

CITY OF MONTCLAIR

AGENDA FOR ADJOURNED MEETING OF THE CITY COUNCIL

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

February 23, 2017

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, Andrea M. Phillips, Deputy City Clerk, hereby certify that I posted, or caused to be posted, a copy of this Agenda on the bulletin board adjacent to the north door of Montclair City Hall on February 21, 2017.

AGENDA REPORT

SUBJECT: CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2016-17 BUDGET

DATE: February 23, 2017

SECTION: WORKSHOP

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 actual revenues and expenditures for the first six months of Fiscal Year 2016-17. 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.

Prepared by:		Fiscal Impact Finance Review:	
Proofed by:		Reviewed and Approved By:	

4. **RECOMMENDED CHANGES TO THE 2016-17 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 2016-17 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 2016-17 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 2016-17 are \$28,462,678. For the midyear review of fiscal operations, staff is recommending an increase of \$52,067 in General Operating Fund revenues. The following discussion focuses on significant revenue changes from the Adopted Budget:

- Taxes reflects increases of \$30,122. Property taxes remain relatively flat ; however, modest tax increases are expected in document transfer, franchise, business license and SRED property tax pass thru..
- Licenses and Permits revenue reflects an increase of \$85,295 driven solely by an increase in Building Permits being drawn on several housing tracts beginning construction.
- Intergovernmental revenue reflects an increase of \$24,000 due to OES reimbursements received.
- Fines and Forfeitures reflects a decrease of \$125,000 This occurred primarily because current vehicle impound fees and admin citations are significantly less than original budget projections.
- Charges for Services reflects an increase of \$18,550. This results from a slight projected increase in plan checking fees.
- Miscellaneous Revenue reflects a increase of \$19,100 reflecting an increase in pooled interest income generated from City investments..
- Transfers into the General Fund include \$286,000 in budgeted amounts from Traffic Safety and Gas Tax Funds and additional amounts from Contingency and Personnel adjustments reserves totalling \$213,750 which primarily funded the stipends for employee groups.

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 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 2016, 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 51% of the appropriations for uses applicable through December 2016. Most departments fall under this percentage, with no department exceeding 53%

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2016-17 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2016-17 are \$28,439,209. For the midyear review of fiscal operations, staff is recommending an increase of \$19,000 in General Operating 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 no changes to this department.
- **Human Services Department** - The City Manager is recommending no changes to this department.
- **Police Department** - The City Manager is recommending no net increase in the this department.
- **Fire Department** - The City Manager is recommending no net increase in this department.
- **Public Works Department** - The City Manager is recommending the allocation of \$19,000 from the General Fund to cover sprinkler parts, playground surface replacement, and unexpected HVAC controller repairs.
- **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.
- **Citywide** - The City Manager is recommending no changes to this department.

Estimated General Fund – Fund Balances

As a result of the proposed adjustments to revenues and appropriations along with the receipt of one-time revenues, General Fund operating and assigned balances are estimated to be as follows:

	Audit FY 2015-16 Balances	One Time Additional Revenues	Midyear Excess (Deficit)	Estimated Budgeted Balances
General Fund:				
Unavailable - Prepaid Expenditures at Year-End	491,347	-	-	\$ 491,347
Unassigned - General Operating Fund	6,063,994	250,000	33,067	\$ 6,347,061
Assigned to:				
Reserve - Equipment Replacement	1,830,229	-	-	1,830,229
Reserve - Self-Insurance	750,000	-	-	750,000
Reserve - Technology Enhancements	200,000	-	-	200,000
Reserve - CalPERS and Employee Post Benefits	2,500,000	-	-	2,500,000
Reserve - Retiree Medical Liabilities	600,000	-	-	600,000
Reserve - Unanticipated Personnel Adjustment	600,000	-	-	600,000
Reserve - Building Maintenance	400,000	-	-	400,000
Reserve - Budgetary Contingency	100,000	-	-	100,000
Total Assigned	6,980,229	-	-	\$ 6,980,229
Total	13,535,570	250,000	33,067	\$ 13,818,637

FISCAL IMPACT: Revising the City's Appropriations Budget increases the spending authority by \$19,000 in the General Operating Fund.

Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$52,067. Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$33,067.

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 2016-17 Budget.

GENERAL OPERATING FUND ANALYSIS
TABLE 1

	2016-17 Adopted Budget	2016-17 6 Months Actual	2016-17 Proposed Revised	Increase (Decrease)
REVENUES				
Taxes	\$ 22,110,000	\$ 7,025,925	\$ 22,140,122	\$ 30,122
Licenses & Permits	487,715	352,867	573,010	85,295
Fines & Forfeitures	1,002,200	411,205	877,200	(125,000)
Intergovernmental	154,750	55,575	178,750	24,000
Charges for Services	3,635,100	1,641,300	3,653,650	18,550
Miscellaneous	521,096	519,212	540,196	19,100
	<u>\$ 27,910,861</u>	<u>\$ 10,006,084</u>	<u>\$ 27,962,928</u>	<u>\$ 52,067</u>
Revenue	\$ 27,910,861	\$ 10,006,084	\$ 27,962,928	\$ 52,067
Transfers in	499,750	499,750	499,750	-
TOTAL REVENUE	<u>\$ 28,410,611</u>	<u>\$ 10,006,084</u>	<u>\$ 28,462,678</u>	<u>\$ 52,067</u>
EXPENDITURES				
City Council	\$ 315,479	\$ 138,619	\$ 315,479	\$ -
City Manager	335,163	164,832	335,163	-
Solid Waste Disposal	2,303,523	1,071,208	2,303,523	-
Administrative Services	2,390,820	1,204,348	2,390,820	-
Human Services	1,252,463	583,931	1,252,463	-
Police	9,698,905	5,028,417	9,698,905	-
Fire	4,556,625	2,399,091	4,556,625	-
Public Works	3,194,893	1,583,300	3,213,893	19,000
Community Development	1,248,678	655,740	1,248,678	-
City Attorney	323,010	134,343	323,010	-
Citywide	2,800,650	1,455,887	2,800,650	-
	<u>\$ 28,420,209</u>	<u>\$ 14,419,716</u>	<u>\$ 28,439,209</u>	<u>\$ 19,000</u>
Expenditures	\$ 28,420,209	\$ 14,419,716	\$ 28,439,209	\$ 19,000
Transfers out	-	-	-	-
TOTAL EXPENDITURES	<u>\$ 28,420,209</u>	<u>\$ 14,419,716</u>	<u>\$ 28,439,209</u>	<u>\$ 19,000</u>
MIDYEAR EXCESS (DEFICIT)				<u>\$ 33,067</u>
SOURCES LESS USES	<u>\$ (9,598)</u>		<u>\$ 23,469</u>	

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2016-17
TABLE NO. 2**

	2016-2017 Actual <u>Mid-Year</u>	2016-2017 <u>Adopted</u>	2016-2017 <u>Revised</u>	Increase <u>(Decrease)</u>
GENERAL FUND	Thru 1/16/17			
Taxes				
Property Tax - Secured	1,297,829	2,500,000	2,500,000	-
Property Tax - Unsecured	104,431	100,000	105,000	5,000
Property Tax In Lieu of VLF	-	3,100,000	3,100,000	-
Sales & Use (October)	4,207,347	12,800,000	12,800,000	-
Transactions & Use Tax (Nov)	-	160,000	160,000	-
Property Tax Pass Thru from Successor Agency	95,061	150,000	190,122	40,122
Transient Occupancy	21,626	30,000	35,000	5,000
Document Transfer (November)	73,537	70,000	100,000	30,000
Franchise (1st qtr)	105,244	700,000	700,000	-
Business License	400,497	700,000	700,000	-
Utility Users (November)	720,353	1,800,000	1,750,000	(50,000)
Total Taxes	<u>7,025,925</u>	<u>22,110,000</u>	<u>22,140,122</u>	<u>30,122</u>
<p>Property and Sales taxes are mostly received in the second one-half of the fiscal year. Sales tax is received from the State through October with small advances through the end of December. Major collections on both occur from January through June. Revenue estimates have been computed above annualizing collections for the year based upon receipts to date and utilizing projections of our sales tax consulting firm.</p>				
Licenses and Permits				
Alarm Permits	825	1,300	1,500	200
Bicycle & Other Permits	6	10	10	-
Building Permits	312,623	370,000	475,000	105,000
Moving Permits	3,550	8,000	8,000	-
Yard Sale Permits	4,030	8,300	8,300	-
Construction Permits	31,690	100,000	80,000	(20,000)
Encroachment Permits	105	70	150	80
Gun Dealer Permits	38	35	50	15
Total Licenses and Permits	<u>352,867</u>	<u>487,715</u>	<u>573,010</u>	<u>85,295</u>
Intergovernmental Revenues				
Motor Vehicle In-Lieu Tax	-	15,550	15,550	-
Property Tax Loss Relief	4,490	28,200	28,200	-
Police Officer Training Reimbursement	1,665	11,000	5,000	(6,000)
SB 90 Claim Reimbursement	17,206	90,000	90,000	-
OES Reimbursements	32,214	10,000	40,000	30,000
Total Intergovernmental Revenues	<u>55,575</u>	<u>154,750</u>	<u>178,750</u>	<u>24,000</u>

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2016-17
TABLE NO. 2**

	2016-2017 Actual Mid-Year	2016-2017 Adopted	2016-2017 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/16/17			
Fines and Forfeitures				
Court Fines	19,749	20,000	35,000	15,000
Parking Citations	38,817	65,000	70,000	5,000
False Alarms	5,300	12,500	11,000	(1,500)
Restitution	45,945	3,300	49,000	45,700
Evidence Forfeitures	-	500	500	-
Auto Reposition Fees	900	1,700	1,700	-
Vehicle Release Fees	45,275	120,000	100,000	(20,000)
Admin Citations - CD,PD,PW	2,980	104,200	10,000	(94,200)
Vehicle Impound Fees	252,239	675,000	600,000	(75,000)
Total Fines and Forfeits	<u>411,205</u>	<u>1,002,200</u>	<u>877,200</u>	<u>(125,000)</u>
Charges for Services				
Sale of Printed Materials	293	800	600	(200)
Notary Fees	-	50	50	-
Special Police Services	47,791	90,000	90,000	-
Fingerprints	(1,350)	250	-	(250)
Fire Department Service Fees	4,884	15,000	10,000	(5,000)
Rubbish Collection Fees	1,256,771	2,900,000	2,900,000	-
General Sanitation Fees	52,860	100,000	100,000	-
Zoning/Subdivision Fees	62,445	125,000	125,000	-
Plan Checking Fees	169,174	310,000	330,000	20,000
Recreation Fees	16,845	25,000	30,000	5,000
Service Center Fees	1,994	5,000	4,000	(1,000)
Program Costs- Reimbursed	26,881	45,000	50,000	5,000
Family Fun Festival	-	8,000	8,000	-
Human Services Classes	2,712	11,000	6,000	(5,000)
Total Charges for Services	<u>1,641,300</u>	<u>3,635,100</u>	<u>3,653,650</u>	<u>18,550</u>
Miscellaneous Revenue				
Interest Income	47,277	70,000	90,000	20,000
Net change in FV of investments/LAIF	-	-	-	-
Library Rentals	14,874	59,496	59,496	-
Cash Over/short	(42)	-	-	-
Police Auction	-	10,000	10,000	-
Vending Machine Proceeds	-	30	30	-
Anniversary Book Sales	-	20	20	-
Reimbursed Expenditures	283,993	60,000	60,000	-
Print Ad notice reimbursement	-	-	-	-
Special Event reimbursement	100	50	150	100

Reimbursed expenditures contain \$250,000 received for reimbursement of legal costs incurred in prior years. Since this represents prior year collections and is a one-time revenue receipt, our revenue estimate has not be adjusted.

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2016-17
TABLE NO. 2**

	2016-2017 Actual Mid-Year Thru 1/16/17	2016-2017 Adopted	2016-2017 Revised	Increase (Decrease)
GENERAL FUND				
Miscellaneous Revenue (Continued)				
Emergency Response Reimbursement	3,476	8,000	7,000	(1,000)
Donations & Contributions	75	3,000	3,000	-
Subpoena/Witness Reimbursement	-	500	500	-
City Cell Tower Rental	59,905	100,000	102,000	2,000
Other Miscellaneous revenue	102,984	200,000	200,000	-
Police Range Revenue	4,050	10,000	8,000	(2,000)
Mini school/Youth Center/basketball snacks	2,520	-	-	-
Total Miscellaneous Revenue	<u>519,212</u>	<u>521,096</u>	<u>540,196</u>	<u>19,100</u>
TOTAL REVENUE	<u>10,006,084</u>	<u>27,910,861</u>	<u>27,962,928</u>	<u>52,067</u>

**CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2016**

**TABLE 3
Actual expenses paid through 1/16/17**

	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	129,345	86,245	208,600	63,607	-	-	(22,466)	(11,233)	315,479	138,619	44%
Subtotal	129,345	86,245	208,600	63,607	-	-	(22,466)	(11,233)	315,479	138,619	44%
CITY MANAGER											
4202 City Manager	255,915	142,123	101,625	33,898	-	-	(22,377)	(11,189)	335,163	164,832	49%
Subtotal	255,915	142,123	101,625	33,898	-	-	(22,377)	(11,189)	335,163	164,832	49%
ADMINISTRATIVE SERVICES											
4311 Administration	145,123	77,466	36,165	9,448			(24,857)	(12,429)	156,431	74,485	48%
4312 Financial Services	672,770	364,476	124,800	37,622			(92,582)	(46,292)	704,988	355,806	50%
4313 Solid Waste Disposal	46,723	24,223	2,256,800	1,046,985					2,303,523	1,071,208	47%
4314 City Clerk	124,052	64,925	46,100	15,370			(15,855)	(7,928)	154,297	72,367	47%
4315 Personnel/Risk	336,143	183,899	113,650	68,804			(49,582)	(24,792)	400,211	227,911	57%
4316 Information Tech Services	393,304	211,006	229,029	160,081	122,000	36,206	(89,773)	(44,887)	654,560	362,406	55%
4317 Central Services	14,740	6,394	347,591	125,979			(41,998)	(21,000)	320,333	111,373	35%
Subtotal	1,732,855	932,389	3,154,135	1,464,289	122,000	36,206	(314,647)	(157,328)	4,694,343	2,275,556	48%
HUMAN SERVICES											
4381 Recreation	770,562	383,216	227,042	63,900	15,000	14,295			1,012,604	461,411	46%
4382 Clinic	10,076	-	58,636	31,051					68,712	31,051	45%
4383 Senior Citizens	83,508	51,707	9,575	2,981					93,083	54,688	59%
4384 Nutritional Meals	11,291	1,933							11,291	1,933	17%
4385 Health Education	66,773	34,848							66,773	34,848	52%
4386 Family Education	-								-	-	N/A
4387 After School Program									-	-	N/A
Subtotal	942,210	471,704	295,253	97,932	15,000	14,295	-	-	1,252,463	583,931	47%
POLICE											
4421 Administration	1,067,947	564,306	24,068	10,339					1,092,015	574,645	53%
4422 Support Services	555,595	241,205	9,226	2,157					564,821	243,362	43%
4423 Technical Services	98,452	34,883	156,048	77,678					254,500	112,561	44%
4424 Records	605,021	318,532	9,650	4,988					614,671	323,520	53%
4425 Investigations	987,494	544,239	38,075	22,398					1,025,569	566,637	55%
4426 Uniform Patrol	4,833,276	2,606,103	470,089	181,408					5,303,365	2,787,511	53%
4427 Communications	731,158	378,225	6,600	5,642					737,758	383,867	52%
4428 Volunteer Services	101,106	32,806	5,100	3,508					106,206	36,314	34%
Subtotal	8,980,049	4,720,299	718,856	308,118	-	-	-	-	9,698,905	5,028,417	52%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2016 but for which cash payments occurred in January, 2017.

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2016

TABLE 3
Actual expenses paid through 1/16/17

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
FIRE											
4531 Administrator	1,212,577	659,362	166,515	38,276			-	-	1,379,092	697,638	51%
4532 Fire Preventior	115,529	64,213	6,050	3,777			-	-	121,579	67,990	56%
4533 Emergency Services	2,632,060	1,518,955	301,060	87,566	47,750	-	-	-	2,980,870	1,606,521	54%
4534 Personnel Developmen	-		19,900	5,491			-	-	19,900	5,491	28%
4536 Buildings & Grounds			12,410	1,768			-	-	12,410	1,768	14%
4537 Emergency Preparator	40,384	19,464	2,390	219			-	-	42,774	19,683	46%
Subtotal	4,000,550	2,261,994	508,325	137,097	47,750	-	-	-	4,556,625	2,399,091	53%
PUBLIC WORKS											
4641 Management & Constructior	304,070	160,578	155,712	99,051			-	-	459,782	259,629	56%
4642 Public Works Inspection	143,417	78,420					-	-	143,417	78,420	55%
4644 Traffic Safety Engineering	11,754	6,476	35,000	19,440			-	-	46,754	25,916	55%
4645 Graffiti Abatemen	109,702	65,714	1,000	211			-	-	110,702	65,925	60%
4646 Street Maintenance	234,802	123,149	425,835	180,839			-	-	660,637	303,988	46%
4650 Signing/Painting	24,663	15,581	9,260	690			-	-	33,923	16,271	48%
4651 Street Sweeping	31,388	15,467	1,026	119			-	-	32,414	15,586	48%
4652 Park Maintenance	414,641	211,314	201,708	95,610			-	-	616,349	306,924	50%
4653 Tree Maintenance	15,870	9,443	41,650	4,346			-	-	57,520	13,789	24%
4656 Vehicle Maintenance	173,585	97,203	242,500	92,507			-	-	416,085	189,710	46%
4691 Building Maintenance Services	109,935	65,945	128,475	48,313			-	-	238,410	114,258	48%
4692 Heating & Air Conditioning	88,907	53,784	25,000	25,846			-	-	113,907	79,630	70%
4693 Janitorial Services	144,153	71,700	120,840	41,554			-	-	264,993	113,254	43%
Subtotal	1,806,887	974,774	1,388,006	608,526	-	-	-	-	3,194,893	1,583,300	50%
COMMUNITY DEVELOPMENT											
4760 Planning Commissior	16,150	5,248					-	-	16,150	5,248	32%
4761 Administrator	90,491	73,542	8,250	1,562			-	-	98,741	75,104	76%
4762 Current Planning	248,114	113,642	1,250	(294)			-	-	249,364	113,348	45%
4763 Advance Planning	67,008	37,884	6,000	4,777			-	-	73,008	42,661	58%
4764 Field Inspector	130,777	65,077	3,450	1,846			-	-	134,227	66,923	50%
4765 Plan Check	81,995	44,117	36,650	6,163			-	-	118,645	50,280	42%
4766 Building Operations	158,891	89,141	16,650	395			-	-	175,541	89,536	51%
4768 Code Enforcement	375,852	207,422	7,150	5,218			-	-	383,002	212,640	56%
Subtotal	1,169,278	636,073	79,400	19,667	-	-	-	-	1,248,678	655,740	53%
CITY ATTORNEY											
4801 City Attorney	33,010	19,817	290,000	114,526			-	-	323,010	134,343	42%
Subtotal	33,010	19,817	290,000	114,526	-	-	-	-	323,010	134,343	42%
CITYWIDE EXPENSES											
4901 Citywide Expenses	1,261,600	327,872	1,539,050	1,128,015			-	-	2,800,650	1,455,887	52%
Subtotal	1,261,600	327,872	1,539,050	1,128,015	-	-	-	-	2,800,650	1,455,887	52%
TOTAL DEPT. EXPENDITURES	20,311,699	10,573,290	8,283,250	3,975,675	184,750	50,501	(359,490)	(179,750)	28,420,209	14,419,716	51%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2016 but for which cash payments occurred in January, 2017.

**CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2016-17 APPROPRIATIONS BUDGET
TABLE 4**

SUMMARY BY DEPARTMENT

<u>DEPARTMENT</u>	<u>TOTAL REQUESTS</u>	<u>TOTAL RECOMMENDED</u>
City Council	-	-
City Manager	-	-
Solid Waste Disposal	-	-
Administrative Services	-	-
Human Services	-	-
Police	-	-
Fire	-	-
Public Works	47,500	19,000
Community Development	-	-
City Attorney	-	-
Citywide	-	-
Totals	<u>\$ 47,500</u>	<u>\$ 19,000</u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2016-17 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 - Information Technology</u>					
	No changes				
	Administrative Services - Information Technology 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>
<u>Community Development</u>					
	No changes				
	Community Development Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>Police Department</u>				
Technical Services Program Supplies - Acct # 1001-4423-51130-400-00000	5,000	2,801	2,500	-
Uniform Patrol Gasoline - Acct # 1001-4426-51500-400-00000	135,000	31,931	(2,500)	
Request - Program Supplies: This account is currently 84.10 percent expended. Additional funding is necessary to purchase much needed supplies for Patrol operations such as latex gloves, narcotics test kits, and supplies for first aid bags. It is requested to increase the initial appropriation by \$2,500. This requested increase is to be funded by transferring savings from the budgeted Gasoline allocation.				
Technical Services Small Equipment - Acct # 1001-4423-52690-400-00000	15,948	6,325	3,425	-
Uniform Patrol Gasoline - Acct # 1001-4426-51500-400-00000	135,000	49,515	(3,425)	
Request - Small Equipment: The actual year-to-date expenditures, considering invoices in process, for this account is 76.70 percent expended. Funding will be needed to purchase TASER cartridges to comply with the California P.O.S.T. mandate of proficiency with the TASER devices. Upon purchase of the TASER cartridges the budget will be 105.90 percent expended, barring any other expenditures. Additional funding for this account is requested to cover the anticipated overage and replace worn and damaged TASER holsters for Patrol use, as well as purchase batteries for Patrol equipment and electrodes for AEDs. Therefore, it is requested to increase the initial appropriation by \$3,425. This requested increase is to be funded by transferring savings from the budgeted Gasoline allocation.				

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>
Records Overtime - Acct # 1001-4424-43010-400-00000	13,000	13,264	13,000	-
Records Regular Earnings - Acct # 1001-4424-41010-400-00000	360,670	184,756	(13,000)	

Request - Overtime: The Records Bureau has operated without a receptionist since the beginning of the fiscal year. Coverage for this position is essential, as the receptionist is the first point of contact for community members seeking police services. In addition to regular overtime usage, the Records Bureau has relied on overtime funding to backfill this position using current staff four days per week. It is requested that the initial appropriation be increased by \$13,000 to provide continued front desk coverage until this vacancy can be filled. This requested increase is to be funded by transferring savings from the budgeted Regular Earnings allocation.

Investigations Overtime - Acct # 1001-4425-43010-400-00000	40,000	57,194	32,000	-
Uniform Patrol Regular Wages - Acct # 1001-4426-41010-400-00000	3,551,425	1,719,033	(20,000)	
Investigations Part Time Benefited Wages - Acct # 1001-4425-42020-400-00000	32,407	2,498	(12,000)	

Request - Overtime: Due to the unpredictable nature of criminal activity, the initial appropriation appears to be insufficient for the fiscal year. Therefore, to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations it is requested that this be increased by \$32,000. A portion of the requested increase would be accomplished by transferring \$12,000 in estimated salary savings from Investigation-Part Time Benefited Wages and the remainder would be funded by transferring savings from the budgeted Uniform Patrol Regular Earnings.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>
Uniform Patrol Overtime - Acct # 1001-4426-43010-400-00000	208,000	250,781	250,000	-
Uniform Patrol Regular Wages - Acct # 1001-4426-41010-400-00000	3,551,425	1,719,033	(150,000)	
Uniform Patrol Overtime - Acct # 1149-4426-43010-400-00000	100,000	-	(100,000)	

Request - Overtime: Due to unfilled vacancies for much of the fiscal year, the account is over-expended. These vacancies require backfill to ensure minimum shift coverage is maintained. It is requested that the initial appropriation be increased by \$250,000, A portion of this increase would be offset by \$100,000 originally allocated to Patrol overtime in the Police Department's FY 2016-17 Enhancing Law Enforcement Activities Fund (Fund 1149) and the remainder would be funded by transferring savings from the budgeted Uniform Patrol Regular Earnings.

Uniform Patrol Personnel Protective Equipment -Acct # 1001-4426-51140-400-00000	15,815	8,714	5,450	-
Uniform Patrol Gasoline - Acct # 1001-4426-51500-400-00000	135,000	49,515	(5,450)	

Request - Personnel Protective Equipment: The balance of this account will replace six ballistic vests and four tactical vest covers. Although the account is only 55 percent expended, the department currently has six veteran officers and four new hires in need of new ballistic vests. While the standard life expectancy for ballistic vests is five years, four of the six veteran members are currently wearing vests that are six to seven years old. It is requested that the initial allocation for this account be increased by \$5,450 to purchase four additional ballistic vests and covers. This requested increase is to be funded by transferring savings from the budgeted Gasoline allocation.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>
Uniform Patrol K-9 Expenses - Acct # 1001-4426-52480-400-00000	3,610	2,848	2,000	-
Uniform Patrol Gasoline - Acct # 1001-4426-51500-400-00000	135,000	49,515	(2,000)	
<p>Request - K-9 Expenses: The actual year-to-date expenditures, adjusted for invoices in process, for this account shows 99.60 percent expended. It is requested that this appropriation be increased by \$2,000 to cover the cost of food, medical exams, and vaccinations for the remainder of the year. This requested increase is to be funded by transferring savings from the budgeted Gasoline allocation.</p>				
17 Communications Overtime - Acct # 1001-4427-43010-400-00000	30,000	25,282	24,000	-
Volunteer Services Part Time Wages - Acct # 1001-4428-42020-400-00000	71,264	12,757	(24,000)	
<p>Request - Overtime: The Communications Division is operating with one vacant full-time Dispatcher position due to training. This vacancy requires backfill by full-time personnel as well as part-time personnel. Therefore, an increase to the initial appropriation of \$24,000 is requested to fund these backfills. This additional appropriation would be accomplished by transferring \$24,000 in salary savings from Volunteer Services-Part Time Wages.</p>				
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Police Department General Fund Totals	8,538,564	4,185,762	-	-
Police Department Totals (General Fund impact)	8,538,564	4,185,762	-	-

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>				
Emergency Services Overtime - Acct # 1001-4533-43010-400-00000	380,000	422,130	300,000	-
Administration Shared Fire Expense - Upland - Acct # 1001-4531-52000-400-00000	155,000	35,393	(119,000)	
Emergency Services Regular Wages - Acct # 1001-4533-41010-400-00000	1,596,650	784,720	(181,000)	

81 **Request - Emergency Services Overtime:** Personnel vacancies have created a higher than anticipated need for overtime to prevent shortfalls in the Fire Department's minimum deployment levels. Vacancies created by on-duty related injuries, personnel resignations, and strike team responses contributed to expenditures exceeding budget to this point. While the recent hiring of firefighters have brought up staffing for the position of firefighter, there is still two openings in the Engineer's position and it is anticipated that overtime will be needed until these openings and vacancies can be filled. A portion of this increase would be offset by \$119,000 originally allocated to Administration - Shared Fire Expense - Upland as that no longer exists and the remainder would be funded by transferring savings from the budgeted Emergency Services Regular Earnings.

Fire Department General Fund Totals	<u>2,131,650</u>	<u>1,242,243</u>	<u>-</u>	<u>-</u>
Fire Department Totals	<u>2,131,650</u>	<u>1,242,243</u>	<u>-</u>	<u>-</u>

Public Works Department

Administration Cell Phone Expense - Acct # 1001-4641-52850-400-00000	2,140	1,752	3,000	1,000
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Request - Cell Phone Expense: Due to higher than expected usage and equipment replacement, it is requested that the original appropriation be increased by \$3,000.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>
Parks Materials Sprinkler Parts - Acct # 1001-4652-51380-400-00000	14,000	8,332	3,000	1,500
Request - Materials (Sprinkler Parts): We have experienced an abnormal quantity of broken sprinkler heads and irrigation clocks that have had to be replaced due to their age and/or damage. The sprinkler clocks were inoperable and the cost for repairs was equal to or greater than a new clock. The irrigation clocks ranged between \$600 and \$800 depending of the quantity of stations required. Therefore, it is request that this appropriation be increased by \$3,000.				
Parks Misc Maintenance & Repair - Acct # 1001-4652-51410-400-00000	10,000	7,050	4,500	1,500
Request - Materials (Misc Maintenance and Repair): Currently there has been no fiber material purchased to bring the playground play surfaces up to a safe level. The minimum cost to replenish all playgrounds will be \$1,500. In addition to the wood fiber, there is \$3,000 budgeted to purchase the new trash cans for various parks. Therefore, it is requested that the appropriation be increased by \$4,500 to cover the remaining needed items.				
Parks Contract Services - Acct # 1001-4652-52450-400-00000	170,258	79,083	5,000	-
Request - Special contract services: This appropriation pays for extraordinary trash collection on freeway ramps at the intersection of I-10 and Central and I-10 and Monte Vista. Recently it was discovered that Cal Trans requires a permit for city staff or its contractor to work on the freeway ramps. That permit has been obtained; however, due to its strict requirements, the City's contractor now has to utilize twice the personnel to perform the trash clean up on the ramps in addition to providing traffic control which is also required by the permit. These situations have caused trash collection on the freeway ramps to more than double from \$800 per month to \$1,693 per month. It is requested that this appropriation be increased \$5,000 to cover these additional costs.				

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2016-17 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>
Heating and A/C Maintenance & Repair - Acct # 1001-4692-51410-400-00000	16,000	24,045	15,000	15,000
<p>Request - Misc Maintenance and Repair: We have experienced an abnormal quantity of broken HVAC controllers. Six controllers were purchased at a cost of \$3,557.10. Additionally, the City was required to have duct cleaning performed at both fire stations for \$7,500. These when combined with other numerous larger than normal repairs to equipment have caused this account to be overexpended at this point in time. It is requested that this appropriation be increased by \$15,000 to provide resources for the remainder of the fiscal year.</p>				
20 Traffic Safety Extra Signal Maintenance - Acct # 1102-4644-52060-400-00000	70,000	37,050	17,000	7,000
<p>Request - Maintenance-Extraordinary Traffic Signals: The City's agreement with the County requires the City to pay for 25% of traffic signal maintenance costs at Central and Mission. It is requested that this appropriation be increased \$7,000 for this County traffic signal maintenance and the County replaced the video detection at this intersection. Additionally, \$10,000 is requested to replace a signal pole at the intersection of Moreno and Vernon damaged in a traffic accident which will be recoverable from the party at fault in the future.</p>				
Public Works General Fund Totals	212,398	120,262	30,500	19,000
Gas Tax Fund 1102 Totals	70,000	37,050	17,000	7,000
Public Works Totals	282,398	157,312	47,500	26,000
<u>Citywide</u>				
No changes				
Citywide Totals	-	-	-	-

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

	Audit FY 2015-16 Balances	One Time Additional Revenues	Midyear Excess (Deficit)	Estimated Budgeted Balances
General Fund:				
Unavailable - Prepaid Expenditures at Year-End	491,347	-	-	\$ 491,347
Unassigned - General Operating Fund	6,063,994	250,000	33,067	\$ 6,347,061
Assigned to:				
Reserve - Equipment Replacement	1,830,229	-	-	1,830,229
Reserve - Self-Insurance	750,000	-	-	750,000
Reserve - Technology Enhancements	200,000	-	-	200,000
Reserve - CalPERS and Employee Post Benefits	2,500,000	-	-	2,500,000
Reserve - Retiree Medical Liabilities	600,000	-	-	600,000
Reserve - Unanticipated Personnel Adjustment	600,000	-	-	600,000
Reserve - Building Maintenance	400,000	-	-	400,000
Reserve - Budgetary Contingency	100,000	-	-	100,000
Total Assigned	6,980,229	-	-	\$ 6,980,229
Total	13,535,570	250,000	33,067	\$ 13,818,637