

ADOPTED BUDGET

Fiscal Year 2019-20

City of Montclair

City of Montclair

California

Montclair City Council

Javier John Dutrey, Mayor
Carolyn Raft, Mayor Pro Tem
William Ruh, Council Member
Trisha Martinez, Council Member
Tenice Johnson, Council Member

City Manager
Edward C. Starr

City of Montclair
FY 2019-20 ADOPTED BUDGET
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May 31, 2019

Subject: CITY MANAGER'S FISCAL YEAR 2019-20 BUDGET MESSAGE PRESENTED TO THE MONTCLAIR CITY COUNCIL

To: Honorable Mayor and City Council

INTRODUCTION

Presented for your consideration is the Proposed City of Montclair Fiscal Year 2019-20 Budget.

Fiscal Year 2019-20 Appropriations:

- Proposed appropriations for all funds and the General Operating Fund are as follows under **Table 1**, below:

Table 1
General Operating Fund – Current and Prior Year

	Current Year	Prior Year	Change
Appropriations:			
All Funds	\$ 44,064,526	\$ 42,277,889	\$ 1,786,637
General Operating Fund	\$ 30,786,656	\$ 30,013,635	\$ 773,021

- **Table 2**, below, demonstrates proposed Budget transfers:

Table 2
Proposed Fund Transfers

To	From	Purpose	Transfer In	Transfer Out
General Operating Fund	Traffic Safety Fund	Program costs	\$ 100,000	
General Operating Fund	Traffic Safety Fund	Program costs		\$ 100,000
	General Fund - CalPERS and Employee Post	Fund excess of appropriations over revenues	\$ 265,110	
General Operating Fund	Benefits Reserve			\$ 265,110
Total Transfers			<u>\$ 365,110</u>	<u>\$ 365,110</u>

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In addition to a transfer in of \$100,000 from the Traffic Safety Fund to the General Operating Fund, the General Fund Operating Budget, as proposed, requires a transfer from Special Purpose Reserves in the amount of \$265,110 into the General Operating Fund for general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations. This \$265,110 shortfall in the General Fund Operating Budget is directly related to continuing annual increases in the City's CalPERS pension rates, including for unfunded pension liabilities. These cumulative annual pension increases are now outpacing the City's ability to produce new revenues to fully meet pension liabilities and maintain an expansive program of services for the Montclair community.

Fiscal Year 2019-20 Estimated Revenue:

- **Table 3**, below, depicts estimated revenues for all funds and the General Operating Fund:

Table 3
Estimate Revenues – All Funds

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 45,976,220	\$ 44,072,440	\$ 1,903,780
General Operating Fund	\$ 30,421,546	\$ 29,804,329	\$ 617,217

- The Proposed Fiscal Year 2019-20 Estimated Revenue Budget also incorporates \$2,594,887 in transaction and use taxes and residual redevelopment taxes for debt service payment on the *2014 Issue of Lease Revenue Bonds*—remaining transaction and use tax and residual redevelopment tax balances have been budgeted in the General Fund for general government operations and economic development-related activities.

Fiscal Year 2019-20 General Operating Fund Position:

- Based on General Operating Fund Revenue Estimates of \$30,421,546 and proposed General Operating Fund Appropriations of \$30,786,656, the Proposed Fiscal Year 2019-20 Budget was realizing an operational deficit of \$365,110.

After completing a comprehensive evaluation of Department requests for General Fund expenditures and achieving significant reductions to, and fund reassignment of, expenditure requests, City staff was unable to fully bring General Fund Operating Fund Revenue Estimates and General Operating Fund Appropriations in alignment. Upon further analysis, the following two options emerged that would allow Estimated Sources to equal Estimated Uses:

1. **Disfavored Option.** Un-fund (not remove from the budget) designated employee positions that are currently vacant. These vacant positions are largely present in the Police Department, where eleven vacancies currently exist — the result of attrition in the Police Officer classification stemming from a variety of employment-related actions.

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In recognition of the significant number of vacancies in the Police Officer classification, City staff considered recommending to the City Council the temporary defunding of approximately three to four Police Officer positions for up to one year in order to achieve a balanced General Fund Budget. However, un-funding positions as a means to balance the budget, even on a temporary basis, would not provide in the proposed Budget the correct level of staffing needed for the Police Department to effectively accomplish its duties.

To resolve the persistent Police Officer vacancies, ongoing recruiting efforts continue unabated. It is noted, however, that the City's Police Officer recruitment efforts face a shrinking pool of candidate prospects due to the following factors:

- A historically low statewide unemployment factor;
- Competition from neighboring agencies for a declining number of available candidates;
- In comparison to past recruitment efforts, a pool of potential candidates now emerge that often seem less qualified for the law enforcement profession;
- Decreasing interest by millennials in law enforcement as a career choice;
- Alternative job choices that often offer greater appeal and interest to millennials, particularly expanding job choices in the technology and information sectors;
- The changing nature of law enforcement — the profession has become increasingly impacted by court decisions and legislation that both diminish the authority of law enforcement officers, and hold law enforcement officers increasingly accountable for their actions; and
- Fiscal constraints on the City's ability to offer a competitive rate of pay and benefit structure vis-à-vis surrounding agencies.

2. Preferred Option. Transfer monies from General Fund Reserves to cover the excess of Uses over Sources. After incorporating into the General Fund Operating Budget a recurring transfer of \$100,000 from the Traffic Safety Fund, an additional \$265,110 is required to eliminate the deficit. City staff determined that this option is preferable since it will not alter the required staffing of City Departments to accomplish their duties, and because the transfer is not disproportionately large. Because the general cause of the

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deficit relates to significant, annual increases in pension costs, it was determined that the transfer would be accomplished from the CalPERS and Employee Post Benefits Reserve Fund. Upon completion of the transfers, Estimated Sources were balanced to Estimated Uses for Fiscal Year 2019-20.

The City Manager and Finance Department project that during the course of Fiscal Year 2019-20, carryover from the current fiscal year, coupled with anticipated City Council direction to improve the City's revenue profile, will serve to restore the CalPERS Employee Post Benefits Reserve Fund and produce a balance between Estimated Sources and Estimated Uses. However, the City Manager issues a cautionary note:

Without long-term improvement to the City's General Fund Revenue profile, projected annual increases to the City's CalPERS-related pension costs will significantly harm and erode Montclair's ability to accomplish the following: (1) continue a high level of services to the community; (2) achieve the objectives of the Amended NMDSP and the upcoming Montclair Place District Specific Plan and General Plan Update; (3) achieve infrastructure improvements throughout the community; (4) expand and make improvements to parklands; (5) promote competitive wages and benefits; (6) meet ongoing pension obligations; and (7) produce balanced budgets and promote improvements to the General Operating Fund Reserve.

- City staff anticipates an ending Fund Balance in the General Operating Fund of \$6,157,935, which achieves the City Council's overall target of a \$6.0 million Operating Reserve Ratio in the General Operating Fund.

Debt Service Fund (2014 Issue of Lease Revenue Bonds):

In Fiscal Year 2012-13, the City Council made the decision to annually allocate approximately \$2.6 million in transactions and use tax and residual redevelopment revenues to a Debt Service Fund — for Fiscal Year 2019-20, the proposed allocation is \$2,594,887. This annual allocation is sufficient to service debt on the *2014 Issue of Lease Revenue Bonds*, and provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations — a factor essential to maintaining and improving the City's bond rating.

For Fiscal Year 2019-20, estimated transactions and use tax revenues are \$2,258,000 — an increase of \$159,712 from the Fiscal Year 2017-18 estimate of \$2,098,288. Additionally, estimated residual redevelopment property tax revenues are \$1,500,000 — an increase of \$300,000 above the Fiscal Year 2017-18 estimate of \$1,200,000. These revenues are adequate to meet the required payment of \$2,594,887 for debt service.

Revenue estimates in excess of the debt service requirements, which amount to \$413,413 for transactions and use taxes and \$750,000 for residual redevelopment property taxes, have been budgeted in the General Fund and Economic Development Fund, respectively. Annually allocating transactions and use tax revenue to the separate Debt Service Fund, as outlined herein, effectively removed debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize,

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however, that annual debt payment on the *Lease Revenue Bonds* remains an obligation of the Total Operating Budget, just as the associated transactions and use tax revenue remains a component of Total Estimated Revenue.

Segregating transactions and use taxes, along with residual redevelopment property tax revenues, for annual debt service, should continue until the *2014 Issue of Lease Revenue Bonds* is repaid — the current year of maturity is 2045.

In November 2014 the City Council directed refunding of the *2005 Issue of Lease Revenue Bonds* by issuing the 2014 series of *Lease Revenue Bonds* to take advantage of lower bond rates and to provide resources for public works improvements. This refunding retired the *2005 Issue of Lease Revenue Bonds* and provided \$22,033,622 in new bond funds, of which \$8,502,645 is currently available for infrastructure and facilities improvements. The remaining proceeds will primarily be utilized for the Central Avenue Street Rehabilitation project.

General Operating Fund Reserve Balance:

The General Operating Fund is the City's primary funding source for general government operations, service and supplies, personnel, and capital improvement projects. It is, therefore, imperative that the General Operating Fund be managed with the highest standard of fiduciary responsibility — a duty that includes maintaining an Operating Reserve Ratio of unrestricted cash to sustain the organization on a day-to-day basis. In that regard, City staff continues to address and work towards achieving a primary City Council objective: *restoring the General Operating Fund's Fund Balance (Operating Reserve) to what fiduciaries generally define as a healthy level for local government operations — a minimum 25 percent of the General Operating Fund's Budget.*

As of June 30, 2020, the Fiscal Year 2019-20 General Operating Fund's Fund Balance estimate of \$6,157,935 is projected to be approximately 20.00 percent of proposed appropriations of \$30,786,656.

Table 4, below, compares the current fiscal year General Operating Fund's Fund Balance with that of recent fiscal years.

Table 4
General Operating Fund's Fund Balance

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
Estimated 2019-20	\$6,157,935	\$30,786,656	20.00%
2018-19	\$6,201,691	\$30,013,635	20.66%
2017-18	\$6,173,868	\$28,853,787	21.40%
2016-17	\$6,021,152	\$28,175,709	21.37%
2015-16	\$5,616,395	\$26,437,292	21.24%
2014-15	\$5,208,425	\$24,597,663	21.17%
2013-14	\$5,018,635	\$24,687,911	20.33%
2012-13	\$4,439,979	\$25,448,034	17.45%

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The estimated June 30, 2020 General Fund Operating Fund's Fund Balance of \$6,157,935 exceeds the City Council's minimum threshold target of \$6.0 million; it does not, however, meet the higher Fund Balance maintenance target of 25 percent of operating appropriations. Achieving this higher 25 percent Fund Balance maintenance target has proven difficult to achieve in the face of increasing personnel costs, driven primarily by significant annual increases to the City's CalPERS employer contribution rate for unfunded liabilities. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio that represents no less than 25 percent of the General Operating Fund's Operating Budget.

The City's annual success at achieving and maintaining a healthy General Fund Operating Fund balance has been accomplished through commitment to the following coordinated objectives:

1. *Fiscal restraint achieved by implementation of sound economic policies and practices.* The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. *Reviewing the shared allocation of personnel-related costs between the General Operating Fund, other City entities (Successor Agency and Housing Authority) and other City Funds (Sewer, Economic Development, etc.).* City staff continually reviews and redistributes the percentages of shared personnel between the General Fund, City Entities and other City Funds, provided other funds are capable of supporting expenditure demands. This year, as with prior years, the City has been successful in reducing the General Operating Fund's burden by reallocation of personnel resources between various funds and City entities.
3. *Reductions in personnel.* Over the past decade, the City achieved significant reductions in personnel, with personnel totals declining from a high of 231 full-time personnel in Fiscal Year 2007–08 to 178 full-time funded positions for Fiscal Year 2019–20. This reduction in personnel has generated an estimated \$3.5 million to \$4 million in annual savings for personnel-related costs.

The proposed Budget also incorporates part-time benefitted positions, as previously authorized by the City Council. Employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS. City staff proposed the integration of part-time benefitted entry-level positions into the organization as a means to exercise some forward control over long-term, CalPERS pension-related costs.

4. *Requiring employees to pay a portion of the California Public Employee Retirement System (CalPERS) Member Contribution.* Starting in 2009, the City Council significantly reduced personnel-related costs by initiating a process that directed employees to cover a portion of CalPERS Member contributions. This contribution requirement now covers all full-time City employees and varies in the contribution rate based on each employee's pension formula, employee group representation, and pension status with CalPERS — this latter component is based on whether an employee is a classic member (a CalPERS member prior to January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012.

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5. *Implementation of revenue enhancement measures.* In recent years, the City Council enacted a number of revenue raising measures designed to increase the General Fund revenue stream. Each action has produced positive annual improvement to the City's General Operating Fund.

Unfortunately, the positive fiscal savings achieved through the above actions has largely been erased by consecutive decisions of the CalPERS Administrative Board of Directors to substantially increase employer pension rates on an annual basis. Effectively, actions implemented by the CalPERS Board of Directors are producing unprecedented and cumulative year-to-year increases anticipated to continue and compound through Fiscal Year 2032-33, when annual payments are projected to be in excess of \$9.5 million. The City is also burdened by an excessive unfunded pension liability, currently estimated to be \$63.5 million.

The City's estimated 2019-20 annual employer rate payment is approximately \$6.7 million (including unfunded liability payments), an increase of \$3.7 million since Fiscal Year 2013–14. As indicated above, by Fiscal Year 2031–32, the annual employer rate is projected to increase to an estimated \$9.6 million. Fiscal Year 2019-20 CalPERS-related pension costs have been incorporated into the Fiscal Year 2019-20 Budget.

In an effort to again reduce the impact of annual CalPERS increases, City staff recommends paying the 2019-20 unfunded liability obligation in one payment of \$4.7 million during July 2019 — an action projected to result in a savings of \$167,561 over the standard monthly payments required for the fiscal year. This projected savings has been incorporated into the Fiscal Year 2019-20 Budget.

It has been a regular effort of this current City administration to stress the adverse fiscal impacts related to annual, uncontrolled public employee pension-related costs. These increases are the primary factor causing estimated appropriations in fiscal year 2019-20 to initially exceed estimated revenue by \$365,110 — a deficit amount proposed for elimination with transfers from the Traffic Safety Fund and the CalPERS and Employee Post Benefits Reserve Fund.

City staff will continue exploring and recommending to the City Council options designed to enhance revenues for Fiscal Year 2019-20 and beyond. Recommendations going forward may include the following:

- *Renewed evaluation of service contracting for specified programs targeted at maintaining and enhancing services and achievable cost efficiencies.* Different programs in the City will be evaluated to determine if service contracting provides the City with viable and affordable options for delivering public services.
- *Consideration of an increase in the Utility Users Tax Rate.* The City's Utility Users Tax rate is currently 3.85 percent. As approved by the voters of Montclair at the November 3, 1998 General Election, the authorized tax rate is 4.74 percent. In that election, voters were asked if the Utility Users Tax should be repealed. The Montclair electorate voted to maintain the tax at a 4.74 percent tax rate. After the tax was reauthorized by voters, the City

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Council, over the next several years, gradually reduced the tax rate from 4.74 percent to the current 3.85 percent.

Based on the Utility Users Tax ballot language from the November 1998 election, the City Attorney has opined that the City Council has legal authority to restore the Utility Users Tax back up to the voter authorized rate of 4.74 percent by determining, for example, a "need and necessity" due to the mandate to secure long-term financing of debt obligations including for pension liabilities, lease revenue bonds for infrastructure improvements, and debt of the former Redevelopment Agency; and/or for a "need and necessity" to address the homeless population and affordable housing issues.

Increasing the Utility User Tax rate back up to the maximum voter authorized rate of 4.5 percent would generate an estimated \$500,000 to \$750,000 annually in new revenue. To minimize the long-term impact on taxpayers, the City Council could mandate annual review of the rate increase and require re-justification for annual renewal at the increased rate.

Consideration of potential increases in the City's transactions and use tax rate. In support of this proposition, City staff would be recommending consideration of a November 2020 ballot measure to increase the transactions and use tax rate from its current 0.25 percent to up to 1 percent. Such a recommendation would include an analysis of recent local sales tax measures in the state, their success rate, and the proposed retention of a consultant for the purpose of preparing and promoting a ballot initiative, determining public support, and facilitating a grassroots education campaign.

The California sales tax rate is 7.25 percent. This rate is made up of the 6 percent state sales tax rate and an additional 1.25 percent local rate. Statewide, the permissible local sales tax rate range is 7.25 percent to 10.5 percent, with the top of the range effective April 1, 2019. The current total sales tax rate in Montclair is 8 percent and includes the following components:

- 7.25 percent California sales tax rate;
- 0.5 percent San Bernardino County Measure I transportation sales tax rate; and
- 0.25 percent City of Montclair transactions and use tax rate.

Based on the City's current transactions and use tax rate of 0.25 percent and annual revenue earnings of \$2.3 million, increasing the City's transactions and use tax rate through voter initiative, from the current 0.25 percent rate to 0.5 percent would generate approximately \$4.6 million in annual revenue; increasing the current 0.25 percent rate to 0.75 percent would generate

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approximately \$6.9 million in annual revenue; and increasing the current 0.25 percent rate to 1 percent would generate approximately \$9.2 million in annual revenue.

Revenue from an increase in the City's transactions and use tax rate would be used to support a variety of general government functions including (1) public safety and Code Enforcement activities; (2) parkland improvements and access; (3) development and infrastructure improvement concepts developed through the General Plan update, Amended NMDSP and Montclair Place Specific Plan; (4) affordable housing and homeless assistance programs; (5) infrastructure improvements; (6) equipment replacement program requirements; (7) economic development programs and activities; (8) improvements to the City's General Fund Reserve to support the City in the event of a major economic downturn; and (9) other priorities identified by the City Council.

- Consideration of a 30-year pension bond to cap the annual employer payment on unfunded pension liabilities. The annual payment on the bond would cap at approximately \$5.2 million annually, based on the most recent analysis. For Fiscal Year 2019-20, the City's payment on the unfunded liability is \$4,867,561, and is expected to increase significantly over the next decade. In consideration of City staff's concern with CalPERS' investment practices, City staff remains uncertain about this approach as a responsible fiduciary decision. It is noted that a pension bond payment would be applied only to the unfunded liability portion of the City's annual payment. The City would still be responsible for annual payments on the employer rate portion, currently estimated at approximately \$2.03 million annually. The City would also be responsible for any new annual growth in unfunded liability pension payments.
- Consideration of a Proposition 64 compliance program and associated franchise fee program and administrative fee structure. This proposal is currently before the City Council in the form of the Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair (the "MAUCRSL"). Fees generated by a regulatory system are indeterminate, and would be based on the number of franchise agreements and type of permits issued by the City.

Revenue from a Proposition 64 compliance program would be used to support a variety of general government functions including, but not limited to the following: (1) public safety and enforcement programs; (2) Code Enforcement services; (3) Proposition 64-related programs; (4) homeless assistance programs; (5) infrastructure improvements; and (5) other priorities identified by the City Council.

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- Potential refunding of redevelopment bonds to produce debt service savings. Refunding bonds of the former Montclair Redevelopment Agency could produce a net return of an estimated \$250,000 to the City in administrative-related fees for two to three years, declining to a minor annual sum over the course of the defeasance period. Revenue would be deposited in the Economic Development Fund to support programs related to community economic development.
- Promoting development within North Montclair pursuant to the vision of the Amended North Montclair Downtown Specific Plan (Amended NMDSP). Projects within the Amended NMDSP boundaries include high-density residential and mixed-use development, office space, and adaptive re-use of existing spaces.

Promoting development in north Montclair would improve the overall quality of life in the community; create new housing, office and mixed-use projects; promote the vision for a transit-oriented district; and improve the City's property tax base.

- Redevelopment of Montclair Place. Redevelopment of Montclair Place would address the changing nature of the retail industry. The effort includes completion of a specific plan for the Montclair Place District that would focus on bringing residential, office space, entertainment, restaurants and educational uses to the site, along with existing commercial retail.

Promoting development of a Montclair Place District pursuant to the vision of a specific plan for the Montclair Place District would improve the overall quality of life in the community, and enhance the City's sales and property tax base.

- Promote housing and commercial and industrial development projects throughout the Montclair community. Promoting development throughout the Montclair community, pursuant to the guidelines of an updated General Plan would improve the overall quality of life throughout the community, and improve the City's sales and property tax base.

Consideration of the above and/or other revenue generating recommendations are designed to promote improvements to the overall quality of life in Montclair and further facilitate the City's infrastructure improvement programs, address long-term costs related to CalPERS pension increases, promote and enhance community service and public safety programs, produce revenue for employee working condition enhancements, and address other City Council-directed priorities and objectives.

GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS

Over the past decade, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Fund's Fund Equity into reserves for special purposes, including for specified and potential liabilities, equipment replacement, and City-facilities

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infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities and long-term programs and projects minimizes the direct impact to annual General Fund Operating Budgets when expenditures are required.

In the proposed budget, rising CalPERS costs and the inability of projected revenues to cover those increases challenged Montclair's ability to designate additional General Fund Revenues to Reserves for special purposes. Nonetheless, efforts are annually made to restore each fund and account within the General Fund Reserves to acceptable, healthy levels to meet future liabilities and long-term objectives. It is important to realize, however, that Special Purpose Funds may not be directly tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations.

For Fiscal Year 2019-20, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is \$7,000,690. The following Reserve Funds make up the General Fund's Reserves and are recommended for retention:

- *Equipment Replacement Reserve.* This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As revenue resources become available, transfers into the *Equipment Replacement Reserve* are typically comprised of two components:
 - A General Fund transfer to bring net assets to the net funding requirement; and
 - Transfers from the SB 509 allocation to fully fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory.

In recent years, the impact of CalPERS pension rates has strained the City's ability to refund the *Equipment Replacement Reserve* after draws are made for major equipment/rolling stock. For this reason, the City has been restrictive in authorizing fund withdrawals. To the degree possible, funds from other sources may be required to minimize impacts on the *Equipment Replacement Reserve*. Recently, the City Council sanctioned the purchase of a used ladder truck for deployment in the Fire Department—the ladder truck continues to undergo refurbishment and equipment retrofitting, and will continue to do so into Fiscal Year 2019-20. The cost of the retrofit is projected to cost approximately \$650,000 to \$700,000, and will be reflected in the *Equipment Replacement Reserve*.

- *Self-Insurance Retentions.* This Special Purpose Reserve is established to address City-related self-insurance retention liabilities. Withdrawals from *Self-Insurance Retentions* depend on litigation expenses and repair costs related to equipment/vehicles not covered by general liability insurance.
- *Technology Enhancements.* This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades.
- *CalPERS and Employee Post Benefits.* As discussed earlier in this budget message, the City has been experiencing significant increases to CalPERS' pension-related costs — increases that are projected to continue unabated through the next decade. In addition, as the organization's post-employment (retiree) population

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increases, Other Post-Employment Benefits (OPEBs) — chiefly retiree-related medical costs — will also increase. Strategic budget planning for these known (and unknown) cost increases is essential to the City's long-term fiscal health and operations, fiscal solvency, fiduciary responsibilities, and avoidance of penalties related to any inability to meet payment obligations. It is the proposed transfer of \$265,110 from the *CalPERS and Employee Post Benefits Reserve Fund* and the recurring \$100,000 transfer from the *Traffic Safety Fund* that are used to balance the Fiscal Year 2019-20 Budget.

- *Retiree Medical Liability Reserve.* Since the late 1990s, City staff, under City Council direction, has not increased the monthly retiree medical allowance paid to retirees of the City and, pursuant to City Council direction, no increases are anticipated. This strict control ensures that, except for the increasing number of retirees as indicated above under the "*CalPERS and Employee Post Benefits*" discussion, OPEB costs will not increase in relation to the value of the monthly allowance.
- *Unanticipated Personnel Adjustment.* This Special Purpose Reserve is used to address unanticipated personnel-related cost adjustments; it does not, however, include unanticipated CalPERS employee rate increases discussed above under "*CalPERS and Employee Post Benefits*" and OPEB-related costs as discussed above under "*Retiree Medical Liability Reserve*".
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required improvements to City facilities.
- *Contingency Reserve.* This Special Purpose Reserve is used for unanticipated non-personnel expenditures during the fiscal year.

Total current estimated General Fund Reserve – Special Purpose Funds: \$7,000,690 as detailed under Table 5, below:

Table 5
Special Purpose Reserve Funds
Estimated Balances – June 30, 2020

Special Purpose Reserves:	
Equipment Replacement	\$ 1,815,800
Self-Insurance Retentions	750,000
Technology Enhancements	300,000
CalPERS and Employee Post Benefits	2,234,890
Retiree Medical Liability	600,000
Unanticipated Personnel Adjustment	600,000
Building Maintenance	600,000
Contingency	100,000
Total	<u>\$ 7,000,690</u>

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ESTIMATED REVENUE CHANGES

Table 6, below, depicts Total Estimated Revenues for all funds and separately for the General Operating Fund:

Table 6
Total Estimated Revenues – All Funds and General Operating Fund

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 45,976,220	\$ 44,072,440	\$ 1,903,780
General Operating Fund	\$ 30,421,546	\$ 29,804,329	\$ 617,217

The differences between budget years in **Table 6**, above, is attributed to the following significant adjustments:

General Fund

- \$275,000 increase in property and transactions and use taxes, which compensated for a sales tax decrease of \$300,000 due to loss of an automotive sales tax producer and problems associated with the collection and distribution of taxes by the California Department of Tax and Fee Administration (previously the State Board of Equalization).
- \$43,825 reduction in charges for services — primarily due to a projected reduction in plan checking and zoning fees to reflect actual revenues received for the current year. This reduction was partially offset by increased reimbursed program costs.
- \$35,300 reduction in Intergovernmental revenues — primarily due to delays in receipt of SB 90 claims for reimbursement. This reduction was partially offset by an increase of \$32,500 in motor vehicle in-lieu taxes.
- \$76,200 increase in fines and forfeitures — primarily due to a projected increase in vehicle impound fees and court fines to reflect actual revenues received for the current year.
- \$9,462 decrease in miscellaneous revenue — primarily due to reduced reimbursements for general expenditures and other miscellaneous revenues.

All Other Fund Accounts

- \$59,372 increase in the Gas Tax Fund — due primarily to the effect of new legislation (SB-1) that increases gasoline tax funding for street improvements.
- 60,400 decrease in Park Development (Quimby Act) fees — due to projected reductions in development.
- \$24,028 decrease in Community Development Block Grant Fund — recognizing reduced federal allocations available through San Bernardino County.

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- 36,136 increase in Senior Nutrition Fund — recognizing increased federal allocations available through San Bernardino County.
- \$234,000 increase in Homeless Emergency Aid Program Fund — recognizing receipt of a two year funding program for homeless services.
- \$209,220 decrease in Safety Department Grant Fund — recognizing reduced federal allocations.
- \$106,497 decrease in Kindergarten Expanded Learning Program — recognizing the elimination of this funding by San Bernardino County.
- \$300,000 increase in Economic Development Fund — due to the City's increased share of property tax residual allocations stemming from elimination of the City of Montclair Redevelopment Agency.
- \$175,000 decrease in 2014 Lease Revenue Bond Proceeds Fund — recognizing the reduction in interest earnings due to the spending of bond proceeds on infrastructure projects.
- \$763,500 increase in Sewer Maintenance and Sewer Expansion Funds — due to a projected increase in charges and utilization by residents and businesses.
- \$380,000 increase in Development Impact Fees — adjusts to current year actual performance.

OPERATING APPROPRIATIONS

Table 7, below, depicts proposed appropriations for all funds and separately for the General Operating Fund:

Table 7
Appropriations – All Funds and General Operating Fund

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 44,064,526	\$ 42,277,889	\$ 1,786,637
General Operating Fund	\$ 30,786,656	\$ 30,013,635	\$ 773,021

Restrictions to Appropriations Requests. In developing the proposed Fiscal Year 2019-20 Budget, each department was directed to submit expenditure requests demonstrating minimal growth for services, supplies and capital outlay. This request was based on the following factors:

- Sales tax revenues, while increasing, appear to be slowing in growth, and the City has experienced the loss of one automotive sales tax generator. While new sales tax generators have come on line, other sales tax generators, particularly those located in and around Montclair Place, have experienced diminished revenue output due to project transitions in and around the Montclair Place District. As the Montclair Place District goes through transitions related to the specific plan

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process, the City may anticipate long-term sales tax and property tax improvements related to these transitions.

- Property taxes, while improving, typically demonstrate only gradual growth due to the time to develop projects and the time for the County Recorder's property tax rolls to reflect the improvements. In addition, property owners frequently challenge the assessed value of their properties, and the City only receives approximately \$0.14 from every property tax dollar.
- Changing consumer tastes and alternative shopping formats have altered the retail landscape, directly impacting the sales tax revenues cities receive from the commercial retail marketplace. Online shopping is rapidly growing in popularity, particularly among the senior-adult population and millennials. Traditional brick and mortar sales remain strong in many markets, but these locations must undergo regular upgrades to continue attracting customers. Shopping must now become an experience that includes restaurants, entertainment and service-related options, as many consumers have made the conscious decision to not visit retail stores for the exclusive purpose of making retail purchases.

Except for food items or to "showroom" shop, the convenience and choice offered through online shopping from work and home often replaces the need to travel to a retail center to make purchases. This transition in consumer preferences is driving down earnings in local retail stores, producing a new paradigm for the retail industry. As a regional shopping center, Montclair Place has suffered significantly from this transitional change in shopping preferences. To counter this effect, CIM Group is seeking to upgrade the shopping experience at Montclair Place by integrating entertainment, restaurants, and onsite living with the shopping center's retail offerings.

The recent opening of The Canyon and Kid's Station are the first of many entertainment options CIM Group is planning. Future offerings will include a 12-screen AMC Dine-In Theater and Lazy Dog Restaurant, both now under construction, a bowling alley and arcade center, and additional restaurant options.

Once a specific plan process is completed in early 2020 for the Montclair Place District, CIM Group anticipates moving forward with long-term plans for remaking the Montclair Place District by offering additional retail, entertainment and restaurant options integrated into a mix of neighborhood residential projects.

- Substantial increases in CalPERS employer contribution rates for recent and upcoming fiscal years. More than any other budgetary factor, annual interest payments on, and increases to, the City's unfunded pension liabilities and other CalPERS-employer-related cost components impose an extraordinary burden on the City's fiscal profile. Each year, CalPERS imposes pension increases on the City that are typically between \$500,000 to \$1 million on top of current year's payments — annual payments that are projected to grow to over \$9 million over the next decade.

Despite efforts by the City to annually grow revenues based on traditional means, including retail activity and commercial and residential development, CalPERS-related increases have overwhelmed new revenue earnings. Further, annual pension payments now limit the city's forward ability to expand and introduce service programs and improve employee working conditions.

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As traditional means of revenue enhancement level out, and perhaps even decline, and short of making drastic cuts to services, programs and personnel, generating new revenue sources appears to be one of the few remaining tools available to the City for staying abreast of, and warding off, any adverse fiscal impacts stemming from the steady march of CalPERS increases.

- Increased personnel costs due to salary, benefit and CalPERS-related cost increases. In the post-Great Recession years, the City has made every effort to control impacts on CalPERS pension costs while still improving the working conditions of employees. These improvements include bonuses, increasing wage and benefit contributions, and expanding the type of benefits offered. However, CalPERS has responded to these efforts by linking certain non-wage benefit adjustments to their table of compensation components that are PERSABLE. Each PERSABLE cost component, along with CalPERS-mandated increases related to a variety of employment-related factors, ultimately lead to increases in annual CalPERS pension costs.

For Fiscal Year 2019-20, CalPERS-related costs have now exceeded the capacity of the City's proposed revenue budget to fully meet proposed obligations. City staff has set forth in this Budget Message a plan that addresses fiscal issues affecting the Fiscal Year 2019-20 proposed Budget. This plan addresses the revenue shortfall, proposes new revenue strategies, and maintains the capacity for the City Council to consider some wage and benefit adjustments through measures designed to maintain fund balances. In addition, City staff historically achieves carryover from each previous year's budget that is used to maintain and restore any spend down in special purpose and reserve funds. However, it is now emerging that these past practices cannot sustain a fiscal future that is shaped by a steady stream of significant CalPERS increases. To address this latter concern, City staff proposes the series of revenue enhancements outlined above in this Budget Message.

Operating expenditures in the proposed Fiscal Year 2019-20 Budget reflect a concerted effort to achieve the following:

- Thoroughly examine each department's budget requests;
- Eliminate unnecessary services and supplies expenditures;
- Eliminate negative fund balances;
- Provide for the annual bond payment on the *2014 Issue of Lease Revenue Bonds*;
- Establish a viable economic development/infrastructure program by establishing an Economic Development Fund;
- Maintain the health of the City's General Fund Reserves;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants; and
- Control capital outlay requests.

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Reductions to Department Requests

Department submitted appropriation requests and the reductions proposed by the City Manager are depicted in **Table 8**, below:

Table 8
Department Appropriation Requests/City Manager Approved Appropriations

	Department's Request	City Manager Approved	Change
Appropriations:			
Total - All Funds (Exclusive of Debt Service)	\$ 44,468,209	\$ 41,469,639	\$ 2,998,570
Total - General Operating Fund	\$ 33,673,403	\$ 30,786,656	\$ 2,886,747

Personnel Services

The City's proposed Fiscal Year 2019-20 Operating Budget includes funding for a total of 178 full-time positions, including the following:

- 175.99 full-time General City positions — many of these positions are funded through a variety of funds and revenue sources, including the following funds: General Fund, Gas Tax Fund, Sewer Fund, Economic Development, and grants;
- 1.85 full-time employees paid by the Montclair Housing Corporation; and
- 0.36 full-time employees paid by the Montclair Successor Redevelopment Agency.

The City's proposed Fiscal Year 2019-20 Operating Budget also includes funding for 12 part-time General Fund benefitted positions.

- Part-time benefitted positions work approximately 38-hours per week, receive pro-rated benefits and are enrolled in Social Security for retirement benefits. The City Council authorized the use of part-time benefitted positions, where practical, to achieve controls and reductions to wage, benefit and retirement-related costs.

The Proposed Fiscal Year 2019-20 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2019-20 Budget includes \$26,643,551 for Total Personnel Services, All Funds. Based on 178 full-time City positions and 12 part-time benefitted positions, Personnel Services represent approximately 64.2 percent of the Proposed Fiscal Year 2019-20 Budget, Total Operating Appropriations (exclusive of debt service) (\$41,469,639).
- *General Fund.* The Proposed Fiscal Year 2019-20 Budget includes \$22,608,017 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 73.4 percent of the Proposed Fiscal Year 2019-20 Budget, General Fund Operating Appropriations (\$30,786,656).

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Current and past Personnel-related reduction actions, either temporary or permanent, stem from a number of coping actions related to the following: (1) the state's dissolution of community redevelopment agencies; (2) fiscal impacts of the Great Recession; (3) extraordinary increases in the CalPERS employer rate; (4) service contracting; (5) expansion of part-time employment positions; and (6) consolidation of department operations.

In its achievement of personnel reductions, the City primarily relied on the following: (1) voluntary attrition; (2) hiring freezes (except for positions deemed essential for operations); (3) involuntary reductions in force; (4) merging designated services with other agencies; (5) internal reassignment of duty responsibilities; and (6) defunding vacant positions.

The Proposed Fiscal Year 2019-20 Budget includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 9**, below. Individual components of Department operations can be found in the budget summary section of the Proposed Fiscal Year 2019-20 Budget.

Table 9
Budget Allocations, By Department

	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 157,332	\$ 233,741	\$ -	\$ 391,073
City Manager	1,430,883	2,990,598	137,000	4,558,481
Administrative Services	774,861	535,520	-	1,310,381
Human Services	2,233,275	664,174	-	2,897,449
Police	8,592,172	891,511	37,615	9,521,298
Fire	3,229,104	489,385	34,685	3,753,174
Public Works	2,883,112	5,022,002	104,500	8,009,614
Community Development	1,316,205	210,870	36,092	1,563,167
Economic Development	432,085	1,450,445	-	1,882,530
City Attorney	106,114	215,000	-	321,114
Citywide	5,425,804	1,666,700	-	7,092,504
Community Facility Districts	62,604	106,250	-	168,854
Total Operating Expenditures	\$ 26,643,551	\$ 14,476,196	\$ 349,892	\$ 41,469,639
Debt Service	-	-	-	2,594,887
Total Expenditures	\$ 26,643,551	\$ 14,476,196	\$ 349,892	\$ 44,064,526

CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2019-20 Budget can generally be termed a successful compromise budget utilizing a number of funds and strategies to achieve balance. The proposed budget also reflects a continuing migration away from certain fund sources, such as the Gas Tax, that were used during and immediately after the Great Recession to fund programs that historically used General Fund revenues; i.e., these programs are being reabsorbed back into the General Fund Operating Budget.

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In previous years, growth in General Fund revenues has been adequate to meet the City's continuing operational needs; however, the continuing and increasing fiscal impact stemming from CalPERS' employer rate increases and unfunded pension liability payments is drawing down Montclair's ability to make significant improvements in expenditure outlays for other programs including personnel, services, supplies, and capital projects.

Except for a minor deficit that has been resolved through a transfer of funds from traditional and special purpose reserve sources, the proposed Budget "lives within its means" and addresses the program needs for each Department. As to the available General Operating Fund's Operating Reserve Ratio, City staff has maintained a General Fund Operating Fund Balance of \$6,157,935, representing 20.00 percent of the General Operating Fund's Appropriations Budget.

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. However, while the proposed Budget contemplates new revenue enhancements, it does not incorporate speculated revenue earnings. Nonetheless, with the increasing and adverse impact associated with CalPERS pension rate increases, City staff believes it is imperative that the City Council give favorable consideration to proposed revenue enhancements. Without these revenue improvements, it is highly probable that Montclair will look to successive years of continuing and increasing revenue shortfalls, and a restricted ability to actively promote programs and services and achieve a competitive balance in wages and benefits.

The continuing CalPERS-related pension increases and a growing unfunded pension liability loom like a threatening fiscal storm over the City's horizon, testing the Montclair's ability to grow its reserves, expand services, and maintain fiscal equilibrium. Up to the present, the City Council and City staff have met fiscal challenges by producing budgets that continue the practice of tightly controlling costs in all operating categories, while still incorporating annual employer pension rate increases that are hobbling many cities throughout the state. However, without the production of additional revenue sources or significant enhancements to existing revenues, Montclair will confront the same decisions facing other cities: a compromise between pension costs and service programs. To some degree, this alternative reality is already being realized, in part, by the City's inability to fill vacant, funded Police Officer positions due to an inability to remain competitive with neighboring cities. The promise of continuing and substantial CalPERS pension increases is mandating a new effort to improve and develop revenue sources if the City is to stay abreast of the pension tsunami.

Over the past decade, the Montclair organization has fully embraced the matrix of a "New Economy"—a standard that responds to a public that demands local government agencies provide efficient public services without significant diminution in service levels, despite dwindling or limited resources. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without undue taxation. The City's fiscal discipline, prudence, and fiscal policy recalibration over the past several years has been to accomplish this community expectation — an objective we proudly point to as achieved. The innovative creativity demonstrated by the City's staff, and the City Council's leadership, allows Montclair to work effectively within the matrix of the "New Economy". However, the impact of uncontrollable pension-related increases has, effectively, "come home to roost." Only through a concerted effort to promote new revenue programs and sources can the City effectively resolve the pension crisis, satisfy the workforce, and continue a healthy and responsive program of services.

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In this regard, City staff routinely looks at fresh approaches to service delivery, evaluates outside funding opportunities to defray General Fund and other fund-related costs, develops strategies to improve the appearance and infrastructure of the community, promotes new revenue concepts, and works with legislators and the City Council to move Montclair forward.

Based on the discussions in this proposed Fiscal Year 2019-20 Budget Message, it is clear the City has assumed the role of a responsible leader in prudent fiscal management and architect of its fiscal destiny. Through energetic projects like the Amended North Montclair Downtown Specific Plan and the redevelopment of Montclair Place, Montclair is emerging as a City on the edge of tomorrow.

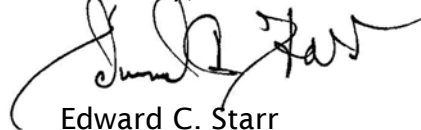
As the organization moves into a new year, the Montclair organization embraces the challenges offered by the economic paradigm confronting municipalities — a paradigm requiring a conservative stewardship over fiduciary responsibilities, including greater restraint toward personnel-related costs — the largest economic component in Montclair's General Operating Fund Budget. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a balance between its commitment to the organization and its people, and maintenance of its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2019-20 Budget.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed Fiscal Year 2019-20 Budget and the City's program of services.

ECS:DLP:MP:JK/ap

Sincerely,

A handwritten signature in black ink, appearing to read "Edward C. Starr", written over a horizontal line.

Edward C. Starr
City Manager

HISTORY OF MONTCLAIR

The history of Montclair, as with other communities in Southern California, is rich and colorful. Serrano Indians were the earliest known inhabitants of the land that is now Montclair. The name "Serrano," a broad term applied to the band of Native Americans who inhabited the area around the San Gabriel Mountains, is derived from Spanish and means "mountaineers," or more specifically "those of the Sierra." These early inhabitants built a village on the banks of a sycamore tree-lined creek that flowed along a route that is now Mills Avenue.

Like many Southern California Native American Indian bands, the Serrano were incorporated into the Franciscan mission system. Once missionized, they were forced to converse in Spanish and adopt European farming techniques. The process of missionizing resulted in the loss of nearly all early evidence of their aboriginal culture. The entire Serrano population at the time of European contact was small, perhaps as low as 1,500. The tribe had no chief, and subtribes often fought each other. Census information indicates that fewer than 250 Serrano ancestors survive today.

In 1774, Captain Juan Bautista de Anza, in his exploratory expedition from Mexico to California, named that sycamore tree-lined creek "Arroyo de los Alisos," the *Stream of the Sycamores*—later renamed *San Antonio Creek*. Legend has it that Captain de Anza carved his initials on the trunk of a large sycamore standing along the creek bank. This exploratory trip by Anza was the first sizeable land expedition by Europeans into what is now present-day California. The expedition opened a 2,200-mile route across the southwest deserts, and so impressed the Spanish Viceroy in Mexico City that Anza was ordered to return with a colonizing army.

Anza returned to the area in January 1776 as part of the famous trek that established the *Juan Bautista de Anza Trail*. Anza had successfully opened up Alta California (present-day California) for settlement and missions. The trail from Arizona to northern California was considered a strategic link to the northwest frontier of Spain's empire and its claim to California and the territory's important west coast harbors. A revolt of Yuma Indians in 1781 closed the *Juan Bautista de Anza Trail*, and the Spanish never reopened it, isolating Alta California from the Spanish government in Mexico.

Accompanying Anza on his 1774 expedition was a Franciscan priest named Francisco Garcés. In his treks throughout California, Garcés traveled thousands of miles searching for mission sites. In 1771, he established the route followed by Anza in 1774. Garcés also made first contact with an estimated 24,500 Native American Indians in California and Arizona. He was killed in the Yuma Revolt of 1781.

The Montclair area also served as a point along the *Old Spanish Trail*, an early trade route linking Santa Fe, New Mexico with Pueblo de los Angeles (Los Angeles). Sections of this route were used for trade, emigration and the transportation of mules, horses, and Native American Indian slaves. The *Trail's* heyday was between

1830 and 1848. After the *Mexican War of 1846-1848* competing routes blazed by America's *Army of the West* ended use of the *Trail*.

Up until the 1890s, Montclair was little more than grazing land and a watering hole. In 1897, Mrs. Edward Fraser was instrumental in founding “The Township of Marquette,” giving the area its first modern name. This signaled the beginning of land development and the formation of a viable community.

In the early 1900s, Emil Firth, a Los Angeles land developer, named a 1,000-acre land tract (the future site of the City of Montclair) “Monte Vista.” All of the tracts were laid out in 10-, 20-, and 40-acre lots with special financing terms to entice the planting of orchards and construction of homes. Settlers moved in shortly after the tract opened in 1907, and the first “modern” settlement within the tract was called Narod. Buildings that made up the settlement included a large orange-packing house, a dry goods store, a hotel, and the Little White Church of Narod.

It was during this period that the Narod area emerged as a contributing component of Southern California's economically important citrus industry. Citrus groves dotted the landscape—the scent of orange and lemon blossoms filling the air. Oranges and lemons had become symbols of promise to Southern California orchard farmers—as powerful as the Gold Rush, though without the popular image of quick riches; and for the state, the citrus industry was its first economic dynamo, financially more important than the discovery of gold at Sutter's Mill.

Citrus fruit, however, had not always been a visceral part of the Southern California desert landscape. Citrus plants originated in China and first arrived in the Americas with the second voyage of Christopher Columbus to the New World. It took another 300 years before oranges were brought to California to be cultivated in 1804 at the San Gabriel Mission. But it was the arrival of a mutant, seedless navel orange plant from Brazil in 1873 that revolutionized the region's citrus industry. The mutant navel orange plant found Southern California soil and weather to its liking; and navel orchards thrived to meet a growing national demand for the fruit. Within 20 years, the navel orange had transformed the deserts of Southern California into a Mediterranean oasis.

The completion of three rail lines through the region opened Southern California's citrus market to the rest of the country. The orange was remaking the terrain and the state's economy. Pioneers moved into the area to establish grove farms and participate in the new industry. George H. Reeder, a native to Narod, and son of one of the citrus industry's first navel orange growers, lived his entire life at the Reeder family grove home on Holt Avenue with his wife, Hazel. The Reeder family continued providing quality navel oranges to the area's citrus packing houses until the industry was hit hard after World War II by smog, soaring real-estate prices, a burgeoning population, freeways, and vandalism. Today, the bulk of the navel crop is grown in California's Central Valley, with only a few thousand grove acres remaining in the Inland Empire.

The Monte Vista Land Tract experienced a population boom after World War II—like most southland areas, people replaced citrus groves. Veterans receiving G.I. benefits for home purchases moved into the area to buy from the abundant supply of

affordable housing that was being mass produced by developers. As the population grew, local residents opposed to annexation by a neighboring city formed the Monte Vista Improvement Association with the objective of incorporating the Monte Vista Land Tract. Residents were asked to vote on the incorporation proposal in the April 1956 election.

Incorporation of the City of Monte Vista was approved by a vote of 682 to 455. Members of the first City Council included James West, a post control operator and orange grower; Paul Frame, a real estate broker and builder; Miller Buchanan, a poultryman; Glen Wolf, the proprietor of an equipment sales and rental business; and Dana Panky, a minister. On the date of incorporation (April 25, 1956) the City of Monte Vista had a total population of 8,008 spread over 4.2 square miles. On April 28, 1956, the City Council appointed Henry Busch to serve as City Attorney; and on the following May 1st, the City Council determined that its meeting place would be a building owned by Mr. Phil Hurst at 5326 San Bernardino Avenue. This building, the site of a former butcher shop, was in good condition and had a room large enough for a few employees and small City Council meetings. The City Council set Tuesday, May 8, 1956, as its first official meeting date, with subsequent sessions to be the first and third Monday of each month. Councilman West, with the help of his family, loaded his pickup truck with a couple of rattan tables and eight chairs from his house and took them to the new City Hall to serve as the Council dais. Tween Stone loaned the new city some folding chairs from his mortuary for the audience, and he brought an American flag to the first meeting.

Monte Vista's municipal government made many advances during the first year of its incorporation. A master street-lighting plan was designed; zoning ordinances were passed; provisions were made for the City's streets to be swept; engineering data gathered; and a City recreation program started. Ben Smith was appointed Chief of Police; and shortly afterward, a staff of four patrolmen and one female dispatcher were hired. At the end of its first year of existence, the City of Monte Vista had ten full-time employees.

The first Fire Department serving the Monte Vista Land Tract was established by the San Bernardino County Board of Supervisors years earlier in 1948. In 1949, a \$50,000 bond issue was approved to construct a fire station and buy equipment. In 1950, the fire station was completed and housed two fire trucks. Three full-time firefighters were employed, and 13 men were paid "by the call." Montclair established its own municipal Fire Department in 1964.

During the City's first years of operation, the federal government refused to open a post office in the community because a town with the same name already existed in Northern California. On April 8, 1958, the citizens of the City of Monte Vista rectified the problem by voting to change the town's name to "Montclair." On July 1, 1958, a branch post office was opened in the Mayfair Market on Central Avenue. Residents were notified to change their return addresses as of September 1, 1958, and mail was distributed through the Ontario Plaza Branch Post Office on Mountain Avenue. In 1964, the post office was relocated to its own building on Benito Street where it stands today. Over the next two decades, postal delivery problems continued because of overlapping zip codes shared with the cities of Pomona and Ontario. This problem was finally resolved in the late 1980's when the U.S. Postal Service

agreed to a single zip code for all of Montclair and the unincorporated areas in the City's sphere of influence.

As early as 1953, the residents of Montclair had the forethought to negotiate a lease-purchase of land on the southeast corner of Benito Street and Fremont Avenue for a Civic Center. On the property was an orange grove used to generate revenue for the lease payments. On April 25, 1964, a new Montclair Civic Center was dedicated. The complex housed the City's Administrative offices and Police Department. The library was the second building completed on the Civic Center property.

Since 1952, the County branch library had been located at Monte Vista Elementary School and was open only two days a week. The new library met the community's growing demand for this service. Today, the Montclair Branch Library provides traditional services, DVD rentals, vital document services, marriage licenses, and hosts an outdoor patio for the performance of marriages.

An important element for community and family life is basic education for children. A growing population required the construction of schools in quick succession. Vernon Junior High School opened in 1956; Margarita Elementary School opened in 1958; and Lehigh Elementary School and Montclair High School followed in 1959. By 1963, Monte Vista Elementary School and Montclair High School needed additions, and Serrano Junior High was built on the west side. State regulations forced the closure of Margarita Elementary School in the late 1990's; however, two new elementary schools, Howard and Ramona, opened to address school-age population requirements.

During its early years, Montclair struggled to find a greater tax base to pay for the services offered to residents. In 1964, land developers approached the City with the answer to its revenue concerns—a regional shopping center. Three years later, the first building permits were issued; and on August 3, 1968, 15,000 people attended a Preview Ball for the new mall which contained 875,000 square feet of store space, three major department stores, 64 smaller shops, and parking for 5,000 cars. During its first year of operation, the mall increased the City's sales tax revenues by more than 30 percent. Today, Montclair Plaza continues to be one of the most successful regional shopping centers in Southern California.

Now, 50 years after its incorporation, Montclair is a thriving full-service City with a population representative of the ethnic and cultural diversity that is characteristic of Southern California. Although the early years of Montclair were not without its growing pains, this small city has proven it can survive, prosper, and be a leader in the Inland Empire.

William V. Donaldson, Montclair City Administrator from 1960-1965, clearly identified the source of Montclair's fortitude when he said, *"The record of the growth of the Montclair area is one that was written by its many dedicated citizens. The transformation from orange groves to a growing city is one of which we can all be proud. It is often easy to forget the sacrifices the citizens have made to affect this change. I think the idea of recording our past so that we may not in the future forget these sacrifices is an excellent one."*



City of Montclair Demographic Profile 2019

The City of Montclair occupies a power position between Los Angeles County and the Inland Empire. Set squarely between the two on the Interstate 10 and I-210 travel corridor, Montclair benefits from both the dynamic business environment of Los Angeles and the fast-growing markets of the Inland Empire. This premier location is the foundation for Montclair's established position as a retail and business powerhouse and regional community leader.

The centerpiece of North Montclair is the Montclair Plaza, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 992,233 and an average household income of \$99,692.



Transcenter

Also located in north Montclair is the Montclair Transcenter, a multimodal transportation facility located along Richton Street, just east of Monte Vista Avenue. The 20-acre Transcenter is the largest such facility between Union Station in Los Angeles and San Bernardino Station. The Transcenter is a master planned regional transportation hub, with a regional Metrolink station, and a park-and-ride facility. It accommodates approximately 1,600 commuter vehicles and includes a 1.6 acre service commercial area.

The City of Montclair is a full-service City with a 74 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 26 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 13 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior



Police Facility

citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.



Fire Station No. 1



Located next to the civic center in Alma Hofman Park at 5201 Benito Street is the City's skate park which opened in 2004.

Skate Park

The Montclair Splash Pad is located in Alma Hofman Park, located east of the Civic Center. The 1,963-square-foot splash pad is a zero-depth aquatic recreational feature that contains ground-mounted elements that spray water when activated by motion sensors connected to each of the individual elements.



Montclair Splash Pad



Youth Center

The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday, Wednesday, and Thursday, 2:00 p.m. to 6:00 p.m.; Tuesday, 1:00 p.m. to 6:00 p.m., and Friday 2:00 p.m. to 7:00 p.m.

The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.



Senior Center

Solid waste collection is provided through a franchise agreement with a local refuse collection service. Water service is provided by Monte Vista Water District.

The City is governed by a five-member City Council under the Council/Manager form of government.

Population: 39,437

Area: 5.54 square miles

DEMOGRAPHICS			
2019 Population & Income	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Population	187,907	478,592	992,233
Households	56,396	138,190	297,813
Families	41,375	105,759	231,522
Average Household Size	3.22	3.39	3.25
Median Age	32.7	33.0	35.0
Average Household Income	\$79,707	\$82,622	\$99,692
Median Household Income	\$58,253	\$60,257	\$75,575
Per Capital Income	\$24,599	\$24,744	\$30,489
Median Net Worth	\$63,315	\$75,206	\$137,392
Average Net Worth	\$500,394	\$631,511	\$862,149
Households > \$75,000	39.0%	40.9%	50.4%
Average Household Disposable Income	\$62,419	\$64,763	\$75,100
Median Household Disposable Income	\$49,636	\$50,951	\$59,736
Owner Occupied Housing Units	28,196	74,594	185,895
Renter Occupied Housing Units	28,200	63,596	111,917
2019 Consumer Spending (Spending Potential Index) National Average 100	96	100	119
2019 Workforce	3 Mile	5 Mile	10 Mile
Some College 25+ Population	22.6% (117,578)	21.8% (301,443)	23.1% (653,191)
With Degrees 25+	31.5%	29.8%	38.3%
Employment Totals 16+	83,842	214,417	467,510
White Collar 16+	52.9%	52.2%	61.0%
Blue Collar 16+	25.9%	28.0%	21.8%
Service 16+	21.2%	19.8%	17.2%
2019 Race & Ethnicity	3 Mile	5 Mile	10 Mile
Population by Race/Ethnicity	187,907	478,592	992,233
White	54.8%	53.9%	53.9%
Black	6.3%	5.4%	6.0%
Am. Indian, Asian & Pacific Islander	9.2%	8.8%	14.5%
Hispanic Origin (any race)	60.8%	63.7%	52.0%
Other	24.5%	26.9%	20.4%
Diversity Index	83.8	83.9	84.8
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
Higher Education Institutions within 25 Miles			
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario		CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont	

CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

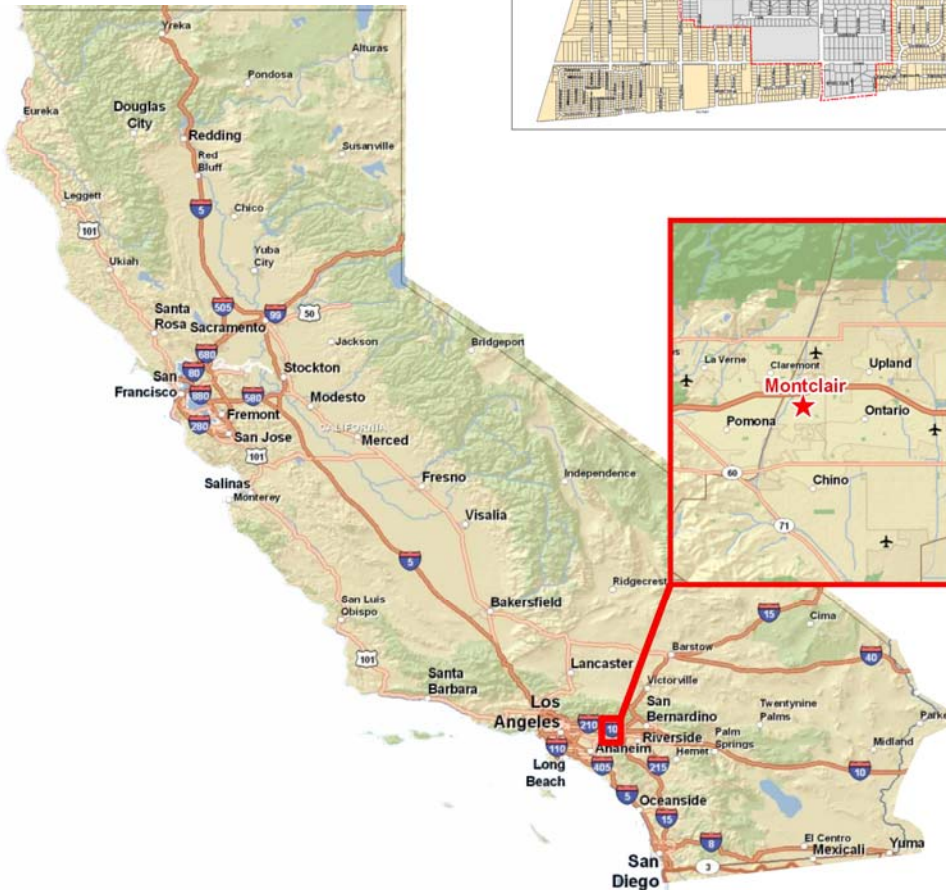
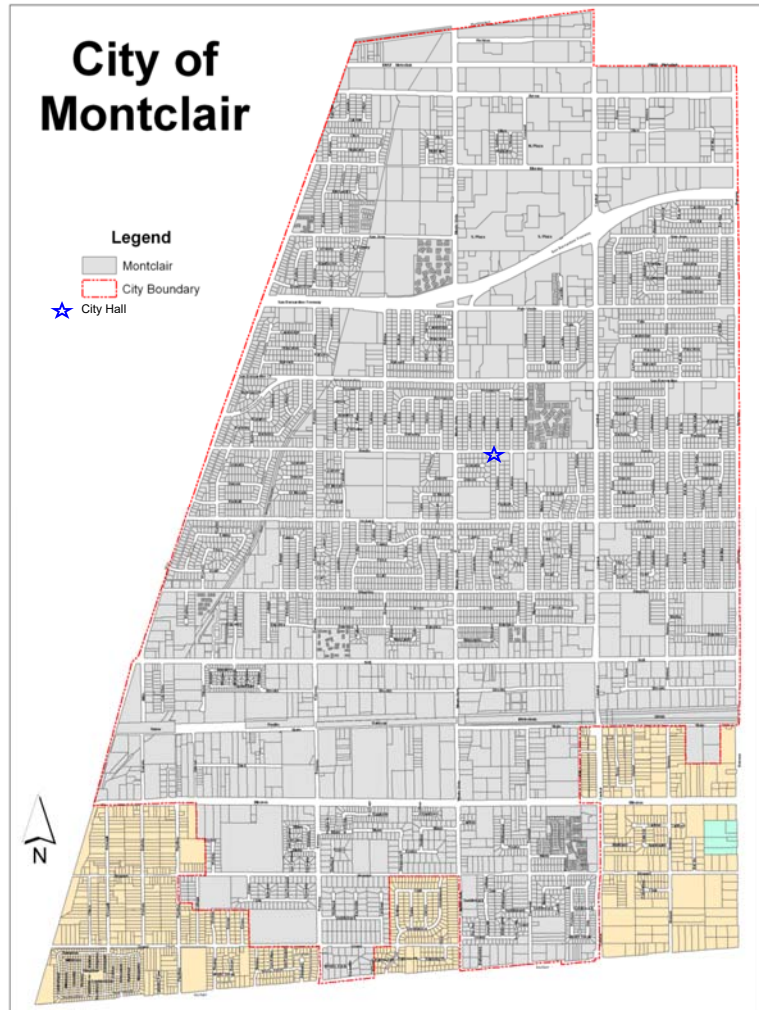
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

www.cityofmontclair.org

Population: 39,437

Area: 5.54 square miles





Budget Development Timeline Fiscal Year 2019-20

The budget process begins in January with staff reviewing all current authorized personnel positions, their allocations to various programs, and their respective funding sources. In late January, the Personnel Services Budget Job Allocation worksheets, listing all current authorized personnel positions, are distributed to the various departments for their review, budgetary changes in personnel allocations, and staffing needs. Once this information is returned to the Finance Division in late February, staff prepares all departmental Personnel Services Budgets. Concurrently, staff is also preparing the general City overhead cost information. During the Mid-year Budget Review in February, the City Council establishes parameters for the development of the budget. In mid March, the budget packets, including the budget worksheets and the parameters for the development of the budget, are distributed to all departments. During April, all departments return their budget requests to the Finance Division. In early May, the City Manager and key budgetary personnel meet with each respective department during the management departmental budget sessions to review all operating budget requests for possible adjustment. All budgetary adjustments are incorporated into the preliminary budget. In June, the City Manager presents the budget to the City Council for their review. On the second City Council meeting in June, the City Council adopts the budget by resolution.

Key Budget Dates:

February 21, 2019	Mid-year Budget Review
March 7, 2019	Distribution of budget packets to all departments
April 4, 2019	Departmental-operating budget requests are due
April 30, 2019 - May 8, 2019	Management departmental budget sessions
May 16, 2019	Complete changes to departmental budgets
June 17, 2019	Budget review by City Council
June 17, 2019	City Council adopts budget by resolution

Budget Summaries

		SOURCES				USES						
		Estimated Fund Balance/ Retained Earnings July 1, 2019	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Estimated Fund Balance/ Retained Earnings June 30, 2020			
1001	<u>General Operating Fund</u>	6,157,935	(1)	30,421,546	365,110	(2)	36,944,591	30,786,656	-	30,786,656	6,157,935	(2)
<u>Special Revenue Funds</u>												
1102	Gas Tax Fund	-		1,052,706	-		1,052,706	1,179,067	-	1,179,067	(126,361)	
1103	Road Maintenance Rehabilitation Fund	716,791		650,910	-		1,367,701	-	-	-	1,367,701	
1104	Measure I Fund	2,694,300		688,400	-		3,382,700	-	-	-	3,382,700	
1110	Traffic Safety Fund	116,354		145,000	-		261,354	-	100,000	(2)	100,000	161,354
1112	Disability Access Fee	20,102		8,500	-		28,602	-	-	-	28,602	
1130	Park Maintenance Fund	82,056		32,000			114,056	4,100	-	4,100	109,956	
1131	Park Development Fund	1,438,569		89,600	-		1,528,169	-	-	-	1,528,169	
1132	CDBG Fund	11,158		216,259	-		227,417	82,438	-	82,438	144,979	
1135	Air Quality Improvement Fund	129,987		51,000	-		180,987	61,092	-	61,092	119,895	
1138	Senior Nutrition Fund	-		220,136	-		220,136	187,488	-	187,488	32,648	
1140	Asset Forfeiture Fund- State	100,600		22,300	-		122,900	-	-	-	122,900	
1141	Prop 30/SB 109 Fund	159,498		1,100	-		160,598	-	-	-	160,598	
1143	Public Safety Fund	159,689		380,000	-		539,689	344,860	-	344,860	194,829	
1144	Federal Asset Forfeiture Fund- DOJ	371,517		23,000	-		394,517	1,000	-	1,000	393,517	
1146	State Asset Forfeiture 15% Set-aside Fund	44,082		4,300	-		48,382	-	-	-	48,382	
1147	Federal Asset Forfeit. Fund- Treasury	74,422		20,040	-		94,462	-	-	-	94,462	
1148	School District Grant Fund	-		140,000	-		140,000	152,000	-	152,000	(12,000)	
1149	Citizens Option for Public Safety (COPS) Grant	229,524		100,700	-		330,224	100,000	-	100,000	230,224	
1150	Local Law Enforcement Block Grant	-		15,100	-		15,100	-	-	-	15,100	
1151	Crime Prevention Fund	1,617		525	-		2,142	-	-	-	2,142	
1152	Recycling Block Grant Fund	74,312		20,300	-		94,612	3,800	-	3,800	90,812	
1153	Homeless Emergency Aid Program Fund	-		234,000	-		234,000	117,000	-	117,000	117,000	
1160	Expanded Learning Program Grant Fund	76,789		1,340,747	-		1,417,536	1,340,747	-	1,340,747	76,789	
1161	OTS Grant	21		27,000	-		27,021	27,000	-	27,000	21	
1162	Sustainable Communities	961		-	-		961	-	-	-	961	
1163	Safety Department Grant Funds	-		186,630	-		186,630	-	-	-	186,630	
1164	OMSD Immunization Grant	19,272		20,000	-		39,272	20,500	-	20,500	18,772	
1165	Inland Empire United Way	40		-	-		40	-	-	-	40	
1166	Kaiser Permanente Grant	8,604		20,000	-		28,604	20,000	-	20,000	8,604	
1167	Resource Center Grant - OMSD	10,876		14,500	-		25,376	14,500	-	14,500	10,876	
1168	Title IIIB Sr Support Services	20,089		10,000	-		30,089	10,000	-	10,000	20,089	
1169	Healthy Communities Strategic Plan	21,197		20,000	-		41,197	20,000	-	20,000	21,197	
1170	Kindergarten ExLP	8,325		-	-		8,325	-	-	-	8,325	
1171	Expanded Learning Supplemental Grant	-		-	-		-	-	-	-	-	
1172	Hope Through Housing Grant	-		53,134	-		53,134	-	-	-	53,134	
1180	EMS- Paramedic Fund	-		56,350	-		56,350	53,134	-	53,134	3,216	
1181	Contributions & Donations	500		500	-		1,000	84,380	-	84,380	(83,380)	
1704	Sewer Expansion Fee Fund	419,114		102,500	-		521,614	-	-	-	521,614	
1740	Developer Impact Fees - Local	950,597		200,000	-		1,150,597	-	-	-	1,150,597	
1741	Developer Impact Fees - Regional	-		400,000	-		400,000	-	-	-	400,000	
1742	Burrtec Pavement Impact Fees	327,017		65,000	-		392,017	-	-	-	392,017	
1744	Utility Undergrounding In Lieu	13,771		-	-		13,771	-	-	-	13,771	
1745	General Plan Update Fees	71,367		12,000	-		83,367	45,000	-	45,000	38,367	
1746	Housing Fund	997,300		-	-		997,300	-	-	-	997,300	
1748	Public-Education-Gov't Fees (PEG)	137,648		30,000	-		167,648	-	-	-	167,648	
Total		9,508,066		6,674,237	-		16,182,303	3,868,106	100,000	3,968,106	12,214,197	
<u>Capital Project Funds</u>												
1206	Economic Development	4,751,656		750,000	-		5,501,656	954,683	-	954,683	4,546,973	
1250 & 51	Successor Agency Bond Proceeds	13,903,293		210,000	-		14,113,293	900,000	-	900,000	13,213,293	
1252	2014 Lease Revenue Refunding Bond Proceeds	8,453,740		-	-		8,453,740	-	-	-	8,453,740	
1743	PUC CalTrans Reimbursement Fund	2,747,031		-	-		2,747,031	-	-	-	2,747,031	
Total		29,855,720		960,000	-		30,815,720	1,854,683	-	1,854,683	28,961,037	
<u>Special Assessment Funds</u>												
1601	Community Facilities District 2011-1	88,824		113,500	-		202,324	113,072	-	113,072	89,252	
1602	Community Facilities District 2011-2	18,167		55,150	-		73,317	55,782	-	55,782	17,535	
Total		106,991		168,650	-		275,641	168,854	-	168,854	106,787	
<u>Debt Service Funds</u>												
1302	2014 Refunding Bonds	-		2,594,887	-		2,594,887	2,594,887	-	2,594,887	-	
Total		-		2,594,887	-		2,594,887	2,594,887	-	2,594,887	-	
<u>Enterprise Funds</u>												
1501 & 03	Sewer Operating Fund	2,081,143		5,016,000	-		7,097,143	4,712,140	-	4,712,140	2,385,003	
1502	Sewer Replacement Fund	1,689,025		230,500	-		1,919,525	45,000	-	45,000	1,874,525	
Total		3,770,168		5,246,500	-		9,016,668	4,757,140	-	4,757,140	4,259,528	
<u>Reserve Funds</u>												
Reserve Funds		7,300,000	(1)	-	-		7,300,000	34,200	265,110	(2)	299,310	7,000,690
Total		7,300,000		-	-		7,300,000	34,200	265,110		299,310	7,000,690
TOTAL - ALL FUNDS		56,698,880		46,065,820	365,110		103,129,810	44,064,526	365,110	44,429,636	58,700,174	

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2018-19 midyear general fund approved amounts.

(2) The General Operating Fund operating revenues were \$365,110 less than appropriation. This deficit was offset by \$100,000 of non-operating transfers in from other funds and a reserve transfer of \$265,110.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Traffic Safety	General Operating Fund	\$ 100,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
	TOTAL	<u>\$ 100,000</u>	

CITY OF MONTCLAIR FISCAL YEAR 2019-20 BUDGET

FUND DESCRIPTIONS

Unlike the private sector, governmental budgeting and financial reporting is based upon fund accounting. A fund is a "fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations." Not all governmental funds are required to be budgeted; some are small or don't receive annual revenue and/or expenditures. All significant operations of the City are included in this budget; however, for those accounting funds that are not present expenditures will be approved by the governing board.

BASIS OF ACCOUNTING

The budgets of the City's governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) are prepared on a modified accrual basis and flow of financial resources principle where revenues are realized only if they are converted into cash within the budget cycle or sixty days thereafter, and expenditures are recorded when incurred and payable from available financial resources.

Budgets for the City's proprietary fund (Sewer Fund) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred.

Below are descriptions for the funds included in the City's Budget.

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Typically, the general fund is the primary operating fund of a governmental entity. The General Fund has two components, the Operating Fund (1001) and various reserve funds.

Major revenue sources include property taxes, sales tax, and utility users tax. Detail information related to revenue sources is included in the Statement of Estimated Revenues and related notes thereto.

The City Council has established minimum threshold target policies for the City's General Operating Fund. The policy sets a target level of available funding at \$6.0 million which should be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of monies present in this fund requires specific authorization from the City Council.

For the reserve component, monies are segregated (assigned) into separate individual funds which represent the reserve portion of the General Fund. These provide future resources to fund those activities. The total fund equity of the General Fund is composed of the operating portion and these reserves.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Like the general fund, the budget for a special revenue fund includes only those revenues which are expected to be received in the current fiscal year or shortly thereafter, and expenditures are recognized only if they are expected to be liquidated with current financial resources.

Gas Tax Fund and SB1 Fund (1102 & 1103) Gas Tax monies allocated to local governments in accordance with California Streets and Highways Code Sections 2032, 2105, 2106, 2107 and 2107.5 are required to be deposited in a special revenue fund. By law, the funds are restricted to expenditures for the construction, improvement and maintenance of the public streets and roads system.

Measure I Fund (1104) San Bernardino County voters approved passage of Measure I authorizing the San Bernardino County Transportation Authority to impose a one-half cent sales tax to finance transportation improvement and traffic management programs. Cities are apportioned the "local share" of Measure I monies on a per capita basis and in accordance with a transportation plan and capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino County Transportation Authority's (SBCTA) five-year and twenty-year plans. In the past, Montclair was allocated regional monies for the Montclair Multi-Modal Transit Center and the Monte Vista Avenue Extension projects.

Traffic Safety Fund (1110) Vehicle Code Section 42200 provides that fines and forfeitures which a city receives as a result of arrests by city officers for Vehicle Code violations must be deposited in a special fund entitled the "Traffic Safety Fund." Monies credited to the Traffic Safety Fund can only be used for traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges and culverts within the city. Monies deposited to the fund cannot be used to pay police officer salaries. It is City policy to transfer all Traffic Safety Fund revenues at year-end to the General Fund as expenditures there, for the above prescribed uses, far exceed the annual revenues of the Traffic Safety Fund.

Disability Access Fund – Business License (1112) SB 1186 imposed, on and after January 1, 2013, and until December 31, 2018, an additional state fee of \$1 on business licenses for the purposes of increasing disability access and compliance with construction-related accessibility requirements and developing educational resources for businesses to facilitate compliance with federal and state disability laws, as specified. The monies collected are divided between the local entity that collected the monies and the Division of the State Architect, pursuant to specified percentages.

Park Maintenance Fund (1130) Park development monies collected cannot be used for maintenance of parks. However, additional revenues collected from cell tower rentals, etc. are not restricted. This fund accounts for these additional monies and their uses for maintenance of parks within the City.

"Quimby" Park Development Fund (1131) Government Code Section 66477 provides that a city may, by ordinance, require the dedication of land or impose an in-lieu fee for park and/or recreational purposes as a condition for new residential development. Resolution No. 824, adopted in October 1982, established the current land dedication and in-lieu fees imposed upon new residential development in Montclair.

C.D.B.G. Fund (1132) The Federal Community Development Block Grant (CDBG) program provides cities with grant monies which generally must be expended for essential community development and housing purposes. Montclair receives its share of CDBG monies via the San Bernardino County's Department of Economic and Community Development in accordance with a cooperation agreement.

Air Quality Improvement Trust Fund (1135) In September 1990, Assembly Bill 2766 was signed into law which provided for an increase in the motor vehicle registration fee for the purpose of financing programs designed to reduce mobile source air pollution. Cities are allocated approximately 40 percent of the revenues collected, provided a resolution has been adopted setting forth the city's intention to spend the monies on air pollution reduction programs which are consistent with the California Clean Air Act of 1988, or with a plan proposed pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code.

Older Americans Act Fund – Senior Nutrition Fund (1138) The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant monies pursuant to the Act via contract with the County of San Bernardino. The funds are used to help pay for health care services in the Medical Clinic for senior citizens, ages 60 and over, for "Senior Sitter", a program to provide in-home supportive services, and the senior nutritional meals program.

State Asset Forfeiture Fund (1140) State law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Monies distributed to Montclair pursuant to the asset forfeiture laws may only be used for law enforcement programs.

Prop 30/AB 109 (1141) Proposition 30, passed in November of 2012, provides local law enforcement with a portion of a State income tax increase which is to be utilized for costs associated with parolees and probationers.

Public Safety Fund (1143) Passage of Proposition 172, in November 1993, provided for a one-half cent sales tax to be distributed to local governments for public safety expenditures. Cities in San Bernardino County are allocated a portion of the tax based upon their proportionate share of the net property tax loss resulting from the State's Budget. Current law provides that cities must maintain expenditure levels to be allocated Proposition 172 monies.

Federal Asset Forfeiture Fund – DOJ (1144) & Treasury (1147) Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Monies distributed to the City are pursuant to the asset forfeiture laws and are only available for purposes of financing the Police Department's annual budget. Current law requires that Federal asset forfeiture monies received from the Department of Justice be segregated from forfeiture monies received from the United States Treasury Department and all other resources of the Police Department, including monies/assets received pursuant to State asset forfeiture laws.

State Forfeiture – 15% setaside (1146) Health & Safety Code Section 11489 provides that fifteen percent of State asset forfeiture monies/assets be deposited to a special fund which shall be used for the sole purpose of funding programs designed to combat drug abuse and divert gang activity. The monies deposited to this fund shall not be used to supplant any state or local funds that would normally be used for the same purpose.

School District Grant Fund (1148) The Ontario-Montclair School District finances a portion of the salaries and benefits for the Drug Abuse Resistance Effort (D.A.R.E.) officer through its annual agreement with the City. Prior to Fiscal Year 2002-03, Chaffey Joint Union High School District has financed a portion of salaries and benefits for the Safe School Zone officers program. It is City policy to transfer all School District Grant Fund revenues upon receipt to the General Fund to offset this portion of the salaries of police officers assigned to these programs.

Citizens Option for Public Safety (COPS) Fund (1149) The State Budget Act of 1996 (AB 3229) added Government Code Sections 30061 et. seq. to require the State Controller to allocate funds to each county which redistributes the funds to each city that has established a supplemental law enforcement fund to be expended exclusively for police services.

Justice Assistance Grant Fund (1150) The U. S. Department of Justice, Bureau of Justice Assistance provides grants to local agencies that establish an advisory board that reviews the application for funding and is authorized to make nonbinding recommendations to the local government. These funds are used to supplement local agency funding.

Penal Code Section 1202.5 Fund (1151) The courts can order a defendant convicted of certain offenses to pay an additional fine of \$10 to be transferred to the local law enforcement agency where the offense took place. All monies collected shall implement, support, and continue local crime prevention programs.

Recycling Block Grant Fund (1152) The California Oil Recycling Enhancement Act provides funds to cities for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil. The California Integrated Waste Management Board has been delegated to administer the program on behalf of the State for cities.

Expanded Learning Program (1160) This fund administers the Expanded Learning Program at eight local schools. Primary funding (92.5%) is provided by the Ontario-Montclair School District with the remainder of the costs covered by the City of Montclair.

Safety Department Grant Fund (1163) This fund segregates various grants received by the Fire and Police Departments that require specific matching and tracking of revenues and expenditures as required by the granting agency.

OMSD Immunization Grant Fund (1164) Ontario-Montclair School District provides funding which supports the operation of the City of Montclair Clinic.

Human Services Grant Funds (1161 – 62 & 1165 – 1172) These are smaller grant funds used to augment operation of various programs and projects undertaken by the Human Services Department. Current funding entities include: Sustainable Community Grant, Mt. Baldy United Way, Kaiser Permanente, Resource Center Grant-OMSD, Title IIIB Senior Support Services, ExLP Supplemental Grant, , and Hope through Housing Grant.

EMS Paramedic Fund (1180) This fund accounts for revenue received in connection with a contract with the local ambulance provider and through subscription payments from residents to subsidize the expense of enhancing the Fire Department's current level of emergency medical service.

Sewer Expansion Fee Fund (1704) Ordinance No. 12-928 of the Montclair City Council amended the Regional Sewage Supplemental Capital Outlay Fee effective July 1, 2012. These fees are collected on new connections and ultimately will be disbursed to the IEUA upon their request. In addition to the amounts specified by IEUA, a Sanitary Sewer Expansion Fee was established. These amounts are in addition to the Capital Outlay Fee of IEUA and would be used to fund future expansions of the City of Montclair's Sewer System.

Developer Impact Fees (Local and Regional – 1740 & 1741) These funds segregate the amount collected from developers to fund local and regional improvements. These monies can only be used on specified approved projects and will accumulate until an amount is present to fund those projects.

Burrtec Pavement Impact Fees (1742) As part of the current agreement with the City's waste hauler, a fee was established to provide monies to compensate the City for a portion of its expenditures for street and road repairs.

PUC CalTrans Reimbursement Fund (1743) As part of the infrastructure improvement project for the Monte Vista Grade Separation, \$5,000,000 of PUC grants were obtained. This amount will be utilized to fund a portion of the costs of this project. Since these monies were a one time reimbursement of prior year costs there is no revenue budgeted. Instead this fund it utilized to account for the portion of the grade separation current costs funded with this grant.

Utility Undergrounding In-Lieu (1744) In lieu of performing undergrounding projects, developers can provide monies to the City for use in accomplishing future utility undergrounding projects. This fund accounts for the collection and utilizations of those monies.

General Plan Update Fees (1745) A portion of fees collected from developers are utilized to provide funding for updating the City's general plan and this fund accounts for those fees and the cost of these services.

Housing Fund – (1746) Under Redevelopment Law, inclusionary and other requirements exist for developing affordable housing. With the elimination of redevelopment, existing resources were transferred to other taxing entities. However, remaining bond proceeds and repayments under prior agreements applicable to housing developments have provided resources which will be utilized to meet these housing requirements.

Public-Education-Gov't Fees (PEG) – (1748) Contributions are received from cable companies to provide resources for public educational programming and equipment.

CAPITAL PROJECT FUNDS

Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, Special Assessment Funds, and Trust Funds).

Economic Development Fund (1206) Due to the elimination of the City's redevelopment agency, the City receives a property tax share of monies paid by the Successor Agency (accomplishing the liquidation of the former redevelopment agency) to the various taxing entities and from future tax increment that is redistributed to the various taxing entities in excess of enforceable obligations. Since the City will have to perform economic development utilizing its own resources in the future, these monies have been segregated for the purpose of economic development within the City. Up to \$750,000 of these monies have been internally allocated for debt service on the City's 2014 Montclair Financing Authority Lease Revenue Refunding Bonds. Therefore, only the amounts in excess of that requirement have been budgeted here.

Successor Agency Bond Proceeds – (1250 & 1251) Due to the elimination of the City's redevelopment agency and unspent bond proceeds could be utilized for the purpose intended with the Department of Finance approval. This approval was obtained and the proceeds will be utilized by the City for the purposes authorized in their official statements.

2014 Lease Revenue Refunding Bond Proceeds – (1252) Proceeds from the issuance of the 2014 Lease Revenue Bonds are held pending utilization for infrastructure projects. These monies are on deposit with a separate trustee. Major capital outlay for these projects will be budgeted separately in the City's Capital Improvement Program Budget.

PUC CalTrans Reimbursement Fund (1743) As part of the infrastructure improvement project for the Monte Vista Grade Separation, \$5,000,000 of PUC grants were obtained. This amount will be utilized to fund a portion of the costs of this project. Since these monies were a one time reimbursement of prior year costs there is no revenue budgeted. Instead this fund is utilized to account for the portion of the grade separation current costs funded with this grant.

SPECIAL ASSESSMENT FUNDS

Special Assessment Funds are used to account for direct assessments against property owners for maintenance and future costs associated with public improvements benefiting those properties.

Community Facilities District 2011-1 (1601) This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Paseos project.

Community Facilities District 2011-2 (1602) This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Arrow Station project.

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City has only one active debt service fund established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014.

2014 Lease Revenue Refunding Bonds Debt Service Fund (1302) In November 2014, the City, through the Montclair Financing Authority, refunded the \$31,300,000 in Lease Revenue Bonds which were used for the construction of a new police station, senior center, and youth center by issuing \$45,000,000 Refunding Bonds. The additional proceeds received through

this issuance are budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until October 2045.

For Fiscal Year 2019-20, the annual principal and interest lease payment is \$2,598,288, payable from General Fund resources. Internally, the City has committed up to \$750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues. Therefore, effective Fiscal Year 2015-16, the City has budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.6 million dollars annually for the remaining life of this bond issue.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

Enterprise funds are used to account for the operations of programs which are primarily financed by user fees. Because the determination of net income is essential, enterprise fund accounting is based on the measurement of all economic resources, including the depreciation of fixed assets.

Sewer Maintenance Fund (1501, 1502 & 1503) The Sewer Maintenance Fund was established to account for all activities related to the repair and maintenance of the City's sewer system. In addition, interest earnings on sewer connection fees due the Inland Empire Utilities Agency have been allocated to the fund to provide for sewer main construction in accordance with the City's capital improvement program.

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

Trust and agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governments units, and/or other funds. The City uses expendable trust funds to account for assets, generally transferred in from the General Fund, which have been earmarked for specific programs. Since these amounts are held in trust and do not represent revenue, these are not included in the attached operational budget of the City of Montclair.

Inland Empire Utility Agency Fund (1703) A portion of the Sewer connection fees collected by the City from its commercial and residential customers relates to a Capital Outlay Fee assessed by the Inland Empire Utility Agency (IEUA). These monies are held by the City in trust and are payable to IEUA upon their demand.

Asset Seizure Fund (1745) Financial resources seized during criminal investigations, etc. are held in trust in this fund awaiting disbursement instructions from the courts. Once received, amounts seized together with interest earning will be disbursed to the respective parties which could also include the City of Montclair.

Revenues

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

		2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease)
<u>GENERAL FUND</u>							
1001	GENERAL FUND	29,539,743	30,159,132	18,890,812	30,159,132	30,421,546	262,414
<u>SPECIAL REVENUE FUNDS</u>							
1102	GAS TAX FUND	829,200	994,582	620,202	994,582	1,052,706	58,124
1103	ROAD MAINT REHAB FUND - SECT 2032	230,195	649,662	413,708	649,662	650,910	1,248
1104	MEASURE I FUND	695,816	705,000	439,887	759,092	688,400	(16,600)
1110	TRAFFIC SAFETY FUND	161,255	160,000	95,760	153,037	145,000	(15,000)
1112	DISABILITY ACCESS FEE FUND	5,659	4,500	7,286	8,743	8,500	4,000
1130	PARK MAINTENANCE FUND	31,198	31,200	26,968	35,957	32,000	800
1131	PARK DEVELOPMENT FUND	712,300	150,000	89,600	150,000	89,600	(60,400)
1132	C.D.B.G. FUND	73,034	240,287	156,056	240,287	216,259	(24,028)
1135	AIR QUALITY IMPROVEMENT FUND	50,864	50,000	24,482	49,964	51,000	1,000
1138	SENIOR NUTRITION FUND	168,866	184,000	107,931	168,406	220,136	36,136
1140	ASSET FORFEITURE FUND - STATE	16,435	20,300	22,028	20,300	22,300	2,000
1141	PROP 30/SB 109	1,214	36,100	-	36,100	1,100	(35,000)
1143	SB 509 PUBLIC SAFETY FUND	372,303	360,000	265,360	398,040	380,000	20,000
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	111,141	2,000	22,003	2,000	23,000	21,000
1146	STATE FORFEITURE - 15% SETASIDE	3,082	3,800	3,887	5,483	4,300	500
1147	ASSET FORFEITURE - TREASURY	17,195	40	29,731	40	20,040	20,000
1148	SCHOOL DISTRICT GRANT FUND	130,816	140,000	75,600	151,200	140,000	-
1149	COPS ELEAS GRANT	140,147	100,700	149,154	100,700	100,700	-
1150	LLE BLOCK GRANT FUND	-	15,100	-	15,100	15,100	-
1151	P.C. 1202.5 CRIME PREVENTION FUND	432	1,025	130	285	525	(500)
1152	RECYCLING BLOCK GRANT FUND	10,954	20,300	9,994	20,300	20,300	-
1153	HOMELESS EMERGENCY AID PROGRAM FUND	-	-	-	-	234,000	234,000
1160	EXPANDED LEARNING PROGRAM FUND	1,256,792	1,347,096	1,077,677	1,347,096	1,340,747	(6,349)
1161	OTS GRANT	14,333	40,000	1,809	40,000	27,000	(13,000)
1162	SUSTAINABLE COMMUNITIES GRANT	-	5,000	5,000	5,000	-	(5,000)
1163	SAFETY DEPARTMENT GRANT FUND	32,418	395,850	38,786	395,850	186,630	(209,220)
1164	IMMUNIZATION GRANT - OMSD	20,000	20,000	16,000	20,000	20,000	-
1165	INLAND EMPIRE UNITED WAY	40	-	-	-	-	-
1166	KAISER PERMANENTE GRANTS	-	10,000	10,000	10,000	20,000	10,000
1167	RESOURCE CENTER GRANT (OMSD)	12,033	14,200	14,200	14,200	14,500	300
1168	TITLE IIIB SR SUPPORT SERVICES	10,000	14,454	8,577	11,436	10,000	(4,454)

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020

		2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease)
1169	HEALTHY COMMUNITIES STRATEGIC PLAN	-	25,000	25,000	33,333	20,000	(5,000)
1170	KINDERGARTEN ExLP	55,020	106,497	85,198	106,497	-	(106,497)
1171	EXPANDED LEARNING SUPPLEMENTAL GRANT	146,117	-	-	-	-	-
1172	HOPE THRU HOUSING	43,338	46,002	33,456	46,002	53,134	7,132
1180	E.M.S. - PARAMEDIC FUND	64,376	66,350	42,897	51,637	56,350	(10,000)
1181	CONTRIBUTIONS/DONATIONS FUND	1,050	3,000	500	3,000	500	(2,500)
1704	SEWER EXPANSION FEE FUND	168,712	40,000	72,937	102,970	102,500	62,500
1740	DEVELOPER IMPACT FEES - LOCAL	149,331	70,000	346,551	70,000	200,000	130,000
1741	DEVELOPER IMPACT FEES - REGION	336,891	150,000	783,537	150,000	400,000	250,000
1742	BURRTEC PAVEMENT IMPACT FEES	67,019	45,000	34,816	69,632	65,000	20,000
1744	UTILITY UNDERGROUNDING IN-LEIU	-	50,000	-	50,000	-	(50,000)
1745	GENERAL PLAN UPDATE FEES	12,510	12,000	9,873	11,848	12,000	-
1746	HOUSING TRUST FUND	32,458	-	-	-	-	-
1748	PUBLIC-EDUCATION-GOV'T FEES (PEG)	28,838	28,000	15,337	30,674	30,000	2,000
<u>CAPITAL PROJECTS FUNDS</u>							
1206	ECONOMIC DEVELOPMENT FUND	912,146	450,000	1,340	450,000	750,000	300,000
1250/51	SA BOND PROCEEDS	188,295	210,000	174,183	210,000	210,000	-
1252	2014 REFUNDING BOND PROCEEDS	185,348	175,000	109,762	175,000	-	(175,000)
1743	PUC CALTRANS REIMBURSEMENT FUND	-	-	4,800,081	-	-	-
<u>SPECIAL ASSESSMENT FUNDS</u>							
1601	CFD 2011-1 (Maint-PubSafety) FUND	97,659	120,000	56,535	113,070	113,500	500
1602	CFD 2011-2 (Maint-PubSafety) FUND	41,161	60,000	33,192	66,384	55,150	150
<u>DEBT SERVICE FUND</u>							
1302	2014 REFUNDING BONDS	2,600,488	2,598,288	2,093,030	2,598,288	2,594,887	(3,401)
<u>ENTERPRISE FUND</u>							
1501	SEWER MAINTENANCE FUND	4,835,968	4,315,000	3,513,802	4,970,662	5,016,000	701,000
1502	SEWER REPLACEMENT FUND	227,075	220,000	-	220,000	230,500	10,500
<u>RESERVE FUNDS</u>							
	GENERAL FUND RESERVES	680	-	-	-	-	-
	TOTAL REVENUE - ALL FUNDS	44,841,945	44,664,465	34,854,655	45,490,989	46,065,820	1,401,355

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,762,096	2,750,000	1,751,067		2,750,000	3,000,000	250,000
Property - Unsecured	93,367	105,000	101,776		105,000	105,000	-
Property Tax in Lieu of VLF (HdL)	3,461,933	3,600,000	1,835,535		3,600,000	3,650,000	50,000
Sales & Use (HdL)	13,133,008	13,700,000	8,542,807		13,700,000	13,400,000	(300,000)
Transaction & Use Tax (HdL)	355,007	350,000	-		350,000	430,000	80,000
Prop Tax Pass Thru from SRED	213,496	250,000	138,108		250,000	250,000	-
Transient Occupancy	47,259	75,000	58,678		75,000	50,000	(25,000)
Document Transfer	156,694	100,000	58,530		100,000	120,000	20,000
Franchise	753,039	700,000	214,853		700,000	800,000	100,000
Business License	790,989	750,000	615,191		750,000	750,000	-
Utility Users	1,778,771	1,800,000	1,150,248		1,800,000	1,900,000	100,000
Total Taxes	23,545,659	24,180,000	14,466,793		24,180,000	24,455,000	275,000
Licenses and Permits							
Alarm Permits	1,050	1,500	1,075		1,500	1,300	(200)
Bicycle & Other Permits	2	10	-		10	-	(10)
Building Permits	650,520	525,000	431,061		525,000	525,000	-
Moving Permits	9,325	12,000	14,125		12,000	12,000	-
Yard Sale Permits	6,004	5,000	3,315		5,000	5,000	-
Construction Permits	102,809	85,000	81,057		85,000	85,000	-
Encroachment Permits	350	200	210		200	200	-
Gun Dealer Permits	25	25	-		25	36	11
Total Licenses and Permits	770,085	628,735	530,843		628,735	628,536	(199)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	20,593	17,500	18,877		17,500	50,000	32,500
Property Tax Loss Relief	28,068	26,000	13,160		26,000	28,200	2,200
Police Officer Training Reimbursement	10,526	5,000	13,163		5,000	5,000	-
SB 90 Claim Reimbursement	17,736	90,000	17,184		90,000	20,000	(70,000)
OES Reimbursements	77,203	50,000	81,161		50,000	50,000	-
Total Intergovernmental Revenues	154,126	188,500	143,545		188,500	153,200	(35,300)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	69,639	45,000	34,301		45,000	70,000	25,000
Parking Citations	70,539	120,000	103,016		120,000	120,000	-
False Alarms	8,350	14,000	8,600		14,000	10,000	(4,000)
Restitution	3,405	3,000	749		3,000	3,000	-
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,650	1,700	1,680		1,700	1,700	-
Vehicle Release Fees	85,346	100,000	51,835		100,000	85,000	(15,000)
Administrative Citations	24,316	7,000	100		7,000	25,000	18,000
OPTS Vehicle Impound Fees	237,932	200,000	131,773		200,000	250,000	50,000
PD Citations	3,000	2,800	-		2,800	5,000	2,200
PW/CD Citations	100	200	-		200	200	-
Total Fines and Forfeits	504,277	494,200	332,054		494,200	570,400	76,200
Charges for Services							
Sale of Printed Materials	663	800	600		800	800	-
Notary Fees	150	125	120		125	50	(75)
Special Police Services	83,667	95,000	72,036		95,000	95,000	-
Fingerprints	(3,512)	-	(1,437)		-	250	250
Fire Department Service Fees	893	3,000	2,690		3,000	1,000	(2,000)
Credit Card Convenience Fee	-	-	484		-	5,000	5,000
Rubbish Collection Fees	2,205,026	2,628,000	1,980,660		2,628,000	2,628,000	-
General Sanitation Fee	631,744	400,000	202,804		400,000	400,000	-
Burrtec Contract Maintenance Fee	270,833	250,000	187,500		250,000	250,000	-
Zoning/Subdivision Fees	110,403	140,000	68,306		140,000	110,500	(29,500)
Plan Checking Fees	441,117	375,000	399,166		375,000	325,000	(50,000)
Recreation Fees	38,431	35,000	25,233		35,000	35,000	-
Service Center Fees	2,373	5,000	1,485		5,000	2,500	(2,500)
Program Costs - Reimbursed	68,952	40,000	26,106		40,000	65,000	25,000
Country Fair Jamboree	13,607	8,000	-		8,000	13,000	5,000
Human Services Classes	10,895	5,000	5,360		5,000	10,000	5,000
Total Charges for Services	3,875,242	3,984,925	2,971,113		3,984,925	3,941,100	(43,825)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Interest Income	161,301	150,000	87,647		150,000	150,000	-
Library Rentals	61,278	61,872	31,302		61,872	62,000	128
Cash Over/Short	6	-	78		-	10	10
Police Auction	9,225	20,000	18,725		20,000	20,000	-
Reimbursed Expenditures	38,964	60,000	36,555		60,000	40,000	(20,000)
Special Event Reimbursement	(231)	500	176		500	500	-
Emergency Response Reimb	6,830	15,000	8,129		15,000	10,000	(5,000)
Donations & Contributions	725	2,000	-		2,000	500	(1,500)
Subpoena Witnees Reimbusement	-	400	233		400	400	-
Metro Lot Rental	6,250	-	-		-	-	-
Cell Tower Rental	107,666	110,000	92,876		110,000	105,000	(5,000)
Other Miscellaneous Revenue	294,275	260,000	159,354		260,000	275,000	15,000
Police Range Revenue	-	3,000	3,900		3,000	3,000	-
Mini School Snacks	1,066	-	1,296		-	1,200	1,200
Youth Center Snacks	2,762	-	5,490		-	5,000	5,000
Basketball Snacks	237	-	703		-	700	700
Total Miscellaneous Revenue	690,354	682,772	446,464		682,772	673,310	(9,462)
TOTAL - 1001	29,539,743	30,159,132	18,890,812		30,159,132	30,421,546	262,414

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102							
Section 2106	137,774	137,987	103,953		137,987	139,390	1,403
Section 2107	276,298	279,451	197,340		279,451	287,289	7,838
Section 2107.5	6,000	6,000	6,000		6,000	6,000	-
Section 2103 - Fuel Tax Swap	152,351	299,933	107,597		299,933	355,400	55,467
Section 2105	212,302	225,236	160,964		225,236	218,779	(6,457)
Loan Repayment	44,475	44,475	44,348		44,475	44,348	(127)
Interest Income	-	1,500	-		1,500	1,500	-
TOTAL - 1102	829,200	994,582	620,202		994,582	1,052,706	58,124
ROAD MAINT REHABILITATION - 1103							
Section 2032 Road Maint Rehab	229,238	649,662	413,708		649,662	650,910	1,248
Interest Income	957	-	-		-	-	-
TOTAL - 1103	230,195	649,662	413,708		649,662	650,910	1,248
MEASURE I FUND - 1104							
Measure I Sales - Local	684,015	700,000	439,887	7.0	754,092	678,400	(21,600)
Interest Income	11,801	5,000	-		5,000	10,000	5,000
TOTAL - 1104	695,816	705,000	439,887		759,092	688,400	(16,600)
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	65,872	70,000	51,911	8.0	77,867	70,000	-
Other C.V.C. Fines	95,383	90,000	43,849	7.0	75,170	75,000	(15,000)
TOTAL - 1110	161,255	160,000	95,760		153,037	145,000	(15,000)
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	5,659	4,500	7,286	10.0	8,743	8,500	4,000
TOTAL - 1112	5,659	4,500	7,286		8,743	8,500	4,000
PARK MAINTENANCE FUND - 1130							
Cellular Antenna Site Rental	31,198	31,200	26,968	9.0	35,957	32,000	800
TOTAL - 1130	31,198	31,200	26,968		35,957	32,000	800

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
PARK DEVELOPMENT FUND - 1131							
"Quimby Act" Fees	702,800	150,000	89,600		150,000	89,600	(60,400)
Other Revenues	9,500	-	-		-	-	-
TOTAL - 1131	712,300	150,000	89,600		150,000	89,600	(60,400)
C.D.B.G. FUND - 1132							
CDBG Revenue	73,034	240,287	156,056		240,287	216,259	(24,028)
TOTAL - 1132	73,034	240,287	156,056		240,287	216,259	(24,028)
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	50,082	49,000	24,482	6.0	48,964	50,000	1,000
Interest Income	782	1,000	-		1,000	1,000	-
TOTAL - 1135	50,864	50,000	24,482		49,964	51,000	1,000
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1/NSIP	127,908	145,000	75,617	7.0	129,629	181,136	36,136
Contributions/Donations	40,958	39,000	32,314	10.0	38,777	39,000	-
TOTAL - 1138	168,866	184,000	107,931		168,406	220,136	36,136
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	15,893	20,000	22,028		20,000	22,000	2,000
Interest Income	542	300	-		300	300	-
TOTAL - 1140	16,435	20,300	22,028		20,300	22,300	2,000
PROP 30/AB 109 FUND - 1141							
Prop 30/AB 109	-	35,000	-		35,000	-	(35,000)
Interest Income	1,214	1,100	-		1,100	1,100	-
TOTAL - 1141	1,214	36,100	-		36,100	1,100	(35,000)
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	372,303	360,000	265,360	8.0	398,040	380,000	20,000
TOTAL - 1143	372,303	360,000	265,360		398,040	380,000	20,000

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	106,957	2,000	22,003		2,000	20,000	18,000
Interest Income	4,184	-	-		-	3,000	3,000
TOTAL - 1144	111,141	2,000	22,003		2,000	23,000	21,000
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	2,805	3,500	3,887	9.0	5,183	4,000	500
Interest Income	277	300	-		300	300	-
TOTAL - 1146	3,082	3,800	3,887		5,483	4,300	500
FED ASSET FORFEITURE-TREASURY - 1147							
Treasury-Fed Forfeitures	17,154	40	29,731		40	20,000	19,960
Interest Income	41	-	-		-	40	40
TOTAL - 1147	17,195	40	29,731		40	20,040	20,000
SCHOOL DISTRICT GRANT FUND - 1148							
Chaffey HSD Reimb. - Safe Schools	130,816	140,000	75,600	6.0	151,200	140,000	-
TOTAL - 1148	130,816	140,000	75,600		151,200	140,000	-
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	139,490	100,000	149,154		100,000	100,000	-
Interest Income	657	700	-		700	700	-
TOTAL - 1149	140,147	100,700	149,154		100,700	100,700	-
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	-	15,000	-		15,000	15,000	-
Interest Income	-	100	-		100	100	-
TOTAL - 1150	-	15,100	-		15,100	15,100	-

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	424	1,000	130	6.0	260	500	(500)
Interest Income	8	25	-		25	25	-
TOTAL - 1151	432	1,025	130		285	525	(500)
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,679	10,000	-		10,000	10,000	-
Beverage Recycling Grant	(78)	10,000	9,994		10,000	10,000	-
Interest Income	353	200	-		200	200	-
Miscellaneous Revenue		100	-		100	100	-
TOTAL - 1152	10,954	20,300	9,994		20,300	20,300	-
HOMELESS EMERGENCY AID PROGRAM - 1153							
Homeless Grant	-	-	-		-	234,000	234,000
TOTAL - 1153	-	-	-		-	234,000	234,000
EXPANDED LEARNING PROGRAM FUND - 1160							
Expanded Learning Program	1,256,792	1,347,096	1,077,677		1,347,096	1,340,747	(6,349)
TOTAL - 1160	1,256,792	1,347,096	1,077,677		1,347,096	1,340,747	(6,349)
OTS GRANT FUND - 1161							
OTS Grant	14,333	40,000	1,809		40,000	27,000	(13,000)
TOTAL - 1161	14,333	40,000	1,809		40,000	27,000	(13,000)
CITY OF HOPE GRANT - 1162							
City of Hope Grant	-	5,000	5,000		5,000	-	(5,000)
TOTAL - 1162	-	5,000	5,000		5,000	-	(5,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
SAFETY DEPARTMENT GRANTS - 1163							
OTS Grant Programs	24,415	17,000	18,566		17,000	17,000	-
Homeland Security Grant Programs	8,003	20,220	20,220		20,220		(20,220)
COP Grant Programs	-	169,630	-		169,630	169,630	-
DOT Grant Programs	-	189,000	-		189,000		(189,000)
TOTAL - 1163	32,418	395,850	38,786		395,850	186,630	(209,220)
OMSD Immunization Grant - 1164							
OMSD Immunization Grant	20,000	20,000	16,000		20,000	20,000	-
TOTAL - 1164	20,000	20,000	16,000		20,000	20,000	-
INLAND EMPIRE UNITED WAY - 1165							
IEUW/Lorain County United Way Revenue	40	-	-		-	-	-
TOTAL - 1165	40	-	-		-	-	-
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	-	10,000	10,000		10,000	20,000	10,000
TOTAL - 1166	-	10,000	10,000		10,000	20,000	10,000
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	12,033	14,200	14,200		14,200	14,500	300
TOTAL - 1167	12,033	14,200	14,200		14,200	14,500	300
TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	10,000	14,454	8,577	9.0	11,436	10,000	(4,454)
TOTAL - 1168	10,000	14,454	8,577		11,436	10,000	(4,454)
HEALTHY COMMUNITIES STRATEGIC PLAN - 1169							
Healthy Communities Plan	-	25,000	25,000	9.0	33,333	20,000	(5,000)
TOTAL - 1169	-	25,000	25,000		33,333	20,000	(5,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2018 THROUGH 2019-2020**

	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
KINDERGARTEN ExLP - 1170							
Kindergarten Expanded Learning	55,020	106,497	85,198		106,497	-	(106,497)
TOTAL - 1170	55,020	106,497	85,198		106,497	-	(106,497)
EXPANDED LEARNING GRANT SUPPLEMENTAL - 1171							
Supplemental Grant	146,117	-	-		-	-	-
TOTAL - 1170	146,117	-	-		-	-	-
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	43,338	46,002	33,456		46,002	53,134	7,132
TOTAL - 1172	43,338	46,002	33,456		46,002	53,134	7,132
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	15,224	14,000	10,135	10.0	12,162	12,000	(2,000)
Wittman Collections	43,611	48,000	28,465	10.0	34,158	40,000	(8,000)
Vehicle Fluid Recovery Program	308	350	158		350	350	-
ARS Collections	5,233	4,000	4,139	10.0	4,967	4,000	-
TOTAL - 1180	64,376	66,350	42,897		51,637	56,350	(10,000)
CITY CONTRIBUTIONS/DONATIONS - 1181							
Contributions/Donations	1,050	3,000	500		3,000	500	(2,500)
TOTAL - 1181	1,050	3,000	500		3,000	500	(2,500)
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	912,146	450,000	1,340		450,000	750,000	300,000
TOTAL - 1206	912,146	450,000	1,340		450,000	750,000	300,000
SA BOND PROCEEDS - TAXABLE - 1250							
Interest Income	64,887	70,000	56,892		70,000	70,000	-
TOTAL - 1250	61,025	70,000	56,892		70,000	70,000	-

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	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
SA BOND PROCEEDS - TAX EXEMPT - 1251							
Interest Income	135,217	140,000	117,291		140,000	140,000	-
TOTAL - 1251	127,270	140,000	117,291		140,000	140,000	-
2014 REFUNDING BOND PROCEEDS - 1252							
Interest Income - LAIF	194,231	175,000	109,762		175,000	-	(175,000)
Net Change FV-LAIF	(8,883)	-	-		-	-	-
TOTAL - 1252	185,348	175,000	109,762		175,000	-	(175,000)
2014 REFUNDING BONDS DEBT SERVICE - 1302							
Transfer from Bond Proceeds/Interest Income	254	-	309		-	300	300
Transaction & Use Tax/Debt Service	1,850,234	1,848,288	1,484,022		1,848,288	1,844,587	(3,701)
RPTTF Property Taxes/Debt Service	750,000	750,000	608,699		750,000	750,000	-
TOTAL - 1302	2,600,488	2,598,288	2,093,030		2,598,288	2,594,887	(3,401)
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less Expansion Fees	4,818,520	4,300,000	3,509,898	8.5	4,955,150	5,000,000	700,000
Sewer Availability Fees	4,985	5,000	3,904	8.5	5,512	6,000	1,000
Interest Income/Misc Revenue	12,463	10,000	-		10,000	10,000	-
TOTAL - 1501	4,835,968	4,315,000	3,513,802		4,970,662	5,016,000	701,000
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	216,734	220,000	-		220,000	220,000	-
Interest Income	10,341	-	-		-	10,500	10,500
TOTAL - 1502	227,075	220,000	-		220,000	230,500	10,500
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	97,076	120,000	56,535	6.0	113,070	113,000	-
Interest Income	583	-	-		-	500	500
TOTAL - 1601	97,659	120,000	56,535		113,070	113,500	500

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	40,996	60,000	33,192	6.0	66,384	55,000	-
Interest Income	165	-	-		-	150	150
TOTAL - 1602	41,161	60,000	33,192		66,384	55,150	150
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	166,482	40,000	72,937	8.5	102,970	100,000	60,000
Interest Income	2,230	-	-		-	2,500	2,500
TOTAL - 1704	168,712	40,000	72,937		102,970	102,500	62,500
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	149,331	70,000	346,551		70,000	200,000	130,000
TOTAL - 1740	149,331	70,000	346,551		70,000	200,000	130,000
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	336,891	150,000	783,537		150,000	400,000	250,000
TOTAL - 1741	336,891	150,000	783,537		150,000	400,000	250,000
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	67,019	45,000	34,816	6.0	69,632	65,000	20,000
TOTAL - 1742	67,019	45,000	34,816		69,632	65,000	20,000
PUC CALTRANS REIMBURSEMENT - 1743							
PUC Grant	-	-	4,800,081		-	-	-
TOTAL - 1743	-	-	4,800,081		-	-	-
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in Lieu Fees	-	50,000	-		50,000	-	(50,000)
TOTAL - 1744	-	50,000	-		50,000	-	(50,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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	2017-2018 Audited	2018-2019 Revised Budget Thru 4/2019	2018-2019 Actual Thru 4/2019	Months In Current Actual	Revised Budget or Annualization of Actual	2019-2020 Estimate	Increase (Decrease) over Revised Budget
GENERAL PLAN UPDATE FEES (LP) - 1745							
General Plan Update Fees	12,510	12,000	9,873	10.0	11,848	12,000	-
TOTAL - 1745	12,510	12,000	9,873		11,848	12,000	-
HOUSING FUND - 1746							
Inclusionary Housing Fees	32,458	-	-		-	-	-
TOTAL - 1746	32,458	-	-		-	-	-
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	28,838	28,000	15,337	6.0	30,674	30,000	2,000
TOTAL - 1748	28,838	28,000	15,337		30,674	30,000	2,000
EQUIPMENT REPLACEMENT FUND - 1750							
Sale of City Property	680	-	-		-	-	-
TOTAL - 1750	680	-	-		-	-	-
TOTAL - ALL FUNDS	44,841,945	44,664,465	34,854,655		45,490,989	46,065,820	1,413,355

NOTES TO THE CITY'S STATEMENT OF ACTUAL AND ESTIMATED REVENUES

Revised estimates were based upon data available at April 30, 2019.

GENERAL FUND

Property Taxes - Secured

Description: The secured property tax is imposed on real property and personal property which is secured by real property of the same owner. Pursuant to Article 13-A of the California Constitution, the tax is imposed at a rate of \$1 per \$100 of assessed value.

Basis for Estimate: Estimate is based on information received from our property tax consultants.

Property Taxes - Unsecured

Description: The unsecured property tax is imposed on personal property which is not secured by the real property of the owner. Pursuant to Article 13-A of the California Constitution, the unsecured property tax rate is \$1 per \$100 of assessed value.

Basis for Estimate: Estimate is based upon City's share of \$1 unsecured property tax levy received in prior fiscal year.

Sales and Use Tax

Description: In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, the State of California imposes a 7.75% sales and use tax on taxable sales in the City. The City's General Fund receives 1% of the 7.75% levy. Of the remainder 75% is allocated to SCBTA for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State.

Basis for Estimate: Estimate is based upon projections received from our sales tax consultants.

Transaction and Use Tax

Description: On November 2, 2004, the electorate of the City approved Measure F, authorizing a 0.25 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in the City by retailers located within the City, sold by retailers located outside the City for use in the City, retailers located outside the City but considered to be engaged in business in the City (ex: have any type of business location in City, deliver into the City using their own vehicles, or have an agent or representative in the City for the purpose of taking orders, selling, delivering, installing, or assembling) must collect the City use tax from the purchaser, sales of vehicles, vessels, or aircraft to customers who register them to an address located in the City, and lease payments received for leased property used by the lessee in the district. This tax became operative on April 1, 2005. This use tax, while not pledged specifically for use in repaying interest and principal on the 2014 Public Facilities Bonds, is designated for this purpose.

Basis for Estimate: Estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2014 Lease Revenue Bonds for the fiscal year.

Transient Occupancy Tax

Description: Pursuant to Revenue and Taxation Code Section 7280, the transient occupancy tax is imposed on the privilege of occupying a room in a hotel, inn, motel or other lodging facility unless such occupancy is for a period of more than 30 days. The City's current tax rate is 10 percent of the rent charged for the room.

Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.

Property Transfer Tax

Description: The property transfer tax is imposed on the transfer of real property. Section 11901 et seq. of the Revenue and Taxation Code authorizes a tax of \$.55 per \$500 of the sales value, exclusive of any lien or encumbrance remaining at the time of sale. Taxes generated by the sale of real property in Montclair are shared equally with San Bernardino County.

Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.

Franchise Fees

Description: Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Charter Communications, Frontier, and Burretec Waste Industries, Inc.

Basis for Estimate: Estimate is based upon actual collection experience for the prior fiscal year.

Business License Tax

Description: The business license tax is imposed on businesses for the privilege of conducting business within the City and is regulated by Section 37101 of the Government Code and Section 16000 et seq. of the Business and Professions Code.

Basis for Estimate: Estimate is based upon prior year experience.

Utility Users Tax

Description: Montclair imposes a 3.89% tax on the consumers of electric, gas, water and telephone services. Very low income and low income households are exempt from the tax.

Basis for Estimate: Estimate is based upon prior year experience and recognizes a modest increase.

Building Permits

Description: Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130 and 19132.3 of the Health and Safety Code. The amount of fees charged shall not exceed the reasonable costs borne by the City in issuing the permits and conducting the related enforcement program.

Basis for Estimate: Estimate is based upon current budget projections provided by the Building Official.

Alarm Permits

Description: Montclair requires a one-time alarm permit fee of \$25 for any person or business that has an alarm system on any premises within the City pursuant to City Ordinance No. 99-791.

Basis for Estimate: Estimate is based upon prior year experience.

Construction Permits

Description: Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.

Basis for Estimate: Estimate is based upon prior year experience.

Motor Vehicle In-Lieu Tax

Description: The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of California's 1998 budget agreement, the VLF was originally reduced by 25%, with the potential for future reductions or offsets, up to 67.5% depending on growth in the state's General Fund. Under the state's backfill plan, cities and counties were to continue receiving the same revenues as under prior law, with the reduced VLF offset replaced by the state's General Fund. This replacement component is known as the "VLF backfill." For renewals starting in calendar year 2001, vehicle owners received the maximum 67.5% reduction in vehicle license fees. As part of the state 2004 Budget, the "backfill" from the state's General Fund was replaced with County property tax monies in (ERAF funds) payable in January and May of each year.

Basis for Estimate: Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.

Property Tax Loss Relief

Description: The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.

Basis for Estimate: Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.

Court Fines

Description: Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.

Basis for Estimate: Estimate is based upon actual collection experience.

Parking Citations	<p>Description: Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for previous twelve months.</p>
Special Police Services	<p>Description: Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Fire Department Service Fees	<p>Description: Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Rubbish Collection Fees	<p>Description: Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.</p> <p>Basis for Estimate: Estimate is based on actual collection experience.</p>
Zoning/Subdivision Fees	<p>Description: Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.</p> <p>Basis for Estimate: Estimate is obtained from the City Planning Division.</p>
Recreation Fees	<p>Description: The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the most recent twelve months plus an expected increase due to a greater exposure via the internet of Human Services' recreational activities.</p>
Program Costs-Reimbursed	<p>Description: The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.</p> <p>Basis for Estimate: Estimate is based upon City's anticipated participation.</p>
Service Center Fees	<p>Description: Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for twelve months.</p>
Plan Checking Fees	<p>Description: Includes revenue from plan or map checking fees which are not a part of the building permit fee process.</p> <p>Basis for Estimate: Estimate is partially based upon plan or map checking services.</p>
Interest Income	<p>Description: Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.</p> <p>Basis for Estimate: Estimate is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.90% on LAIF deposits of pooled cash and is calculated on the average cash balances held by the City during the fiscal year. An accounting change pursuant to GASB #31 will not modify this estimate. GASB #31 gains and losses will be made to a separate account.</p>

Library Rentals

Description: San Bernardino County leases the library building from the City in accordance with San Bernardino County Agreement No. 07-147. The contract provides for a lease term of 10 years ending in October 2017 with two five-year options to extend. Lease agreement quarterly rent is currently \$15,468. This amount is subject to annual adjustment for cost of utilities.

Basis for Estimate: Estimate is based upon the current San Bernardino County Agreement.

Other Miscellaneous Income

Description: Includes other revenues which do not merit detailed accounting.

Basis for Estimate: Estimate is based on actual collection experience over the last several years.

GAS TAX FUND

Gas Tax - Section 2105

Description: Pursuant to Section 2105 of the Streets and Highways Code, cities are apportioned an amount equal to the net revenues derived from 11.5 percent of highways users taxes in excess of 9 cents per gallon in the proportion that the total population of the city bears to the total population of all cities in the state. The taxes must be used for street purposes.

Basis for Estimate: Estimate is based on information obtained from the State Controller's Office.

Gas Tax - Section 2106

Description: Under Section 2106 of the Streets and Highways Code, cities and counties are allocated \$0.0104 per gallon of gasoline taxes. The cities' share is allocated on a per capita basis. In addition, cities receive a monthly fixed apportionment of \$400. Taxes received pursuant to Section 2106 are restricted to street purpose expenditures.

Basis for Estimate: Estimate is based on information obtained from the State Controller's Office.

Gas Tax - Section 2107

Description: Pursuant to Section 2107 of the Streets and Highways Code, \$.01315 per gallon of the gasoline tax and \$.01800 per gallon of the diesel use fuel tax are allocated to cities on a per capita basis. The taxes are restricted to street purpose expenditures.

Basis for Estimate: Estimate is based on information obtained from the State Controller's Office.

Gas Tax - Section 2107.5

Description: Cities with a population of 25,000 to 49,999 inhabitants are apportioned \$6,000 annually from the Highway Users Tax Fund to pay for engineering costs and administrative expenses in respect to city streets.

Basis for Estimate: Estimate is based on information obtained from the State Controller's Office.

Gas Tax - Section 2103

Description: Section 2103 was added beginning with Fiscal Year 2010-11 to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. These funds are allocated to cities and counties on a per capita basis.

Basis for Estimate: Estimate is based on information obtained from the State Controller's Office.

ROAD MAINTENANCE REHAB FUND

Gas Tax - Section 2032

Description: Section 2032 was added beginning with Fiscal Year 2017-18 to allocate funds from SB1 legislation to cities. Section 2032 funds are specifically intended for expenses related to street rehabilitation projects within the City.

Basis for Estimate: Estimate is based on information obtained from the State Department of Finance statewide revenue projections.

MEASURE I FUND

Measure I - Local Allocation

Description: The local distribution of Measure I revenue is allocated to the cities within the Valley region on a per capita basis. Revenues in this category must be expended on streets and roads pursuant to a twenty-year Transportation Plan and a five-year Capital Improvement Plan adopted by resolution of the local jurisdiction.

Basis for Estimate: Estimate anticipates a modest percentage increase over the last fiscal year.

TRAFFIC SAFETY FUND

CVC Parking Citations

Description: Includes parking fines and forfeitures collected pursuant to various sections of the California Vehicle Code. C.V.C. parking fines must be deposited in a separate fund and must be used for specific traffic safety expenditures.

Basis for Estimate: Estimate is based on actual collection experience.

Other C.V.C. Fines

Description: Includes fines and forfeitures, exclusive of parking citations, from arrests pursuant to the California Vehicle Code and distributed in accordance with Penal Code Section 1463. Effective with FY 1991-92, AB 1297 reallocated 50 percent of these revenues to the State General Fund.

Basis for Estimate: Estimate is based upon current collection experience.

PARK DEVELOPMENT FUND

Quimby Act Fees

Description: The Quimby Act allows cities to require from residential developers the dedication of land or in-lieu fees for neighborhood park or recreational facilities. Ordinance No. 95-2075 sets forth City's land dedication and in-lieu fee requirements pursuant to the Quimby Act.

Basis for Estimate: Estimate is obtained from the City Planning Division.

PARK MAINTENANCE FUND

Cellular Antenna Site Rental

Description: Includes rental payments received for a cellular antenna with appurtenant equipment in Mac Arthur Park.

Basis for Estimate: Estimate is based upon a rental agreement with Crown Castle USA Inc.

C.D.B.G. FUND

Grant Revenues

Description: Community Development Block Grants are allocated to cities by the Department of Housing and Urban Development. The funds are generally restricted to expenditures for housing, public safety and economic development within low-income target areas.

Basis for Estimate: Estimate is based upon projected expenditures provided by the Community Development Director. The CDBG Fund is operated on a cost reimbursement basis.

AIR QUALITY IMPROVEMENT TRUST FUND

AB 2766 Vehicle Registration Fees

Description: Health and Safety Code Section 44225 authorizes an air quality control district to impose a \$4 vehicle registration fee to finance programs designed to reduce air pollution from motor vehicles. Cities are allocated 40 percent of the revenues less administrative costs based upon population.

Basis for Estimate: Estimate is based upon the City's current collection experience.

STATE ASSET FORFEITURE FUND

Forfeited Money/Property

Description: State laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities.

Basis for Estimate: Estimate is based upon the City's current collection experience.

PROP 30/SB 109

Parolee/Probationers

Description: Voters passed Prop 30 in November 2012. Part of this tax increase is provided to local law enforcement for funding of special details involving parolees and probationers

Basis for Estimate: Estimate is based upon the City's current collection experience.

FEDERAL ASSET FORFEITURE FUND

Forfeited Money/Property

Description: Federal laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities.

Basis for Estimate: Estimate is based upon the City's current collection experience.

STATE FORFEITURE - 15% SET-ASIDE

Public awareness/education

Description: State laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities. The State requires that 15% of forfeited funds be restricted for use in public safety education/awareness programs.

Basis for Estimate: Estimate is based upon the City's current collection experience.

PUBLIC SAFETY FUND

Proposition 172 Sales Tax

Description: Passage of Proposition 172 made permanent a one-half cent sales tax levied for the purpose of funding local public safety. In San Bernardino County, cities are allocated five percent of the revenues collected. Distribution to cities is based upon an individual city's payment to the Educational Revenue Augmentation Fund in FY 1993-94 as a percentage of total payments by cities to the ERAF.

Basis for Estimate: Estimate anticipates a slight increase over the last fiscal year.

EMS – PARAMEDIC FUND

Subscription Fees

Description: Residential and Business subscription fees were established by Resolution No. 01-2328 in April 2001. For an annual subscription fee, the subscribing party and immediate family members or employees will receive unlimited Basic Life Support services (BLS) and Advanced Life Support (ALS) services from the Montclair Fire Department. The residential subscription rate is \$24 per year. The business subscription rates are \$50 per year for a business with 15 employees or less and \$100 per year for a business with 16 employees or more.

Basis for Estimate: Estimate is based reflected participation rates from prior years.

First Responder Fees

Description: First responder fees were established by Resolution No. 01-2328 in April 2001. Emergency medical service first responder fees cover Basic Life support services (BLS) and Advanced Life Support (ALS) services. Resolution No. 01-2328 provides for BLS services to residents at no cost.

Basis for Estimate: Estimate is based on the projections from Wittman Enterprises, LLC for emergency medical billing services.

SEWER MAINTENANCE FUND

Sewer Maintenance Fees

Description: The sewer maintenance fee is established by ordinance and is set at a rate sufficient to cover operating expenses necessary to maintain the City's sewer system and to provide for an emergency reserve.

Basis for Estimate: Estimate is based on collection experience.

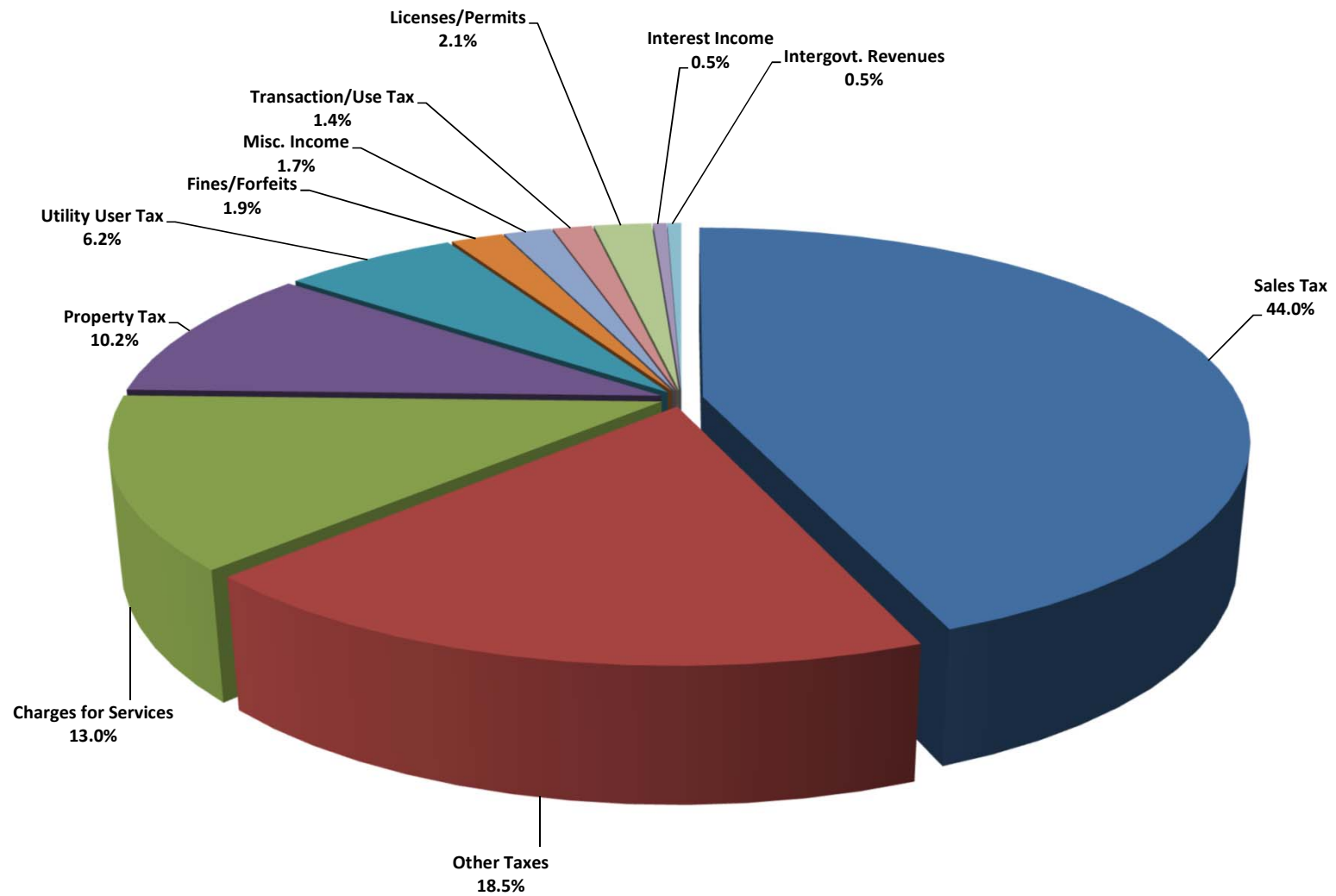
Sewer Availability Fees

Description: Properties which have access but are not connected to the City's sewer system are charged a monthly availability fee. The current fee is \$2.35 per month.

Basis for Estimate: Estimate is based on amount submitted to San Bernardino County for inclusion on the property tax roll.

**City of Montclair
2019-20 General Fund Revenues
By Source**

Total Budget - \$30,421,546



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2017-18 THROUGH 2019-20

FUND	FY 2017-18	FY 2018-19	FY 2019-20
General Fund	28,853,787	30,013,635	30,786,656
Gas Tax	1,085,480	997,807	1,179,067
Traffic Safety Fund	258,000	230,000	100,000
Park Maintenance	40,000	5,000	4,100
Park Development	12,000	0	0
C.D.B.G.	68,947	136,043	82,438
Air Quality Improvement Trust	118,334	43,000	61,092
Senior Nutrition Fund	186,893	186,387	187,488
Prop 30/SB 109	0	0	0
SB 509 Public Safety	306,931	359,332	344,860
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	64,000	140,000	152,000
State Supplemental Law Enforcement	100,000	100,000	100,000
Used Oil Recycling Grant	3,800	3,800	3,800
Homeless Emergency Aid Program Fund	0	0	117,000
Expanded Learning Program	1,223,498	1,402,910	1,340,747
OTS Grant	25,300	15,300	27,000
Safety Department Grant Funds	169,630	37,402	0
OMSD Immunization Grant	70,266	20,000	20,500
Inland Empire United Way	7,000	0	0
Kaiser Permanente Grant	10,000	20,000	20,000
OMSD Resource Center Grant	9,000	14,500	14,500
Senior Support Services Grant	10,000	10,000	10,000
Healthy Communities Strategic Plan	0	0	20,000
Kindergarten ExLP	0	55,000	0
ASES Supplemental	147,390	0	0
Hope thru Housing	34,670	43,338	53,134
EMS - Paramedic	93,895	85,380	84,380
Economic Development Fund	397,672	789,034	954,683
Successor Agency Bond Proceeds	1,000,000	750,000	900,000
2014 Refunding Bond Proceeds	0	0	0
2014 Refunding Bonds	2,600,488	0	0
Sewer Operating Fund	4,111,919	4,163,608	4,654,496
Sewer Replacement	135,000	10,000	45,000
Sewer Capital Assets	63,271	63,271	57,644
CFD 2011-1 - Paseos	97,072	113,072	113,072
CFD 2011-2 - Arrow Station	41,582	55,782	55,782
Burrtec Pavement Impact Fees	93,333	0	0
General Plan Update Fee	45,000	45,000	45,000
Equipment Replacement	354,000	0	34,200
TOTAL	41,839,158	39,909,601	41,569,639

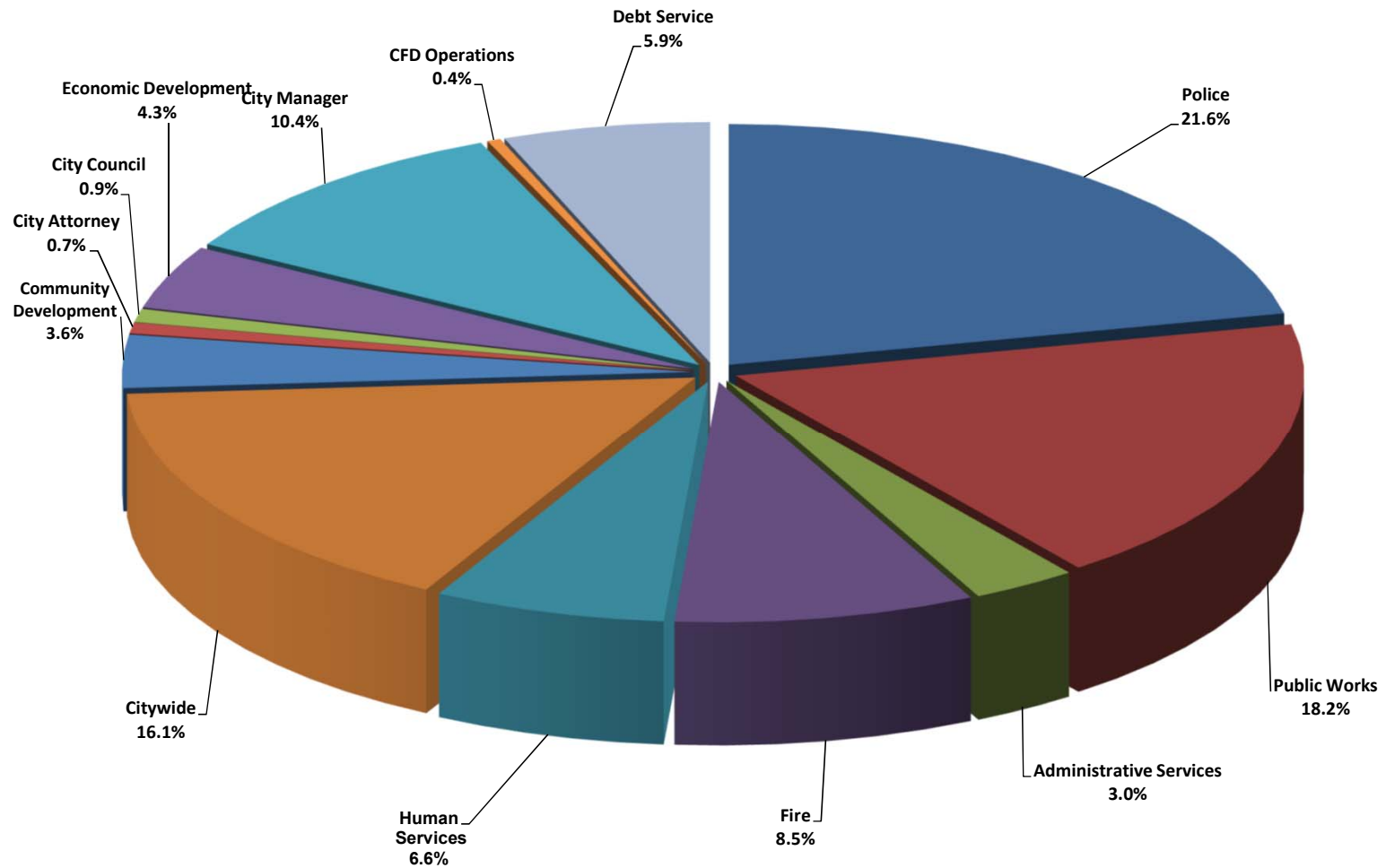
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2015-16 THROUGH 2019-20**

	Budgeted 2015-16	Budgeted 2016-17	Budgeted 2017-18	Budgeted 2018-19	Budgeted 2019-20
City Council	\$ 294,770	\$ 337,945	\$ 325,599	\$ 354,922	\$ 391,073
City Manager	290,608	357,540	345,773	341,285	4,558,481
Administrative Services	5,134,508	5,211,624	5,323,494	5,401,640	1,310,381
Human Services	3,181,060	3,032,708	2,826,322	2,895,315	2,897,449
Police	9,795,481	10,693,446	9,422,742	9,607,944	9,497,598
Fire	4,579,144	4,666,567	3,612,004	3,571,138	3,753,174
Public Works	7,168,696	8,046,112	7,919,337	7,502,616	7,999,114
Community Development	1,294,283	1,346,313	1,320,694	1,423,298	1,563,167
Economic Development	312,115	3,874,830	1,442,672	1,549,315	1,882,530
City Attorney	426,755	323,010	311,224	281,235	321,114
Citywide	3,456,600	3,009,650	6,033,155	6,582,039	7,092,504
CFD Operations	126,171	141,354	138,654	168,854	168,854
 TOTAL OPERATING BUDGET	 \$ 36,060,191	 \$ 41,041,099	 \$ 39,021,670	 \$ 39,679,601	 41,435,439
 Debt Service	 2,600,188	 2,597,688	 2,600,488	 2,594,887	 2,594,887
 TOTAL BUDGET w/DEBT SERVICE	 \$ 38,660,379	 \$ 43,638,787	 \$ 41,622,158	 \$ 42,274,488	 44,030,326

NOTE: FY 2018-19 Budget includes all appropriations and capital projects authorized through May 31, 2019.
Appropriations for FY 2014-15 through 2016-17 represent final recorded budgets.
FY 2019-20 - Information Technology, Financial Services, and Solid Waste Disposal Programs have been moved from Administrative Services to City Manager.

**City of Montclair
2019-20 Operating Budget
By Department**

Total Budget - \$44,030,326

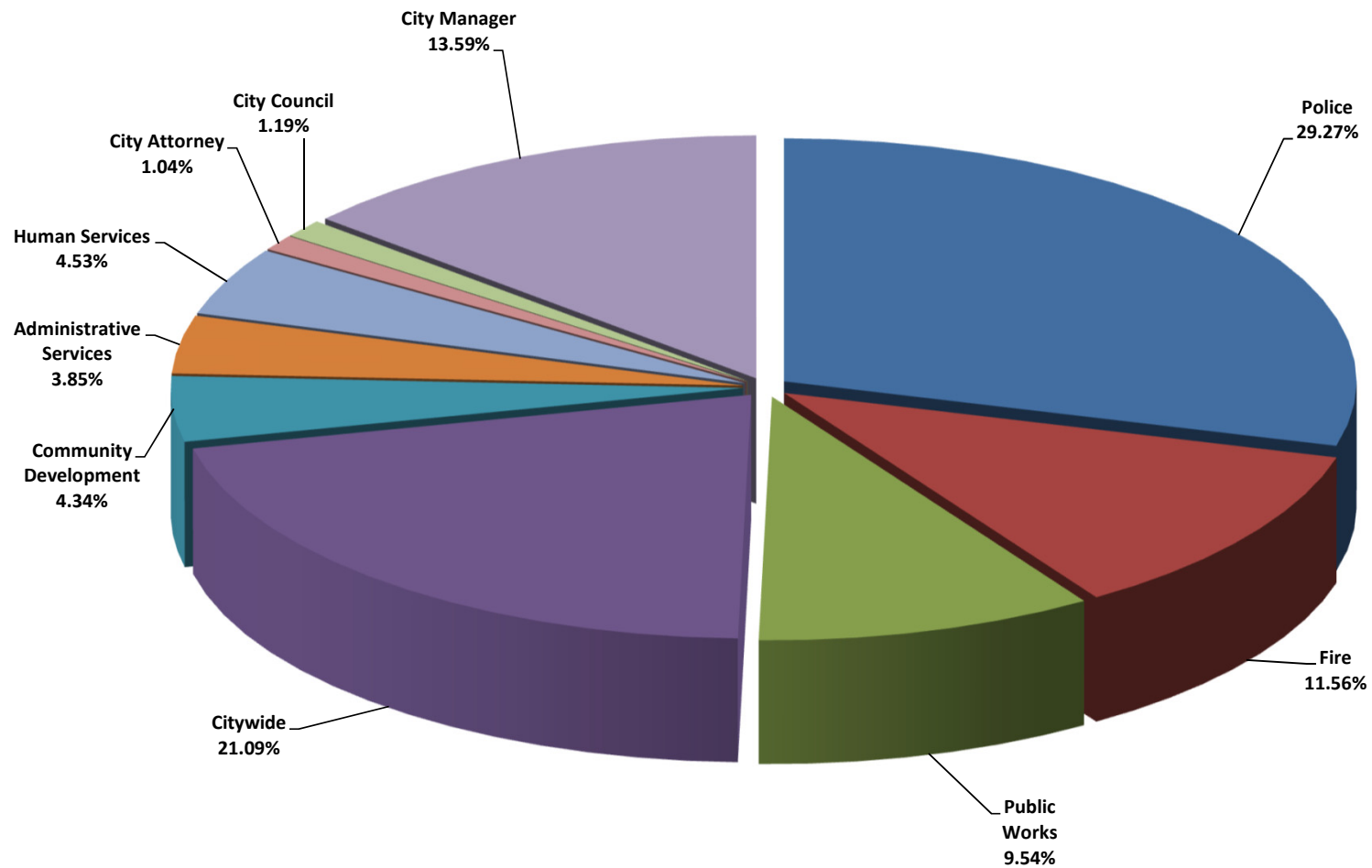


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2019-20**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	CFD Operations	City Total
General Fund	365,874	4,185,376	1,186,237	1,394,286	9,010,788	3,558,744	2,937,536	1,335,075	-	321,114	6,491,626	-	30,786,656
Gas Tax	-	2,000	-	-	-	-	961,749	-	-	-	215,318	-	1,179,067
Park Maintenance	-	-	-	-	-	-	4,100	-	-	-	-	-	4,100
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	10,000	-	-	22,438	50,000	-	-	-	-	82,438
Air Quality	-	-	-	-	-	-	-	61,092	-	-	-	-	61,092
Senior Nutrition	-	-	-	181,136	-	-	-	-	-	-	6,352	-	187,488
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	234,810	110,050	-	-	-	-	-	-	344,860
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	152,000	-	-	-	-	-	-	-	152,000
State Supplemental	-	-	-	-	100,000	-	-	-	-	-	-	-	100,000
Used Oil Grant	-	3,800	-	-	-	-	-	-	-	-	-	-	3,800
After School Program Fund	-	-	-	-	-	-	-	117,000	-	-	-	-	117,000
OTS Grant	-	55,546	39,635	1,146,893	-	-	-	-	-	-	98,673	-	1,340,747
Sustainable Communities Grant	-	-	-	27,000	-	-	-	-	-	-	-	-	27,000
Safety Dept Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Inland Empire United Way	-	-	-	20,500	-	-	-	-	-	-	-	-	20,500
Kaiser Permanente Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Resource Center	-	-	-	20,000	-	-	-	-	-	-	-	-	20,000
Sr Support Services Grant	-	-	-	14,500	-	-	-	-	-	-	-	-	14,500
Kindergarten ExLP	-	-	-	10,000	-	-	-	-	-	-	-	-	10,000
Hope through Housing	-	-	-	20,000	-	-	-	-	-	-	-	-	20,000
EMS-Paramedic	-	-	-	53,134	-	-	-	-	-	-	-	-	53,134
Economic Development	-	-	-	-	-	84,380	-	-	-	-	-	-	84,380
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	937,530	-	17,153	-	954,683
Sewer Operating	-	-	-	-	-	-	-	-	900,000	-	-	-	900,000
Sewer Replacement	-	-	-	-	-	-	-	-	-	-	-	-	0
Sewer Capital Asset	25,199	310,759	84,509	-	-	-	3,970,647	-	-	-	263,382	-	4,654,496
Pavement Impact Fee Fund	-	-	-	-	-	-	45,000	-	-	-	-	-	45,000
CFD 2011-1 - Paseos	-	-	-	-	-	-	57,644	-	-	-	-	-	57,644
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	113,072	113,072
General Plan Update Fee	-	-	-	-	-	-	-	-	-	-	-	55,782	55,782
Equipment Replacement	-	-	-	-	-	-	-	-	45,000	-	-	-	45,000
Total	391,073	4,558,481	1,310,381	2,897,449	9,497,598	3,753,174	7,999,114	1,563,167	1,882,530	321,114	7,092,504	168,854	41,435,439

**City of Montclair
2019-20 General Fund Operating Budget
By Department**

Total Budget - \$30,786,656



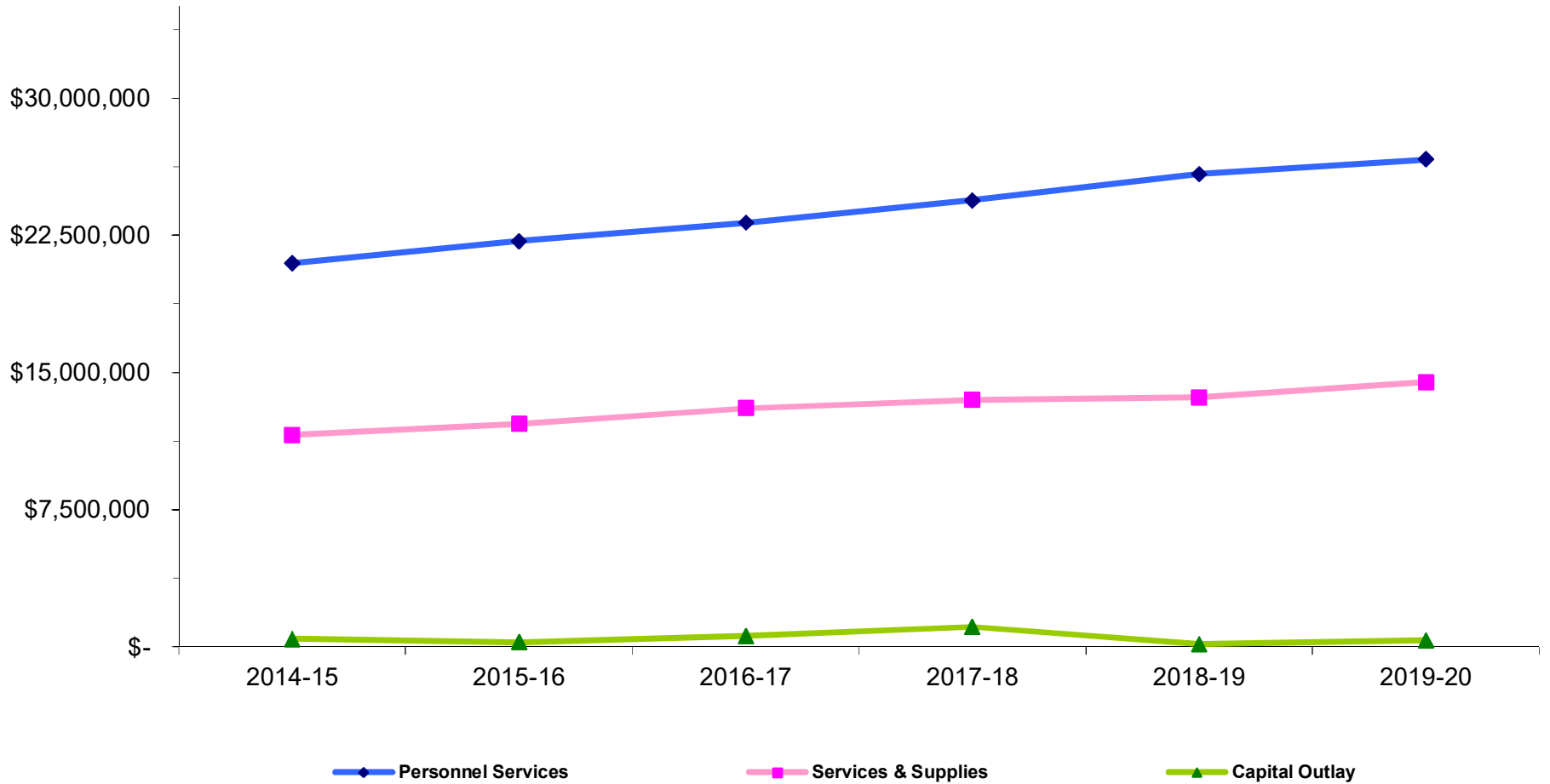
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2019-20**

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	0.00	\$ 157,332	\$ 233,741	\$ -	\$ 391,073
City Manager	19.47	1,430,883	2,990,598	137,000	4,558,481
Administrative Services	4.72	774,861	535,520	-	1,310,381
Human Services	13.00	2,233,275	664,174	-	2,897,449
Police	73.50	8,592,172	891,511	37,615	9,521,298
Fire	22.50	3,229,104	489,385	34,685	3,753,174
Public Works	26.00	2,883,112	5,022,002	104,500	8,009,614
Community Development	13.30	1,316,205	210,870	36,092	1,563,167
Economic Development	3.15	432,085	1,450,445	-	1,882,530
City Attorney	0.00	106,114	215,000	-	321,114
Citywide	0.00	5,425,804	1,666,700	-	7,092,504
Community Facility Districts	0.00	62,604	106,250	-	168,854
Total Operating Expenditures	175.64 *	\$ 26,643,551	\$ 14,476,196	\$ 349,892	\$ 41,469,639
Debt Service		-	-	-	2,594,887
Total Expenditures		\$ 26,643,551	\$ 14,476,196	\$ 349,892	\$ 44,064,526

* Full-Time Employees by Entity:

City	175.64
SRDA	0.46
MHC	1.90
	<u>178.00</u>

CITY OF MONTCLAIR
Operating Budgets 2014-15 to 2019-20
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2019-20 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20
City Council	0.00	0.00	0.00
City Manager	1.10	1.10	19.47
Administrative Services			
Administration	1.00	1.00	1.00
Financial Services	8.30	8.20	0.00
Solid Waste	1.60	1.60	0.00
City Clerk	1.70	0.75	0.97
Personnel/Risk Management	3.50	2.50	2.50
Information Technology	5.00	4.00	0.00
Central Services	0.25	0.25	0.25
Department Total	21.35	18.30	4.72
Human Services			
Recreation	3.30	4.30	4.30
Clinic	0.00	0.00	0.25
Senior Citizens	1.00	1.00	1.00
Nutritional Meals	0.00	0.00	0.00
Family & Health Education	1.00	1.00	0.75
After School Program	6.70	6.70	6.70
Department Total	12.00	13.00	13.00
Police			
Administration	1.50	1.50	1.50
Support Services	3.00	3.00	4.00
Technical Services	0.50	0.50	0.50
Records	8.00	8.00	8.00
Investigations	7.00	8.00	8.00
Uniform Patrol	47.00	47.00	43.00
Communications	8.00	8.00	8.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
Department Total	75.50	76.50	73.50
Fire			
Administration	2.50	2.50	2.50
Emergency Services	20.00	20.00	20.00
Personnel Development	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
EMS-Paramedics	0.00	0.00	0.00
Department Total	22.50	22.50	22.50

CITY OF MONTCLAIR
FY 2019-20 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20
Public Works			
Engineering Management	2.70	2.70	2.40
Public Works Inspection	1.00	1.00	0.80
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.60	1.60	1.05
Street Maintenance	3.20	3.35	2.65
Signing & Painting	1.10	1.10	1.05
Street Sweeping	2.05	2.05	2.05
Park Maintenance	2.07	2.07	2.87
Tree Maintenance	0.05	0.05	0.05
Vehicle Maintenance	1.00	1.00	0.95
Sewer Maintenance	5.43	6.28	7.08
Building Maintenance	0.90	0.90	1.00
Heating & Air Conditioning	0.75	0.75	0.85
Janitorial Services	1.10	1.10	3.15
Department Total	23.00	24.00	26.00
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.40	1.40	1.20
Current Planning	1.50	2.25	1.55
Advance Planning	0.50	0.75	0.75
Field Inspection	1.25	1.25	2.00
Plan Check	0.75	0.75	0.90
Operations	1.00	1.00	0.90
Fire Prevention Bureau	1.00	1.00	1.00
Code Enforcement	5.00	5.00	5.00
Department Total	12.40	13.40	13.30
Economic Development	1.35	1.35	3.15
City Attorney	0.00	0.00	0.00
Total - All Departments	169.20	170.15	175.64

(SRDA - 0.46 & MHC - 1.90)

Budget Resolution

RESOLUTION NO. 19-3243

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2019-20 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2019-20 including all proposed expenditures, estimated revenues, and estimated fund balances; and

WHEREAS, a copy of the proposed budget is on file in the City Clerk's office for inspection by the public; and

WHEREAS, the City Council duly reviewed the proposed budget at a meeting open to the public on June 17, 2019.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair hereby adopts the proposed budget as the Annual Budget for Fiscal Year 2019-20.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2019-20 for all outstanding purchase orders and unexecuted contracts as of June 30, 2019, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2019-20 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2019.

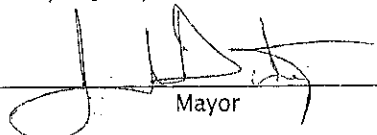

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2019-20 for all grants included in the adopted budget that have not been completed as of June 30, 2019.

BE IT FURTHER RESOLVED that department heads and their designees are authorized to transfer funds between object codes within the Services and Supplies Budget provided the funding source remains the same.

BE IT FURTHER RESOLVED that except for personnel cost-of-living adjustments, which are governed by approved Memorandums of Understanding and Agreements, all expenditures from the General Reserve Funds must be expressly authorized by the City Council.

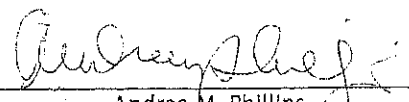
APPROVED AND ADOPTED this 17th day of June, 2019.

ATTEST:


Mayor

City Clerk

I, Andrea M. Phillips, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 19-3243 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a regular meeting of said City Council held on the 17th day of June, 2019, and that it was adopted by the following vote, to-wit:

AYES: Johnson, Ruh, Raft, Dutrey
NOES: None
ABSTAIN: None
ABSENT: Martinez


Andrea M. Phillips
City Clerk

Article 13-B Disclosures

CITY OF MONTCLAIR

ARTICLE 13-B DISCLOSURES

FISCAL YEAR 2019-20

The appropriations limit imposed by Article 13-B of the State Constitution creates a restriction on the amount of revenue generated from taxes that a local government can appropriate in any fiscal year. The limit is based on actual appropriations during the base 1978-79 fiscal year, with an increase each subsequent year based on a formula comprised of population estimates and cost-of-living factors.

Government Code Section 37200 stipulates that the budget shall include the City's appropriation limit and the total annual appropriations subject to limitation.

APPROPRIATIONS LIMIT restricts the amount of tax revenues which may be used to finance the expenditures (appropriations) budget. The City's proposed limit for FY 2019-20 is \$422,714,022.

APPROPRIATIONS SUBJECT TO LIMITATION represents that portion of the proposed budget which is financed by taxes. The amount of tax revenue budgeted for expenditures during FY 2019-20 is \$24,573,820 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 30,786,656
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 800,000	
Licenses & Permits	628,536	
Fines & Forfeits	76,200	
POST Reimbursements	5,000	
Other Intergovernmental Reimbursements	70,000	
Charges for Services	3,941,100	
Miscellaneous		
Rental Income	167,000	
Other	425,000	
Transfers-In - Traffic Safety	100,000	
	<u>6,212,836</u>	<u>\$ 6,212,836</u>
Appropriations Budget Financed by Taxes		<u><u>\$ 24,573,820</u></u>

NOTE: Legislation governing implementation of Article 13-B defines subventions from the State (e.g. Motor Vehicle In-Lieu Taxes, Homeowner's Property Tax Relief) and interest earned on taxes and subventions as "proceeds of taxes." Additionally, charges for services are not proceeds from taxes unless they exceed the cost of providing those services.

*Departmental
Operating Budgets*

City Council

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

The Mayor and City Council Members are elected at-large to serve as the legislative and governing body of the City. The City Council develops public policy; promotes public welfare; pursues interests of the public; establishes organizational goals; authorizes fiscal priorities; supervises the services of the City Attorney and day-to-day performance of the City Manager; represents the City's interests before regional, state, and federal agencies; adopts appropriate legislative initiatives; and serves as governing body of the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Public Financing Authority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	147,712	157,332	157,332	157,332
Services and Supplies	205,210	303,141	233,741	233,741
Capital Outlay	0	0	0	0
Total	352,922	460,473	391,073	391,073
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	329,804	435,274	365,874	365,874
Sewer Operating Fund – Indirect Staff Charges	23,118	25,199	25,199	25,199
Total	352,922	460,473	391,073	391,073

DETAIL OF SALARIES AND WAGES

Department: City Council

Program: 4101 City Council

	POSITION QUOTA				APPROPRIATIONS		
Classification	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Part-Time							
Mayor	1.00	1.00	1.00	1.00	19,800	19800	19,800
Council Members	4.00	4.00	4.00	4.00	50,304	50304	50,304
Part Time	5.00	5.00	5.00	5.00	70,104	70,104	70,104
Benefit Costs					85,272	85,272	85,272
PERS Benefit Costs					1,956	1,956	1,956
Total Benefit Costs					87,228	87,228	87,228
TOTAL					157,332	157,332	157,332

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
 2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
 3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
 4. Review and revise as necessary all goals, objectives, and strategic plans established for the City.
 5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
 6. Periodically review the performance of the City Manager.
 7. Respond to legislative initiatives impacting local government operations.
 8. Consider alternative funding mechanisms for programs, services, and projects.
 9. Facilitate public input into the local political process.
 10. Annually report to the community on the state of the City.
 11. Oversee the performance of the City Attorney.
 12. Oversee advisory bodies including the Planning Commission, Community Activities Commission, and other Council-established oversight committees.
 13. Reorganize City Council standing committees after each biannual election.
 14. In addition to City Council duties, act as the Board of Directors for the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Financing Authority, and Montclair Community Foundation.
 15. Support goals related to historical preservation.
 16. Serve as final authority on labor negotiations and personnel/disciplinary actions.
 17. Serve on City Council subcommittees.
 18. Address evolving issues related to public employee pension-related costs.
 19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
 20. Evaluate/consider outsourcing of various City services, as appropriate.
 21. Actively engage Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
 22. Wind down operations of the Successor Redevelopment Agency pursuant to state law.
-

Personnel Services – \$157,332

Salary requests are for: Mayor (1.00) – \$19,800; Council Members (4.00) – \$50,304. Cost allocations are as follows: part-time salaries – \$70,104; benefit costs – \$87,228.

Services and Supplies – \$303,141

Funding requested is for: books and publications – \$500; publication and advertising – \$31,000; community benefits – \$42,000; dues and memberships – \$27,341; travel and meetings – \$22,400; mileage/auto allowance – \$25,000; special consulting services – \$80,000; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$50,000; miscellaneous expenditures – \$20,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>CONFERENCES/SEMINARS</u>			\$18,900
		<u>League of California Cities</u>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Long Beach, CA	October 16–18, 2019	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2020	
		Executive Forum (\$1,200 each X 3 = \$3,600)	Newport Beach, CA	June 19–20, 2019	
		<u>National League of Cities</u>			
		2019 NLC City Summit (\$500 each X 3 = \$1,500)	San Antonio, TX	November 20–23, 2019	
		2020 Congressional City Conference (\$2,900 each X 3 = \$8,700)	Washington, D.C.	March 2020	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2020	
	Mayor and City Council	<u>WORKSHOPS</u>			
		<u>League of California Cities</u>			
		Workshops	Various	TBA	\$ 1,000

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>LOCAL TRAVEL & MEETINGS</u>			
		Local conferences and meetings including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	\$ 1,000
	Mayor and City Council	<u>SPECIAL</u>			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Activities Commission, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	\$ 1,500
Total:					\$22,400

(Only \$20,000 approved in Adopted Budget)

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN–SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	John Dutrey, Mayor Carolyn Raft, Mayor Pro Tem Bill Ruh, City Council Member Trisha Martinez, City Council Member Tenice Johnson, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards	<p><u>HARASSMENT PREVENTION TRAINING (AB 1825)</u></p> <p>Assembly Bill No. 1825 requires employers who employ 50 or more persons to provide two hours of sexual harassment training every two years to supervisors, and imposes an ongoing obligation to train new supervisory personnel within six months of their assumption of a supervisory position. All supervisory employees must be provided the mandated training once every two years as a minimum threshold.</p> <p>Training — be it instructor led training or online training — shall be effective and interactive and provided by a qualified trainer: either an attorney, professor, instructor, human resource professional, or harassment prevention consultant with at least two years of expertise in employment law and/or harassment prevention.</p> <p>A supervisor is defined to include any individual with the authority "to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or to direct them, or to adjust their grievances, or effectively to recommend that action, if...the exercise of that authority...requires use of independent judgment"</p>	Montclair, CA	Fall 2019	\$ 2,000
Total:					\$ 2,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Council

Program: 4101 City Council

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500
 Inland Valley Daily Bulletin, \$350
 Miscellaneous expenditures for books and periodicals, \$150

52090 PUBLICATION AND ADVERTISING – \$31,000
 Miscellaneous advertising related to City Council programs, \$1,000
 Reports to the community, \$30,000

52110 COMMUNITY BENEFITS – \$42,000 ***(Only \$35,000 approved in Adopted Budget)***
 Contribution to "Reeder Heritage Foundation", \$15,000 ***(Not approved in Adopted Budget)***
 Contributions to community groups, \$15,000 ***(\$23,000 approved in Adopted Budget)***
 Contribution for community events, \$10,000
 Emergency relief/assistance, \$2,000

52120 DUES AND MEMBERSHIPS – \$27,341
 League of California Cities (LCC) membership, \$13,500
 League of California Cities (LCC) Local Streets and Roads Need Assessment, \$400
 League of California Cities (LCC) Inland Empire Division, \$600
 Southern California Association of Governments, \$3,250
 San Bernardino County Transportation Authority (SBCTA), \$1,166
 Friends of Ontario International Airport, \$25
 National League of Cities, \$3,500
 Costco/Sam's Club memberships, \$400
 Foothill Gold Line Extension JPA Corridor, \$3,500
 Provision for increases, \$1,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Council

Program: 4101 City Council

Object
Number

- 52130 TRAVEL AND MEETINGS – \$22,400 ***(Only \$20,000 approved in Adopted Budget)***
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$80,000 ***(Only \$55,000 approved in Adopted Budget)***
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$45,000
GFOA Strategic Planning, \$20,000
HdL Special Consulting, \$15,000
- 52540 VOCATIONAL TRAINING – \$2,000
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$900
Replacement cellular phones (3 @ \$300 each).
- 52850 CELLULAR PHONE EXPENSE – \$2,000
Expenditures related to use of cellular telephone service.
- 52900 REEDER RANCH EXPENSES - \$50,000 ***(Only \$15,000 approved in Adopted Budget)***
Contract services, building upgrades, and program services for the Reeder Ranch.
- 52990 MISCELLANEOUS EXPENDITURES – \$20,000
Special awards and certificates, \$3,000
City Hall household-fund contribution, \$5,000
City Council meeting refreshments, \$3,000
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$2,000; rental equipment, \$1,500), \$7,000
Holiday Flag Program, \$2,000

City Manager

DEPARTMENT BUDGET SUMMARY

Department

City Manager

Overview

The City Manager is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department. The City Manager also supervises the following programs included in this department: Information Technology which provides for technological needs including research/assessment/development, multimedia services, and hardware/software/network maintenance; Finance which addresses the organization's fiduciary obligations, provides appropriate fiscal management, offers traditional finance-related services, and produces budget-related documents—including annual budgets, capital improvement plans, and investment policies for the City, Redevelopment Agency, and Housing Corporation; and Solid Waste which administers utility billing services, recycling programs, and refuse-related services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	238,210	279,591	1,430,883	1,430,883
Services and Supplies	103,075	105,700	2,990,598	2,990,598
Capital Outlay	0	0	137,000	137,000
Total	341,285	385,291	4,558,481	4,558,481

Personnel Authorized	1.10 (FT)	1.12 (FT)	19.47 (FT)	19.47 (FT)
	0.00 (PTB)	0.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	0.00 (PT)	0.00 (PT)	3.00 (PT)	3.00 (PT)

Department Distribution

City Manager	341,285	385,291	289,861	289,861
Information Technology Services	0	0	890,324	890,324
Financial Services	0	0	722,370	722,370
Solid Waste Disposal	0	0	2,655,926	2,655,926
Total	341,285	385,291	4,558,481	4,558,481

Source of Funds

General Fund	316,735	361,060	4,185,376	4,185,376
Gast Tax Fund	0	0	2,000	2,000
Federal Asset Forfeiture – DOJ	0	0	1,000	1,000
Recycling Grant Fund	0	0	3,800	3,800
After School – Indirect Staff Charges	0	0	55,546	55,546
Sewer Operating Fund	0	0	168,096	168,096
Sewer Operating Fund – Indirect Staff Charges	24,550	24,231	142,663	142,663
Total	341,285	385,291	4,558,481	4,558,481

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
City Mgr./Executive Director	1.00	1.00	1.00	1.00	258,060	258,060	258,060
Office of General Services							
Finance Director	0.00	0.00	1.00	1.00	0	85,008	85,008
Finance Manager	0.00	0.00	1.00	1.00	0	46,788	46,788
Finance Supervisor	0.00	0.00	1.00	1.00	0	37,464	37,464
Information Tech Manager	0.00	0.00	1.00	1.00	0	113,748	113,748
Sr. Management Analyst	1.00	1.00	1.00	1.00	91,771	100,717	100,717
Information Tech Analyst	0.00	0.00	2.00	2.00	0	168,000	168,000
Sr. Info Tech Specialist (Un)	0.00	0.00	1.00	1.00	0	0	0
Information Tech Specialist	0.00	0.00	1.00	1.00	0	59,742	59,742
Sr. GIS Specialist (Un)	0.00	0.00	1.00	1.00	0	0	0
Senior Accountant (Un)	0.00	0.00	1.00	1.00	0	0	0
Accountant	0.00	0.00	1.00	1.00	0	60,156	60,156
Junior Accountant	0.00	0.00	3.00	3.00	0	163,728	163,728
Accounting Specialist	0.00	0.00	4.00	4.00	0	94,470	94,470
Customer Svc. Rep./Office	0.00	0.00	2.00	2.00	0	83,230	83,230
CFD Admin Costs					0	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Systems Specialist	0.00	0.00	1.00	1.00	0	0	0
Information Tech Specialist (Un)	0.00	0.00	1.00	1.00	0	0	0
<u>Part-Time</u>							
Accounting Specialist	0.00	0.00	1.00	1.00	0	33,704	33,704
Senior Intern	0.00	0.00	2.00	2.00	0	48,391	48,391
Full Time	2.00	2.00	22.00	22.00	349,831	1,271,111	1,271,111
Admin other Departments	-0.90	-0.88	-2.53	-2.53	-143,949	-299,694	-299,694
Total FT Positions/Salaries	1.10	1.12	19.47	19.47	205,882	971,417	971,417
Part Time Benefitted	0.00	0.00	2.00	2.00	0	0	0
Part Time	0.00	0.00	3.00	3.00	0	82,095	82,095
Additional Pay					0	2,700	2,700
Overtime					0	7,350	7,350
Total Salaries & Wages					205,882	1,063,562	1,063,562
Benefit Costs					71,798	307,478	307,478
PERS Benefit Costs					54,424	165,669	165,669
Benefit Costs other Depts					-52,513	-105,826	-105,826
Total Benefit Costs					73,709	367,321	367,321
TOTAL					279,591	1,430,883	1,430,883

PROGRAM BUDGET SUMMARY – 1

Department	Division	Program
City Manager		4202 City Manager

Overview

The City Manager is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	238,210	279,591	187,661	187,661
Services and Supplies	103,075	105,700	102,200	102,200
Capital Outlay	0	0	0	0
Total	341,285	385,291	289,861	289,861
Personnel Authorized	1.10 (FT)	1.12 (FT)	0.72 (FT)	0.72 (FT)

Source of Funds

General Fund	316,735	361,060	265,630	265,630
Sewer Operating Fund – Indirect Staff Charges	24,550	24,231	24,231	24,231
Total	341,285	385,291	289,861	289,861

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's strategic planning process.
3. Lead City departments to achieve common and uncommon goals and objectives for the community.
4. Respond to policy directives established by the City Council.
5. Manage and coordinate programs directly supervised by the City Manager/Executive Director.
6. Develop timely and analytical approaches for resolving issues facing the community.
7. Develop procedures that effectively deal with mandates imposed by the state and federal governments.
8. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
9. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
10. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
11. Where possible establish proactive, not reactive, approaches to community and organizational issues.
12. Prepare and submit to the City Council annual budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
13. Coordinate disaster recovery efforts during episodes that may require such attention.
14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
15. Administer the City's day-to-day business operations.
16. Oversee the Public Information Officer program.
17. Oversee the legislative advocate program.
18. Direct completion of specified Capital Improvement Plan (CIP) projects.
19. Continue to address and resolve fiscal issues related to the economic downturn; and implement strategic planning policy recommendations approved by the City Council.
20. Address ongoing issues related to pension-related costs, policies, and practices.
21. Work with Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
22. Work with CIM Group to redevelop Montclair Place.
23. Initiate changes to the City's sign ordinance.
24. Promote development within North Montclair and its vision for a transit district and high-density housing.
25. Develop alternative plans for Fire/emergency medical service delivery.
26. Oversee development of the General Plan Update.

Personnel Services – \$279,591

Salary requests are for: City Manager/Executive Director Office of General Services (0.62) – \$159,997; Senior Management Analyst (0.50) – \$45,885. Cost allocations are as follows: full-time salaries – \$205,882; benefit costs – \$73,709.

Services and Supplies – \$105,700

Funding requested is for: books and publications – \$300; community benefits – \$10,000; dues and memberships – \$2,000; travel and meetings – \$13,000; mileage/auto allowance – \$11,400; special consulting services – \$50,000; special contract services – \$15,000; miscellaneous expenditures – \$4,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: City Manager

Program: 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<u>League of California Cities</u>			
		Annual Conference & Expo (\$500 each X 2 = \$1,000)	Long Beach, CA	October 16–18, 2019	\$ 1,000
		City Managers Dept. Meeting	San Diego, CA	TBA	\$ 1,000
		<u>National League of Cities</u>			
		2019 NLC City Summit	San Antonio, TX	November 20–23, 2018	\$ 1,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	2020 Congressional City Conference (\$2,000 each X 2 = \$4,000)	Washington, D.C.	March 2020	\$ 4,000
		<u>San Bernardino County</u>			
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	City/County Conference (\$500 each X 2 = \$1,000)	Lake Arrowhead, CA	April 2020	\$ 1,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<u>California Public Employees Labor Relations Association</u>			
		Annual Conference (\$2,300 X 2 = \$4,600)	Monterey, CA	November 18–22, 2019	\$ 4,500

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN–SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: City Manager

Program: 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>Miscellaneous</u>					
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$ 500
Total:					\$13,000

(Only \$11,000 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$300

E-Wall Street Journal, \$100
E-Washington Post, \$100
E-Sacramento Bee, \$100

52110 COMMUNITY BENEFITS – \$10,000 ***(Only \$9,000 approved in Adopted Budget)***

City contributions supporting employee and community oriented activities including holiday-related events (Memorial Day, Flag Day, Independence Day, etc.) and events supporting special programs, services, dedications, and festivals.

52120 DUES AND MEMBERSHIPS – \$2,000 ***(Only \$1,500 approved in Adopted Budget)***

California Public Employers Labor Relations Association (CALPELRA), \$1,200
City Management Foundation, \$400
International City/County Management Association, \$350
Unanticipated adjustments, \$50

52130 TRAVEL AND MEETINGS – \$13,000 ***(Only \$11,000 approved in Adopted Budget)***

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52190 SPECIAL CONSULTING SERVICES – \$50,000

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, \$3,000
The Counseling Team Services, \$2,500
HdL Special Consulting Services, \$44,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4202 City Manager

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$15,000

Special services related to lease/general obligation revenue bonds, public facilities projects, survey instruments, development of Montclair Place, and other professional services.

52990 MISCELLANEOUS EXPENDITURES – \$4,000

Special awards, \$500

Programs supporting organizational activities, \$1,000

City promotional materials, \$2,500

PROGRAM BUDGET SUMMARY – 1

Program Number 4203

Department	Division	Program
City Manager		Information Technology Services

Program Description

The Information Technology Services Program provides full-service electronic data and technology support designed to accommodate the organization's computer hardware, software, email, local area network (LAN), wide area network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and Internet service requirements. The program is also responsible for development and maintenance of the City's E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	512,024	512,024
Services and Supplies	0	0	241,300	241,300
Capital Outlay	0	0	137,000	137,000
Total	0	0	890,324	890,324

Personnel Authorized	0.00 (FT)	0.00 (FT)	6.00 (FT)	6.00 (FT)
	0.00 (PTB)	0.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	0.00 (PT)	0.00 (PT)	2.00 (PT)	2.00 (PT)

Source of Funds

General Fund	0	0	800,347	800,347
After School – Indirect Staff Charges	0	0	28,727	28,727
Sewer Operating Fund – Indirect Staff Charges	0	0	61,250	61,250
Total	0	0	890,324	890,324

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4203 Information Technology Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue archiving of e-mail messages in compliance with federal, state, local, and case law.
3. Maintain local and wide area networks for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City website and integrate with GIS mapping, economic development modules, and archival research.
6. Maintain a computer hardware/software maintenance program.
7. Enforce policies and procedures for computer assets, telecommunications, and Internet/email access.
8. Maintain the Laserfiche document imaging system and promote a citywide document-imaging program.
9. Maintain and enhance the Citywide GIS system and integrate new technology.
10. Integrate state-of-the-art technology for all City facilities.
11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
12. Provide creative IT solutions in support of City activities.
13. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
14. Maintain the Reeder Ranch website.
15. Develop and maintain hardware and software replacement plans.

Personnel Services – \$574,898

Salary requests are for: Information Technology Manager (1.00) – \$113,748; Information Technology Analyst (2.00) – \$158,952; Information Technology Specialist (1.00) – \$59,742; Systems Specialist (1.00/part-time benefitted) – \$34,936; Senior Intern (2.00/part-time) – \$39,344; Junior Intern (1.00/part-time) – \$12,480. Cost allocations are as follows: full-time salaries – \$332,442; part-time benefitted salaries – \$34,936; part-time salaries – \$51,824; overtime – \$4,250; benefit costs – \$151,446.

Services and Supplies – \$243,678

Funding requested is for: office supplies – indirect – \$38,000; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$176,878; small equipment – \$20,700.

Capital Outlay – \$170,000

Funding requested is for: LCD monitors – \$4,000; Desktop Computer – \$24,000; Microsoft Server 2019 Software Licenses – \$54,000; Mitel VOIP Phone Controller upgrade – \$10,000; EMC Storage Array Network – \$30,000; server hardware upgrade – \$15,000; Davenport Infrastructure Asset Management Module – \$15,000; Mobile Data Computers – \$18,000.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

51050 OFFICE SUPPLIES – INDIRECT – \$38,000

Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000
Laser, laser color, and inkjet cartridges, \$8,000
Various hardware and software enhancements/upgrades and license extensions, \$14,000
Photo ID-card system supplies, \$2,000
Miscellaneous I.T. office supplies, \$3,000

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$8,000 ***(\$10,000 approved in Adopted Budget)***

Local Area Network (LAN) maintenance, \$4,000
P.C. components/printer maintenance, \$4,000

52140 MILEAGE/AUTO ALLOWANCE – \$100

Reimbursement for Program personnel for use of personal vehicles for business purposes.

52450 SPECIAL CONTRACT SERVICES – \$176,878 ***(Only \$172,000 approved in Adopted Budget)***

Frontier FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually
Vision Live Annual maintenance for City's Website, \$6,600
Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 annually

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
Frontier Internet service for MPD facility (\$200 per month), \$2,400 annually
Frontier Internet service for City Yard & Fire Station 2 (\$200 per month), \$2,400 annually
Spectrum TV Service for MPD facility (\$200 per month), \$2,400 annually
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually
CoreLogic PropertyFinder annual portal access, \$3,500 annually
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually
Cisco SMARTnet software updates, \$1,000 annually
Cisco router technical support, \$800 annually
SeamlessGov Form Builder for online form creation and submission, \$7,000 annually
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually
Laserfiche maintenance support/City Hall, \$5,500 annually
Laserfiche maintenance support/MPD, \$4,500 annually
Costar Group, Inc., \$4,338 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$50,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 annually
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52690 SMALL EQUIPMENT – \$20,700

Printer rollers and replacement parts, \$1,500

Printer replacement kits, \$1,500

UPS battery backup units (15 @ \$100 each), \$1,500

Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500

Cat 6 cables (6 boxes @ \$200 each), \$1,200

ID Card Program cards and special equipment needs, \$1,500

Computer component upgrades, \$1,500

Computer and network toolset, \$500

Server component upgrades, \$1,500

Computer Network Switch upgrades, \$5,000

Fujitsu Scanner for Laserfiche, \$3,500

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for twenty (20) 24-inch LCD monitors at \$200 each.	\$4,000
	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate transition to Microsoft's current Windows operating and office systems; newer desktops are also more energy efficient. The recommendation is for 30 desktop computers at \$800 each.	\$24,000
	Microsoft Server 2019 Software Licenses	<p>The network servers have not had an Operating System (OS) upgrade in over 10 years. The servers are still running on Microsoft Windows 2003 R2 editions and need to be upgraded to meet the growing needs of the organization. Microsoft Windows Servers are the backbone of network connectivity providing services and access to e-mails, z-drive, network printers, database (ex. Springbrook), the City's website, application hosting, etc. The Microsoft Windows 2003 R2 server OS has reach it's end of lifecycle and Microsoft will no longer be providing bug fixes, updates, and security patches.</p> <p>The latest OS from Microsoft is Windows Server 2019. Windows Server 2019 provides a host of benefits including better network connectivity and security policies, storage control allocations, virtual hosting with Hyper-V technology, power shell direct commands, distributed file system replication and network file system enhancements. These benefits will provide better management of the City's network servers while keeping the computing needs of the Organization active and online. The City has 11 physical servers with 30 virtual servers that provide all the networking services for the organization. Upgrading these servers will bring the network OS current and up-to-date with the latest offering from Microsoft. This request covers the cost for the operating system along with the user licenses for all computers that are connected to the servers in the organization</p>	\$54,000
62010	Mitel VOIP Phone Controller upgrade	The phone controller for the Voice-Over-IP (VOIP) Mitel system was first introduced in 2001 and is no longer supported by the manufacturer. The Mitel VOIP phone controllers are IP Private Branch Exchanges (PBXs) that combine full IP services – such as SIP (calls over the internet), trunking, IP phone support, as well as legacy analog connection. The Mitel VOIP phone controllers provide the dial tone that makes and receives all voice calls within	\$10,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
		the organization. It is vital to the operation of the City that we keep the Mitel Controllers current and up-to-date.	
		To reduce the upgrade cost while meeting the VOIP requirements for the City, virtualizing the Mitel VOIP controllers is the best solution. Virtualizing the phone controllers would reduce the costs of buying new replacement hardware and software. Virtualizing the phone controllers would make it easier to recover from natural disaster by having back-up copies of the Mitel VOIP controllers stored in the cloud or on the servers should a controller fail.	
	EMC Storage Array Network	In today's data-intensive world, network storage remains a central challenge for the City as data needs continues to increase. Over the years, City Departments have become dependent on the server storage capacity to keep and maintain shared documents, videos, photos, databases, and various software applications.	\$30,000
		The current storage capacity on the server has reached a critical threshold and requires additional storage capacity in order to address the needs of the organization over the next several years. The EMC Storage Array Network is the next generation in midrange storage servers. The EMC Storage Array Network is optimized for virtual applications and provides users with a simple user interface. The server will offer an additional 15 terabytes of storage capacity to the City's storage infrastructure.	
62010	Server Hardware Upgrade	The current hardware for the City servers is old and needs to be replaced with faster more reliable processors, memories, motherboards, and hard drives. The aging servers are the core processing power for every digital transactions that occurs on the City's network Upgrading the servers with faster processors and technologically more advanced hardware will keep the network infrastructure reliable and up to pace with the long-term computing demands of the City.	\$15,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	Davenport Infrastructure Asset Management Module	<p>The Public Works Department requires a tracking system to help manage the water waste and storm water inspections for non-residential businesses. The current system is a Microsoft Access database that has not been supported by Microsoft for several years. The system is prone to crashing from poor programming and bugs. The access database stores inspection information, findings, addresses, business names, etc.</p> <p>The Davenport Group LAMA system which was acquired in the previous budget year has an Infrastructure Asset Management Module that tracks all infrastructure features such as water, sewer, storm facilities, parks, streets, and provides GASB 34 Standard Asset Information reporting. The module allows for the tracking and inspections of any businesses through a friendly user interface. It is powered on a GIS engine which allows business information to be populated on a map for easier review of inspections. This module will enhance the work within the Public Works Department and overall application of City services.</p>	\$15,000
<i>(Not approved in Adopted Budget)</i>			
62010	Mobile Data Computers	<p>The Montclair Police Department wishes to upgrade three Mobile Data Computers (MDC) for the Watch Commander vehicles. The existing models have 10" displays and officers are having a difficult time viewing the entire CAD RMS information, on these displays. They would like to upgrade the existing MDC units to a model with a 15" display for better viewing capabilities. The upgraded MDC models cost \$6,000 each.</p>	\$18,000
<i>(Not approved in Adopted Budget)</i>			
			Total: \$ 170,000

(Only \$137,000 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4204

Department	Division	Program
City Manager		Financial Services

Program Description

Responsibilities of the Finance Department include: the investment and safeguarding of City funds; preparation of the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation operating budgets and capital improvement plan; administration of the accounts payable, accounts receivable, fixed assets, payroll, business licensing, and utility billing functions; maintenance of the general ledger; preparation and dissemination of financial statements and reports; administration of revenue funds; administration of bond proceeds; City agent to finance and tax authorities; fiduciary oversight and responsibilities including development of the annual investment policy; and treasury agent.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	586,240	586,240
Services and Supplies	0	0	136,130	136,130
Capital Outlay	0	0	0	0
Total	0	0	722,370	722,370
Personnel Authorized	0.00 (FT)	0.00 (FT)	10.95 (FT)	10.95 (FT)

Source of Funds

General Fund	0	0	629,762	629,762
Gas Tax Fund	0	0	2,000	2,000
Federal Asset Forfeiture – DOJ	0	0	1,000	1,000
After School – Indirect Staff Charges	0	0	26,819	26,819
Sewer Operating Fund	0	0	5,607	5,607
Sewer Operating Fund – Indirect Staff Charges	0	0	57,182	57,182
Total	0	0	722,370	722,370

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4204 Financial Services

Work Program

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Division with maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Work with and assist the San Bernardino County Oversight Board relating to Successor Redevelopment Agency transactions.
15. Interact with the state Department of Finance on Successor Redevelopment Agency-related matters.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Comply with GASB 68 Pension Funding reporting requirements.

Personnel Services – \$664,319

Salary requests are for: Finance Director (0.70) – \$113,333; Finance Supervisor (0.60) – \$45,953; Senior Accountant (1.00) – \$61,650; Accountant (2) (Unfunded); Junior Accountant (2.00) \$57,300; Accounting Specialist (3.30) – \$169,132; Customer Service Representative/Office Specialist (0.80) – \$35,290; Admin other departments – <\$5,625>. Cost allocations are as follows: full-time salaries – \$477,033; additional pay – \$2,700; overtime – \$3,000; benefit costs – \$181,586.

Services and Supplies – \$128,130

Funding requested is for: books and publications – \$1,230; maintenance (office equipment) – \$100; special consulting services – \$10,000; auditing fees – \$49,100; collection agency fees – \$1,100; bank fees and charges – \$25,000; CalCard reward program – <\$5,200>; special contract services – \$43,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4204 Financial Services

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$1,230
Fair Labor Standards Handbook, \$430
APA Guide to Accounts Payable, \$500
American Payroll Association Basic Guide to Payroll, \$300
- 52010 MAINTENANCE – OFFICE EQUIPMENT – \$100
Miscellaneous repairs.
- 52190 SPECIAL CONSULTING SERVICES – \$10,000 ***(\$20,000 approved in Adopted Budget)***
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000
Street report submission service (Gas Tax Fund), \$2,000
- 52220 AUDITING FEES – \$49,100
Annual audit service fees (City) (General Fund – \$41,100; DOJ Fund – \$1,000), \$42,100
GASB 68 Reporting Fee, \$7,000
- 52240 COLLECTION AGENCY FEES – \$1,100
Enforcement/collection of delinquent tax and service payments.
- 52280 BANK FEES & CHARGES – \$25,000 ***(Only \$23,000 approved in Adopted Budget)***
Monthly bank fees and charges.
- 52281 CALCARD INCENTIVE PAYMENTS – <\$5,200>
CalCard reward program.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4204 Financial Services

Object
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$43,000 Merchant Services (credit card processing), \$35,500 Armored transport depository services, \$7,500
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,800 Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4205

Department	Division	Program
City Manager		Solid Waste Disposal

Program Description

The Solid Waste Program administers the City's automated refuse collection/disposal program; administers residential, commercial, school, and City facilities recycling programs; administers the City's Utility Billing system; tracks diversion of refuse to ensure compliance with State requirements and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	144,958	144,958
Services and Supplies	0	0	2,510,968	2,510,968
Capital Outlay	0	0	0	0
Total	0	0	2,655,926	2,655,926
Personnel Authorized	0.00 (FT) 0.00 (PT)	0.00 (FT) 0.00 (PT)	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)

Source of Funds

General Fund	0	0	2,489,637	2,489,637
Recycling Grant Fund	0	0	3,800	3,800
Sewer Operating Fund	0	0	162,489	162,489
Total	0	0	2,655,926	2,655,926

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4205 Solid Waste Disposal

Work Program

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
 2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
 3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
 4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
 5. Administer residential, commercial, school, and City facilities recycling programs.
 6. Track diversion of refuse to ensure State compliance with commercial and residential recycling requirements.
 7. Administer the residential refuse household-rate discount program for senior households.
 8. Administer applicable grant programs.
 9. Assist the Finance Director in supervising relevant programs.
 10. Occasionally evaluate transferring the utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Occasionally evaluate transferring the utility lien process to Burrtec—at a cost savings to the City.
 12. Oversee collection of solid waste-related franchise fee, administrative fee, general sanitation fee, and pavement impact fee.
 13. Administer the City's anti-scavenging ordinance.
-

Personnel Services – \$143,097

Salary requests are for: Finance Supervisor (0.20) – \$15,317; Accounting Specialist (0.20) – \$10,250; Customer Service Representatives (1.20) – \$47,940; Accounting Specialist (1.00/part-time) – \$33,704. Cost allocations are as follows: full-time salaries – \$73,507; part-time salaries – \$33,704; overtime – \$100; benefit costs – \$35,786.

Services and Supplies – \$2,510,968

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,400,000; special contract services – \$51,768; bad-debt expenses – \$3,000; special billing services – \$52,000; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4205 Solid Waste Disposal

Object
Number

52090 PUBLICATION AND ADVERTISING – \$3,800

Advertising of oil collection centers and for education programs for oil/oil filter recycling. (Recycling Grant Fund)

52390 RESIDENTIAL REFUSE COLLECTION – \$2,400,000

Contract costs for collection and disposal of residential refuse and for collection and transport of residential recyclables—refuse collection costs fully reimbursed to the General Fund by assessing residential refuse collection fees.

52450 SPECIAL CONTRACT SERVICES – \$51,768

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$25,884; General Fund – \$25,884).

52810 BAD-DEBT EXPENSES – \$3,000

Charge costs of uncollectable utility accounts (Sewer Operating Fund – \$1,500; General Fund – \$1,500).

52930 SPECIAL BILLING SERVICES – \$52,000

Utility billing service with DataProse (Sewer Operating Fund – \$26,000; General Fund – \$26,000).

52990 MISCELLANEOUS EXPENDITURES – \$400

Unanticipated expenditures (Sewer Operating Fund – \$200; General Fund – \$200).

Administrative Services

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

The Administrative Services Department consists of seven separate programs: (1) Administration provides general management oversight of the Department and assists the City Manager with day-to-day management of the organization; (2) City Clerk/Records Retention provides election services, preparation of City Council agendas/minutes, and document retention/archiving/destruction services; (3) Personnel/Risk Management oversees recruitments, labor relations, claims and risk management administration, employee training and wellness, and benefits administration; (4) Central Services provides for community-related contract services, office equipment maintenance, duplication and mail services, and office supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,009,997	2,116,484	774,861	774,861
Services and Supplies	3,312,643	3,467,946	535,520	535,520
Capital Outlay	99,237	170,000	0	0
Total	5,421,877	5,754,430	1,310,381	1,310,381

Personnel Authorized	18.30 (FT)	22.72 (FT)	4.72 (FT)	4.72 (FT)
	3.00 (PTB)	3.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	5.00 (PT)	5.00 (PT)	2.00 (PT)	2.00 (PT)

Department Distribution

Administration	233,699	249,040	250,169	250,169
Financial Services	805,377	792,449	0	0
Solid Waste	2,543,329	2,654,065	0	0
City Clerk	177,308	221,744	255,656	255,656
Personnel/Risk Management	385,193	419,814	410,814	410,814
Information Technology Services	882,909	988,576	0	0
Central Services	394,062	428,742	393,742	393,742
Total	5,421,877	5,754,430	1,310,381	1,310,381

Source of Funds

General Fund	4,941,247	5,274,133	1,186,237	1,186,237
Gas Tax Fund	2,000	2,000	0	0
Federal Asset Forfeiture – DOJ	1,000	1,000	0	0
Recycling Grant Fund	3,800	3,800	0	0
After School – Indirect Staff Charges	102,858	95,181	39,635	39,635
Sewer Operating Fund – Indirect Staff Charges	203,424	202,941	84,509	84,509
Sewer Operating Fund	167,548	175,375	0	0
Total	5,421,877	5,754,430	1,310,381	1,310,381

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Dept	City Mgr	Recom	Final	Dept.	City Mgr	Adopted
	Current	Request			Request	Recom	Budget
Admin from other Depts - Starr	0.25	0.25	0.25	0.25	64,515	64,515	64,515
Finance Director	1.00	1.00	0.00	0.00	161,904	0	0
Admin Svcs/HR Director	1.00	1.00	1.00	1.00	161,904	161,904	161,904
City Clerk	1.00	1.00	1.00	1.00	87,118	87,118	87,118
Information Tech Manager	1.00	1.00	0.00	0.00	113,748	0	0
Finance Manager	0.00	0.00	0.00	0.00	0	0	0
Finance Supervisor	1.00	1.00	0.00	0.00	76,587	0	0
Senior Accountant	1.00	1.00	0.00	0.00	61,650	0	0
Sr. Management Analyst	0.50	0.50	0.50	0.50	45,885	50,358	50,358
Information Tech Analyst	0.00	2.00	0.00	0	158,952	0	0
Sr. Info Tech Specialist (Un)	2.00	1.00	0.00	0.00	0	0	0
Information Tech Specialist	0.00	1.00	0.00	0.00	59,742	0	0
Sr. GIS Specialist (Un)	1.00	1.00	0.00	0.00	0	0	0
Personnel Services Coordinator	1.00	1.00	1.00	1.00	57,517	57,517	57,517
Benefits Coordinator	1.00	1.00	1.00	1.00	61,068	61,068	61,068
Accountant	1.00	2.00	0.00	0.00	0	0	0
Junior Accountant	1.00	2.00	0.00	0.00	57,300	0	0
Accounting Specialist	4.00	4.00	0.00	0.00	205,008	0	0
Customer Service Rep.	2.00	2.00	0.00	0.00	83,230	0	0
<u>Part-Time Benefitted</u>							
Systems Specialist	1.00	1.00	0.00	0.00	34,936	0	0
Information Tech Specialist (Un)	1.00	1.00	0.00	0.00	0	0	0
Administrative Technician	1.00	1.00	1.00	1.00	45,214	45,214	45,214
Office Technician	0.00	0.00	1.00	1.00	0	37,099	37,099
<u>Part-Time</u>							
Accounting Specialist	1.00	1.00	0.00	0.00	33,704	0	0
Office Specialist	1.00	1.00	1.00	1.00	19,053	0	0
Senior Intern	2.00	2.00	0.00	0.00	39,344	0	0
Junior Intern	1.00	1.00	1.00	1.00	12,480	0	0
CFD Admin Costs					-5,625	-5,625	-5,625
Full Time	19.75	23.75	4.75	4.75	1,450,503	482,480	482,480
Admin other Departments	-1.45	-1.03	-0.03	-0.03	-92,128	-2,614	-2,614
Total FT Positions/Salaries	18.30	22.72	4.72	4.72	1,358,375	479,866	479,866
Part Time Benefitted	3.00	3.00	2.00	2.00	80,150	82,313	82,313
Part Time	5.00	5.00	2.00	2.00	104,581	0	0
Additional Pay					2,700	0	0
Overtime					8,300	950	950
Total Salaries & Wages					1,554,106	563,129	563,129
Benefit Costs					417,902	152,512	152,512
PERS Benefit Costs					177,374	60,243	60,243
Benefit Costs other Depts					-32,898	-1,023	-1,023
Total Benefit Costs					562,378	211,732	211,732
TOTAL					2,116,484	774,861	774,861

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

The City Manager and managerial/supervisory staff in the Administrative Services Department administer, manage, and supervise a variety of functions including telecommunications and information technology support; personnel services and financial services; legislative analysis support; history reference services; labor negotiations; utility billing; business license administration; administrative support services; election and records management; animal control; cable and refuse contract administration; recycling programs; and city clerk, mail, and duplication services. Extensive support services are provided to the City Council and each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	199,849	208,740	214,019	214,019
Services and Supplies	33,850	40,300	36,150	36,150
Capital Outlay	0	0	0	0
Total	233,699	249,040	250,169	250,169
Personnel Authorized	1.00 (FT) 1.00 (PT)	1.00 (FT) 0.00 (PT)	1.00 (FT) 1.00 (PT)	1.00 (FT) 1.00 (PT)

Source of Funds

General Fund	210,887	224,665	225,794	225,794
After School – Indirect Staff Charges	7,661	7,782	7,782	7,782
Sewer Operating Fund – Indirect Staff Charges	15,151	16,593	16,593	16,593
Total	233,699	249,040	250,169	250,169

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

1. Coordinate preparation of various finance-related documents, including the following:
 - a. Annual Budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
 - b. Capital Improvement Program Plan
 - c. Investment Policies
 - d. Monthly Treasury and Warrant Reports for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
 2. Oversee management of the Administration, Finance, Solid Waste, City Clerk/Records Retention, Personnel/Risk Management, Information Technology, and Central Services programs.
 3. Develop the annual Business Plan and Reorganization Report.
 4. Promote the organization's goals and objectives as established by the City Council.
 5. Track legislative proposals and changes relevant to municipal agencies.
 6. Oversee development of the City's history-related programs.
 7. Oversee the City's E-government services and Internet services.
 8. Promote development of North Montclair and improvements to Montclair Place.
 9. Administer the 2014 Issue of Lease Revenue Bonds to facilitate infrastructure improvements and capital projects; improve and maintain the General Fund Reserve balance; develop new revenue sources; and evaluate outsourcing alternatives.
 10. Pursuant to City Council direction, implement Strategic Planning priorities.
-

Personnel Services – \$208,740

Salary requests are for: City Manager (0.25) – \$64,515; Administrative Services/Human Services Director (0.25) \$40,476; Senior Management Analyst (0.50) – \$45,885. Cost allocations are as follows: full-time salaries – \$150,876; benefit costs – \$57,864.

Services and Supplies – \$40,300

Funding requested is for: books and publications – \$150; office supplies – direct – \$250; uniforms – \$900; dues and memberships – \$2,600; travel and meetings – \$11,000; mileage/auto allowance – \$7,800; educational grants – \$6,000; vocational training – \$3,000; small equipment – \$350; cellular phone expense – \$2,750; miscellaneous expenditures – \$5,500.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Jon Hamilton, Administrative Services/ Human Resources Director	<u>National Public Employers Labor Relations Association</u> Annual Conference	TBA	April 2020	\$2,300
	Jon Hamilton, Administrative Services/ Human Resources Director	<u>League of California Cities</u> City Attorney Annual Conference	TBA	TBA	\$1,000
	Don Parker, Finance Director	<u>Miscellaneous Meetings</u>			
	Janet Kulbeck, Finance Supervisor, Accounting Specialists Customer Service Representatives	CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$ 750
	Andrea Phillips, City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar	Garden Grove, CA	December 11–13, 2019	\$1,600

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Andrea Phillips, City Clerk	<u>City Clerks Association of California</u> 2020 Annual Conference	TBA	April 2020	\$ 1,000
		Quarterly Meetings	Various	Various	\$ 500
		<u>Miscellaneous Meetings</u>	TBA	TBA	\$ 150
	Janet Kulbeck, Finance Supervisor	<u>California Resource Recovery Association (CRRRA)</u> 2019 Annual Conference	Rancho Mirage, CA	August 11–14, 2019	\$ 1,200
	All City of Montclair Attendees	<u>City of Montclair</u> State of the City Address – 2019	City of Montclair	October 2019	\$ 1,500
52130	Jon Hamilton, Administrative Services/ Human Resources Director Stephanie Hickerson, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	<u>Miscellaneous Meetings</u> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops	TBA	TBA	\$ 1,000
Total:					\$11,000

(Only \$9,000 approved in Adopted Budget)

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<u>Liebert Cassidy Whitmore</u> Inland Empire Consortium	Fontana, CA	Quarterly	\$1,000
	John Nguyen, Information Technology Manager Robert Castillo, Information Technology Analyst Ricky Tankersley Information Technology Analyst	<u>IT Service/Training Skill Development</u>	TBA	TBA	\$1,000
52540	All City Personnel	<u>Special Training/Miscellaneous Training</u> Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,000
Total:					\$3,000

(Only \$2,000 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous Leadership titles.

51060 OFFICE SUPPLIES – DIRECT – \$250

All Department Programs/Divisions: miscellaneous expenditures.
Disaster Service Worker Pocket Guide

51100 UNIFORMS – \$900 ***(Only \$500 approved in Adopted Budget) (Moved to Program 4203)***

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).

52120 DUES AND MEMBERSHIPS – \$2,600

City Clerk

City Clerks Association of California, \$130
International Institute of Municipal Clerks, \$195

Finance:

California Municipal Treasurers Association, \$155
California Society of Municipal Finance Officers, \$440
Government Finance Officers Association, \$360
California Municipal Revenue and Tax Association, \$50

Personnel

Cal Chamber, \$420
PERS Public Agency Coalition, \$500
PARMA, \$150

Provision for increase, \$200

52130 TRAVEL AND MEETINGS – \$11,000 ***(Only \$9,000 approved in Adopted Budget)***

All Department Programs/Divisions: attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4311 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$6,000

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 3 employees @ \$2,000 each).

52540 VOCATIONAL TRAINING – \$3,000 ***(Only \$2,000 approved in Adopted Budget)***

All Department Programs/Divisions: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52690 SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850 CELLULAR PHONE EXPENSE – \$2,750

Cellular phone service for Department personnel. All Department programs – exclusive of wireless data services (see 4316-52450).

52990 MISCELLANEOUS EXPENDITURES – \$5,500

Maintenance of historic photos/documents, \$500

Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, \$5,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4312

Department	Division	Program
Administrative Services		Financial Services

This program moved in its entirety to the City Manager Department

Program Description

Responsibilities of the Finance Department include: the investment and safeguarding of City funds; preparation of the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation operating budgets and capital improvement plan; administration of the accounts payable, accounts receivable, fixed assets, payroll, business licensing, and utility billing functions; maintenance of the general ledger; preparation and dissemination of financial statements and reports; administration of revenue funds; administration of bond proceeds; City agent to finance and tax authorities; fiduciary oversight and responsibilities including development of the annual investment policy; and treasury agent.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	679,247	664,319	0	0
Services and Supplies	126,130	128,130	0	0
Capital Outlay	0	0	0	0
Total	805,377	792,449	0	0

Personnel Authorized	8.20 (FT)	10.40 (FT)	0.00 (FT)	0.00 (FT)
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Source of Funds

General Fund	706,326	690,701	0	0
Gas Tax Fund	2,000	2,000	0	0
Federal Asset Forfeiture – DOJ	1,000	1,000	0	0
After School – Indirect Staff Charges	27,060	26,819	0	0
Sewer Operating Fund	15,474	14,747	0	0
Sewer Operating Fund – Indirect Staff Charges	53,517	57,182	0	0
Total	805,377	792,449	0	0

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4312 Financial Services

Work Program

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Division with maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Work with and assist the San Bernardino County Oversight Board relating to Successor Redevelopment Agency transactions.
15. Interact with the state Department of Finance on Successor Redevelopment Agency-related matters.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Comply with GASB 68 Pension Funding reporting requirements.

Personnel Services – \$664,319

Salary requests are for: Finance Director (0.70) – \$113,333; Finance Supervisor (0.60) – \$45,953; Senior Accountant (1.00) – \$61,650; Accountant (2) (Unfunded); Junior Accountant (2.00) \$57,300; Accounting Specialist (3.30) – \$169,132; Customer Service Representative/Office Specialist (0.80) – \$35,290; Admin other departments – <\$5,625>. Cost allocations are as follows: full-time salaries – \$477,033; additional pay – \$2,700; overtime – \$3,000; benefit costs – \$181,586.

Services and Supplies – \$128,130

Funding requested is for: books and publications – \$1,230; maintenance (office equipment) – \$100; special consulting services – \$10,000; auditing fees – \$49,100; collection agency fees – \$1,100; bank fees and charges – \$25,000; CalCard reward program – <\$5,200>; special contract services – \$43,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4312 Financial Services

Object
Number

All Services and Supplies Expenditures moved in their entirety to the City Manager Department

- 51020 BOOKS AND PUBLICATIONS – \$1,230
Fair Labor Standards Handbook, \$430
APA Guide to Accounts Payable, \$500
American Payroll Association Basic Guide to Payroll, \$300
- 52010 MAINTENANCE – OFFICE EQUIPMENT – \$100
Miscellaneous repairs.
- 52190 SPECIAL CONSULTING SERVICES – \$10,000 ***(\$20,000 approved in Adopted Budget)***
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000
Street report submission service (Gas Tax Fund), \$2,000
- 52220 AUDITING FEES – \$49,100
Annual audit service fees (City) (General Fund – \$41,100; DOJ Fund – \$1,000), \$42,100
GASB 68 Reporting Fee, \$7,000
- 52240 COLLECTION AGENCY FEES – \$1,100
Enforcement/collection of delinquent tax and service payments.
- 52280 BANK FEES & CHARGES – \$25,000 ***(Only \$23,000 approved in Adopted Budget)***
Monthly bank fees and charges.
- 52281 CALCARD INCENTIVE PAYMENTS – <\$5,200>
CalCard reward program.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4312 Financial Services

Object
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$43,000 Merchant Services (credit card processing), \$35,500 Armored transport depository services, \$7,500
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,800 Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste Disposal

This program moved in its entirety to the City Manager Department

Program Description

The Solid Waste Program administers the City's automated refuse collection/disposal program; administers residential, commercial, school, and City facilities recycling programs; administers the City's Utility Billing system; tracks diversion of refuse to ensure compliance with State requirements and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	132,361	143,097	0	0
Services and Supplies	2,410,968	2,510,968	0	0
Capital Outlay	0	0	0	0
Total	2,543,329	2,654,065	0	0
Personnel Authorized	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	0.00 (FT) 0.00 (PT)	0.00 (FT) 0.00 (PT)

Source of Funds

General Fund	2,387,455	2,489,637	0	0
Recycling Grant Fund	3,800	3,800	0	0
Sewer Operating Fund	152,074	160,628	0	0
Total	2,543,329	2,654,065	0	0

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4313 Solid Waste Disposal

Work Program

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
 2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
 3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
 4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
 5. Administer residential, commercial, school, and City facilities recycling programs.
 6. Track diversion of refuse to ensure State compliance with commercial and residential recycling requirements.
 7. Administer the residential refuse household-rate discount program for senior households.
 8. Administer applicable grant programs.
 9. Assist the Finance Director in supervising relevant programs.
 10. Occasionally evaluate transferring the utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Occasionally evaluate transferring the utility lien process to Burrtec—at a cost savings to the City.
 12. Oversee collection of solid waste-related franchise fee, administrative fee, general sanitation fee, and pavement impact fee.
 13. Administer the City's anti-scavenging ordinance.
-

Personnel Services – \$143,097

Salary requests are for: Finance Supervisor (0.20) – \$15,317; Accounting Specialist (0.20) – \$10,250; Customer Service Representatives (1.20) – \$47,940; Accounting Specialist (1.00/part-time) – \$33,704. Cost allocations are as follows: full-time salaries – \$73,507; part-time salaries – \$33,704; overtime – \$100; benefit costs – \$35,786.

Services and Supplies – \$2,510,968

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,400,000; special contract services – \$51,768; bad-debt expenses – \$3,000; special billing services – \$52,000; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4313 Solid Waste Disposal

Object
Number

All Services and Supplies Expenditures moved in their entirety to the City Manager Department

52090 PUBLICATION AND ADVERTISING – \$3,800

Advertising of oil collection centers and for education programs for oil/oil filter recycling. (Recycling Grant Fund)

52390 RESIDENTIAL REFUSE COLLECTION – \$2,400,000

Contract costs for collection and disposal of residential refuse and for collection and transport of residential recyclables—refuse collection costs fully reimbursed to the General Fund by assessing residential refuse collection fees.

52450 SPECIAL CONTRACT SERVICES – \$51,768

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$25,884; General Fund – \$25,884).

52810 BAD-DEBT EXPENSES – \$3,000

Charge costs of uncollectable utility accounts (Sewer Operating Fund – \$1,500; General Fund – \$1,500).

52930 SPECIAL BILLING SERVICES – \$52,000

Utility billing service with DataProse (Sewer Operating Fund – \$26,000; General Fund – \$26,000).

52990 MISCELLANEOUS EXPENDITURES – \$400

Unanticipated expenditures (Sewer Operating Fund – \$200; General Fund – \$200).

PROGRAM BUDGET SUMMARY – 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

The City Clerk Program coordinates development and distribution of City Council agendas, minutes, and related documents; oversees a document-maintenance/destruction program; oversees a program for electronic storage of documents; ensures that Fair Political Practices Commission filing requirements are met; facilitates local elections; coordinates updates of the Montclair Municipal Code; provides information and support to City Council, City Manager, Department Heads, staff, and the public; coordinates and maintains a records management system including indexing of City Council minutes, ordinances, resolutions, and agreements; administers the Laserfiche Document Imaging system for digital storage and retrieval of documents; responds to requests for research of records; coordinates development of Citywide records retention programs; administers the records archival program; and coordinates placement of City Clerk–related information on the City's Web page.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	146,708	190,194	225,606	225,606
Services and Supplies	30,600	31,550	30,050	30,050
Capital Outlay	0	0	0	0
Total	177,308	221,744	255,656	255,656

Personnel Authorized	0.75 (FT) 0.725 (PTB) 1.00 (PT)	0.97 (FT) 0.80 (PTB) 1.00 (PT)	0.97 (FT) 1.80 (PTB) 1.00 (PT)	0.97 (FT) 1.80 (PTB) 1.00 (PT)
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Source of Funds

General Fund	160,427	203,251	237,163	237,163
After School – Indirect Staff Charges	5,669	5,904	5,904	5,904
Sewer Operating Fund – Indirect Staff Charges	11,212	12,589	12,589	12,589
Total	177,308	221,744	255,656	255,656

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents; post such documents to the City's Web page for public access.
 2. Facilitate local elections and coordinate with the San Bernardino County Registrar of Voters; maintain campaign guides for City Council candidates.
 3. Coordinate Fair Political Practices Commission filings for elected and appointed officials.
 4. Provide information and support to City Council, City Manager, Department Heads, staff, and the public.
 5. Coordinate codification of the Montclair Municipal Code; post City Codes to the City's webpage for employee and public access; and encourage employee use of California Codes on the Internet.
 6. Develop, review, and enforce document preparation and retention standards.
 7. Maintain standards for development of contracts, reports, and official documents.
 8. Maintain records of City Council meetings.
 9. Oversee the Laserfiche Document Imaging Program.
 10. Serve as Recording Secretary at meetings of the City Council, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Finance Authority, and Community Foundation.
 11. Ensure compliance with open-meeting requirements of the Ralph M. Brown Act.
 12. Coordinate meetings of the City Council and advisory bodies.
 13. Ensure proper posting/advertisement of meetings.
 14. Coordinate development of citywide records retention schedules; maintain records management/retrieval/archival systems; and maintain an index of City Council minutes, ordinances, resolutions, and agendas.
 15. Provide document research as requested by departments.
 16. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
 17. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.
-

Personnel Services – \$190,194

Salary requests are for: City Clerk (0.97) \$84,504; Administrative Technician (0.80/part-time benefitted) – \$36,171; Office Specialist (1.00/part-time) – \$19,053. Cost allocations are as follows: full-time salaries – \$84,504; part-time benefitted salaries – \$36,171; part-time salaries – \$19,053; overtime – \$300; benefit costs – \$50,166.

Services and Supplies – \$31,550

Funding requested is for: books and publications – \$3,450; election supplies/services – \$12,000; publication and advertising – \$5,000; mileage/auto allowance – \$100; special contract services – \$10,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

51020 BOOKS AND PUBLICATIONS – \$3,450

Montclair Municipal Code Book Supplements, \$2,000
Annual fee for online Montclair Municipal Code (MuniCode), \$1,350
Miscellaneous books and periodicals, \$100

51070 ELECTION SUPPLIES/SERVICES – \$12,000

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting the 2019 General Election and other unscheduled elections.

52090 PUBLICATION AND ADVERTISING – \$5,000

Publication of legal notices:
 Public Hearings, \$4,000
 Elections, \$1,000

52140 MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450 SPECIAL CONTRACT SERVICES – \$10,000 ***(Only \$8,500 approved in Adopted Budget)***

Contract services for off-site records storage all departments, \$3,000
Microfiche records conversion, \$2,000
Records Management System Upgrades, \$5,000

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Miscellaneous supplies for City archives, records, electoral services, and ballot and statement preparations for local elections.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

The Personnel Program, in support of the human resource requirements of the City, provides comprehensive personnel selection, retention, training, and labor relations services in compliance with local, state, and federal regulations; defends the City in personnel-related matters including disciplinary actions; and administers benefit programs. The Risk Management program processes legal claims; defends the City in Workers' Compensation cases; identifies potential risks to employee safety; and develops methods of reducing the City's exposure to, and potential liability from, losses.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	251,293	268,889	268,889	268,889
Services and Supplies	133,900	150,925	141,925	141,925
Capital Outlay	0	0	0	0
Total	385,193	419,814	410,814	410,814
Personnel Authorized	2.50 (FT)	2.50 (FT)	2.50 (FT)	2.50 (FT)

Source of Funds

General Fund	340,620	379,638	370,638	370,638
After School – Indirect Staff Charges	14,969	12,827	12,827	12,827
Sewer Operating Fund – Indirect Staff Charges	29,604	27,349	27,349	27,349
Total	385,193	419,814	410,814	410,814

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

1. Implement and update personnel/risk management procedures and policies to ensure employee welfare and compliance with applicable laws.
 2. Conduct recruitments and promotions utilizing fair employment practices, job-related evaluation criteria, and equal opportunity guidelines.
 3. Assist departments in the handling of disciplinary/grievance cases to ensure proper due process and documentation procedures are followed, and to protect both the City's and employees' rights.
 4. Protect human, financial, physical, and natural resources against the effects of accidental loss through the prudent application of appropriate and legitimate risk management techniques.
 5. Coordinate, monitor, and take appropriate actions in order to expedite the processing of claims (Workers' Compensation, liability, unemployment, etc.) and protect the City's interests.
 6. Coordinate and conduct training workshops/programs promoting increased productivity, safety, supervisory skill, morale, and employee development.
 7. Assist departments in the handling of harassment and discrimination complaints to ensure proper investigation is undertaken and appropriate and necessary corrective actions are pursued.
 8. Coordinate and manage the City's safety program to ensure compliance with state and federal laws and to provide a safe working environment. Facilitate Safety Committee meetings and projects.
 9. Coordinate and manage the City's employee benefits program in compliance with applicable state/federal laws.
 10. Coordinate and supervise the City's labor negotiation process; meet with labor group representatives to discuss terms related to working conditions; seek to negotiate MOU provisions requiring employees to pay the member contribution component of the CalPERS pension benefit.
 11. Administer the City's ergonomic program.
 12. Administer the Springbrook Human Resources software module.
 13. Provide representation to special boards and groups on matters related to insurance, wages and benefits, and other personnel- and risk management-related issues.
 14. Assist with facilitating employee-related cost-reduction measures during periods of fiscal stress.
 15. Facilitate implementation of GASB 45 requirements.
 16. Conduct audit of real property assets.
 17. Assist the City Manager in addressing CalPERS-related cost increases.
 18. Ensure compliance with the Public Employee Pension Reform Act of 2013 (PEPRA).
-

Personnel Services – \$268,889

Salary requests are for: Administrative Services/Human Resources Director (0.50) – \$80,952; Benefits Coordinator (1.00) – \$61,068; Personnel Services Coordinator (1.00) – \$57,517. Cost allocations are as follows: full-time salaries – \$199,537 overtime – \$500; benefit costs – \$68,852.

Services and Supplies – \$150,925

Funding requested is for: books and publications – \$1,525; publication and advertising – \$18,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$4,000; special contract services – \$79,000; psychological assistance – \$12,000; medical examinations – \$20,000; personnel testing – \$2,000; fingerprints and credit bureau fees – \$3,500; psychological exams – \$8,000; ADA expenditures – \$1,500; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,525

California Municipal Law Handbook, \$450

Los Angeles County Bar Association, \$400

Top Safety, \$150

Top Health, \$145

Jobs Available, \$45

University of California, Berkeley, Wellness Letter, \$35

Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300

52090 PUBLICATION AND ADVERTISING – \$18,000

Personnel recruitment advertisements.

52140 MILEAGE/AUTO ALLOWANCE – \$150

Mileage reimbursement for Administrative Services/Human Resources Director, Personnel Services Coordinator, and Benefits Coordinator.

52150 LABOR RELATIONS – \$250

Expenditures related to the meet and confer process with employee labor groups.

52190 SPECIAL CONSULTING SERVICES – \$4,000

East Inland Empire Employment Relations Consortium, \$2,700

Hearing officers for grievance/disciplinary hearings, \$1,000

Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), \$300

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$79,000 *(Only \$70,000 approved in Adopted Budget)*

Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$9,000

Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$68,000

Transcription services, \$2,000

52490 PSYCHOLOGICAL ASSISTANCE – \$12,000

Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.

52510 MEDICAL EXAMINATIONS – \$20,000

Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.

52520 PERSONNEL TESTING – \$2,000

Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.

52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$3,500

Fingerprint checks related to employment recruitments in compliance with state/federal requirements.

52590 PSYCHOLOGICAL EXAMS – \$8,000

Psychological exams for new employee applicants.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

52840 ADA EXPENDITURES – \$1,500

ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Miscellaneous expenditures for unanticipated Personnel Division-related needs.

PROGRAM BUDGET SUMMARY – 1

Program Number 4316

Department	Division	Program
Administrative Services		Information Technology Services

This program moved in its entirety to the City Manager Department

Program Description

The Information Technology Services Program provides full-service electronic data and technology support designed to accommodate the organization's computer hardware, software, email, local area network (LAN), wide area network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and Internet service requirements. The program is also responsible for development and maintenance of the City's E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	539,872	574,898	0	0
Services and Supplies	243,800	243,678	0	0
Capital Outlay	99,237	170,000	0	0
Total	882,909	988,576	0	0

Personnel Authorized	4.00 (FT)	6.00 (FT)	0.00 (FT)	0.00 (FT)
	2.00 (PTB)	2.00 (PTB)	0.00 (PTB)	0.00 (PTB)
	2.00 (PT)	3.00 (PT)	0.00 (PT)	0.00 (PT)

Source of Funds

General Fund	785,115	898,599	0	0
After School – Indirect Staff Charges	32,842	28,727	0	0
Sewer Operating Fund – Indirect Staff Charges	64,952	61,250	0	0
Total	882,909	988,576	0	0

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4316 Information Technology Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue archiving of e-mail messages in compliance with federal, state, local, and case law.
3. Maintain local and wide area networks for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City website and integrate with GIS mapping, economic development modules, and archival research.
6. Maintain a computer hardware/software maintenance program.
7. Enforce policies and procedures for computer assets, telecommunications, and Internet/email access.
8. Maintain the Laserfiche document imaging system and promote a citywide document-imaging program.
9. Maintain and enhance the Citywide GIS system and integrate new technology.
10. Integrate state-of-the-art technology for all City facilities.
11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
12. Provide creative IT solutions in support of City activities.
13. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
14. Maintain the Reeder Ranch website.
15. Develop and maintain hardware and software replacement plans.

Personnel Services – \$574,898

Salary requests are for: Information Technology Manager (1.00) – \$113,748; Information Technology Analyst (2.00) – \$158,952; Information Technology Specialist (1.00) – \$59,742; Systems Specialist (1.00/part-time benefitted) – \$34,936; Senior Intern (2.00/part-time) – \$39,344; Junior Intern (1.00/part-time) – \$12,480. Cost allocations are as follows: full-time salaries – \$332,442; part-time benefitted salaries – \$34,936; part-time salaries – \$51,824; overtime – \$4,250; benefit costs – \$151,446.

Services and Supplies – \$243,678

Funding requested is for: office supplies – indirect – \$38,000; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$176,878; small equipment – \$20,700.

Capital Outlay – \$170,000

Funding requested is for: LCD monitors – \$4,000; Desktop Computer – \$24,000; Microsoft Server 2019 Software Licenses – \$54,000; Mitel VOIP Phone Controller upgrade – \$10,000; EMC Storage Array Network – \$30,000; server hardware upgrade – \$15,000; Davenport Infrastructure Asset Management Module – \$15,000; Mobile Data Computers – \$18,000.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

All Services and Supplies Expenditures moved in their entirety to the City Manager Department

51050 OFFICE SUPPLIES – INDIRECT – \$38,000

Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000
Laser, laser color, and inkjet cartridges, \$8,000
Various hardware and software enhancements/upgrades and license extensions, \$14,000
Photo ID-card system supplies, \$2,000
Miscellaneous I.T. office supplies, \$3,000

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$8,000

Local Area Network (LAN) maintenance, \$4,000
P.C. components/printer maintenance, \$4,000

52140 MILEAGE/AUTO ALLOWANCE – \$100

Reimbursement for Program personnel for use of personal vehicles for business purposes.

52450 SPECIAL CONTRACT SERVICES – \$176,878

Frontier FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually
Vision Live Annual maintenance for City's Website, \$6,600
Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 annually

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
Frontier Internet service for MPD facility (\$200 per month), \$2,400 annually
Frontier Internet service for City Yard & Fire Station 2 (\$200 per month), \$2,400 annually
Spectrum TV Service for MPD facility (\$200 per month), \$2,400 annually
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually
CoreLogic PropertyFinder annual portal access, \$3,500 annually
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually
Cisco SMARTnet software updates, \$1,000 annually
Cisco router technical support, \$800 annually
SeamlessGov Form Builder for online form creation and submission, \$7,000 annually
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually
Laserfiche maintenance support/City Hall, \$5,500 annually
Laserfiche maintenance support/MPD, \$4,500 annually
Costar Group, Inc., \$4,338 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$50,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 annually
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

52690 SMALL EQUIPMENT – \$20,700

Printer rollers and replacement parts, \$1,500

Printer replacement kits, \$1,500

UPS battery backup units (15 @ \$100 each), \$1,500

Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500

Cat 6 cables (6 boxes @ \$200 each), \$1,200

ID Card Program cards and special equipment needs, \$1,500

Computer component upgrades, \$1,500

Computer and network toolset, \$500

Server component upgrades, \$1,500

Computer Network Switch upgrades, \$5,000

Fujitsu Scanner for Laserfiche, \$3,500

PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

The Central Services Program provides a variety of general support services for City departments/personnel and the Montclair community including the following: communication services, audio/visual aids, document duplication, facsimile transmission/receipt, mail processing, office supplies, animal control services, cable franchise administration, and other support/contract services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	60,667	66,347	66,347	66,347
Services and Supplies	333,395	362,395	327,395	327,395
Capital Outlay	0	0	0	0
Total	394,062	428,742	393,742	393,742
Personnel Authorized	0.25 (FT) 0.20 (PTB)	0.25 (FT) 0.20 (PTB)	0.25 (FT) 0.20 (PTB)	0.25 (FT) 0.20 (PTB)

Source of Funds

General Fund	350,417	387,642	352,642	352,642
After School – Indirect Staff Charges	14,657	13,122	13,122	13,122
Sewer Operating Fund – Indirect Staff Charges	28,988	27,978	27,978	27,978
Total	394,062	428,742	393,742	393,742

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

1. Evaluate P.C.–based central stores inventory systems for maintenance, ordering, distribution, and tracking of supplies.
 2. Administer the City's franchise agreement with Charter Communications, Frontier Communications, and other high-speed cable-related services vis-à-vis state law that extends administrative authority over cable franchise agreements to the state Public Utility Commission.
 3. Seek to re-engage with First United Methodist Church and negotiate successor parking lot rental terms; or negotiate terms for purchasing church buildings and land.
 4. Manage the City's office equipment maintenance/replacement program. Provide oversight and maintenance support for office equipment.
 5. Administer the animal control services agreement with IVHS; evaluate requirements for rate adjustments and additional licensing programs.
 6. Manage PEG access services and associated programming requirements.
 7. As required, conduct citizen surveys on designated issues.
 8. Provide direction and oversight for development, publication, and distribution of newsletters as required by the City Council.
 9. Evaluate new vendors and service programs for office equipment.
-

Personnel Services – \$66,347

Salary requests are for: Administrative Services/Human Resources Director (0.25) – \$40,476; Administrative Technician (0.20/part-time benefitted) – \$9,043. Cost allocations are as follows: full-time salaries – \$40,476; part-time benefitted salaries – \$9,043; overtime – \$150; benefit costs – \$16,678.

Services and Supplies – \$362,395

Funding requested is for: books and publications – \$185; office supplies – indirect – \$82,000; license/permits/certificates – \$2,000; maintenance – office equipment and furniture – \$11,550; publication and advertising – \$30,500; animal control services – \$170,000; special contract services – \$2,360; rent – land/buildings – \$12,000; rent – private equipment – \$2,500; postage – \$35,000; small equipment – \$2,000; miscellaneous expenditures – \$12,300.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4317 Central Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$185

Electronic Internet Publications (Various)

51050 OFFICE SUPPLIES – INDIRECT – \$82,000

Expenditures for office supplies, printing services, stationery, and other related services provided to all City departments through the Central Services Program.

51150 LICENSE/PERMITS/CERTIFICATES – \$2,000

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$600

GoDaddy, \$75

Provision for increases, \$125

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$11,550

Ricoh/Aficio 8120S digital copier system (main City Hall copier system), \$3,000

SHARP digital copier system maintenance (City Hall Main Lobby), \$2,000

Excess copier charges for all copier systems, \$2,000

Neopost IS-460 automatic mail machine with scale, \$750

Neopost DS-75 folder and inserter, \$1,300

Audio/visual equipment maintenance (Citywide), \$250

Ricoh C801, \$1,500

Unanticipated adjustments, \$750

52090 PUBLICATION AND ADVERTISING – \$30,500

Specialized printing needs, die cuts, layouts, and design development, \$2,500

Civic Publications Community Newsletter, \$28,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4317 Central Services

Object
Number

- 52430 ANIMAL CONTROL SERVICES – \$170,000
Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
- 52450 SPECIAL CONTRACT SERVICES – \$2,360
Shred Pros Document destruction services, \$800
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,560
- 52640 RENT – LAND/BUILDINGS – \$12,000
Annual rent payment for United Methodist Church parking lot (calculated @ 12 X \$1,000 = \$12,000).
- 52640 RENT – PRIVATE EQUIPMENT – \$2,500
Audio/video equipment rental for special events.
- 52670 POSTAGE – \$35,000 **(Moved to Citywide Department)**
Indirect postage expenditure (all City departments).
- 52690 SMALL EQUIPMENT – \$2,000
Replacement phones, all departments.
- 52990 MISCELLANEOUS EXPENDITURES – \$12,300
Parking permit decals, \$500
City presentation pins, \$1,500
U.S. and California State flags, \$3,000
Promotional merchandise, \$1,300
City Hall household miscellaneous, \$6,000

Human Services

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

Provide the following services and opportunities for Montclair residents: (1) recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues; (2) community education and leisure classes; (3) physical education activities and programs; (4) special event programming; (5) after-school program that provides academic assistance, enrichment programs, and physical education activities at 12 Montclair sites; (6) various programs at the City's Youth Center; (7) general medical and case management services; (8) develop, implement, and coordinate educational, social, and recreational programs to meet the diverse and changing needs of the senior citizen population at the City's Senior Center and other community sites; (9) advocate for the needs of seniors and offer well-balanced nutritional meal service five days a week for seniors; (10) promote a health education program (Por La Vida) to encourage health and well-being through the training and sharing of information to Latina women and their families; (11) and offer Healthy Montclair programs and activities for the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,230,519	2,298,340	2,233,275	2,233,275
Services and Supplies	727,350	713,224	664,174	664,174
Capital Outlay	0	0	0	0
Total	2,957,869	3,011,564	2,897,449	2,897,449

Personnel Authorized	14.00 (FT)	13.00 (FT)	13.00 (FT)	13.00 (FT)
	0.00 (PTB)	0.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	131.00 (PT)	130.00 (PT)	128.00 (PT)	128.00 (PT)

Department Distribution

Recreation	1,081,631	1,166,328	1,059,513	1,059,513
Clinic	135,887	157,914	157,914	157,914
Senior Citizens	121,801	138,660	134,360	134,360
Nutritional Meals	194,835	231,564	231,564	231,564
Family and Health Education	123,510	123,421	120,421	120,421
Expanded Learning Program	1,300,205	1,193,677	1,193,677	1,193,677
Total	2,957,869	3,011,564	2,897,449	2,897,449

Source of Funds

General Fund	1,360,591	1,508,401	1,394,286	1,394,286
Community Dev Block Grant Fund	11,000	10,000	10,000	10,000
DAAS Grant/Donations	182,119	181,136	181,136	181,136
OMSD ExLP	1,162,336	1,146,893	1,146,893	1,146,893
OTS Grant	15,300	27,000	27,000	27,000
City of Hope	5,000	0	0	0
OMSD Immunizations Grant	20,000	20,500	20,500	20,500
Kaiser Permanente Grant	10,000	20,000	20,000	20,000
OMSD Resource Center Grant	14,200	14,500	14,500	14,500
Senior Support Services Grant	14,454	10,000	10,000	10,000
Healthy Comm. Strategic Plan	25,000	20,000	20,000	20,000
OMSD Kindergarten Gap	91,867	0	0	0
Hope through Housing	46,002	53,134	53,134	53,134
Total	2,957,869	3,011,564	2,897,449	2,897,449

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Human Services	1.00	1.00	1.00	1.00	144,252	154,200	154,200
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	65,988	65,988	65,988
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	62,645	62,645	62,645
Sr. Learning Coordinator	1.00	1.00	1.00	1.00	50,017	50,017	50,017
Learning Coordinator	5.00	5.00	5.00	5.00	230,760	230,760	230,760
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	55,920	55,920	55,920
Health Education Specialist	1.00	1.00	1.00	1.00	44,472	44,472	44,472
Recreation Supervisor	1.00	0.00	0.00	0.00	0	0	0
Administrative Analyst	1.00	1.00	1.00	1.00	63,549	63,549	63,549
Administrative Specialist	1.00	1.00	1.00	1.00	48,622	48,622	48,622
<u>Part-Time Benefitted</u>							
Human Services Technician	0.00	0.00	1.00	1.00	0	37,031	37,031
<u>Part-Time</u>							
Data Entry Clerk	0.00	0.00	1.00	1.00	0	20,735	20,735
Office Specialist	2.00	2.00	0.00	0.00	59,657	0	0
Facility Coordinator	3.00	3.00	3.00	3.00	33,758	33,758	33,758
Summer/Winter Personnel	43.00	43.00	43.00	43.00	294,919	225,000	225,000
Medical Clinic Coordinator	1.00	1.00	1.00	1.00	37,700	37,700	37,700
Medical Clinic Specialist	1.00	1.00	1.00	1.00	9,635	9,635	9,635
Health Education Intern	1.00	1.00	1.00	1.00	15,382	15,382	15,382
Nutrition Site Manager	1.00	1.00	1.00	1.00	21,112	21,112	21,112
Kitchen Assistant	1.00	1.00	1.00	1.00	13,520	13,520	13,520
Senior Learning Leader	11.00	11.00	11.00	11.00	285,813	285,813	285,813
Learning Leader	56.00	56.00	55.00	55.00	163,501	150,034	150,034
Junior Intern	2.00	2.00	2.00	2.00	18,720	18,720	18,720
Transportation Coordinator	2.00	2.00	2.00	2.00	31,436	31,436	31,436
Transportation Coord. (Relief)	1.00	0.00	0.00	0.00	0	0	0
Mini-School Coordinator	1.00	1.00	1.00	1.00	20,569	20,569	20,569
Senior Recreation Specialist	3.00	3.00	3.00	3.00	96,369	96,369	96,369
Recreation Specialist	2.00	2.00	2.00	2.00	38,394	38,394	38,394
Full Time	14.00	13.00	13.00	13.00	766,225	776,173	776,173
Part Time Benefitted	0.00	0.00	1.00	1.00	0	37,031	37,031
Part Time	131.00	130.00	128.00	128.00	1,140,485	1,018,177	1,018,177
Additional Pay					900	900	900
Total Salaries & Wages					1,907,610	1,832,281	1,832,281
Benefit Costs					293,183	303,796	303,796
PERS Benefit Costs					97,547	97,198	97,198
Total Benefit Costs					390,730	400,994	400,994
TOTAL					2,298,340	2,233,275	2,233,275

PROGRAM BUDGET SUMMARY – 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

Provide recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues, community education and leisure classes, physical education activities and programs, and special event programming.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	839,382	914,465	849,400	849,400
Services and Supplies	242,249	251,863	210,113	210,113
Capital Outlay	0	0	0	0
Total	1,081,631	1,166,328	1,059,513	1,059,513
Personnel Authorized	5.30 (FT) 51.00 (PT)	4.30 (FT) 50.10 (PT)	4.30 (FT) 50.10 (PT)	4.30 (FT) 50.10 (PT)

Source of Funds

General Fund	1,066,448	1,144,495	1,037,680	1,037,680
DAAS Grant/Donations	983	983	983	983
OMSD ExLP Grant	0	6,350	6,350	6,350
OMSD Resource Center Grant	14,200	14,500	14,500	14,500
Total	1,081,631	1,166,328	1,059,513	1,059,513

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4381 Recreation

Work Program

Offers community special events, sports leagues, enrichment and leisure classes for youth through senior citizens, and programs focused on physical activity, youth and teens, and summer activities for the community.

Units of Measure

Recreational programs provide activities, programs and services for approximately 300,000 participants annually.

Personnel Services – \$914,465

Salary requests are for: Human Services Director (1.00) – \$144,252; Senior Human Services Supervisor (1.00) – \$65,988; Senior Recreation Supervisor (0.30) – \$18,794; Administrative Analyst (1.00) – \$63,549; Administrative Specialist (1.00) – \$48,622; Facility Coordinator (3.00/part-time) – \$33,758; Summer/Winter Personnel (41.00/part-time) – \$260,119; Junior Intern (2.00/part-time) – \$18,720; Mini-School Coordinator (0.70/part-time) – \$14,398; Senior Recreation Specialist (2.00/part-time) – \$64,246; Recreation Specialist (1.40/part-time) – \$26,876. Cost allocations are as follows: full-time salaries – \$341,205; part-time salaries – \$418,117; benefit costs – \$155,143.

Services and Supplies – \$251,863

Funding requested is for: program supplies – \$51,800; maintenance – other equipment – \$1,400; publication and advertising – \$25,500; community benefits – \$20,000; dues and memberships – \$2,100; travel and meetings – \$7,500; mileage/auto allowance – \$7,800; Community Activities Commission – \$33,750; performing art services – \$5,000; special contract services – \$12,600; vocational training – \$2,463; postage – \$8,000; small equipment – \$4,550; cellular phone expense – \$300; reimbursed program costs – \$48,100; CAC stipends – \$3,500; miscellaneous expenditures – \$17,500.

Capital Outlay

No funding requested.

**WORKSHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Five (5) Human Services Dept. Staff	CPRS Annual Conference	Long Beach, CA	Spring 2020	\$4,000
					(General Fund sub-total: \$4,000)
52130	Seven (7) Human Services Dept. Staff	California Expanded Learning Symposium	Fresno, CA	Spring 2020	\$3,500
					(OMSD ExLP Grant sub-total: \$3,500)
					Total: \$7,500

**WORKSHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Fernando Saltos, Recreation Supervisor	CPRS Fall Forum	TBA	Fall 2019	\$50
52540	Quaresha Fields, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2019	\$50
52540	Emily Medina, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2019	\$50
52540	Fernando Saltos, Recreation Supervisor	(2) CPRS Seminars	TBA	2019-2020	\$60
52540	Quaresha Fields, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2019-2020	\$60
52540	Emily Medina, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2019-2020	\$60
52540	20 Part-Time Staff	CPR Training	Montclair, CA	2019-2020	\$400
52540	20 Part-Time Staff	First Aid Training	Montclair, CA	2019-2020	\$400
(General Fund sub-total: \$1,130)					
52540	1 Part-Time Staff	Food Managers Certification	Montclair, CA	Spring 2020	\$169
52540	1 Part-Time Staff	Food Handlers Certification	Montclair, CA	Spring 2020	\$22
52540	1 Full-Time Staff	Food Handlers Certification	Montclair, CA	Spring 2020	\$22
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2020	\$770
(DAAS Grant sub-total: \$983)					

**WORKSHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	7 Full-time staff	Inland Empire Expanded Learning	TBA	Spring 2020	\$350
					(OMSD ExLP Grant sub-total: \$350)
					Total: \$2,463

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

51130 PROGRAM SUPPLIES – \$51,800 *(Only \$43,000 approved in Adopted Budget)*

Special event supplies, \$15,000
Dashing through Montclair, \$1,000
Staff shirts, \$1,950
Teen and youth programs, \$8,450
Country Fair Jamboree, \$20,000
Summer kick-off, \$600
Mini-school supplies, \$4,000
Summer Outdoor Movies, \$800

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,400

Tune and repair two pianos, \$600
Weight room equipment maintenance, \$800

52090 PUBLICATION AND ADVERTISING – \$25,500 *(Only \$20,000 approved in Adopted Budget)*

Costs for production of the HS Department brochures (3) with necessary full color and additional pages, and post cards, \$25,000
Printing costs for youth programs, \$500

52110 COMMUNITY BENEFITS – \$20,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$2,100

California Parks and Recreation Society, SCMAF, Healthy Cities, ASA/National Council on Aging, Clinic Association of San Bernardino, CPR dues.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

52130 TRAVEL AND MEETINGS – \$7,500

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings. (General Fund – \$4,000; OMSD ExLP Grant – \$3,500)

52170 COMMUNITY ACTIVITIES COMMISSION – \$33,750 ***(Only \$15,750 approved in Adopted Budget)***

Expenditures for projects sponsored by the Committee, \$6,500

Veterans Day banners, \$7,000

Shirts, \$250

Holiday events, \$20,000 ***(Only \$2,000 approved in Adopted Budget)***

52310 PERFORMING ART SERVICES – \$5,000

Performing artists' fees for six summer "Concert Series" events, and children's activities.

52450 SPECIAL CONTRACT SERVICES – \$12,600

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League and Youth Volleyball League, \$10,200

Weight room cable television service, \$1,200

Mini-school internet service, \$1,200

52540 VOCATIONAL TRAINING – \$2,463

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$1,130; OMSD ExLP Grant – \$350, DAAS Grant – \$983)

52670 POSTAGE – \$8,000 ***(Moved to Citywide Department)***

Postage for Human Services Department brochure and mail house services.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

- 52690 SMALL EQUIPMENT – \$4,550 *(Only \$3,100 approved in Adopted Budget)*
Wheeled Utility Shopping Carts, \$1,500
Conference room table, \$800
Adobe Professional Software package (Adobe Illustrator and Photoshop), \$1,450 *(Not approved in Adopted Budget)*
Microphone, \$100
Printer/Copier, \$700
- 52850 CELLULAR PHONE EXPENSE – \$300
Cost for Transportation Coordinator's cell phone.
- 52870 REIMBURSED PROGRAM COSTS – \$48,100
Program costs that will be reimbursed through fees:
Racquetball Court/Weight room sanitization, \$6,000
Summer camp (shirts, trips, snacks, supplies, awards), \$6,500
Summer playgrounds (shirts, trips, snacks, supplies, awards), \$5,300
Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$11,300
Adult basketball (shirts, awards), \$1,500
Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$8,500
Adult volleyball (shirts, awards), \$1,500
Mini-school photos and snacks, \$5,000
Youth performances, \$2,500 (OMSD ExLP Grant)
- 52920 CAC STIPENDS – \$3,500
- 52990 MISCELLANEOUS EXPENDITURES – \$17,500
Volunteer expenses, \$1,000
Miscellaneous program expenses, \$2,000
Family Resource Center miscellaneous expenses, \$14,500 (OMSD Resource Center Grant)

PROGRAM BUDGET SUMMARY – 1**Program Number 4382**

Department	Division	Program
Human Services		Clinic

Program Description

Provides general medical and case management services to community residents, particularly those with limited access to medical services elsewhere with emphasis on treatment of basic medical needs, health and exercise programs, and prevention and education of critical health issues.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	63,551	85,828	85,828	85,828
Services and Supplies	72,336	72,086	72,086	72,086
Capital Outlay	0	0	0	0
Total	135,887	157,914	157,914	157,914
Personnel Authorized	0.00 (FT) 3.00 (PT)	0.25 (FT) 3.00 (PT)	0.25 (FT) 3.00 (PT)	0.25 (FT) 3.00 (PT)

Source of Funds

General Fund	115,887	137,414	137,414	137,414
OMSD Immunization Grant	20,000	20,500	20,500	20,500
Total	135,887	157,914	157,914	157,914

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4382 Clinic

Work Program

Continue offering general health care services, health education classes, physical education classes and programs, medical, and case management services, along with assistance and referrals to community agencies and services. In addition, continue partnerships and relationships with community social services agencies, mental health clinics and public safety groups and serving as a training center for medical students and mental health clinicians.

Units of Measure

1. The medical clinic sees over 1,500 patients annually and serves as a training center for medical students.
 2. A yearly health fair, which averages over 500 attendees, offers flu shots for a nominal fee and free hearing, structural, and blood pressure tests, as well as information on medical and social programs.
 3. Over 1,300 immunization services are provided annually to Ontario–Montclair School District students and faculty.
-

Personnel Services – \$85,828

Salary requests are for: Health Education Specialist (0.25) – \$11,118; Medical Clinic Coordinator (1.00/part-time) – \$37,700; Medical Clinic Specialist (1.00/part-time) – \$9,635; Recreation Leader (1.00/part-time) – \$17,400. Cost allocations are as follows: full-time salaries – \$11,118; part-time salaries – \$64,735; benefit costs – \$9,975.

Services and Supplies – \$72,086

Funding requested is for: program supplies – \$14,750; materials–recycle/clean–up – \$2,750; special contract services – \$50,136; stipends – \$3,850; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4382 Clinic

Object
Number

51130 PROGRAM SUPPLIES – \$14,750

Medical clinic and immunization supplies, \$13,750 (OMSD Immunization Grant)
Medical clinic vouchers, \$250 (OMSD Immunization Grant)
Health Fair, \$750 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$2,750

Community Sharps Disposal Program supplies and hazardous waste services. (OMSD Immunization Grant – \$2,250; General Fund – \$500)

52450 SPECIAL CONTRACT SERVICES – \$50,136

Contract services in partnership with the Ontario–Montclair School District to fund a case manager.

52920 STIPENDS – \$3,850

Medical Consejera, \$3,750 (OMSD Immunization Grant)
Volunteer Student Coordinator, \$100

52990 MISCELLANEOUS EXPENDITURES – \$600

Volunteer expenses, \$500
Certificates/awards, \$100

PROGRAM BUDGET SUMMARY – 1

Program Number 4383

Department	Division	Program
Human Services		Senior Citizens

Program Description

Develop, implement, and coordinate educational, social, and recreational programs to meet the diverse and changing needs of the senior population in the community at the Senior Center and other community sites, along with serving as an advocate for the needs of seniors.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	115,226	125,785	125,785	125,785
Services and Supplies	6,575	12,875	8,575	8,575
Capital Outlay	0	0	0	0
Total	121,801	138,660	134,360	134,360
Personnel Authorized	1.00 (FT) 4.00 (PT)	1.00 (FT) 3.00 (PT)	1.00 (FT) 3.00 (PT)	1.00 (FT) 3.00 (PT)

Source of Funds

General Fund	96,347	118,660	114,360	114,360
Community Dev Block Grant Fund	11,000	10,000	10,000	10,000
Senior Support Services Grant	14,454	10,000	10,000	10,000
Total	121,801	138,660	134,360	134,360

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4383 Senior Citizens

Work Program

Serves as a comprehensive center for senior services, including legal, financial, medical, mental health, physical, social, and transportation services to promote successful aging.

Units of Measure

The Senior Citizens Program provides activities, education, and services out of the Senior Center to approximately 28,800 participants annually.

Personnel Services – \$125,785

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$51,323; Summer/Winter Personnel (1.00/part-time) – \$17,400; Transportation Coordinators (2.00/part-time) – \$31,436. Cost allocations are as follows: full-time salaries – \$51,323; part-time salaries – \$48,836; additional pay – \$900; benefit costs – \$24,726.

Services and Supplies – \$12,875

Funding requested is for: program supplies – \$2,300; special contract services – \$5,800; small equipment – \$600; miscellaneous expenditures – \$4,175.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4383 Senior Citizens

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$2,300 Helium tank refills, \$300 Crafts and materials for special demonstrations, \$1,000 Senior special event supplies, \$1,000
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$5,800 <i>(Only \$1,500 approved in Adopted Budget)</i> Program speakers, entertainment, \$2,000 Exercise instructors, \$3,800
52690	<u>SMALL EQUIPMENT</u> – \$600 Portable refreshment bar.
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$4,175 Annual Volunteer Recognition Dinner, \$2,300 Volunteer expenses, \$700 Montclair Walkers program expenses, \$500 Intergenerational programs, \$350 Miscellaneous program expenses, \$325

PROGRAM BUDGET SUMMARY – 1**Program Number 4384**

Department	Division	Program
Human Services		Nutritional Meals

Program Description

Provide a well-balanced nutritional meal service to senior citizens in the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	77,691	94,014	94,014	94,014
Services and Supplies	117,144	137,550	137,550	137,550
Capital Outlay	0	0	0	0
Total	194,835	231,564	231,564	231,564
Personnel Authorized	4.00 (PT)	4.00 (PT)	4.00 (PT)	4.00 (PT)

Source of Funds

General Fund	13,699	51,411	51,411	51,411
DAAS Grant/Donations	181,136	180,153	180,153	180,153
Total	194,835	231,564	231,564	231,564

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4384 Nutritional Meals

Work Program

Provide the administration and delivery of a well-balanced nutritional meal service to the senior citizens of the community. Coordinate an outreach service to senior citizens to better assist them in maintaining their independence.

Units of Measure

The Senior Citizens Lunch Program offers a nutritious lunch each weekday to seniors ages 60 and older. The County of San Bernardino Department of Aging and Adult Services (DAAS) provides additional funding that allows the program to serve up to 23,200 meals annually.

Personnel Services – \$94,014

Salary requests are for: Senior Citizens Supervisor – \$4,597; Senior Recreation Specialist (1.00/part-time) – \$32,123; Nutrition Site Manager (1.00/part-time) – \$21,112; Kitchen Assistant (1.00/part-time) – \$13,520; Health Education Intern (1.00/part-time) – \$15,382. Cost allocations are as follows: full-time salaries – \$4,597; part-time salaries – \$82,137; benefit costs – \$7,280.

Services and Supplies – \$137,550

Funding requested is for: program supplies – \$7,500; special consulting services – \$2,000; special contracting services – \$111,250; raw food – \$6,500; small equipment – \$8,100; miscellaneous expenditures – \$2,200.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4384 Nutritional Meals

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$7,500 Non–food consumable supplies. (DAAS Grant)
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$2,000 Consultant fees for Dietitian. (DAAS Grant)
52450	<u>SPECIAL CONTRACTING SERVICES</u> – \$111,250 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$6,500 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52590	<u>SMALL EQUIPMENT</u> – \$8,100 Chairs for the Senior Center dining room to support the Senior Nutrition program, \$6,500 (DAAS Grant) Serving Carts to support the Senior Nutrition program, \$1,600 (DAAS Grant)
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$2,200 San Bernardino County Health Permit, \$580 (DAAS Grant) SAMS License, \$1,020 (DAAS Grant) Nutrition Education, \$200 (DAAS Grant) Miscellaneous program expenses, \$400 (DAAS Grant)

***(Approval of DAAS funded services and supplies in this program is contingent
on the award of the DAAS Grant)***

PROGRAM BUDGET SUMMARY – 1**Program Number 4385**

Department	Division	Program
Human Services		Family and Health Education

Program Description

The family and health education program is comprised of the Healthy Montclair Initiative including Por La Vida activities and promotes health and well-being through training, community outreach and engagement.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	62,210	48,421	48,421	48,421
Services and Supplies	61,300	75,000	72,000	72,000
Capital Outlay	0	0	0	0
Total	123,510	123,421	120,421	120,421

Personnel Authorized	1.00 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)
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Source of Funds

General Fund	68,210	56,421	53,421	53,421
OTS Grant	15,300	27,000	27,000	27,000
City of Hope	5,000	0	0	0
Kaiser Permanente Grant	10,000	20,000	20,000	20,000
Healthy Comm. Strategic Plan	25,000	20,000	20,000	20,000
Total	123,510	123,421	120,421	120,421

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4385 Family and Health Education

Work Program

Family and Health Education is comprised of the Healthy Montclair Initiative which strives to improve the health of all who live, work and play in Montclair. The Healthy Montclair initiative addresses the social determinants of health, including education, healthcare, food, neighborhood/community environment, poverty and safety, through community outreach and engagement. A key program of the initiative is Montclair Por La Vida. Por La Vida trains and educates community members to become *consejeras* or community health workers. These *consejeras* are trained to become leaders in the community promoting health leading many of our community programs. The initiative addresses the food environment through the Montclair Community Garden and Montclair Fruit Park. The neighborhood and community environment and safety is addressed through bike and pedestrian safety education as well as the ongoing development of the Active Transportation Plan and the Safe Routes to School plan.

Units of Measure

1. An increased knowledge of healthy lifestyle choices by Montclair Por La Vida *consejeras*, community health workers, and participants.
 2. Improve access to health-related resources for primary care, healthy food, physical activities and community resources.
 3. Promote healthy eating and behaviors through community engagement, outreach, and educational activities.
 4. Active Transportation Plan and Safe Routes to School Plan
 5. Community engagement activities and parent training for bike and pedestrian safety.
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Personnel Services – \$48,421

Salary requests are for: Health Education Specialist (0.75) – \$33,354. Cost allocations are as follows: full-time salaries – \$33,354; benefit costs – \$15,067.

Services and Supplies – \$75,000

Funding requested is for: office supplies – \$1,500; program supplies – \$42,000; publication and advertising – \$3,500; special contract services – \$15,500; stipend/classroom assistance – \$10,500; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4385 Family and Health Education

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$1,500

Supplies for administrative functions of the program (OTS Grant)

51130 PROGRAM SUPPLIES – \$42,000 ***(Only \$39,000 approved in Adopted Budget)***

Bike/pedestrian safety, \$17,000 (OTS Grant)

Community health, \$19,000 (Kaiser Permanente Grant – \$4,000; Healthy Comm. Strategic Plan Grant – \$15,000)

Community Garden and Fruit Park materials, \$6,000 ***(Only \$3,000 approved in Adopted Budget)***

52090 PUBLICATION AND ADVERTISING – \$3,500

Bike/pedestrian safety program, \$1,500 (OTS Grant)

Community health program, \$2,000 (Kaiser Permanente Grant)

52450 SPECIAL CONTRACT SERVICES – \$15,500

Technical and program evaluation assistance, \$7,000 (OTS Grant)

Case manager assistance, \$8,500 (Kaiser Permanente Grant)

52921 STIPEND – CLASSROOM ASSISTANCE – \$10,500

Consejeras (Kaiser Permanente Grant – \$5,500; Healthy Comm. Strategic Plan Grant – \$5,000)

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Healthy Montclair meeting supplies and refreshments.

***(Approval of Kaiser and OTS funded services and supplies in this program is contingent
on the award of the Kaiser and OTS Grants)***

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

Program Description

The Montclair After-School Program provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 1,150 students in kindergarten through eighth grade at 13 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,072,459	1,029,827	1,029,827	1,029,827
Services and Supplies	227,746	163,850	163,850	163,850
Capital Outlay	0	0	0	0
Total	1,300,205	1,193,677	1,193,677	1,193,677
Personnel Authorized	6.70 (FT) 0.00 (PTB) 69.00 (PT)	6.70 (FT) 0.00 (PTB) 69.90 (PT)	6.70 (FT) 1.00 (PTB) 67.90 (PT)	6.70 (FT) 1.00 (PTB) 67.90 (PT)

Source of Funds

OMSD ExLP	1,162,336	1,140,543	1,140,543	1,140,543
OMSD KExLP	91,867	0	0	0
Hope through Housing	46,002	53,134	53,134	53,134
Total	1,300,205	1,193,677	1,193,677	1,193,677

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4387 After-School Program

Work Program

The Montclair After School Program (MAP), provided in partnership with the Ontario-Montclair School District through After School Education and Safety (ASES) Expanded Learning Program funds, Kindergarten Gap Time funding, and the Hope through Housing Foundation funding, offers enrichment programs, homework assistance, physical education, and recreation activities.

Units of Measure

The Expanded Learning Program provides services to over 1,150 students in kindergarten through eighth grade at 13 sites.

Personnel Services – \$1,029,827

Salary requests are for: Senior Recreation Supervisor (0.70) – \$43,851; Senior Learning Coordinator (1.00) – \$50,017; Learning Coordinator (5.00) – \$230,760; Office Specialist (2.00/part-time) – \$59,657; Senior Learning Leader (11.00/part-time) – \$285,813; Learning Leader/Substitute Learning Leader (56.00/part-time) – \$163,501; Mini-School Coordinator (0.30/part-time) – \$6,171; Recreation Specialist (0.60/part-time) – \$11,518. Cost allocations are as follows: full-time salaries – \$324,628; part-time salaries – \$526,660; benefit costs – \$178,539.

Services and Supplies – \$163,850

Funding requested is for: uniforms – \$3,000; program supplies – \$60,560; publication and advertising – \$1,000; special contract services – \$93,650; cellular phone expense – \$5,640.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services

Program: 4387 After School Program

Object
Number

51100 UNIFORMS – \$3,000

Staff uniforms (OMSD ExLP Grant)

51130 PROGRAM SUPPLIES – \$60,560

Expanded Learning Program supplies, \$55,360 (OMSD ExLP Grant)

MAP Community site program supplies, \$4,000 (Hope through Housing Grant)

Kindergarten program supplies, \$1,200 (OMSD ExLP Grant)

52090 PUBLICATION AND ADVERTISING – \$1,000

Expanded Learning advertising materials (OMSD ExLP Grant)

52450 SPECIAL CONTRACT SERVICES – \$93,650

Expanded Learning Program Presenters/Speakers/Instructors, \$17,000 (OMSD ExLP Grant)

MAP Community site program Presenters/Speakers/Instructors, \$2,000 (Hope through Housing Grant)

Expanded Learning Program assistance, \$24,000 (OMSD ExLP Grant)

Staffing Services, \$50,650 (OMSD ExLP Grant – \$47,150; Hope through Housing Grant – \$3,500)

52850 CELLULAR PHONE EXPENSE – \$5,640

Cost for cell phone services (OMSD ExLP Grant)

Police Department

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

The Police Department meets law enforcement safety needs of the community through the effective utilization of personnel within the Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,570,317	9,157,789	8,592,172	8,592,172
Services and Supplies	1,098,026	967,117	891,511	891,511
Capital Outlay	521,142	94,795	37,615	37,615
Total	10,189,485	10,219,701	9,521,298	9,521,298

Personnel Authorized	76.50 (FT) 23.00 (PT)	76.50 (FT) 23.00 (PT)	73.50 (FT) 26.00 (PT)	73.50 (FT) 26.00 (PT)
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Department Distribution

Administration	449,655	408,283	407,293	407,293
Support Services	475,319	676,290	685,880	685,880
Technical Services	333,540	435,742	400,466	400,466
Records Bureau	611,292	621,035	606,535	606,535
Investigations	1,038,766	1,034,664	1,018,913	1,018,913
Uniform Patrol	6,450,084	6,203,073	5,598,683	5,598,683
Communications	716,794	719,828	669,828	669,828
Volunteer Services	51,772	51,772	64,686	64,686
Emergency Preparedness	62,263	69,014	69,014	69,014
Total	10,189,485	10,219,701	9,521,298	9,521,298

Source of Funds

General Fund	9,058,853	9,699,411	9,010,788	9,010,788
Prop 30 / AB 109	82,809	0	0	0
SB 509 Public Safety Fund	271,132	239,700	234,810	234,810
Forfeiture Fund – Federal	309,974	0	0	0
Forfeiture Fund – Treasury	23,520	0	0	0
Forfeiture Fund – State	12,500	0	0	0
Forfeiture Fund – State 15%	6,500	0	0	0
School District Grant Fund	140,000	152,000	152,000	152,000
COPS Grant Fund	100,000	100,000	100,000	100,000
Safety Department Grants	57,622	0	0	0
Equipment Replacement Fund	126,575	28,590	23,700	23,700
Total	10,189,485	10,219,701	9,521,298	9,521,298

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	City Mgr Recom	Final	Request	City Mgr Recom	Adopted Budget
<u>Sworn</u>							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	193,872	193,872	193,872
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-96,936	-96,936	-96,936
	0.50	0.50	0.50	0.50	96,936	96,936	96,936
Captain	1.00	1.00	1.00	1.00	149,256	156,720	156,720
Lieutenant	3.00	3.00	3.00	3.00	400,762	400,762	400,762
Sergeant	7.00	7.00	7.00	7.00	745,850	745,850	745,850
Officer	44.00	44.00	41.00	41.00	3,362,539	3,151,387	3,151,387
Admin other Depts - CFDs					-14,427	-14,427	-14,427
<u>Civilian</u>							
Public Safety Admin Services Sup	1.00	1.00	1.00	1.00	100,498	100,498	100,498
Police Services Supervisor	1.00	1.00	1.00	1.00	73,668	73,668	73,668
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	61,512	61,512	61,512
Administrative Aide	1.00	1.00	1.00	1.00	57,500	57,500	57,500
Administrative Specialist	1.00	1.00	1.00	1.00	51,768	51,768	51,768
Police Dispatch Supervisor	1.00	1.00	1.00	1.00	68,412	68,412	68,412
Police Services Specialist	6.00	6.00	6.00	6.00	274,320	274,320	274,320
Dispatcher	7.00	7.00	7.00	7.00	370,923	370,923	370,923
Property Custody Clerk	1.00	1.00	1.00	1.00	39,660	39,660	39,660
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	36,727	36,727	36,727
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<u>Part-Time</u>							
Reserve	11.00	11.00	11.00	11.00	19,200	31,200	31,200
Police Cadet	6.00	6.00	9.00	9.00	84,902	123,716	123,716
Data Entry Clerk	2.00	2.00	2.00	2.00	25,740	25,740	25,740
Dispatch (Relief)	3.00	3.00	3.00	3.00	20,000	20,000	20,000
Police Background Investigator	1.00	1.00	1.00	1.00	55,676	55,676	55,676
Full Time	77.00	77.00	74.00	74.00	5,987,267	5,783,579	5,783,579
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-116,988	-116,988	-116,988
Total FT Positions/Salaries	76.50	76.50	73.50	73.50	5,870,279	5,666,591	5,666,591
Part Time	23.00	23.00	26.00	26.00	205,518	256,332	256,332
Additional Pay					124,920	121,740	121,740
Overtime					732,000	397,000	397,000
Total Salaries & Wages					6,932,717	6,441,663	6,441,663
Benefit Costs					1,289,423	1,245,416	1,245,416
PERS Benefit Costs					999,555	942,221	942,221
Benefit Costs other Depts					-37,128	-37,128	-37,128
Total Benefit Costs					2,251,850	2,150,509	2,150,509
TOTAL					9,184,567	8,592,172	8,592,172

PROGRAM BUDGET SUMMARY – 1

Program Number 4421

Department	Division	Program
Police		Administration

Program Description

The Chief of Police and his management staff are responsible for developing and administering policies, processes, and feedback systems necessary to create a dynamic and proactive organizational environment conducive to the achievement of Department goals and objectives.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	262,062	216,246	216,246	216,246
Services and Supplies	187,593	192,037	191,047	191,047
Capital Outlay	0	0	0	0
Total	449,655	408,283	407,293	407,293
Personnel Authorized	1.50 (FT) 1.00 (PT)	1.50 (FT) 0.00 (PT)	1.50 (FT) 0.00 (PT)	1.50 (FT) 0.00 (PT)

Source of Funds

General Fund	284,274	239,152	238,162	238,162
SB 509 Public Safety Fund	158,881	169,131	169,131	169,131
Forfeiture Fund – State 15%	6,500	0	0	0
Total	449,655	408,283	407,293	407,293

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4421 Administration

Work Program

1. Constantly monitor and direct Department operations to assure maximum effectiveness.
 2. Attend regularly scheduled City and Department meetings.
 3. Maintain community involvement by representing the Department at law enforcement and community events and forums.
 4. Develop, update, and maintain police and procedural manual for Department operations.
 5. Process and review employee payroll bi-weekly.
 6. Provide resolution and disciplinary actions, if warranted, for internal investigations.
-

Units of Measure

1. Measured by the activity and productivity of approximately 100 employees in all nine Department programs.
 2. Attend City Council and City Staff meetings, monthly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
 3. Attend law enforcement and/or community events and forums throughout the community.
 4. Update policy and procedural manual annually to incorporate legislative changes and Department directives.
 5. Process and review payroll bi-weekly for approximately 100 employees.
-

Personnel Services – \$216,246

Salary requests are for: Executive Director of Public Safety (0.50) – \$96,936; Secretary to Executive Director of Public Safety (1.00) – \$61,512; Admin Other Departments – CFDs – <\$5,625>. Cost allocations are as follows: full-time salaries – \$152,823; overtime – \$1,000; benefit costs – \$62,423.

Services and Supplies – \$192,037

Funding requested is for: books and publications – \$100; dues and memberships – \$2,189; travel and meetings – \$4,290; special contract services – \$171,096; educational grants – \$2,500; cellular phone expense – \$11,202; miscellaneous expenditures – \$660.

Capital Outlay

No funding requested.

**WORKSHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Police

Program: 4421 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	Monthly	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2019	\$800
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2020	\$2,365
52130	Executive Director of Public Safety	Legislative Day	Sacramento, CA	March 2020	\$725
Total:					\$4,290

(Only \$3,300 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4421 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Management and supervisory books and publications.

52120 DUES AND MEMBERSHIPS – \$2,189

San Bernardino County Police Chiefs' and Sheriff Association, \$250

California Peace Officers' Association (CPOA) (Chief of Police, Captain, three Lieutenants), \$625

California Police Chiefs' Association (CPCA) (Chief of Police, Captain), \$840

California Law Enforcement Association of Records Supervisors (CLEARs), \$50

Computerized California Law Enforcement Telecommunication System Users Group (CCUG), \$75

California Association of Property and Evidence (CAPE), \$100

International Association of Property and Evidence (IAPE), \$100

National Notary Association (NNA), \$49

California Narcotic Officers' Association (CNOA), \$100

52130 TRAVEL AND MEETING EXPENSES – \$4,290 ***(Only \$3,300 approved in Adopted Budget)***

Attendance at legislative, management, administrative and labor conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52450 SPECIAL CONTRACT SERVICES – \$171,096

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,050 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes mainframe lease \$29,150; Computer-Aided Dispatch and Records Management System [CAD/RMS] and externals maintenance fees \$35,160; MDC interface maintenance \$6,010; CLETS \$4,244; software licensing and maintenance \$4,917), \$79,481 (SB 509 Fund)

Annual contract for policy and procedural manual update, \$4,600 (SB 509 Fund)

WeTip Annual Membership, \$1,965

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4421 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52850 CELLULAR PHONE EXPENSES – \$11,202

Cellular phone service (24 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers, a Senior Information Technology Specialist, and six Getac computers.

52990 MISCELLANEOUS EXPENDITURES – \$660

Department award presentation items.

PROGRAM BUDGET SUMMARY – 1**Program Number 4422**

Department	Division	Program
Police		Support Services

Program Description

This program is responsible for the coordination and management of Support Services, Technical Services, Investigations, Communications, Records Bureau, and the supervision of the Administrative Aide. Personnel in this department are responsible for conducting internal affairs and pre-employment investigations, conducting research and implementation of new technology to increase efficiency, coordinating personnel and vocational training, as well as providing support services for all Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	465,185	666,576	676,166	676,166
Services and Supplies	10,134	9,714	9,714	9,714
Capital Outlay	0	0	0	0
Total	475,319	676,290	685,880	685,880
Personnel Authorized	3.00 (FT) 0.00 (PT)	4.00 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)

Source of Funds

General Fund	469,035	669,406	678,996	678,996
SB 509 Public Safety Fund	6,284	6,884	6,884	6,884
Total	475,319	676,290	685,880	685,880

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4422 Support Services

Work Program

1. Coordinate and schedule allied agencies' use of the range facility.
 2. Provide opportunities for career development needs of Department personnel.
 3. Audit and maintain Department training records.
 4. Assist and coordinate the training programs for all Department personnel that meet the standards set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.) and the City of Montclair.
 5. Conduct internal affairs and pre-employment investigations.
 6. Oversee preparations and audit of budget process.
 7. Schedule, audit, and maintain overall purchasing for the Department.
 8. Evaluate and manage Technical Services.
 9. Maintain and update policy manual annually.
-

Units of Measure

1. Maintain contractual agreements and range use for allied law enforcement agencies.
 2. Provide appropriate training for approximately 100 employees.
 3. Audit and maintain Department training records for approximately 100 employees.
 4. Maintain agency compliance with State and City mandates for training.
 5. Complete quality mandated internal affairs investigations and pre-employment investigations within four months of assignment.
 6. Complete an accurate and timely submission of the annual budget and operate within budgeted funds.
 7. Perform product research, purchasing, audit, and invoice processing on a daily basis.
 8. Monitor the quality of services provided by Technical Services, Investigations, Records Bureau, and Communications.
 9. Manage departmental grants.
-

Personnel Services – \$666,576

Salary requests are for: Captain (1.00) – \$149,256; Lieutenant (1.00) – \$136,512; Police Officer (1.00) – \$82,704; Administrative Aide (1.00) – \$57,500; Police Background Investigator (1.00/part-time) – \$55,676. Cost allocations are as follows: full-time salaries – \$425,972; part-time salaries – \$55,676; additional pay – \$3,540; overtime – \$1,000; benefit costs – \$180,388.

Services and Supplies – \$9,714

Funding requested is for: books and publications – \$1,430; special contract services – \$6,884; miscellaneous expenditures – \$1,400.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,430

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,110
Penal code books (7 @ \$40 each), \$280
Vehicle code books (2 @ \$20 each), \$40

52450 SPECIAL CONTRACT SERVICES – \$6,884

Training Management System annual software maintenance, \$750 (SB 509 Fund)
PUMA software maintenance \$3,534 (SB 509 Fund)
Transcription services, \$2,600 (SB 509 Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,400

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, attendance at awards banquets and Montclair Chamber breakfasts, special mailings, and refreshments for Department hosted meetings.

PROGRAM BUDGET SUMMARY – 1**Program Number 4423**

Department	Division	Program
Police		Technical Services

Program Description

Personnel in this program are responsible for providing support services for the Department in the areas of research and purchasing of vehicles, radios, and other necessary equipment for the Department; and conducting auctions for surplus equipment.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	144,655	155,815	197,599	197,599
Services and Supplies	166,604	185,132	165,252	165,252
Capital Outlay	22,281	94,795	37,615	37,615
Total	333,540	435,742	400,466	400,466
Personnel Authorized	0.50 (FT) 6.00 (PT)	0.50 (FT) 6.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)

Source of Funds

General Fund	323,444	393,872	368,376	368,376
SB 509 Public Safety Fund	10,096	13,280	8,390	8,390
Equipment Replacement Fund	0	28,590	23,700	23,700
Total	333,540	435,742	400,466	400,466

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4423 Technical Services

Work Program

1. Provide maintenance and repair for all Department equipment.
 2. Provide support to Field Services Division in vehicle parking enforcement throughout the City.
 3. Perform Live Scan fingerprinting services for the public.
 4. Provide cadets for special Department functions.
 5. Provide support and supervision of cadet's daily activities.
-

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue between 8,000 – 10,000 parking enforcement citations.
 3. Process weekly Live Scan fingerprint applicants.
 4. Take 16 vehicles for service monthly.
 5. Take 20 vehicles for cleaning weekly.
 6. Schedule and direct daily activities of nine cadets.
 7. Wash Police and City vehicles.
-

Personnel Services – \$155,815

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$50,249; Police Cadets (6.00/part-time) – \$84,902. Cost allocations are as follows: full-time salaries – \$50,249; part-time salaries – \$84,902; benefit costs – \$20,664.

Services and Supplies – \$185,132

Funding requested is for: program supplies – \$12,100; special contract services – \$165,500; postage – \$200; small equipment – \$6,332; miscellaneous expenditures – \$1,000.

Capital Outlay – \$94,795

Funding is requested for: three cadet pickup trucks – \$71,100; emergency equipment for three cadet pickup trucks – \$14,670; five X26P TASER devices – \$5,525; 100 TASER cartridges – \$3,500.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4423 Technical Services

Object
Number

51130 PROGRAM SUPPLIES – \$12,100

Laminating supplies, supplies for first aid bags, hand sanitizer, flares, latex gloves, premix solution and mouth pieces for preliminary alcohol screening devices, Webril handi-pads for Live Scan machine, spit hoods, crime scene tape, marking paint and chalk, huck towels, disposable towels, and miscellaneous supplies for patrol cars, \$6,500

Replacement batteries for patrol rifles, \$110

Replacement batteries for digital recorders, cameras, and various office equipment, \$450

Replacement batteries for automated external defibrillators (8 @ \$300 each), \$2,400

Electrodes for automated external defibrillators (10 infant @ \$126 each and 20 adult @ \$35 each), \$1,960

TASER batteries (10 @ \$68 each), \$680

52450 SPECIAL CONTRACT SERVICES – \$165,500 ***(Only \$146,700 approved in Adopted Budget)***

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, \$162,000 ***(Only \$143,200 approved in Adopted Budget)***

Service contract with PIPS/Neology to maintain two automated license plate readers and one Back Office Systems Software (BOSS) program, \$3,500 (SB 509 Fund)

52670 POSTAGE – \$200

Shipping fees.

52690 SMALL EQUIPMENT – \$6,332 ***(Only \$5,252 approved in Adopted Budget)***

TASER holster (10 @ \$67 each), \$670

Bag Valve Masks (24 adult @ \$16 each), \$384

Lapel microphones (10 @ \$100 each), \$1,000

Impress charger (10 @ \$165 each), \$1,650

Digital voice recorders (4 @ \$270 each), \$1,080 ***(Not approved in Adopted Budget)***

Digital cameras (4 @ \$162 each), \$648

Traffic cones (200 @ \$4.50 each), \$900

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4423 Technical Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$1,000

 Patrol vehicle key duplication, \$200
 Auto detailing services for eight Police Department vehicles, \$800

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Police

Program: 4423 Technical Services

Object Code	Item	Justification	Cost
62020	Pickup Trucks	The Department currently has six cadets on staff with two pickup trucks assigned to them. One of these trucks stalls when shifting gears and new parts are no longer available. The interior is torn, worn, and scratched; the exterior has faded paint, scratches, and dents; and many systems and parts have been replaced, but this pickup truck is unreliable. The Department is requesting to purchase three new pickup trucks (one to replace the current, unreliable pickup truck), which would be assigned to the cadets, to allow the deployment of more cadets into the field to conduct parking enforcement and other police duties utilizing reliable transportation (3 @ \$23,700 each). (General Fund – \$47,400; Equipment Replacement Fund – \$23,700) <i>(Only \$23,700 approved in Adopted Budget)</i>	\$71,100
62050	Emergency Vehicle Conversion	Emergency equipment and installation for three cadet pickup trucks (3 @ \$4,890 each) (SB 509 Fund – \$9,780; Equipment Replacement Fund – \$4,890) <i>(Only \$4,890 approved in Adopted Budget)</i>	\$14,670
62050	TASER Devices	The Department has been in the process of systematically replacing old, irreparable TASER devices (X26) with its replacement, the X26P. The X26 model has been discontinued and is no longer supported by the manufacturer, Axon Enterprise, Inc. The purchase of five new devices will enable the Department to assign a device to each sworn member (5 @ \$1,105 each).	\$5,525
62050	TASER Cartridges	Sworn members are required to complete in-house less lethal training with TASER devices. This annual training requires the use of at least 100 TASER device cartridges (100 @ \$35 each).	\$3,500
Total:			\$94,795
<i>(Only \$37,615 approved in Adopted Budget)</i>			

PROGRAM BUDGET SUMMARY – 1**Program Number 4424**

Department	Division	Program
Police		Records

Program Description

This program is responsible for providing support services in the areas of clerical operations, report transcription, and computer data entry and retrieval; maintaining record security; releasing information pursuant to legal authority and subpoena; performing document imaging; retention and destruction of records; supplying information in the form of statistical reports; processing FI cards and pawn slips; providing customer service; processing false alarm activation notices for billing; processing notice to appear citations, parking citations, administrative citations, and related administrative review and hearing documents; sealing records pursuant to court order; scheduling applicant Live Scan fingerprint appointments; and overseeing training, system access, and periodic audit of in-house and law enforcement databases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	601,192	605,025	593,025	593,025
Services and Supplies	10,100	16,010	13,510	13,510
Capital Outlay	0	0	0	0
Total	611,292	621,035	606,535	606,535
Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)

Source of Funds

General Fund	611,292	621,035	606,535	606,535
Total	611,292	621,035	606,535	606,535

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4424 Records

Work Program

1. Process District Attorney discovery requests and public record requests.
 2. Provide data entry, transcription, processing, and distribution of police reports and data entry of FI cards.
 3. Process parking, notice to appear, and administrative citations and parking citation administrative reviews.
 4. Process false alarm activation notices for Finance Division billing.
 5. Process requests for information, report copies, background checks, and local record checks.
 6. Perform document imaging for record retention and purging of records.
 7. Process documentation for stored, impounded, and repossessed vehicles and their release.
 8. Provide Live Scan applicant fingerprinting appointment services.
 9. Prepare State mandated reports and conduct audits of law enforcement database use.
 10. Provide customer service in-person and by telephone.
-

Units of Measure

1. Process approximately 800 District Attorney discovery requests and public record requests annually.
 2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 6,000 police reports involving 2,200 arrests and 2,200 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 5,150 notice to appear citations; 8,000 – 10,000 parking citations; and 350 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,100 notices processed annually.
 5. Process requests for information and copies of records received annually.
 6. Scan police reports weekly for retention. Approximately 8 hours of scanning accomplished weekly.
 7. Process CLETS entries, data entry, and documentation for approximately 2,000 vehicle records annually.
 8. Provide weekly Live Scan fingerprint appointment scheduling services for City of Montclair employment applicants.
 9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement database use pursuant to system requirements. Reports and audits are completed by required deadlines.
 10. Staff the Records Bureau seven days per week. The Records Bureau is staffed 362 days per year.
-

Personnel Services – \$605,025

Salary requests are for: Police Services Supervisor (1.00) – \$73,668; Police Services Specialists (6.00) – \$274,320; Receptionist/Office Specialist (1.00) – \$36,727; Data Entry Clerk (2.00/part-time) – \$25,740. Cost allocations are as follows: full-time salaries – \$384,715; part-time salaries – \$25,740; additional pay – \$3,240; overtime – \$30,000; benefit costs – \$161,330.

Services and Supplies – \$16,010

Funding requested is for: office supplies – direct – \$12,000; maintenance – office machines and furniture – \$2,000; small equipment – \$2,010.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4424 Records

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$12,000 *(Only \$9,500 approved in Adopted Budget)*

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports.

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$2,000

Service contract on photocopy machine, including toner.

52690 SMALL EQUIPMENT – \$2,010

Chairs for Records (2 @ \$895 each), \$1,790

Foot rockers for Records (2 @ \$110 each), \$220

PROGRAM BUDGET SUMMARY – 1**Program Number 4425**

Department	Division	Program
Police		Investigations

Program Description

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement; strive for case clearances; tracking and enforcement of sex, narcotics, arson, and gang registrants; and prepare cases for presentation to the District Attorney's office for successful prosecution.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	953,252	938,888	928,888	928,888
Services and Supplies	85,514	95,776	90,025	90,025
Capital Outlay	0	0	0	0
Total	1,038,766	1,034,664	1,018,913	1,018,913
Personnel Authorized	8.00 (FT)	8.00 (FT)	8.00 (FT)	8.00 (FT)

Source of Funds

General Fund	992,602	988,259	972,508	972,508
SB 509 Public Safety Fund	46,164	46,405	46,405	46,405
Total	1,038,766	1,034,664	1,018,913	1,018,913

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4425 Investigations

Work Program

1. Maintain and process evidence and property coming into the custody of the Department.
 2. Provide firearms range training for sworn personnel.
 3. Investigate cases with potential for clearances based on solvability factors.
 4. Initiate and investigate drug related cases (IRNET).
-

Units of Measure

1. Maintain and process evidence and property for approximately 6,000 crime reports, resulting in approximately 6,500 individual items annually.
 2. Provide monthly range training for 53 officers and 11 reserve officers. Of the 12 range training sessions, 6 are mandatory. New officers also attend special range sessions for department specific firearm certification.
 3. Strive for 100% case clearance on cases assigned to the unit for additional follow-up.
-

Personnel Services – \$938,888

Salary requests are for: Sergeant (1.00) – \$109,932; Police Officers (5.00) – \$413,520; Administrative Specialist (1.00) – \$51,768; Property Custody Clerk (1.00) – \$39,660. Cost allocations are as follows: full-time salaries – \$614,880; additional pay – \$22,620; overtime – \$50,000; benefit costs – \$251,388.

Services and Supplies – \$95,776

Funding requested is for: range supplies – \$23,451; program supplies – \$4,500; maintenance – office machines and furniture – \$700; data processing – \$2,600; extraditions – \$3,000; special contract services – \$52,175; medical services – \$7,400; miscellaneous expenditures – \$1,950.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4425 Investigations

Object
Number

51040 RANGE SUPPLIES – \$23,451 ***(Only \$20,000 approved in Adopted Budget)***

Range supplies including targets, ammunition, cleaning equipment, \$15,000
Range ammunition for six academy trainees, \$7,326
Handgun trigger conversion (DAK to DASA 9 @ \$125 each), \$1,125

51130 PROGRAM SUPPLIES – \$4,500 ***(Only \$4,000 approved in Adopted Budget)***

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, bulk storage barrels; various fingerprint brushes, powders, and lifting tapes; evidence tags; security seals; evidence box sealing tape; drying locker carbon and pre-filters; drying locker cabinet tags; downflow latent print dusting station HEPA and pre-filters; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$700

Maintenance of photocopy machine for Investigations.

52250 DATA PROCESSING – \$2,600 ***(Only \$1,800 approved in Adopted Budget)***

Accurint – Service fee for information and data search services for investigators.

52440 EXTRADITIONS – \$3,000 ***(Only \$2,000 approved in Adopted Budget)***

Extraditions from other law enforcement jurisdictions.

52450 SPECIAL CONTRACT SERVICES – \$52,175

Annual Cal-ID contract, \$46,405 (SB 509 Fund)
Cellebrite data extraction software renewal and license for extracting and analyzing cellular phone data, \$5,770

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4425 Investigations

Object
Number

52460 MEDICAL SERVICES – \$7,400

Services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services (annual contract \$5,000; individual case assessment 8 @ \$300 each).

52990 MISCELLANEOUS EXPENDITURES – \$1,950

Electronic cell phone data warrants, \$475

Facial composite sketches, \$275

Confidential informant funds, \$1,200

PROGRAM BUDGET SUMMARY – 1**Program Number 4426**

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

Uniform Patrol encompasses the basic line function of the Police Department. Personnel in this division are responsible for providing 24-hour uniformed service for emergencies, calls for service by the community, preliminary investigations, arrests, traffic related activities, and narcotic interdiction.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,331,332	5,755,025	5,197,120	5,197,120
Services and Supplies	619,891	448,048	401,563	401,563
Capital Outlay	498,861	0	0	0
Total	6,450,084	6,203,073	5,598,683	5,598,683
Personnel Authorized	47.00 (FT)	46.00 (FT)	43.00 (FT)	43.00 (FT)

Source of Funds

General Fund	5,551,377	5,951,073	5,346,683	5,346,683
Prop 30 / AB 109	82,809	0	0	0
SB 509 Public Safety Fund	45,707	0	0	0
Forfeiture Fund – Federal	309,974	0	0	0
Forfeiture Fund – Treasury	23,520	0	0	0
Forfeiture Fund – State	12,500	0	0	0
School District Grant Fund	140,000	152,000	152,000	152,000
COPS Grant Fund	100,000	100,000	100,000	100,000
Safety Department Grants	57,622	0	0	0
Equipment Replacement Fund	126,575	0	0	0
Total	6,450,084	6,203,073	5,598,683	5,598,683

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Field Services	4426 Uniform Patrol

Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
 2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
 3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
 4. Deploy the Special Enforcement Team, School Resource Officer, Traffic Enforcement Bureau, and Community Relations Division.
-

Units of Measure

1. Response to Priority One calls for service within 4 minutes and Priority Two calls for service within 5 minutes.
 2. Reduce total number of traffic collisions (537) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 2% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (2,115) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 3%.
-

Personnel Services – \$5,755,025

Salary requests are for: Lieutenant (2.00) – \$264,250; Sergeants (6.00) – \$635,918; Police Officers (38.00) – \$2,866,315; Admin Other Departments – CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$3,752,056; additional pay – \$68,700; overtime – \$570,000; benefit costs – \$1,364,269.

Services and Supplies – \$448,048

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$27,285; ballistic vest reimbursement – <\$4,320>; program supplies – \$1,825; personnel protective equipment – \$12,140; gasoline – \$120,000; diesel fuel – \$4,000; maintenance – transportation and work equipment – \$10,500; maintenance – other equipment – \$9,300; special contract services – \$166,300; medical services – \$48,000; vocational training – \$18,760; personnel training – \$28,983; small equipment – \$1,675; recruitment expense – \$3,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Police Officers, Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$1,660
52540	Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA)	Basic Police Academy (Tuition/EVOC)	San Bernardino, CA	TBA	\$17,100
<i>(Not approved in Adopted Budget)</i>					
					Total: \$18,760

(Only \$1,660 approved in Adopted Budget)

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – PERSONNEL TRAINING**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	Supervisors, Field Training Officers (8)	Legal Update (4 hours)	Fontana, CA	December 2019	\$1,050
52570	TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$832
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$3,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	\$5,000
52570	J. Michel, Lieutenant	Budgeting for Police Departments	San Clemente, CA	TBA	\$1,100
52570	A. Graziano, Sergeant M. Zerr, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$405
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$1,600
52570	B. Blyther, Detective	Advanced Homicide Investigation	TBA	TBA	\$500
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$870

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – PERSONNEL TRAINING**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$630
52570	J. Aguilar, Police Officer FTO J. Burns, Police Officer FTO R. Godoy, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$470
52570	J. Minook, Sergeant	TASER Instructor Update	TBA	TBA	\$500
52570	M. Lang, Detective	Advanced Traffic Collision Course	San Bernardino, CA	TBA	\$700
52570	A. Graziano, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$3,800
52570	B. Kumanski, Lieutenant B. Ventura, Lieutenant	Role of the Chief	San Diego, CA	TBA	\$2,950
52570	J. Michel, Lieutenant	Pitchess Motion	Fontana, CA	TBA	\$190
52570	B. Ventura, Lieutenant	Advanced Interview/Interrogation	San Diego, CA	October 2019	\$1,380
52570	TBA, Sergeant	POST Supervisory Course	Rio Hondo College	TBA	\$457
52570	TBA, Police Officer	Motorcycle Training	San Bernardino, CA	TBA	\$1,459
52570	TBA, MAIT Officer TBA, MAIT Officer TBA, MAIT Officer	Basic Collision Investigation	Riverside, CA	TBA	\$840

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – PERSONNEL TRAINING**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	TBA, MAIT Officer TBA, MAIT Officer TBA, MAIT Officer	Intermediate Collision Investigation	Riverside, CA	TBA	\$750
Total:					\$28,983

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51020 BOOKS AND PUBLICATIONS – \$300

Various critical incident support books.

51030 PRISONER MEALS – \$300

Meals for detainees.

51100 UNIFORMS – \$27,285 *(Only \$25,000 approved in Adopted Budget)*

Administrative Services uniforms, \$500

Support Services uniforms, \$600

Technical Services uniforms, including cadet uniforms, \$1,000

Records Bureau uniforms, \$1,000

Investigations Bureau uniforms, \$1,000

Communication Services uniforms, \$1,000

Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$2,250

Uniform Patrol uniforms and patches, \$14,460

Alternate duty uniforms (30 @ \$125 each), \$3,750

Uniform work boots for patrol officers (20 @ \$75 each), \$1,500

Uniform work boots for reserve officers (3 @ \$75 each), \$225

51101 BALLISTIC VEST REIMBURSEMENT – <\$4,320>

Reimbursement through grants for a portion of the ballistic body armor.

51130 PROGRAM SUPPLIES – \$1,825

Inert Pepperball rounds for less lethal training, \$675

Bean bags for less lethal training, \$650

Carbon Dioxide cartridges for firearms simulator training, \$500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$12,140

Concealable ballistic body armor for new hires (9 @ \$960 each), \$8,640
Tactical vest carriers (7 @ \$500 each), \$3,500

51500 GASOLINE – \$120,000 ***(Only \$117,000 approved in Adopted Budget)***

Gasoline used in the operation of patrol and fire vehicles.

51510 DIESEL FUEL – \$4,000

Diesel fuel used in the operation of fire vehicles and the police generator.

52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$10,500 ***(Only \$6,000 approved in Adopted Budget)***

Routine maintenance of two police motorcycles, \$5,500
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$5,000

52050 MAINTENANCE – OTHER EQUIPMENT – \$9,300 ***(Only \$6,000 approved in Adopted Budget)***

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, in-car cameras, mobile data computers, tasers, and digital voice recorders; pepperball gun repairs, \$5,000
General maintenance of range ventilation system, \$4,300

52450 SPECIAL CONTRACT SERVICES – \$166,300 ***(Only \$160,000 approved in Adopted Budget)***

Contract security for Montclair Transcenter

52460 MEDICAL SERVICES – \$48,000 ***(Only \$38,000 approved in Adopted Budget)***

Prisoner blood withdrawals, blood alcohol kits, and drug screens.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52540 VOCATIONAL TRAINING – \$18,760 *(Only \$1,660 approved in Adopted Budget)*

Attendance at vocational training classes for all department programs – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52570 PERSONNEL TRAINING – \$28,983

Attendance at Police Officer Standards and Training (P.O.S.T.) training classes for all department programs – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52690 SMALL EQUIPMENT – \$1,675

Belt keepers (5 @ \$23 each), \$115
Handcuff cases (5 @ \$38 each), \$190
Key holders (5 @ \$30 each), \$150
Magazine holders (5 @ \$51 each), \$255
Asp baton holders (5 @ \$36 each), \$180
HT holder (5 @ \$43 each), \$215
OC holder (5 @ \$39 each), \$195
Baton ring (5 @ \$10 each), \$50
Sam Browne Belts (5 @ \$65 each), \$325

54941 RECRUITMENT EXPENSE – \$3,000

Costs incurred during personnel recruitment efforts (travel, transportation, hotel accommodations, and miscellaneous supplies).

PROGRAM BUDGET SUMMARY – 1**Program Number 4427**

Department	Division	Program
Police	Field Services	Communications

Program Description

This program is responsible for providing a 24-hour-a-day public safety answering point and communications system for community requests for emergency services, including the entry of information into the California Law Enforcement Telecommunications System and its numerous systems, and the monitoring of video surveillance cameras located at the Montclair Transcenter and the Montclair Police Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	708,094	711,128	661,128	661,128
Services and Supplies	8,700	8,700	8,700	8,700
Capital Outlay	0	0	0	0
Total	716,794	719,828	669,828	669,828
Personnel Authorized	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)

Source of Funds

General Fund	712,794	715,828	665,828	665,828
SB 509 Public Safety Fund	4,000	4,000	4,000	4,000
Total	716,794	719,828	669,828	669,828

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

1. Serve as Primary Safety Answering Point (PSAP) for 9-1-1 police and fire calls 24 hours per day, seven days per week.
 2. Provide 24-hour-per-day telecommunications service for the community.
 3. Provide communication support to all Department programs.
 4. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants and radio broadcasts.
 5. Utilize technical systems to provide law enforcement support for field personnel.
 6. Provide prompt response times for 9-1-1 and non-emergency calls for service.
-

Units of Measure

1. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 75,960 calls for service. Of those calls, approximately 17,073 are 9-1-1; 45,587 are non-emergency calls; and 13,300 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 23,696 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 43,603 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 948 warrant arrests annually.
 5. Monitoring and continuous use of 12 technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
 6. Dispatch Priority One calls for service within 1.5 minutes and Priority Two calls for service within 10 minutes.
 7. Complete all CLETS transactions within State and Federal mandated time frames.
-

Personnel Services – \$711,128

Salary requests are for: Police Dispatch Supervisor (1.00) – \$68,412; Dispatchers (7.00) – \$370,923; Dispatchers (3.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$439,335; part-time salaries – \$20,000; additional pay – \$2,820; overtime – \$80,000; benefit costs – \$168,973.

Services and Supplies – \$8,700

Funding requested is for: maintenance – communications equipment – \$3,205; special contract services – \$4,000; small equipment – \$1,495.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4427 Communications

Object
Number

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$3,205

Maintenance of Higher Ground voice logging equipment.

52450 SPECIAL CONTRACT SERVICES – \$4,000

Contract with Language Line Services, Inc. for foreign language translation. (SB 509 Fund)

52690 SMALL EQUIPMENT – \$1,495

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant wipes, \$125

PROGRAM BUDGET SUMMARY – 1**Program Number 4428**

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

This program is responsible for providing support services to the Department through Reserve Officers, Police Volunteers, and Chaplains. Personnel in this program conduct police services during high school sporting events and public events at City facilities as well as conduct special traffic enforcement, including holiday traffic control.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	44,672	44,672	57,586	57,586
Services and Supplies	7,100	7,100	7,100	7,100
Capital Outlay	0	0	0	0
Total	51,772	51,772	64,686	64,686
Personnel Authorized	11.00 (PT)	11.00 (PT)	11.00 (PT)	11.00 (PT)

Source of Funds

General Fund	51,772	51,772	64,686	64,686
Total	51,772	51,772	64,686	64,686

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Support Services	4428 Volunteer Services

Work Program

1. Maintain and coordinate a Reserve Officer Program.
 2. Maintain and coordinate a Chaplain Program.
 3. Conduct police services during high school sporting events and public events at City facilities.
 4. Conduct special traffic enforcement, including holiday traffic control.
-

Units of Measure

1. Ensure minimum service of 25 hours per month is worked by each Reserve Officer.
 2. Ensure service of 20 hours per month is donated by each Chaplain.
 3. Conduct police services and special traffic enforcement for approximately 100 events annually.
-

Personnel Services – \$44,672

Salary requests are for: Reserve Police Officers (11.00/part-time) – \$19,200; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$19,200; additional pay – \$24,000; benefit costs – \$1,472.

Services and Supplies – \$7,100

Funding requested is for: vocational training – \$3,500; miscellaneous expenditures – \$3,600.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Police

Program: 4428 Volunteer Services

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Reserve Police Officers (5)	Reserve Officer Training Conference	San Diego, CA	August 2019	\$3,500
Total:					\$3,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$3,500

Attendance at vocational training classes for Reserve Police Officers – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52990 MISCELLANEOUS EXPENDITURES – \$3,600

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$1,600
Materials and refreshments for meetings and workshops for the Chaplain Program, \$2,000

PROGRAM BUDGET SUMMARY – 1**Program Number 4429**

Department	Division	Program
Police		Emergency Preparedness

Program Description

Coordinate the City response to major emergencies through adequate preplanning, training, and simulations by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	59,873	64,414	64,414	64,414
Services and Supplies	2,390	4,600	4,600	4,600
Capital Outlay	0	0	0	0
Total	62,263	69,014	69,014	69,014
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	62,263	69,014	69,014	69,014
Total	62,263	69,014	69,014	69,014

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4429 Emergency Preparedness

Work Program

1. Integration of the State and Federal guidelines regarding preparation for, mitigation against, response to, and recovery from a disaster.
 2. Coordinate the citywide effort to maintain the multihazard Emergency Operations Plan and Mitigation Plan.
 3. Continue the education of all City employees about their respective roles in the four phases of emergency management by conducting comprehensive trainings and exercises.
 4. Maintain compliance with the National Incident Management System (NIMS) and the Standard Emergency Management System (SEMS).
 5. Maintain the Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters.
 6. Manage emergency preparedness grant programs; support emergency communication systems and equipment; and promote public awareness regarding disaster preparedness.
-

Units of Measure

1. Maintain relationships with the San Bernardino County Office of Emergency Services, California Office of Emergency Services (Cal OES), Federal Emergency Management Agency (FEMA), and nongovernmental organizations (NGOs) through all common forums.
 2. Review and update the Emergency Operations Plan and Hazard Mitigation Plan.
 3. Evaluation of emergency management trainings, exercises, and public outreach events.
 4. Monitor EOC design to ensure that it meets the needs of the City.
 5. Participate on the San Bernardino County Operational Area Coordinating Council (OACC).
 6. Complete grant performance reports and reimbursement requests.
-

Personnel Services – \$64,414

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$50,249. Cost allocations are as follows: full-time salaries – \$50,249; benefit costs – \$14,165.

Services and Supplies – \$4,600

Funding requested is for: program supplies – \$3,420; miscellaneous expenditures – \$1,180.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4429 Emergency Preparedness

Object
Number

51130 PROGRAM SUPPLIES – \$3,420

One pallet of emergency water (water cans with a shelf life of 50 years) for EOC responders and all City personnel during emergency situations when other water sources are unavailable, \$2,220

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$900
EOC supplies, enhancements, and updates, \$300

52990 MISCELLANEOUS EXPENDITURES – \$1,180

Satellite phone subscription (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations. Four other satellite phones would be activated during emergency situations.), \$540

Public education materials, props, and advertisements, \$300

Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

CPR training and supplies for 30 City employees, \$90

Emergency preparedness go-bags and supplies, \$100

Fire Department

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

Provides fire and emergency medical services and protects the general public through a coordinated commitment to education, prevention, planning, enforcement, and training. Organizes and directs the resources necessary to eliminate or mitigate hazards and dangers when they occur.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,488,671	3,679,814	3,229,104	3,229,104
Services and Supplies	471,638	565,480	489,385	489,385
Capital Outlay	766,351	132,025	34,685	34,685
Total	4,726,660	4,377,319	3,753,174	3,753,174

Personnel Authorized	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)
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Department Distribution

Administration	454,658	505,239	503,594	503,594
Emergency Services	4,156,772	3,755,400	3,139,400	3,139,400
Personnel Development	23,600	24,000	19,000	19,000
Buildings and Grounds	6,250	6,800	6,800	6,800
Emergency Medical Services	85,380	85,880	84,380	84,380
Total	4,726,660	4,377,319	3,753,174	3,753,174

Source of Funds

General Fund	3,776,285	4,206,389	3,558,744	3,558,744
SB 509 Public Safety Fund	90,000	85,050	110,050	110,050
Safety Department Grants	10,993	0	0	0
EMS - Paramedic Fund	85,380	85,880	84,380	84,380
Equipment Replacement Fund	764,002	0	0	0
Total	4,726,660	4,377,319	3,753,174	3,753,174

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Avels	0.50	0.50	0.50	0.50	96,936	96,936	96,936
Deputy Fire Chief	1.00	1.00	1.00	1.00	149,256	149,256	149,256
Fire Battalion Chief	2.00	2.00	2.00	2.00	246,744	246,744	246,744
Fire Captain	6.00	6.00	6.00	6.00	579,862	579,862	579,862
Fire Engineer	6.00	6.00	6.00	6.00	447,166	447,166	447,166
Firefighter	6.00	6.00	6.00	6.00	365,726	365,726	365,726
Admin other Depts - CFDs					-14,427	-14,427	-14,427
Administrative Aide (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	49,183	49,183	49,183
Receptionist/Office Technician	1.00	1.00	1.00	1.00	40,197	40,197	40,197
Full Time	22.50	22.50	22.50	22.50	1,885,690	1,885,690	1,885,690
Admin other Departments					-20,052	-20,052	-20,052
Total FT Positions/Salaries					1,865,638	1,865,638	1,865,638
Part Time Benefitted	2.00	2.00	2.00	2.00	89,380	89,380	89,380
Additional Pay					90,280	90,280	90,280
Overtime					831,210	380,500	380,500
Total Salaries & Wages					2,876,508	2,425,798	2,425,798
Benefit Costs					422,675	422,675	422,675
PERS Benefit Costs					380,631	380,631	380,631
Total Benefit Costs					803,306	803,306	803,306
TOTAL					3,679,814	3,229,104	3,229,104

PROGRAM BUDGET SUMMARY – 1

Program Number 4531

Department	Division	Program
Fire		Administration

Program Description

Set direction and provide leadership for the successful implementation of policy and procedures necessary for the effective performance of Fire Department activities.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	445,583	494,969	494,969	494,969
Services and Supplies	9,075	10,270	8,625	8,625
Capital Outlay	0	0	0	0
Total	454,658	505,239	503,594	503,594
Personnel Authorized	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)

Source of Funds

General Fund	454,658	505,239	503,594	503,594
Total	454,658	505,239	503,594	503,594

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4531 Administration

Work Program

1. Provide direction and leadership to allow for the attainment of individual program goals.
 2. Provide liaison between the Fire Department and other City departments.
 3. Provide liaison between the Montclair Fire Department and other private and public entities.
-

Units of Measure

1. The successful completion of individual program goals.
 2. An increase in productivity within current staffing levels.
 3. Establish and maintain productive working relationships with other City departments as well as public and private entities.
-

Personnel Services – \$494,969

Salary requests are for: Executive Director of Public Safety – (0.50) – \$96,936; Deputy Fire Chief (1.00) – \$149,256; Admin other Depts., CFDs – <\$5,625>; Administrative Technician (1.00/part-time benefitted) – \$49,183; Receptionist/Office Technician (1.00/part-time benefitted) – \$40,197. Cost allocations are as follows: full-time salaries – \$240,567; part-time benefitted salaries – \$89,380; overtime – \$22,450; benefit costs – \$142,572.

Services and Supplies – \$10,270

Funding requested is for: dues and memberships – \$790; travel and meetings – \$3,345; special contract services – \$1,000; cellular phone expense – \$3,135; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

**WORKSHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Fire

Program: 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Steve Jackson, Deputy Fire Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$75
52130	Steve Jackson, Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Steve Jackson, Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2020	\$25
52130	Steve Jackson, Deputy Fire Chief	West End Operations Officers Association	Local	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$120
52130	Fire Department Employees (3)	Chamber of Commerce Police Recognition Lunch	Local	May 2020	\$175
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2020	\$2,600
Total:					\$3,345

(Only \$2,200 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$790

Funds for memberships in state, county, and local associations.

California Emergency Services Association (CESA)	\$ 75
California Fire Chiefs Association	\$250
National Fire Protection Association (NFPA)	\$175
San Bernardino County EMS Officers Association	\$ 60
San Bernardino County Fire Chiefs Association	\$ 60
San Bernardino County HazMat Responders Association	\$ 70
San Bernardino County Training Officers Association	\$ 50
West End Quality Improvement Committee	\$ 50

52130 TRAVEL AND MEETINGS – \$3,345 ***(Only \$2,200 approved in Adopted Budget)***

Attendance at conferences and meetings – for details see "Worksheets – Justification of Conference and In–Service Training Request Schedule A – Travel and Meetings."

52450 SPECIAL CONTRACT SERVICES – \$1,000 ***(Only \$500 approved in Adopted Budget)***

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$3,135

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 5	Engine 151A	\$ 5	EPCR Laptop	\$460
Medic Engine 151	\$480	Battalion Chief Crouch	\$350	EPRS Laptop 1	\$460
Medic Engine 152	\$490	Battalion Chief Pohl	\$575		
Medic Squad 151	\$ 5	DC Jackson	\$300		
OES 331	\$ 5				

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$500

PROGRAM BUDGET SUMMARY – 1**Program Number 4533**

Department	Division	Program
Fire		Emergency Services

Program Description

Provide adequate and trained response personnel to manage and reduce the adverse impact of emergency situations that threaten human life and property.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,993,408	3,135,165	2,684,455	2,684,455
Services and Supplies	397,013	488,210	420,260	420,260
Capital Outlay	766,351	132,025	34,685	34,685
Total	4,156,772	3,755,400	3,139,400	3,139,400
Personnel Authorized	20.00 (FT)	20.00 (FT)	20.00 (FT)	20.00 (FT)

Source of Funds

General Fund	3,291,777	3,670,350	3,029,350	3,029,350
SB 509 Public Safety Fund	90,000	85,050	110,050	110,050
Safety Department Grants	10,993	0	0	0
Equipment Replacement Fund	764,002	0	0	0
Total	4,156,772	3,755,400	3,139,400	3,139,400

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
 2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
 3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
-

Units of Measure

	<u>2017</u>	<u>2018</u>	Estimate <u>2019</u>
Total number of calls for service	4,787	4,573	4,650
Arrival within 8 minutes of call	82%	85%	86%
Average EMS response time	6 min	6 min 13 sec	6 min 6 sec
Average Fire response time	11 min	6 min 53 sec	6 min 50 sec

Personnel Services – \$3,135,165

Salary requests are for: Fire Battalion Chief (2.00) – \$246,744; Fire Captains (6.00) – \$579,862; Fire Engineers (6.00) – \$447,166; Firefighters (6.00) – \$365,726; Admin other Depts., CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$1,625,071; additional pay – \$40,600; overtime – \$808,760; benefit costs – \$660,734.

Services and Supplies – \$488,210

Funding requested is for: books and publications – \$500; office supplies – direct – \$500; uniforms – \$33,350; personnel protective equipment – \$77,350; materials – communications – \$4,000; materials – misc. maintenance and repair – \$11,000; maintenance – communication equipment – \$3,000; maintenance – other equipment – \$10,000; emergency communication services – \$213,100; special contract services – \$119,010; medical examinations – \$4,450; small equipment – \$9,200; miscellaneous expenditures – \$2,750.

Capital Outlay – \$132,025

Funding requested is for: one Ford Explorer equipped with emergency lights – \$41,000; Electric Auto Extrication Tools – \$34,685; one Westnet/First-In Alerting system upgrade for each fire station – \$56,340.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$500

Shift calendars.

51100 UNIFORMS – \$33,350 ***(Only \$18,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500

Class A uniform purchase, \$8,100

Badge repair and replacement, \$1,000

Class B uniforms (5 new hires @ \$1,000 each), \$5,000

Class B uniform jackets (5 new hires @ \$150 each), \$750

Class B t-shirts, \$2,000

Class B belt buckles, \$1,000

Class B badges, \$2,000

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$77,350 ***(Only \$35,000 approved in Adopted Budget)***

Wildland jackets and pants (20 @ \$450 each), \$9,000

Turnout coats and pants scheduled replacement (10 sets @ \$2,500 each), \$25,000

Turnout boots (10 @ \$300 each), \$3,000

Turnout coats and pants (new hires), \$12,500

Turnout boots (new hires), \$1,500

Turnout boots replacements, \$3,000

Safety/station boot replacement (10 @ \$200 each), \$2,000

Helmet repair and replacement (10 @ \$300 each), \$3,000

(continued on next page)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – continued

Gloves (work and fire type), \$1,000

Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), \$4,000

Wildland safety boots (10 @ \$425 each), \$4,250

Extrication gloves (10 @ \$60 each), \$600

Wildland gloves (10 @ \$50 each), \$500

Maintenance/repairs/cleaning for turnouts and brush gear, \$8,000

51310 MATERIALS – COMMUNICATIONS – \$4,000 *(Only \$3,000 approved in Adopted Budget)*

Radio headset replacement, \$1,800

Antennas, speakers, lapel microphones, and various radio replacement parts, \$900

Batteries for portable radios, pagers, and other equipment, \$900

Hardware and software for radio programming, \$400

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$11,000 *(Only \$9,500 approved in Adopted Budget)*

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$2,500

Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$2,000

Fire hose repair and replacement for fire engines, \$2,000

Urban Search and Rescue equipment maintenance and repair, \$1,500

Miscellaneous equipment parts and maintenance, \$3,000

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$3,000 *(Only \$2,300 approved in Adopted Budget)*

Parts and labor costs for radio equipment maintenance, \$1,500

Annual service contract for ten 900 MHz County dispatch pagers, \$1,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$10,000 *(Only \$8,000 approved in Adopted Budget)*

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, Thermal Imaging Cameras, \$2,500
Quarterly calibration of three air monitors as required by OSHA, \$1,500
Pressure cylinder parts, \$1,000
Nozzle repairs and parts, \$1,500
Maintenance and filters for breathing air refill station, \$2,000
Repair of small tools and testing equipment, \$1,500

52330 EMERGENCY COMMUNICATION SERVICES – \$213,100 *(Only \$209,000 approved in Adopted Budget)*

Agreement with CONFIRE for dispatch and IT support, \$210,000
Zoll Rescuenet Maintenance, \$3,100

52450 SPECIAL CONTRACT SERVICES – \$119,010

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,050 (SB 509 Fund)
Costs shared with Ontario, Chino, and Rancho Cucamonga Fire Departments – Bomb Squad services, \$7,460
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 *(Moved to SB509)*
Spectrum Cable Service (\$125/mo @ 12 months), \$1,500

52510 MEDICAL EXAMINATIONS – \$4,450 *(Only \$3,500 approved in Adopted Budget)*

State mandated Hazardous Materials Team member physicals (3 @ \$650 each), \$1,950
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (20 @ \$125 each), \$2,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

52690 SMALL EQUIPMENT – \$9,200

Chain saw blades (5 @ \$100 each), \$500
Various unit adapter replacements, \$700
Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, \$500
Various specialized US&R tools and equipment, \$1,500
Various wildland appliances and adapters, \$1,000
Webb Gear (wildland firefighting), \$1,500
Replacement of (1) obsolete hazardous gas detector plus calibration device, \$2,000
Various SCBA parts and equipment, \$1,500

52990 MISCELLANEOUS EXPENDITURES – \$2,750

Emergency scene food and rehabilitation provisions, \$500
Engine cleaning supplies, \$300
Waxes, polishes, etc., \$300
Diamond plate cleaner for fire engines, \$400
Absorbent, \$1,250

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62020	Ford Explorer	This new Ford Explorer will be placed into service as the Deputy Chief's vehicle, allowing the current frontline Unit No. 76-06, a 2006 Ford Crown Victoria with 67,915 miles, to be transferred to Code Enforcement. The new Ford Explorer will be equipped with emergency lights and can respond on Emergency Calls if the Battalion Chief is tied up on other incidents.	\$41,000
<i>(Not approved in Adopted Budget)</i>			
62030	Auto Extrication Tools	Hydraulic rescue tools are used by rescue personnel to assist vehicle extrication of crash victims, as well as other rescues from small spaces. The eDRAULIC tool we are looking to purchase does not emit fumes or gas from its exhaust, takes up less space, is easier to service, and makes rescues faster and safer.	\$34,685
62040	Westnet/First-In Alerting System Upgrade	CONFIRE, the agency that provides dispatch services for the Montclair Fire Department is replacing the "backbone" of its region-wide dispatch alerting system with a system manufactured by Westnet/First-In Alerting. As part of this upgrade, all agencies dispatched by CONFIRE will be required to upgrade their station alerting systems to the Westnet systems. The alerting systems at both Fire Stations will be upgraded (Station 151 - \$ 28,679, Station 152 - \$27,661).	\$56,340
<i>(Not approved in Adopted Budget)</i>			
Total:			\$132,025
<i>(Only \$34,685 approved in Adopted Budget)</i>			

PROGRAM BUDGET SUMMARY – 1**Program Number 4534**

Department	Division	Program
Fire		Personnel Development

Program Description

Provide a program that: (1) Maintains a standard level of performance; (2) affords opportunity for personnel to improve their individual level of proficiency as it relates to career development; (3) provides for safe operations of emergency incidents; and (4) creates accountability at the captain's level for implementation.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	23,600	24,000	19,000	19,000
Capital Outlay	0	0	0	0
Total	23,600	24,000	19,000	19,000
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	23,600	24,000	19,000	19,000
Total	23,600	24,000	19,000	19,000

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic–aid cities.
 2. Maintain monthly training records.
 3. Provide necessary training for required certifications and recertifications.
 4. Provide hazardous materials and urban search and rescue training for fire personnel.
 5. Maintain level of certification in Emergency Medical Technician, Fire Investigator, and other areas of expertise.
-

Units of Measure

1. Establish and maintain productive working relationships with local and regional training partners.
 2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
 3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
 4. The successful completion of 40 continuing education hours by each Fire Investigator annually.
 5. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.
-

Personnel Services

No funding requested.

Services and Supplies – \$24,000

Funding requested is for: books and publications – \$1,000; program supplies – \$2,000; special contract services – \$10,000; vocational training – \$11,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Current and new US&R Team Members	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Trng. Center	January 2020	\$1,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2020	\$500
52540	Training for three (3) firefighters	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino County FD North Net Fire Trng. Center	March 2020	\$2,000
52540	Training for three (3) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore, CA	May 2020	\$900
52540	Train and certify three (3) new members	Rescue Systems II Confine Space Rescue Tech.	San Bernardino County FD North Net Fire Training. Center	February 2020	\$1,700
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2019	\$600
52540	Training for three (3) firefighters	Driver/Operator 1A California State Fire Marshal certified course required for promoted personnel or those preparing to promote; also required for new personnel to receive DMV Firefighter Endorsement; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	October 2019	\$550

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Training for three (3) firefighters	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or those preparing to promote; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	February 2020	\$550
52540	Fire Department Employees	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	January 2020	\$500
52540	Fire Department Employees	Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	March 2020	\$200
52540	Fire Department Employees	Firehouse World Training Conference	San Diego, CA	February 2020	\$2,500
Total:					\$11,000

(Only \$10,000 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,000

Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.

51130 PROGRAM SUPPLIES – \$2,000

Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), \$750
CDX plywood (1/2") for roof-training prop (50 @ \$25 each), \$1,250

52450 SPECIAL CONTRACT SERVICES – \$10,000 ***(Only \$6,000 approved in Adopted Budget)***

Annual contract for policy and procedural manual update, \$7,000
Agreement with Target Solutions for on-line OSHA mandated training, \$3,000

52540 VOCATIONAL TRAINING – \$11,000 ***(Only \$10,000 approved in Adopted Budget)***

Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

PROGRAM BUDGET SUMMARY – 1**Program Number 4536**

Department	Division	Program
Fire		Buildings & Grounds

Program Description

Maintain all Fire Department facilities in a clean, efficient, functional, and safe condition. Observe and conform with all State and Federal mandates as they relate to public accessibility.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	6,250	6,800	6,800	6,800
Capital Outlay	0	0	0	0
Total	6,250	6,800	6,800	6,800
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	6,250	6,800	6,800	6,800
Total	6,250	6,800	6,800	6,800

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

1. Maintain all Fire facilities at a level that provides a safe and clean environment by working with other departments that provide supplies and support.
 2. Provide janitorial services to maintain Fire facilities in a safe and clean manner.
 3. Routinely inspect the interior and exterior of all Fire facilities.
-

Units of Measure

	<u>2018</u>	<u>2019</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$6,800

Funding requested is for: household expenses – \$3,750; license/permits/certificates – \$500; maintenance–other equipment – \$800; small equipment – \$750; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$3,750

Dry cleaning (strike team sleeping bags), \$200
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,000
Day room recliners (3 @ \$850 each), \$2,550

51150 LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050 MAINTENANCE – OTHER EQUIPMENT – \$800

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690 SMALL EQUIPMENT – \$750

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screw drivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Annual service of fire extinguishers, \$700
Emergency station generator fuel, \$300

PROGRAM BUDGET SUMMARY – 1**Program Number 4539**

Department	Division	Program
Fire		Emergency Medical Services

Program Description

Provides a program that maintains Emergency Medical Technician and Paramedic training, certifications, and medical supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	49,680	49,680	49,680	49,680
Services and Supplies	35,700	36,200	34,700	34,700
Capital Outlay	0	0	0	0
Total	85,380	85,880	84,380	84,380
Personnel Authorized	0	0	0	0

Source of Funds

EMS Paramedic Fund	85,380	85,880	84,380	84,380
Total	85,380	85,880	84,380	84,380

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

1. Respond and provide advanced life support (ALS) emergency medical services to the community in accordance with Inland Counties Emergency Medical Agency (ICEMA) guidelines.
 2. Provide continuous skill–maintenance education for paramedics as required by state and county regulations.
 3. Maintain current and accurate medical records.
-

Units of Measure

	<u>2016</u>	<u>2017</u>	<u>2018</u>	Estimate <u>2019</u>
Total number of ALS calls	3,195	2,152	2,542	1708
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	3,201	3,037	2,568	2,440

Personnel Services – \$49,680

Cost allocations are as follows: Additional pay (paramedic stipends) – \$49,680.

Services and Supplies – \$36,200

Funding requested is for: books and publications – \$100; office supplies – direct – \$100; program supplies – \$10,000; license/permits/certificates – \$5,500; maintenance – other equipment – \$500; special contract services – \$18,000; small equipment – \$2,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060 OFFICE SUPPLIES – DIRECT – \$100

O1A Report forms.

51130 PROGRAM SUPPLIES – \$10,000

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$7,600
Medical oxygen, \$2,400

51150 LICENSE/PERMITS/CERTIFICATES – \$5,500

ICEMA annual authorization application fee, \$2,100
ALS unit annual inspection fees (4 @ \$400 each), \$1,600
ICEMA EMT–P certification fees (5 @ \$75 each), \$375
State EMT–P certification fees (5 @ \$225 each), \$1,125
ICEMA EMT Re–cert (3 EMTs @100 each), \$300

52050 MAINTENANCE – OTHER EQUIPMENT – \$500

Maintenance of EMS tools and equipment.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$18,000 *(Only \$16,500 approved in Adopted Budget)*

Billing service for the collection of Paramedic Service Fees, \$9,180

Service agreements for inspection and maintenance of one (1) Life-Pak 12, three (3) Life-Pak 15 cardiac monitor/defibrillators, and five (5) Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$8,820

52690 SMALL EQUIPMENT – \$2,000

First-aid supplies for all City departments, \$500

Pulse Oximeter Sensors (2 @ 500 each), \$1,000

Intraosseous Infusion Needle, \$500

Public Works

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Facilities and Grounds Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,737,475	2,937,456	2,883,112	2,883,112
Services and Supplies	5,014,195	5,283,398	4,964,358	4,964,358
Capital Outlay	315,500	571,800	104,500	104,500
Sewer Depreciation	63,271	57,644	57,644	57,644
Total	8,130,441	8,850,298	8,009,614	8,009,614

Personnel Authorized	26.00 (FT)	26.00 (FT)	26.00 (FT)	26.00 (FT)
	6.00 (PTB)	6.00 (PTB)	5.00 (PTB)	5.00 (PTB)
	10.00 (PT)	10.00 (PT)	9.00 (PT)	9.00 (PT)

Divisional Distribution

Engineering	1,071,735	967,312	662,646	662,646
Street Maintenance	1,564,907	2,193,096	1,572,384	1,572,384
Park Maintenance	537,182	604,013	500,415	500,415
Vehicle Maintenance	417,576	423,220	388,111	388,111
Sewer Maintenance	3,841,307	3,743,644	4,073,291	4,073,291
Building Maintenance	697,734	919,013	812,767	812,767
Total	8,130,441	8,850,298	8,009,614	8,009,614

Source of Funds

General Fund	3,167,697	3,586,692	2,937,536	2,937,536
Gas Tax Fund	798,394	1,099,724	961,749	961,749
Measure I Fund	21,000	0	0	0
Park Maintenance Fund	20,000	5,000	4,100	4,100
Community Dev Block Grant Fund	25,043	22,438	22,438	22,438
Air Quality Improvement Fund	68,000	99,000	0	0
Public Works Dept. Grants	189,000	0	0	0
Sewer Operating Fund	3,643,036	3,641,000	3,970,647	3,970,647
Sewer Replacement Fund	135,000	45,000	45,000	45,000
Sewer Capital Asset Fund	63,271	57,644	57,644	57,644
Pavement Impact Fee Fund	0	125,000	0	0
Equipment Replacement Fund	0	59,800	10,500	10,500
General Sanitation Fee Fund	0	109,000	0	0
Total	8,130,441	8,850,298	8,009,614	8,009,614

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00	170,016	170,016	170,016
Project Manager	1.00	1.00	1.00	1.00	74,988	74,988	74,988
Public Works Superintendent	1.00	1.00	1.00	1.00	113,748	113,748	113,748
Public Works Inspector	1.00	1.00	1.00	1.00	64,860	64,860	64,860
Environmental Manager	1.00	1.00	1.00	1.00	76,452	76,452	76,452
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	113,748	113,748	113,748
Leadworker Maintenance	4.00	4.00	4.00	4.00	206,796	206,796	206,796
Motor Sweeper Operator	2.00	2.00	2.00	2.00	94,245	94,245	94,245
Admin from other Depts					-1,500	-1,500	-1,500
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	80,688	80,688	80,688
Maintenance Worker	6.00	6.00	6.00	6.00	265,176	265,176	265,176
Admin from other Depts					-8,000	-8,000	-8,000
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	46,632	46,632	46,632
Admin from other Depts					-2,000	-2,000	-2,000
NPDES Coordinator	1.00	1.00	1.00	1.00	62,184	62,184	62,184
NPDES Inspector	1.00	1.00	1.00	1.00	55,461	55,461	55,461
Facilities Specialist	1.00	1.00	1.00	1.00	64,860	64,860	64,860
Office Specialist	1.00	1.00	1.00	1.00	55,854	55,854	55,854
Custodian	1.00	1.00	1.00	1.00	38,856	75,414	75,414
Public Works Admin CFD Reimb					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	42,131	42,131	42,131
Equipment Maintenance Tech	1.00	1.00	1.00	1.00	49,005	49,005	49,005
Maintenance Technician	3.00	3.00	3.00	3.00	116,726	116,726	116,726
Custodial Technician	1.00	1.00	0.00	0.00	32,654	0	0
<u>Part-Time</u>							
Maintenance Worker	6.00	6.00	6.00	6.00	224,570	224,572	224,572
Custodian	1.00	1.00	0.00	0.00	31,853	0	0
Senior Intern	1.00	1.00	1.00	1.00	13,114	13,114	13,114
Graffiti Abatement Worker	1.00	1.00	1.00	1.00	21,523	21,523	21,523
Leadworker Maintenance	1.00	1.00	1.00	1.00	24,835	24,835	24,835
Full Time	26.00	26.00	26.00	26.00	1,584,564	1,621,122	1,621,122
Admin other Departments					-17,125	-17,125	-17,125
Total FT Positions/Salaries					1,567,439	1,603,997	1,603,997
Part Time Benefitted	6.00	6.00	5.00	5.00	240,516	207,862	207,862
Part Time	10.00	10.00	9.00	9.00	315,895	284,044	284,044
Overtime					70,700	47,700	47,700
Additional Pay					900	900	900
Total Salaries & Wages					2,195,450	2,144,503	2,144,503
Benefit Costs					550,139	542,752	542,752
PERS Benefit Costs					191,867	195,857	195,857
Total Benefit Costs					742,006	738,609	738,609
TOTAL					2,937,456	2,883,112	2,883,112

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	451,841	483,243	372,897	372,897
Services and Supplies	569,894	379,069	254,749	254,749
Capital Outlay	50,000	105,000	35,000	35,000
Total	1,071,735	967,312	662,646	662,646

Personnel Authorized	4.15 (FT) 1.00 (PTB)	4.15 (FT) 1.00 (PTB)	3.25 (FT) 0.60 (PTB)	3.25 (FT) 0.60 (PTB)
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Department Distribution

Management & Construction	577,485	588,131	353,570	353,570
Public Works Inspection	117,852	162,030	126,925	126,925
Traffic Safety Engineering	376,398	217,151	182,151	182,151
Total	1,071,735	967,312	662,646	662,646

Source of Funds

General Fund	710,735	731,312	511,646	511,646
Gas Tax Fund	101,000	204,500	140,500	140,500
Measure I Fund	21,000	0	0	0
Air Quality Improvement Trust Fund	50,000	0	0	0
Public Works Dept. Grants	189,000	0	0	0
Equipment Replacement Fund	0	31,500	10,500	10,500
Total	1,071,735	967,312	662,646	662,646

PROGRAM BUDGET SUMMARY – 1

Program Number 4641

Department	Division	Program
Public Works	Engineering	Management and Construction

Program Description

Administer the City's Capital Improvement Program; provide plan checking and processing of subdivision maps, lot line adjustments, and parcel mergers; prepare design plans for public improvements; design and construct public improvements; provide project/construction management; conduct feasibility studies; coordinate transportation issues with Caltrans and SBCTA; manage the City's NPDES and storm water quality programs; and maintain records including the preparation of record drawings for Public Works improvements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	323,591	345,062	269,821	269,821
Services and Supplies	203,894	173,069	83,749	83,749
Capital Outlay	50,000	70,000	0	0
Total	577,485	588,131	353,570	353,570

Personnel Authorized	3.10 (FT) 0.60 (PTB)	3.10 (FT) 0.60 (PTB)	2.40 (FT) 0.60 (PTB)	2.40 (FT) 0.60 (PTB)
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Source of Funds

General Fund	527,485	518,131	353,570	353,570
Gas Tax	0	49,000	0	0
Air Quality Improvement Trust Fund	50,000	0	0	0
Equipment Replacement Fund	0	21,000	0	0
Total	577,485	588,131	353,570	353,570

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

1. Manage and administer the programs and activities of the division.
 2. Pursue State and Federal grants and other funding for capital improvements.
 3. Represent the department at City Council, Planning Commission and various committee meetings.
 4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
 5. Design and administer Public Works capital improvement projects.
 6. Prepare feasibility studies and respond to citizen requests.
 7. Maintain records and record drawings for Public Works Improvements.
 8. Represent City at various meetings with other cities and regional agencies.
 9. Monitor erosion and sediment issues associated with construction activities.
 10. Perform restaurant inspections related to sanitary sewers/Administer sewage pretreatment program.
-

Units of Measure

	2016-2017	1st 6 Mos. 2017-2018	Estimate 2018-2019
Public Works Improvements	12	6	12
Citizen Requests	150	60	120
Studies	1	0	2
Plan Check Capital Improvements	15	15	30
Plan Check Private Development	30	15	35
Plan Check Tract Maps	2	1	3
Plan Check Parcel Maps	0	1	2
Plan Check Lot Merger/Line Adjustment	1	1	2
Review of WQMPs	10	7	15

Personnel Services – \$345,062

Salary requests are for: Public Works Director/City Engineer (0.30) – \$51,005; Project Manager (0.80) – \$59,990; NPDES Coordinator (1.00) – \$62,184; NPDES Inspector (1.00) – \$55,461 Administrative Technician (1.00/part-time benefitted) – \$25,279. Cost allocations are as follows: full-time salaries – \$228,640; part-time benefitted salaries – \$25,279; admin other departments – <\$5,625>; overtime – \$5,000; benefit costs – \$91,768.

Services and Supplies – \$173,069

Funding requested is for: books and publications – \$500; uniforms – \$1,500; program supplies – \$1,700; license/permits/certificates – \$1,155; dues and memberships – \$1,565; travel and meetings – \$3,720; mileage/auto allowance – \$5,460; special consulting services – \$7,000; plan check service – \$80,000; special lab testing – \$320; special contract services – \$62,042; vocational training – \$1,650; cellular phone expense– \$3,957; miscellaneous expenditures – \$2,500.

Capital Outlay – \$70,000

Funding requested is for: two 2019 Chevy Colorado Trucks

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Noel Castillo, Public Works Director/ City Engineer Steve Stanton, Project Manager Jim Diaz, Public Works Inspector Xavier Mendez, Public Works Superintendent Samantha Contreras, Administrative Technician Mike McGehee, Facilities/Grounds Superintendent Joe Rosales, NPDES Coordinator Nicole deMoet, Environmental Manager	Quarterly Luncheon meetings with Monte Vista Water District	Montclair, CA	Quarterly	\$700
52130	Noel Castillo, Public Works Director/ City Engineer	Luncheon meetings and workshop refreshments with various community groups, consultants, West Valley Traffic Engineers Association, West End City Engineers Association, and other agencies.	Montclair and San Bernardino/Los Angeles County locations	Irregular	\$200
52130	Joe Rosales, NPDES Coordinator Marissa Pereyda, NPDES Inspector	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Fall 2019	\$700 \$700

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Joe Rosales, NPDES Coordinator	The CASQA seminar focuses on stormwater issues such as Federal and State NPDES Regulations, Permits and Policies, Sustainable Development, Source Control, Stormwater Treatment, Industrial and Construction Stormwater Management, Modifying Public Behavior, Program Assessment, and Scientific Advances. Attending the CASQA seminar allows employees to obtain Continuing Education Units for their CESSWI, CMS4S, Environmental Inspector Grade 1 Certification, and Collection Systems Grade 2 Certification. Obtaining Continuing Education Units maintains his certifications as required for employment.	Riverside, CA	October 15-17, 2019	\$710
	Marissa Pereyda NPDES Inspector				\$710
Total					\$3,720

(Only \$3,000 approved in Adopted Budget)

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est Expense
52540	Steve Stanton, Project Manager	Training for Project Manager in various areas of project management. Seminars, classes and training sessions are available to assist the City in developing project management skills.	Various San Bernardino County and Southern California locations	Periodically	\$200
52540	James Diaz, Public Works Inspector	Training for Public Works Inspector. Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	\$200
52540	Samantha Contreras, Administrative Technician	Training for Administrative Technician for Public Works, Caltrans, and federal processes associated with federal grants. Various Public Works at local schools.	Various San Bernardino County locations	Periodically	\$650
52540	Marissa Pereyda, NPDES Inspector	Training for NPDES Inspector. Seminars, classes, and training sessions are available to assist the City in developing storm water inspection skills.	Various San Bernardino County locations	Periodically	\$600
Total:					\$1,650

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020	<u>BOOKS AND PUBLICATIONS</u> – \$500 The 2018/2019 Standard Specifications for Public Works Construction update is due to be released in March 2020; and other updates to standards and specifications.		
51100	<u>UNIFORMS</u> – \$1,500 <i>(Only \$600 approved in Adopted Budget)</i> Rental and cleaning of uniforms and purchase of work boots for Division Personnel.		
51130	<u>PROGRAM SUPPLIES</u> – \$1,700 <i>(Only \$1,000 approved in Adopted Budget)</i> Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$700. Materials distributed at community events such as Earth Day, \$1,000.		
51150	<u>LICENSE/PERMITS/CERTIFICATES</u> – \$1,155 <i>(Only \$750 approved in Adopted Budget)</i>		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Noel Castillo, Public Works Director/City Engineer	Professional Registration Certificate	\$150
	Joe Rosales, NPDES Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$ 90
	Joe Rosales, NPDES Coordinator	Grade 2 Collection Systems Maintenance	\$ 95
	Joe Rosales, NPDES Coordinator	Certified Erosion, Sediment, and Storm Water Inspector	\$125
	Joe Rosales, NPDES Coordinator	Certified Municipal Separate Storm Sewer System Specialist	\$130
	Marissa Pereyda, NPDES Inspector	Grade 1 Environmental Compliance Inspector Certificate	\$ 90
	Marissa Pereyda, NPDES Inspector	Qualified Industrial Storm Water Practitioner (QISP)	\$475
52120	<u>DUES AND MEMBERSHIPS</u> – \$1,565 <i>(Only \$1,000 approved in Adopted Budget)</i>		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Noel Castillo, Public Works Director/City Engineer	Membership in American Society of Civil Engineers (ASCE)	\$400
	Noel Castillo, Public Works Director/City Engineer	Membership in American Public Works Association	\$255
	Jim Diaz, Public Works Inspector	Membership in American Public Works Association	\$255
	Marissa Pereyda, NPDES Inspector	California Water Environment Association	\$195
	Joe Rosales, NPDES Coordinator	California Water Environment Association	\$195
	Joe Rosales, NPDES Coordinator	California Stormwater Quality Association	\$130
	Joe Rosales, NPDES Coordinator	Envirocert International Membership	\$135

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

- 52130 TRAVEL AND MEETINGS – \$3,720 ***(Only \$3,000 approved in Adopted Budget)***
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$7,000 ***(Only \$5,000 approved in Adopted Budget)***
DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2019, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include, the Central Avenue/Union Pacific Grade Separation Project, \$2,000.
Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies, \$5,000.
- 52270 PLAN CHECK SERVICE – \$80,000
Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Manage Plan goals (\$40,000) and development conditions of approval (\$40,000).
- 52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$80,000>
Reimbursement to the City for Plan Check Service.
- 52420 SPECIAL LAB TESTING – \$320
The NPDES Permit requires the City of Montclair to have an Illicit Discharge Detection Elimination program (IDDE) as part of the Dry Weather Flow Bacteria Total Maximum Daily Load (TMDL). The purpose of IDDE program is to prevent discharges to our municipal separate storm sewer systems (MS4) that may contain bacteria. A part of this IDDE program is to take a sample at outfalls in the San Antonio Channel and if necessary, the outfalls in the West State Street Channel. If a discharge is observed from an outfall and we suspect that the discharge is carrying pollutants, we will sample the discharge from that specific outfall.
The constituents to be sampled are ammonia, pH, temperature and total suspended solids (TSS). All but one constituent can be sampled out in the field and that is TSS. It is estimated that the cost of a laboratory conducting a TSS analysis is \$40.00 per sample.
The City of Montclair has 33 outfalls, but not all outfalls will have a discharge and not all outfalls that do have a discharge will need to be sampled. It is assumed that 25 percent of outfalls will be required to be sampled. Therefore, approximately eight outfalls will be sampled for TSS at a cost of \$40 dollars each coming to a total of \$320.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$62,042

UNDERGROUND SERVICE ALERT – \$2,400

Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is \$1.65 per notification. The City averages approximately 120 notifications per month.

NPDES – \$36,665

The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.24 percent of the overall \$1,634,725 budget. The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$22,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

52540 VOCATIONAL TRAINING – \$1,650

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.”

52850 CELLULAR PHONE EXPENSES – \$3,957

Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$2,500 *(Only \$1,200 approved in Adopted Budget)*

Anticipated miscellaneous expenditures include purchase of new chair for Joe Rosales, Disadvantaged Business Enterprise advertisements; special permits and filing fees not otherwise chargeable to other accounts; padlocks, hanging files, Microflex Latex Exam Gloves, Kimberly Clark X60 Wipers; marking paint; various buffer solutions and tracer dyes used in testing storm water runoff; manhole cover hooks; etc.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management & Construction

Object Code	Item	Justification	Cost
62020	Two 2019 Chevy Colorado Trucks	<p>These vehicles will replace the existing 2000 & 2001 Chevy S-10 Trucks. Both vehicles are over 18 years old. The vehicles need major repairs done, including a rear main seal-bearing leak that requires the complete drive train to be removed for replacement. The reliability of the vehicles are now in question.</p> <p>(Gas Tax Fund– \$49,000; Equipment Replacement Fund – \$21,000</p>	\$70,000
			Total: \$70,000

(Not approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Inspection

Program Description

Issue Public Works construction permits for works within public rights of way; provide inspection of Public Works capital improvement projects, public improvements within subdivisions, and public improvements by private developments; provide inspection of work by utility companies within public rights of way; provide on-site inspection of grading when requested by the Building Division; and provide inspection services as requested by other departments.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	117,852	127,030	91,925	91,925
Services and Supplies	0	0	0	0
Capital Outlay	0	35,000	35,000	35,000
Total	117,852	162,030	126,925	126,925
Personnel Authorized	1.00 (FT)	1.00 (FT)	0.80 (FT)	0.80 (FT)

Source of Funds

General Fund	117,852	127,030	91,925	91,925
Gas Tax	0	24,500	24,500	24,500
Equipment Replacement Fund	0	10,500	10,500	10,500
Total	117,852	162,030	126,925	126,925

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

1. Inspect public works projects.
 2. Inspect development-related work within the public right-of-way.
 3. Inspect utility company related work within the public right-of-way.
 4. Issue permits for work performed within the public right-of-way.
 5. Provide project management of public works projects.
 6. Provide on-site grading inspection at request of Building Division.
 7. Provide inspection assistance for other departments.
-

Units of Measure

	<u>2017-2018</u>	<u>1st 6 mos. 2018-2019</u>	<u>Estimate 2019-2020</u>
Subdivision public improvement inspections	200	100	200
Private development improvement inspections	50	30	50
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	100	50	100

Personnel Services – \$127,030

Salary requests are for: Public Works Director/City Engineer (0.20) – \$34,003; Public Works Inspector (0.80) – \$51,888. Cost allocations are as follows: full-time salaries – \$85,891; overtime – \$12,000; benefit costs – \$29,139.

Services and Supplies

No funding requested.

Capital Outlay – \$35,000

Funding requested is for: one 2019 Chevy Colorado Truck

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works

Program: 4642 Inspection

Object Code	Item	Justification	Cost
62020	One 2019 Chevy Colorado Truck	<p>This vehicle will replace the existing 2003 Chevy S-10 Truck. The vehicle is 16 years old. The vehicle needs major repairs done, including rear main seal-bearing leak that requires the complete drive train to be removed for replacement. The reliability of the vehicle is now in question. Parts are no longer obtainable.</p> <p>(Gas Tax Fund – \$24,500; Equipment Replacement Fund – \$10,500)</p>	\$35,000
			Total: \$35,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

Oversee the maintenance of traffic signals, signal coordination and timing, and street lighting system; provide for the implementation of proper safety standards and devices to ensure that the City street system functions in a safe manner; and prepare and review traffic engineering studies. Coordinate traffic and transportation issues with surrounding and regional agencies. Maintain Highway Performance Monitoring System (HPMS) program database required by state and federal governments. Perform traffic counts on major streets. Prepare speed surveys as required in accordance with state law.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	10,398	11,151	11,151	11,151
Services and Supplies	366,000	206,000	171,000	171,000
Capital Outlay	0	0	0	0
Total	376,398	217,151	182,151	182,151

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	65,398	86,151	66,151	66,151
Gas Tax Fund	101,000	131,000	116,000	116,000
Measure I Fund	21,000	0	0	0
Public Works Dept. Grants	189,000	0	0	0
Total	376,398	217,151	182,151	182,151

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

Work Program

1. Maintain accident record system.
 2. Conduct studies and investigations relative to traffic safety.
 3. Respond to citizen requests regarding traffic operations.
 4. Implement signing and striping projects to improve safety and facilitate traffic flow.
 5. Oversee maintenance and operation of traffic signals.
 6. Conduct traffic counts and speed surveys.
 7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
 8. Participation in SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
 9. Review development impacts on transportation and traffic.
-

Units of Measure

	<u>2017-2018</u>	<u>1st 6 mos. 2018-2019</u>	<u>Estimate 2019-2020</u>
Developments reviewed	10	5	10
Signals maintained	45	45	47
Reports, studies, investigations	1	1	2
Citizen requests	40	20	40
Traffic Counts	20	0	10

Personnel Services – \$11,151

Salary requests are for: Public Works Director/City Engineer (0.05) – \$8,501. Cost allocations are as follows: full-time salaries – \$8,501; benefit costs – \$2,650.

Services and Supplies – \$206,000

Funding requested is for: maintenance – traffic signals – \$45,000; extraordinary signal maintenance – \$85,000; architecture/engineering services – \$75,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4644 Traffic Safety Engineering

Object
Number

52040 MAINTENANCE – TRAFFIC SIGNALS – \$45,000 *(Only \$35,000 approved in Adopted Budget)*

Monthly routine and preventative maintenance checks of the City's 45 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County, are performed by Econolite Systems at a rate of \$73.30 per month per signalized intersection. It is anticipated that the number of signals maintained will increase to 47 when two additional signals associated with the construction of the Monte Vista Grade Separation Project come online at some point during FY 2019/20. A slight increase in cost for routine and preventative maintenance checks is possible for fiscal year 2019/2020, though there has been no request as yet. (Gas Tax Fund)

52060 EXTRAORDINARY SIGNAL MAINTENANCE – \$85,000 *(Only \$80,000 approved in Adopted Budget)*

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$7,000 or \$85,000 per year. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's QuicNet traffic signal monitoring software is ten years old and needs a software update at a cost of \$5,000. There may also be a need to purchase one traffic signal controller at an estimated cost of \$4,000 total. There are a few locations, mostly on Mission Boulevard, where traffic signal communications are intermittent. Under an agreement the City has with San Bernardino County Transportation Authority, it is the City's responsibility to maintain continual communication. Therefore, some changes are proposed for the signal equipment to improve communications. The cost is estimated at \$10,000. (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$75,000 *(Only \$55,000 approved in Adopted Budget)*

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, and miscellaneous traffic engineering services. Additional traffic engineering services will also be required in conjunction with construction of the I-10 Corridor & Monte Vista/UPRR grade separation projects, expected to continue through the end of FY 19/20. AGA invoices for services to other cities for related plan check on the I-10 corridor is around \$80,000. The goal will be to utilize SBCTA staff as much as possible to reduce the need for AGA to perform plan checks.

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Traffic counter supplies as necessary including road tubes, clamps, cleats, tape, concrete nails, batteries, and air switches necessary to maintain the City's traffic counting program.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	719,969	779,618	644,956	644,956
Services and Supplies	840,938	997,478	897,428	897,428
Capital Outlay	4,000	416,000	30,000	30,000
Total	1,564,907	2,193,096	1,572,384	1,572,384

Personnel Authorized	7.90 (FT) 1.80 (PTB) 4.20 (PT)	7.90 (FT) 1.80 (PTB) 4.20 (PT)	6.80 (FT) 1.00 (PTB) 3.13 (PT)	6.80 (FT) 1.00 (PTB) 3.13 (PT)
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Department Distribution

Graffiti Abatement	82,248	121,324	113,406	113,406
Street Maintenance	1,216,711	1,422,851	1,159,375	1,159,375
Signing & Painting	112,931	156,655	148,737	148,737
Street Sweeping	153,017	492,266	150,866	150,866
Total	1,564,907	2,193,096	1,572,384	1,572,384

Source of Funds

General Fund	842,470	917,434	728,697	728,697
Gas Tax Fund	697,394	895,224	821,249	821,249
Community Dev Block Grant Fund	25,043	22,438	22,438	22,438
Air Quality Improvement Fund	0	99,000	0	0
Pavement Impact Fee Fund	0	125,000	0	0
Equipment Replacement Fund	0	25,000	0	0
General Sanitation Fee Fund	0	109,000	0	0
Total	1,564,907	2,193,096	1,572,384	1,572,384

PROGRAM BUDGET SUMMARY – 1

Program Number 4645

Department	Division	Program
Public Works	Streets	Graffiti Abatement

Program Description

Remove graffiti from public property and selected locations on residential and commercial structures throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	64,848	103,924	96,006	96,006
Services and Supplies	17,400	17,400	17,400	17,400
Capital Outlay	0	0	0	0
Total	82,248	121,324	113,406	113,406
Personnel Authorized	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.05 (FT) 1.00 (PT)	1.05 (FT) 1.00 (PT)

Source of Funds

General Fund	57,205	98,886	90,968	90,968
Community Dev Block Grant Fund	25,043	22,438	22,438	22,438
Total	82,248	121,324	113,406	113,406

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4645 Graffiti Abatement

Work Program

1. Removal of graffiti from public and private property by City crews.
-

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimated 2019–20</u>
Locations graffiti abated	3,007	1,518	4,000

Personnel Services – \$103,924

Salary requests are for: Public Works Superintendent (0.10) – \$11,375; Graffiti Abatement Worker (1.00) – \$46,632; Graffiti Abatement Worker (1.00/part-time) – \$21,523. Cost allocations are as follows: full-time salaries – \$58,007; part-time salaries – \$21,523; admin other departments – <\$2,000>; additional pay - \$450; overtime – \$500; benefit costs – \$25,444.

Services and Supplies – \$17,400

Funding requested is for: uniforms – \$1,400; program supplies – \$1,000; materials – miscellaneous maintenance and repair – \$15,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4645 Graffiti Abatement

Object
Number

51100 UNIFORMS – \$1,400

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130 PROGRAM SUPPLIES – \$1,000

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$15,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

Program Description

Provide a safe travelway for both pedestrian and vehicular traffic by making repairs to streets, sidewalks, maintaining flood control facilities, controlling weed growth and repairing fencing in the public right-of-way, and picking up abandoned shopping carts and debris from City streets and alleys.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	454,873	451,923	333,097	333,097
Services and Supplies	757,838	887,928	796,278	796,278
Capital Outlay	4,000	83,000	30,000	30,000
Total	1,216,711	1,422,851	1,159,375	1,159,375
Personnel Authorized	3.15 (FT) 1.80 (PTB) 3.20 (PT)	3.15 (FT) 1.80 (PTB) 3.20 (PT)	2.65 (FT) 1.00 (PTB) 2.13 (PT)	2.65 (FT) 1.00 (PTB) 2.13 (PT)

Source of Funds

General Fund	736,871	764,683	592,582	592,582
Gas Tax Fund	479,840	633,168	566,793	566,793
Equipment Replacement Fund	0	25,000	0	0
Total	1,216,711	1,422,851	1,159,375	1,159,375

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

Work Program

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

Units of Measure

	2017–18	1st 6 mos. 2018–19	Estimate 2019–20
Tons of asphaltic concrete placed	32	6	60
Pounds of crack seal placed	0	0	10,000
Square footage of sidewalk removed and replaced	200	40	1,000
Remove and replace curb and gutter (lin. ft.)	10	8	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services – \$451,923

Salary requests are for: Public Works Superintendent (0.15) – \$17,062; Leadworker Maintenance (0.90) – \$48,427; Maintenance Worker (1.65) – \$70,366; Office Specialist (0.20) – \$11,171; Maintenance Technician (1.80/part-time benefitted) – \$68,924; Maintenance Worker (3.05/part-time) - \$110,173; Leadworker Maintenance (0.15/part-time) - \$3,725. Cost allocations are as follows: full-time salaries – \$147,026; part-time benefitted salaries – \$68,924; part-time salaries – \$113,898; additional pay – \$225; overtime – \$18,000; benefit costs – \$103,850.

Services and Supplies – \$887,928

Funding requested is for: uniforms – \$6,203; program supplies – \$2,000; license/permits/certificates – \$800; materials – asphalt mix – \$13,500; materials – cement/sand/gravel – \$5,000; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$13,500; dues and memberships – \$375; travel and meetings – \$2,500; special consulting services – \$40,000; street lighting – \$400,000; special contract services – \$387,000; educational grants – \$2,000; vocational training – \$9,650; rent – equipment – \$3,500; small equipment – \$400.

Capital Outlay – \$83,000

Funding requested is for: one 1-Ton Dump Truck – \$53,000; Christmas Decorations for street lights around shopping centers – \$30,000.

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN – SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Parks Staff	Attend the 2019 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. Funds would be for two Parks staff to attend. Cost would be \$1,250 per person. With the retirement of Leadworker Chad Quidor we need to have someone certified to stay in compliance.	TBA	October 2019	\$2,500
				Total:	\$2,500

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,250
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Irrigation, Pesticide, Turf Management, Asphalt Maintenance, Traffic Control, Concrete Basics, Tree, Carpentry, etc.	Southern California	Varies	\$1,000
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. PAPA	Southern California	Varies	\$1,000
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (3 @ \$1,500)	City Yard	Varies	\$4,500
52540	Jesus Escalante, Maintenance Worker	Provide training and testing for certified backflow preventer tester for San Bernardino County.	City Yard	Varies	\$1,200
52540	Javier Robles, Equipment Technician	Provide training and testing for certified California Fire Mechanics Academy.	Southern California	Varies	\$700
				Total:	\$9,650

(Only \$7,000 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

**Object
Number**

51100 UNIFORMS – \$6,203

Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,188; Gas Tax Fund – \$3,015)

51130 PROGRAM SUPPLIES – \$2,000

Shovels, hoes, rakes, picks, brooms, etc., \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)

Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)

51150 LICENSE/PERMITS/CERTIFICATES – \$800

Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.

51350 MATERIALS – ASPHALT MIX – \$13,500

Asphalt and crack sealing material to make street repairs as needed throughout the City. (General Fund – \$1,350; Gas Tax Fund – \$12,150)

51360 MATERIALS – CEMENT/SAND/GRAVEL – \$5,000

Cement, sand and gravel to make repairs as needed to concrete sidewalks and drive approaches throughout the City.
(General Fund – \$500; Gas Tax Fund – \$4,500)

51400 MATERIALS – WEED CHEMICALS – \$1,500

Chemicals to control weeds in streets and rights-of-way through-out the City. Increase is due to the purchase of additional Krovar, which is a soil sterilent to help keep weeds down in City Right of Ways longer. (General Fund – \$150; Gas Tax Fund – \$1,350)

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$13,500

Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$8,500 (General Fund – \$850; Gas Tax Fund – \$7,650)

Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 (Gas Tax Fund)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$375

Raul Molinar, Maintenance Worker	MSA Dues	\$ 60
Chris de los Rios, Maintenance Worker	PAPA & MSA Dues	\$ 105
John Kresback, Leadworker	PAPA & MSA Dues	\$ 105
Jesus Escalante, Leadworker	PAPA & MSA Dues	\$ 105

52130 TRAVEL AND MEETINGS – \$2,500

Attendance at conference training certification classes – for detail see “Worksheet – Schedule A – Travel and Meetings.”

52190 SPECIAL CONSULTING SERVICES – \$40,000 ***(Not approved in Adopted Budget)***

Consulting and training costs associated with a new Pavement Management Program. The City would benefit by evaluating street surfaces and developing a life expectancy system that would be necessary to help in the repair and/or replacement of asphalt roadways.

52340 STREET LIGHTING – \$400,000

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

52450 SPECIAL CONTRACT SERVICES – \$387,000 ***(Only \$340,000 approved in Adopted Budget)***

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000 (General Fund)
(Only \$15,000 approved in Adopted Budget)

Landscaping for the existing median islands and parkways, \$220,000 (Gas Tax Fund) ***(Only \$203,000 approved in Adopted Budget)***

Contract with West Coast Arborists for tree maintenance services in Grid 5, with a total of 2,100 trees at \$67.50 each, \$142,000 (Gas Tax Fund) ***(Only \$122,000 approved in Adopted Budget)***

52530 EDUCATIONAL GRANTS – \$2,000

Per MOUs, education grants are provided to employees for education–related expenses.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52540 VOCATIONAL TRAINING – \$9,650 *(Only \$7,000 approved in Adopted Budget)*

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$3,500 *(Only \$1,500 approved in Adopted Budget)*

Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City-owned equipment failure.

52690 SMALL EQUIPMENT – \$400

Hand held leaf blower.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Item	Justification	Cost
62020	One 1-Ton Dump Truck	This vehicle will replace the existing 1993 GMC 1-Ton dump truck. The existing unit needs to have the dash replaced and the pump for the dump bed replaced or rebuilt due to pump having insufficient power when lifting heavy loads. The engine is burning oil and will need to have the heads replaced or rebuilt if parts are available. The interior is shot and needs to be replaced. This vehicle had an expected life of 12 years and is now going on its 26th year of service. (Gas Tax Fund – \$28,000; Equipment Replacement Fund – \$25,000)	\$53,000
		<i>(Not approved in Adopted Budget)</i>	
62050	Christmas Street Decorations	Replacement of the existing Christmas decorations that are now 17 years old and need to be replaced. This request comes from the City Manager to look into prices for replacement decorations that would fit on existing brackets and hardware along with utilizing the existing TAP devices. This price also includes replacement of TAP devices that are no longer working. (General Fund – \$3,000; Gas Tax Fund – \$27,000)	\$30,000
			Total: \$83,000

(Only \$30,000 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing & Painting

Program Description

Move pedestrian and vehicle traffic on City streets in a safe manner by an effective maintenance program of striping, legend painting, and replacing and updating signs throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	57,031	83,805	75,887	75,887
Services and Supplies	55,900	72,850	72,850	72,850
Capital Outlay	0	0	0	0
Total	112,931	156,655	148,737	148,737
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.05 (FT)	1.05 (FT)

Source of Funds

General Fund	26,609	31,716	23,798	23,798
Gas Tax Fund	86,322	124,939	124,939	124,939
Total	112,931	156,655	148,737	148,737

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4650 Signing & Painting

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
2. Paint traffic striping biennially.
3. Paint traffic legends throughout the City on a biennial or as-needed basis.
4. Replace and maintain all Raised Pavement Markers throughout the City on an as-needed basis.

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Maintain signs	3,000	1,250	3,250
Fabricate signs	80	60	100
Stripe miles of street	25	0	50
Stencil traffic legends	747	115	500
Raised Pavement Markers	2,725	1,250	2,500

Personnel Services – \$83,805

Salary requests are for: Public Works Superintendent (0.10) – \$11,375; Maintenance Worker (1.00) – \$46,632. Cost allocations are as follows: full-time salaries – \$58,007; overtime – \$2,000; benefit costs – \$23,798.

Services and Supplies – \$72,850

Funding requested is for: program supplies – \$400; materials – traffic striping – \$15,000; materials – street signs – \$51,500; materials – miscellaneous maintenance and repairs – \$4,000; special contract services – \$1,500; small equipment - \$450.

Capital Outlay

No funding requested

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works

Program: 4650 Signing & Painting

Object
Number

51130 PROGRAM SUPPLIES – \$400

Work gloves and safety equipment as well as small tools such as cutting blades, shovels, brooms, drill bits, etc. used by personnel in the Division. (General Fund – \$40; Gas Tax Fund – \$360)

51330 MATERIALS – TRAFFIC STRIPING – \$15,000

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint's reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used. (General Fund – \$1,500; Gas Tax Fund \$13,500)

51340 MATERIALS – STREET SIGNS – \$51,500

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$20,000.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

Overhead Mounted Street Name Signs (8 @ \$500), \$4,000

Replacement pole mounted street name signs (250 @ \$110), \$27,500

(General Fund – \$5,150; Gas Tax Fund – \$46,350)

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$4,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$400; Gas Tax Fund – \$3,600)

52450 SPECIAL CONTRACT SERVICES – \$1,500

Disposal of Emergency paint related hazardous waste to comply with State and County regulations. (General Fund – \$150; Gas Tax Fund – \$1,350)

52690 SMALL EQUIPMENT – \$450

Combo tool kit for sign truck to use while working on overhead signs and lighting. (General Fund – \$45; Gas Tax Fund – \$405)

PROGRAM BUDGET SUMMARY – 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	143,217	139,966	139,966	139,966
Services and Supplies	9,800	19,300	10,900	10,900
Capital Outlay	0	333,000	0	0
Total	153,017	492,266	150,866	150,866
Personnel Authorized	2.05 (FT)	2.05 (FT)	2.05 (FT)	2.05 (FT)

Source of Funds

General Fund	21,785	22,149	21,349	21,349
Gas Tax Fund	131,232	137,117	129,517	129,517
Air Quality Improvement Fund	0	99,000	0	0
Pavement Impact Fee Fund	0	125,000	0	0
General Sanitation Fee Fund	0	109,000	0	0
Total	153,017	492,266	150,866	150,866

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4651 Street Sweeping

Work Program

1. Sweep main roadways, residential streets, and alleys weekly, and the Montclair Transcenter bi-monthly.
 2. Respond to requests for special sweeping after traffic accidents, spills, etc.
-

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Curb miles swept	13,250	6,750	13,500
Respond to after-hour sweeping requests	1	1	2

Personnel Services – \$139,966

Salary requests are for: Public Works Superintendent (0.05) – \$5,687; Motor Sweeper Operator (2.00) – \$94,245. Cost allocations are as follows: full time salaries – \$99,932; admin other departments – <\$1,500>; overtime – \$500; benefit costs – \$41,034.

Services and Supplies – \$19,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$19,000.

Capital Outlay – \$333,000

Funding requested is for: one 2019 Tymco Freightliner CNG Model 600 Sweeper.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.
(General Fund – \$30; Gas Tax Fund – \$270)

51370 MATERIALS – STREET SWEEPING – \$19,000 (***Only \$10,600 approved in Adopted Budget***)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.
Replace worn pick-up head on Unit 303, need additional \$4,000. (General Fund – \$1,900; Gas Tax Fund – \$17,100)
(General Fund – \$1,100; Gas Tax Fund – \$9,500)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works

Program: 4651 Street Sweeping

Object Code	Item	Justification	Cost
62020	2019 Tymco Freightliner CNG (Compressed Natural Gas) Model 600 Sweeper	<p>The 2000 Freightliner Tymco 600, Vin # 1FV6HFAA6YHF58940, License # 1056177, purchased in 2000 is in need of replacement. This vehicle needs some major repairs done to the hopper bed and broom motors. Vehicle could use a paint job and minor body work. Sweeper does not pick up debris as it was designed to do, due to holes in the hopper and the suction system does not create a vacuum strong enough to pick up pine needles and heavy leaves. The water spray system does not have adequate pressure. AQMD requirements state that the unit will not be usable in 2021 due to emissions rules and will be removed from our fleet. With AQMD requirements it is mandatory that we purchase an alternative fuel sweeper.</p> <p>(Air Quality Improvement Trust Fund – \$99,000; Burrtec Pavement Impact Fees – \$125,000; General Sanitation Fee – \$109,000)</p>	\$333,000
Total:			\$333,000

(Not approved in Adopted Budget)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

Maintain all City trees, parks, facilities and other landscaped areas in a safe and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	360,977	422,058	332,360	332,360
Services and Supplies	176,205	178,655	168,055	168,055
Capital Outlay	0	3,300	0	0
Total	537,182	604,013	500,415	500,415

Personnel Authorized	3.27 (FT) 1.00 (PTB) 2.95 (PT)	3.27 (FT) 1.00 (PTB) 2.95 (PT)	2.92 (FT) 0.90 (PTB) 1.98 (PT)	2.92 (FT) 0.90 (PTB) 1.98 (PT)
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Department Distribution

Park Maintenance	512,241	573,748	470,150	470,150
Tree Maintenance	24,941	30,265	30,265	30,265
Total	537,182	604,013	500,415	500,415

Source of Funds

General Fund	517,182	595,713	496,315	496,315
Park Maintenance Fund	20,000	5,000	4,100	4,100
Equipment Replacement Fund	0	3,300	0	0
Total	537,182	604,013	500,415	500,415

PROGRAM BUDGET SUMMARY – 1

Program Number 4652

Department	Division	Program
Public Works	Park Maintenance	Park Maintenance

Program Description

Maintain all City parks, median islands, parkways, fire stations, and other facilities in a well-groomed and aesthetically pleasing appearance to the citizens of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	352,686	413,443	323,745	323,745
Services and Supplies	159,555	157,005	146,405	146,405
Capital Outlay	0	3,300	0	0
Total	512,241	573,748	470,150	470,150

Personnel Authorized	3.22 (FT) 1.00 (PTB) 2.95 (PT)	3.22 (FT) 1.00 (PTB) 2.95 (PT)	2.87 (FT) 0.90 (PTB) 1.98 (PT)	2.87 (FT) 0.90 (PTB) 1.98 (PT)
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Source of Funds

General Fund	492,241	565,448	466,050	466,050
Park Maintenance Fund	20,000	5,000	4,100	4,100
Equipment Replacement Fund	0	3,300	0	0
Total	512,241	573,748	470,150	470,150

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4652 Park Maintenance

Work Program

1. Perform maintenance activities including, but not limited to, the turf, ball fields, landscaped areas, playgrounds, park equipment, parking lots, irrigation systems and any necessary repairs.
 2. Maintain landscaped median islands, parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	2017–18	1st 6 mos. 2018–19	Estimate 2019–20
Acres of parks and facilities maintained	79.24	79.24	79.24
Acres of parks and facilities mowed	41.13	41.13	41.13
Hours expended in the repair of irrigation systems citywide	1,800	900	1,800
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

Personnel Services – \$413,443

Salary requests are for: Facilities and Grounds Superintendent (0.07) – \$7,962; Leadworker Maintenance (1.00) – \$45,372; Maintenance Worker (2.00) – \$93,264; Office Specialist (0.15) – \$8,378; Maintenance Technician (1.00/part-time benefitted) – \$40,144; Maintenance Worker (2.95/part-time) – \$114,397. Cost allocations are as follows: full-time salaries – \$154,976; part-time benefitted salaries – \$40,144; part-time salaries – \$114,397; admin other departments – <\$8,000>; overtime – \$19,500; benefit costs – \$92,426.

Services and Supplies – \$157,005

Funding requested is for: uniforms – \$4,055; program supplies – \$2,000; materials – sprinkler parts – \$25,000; materials – fertilizer – \$5,000; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$27,000; special contract services – \$83,650; rent – equipment – \$900; small equipment – \$2,400; miscellaneous expenditures – \$5,000.

Capital Outlay – \$3,300

Funding requested is for: one ground fault wire locator – \$1,600; one wire / tracer – \$1,700.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

51100 UNIFORMS – \$4,055

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$2,000

Shovels, hoes, rakes, brooms, pruners, etc., \$1,100

Work gloves, eye and ear protection, rain gear, etc., \$900

51380 MATERIALS – SPRINKLER PARTS – \$25,000 ***(Only \$19,000 approved in Adopted Budget)***

Materials to maintain the City Parks Irrigation Systems. Items include: plastic pipe and glue, sprinklers, valves, solenoids, risers, valve wire, valve boxes, etc.

51390 MATERIALS – FERTILIZER – \$5,000 ***(Only \$4,000 approved in Adopted Budget)***

Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.

51400 MATERIALS – WEED CHEMICALS – \$2,000

Chemicals to control weeds at City parks and facilities.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$27,000 ***(Only \$21,000 approved in Adopted Budget)***

Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$10,000

Playground fibar material to bring playground safety material back into safe levels, \$6,000

Playground equipment replacement of parts due to vandalism, \$8,000

Replacement trash cans at various parks, \$3,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$83,650

Police facility landscape, Transcenter landscape and MFRC House, \$73,650
Gopher control at City Facilities (\$833 per month), \$10,000

52640 RENT – EQUIPMENT – \$900

Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.

52690 SMALL EQUIPMENT – \$2,400 ***(\$5,700 approved in Adopted Budget)***

Two replacement walk behind power edgers, \$2,000
Hand held blower, \$400
Ground Fault Wire Locator, \$1,600 ***(Moved from 4652-62030)***
Wire Tracer / Locator, \$1,700 ***(Moved from 4652-62030)***

52990 MISCELLANEOUS EXPENDITURES – \$5,000 ***(Only \$4,100 approved in Adopted Budget)***

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Maintenance Fund)

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object Code	Item	Justification	Cost
62030	Ground Fault Wire Locator	This device finds cut or shorted wires underground, which cause controllers to not work properly. Without this tool, finding and locating broken or shorted wires is not possible without trenching and digging in suspected areas.	\$1,600
		<i>(Moved to 4652-52690)</i>	
62030	Wire Tracer / Locator	This device allows user to locate energized or de-energized irrigation wires. The ability to locate buried wires is an essential part of irrigation repairs.	\$1,700
		<i>(Moved to 4652-52690)</i>	
Total:			\$3,300

PROGRAM BUDGET SUMMARY – 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,291	8,615	8,615	8,615
Services and Supplies	16,650	21,650	21,650	21,650
Capital Outlay	0	0	0	0
Total	24,941	30,265	30,265	30,265
Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

Source of Funds

General Fund	24,941	30,265	30,265	30,265
Total	24,941	30,265	30,265	30,265

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

Work Program

1. Maintain trees at City facilities and at City parks.
 2. Trim trees in the public right-of-way.
 3. Replace dead or damaged trees.
 4. Prune roots where feasible to prevent hardscape damage.
-

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Trees trimmed	1431	121	1,500
Trees removed	218	28	75
Trees replaced	14	30	50
Tree roots pruned	0	0	10
Trees sprayed	0	0	5

Personnel Services – \$8,615

Salary requests are for: Public Works Superintendent (0.05) – \$5,687. Cost allocations are as follows: full-time salaries – \$5,687; overtime – \$700; benefit costs – \$2,228.

Services and Supplies – \$21,650

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$20,000; rent – equipment – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4653 Tree Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$250

Sharpening stones, pruners, rakes, etc.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$400

Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.

52450 SPECIAL CONTRACT SERVICES – \$20,000

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 5; services include tree trimming, tree removal, spraying and planting.

52640 RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

PROGRAM BUDGET SUMMARY – 1

Program Number 4656

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance

Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Human Services, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	173,576	182,995	156,661	156,661
Services and Supplies	244,000	240,225	231,450	231,450
Capital Outlay	0	0	0	0
Total	417,576	423,220	388,111	388,111

Personnel Authorized	1.10 (FT) 0.90 (PTB)	1.10 (FT) 0.90 (PTB)	0.95 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)
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Source of Funds

General Fund	399,576	423,220	388,111	388,111
Air Quality Improvement Fund	18,000	0	0	0
Total	417,576	423,220	388,111	388,111

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment on a scheduled basis.
 2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment in the most efficient manner possible.
-

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Number of vehicle services performed	325	150	330
Number of vehicle repairs performed	210	115	220
Number of equipment services performed	175	80	160
Number of equipment repairs performed	125	75	125

Personnel Services – \$182,995

Salary requests are for: Public Works Superintendent (0.10) – \$11,375; Equipment Maintenance Supervisor (0.90) – \$72,619; Office Specialist (0.10) – \$5,585; Equipment Maintenance Technician (0.90/part-time benefitted) – \$44,105; Cost allocations are as follows: full-time salaries – \$89,579; part-time benefitted salaries – \$44,105; overtime – \$1,500; benefit costs – \$47,811.

Services and Supplies – \$240,225

Funding requested is for: books and publications – \$2,000; program supplies – \$3,200; license/permits/certificates – \$5,575; materials – transportation/work equipment – \$75,000; gasoline – \$60,000; diesel fuel – \$15,000; oil and lubricants – \$5,000; propane – \$15,000; compressed natural gas – \$10,000; maintenance – transportation/work equipment – \$40,000; maintenance – other equipment – \$6,800; special contract services – \$1,500; shop towel services – \$900; small equipment – \$250.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,000 ***(Only \$1,800 approved in Adopted Budget)***

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500
Shop manuals, \$500

51130 PROGRAM SUPPLIES – \$3,200

Gloves, eye protection, etc. used by Division Personnel, \$500
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screw drivers, sockets, etc., \$1,500
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150 LICENSE/PERMITS/CERTIFICATES – \$5,575 ***(Only \$3,800 approved in Adopted Budget)***

EPA ID Verification fee, \$450
S.C.A.Q.M.D. Emissions fee, \$375
San Bernardino County Fire CUPA Annual Permit, \$1,250
San Bernardino County Above Ground Fuel System Fee, \$300
Ground ladder certification for fire engines (4 @ \$200 each), \$800
Annual pump tests (4 @ \$600 each), \$2,400

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51500 GASOLINE – \$60,000

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510 DIESEL FUEL – \$15,000

Diesel fuel for equipment used in the Public Works and Fire Department, \$12,500
Diesel Tax Return Fee, \$2,500

51520 OIL AND LUBRICANTS – \$5,000

Oil and lubricants to service the City fleet, including fire apparatus.

51530 PROPANE – \$15,000

Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$14,000

51540 COMPRESSED NATURAL GAS – \$10,000 ***(Only \$7,000 approved in Adopted Budget)***

Compressed natural gas for various vehicles in the City fleet.

52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$40,000 ***(Only \$38,000 approved in Adopted Budget)***

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,800 *(Only \$5,000 approved in Adopted Budget)*
- Annual certification of the overhead crane in the City Garage, \$400
Annual safety inspection of the two aerial tree trucks Units 206 and 308, \$800
Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands (2 @ \$600), \$1,200
Miscellaneous repair to fuel dispensers, \$2,500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$300
Annual Opacity Tests on Diesel Trucks, \$850
Safety Inspection for CNG Fuel Tanks Testing, \$750
- 52450 SPECIAL CONTRACT SERVICES – \$1,500
- Disposal of used oil, oil filters, and used antifreeze, to comply with State and County regulations.
- 52680 SHOP TOWEL SERVICES – \$900
- Shop towel and fender cover weekly cleaning services.
- 52690 SMALL EQUIPMENT – \$250
- Cooling System Pressure Tester.

PROGRAM BUDGET SUMMARY – 1

Program Number 4669

Department	Division	Program
Public Works	Sewer	Sewer Maintenance

Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	637,428	598,114	937,156	937,156
Services and Supplies	2,890,608	3,052,886	3,043,491	3,043,491
Capital Outlay	250,000	35,000	35,000	35,000
Sewer Depreciation	63,271	57,644	57,644	57,644
Total	3,841,307	3,743,644	4,073,291	4,073,291

Personnel Authorized	5.58 (FT) 1.30 (PTB) 1.00 (PT)	5.58 (FT) 1.30 (PTB) 1.00 (PT)	7.08 (FT) 1.75 (PTB) 3.04 (PT)	7.08 (FT) 1.75 (PTB) 3.04 (PT)
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Source of Funds

Sewer Operating Fund	3,643,036	3,641,000	3,970,647	3,970,647
Sewer Replacement Fund	135,000	45,000	45,000	45,000
Sewer Capital Asset Fund	63,271	57,644	57,644	57,644
Total	3,841,307	3,743,644	4,073,291	4,073,291

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

Work Program

1. Maintain, televise, and inspect main line sewers.
2. Inspect and maintain manholes.
3. Make repairs on main line sewers.
4. Respond to main line sewer blockages.
5. Enforce compliance of laws regulating usage of sewer collection system.

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Sewer main maintained (feet)	500,000	250,000	500,000
Sewer main televised and inspected (feet)	25,000	12,500	25,000
Manholes inspected and maintained (each)	2,350	1,800	2,800
Repair of sewer main (feet)	25	0	150
Blockage requests (each)	24	10	40
Facility Pretreatment Inspections	250	175	500

Personnel Services – \$598,114

Salary requests are for: Public Works Director/City Engineer (0.45) – \$76,507; Public Works Superintendent (0.45) – \$51,187; Facilities & Grounds Superintendent (0.18) – \$20,475; Environmental Manager (1.00) – \$76,452; Public Works Inspector (0.20) – \$12,972; Leadworker Maintenance (1.10) – \$59,189; Maintenance Worker (1.35) – \$54,914; Equipment Maintenance Supervisor (0.10) – \$8,069; Project Manager (0.20) – \$14,998; Office Specialist (0.30) – \$16,757; Administrative Technician (0.40/part-time benefitted) – \$16,852; Maintenance Technician (0.20/part-time benefitted) – \$7,658; Equipment Maintenance Technician (0.10/part-time benefitted) – \$4,900; Senior Intern (1.00/part-time) \$13,114. Cost allocations are as follows: full-time salaries – \$391,520; part-time benefitted salaries – \$29,410; part-time salaries – \$13,114; overtime – \$6,500; additional pay – \$225; benefit costs – \$157,345.

Services and Supplies – \$3,110,530

Funding requested is for: books and publications – \$250; uniforms – \$2,595; program supplies – \$7,275; license/permits/certificates – \$5,550; materials–transportation/work equipment – \$3,500; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$1,200; gasoline – \$3,000; diesel fuel – \$15,000; oil and lubricants – \$1,500; compressed natural gas – \$1,500; maintenance – other equipment – \$3,500; dues and memberships – \$2,030; travel and meetings – \$6,800; mileage/auto allowance – \$2,340; sewer processing – \$2,940,000; special lab testing – \$1,000; special contract services – \$15,000; educational grants – \$2,500; vocational training – \$6,800; rent – equipment – \$24,000; postage – \$250; small equipment – \$3,000; depreciation expense – \$57,644; cellular phone expense – \$2,296.

Capital Outlay – \$35,000

Funding requested is for: one 2019 Chevrolet Colorado V-6 Truck

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN – SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Xavier Mendez, Public Works Superintendent Public Works Staff	Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside County areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc.	Local Municipalities in San Bernardino and Riverside County	Monthly	\$400
52130	Xavier Mendez, Public Works Superintendent	Attend the Annual Maintenance Superintendent Association's Conference and Equipment Show. This conference includes seminars on subjects such as: time management, supervision, employee discipline, pavement management, etc. Also, exhibits of equipment and various materials used in sewer maintenance are available to attendees of the Conference.	Sacramento, CA	October 2019	\$2,000
52130	Xavier Mendez, Public Works Superintendent James Houston, Leadworker	Attend the Annual California Water Environmental Association and Tri-State Conferences. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2019	\$2,000
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations.	Las Vegas, NV	August 2019	\$1,000
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference in Southern California. Also attend the Annual P3S Conference.	California	Fall 2019	\$1,400
(Only \$5,000 approved in Adopted Budget)					Total: \$6,800

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	\$600
52540	Division Personnel	The funds requested would be used for division personnel to attend CWEA training of various required courses related to Public Works Sewer Maintenance.	Various	Varies	\$300
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$400
52540	Division Personnel	Training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (3 @ \$1,500)	City Yard	Varies	\$4,500
52540	Division Personnel	Training for division personnel to obtain their NASSCO certificate for Sewer Master Planning purposes. National Association of Sewer Service Companies.	City Yard	Varies	\$1,000
Total:					\$6,800

(Only \$4,500 approved in Adopted Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Books and periodicals relating to sewer maintenance program.

51100 UNIFORMS – \$2,595

Safety toe work boots and uniforms for personnel assigned to this division.

51130 PROGRAM SUPPLIES – \$7,275 ***(Only \$6,800 approved in Adopted Budget)***

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Two one-inch sewer nozzles for root and grease removal on new truck, \$4,075

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$5,550 ***(Only \$3,500 approved in Adopted Budget)***

– California Water Environmental Association certificates for:

Public Works Superintendent Mendez, \$200

Environmental Manager deMoet, \$200

Leadworker Houston, \$200

Maintenance Workers Delgado, \$200

– Qualified Applicators Certificate renewal fees for:

Leadworker Houston, \$70

– Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB) Waste Discharge Requirements for a Sewer Collection System (WDR), \$4,680

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51400 MATERIALS – WEED CHEMICALS – \$2,000

Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200

Clay pipe fittings, latex tubing, and buffing solutions etc.

51500 GASOLINE – \$3,000

Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.

51510 DIESEL FUEL – \$15,000

Diesel fuel for equipment used in the Sewer Division of the Public Works Department.

51520 OIL AND LUBRICANTS – \$1,500

Oil and lubricants used in the Sewer Division of the Public Works Department.

51540 COMPRESSED NATURAL GAS – \$1,500 ***(Only \$1,000 approved in City Manager's Budget)***

Compressed natural gas for various vehicles in the City fleet.

52050 MAINTENANCE – OTHER EQUIPMENT – \$3,500

Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000
Outside repairs, \$2,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$2,030

Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworker Streets Houston and Facilities and Grounds Superintendent McGehee, \$230

Membership to California Water Environmental Association for Public Works Superintendent Mendez, NPDES Coordinator Rosales, NPDES Inspector Pereyda, Environmental Manager deMoet, Leadworker Houston and two Maintenance Workers, \$1,200

Membership to the Southern California Association of Publicly (SCAP) Owned Treatment Works for the City of Montclair, \$600

52130 TRAVEL AND MEETINGS – \$6,800 *(Only \$5,000 approved in Adopted Budget)*

Attendance at conferences and meetings – for detail see “Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings.”

52410 SEWER PROCESSING – \$2,940,000

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 147,000 E.D.U.'s at \$20.00 per equivalent dwelling unit.

52420 SPECIAL LAB TESTING – \$1,000

This account is budgeted to finance the monthly, bi–monthly and semi–annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING – \$500

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi–monthly, and semi–annual samples taken from three connection points.

2) SPECIAL TESTING – \$250

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

3) COMPLIANCE MONITORING – \$250

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

52450 SPECIAL CONTRACT SERVICES – \$15,000

Special contract services by vendors for sewer mainline incidents, \$1,000

Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, \$2,000

Granite XP Software Support Plan for Video Camera System November 2019 to October 2020, \$2,000

SSMP/Master Plan annual update by consultant, \$10,000 (Sewer Replacement Fund)

52530 EDUCATIONAL GRANTS – \$2,500

Attendance by division personnel at work related courses held at local colleges.

52540 VOCATIONAL TRAINING – \$6,800 ***(Only \$4,500 approved in Adopted Budget)***

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$24,000 ***(Only \$19,000 approved in Adopted Budget)***

Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 4 times per week. \$1,812 every four weeks.

52670 POSTAGE – \$250

Mailing of sewer related information.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52690 SMALL EQUIPMENT – \$3,000

Two manhole lifters, \$1,200
Camera Locator device, \$1,800

52760 DEPRECIATION EXPENSE – \$57,644

Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

52850 CELLULAR PHONE EXPENSE – \$2,296

Cellular phone charges for personnel assigned to this division.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Item	Justification	Cost
62020	2019 Chevrolet Colorado V-6 Truck	The Environmental Manager's vehicle Unit 115, 2003 Chevrolet S-10 pickup truck, Vin number #1GCCS19X238251184, License # 1171408, purchased in 2003 is due for replacement. This vehicle needs some major repairs done to the interior including a new dash complete. This vehicle is 16 years old and parts are difficult to obtain. This vehicle has a leaking rear main seal-bearing that requires the complete drive train to be removed for replacement. This vehicle is used often to travel to cities in San Bernardino, Riverside and Orange Counties.	\$35,000
Total:			\$35,000

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	393,684	471,428	439,082	439,082
Services and Supplies	292,550	435,085	369,185	369,185
Capital Outlay	11,500	12,500	4,500	4,500
Total	697,734	919,013	812,767	812,767

Personnel Authorized	4.00 (FT) 1.00 (PTB) 1.85 (PT)	4.00 (FT) 1.00 (PTB) 1.85 (PT)	5.00 (FT) 0.00 (PTB) 0.85 (PT)	5.00 (FT) 0.00 (PTB) 0.85 (PT)
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Department Distribution

Bldg. Maint. Services	283,122	419,576	370,676	370,676
Heating and A/C Services	122,406	124,263	124,263	124,263
Janitorial Services	292,206	375,174	317,828	317,828
Total	697,734	919,013	812,767	812,767

Source of Funds

General Fund	697,734	919,013	812,767	812,767
Total	697,734	919,013	812,767	812,767

PROGRAM BUDGET SUMMARY – 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maintenance Services

Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	128,772	135,191	135,191	135,191
Services and Supplies	142,850	276,385	235,485	235,485
Capital Outlay	11,500	8,000	0	0
Total	283,122	419,576	370,676	370,676
Personnel Authorized	1.00 (FT) 0.85 (PT)	1.00 (FT) 0.85 (PT)	1.00 (FT) 0.85 (PT)	1.00 (FT) 0.85 (PT)

Source of Funds

General Fund	283,122	419,576	370,676	370,676
Total	283,122	419,576	370,676	370,676

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4691 Bldg. Maint. Services

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
5. Miscellaneous: Use for any function not reported in the above activities.

Units of Measure

	<u>2017-18</u>	<u>1st 6 mos. 2018-19</u>	<u>Estimate 2019-20</u>
General Building Maintenance	17	17	19

Personnel Services – \$135,191

Salary requests are for: Facilities and Grounds Superintendent (0.40) – \$39,812; Facilities Specialist (0.55) – \$35,673; Office Specialist – \$5,585; Leadworker Maintenance (0.85/part-time) - \$21,110; Cost allocations are as follows: full-time salaries – \$81,070; part-time salaries – \$21,110; overtime – \$1,000; benefit costs - \$32,011.

Services and Supplies – \$276,385

Funding requested is for: uniforms – \$3,100; program supplies – \$2,000; license/permits/certificates – \$4,000; materials buildings – \$210,000; maintenance – other equipment – \$24,285; special contract services – \$31,000; rent – equipment – \$2,000.

Capital Outlay – \$8,000

Funding requested is for: one Rigid Pro Press

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51100 UNIFORMS – \$3,100 ***(Only \$2,000 approved in Adopted Budget)***

Rental and cleaning of uniforms, \$1,600

Purchase of two pairs of work boots per person for Division Personnel, \$1,500

51130 PROGRAM SUPPLIES – \$2,000

Gloves, safety glasses and other special equipment needed within the program, \$500

Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,000 ***(Only \$3,000 approved in Adopted Budget)***

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000

Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400

Annual public pool permit for Splash Pad, \$600

51300 MATERIALS - BUILDINGS – \$210,000 ***(Only \$178,000 approved in Adopted Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$121,000

1. Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Painting of the gymnasium, and corridors in the Community Center, \$4,000
3. Refinishing of the gymnasium floor including stage and three racquetball courts, \$8,100
4. Install new wireless and wired locks throughout City Hall, \$100,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

5. New refrigerator/freezer for Police Dispatch, \$2,000 ***(Not approved in Adopted Budget)***
6. Install decorative covering on front of Community Center stage, \$1,900
7. Maintenance of Benches and Trash Cans at Montclair Transcenter, \$1,000
8. Purchase and install security devices to prevent metal theft at various locations around city, \$2,000

COMMUNITY DEVELOPMENT – \$1,500

1. Metal shelving for Planning storage room

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – \$4,000

1. Replace window coverings in day room of Fire Station 1, \$2,500
2. Replace window coverings in day room of Fire Station 2, \$1,500

HUMAN SERVICES – \$53,500

1. Purchase four Brute trash cans with dollies, \$500
2. Replace flooring in Room B and Lounge of the Community Center, \$12,000 ***(Not approved in Adopted Budget)***
3. Paint interior walls of Youth Center, \$9,000 ***(Not approved in Adopted Budget)***
4. Paint interior walls of Senior Center, \$8,000
5. Replace flooring in Senior Center lobby, \$7,000 ***(Not approved in Adopted Budget)***
6. Replace four window shutters at Saratoga Park snack bar tower, \$15,000
7. Installation of mirrors on one wall of the new weight room, \$2,000 ***(Not approved in Adopted Budget)***

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$24,285

Annual fire extinguisher service, and recharge of extinguishers as needed, \$2,300

Annual FM200 required service – \$1,425

Youth Center – IT Server Room, \$325

Police Facility – Dispatch Center, Server Room and UPS Room, \$1,100

Annual Pre Action Fire Sprinkler Service – \$1,960

Police Facility, \$1,300

Youth Center, \$660

Annual Fire Alarm Inspection – \$3,500

Police Facility, \$2,100

Youth Center, \$700

Senior Center, \$700

Annual Fire Door Drop Test – \$475

Senior Center, \$125

City Hall, \$225

Community Center, \$125

Biannual Range Hood Inspection – \$1,125

Senior Center, \$375

Community Center, \$375

Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$2,000

Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

Generator Maintenance Contracts – \$6,500

Preventative maintenance and/or repairs on the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

Automatic Door Maintenance and Repairs – \$2,000

- Police Department (3 doors)
- City Hall (2 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Facility (1 door)
- Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES – \$31,000 *(Only \$25,000 approved in Adopted Budget)*

Monthly pest control service for all City facilities including spot treatments for termites and bee removal, \$16,000

Fire Ant Control in all city parks, \$12,000

Window cleaning at Police Facility once a year, \$3,000

52640 RENT – EQUIPMENT – \$2,000 *(Only \$1,200 approved in Adopted Budget)*

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance

Object Code	Item	Justification	Cost
62030	Rigid Pro Press	With the addition of the new Police Facility, Senior Center, and Youth Center, all of which have fire and smoke detectors in the buildings, this tool will allow us to make copper pipe repairs and connections without the use of solder and torch. The use of solder and torch create smoke which will cause false alarms sending Police and Fire Departments to respond to the facility unnecessarily. In addition to this benefit, this tool also allows us to snap cast iron pipe for sewer and drain line repairs. Recently we have had several water leaks in the Police Facility from roof drains where the cast iron pipe was not properly installed by the original contractor. We found that the pipes were all cut short and needed to be replaced with new cast iron. By having this tool on hand it will allow us to make repairs on site rather than driving back and forth to the City Yard to make cuts.	\$8,000
			Total: \$8,000

(Not approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	93,706	98,763	98,763	98,763
Services and Supplies	28,700	25,500	25,500	25,500
Capital Outlay	0	0	0	0
Total	122,406	124,263	124,263	124,263
Personnel Authorized	0.85 (FT)	0.85 (FT)	0.85 (FT)	0.85 (FT)

Source of Funds

General Fund	122,406	124,263	124,263	124,263
Total	122,406	124,263	124,263	124,263

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating & Air Conditioning

Work Program

1. Perform preventative maintenance.
 2. Repair air handlers and condensing units as needed.
 3. Provide compressor and motor repairs as needed.
 4. Controls and electrical repairs as needed.
 5. Provide emergency repairs as needed.
 6. Repair ice machines and water coolers as needed.
-

Units of Measure

	<u>2017–18</u>	<u>1st 6 mos. 2018–19</u>	<u>Estimate 2019–20</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	87	91	91
Exhaust Fans	35	41	44
Ice Machines and Refrigerators	16	23	23

Personnel Services – \$98,763

Salary requests are for: Facilities and Grounds Superintendent (0.35) – \$39,812; Facilities Specialist (0.40) – \$25,944; Office Specialist (0.10) – \$5,585. Cost allocations are as follows: full-time salaries – \$71,341; overtime – \$500; benefit costs – \$26,922.

Services and Supplies – \$25,500

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$16,000; maintenance – other equipment – \$9,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4692 Heating & Air Conditioning

Object
Number

51130 PROGRAM SUPPLIES – \$500

Small hand tools and other special equipment to be used within the program.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$16,000

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050 MAINTENANCE – OTHER EQUIPMENT – \$9,000

Maintenance of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Biannual service of 9 ice machines in all city facilities, \$4,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4693

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services

Program Description

Maintain the interior of City Hall, Police Facility, Community Center, Recreation, Youth Center, Senior Center and Library facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	171,206	237,474	205,128	205,128
Services and Supplies	121,000	133,200	108,200	108,200
Capital Outlay	0	4,500	4,500	4,500
Total	292,206	375,174	317,828	317,828

Personnel Authorized	2.15 (FT) 1.00 (PTB) 1.00 (PT)	2.15 (FT) 1.00 (PTB) 1.00 (PT)	3.15 (FT) 0.00 (PTB) 0.00 (PT)	3.15 (FT) 0.00 (PTB) 0.00 (PT)
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Source of Funds

General Fund	292,206	375,174	317,828	317,828
Total	292,206	375,174	317,828	317,828

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

Work Program

1. Floor care - vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
2. Window cleaning, washing, etc.
3. Room Care - dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
4. Miscellaneous: used for any functions not reported in above activities.

Units of Measure

	<u>2017-18</u>	<u>1st 6 mos. 2018-19</u>	<u>Estimate 2019-20</u>
City Facilities (buildings)	11	11	11

Personnel Services – \$237,474

Salary requests are for: Facilities and Grounds Superintendent (0.05) – \$5,687; Facilities Specialist (0.05) – \$3,243; Leadworker Maintenance (1.00) – \$53,808; Custodian (1.00) – \$38,856; Office Specialist (0.05) – \$2,793; Custodial Technician (1.00/part-time benefitted) – \$32,654; Custodian (1.00/part-time) – \$31,853. Cost allocations are as follows: full-time salaries – \$104,387; part-time benefitted salaries – \$32,654; part-time salaries – \$31,853; overtime – \$3,000; benefit costs – \$65,580.

Services and Supplies – \$133,200

Funding requested is for: custodial supplies – \$50,000; program supplies – \$1,200; special contract services – \$82,000.

Capital Outlay – \$4,500

Funding is requested for: one Floor Scrubber.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

51090 CUSTODIAL SUPPLIES – \$50,000 ***(Only \$35,000 approved in City Manager’s Budget)***

Custodial supplies for all City facilities.

51130 PROGRAM SUPPLIES – \$1,200

Small hand tools and other special equipment to be used within the program, \$400
Purchase Replacement Kenmore Elite vacuums, \$800

52450 SPECIAL CONTRACT SERVICES – \$82,000 ***(Only \$72,000 approved in City Manager’s Budget)***

Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000
Linen service for Fire Departments, \$1,000
Janitorial services provided by Anthesis, \$76,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4693 Janitorial Services

Object Code	Item	Justification	Cost
62030	Floor Scrubber	With the addition of the new and much larger restrooms in the Community Center, Youth Center, Recreation Facility and the kitchen in the Senior Center, the need for a small floor scrubber is needed to keep the floors clean. Most of the floor surfaces have a slip resistant epoxy coating that cannot be mopped by traditional means. Dirt and grime becomes trapped in the valleys between the marble chips that create the slip resistant peaks and will not come out by simply mopping. Currently staff is required to use a stiff bristle brush to scrub the floors then either vacuum up or mop up the dirty water. This new machine is a smaller version of our auto scrubber that scrubs and vacuums the dirty water simultaneously.	\$4,500
Total:			\$4,500

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

Develop a viable City, including a suitable living environment and expanded economic opportunities for all residents of the community. Safeguard the physical, social, and economic conditions that affect the public health, safety, and welfare.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,337,698	1,470,055	1,316,205	1,316,205
Services and Supplies	243,797	338,670	210,870	210,870
Capital Outlay	0	90,818	36,092	36,092
Total	1,581,495	1,899,543	1,563,167	1,563,167

Personnel Authorized	14.40 (FT) 11.05 (PT)	14.40 (FT) 10.05 (PT)	13.30 (FT) 10.05 (PT)	13.30 (FT) 10.05 (PT)
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Department Distribution

Planning Commission	16,150	16,150	11,150	11,150
Administration	324,506	174,970	139,732	139,732
Planning	350,050	366,763	280,142	280,142
Building	385,024	417,017	386,676	386,676
Fire Prevention Bureau	112,830	118,426	116,976	116,976
Code Enforcement	392,935	806,217	628,491	628,491
Total	1,581,495	1,899,543	1,563,167	1,563,167

Source of Funds

General Fund	1,305,798	1,499,725	1,335,075	1,335,075
Community Dev Block Grant Fund	250,697	50,000	50,000	50,000
Air Quality Improvement Fund	25,000	115,818	61,092	61,092
Homeless Emergency Aid Program	0	234,000	117,000	117,000
Total	1,581,495	1,899,543	1,563,167	1,563,167

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - DepCM	0.05	0.05	0.05	0.05	0	0	0
Admin from other Depts - Caldwell	0.35	0.35	0.15	0.15	39,812	17,915	17,915
City Planner/Planning Manager	1.00	1.00	1.00	1.00	113,748	133,200	133,200
Building Official/Code Enf Manager	1.00	1.00	1.00	1.00	113,748	113,748	113,748
Associate Planner	2.00	2.00	2.00	2.00	152,904	152,904	152,904
Plans Examiner	1.00	1.00	1.00	1.00	80,688	80,688	80,688
Senior Building Inspector	1.00	1.00	1.00	1.00	72,591	72,591	72,591
Building Inspector (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Deputy Fire Marshal	1.00	1.00	1.00	1.00	86,628	86,628	86,628
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	78,324	78,324	78,324
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	69,624	69,624	69,624
Code Enforcement Officer	3.00	3.00	3.00	3.00	171,243	171,243	171,243
Administrative Secretary	1.00	1.00	1.00	1.00	51,768	51,768	51,768
<u>Part-Time</u>							
Admin from other Depts - Staats	0.05	0.05	0.05	0.05	4,474	4,474	4,474
Junior Intern	1.00	1.00	1.00	1.00	15,600	15,600	15,600
Reserve Code Enforcement Officer	5.00	4.00	4.00	4.00	14,400	14,400	14,400
Planning Commissioner	5.00	5.00	5.00	5.00	15,000	10,000	10,000
Full Time	14.40	14.40	14.20	14.20	1,031,078	1,028,633	1,028,633
Admin other Departments	0.00	0.00	-0.90	-0.90	0	-101,334	-101,334
Total FT Positions/Salaries	14.40	14.40	13.30	13.30	1,031,078	927,299	927,299
Part Time	11.05	10.05	10.05	10.05	49,474	44,474	44,474
Overtime					23,400	17,900	17,900
Additional Pay					900	900	900
Total Salaries & Wages					1,104,852	990,573	990,573
Benefit Costs					240,235	236,431	236,431
PERS Benefit Costs					124,968	124,586	124,586
Benefit Costs other Depts					0	-35,385	-35,385
Total Benefit Costs					365,203	325,632	325,632
TOTAL					1,470,055	1,316,205	1,316,205

PROGRAM BUDGET SUMMARY – 1**Program Number 4760**

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Review and make decisions or recommendations to the City Council regarding land use and design review entitlement matters and to make recommendations regarding the Montclair General Plan and various Specific Plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,150	16,150	11,150	11,150
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	16,150	16,150	11,150	11,150
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	16,150	16,150	11,150	11,150
Total	16,150	16,150	11,150	11,150

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Consider current and advance planning proposals, comply with applicable planning laws, provide any necessary training and/or maintenance of skills, and to maintain knowledge of planning laws and practices affecting the Planning Commission.

Units of Measure

Based on 2018 Activity

9 - Precise Plans of Design	1 - Specific Plan Amendment
6 - Conditional Use Permits	1 - Code Amendments/Ordinance
2 - Tentative Parcel Maps	0 - Variances
2 - Tentative Tract Maps	1 - Zone Change

Personnel Services – \$16,150

Salary requests are for: Planning Commissioners (5.00/part-time) – \$15,000. Cost allocations are as follows: part-time salaries – \$15,000; benefit costs – \$1,150.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1**Program Number 4761**

Department	Division	Program
Community Development		Administration

Program Description

Effectively coordinate the Planning, Building, and Code Enforcement Divisions' functions within the department and among other departments with the goal of producing a safe, healthy City, as well as aesthetically pleasing development within the community, while continuing to improve the efficiency of the Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	135,909	133,280	102,892	102,892
Services and Supplies	188,597	41,690	36,840	36,840
Capital Outlay	0	0	0	0
Total	324,506	174,970	139,732	139,732
Personnel Authorized	1.40 (FT) 0.05 (PT)	1.40 (FT) 0.05 (PT)	1.20 (FT) 0.05 (PT)	1.20 (FT) 0.05 (PT)

Source of Funds

General Fund	148,809	149,970	114,732	114,732
Community Dev Block Grant Fund	150,697	0	0	0
Air Quality Improvement Fund	25,000	25,000	25,000	25,000
Total	324,506	174,970	139,732	139,732

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4761 Administration

Work Program

1. Provide staff assistance to the City Council and City Manager.
 2. Maintain coordination among Planning, Building and Code Enforcement division functions.
 3. Maintain coordinated communication among departments, other City departments, Chamber of Commerce, volunteers, public service agencies, and the community.
-

Units of Measure

1. Minimum of 20 Planning Commission meetings annually (each involves agenda distribution, preparation of displays, graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website).
 2. Regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Distribute documents and maps as requested annually by the public.
-

Personnel Services – \$133,280

Salary requests are for: Assistant Housing Director/Planning Manager (.35) – \$39,812; Administrative Secretary (1.00) – \$51,768; Community Development Consultant (.05/part-time) – \$4,474. Cost allocations are as follows: full-time salaries – \$91,580; part-time salaries – \$4,474; overtime – \$500; benefit costs – \$36,726.

Services and Supplies – \$41,690

Funding requested is for: books and publications – \$150; dues and memberships – \$1,640; travel and meetings – \$7,950; vocational training – \$6,400; cellular phone service – \$400; miscellaneous expenditures – \$150; Air Quality Improvement Program – \$25,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Community Development

Program: 4761 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael Diaz, City Planner	APA California Chapter Conference	Santa Barbara, CA	September 2019	\$1,500
52130	Two (2) Planning Commissioners	Planning Commissioners Academy	Sacramento, CA	March 2020	\$2,650
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Northern California	March 2020	\$2,000
52130	Scott Sherwood, Deputy Fire Marshal	CCAI Conference	Monterey, CA	September 2019	\$1,800
Total:					\$7,950

(Only \$5,000 approved in Adopted Budget)

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Community Development

Program: 4761 Administration

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$700
52540	Dennis McGehee, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$700
52540	Michael Dorsey, Building Inspector	Maintain competency in related fields	TBA	TBA	\$700
52540	Gabe Fondario, Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$450
52540	Robert Hargett, Senior Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$450
52540	Mario Ross, Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
52540	Jackie Andrade, Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
52540	Alan Romansky, Reserve Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
52540	Michael Diaz City Planner/Planning Manager	<u>Ross Minority Program in Real Estate</u> Training in real estate finance methods and development.	USC Campus	Jan-Feb 2020	\$2,500
Total:					\$6,400

(Only \$4,500 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development

Program: 4761 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

51120 REGULATION XV EXPENSES – \$25,000

Rideshare incentives for employees, including fuel and car washes (Air Quality Improvement Trust Fund).

52120 DUES AND MEMBERSHIPS – \$1,640

Dues and memberships from all department programs as follows:

Planning – American Planning Association, \$95 (one planner)

Planning – APA California Chapter - \$345 (three planners)

Building – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, \$400

Code Enforcement – California Association of Code Enforcement Officers, \$625

Fire Prevention – International Association of Arson Investigators (IAAI), \$100

California Conference of Fire Investigators, \$75

52130 TRAVEL AND MEETINGS – \$7,950 **(Only \$5,000 approved in Adopted Budget)**

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings."

52540 VOCATIONAL TRAINING – \$6,400 **(Only \$4,500 approved in Adopted Budget)**

All Department Programs: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule B – Vocational Training."

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4761 Administration

Object
Number

52850 CELLULAR PHONE EXPENSE – \$400

Ongoing cellular phone expenses. Cell phones are used in lieu of 800 MHz walkie-talkie radios for communication.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account for unexpected expenditures.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

Review all proposed development to ensure compliance and implementation with the adopted General Plan, Montclair Municipal Code, specific plans, and other applicable plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of the City; anticipate and prepare for the City's future physical, economic, aesthetic, and social needs through the systematic collection of relevant statistical data, empirical information, institutional experience, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	343,250	358,963	272,342	272,342
Services and Supplies	6,800	7,800	7,800	7,800
Capital Outlay	0	0	0	0
Total	350,050	366,763	280,142	280,142

Personnel Authorized	3.00 (FT)	3.00 (FT)	2.30 (FT)	2.30 (FT)
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Department Distribution

Current Planning	258,464	271,251	178,691	178,691
Advance Planning	91,586	95,512	101,451	101,451
Total	350,050	366,763	280,142	280,142

Source of Funds

General Fund	350,050	366,763	280,142	280,142
Total	350,050	366,763	280,142	280,142

PROGRAM BUDGET SUMMARY – 1**Program Number 4762**

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

Review all proposed development to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	257,664	269,451	176,891	176,891
Services and Supplies	800	1,800	1,800	1,800
Capital Outlay	0	0	0	0
Total	258,464	271,251	178,691	178,691
Personnel Authorized	2.25 (FT)	2.25 (FT)	1.55 (FT)	1.55 (FT)

Source of Funds

General Fund	258,464	271,251	178,691	178,691
Total	258,464	271,251	178,691	178,691

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4762 Current Planning

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

1. Serve as secretary to Planning Commission.
 2. Provide staff assistance to the City Council and City Manager.
 3. Daily public counter service (including email and phone inquiries).
 4. Process annual caseload of current development applications.
 5. Approximately 35 Development Review Committee meetings.
 6. A minimum of 20 Planning Commission Meetings.
 7. Maintain coordination among Planning, Building, Code Enforcement and Fire Prevention Bureau division functions.
 8. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
 9. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Personnel Services – \$269,451

Salary requests are for: City Planner/Planning Manager (.75) – \$85,311; Associate Planner (1.50) – \$114,678. Cost allocations are as follows: full-time salaries – \$199,989; overtime – \$1,500; additional pay – \$675; benefit costs – \$67,287.

Services and Supplies – \$1,800

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4762 Current Planning

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090 PUBLICATION AND ADVERTISING – \$5,500

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

PROGRAM BUDGET SUMMARY – 1**Program Number 4763**

Department	Division	Program
Community Development	Planning	Advance Planning

Program Description

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	85,586	89,512	95,451	95,451
Services and Supplies	6,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total	91,586	95,512	101,451	101,451
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	91,586	95,512	101,451	101,451
Total	91,586	95,512	101,451	101,451

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4763 Advance Planning

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans.

Units of Measure

1. Development, amendment and coordination of Specific Plans.
 2. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Comprehensive update of the City's General Plan.
-

Personnel Services – \$89,512

Salary requests are for: City Planner/Planning Manager (.25) – \$28,437; Associate Planner (.50) – \$38,226. Cost allocations are as follows: full-time salaries – \$66,663; overtime – \$200; additional pay – \$225; benefit costs – \$22,424.

Services and Supplies – \$6,000

Funding requested is for: City portion of LAFCO's annual funding – \$6,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4763 Advance Planning

Object
Number

52320 ANNEXATIONS – \$6,000

The City's estimated share of LAFCO's annual budget allocation.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	348,074	376,717	349,376	349,376
Services and Supplies	36,950	40,300	37,300	37,300
Capital Outlay	0	0	0	0
Total	385,024	417,017	386,676	386,676

Personnel Authorized	4.00 (FT) 0.50 (PT)	4.00 (FT) 0.50 (PT)	3.80 (FT) 0.50 (PT)	3.80 (FT) 0.50 (PT)
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Department Distribution

Field Inspection	120,435	139,764	139,764	139,764
Plan Check	113,601	118,852	104,227	104,227
Operations	150,988	158,401	142,685	142,685
Total	385,024	417,017	386,676	386,676

Source of Funds

General Fund	385,024	417,017	386,676	386,676
Total	385,024	417,017	386,676	386,676

PROGRAM BUDGET SUMMARY – 1**Program Number 4764**

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

Provide professional inspection services for all privately owned construction projects within the City. Provide emergency inspections for accidental or catastrophically damaged structures. Revise handouts to reflect current code requirements. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	119,085	137,264	137,264	137,264
Services and Supplies	1,350	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total	120,435	139,764	139,764	139,764
Personnel Authorized	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)

Source of Funds

General Fund	120,435	139,764	139,764	139,764
Total	120,435	139,764	139,764	139,764

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

Units of Measure

	<u>12–13</u>	<u>13–14</u>	<u>14–15</u>	<u>15–16</u>	<u>16-17</u>	<u>17-18</u>
Inspections made	3,567	2,392	2,557	2,636	2,949	2,870

Personnel Services – \$137,264

Salary requests are for: Plans Examiner (.50) – \$40,344; Senior Building Inspector (.75) – \$54,443; Junior Intern (.50/part-time) – \$7,800. Cost allocations are as follows: full-time salaries – \$94,787; part-time salaries – \$7,800; overtime – \$3,200; benefit costs – \$31,477.

Services and Supplies – \$2,500

Funding requested is for: books and publications – \$1,250; uniforms – \$700; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$300; miscellaneous expenditures – \$250.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,250

Update of new code books and training manuals.

51100 UNIFORMS – \$700

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$36,000

Because of the expected commencement of construction at Montclair Place, the services of a contract building inspector are anticipated on an "on-call" basis to keep pace with the projected inspection workload.

52451 SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$36,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$300

Funds are requested for safety equipment and small tools.

52990 MISCELLANEOUS EXPENDITURES – \$250

Small contingency account for unexpected expenditures.

PROGRAM BUDGET SUMMARY – 1**Program Number 4765**

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	78,201	82,302	70,677	70,677
Services and Supplies	35,400	36,550	33,550	33,550
Capital Outlay	0	0	0	0
Total	113,601	118,852	104,227	104,227
Personnel Authorized	1.00 (FT)	1.00 (FT)	0.90 (FT)	0.90 (FT)

Source of Funds

General Fund	113,601	118,852	104,227	104,227
Total	113,601	118,852	104,227	104,227

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide for the community to improve life, health and building safety by checking proposed construction plans to ensure that minimum standards required by various codes adopted by the City Council are met, and conditions imposed by the Planning Commission and/or City Council are included.

Units of Measure

	<u>12–13</u>	<u>13–14</u>	<u>14–15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
Plans Checked	217	384	478	485	383	532
Permits Issued	684	783	766	801	778	689

Personnel Services – \$82,302

Salary requests are for: Plans Examiner (.50) – \$40,344; Senior Building Inspector (.25) – \$18,148. Cost allocations are as follows: full-time salaries – \$58,492 overtime – \$5,000; benefit costs – \$18,810.

Services and Supplies – \$36,550

Funding requested is for: books and publications – \$1,250; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; small equipment – \$300.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,250

Tri-annual update of new code books and training manuals.

51160 ELECTRONIC ARCHIVING – \$2,500

Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.

51161 ELECTRONIC ARCHIVING REIMBURSEMENT – <\$2,500>

Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.

52270 PLAN CHECK SERVICE – \$35,000 ***(Only \$32,000 approved in Adopted Budget)***

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52690 SMALL EQUIPMENT – \$300

Small equipment and supplies for drafting.

PROGRAM BUDGET SUMMARY – 1**Program Number 4766**

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Community Development Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use. Provide Administration services for Code Enforcement Services and Fire Prevention Bureau Services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	150,788	157,151	141,435	141,435
Services and Supplies	200	1,250	1,250	1,250
Capital Outlay	0	0	0	0
Total	150,988	158,401	142,685	142,685

Personnel Authorized	1.00 (FT)	1.00 (FT)	0.90 (FT)	0.90 (FT)
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Source of Funds

General Fund	150,988	158,401	142,685	142,685
Total	150,988	158,401	142,685	142,685

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
 2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
 3. Assist and/or advise the Community Development Director.
 4. Represent the Building Division, Code Enforcement and Fire Prevention Bureau at meetings.
 5. Maintain records.
 6. Recommend adoption of current codes.
 7. Train and supervise staff.
-

Units of Measure

Fiscal Year	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
Permit Valuation	\$10,719,339	\$35,738,476	\$25,455,066	\$29,225,116	\$50,158,960	\$68,317,503

Personnel Services – \$157,151

Salary requests are for: Building Official/Code Enforcement Manager (1.00) – \$113,748. Cost allocations are as follows: full-time salaries – \$113,748; benefit costs – \$43,403.

Services and Supplies – \$1,250

Funding requested is for: books and publications – \$1,250.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,250

Update of new code books and training manuals.

PROGRAM BUDGET SUMMARY – 1**Program Number 4767**

Department	Division	Program
Community Development	Fire Prevention	Fire Prevention Bureau

Program Description

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations, public education, and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community, providing public education programs, examining development site plans, and assisting the Fire and Police Departments with the investigation of fires to determine the origin and cause.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	109,330	114,826	113,826	113,826
Services and Supplies	3,500	3,600	3,150	3,150
Capital Outlay	0	0	0	0
Total	112,830	118,426	116,976	116,976
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	112,830	118,426	116,976	116,976
Total	112,830	118,426	116,976	116,976

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

Work Program

1. Administer Fire Prevention Inspections Programs.
 2. Project Review/Plan Check for new construction and tenant improvements.
 3. Conduct origin and cause investigations and assist the Fire Department in arson investigations.
 4. Administer public education programs for fire/life safety to the community, businesses, and schools.
 5. Weed abatement compliance.
-

Units of Measure

	<u>2017</u>	<u>2018</u>
Inspections Completed	880	800
Plans Reviewed	171	150
Fire Investigation Responses	13	14
Weed Abatement Actions	161	156
Class Presentations	86	86

Personnel Services – \$114,826

Salary requests are for: Deputy Fire Marshal (1.00) – \$86,628; Cost allocations are as follows: full-time salaries – \$86,628; overtime – \$3,000; benefit costs – \$25,198.

Services and Supplies – \$3,600

Funding requested is for: books and publications – \$1,500; uniforms – \$500; personnel protective equipment – \$400; publication and advertising – \$600; plan check service – \$20,000; plan check service reimbursement – <\$20,000>; small equipment – \$200; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,500

Maintain NFPA reference codes (updates and amendments for current National Fire Code).

51100 UNIFORMS – \$500 *(Only \$250 approved in Adopted Budget)*

Annual uniform expense.

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$400 *(Only \$200 approved in Adopted Budget)*

Replacement of worn safety equipment.

51140 PUBLICATION AND ADVERTISING – \$600

Community outreach promotional items and advertising.

52270 PLAN CHECK SERVICE – \$20,000

Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.

52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$20,000>

Reimbursement to the City for plan check services.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

52690 SMALL EQUIPMENT – \$200

Miscellaneous small equipment items not provided for elsewhere in this budget.

52990 MISCELLANEOUS EXPENDITURES – \$400

Supplies and material for use in the investigation of fires and the preservation of evidence, \$250
Various expenditures for the Fire Prevention Bureau, \$150

PROGRAM BUDGET SUMMARY – 1**Program Number 4768**

Department	Division	Program
Community Development		Code Enforcement

Program Description

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention. Interdicts and addresses homeless conditions.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	384,985	470,119	466,619	466,619
Services and Supplies	7,950	245,280	125,780	125,780
Capital Outlay	0	90,818	36,092	36,092
Total	392,935	806,217	628,491	628,491
Personnel Authorized	5.00 (FT) 5.50 (PT)	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)

Source of Funds

General Fund	292,935	431,399	425,399	425,399
Community Dev Block Grant Fund	100,000	50,000	50,000	50,000
Air Quality Improvement Fund	0	90,818	36,092	36,092
Homeless Emergency Aid Program	0	234,000	117,000	117,000
Total	392,935	806,217	628,491	628,491

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
 2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
 3. Document new contacts and all initial abatement activities conducted.
 4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
 5. Remove all illegal signs.
 6. Ensure that graffiti is removed from private property.
 7. Annually document the homeless population. Interdict and address homeless conditions.
 8. Responds to residents with municipal, health and safety, and code concerns.
-

Units of Measure

	2015-16	2016-17	2017-2018
Abandoned Vehicle Abatement	20	110	173
Administrative Citations	175	193	168
Love Montclair Cleanups	0	0	0
Clean-Up and Secure	58	53	68
Complaints	1,025	1,277	1,443
Foreclosures	35	95	20
Graffiti Abatement	85	43	123
Notices to Appear	4	106	30
Notices of Violation	889	1,890	975
Violations Abated by Owner	755	885	783
Illegal Signs Removed	4,873	4,018	3,152
Inspections	2,103	1,890	1,893

Personnel Services – \$470,119

Salary requests are for: Code Enforcement Supervisor (1.00) – \$78,324; Senior Code Enforcement Officer (1.00) – \$69,624; Code Enforcement Officer (3.00) – \$171,243; Reserve Code Enforcement Officer (4.00/part-time) – \$14,400; Senior Intern (1.00/part-time) \$7,800. Cost allocations are as follows: full-time salaries – \$319,191; part-time salaries – \$22,200; overtime – \$10,000; benefit costs – \$118,728.

Services and Supplies – \$245,280

Funding requested is for: books and publications – \$150; uniforms – \$3,500; program supplies – \$25,000; publication and advertising – \$4,000; special contract services – \$100,000; small equipment – \$26,800; cellular phone expense – \$1,830; rental assistance – \$50,000; stipends – \$30,000; miscellaneous expenditures – \$4,000.

Capital Outlay – \$90,818

Funding requested is for: one 2019 Ford Explorer Hybrid, one 2019 Ford Interceptor Hybrid.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$3,500 *(Only \$3,000 approved in Adopted Budget)*

Replacement of uniform polo shirts, pants, jackets, and shoes as necessary.

51130 PROGRAM SUPPLIES – \$25,000 *(Only \$12,500 approved in Adopted Budget)*

Supplies for street outreach and navigation services including, but not limited to, transportation costs, food, clothing, toiletries, safety items such as gloves and protective outerwear, packaging materials, and other necessities. (Homeless Emergency Aid Program Fund)

52090 PUBLICATION AND ADVERTISING – \$4,000 *(Only \$2,000 approved in Adopted Budget)*

Cost of printing. (Homeless Emergency Aid Program Fund)

52450 SPECIAL CONTRACT SERVICES – \$100,000 *(Only \$50,000 approved in Adopted Budget)*

Case management services to assist in navigation/referrals.

Training on topics to support staff to meet the immediate need of those who are homeless or at risk of homelessness.

Consultant to assist in developing a sustainable program plan for continuing services to those in immediate need.
(Homeless Emergency Aid Program Fund)

52690 SMALL EQUIPMENT – \$26,800 *(Only \$14,300 approved in Adopted Budget)*

Various small tools, cameras and cases, safety vest, gloves, printers, lock up cabinet and equipment as needed, \$1,800.

Items to facilitate activities including, but not limited to, locked storage for donated items, vehicles etc., a trailer for transporting property, body cameras/video cameras, finger printing system and items for the protection of staff and volunteers during street outreach, \$25,000.
(Homeless Emergency Aid Program Fund)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

52850 CELLULAR PHONE EXPENSE – \$1,830

Cost of Cellular phones assigned to Code Enforcement Officers.

52880 RENTAL ASSISTANCE – \$50,000 ***(Only \$25,000 approved in Adopted Budget)***

Assistance provided to families/individuals who are homeless or at risk of homelessness, which may include rent, hotel vouchers, utilities, etc. (Homeless Emergency Aid Program Fund)

52920 STIPENDS – \$30,000 ***(Only \$15,000 approved in Adopted Budget)***

Cost for navigators and service providers who assist in street outreach and navigation. (Homeless Emergency Aid Program Fund)

52990 MISCELLANEOUS EXPENDITURES – \$4,000 ***(Only \$2,000 approved in Adopted Budget)***

Printing costs for administrative citation forms and official postings.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 Code Enforcement

Object Code	Item	Justification	Cost
62020	2019 Ford Explorer Hybrid Code Enforcement Vehicle	Replace one 2003, Ford Crown Victoria. The vehicle has 92,600 miles and is in poor appearance condition. The paint is peeling in several locations and missing altogether in others. The roof of the vehicle is rusting and the front driver's seat has deteriorated material and foam. (AB2766 Fund)	\$54,726
<i>(Not approved in Adopted Budget)</i>			
62020	2019 Ford Interceptor Hybrid Code Enforcement Vehicle	The 2002 Chevrolet pickup truck is in poor condition and has 116,000 miles. Engine burns oil and needs continuous monitoring and the paint clear coat is peeling and is almost completely gone on the hood. Code Enforcement needs a pick up for homeless detail and to pull the C.A.U.T.I.O.N. trailer. Request to use the new Interceptor for the regular duties of Senior Code Enforcement Officer Hargett and use the 2002 Chevrolet pickup for necessity only. (AB2766 Fund)	\$36,092
Total:			\$90,818
<i>(Only \$36,092 approved in Adopted Budget)</i>			

Economic Development

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development		4791 Administration

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

The Office of Economic Development first appeared in the City Budget in Fiscal Year 2013-14. In the proposed Fiscal Year 2019-20 Budget, salaries for three full-time employees and one part-time employee are shown. However, 45 percent (45%) of the salary costs for the Assistant Director of Housing/Planning Manager are born by the Montclair Housing Corporation and 35 percent (35%) of salary costs are born by the General Fund. Fifty percent (50%) of the salary costs for the Economic Development Coordinator/Housing Associate are born by the Montclair Housing Corporation. A portion of the salary costs for the Deputy City Manager/Executive Director of Economic Development are born by the Montclair Housing Corporation and the General Fund.

The proposed \$900,000 to finance cost of the General Plan Update estimates that approximately \$450,000 from FY 2018-19 will be carried forward to FY 2019-2020.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	243,025	347,673	432,085	432,085
Services and Supplies	1,306,290	1,460,445	1,450,445	1,450,445
Capital Outlay	0	0	0	0
Total	1,549,315	1,808,118	1,882,530	1,882,530
Personnel Authorized	1.35 (FT) 0.85 (PT)	1.35 (FT) 0.85 (PT)	3.15 (FT) 0.85 (PT)	3.15 (FT) 0.85 (PT)

Source of Funds

Economic Development Fund	754,315	863,118	937,530	937,530
Successor Agency Bond Proceeds	750,000	900,000	900,000	900,000
General Plan Update Fee	45,000	45,000	45,000	45,000
Total	1,549,315	1,808,118	1,882,530	1,882,530

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
City Manager	0.00	0.00	0.20	0.20	0	51,612	51,612
Finance Director	0.00	0.00	0.05	0.05	0	4,250	4,250
Senior Management Analyst	0.00	0.00	0.20	0.20	0	20,143	20,143
Director of Community Dev	0.00	0.00	0.50	0.50	0	66,600	66,600
Building Official	0.00	0.00	0.10	0.10	0	11,375	11,375
Associate Planner	0.00	0.00	0.20	0.20	0	15,290	15,290
Plans Examiner	0.00	0.00	0.10	0.10	0	8,069	8,069
Deputy CM/Exec Dir Econ Dev	1.00	1.00	1.00	1.00	193,872	0	0
Admin to other Depts	-0.35	-0.35	-0.10	-0.10	-19,387	0	0
	0.65	0.65	0.90	0.90	174,485	0	0
Economic Dev/Planning Mgr	1.00	1.00	1.00	1.00	113,748	119,436	119,436
Admin to other Depts	-0.80	-0.80	-0.60	-0.60	-90,998	-71,662	-71,662
	0.20	0.20	0.40	0.40	22,750	47,774	47,774
Economic Development							
Coordinator/Housing Assoc	1.00	1.00	1.00	1.00	68,520	68,520	68,520
Admin to other Depts	-0.50	-0.50	-0.50	-0.50	-34,260	-34,260	-34,260
	0.50	0.50	0.50	0.50	34,260	34,260	34,260
Part-Time							
Community Dev Consultant	1.00	1.00	1.00	1.00	89,482	89,482	89,482
Admin to other Depts	-0.15	-0.15	-0.15	-0.15	-13,422	-13,422	-13,422
	0.85	0.85	0.85	0.85	76,060	76,060	76,060
Full Time	3.00	3.00	4.35	4.35	376,140	365,295	365,295
Admin other Departments	-1.65	-1.65	-1.20	-1.20	-144,645	-105,922	-105,922
Total FT Positions/Salaries	1.35	1.35	3.15	3.15	231,495	259,373	259,373
Part Time	1.00	1.00	1.00	1.00	89,482	89,482	89,482
Admin other Departments	-0.15	-0.15	-0.15	-0.15	-13,422	-13,422	-13,422
Total PT Positions/Salaries	0.85	0.85	0.85	0.85	76,060	76,060	76,060
Additional Pay					900	900	900
Additional Pay other Depts					-450	-450	-450
Total Salaries & Wages					308,005	335,883	335,883
Benefit Costs					73,095	80,611	80,611
PERS Benefit Costs					55,337	52,480	52,480
Benefit Costs other Depts					-88,764	-36,889	-36,889
Total Benefit Costs					39,668	96,202	96,202
TOTAL					347,673	432,085	432,085

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development		4791 Administration

Work Program

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Oversee use of tax allocation bond funds from the former redevelopment agency.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist in the development and review of Draft Specific Plans.
19. Assist in the administration of the General Plan Update process and documentation.
20. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
21. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
22. Assist the organization on finding and writing grants for specified projects.
23. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
24. Assist in efforts to address and resolve fiscal issues related to the economy and the elimination of redevelopment.

Personnel Services – \$347,673

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.65) – \$174,485; Planning and Housing Manager (.20) – \$22,750; Economic Development Coordinator/Housing Associate (.50) – \$34,260; Community Development Consultant (.85/part-time) – \$76,060; Cost allocations are as follows: full-time salaries – \$231,495; part-time salaries – \$76,060 additional pay – \$450; benefit costs – \$39,668.

Services and Supplies – \$1,460,445

Funding requested is for: books and publications – \$100; publication and advertising – \$10,000; dues and memberships – \$1,650; travel and meetings – \$16,600; mileage/auto allowance – \$7,800; business development – \$350,000; special consulting services – \$15,000; general plan legal fees – \$45,000; special legal services – \$50,000; special contract services – \$940,500; educational grants – \$2,500; cellular phone expense – \$195; miscellaneous expenditures – \$21,100.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN–SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Vacant, Deputy City Manager/Executive Director-Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Planning Manager	2019 International Council for Shopping Centers (ICSC)	Los Angeles, CA	September 16-18, 2019	\$5,000
52130	Vacant, Deputy City Manager/Executive Director Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, City Planner/Planning Manager Mikey Fuentes, Sr. Management Analyst	2020 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 17-21, 2020	\$7,000

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN–SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael Diaz, City Planner/Planning Manager Christine Caldwell, Planning & Housing Manager Mikey Fuentes, Sr. Management Analyst Thailin Martin, Economic Development Coord./ Housing Associate	2020 International Council for Shopping Centers (ICSC)	Anaheim, CA	February 2020	\$400
52130	Thailin Martin, Economic Development Coord./ Housing Associate	2019 California Association for Local Economic Development (CALED) Conference	Fresno, CA	October 20-24, 2019	\$1,500
<u>Miscellaneous</u>					
52130	Vacant, Deputy City Manager/Executive Director-Economic Development	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops			\$2,700
Total:					\$16,600

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$10,000

Printing cost for *Available Properties in the City* booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – \$1,650

California Association for Local Economic Development (CALED), \$1,000
International Council for Shopping Centers–memberships, \$550
Unanticipated adjustments, \$100

52130 TRAVEL AND MEETINGS – \$16,600

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings."

52160 BUSINESS DEVELOPMENT – \$350,000

Participation in cost of new Electronic Reader Board Sign for Nissan/Honda auto dealerships subject to agreement and approval by the City Council.

52190 SPECIAL CONSULTING SERVICES – \$15,000

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development

Program: 4791 Administration

Object
Number

52290 GENERAL PLAN LEGAL FEES – \$45,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300 SPECIAL LEGAL SERVICES – \$50,000 *(Only \$40,000 approved in Adopted Budget)*

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions including CEQA update services.

52450 SPECIAL CONTRACT SERVICES – \$940,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$3,000

Contract with Group 1 Productions for "State of the City" video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$2,500

Consulting fee for Year 2 Update to the General Plan, \$900,000 (Successor Agency Bond Proceeds)

52530 EDUCATIONAL GRANTS – \$2,500

Cost for Economic Development Coordinator/Housing Associate, Thailin Martin, to attend the USC Ross Minority Program in Real Estate (Certificate Program)

52850 CELLULAR PHONE EXPENSE – \$195

Expenditures related to use of cellular telephone service.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development

Program: 4791 Administration

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$21,100

“State of the City” incidental expenditures for decorations, \$1,500
Economic development promotional materials, \$12,000
Booth space rental for ICSC Conferences, \$4,800
Furniture/electrical rental at ICSC Conferences, \$1,200
Participation in County Job Fair, \$1,200
Miscellaneous supplies, \$400

City Attorney

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	100,235	106,114	106,114	106,114
Services and Supplies	220,000	220,000	215,000	215,000
Capital Outlay	0	0	0	0
Total	320,235	326,114	321,114	321,114
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	320,235	326,114	321,114	321,114
Total	320,235	326,114	321,114	321,114

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

[illegible]

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
 2. Represent the City in administrative law actions.
 3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
 4. Review ordinances, agreements, resolutions, and all legal documents as to form.
 5. Draft legal documents as required.
 6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
 7. Review claims against the City; recommend appropriate courses of action.
 8. Advise City Council and staff on pending litigation.
 9. Ensure compliance with open-meeting requirements.
 10. Advise on Workers' Compensation issues.
 11. Advise on disciplinary actions.
 12. Advise on disability retirement issues.
 13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
 14. Deputy City Attorney serves in the absence of the City Attorney.
 15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
 16. Provide direction on open meeting laws and California Public Records Act requests.
-

Personnel Services – \$106,114

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$29,314

Services and Supplies – \$220,000

Funding requested is for: legal services/court costs – \$175,000; special legal services – \$45,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Attorney

Program: 4801 City Attorney

Object
Number

52290 LEGAL SERVICES/COURT COSTS – \$175,000 *(Only \$170,000 approved in Adopted Budget)*

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300 SPECIAL LEGAL SERVICES – \$45,000

Cost of additional services performed by City Attorney—per Agreement No. 17-13, the current hourly rate for general legal services is \$210 per hour. Hourly rate is not inclusive of retainer fee: \$6,400 per month for 40 hours of billable time.

Citywide Department

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,891,739	5,510,804	5,425,804	5,425,804
Services and Supplies	1,566,385	1,695,700	1,666,700	1,666,700
Capital Outlay	0	0	0	0
Total	6,458,124	7,206,504	7,092,504	7,092,504

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	5,912,889	6,605,626	6,491,626	6,491,626
Gas Tax Fund	197,413	215,318	215,318	215,318
Senior Nutrition Fund	4,268	6,352	6,352	6,352
Expanded Learning Program Fund	81,903	98,673	98,673	98,673
Economic Development Fund	34,719	17,153	17,153	17,153
Sewer Operating Fund	226,932	263,382	263,382	263,382
Total	6,458,124	7,206,504	7,092,504	7,092,504

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Citywide		4901 Citywide

Work Program

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are reviewed for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.

Personnel Services – \$5,510,804

Funding requested is for: Benefit Costs – \$5,510,804.

Services and Supplies – \$1,695,700

Funding requested is for: service awards – \$28,200; telephone service – \$24,000; electric service – \$426,000; natural gas service – \$34,000; water service – \$360,000; general city insurance – \$820,000; miscellaneous expenditures – \$500; 5326 San Bernardino upkeep – \$3,000.

Capital Outlay

No funding requested.

CFD Operations

DEPARTMENT BUDGET SUMMARY

Department

CFD Operations

Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	36,854	62,604	62,604	62,604
Services and Supplies	101,800	106,250	106,250	106,250
Total	138,654	168,854	168,854	168,854

Personnel Authorized	0	0	0	0
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Department Distribution

CFD 2011-1 Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Arrow Station	41,582	55,782	55,782	55,782
Total	138,654	168,854	168,854	168,854

Source of Funds

CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Fund – Arrow Station	41,582	55,782	55,782	55,782
Total	138,654	168,854	168,854	168,854

PROGRAM BUDGET SUMMARY – 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos

Program Description

With the development of Tract No. 18213, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	30,822	48,322	48,322	48,322
Services and Supplies	66,250	64,750	64,750	64,750
Capital Outlay	0	0	0	0
Total	97,072	113,072	113,072	113,072
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
Total	97,072	113,072	113,072	113,072

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5001 CFD 2011–1 Paseos

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature and any necessary repairs.
 2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Acres of parks and parkways maintained by maintenance contract	1.06	1.06	1.06

Personnel Services – \$48,322

Salary requests are for: Finance Administration – \$3,750; Public Works Administration – \$3,750; Public Safety Administration – \$7,500; Police Services – \$11,411; Fire Services – \$11,411; Street Sweeping Services – \$2,000; Graffiti Removal Services – \$500; Maintenance Services – \$8,000. Cost allocations are as follows: full-time salaries – \$48,322.

Services and Supplies – \$64,750

Funding requested is for: materials – buildings – \$2,000; materials – street signs – \$1,000; street lighting – \$20,000; special contract services – \$10,000; graffiti abatement – \$500; street maintenance – \$4,250; landscape maintenance – \$25,000; tree maintenance – \$1,000; street sweeping – \$1,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: CFD Operations

Program: 5001 CFD 2011–1 Paseos

Object
Number

51300 MATERIALS – BUILDINGS – \$2,000

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,000

Regulatory and Informational Signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$20,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$10,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$4,250

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$25,000

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$1,000

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$1,000

Services include weekly motorized street sweeping service.

PROGRAM BUDGET SUMMARY – 1

Program Number 5002

Department	Division	Program
CFD Operations		CFD 2011-2 Arrow Station

Program Description

With the development of Tract No. 18803, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	6,032	14,282	14,282	14,282
Services and Supplies	35,550	41,500	41,500	41,500
Capital Outlay	0	0	0	0
Total	41,582	55,782	55,782	55,782
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-2 Fund – Arrow Station	41,582	55,782	55,782	55,782
Total	41,582	55,782	55,782	55,782

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5002 CFD 2011–2 Arrow Station

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
 2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2016–17</u>	<u>2017–18</u>	<u>Estimate 2018–19</u>
Linear feet of parkways and retention basins within street right of way.	0	2,375	2,375

Personnel Services – \$14,282

Salary requests are for: Finance Administration – \$1,875; Public Works Administration – \$1,875; Public Safety Administration – \$3,750; Police Services – \$3,016; Fire Services – \$3,016; Street Sweeping Services – \$250; Graffiti Removal Services – \$500. Cost allocations are as follows: full-time salaries – \$14,282.

Services and Supplies – \$41,500

Funding requested is for: materials – street signs – \$500; street lighting – \$14,000; special contract services – \$8,000; graffiti abatement – \$500; street maintenance – \$3,250; landscape maintenance – \$15,000; street sweeping – \$250.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: CFD Operations

Program: 5002 CFD 2011–2 Arrow Station

Object
Number

5134 MATERIALS – STREET SIGNS – \$500

Regulatory signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$14,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$8,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$3,250

Services include future and unforeseen crack sealing; overlaying and street replacement costs; curb, gutter, and sidewalk repairs and replacements; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$15,000

Contract with outside vendor for maintenance of landscaping and drainage facilities.

52456 STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2019**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/19</u>
FIRE DEPARTMENT									
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	0	292,818	15	7%	293,000	\$20,510
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	33,000	\$33,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	26,000	\$26,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	27,000	\$27,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	100%	42,000	\$42,000
TOTAL FIRE								\$448,000	\$175,510
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	0%	36,000	\$0
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	33%	29,000	\$9,570
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	33%	29,000	\$9,570
2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	33%	29,000	\$9,570
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	33%	29,000	\$9,570
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	33%	29,000	\$9,570
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	33%	29,000	\$9,570
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	100%	31,000	\$31,000
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	100%	32,000	\$32,000
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	28,000	\$28,000
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	27,000	\$27,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	26,000	\$26,000
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	112184	11/04/10	22,738		22,738	3	100%	23,000	\$23,000
2008 Ford Crown Victoria	150426	04/08/09	24,424	6,500	30,924	3	100%	31,000	\$31,000
2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	30,000	\$30,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2019**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/19</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	57%	37,000	\$21,090
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	19,000	\$19,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	22,000	\$22,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	25,000	\$25,000
TOTAL POLICE								\$904,000	\$735,510
<u>PUBLIC WORKS</u>									
2019 Ford F250 Super Duty	34596	09/24/19	36,477	0	36,477	5	0%	36,000	\$0
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	20%	52,000	\$10,400
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	40%	28,000	\$11,200
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	30%	56,000	\$16,800
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	40%	15,000	\$6,000
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	40%	3,000	\$1,200
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	42%	38,000	\$15,960
2012 Ford F450	82169	11/13/12	90,500		90,500	12	58%	91,000	\$52,780
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	100%	58,000	\$58,000
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	100%	31,000	\$31,000
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	100%	29,000	\$29,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	30,000	\$30,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	31,000	\$31,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	23,000	\$23,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	21,000	\$21,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	100%	21,000	\$21,000
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	100%	62,000	\$62,000
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	25,000	\$25,000
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	119,000	\$119,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	84,000	\$84,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	16,000	\$16,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	25,000	\$25,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	100%	5,000	\$5,000
Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	15,000	\$15,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	100%	11,000	\$11,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2019**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/19</u>
<u>Public Works Cont.</u>									
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	37,000	\$37,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	\$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	93%	63,000	\$58,590
Striper	71785	09/19/05	54,895		54,895	15	93%	55,000	\$51,150
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	54,000	\$54,000
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	18,000	\$18,000
TOTAL PUBLIC WORKS								\$1,164,000	\$951,080
OTHER DEPARTMENTS									
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2002 Chevy Truck ** (CD)	29199	03/02/02	22,717		22,717	7	100%	23,000	\$23,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	7	100%	22,000	\$22,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	7	100%	18,000	\$18,000
City Manager Vehicle *	-	-	-		-	5	100%	22,000	\$22,000
TOTAL OTHER DEPARTMENTS								\$139,000	\$139,000
TOTAL ALL DEPARTMENTS			2,532,700	97,470	2,630,170				
								2,655,000	2,001,100

GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

AGENCY FUND. A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

APPROPRIATION. Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

BUDGET. A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

CAPITAL IMPROVEMENT PROGRAM. A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

CAPITAL OUTLAY. Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

CAPITAL PROJECT FUND. A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

DEFICIT. The excess of expenditures over actual revenues received during the budget year.

ENCUMBRANCE. An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

ENTERPRISE FUND. A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

INFRASTRUCTURE. Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

INTERFUND TRANSFERS. Transfers between funds are denoted as Transfers-In (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

OBJECT. A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

OPERATING BUDGET. The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

PROGRAM. Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

SPECIAL REVENUE FUND. A fund used to account for resources which are legally restricted for specified purposes.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
ASA	American Society on Aging
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
BMI	Broadcast Music, Inc.
BOSS	Back Office Systems Software
CAC	Community Action Committee
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
Cal OES	California Office of Emergency Services
CALPELRA	California Public Employers Labor Relations Association
CAPE	California Association of Property and Evidence
CASQA	California Stormwater Quality Association
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCAI	California Conference of Arson Investigators
CCUG	California Law Enforcement Telecommunication System Users Group
CDBG	Community Development Block Grant
CESA	California Emergency Services Association
CESSWI	Certified Erosion, Sediment, and Storm Water Inspector
CEQA	California Environmental Quality Act
CEU	Continuing Education Units
CFCA	California Fire Chiefs Association
CFD	Community Facilities District
CFED	California Fire Education and Disaster
CICCS	California Incident Command Certification System
CIP	Capital Improvement Plan
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
CMS4S	Certified Municipal Separate Storm Sewer System Specialist
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas
CNOA	California Narcotic Officers' Association
COBRA	Consolidated Omnibus Budget Reconciliation Act
CONFIRE	Consolidated Fire Agencies of the East Valley

ACRONYMS

COP	Community Oriented Policing
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
EVOC	Emergency Vehicle Operations Course
ExLP	Extended Learning Program
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FTO	Field Training Officer
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GASB 68	Governmental Accounting Standards Board Statement No. 68
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HPMS	Highway Performance Monitoring System
IAAI	International Association of Arson Investigators
IAPE	International Association of Property and Evidence
ICEMA	Inland Counties Emergency Medical Agency
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IEUA	Inland Empire Utility Agency
IFSTA	International Fire Service Training Association
IRNET	Inland Regional Narcotics Enforcement Team

ACRONYMS

IVHS	Inland Valley Humane Society
JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
MAIT	Multidisciplinary Accident Investigation Teams
MAP	Montclair After School Program
MDC	Mobile Data Computer
MFRC	Montclair Family Resource Center
NGOs	Nongovernmental Organizations
MHC	Montclair Housing Corporation
MS4	Municipal Separate Storm Sewer Systems
MSA	Maintenance Superintendents Association
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
NASSCO	National Association of Sewer Service Companies
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NNA	National Notary Association
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OES	Office of Emergency Services
OMSD	Ontario-Montclair School District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
P3S	Pretreatment Pollution Prevention Stormwater
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PEPRA	Public Employee Pension Reform Act of 2013
PERS	Public Employees Retirement System
PIT	Pursuit Intervention Technique
POST	Police Officer Standards and Training
PSAP	Primary Safety Answering Point
QA/AI	Quality Assurance/Quality Improvement
QISP	Qualified Industrial Storm Water Practitioner
SAMS	Senior Assistance Management System
SBCTA	San Bernardino County Transportation Authority
SCAP	Southern California Association of Publicly (SCAP) Owned Treatment Works
SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation

ACRONYMS

SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
TBA	To Be Announced
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
US&R	Urban Search and Rescue
USA	Underground Service Alert
WAN	Wide Area Network
WCSG	West Covina Service Group
WDR	Waste Discharge Requirements
WQMP	Water Quality Management Plans

CITY OF MONTCLAIR SALARY SCHEDULE

ALPHA RANGE LISTING

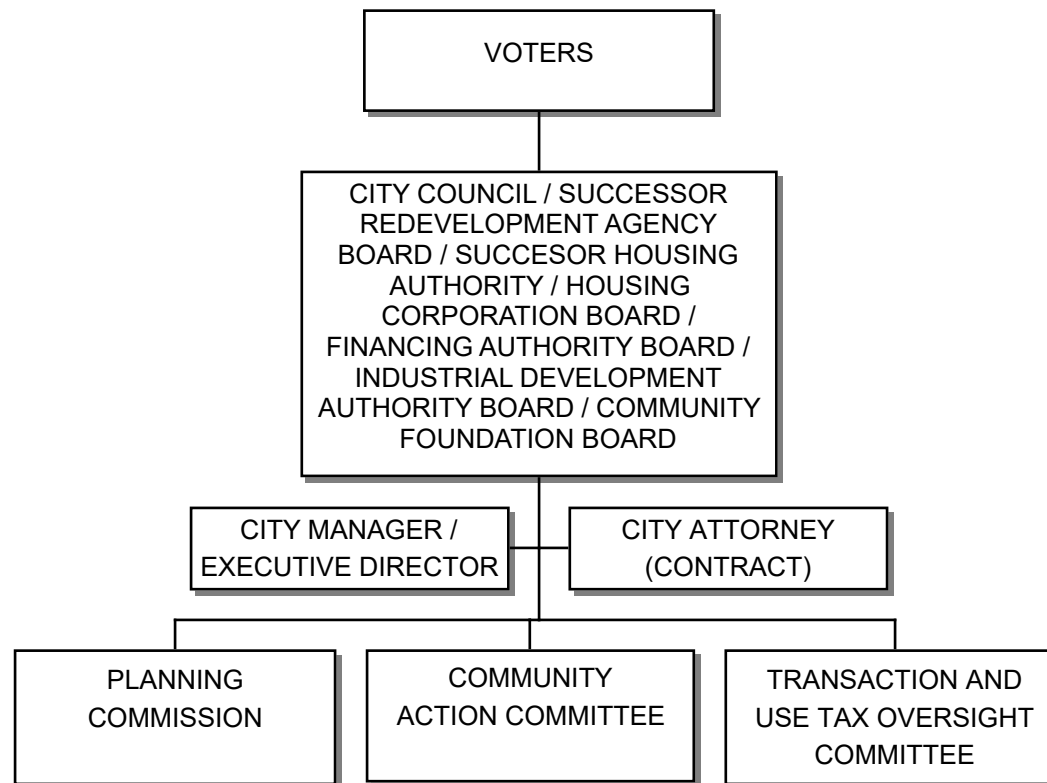
Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist	20.27	21.28	22.35	23.47	24.64
Administrative Aide	23.07	24.23	25.44	26.71	28.04
Administrative Secretary (Relief)	20.48	21.50	22.58	23.71	24.89
Administrative Technician (PTB)	20.48	21.50	22.58	23.71	24.89
City Attorney	6400	--	--	--	--
Code Enforcement Officer (Relief)	24.59	25.82	27.12	28.47	29.90
Community Building Supervisor	12.00	12.60	13.23	13.89	14.59
Community Development Consultant	--	--	--	--	93.21
Council Member	742	1150	--	--	--
Custodial Technician (PTB) (a)	17.15	18.01	18.91	19.85	20.84
Custodian (a)	17.15	18.01	18.91	19.85	20.84
Data Entry Clerk (a)	13.75	14.44	15.16	15.92	16.71
Economic Development Coordinator	30.46	31.98	33.58	35.26	37.02
Engineering Aide (PTB)	14.29	15.00	15.76	16.54	17.37
Equipment Maintenance Technician (PTB)	20.90	21.94	23.04	24.18	25.40
Facility Coordinator	12.00	12.60	13.23	13.89	14.59
Fire Technician	12.44	13.06	13.72	14.40	--
Graffiti Abatement Aide	12.00	--	--	--	--
Graffiti Abatement Worker	18.44	19.37	20.34	21.35	22.42
Health Education Intern	14.79				
Health Education Specialist [Grant]	17.24	--	--	--	--
Human Services Technician (PTB) (a)	18.26	19.17	20.13	21.13	22.19
Information Technology Systems Technician (PTB)	24.28	25.49	26.77	28.10	29.51
Instructor	12.00	12.60	13.23	13.89	14.59
Junior Intern	12.00	12.60	13.23	13.89	14.59
Kitchen Assistant	13.00	13.65	14.33	15.05	15.80
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	21.28	22.34	23.46	24.63	25.87
Learning Coordinator [Grant]	18.25	19.17	20.12	21.13	22.19
Learning Leader [Grant]	13.83	14.52	15.25	16.01	16.81
Maintenance Technician (PTB)	18.44	19.37	20.34	21.35	22.42
Maintenance Worker (Part-Time)	18.44	19.37	20.34	21.35	22.42
Mayor	1042	1650	--	--	--
Mechanic Aide	18.68	19.61	20.59	21.62	22.71
Medical Clinic Coordinator	25.00	26.00	27.00	--	--
Medical Clinic Specialist	15.44	16.21	17.02	17.87	18.76
Mini-School Coordinator	12.37	12.99	13.64	14.32	15.04
NPDES/Environmental Compliance Technician (PTB)	23.14	24.29	25.51	26.78	28.12
Nutrition Site Manager	14.00	14.70	15.44	16.21	17.02
Office Specialist	17.45	18.32	19.23	20.20	21.21
Office Technician (PTB)	17.45	18.32	19.23	20.20	21.21
Park Leader	12.00	12.60	13.23	13.89	14.59
Personnel Services Technician (PTB)	24.16	25.36	26.63	27.96	29.36
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	12.44	13.06	13.72	14.40	--
Police Dispatcher (Relief)	22.84	23.98	25.18	26.44	27.76
Police Services Specialist (Relief)	18.09	18.99	19.94	20.94	21.98
Program Aide	13.13	--	--	--	--
Property Custody Technician (PTB)	17.22	18.08	18.98	19.93	20.93
Public Works Director/City Engineer	60.95	64.00	67.20	70.56	74.09

Classification	A	B	C	D	E
Receptionist/Office Specialist	17.04	17.89	18.78	19.73	20.71
Receptionist/Office Technician (PTB)	17.04	17.89	18.78	19.73	20.71
Recreation Intern	14.79	--	--	--	--
Recreation Leader	12.00	12.60	13.23	13.89	14.59
Recreation Specialist	12.12	12.79	13.36	14.03	14.73
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	400	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	150				
Reserve Police Sergeant	200				
Senior Intern	12.61	13.24	13.90	14.60	15.33
Senior Learning Leader	17.23	18.09	19.00	19.95	20.94
Senior Police Cadet	15.55	16.33	17.14	18.00	18.90
Senior Recreation Leader	13.14	13.80	14.49	15.21	15.97
Senior Recreation Specialist	17.65	18.53	19.46	20.43	21.45
Sports Coordinator	17.78	18.67	19.60	20.58	21.61
Substitute Learning Leader	12.50	13.13	13.78	14.47	15.19
Systems Specialist (PTB)	17.68	18.56	19.49	20.47	21.49
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69
Transportation Coordinator	17.78	18.67	19.60	20.58	21.61
Volunteer Services Coordinator (Modified Duty)	30.54	32.07	33.67	35.35	37.12
FULL-TIME					
Accountant	4124	4330	4547	4774	5013
Accounting Specialist	3514	3689	3874	4068	4271
Administrative Aide	3999	4199	4409	4630	4861
Administrative Analyst	4853	5096	5351	5618	5899
Administrative Secretary	3549	3727	3913	4109	4314
Administrative Specialist	3549	3727	3913	4109	4314
Assistant Director of Housing/Planning Manager	7798	8188	8598	9028	9479
Assistant Planner	4524	4750	4988	5237	5499
Associate Planner	5241	5504	5779	6068	6371
Benefits Coordinator	4187	4396	4616	4847	5089
Building Inspector	4535	4761	5000	5250	5512
Building Maintenance Technician	3643	3825	4016	4217	4428
Building Official/Code Enforcement Manager	7798	8188	8598	9028	9479
Check Processor/Court Liaison Officer (Modified Duty)	5293	5558	5836	6128	6434
City Clerk	6445	6767	7106	7461	7834
City Manager	--	--	19506	20481	21505
City Planner/Planning Manager	7798	8188	8598	9028	9479
Code Enforcement Officer	4263	4476	4700	4935	5182
Code Enforcement Supervisor	5370	5638	5920	6216	6527
Community Health Education Coordinator [Grant]	4082	4286	4501	4726	4962
Custodian (a)	2972	3121	3277	3441	3613
Customer Service Representative/Office Specialist	3024	3175	3334	3501	3676
Deputy City Clerk	4369	4587	4816	5057	5310
Deputy City Mgr/Exec Dir of Econ and Community Dev	13292	13956	14654	15387	16156
Deputy Fire Chief	10233	10744	11282	11846	12438
Deputy Fire Marshal	5939	6236	6548	6875	7219
Diagnostic Specialist	4010	4210	4421	4642	4874
Director of Admin. Svcs. And Human Resources	11100	11655	12238	12850	13492
Director of Human Services	--	10384	10903	11449	12021
Econ. Dev. Coord./Housing Associate	5438	5710	5877	6295	6610
Environmental Control Specialist	4164	4372	4590	4820	5061
Environmental Manager	5241	5504	5779	6068	6371
Equipment Maintenance Supervisor	5532	5808	6099	6404	6724

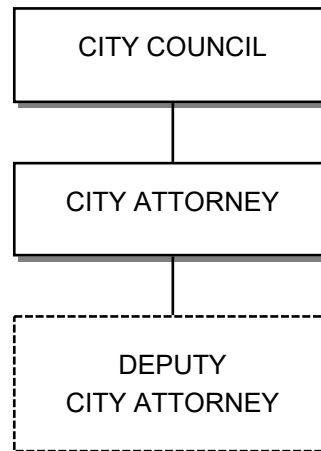
Classification	A	B	C	D	E
Equipment Mechanic	3622	3803	3993	4192	4402
Executive Director Office of Public Safety	13292	13956	14654	15387	16156
Facilities and Grounds Superintendent	7798	8188	8598	9028	9479
Facilities Specialist	4447	4669	4903	5148	5405
Finance Director	11100	11655	12238	12850	13492
Finance Supervisor	6244	6557	6884	7229	7590
Fire Battalion Chief	8458	8881	9325	9791	10281
Fire Captain	6808	7148	7506	7881	8275
Fire Engineer	5427	5699	5984	6283	6597
Firefighter	4679	4913	5158	5416	5687
GIS Specialist	4857	5100	5355	5623	5904
Graffiti Abatement Worker	3197	3357	3525	3701	3886
Health Education Specialist [Grant]	3049	3201	3361	3530	3706
Housing Associate	5241	5504	5779	6068	6371
Information Technology Manager	7798	8188	8598	9028	9479
Information Technology Specialist	4857	5100	5355	5623	5904
Junior Accountant	3928	4125	4331	4548	4775
Law Enforcement Systems Supervisor	5721	6007	6307	6623	6954
Leadworker, Facilities	3689	3873	4067	4270	4484
Leadworker, Maintenance	3689	3873	4067	4270	4484
Learning Coordinator [Grant]	3164	3322	3488	3663	3846
Maintenance Worker	3197	3357	3525	3701	3886
Motor Sweeper Operator	3469	3643	3825	4016	4217
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	4263	4476	4700	4935	5182
NPDES/Environmental Compliance Inspector	4010	4210	4421	4642	4874
Office Specialist	3024	3175	3334	3501	3676
Personnel Services Coordinator	4187	4396	4616	4847	5089
Plans Examiner	5532	5808	6099	6404	6724
Police Captain	10233	10744	11282	11846	12438
Police Chief	13292	13956	14654	15387	16156
Police Dispatch Supervisor	4690	4925	5171	5430	5701
Police Dispatcher	3959	4157	4365	4583	4812
Police Lieutenant	9359	9827	10318	10834	11376
Police Officer	5670	5954	6251	6564	6892
Police Officer Trainee	5352	--	--	--	
Police Records/Desk Officer (Modified Duty)	5478	5752	6040	6342	6659
Police Sergeant	7537	7914	8309	8725	9161
Police Services Specialist	3135	3291	3456	3629	3810
Police Services Supervisor	5051	5303	5568	5847	6139
Project Manager	5141	5398	5668	5951	6249
Property Custody Clerk	2984	3133	3290	3454	3627
Public Safety Admin. Svcs. Supervisor	7393	7762	8151	8558	8986
Public Works Director/City Engineer	11656	12239	12851	13493	14168
Public Works Inspector	4447	4669	4903	5148	5405
Public Works Superintendent	7798	8188	8598	9028	9479
Receptionist/Office Specialist	2954	3101	3256	3419	3590
Recreation Supervisor	3834	4025	4227	4438	4660
Secretary	3186	3346	3513	3689	3873
Secretary to the Exec. Dir. Office of Public Safety	4217	4428	4649	4882	5126
Senior Accountant	5012	5263	5526	5802	6092
Senior Building Inspector	5270	5533	5810	6100	6405
Senior Citizens Supervisor	3834	4025	4227	4438	4660
Senior Code Enforcement Officer	4773	5012	5263	5526	5802
Senior Human Services Supervisor	4524	4750	4988	5237	5499
Senior Information Technology Specialist	5449	5721	6007	6308	6623

Classification	A	B	C	D	E
Senior Learning Coordinator	3834	4025	4227	4438	4660
Senior Management Analyst	6445	6767	7106	7461	7834
Senior Recreation Supervisor	4524	4750	4988	5237	5499
Support Coordinator (Modified Duty)	5293	5558	5836	6128	6434

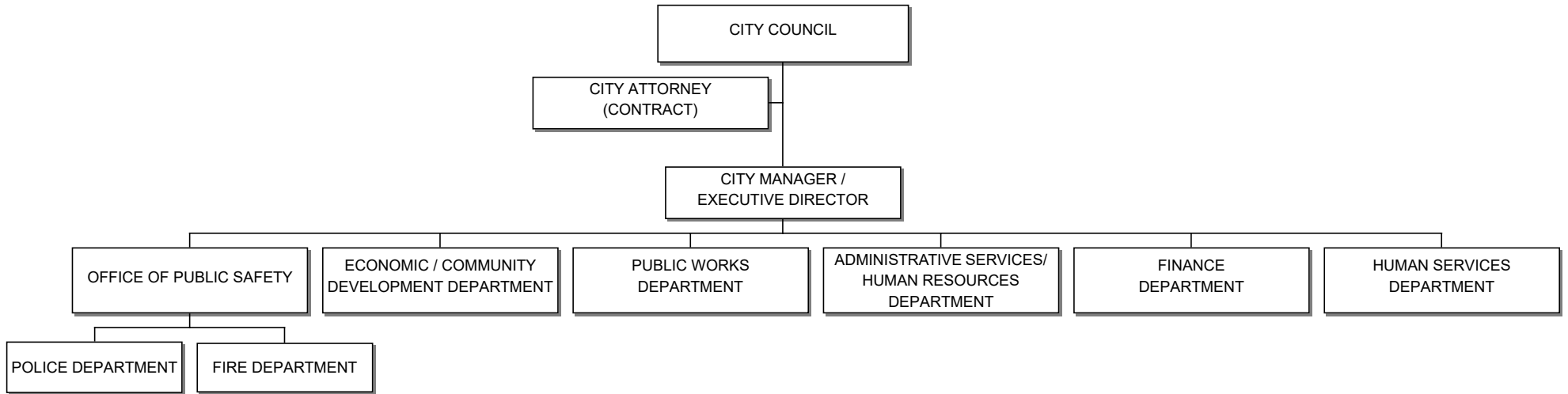
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

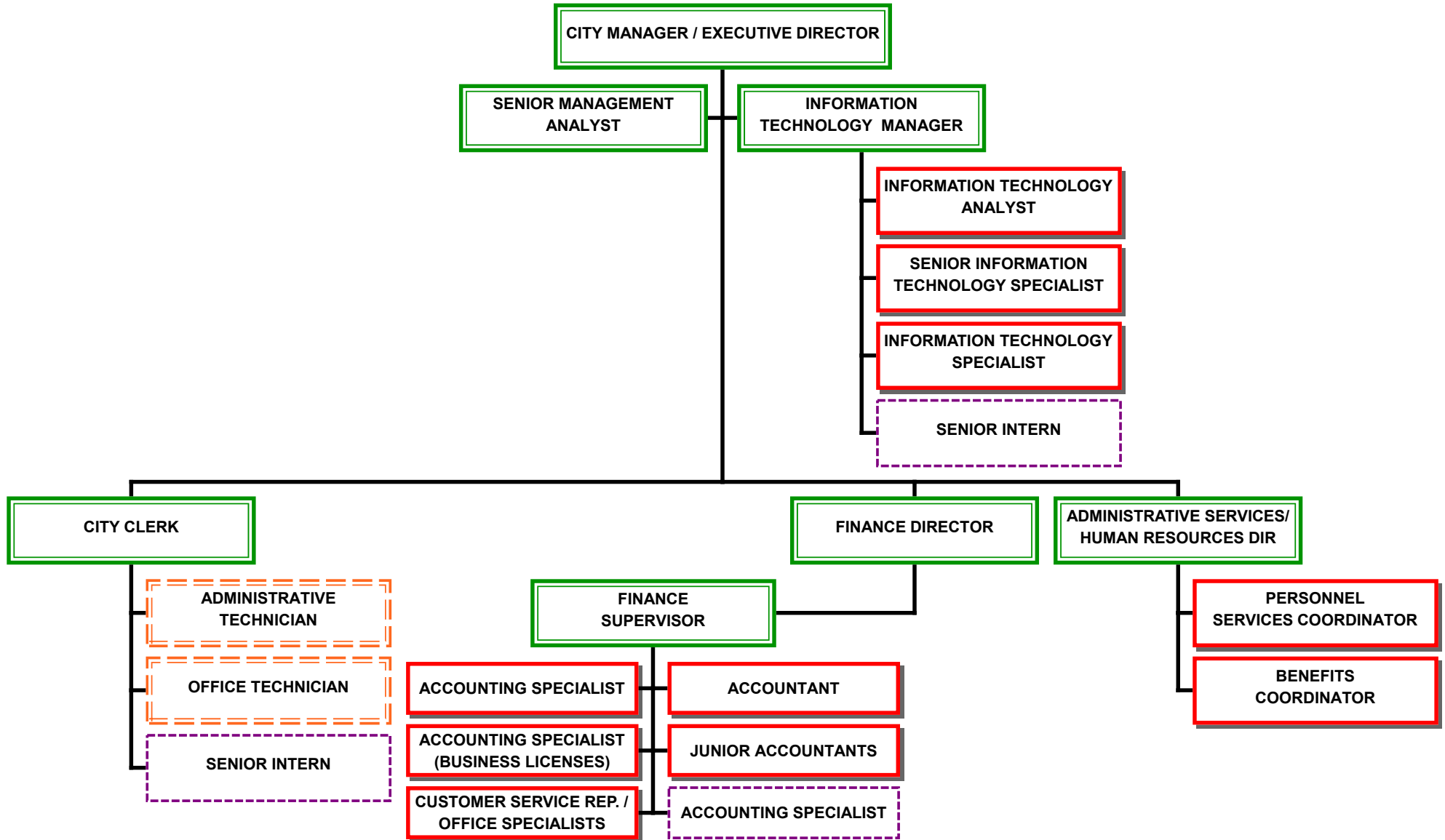
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CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

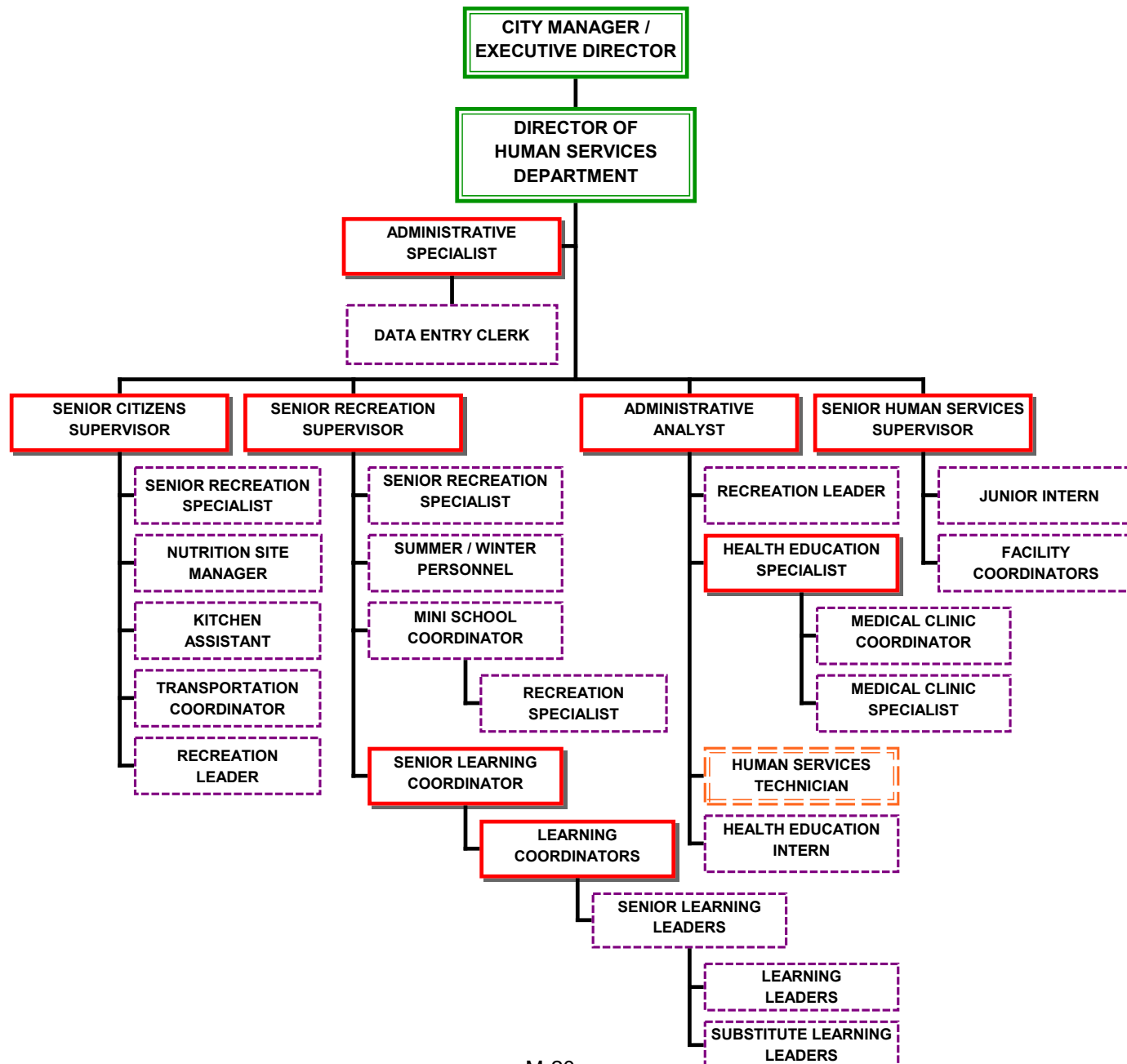
PART-TIME BENEFITTED
CLASSIFICATION

TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

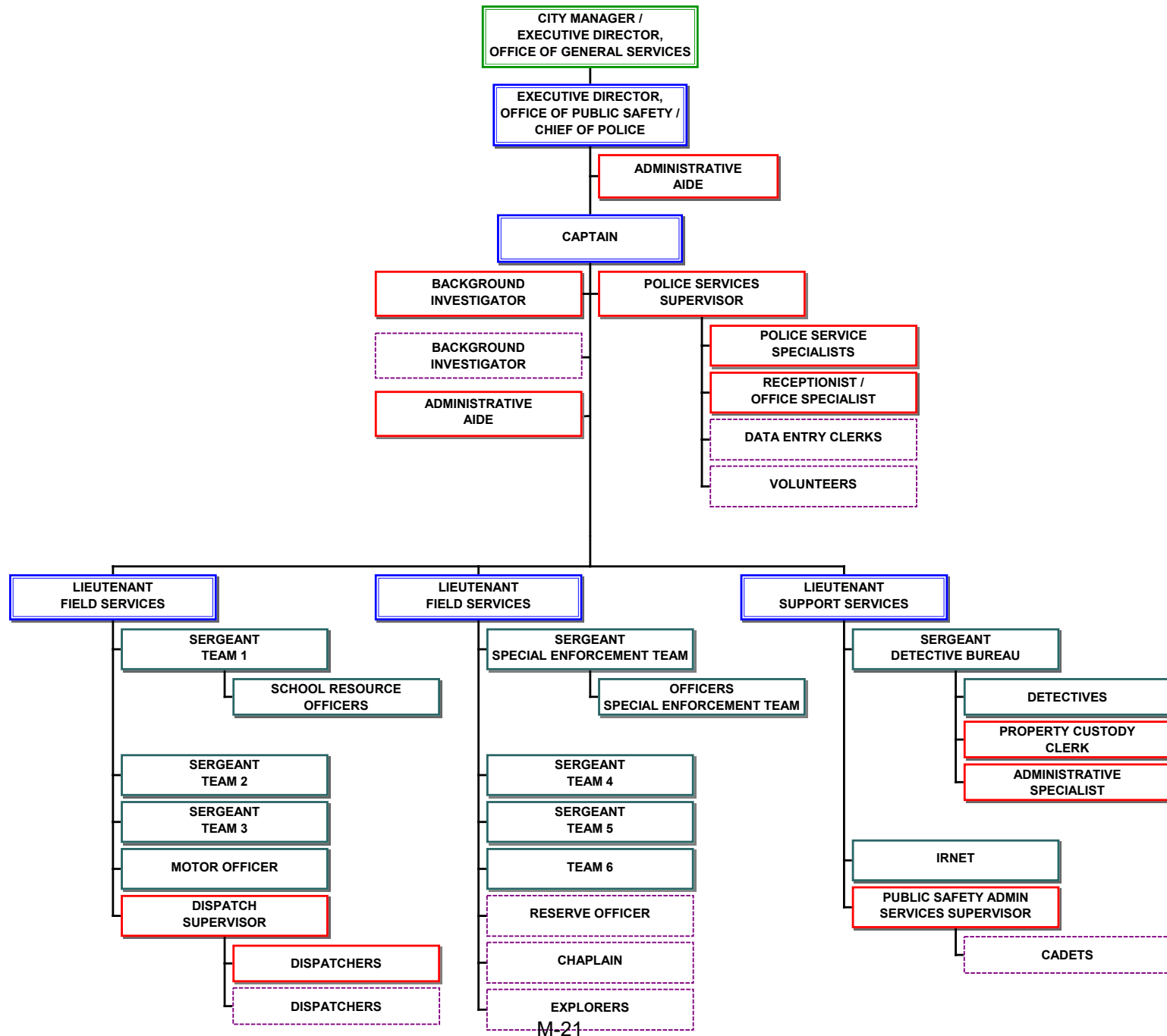
CITY MANAGER DEPARTMENT



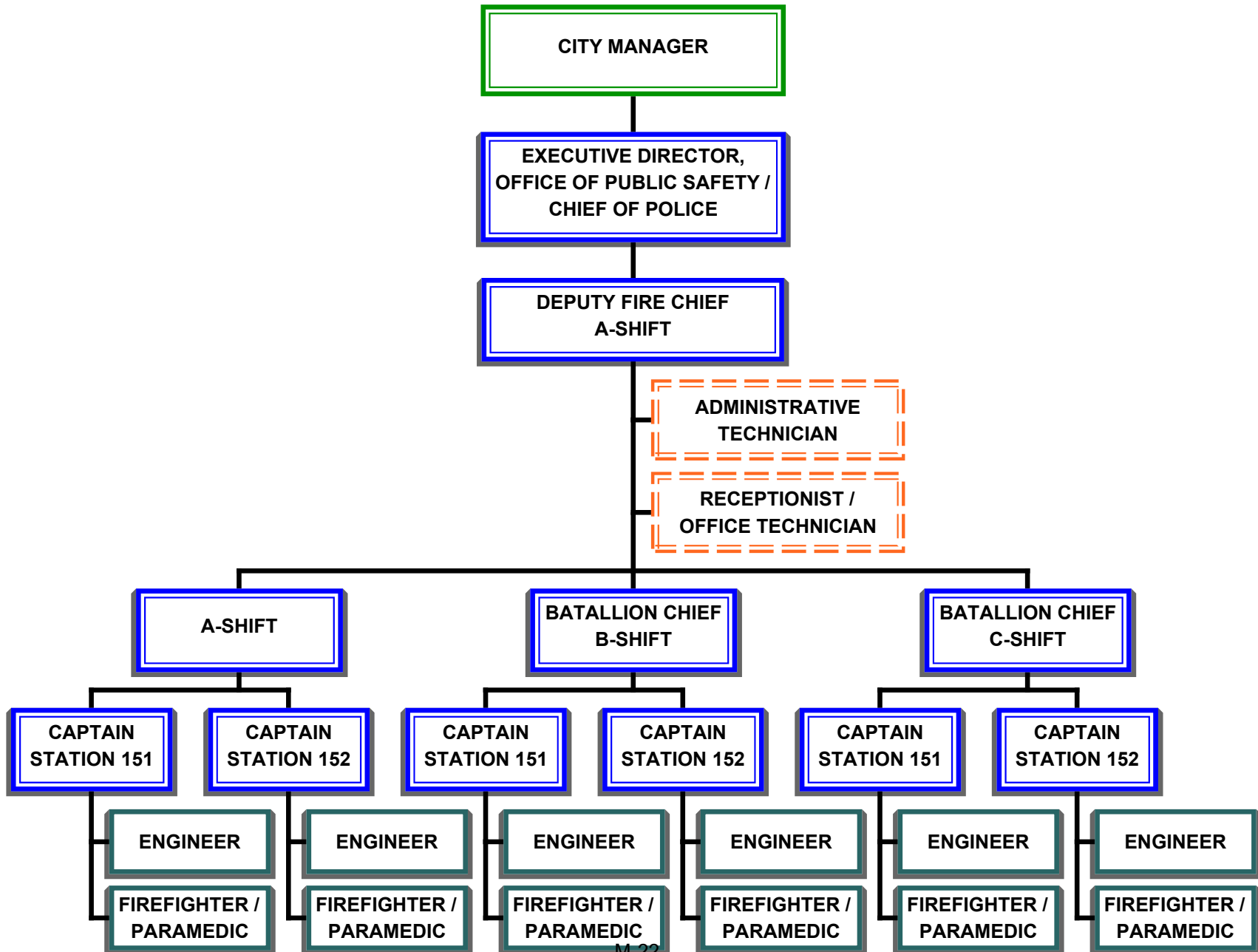
HUMAN SERVICES DEPARTMENT



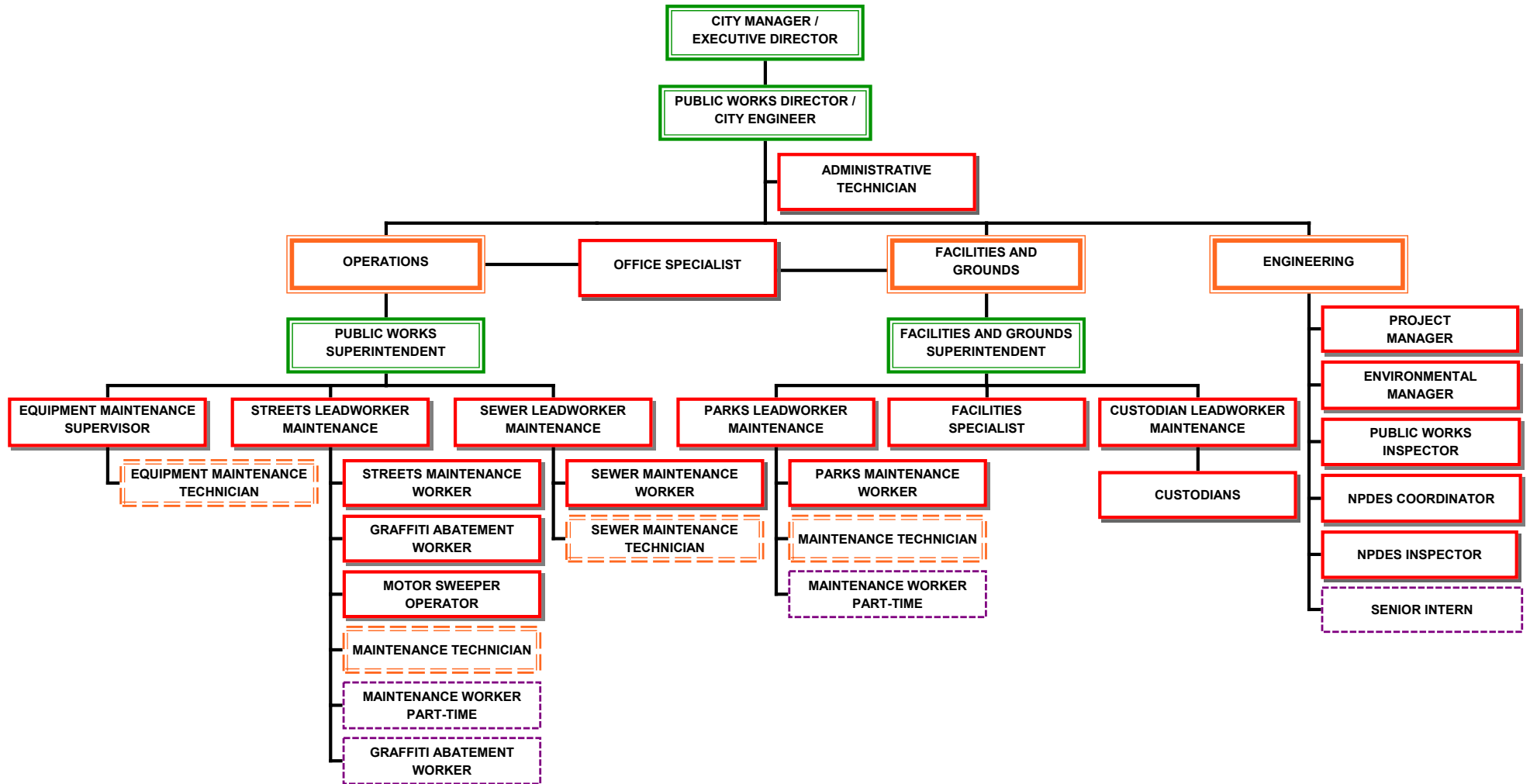
POLICE DEPARTMENT



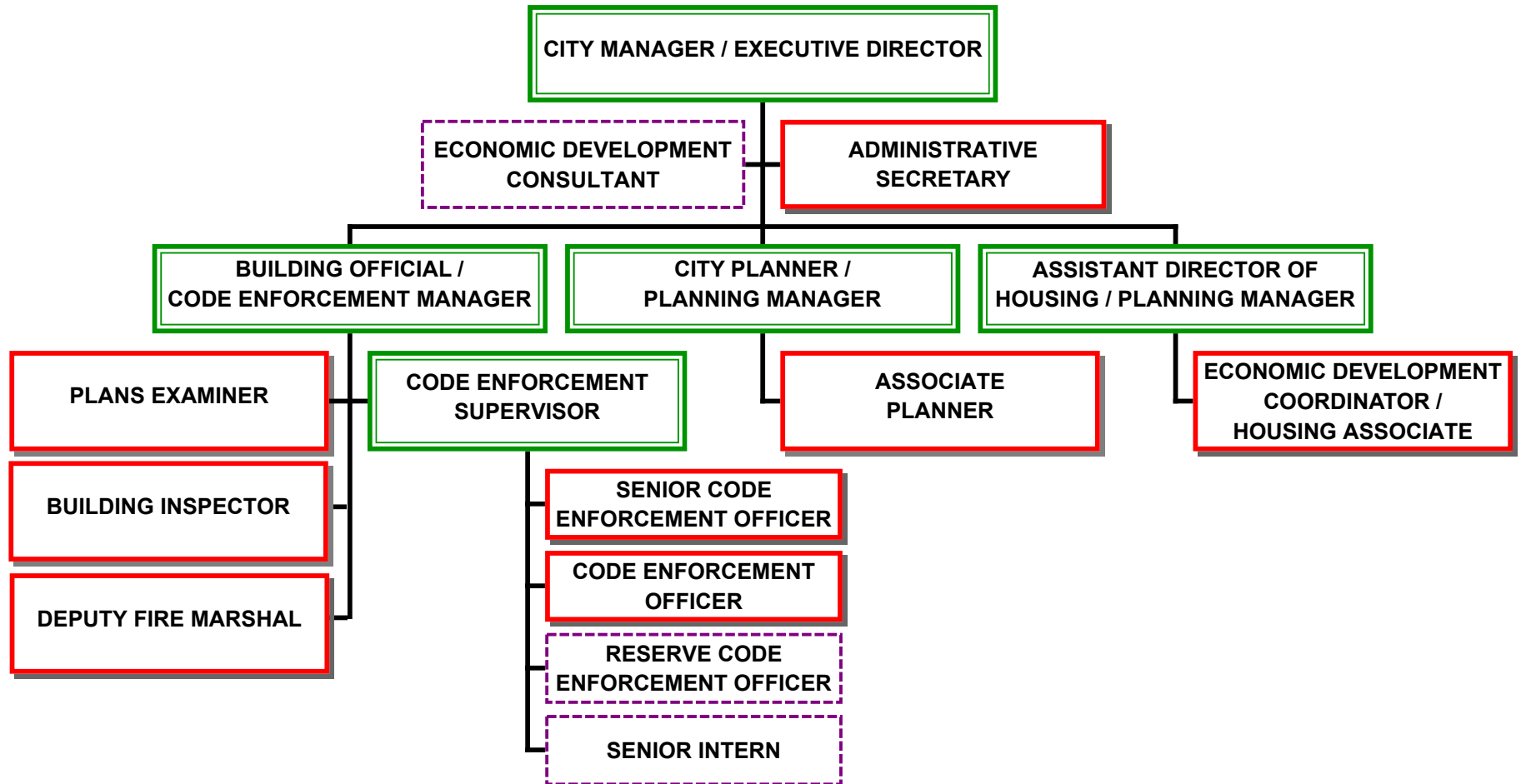
FIRE DEPARTMENT



PUBLIC WORKS DEPARTMENT



ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT



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