

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, 2013

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 Members and Successor Redevelopment Agency and Montclair Housing Corporation Boards of Directors (Government Code Section 54954.3)

Under the provisions of the Brown Act, the Council/Successor Agency Board/MHC Board is prohibited from taking action on items not listed on the agenda.

IV. COUNCIL/SUCCESSOR AGENCY/MHC WORKSHOP

A. Midyear Budget Review

V. ADJOURNMENT

(The City Council will adjourn to Saturday, February 16, 2013, at 9:00 a.m. in the Civic Center south parking lot for a bus tour of California Department of Forestry and Fire Protection and San Bernardino County Fire Department headquarters.)

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 7, 2013

AGENDA REPORT

SUBJECT: CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2012-13 BUDGET

DATE: February 12, 2013

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 four most recent fiscal years and actual funds spent for the first six months of Fiscal Year 2012-13. Also included are current 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

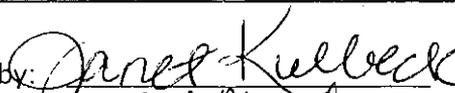
Table 2 provides supporting detail to the *General Fund Analysis* (**Table 1**) and contains each specific revenue account within revenue categories.

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

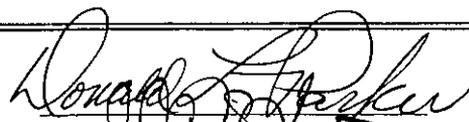
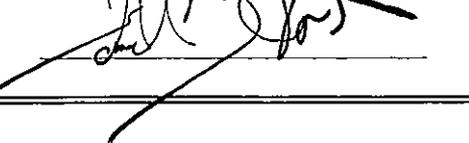
Table 3 compares the adopted budget to six months of actual expenditures for each department. Expenditures are broken down into the following categories: (1) Personnel Services; (2) Services and Supplies, and (3) Capital Outlay.

Totals from **Table 3** are summarized in **Table 1** under the expenditure categories within the 2012-13 Current Budget and 2012-13 Six Months Actual columns.

Prepared by:




Reviewed and
Approved by:

Proofed by:

Presented by:

4. **RECOMMENDED CHANGES TO THE 2012-13 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 2012-13 Proposed Revised Budget summarized in **Table 1**.

General Fund Revenue Trends

The *General Fund Analysis (Table 1)* shows that recurring revenues demonstrated a declining trend in 2009-10 and growth back to that level in 2011-12. Total revenue in Fiscal Year 2008-09 was \$25,628,228, total revenue in the Fiscal Year 2012-13 Proposed Revised Budget is estimated at \$24,867,794. The major revenue change which occurred during 2012-13 was as follows

- Movement of \$1.9 million of transaction and use tax revenue from the General Operating Fund to the 2005 Lease Revenue Bond Fund to provide revenue for debt servicing.

Estimated Revenue Budget Adjustments

A summary of proposed changes to the Revenue Budget are included in the Fiscal Year 2012-13 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 2012-13 are \$24,797,794. For the midyear review of fiscal operations, staff is recommending an increase of \$185,243 in General Fund revenues. The following discussion focuses on revenue sources reflecting the **greatest change** from the Adopted Budget:

- Taxes revenue reflects an increase of \$91,993. Highlighted components of this are an increase indicated by the County of San Bernardino, amounting to \$72,451, and an increase in property tax pass-through from the former Redevelopment Agency of \$20,000.
- Licenses and Permits revenue reflects a decrease of \$124,950 highlighted by a \$125,000 decrease in Building Permits following a spike in Fiscal Year 2011-12 from the Paseos project.
- Fines and Forfeitures reflects an increase of \$140,100 primarily resulting from increases in administrative citations of \$110,000 related to improvements in billing procedures, court fines of \$30,000 because current receipts are exceeding projections.
- Charges for Services reflects an increase of \$41,000 primarily caused by increases in special police services, plan checking fees, zoning/subdivision fees, and plan checking fees of \$40,000 based upon current receipts exceeding projections.

General Fund Expenditure Trends

The *General Fund Analysis (Table 1)* shows that expenditures also has a declining trend in 2009-10 and 2010-11 in response to the revenue reductions experienced by the City. These have remained level for 2011-12 and currently. Total expenditures in Fiscal Year 2008-09 was \$29,160,357, total expenditures in the Fiscal Year 2012-13 Proposed Revised Budget is estimated at \$25,798,634, representing a 11.5 percent decrease in expenditures, over that period, in reaction to the slow recoveries 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. Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2012 13 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund expenditures for Fiscal Year 2012-13 are \$25,798,634. For the midyear review of fiscal operations, staff is recommending an increase of \$350,100 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 no changes to this department.
- **Police Department** – The City Manager is recommending the allocation of \$81,700 from the General Fund to cover increased investigation and patrol costs.
- **Fire Department** – The City Manager is recommending the allocation of \$311,612 for increased overtime costs. Additionally, it is recommended that a reallocation of personnel-related savings in the amount of \$311,612 be done to fund these costs and an additional \$54,000 personnel-related savings be utilized to fund that amount of additional patrol costs in the Police Department.
- **Public Works Department** – The City Manager is recommending the allocation of \$57,400 from the General Fund to cover increased vehicle maintenance, janitorial services, and street repair.
- **Community Development Department** – The City Manager is recommending no changes to this department.
- **City Attorney** – The City Manager is recommending the allocation of \$265,000 from the General Fund to cover legal service costs. It should be noted that the City is exploring reimbursement of such costs with our insurance carrier; and if that reimbursement occurs, this allocation would not be required.

FISCAL IMPACT:

- Revising the City's Appropriations Budget increases the spending authority by \$350,100 in the General Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Fund of \$185,243.
- Approval of both the Appropriations and Estimated Revenues Budgets would have a negative budgetary impact to the General Fund of \$164,857. Funding for this effect would come from the Contingency Fund or other General Fund reserves should actual results require such a utilization.

RECOMMENDATION: Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2012-13 Budget.

CITY OF MONTCLAIR
GENERAL FUND ANALYSIS
TABLE 1

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Adopted Budget	2012-13 6 Months Actual	2012-13 Proposed Revised	Increase (Decrease)
REVENUES								
Property Taxes	2,436,026	1,685,963	2,168,622	2,207,799	2,391,700	1,220,095	2,391,242	(458)
Property Taxes In Lieu of VLF	0	0	2,723,186	2,731,399	2,689,750	0	2,762,201	72,451
Sales Taxes	10,080,111	8,361,079	9,611,902	10,237,900	10,747,602	2,570,251	10,747,602	0
Transactions Tax	1,797,738	1,675,873	1,811,654	1,885,376	268,899	0	268,899	0
Other Taxes	3,354,357	3,322,082	2,896,022	3,159,490	3,404,000	1,137,088	3,424,000	20,000
Licenses & Permits	416,701	440,298	341,077	546,505	337,300	99,206	212,350	(124,950)
Fines & Forfeitures	318,060	370,641	376,021	774,843	796,500	504,799	936,600	140,100
Interest Income	400,365	426,379	475,964	51,974	30,000	17,885	30,000	0
Intergovernmental	3,401,627	3,271,701	680,307	217,798	260,000	73,008	260,000	0
Charges for Services	2,648,174	2,869,174	2,639,576	2,937,420	3,233,700	1,197,674	3,274,700	41,000
Miscellaneous	775,069	451,918	565,643	412,122	453,100	206,589	490,200	37,100
TOTAL REVENUE	25,628,228	22,875,108	24,289,974	25,162,626	24,612,551	7,026,595	24,797,794	185,243
TRANSFERS IN	2,093,533	4,385,470	2,587,221	238,600	980,783	14,654	980,783	0
TOTAL SOURCES	27,721,761	27,260,578	26,877,195	25,401,226	25,593,334	7,041,249	25,778,577	185,243
EXPENDITURES								
City Council	285,474	174,249	219,071	199,947	303,034	71,015	303,034	0
City Manager	317,289	404,191	62,009	179,474	293,965	66,252	293,965	0
Solid Waste Disposal	2,174,339	2,059,870	2,037,207	1,853,954	2,174,729	881,386	2,174,729	0
Administrative Services	2,902,319	2,308,382	2,235,759	2,441,832	3,493,208	1,510,905	3,493,208	0
Police	10,301,917	9,403,110	9,101,316	9,866,707	9,902,219	4,545,445	9,983,919	81,700
Fire	5,848,586	5,281,159	5,046,664	4,512,801	4,979,073	2,220,939	4,925,073	(54,000)
Public Works	4,541,728	3,052,716	3,009,912	3,084,066	2,774,572	1,248,371	2,831,972	57,400
Community Development	2,439,865	2,285,298	1,967,027	2,141,886	1,128,624	530,959	1,128,624	0
City Attorney	348,840	243,626	283,543	601,769	313,764	459,873	578,764	265,000
Contingency	0	0	0	0	85,346	0	85,346	0
Citywide	0	0	0	345,330	0	267,277	0	0
TOTAL EXPENDITURES	29,160,357	25,212,601	23,962,508	25,227,766	25,448,534	11,802,422	25,798,634	350,100
TRANSFERS OUT	3,347,394	4,724,505	2,583,000	587,808	144,800	737,219	144,800	0
Loss on RDA Loans				57,027				0
TOTAL USES	32,507,751	29,937,106	26,545,508	25,872,601	25,593,334	12,539,640	25,943,434	350,100
Sources less Uses								(164,857)

**GENERAL FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2008-2009 THROUGH 2012-13**

TABLE NO. 2

	<u>08-09 Audited</u>	<u>09-10 Revenues</u>	<u>10-11 Revenues</u>	<u>11-12 Revenues</u>	<u>12-13 Actual Thru 12/31/12</u>	<u>12-13 Adopted</u>	<u>12-13 Revised</u>	<u>Increase (Decrease)</u>
Taxes								
Property Tax - Secured	2,345,807	1,596,833	2,077,721	2,118,077	1,067,160	2,300,000	2,300,000	0
Property Tax - Unsecured	90,219	89,130	90,901	89,722	91,242	91,700	91,242	(458)
Property Tax In Lieu of VLF	0	0	2,723,186	2,731,399	0	2,689,750	2,762,201	72,451
Sales & Use	7,392,674	6,609,808	7,268,410	7,711,357	2,570,251	7,970,813	8,071,775	100,962
Sales Tax Compensation	2,687,437	1,751,271	2,343,491	2,526,543	0	2,776,789	2,675,827	(100,962)
Transactions & Use Tax	1,797,738	1,675,873	1,811,654	1,885,376	0	268,899	268,899	0
Prop tx pass thru from SRED	0	0	0	128,767	61,693	100,000	120,000	20,000
Transient Occupancy	33,474	30,914	32,992	30,678	7,352	32,000	32,000	0
Property Transfer	76,817	73,470	77,511	65,914	19,195	75,000	75,000	0
Franchise	660,364	633,053	637,290	628,707	85,353	710,000	710,000	0
Business License	718,228	647,996	625,988	644,133	329,219	687,000	687,000	0
Utility Users	1,865,474	1,936,649	1,522,242	1,661,290	695,968	1,800,000	1,800,000	0
Total Taxes	17,668,232	15,044,997	19,211,386	20,221,963	4,927,433	19,501,951	19,593,944	91,993
Licenses and Permits								
Building Permits	380,497	406,168	309,230	477,575	82,051	300,000	175,000	(125,000)
Alarm Permits	775	750	700	800	475	800	900	100
Bicycle & Other Permits	14	3	7	7	5	50	50	0
Moving Permits	4,226	3,886	3,872	3,434	1,773	4,000	4,000	0
Yard Sale Permits	11,345	10,600	11,400	11,200	3,004	12,000	7,000	(5,000)
Construction Permits	19,569	18,731	15,503	53,289	11,872	20,000	25,000	5,000
Encroachment Permits	250	225	300	175	25	400	400	0
Gun Dealer Permits	25	0	0	25	0	50	0	(50)
Total Licenses and Permits	416,701	440,363	341,078	546,505	99,205	337,300	212,350	(124,950)
Intergovernmental Revenues								
Motor Vehicle In-Lieu Tax	3,024,487	2,925,394	189,356	0	19,241	170,000	170,000	0
Property Tax Loss Relief	27,960	28,181	29,530	30,094	4,453	30,000	30,000	0
Police Officer Training Reimbursement	34,634	9,084	20,532	22,691	5,268	20,000	20,000	0
Contributions- Other Govts./Bulletproof Vest	0	365	3,107	0	0	0	0	0
SB 90 Claim Reimbursement	18,526	13,879	22,583	18,697	22,978	40,000	40,000	0
TEA 21 Grant	0	107,143	31,400	0	0	0	0	0
FEMA Reimbursements	72,447	0	26,508	5,962	0	0	0	0
OES Reimbursements	82,085	50,385	35,035	39,573	0	0	0	0
Energy Grant	0	0	157,100	0	0	0	0	0
RDA Graffiti Program Reimb.	52,076	52,121	48,152	26,751	0	0	0	0
WESTNET Reimbursements	80,337	51,351	75,641	74,030	21,068	0	0	0
Local Government Relief	0	0	0	0	0	0	0	0
Gov't Grants-Other	0	0	0	0	0	0	0	0
Government Grants - ADA Grant	0	0	4,979	0	0	0	0	0

**GENERAL FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2008-2009 THROUGH 2012-13**

TABLE NO. 2

	<u>08-09 Audited</u>	<u>09-10 Revenues</u>	<u>10-11 Revenues</u>	<u>11-12 Revenues</u>	<u>12-13 Actual Thru 12/31/12</u>	<u>12-13 Adopted</u>	<u>12-13 Revised</u>	<u>Increase (Decrease)</u>
Intergovernmental Revenues (cont'd)								
Government Grants - Healthy City Grant			25,000	0	0	0	0	0
Government Grants - 911 Grant			11,385	0	0	0	0	0
Government Grants - CMAQ Grant	9,075	5,775		0	0	0	0	0
Government Grant - Recycled Water Grant	0	26,022	0	0	0	0	0	0
Govt Grant-State Homeland Security Grant	0	2,000	0	0	0	0	0	0
Total Intergovernmental Revenues	3,401,627	3,271,700	680,308	217,798	73,008	260,000	260,000	0
Fines and Forfeitures								
Court Fines	33,231	76,938	26,236	27,560	44,540	30,000	60,000	30,000
Parking Citations	112,381	149,156	109,844	107,694	32,181	125,000	125,000	0
False Alarms	16,458	9,300	9,790	10,548	6,550	15,000	15,000	0
Restitution	4,568	5,227	5,160	4,233	1,479	5,000	5,000	0
Evidence Forfeitures	4,831	2,557	2,929	96	0	5,000	100	(4,900)
Vehicle Release Fees	59,500	43,000	42,700	56,325	22,400	50,000	55,000	5,000
Administrative Citations	2,480	18,628	79,788	77,122	161,811	90,000	200,000	110,000
Auto Repo Fees	1,047	1,290	870	1,275	675	1,500	1,500	0
Vehicle Impound Fees	83,564	64,545	98,703	489,991	235,164	475,000	475,000	0
Total Fines and Forfeits	318,060	370,641	376,020	774,844	504,800	796,500	936,600	140,100
Charges for Services								
Special Police Services	77,329	78,974	77,148	69,501	54,916	90,000	110,000	20,000
Fire Department Service Fees	12,171	8,032	7,027	5,690	6,165	10,000	13,000	3,000
Engineering Fees	5	0	0		0	2,500	2,500	0
Rubbish Collection Fees	2,339,755	2,542,761	2,316,283	2,595,317	993,586	2,855,000	2,855,000	0
Zoning/Subdivision Fees	55,809	77,401	40,735	45,010	22,945	40,000	50,000	10,000
Recreation Fees	42,116	35,699	30,518	33,275	20,249	35,000	35,000	0
Program Costs- Reimbursed	53,629	41,129	43,554	44,326	19,987	40,000	40,000	0
Service Center Fees	10,801	15,850	11,904	14,945	5,911	15,000	15,000	0
Family Fun Festival	4,465	4,357	5,556	3,279	0	5,000	5,000	0
Plan Checking Fees	40,579	49,786	95,123	109,884	67,025	120,000	130,000	10,000
Human Services Classes	0	2,479	0	6,727	3,760	7,500	8,000	500
Sale of Printed Materials	800	1,118	967	672	475	1,500	1,000	(500)
Notary Fees	90	180	80	100	85	200	200	0
Fingerprints	10,625	11,410	10,682	8,695	2,570	12,000	10,000	(2,000)
Total Charges for Services	2,648,174	2,869,176	2,639,577	2,937,421	1,197,674	3,233,700	3,274,700	41,000
Miscellaneous Revenue								
Interest Income	176,040	21,762	27,139	52,887	9,173	30,000	30,000	0
Interest - Loans to RDA	224,325	404,617	448,826	0	0	0	0	0
Library Rentals	59,496	59,496	59,496	59,496	14,874	60,000	60,000	0
Sale of Merchandise	0	0	0	4	0	0	0	0

**GENERAL FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2008-2009 THROUGH 2012-13**

TABLE NO. 2

	<u>08-09 Audited</u>	<u>09-10 Revenues</u>	<u>10-11 Revenues</u>	<u>11-12 Revenues</u>	<u>12-13 Actual Thru 12/31/12</u>	<u>12-13 Adopted</u>	<u>12-13 Revised</u>	<u>Increase (Decrease)</u>
Miscellaneous Revenues (cont'd)								
Police Auction	0	1,370	972	8,932	11,151	5,000	17,000	12,000
Grant Other	18,964	35,964	50,311	10,000	0	0	0	0
Sale of City Property	0	0	0		0	0	0	0
Vending Machine Proceeds	2,659	1,465	106		290	0	0	0
Anniversary Book Sales	140	60	80	100	60	200	200	0
Montclair Postcards	0	0	8		0	0	0	0
Donations & Contributions	5,000	6,137	10,500	1,592	5,500	6,500	6,500	0
Booking Fee Reimbursement	0	1,188	878	160	0	1,000	1,000	0
City Cell Tower Rental	0	20,929	16,477	69,667	36,887	65,000	75,000	10,000
E-Waste recycling	0	740	1,295		0	1,700	0	(1,700)
Insurance Recoveries	270	0	6,416	80	0	0	0	0
Reimbursed Expenditures	566,562	139,391	191,440	81,178	60,298	150,000	150,000	0
Print Ad reimbursement	0	0	0	2,286	0	5,000	3,500	(1,500)
Police Range Revenue	1,510	2,340	1,785	9,909	3,306	11,000	11,000	0
Youth Center memberships	0	935	1,707	750	50	2,000	1,000	(1,000)
Human Services Classes	0	0	9,333		0	0	0	0
Other	120,468	128,785	215,930	167,057	82,885	145,700	165,000	19,300
Total Miscellaneous Revenue	1,175,434	825,179	1,042,699	464,098	224,474	483,100	520,200	37,100
TOTAL GENERAL FUND	25,628,228	22,822,056	24,291,068	25,162,629	7,026,594	24,612,551	24,797,794	185,243

CITY OF MONTCLAIR												
STATEMENT OF GENERAL FUND EXPENDITURES												
FOR SIX MONTH ENDING DECEMBER 31, 2012												
TABLE 3												
	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		CAPITAL IMPROVEMENTS		INDIRECT STAFF CHARGES		TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
CITY COUNCIL	130,990	52,504	191,895	18,510	0	0	0	0	(19,851)	0	303,034	71,014
City Council	130,990	52,504	191,895	18,510	0	0	0	0	(19,851)	0	303,034	71,014
CITY MANAGER	193,367	37,361	116,017	28,891	0	0	0	0	(15,419)	0	293,965	66,252
City Manager	193,367	37,361	116,017	28,891	0	0	0	0	(15,419)	0	293,965	66,252
ADMINISTRATIVE SERVICES	2,230,444	1,080,046	3,484,033	1,249,059	126,671	62,567	0	0	(173,211)	0	5,667,937	2,391,672
Administration	83,003	22,860	34,224	3,725		0			(7,674)	0	109,553	26,585
Financial Services	513,932	252,146	141,295	23,429					(41,669)	0	613,558	275,575
Solid Waste Disposal	25,809	12,071	2,148,920	869,315							2,174,729	881,386
City Clerk	55,867	32,224	32,380	4,011					(9,738)	0	78,509	36,235
Personnel/Risk	312,681	151,423	114,090	29,354					(30,729)		396,042	180,777
Information Tech Services	397,640	194,142	251,230	101,610	113,758	53,365			(49,966)		712,662	349,117
Central Services	59,144	19,614	349,163	156,987	12,913	9,202			(29,916)		391,304	185,803
Records Retention	64,753	21,591	8,841	2,792					(3,519)		70,075	24,383
Recreation	478,915	244,505	318,099	29,523	0	0	0	0	0	0	797,014	274,028
Service Center	48,984	28,776	83,470	26,995	0	0	0	0	0	0	132,454	55,771
Senior Citizens	136,149	54,295	521	0	0	0	0	0	0	0	136,670	54,295
Nutritional Meals	53,567	25,043	0	0	0	0	0	0	0	0	53,567	25,043
Health Education	0	0	1,800	1,318	0	0	0	0	0	0	1,800	1,318
Family Education	0	21,356	0	0	0	0	0	0	0	0	0	21,356
POLICE	9,039,347	4,128,029	853,109	408,854	9,763	8,562	0	0	0	0	9,902,219	4,545,445
Administration	473,448	198,279	125,826	149,582							599,274	347,861
Support Services	348,669	163,769	10,660	3,018							359,329	166,787
Technical Services	81,637	114,806	134,422	49,378							216,059	164,184
Records	669,001	309,287	31,577	4,997							700,578	314,284
Investigations	1,246,778	609,744	107,932	43,910	1,200	0					1,355,910	653,654
Uniform Patrol	5,487,082	2,409,267	407,415	147,706	8,563	8,562					5,903,060	2,565,535
Communications	608,983	286,486	27,747	4,696							636,730	291,182
Volunteer Services	123,749	36,391	7,530	5,567							131,279	41,958
FIRE	4,477,143	2,052,444	493,438	160,008	8,492	8,484	0	0	0	0	4,979,073	2,220,936
Administration	517,751	161,880	17,465	3,112							535,216	164,992
Fire Prevention	229,380	107,996	16,626	1,217							246,006	109,213
Emergency Services	3,494,413	1,642,720	373,528	112,723	8,492	8,484					3,876,433	1,763,927
Personnel Development	203,036	124,892	18,714	7,510							221,750	132,402
Equipment Maintenance	0	0	7,550	448							7,550	448
Buildings & Grounds	0	0	56,368	33,254							56,368	33,254
Emergency Preparation	32,563	14,956	3,187	1,744							35,750	16,700
EMS-Paramedics	0	0	0	0							0	0

CITY OF MONTCLAIR												
STATEMENT OF GENERAL FUND EXPENDITURES												
FOR SIX MONTH ENDING DECEMBER 31, 2012												
TABLE 3												
	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		CAPITAL IMPROVEMENTS		INDIRECT STAFF CHARGES		TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
PUBLIC WORKS	1,463,633	710,636	1,310,939	537,734	0	0	0	0	0	0	2,774,572	1,248,370
Management & Construction	367,302	174,769	182,207	66,373	0	0	0	0	0	0	549,509	241,142
Public Works Inspection	118,755	57,348	3,351	0	0	0	0	0	0	0	122,106	57,348
Traffic Safety Engineering	8,524	4,112	36,668	11,718	0	0	0	0	0	0	45,192	15,830
Graffiti Abatement	146,125	65,659	8,855	9,794	0	0	0	0	0	0	154,980	75,453
Street Maintenance	59,896	37,761	36,712	12,541	0	0	0	0	0	0	96,608	50,302
Signing/Painting	30,015	11,880	6,298	0	0	0	0	0	0	0	36,313	11,880
Street Sweeping	29,511	15,642	24,031	3,894	0	0	0	0	0	0	53,542	19,536
Park Maintenance	281,268	131,024	420,453	198,667	0	0	0	0	0	0	701,721	329,691
Tree Maintenance	15,011	7,013	13,093	198	0	0	0	0	0	0	28,104	7,211
Vehicle Maintenance	168,737	73,462	297,447	128,615	0	0	0	0	0	0	466,184	202,077
Building Maint. Services	117,397	47,522	92,865	35,171	0	0	0	0	0	0	210,262	82,693
Heating & Air Conditioning	88,153	41,962	24,277	7,251	0	0	0	0	0	0	112,430	49,213
Janitorial Services	32,939	42,482	164,682	63,512	0	0	0	0	0	0	197,621	105,994
COMMUNITY DEVELOPMENT	1,038,165	501,040	90,459	29,918	0	0	0	0	0	0	1,128,624	530,958
Planning Commission	16,230	3,229	346	0	0	0	0	0	0	0	16,576	3,229
Administration	159,244	88,784	22,717	8,754	0	0	0	0	0	0	181,961	97,538
Current Planning	184,670	107,782	7,852	(1,679)	0	0	0	0	0	0	192,522	106,103
Advance Planning	86,493	40,900	8,857	6,245	0	0	0	0	0	0	95,350	47,145
Field Inspection	122,289	61,137	5,015	34	0	0	0	0	0	0	127,304	61,171
Plan Check	37,110	20,145	31,393	14,185	0	0	0	0	0	0	68,503	34,330
Building Operations	142,848	70,622	3,810	0	0	0	0	0	0	0	146,658	70,622
Code Enforcement	289,281	108,441	10,469	2,379	0	0	0	0	0	0	299,750	110,820
CITY ATTORNEY	27,987	14,971	285,777	444,903	0	0	0	0	0	0	313,764	459,874
City Attorney	27,987	14,971	285,777	444,903	0	0	0	0	0	0	313,764	459,874
TRANSFERS OUT	0	737,219	0	0	0	0	0	0	0	0	0	737,219
To Infrastructure	0	117,180	0	0	0	0	0	0	0	0	0	117,180
To Housing Trust Fund	0	596,900	0	0	0	0	0	0	0	0	0	596,900
To Champions for Change	0	23,139	0	0	0	0	0	0	0	0	0	23,139
TOTAL DEPT EXPENDITURES	18,601,076	9,314,250	6,825,667	2,877,877	144,926	79,613	0	0	(208,481)	0	25,363,188	12,271,740
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	85,346	0
Contingency	85,346	0	0	0	0	0	0	0	0	0	85,346	0
WORKERS COMP CLAIMS PAID		267,897										267,897
Police	0	237,142										
Administration		619										
Fire		8,866										
Public Works		21,270										
TOTAL EXPENDITURES	18,601,076	9,582,147	6,825,667	2,877,877	144,926	79,613	0	0	(208,481)	0	25,448,534	12,539,640

CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2012-13 APPROPRIATIONS BUDGET
TABLE 4

SUMMARY BY DEPARTMENT

<u>DEPARTMENT</u>	<u>TOTAL REQUESTS</u>	<u>TOTAL RECOMMENDED</u>
City Council	0	0
City Manager	0	0
Administrative Services	0	0
Police	188,100	181,700
Fire	318,812	(54,000)
Public Works	68,400	63,400
Community Development	0	0
City Attorney	265,000	265,000
Totals	<u>840,312</u>	<u>456,100</u>

SUMMARY BY FUNDING SOURCE

<u>FUND</u>		
General Fund	740,312	350,100
SLESF Fund	100,000	100,000
Park Development	0	6,000
	<u>840,312</u>	<u>456,100</u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2012-13 APPROPRIATIONS BUDGET
 TABLE 4

	Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
GENERAL FUND				
<u>City Council</u>				
No changes				
City Council Department Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>City Manager</u>				
No changes				
City Manager Department Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Administrative Services</u>				
No changes				
Administrative Services Department Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
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Police Department

Administration
Acct # 1001-4421-52850-400

8,405	4,458	1,400	0
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Request - Cell phone expense: The actual year-to-date expenditure for this account is 63.55%. The department's WESTNET investigators were provided two laptop computers to conduct investigations while remaining in the field. Verizon 4G data service was purchased for both laptops at a cost of \$81 per month. This cost was not figured into the departments FY 12/13 budget, but has since been incorporated into the cellular phone contract with Verizon Wireless. We anticipate the monthly cellular phone bill, including the 4G service, to be approximately \$880. Therefore, it is requested to increase the initial appropriation by \$1,400.

City Manager Recommendation: Data service is to be charged to 1001-4316-52450-400.

Support Services
Acct # 1001-4422-52450-400

2,600	600	1,700	1,700
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Request - Special Contract Services: The actual year-to-date expenditure is 89.58% of the budget. Transcription services account for 66.50% of expenditures to date. To cover additional services, it is requested to increase the initial appropriation by \$1,700 to cover the cost of transcription services for on-going investigations.

City Manager Recommendation: Approved

Investigations
Acct # 1001-4425-43010-400

82,500	50,221	26,000	26,000
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Request - Overtime: It is requested that the initial appropriation be increased by \$26,000 to cover the cost of call outs and hold overs that are required to initiate and complete criminal investigations.

City Manager Recommendation: Approved

	Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
Uniform Patrol				
Acct # 1001-4426-43010-400	226,000	175,815	54,000	54,000
Acct # 1149-4426-43010-400			100,000	100,000

Request - Overtime: Due to unfilled vacancies, injuries, maternity leave, and administrative leave, patrol deployment is currently down by 10 officers. Some of these vacancies require backfill to provide minimum shift coverage. Therefore, it is requested that the appropriation be increased by \$154,000 (\$54,000 from the City's General Fund and \$100,000 allocated to patrol overtime in the Police Department's FY 11-12 Supplemental Law Enforcement Services Fund).

City Manager Recommendation: Approved using \$54,000 from benefit-related savings from Fire Dept regular wages.

Uniform Patrol				
Acct # 1001-4426-51500-400	160,000	72,323	5,000	0

Request - Gasoline: The actual year-to-date expenditure is 56.87% of the budget. On average, the Department spends \$3,200 per week on gasoline. It is requested that an increase in the initial appropriation of \$5,000 be made to cover the cost of gasoline through the end of the fiscal year

City Manager Recommendation: Current appropriation appears to be sufficient.

Police Department SLESF Fund Totals	0	0	100,000	100,000
Police Department General Fund Totals	479,505	303,417	88,100	81,700
Police Department Totals	<u>479,505</u>	<u>303,417</u>	<u>188,100</u>	<u>181,700</u>

Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
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Fire Department

Emergency Services			
Acct # 1001-4533-41010-400 (applied to Fire OT)	1,826,604	794,289	0
Acct # 1001-4533-41010-400 (applied to Police OT)			(311,612)
			(54,000)

City Manager recommendation: Benefit-related savings from vacant positions will be applied to Police and Fire overtime requests.

Emergency Services			
Acct # 1001-4533-43010-400	394,000	338,559	311,612
			311,612

Request - Emergency Services Overtime: Personnel retirements and other vacancies have created a higher than anticipated need for overtime to prevent shortfalls in the Fire Department's minimum deployment levels. This reduction in permanent staffing has significantly contributed to 93% of the allotted Emergency Services overtime account budget being expended to this date. While the recent rehiring of a Fire Captain and Fire Engineer with CalPERS 960 agreements has reduced some of the overtime usage; this trend is expected to continue throughout the end of the FY 12-13 to maintain the established levels of deployment. In the event that existing vacancies are filled, this need for additional overtime funds would be reduced. We are requesting that any benefit-related savings from vacant positions throughout the ranks be applied to the Emergency Services overtime account to assist in funding the requested \$311,612. These transfers would help restore the Emergency Services overtime account for the remainder of the fiscal year. Current overtime restrictions within the Fire Department will remain in place to help ensure additional appropriations are not required. As a result of vacancies in the key positions, mandatory backfilling is required; it is imperative that the Emergency Services overtime account be funded as requested.

City Manager Recommendation: Approved

	Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
Emergency Services Acct # 1001-4533-51140-400	17,000	7,932	7,200	0

Request - Personal Protective Equipment: Per National Fire Protection Association standards, safety gear shall be provided to all fire suppression personnel. Currently there are suppression vacancies in the Fire Department that may be filled before next fiscal year. In the event that Four (4) of these vacancies are filled, the Department would be required to purchase new personal protective gear for the new hires. The projected cost of turnouts is \$7,200 (4 at \$1,800 each). It is requested that an additional \$7,200 be appropriated to the Personal Protective Equipment account.

City Manager Recommendation: To be addressed in the event of hiring during FY 12/13

Fire Department General Fund Totals	<u>2,237,604</u>	<u>1,140,780</u>	<u>318,812</u>	<u>(54,000)</u>
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Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
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Public Works Department

Streets

Acct # 1001-4646-52450-400

0	0	6,500	6,500
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Request - Special Contract Services: This additional funding is requested due to the recent trip and fall accident located at the Montclair Trans Center. The City Yard does not have the personnel nor the equipment to do this much work at one time. A quote has been received from Precision Concrete Cutting out of Palm Desert for the trip hazard removals which is a reputable company that many local cities have used for this type of remediation.

City Manager Recommendation: Approved

Parks

Acct # 1131-4652-52990-400

Acct # 1001-4652-51410-400

			6,000
12,000	2,308	6,000	0

Request - Materials - Misc Maint & Repair: (\$3,000) These funds are requested to make repairs to the pour in place play surfaces at Hofman, Saratoga and Sunrise Parks. These parks have play surfaces that have been vandalized by patrons using these facilities. Approximately 50 sq ft of play surface must be removed and replaced. **(\$2,000)** These funds are requested for the purchase of wood chips to bring current levels of wood chip play surfaces up to an acceptable and safe level in all parks that currently use wood chips around playground equipment. Last year, there were no wood chips replaced as the department lacked staff to perform this work. Lack of wood chips around playground surfaces does pose a safety concern as the chips dissipate. With the assistance of part time employees currently being utilized by this department; staff is able to install this product as required. **(\$1,000)** These funds are requested to reimburse the Parks Maintenance program for the cost of purchasing repair parts for the crawl tube play feature at MacArthur Park. This piece of equipment was broken and staff made temporary repairs during the day and that night this piece of equipment was vandalized beyond repair. This replacement had to be completed because it posed an immediate safety concern. All increases are requested to be transferred from the Park Development Fund.

City Manager Recommendation: Approved using Park Development funding

	Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
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Janitorial Services
Acct # 1001-4693-41010-400

	7,179	23,961	25,900	25,900
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Request - Regular Earnings: Increase requested due to personnel issues

City Manager Recommendation: Approved

Vehicle Maintenance
Acct # 1001-4656-51500-400

	60,000	30,946	5,000	5,000
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Request - Gasoline: This increase is requested due to the changing market value.

City Manager Recommendation: Approved

Vehicle Maintenance
Acct # 1001-4656-51510-400

	35,000	17,036	3,000	0
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Request - Diesel: This increase is requested due to the changing market value.

City Manager Recommendation: Current appropriation appears to be sufficient

Vehicle Maintenance
Acct # 1001-4656-51530-400

	17,000	6,119	2,000	0
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Request - Propane: This increase is requested due to the changing market value

City Manager Recommendation: Current appropriation appears to be sufficient

	Current Appropriations Budget	Actual Expenditures 12/31/2012	Requested Increase (Decrease)	Recommended Increase (Decrease)
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Vehicle Maintenance
Acct # 1001-4656-52030-400

	45,000	23,064	5,000	5,000
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Request - Work Equipment: This increase is requested due to multiple auto body repairs to Police vehicles, recent major transmission work and a radiator repair to Medic Engine 151

City Manager Recommendation: Approved

Vehicle Maintenance
Acct # 1001-4656-51320-400

	85,000	55,227	15,000	15,000
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Request - Misc Materials: This increase is requested due to the recent unexpected cost to replace the engine in a 2002 TYMCO Sweeper unit. In the past, repairs of this nature would have been farmed out for the repairs needed but with the recent addition of Lead Mechanic, Michael Lawrence the Fleet Division was able to complete this task and save the City approximately \$7,000 in labor costs.

City Manager Recommendation: Approved

Public Works Park Development Fund Totals				6,000
Public Works General Fund Totals	261,179	158,661	68,400	57,400
Public Works Totals	261,179	158,661	68,400	63,400

Community Development

No changes

Community Development Totals

<u>Current Appropriations Budget</u>	<u>Actual Expenditures 12/31/2012</u>	<u>Requested Increase (Decrease)</u>	<u>Recommended Increase (Decrease)</u>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City Attorney

City Attorney
Acct # 1001-4801-52290-400

195,000 389,002 265,000 265,000

Request - Legal Services/Court Costs: Adjustment requested due to mounting legal costs related to current- and former-employee actions filed against the City for various work-related claims. The majority of legal costs assigned to this object code have gone to Liebert Cassidy Whitmore, LLC to defend the City against actions originally filed by current- and former- public safety employees represented by Lackie Dammeier McGill & Ethir. Of particular note is Patton/Cunningham v City of Montclair. FY 2012-13 expenditures to date for Patton/Cunningham are \$306,069. The case is currently in pre-trial, but may move to trial by April 2013. The City maintains a Self Insured Retention of \$200,000, and is currently in discussion with the insurance carrier to assume coverage liability.

City Manager Recommendation: Approved

City Attorney Totals

195,000 389,002 265,000 265,000