

CITY OF MONTCLAIR

AGENDA FOR ADJOURNED MEETING OF THE CITY COUNCIL

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

February 18, 2016

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

B. Monte Vista Avenue/Union Pacific Railroad Grade Separation Project Update

(The City Council may consider continuing this item to an adjourned meeting on Monday, March 7, 2016, at 5:45 p.m. in the City Council Chambers.)

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 24 hours prior to this meeting on the bulletin board adjacent to the south door of Montclair City Hall on February 17, 2016.

AGENDA REPORT

SUBJECT: CONSIDER REVIEW OF THE CITY'S FISCAL OPERATIONS AND APPROVAL OF PROPOSED CHANGES TO THE FISCAL YEAR 2015-16 BUDGET

DATE: February 18, 2016
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 actual revenues and expenditures for the first six months of Fiscal Year 2015-16. 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 2015-16 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 2015-16 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 2015-16 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 2015-16 are \$27,722,117. For the midyear review of fiscal operations, staff is recommending an increase of \$831,969 in General Operating Fund revenues in addition to increased transfers in of \$137,629. The following discussion focuses on significant revenue changes from the Adopted Budget:

- Taxes reflects increases of \$832,014. Property taxes remain relatively flat with a small increase of \$150,469; however, sales taxes are estimated to increase \$681,545 over original estimates.
- Licenses and Permits revenue reflects an increase of \$185,800 driven solely by an increase in Building Permits being drawn on several housing tracts beginning construction.
- Intergovernmental revenue reflects a decrease of \$9,865 due to fewer OES reimbursements received. While SB 90 claims for State mandated costs increased \$422,264 over the original budget of \$90,000 this represents the State's payment of prior year claims. Since this is a one-time revenue increase it cannot be relied upon to cover ongoing operations and we have not revised our original revenue estimate.
- Fines and Forfeitures reflects a decrease of \$148,200 This occurred primarily because current vehicle impound fees are significantly less than original budget projections.
- Charges for Services reflects an increase of \$9,525. This results from a combination of slight increases in special police services and reimbursed program costs with decreases in recreation fees and fire department service fees.
- Miscellaneous Revenue reflects a decrease of \$37,305 as a result of decreased revenue realized by the Police firing range and lower than expected reimbursed expenditures.
- Transfers into the General Fund reflect additional amounts from Contingency and Technology reserves totalling \$137,629 which funded the new mailroom copier, council chamber audio/visual equipment, the City newsletter, and a new refrigerator for Fire station 2.

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 2015, the actual amounts displayed were adjusted to include costs which related to December but which were paid in the following month. This Statement shows an overall utilization of 54% of the appropriations for uses applicable through December 2015. While most departments fall under this percentage, City Attorney expenditures have exceeded this threshold and 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 2015-16 Appropriations Budget (Table 4)*.

The City's Total Proposed Revised General Fund uses for Fiscal Year 2015-16 are \$27,262,700. For the midyear review of fiscal operations, staff is recommending an increase of \$759,633 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 an addition of \$199,734 of appropriations to purchase:
 - Program supplies related to medical services \$11,000.
 - Patrol overtime \$172,000, Patrol operations program supplies \$1,200 and recent billing by the City of Ontario for prior years portion of shared school crossing guard costs \$11,889.
- **Fire Department** - The City Manager is recommending a net increase of \$158,000 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 \$38,304 from the General Fund to cover Sprinkler parts, Splash pad repair, tree trimming, vehicle maintenance, increased transcenter restroom servicing and improvements to median landscaping.
- **Community Development Department** - The City Manager is recommending no changes to this department.

- **City Attorney** – The City Manager is recommending an increase of \$125,000 to cover the unexpected number of lawsuits this year.
- **Citywide** – The City Manager is recommending an increased appropriation of \$235,000 for Citywide expenses as follows.
 - General Liability claims \$175,000.
 - Electric service \$30,000.
 - General citywide insurance \$30,000.

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:

	Estimated Budgeted Balances
General Fund:	
Unavailable - Prepaid Expenditures at Year- End	<u>\$ 408,617</u>
Unassigned - General Operating Fund	<u>\$ 6,000,000</u>
Assigned to:	
Reserve - Equipment Replacement	1,528,472
Reserve - Self- Insurance	750,000
Reserve - Technology Enhancements	200,000
Reserve - CalPERS and Employee Post Benefits	1,982,375
Reserve - Retiree Medical Liabilities	581,247
Reserve - Unanticipated Personnel Adjustment	500,000
Reserve - Building Maintenance	200,000
Reserve - Budgetary Contingency	<u>50,000</u>
Total Assigned	<u>\$ 5,792,094</u>
Total	<u><u>\$ 12,200,711</u></u>

FISCAL IMPACT:

- Revising the City's Appropriations Budget increases the spending authority by \$759,633 in the General Operating Fund.
- Revising the City's Estimated Revenue Budget has a total positive impact to the General Operating Fund of \$969,598. Approval of both the Appropriations and Estimated Revenues Budgets would have a positive budgetary impact to the General Operating Fund of \$209,965.

RECOMMENDATION: Staff recommends the City Council consider the City's Midyear Budget Review documents and approve proposed changes to the Fiscal Year 2015–16 Budget.

GENERAL OPERATING FUND ANALYSIS
TABLE 1

	2015-16 Adopted Budget	2015-16 6 Months Actual	2015-16 Proposed Revised	Increase (Decrease)
REVENUES				
Taxes	\$ 20,587,798	\$ 5,668,549	\$ 21,419,812	\$ 832,014
Licenses & Permits	476,830	404,979	662,630	185,800
Fines & Forfeitures	1,031,200	405,696	883,000	(148,200)
Intergovernmental	166,082	535,448	156,217	(9,865)
Charges for Services	3,567,325	1,673,034	3,576,850	9,525
Miscellaneous	548,531	246,561	511,226	(37,305)
	<u>\$ 26,377,766</u>	<u>\$ 8,934,267</u>	<u>\$ 27,209,735</u>	<u>\$ 831,969</u>
Revenue				
Transfers in	374,753	393,965	512,382	137,629
TOTAL REVENUE	<u>\$ 26,752,519</u>	<u>\$ 8,934,267</u>	<u>\$ 27,722,117</u>	<u>\$ 969,598</u>
EXPENDITURES				
City Council	\$ 274,853	\$ 138,534	\$ 274,853	\$ -
City Manager	270,881	135,728	270,881	-
Solid Waste Disposal	2,219,049	954,333	2,219,049	-
Administrative Services	2,547,381	1,444,833	2,547,381	-
Human Services	1,205,894	572,580	1,205,894	-
Police	8,965,156	4,755,382	9,164,890	199,734
Fire	4,260,009	2,305,340	4,418,009	158,000
Public Works	2,708,340	1,302,443	2,746,644	38,304
Community Development	1,181,749	673,940	1,181,749	-
City Attorney	301,755	258,573	426,755	125,000
Citywide	2,568,000	1,676,889	2,803,000	235,000
	<u>\$ 26,503,067</u>	<u>\$ 14,218,575</u>	<u>\$ 27,259,105</u>	<u>\$ 756,038</u>
Expenditures				
Transfers out	-	3,595	3,595	3,595
TOTAL EXPENDITURES	<u>\$ 26,503,067</u>	<u>\$ 14,222,170</u>	<u>\$ 27,262,700</u>	<u>\$ 759,633</u>
MIDYEAR EXCESS (DEFICIT)				<u>\$ 209,965</u>
SOURCES LESS USES	<u>\$ 249,452</u>		<u>\$ 459,417</u>	

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2015-16
TABLE NO. 2**

	2015-2016 Actual Mid-Year	2015-2016 Adopted	2015-2016 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/14/16			
Taxes				
Property Tax - Secured	1,250,884	2,350,000	2,450,000	100,000
Property Tax - Unsecured	101,481	100,000	100,000	-
Property Tax In Lieu of VLF	-	2,949,531	3,000,000	50,469
Sales & Use (October)	2,950,338	11,568,455	12,250,000	681,545
Transactions & Use Tax (Nov)	-	159,812	159,812	-
Prop tax pass thru from SRED	82,513	150,000	150,000	-
Transient Occupancy	10,305	30,000	30,000	-
Property Transfer (October)	22,764	80,000	80,000	-
Franchise (1st qtr)	108,563	700,000	700,000	-
Business License	403,428	700,000	700,000	-
Utility Users (November)	738,273	1,800,000	1,800,000	-
Total Taxes	5,668,549	20,587,798	21,419,812	832,014

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

Licenses and Permits

Alarm Permits	600	1,900	1,200	(700)
Bicycle & Other Permits	5	5	5	-
Building Permits	358,118	350,000	535,000	185,000
Moving Permits	3,975	7,000	8,000	1,000
Yard Sale Permits	4,150	7,800	8,300	500
Construction Permits	38,096	110,000	110,000	-
Encroachment Permits	35	90	90	-
Gun Dealer Permits	-	35	35	-
Total Licenses and Permits	404,979	476,830	662,630	185,800

Intergovernmental Revenues

Motor Vehicle In-Lieu Tax	15,517	15,382	15,517	135
Property Tax Loss Relief	-	29,700	29,700	-
Police Officer Training Reimbursement	5,613	11,000	11,000	-
SB 90 Claim Reimbursement	512,264	90,000	90,000	-
OES Reimbursements	2,054	20,000	10,000	(10,000)
Total Intergovernmental Revenues	535,448	166,082	156,217	(9,865)

SB 90 Claim Reimbursements are reimbursements from the State for mandated costs. These are dependent upon how much the State allocates for payments to cities and it is usually far less than what cities claim. Therefore, numerous years of unpaid claims continuing to be outstanding. This year, the State had surplus monies and paid substantially more than 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 2015-16
TABLE NO. 2**

	2015-2016 Actual Mid-Year	2015-2016 Adopted	2015-2016 Revised	Increase (Decrease)
GENERAL FUND	Thru 1/14/16			
Fines and Forfeitures				
Court Fines	7,667	20,000	20,000	-
Parking Citations	32,301	60,000	65,000	5,000
False Alarms	6,250	10,000	12,500	2,500
Restitution	1,670	2,500	3,300	800
Evidence Forfeitures	-	700	500	(200)
Auto Repo Fees	825	1,800	1,700	(100)
Vehicle Release Fees	51,603	85,000	120,000	35,000
Admin Citations - CD,PD,PW	51,900	151,200	110,000	(41,200)
Vehicle Impound Fees	253,480	700,000	550,000	(150,000)
Total Fines and Forfeits	<u>405,696</u>	<u>1,031,200</u>	<u>883,000</u>	<u>(148,200)</u>
Charges for Services				
Sale of Printed Materials	446	275	800	525
Notary Fees	-	50	50	-
Special Police Services	47,940	75,000	90,000	15,000
Fingerprints	(1,185)	-	-	-
Fire Department Service Fees	5,244	20,000	15,000	(5,000)
Rubbish Collection Fees	1,347,473	2,850,000	2,850,000	-
General Sanitation Fees	50,188	100,000	100,000	-
Zoning/Subdivision Fees	34,160	120,000	120,000	-
Plan Checking Fees	147,410	310,000	310,000	-
Recreation Fees	9,716	40,000	30,000	(10,000)
Service Center Fees	2,325	6,000	5,000	(1,000)
Program Costs- Reimbursed	23,659	35,000	45,000	10,000
Family Fun Festival	-	-	-	-
Human Services Classes	5,658	11,000	11,000	-
Total Charges for Services	<u>1,673,034</u>	<u>3,567,325</u>	<u>3,576,850</u>	<u>9,525</u>
Miscellaneous Revenue				
Interest Income	29,111	65,000	65,000	-
Net change in FV of investments/LAIF	-	-	-	-
Library Rentals	14,874	59,496	59,496	-
Cash Over/short	56	-	-	-
Police Auction	-	10,000	10,000	-
Vending Machine Proceeds	-	60	60	-
Anniversary Book Sales	-	50	20	(30)
Reimbursed Expenditures	30,292	90,000	60,000	(30,000)
Print Ad notice reimbursement	-	-	-	-
Special Event reimbursement	2	50	50	-

**GENERAL OPERATING FUND REVENUE DETAIL
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEAR 2015-16
TABLE NO. 2**

	2015-2016 Actual Mid-Year Thru 1/14/16	2015-2016 Adopted	2015-2016 Revised	Increase (Decrease)
GENERAL FUND				
Miscellaneous Revenue (Continued)				
Emergency Response Reimb	3,035	3,000	6,000	3,000
Donations & Contributions	1,500	500	3,000	2,500
Subpoena/Witness Reimbursement	38	375	100	(275)
City Cell Tower Rental	57,702	100,000	100,000	-
Other Miscellaneous revenue	104,807	200,000	200,000	-
Police Range Revenue	750	20,000	7,500	(12,500)
Mini school/YouthCenter/basketball snacks	4,394			
Total Miscellaneous Revenue	<u>246,561</u>	<u>548,531</u>	<u>511,226</u>	<u>(37,305)</u>
TOTAL REVENUE	<u>8,934,267</u>	<u>26,377,766</u>	<u>27,209,735</u>	<u>831,969</u>

**CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2015**

TABLE 3

Actual expenses paid through 1/14/16

	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	124,920	80,498	169,850	58,036	-	-	(19,917)	-	274,853	138,534	50%
Subtotal	124,920	80,498	169,850	58,036	-	-	(19,917)	-	274,853	138,534	50%
CITY MANAGER											
4202 City Manager	190,958	111,609	99,650	24,119	-	-	(19,727)	-	270,881	135,728	50%
Subtotal	190,958	111,609	99,650	24,119	-	-	(19,727)	-	270,881	135,728	50%
ADMINISTRATIVE SERVICES											
4311 Administration	172,879	93,342	36,555	9,811	-	-	(14,630)	-	194,804	103,153	53%
4312 Financial Services	661,491	363,867	124,370	41,139	-	-	(54,348)	-	731,513	405,006	55%
4313 Solid Waste Disposal	33,596	20,677	2,185,453	933,656	-	-	-	-	2,219,049	954,333	43%
4314 City Clerk	119,211	62,147	20,300	8,112	-	-	(9,144)	-	130,367	70,259	54%
4315 Personnel/Risk	317,847	178,956	107,400	54,027	-	-	(28,997)	-	396,250	232,983	59%
4316 Information Tech Services	357,618	195,728	213,379	148,471	185,145	118,611	(53,722)	-	702,420	462,810	66%
4317 Central Services	14,024	6,230	402,937	164,392	-	-	(24,934)	-	392,027	170,622	44%
Subtotal	1,676,666	920,947	3,090,394	1,359,608	185,145	118,611	(185,775)	-	4,766,430	2,399,166	50%
HUMAN SERVICES											
4381 Recreation	759,433	364,618	223,215	78,291	3,500	3,500	-	-	986,148	446,409	45%
4382 Service Center	-	-	59,136	26,775	-	-	-	-	59,136	26,775	45%
4383 Senior Citizens	80,562	47,583	6,525	185	-	-	-	-	87,087	47,768	55%
4384 Nutritional Meals	10,899	7,147	-	-	-	-	-	-	10,899	7,147	66%
4385 Health Education	-	7,729	-	-	-	-	-	-	-	7,729	N/A
4386 Family Education	-	2,567	-	-	-	-	-	-	-	2,567	N/A
4387 After School Program	62,624	34,185	-	-	-	-	-	-	62,624	34,185	55%
Subtotal	913,518	463,829	288,876	105,251	3,500	3,500	-	-	1,205,894	572,580	47%
POLICE											
4421 Administration	954,666	436,226	25,495	16,510	-	-	-	-	980,161	452,736	46%
4422 Support Services	540,044	295,532	9,755	2,723	-	-	-	-	549,799	298,255	54%
4423 Technical Services	82,122	45,958	133,200	72,291	-	-	-	-	215,322	118,249	55%
4424 Records	573,178	299,902	11,650	4,583	-	-	-	-	584,828	304,485	52%
4425 Investigations	902,300	370,626	30,475	14,317	2,323	2,134	-	-	935,098	387,077	41%
4426 Uniform Patrol	4,550,446	2,581,963	335,439	176,603	-	-	-	-	4,885,885	2,758,566	56%
4427 Communications	676,745	384,284	5,605	1,002	-	-	-	-	682,350	385,286	56%
4428 Volunteer Services	126,613	48,917	5,100	1,811	-	-	-	-	131,713	50,728	39%
Subtotal	8,406,114	4,463,408	556,719	289,840	2,323	2,134	-	-	8,965,156	4,755,382	53%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2015 but for which cash payments occurred in January, 2016.

**CITY OF MONTCLAIR
STATEMENT OF GENERAL OPERATING FUND EXPENDITURES
FOR SIX MONTH ENDING DECEMBER 31, 2015**

TABLE 3

Actual expenses paid through 1/14/16

	PERSONNEL SERVICES		SERVICES AND SUPPLIES		CAPITAL OUTLAY		INDIRECT STAFF CHARGES		TOTALS		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	%
FIRE											
4531 Administration	1,036,206	491,102	164,935	38,175	-	-	-	-	1,201,141	529,277	44%
4532 Fire Prevention	140,300	76,801	5,650	1,656	-	-	-	-	145,950	78,457	54%
4533 Emergency Services	2,582,255	1,523,502	252,380	139,075	7,084	7,174	-	-	2,841,719	1,669,751	59%
4534 Personnel Development	-	-	20,300	2,136	-	-	-	-	20,300	2,136	11%
4535 Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	N/A
4536 Buildings & Grounds	-	-	9,120	3,829	1,000	967	-	-	10,120	4,796	47%
4537 Emergency Preparation	36,789	20,603	3,990	320	-	-	-	-	40,779	20,923	51%
Subtotal	3,795,550	2,112,008	456,375	185,191	8,084	8,141	-	-	4,260,009	2,305,340	54%
PUBLIC WORKS											
4641 Management & Construction	345,844	155,587	153,585	87,703	-	-	-	-	499,429	243,290	49%
4642 Public Works Inspection	131,677	73,514	-	-	-	-	-	-	131,677	73,514	56%
4644 Traffic Safety Engineering	10,215	5,954	32,000	15,714	-	-	-	-	42,215	21,668	51%
4645 Graffiti Abatement	147,784	80,359	1,848	-	-	-	-	-	149,632	80,359	54%
4646 Street Maintenance	192,664	125,798	26,385	3,308	-	-	-	-	219,049	129,106	59%
4650 Signing/Painting	23,118	14,064	4,845	722	-	-	-	-	27,963	14,786	53%
4651 Street Sweeping	29,405	16,514	1,230	966	-	-	-	-	30,635	17,480	57%
4652 Park Maintenance	333,559	157,741	224,358	57,840	-	-	-	-	557,917	215,581	39%
4653 Tree Maintenance	14,713	8,848	40,650	-	-	-	-	-	55,363	8,848	16%
4656 Vehicle Maintenance	157,352	86,218	263,550	129,866	-	-	-	-	420,902	216,084	51%
4691 Building Maint. Services	108,797	60,558	107,950	44,336	-	-	-	-	216,747	104,894	48%
4692 Heating & Air Conditioning	80,743	46,138	19,000	8,069	-	-	-	-	99,743	54,207	54%
4693 Janitorial Services	187,168	77,874	69,900	44,752	-	-	-	-	257,068	122,626	48%
Subtotal	1,763,039	909,167	945,301	393,276	-	-	-	-	2,708,340	1,302,443	48%
COMMUNITY DEVELOPMENT											
4760 Planning Commission	16,150	5,210	-	-	-	-	-	-	16,150	5,210	32%
4761 Administration	201,631	114,228	17,885	8,433	-	-	-	-	219,516	122,661	56%
4762 Current Planning	263,279	149,362	1,850	(65)	-	-	-	-	265,129	149,297	56%
4763 Advance Planning	60,489	34,044	5,615	5,613	-	-	-	-	66,104	39,657	60%
4764 Field Inspector	115,232	64,817	1,450	187	-	-	-	-	116,682	65,004	56%
4765 Plan Check	74,011	40,868	30,300	4,668	-	-	-	-	104,311	45,536	44%
4766 Building Operations	142,326	79,433	300	-	-	-	-	-	142,626	79,433	56%
4768 Code Enforcement	243,581	162,334	7,650	4,808	-	-	-	-	251,231	167,142	67%
Subtotal	1,116,699	650,296	65,050	23,644	-	-	-	-	1,181,749	673,940	57%
CITY ATTORNEY											
4801 City Attorney	31,755	25,622	270,000	232,951	-	-	-	-	301,755	258,573	86%
Subtotal	31,755	25,622	270,000	232,951	-	-	-	-	301,755	258,573	86%
CITYWIDE EXPENSES											
4901 Citywide Expenses	1,059,000	509,606	1,509,000	1,167,283	-	-	-	-	2,568,000	1,676,889	65%
Subtotal	1,059,000	509,606	1,509,000	1,167,283	-	-	-	-	2,568,000	1,676,889	65%
TOTAL DEPT. EXPENDITURES	19,078,219	10,246,990	7,451,215	3,839,199	199,052	132,386	(225,419)	-	26,503,067	14,218,575	54%

Note: Actual expenditures includes payroll and amounts due for services prior to December 31, 2015 but for which cash payments occurred in January, 2016.

**CITY OF MONTCLAIR
SUMMARY OF RECOMMENDED CHANGES TO THE FY 2015-16 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	306,434	199,734
Fire	250,925	158,000
Public Works	116,304	38,304
Community Development	-	-
City Attorney	125,000	125,000
Citywide	235,000	235,000
Totals	<u><u>\$ 1,033,663</u></u>	<u><u>\$ 756,038</u></u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
 TABLE 4

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

**CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
 TABLE 4**

City Attorney

City Attorney
 Acct # 1001-4801-52290-400-00000

Request - Legal services/Court costs: The City continues to be challenged by extraordinary legal costs stemming from claims filed by current and former public safety employees and claims related to accidents on City streets/property. Several of these claims experienced significant legal costs in FY 2015-16, as the City's legal counsel prepares and/or finalizes defense motions and/or prepares for trial - one long-standing case is expected to conclude in FY 2016-17. The City's strategy to defend itself rather than submit to settlement demands has generally proven successful. The City can also anticipate that in one significant claim, the City will be reimbursed by its insurer for extraordinary legal costs.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
	180,000	185,075	125,000	125,000
City Attorney Totals	<u>180,000</u>	<u>185,075</u>	<u>125,000</u>	<u>125,000</u>

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 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>				
Technical Services Acct # 1001-4423-51130-400-00000	4,000	4,209	2,500	1,200
Request - Program Supplies: This account is currently 105.80 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.				
Technical Services Acct # 1001-4423-52450-400-00000	120,000	60,452	11,889	11,889
Request - Special contract services: The City recently received an invoice in the amount of \$11,889 from the City of Ontario seeking reimbursement for Montclair's portion of crossing guard services for a shared intersection between the two cities and the school district. This sharing was agreed to several years ago; however, the City of Ontario never invoiced us for the shared services and the current invoice covers prior years. It is requested to increase the initial appropriation by \$11,889 to cover this unexpected cost.				
Technical Services Acct # 1001-4423-52690-400-00000	8,000	7,922	3,645	3,645
Request - Small Equipment: Additional funding for this account is needed to replace expired batteries in the Department's AED devices (\$1,100), purchase batteries for hand-held radios (\$1,245), and replace digital voice recorders that are discontinued by the manufacture and in a state of disrepair (\$1,300). It is requested to increase the initial appropriation by \$3,645.				
Investigations Acct # 1001-4425-43010-400-00000	40,000	41,023	30,000	30,000
Acct # 1001-4425-41010-400-00000	602,727	239,480	(30,000)	(30,000)
Request - Overtime: Due to the unpredictable nature of criminal activity additional overtime costs are expected to be incurred. Therefore, It is requested to increase the initial appropriation by \$30,000 to cover the cost of call outs and holdovers that are required to initiate and complete criminal investigations. This additional request would be funded by transferring \$30,000 in salary savings from account 1001-4425-41010-400 (Investigations).				

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Police Department (Continued)</u>				
Uniform Patrol				
Acct # 1001-4426-43010-400-00000	194,500	309,057	272,000	272,000
Acct # 1001-4425-41010-400-00000	-	-	-	(100,000)

Request - Overtime: Due to unfilled vacancies, Patrol deployment is currently down by five Officers. These vacancies require backfill to ensure minimum shift coverage is maintained, which has contributed greatly to the overage in the Patrol Overtime budget. It is requested to increase the initial appropriation by \$272,000. This additional request would be partially offset by \$100,000 allocated to Patrol overtime in the Police Department's FY 2015-16 Supplemental Law Enforcement Services Fund. Saving in investigation salaries have been used to partially fund this.

Uniform Patrol				
Acct # 1001-4426-52450-400-00000	100,000	41,767	4,400	-

Request - Special contract services: Commercial Protective Services, the company used to provide security services for the Transcenter, has increased its hourly rate by 8.7 percent effective January 1, 2016, which represents an increase of approximately \$4,400 for the remainder of the fiscal year. It is requested to increase the initial appropriation by \$4,400 to cover this unexpected additional cost.

Uniform Patrol				
Acct # 1001-4426-52460-400-00000	14,000	13,864	11,000	11,000

Request - Medical services: The actual year-to-date expenditures are indicating that additional appropriations will be needed to cover this fiscal year's operations. Therefore, it is requested to increase the initial appropriation by \$11,000.

Uniform Patrol				
Acct # 1001-4426-52690-400-00000	11,475	10,142	1,000	-

Request - Small equipment: The majority of the expenditures in this account are attributable to a FY2014 Homeland Security Grant Program (HSGP) funded purchase in the amount of \$9,794.46. In order to provide equipment for new hires, it is requested that appropriations be increased by \$1,000.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
TABLE 4**

Police Department (Continued)

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
Communications				
Acct # 1001-4427-42020-400-00000	20,000	20,803	17,000	10,000
Acct # 1001-4428-42020-400-00000	91,068	22,327	(17,000)	(10,000)

Request - Part time wages: The Communications Division is now fully staffed; however, one Dispatcher is currently in training, leaving a full-time shift vacant. This vacancy requires coverage by part-time personnel which was unexpected. It is requested to increase the initial appropriation by \$17,000 to cover this situation. This request would be funded by transferring \$17,000 in salary savings from account 1001-4428-42020-400 Volunteer Services-Part Time Wages.

Communications				
Acct # 1001-4427-43010-400-00000	30,000	33,934	26,000	15,000
Acct # 1001-4428-42020-400-00000	91,068	22,327	(26,000)	(15,000)

Request - Overtime: As previously mentioned, 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. It is requested to increase the initial appropriation by \$26,000 to cover this situation. Funding of this additional appropriation would be accomplished by transferring \$26,000 in salary savings from account 1001-4428-42020-400 Volunteer Services-Part Time Wages.

Police Department General Fund Totals	1,326,838	827,307	306,434	199,734
Police Department Totals (General Fund impact)	1,326,838	827,307	306,434	199,734

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
 TABLE 4

Fire Department

Emergency Services
 Acct # 1001-4533-43010-400-00000
 Acct # 1001-4533-41010-400-00000

<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
380,000	438,211	320,000	258,000
1,544,349	733,854	(100,000)	(100,000)

Request - Emergency Services Overtime: During the first six months of this fiscal year, circumstances generated considerable overtime expenses - Three firefighter/paramedic vacancies, vacancies created by injuries, mutual aid requests and six strike team responses. Therefore, it is requested that an additional \$320,000 be appropriated to the Emergency Services Overtime Account with funding of \$100,000 transferred from regular wages savings.

Emergency Services
 Acct # 1001-4533-51140-400-00000

30,000	16,750	21,950	-
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Request - Personal Protective Equipment: Five complete sets of protective equipment are required for two new hires, one vacancy and two anticipated vacancies. These positions have been or will be filled this fiscal year. Therefore, it is requested that an additional \$21,950 be appropriated to provide this equipment.

Emergency Services
 Acct # 1001-4533-51100-400-00000

14,000	1,277	7,075	-
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Request - Uniforms: As previously indicated, currently there are two new hires, one vacancy, and two anticipated vacancies and it is anticipated that all five have been or will be filled this fiscal year. Therefore, it is requested that an additional \$7,075 be appropriated to provide five complete uniform sets.

Buildings & Grounds
 Acct # 1001-4536-52450-400-00000
 Acct # 1001-4533-51100-400-00000

1,000	1,926	1,900	1,300 (1,300)
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Request - Special contract services: It is requested that an additional \$1,900 be appropriated to meet contractual obligations with Braun Linen for linen supplies utilized by the department.

Fire Department General Fund Totals

1,969,349	1,192,018	250,925	158,000
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Fire Department Totals

1,969,349	1,192,018	250,925	158,000
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**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2015-16 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>				
Streets Acct # 1001-4650-51340-400-00000	3,000	803	4,000	-
<p>Request - Sign Materials: Signs continue to delaminate and are requiring their replacement sooner due to the Retro-reflectivity standards in the Manual on Uniform Traffic Control Devices (MUTCD). Street name and regulatory signs are the most common signs needing replacement. Some of these signs are over ten years old. Replacement of signs is charged to the General Operating Fund and the Gas Tax Fund. The General Operating Fund account above is utilized for excess charges over available Gas Tax funding.</p>				
Parks Maintenance Acct # 1001-4652-51380-400-00000	12,000	8,212	3,000	2,000
<p>Request - Materials (Sprinkler Parts): During this fiscal year 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 on the quantity of stations required. If approved \$3,000 should be sufficient to carry this account through the end of the fiscal year.</p>				
Parks Maintenance Acct # 1001-4652-51410-400-00000	30,000	13,785	15,000	(9,000)
Acct # 1130-4652-51410-400-00000 (Park Maintenance Fund (Misc. Maintenance and Repair)	-	-	-	20,000

Request - Materials (Misc Maintenance and Repair): There have been several unexpected expenses so far this year. These were \$2,200 for spare tiles for the Splash Pad play surface, nearly \$3,000 for a replacement slide at Sunset Park that was vandalized, and \$1,200 for sand for filling sandbags in preparation of El Niño.

Additionally, the original budget included \$22,000 to repair and resurface all Pour in Place play surfaces in our parks that surround the play structures. All of the Pour in Place surfaces have numerous holes that require patching and the overall surface requires a new roll coat providing additional protection from new holes forming in the play surface. Since these are repairs to City parks, it is requested that the remaining allocation for these repairs be shifted to the Park Maintenance Fund and increased to \$20,000 to accomplish those repairs.

**CITY OF MONTCLAIR
RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
TABLE 4**

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
<u>Public Works Department (Continued)</u>				
Parks Maintenance Acct # 1001-4652-52450-400-00000	173,508	33,777	8,000	-
Request - Special contract services: A City maintenance worker was scheduled to become certified to perform backflow testing; however, the County of San Bernardino cancelled the test dates to get his certification. Therefore, backflow testing of all City-owned backflows, required by Monte Vista Water District to be completed annually, had to be contracted out to a private company. It is requested that the budget increase of \$8,000 be done to provide funds sufficient to carry this account thru the end of the fiscal year.				
Parks Maintenance Acct # 1001-4653-52450-400-00000	40,000	-	10,000	10,000
Request - Special contract services: The City of Montclair recently adjusted and rezoned the tree inventory to create five tree grids of similar quantities. Grid 1 has an inventory of 1,532 trees in the Parkways, Parks and Median Islands. Experts say many trees in Southern California are showing signs of drought stress or are outright dying due to lack of water and given the age of a large portion of our urban forest in Montclair we have had to remove many more trees than is normal this fiscal year. It is requested to increase the current appropriation to fund more removals through the end of this fiscal year.				
Parks Maintenance Acct # 1001-4653-52450-400-00000	-	-	24,304	24,304
Request - Special contract services: Due to a state mandate, irrigation to the turf in the median islands was generally turned off this past summer. The City of Montclair was approved for a rebate of \$49,946 to remove median island turf on Central Ave from Phillips St. to San Bernardino St. Since the timeline given by MWD/So Cal Water Smart to get the work completed was very short, City staff secured bids to have this work completed and then awarded the project to Southern California Landscape, one of our existing landscape contractors, for the sum of \$74,250. Once Monte Vista Water District is satisfied with the work that was performed, the rebate amount of \$49,946 can be obtained. Because this project was not part of the initial budget process staff is requesting additional funding of \$24,304 which is \$74,250 to pay the contractor for the work completed less the rebate amount of \$49,946.				

CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
 TABLE 4

	Current Appropriations Budget	Actual Expenditures Midyear	Requested Increase (Decrease)	City Manager's Recommended Increase (Decrease)
<u>Public Works Department (Continued)</u>				
Vehicle Maintenance				
Acct # 1001-4656-51320-400-00000	75,000	43,547	30,000	15,000
Acct # 1001-4656-51510-400-00000				(7,500)
Request - Maintenance Trans/Work equipment: With our current fleet getting older and not falling under warranty programs due to high mileage and year of manufacture, the Vehicle Maintenance Division is spending more money on replacement parts that are not repairable. As technology becomes more common, parts that could be repaired in the past are now requiring full replacement including such parts as alternators, starter motors, brake rotors, brake calipers, water pumps, and electrical components. With more strict rules on tire repairs and tread life, Police units are going through more tires than ever. This increase is to be funded by monies available in account 1001-4656-51510-400-00000 diesel fuel as savings are there due to reduced fuel prices.				
Vehicle Maintenance				
Acct # 1001-4656-52030-400-00000	45,000	35,273	18,500	-
Request - Maintenance Trans/Work equipment: Unexpected expenditures have been incurred to repair damages to City vehicles involved in traffic accidents. Damages include:				
<ul style="list-style-type: none"> • \$3,500 for a rear end accident involving the City's graffiti trailer • \$15,000 for an accident involving Fire/Medic Engine 151 				
In both cases the other party was at fault and the City is attempting to recover the costs of the repairs from the other party. Damage reimbursement have been received for Fire/Medic Engine 151 and is pending for the graffiti trailer.				
Sewer Maintenance				
Acct # 1501-4669-52640-400-17999	15,500	6,051	3,500	3,500
Request - Rent-Private equipment (Transcenter): The City currently provides restroom facilities at the Montclair Transcenter by contracting for a porta-potty. At the beginning of the fiscal year the vendor's contract required the porta-potty to be cleaned and serviced on a weekly basis. As a result of complaints from those using the facilities at the Transcenter, and at the City Manager's direction, the porta-potties are now being cleaned and serviced five times per week. With this additional service required, it anticipated that by the end of the fiscal year, this account will be short by \$3,500.				
Public Works General Fund Totals	394,008	141,448	116,304	38,304
Park Maintenance Fund 1130 Totals	-	-	-	20,000
Public Works Totals	394,008	141,448	116,304	58,304

**CITY OF MONTCLAIR
 RECOMMENDED CHANGES TO THE FY 2015-16 APPROPRIATIONS BUDGET
 TABLE 4**

Citywide

Request - Based on expense/usage through 1/31/16, recommend increasing several Citywide expense accounts.

	<u>Current Appropriations Budget</u>	<u>Actual Expenditures Midyear</u>	<u>Requested Increase (Decrease)</u>	<u>City Manager's Recommended Increase (Decrease)</u>
General Liability Claims - Police Acct # 1001-4901-45262-400-00000	50,000	169,454	175,000	175,000
Electric Service (payments thru Dec 2015) Acct # 1001-4901-52360-400-00000	175,000	103,657	30,000	30,000
General Citywide Insurance Acct # 1001-4901-52660-400-00000	790,000	816,079	30,000	30,000
Citywide Totals	<u>1,015,000</u>	<u>1,089,190</u>	<u>235,000</u>	<u>235,000</u>