of time. This could require overtime assistance from other Public Works staff should a custodian go out on sick leave. No vacation time is scheduled for custodians during that time period. It is recommended to increase the initial appropriation by \$4,000.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Janitorial Services - Special Contract Services - Acct 1001-4693-52450-400	77,800	41,832	11,768	-
Janitorial Services - Part-Time Wages - Acct 1001-4693-42020-400	33,597	1,508	(11,768)	

Request - Special Contract Services: The annual contract with Anthesis to perform janitorial services at the Police Facility is \$95,472. The amount of \$77,800 was approved in the budget and \$41,832 has been incurred through December 31, 2021. It is recommended to increase the initial appropriation by \$11,768 to fund the remainder of the contract for the this fiscal year.

Public Works General Fund Totals	398,494	228,571	86,148	105,148
Public Works Sewer Operating Fund Totals	11,000	5,695	10,560	10,560
Public Works Totals (General Fund Impact)	409,494	234,266	96,708	115,708

Citywide

Personnel Services - Worker's Comp Claims - Acct 1001-4901-45261-400	100,000	119,022	125,000	125,000
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Request - Worker's Comp Claims: Due to unanticipated Worker's Compensation Claims this account is overspent. It is recommended to increase the initial appropriation by \$125,000.

Citywide Totals	100,000	119,022	125,000	125,000
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STATEMENT OF GENERAL FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2021
TABLE 3

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2021
TABLE 3

Actual expenses paid through 1/28/22

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		SIX MONTHS OF FY 21/22		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
CITY COUNCIL											
4101 City Council	134,595	85,492	244,716	78,138	-	-	(24,730)	(12,365)	354,581	151,265	43%
Subtotal	134,595	85,492	244,716	78,138	-	-	(24,730)	(12,365)	354,581	151,265	43%
CITY MANAGER											
4202 City Manager	142,989	122,967	171,311	67,238	-	-	(23,479)	(11,740)	290,821	178,465	61%
4203 Information Tech Services	690,141	375,825	301,466	233,750	74,067	57,760	(98,559)	(49,280)	967,115	618,055	64%
4204 Financial Services	565,847	282,756	134,230	68,213	4,200	-	(79,966)	(39,983)	624,311	310,986	50%
4205 Solid Waste Disposal	40,239	19,224	2,455,234	1,324,995	-	-	-	-	2,495,473	1,344,219	54%
Subtotal	1,439,216	800,772	3,062,241	1,694,196	78,267	57,760	(202,004)	(101,003)	4,377,720	2,451,725	56%
ADMINISTRATIVE SERVICES											
4311 Administration	43,160	23,756	29,495	7,587	-	-	(27,694)	(13,847)	44,961	17,496	39%
4314 City Clerk	232,829	129,842	35,150	7,879	-	-	(28,301)	(14,151)	239,678	123,570	52%
4315 Personnel/Risk	355,363	169,443	131,313	72,980	-	-	(45,477)	(22,739)	441,199	219,684	50%
4317 Central Services	77,692	39,785	380,735	242,612	-	-	(43,587)	(21,794)	414,840	260,603	63%
Subtotal	709,044	362,826	576,693	331,058	-	-	(145,059)	(72,531)	1,140,678	621,353	54%
HUMAN SERVICES											
4381 Recreation	910,635	280,936	230,266	26,464	-	-	-	-	1,140,901	307,400	27%
4382 Clinic	17,348	7,053	55,536	25,664	-	-	-	-	72,884	32,717	45%
4383 Senior Citizens	77,730	14,761	9,350	1,148	-	-	-	-	87,080	15,909	18%
4384 Nutritional Meals	79,463	47,979	7,000	-	-	-	-	-	86,463	47,979	55%
4385 Family and Health Education	60,620	21,384	7,000	790	-	-	-	-	67,620	22,174	33%
4387 After School Program	-	-	-	-	-	-	-	-	-	-	N/A
Subtotal	1,145,796	372,113	309,152	54,066	-	-	-	-	1,454,948	426,179	29%
POLICE											
4421 Administration	226,983	135,336	25,590	11,705	-	-	-	-	252,573	147,041	58%
4422 Support Services	726,570	379,070	3,390	1,938	-	-	-	-	729,960	381,008	52%
4423 Technical Services	173,178	93,263	169,600	76,785	-	-	-	-	342,778	170,048	50%
4424 Records	494,577	283,660	12,000	3,103	-	-	-	-	506,577	286,763	57%
4425 Investigations	1,034,845	578,450	44,700	19,536	-	-	-	-	1,079,545	597,986	55%
4426 Uniform Patrol	5,179,975	2,930,678	477,267	269,721	-	-	-	-	5,657,242	3,200,399	57%
4427 Communications	849,162	335,708	1,495	28	-	-	-	-	850,657	335,736	39%
4428 Volunteer Services	52,418	27,757	6,200	5,165	-	-	-	-	58,618	32,922	56%
4429 Emergency Preparedness	72,146	33,058	7,025	2,567	-	-	-	-	79,171	35,625	45%
Subtotal	8,809,854	4,796,980	747,267	390,548	-	-	-	-	9,557,121	5,187,528	54%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2021 but for which cash payments occurred in January, 2022.

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2021

TABLE 3

Actual expenses paid through 1/28/22

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
FIRE											
4531 Administration	407,139	247,827	11,064	4,085	-	-	-	-	418,203	251,912	60%
4533 Emergency Services	2,849,500	1,769,143	227,951	130,969	7,500	-	-	-	3,084,951	1,900,112	62%
4534 Personnel Development	-	-	33,510	6,866	32,650	8,130	-	-	66,160	14,996	23%
4536 Buildings & Grounds	-	-	13,250	7,490	-	-	-	-	13,250	7,490	57%
Subtotal	3,674,842	2,016,970	285,775	149,410	40,150	8,130	-	-	3,582,564	2,174,510	61%
PUBLIC WORKS											
4641 Management & Construction	245,665	125,747	87,262	38,743	-	-	-	-	332,927	164,490	49%
4642 Public Works Inspection	86,444	73,410	-	-	-	-	-	-	86,444	73,410	85%
4644 Traffic Safety Engineering	11,878	3,633	-	15,975	-	-	-	-	11,878	19,608	165%
4645 Graffiti Abatement	52,937	16,006	1,500	283	-	-	-	-	54,437	16,289	30%
4646 Street Maintenance	47,931	63,694	436,315	184,505	-	-	-	-	484,246	248,199	51%
4650 Signing/Painting	20,714	8,952	6,440	1,413	-	-	-	-	27,154	10,365	38%
4651 Street Sweeping	25,747	13,496	1,530	-	-	-	-	-	27,277	13,496	49%
4652 Park Maintenance	379,021	173,077	89,150	11,169	-	-	-	-	468,171	184,246	39%
4653 Tree Maintenance	13,072	5,315	36,650	(4,466)	-	-	-	-	49,722	849	2%
4656 Vehicle Maintenance	161,707	86,616	257,315	153,900	2,000	-	-	-	421,022	240,516	57%
4691 Building Maintenance Service	117,075	67,298	534,885	72,627	-	-	-	-	651,960	139,925	21%
4692 Heating & Air Conditioning	87,894	46,167	34,150	10,996	-	-	-	-	122,044	57,163	47%
4693 Janitorial Services	228,529	85,334	129,000	57,124	-	-	-	-	357,529	142,458	40%
Subtotal	1,478,614	768,745	1,614,197	542,269	2,000	-	-	-	3,094,811	1,311,014	42%
COMMUNITY DEVELOPMENT											
4760 Planning Commission	8,075	3,864	-	-	-	-	-	-	8,075	3,864	48%
4761 Administration	78,760	39,641	16,211	2,834	-	-	-	-	94,971	42,475	45%
4762 Current Planning	243,615	82,029	1,800	330	-	-	-	-	245,415	82,359	34%
4763 Advance Planning	126,433	49,063	8,000	7,523	-	-	-	-	134,433	56,586	42%
4764 Field Inspection	117,299	63,439	1,200	67	-	-	-	-	118,499	63,506	54%
4765 Plan Check	65,598	35,176	250	15,358	-	-	-	-	65,848	50,534	77%
4766 Building Operations	150,828	88,926	150	-	-	-	-	-	150,978	88,926	59%
4767 Fire Prevention Bureau	-	-	500	63,542	-	-	-	-	500	63,542	12708%
4768 Code Enforcement	421,040	175,161	6,650	821	-	-	-	-	427,690	175,982	41%
Subtotal	1,211,648	537,299	34,761	90,475	-	-	-	-	1,246,409	627,774	50%
CITY ATTORNEY											
4801 City Attorney	108,437	55,097	196,500	83,422	-	-	-	-	304,937	138,519	45%
Subtotal	108,437	55,097	196,500	83,422	-	-	-	-	304,937	138,519	45%
CITYWIDE EXPENSES											
4901 Citywide Expenses	5,741,655	3,502,883	1,418,650	419,840	-	-	-	-	7,160,305	3,922,723	55%
Subtotal	5,741,655	3,502,883	1,418,650	419,840	-	-	-	-	7,160,305	3,922,723	55%
TOTAL DEPT. EXPENDITURES	24,453,701	13,299,177	8,489,952	3,833,422	120,417	65,890	(371,793)	(185,899)	32,274,074	17,012,590	53%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2021 but for which cash payments occurred in January, 2022.



GENERAL FUND REVENUE DETAIL
FOR SIX MONTH ENDING DECEMBER 31, 2021
TABLE 2

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2021-22
TABLE NO. 2**

	2021-2022 Actual Mid-Year	2021-2022 Adopted	2021-2022 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/31/22			
Taxes				
Property Tax - Secured (December)	1,657,999	2,800,000	3,315,998	515,998
Property Tax - Unsecured (December)	101,950	186,000	200,000	14,000
Property Tax In Lieu of VLF	2,189,525	4,150,303	4,379,050	228,747
Sales & Use (November)	6,648,937	13,620,000	15,957,448	2,337,448
Transactions & Use Tax - Measure F (November)	-	422,913	471,534	48,621
Transactions & Use Tax - Measure L (November)	1,713,625	4,900,000	7,752,700	2,852,700
Property Tax Pass Thru from Successor Agency	222,004	285,000	400,000	115,000
Transient Occupancy (2nd Qtr)	44,434	60,000	75,000	15,000
Document Transfer (December)	88,879	120,000	140,000	20,000
Franchise (1st Qtr)	108,732	750,000	750,000	-
Business License	507,909	700,000	800,000	100,000
Utility Users (December)	1,018,253	1,800,000	1,800,000	-
Total Taxes	<u>14,302,247</u>	<u>29,794,216</u>	<u>36,041,730</u>	<u>6,247,514</u>
<p>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.</p>				
Licenses and Permits				
Alarm Permits	575	1,100	1,100	-
Bicycle & Other Permits	-	-	-	-
Building Permits	215,221	300,000	400,000	100,000
Moving Permits	4,850	10,000	10,000	-
Yard Sale Permits	-	3,000	-	(3,000)
Construction Permits	42,078	95,000	95,000	-
Encroachment Permits	210	200	250	50
Gun Dealer Permits	-	25	25	-
Total Licenses and Permits	<u>262,934</u>	<u>409,325</u>	<u>506,375</u>	<u>97,050</u>
Intergovernmental Revenues				
Motor Vehicle In-Lieu Tax	45,746	30,000	45,746	15,746
Property Tax Loss Relief	11,646	25,000	25,000	-
Police Officer Training Reimbursement	11,112	30,000	20,000	(10,000)
SB 90 Claim Reimbursement	35,764	30,000	40,000	10,000
OES Reimbursements	-	50,000	50,000	-
Greyhound Transcenter Lease	-	21,600	9,000	(12,600)
Total Intergovernmental Revenues	<u>104,268</u>	<u>186,600</u>	<u>189,746</u>	<u>3,146</u>

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2021-22
TABLE NO. 2**

	2021-2022 Actual Mid-Year	2021-2022 Adopted	2021-2022 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/31/22			
Fines and Forfeitures				
Court Fines (November)	14,113	40,000	40,000	-
Parking Citations (December)	108,281	100,000	150,000	50,000
False Alarms	10,550	16,000	16,000	-
Restitution	1,044	2,000	2,000	-
Evidence Forfeitures	-	500	500	-
Auto Repossession Fees	990	1,700	1,700	-
Vehicle Release Fees	25,950	75,000	60,000	(15,000)
Admin Citations - CD,PD,PW	70	5,200	2,000	(3,200)
Vehicle Impound Fees	25,713	50,000	60,000	10,000
Total Fines and Forfeits	<u>186,711</u>	<u>290,400</u>	<u>332,200</u>	<u>41,800</u>
Charges for Services				
Sale of Printed Materials	302	1,000	1,000	-
Notary Fees	-	-	-	-
Special Police Services	4,183	75,000	10,000	(65,000)
Fingerprints	(978)	-	-	-
Fire Department Service Fees	13,239	20,000	20,000	-
Rubbish Collection Fees	1,506,072	2,628,000	2,750,000	122,000
Burrtec Contract Maintenance Fee	125,000	250,000	250,000	-
General Sanitation Fees (2nd Qtr)	151,056	400,000	400,000	-
Zoning/Subdivision Fees	69,945	75,000	90,000	15,000
Plan Checking Fees	178,362	225,000	250,000	25,000
Recreation Fees	5	2,500	-	(2,500)
Service Center Fees	225	-	225	225
Program Costs - Reimbursed	340	20,000	1,000	(19,000)
Country Fair Jamboree	-	13,000	-	(13,000)
Human Services Classes	-	3,000	-	(3,000)
Total Charges for Services	<u>2,047,751</u>	<u>3,712,500</u>	<u>3,772,225</u>	<u>59,725</u>
Miscellaneous Revenue				
Interest Income	50,523	295,000	295,000	-
Library Rentals	50,085	64,000	66,000	2,000
Police Auction	-	5,000	5,000	-
Reimbursed Expenditures	23,906	20,000	30,000	10,000
Special Event Reimbursement	-	500	-	(500)

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2021-22
TABLE NO. 2**

	2021-2022 Actual Mid-Year	2021-2022 Adopted	2021-2022 Revised	Increase (Decrease)
	Thru 1/31/22			
GENERAL FUND				
Miscellaneous Revenue (Continued)				
Emergency Response Reimbursement	13,391	20,000	20,000	-
Donations & Contributions (in Fund 1181)	-	500	500	-
Subpoena/Witness Reimbursement	-	400	400	-
City Cell Tower Rental	72,092	130,000	130,000	-
Other Miscellaneous Revenue	114,569	60,000	125,000	65,000
Police Range Revenue	4,650	7,500	9,000	1,500
Mini School/Youth Center/Basketball Snacks	489	4,300	500	(3,800)
Total Miscellaneous Revenue	<u>329,705</u>	<u>607,200</u>	<u>681,400</u>	<u>74,200</u>
TOTAL REVENUE	<u>17,233,616</u>	<u>35,000,241</u>	<u>41,523,676</u>	<u>6,523,435</u>



GENERAL FUND ANALYSIS
FISCAL YEAR 2021-2022 MIDYEAR REVIEW
TABLE 1

GENERAL OPERATING FUND ANALYSIS

TABLE 1

	FY 21/22 Adopted Budget	FY 21/22 6 Months Actual	FY 21/22 Proposed Revised	Increase (Decrease)
REVENUES				
Taxes	\$ 29,794,216	\$ 14,302,247	\$ 36,041,730	\$ 6,247,514
Licenses & Permits	409,325	262,934	506,375	97,050
Fines & Forfeitures	290,400	186,711	332,200	41,800
Intergovernmental	186,600	104,268	189,746	3,146
Charges for Services	3,712,500	2,047,751	3,772,225	59,725
Miscellaneous	607,200	329,705	681,400	74,200
	\$ 35,000,241	\$ 17,233,616	\$ 41,523,676	\$ 6,523,435
Revenue	100,000		100,000	-
Transfers in				
TOTAL REVENUE	\$ 35,100,241	\$ 17,233,616	\$ 41,623,676	\$ 6,523,435
EXPENDITURES				
City Council	\$ 354,581	\$ 151,265	\$ 354,581	\$ -
City Manager	1,738,272	1,107,506	1,746,272	8,000
Solid Waste Disposal	2,495,473	1,344,219	2,495,473	-
Administrative Services	1,140,678	621,353	1,181,678	41,000
Human Services	1,409,792	426,179	1,409,792	-
Police	9,557,121	5,187,528	9,966,721	409,600
Fire	3,582,564	2,174,510	4,052,564	470,000
Public Works	3,080,611	1,311,014	3,196,319	115,708
Community Development	1,246,409	627,774	1,255,109	8,700
City Attorney	298,437	138,519	298,437	-
Citywide	7,160,305	3,922,723	7,285,305	125,000
	\$ 32,064,243	\$ 17,012,590	\$ 33,242,251	\$ 1,178,008
Expenditures				
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 32,064,243	\$ 17,012,590	\$ 33,242,251	\$ 1,178,008
MIDYEAR EXCESS (DEFICIT)				\$ 5,345,427
SOURCES LESS USES	\$ 3,035,998		\$ 8,381,425	

Fiscal Impact & Recommendation

FISCAL IMPACT:

- Revising the City's Appropriations Budget increases the spending authority by \$1,178,008 in the General Operating Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$6,523,435.
- Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$5,345,427.

RECOMMENDATION:

- Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2021-2022 Budget.



FISCAL YEAR 2020-21 YEAR END AUDIT

FISCAL YEAR 2021-2022 MIDYEAR REVIEW

Fiscal Year 2020-21 End of Year Audit

General Fund Unassigned Reserve:

- FY 2020-21 Estimated ending balance: \$5,750,543
- FY 2021-22 Estimated ending balance: \$ 8,000,000
 - 2020-21 End of Year Audit Actual: \$9,488,764 General Fund Unassigned Reserve Balance
 - City Sales Tax Performance Earnings, all areas, show an increase as businesses began to return to normal operations following relaxation of restrictions related to the COVID-19 pandemic. *Measure L* revenue received beginning in April 2021 also aided in this increase.

Fiscal Year 2020-21 End of Year Audit

General Fund Unassigned Reserve and General Fund Reserves – Special Purpose Funds:

RECOMMENDATION:

- Staff recommends the City Council consider allocating the \$5,345,427 General Operating Fund Revenue Midyear projected balance (after approval of appropriations and estimated revenues adjustments) to the General Fund Unassigned Reserve and to the General Fund Reserves – Special Purpose Funds as shown on the following table. This would bring the balance of the General Fund Unassigned Reserve to \$9,700,000.

As a result of the proposed adjustments to revenues and appropriations, General Fund operating and assigned balances are estimated to be as follows:

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

	Audit FY 2020-2021 Balances	Current Increases (Uses)	Subtotal	Transfers	Estimated Budgeted Balances
General Fund:					
Unavailable - Prepaid Expenditures at Year-End	9,191	-	9,191	-	\$ 9,191
Unassigned - General Operating Fund	9,488,764	5,345,427	14,834,191	(5,134,191)	\$ 9,700,000
Assigned to:					
Reserve - Equipment Replacement	1,362,067	(44,045)	1,318,022	1,181,978	2,500,000
Reserve - Self-Insurance	850,000	-	850,000	-	850,000
Reserve - Technology/Broadband Enhancements	320,751	(38,666)	282,085	771,957	1,054,042
Reserve - CalPERS and Employee Post Benefits	2,700,000	-	2,700,000	300,000	3,000,000
Reserve - Retiree Medical Liabilities/OPEB	900,000	-	900,000	600,000	1,500,000
Reserve - Unanticipated Personnel Adjustment	700,000	-	700,000	300,000	1,000,000
Reserve - Building Maintenance	600,000	-	600,000	400,000	1,000,000
Reserve - UAL/POB Amortization Fund	558,661	-	558,661	1,441,339	2,000,000
Reserve - Budgetary Contingency	125,283	(14,200)	111,083	138,917	250,000
Total Assigned	8,116,762	(96,911)	8,019,851	5,134,191	\$ 13,154,042
Total	17,614,717	5,248,516	22,863,233	-	\$ 22,863,233

Uses for Equipment Replacement consist of a mobile lift at the City Yard and a portion of a new street sweeper. Uses for Technology Enhancements consist of the cost for the agreement with NEOGOV. Uses for Budgetary Contingency consist of the Agreement with HDR Environmental. All uses of these monies were approved in previously submitted budgets and/or separate City Council actions and some are still in process.



END OF FISCAL YEAR 2021-2022
MIDYEAR BUDGET REVIEW
QUESTIONS & ANSWERS