



SPECIAL MEETING OF THE CITY COUNCIL

to be held in the Council Chambers located at
5111 Benito Street, Montclair, California

Wednesday, February 21, 2024
6:00 p.m.

Remote Participation Information:

Zoom Link: <https://zoom.us/j/93717150550>

Dial Number: 1-(669)-900-6833

Meeting ID: 937-1715-0550

Please be advised that those participating via Zoom do so at their own risk. The meeting will not be suspended or cancelled if any technical issues occur during the meeting.

*Comments on non-agenda items are **not** permitted at special meetings [GC §54954.3(a)]. If you would like to speak during the meeting, please complete a Speaker Request Card in the Council Chambers or online at least one hour before the meeting starts at <https://www.cityofmontclair.org/public-comment/>. The Mayor will call on those who submitted requests to speak at the appropriate time.*

*If you did not submit a request to speak and are present at the meeting, you may raise your hand during Public Comment to request to speak. If you are participating remotely, you may request speak using the "raise hand" function in Zoom or dial *9 on the phone to "raise your hand," and *6 to un-mute when called on to speak. Written comments (200-word limit) and requests to speak may instead be emailed to cityclerk@cityofmontclair.org at least one hour before the meeting begins.*

Video recordings of Council meetings are available on the City's website at <https://www.cityofmontclair.org/council-meetings/> and can be accessed by the end of the next business day following the meeting.

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. COUNCIL WORKSHOP
 - A. Fiscal Year 2023–24 Midyear Budget Review
 1. Consider Review of the City's Fiscal Operations and Approval of Proposed Changes to the Fiscal Year 2023–24 Budget
- IV. PUBLIC COMMENT
- V. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (909) 625-9416 or e-mail cityclerk@cityofmontclair.org. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

I, Andrea M. Myrick, City Clerk, hereby certify that I posted, or caused to be posted, a copy of this Agenda not less than 24 hours prior to this meeting on the City's website at <https://www.cityofmontclair.org/agendas/> and on the bulletin board adjacent to the north door of Montclair City Hall at 5111 Benito Street, Montclair, CA 91763 on Thursday, February 15, 2024.



CITY COUNCIL AGENDA REPORT

DATE:	FEBRUARY 21, 2024	FILE I.D.:	FIN262
SECTION:	COUNCIL WORKSHOP	DEPT.:	FINANCE
ITEM NO.:	A-1	PREPARER:	J. KULBECK
SUBJECT:	CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2023-24 BUDGET		

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

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

1. GENERAL FUND ANALYSIS - TABLE 1

Table 1 provides actual revenues and expenditures for the first six months of Fiscal Year 2023-24. Also included are current revenue and expenditure authorizations presented as "Adopted Budget," "6 Months Actual," and "Proposed Revised"—the latter incorporating changes contained within this midyear budget report. Specific reasons for revisions are discussed below.

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

2. GENERAL FUND REVENUE DETAIL - TABLE 2

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

3. STATEMENT OF GENERAL FUND EXPENDITURES FOR SIX MONTHS - TABLE 3

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

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

4. RECOMMENDED CHANGES TO THE 2023-24 REVENUE AND APPROPRIATIONS BUDGET - TABLE 4

Table 4 contains requests by departments to revise the Adopted Budget to address over-expenditures and/or unanticipated needs. These requests, when added to the Current Budget Appropriation, represent the 2023-24 Proposed Revised Budget summarized in **Table 1**.

Estimated Revenue Budget Adjustments

A summary of proposed changes to the Revenue Budget are included in the Fiscal Year 2023–24 Proposed Revised column in **Table 1** and in detail in **Table 2**.

The City's Total Proposed Revised General Operating Fund revenues and budgeted transfers for Fiscal Year 2023–24 are \$39,561,531. For the midyear review of fiscal operations, staff is recommending an increase of \$97,714 in General Operating Fund revenues. The following discussion focuses on significant revenue changes from the Adopted Budget:

- Tax revenues reflect decreases of \$279,061. Sales Tax and Transaction and Use tax revenue declines represents the majority of this downward adjustment. Minor to modest tax increases are, however, expected for the following revenue sources: property taxes, and business license tax.
- Licenses and Permits revenue reflect an increase of \$150,000. This revenue increase is due primarily to an increase in building permits.
- Intergovernmental Revenues reflect an increase of \$5,000 due primarily to SB 90 Claim Reimbursements.
- Fines and Forfeitures reflect an increase of \$5,000. This revenue increase is due to an increase in Vehicle Impound Fee revenue.
- Charges for Services reflect a decrease of \$58,225. This revenue decrease is an overall net result of increases and decreases in this revenue category. Zoning/Subdivision Fees saw an increase of \$25,000 while Rubbish Collection Fees saw a decrease of \$100,000; other minor increases and decreases brought this to the reflected decrease.
- Miscellaneous Revenues reflect an increase of \$260,000. This revenue increase is due primarily to an increase in Interest Income.

Appropriations Budget Adjustments

The *Statement of General Operating Fund Expenditures for Six Months (Table 3)* is included to provide the City Council with information necessary to assess whether departments are performing within their respective operating budgets. This table represents a snapshot at a point in time, and should serve only as a general guide as to where the City in total and the various departments stand. Expenditures are not typically incurred uniformly throughout the year; therefore, in order to show expenditures applicable through December 2023, the actual amounts displayed were adjusted to include costs which related to December but which were paid in the following month. This Statement shows an overall utilization of 54% of the appropriations for uses applicable through December 2023.

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2023–24 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2023–24 are \$36,294,412. For the midyear review of fiscal operations, staff is recommending an increase of \$680,057 in General Operating Fund expenditures as follows.

- **City Council** – The City Manager is recommending no changes to the City Council Department.
- **City Manager** – The City Manager is recommending no changes to the City Manager Department.
- **Administrative Services** – The City Manager is recommending no changes to the Administrative Services Department.
- **Human Services Department** – The City Manager is recommending no changes to the Human Services Department.
- **Police Department** – The City Manager is recommending the following adjustments:
 - Administration – Small Equipment – increase by \$500 for the purchase of a new commercial coffee maker. Fund transfers from Administration Regular Earnings and Miscellaneous Expenditures will cover this increase; therefore, there will be no affect to the General Fund.
 - Administration – Cellular Phone Expense – increase by \$7,000 due to the addition of cellular service for laptops and in car cameras. A fund transfer from Administration Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
 - Support Services – Overtime – increase by \$10,000. A fund transfer from Support Services Part Time Wages will cover this increase; therefore, there will be no affect to the General Fund.
 - Technical Services – Overtime – increase by \$5,000. A fund transfer from Technical Services Part Time Wages will cover this increase; therefore, there will be no affect to the General Fund.
 - Records – Part Time Wages – increase by \$12,000. A fund transfer from Records Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
 - Records – Overtime – increase by \$82,000. Fund transfers from Records Regular Earnings and Investigations Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
 - Records – Office Supplies – increase by \$2,000 for the purchase of County and State mandated revisions to forms.
 - Investigations – Range Supplies – increase by \$5,800 for the purchase of ammunition for the newly purchased firearms to be used in training. Fund transfers from Investigations Data Processing and Investigations Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
 - Uniform Patrol – Overtime – increase by \$485,000. Fund transfers from Uniform Patrol Regular Earnings and the COPS ELEAS Grant Fund will cover this increase; therefore, there will be no affect to the General Fund.
 - Uniform Patrol – Gasoline – increase by \$5,000.
 - Uniform Patrol – Personnel Training – increase by \$5,000 due to the attendance at a Team Building Workshop.

- Communications – Part Time Wages – increase by \$10,000. A fund transfer from Communications Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Communications – Overtime – increase by \$80,000. A fund transfer from Communications Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Communications – Special Contract Services – increase by \$5,000 due to an increase in foreign language translations. This increase will be covered by the SB 509 Public Safety Fund; therefore, there will be no affect to the General Fund.
- Emergency Preparedness – Overtime – increase by \$5,000.

The above adjustments result in a net increase of \$17,000 for the Police Department. (General Fund - \$12,000; SB 509 Fund - \$5,000)

- **Fire Department** – The City Manager is recommending the following adjustments:

- Administration – Overtime – increase by \$30,000. A fund transfer from Emergency Services Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Emergency Services – Overtime – increase by \$460,000. A fund transfer from Emergency Services Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Emergency Services – Uniforms – increase by \$13,000. A fund transfer from Emergency Services Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.

The above adjustments result in no increase to the General Fund for the Fire Department.

- **Public Works Department** – The City Manager is recommending the following adjustments:

- Graffiti Abatement – Materials – Maintenance and Repair – increase by \$15,000 due to an increase of graffiti throughout the City. A fund transfer from Graffiti Abatement Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Street Maintenance – Overtime – increase by \$20,000. A fund transfer from Street Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Street Maintenance – Uniforms – increase by \$3,500. This increase will be funded by Gas Tax.
- Street Maintenance – Special Contract Services – increase by \$110,000 due to unexpected tree trimming and street striping on Benito, Palo Verde, and 5 intersections. This increase will be funded by Gas Tax.
- Signing & Painting – Overtime – increase by \$2,500. A fund transfer from Signing & Painting Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Park Maintenance – Overtime – increase by \$28,000. A fund transfer from Park Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.

- Park Maintenance – Materials – Miscellaneous Maintenance & Repair – increase by \$3,500. A fund transfer from Park Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Irrigation Maintenance – Overtime – increase by \$6,000. A fund transfer from Street Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Irrigation Maintenance – Materials – Miscellaneous Maintenance & Repair – increase by \$4,000 due to the unexpected replacement of backflow devices at Fire Station 152. A fund transfer from Street Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Vehicle Maintenance – Mataerials – Transportation/Work Equipment – increase by \$15,000 due to a transmission replacement and other materials. A fund transfer from Street Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Vehicle Maintenance – Gasoline – increase by \$27,000 due to the increase of price per gallon. A fund transfer from Park Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Vehicle Maintenance – Compressed Natural Gas – increase by \$7,000 due to the new CNG sewer truck. A fund transfer from Park Maintenance Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
- Building Maintenance – Overtime – increase by \$4,000. A fund transfer from Building Maintenance Part Time Wages will cover this increase; therefore, there will be no affect to the General Fund.
- Building Maintenance – Uniforms – increase by \$1,000. A fund transfer from Building Maintenance Program Supplies will cover a portion of this increase.
- Building Maintenance – Materials – Buildings – increase by \$50,000 due to unexpected repairs to the Splash Pad, wind damage, and vandalism repairs.
- Heating & Air Conditioning – Materials – Miscellaneous Maintenance & Repair – increase by \$30,557 due to unexpected repairs to heating and air conditioning units and replacement of the CCN control system at City Hall.

The above adjustments result in a net increase of \$194,557 for the Public Works Department. (General Fund - \$81,057; Gas Tax Fund - \$113,500)

- **Community Development Department** – The City Manager is recommending the following adjustments:
 - Administration – Office Equipment/Furniture – increase by \$7,500 to allow for completion of the new conference room. A fund transfer from Plan Check Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.
 - Fire Prevention – Special Contract Services – increase by \$47,375 due to the annual required fire inspections of mutifamily residential buildings. A fund transfer from Plan Check Regular Earnings will cover this increase; therefore, there will be no affect to the General Fund.

The above adjustments result in no increase to the General Fund for the Community Development Department.

- **Economic Development** – The City Manager is recommending no changes to the Economic Development Department.
- **City Attorney** – The City Manager is recommending no changes to the City Attorney Department.
- **Citywide** – The City Manager is recommending the following adjustments:
 - Workers’ Compensation Claims – increase by \$250,000 due to unanticipated claims.
 - Electric Service – increase by \$100,000 due to the increased cost of electricity.
 - General City Insurance – increase by \$237,000 due to a higher than anticipated cost.

The above adjustments result in a net increase of \$587,000 for the Citywide Department.

FISCAL IMPACT: Revising the City’s Appropriations Budget increases the spending authority by \$680,057 in the General Operating Fund.

Revising the City’s Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$97,714.

Approval of both the Appropriations and Estimated Revenues Budgets would have a negative budgetary impact to the General Operating Fund of \$582,343. It is anticipated that actual revenue increases, reduced departmental spending and, if needed, transfers from reserves will fund this negative budgetary impact.

RECOMMENDATION: Staff recommends the City Council consider the City’s Midyear Budget Review documents and approve both revenue and appropriation proposed changes to the Fiscal Year 2023–24 Budget.

GENERAL OPERATING FUND ANALYSIS

TABLE 1

	FY 23/24 Adopted Budget	FY 23/24 6 Months Actual	FY 23/24 Proposed Revised	Increase (Decrease)
REVENUES				
Taxes	\$ 33,082,867	\$ 10,324,150	\$ 32,803,806	\$ (279,061)
Licenses & Permits	566,325	411,512	731,325	165,000
Fines & Forfeitures	347,200	158,143	352,200	5,000
Intergovernmental	276,600	64,588	281,600	5,000
Charges for Services	4,266,725	1,773,139	4,208,500	(58,225)
Miscellaneous	824,100	678,962	1,084,100	260,000
	\$ 39,363,817	\$ 13,410,494	\$ 39,461,531	\$ 97,714
Revenue	100,000		100,000	-
Transfers in				
TOTAL REVENUE	\$ 39,463,817	\$ 13,410,494	\$ 39,561,531	\$ 97,714
EXPENDITURES				
City Council	\$ 413,457	\$ 181,013	\$ 413,457	\$ -
City Manager	2,927,948	1,606,965	2,927,948	-
Solid Waste Disposal	3,207,825	1,616,258	3,207,825	-
Administrative Services	1,147,039	544,729	1,147,039	-
Human Services	2,064,927	1,033,461	2,064,927	-
Police	11,122,188	5,709,014	11,134,188	12,000
Fire	5,190,901	2,575,835	5,190,901	-
Public Works	4,248,431	2,069,062	4,329,488	81,057
Community Development	1,769,238	895,100	1,769,238	-
Economic Development	557,516	325,754	557,516	-
City Attorney	383,833	165,473	383,833	-
Citywide	2,581,052	2,442,653	3,168,052	587,000
	\$ 35,614,355	\$ 19,165,317	\$ 36,294,412	\$ 680,057
Expenditures				
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 35,614,355	\$ 19,165,317	\$ 36,294,412	\$ 680,057
MIDYEAR EXCESS (DEFICIT)				\$ (582,343)
SOURCES LESS USES	\$ 3,849,462		\$ 3,267,119	

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2023-24**

TABLE 2

GENERAL FUND	2023-2024 Actual Mid-Year	2023-2024 Adopted	2023-2024 Revised	Increase (Decrease)
Taxes	Thru 1/31/24			
Property Tax - Secured (December)	1,848,453	3,200,000	3,500,000	300,000
Property Tax - Unsecured (December)	125,844	200,000	250,000	50,000
Property Tax In Lieu of VLF	2,497,258	4,892,577	4,994,516	101,939
Sales & Use (November)	1,609,724	11,543,466	10,943,466	(600,000)
Transactions & Use Tax - Measure F (November)	-	185,237	160,237	(25,000)
Transactions & Use Tax - Measure L (November)	2,045,845	8,676,587	8,580,587	(96,000)
Property Tax Pass Thru from Successor Agency	289,142	400,000	400,000	-
Transient Occupancy (2nd Qtr)	26,663	75,000	75,000	-
Document Transfer (November)	54,939	185,000	150,000	(35,000)
Franchise (1st Qtr)	117,705	850,000	850,000	-
Business License	521,803	875,000	900,000	25,000
Utility Users (December)	1,186,774	2,000,000	2,000,000	-
Total Taxes	10,324,150	33,082,867	32,803,806	(279,061)
Property and Sales taxes are mostly received in the second one-half of the fiscal year. Sales tax is received from the State through October with small advances through the end of December. Major collections on both occur from January through June. Revenue estimates have been computed above annualizing collections for the year based upon receipts to date and utilizing projections of our sales tax consulting firm.				
Licenses and Permits				
Alarm Permits	300	1,000	1,000	-
Building Permits	349,540	450,000	600,000	150,000
Moving Permits	3,850	10,000	10,000	-
Yard Sale Permits	-	-	-	-
Construction Permits	57,822	105,000	120,000	15,000
Encroachment Permits	-	300	300	-
Gun Dealer Permits	-	25	25	-
Total Licenses and Permits	411,512	566,325	731,325	165,000
Intergovernmental Revenues				
Motor Vehicle In-Lieu Tax	-	40,000	40,000	-
Property Tax Loss Relief	10,273	25,000	25,000	-
Police Officer Training Reimbursement	5,367	25,000	25,000	-
SB 90 Claim Reimbursement	36,348	35,000	40,000	5,000
OES Reimbursements	-	130,000	130,000	-
Greyhound Transcenter Lease	12,600	21,600	21,600	-
Total Intergovernmental Revenues	64,588	276,600	281,600	5,000

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2023-24**

	2023-2024 Actual Mid-Year	2023-2024 Adopted	2023-2024 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/31/24			
Fines and Forfeitures				
Court Fines (November)	10,945	40,000	40,000	-
Parking Citations (December)	58,525	175,000	175,000	-
False Alarms	9,795	16,000	16,000	-
Restitution	431	2,000	2,000	-
Evidence Forfeitures	-	500	500	-
Auto Repossession Fees	690	1,700	1,700	-
Vehicle Release Fees	44,700	60,000	60,000	-
Admin Citations - CD,PD,PW	840	2,000	2,000	-
Vehicle Impound Fees	32,217	50,000	55,000	5,000
Total Fines and Forfeits	<u>158,143</u>	<u>347,200</u>	<u>352,200</u>	<u>5,000</u>
Charges for Services				
Sale of Printed Materials	404	1,000	1,000	-
Special Police Services	7,201	10,000	15,000	5,000
Fire Department Service Fees	5,133	20,000	20,000	-
Rubbish Collection Fees	1,296,775	3,100,000	3,000,000	(100,000)
Burrtec Contract Maintenance Fee	125,000	250,000	250,000	-
General Sanitation Fees (2nd Qtr)	151,891	400,000	400,000	-
Zoning/Subdivision Fees	47,780	50,000	75,000	25,000
Plan Checking Fees	117,311	400,000	400,000	-
Recreation Fees	5,203	1,000	7,500	6,500
Service Center Fees	345	225	500	275
Program Costs - Reimbursed	15,958	20,000	25,000	5,000
Country Fair Jamboree	-	13,000	13,000	-
Human Services Classes	138	1,500	1,500	-
Total Charges for Services	<u>1,773,139</u>	<u>4,266,725</u>	<u>4,208,500</u>	<u>(58,225)</u>
Miscellaneous Revenue				
Interest Income	400,000	350,000	600,000	250,000
Library Rentals	33,880	68,000	68,000	-
Police Auction	-	5,000	5,000	-
Reimbursed Expenditures	37,929	50,000	60,000	10,000
Special Event Reimbursement	327	500	500	-

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2023-24**

	2023-2024 Actual Mid-Year Thru 1/31/24	2023-2024 Adopted	2023-2024 Revised	Increase (Decrease)
GENERAL FUND				
Miscellaneous Revenue (Continued)				
Emergency Response Reimbursement	13,158	25,000	25,000	-
Donations & Contributions (in Fund 1181)	-	500	500	-
Subpoena/Witness Reimbursement	-	400	400	-
City Cell Tower Rental	66,753	140,000	140,000	-
Other Miscellaneous Revenue	122,350	175,000	175,000	-
Police Range Revenue	2,925	7,500	7,500	-
Mini School/Youth Center/Basketball Snacks	1,640	2,200	2,200	-
Total Miscellaneous Revenue	<u>678,962</u>	<u>824,100</u>	<u>1,084,100</u>	<u>260,000</u>
TOTAL REVENUE	<u>13,410,494</u>	<u>39,363,817</u>	<u>39,461,531</u>	<u>97,714</u>

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2023
Actual expenses paid through 1/12/24

TABLE 3

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
CITY COUNCIL											
4101 City Council	154,607	99,541	300,855	102,475	-	-	(42,005)	(21,003)	413,457	181,013	44%
Subtotal	154,607	99,541	300,855	102,475	-	-	(42,005)	(21,003)	413,457	181,013	44%
CITY MANAGER											
4202 City Manager	383,660	248,407	98,469	35,566	-	-	(54,945)	(27,473)	427,184	256,500	60%
4203 Information Tech Services	855,103	398,484	418,100	313,989	453,000	283,687	(183,776)	(91,889)	1,542,427	904,271	59%
4204 Financial Services	892,367	446,588	175,900	54,572	-	-	(109,930)	(54,966)	958,337	446,194	47%
4205 Solid Waste Disposal	42,796	27,935	3,165,029	1,588,323	-	-	-	-	3,207,825	1,616,258	50%
Subtotal	2,173,926	1,121,414	3,857,498	1,992,450	453,000	283,687	(348,651)	(174,328)	6,135,773	3,223,223	53%
ADMINISTRATIVE SERVICES											
4311 Administration	18,215	11,917	37,180	4,030	-	-	(9,551)	(4,776)	45,844	11,171	24%
4314 City Clerk	321,247	145,615	68,100	26,983	-	-	(61,131)	(30,566)	328,216	142,032	43%
4315 Personnel/Risk	256,785	119,381	180,120	72,153	-	-	(64,749)	(32,375)	372,156	159,159	43%
4317 Central Services	9,601	-	450,540	262,027	-	-	(59,318)	(29,660)	400,823	232,367	58%
Subtotal	605,848	276,913	735,940	365,193	-	-	(194,749)	(97,377)	1,147,039	544,729	47%
HUMAN SERVICES											
4381 Recreation	1,336,857	706,690	382,545	139,009	49,150	50,665	-	-	1,768,552	896,364	51%
4382 Clinic	68,157	9,625	58,786	31,161	-	-	-	-	126,943	40,786	32%
4383 Senior Citizens	141,332	17,231	12,600	1,701	-	-	-	-	153,932	18,932	12%
4384 Nutritional Meals	-	46,370	7,000	1,677	-	-	-	-	7,000	48,047	686%
4385 Family and Health Education	-	28,879	8,500	453	-	-	-	-	8,500	29,332	345%
4387 After School Program	-	-	-	-	-	-	-	-	-	-	N/A
Subtotal	1,546,346	808,795	469,431	174,001	49,150	50,665	-	-	2,064,927	1,033,461	50%
POLICE											
4421 Administration	267,009	73,697	21,561	13,972	-	-	-	-	288,570	87,669	30%
4422 Support Services	874,963	476,031	3,285	2,660	-	-	-	-	878,248	478,691	55%
4423 Technical Services	210,227	110,869	206,400	92,510	-	-	-	-	416,627	203,379	49%
4424 Records	674,207	380,920	12,000	11,419	-	-	-	-	686,207	392,339	57%
4425 Investigations	1,210,086	579,704	50,500	21,771	-	-	-	-	1,260,586	601,475	48%
4426 Uniform Patrol	5,801,678	2,983,536	618,215	336,132	-	-	-	-	6,419,893	3,319,668	52%
4427 Communications	996,176	531,112	3,850	2,881	-	-	-	-	1,000,026	533,993	53%
4428 Volunteer Services	52,418	27,354	16,150	6,944	-	-	-	-	68,568	34,298	50%
4429 Emergency Preparedness	99,663	57,216	3,800	286	-	-	-	-	103,463	57,502	56%
Subtotal	10,186,427	5,220,439	935,761	488,575	-	-	-	-	11,122,188	5,709,014	51%
FIRE											
4531 Administrator	649,621	288,716	16,213	7,296	-	-	-	-	665,834	296,012	44%
4533 Emergency Services	4,166,001	2,177,293	210,640	46,068	19,000	6,090	-	-	4,395,641	2,229,451	51%
4534 Personnel Developmen	-	-	32,719	6,950	-	-	-	-	32,719	6,950	21%
4536 Buildings & Grounds	-	-	33,811	18,835	24,577	24,587	-	-	58,388	43,422	74%
4538 EMS-Paramedics	-	-	-	-	38,319	-	-	-	38,319	-	0%
Subtotal	4,919,085	2,466,009	293,383	79,149	81,896	30,677	-	-	5,190,901	2,575,835	50%

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2023
Actual expenses paid through 1/12/24

	<u>PERSONNEL SERVICES</u>		<u>SERVICES AND SUPPLIES</u>		<u>CAPITAL OUTLAY</u>		<u>INDIRECT STAFF CHARGES</u>		<u>TOTALS</u>		<u>%</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
PUBLIC WORKS											
4641 Management & Construction	469,837	213,526	259,299	99,342	-	-	-	-	729,136	312,868	43%
4642 Public Works Inspection	123,885	72,704	-	-	-	-	-	-	123,885	72,704	59%
4644 Traffic Safety Engineering	12,428	6,652	-	-	-	-	-	-	12,428	6,652	54%
4645 Graffiti Abatement	60,093	3,855	3,500	1,124	-	-	-	-	63,593	4,979	8%
4646 Street Maintenance	316,698	106,478	490,065	245,783	8,000	59,117	-	-	814,763	411,378	50%
4650 Signing/Painting	88,460	38,952	4,880	(721)	-	-	-	-	93,340	38,231	41%
4651 Street Sweeping	169,754	96,526	1,030	(1,373)	-	-	-	-	170,784	95,153	56%
4652 Park Maintenance	376,634	118,289	110,050	12,501	-	-	-	-	486,684	130,790	27%
4653 Tree Maintenance	8,239	4,076	14,580	(21,660)	-	-	-	-	22,819	(17,584)	-77%
4654 Irrigation Maintenance	85,283	49,236	15,775	6,828	-	-	-	-	101,058	56,064	55%
4656 Vehicle Maintenance	181,883	100,774	319,472	183,955	-	-	-	-	501,355	284,729	57%
4691 Building Maintenance Services	201,448	113,176	229,378	165,721	75,000	60,592	-	-	505,826	339,489	67%
4692 Heating & Air Conditioning	131,566	73,268	38,150	45,396	20,000	-	-	-	189,716	118,664	63%
4693 Janitorial Services	288,344	144,309	140,200	70,636	4,500	-	-	-	433,044	214,945	50%
Subtotal	2,514,552	1,141,821	1,626,379	807,532	107,500	119,709	-	-	4,248,431	2,069,062	49%
COMMUNITY DEVELOPMENT											
4760 Planning Commission	8,075	5,685	-	-	-	-	-	-	8,075	5,685	70%
4761 Administrator	80,462	43,924	19,605	7,917	5,000	11,196	-	-	105,067	63,037	60%
4762 Current Planning	356,450	165,651	1,800	1,038	-	-	-	-	358,250	166,689	47%
4763 Advance Planning	118,599	55,216	8,000	6,162	-	-	-	-	126,599	61,378	48%
4764 Field Inspector	95,497	47,970	1,450	151	-	-	-	-	96,947	48,121	50%
4765 Plan Check	116,179	18,967	550	8,270	-	-	-	-	116,729	27,237	23%
4766 Building Operations	146,298	100,699	400	-	-	-	-	-	146,698	100,699	69%
4767 Fire Prevention Bureau	-	-	124,000	58,362	-	-	-	-	124,000	58,362	47%
4768 General Code Enforcement	305,362	166,467	14,200	1,783	-	-	-	-	319,562	168,250	53%
4769 Special Ops Code Enforcement	291,511	161,432	75,800	34,210	-	-	-	-	367,311	195,642	53%
Subtotal	1,518,433	766,011	245,805	117,893	5,000	11,196	-	-	1,769,238	895,100	51%
ECONOMIC DEVELOPMENT AGENCY											
4791 Administrator	557,516	322,394	-	3,360	-	-	-	-	557,516	325,754	58%
Subtotal	557,516	322,394	-	3,360	-	-	-	-	557,516	325,754	58%
CITY ATTORNEY											
4801 City Attorney	133,833	66,909	250,000	98,564	-	-	-	-	383,833	165,473	43%
Subtotal	133,833	66,909	250,000	98,564	-	-	-	-	383,833	165,473	43%
CITYWIDE EXPENSES											
4901 Citywide Expenses	1,140,802	933,535	1,440,250	1,509,118	-	-	-	-	2,581,052	2,442,653	95%
Subtotal	1,140,802	933,535	1,440,250	1,509,118	-	-	-	-	2,581,052	2,442,653	95%
TOTAL DEPT. EXPENDITURES	25,451,375	13,223,781	10,155,302	5,738,310	696,546	495,934	(585,405)	(292,708)	35,614,355	19,165,317	54%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2023 but for which cash payments occurred in January, 2024.

CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

SUMMARY BY DEPARTMENT

<u>DEPARTMENT</u>	<u>TOTAL REQUESTS</u>	<u>TOTAL RECOMMENDED</u>
City Council	-	-
City Manager	-	-
Administrative Services	-	-
Human Services	-	-
Police	89,800	12,000
Fire	522,000	-
Public Works	250,003	81,057
Community Development	54,875	-
Economic Development	-	-
City Attorney	-	-
Citywide	<u>587,000</u>	<u>587,000</u>
Totals	<u><u>\$ 1,503,678</u></u>	<u><u>\$ 680,057</u></u>

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

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

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department</u>				
Administration - Small Equipment	700	-	1,000	500
Administration - Regular Earnings				(250)
Administration - Miscellaneous Expenditures				(250)
Administration - Cellular Phone Expense	5,142	5,142	7,000	7,000
Administration - Regular Earnings				(7,000)

Request - Small Equipment: The 10-year-old coffee maker in the break room is internally corroded due to lime and calcium buildup-some of this corrosion is permanent-and parts of the unit are going haywire. The cost to fix the coffee maker would be hundreds of dollars making it more cost effective to purchase a new coffee maker that will last another 10 years. The current budget amount is earmarked for a new shredder.

Request - Cellular Phone Expense: Recently, the IT Department set up a cellular service plan for the Command Staff's Department laptops. This monthly service fee was not included in the current budget and will cost approximately \$1,550 until the end of June. Three Department phones were upgraded for \$1,950, this expense was also not in the current budget. The Department will be getting 25 new in-car cameras that will also require cellular service, which will cost approximately \$3,500 in service fees until the end of June. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Support Services - Overtime	5,000	8,150	10,000	5,000
Support Services - Part Time Wages	-	-	(10,000)	(5,000)
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. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year, which could be accomplished through a transfer of funds from Support Services Part Time Wages.				
Technical Services - Overtime	3,000	5,266	5,000	5,000
Emergency Preparedness - Overtime	3,000	5,038	5,000	5,000
Technical Services - Part Time Wages				(5,000)

Request - Overtime: One of the Department's sergeants is assigned to Technical Services and Emergency Preparedness-overtime for this position is paid 50/50 out of these two programs. This sergeant is responsible for providing support services in the areas of purchasing and maintaining vehicles, radios, and other equipment as well as maintaining emergency preparedness programs. This sergeant has also been attending SLI training, which has fallen on his off days. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Records - Part Time Wages	31,580	18,588	12,000	12,000
Records - Regular Earnings				(12,000)
Request - Part Time Wages: The Records Bureau is budgeted for two part-time Data Entry Clerks for 18 hours a week for each clerk. At the beginning of this fiscal year, one of these positions was vacant until September 2023. The two Data Entry Clerks have been working 30 hours a week to process a backload of citations and to assist with the backload of police reports that need to be processed - a backload caused by short staffing. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Records - Overtime	15,000	57,939	82,000	82,000
Records - Regular Earnings			(40,000)	(40,000)
Investigations - Regular Earnings				(42,000)

Request - Overtime: Two newly hired Police Service Specialists (PSS) had just finished training at the beginning of this fiscal year, and the Records Bureau was short-staffed by two vacant PSS positions. In September 2023, the Department filled these two vacancies, but these two new employees had to be trained as well. This has caused a backload of police reports from 2023 that need to be processed and submitted to the Department of Justice, creating the need for mandatory overtime. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year. This could be partially accomplished through a transfer of \$40,000 from Records - Regular Earnings.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Records - Office Supplies	12,000	11,419	2,000	2,000
 Request - Office Supplies: The Records Bureau requires various crime report forms and forms for traffic enforcement programs. The County and State have required changes to certain forms causing the need to print and purchase new forms with the required revisions. There are forms on order and forms that still need to be ordered during this fiscal year, but there are not enough funds in this account to cover these unexpected expenses. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Investigations - Range Supplies	20,500	8,437	8,000	5,800
Investigations - Data Processing			(2,200)	(2,200)
Investigations - Regular Earnings				(3,600)

Request - Range Supplies: Although the January 12, 2024 Budget Analysis Report shows this account is only 41 percent expended, as of the date of this memo, there is only 6 percent remaining in this account. Recently, the Department acquired new Staccato P 2011 firearms that are now the authorized Department-issued handgun. The Department spent \$8,000 from the Range Budget to purchase ammunition for officers to train with the new Staccato firearm. The Department will still need to purchase ammunition for sworn personnel for required monthly firearms qualification. I am requesting an additional \$5,800 in this account to cover the cost of ammunition for the remainder of the fiscal year. I am also requesting an intra-Department fund transfer of \$2,200 from Investigations Data Processing to reach the \$8,000 that was used to purchase ammunition for training on the new firearm.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Uniform Patrol - Overtime	353,000	420,365	485,000	485,000
Uniform Patrol - Regular Earnings			(160,000)	(160,000)
Uniform Patrol - Overtime - Fund 1149			(325,000)	(325,000)

Request - Overtime: Due to several unfilled vacancies in patrol during the first half of the fiscal year, this account is over expended. These vacancies require backfill to ensure minimum shift coverage is maintained. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year, which would be offset by \$325,000 allocated to patrol overtime in the Police Department's FY 2023-24 COPS ELEAS Grant Fund 1149 with the balance of \$160,000 being transferred from Uniform Patrol Regular Earnings.

Uniform Patrol - Gasoline	155,600	95,526	5,000	5,000
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Request - Gasoline: The Department is spending on average \$10,700 a month on gasoline. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Uniform Patrol - Personnel Training	45,000	38,498	10,000	5,000
 Request - Personnel Training: Members of City Management, members of Command Staff, and Police Department supervisors attended a week-long POST-approved Team Building Workshop (TBW) in Palm Springs in February 2024. This Workshop, which was not budgeted for, cost over \$10,000 and was paid for out of the Police Department's training Budget. It included hotel accommodations and per diem for City personnel in attendance. Most of the expenses associated with the TBW will be reimbursed to the City by POST. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Communications - Part Time Wages	30,000	21,236	10,000	10,000
Communications - Regular Earnings			(10,000)	(10,000)

Request - Part Time Wages: The Department has two part-time dispatchers who assist with answering requests for emergency services. While Dispatch has been short-staffed, the relief they provide has been much needed. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year, which could be accomplished through a transfer of funds from Communications Regular Earnings.

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Communications - Overtime	40,000	72,188	80,000	80,000
Communications - Regular Earnings			(80,000)	(80,000)
 Request - Overtime: Due to vacancies throughout the fiscal year, this account is now over expended. These vacancies require backfill to ensure minimum shift coverage is maintained. The Department is hopeful to hire two full-time, entry-level dispatchers by the end of February, but these new dispatchers will require training for several months. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year, which could be accomplished through a transfer of funds from Communications Regular Earnings.				
Communications - Special Contract Services	6,500	5,690	5,000	5,000
 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)				
Police Department General Fund Totals	719,522	767,792	419,800	342,000
Police Department Public Safety Fund Totals	6,500	5,690	5,000	5,000
Police Department ELEAS Grant Fund Totals	-	-	(325,000)	(325,000)
Police Department Totals (General Fund Impact)	713,022	762,102	89,800	12,000

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Fire Department</u>				
Administration - Overtime	-	9,095	30,000	30,000
Emergency Services - Regular Earnings			(30,000)	(30,000)
 Request - Overtime: Due to the creation of the Fire Chief and Assistant Fire Chief positions a vacancy at the Battalion Chief rank was created. A request was approved to allow the Assistant Fire Chief to work as a Battalion Chief to reduce the work load on the two remaining Battalion Chiefs. Due to this, overtime expenses occurred in this account which has a zero budget. An increase to the initial appropriation is requested to cover the cost of overtime for the remainder of the fiscal year.				
Emergency Services - Overtime	500,000	567,644	500,000	460,000
Emergency Services - Regular Earnings				(460,000)
 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 to the initial appropriation is requested to cover the cost of overtime for the remainder of the fiscal year.				
Emergency Services - Uniforms	25,000	9,648	22,000	13,000
Emergency Services - Regular Earnings				(13,000)
 Request - Uniforms: Uniforms were purchased for one new firefighter, and with the anticipation of hiring five new firefighters and one engineer to fill current vacancies and the restoration of the medic squad additional funds are requested for the remainder of the fiscal year.				
Fire Department Totals	<u>525,000</u>	<u>586,387</u>	<u>522,000</u>	<u>-</u>

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department</u>				
Graffiti Abatement - Materials - Maintenance and Repair	15,000	14,695	15,000	15,000
Graffiti Abatement - Regular Earnings				(15,000)
 Request - Materials - Maintenance and Repair: Due to an increase in graffiti throughout the City and the increased cost of paint and supplies this account is 98 percent expended. The expenses in this account are paid by CDBG and since there is no additional CDBG funding available the General Fund will take on any increase approved. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Street Maintenance - Overtime	20,000	25,337	20,000	20,000
Street Maintenance - Regular Earnings				(20,000)
 Request - Overtime: The overtime budget for Street Maintenance is over expended. An increase to the initial appropriation is requested for weekend on call, emergencies, and Human Services events for the remainder of the fiscal year.				
Street Maintenance - Uniforms	3,625	3,817	3,500	3,500
 Request - Special Contract Services: The uniform budget for Street Maintenance is over expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year. (Gas Tax Fund)				

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Street Maintenance - Special Contract Services	400,000	309,192	58,000	110,000
Request - Special Contract Services: Due to unexpected tree trimming in out of grid areas and vandalized median island irrigation parts this account is 77 percent expended. An increase to the initial appropriation is requested to complete the Grid 4 tree trimming, the remaining monthly contract with Colts Landscaping, and street striping on Benito, Palo Verde, and 5 intersections for safety purposes. (Gas Tax Fund)				
Signing & Painting - Overtime	5,000	5,104	2,500	2,500
Signing & Painting - Regular Earnings				(2,500)
Request - Overtime: This account is over expended due to work on the flashing stop sign project, holiday ornament install and removal, and Chamber and Military Banner installs. An increase to the initial appropriation is requested to cover the cost of overtime for the remainder of the fiscal year.				
Park Maintenance - Overtime	20,000	33,749	39,000	28,000
Park Maintenance - Regular Earnings				(28,000)
Request - Overtime: This account is over expended due to ball field preparation, opening and closing the parks on weekends, and Human Services events. An increase to the initial appropriation is requested to cover the costs for the remainder of the fiscal year.				

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Park Maintenance - Materials - Miscellaneous Maintenance & Repair	25,000	18,068	5,000	3,500
Park Maintenance - Regular Earnings				(3,500)
 Request - Materials - Miscellaneous Maintenance & Repair: To date this account is 72 percent expended. Since the Park Maintenance Fund is low on funds any approved increase would come from the General Fund. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Irrigation Maintenance - Overtime	-	3,639	7,000	6,000
Street Maintenance - Regular Earnings				(6,000)
 Request - Overtime: No funds were budgeted for Irrigation Maintenance overtime. Due to emergency irrigation repairs overtime was needed. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Irrigation Maintenance - Materials - Miscellaneous Maintenance & Repair	5,000	4,466	10,000	4,000
Street Maintenance - Regular Earnings				(4,000)
 Request - Materials - Miscellaneous Maintenance & Repair: Due to the unexpected replacement of backflow devices at Fire Station 152 and the Transcenter this account is 89 percent expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Vehicle Maintenance - Materials - Transportation/Work Equipment	80,000	51,250	15,000	15,000
Street Maintenance - Regular Earnings				(15,000)
Request - Materials - Transportation/Work Equipment: To date this account is 64 percent expended. A new transmission is needed for Police Unit 415 in addition to other materials. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Vehicle Maintenance - Gasoline	70,000	48,933	27,000	27,000
Park Maintenance - Regular Earnings				(27,000)
Request - Gasoline: Due to the increase of the price per gallon of gas this account is 70 percent expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Vehicle Maintenance - Compressed Natural Gas	35,000	24,310	10,000	7,000
Park Maintenance - Regular Earnings				(7,000)
Request - Compressed Natural Gas: The addition of the new CNG sewer truck has increased the usage of CNG. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Building Maintenance - Overtime	9,000	7,637	4,000	4,000
Building Maintenance - Part Time Wages				(4,000)
Request - Overtime: Due to removing the Police Department shooting range targeting system, installing new electrical circuits in the shooting range, and removing cubicles from City Hall this account is 85 percent expended. To operate the Splash Pad on weekends during the summer months, and unforeseen emergencies an increase to the initial appropriation is requested.				
Building Maintenance - Uniforms	2,500	2,290	2,500	1,000
Building Maintenance - Program Supplies				(500)
Request - Uniforms: To date this account is 92 percent expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Building Maintenance - Materials - Buildings	176,378	133,234	62,446	50,000
Request - Materials - Buildings: Due to the unexpected replacement of the UV light system on the Splash Pad, wind damage to a light pole in Alma Hofman Park, vandalism of five glass panels at the EOC, and window coverings and tint at City Hall, this account is 75% expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				

CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Heating & Air Conditioning - Materials - Miscellaneous Maintenance & Repair	22,000	40,222	30,557	30,557
Request - Materials - Miscellaneous Maintenance & Repair: Due to unexpected repairs to heating and air conditioning units this account is over expended. The CCN controls system at City Hall also needs replacement. An increase to the initial appropriation is requested to cover the overage and costs for the remainder of the fiscal year.				
Public Works General Fund Totals	444,878	380,171	250,003	81,057
Public Works Gas Tax Fund Totals	403,625	313,009	61,500	113,500
Public Works Park Maintenance Fund Totals	25,000	18,068	-	-
Public Works CDBG Fund Totals	15,000	14,695	-	-
Public Works Totals (General Fund Impact)	444,878	380,171	250,003	81,057

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Community Development</u>				
Administration - Office Equipment/Furniture Plan Check - Regular Earnings	5,000	11,196	7,500	7,500 (7,500)
Request - Office Equipment/Furniture: The Fiscal Year 2023-24 budget included \$5,000 for creating and furnishing a new conference room within the department. The majority of the project is complete but actual expenses exceeded the estimated cost. The requested amount will cover the additional material costs and the new furnishings needed to complete the project.				
Fire Prevention - Special Contract Services Plan Check - Regular Earnings	124,000	69,379	47,375	47,375 (47,375)
Request - Special Contract Services: California Health & Safety Code Section 13146.4 requires annual Fire inspections of Multifamily residential, hotels, motels, lodging houses, and public and private schools. The contracted fire prevention inspectors are only inspecting new construction. In order to meet the State mandated requirements an additional contracted Fire Inspector is needed. An increase to the initial appropriation is required to cover costs for the remainder of the fiscal year.				
Community Development Totals	<u>129,000</u>	<u>80,575</u>	<u>54,875</u>	<u>-</u>
<u>Economic Development</u>				
No changes				
Economic Development Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2023-24 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>City Attorney</u>				
No changes				
City Attorney Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Citywide</u>				
Personnel Services - Worker's Compensation Claims	300,000	494,653	250,000	250,000
Request - Worker's Compensation Claims: Due to unanticipated Worker's Compensation Claims this account is over expended. An increase to the initial appropriation is requested to cover costs for the remainder of the fiscal year.				
Services and Supplies - Electric Service	510,000	325,700	100,000	100,000
Request - Electric Service: Due to the increased cost of electricity additional funding is requested to cover costs for the remainder of the fiscal year.				
Services and Supplies - General City Insurance	580,000	817,679	237,000	237,000
Request - General City Insurance: The estimate for General City Insurance was higher than anticipated and received after the budget process.				
Citywide Totals	<u>1,390,000</u>	<u>1,638,032</u>	<u>587,000</u>	<u>587,000</u>