

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, 2015

5:45 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 not less than 72 hours prior to this meeting on the bulletin board adjacent to the south door of Montclair City Hall on February 2, 2015.

AGENDA REPORT

SUBJECT: CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2014-15 BUDGET

DATE: February 12, 2015
SECTION: COUNCIL 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 summary information of actual funds spent for the last fiscal year 2013-14 and actual funds spent and relating to the first six months of Fiscal Year 2014-15. 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: *Ronald L. Parker*
Proofed by: *Andrea M. Phillips*

Reviewed and
Approved by:

Presented by:
2

[Signature]
[Signature]

4. **RECOMMENDED CHANGES TO THE 2014-15 REVENUE AND 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 2014-15 Proposed Revised Budget summarized in **Table 1**.

General Fund Sources

The *General Operating Fund Analysis (Table 1)* shows recurring revenues, transfers from other funds and reserve utilizations. Total sources in Fiscal Year 2013-14 were \$24,809,812 while total revised sources in the Fiscal Year 2014-15 Proposed Revised Budget are estimated at \$26,089,963, an increase of \$508,995 related to revenue sources. Also, there is \$477,704 related to transfers from other funds and reserve utilizations so total sources increased by \$986,699.

Estimated Revenue Budget Adjustments

A summary of proposed changes to the Revenue Budget are included in the Fiscal Year 2014-15 Proposed Revised column in **Table 1** and in detail form in **Table 2**.

The City's Total Proposed Revised General Operating Fund revenues and budgeted transfers for Fiscal Year 2014-15 are \$26,089,963. For the midyear review of fiscal operations, staff is recommending an increase of \$508,995 in General Operating Fund revenues and additional net transfers in of \$477,704. The following discussion focuses on significant revenue changes from the Adopted Budget:

- *Taxes* revenue reflects increases of \$104,733. Property taxes remain relatively flat; however, sales and transaction and use taxes are estimated to increase \$100,000 over original estimates.
- *Licenses and Permits* revenue reflects an increase of \$155,155 highlighted by a \$95,000 increase in Building Permits and a \$60,000 increase in construction permits both attributable to commencement of the Arrow Station residential project construction and a 130,000 sq. ft. industrial building at Ramona/Brooks.
- *Intergovernmental* revenue reflects an increase of \$43,382 due to the receipt of higher than expected state mandated cost reimbursements. These reimbursements take several years to be received and cannot be specifically estimated in any given fiscal year.
- *Fines and Forfeitures* revenue reflects an increase of \$46,150 driven primarily by renewed emphasis in administrative citations. These have been increased because current receipts are significantly more than original budget projections.
- *Charges for Services* revenue reflects an increase of \$124,600 primarily due to increases in plan checking fees relating to building activity described above and general sanitation fees received from commercial refuse accounts.

- *Miscellaneous* revenue reflects an increase of \$34,975 as a result of increased rent generated by the new cell tower lease with Verizon and higher reimbursed expenditures by other funds.
- *Transfers* into the General Fund reflect a transfer of \$384,177, as done in previous years, from reserves to offset retiree insurance expenses and budgeted net transfers in from Traffic Safety (\$135,000) and Gas Tax (\$6,000). These are offset by a transfer out of \$47,473 for General Fund support of the Afterschool Program.

General Operating Fund Uses

The *General Operating Fund Analysis (Table 1)* shows that expenditures (uses) are almost equal to the modest increases in sources experienced by the City. Total uses in Fiscal Year 2013-14 was \$24,729,776; total uses in the Fiscal Year 2014-15 Proposed Revised Budget is estimated at \$26,039,573, representing a 5.3 percent increase in expenditures, over the prior year, while the growth in revenues and assistance from reserve funds amounted to 5.16 percent.

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 2014, 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 2014. While most departments fall under this percentage, Citywide expenditures have exceeded this threshold. These have been addressed in the proposed changes to the appropriation budget discussed below.

Proposed adjustments to the expenditure budget are included in the *Recommended Changes to the 2014-15 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2014-15 are \$26,039,573. For the midyear review of fiscal operations, staff is recommending an increase of \$980,960 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.
- **Police Department** – The City Manager is recommending an addition of \$75,000 of appropriations to purchase:
 - Taser cartridge, a handheld radio charging bank and digital cameras (\$2,000)

- Vest purchase for new hires (\$3,000)
- In the original budget, it was thought that security costs at the Transcenter would qualify for use under Proposition 30. This has proved to be incorrect and therefore these appropriations are being transferred to the General Operating Fund (\$70,000).
- **Fire Department** – The City Manager is recommending an increase of \$150,000 in the Emergency Services overtime account to pay for anticipated overtime needs for the remainder of the year.
- **Public Works Department** – The City Manager is recommending the allocation of \$29,000 from the General Fund to cover unforeseen HVAC expenses, out-sourcing of backflow testing, and street sweeper replacement parts for a unit no longer under warranty.
- **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 an increased appropriation of \$726,960 for Citywide expenses as follows.
 - Workers Compensation expenses were originally estimated at \$200,000 and, due to current and continuing injuries, these are now estimated to be \$700,000 for the year. Therefore, an additional \$500,000 is requested.
 - Increased electricity costs have occurred and require a \$110,000 additional appropriation for the year.
 - Retiree liability needs and general insurance are estimated to increase by \$45,960 and \$71,000, respectively. Therefore, it is requested that those appropriations also be increased.

FISCAL IMPACT:

- Revising the City's Appropriations Budget increases the spending authority by \$980,960 in the General Operating Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$986,699.
- Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$5,739.

RECOMMENDATION:

Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2014-15 Budget.

**CITY OF MONTCLAIR
GENERAL OPERATING FUND ANALYSIS
TABLE 1**

	2013-14 Actual	2014-15 Adopted Budget	2014-15 6 Months Actual	2014-15 Proposed Revised	Increase (Decrease)
REVENUES					
Taxes	\$ 19,876,794	\$ 20,039,443	\$ 5,268,599	\$ 20,144,176	\$ 104,733
Licenses & Permits	346,670	335,500	282,200	490,655	155,155
Fines & Forfeitures	689,990	704,100	399,994	750,250	46,150
Intergovernmental	92,996	116,700	113,862	160,082	43,382
Charges for Services	3,207,785	3,391,850	1,565,341	3,516,450	124,600
Miscellaneous	595,577	515,671	262,627	550,646	34,975
TOTAL REVENUE	\$ 24,809,812	\$ 25,103,264	\$ 7,892,623	\$ 25,612,259	\$ 508,995
Additional revenue	Budgeted transfers from other funds			\$ 93,527	\$ 93,527
	Retiree insurance expense transfer from reserve			\$ 384,177	\$ 384,177
TOTAL SOURCES				\$ 26,089,963	\$ 986,699
EXPENDITURES					
City Council	\$ 197,140	\$ 266,682	\$ 121,868	\$ 266,682	\$ -
City Manager	187,327	271,284	104,542	271,284	-
Solid Waste Disposal	2,237,845	2,179,453	875,293	2,179,453	-
Administrative Services	2,323,066	2,544,139	1,335,387	2,544,139	-
Human Services	1,016,449	1,164,114	512,986	1,164,114	-
Police	8,327,888	8,826,000	4,335,063	8,901,000	75,000
Fire	3,909,956	3,695,991	1,895,868	3,845,991	150,000
Public Works	2,234,925	2,575,996	1,171,213	2,604,996	29,000
Community Development	1,114,811	1,184,893	569,739	1,184,893	-
City Attorney	391,330	342,844	129,451	342,844	-
Citywide	2,789,039	2,007,217	1,791,746	2,734,177	726,960
TOTAL EXPENDITURES	\$ 24,729,776	\$ 25,058,613	\$ 12,843,156	\$ 26,039,573	\$ 980,960
SOURCES LESS USES	\$ 80,036	\$ 44,651		\$ 50,390	\$ 5,739

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2014-15
TABLE NO. 2**

	<u>2013-2014 Revenues</u>	<u>2014-2015 Actual Mid-Year</u>	<u>2014-2015 Adopted</u>	<u>2014-2015 Revised</u>	<u>Increase (Decrease)</u>
Taxes					
Property Tax - Secured	\$ 2,393,868	\$ 1,132,775	\$ 2,307,639	\$ 2,307,639	\$ -
Property Tax - Unsecured	100,428	98,811	99,078	98,811	(267)
Property Tax In Lieu of VLF	2,827,823	-	2,949,531	2,949,531	-
Sales & Use (Nov)	8,212,459	2,665,535	8,437,054	8,497,054	60,000
Triple Flip	2,743,470	-	2,780,283	2,780,283	-
Transactions & Use Tax (Nov)	59,898	-	57,858	97,858	40,000
Prop tax pass thru from SRED	133,900	78,499	130,000	130,000	-
Transient Occupancy	29,770	7,893	28,000	28,000	-
Property Transfer (Dec)	187,963	28,651	95,000	85,000	(10,000)
Franchise (1st qtr)	755,366	113,937	695,000	695,000	-
Business License	722,273	349,046	685,000	700,000	15,000
Utility Users (Dec)	1,709,576	793,452	1,775,000	1,775,000	-
Total Taxes	<u>\$ 19,876,794</u>	<u>\$ 5,268,599</u>	<u>\$ 20,039,443</u>	<u>\$ 20,144,176</u>	<u>\$ 104,733</u>

Property and Sales taxes are mostly received in the second one-half of the fiscal year. Sales tax above is distributions from the State through October, 2014 with small advances through the end of December. Major collections on both property and sales taxes occur from January through June. Revenue estimates have been computed above annualizing collections for the year based upon receipts to date.

Licenses and Permits

Building Permits	\$ 281,959	\$ 200,992	\$ 280,000	\$ 375,000	\$ 95,000
Alarm Permits	1,150	1,275	1,100	1,500	400
Bicycle & Other Permits	3	4	-	5	5
Moving Permits	6,851	4,150	7,000	7,000	-
Yard Sale Permits	7,262	4,237	7,000	7,000	-
Construction Permits	49,045	71,512	40,000	100,000	60,000
Encroachment Permits	360	30	350	100	(250)
Gun Dealer Permits	40	-	50	50	-
Total Licenses and Permits	<u>\$ 346,670</u>	<u>\$ 282,200</u>	<u>\$ 335,500</u>	<u>\$ 490,655</u>	<u>\$ 155,155</u>

Intergovernmental Revenues

Motor Vehicle In-Lieu Tax	\$ 15,924	\$ 15,382	\$ 17,000	\$ 15,382	\$ (1,618)
Property Tax Loss Relief	29,688	4,319	29,700	29,700	-
Police Officer Training Reimbursement	12,165	7,599	15,000	15,000	-
SB 90 Claim Reimbursement	28,932	86,562	45,000	90,000	45,000
OES Reimbursements	6,287	-	10,000	10,000	-
Total Intergovernmental Revenues	<u>\$ 92,996</u>	<u>\$ 113,862</u>	<u>\$ 116,700</u>	<u>\$ 160,082</u>	<u>\$ 43,382</u>

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2014-15
TABLE NO. 2**

	2013-2014 Revenues	2014-2015 Actual Mid-Year	2014-2015 Adopted	2014-2015 Revised	Increase (Decrease)
Fines and Forfeitures					
Court Fines	\$ 18,514	\$ 8,154	\$ 17,500	\$ 17,500	\$ -
Parking Citations	90,657	23,786	95,000	95,000	-
False Alarms	9,700	5,300	11,000	11,000	-
Restitution	5,805	664	4,000	4,000	-
Evidence Forfeitures	794	524	1,000	1,000	-
Vehicle Release Fees	70,475	39,200	67,000	70,000	3,000
Admin Citations - CD,PD,PW	57,609	77,518	57,200	100,000	42,800
Auto Repo Fees	1,410	1,005	1,400	1,750	350
Vehicle Impound Fees	435,026	243,843	450,000	450,000	-
Total Fines and Forfeits	<u>\$ 689,990</u>	<u>\$ 399,994</u>	<u>\$ 704,100</u>	<u>\$ 750,250</u>	<u>\$ 46,150</u>
Charges for Services					
Special Police Services	\$ 83,193	\$ 42,343	\$ 85,000	\$ 85,000	\$ -
General Sanitation Fees	38,232	26,107	-	40,000	40,000
Fire Department Service Fees	12,800	11,881	13,000	20,000	7,000
Engineering Fees					
Rubbish Collection Fees	2,641,795	1,246,694	2,850,000	2,850,000	-
Zoning/Subdivision Fees	90,875	56,365	78,000	95,000	17,000
Recreation Fees	45,834	18,390	45,000	45,000	-
Program Costs- Reimbursed	40,989	22,306	37,000	40,000	3,000
Service Center Fees	11,273	2,450	13,000	11,000	(2,000)
Family Fun Festival	7,010				
Plan Checking Fees	219,573	133,313	250,000	310,000	60,000
Human Services Classes	10,902	5,087	12,000	12,000	-
Sale of Printed Materials	911	41	900	500	(400)
Notary Fees	40	15	50	50	-
Fingerprints	4,358	349	7,900	7,900	-
Total Charges for Services	<u>\$ 3,207,785</u>	<u>\$ 1,565,341</u>	<u>\$ 3,391,850</u>	<u>\$ 3,516,450</u>	<u>\$ 124,600</u>

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2014-15
TABLE NO. 2**

	<u>2013-2014 Revenues</u>	<u>2014-2015 Actual Mid-Year</u>	<u>2014-2015 Adopted</u>	<u>2014-2015 Revised</u>	<u>Increase (Decrease)</u>
Miscellaneous Revenue					
Interest Income	\$ 58,512	\$ 26,269	\$ 80,000	\$ 80,000	\$ -
Library Rentals	59,496	14,874	59,496	59,496	-
Police Auction	1,557	7,637	1,700	8,000	6,300
Emergency Response Reimb	4,010	471	3,700	3,700	-
Vending Machine Proceeds	65	24	50	50	-
Anniversary Book Sales	149	37	100	100	-
Montclair Postcards	1				
Donations & Contributions	5,725		700	700	-
Subpoena/Witness Reimbursement	82	268	125	400	275
City Cell Tower Rental	68,317	55,340	72,800	96,000	23,200
Reimbursed Expenditures	150,238	45,104	67,000	90,000	23,000
Special Event reimbursement	(21)	(107)	200	200	-
Police Range Revenue	24,300	8,250	37,800	20,000	(17,800)
Other	223,146	104,460	192,000	192,000	-
Total Miscellaneous Revenue	<u>\$ 595,577</u>	<u>\$ 262,627</u>	<u>\$ 515,671</u>	<u>\$ 550,646</u>	<u>\$ 34,975</u>
TOTAL REVENUE	<u>\$ 24,809,812</u>	<u>\$ 7,892,623</u>	<u>\$ 25,103,264</u>	<u>\$ 25,612,259</u>	<u>\$ 508,995</u>

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2014
TABLE 3
Actual expenses paid through 1/13/15

	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	124,837	74,066	163,816	47,802	-	-	(21,971)	-	266,682	121,868	46%
Subtotal	124,837	74,066	163,816	47,802	-	-	(21,971)	-	266,682	121,868	46%
CITY MANAGER											
4202 City Manager	186,651	82,362	99,250	22,180	-	-	(14,617)	-	271,284	104,542	39%
Subtotal	186,651	82,362	99,250	22,180	-	-	(14,617)	-	271,284	104,542	39%
ADMINISTRATIVE SERVICES											
4311 Administration	176,399	91,956	35,680	12,627	-	-	(12,759)	-	199,320	104,583	52%
4312 Financial Services	669,548	353,153	126,750	21,494	-	-	(45,411)	-	750,887	374,647	50%
4313 Solid Waste Disposal	26,350	13,893	2,153,103	861,400	-	-	-	-	2,179,453	875,293	40%
4314 City Clerk	102,428	64,649	32,600	4,621	-	-	(7,651)	-	127,377	69,270	54%
4315 Personnel/Risk	315,352	167,303	107,400	48,720	-	-	(26,744)	-	396,008	216,023	55%
4316 Information Tech Services	440,266	224,474	206,610	125,903	136,700	55,736	(51,412)	-	732,164	406,113	55%
4317 Central Services	15,825	8,261	333,647	144,600	11,890	11,890	(22,979)	-	338,383	164,751	49%
Subtotal	1,746,168	923,689	2,995,790	1,219,365	148,590	67,626	(166,956)	-	4,723,592	2,210,680	47%
HUMAN SERVICES											
4381 Recreation	689,045	321,920	213,215	58,393	3,500	-	-	-	905,760	380,313	42%
4382 Service Center	18,265	8,940	57,336	29,714	-	-	-	-	75,601	38,654	51%
4383 Senior Citizens	95,850	54,611	6,125	1,045	-	-	-	-	101,975	55,656	55%
4384 Nutritional Meals	19,858	7,510	-	-	-	-	-	-	19,858	7,510	38%
4385 Health Education	-	-	-	-	-	-	-	-	-	-	N/A
4386 Family Education	-	-	-	-	-	-	-	-	-	-	N/A
4387 After School Program	60,920	30,853	-	-	-	-	-	-	60,920	30,853	51%
Subtotal	883,938	423,834	276,676	89,152	3,500	-	-	-	1,164,114	512,986	44%
POLICE											
4421 Administration	215,964	122,342	32,161	10,252	-	-	-	-	248,125	132,594	53%
4422 Support Services	605,608	369,528	9,891	6,312	-	-	-	-	615,499	375,840	61%
4423 Technical Services	130,384	62,645	138,010	57,660	-	-	-	-	268,394	120,305	45%
4424 Records	552,031	264,779	11,350	1,713	8,300	7,809	-	-	571,681	274,301	48%
4425 Investigations	1,276,597	491,897	30,775	18,720	-	-	-	-	1,307,372	510,617	39%
4426 Uniform Patrol	4,779,152	2,401,408	325,408	150,513	-	-	-	-	5,104,560	2,551,921	50%
4427 Communications	601,244	306,650	4,825	1,696	-	-	-	-	606,069	308,346	51%
4428 Volunteer Services	99,200	56,722	5,100	4,417	-	-	-	-	104,300	61,139	59%
Subtotal	8,260,180	4,075,971	557,520	251,283	8,300	7,809	-	-	8,826,000	4,335,063	49%
FIRE											
4531 Administration	244,125	122,331	154,450	38,084	-	-	-	-	398,575	160,415	40%
4532 Fire Prevention	131,482	67,871	6,750	1,996	-	-	-	-	138,232	69,867	51%
4533 Emergency Services	2,833,441	1,488,336	253,215	139,749	4,170	3,935	-	-	3,090,826	1,632,020	53%
4534 Personnel Development	-	-	20,600	8,900	-	-	-	-	20,600	8,900	43%
4535 Equipment Maintenance	-	-	-	21	-	-	-	-	-	21	N/A
4536 Buildings & Grounds	-	-	10,000	6,143	-	-	-	-	10,000	6,143	61%
4537 Emergency Preparation	34,818	18,156	2,940	346	-	-	-	-	37,758	18,502	49%
Subtotal	3,243,866	1,696,694	447,955	195,239	4,170	3,935	-	-	3,695,991	1,895,868	51%

Note: Actual expenditures includes amount due for services prior to December 31, 2014 but for which cash payments occurred in January, 2015.

CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2014
TABLE 3
Actual expenses paid through 1/13/15

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
PUBLIC WORKS											
4641 Management & Construction	279,119	143,305	143,739	91,704	-	-	-	-	422,858	235,009	56%
4642 Public Works Inspection	127,271	69,347	-	-	-	-	-	-	127,271	69,347	54%
4644 Traffic Safety Engineering	9,698	5,921	35,000	9,223	-	-	-	-	44,698	15,144	34%
4645 Graffiti Abatement	143,381	73,606	1,848	3,623	-	-	-	-	145,229	77,229	53%
4646 Street Maintenance	159,176	80,822	15,105	4,201	-	-	-	-	174,281	85,023	49%
4650 Signing/Painting	22,574	12,221	5,290	(453)	-	-	-	-	27,864	11,768	42%
4651 Street Sweeping	28,662	15,014	1,030	566	-	-	-	-	29,692	15,580	52%
4652 Park Maintenance	399,238	169,504	199,908	43,512	-	-	-	-	599,146	213,016	36%
4653 Tree Maintenance	14,351	8,097	20,650	290	-	-	-	-	35,001	8,387	24%
4656 Vehicle Maintenance	133,127	64,025	276,749	114,115	-	-	-	-	409,876	178,140	43%
4691 Building Maint. Services	95,430	49,243	127,050	51,543	2,500	-	-	-	224,980	100,786	45%
4692 Heating & Air Conditioning	77,462	40,451	40,700	29,438	-	-	-	-	118,162	69,889	59%
4693 Janitorial Services	25,038	11,842	191,900	80,053	-	-	-	-	216,938	91,895	42%
Subtotal	1,514,527	743,398	1,058,969	427,815	2,500	-	-	-	2,575,996	1,171,213	45%
COMMUNITY DEVELOPMENT											
4760 Planning Commission	16,150	5,248	-	-	-	-	-	-	16,150	5,248	32%
4761 Administration	197,629	100,990	18,790	6,594	-	-	-	-	216,419	107,584	50%
4762 Current Planning	253,635	135,153	1,250	771	-	-	-	-	254,885	135,924	53%
4763 Advance Planning	57,974	31,326	5,225	5,220	-	-	-	-	63,199	36,546	58%
4764 Field Inspection	107,584	55,379	2,250	248	-	-	-	-	109,834	55,627	51%
4765 Plan Check	69,129	35,930	25,300	12,508	-	-	-	-	94,429	48,438	51%
4766 Building Operations	138,699	72,414	300	-	-	-	-	-	138,999	72,414	52%
4768 Code Enforcement	288,528	106,999	2,450	959	-	-	-	-	290,978	107,958	37%
Subtotal	1,129,328	543,439	55,565	26,300	-	-	-	-	1,184,893	569,739	48%
CITY ATTORNEY											
4801 City Attorney	29,844	15,351	313,000	114,100	-	-	-	-	342,844	129,451	38%
Subtotal	29,844	15,351	313,000	114,100	-	-	-	-	342,844	129,451	38%
CITYWIDE EXPENSES											
4901 Citywide Expenses	347,340	353,501	1,275,700	1,438,245	-	-	-	-	2,007,217	1,791,746	89%
Subtotal	347,340	353,501	1,275,700	1,438,245	-	-	-	-	2,007,217	1,791,746	89%
TOTAL DEPT. EXPENDITURES	17,466,679	8,932,305	7,244,241	3,831,481	167,060	79,370	(203,544)	-	25,058,613	12,843,156	51%

Note: Actual expenditures includes amount due for services prior to December 31, 2014 but for which cash payments occurred in January, 2015.

**CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2014-15 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	15,200	5,000
Fire	299,500	150,000
Public Works	38,000	29,000
Community Development	-	-
City Attorney	-	-
Citywide	<u>726,960</u>	<u>726,960</u>
Totals	<u>\$ 1,079,660</u>	<u>\$ 910,960</u>

SUMMARY BY FUNDING SOURCE

<u>FUND</u>		
General Fund	1,133,660	980,960
Prop 30 Fund	(70,000)	(70,000)
Public Safety Fund	<u>16,000</u>	<u>-</u>
	<u>\$ 1,079,660</u>	<u>\$ 910,960</u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2014-15 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>
<u>City Attorney</u>				
No changes				
City Attorney Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2014-15 APPROPRIATIONS BUDGET
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
<u>Police Department</u>				
Technical Services				
Acct # 1001-4423-52690-400-00000	7,415	5,040	3,000	2,000
Request - Small Equipment: Staff finds it necessary to purchase 50 additional taser cartridges (\$30 each) to provide training for newly sworn personnel and for duty purposes. The current charging bank for handheld radios is obsolete and not compatible with newer batteries, replacement cost is \$900. Five digital cameras are needed for newly sworn personnel @ \$103 each. These would increase the initial appropriation by \$3,000.				
Uniform Patrol				
Acct # 1001-4426-43010-400-00000	225,000	237,700	245,000	150,000
Acct # 1001-4426-41010-400-00000	3,004,063	1,254,324	(245,000)	(150,000)
Request - Overtime: Significant overtime has been incurred and it is requested to increase the initial appropriation by \$245,000. This would be accomplished by transferring \$245,000 in salary savings from Uniform Patrol Regular Earnings account 1001-4426-41010-400-00000.				
Uniform Patrol				
Acct # 1001-4426-51500-400-00000	26,000	19,444	9,000	3,000
Request - Uniforms: The Department incurred the cost of outfitting six newly hired officers and seven full/part time dispatchers. Eight new vests were budgeted for and purchased but three additional vests are needed. Updated uniform patches increased new uniform shirt expense. It is requested that this budget be increased by \$9,000 to cover vest purchases and normal wear and tear uniform replacement.				
Uniform Patrol				
Acct # 1001-4426-52050-400-00000	8,000	4,475	2,000	-
Request - Maintenance - Other Equipment: Repair of equipment commonly used in the field is imperative for officers to perform their duties effectively. Therefore, it is request to increase the budget by \$2,000 to ensure equipment is available and in working order.				

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2014-15 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department</u>				
Communications				
Acct # 1001-4427-42020-400-00000	25,000	27,030	17,000	12,000
Acct # 1001-4427-41010-400-00000	351,399	153,365	(17,000)	(12,000)
Request - Overtime: Significant overtime has been incurred and it is requested to increase the initial appropriation by \$17,000. Again, this would be accomplished by transferring \$17,000 in salary savings from Communications Regular Earnings account 1001-4427-41010-400-00000.				
Communications				
Acct # 1001-4427-52690-400-00000	1,425	1,091	1,200	-
Request - Small Equipment: Staffing increases have resulted in need to purchase additional communications equipment and storage for personal belongings. Therefore, it is requested to have budget increase of \$1,200 to cover the cost of headsets and adapters.				
Uniform Patrol (Transcenter)				
Acct # 1001-4426-52450-400-17999	32,000	33,172	70,000	70,000
Acct # 1141-4426-52450-400-17999	70,000	8,076	(70,000)	(70,000)
Request - Special Contract Services: Proposition 30 (Fund 1141) monies originally were appropriated for Transcenter Security services; however, it has been determined that these are expenses outside of the intended use of the Prop 30 money. Therefore, it is requested that these appropriations be cancelled and all expenses for Transcenter security be placed back to the General Fund.				
Police Department General Fund Totals	3,680,302	1,735,641	85,200	75,000
Police Department Prop 30 Fund Totals	70,000	8,076	(70,000)	(70,000)
Police Department Totals	3,750,302	1,743,717	15,200	5,000

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2014-15 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 Acct # 1001-4533-43010-400-00000	380,000	345,572	260,000	150,000
 Request - Emergency Services Overtime: It is requested that an additional \$260,000 be appropriated to the Emergency Services Overtime Account. The additional funds will allow the Fire Department to provide position coverage, which is required to maintain established minimum staffing levels. Over 94% of the current appropriations in this account have already been spent. This request is \$100,000 less than the mid-year request for FY 2013-14 and departmental staff anticipates an overall savings of \$117,000 from the prior year in this line item.				
Emergency Services Acct # 1001-4533-51140-400-00000	25,487	20,183	23,500	-
 Request - Personal Protective Equipment: An additional \$23,500 is requested to be appropriated to the Personal Protective Equipment (PPE) Account. \$2,500 to implement an equipment cleaning program with a reputable company that specializes in cleaning firefighter turnouts and brush gear. \$21,000 for the purchase of 10 sets of turnout coats /pants to replace 10 sets nearing the end of their 10 year life span or which do not properly fit.				
Emergency Services Acct # 1143-4533-62050-400-00000	59,629	-	16,000	-
 Request - Capital Outlay: Request \$44,484 in previously budgeted, but now not required, 10% matching funds be used for acquisition of self-contained breathing apparatus fill station which was deleted during the grant review process. Since this would cost more than these unused monies, an additional \$16,000 is requested to complete the acquisition cost.				
Fire Department General Fund Totals	405,487	365,755	283,500	150,000
Fire Department Public Safety Fund Totals	59,629	-	16,000	-
Fire Department Totals	465,116	365,755	299,500	150,000

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2014-15 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department</u>				
Building Maintenance Acct # 1001-4691-51300-400-00000	80,000	48,256	25,000	20,000
 Request - Building Maintenance: Additional authorizations are requested because of unforeseen expenses. Additional replacements occurred for two HVAC compressors, seven HVAC controllers, two fan motors, one elevator smoke guard screen and one fire alarm panel. Due to these, a budget increase of \$25,000 would be sufficient to cover the rest of the year.				
Parks Maintenance Acct # 1001-4652-51380-400-00000	15,000	6,162	10,000	7,000
 Request - Parks Maintenance: The City's only employee certified to perform the annual testing of backflows has been off work for several months. Since the MVWD required tests had to be contracted out to a private company additional cost was incurred. In addition, a backflow valve costing \$3,500 needs to be replaced. Therefore, an increase of \$10,000 is requested to cover these unexpected expenses.				
Streets Acct # 1001-4651-51370-400-00000	1,000	1,097	3,000	2,000
 Request - Sweeper: Sweeper unit 303 is no longer covered under warranty and the City will have to cover replacement parts and equipment for the remainder of the year. An increase of \$3,00 is requested for these items.				
Public Works General Fund Totals	<u>96,000</u>	<u>55,515</u>	<u>38,000</u>	<u>29,000</u>
Public Works Totals	<u>96,000</u>	<u>55,515</u>	<u>38,000</u>	<u>29,000</u>

**CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2014-15 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>Citywide</u>				
Request - Based on mid-year expense/usage, recommend increasing several Citywide expense accounts.				
Workers Comp claims paid Acct # 1001-4901-452610-400-00000	200,000	374,158	500,000	500,000
City Paid Retiree Insurance Acct # 1001-4901-45300-400-00000	384,177	282,019	45,960	45,960
Electric Service Acct # 1001-4901-52360-400-00000	390,000	250,561	110,000	110,000
General Citywide Insurance Acct # 1001-4901-52660-400-00000	609,000	678,485	71,000	71,000
Citywide Totals	<u>1,583,177</u>	<u>1,585,223</u>	<u>726,960</u>	<u>726,960</u>