



---

FISCAL YEAR 2022-2023  
MIDYEAR BUDGET REVIEW  
FEBRUARY 22, 2023  
6:00 P.M.



---

SUMMARY OF RECOMMENDED CHANGES TO THE  
FISCAL YEAR 2022-2023 GENERAL FUND  
APPROPRIATIONS BUDGET

**CITY OF MONTCLAIR**  
**SUMMARY OF RECOMMENDED CHANGES TO THE FY 2022-23 APPROPRIATIONS BUDGET**  
**TABLE 4**

**SUMMARY BY DEPARTMENT**

<u>DEPARTMENT</u>	<u>TOTAL REQUESTS</u>	<u>TOTAL RECOMMENDED</u>
City Council	-	-
City Manager	10,000	10,000
Administrative Services	15,000	15,000
Human Services	15,000	15,000
Police	116,450	61,450
Fire	507,000	327,000
Public Works	142,319	127,660
Community Development	35,000	35,000
City Attorney	55,000	55,000
Citywide	<u>900,000</u>	<u>900,000</u>
<b>Totals</b>	<b><u>\$1,795,769</u></b>	<b><u>\$1,546,110</u></b>

**CITY OF MONTCLAIR  
RECOMMENDED CHANGES TO THE FY 2022-23 APPROPRIATIONS BUDGET  
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<b><u>General City Departments</u></b>				
<b><u>City Council</u></b>				
No changes				
<b>City Council Department Totals</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>City Manager</u></b>				
Information Technology Services - Maintenance - Office Equipment	15,000	15,102	10,000	10,000
<b>Request - Maintenance - Office Equipment:</b> Due to remodel of City facilities and modifications to programming needs related to service delivery for programs throughout the City, additional funding is requested to cover costs for the remainder of the fiscal year.				
<b>City Manager Department Totals</b>	<u>15,000</u>	<u>15,102</u>	<u>10,000</u>	<u>10,000</u>
<b><u>Administrative Services</u></b>				
Central Services - Maintenance - Office Equipment	10,000	20,275	15,000	15,000
<b>Request - Maintenance - Office Equipment:</b> Due to extraordinary maintenance requirements related to office equipment Citywide, additional funding is requested to cover costs for the remainder of the fiscal year.				
<b>Administrative Services Totals</b>	<u>10,000</u>	<u>20,275</u>	<u>15,000</u>	<u>15,000</u>

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
Recreation - Community Benefits	30,000	-	15,000	15,000
<b>Human Services Department Totals</b>	<b><u>30,000</u></b>	<b><u>-</u></b>	<b><u>15,000</u></b>	<b><u>15,000</u></b>

**Human Services**

**Request - Community Benefits:** In March 2023, the Montclair Community Activities Commission will be meeting to consider requests for community-based charitable, well-being, health, education, and safety services, and submitting recommendations to the City Council for approval. In order to meet a growing community need for third-party collaborative services related to the preceding, community-based welfare assistance type services, the City Manager recommends increasing funding for the Community Benefits Account.

**Police Department**

Administration - Cellular Phone Expense	10,687	6,730	3,000	3,000
---	--------	-------	-------	-------

**Request - Cellular Phone Expense:** In September 2022, the Department's cellular phone carrier, Verizon, upgraded the department to a Public Safety cellular service plan. This new plan has added benefits and features, including priority service and support. The old plan was cheaper, but the new plan includes unlimited calls and data. Additional funding is necessary to cover costs for the remainder of the fiscal year.

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
<b><u>Police Department (Continued)</u></b>				
Support Services - Overtime	3,000	6,058	9,000	9,000
Support Services - Part Time Wages	55,676	16,244	(9,000)	(9,000)

**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. Support Services also conducts pre-employment investigations for other City Departments. The requested increase can be accomplished through a transfer of funds from Support Services - Part Time Wages.

Investigations - Overtime	100,000	65,937	30,000	30,000
Uniform Patrol - Regular Earnings	-	-	(30,000)	(30,000)

**Request - Overtime:** Due to the unpredictable nature of criminal activity an increase to the initial appropriation is requested to ensure that there are enough funds to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations. The requested increase will be accomplished through a transfer of funds from Uniform Patrol Regular Earnings.

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

**Police Department (Continued)**

Uniform Patrol - Overtime	316,000	391,067	466,000	466,000
Uniform Patrol - Regular Earnings	-	-	(266,000)	(266,000)
Uniform Patrol - Overtime - COPS ELEAS Grant Fund	-	-	(200,000)	(200,000)

**Request - Overtime:** Due to several unfilled vacancies in patrol throughout the fiscal year which require backfill to ensure minimum shift coverage is maintained, this account is over expended. The requested increase will be accomplished through a transfer of funds from Uniform Patrol Regular Earnings and a transfer of \$200,000 currently allocated to patrol overtime in the COPS ELEAS Grant Fund .

Uniform Patrol - Gasoline	153,000	102,400	60,000	40,000
---------------------------	---------	---------	--------	--------

**Request - Gasoline:** Due to the increased cost of gasoline it is requested to increase the initial appropriation to cover gasoline costs until the end of the fiscal year.

Uniform Patrol - Diesel Fuel	15,000	14,681	14,000	14,000
------------------------------	--------	--------	--------	--------

**Request - Diesel Fuel:** Based on current needs and to ensure enough funds are available to cover fuel costs until the end of the fiscal year an increase to the initial appropriation is sought.

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

**Police Department (Continued)**

Uniform Patrol - Maintenance - Other Equipment	9,100	2,361	4,450	4,450
--	-------	-------	-------	-------

**Request - Maintenance - Other Equipment:** Annual maintenance of the firearms range ventilation system is recommended by the manufacturer to ensure proper airflow and air filtration. The maintenance package includes, in part, replacement of all in-let air filters; tightening and inspecting all mechanical and electrical connections; lubricating and adjusting all dampers; replacement of blower-drive belts; and inspection of sensors in the range for proper operation. An increase in the initial appropriation is needed to cover the cost of this maintenance.

Communications - Part Time Wages	-	17,324	35,000	25,000
Uniform Patrol - Regular Earnings	-	-	-	(25,000)

**Request - Part Time Wages:** After the FY 22-23 Budget was prepared, the Department hired three part-time dispatchers one of which moved to full-time status in November 2022. An increase is requested to cover the cost of these part-time dispatchers. The requested increase will be accomplished through a transfer of funds from Uniform Patrol Regular Earnings.



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

**Police Department (Continued)**

Communications - Overtime	60,000	60,851	30,000	30,000
Uniform Patrol - Regular Earnings	-	-	(30,000)	(30,000)

**Request - Overtime:** Due to vacancies throughout the fiscal year which require backfill to ensure minimum shift coverage is maintained, this account is now over expended. The Department hired one full-time dispatcher in August 2022 and two in November 2022, including the part-time dispatcher who moved to full-time status. It is anticipated that overtime usage will decrease due to these new hires. An increase is requested to cover the cost of overtime for the remainder of the fiscal year. The requested increase will be accomplished through a transfer of funds from Uniform Patrol Regular Earnings.

Communications - Special Contract Services	5,600	4,080	3,000	3,000
--	-------	-------	-------	-------

**Request - Special Contract Services:** This account covers the cost of the Department's contract with Language Line Services, Inc. for foreign language translation for non-emergency over-the-phone interpretation services. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year. (SB 509 Public Safety Fund)

<b>Police Department General Fund Totals</b>	<b>669,387</b>	<b>665,431</b>	<b>319,450</b>	<b>264,450</b>
<b>Police Department Public Safety Fund Totals</b>	<b>5,600</b>	<b>4,080</b>	<b>3,000</b>	<b>3,000</b>
<b>Police Department ELEAS Grant Fund Totals</b>	<b>-</b>	<b>-</b>	<b>(200,000)</b>	<b>(200,000)</b>
<b>Police Department Totals (General Fund Impact)</b>	<b>663,787</b>	<b>661,351</b>	<b>116,450</b>	<b>61,450</b>

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

**Fire Department**

Emergency Services - Overtime	500,000	409,345	450,000	320,000
Uniform Patrol - Regular Earnings	-	-	(33,000)	(33,000)

**Request - Overtime:** Due to unfilled vacancies, medical leave and emergency call back, mandatory backfilling of key positions is required in order to prevent shortfalls in the Fire Department's minimum deployment levels. An increase is requested to cover the cost of overtime for the remainder of the fiscal year. A portion of this increase will be accomplished through a transfer of funds from Uniform Patrol Regular Earnings.

Emergency Services - Uniforms	25,000	7,555	10,000	-
-------------------------------	--------	-------	--------	---

**Request - Uniforms:** Uniforms were purchased for recently hired firefighters, and two 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, an increase to the initial appropriation is requested.

Emergency Services - Personnel Protective Equipment	75,000	80,020	80,000	40,000
---	--------	--------	--------	--------

**Request - Personnel Protective Equipment:** The Department currently has two 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. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.

<b>Fire Department Totals</b>	<b>600,000</b>	<b>496,920</b>	<b>507,000</b>	<b>327,000</b>
-------------------------------	----------------	----------------	----------------	----------------

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

**Public Works Department**

Street Maintenance - Overtime	15,000	14,647	15,000	15,000
-------------------------------	--------	--------	--------	--------

**Request - Overtime:** Overtime funds were spent on standby, street emergencies, weed abatement, tree trimming, graffiti removal, and weekend Transcenter restroom cleaning. To complete two Transcenter cleanup days and weed abatement plus Transcenter restroom weekend cleaning and standby for the remainder of the fiscal year additional funding is requested.

Street Maintenance - Special Contract Services	405,022	210,736	47,430	30,000
--	---------	---------	--------	--------

**Request - Special Contract Services:** The adjustment requested is to replenish this account due to extra work that Mariposa and West Coast Arborist have completed to date this fiscal year. Due to vandalism and City Yard staffing levels, Mariposa was tasked with making the necessary irrigation repairs to all Parks, Civic Center and center medians. West Coast Arborist was also used for tree emergencies, tree trimming, stump removal and tree planting. Additionally, funds are requested for the replacement of 18 irrigation valves that were stolen along the east and west side slopes of the Ramona overpass. (Gas Tax Fund)

Signing and Painting - Overtime	2,000	2,290	1,700	1,700
---------------------------------	-------	-------	-------	-------

**Request - Overtime:** The majority of the overtime funds were spent installing holiday decorations and flags. Chamber of Commerce banners will need to be installed this year and it is expected to take three days to complete. An increase is requested to cover the cost of overtime for the remainder of the fiscal year.

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

**Public Works Department (Continued)**

Street Sweeping - Overtime

1,000                      1,872                      1,000                      1,000

**Request - Overtime:** This account is over expended due to the clean up needed after the recent storms. An increase is requested to cover the cost of overtime for the remainder of the fiscal year.

Park Maintenance - Overtime

15,000                      22,659                      17,659                      15,000

**Request - Overtime:** This account is over expended due to weekend standby, after hours emergencies, Transcenter restroom cleaning and ballfield preparation. An increase is requested to cover the cost of overtime for the remainder of the fiscal year.

Irrigation Maintenance - Special Contract Services

6,000                      5,964                      2,776                      2,776

**Request - Special Contract Services:** Public Works does not have a maintenance worker with backflow certification. All backflow work is performed by Basic Backflow. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.

Vehicle Maintenance - Materials - Transportation/Work Equipment

72,000                      61,815                      43,000                      43,000

**Request - Materials - Transportation/Work Equipment:** The cost of parts has significantly increased with inflation. Costs for the remainder of the fiscal year include: repair of a cylinder head on Fire Engine 151, repair of an emissions problem on Fire Engine 152, and miscellaneous parts to repair City vehicles. An increase to the initial appropriation is requested to cover costs 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>
<b><u>Public Works Department (Continued)</u></b>				
Vehicle Maintenance - Gasoline	65,000	41,271	20,000	8,000
<b>Request - Gasoline:</b> Due to the high cost of gasoline an increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Vehicle Maintenance - Oil and Lubricants	6,000	4,486	2,000	2,000
<b>Request - Oil and Lubricants:</b> Additional funding is requested for the purchase of 200 gallons of 15W40 motor oil and one 55-gallon barrel of Valvoline Gen 2 motor oil for the street sweepers. The street sweepers require a special oil for CNG engines.				
Vehicle Maintenance - Compressed Natural Gas	16,000	16,706	16,000	16,000
<b>Request - Compressed Natural Gas:</b> Due to the increase of the price per gallon and the addition of a second CNG street sweeper this account is over expended. An increase to the initial appropriation is requested to cover costs 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>
--	--------------------------------------	------------------------------------	--------------------------------------	---

**Public Works Department (Continued)**

Vehicle Maintenance - Maintenance - Transportation/Work Equipment	45,000	34,201	5,000	5,000
---	--------	--------	-------	-------

**Request - Maintenance - Transportation/Work Equipment:** For the remainder of the fiscal year the following repairs are needed: replacement of the transmission in dump truck Unit 218, replacement of the hybrid batteries in Units 104 and 106, and smog checks on thirty City vehicles. These repairs will exhaust the remaining budget in this account. Additional funding is requested to cover other outside maintenance and car washes.

Sewer Maintenance - Diesel	7,500	7,500	7,500	7,500
----------------------------	-------	-------	-------	-------

**Request - Diesel:** Due to the high cost of diesel an increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year. (Sewer Operating Fund)

Building Maintenance - Overtime	4,500	18,885	18,184	18,184
---------------------------------	-------	--------	--------	--------

**Request - Overtime:** Due to operating the Splash Pad for the summer months, remodeling the Police Department Shooting Range, and remodeling/remediating City Hall this account is over expended. Additional funds are requested to cover the negative balance, to operate the Splash Pad on weekends during the summer months, and unforeseen emergencies.

<b>Public Works General Fund Totals</b>	<b>247,500</b>	<b>224,796</b>	<b>142,319</b>	<b>127,660</b>
<b>Public Works Gas Tax Fund Totals</b>	<b>405,022</b>	<b>210,736</b>	<b>47,430</b>	<b>30,000</b>
<b>Public Works Sewer Operating Fund Totals</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Public Works Totals (General Fund Impact)</b>	<b>247,500</b>	<b>224,796</b>	<b>142,319</b>	<b>127,660</b>

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

**Community Development**

Plan Check - Plan Check Service	35,000	36,388	35,000	35,000
---------------------------------	--------	--------	--------	--------

**Request - Plan Check Service:** The size of projects sent to the City's consultant for structural plan review has increased. Additional funding is requested to cover these costs for the remainder of the fiscal year.

<b>Community Development Totals</b>	<b><u>35,000</u></b>	<b><u>36,388</u></b>	<b><u>35,000</u></b>	<b><u>35,000</u></b>
-------------------------------------	----------------------	----------------------	----------------------	----------------------

**City Attorney**

City Attorney - Legal Services/Court Costs	130,000	117,938	40,000	40,000
--	---------	---------	--------	--------

**Request - Legal Services/Court Costs:** Due to extraordinary and ongoing legal expenditures related to claims against the City requiring use of outside legal counsel, additional funding is requested to cover costs for the remainder of the fiscal year.

City Attorney - Special Legal Services	60,000	47,236	15,000	15,000
--	--------	--------	--------	--------

**Request - Special Legal Services:** Due to extraordinary and ongoing legal expenditures related to claims against the City requiring additional participation from the City Attorney, and due to a contract rate adjustment for the City Attorney, additional funding is requested to cover costs for the remainder of the fiscal year.

<b>City Attorney Totals</b>	<b><u>190,000</u></b>	<b><u>165,174</u></b>	<b><u>55,000</u></b>	<b><u>55,000</u></b>
-----------------------------	-----------------------	-----------------------	----------------------	----------------------

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<b><u>Citywide</u></b>				
Personnel Services - General Liability Claims	52,000	633,208	850,000	850,000
<b>Request - General Liability Claims:</b> Due to unanticipated General Liability Claims this account is over expended and additional funding is requested to cover the costs for the remainder of the fiscal year.				
Services and Supplies - Electric Service	460,000	280,030	50,000	50,000
<b>Request - Electric Service:</b> Due to the increased cost of electricity additional funding is requested to cover costs for the remainder of the fiscal year.				
<b>Citywide Totals</b>	<b><u>512,000</u></b>	<b><u>913,238</u></b>	<b><u>900,000</u></b>	<b><u>900,000</u></b>





---

STATEMENT OF GENERAL FUND EXPENDITURES  
FOR SIX MONTH ENDING DECEMBER 31, 2022

**CITY OF MONTCLAIR**  
**STATEMENT OF GENERAL OPERATING FUND EXPENDITURES**  
**FOR SIX MONTH ENDING DECEMBER 31, 2022**  
**Actual expenses paid through 1/19/23**  
**TABLE 3**

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
<b>CITY COUNCIL</b>											
4101 City Council	154,580	102,879	302,000	75,753	-	-	(33,613)	(16,807)	422,967	161,825	38%
Subtotal	<b>154,580</b>	<b>102,879</b>	<b>302,000</b>	<b>75,753</b>	-	-	<b>(33,613)</b>	<b>(16,807)</b>	<b>422,967</b>	<b>161,825</b>	<b>38%</b>
<b>CITY MANAGER</b>											
4202 City Manager	433,520	283,670	92,669	34,319	-	-	(25,552)	(12,776)	500,637	305,213	61%
4203 Information Tech Services	874,905	344,790	320,024	237,201	301,500	116,225	(124,033)	(62,017)	1,372,396	636,199	46%
4204 Financial Services	698,476	393,320	159,300	49,377	-	-	(87,208)	(43,605)	770,568	399,092	52%
4205 Solid Waste Disposal	42,073	30,678	2,958,582	1,329,731	-	-	-	-	3,000,655	1,360,409	45%
Subtotal	<b>2,048,974</b>	<b>1,052,458</b>	<b>3,530,575</b>	<b>1,650,628</b>	<b>301,500</b>	<b>116,225</b>	<b>(236,793)</b>	<b>(118,398)</b>	<b>5,644,256</b>	<b>2,700,913</b>	<b>48%</b>
<b>ADMINISTRATIVE SERVICES</b>											
4311 Administration	45,491	19,345	30,250	1,857	-	-	(8,959)	(4,480)	66,782	16,722	25%
4314 City Clerk	355,184	115,083	129,600	9,260	-	-	(33,042)	(16,521)	451,742	107,822	24%
4315 Personnel/Risk	374,636	178,576	188,838	51,563	-	-	(60,007)	(30,004)	503,467	200,135	40%
4317 Central Services	82,721	39,011	387,685	222,787	-	-	(56,524)	(28,262)	413,882	233,536	56%
Subtotal	<b>858,032</b>	<b>352,015</b>	<b>736,373</b>	<b>285,467</b>	-	-	<b>(158,532)</b>	<b>(79,267)</b>	<b>1,435,873</b>	<b>558,215</b>	<b>39%</b>
<b>HUMAN SERVICES</b>											
4381 Recreation	1,254,493	475,138	347,240	84,289	4,900	-	-	-	1,606,633	559,427	35%
4382 Clinic	18,488	-	58,786	25,698	-	-	-	-	77,274	25,698	33%
4383 Senior Citizens	132,444	32,847	11,000	2,813	-	-	-	-	143,444	35,660	25%
4384 Nutritional Meals	-	43,459	7,000	-	-	-	-	-	7,000	43,459	621%
4385 Family and Health Education	55,466	-	9,500	838	-	-	-	-	64,966	838	1%
4387 After School Program	-	-	-	-	-	-	-	-	-	-	N/A
Subtotal	<b>1,460,891</b>	<b>551,444</b>	<b>433,526</b>	<b>113,638</b>	<b>4,900</b>	-	-	-	<b>1,899,317</b>	<b>665,082</b>	<b>35%</b>
<b>POLICE</b>											
4421 Administration	243,283	144,086	38,366	26,787	-	-	-	-	281,649	170,873	61%
4422 Support Services	745,603	390,604	2,785	1,976	-	-	-	-	748,388	392,580	52%
4423 Technical Services	201,276	123,182	203,400	76,166	-	-	-	-	404,676	199,348	49%
4424 Records	666,217	327,788	12,000	453	-	-	-	-	678,217	328,241	48%
4425 Investigations	1,172,012	624,719	43,700	20,013	-	-	-	-	1,215,712	644,732	53%
4426 Uniform Patrol	5,255,244	3,003,751	566,290	286,810	-	-	-	-	5,821,534	3,290,561	57%
4427 Communications	943,020	414,573	1,770	1,007	-	-	-	-	944,790	415,580	44%
4428 Volunteer Services	52,418	38,821	9,500	3,681	-	-	-	-	61,918	42,502	69%
4429 Emergency Preparedness	89,942	75,126	5,295	247	-	-	-	-	95,237	75,373	79%
Subtotal	<b>9,369,015</b>	<b>5,142,650</b>	<b>883,106</b>	<b>417,140</b>	-	-	-	-	<b>10,252,121</b>	<b>5,559,790</b>	<b>54%</b>
<b>FIRE</b>											
4531 Administration	476,338	289,377	13,169	6,771	-	-	-	-	489,507	296,148	60%
4533 Emergency Services	3,301,052	2,029,420	306,906	231,356	59,325	29,325	-	-	3,667,283	2,290,101	62%
4534 Personnel Development	-	-	39,248	10,966	-	-	-	-	39,248	10,966	28%
4536 Buildings & Grounds	-	-	25,300	33,778	3,668	-	-	-	28,968	33,778	117%
4538 EMS-Paramedics	-	-	-	-	92,940	4,499	-	-	92,940	4,499	5%
Subtotal	<b>3,790,559</b>	<b>2,318,797</b>	<b>384,623</b>	<b>282,871</b>	<b>155,933</b>	<b>33,824</b>	-	-	<b>4,317,946</b>	<b>2,635,492</b>	<b>61%</b>

**CITY OF MONTCLAIR**  
**STATEMENT OF GENERAL OPERATING FUND EXPENDITURES**  
**FOR SIX MONTH ENDING DECEMBER 31, 2022**  
**Actual expenses paid through 1/19/23**

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
<b>PUBLIC WORKS</b>											
4641 Management & Construction	364,099	127,428	93,585	62,981	2,000	2,619	-	-	459,684	193,028	42%
4642 Public Works Inspection	111,691	66,656	-	-	-	-	-	-	111,691	66,656	60%
4644 Traffic Safety Engineering	11,458	5,864	-	-	-	-	-	-	11,458	5,864	51%
4645 Graffiti Abatement	63,797	6,639	2,000	770	-	-	-	-	65,797	7,409	11%
4646 Street Maintenance	362,177	117,528	479,235	196,682	34,600	25,282	-	-	876,012	339,492	39%
4650 Signing/Painting	89,450	48,140	5,380	-	-	-	-	-	94,830	48,140	51%
4651 Street Sweeping	171,141	99,740	1,130	127	-	-	-	-	172,271	99,867	58%
4652 Park Maintenance	410,343	160,307	113,050	17,330	-	-	-	-	523,393	177,637	34%
4653 Tree Maintenance	16,638	6,520	78,235	4,054	-	-	-	-	94,873	10,574	11%
4654 Irrigation Maintenance	72,663	-	9,880	6,053	-	-	-	-	82,543	6,053	7%
4656 Vehicle Maintenance	175,098	97,801	266,125	183,036	-	-	-	-	441,223	280,837	64%
4691 Building Maintenance Service	182,743	99,589	504,874	301,172	-	-	-	-	687,617	400,761	58%
4692 Heating & Air Conditioning	123,448	55,622	57,830	39,049	-	-	-	-	181,278	94,671	52%
4693 Janitorial Services	277,163	154,155	135,700	49,101	5,035	4,086	-	-	417,898	207,342	50%
Subtotal	<b>2,431,909</b>	<b>1,045,989</b>	<b>1,747,024</b>	<b>860,355</b>	<b>41,635</b>	<b>31,987</b>	-	-	<b>4,220,568</b>	<b>1,938,331</b>	<b>46%</b>
<b>COMMUNITY DEVELOPMENT</b>											
4760 Planning Commission	8,075	3,191	-	-	-	-	-	-	8,075	3,191	40%
4761 Administration	81,430	48,405	19,816	6,644	4,000	872	-	-	105,246	55,921	53%
4762 Current Planning	380,854	151,051	1,800	5,589	-	-	-	-	382,654	156,640	41%
4763 Advance Planning	126,732	50,474	8,000	6,464	-	-	-	-	134,732	56,938	42%
4764 Field Inspection	91,845	49,269	2,550	-	-	-	-	-	94,395	49,269	52%
4765 Plan Check	120,615	66,586	1,500	29,126	-	-	-	-	122,115	95,712	78%
4766 Building Operations	175,108	98,630	1,400	794	-	-	-	-	176,508	99,424	56%
4767 Fire Prevention Bureau	-	-	107,100	51,886	-	-	-	-	107,100	51,886	48%
4768 General Code Enforcement	305,498	102,529	16,500	3,088	11,000	10,701	-	-	332,998	116,318	35%
4769 Special Ops Code Enforcement	259,749	144,501	49,021	10,175	-	-	-	-	308,770	154,676	50%
Subtotal	<b>1,549,906</b>	<b>714,636</b>	<b>207,687</b>	<b>113,766</b>	<b>15,000</b>	<b>11,573</b>	-	-	<b>1,772,593</b>	<b>839,975</b>	<b>47%</b>
<b>ECONOMIC DEVELOPMENT AGENCY</b>											
4801 Administration	451,306	234,689	-	3,160	-	-	-	-	451,306	237,849	53%
Subtotal	<b>451,306</b>	<b>234,689</b>	-	<b>3,160</b>	-	-	-	-	<b>451,306</b>	<b>237,849</b>	<b>53%</b>
<b>CITY ATTORNEY</b>											
4801 City Attorney	131,236	61,623	190,000	165,174	-	-	-	-	321,236	226,797	71%
Subtotal	<b>131,236</b>	<b>61,623</b>	<b>190,000</b>	<b>165,174</b>	-	-	-	-	<b>321,236</b>	<b>226,797</b>	<b>71%</b>
<b>CITYWIDE EXPENSES</b>											
4901 Citywide Expenses	799,877	1,020,633	1,484,600	1,276,510	-	-	-	-	2,284,477	2,297,143	101%
Subtotal	<b>799,877</b>	<b>1,020,633</b>	<b>1,484,600</b>	<b>1,276,510</b>	-	-	-	-	<b>2,284,477</b>	<b>2,297,143</b>	<b>101%</b>
<b>TOTAL DEPT. EXPENDITURES</b>	<b>23,046,285</b>	<b>12,597,813</b>	<b>9,899,514</b>	<b>5,244,462</b>	<b>518,968</b>	<b>193,609</b>	<b>(428,938)</b>	<b>(214,472)</b>	<b>33,022,660</b>	<b>17,821,412</b>	<b>54%</b>

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2022 but for which cash payments occurred in January, 2023.



---

GENERAL FUND REVENUE DETAIL  
FOR SIX MONTH ENDING DECEMBER 31, 2022

**GENERAL OPERATING FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2022-23**

**TABLE 2**

<b>GENERAL FUND</b>	<b>2022-2023 Actual Mid-Year</b>	<b>2022-2023 Adopted</b>	<b>2022-2023 Revised</b>	<b>Increase (Decrease)</b>
<b>Taxes</b>	<b>Thru 1/31/23</b>			
Property Tax - Secured (December)	1,752,308	3,400,000	3,500,000	100,000
Property Tax - Unsecured (December)	112,422	200,000	225,000	25,000
Property Tax In Lieu of VLF	2,320,737	4,588,368	4,641,474	53,106
Sales & Use (November)	2,081,723	12,183,114	12,183,114	-
Transactions & Use Tax - Measure F (November)	-	178,891	208,891	30,000
Transactions & Use Tax - Measure L (November)	2,198,497	8,168,030	8,668,030	500,000
Property Tax Pass Thru from Successor Agency	181,956	444,000	400,000	(44,000)
Transient Occupancy (2nd Qtr)	36,134	80,000	75,000	(5,000)
Document Transfer (November)	91,057	150,000	180,000	30,000
Franchise (1st Qtr)	162,279	800,000	800,000	-
Business License	536,421	800,000	850,000	50,000
Utility Users (December)	1,142,495	1,800,000	1,900,000	100,000
<b>Total Taxes</b>	<b>10,616,029</b>	<b>32,792,403</b>	<b>33,631,509</b>	<b>839,106</b>
<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>				
<b>Licenses and Permits</b>				
Alarm Permits	325	1,100	1,100	-
Building Permits	398,559	400,000	600,000	200,000
Moving Permits	3,150	10,000	10,000	-
Yard Sale Permits	20	3,000	-	(3,000)
Construction Permits	55,946	95,000	105,000	10,000
Encroachment Permits	35	300	300	-
Gun Dealer Permits	-	25	25	-
<b>Total Licenses and Permits</b>	<b>458,035</b>	<b>509,425</b>	<b>716,425</b>	<b>207,000</b>
<b>Intergovernmental Revenues</b>				
Motor Vehicle In-Lieu Tax	-	46,000	46,000	-
Property Tax Loss Relief	10,737	25,000	25,000	-
Police Officer Training Reimbursement	21,444	20,000	25,000	5,000
SB 90 Claim Reimbursement	22,091	35,000	40,000	5,000
OES Reimbursements	127,839	50,000	130,000	80,000
Greyhound Transcenter Lease	12,600	21,600	21,600	-
<b>Total Intergovernmental Revenues</b>	<b>194,711</b>	<b>197,600</b>	<b>287,600</b>	<b>90,000</b>

**STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2022-23**

	<b>2022-2023 Actual Mid-Year</b>	<b>2022-2023 Adopted</b>	<b>2022-2023 Revised</b>	<b>Increase (Decrease)</b>
<b>GENERAL FUND</b>	<b>Thru 1/31/23</b>			
<b>Fines and Forfeitures</b>				
Court Fines (November)	14,916	40,000	40,000	-
Parking Citations (October)	83,711	175,000	225,000	50,000
False Alarms	10,450	16,000	16,000	-
Restitution	344	2,000	2,000	-
Evidence Forfeitures	-	500	500	-
Auto Repossession Fees	1,005	1,700	1,700	-
Vehicle Release Fees	33,600	60,000	60,000	-
Admin Citations - CD,PD,PW	-	3,600	2,000	(1,600)
Vehicle Impound Fees	27,826	50,000	55,000	5,000
Total Fines and Forfeits	<u>171,852</u>	<u>348,800</u>	<u>402,200</u>	<u>53,400</u>
<b>Charges for Services</b>				
Sale of Printed Materials	505	1,000	1,000	-
Special Police Services	5,075	15,000	10,000	(5,000)
Fingerprints	(957)	-	-	-
Fire Department Service Fees	13,500	20,000	25,000	5,000
Rubbish Collection Fees	1,633,417	2,900,000	3,000,000	100,000
Burrtec Contract Maintenance Fee	125,000	250,000	250,000	-
General Sanitation Fees (2nd Qtr)	197,397	400,000	400,000	-
Zoning/Subdivision Fees	26,505	110,000	50,000	(60,000)
Plan Checking Fees	310,365	250,000	400,000	150,000
Recreation Fees	500	2,500	1,000	(1,500)
Service Center Fees	-	225	225	-
Program Costs - Reimbursed	10,640	20,000	20,000	-
Country Fair Jamboree	-	13,000	13,000	-
Human Services Classes	900	3,000	1,500	(1,500)
Total Charges for Services	<u>2,322,847</u>	<u>3,984,725</u>	<u>4,171,725</u>	<u>187,000</u>
<b>Miscellaneous Revenue</b>				
Interest Income	174,657	295,000	350,000	55,000
Library Rentals	50,823	68,000	68,000	-
Police Auction	-	5,000	5,000	-
Reimbursed Expenditures	22,497	50,000	50,000	-
Special Event Reimbursement	-	500	-	(500)

**GENERAL OPERATING FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEAR 2022-23**

	<b>2022-2023 Actual Mid-Year Thru 1/31/23</b>	<b>2022-2023 Adopted</b>	<b>2022-2023 Revised</b>	<b>Increase (Decrease)</b>
<b>GENERAL FUND</b>				
<b>Miscellaneous Revenue (Continued)</b>				
Emergency Response Reimbursement	17,992	20,000	25,000	5,000
Donations & Contributions (in Fund 1181)	-	500	500	-
Subpoena/Witness Reimbursement	-	400	400	-
City Cell Tower Rental	75,032	130,000	140,000	10,000
Other Miscellaneous Revenue	105,029	160,000	160,000	-
Police Range Revenue	3,900	7,500	7,500	-
Mini School/Youth Center/Basketball Snacks	1,551	500	2,000	1,500
Total Miscellaneous Revenue	<u>451,481</u>	<u>737,400</u>	<u>808,400</u>	<u>71,000</u>
<b>TOTAL REVENUE</b>	<b><u>14,214,955</u></b>	<b><u>38,570,353</u></b>	<b><u>40,017,859</u></b>	<b><u>1,447,506</u></b>



---

FISCAL YEAR 2022-2023 MIDYEAR REVIEW  
GENERAL OPERATING FUND ANALYSIS



**GENERAL OPERATING FUND ANALYSIS**

**TABLE 1**

	<b>FY 22/23 Adopted Budget</b>	<b>FY 22/23 6 Months Actual</b>	<b>FY 22/23 Proposed Revised</b>	<b>Increase (Decrease)</b>
<b>REVENUES</b>				
Taxes	\$ 32,792,403	\$ 10,616,029	\$ 33,631,509	\$ 839,106
Licenses & Permits	509,425	458,035	716,425	207,000
Fines & Forfeitures	348,800	171,852	402,200	53,400
Intergovernmental	197,600	194,711	287,600	90,000
Charges for Services	3,984,725	2,322,847	4,171,725	187,000
Miscellaneous	737,400	451,481	808,400	71,000
	<b>\$ 38,570,353</b>	<b>\$ 14,214,955</b>	<b>\$ 40,017,859</b>	<b>\$ 1,447,506</b>
Revenue	<b>100,000</b>		<b>100,000</b>	<b>-</b>
Transfers in				
<b>TOTAL REVENUE</b>	<b>\$ 38,670,353</b>	<b>\$ 14,214,955</b>	<b>\$ 40,117,859</b>	<b>\$ 1,447,506</b>
<b>EXPENDITURES</b>				
City Council	\$ 354,581	\$ 161,825	\$ 354,581	\$ -
City Manager	1,738,272	1,356,694	1,748,272	10,000
Solid Waste Disposal	2,495,473	1,360,409	2,495,473	-
Administrative Services	1,140,678	558,215	1,155,678	15,000
Human Services	1,409,792	665,082	1,424,792	15,000
Police	9,557,121	5,559,790	9,618,571	61,450
Fire	3,582,564	2,635,492	3,909,564	327,000
Public Works	3,080,611	1,938,331	3,208,271	127,660
Community Development	1,246,409	839,975	1,281,409	35,000
City Attorney	298,437	226,797	353,437	55,000
Citywide	7,160,305	2,297,143	8,060,305	900,000
	<b>\$ 32,064,243</b>	<b>\$ 17,599,753</b>	<b>\$ 33,610,353</b>	<b>\$ 1,546,110</b>
Expenditures				
Transfers out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,064,243</b>	<b>\$ 17,599,753</b>	<b>\$ 33,610,353</b>	<b>\$ 1,546,110</b>
<b>MIDYEAR EXCESS (DEFICIT)</b>				<b>\$ (98,604)</b>
<b>SOURCES LESS USES</b>	<b>\$ 6,606,110</b>		<b>\$ 6,507,506</b>	

# Fiscal Impact & Recommendation

---

## **FISCAL IMPACT:**

- Revising the City's Appropriations Budget increases the spending authority by \$1,546,110 in the General Operating Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$1,447,506.
- Approval of both the Appropriations and Estimated Revenues Budgets would have a negative budgetary impact to the General Operating Fund of \$98,604. A transfer from the Unanticipated Personnel Adjustment Reserve will fund this negative budgetary impact.

## **RECOMMENDATION:**

- Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2022-2023 Budget.



---

2021 LEASE REVENUE BONDS  
PROJECT REVIEW

# 2021 LRB Project Review

---

## **Potential Projects Presented to Council at November 2021 Workshop \$47.7M**

- Arrow Highway Streetscape Project & Design – \$1.5M
- Arrow Highway Utility Undergrounding – \$1.2M
- Benson Avenue Median & Pavement Rehab – \$2.1M
- Mills Avenue Median & Pavement Rehab – \$3.8M
- Monte Vista Avenue Median & Pavement Rehab – \$4.6M
- Palo Verde Street Median & Pavement Rehab – \$1M
- Richton Street – \$1M
- Huntington Drive Design – \$100K
- Fremont Avenue Streetscape – \$1M
- Moreno Street Utility Undergrounding & Design – \$1.5M
- La Rambla Design – \$100K
- Zone 2 Street Pavement Rehab – \$510K

# 2021 LRB Project Review

---

## Potential Projects Presented to Council at November 2021 Workshop \$47.7M

- San Antonio Creek Channel Trail Pilot Section – \$1M
- Modular Restrooms at Transcenter – \$250K
- Alleyway Improvements Citywide – \$3M
- Street Striping Program Citywide – \$450K
- Retroreflective Signal Backplate Striping Citywide – \$75K
- Holt Boulevard Median & Pavement Rehab – \$2.2M
- Mission Boulevard Median & Pavement Rehab – \$2.8M
- Zone 5 & 6 Pavement Rehab – \$4M
- Parks Master Plan – \$250K
- Freedom Plaza – \$100K
- Saratoga Park Improvements – \$1.5M (Total Project Cost \$3.5M)
- MacArthur Park Improvements – \$1.15M
- Kingsley Park Improvements – \$580K

# 2021 LRB Project Review

---

## **Potential Projects Presented to Council at November 2021 Workshop \$47.7M**

- Essex Park Improvements – \$1.16M
- Moreno Vista Park Improvements – \$875K
- Sunset Park Improvements – \$600K
- Sunrise Park Improvements – \$675K
- Golden Girls Park Improvements – \$465K
- Reeder Ranch Fencing Improvements – \$300K
- County Park Improvements – \$300K (Total Project Cost \$4.5M)
- Fire Station 2 Landscape Improvements – \$30K
- San Bernardino Street Screen Wall – \$352K
- Police Department Hand Rail – \$165K
- Public Parking Garage Design – \$1M
- Safe Routes to School – \$3.3m
- Local Road Safety Program – \$2.75M

# 2021 LRB Project Review

---

## **In Progress:**

- Safe Routes to School – \$31,261.55 – Vernon School Design & Signage
- Zone 5 & 6 Street Rehabilitation – \$3,679,703.09 – Construction
- Civic Center Standby Generator – \$60,948.44 – Design & Equipment
- Parks and Recreation Master Plan – \$41,556.50 – Special Consulting Services
- Central Avenue Rehabilitation Phase 2 – \$3,490.00 – Design
- Sunset Park – \$14,120.00 – Design
- NMDSP & MPDSP Street Master Plan – \$357,221.39 – Design
- Holt Boulevard Median & Street Rehabilitation – \$33,442.50 – Design
- Mills Avenue Rehabilitation – \$18,360.00 – Design
- City Engineer Consultant Salary – \$157,426.21

# 2021 LRB Project Review

---

## **Completed:**

- Transcenter Restroom – \$186,103.24
- City Hall Monument Sign – \$63,520.69
- Public Works/Community Development Counter – \$55,762.00
- Fire Station 2 Landscaping – \$52,145.41
- Alleyway Improvement Project – \$144,277.38 – CDBG Target Area



# 2021 LRB Project Review

---

## Grant Funding

Reeder Ranch Park – \$5.1M

Sunset Park – \$5.2M

Saratoga Park – \$2M

City staff is pursuing additional grant funding in relation to park improvements and infrastructure projects.

# 2021 LRB Project Review

---

Issue Amount: \$45,000,000

Issue Premium: \$2,803,766.78

Expenses Paid to Date: \$4,900,338.50

Remaining Balance: \$42,903,428.28

Additional Project Costs Approved by Council: \$4,130,119



---

FISCAL YEAR 2022-2023  
MIDYEAR BUDGET REVIEW  
QUESTIONS & ANSWERS