

CITY OF MONTCLAIR

AGENDA FOR ADJOURNED MEETING OF THE CITY COUNCIL

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

February 12, 2014

6:00 p.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT

*This section intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Each speaker will be afforded five minutes to address the City Council. (Government Code Section 54954.3)*

*Under the provisions of the Brown Act, the Council is prohibited from taking action on items not listed on the agenda.*

- IV. COUNCIL WORKSHOP
  - A. Midyear Budget Review
- V. ADJOURNMENT

*Reports, backup materials, and additional materials related to any item on this Agenda distributed to the City Council after distribution of the Agenda packet are available for public inspection in the Office of the Deputy City Clerk located at 5111 Benito Street, Montclair, California, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Deputy City Clerk at (909) 625-9416. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)*

*I, Yvonne L. Smith, Deputy City Clerk, hereby certify that I posted, or caused to be posted, a copy of this Agenda not less than 72 hours prior to this meeting on the bulletin board adjacent to the south door of Montclair City Hall on February 5, 2014.*

# AGENDA REPORT

**SUBJECT:** CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2013-14 BUDGET

**DATE:** February 12, 2014

**SECTION:** ADMIN. REPORTS

**ITEM NO.:** A

**FILE I.D.:** FIN262

**DEPT.:** ADMIN. SVCS.

**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 summary information of actual funds spent for the last fiscal year and actual funds spent for the first six months of Fiscal Year 2013-14. 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

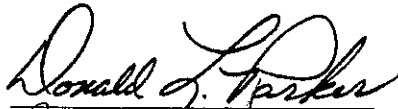
**Table 2** provides supporting detail to the *General Fund Analysis* (**Table 1**) and contains each specific revenue account within revenue categories.

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

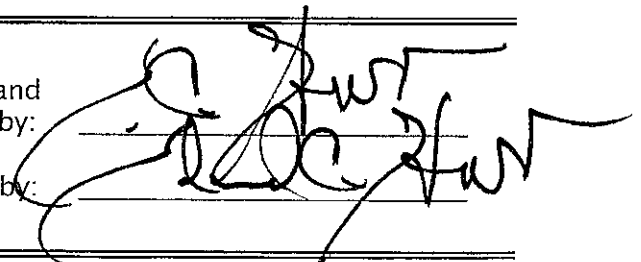
**Table 3** compares the adopted budget to six months of actual expenditures for each department. Expenditures are broken down into the following categories: (1) Personnel Services; (2) Services and Supplies; and (3) Capital Outlay.

Totals from **Table 3** are summarized in **Table 1** under the expenditure categories within the 2013-14 Current Budget and 2013-14 Six Months Actual columns.

Prepared by:



Reviewed and  
Approved by:



Proofed by:



Presented by:

#### 4. **RECOMMENDED CHANGES TO THE 2013-14 APPROPRIATIONS BUDGET - TABLE 4**

**Table 4** contains requests by departments to revise the Adopted Budget to address overexpenditures and/or unanticipated needs. These requests, when added to the Current Budget Appropriation, represent the 2013-14 Proposed Revised Budget summarized in **Table 1**.

#### **General Fund Sources**

The *General Fund Analysis (Table 1)* shows that recurring revenues and transfers in (sources) are showing projected growth between 2012-13 to 2013-14. Total sources in Fiscal Year 2012-13 were \$24,549,951 while total sources in the Fiscal Year 2013-14 Proposed Revised Budget are estimated at \$25,558,654.

#### **Estimated Revenue Budget Adjustments**

A summary of proposed changes to the Revenue Budget are included in the Fiscal Year 2013-14 Proposed Revised column in **Table 1** and in detail form in **Table 2**.

The City's Total Proposed Revised General Fund revenues for Fiscal Year 2013-14 are \$25,558,654. For the midyear review of fiscal operations, staff is recommending an increase of \$184,549 in General Fund revenues. The following discussion focuses on revenue sources reflecting the **greatest change** from the Adopted Budget:

- Taxes reflects an increase of \$295,457. Highlighted components of this are increases indicated by the County of San Bernardino amounting to \$200,446 and sales and use taxes indicated by HdL Companies of \$282,066. Offsetting these increases was a decrease in the transaction and use tax estimate, over debt service which is fully funded, of \$184,120 because current receipts are less than original budget projections.
- Licenses and Permits revenue reflects an increase of \$100,558 highlighted by a \$93,659 increase in Building Permits because of activity and changes to the Master User Fee Schedule implemented during the year.
- Fines and Forfeitures reflects a decrease of \$158,408 primarily because of decreases in administrative citations of \$98,220, court fines of \$57,620, and parking citations. These have been adjusted because current receipts are less than original budget projections.
- Charges for Services reflects an increase of \$49,814 primarily because of increases in plan checking fees of \$125,775 related to activity and changes to the master fee schedule, which are being offset by a decrease in rubbish collection fees of \$202,254 as it was anticipated that refuse rate increases would be present for the entire year; however, these were delayed because of the Proposition 218 process.
- Miscellaneous Revenue reflects a decrease of \$146,432 primarily because of a \$186,530 reduction in reimbursed expenditures. These costs are reimbursed by the Successor Agency, and presently the Department of Finance has determined

that the Successor Agency will not be able to utilize its reserves to accomplish these administrative payments. Staff has disputed this determination, and the Successor Agency has approved initiating legal action for these and other costs. Therefore, additional reimbursements for the year have been removed from the original budget estimates.

- Transfers into the General Fund reflects an increase of \$100,000 because of the utilization of Supplemental Law Enforcement Grant moneys to fund increases to Police Department Overtime.

### **General Fund Uses**

The *General Fund Analysis (Table 1)* shows that expenditures and transfers (uses) have a declining trend from 2012-13 to 2013-14 in response to modest increases in sources experienced by the City. Total uses in Fiscal Year 2012-13 were \$26,517,251; total uses in the Fiscal Year 2013-14 Proposed Revised Budget were estimated at \$25,504,630, representing a 3.82 percent decrease in expenditures, over that period, in reaction to the slow growth in revenues.

### **Appropriations Budget Adjustments**

The *Statement of General Fund Expenditures for Six Months (Table 3)* is included to provide the City Council with information necessary to assess whether departments are operating within the budget. This is a snapshot at a point in time and should serve only as a general guide of where the City in total and the various departments stand. Since expenditures are not always incurred uniformly throughout the year, in order to show expenditures applicable through December 2013, the actual amounts displayed were adjusted to include costs that related to December but that were paid in the following month. This Statement show a utilization of 56 percent of the appropriations for uses applicable through December 2013. This overall is reasonable and would not indicate further expenditure review and/or reductions.

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2013-14 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2013-14 are \$25,504,630. For the midyear review of fiscal operations, staff is recommending an increase of \$130,525 in General Fund expenditures as follows.

- **City Council** – The City Manager is recommending no changes to this department.
- **City Manager** – The City Manager is recommending no changes to this department.
- **Administrative Services** – The City Manager is recommending the allocation of \$55,000 for Springbrook annual maintenance fees that were originally estimated to be reduced by the migration to the new software version. This was anticipated to occur at the beginning of the fiscal year; however, this migration has been more involved than expected and delays have occurred that made the change in appropriations necessary.

- **Police Department** – The City Manager is recommending the allocation of \$35,525 from the General Fund to cover increased costs of \$20,000 for callouts and holdovers of personnel to initiate and complete criminal investigations, \$4,225 to replace ballistic vests, \$1,800 for uniform replacements, \$1,500 for additional diesel fuel requirements, and \$8,000 for additional Reserve Officer services related to the Splash Pad and Alma Hoffman Park.
- **Fire Department** – The City Manager is recommending no changes to this department. While the allocation of \$360,000 for increased overtime costs is estimated, it is recommended that a reallocation of personnel-related savings in the amount of \$360,000 be done to fund these.
- **Public Works Department** – The City Manager is recommending the allocation of \$40,000 from the General Fund to cover replacement costs associated with the play surface in the Splash Pad.
- **Community Development Department** – The City Manager is recommending no changes to this department.
- **City Attorney** – The City Manager is recommending no changes to this department.

**FISCAL IMPACT:**

- Revising the City's Appropriations Budget increases the spending authority by \$130,525 in the General Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Fund of \$184,549.
- Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Fund of \$54,024.

**RECOMMENDATION:** Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2013-14 Budget.

CITY OF MONTCLAIR  
GENERAL FUND ANALYSIS  
TABLE 1

	2012-13 Actual	2013-14 Adopted Budget	2013-14 6 Months Actual	2013-14 Proposed Revised	Increase (Decrease)
<b>REVENUES</b>					
Taxes	19,057,989	19,552,997	8,860,112	19,848,454	295,457
Licenses & Permits	213,098	226,370	190,708	326,928	100,558
Fines & Forfeitures	799,273	906,700	365,750	748,292	(158,408)
Intergovernmental	110,777	100,000	72,825	143,188	43,188
Charges for Services	3,069,382	3,317,700	1,656,988	3,267,886	(49,814)
Miscellaneous	1,040,238	716,600	270,592	570,168	(146,432)
<b>TOTAL REVENUE</b>	<b>24,290,757</b>	<b>24,820,367</b>	<b>11,416,975</b>	<b>24,904,916</b>	<b>84,549</b>
<b>TRANSFERS IN</b>	<b>259,194</b>	<b>553,738</b>	<b>381,618</b>	<b>653,738</b>	<b>100,000</b>
<b>TOTAL SOURCES</b>	<b>24,549,951</b>	<b>25,374,105</b>	<b>11,798,593</b>	<b>25,558,654</b>	<b>184,549</b>
<b>EXPENDITURES</b>					
City Council	205,494	308,228	109,215	306,228	0
City Manager	237,239	199,297	128,034	199,297	0
Solid Waste Disposal	2,218,634	2,190,156	1,019,202	2,190,156	0
Administrative Services	2,310,288	2,343,063	1,393,280	2,398,063	55,000
Human Services	925,341	965,244	506,122	965,244	0
Police	9,084,480	8,943,711	4,881,353	8,979,236	35,525
Fire	4,678,953	4,300,510	2,173,208	4,300,510	0
Public Works	2,738,965	2,255,575	1,160,343	2,295,575	40,000
Community Development	1,077,886	1,152,974	666,696	1,152,974	0
Economic Development	0	66,950	34,538	66,950	0
City Attorney	521,110	434,449	182,745	434,449	0
Citywide	1,619,814	2,019,148	1,780,816	2,019,148	0
<b>TOTAL EXPENDITURES</b>	<b>25,618,204</b>	<b>25,179,305</b>	<b>14,035,552</b>	<b>25,309,830</b>	<b>130,525</b>
<b>TRANSFERS OUT</b>	<b>899,047</b>	<b>194,800</b>	<b>194,800</b>	<b>194,800</b>	<b>0</b>
<b>TOTAL USES</b>	<b>26,517,251</b>	<b>25,374,105</b>	<b>14,230,352</b>	<b>25,504,630</b>	<b>130,525</b>
<b>SOURCES LESS USES</b>					<b>54,024</b>

**GENERAL FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2012-2013 THROUGH 2013-14  
TABLE NO. 2**

	2012-2013 Revenues	2013-2014 Actual Mid-Year	2013-2014 Adopted	2013-2014 Revised	Increase (Decrease)
<b>Taxes</b>					
Property Tax - Secured	2,218,884	1,209,149	2,459,398	2,513,353	53,955
Property Tax - Unsecured	92,560	94,780	94,476	94,476	-
Property Tax In Lieu of VLF	2,762,201	1,413,911	2,762,200	2,827,823	65,623
Sales & Use (Nov)	8,016,980	3,233,366	7,994,038	8,230,861	236,823
Triple Flip	2,675,827	1,372,326	2,698,227	2,743,470	45,243
Transactions & Use Tax (Nov)	49,657	-	276,879	92,759	(184,120)
Prop tx pass thru from SRED	131,590	65,904	130,000	130,000	-
Transient Occupancy	28,628	13,193	29,321	26,386	(2,935)
Property Transfer (Dec)	60,526	45,434	60,000	90,868	30,868
Franchise (1st qtr)	693,312	129,862	698,458	698,458	-
Business License	685,542	384,565	700,000	700,000	-
Utility Users (Dec)	1,642,282	897,622	1,650,000	1,700,000	50,000
Total Taxes	19,057,989	8,860,112	19,552,997	19,848,454	295,457

Property and Sales taxes are mostly received in the second one-half of the fiscal year. Sales tax above is collections through 11/30/13 with small advances through the end of December. Major collections on both property and sales taxes occur in January through May of 2014. All revenue actuals are receipts thru 1/28/14 which should capture most revenue attributable to the first half of FY 2013-2014.

	2013-2014 Actual Mid-Year	2013-2014 Adopted	2013-2014 Revised	Increase (Decrease)
<b>Licenses and Permits</b>				
Building Permits	156,224	175,000	268,659	93,659
Alarm Permits	1,075	1,100	986	(114)
Bicycle & Other Permits	9	20	-	(20)
Moving Permits	4,021	4,000	6,473	2,473
Yard Sale Permits	6,554	6,000	6,638	638
Construction Permits	45,140	40,000	43,709	3,709
Encroachment Permits	75	200	394	194
Gun Dealer Permits	-	40	69	19
Total Licenses and Permits	213,098	226,370	326,928	100,558
<b>Intergovernmental Revenues</b>				
Motor Vehicle In-Lieu Tax	19,241	20,000	31,848	11,848
Property Tax Loss Relief	29,543	30,000	29,688	(312)
Police Officer Training Reimbursement	17,632	15,000	16,628	1,628
SB 90 Claim Reimbursement	23,293	35,000	55,024	20,024
OES Reimbursements	-	-	10,000	10,000
WESTNET Reimbursements	21,068	-	-	-
Total Intergovernmental Revenues	110,777	100,000	143,188	43,188

GENERAL FUND REVENUE DETAIL  
 STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
 FOR FISCAL YEARS 2012-2013 THROUGH 2013-14  
 TABLE NO. 2

	2012-2013 Revenues	2013-2014 Actual Mid-Year	2013-2014 Adopted	2013-2014 Revised	Increase (Decrease)
<b>Fines and Forfeitures</b>					
Court Fines	57,494	8,690	75,000	17,380	(57,620)
Parking Citations	111,275	51,798	125,000	103,596	(21,404)
False Alarms	18,390	8,150	15,000	16,300	1,300
Restitution	2,705	2,301	4,000	4,602	602
Evidence Forfeitures	-	792	5,000	1,584	(3,416)
Vehicle Release Fees	43,000	35,175	50,000	70,350	20,350
Administrative Citations	136,585	28,990	156,200	57,980	(98,220)
Auto Repo Fees	1,305	750	1,500	1,500	-
Vehicle Impound Fees	428,519	229,104	475,000	475,000	-
<b>Total Fines and Forfeits</b>	799,273	365,750	906,700	748,292	(158,408)
<b>Charges for Services</b>					
Special Police Services	94,240	50,267	100,000	100,534	534
Fire Department Service Fees	10,198	6,540	10,000	13,080	3,080
Engineering Fees	-	-	2,500	-	(2,500)
Rubbish Collection Fees	2,660,112	1,333,873	2,900,000	2,697,746	(202,254)
Zoning/Subdivision Fees	56,481	40,930	40,000	70,166	30,166
Recreation Fees	36,502	23,496	40,000	40,279	279
Program Costs- Reimbursed	42,720	21,874	40,000	37,498	(2,502)
Service Center Fees	12,892	7,667	15,000	13,143	(1,857)
Family Fun Festival	8,459	-	5,000	-	(5,000)
Plan Checking Fees	135,950	160,869	150,000	275,775	125,775
Human Services Classes	7,043	6,624	8,000	11,355	3,355
Sale of Printed Materials	974	314	1,000	538	(462)
Notary Fees	150	30	200	51	(149)
Fingerprints	3,661	4,504	6,000	7,721	1,721
<b>Total Charges for Services</b>	3,069,382	1,656,988	3,317,700	3,267,886	(49,814)
<b>Miscellaneous Revenue</b>					
Interest Income	80,654	30,508	100,000	80,000	(20,000)
Library Rentals	59,496	29,748	60,000	59,496	(504)
Police Auction	11,640	961	15,000	1,922	(13,078)
Vending Machine Proceeds	592	35	500	70	(430)
Anniversary Book Sales	120	48	200	96	(104)
Donations & Contributions	5,400	500	6,500	1,000	(5,500)
City Cell Tower Rental	78,514	45,311	75,000	90,622	15,622
E-Waste recycling	-	-	1,500	-	(1,500)
Reimbursed Expenditures	604,531	26,735	250,000	63,470	(186,530)



**GENERAL FUND REVENUE DETAIL  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2012-2013 THROUGH 2013-14  
TABLE NO. 2**

	2012-2013 Revenues	2013-2014 Actual Mid-Year	2013-2014 Adopted	2013-2014 Revised	Increase (Decrease)
Miscellaneous Revenue (Continued)					
Print Ad reimbursement	-	-	5,000	-	(5,000)
Police Range Revenue	5,856	18,900	9,000	37,800	28,800
Youth Center memberships	50	-	500	-	(500)
Other	193,385	117,846	193,400	235,692	42,292
Total Miscellaneous Revenue	1,040,238	270,592	716,600	570,168	(146,432)
<b>TOTAL REVENUE</b>	<b>24,290,757</b>	<b>11,416,975</b>	<b>24,820,367</b>	<b>24,904,916</b>	<b>84,549</b>
<b>TOTAL TRANSFERS IN</b>	<b>259,194</b>	<b>381,618</b>	<b>553,738</b>	<b>653,738</b>	<b>100,000</b>
<b>TOTAL GENERAL FUND</b>	<b>24,549,951</b>	<b>11,798,596</b>	<b>25,374,105</b>	<b>25,558,654</b>	<b>184,549</b>

CITY OF MONTCLAIR  
 STATEMENT OF GENERAL FUND EXPENDITURES  
 FOR SIX MONTH ENDING DECEMBER 31, 2013  
 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>	<b>124,013</b>	<b>67,850</b>	<b>203,911</b>	<b>41,365</b>	-	-	<b>(19,696)</b>	-	<b>308,228</b>	<b>109,215</b>	<b>35%</b>
4101 City Council	124,013	67,850	203,911	41,365	-	-	(19,696)	-	308,228	109,215	35%
<b>CITY MANAGER</b>	<b>127,319</b>	<b>94,570</b>	<b>90,850</b>	<b>33,464</b>	-	-	<b>(18,872)</b>	-	<b>199,297</b>	<b>128,034</b>	<b>64%</b>
4202 City Manager	127,319	94,570	90,850	33,464	-	-	(18,872)	-	199,297	128,034	64%
<b>ADMINISTRATIVE SERVICES</b>	<b>1,554,290</b>	<b>927,468</b>	<b>2,991,888</b>	<b>1,396,109</b>	<b>142,511</b>	<b>88,905</b>	<b>(155,470)</b>	-	<b>4,533,219</b>	<b>2,412,482</b>	<b>53%</b>
4311 Administration	152,550	98,968	36,690	13,906	-	-	(7,224)	-	182,016	112,874	62%
4312 Financial Services	550,355	320,002	124,820	23,945	-	-	(40,127)	-	635,048	343,948	54%
4313 Solid Waste Disposal	25,837	15,188	2,184,319	1,004,014	-	-	-	-	2,190,156	1,019,202	47%
4314 City Clerk	91,195	54,194	23,000	5,619	-	-	(9,872)	-	104,323	59,813	57%
4315 Personnel/Risk	308,262	181,728	90,900	41,243	-	-	(26,033)	-	373,129	222,971	60%
4316 Information Tech Services	411,864	241,730	223,622	150,502	142,511	88,905	(46,520)	-	731,277	481,137	66%
4317 Central Services	14,427	15,658	328,537	166,879	-	-	(25,694)	-	317,270	172,537	54%
<b>HUMAN SERVICES</b>	<b>772,310</b>	<b>430,461</b>	<b>192,934</b>	<b>75,661</b>	-	-	-	-	<b>965,244</b>	<b>506,122</b>	<b>52%</b>
4381 Recreation	591,142	352,390	123,600	45,223	-	-	-	-	714,742	397,613	56%
4382 Service Center	32,199	10,626	56,336	28,993	-	-	-	-	88,535	39,619	45%
4383 Senior Citizens	82,861	57,749	6,625	1,368	-	-	-	-	89,486	59,117	66%
4384 Nutritional Meals	37,591	9,481	-	-	-	-	-	-	37,591	9,481	25%
4385 Health Education	14,260	-	6,373	77	-	-	-	-	20,633	77	0%
4386 Family Education	14,257	215	-	-	-	-	-	-	14,257	215	2%
<b>POLICE</b>	<b>8,287,139</b>	<b>4,572,653</b>	<b>656,572</b>	<b>308,700</b>	-	-	-	-	<b>8,943,711</b>	<b>4,881,353</b>	<b>55%</b>
4421 Administration	198,128	121,436	32,001	13,100	-	-	-	-	230,129	134,536	59%
4422 Support Services	452,591	348,828	6,400	4,151	-	-	-	-	458,991	352,979	77%
4423 Technical Services	129,849	73,542	126,825	57,680	-	-	-	-	256,674	131,222	51%
4424 Records	539,700	275,137	15,800	5,686	-	-	-	-	555,500	280,823	51%
4425 Investigations	1,297,323	770,632	33,720	13,517	-	-	-	-	1,331,043	784,149	59%
4426 Uniform Patrol	4,958,216	2,614,169	483,521	210,660	-	-	-	-	5,391,737	2,824,829	52%
4427 Communications	622,314	304,446	3,205	1,484	-	-	-	-	625,519	305,930	49%
4428 Volunteer Services	89,018	64,463	5,100	2,422	-	-	-	-	94,118	66,885	71%
<b>FIRE</b>	<b>3,908,461</b>	<b>2,011,886</b>	<b>370,637</b>	<b>150,281</b>	<b>21,412</b>	<b>11,041</b>	-	-	<b>4,300,510</b>	<b>2,173,208</b>	<b>51%</b>
4531 Administration	405,428	116,958	7,645	3,000	-	-	-	-	413,073	119,958	29%
4532 Fire Prevention	125,292	72,804	5,720	1,717	-	-	-	-	131,012	74,521	57%
4533 Emergency Services	3,345,183	1,802,942	321,252	131,994	21,412	11,041	-	-	3,687,847	1,945,977	53%
4534 Personnel Development	-	-	18,480	5,109	-	-	-	-	18,480	5,109	28%
4535 Equipment Maintenance	-	-	6,900	2,227	-	-	-	-	6,900	2,227	32%
4536 Buildings & Grounds	-	-	8,600	5,928	-	-	-	-	8,600	5,928	69%
4537 Emergency Preparation	32,558	19,182	2,040	306	-	-	-	-	34,598	19,488	56%

Note: Actual expenditures includes amount due for services prior to December 31, 2013 but for which cash payments occurred in 2014.

CITY OF MONTCLAIR  
STATEMENT OF GENERAL FUND EXPENDITURES  
FOR SIX MONTH ENDING DECEMBER 31, 2013  
TABLE 3

	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>	<b>1,320,281</b>	<b>754,622</b>	<b>932,294</b>	<b>402,749</b>	<b>3,000</b>	<b>2,973</b>	-	-	<b>2,255,575</b>	<b>1,160,344</b>	<b>51%</b>
4641 Management & Construction	273,174	170,185	148,492	79,137	-	-	-	-	419,666	249,322	59%
4642 Public Works Inspection	123,558	75,408	-	-	-	-	-	-	123,558	75,408	61%
4644 Traffic Safety Engineering	9,210	6,336	36,500	14,995	-	-	-	-	44,710	21,331	48%
4645 Graffiti Abatement	131,915	51,109	3,559	6,686	-	-	-	-	135,474	57,795	43%
4646 Street Maintenance	93,119	55,741	27,800	9,452	-	-	-	-	120,919	65,193	54%
4650 Signing/Painting	22,154	13,887	770	(232)	-	-	-	-	22,924	13,655	60%
4651 Street Sweeping	28,123	16,775	-	-	-	-	-	-	28,123	16,775	60%
4652 Park Maintenance	294,881	158,269	98,493	36,601	-	-	-	-	393,374	194,870	50%
4653 Tree Maintenance	14,061	9,032	20,650	137	-	-	-	-	34,711	9,169	26%
4656 Vehicle Maintenance	128,967	73,556	262,105	104,913	-	-	-	-	391,072	178,469	46%
4691 Building Maint. Services	93,660	58,592	109,025	51,638	3,000	2,973	-	-	205,685	113,203	55%
4692 Heating & Air Conditioning	82,806	52,389	19,500	8,613	-	-	-	-	102,306	61,002	60%
4693 Janitorial Services	24,653	13,343	208,400	90,809	-	-	-	-	233,053	104,152	45%
<b>COMMUNITY DEVELOPMENT</b>	<b>1,093,774</b>	<b>632,893</b>	<b>59,200</b>	<b>33,803</b>	-	-	-	-	<b>1,152,974</b>	<b>666,696</b>	<b>58%</b>
4760 Planning Commission	16,150	4,575	-	-	-	-	-	-	16,150	4,575	28%
4761 Administration	220,962	137,231	20,500	6,350	-	-	-	-	241,462	143,581	59%
4762 Current Planning	246,038	146,662	1,100	4,548	-	-	-	-	247,138	151,210	61%
4763 Advance Planning	55,902	33,130	5,600	5,220	-	-	-	-	61,502	38,350	62%
4764 Field Inspection	99,621	58,290	2,500	955	-	-	-	-	102,321	59,245	58%
4765 Plan Check	63,892	36,212	26,000	14,348	-	-	-	-	89,892	50,558	56%
4766 Building Operations	135,638	80,736	1,000	1,534	-	-	-	-	136,638	82,270	60%
4768 Code Enforcement	255,371	136,057	2,500	850	-	-	-	-	257,871	136,907	53%
<b>ECONOMIC DEVELOPMENT</b>	-	<b>8,107</b>	<b>66,950</b>	<b>26,431</b>	-	-	-	-	<b>66,950</b>	<b>34,538</b>	<b>52%</b>
4791 Economic Development	-	8,107	66,950	26,431	-	-	-	-	66,950	34,538	52%
<b>CITY ATTORNEY</b>	<b>29,449</b>	<b>17,662</b>	<b>405,000</b>	<b>165,083</b>	-	-	-	-	<b>434,449</b>	<b>182,745</b>	<b>42%</b>
4801 City Attorney	29,449	17,662	405,000	165,083	-	-	-	-	434,449	182,745	42%
<b>CITYWIDE EXPENSES</b>	<b>712,398</b>	<b>673,070</b>	<b>1,306,750</b>	<b>1,107,746</b>	-	-	-	-	<b>2,019,148</b>	<b>1,780,816</b>	<b>88%</b>
4901 Citywide Expenses	712,398	673,070	1,306,750	1,107,746	-	-	-	-	2,019,148	1,780,816	88%
<b>TRANSFERS OUT</b>	<b>194,800</b>	<b>194,800</b>	-	-	-	-	-	-	<b>194,800</b>	<b>194,800</b>	<b>100%</b>
To EMS Paramedic Fund	50,000	50,000	-	-	-	-	-	-	50,000	50,000	100%
To Afterschool Program	144,800	144,800	-	-	-	-	-	-	144,800	144,800	100%
<b>TOTAL DEPT. EXPENDITURES</b>	<b>18,124,234</b>	<b>10,386,042</b>	<b>7,276,966</b>	<b>3,741,392</b>	<b>166,923</b>	<b>102,919</b>	<b>(194,038)</b>	-	<b>25,374,105</b>	<b>14,230,353</b>	<b>56%</b>

Note: Actual expenditures includes amount due for services prior to December 31, 2013 but for which cash payments occurred in 2014.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
<b>GENERAL FUND</b>				
<u>City Council</u>				
No changes	-	-	-	-
<b>City Council Department Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>City Manager</u>				
No changes	-	-	-	-
<b>City Manager Department Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administrative Services - Information Technology</b>				
Information Technology Services Acct # 1001-4316-52450-400	731,277	483,169	55,000	55,000
<b>Request - Special Contract Services:</b> The City is in process of migrating from version 6 to version 7 of the Springbrook Software Suite. This software handles financial and human resource operations. This migration will be reducing annual maintenance fees; however, in the original FY 13-14 budget it was thought that this migration would occur at the beginning of the year and therefore the reduction would be fully recognized. That did not occur as the migration is occurring presently. Therefore, it is requested that the budget for Special Contract Services be increased to reflect the current situation.				
<b>Administrative Services - Information Technology Totals</b>	<b>731,277</b>	<b>483,169</b>	<b>55,000</b>	<b>55,000</b>
<u>Human Services</u>				
No changes	-	-	-	-
<b>Human Services Department Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

Police Department	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
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Administration  
 Acct # 1143-4421-52450-400

**Request - Special Contract Services:** The actual year-to-date expenditure for this account is 100.14%. During development of the FY 13/14 budget, it was determined there would be no change to the City's cost for radio maintenance through San Bernardino County. Therefore, the total expended for the previous year was carried over into the current budget, not taking into account a fee increase midway through the FY 12/13 budget. I recommend transferring \$22,867 from account 1001-4426-52450-400 (Patrol - Contract services) to cover the monthly service cost of radio maintenance for December and January. The cost for the balance of the fiscal year is allocated in the Fire Departments FY 13/14 budget.

134,862                      135,054                      22,867                      22,867

Uniform Patrol

Acct # 1001-4426-52450-400  
 Request - Transfer to acct# 1143-4421-52450-400 (See above)

140,000                      46,541                      (22,867)                      (22,867)

Support Services

Acct # 1001-4422-52450-400

**Request - Special Contract Services:** The actual year-to-date expenditure is 148.41% of the budget. Transcription services account for 84.45% of expenditures to date. I recommend increasing the initial appropriation by \$2,800 to bring the account current and cover the cost of transcription services for on-going investigations.

2,600                      3,859                      2,800                      0

Investigations

Acct # 1001-4425-43010-400

**Request - Overtime:** The year-to-date expense is 64.40% of the budget. Due to the unpredictable nature of criminal activity, I recommend increasing the initial appropriation by \$20,000 to cover the cost of call outs and hold overs that are required to initiate and complete criminal investigations.

99,600                      68,586                      20,000                      20,000

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
Uniform Patrol				
Acct # 1001-4426-43010-400	263,600	262,429	218,500	200,000
Acct # 1001-4426-41010-400	3,138,848	1,486,006	(118,500)	(100,000)
Acct # 1149-4426-43010-400	-	-	(100,000)	(100,000)
	170,000	82,014	9,000	6,025

**Request - Overtime:** Actual year-to-date expense is 96.70% of the current budget. Due to unfilled vacancies, injuries, maternity leave, and administrative leave, patrol deployment is currently down by two Sergeants and eight Police Officers. These vacancies require backfill to provide minimum shift coverage. I recommend the initial appropriation be increased by \$218,500 (\$118,500 transferred from account 1001-4426-41010-400 and \$100,000 allocated to patrol overtime in the Police Department's FY 13-14 Supplemental Law Enforcement Services Fund).

Uniform Patrol  
 Acct # 1001-4426-51500-400

**Request - Uniforms:** The January 13, 2014 budget analysis does not reflect outstanding invoices charged to the account. The actual year-to-date expenditure is 72.11 percent. The Department has five members who are in need of replacement ballistic vests at a cost of \$845 each. The total cost to replace the vests is \$4,225. Half of the cost of each vest is paid through grant funding from the U.S. Department of Justice Bulletproof Vest Partnership program, however, the Department must incur the initial cost and request reimbursement thereafter. Additionally, the Department has three Police Officer vacancies to be filled and a recruitment is currently underway to hire five Reserve Officers during this fiscal year. The estimated cost to outfit each Reserve and Police Officer is \$600. I recommend increasing the initial appropriation by \$9,000 to cover the cost of vest purchases, Reserve and Police Officer uniforms, and replacement uniforms for sworn personnel due to normal wear and tear.

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
Uniform Patrol Acct # 1001-4426-51510-400	12,000	8,387	4,800	1,500
Volunteer Services Acct # 1001-4428-44220-400	16,580	22,275	16,000	8,000
<b>Police Department General Fund Totals</b>	<b>3,978,090</b>	<b>2,115,151</b>	<b>52,600</b>	<b>35,525</b>
<b>Police Department Totals</b>	<b>3,978,090</b>	<b>2,115,151</b>	<b>52,600</b>	<b>35,525</b>

**Request - Diesel Fuel:** The actual year-to-date expenditure is 69.89 percent. On average, the Department spends \$1,397 per month on diesel fuel. I recommend increasing the initial appropriation by \$4,800 to cover the cost of diesel fuel through the end of the fiscal year.

**Request - Special Police & Fire Services:** The actual year-to-date expenditure is 132.01 percent. The Department's Reserve Officers attend many community functions on behalf of the Police Department and the City. They enhance law enforcement presence on many Department operations and provide law enforcement presence for numerous details where deploying full-time sworn officers is fiscally undesirable. As such, the account for these efforts has become over-expended. At the City's direction, Reserve Police Officers monitored the splash pad at Alma Hoffman Park during the summer months. This detail alone cost \$6,152. Patrol of the splash pad will resume in May of this year at a cost of \$4,210 for FY 2013-14. I recommend increasing the initial appropriation by \$16,000 to bring the account current and ensure continued deployment of Reserve Police Officers to various City and community functions.

Fire Department

Emergency Services  
 Acct # 1001-4533-43010-400

**Request - Emergency Services Overtime:** During the first six months of this fiscal year, vacancies created by on-duty related injuries, personnel retirements and resignations, and strike team responses contributed to considerable expenditures from the Emergency Services Overtime Account. These circumstances continue to impact expenditures, and this account has exceeded the current appropriations, leaving no unencumbered funds for the remainder of this fiscal year.

Emergency Services  
 Acct # 1001-4533-41010-400 (applied to Fire OT)  
 Acct # 1001-4533-43010-400

1,783,014	741,171	(360,000)	(360,000)
397,000	546,113	360,000	360,000

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
Emergency Services Acct # 1001-4533-51140-400	17,000	3,052	7,200	0
<b>Request - Personnel Protective Equipment:</b> Increase requested to provide protective gear for potential new hires and replace 6 sets of turnout which are not in compliance with NFPA Standard 1851.				
Emergency Services Acct # 1001-4533-52450-400	73,763	16,726	4,100	0
<b>Request - Special Contract Services:</b> Needed to integrate Montclair Fire personnel into existing Upland Fire TeleStaff system.				
<b>Fire Department General Fund Totals</b>	<b>2,270,777</b>	<b>1,307,062</b>	<b>11,300</b>	<b>0</b>



CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
<b>Public Works Department</b>				
Transportation & Work Equipment				
Acct # 1102-4646-62020-400	27,000	-	(4,035)	0
Acct # 1102-4650-62020-400	59,650	-	10,012	0
Acct # 1750-4650-62020-400	6,650	-	1,560	0
	13,000	5,077	40,000	40,000
	6,650	-	1,560	0
	86,650	-	5,977	0
	13,000	5,077	40,000	40,000
	106,300	5,077	47,537	40,000

**Request - Transportation and Work Equipment:** The original approved request of \$66,500.00 is for a replacement truck with an aerial boom to be used by the Signing and Painting Division. At the time of the original quote, General Motors (GM) was still producing there Heavy Duty Fleet. As of 2013 GM stopped producing all Heavy Duty trucks and Ford is now the only Heavy Duty truck manufacturer that can mount the Aerial boom we have requested. With Ford having the only truck available numbers are limited and prices have increased. The recent prices I have obtained are ranging from \$74,500 to \$80,000 pending the options included. During the recent purchases from accounts 1102-4646-62020-400 and 1750-4652-62020-400, there is remaining balances in both funds totaling \$15,607.89. This transfer of available funds would allow the purchase of the approved replacement vehicle at no additional budget requests. The replacement vehicle will have an Aerial boom attachment to assist with personnel maintaining overhead signs, setting out U.S. Flags for Holidays, setting up banners for the Chamber and Human Services and installing annual Holiday Decorations.

Building Maintenance  
 Acct # 1001-4691-52070-400

**Request - Construction Contracts:** These funds are requested for the complete replacement of the play surface in the Splash Pad. The play surface has lifted allowing water intrusion under the rubberized play surface causing deterioration of the underlayment. With the underlayment deterioration comes lifted seams and empty pockets around the play area causing tripping hazards.

Equipment Replacement Fund Totals	6,650	-	1,560	0
Gas Tax Fund Totals	86,650	-	5,977	0
Public Works General Fund Totals	13,000	5,077	40,000	40,000
<b>Public Works Totals</b>	<b>106,300</b>	<b>5,077</b>	<b>47,537</b>	<b>40,000</b>

CITY OF MONTCLAIR  
 RECOMMENDED CHANGES TO THE FY 2013-14 APPROPRIATIONS BUDGET  
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase
<u>Community Development</u>				
No changes				
<b>Community Development Totals</b>	-	-	-	-
<u>City Attorney</u>				
No changes				
<b>City Attorney Totals</b>	-	-	-	-