

# PRELIMINARY BUDGET

Fiscal Year 2020-21

City of Montclair

**CITY OF MONTCLAIR**  
**FY 2020-21 PRELIMINARY BUDGET**  
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**Subject: CITY MANAGER'S FISCAL YEAR 2020-21 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 2020-21 Budget.

***Fiscal Year 2020-21 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**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 42,196,318	\$ 44,064,526	\$ (1,868,208)
General Operating Fund	\$ 28,730,780	\$ 30,786,656	\$ (2,055,876)

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

**Table 2  
Proposed Fund Transfers**

<u>To</u>	<u>From</u>	<u>Purpose</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Operating Fund	Traffic Safety Fund	Program costs	\$ 100,000	
General Operating Fund	Traffic Safety Fund	Program costs		\$ 100,000
	General Fund - Retiree Medical Liability, CalPERS & Employee Post Benefits and Technology Reserves		\$ 1,182,134	
General Operating Fund		Fund excess of appropriations over revenues		\$ 1,182,134
	<b>Total Transfers</b>		<u>\$ 1,282,134</u>	<u>\$ 1,282,134</u>

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As indicated in **Table 2**, on the previous page, the Fiscal Year 2020-21 Budget proposes the annual transfer in of \$100,000 from the Traffic Safety Fund to the General Operating Fund. In addition, the General Fund Operating Budget, as proposed, requires a transfer from Special Purpose Reserves in the amount of \$1,182,134 for general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations. This \$1,182,134 shortfall in the General Fund Operating Budget is directly related to the following:

- Continuing annual increases in the City's CalPERS pension rates, including for unfunded pension liabilities – cumulative annual pension increases outpace the City's ability to produce new revenues to fully meet pension liabilities while concurrently maintaining an expansive program of services for the Montclair community. At approximately \$7.2 million in annual payments for Fiscal Year 2020-21, CalPERS pension liabilities represent approximately 25.3 percent of the City's proposed Fiscal Year 2020-21 General Fund Operating Budget.
- The drastic decline in sales and transactions and use tax revenue due to the COVID-19 pandemic and the shut down of the economy due to the Stay-at-Home Order issued by Governor Gavin Newsom on March 19, 2020. This decline in tax-related revenues is projected to continue through the balance of the current fiscal year and into Fiscal Years 2020-21 and 2021-22.

In order to produce a balanced budget for Fiscal Year 2020-21, a number of actions have been taken pursuant to Resolution No. 20-3267 adopted by the City Council on May 18, 2020, declaring that a state of fiscal urgency exists in the City of Montclair. One action recommended and approved by the City Council to reduce operating expenses includes use of the layoff procedure, in compliance with labor agreement terms and conditions.

Pursuant to the authority granted under Resolution No. 20-2367, several layoff actions were recently completed, producing a General Fund Operating Budget expenditure reduction of \$528,124 that is not reflected in both **Table 2**, on the previous page, and the Sources and Use Statement for Fiscal Year 2020-21. Accordingly the sum of \$528,124 is now represented as a transfer in from the General Fund Reserve, thereby reducing the proposed Special Purpose Reserves transfer from \$1,182,134 to \$654,010. Completion of this transfer brings the General Fund Revenue and Operations Budget components in alignment, producing a balanced budget for Fiscal Year 2020-21.

***Fiscal Year 2020-21 Estimated Revenue:***

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

**Table 3  
Estimate Revenues – All Funds**

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	\$ 43,038,686	\$ 46,065,820	\$ (3,027,134)
General Operating Fund	\$ 27,448,646	\$ 30,421,546	\$ (2,972,900)

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- The Proposed Fiscal Year 2020–21 Estimated Revenue Budget also incorporates \$2,590,762 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 2020–21 General Operating Fund Position:**

- Based on General Operating Fund Revenue Estimates of \$27,448,646 and proposed General Operating Fund Appropriations of \$28,730,780, the Proposed Fiscal Year 2020–21 Budget was realizing an operational deficit of \$1,282,134 after reductions to services and supplies, travel and meetings, and reductions in force through hiring freezes. This deficit is eliminated with \$528,124 produced from personnel layoffs and \$754,010 in transfers in, including \$100,000 from the Traffic Safety Fund to the General Operating Fund and \$654,010 from Special Purpose Reserves.

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 three options emerged that would allow Estimated Sources to equal Estimated Uses:

- 1. Un-fund Vacant Positions (Hiring Freezes).** Un-fund (not remove from the budget) designated employee positions that are currently vacant. A total of 32 vacant positions were unfunded which consists of 12 full-time, 4 part-time benefitted, and 16 part-time positions. These vacant positions are distributed throughout the organization, and the positions and associated savings, including wages and benefits, are reflected in the following **Tables 3** thru **8**:

**Table 3  
Unfunded Positions  
City Manager Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Information Relations Officer (FT)	-85,305		
Customer Services Representative (FT)	-20,523		-38,113
Accounting Specialist (FT)	-65,769		
Systems Specialist (PTB)	-55,291		
<b>Total City Manager Dept.</b>	<b>-226,888</b>		<b>-38,113</b>

**Table 4  
Unfunded Positions  
Fire Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Receptionist/Office Specialist (PT)	-38,079		
<b>Total Fire Dept.</b>	<b>-38,079</b>		

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**Table 5  
Unfunded Positions  
Human Services Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Senior Citizens Supervisor (FT)	-82,766		
Medical Clinic Specialist (FT)	-65,004		
Facility Coordinator (PT)	-7,557		
Junior Intern (PT)	-11,336		
Junior Intern (PT)	-11,336		
Recreation Specialist (PT)	-16,032		
Recreation Specialist (PT)	-16,032		
Mini School Coordinator (PT)	-16,755		
Transportation Coordinator (PT)	-16,921		
<b>Total Human Services Department</b>	<b>-243,739</b>		

**Table 6  
Unfunded Positions  
Police Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Police Sergeant (FT)	-140,897		
Police Officer (FT)	-101,172		
Police Dispatcher (FT)	-72,249		
Reserve Police Sergeant (PT)	-5,168		
Police Cadet (PT)	-15,674		
Police Cadet (PT)	-15,674		
Police Cadet (PT)	-15,674		
<b>Total Police Department</b>	<b>-366,508</b>		

**Table 7  
Unfunded Positions  
Public Works Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Leadworker – Facilities (FT)	-78,484		
Administrative Technician (PTB)	-66,597		
Maintenance Worker (FT)	-	-45,870	-15,290
Maintenance Worker (FT)	-45,870		-15,290
Maintenance Technician (PTB)	-52,918		-5,880
Maintenance Technician (PTB)	-55,090		-6,121
Graffiti Abatement Worker (PT)	-19,635		
<b>Total Public Works Department</b>	<b>-318,594</b>	<b>-45,870</b>	<b>-42,581</b>

**Table 8  
Unfunded Positions  
Community Development Department**

Position	General Fund	Gas Tax Fund	Sewer Fund
Code Enforcement Officer (FT)	-81,831		
Reserve Code Enforcement Officer (PT)	-3,875		
Reserve Code Enforcement Officer (PT)	-3,875		
Reserve Code Enforcement Officer (PT)	-3,875		
<b>Total Community Development Dept.</b>	<b>-93,456</b>		

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- 2. Transfer In from General Fund Reserves.** Transfer monies from General Fund Reserves to cover a portion of 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 \$1,182,134 was required to further reduce the deficit. However, the \$1,182,134 was reduced to \$654,010 through a series of layoff actions discussed under "3. Personnel Layoffs", below.

One of the primary and ongoing impacts related to producing the Fiscal Year 2020-21 deficit relates to significant, annual increases in pension costs. Therefore, it was determined that a portion of the Special Purpose Reserves transfer, as proposed, would be accomplished from the CalPERS and Employee Post Benefits Reserve Fund (-\$200,000). The remainder of the transfer in, as proposed, would be accomplished from the Technology Enhancements Reserve Fund (-\$34,500), the Retiree Medical Liabilities Reserve Fund (-\$340,000), and the General Fund Contingency Reserve Fund (\$79,510). Upon completion of the transfers and reductions in personnel through layoff actions (\$528,124), Estimated Sources were balanced to Estimated Uses for Fiscal Year 2020-21.

The City Manager and Finance Department project that during the course of Fiscal Year 2020-21, carryover from the current fiscal year would be used to offset revenue declines for Fiscal Year 2019-20 related to the shutdown and slow reopening of the economy during the last two quarters (March thru June) of Fiscal Year 2019-20. The City Manager estimates the negative impact on sales tax revenue during these two quarters to be as high as -\$2.1 million. This amount will, however, be offset by hiring freezes and other actions implemented during the last quarter of Fiscal Year 2019-20 that should serve to significantly reduce the -\$2.1 million estimated impact on the General Fund Revenue Budget. The actual negative impact on Fiscal Year 2019-20 will not be known until the Finance Department completes the end-of-year audit later in calendar year 2020.

City staff anticipates that Montclair's short- and long-term revenue profile can be positively impacted through revenue enhancement measures, including a November 3, 2020, ballot measure to establish a transactions and use tax district. At its June 1, 2020, meeting the City Council directed City staff to move forward with developing a ballot measure to ask voters to consider approving a one percent transactions and use to facilitate provision of general government services.

Without long-term improvement to the City's General Fund Revenue profile, projected annual increases to the City's CalPERS-related pension costs and the lingering economic impacts stemming from the COVID-19 outbreak will significantly harm and erode Montclair's ability to accomplish the following:

- Restore and maintain a superior level of services to the community;
- Achieve the objectives of the Amended North Montclair Downtown Specific Plan (NMDSP), the upcoming Montclair Place District Specific

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Plan (MPDSP), and the General Plan Update and Arrow Highway Mixed-Use District Specific Plan (AHMUD);

- Achieve infrastructure improvements throughout the community;
  - Promote community-oriented improvements to public safety programs;
  - Expand and make improvements to parklands;
  - Promote competitive wages and benefits;
  - Restore employee positions;
  - Meet ongoing pension obligations;
  - Produce balanced budgets; and
  - Promote improvements to the General Operating Fund Reserve.
3. **Personnel Layoffs.** At the May 18, 2020, meeting of the City Council, Resolution No. 20–3267 was adopted, declaring a state of fiscal urgency exists in the City of Montclair. Included in the measure was direction to proceed with a number of revenue reduction measures including hiring freezes, defunding positions, and lay-offs. The urgency measure directed that these actions be pursued as necessary to address the expanding fiscal crisis related to the COVID-19 outbreak and the shutdown of the economy related to Governor Newsom's March 19, 2020, Stay-At-Home order.

While every effort was made to achieve a balanced budget through other means, continued work on the Fiscal Year 2020–21 General Fund Operating and Revenue Budgets made it apparent that the layoff process would become an essential part of the effort to achieve a required, balanced budget.

Regrettably, six full-time General Fund positions, one part-time General Fund position, and five After School Grant funded positions were impacted. Details regarding these positions were provided to the City Council under separate communication.

Layoffs related to the General Fund positions reduced transfers in from the General Fund Undesignated Reserve by \$528,124. The five After School Grant employees were laid off due to the loss of grant funding available through the Ontario–Montclair School District (OMSD). The City anticipates, however, that new After School Grant funding available in July 2020 will provide an opportunity to recruit from among the five former Learning Coordinator incumbents to fill two new positions provided thru the renewed After School Grant.

In each instance of an employee lay off and position hiring freeze, the City Manager and responsible Department Head evaluated the ability of the City



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and the Department to function by absorbing responsibilities through other means such as third-party service contracting at reduced costs, or reassignment of duties to existing employees.

The City Manager made the deliberate decision to refrain from employee layoffs until just prior to completion and presentation of the Fiscal Year 2020–21 Budget. This delay was driven, in part, by expectation that the U.S. Congress would announce a COVID–19 relief bill for state and local governments. *The Health and Economic Recovery Omnibus Emergency Solutions Act of 2020* ("Heroes Act") was anticipated to be the promise of that much needed relief. A discussion of the Heroes Act may be found under "**Supplement No. 1: COVID–19, AND HOW WE GOT HERE**", directly following the "Conclusion" of this Budget Message. There is, however, no indication that the Senate Majority in Congress will take action any time soon, if at all, on a relief bill for state and local governments.

- City staff anticipates an ending Fund Balance in the General Operating Fund Unassigned Reserve of \$5,750,543, which is below the City Council's overall target of a \$6.0 million Operating Reserve Ratio in the General Operating Fund. It is important to note, however, that this number is expected to deviate downward once sales tax revenue reductions for March thru June 2020 are identified in the Fiscal Year 2019–20 end of year audit, to be completed later in Calendar Year 2020.

The General Operating Fund Unassigned Reserve will also function as the funding source for Unemployment Benefit claims related to reductions in personnel, including grant programs for which the City has a responsibility to fund unemployment claims. The associated cost for Unemployment Benefit claims is estimated to exceed \$100,000.

***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 2020–21, the proposed allocation is \$2,590,762. 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 2020–21, estimated transactions and use tax revenues are \$1,844,000 — a projected decrease of \$430,587 from the Fiscal Year 2019–20 estimate of \$2,274,587. Additionally, estimated residual redevelopment property tax revenues remain the same as for Fiscal Year 2019–20 at \$1,500,000. Together, these revenues are adequate to meet the required payment of \$2,590,762 for debt service.

Revenue estimates in excess of the debt service requirements, which amount to \$3,538 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*

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*Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, 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. The *2014 Issue of Lease Revenue Bonds* is subject to refunding in 2024.

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 \$2,247,461 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, services 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, 2021, the Fiscal Year 2020–21 General Operating Fund's Fund Balance estimate of \$5,750,543 is projected to be approximately 20.00 percent of proposed appropriations of \$28,730,780.

**Table 9**, below, compares the current fiscal year General Operating Fund's Reserve Fund Balance with that of recent fiscal years.

**Table 9  
General Operating Fund's Unassigned Reserve Fund Balance**

<u>Fiscal Year</u>	<u>Operating Fund Balance</u>	<u>Operating Appropriations</u>	<u>Percentage</u>
Estimated 2020-21	\$5,750,543	\$28,730,780	20.02%
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%

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The estimated June 30, 2021 General Fund Operating Fund's Unassigned Reserve Fund Balance of \$5,750,543 is below the City Council's minimum threshold target of \$6.0 million; nor does it meet the higher Fund Balance maintenance target of 25 percent of General Fund Operating Appropriations. Furthermore, this Unassigned Reserve Fund Balance is subject to further reduction once the end of year audit is completed later in Calendar Year 2020. During Fiscal Year 2019–20, the Unassigned Reserve Fund Balance was used to support COVID–19 expenditures (\$200,000 was set aside for this purpose), polling and community education related to a November 3, 2020, ballot measure (approximately \$110,000 was set aside for these purposes), and other incidental transfers out.

Maintaining the \$6.0 million fund target and achieving a 25 percent Fund Balance maintenance target have 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, and because of the COVID–19 outbreak and the subsequent shutdown of the economy due to Governor Newsom's March 19, 2020, Stay-At-Home Order and its impact on sales tax revenues. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio in future fiscal years that represents no less than 25 percent of the General Operating Fund's Operating Budget.

Over the years, the City's annual success at achieving and maintaining a healthy General Fund Operating Fund Unassigned Reserve 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 review and redistribute percentages of shared personnel costs between the General Fund, City Entities, and other City Funds, provided that other funds are capable of supporting expenditure demands. This year, as with prior years, City staff 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 employees in Fiscal Year 2007–08 to 180 full-time funded positions for Fiscal Year 2020–21.

For Fiscal Year 2020–21, City staff further reduced personnel expenditures through hiring freezes and by following layoff procedures authorized by Resolution No. 20–3267, adopted at the May 18, 2020, meeting of the City Council declaring a state of fiscal urgency in the City of Montclair.

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Together, these actions are projected to produce an estimated reduction of \$2,665,302 in General Fund expenditures.

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.
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 fiscal management practices of the City are annually countered by decisions of the CalPERS Administrative Board of Directors to substantially increase employer pension rates. 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 the total annual payment is projected to be in excess of \$10.5 million. For Fiscal Year 2020–21, the cumulative CalPERS payment is estimated at \$7.2 million, an increase of approximately \$4.2 million since Fiscal Year 2013–14. The City is also burdened by an excessive unfunded pension liability, currently estimated to be approximately \$71 million. Fiscal Year 2020–21 CalPERS-related pension costs have been incorporated into the Fiscal Year 2020–21 Budget.

In an effort to again reduce the impact of annual CalPERS increases, City staff recommends paying the 2020–21 unfunded liability obligation in one payment of \$5,133,702 during July 2020 — an action projected to result in a savings of \$176,641 over the standard monthly payments required for the fiscal year. This projected savings has been incorporated into the Fiscal Year 2020–21 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 a primary contributing factor causing estimated appropriations in fiscal year 2020–21 to initially exceed estimated revenue by \$1,282,134 — a deficit amount proposed for elimination with transfers from the Traffic Safety Fund, General Fund

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Special Purpose Reserves, General Fund Operating Fund Unassigned Reserve Fund, hiring freezes, and personnel layoffs.

City staff will continue exploring and recommending to the City Council options designed to enhance revenues for Fiscal Year 2020-21 and beyond. Recommendations going forward may include the following:

- **Evaluate 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.

During Fiscal Year 2020-21, the City will expand contracting services for Fire Code administration, Fire Marshal Services, and point-of-origin investigation.

- **Consider an increase in the Utility Users Tax Rate.** The City's Utility Users Tax rate is currently 3.89 percent. The authorized tax rate, as approved by the voters of Montclair at the November 3, 1998 General Election, 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 Council, over the next several years, gradually reduced the tax rate from 4.74 percent to the current 3.89 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. The process for increasing the tax rate is by vote of the City Council, and to engage with the California Department of Tax and Fee Administration (CDTFA) for administration of a new tax rate, up to 4.74 percent.

Increasing the Utility User Tax rate back up to the maximum voter authorized rate of 4.74 percent would generate an estimated \$600,000 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. The City Council is, however, discouraged from a practice of cyclically raising and lowering a tax, as the process would likely generate kickback from both the CDTFA and business community due to implementation and educational requirements the tax adjustment process requires.

- **Consider potential increase in the City's transactions and use tax rate.** In support of this proposition, at the June 1, 2020, meeting of the City Council, City staff recommended, and the City Council approved, moving forward with preparing a ballot measure for a one percent transactions and use tax district to be placed before Montclair voters at the November 3, 2020, Municipal Election. This action includes the hiring of a vendor for education outreach services and

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additional polling to evaluate the public perception regarding a November 3, 2020, transactions and use tax measure.

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 tax 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 1 percent would generate approximately \$9.2 million in annual revenue; however, in the current COVID-19 environment, the estimate for the first year of operation is reduced to an estimated \$7,376,000, based on the projected \$1,844,000 Fiscal Year 2020–21 estimate for the City's current 0.25 percent transactions and use tax. If approved by voters at the November 3, 2020, Municipal Election, the 1 percent transactions and use tax would not go into effect until April 1, 2021, generating an estimated \$1,844,000 for Fiscal Year 2020–21.

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 the following:

- Public safety and Code Enforcement activities and program improvements;
- Parkland improvements and access;
- Development and infrastructure improvement concepts developed through the General Plan update, Amended NMDSP, MPDSP, and AHMUD;
- Affordable housing and homeless assistance programs;
- Infrastructure improvements;
- Equipment replacement program requirements;
- Economic development programs and activities;
- Improvements to the City's General Fund Reserve to support the City in the event of a future major economic downturn or further

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extension of the current economic recession related to the COVID-19 pandemic; and

- Other priorities identified by the City Council.

- **Consider a 30-year pension bond to cap the annual employer payment on unfunded pension liabilities.** The City's unfunded CalPERS Pension Liability (UAL) is currently estimated at \$71 million. Annual debt service on a 20-year note is approximately \$4.933 million, and for a 25-year note the annual debt service is approximately \$4.350 million annually. For Fiscal Year 2020–21, the City's payment on the UAL is \$5,133,702 (not including the annual employer rate, currently \$2.08 million), and is expected to increase significantly over the next several years, climbing to \$8.3 million by 2033, based on current projection trends.

In consideration of CalPERS' investment practices, City staff remains cautious about this approach as a responsible fiduciary decision, but will continue to evaluate it with the City's bond agent. It is noted that a pension bond payment would be applied only to the unfunded liability portion of the City's annual payment, currently estimated at approximately \$71 million. The City would continue to be responsible for annual payments on the employer rate portion, currently estimated at approximately \$2.08 million annually. The City would also be responsible for any new annual growth in unfunded liability pension payments.

- **Consider implementation of a Proposition 64 compliance program.** A series of commercial cannabis activity ordinances were presented to the Montclair Planning Commission in late 2019, and recommended for approval to the City Council as the Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair ("MAUCRSL"). City staff anticipates presenting the MAUCRSL to the City Council later in 2020. 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:

- Public safety and enforcement programs;
- Code Enforcement services;
- Proposition 64-related programs;
- Homeless assistance programs;
- Infrastructure improvements; and
- Other priorities identified by the City Council.

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- **Pursue refunding of redevelopment bonds to produce debt service savings.** This action was completed in December 2019, producing a net return of approximately \$1,850,962 to the City in administrative-related fees, declining annually over the 15-year debt service period. Revenue generated is deposited in the Economic Development Fund to support programs related to community economic development.
- **Promote development within North Montclair pursuant to 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.

To date, development projects include the 385-unit The Paseos at Montclair, the 129-unit The District at Arrow Station, and the 212-unit The Alexan Kendry. Projects under review include the 366 mixed-unit The Village at Montclair and the 90-unit Bravo.

- **Redevelopment of Montclair Place.** Redevelopment of Montclair Place is intended to address the changing nature of the retail industry. The initial step toward redevelopment 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. City staff anticipates presenting the Montclair Place District Specific Plan (MPDSP) to the City Council for consideration in September 2020.

Promoting development of a Montclair Place District pursuant to the vision of the MPDSP 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.

A number of housing, commercial and logistics projects have already been completed in the City's southern sector, including the Cardenas Market Center at Central Avenue and Holt Boulevard. Future development includes the Montclair Tiki Drive-In Theater at Ramona Avenue and Mission Boulevard.

Consideration of the above and/or other revenue generating recommendations are designed to achieve the following:

- Promote improvements to the overall quality of life in Montclair;



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- Facilitate infrastructure improvement programs throughout the City;
- 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;
- Facilitate the City's recovery from the COVID-19 outbreak and the shut down of the economy pursuant Governor Newsom's effort to curb the spread of the virus; 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 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 preparing the proposed Fiscal Year 2020–21 Budget, the shutdown of the economy due to the COVID-19 outbreak, as well as annual CalPERS pension cost increases, challenged Montclair's ability to produce a balanced budget and 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.

The Fiscal Year 2020–21 Budget, as proposed, recommends using Special Purpose Funds to produce a balanced budget. However, it is important to realize that Special Purpose Funds are not directly tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations. Instead, Special Purpose Funds should be used for the following purposes:

- Meet immediate unbudgeted needs that fall under the Special Purpose category;
- Relieve the General Fund Operating Budget during times of fiscal stress; and
- Ensure liquidity over extended periods.
- Special Purpose Funds also represent a component of the City's interest-earning investment portfolio, adding to the City's General Fund revenues.

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For Fiscal Year 2020–21, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is \$7,086,583. This estimate, includes the deduction of \$654,010 from Special Purpose Funds to balance the Fiscal Year 2020–21 proposed Budget.

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*.

In Fiscal Year 2018–19, the City Council sanctioned the purchase of a used ladder truck for deployment in the Fire Department – the ladder truck underwent refurbishment and equipment retrofitting, and was delivered to the City in early 2020. The cost for purchase (\$110,000) and retrofit (\$650,000) of the ladder truck was approximately \$760,000 – this sum is reflected as a draw from the *Equipment Replacement Reserve*. A new ladder truck with the same capabilities costs an estimated \$2.2 million. Personnel in the Fire Department have been training on the ladder truck and it is projected to enter into full operation in July 2020.

- *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.

A proposed transfer of \$34,500 from the *Technology Enhancements Reserve Fund* is included in the Fiscal Year 2020–21 Budget to facilitate in closing the deficit created by the decline in General Fund revenues for Fiscal Year 2020–21.

- *CalPERS and Employee Post Benefits.* The City continues to experience 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 increases, Other Post-Employment Benefits (OPEBs) – chiefly retiree-related medical costs – will also increase. Strategic

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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.

A proposed transfer of \$200,000 from the *CalPERS and Employee Post Benefits Reserve Fund* is included in the Fiscal Year 2020–21 Budget to facilitate in closing the deficit created by the decline in General Fund revenues for next fiscal year.

- *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.

Prior to the start of the current Fiscal Year, the City's management team completed negotiations with labor groups, requiring members of each bargaining group to migrate away from City-provided health-care plans upon retirement, and to enroll in Medicare at age 65. The purpose of this migration was to remove retirees – the segment of the population (60 to 65) that most impacts health-care rates – away from City-provided health care costs as a means of controlling health-care premium rates.

A proposed transfer of \$340,000 from the *Retiree Medical Liability Reserve Fund* is included in the Fiscal Year 2020–21 Budget to facilitate in closing the deficit created by the decline in General Fund revenues for the next fiscal year.

- *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*". This Special Purpose Fund is expected to be used as a funding source for unanticipated overtime costs in the Police and Fire Departments for Fiscal Year 2020–21.
- *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: \$7,086,583 as detailed under Table 10, on the next page:**

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**Table 10  
Special Purpose Reserve Funds  
Estimated Balances – June 30, 2021**

<b>Special Purpose Reserves:</b>	
Equipment Replacement	\$ 1,390,333
Self-Insurance Retentions	850,000
Technology Enhancements	286,250
CalPERS and Employee Post Benefits	2,500,000
Retiree Medical Liability	560,000
Unanticipated Personnel Adjustment	700,000
Building Maintenance	600,000
Contingency	200,000
<b>Total</b>	<b>\$ 7,086,583</b>

**ESTIMATED REVENUE CHANGES**

**Table 11**, on the following page, depicts Total Estimated Revenues for all funds and separately for the General Operating Fund:

**Table 11  
Total Estimated Revenues – All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
<b>Estimated Revenue:</b>			
All Funds	\$ 43,038,686	\$ 46,065,820	\$ (3,027,134)
General Operating Fund	\$ 27,448,646	\$ 30,421,546	\$ (2,972,900)

The differences between budget years in **Table 11**, above, is attributed to the following significant adjustments:

**General Fund**

- \$3,136,094 reduction in property, sales and use, and transactions and use taxes.
- \$160,750 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.
- \$374,155 increase in Intergovernmental revenues — primarily due to the approximately \$399,155 the City is expecting to receive from the 2020 May Budget Revise Cares Act Distribution.
- \$14,800 reduction in fines and forfeitures — primarily due to a projected decrease in vehicle impound fees and parking citations to reflect actual revenues received for the current year.
- \$50,000 increase in miscellaneous revenue — primarily due to increased interest income.

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**All Other Fund Accounts**

- \$49,534 decrease in the Gas Tax Fund — due primarily to the effect the COVID-19 Pandemic and resulting stay-at-home order has had on vehicle usage (see discussion in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE**).
- \$101,113 decrease in the Measure I Fund — due primarily to the effect the COVID-19 Pandemic and resulting stay-at-home order has had on retail sales (see discussion in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE**).
- \$118,968 increase in Community Development Block Grant Fund — recognizing increased federal allocations available through San Bernardino County.
- \$9,898 decrease in Senior Nutrition Fund — recognizing decreased federal allocations available through San Bernardino County.
- \$70,600 increase in School District Grant Fund — recognizing additional services required by the Chaffey Joint Union High School District.
- \$10,000 decrease in Kaiser Permanente Grant Fund — recognizing the elimination of this funding.

**OPERATING APPROPRIATIONS**

**Table 12**, below, depicts proposed appropriations for all funds and separately for the General Operating Fund:

**Table 12  
Appropriations – All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
<b>Appropriations:</b>			
All Funds	\$ 42,196,318	\$ 44,064,526	\$ (1,868,208)
General Operating Fund	\$ 28,730,780	\$ 30,786,656	\$ (2,055,876)

**Restrictions to Appropriations Requests.** In developing the proposed Fiscal Year 2020–21 Budget, each department was directed to submit expenditure requests demonstrating zero growth for services, supplies and capital outlay. This request was based on the following factors:

- **Sales and transactions and use tax revenue.** Sales and transactions and use tax revenues are projected to decline significantly as a result of the COVID-19 outbreak and the Stay-At-Home Order (SHO) issued by Governor Newsom in March 2019 to curb the spread of the virus. While the shutdown of the economy did result in a significant decline in the number of positive coronavirus cases, it had a major negative impact on sales tax receipts. Even as the economy reopens, consumers remain cautious and fear of a second wave is keeping many shoppers home. In addition, emergency orders have provided businesses opportunities to defer sales tax payments over the next twelve months, slowing the distribution of sales tax dollars to municipal and county agencies.

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Thus far, the SHO has resulted in one major business closure at Montclair Place – Nordstrom announced in May 2020 that it would not reopen any of its stores in the Inland Empire. J.C. Penney has only recently announced it will resume operations, and a majority of stores at Montclair Place remain closed. Similarly, businesses throughout Montclair continue reporting lethargic sales – although, a recent report indicated retail sales are up 18 percent since the economy re-opened; however, it is important to remember that retail sales plummeted during the shut down, and many businesses remain closed and overall sales remain tight. In any event, consumers remain leery about the re-emergence of the novel coronavirus and the civil unrest related to the death of George Floyd while in custody of Minneapolis police officers.

In February 2020, Montclair Place also lost Sears, an anchor tenant since 1986, preceded by the loss of the Infinity dealership in early 2019. The City can also anticipate that other sales tax generators will be lost as Montclair Place undergoes redevelopment over the course of the next decade. As the Montclair Place District goes through transitions related to the specific plan process, the City can anticipate long-term sales tax and property tax improvements related to these transitions.

The economic impact of the SHO on Montclair's sales and transaction and use tax revenue, at least for the balance of the current fiscal year and into the next fiscal year, is expected to be significant, as indicated below – sales and transactions and use tax revenues are expected to increase in Fiscal Year 2021-22:

- Fiscal Year 2019-20 – Sales Tax. For Fiscal Year 2019-20, Montclair's sales tax revenue is projected to decline from a Fiscal Year 2018-19 actual of \$14,120,931 to a projected \$12,173,060, representing an overall decline of \$1,948,688, or -13.8% – this projection assumes exposure for the 90-day sales tax deferral granted by the Governor via [Executive Order N-40-20](#), estimated at \$910,116, will be restored to the City and recorded for Fiscal Year 2019-20. After the 90-day deferral period ends, the taxpayer can enter into a 12-month installment plan that would further defer an estimated \$390,289 through July 31, 2021.
- Fiscal Year 2019-20 – Transactions and Use Tax. For Fiscal Year 2019-20, Montclair's transactions and use tax revenue is projected to decline from a Fiscal Year 2018-19 actual of \$2,431,378 to a projected \$2,097,000, representing an overall decline of \$334,378, or -13.8% – this decline incorporates the loss of sales tax revenues associated with the closure of Sears earlier in the calendar year.
- Fiscal Year 2020-21 – Sales Tax. For Fiscal Year 2020-21, Montclair's sales tax revenue is projected to decline from a Fiscal Year 2019-20 projection of \$12,173,060 to a projected \$11,081,810, representing a decline of \$1,091,250, or -9.0% – this decline incorporates the loss of sales tax revenues associated with the closure of Nordstrom.

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- Fiscal Year 2020–21 — Transactions and Use Tax. For Fiscal Year 2020–21, Montclair's transactions and use tax revenue is projected to decline from a Fiscal Year 2019–20 projection of \$2,097,000 to a projected \$1,844,000, representing an overall decline of \$253,000, or -12.2%.
- Fiscal Year 2021–22 — Sales Tax. For Fiscal Year 2022–21, Montclair's sales tax revenue is presently projected to increase from a Fiscal Year 2020–21 projection of \$11,081,810 to a projected \$13,241,373, representing an increase of \$2,159,563, or 19.4% — this increase assumes a novel coronavirus 2019 vaccine has been developed and is available, the COVID-19 pandemic is under control, unemployment has declined significantly, and the local economy has returned to near-normal operation.
- Fiscal Year 2021–22 — Transactions and Use Tax. For Fiscal Year 2022–21, Montclair's transactions and use tax revenue is presently projected to increase from a Fiscal Year 2020–21 projection of \$1,844,000 to a projected \$2,242,000, representing an increase of \$398,000, or 21.5% — this increase assumes a novel coronavirus 2019 vaccine has been developed and is available, the COVID-19 pandemic is under control, unemployment has declined significantly, and the local economy has returned to near-normal operation.

Sales and transactions and use tax revenue projections are subject to a variety of factors including the following:

1. The pace at which the economy reopens — to date, that pace has been slow, as consumers proceed with caution.
2. How many businesses in Montclair remain closed due to economic losses — a visual surveillance indicates that many Montclair businesses allowed to reopen under San Bernardino County's accelerated Stage 2 Plan and the Governor's decision to move certain Stage 3 businesses into the Stage 2 category have reopened.
3. Changes in consumer shopping habits. Will there be further migration towards online purchases? Online shopping continues to represent a growing share of consumer spending. There is growing concern among brick-and-mortar stores that during the shutdown of the economy, the trend toward online shopping increased, and a number of those shoppers may now return to traditional shopping habits.
4. A fall-winter reappearance and resurgence of the novel coronavirus. The CDC projects that COVID-19 is likely to return in the fall adding greatly to the mortality toll, particularly if there is a virulent strain of the flu.
5. Consumer confidence and orientation to the job market and a re-opened economy also represent major factors. The Consumer Confidence Survey®, a product of the Consumer Confidence Board, reflects prevailing business

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conditions and likely developments for the months ahead. This monthly report details consumer attitudes and buying intentions, with data available by age, income, and region. According to the Conference Board the ***Consumer Confidence Index***<sup>®</sup> held steady in May, following a sharp decline in April. The Index now stands at 86.6 (1985=100), up from 85.7 in April. The Present Situation Index – based on consumers' assessment of current business and labor market conditions – declined from 73.0 to 71.1. However, the Expectations Index – based on consumers' short-term outlook for income, business and labor market conditions – improved from 94.3 in April to 96.9 in May. The cutoff date for the preliminary results was May 14.

Following two months of rapid decline, the free-fall in consumer confidence stopped in May, according to the Conference Board. The Conference Board also observes that the severe and widespread impact of COVID-19 has been mostly reflected in the Present Situation Index, which has plummeted nearly 100 points since the onset of the pandemic. Short-term expectations moderately increased as the gradual re-opening of the economy helped improve consumers' spirits. Consumers remain concerned, however, about their financial prospects. In addition, inflation expectations continue to climb, which could lead to a sense of diminished purchasing power and curtailed spending. While the decline in confidence appears to have stopped for the moment, the uneven path to recovery and potential second wave for the coronavirus are likely to keep a cloud of uncertainty hanging over consumers' heads.

Consumers' assessment of current conditions declined in May. The percentage of consumers claiming business conditions are "good" decreased from 19.9 percent to 16.3 percent, while those claiming business conditions are "bad" increased from 45.3 percent to 52.1 percent.

Consumers' appraisal of the job market was mixed. The percentage of consumers saying jobs are "plentiful" decreased from 18.8 percent to 17.4 percent; those claiming jobs are "hard to get", however, decreased from 34.5 percent to 27.8 percent.

Consumers were moderately more optimistic about the short-term outlook. Those expecting business conditions will improve over the next six months increased from 39.8 percent to 43.3 percent, while those expecting business conditions will worsen decreased, from 25.1 percent to 21.4 percent.

Consumers' outlook for the labor market was mixed. The proportion expecting more jobs in the months ahead declined from 41.2 percent to 39.3 percent; those anticipating fewer jobs in the months ahead, however, also decreased from 21.2 percent to 20.2 percent.

Regarding their short-term income prospects, the percentage of consumers expecting an increase declined from 17.2 percent to 14.0 percent; the proportion expecting a decrease, however, declined from 18.4 percent to 15.0 percent.



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Consumer confidence, then, for the short-term, appears to be more upbeat than one would expect. Aided by federal stimulus checks, lower overall costs for gasoline and merchandise, unemployment benefits that often provide a weekly wage equal to or more than what many consumers earned when fully employed, and warmer spring and summer days coupled with more businesses trying to get back to normal may be creating a more upbeat attitude, even as spikes and/or a second wave of the coronavirus threatens the nation – a factor that may be exacerbated as people return to stores and participate in nationwide protests to support change to policing practices following the killing of George Floyd while in the custody of Minneapolis police officers. Over the long-term, however, consumers appear to be more skeptical and concerned about the economy's prospects – a perspective supported by a June 7, 2020, Wall Street Journal/NBC News poll that says 80 percent of all Americans believe the Country is spiraling out of control, with only 15 percent believing the country is headed in the right direction.

- **Property tax revenue.** Property taxes, while improving, typically demonstrate only gradual growth overtime due (1) to the length of time required to develop projects, and (2) the time it takes for recordation of a completed project by the County Recorder on property tax rolls. The assessed valuation of property is also subject to repeated challenges by property owners; furthermore, the City only receives approximately \$0.14 from every property tax dollar. It is unclear if the COVID-19 outbreak will have a long-term impact on property taxes, and information related to any impact will not emerge until Fiscal Year 2021–22.
- **Changes to the Commercial Retail Marketplace.** 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. To thrive, shopping must now become an experience that includes restaurants, entertainment, and service-related options if consumers are to be encouraged to leave their homes and visit retail stores and commercial centers.

Excluding the purchase of freshly prepared food items and "showroom" shopping, the convenience and choice offered through online shopping from work and home often replaces the need to travel to retail centers 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 opening of The Canyon, Kid's Station, and Lazy Dog Restaurant are the first of many entertainment options CIM Group is planning. Future offerings will include a 12-screen AMC Dine-In Theater, additional restaurant options, and a bowling alley-arcade-restaurant format. The AMC Dine-In Theater is scheduled

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to open in November 2020, followed by other restaurants and entertainment options.

Once the Montclair Place District Specific Plan (MPDSP) is adopted in September 2020, 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 office and neighborhood residential projects. City staff anticipates that shortly after adoption of the MPDSP, CIM Group will be prepared to submit plans for its first residential/mixed-use project.

- **CalPERS Rates.** Substantial and annual increases in CalPERS' employer contribution rate and increases to unfunded pension liabilities (UAL) have taken a wrecking ball to many municipal budgets. Excluding the recent shut down of the economy due to the COVID-19 outbreak and the projected negative impact it will have on governmental budgets, annual CalPERS payments and increases to the UAL represent an enormous fiscal burden for cities. In recent years, CalPERS has imposed on Montclair annual employer rate and UAL increases in excess of \$500,000. Cumulatively, the Fiscal Year 2020–21 CalPERS payment is approximately \$7.2 million, including the UAL and employer rate. Over the next decade the UAL, alone, is expected to reach an annual payment of \$8.3 million.

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 restricted the use of new revenue earnings beyond the requirement to meet pension obligations. Furthermore, annual pension payments limit the city's forward ability to expand and introduce service programs and improve employee working conditions.

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.

City staff may also recommend for City Council consideration a pension bond to reduce the annual interest requirement on the UAL. The UAL accrues interest at the rate of 7 percent per annum; conversely, the annual interest on a pension bond at the value of the UAL would be closer to 3 to 4 percent, saving the City significantly on annual and total payments on the UAL. A discussion of pension bonds is included in this Budget Message.

- **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 the fund's table of compensation components that are PERSABLE (reportable compensation that accrues to retiree annuity payments). Each PERSABLE cost component, along with CalPERS-mandated increases related to a

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variety of employment- and post-employment-related factors, ultimately lead to increases in annual CalPERS pension costs.

In working with CalPERS, and to the extent possible, the City now proactively negotiates language that limits the connection between benefit improvements and the potential for PERS-ability.

***Fiscal Year 2020-21 Budget Objectives:***

Operating expenditures in the proposed Fiscal Year 2020-21 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;
- Control capital outlay requests;
- Effectively respond to the adverse fiscal impacts of the COVID-19 outbreak and the shutdown of the economy in compliance with Governor Newsom's March 19, 2020, Emergency Stay-At-Home Order.

***Reductions to Department Requests:***

Department submitted appropriation requests and the reductions proposed by the City Manager are depicted in **Table 13**, below:

**Table 13  
Department Appropriation Requests/City Manager Approved Appropriations**

	<u>Department's Request</u>	<u>City Manager Approved</u>	<u>Change</u>
<b>Appropriations:</b>			
Total - All Funds (Exclusive of Debt Service)	\$ 44,670,609	\$ 39,605,556	\$ 5,065,053
Total - General Operating Fund	\$ 33,331,159	\$ 28,730,780	\$ 4,600,379

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***Personnel Services:***

*Full-Time Employment Positions.* The City's proposed Fiscal Year 2020–21 Operating Budget includes funding for a total of 180 full-time positions (including positions subject to hiring freeze and layoff, which remain as defunded positions in the Fiscal Year 2020–21 Budget), including the following:

- 177.66 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;
- 1.65 full-time employees paid by the Montclair Housing Corporation; and
- 0.69 full-time employees paid by the Montclair Successor Redevelopment Agency.

*Part-Time Benefitted Positions.* The City's proposed Fiscal Year 2020–21 Operating Budget also includes funding for six 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.

*Addition of Third Battalion Chief Position.* The City's proposed Fiscal Year 2020–21 Operating Budget incorporates funding for a third Battalion Chief in the Montclair Fire Department.

- Inclusion of a third "A" Step Battalion Chief, at an annual cost of approximately \$163,000 with benefits, was determined to be a necessary step to expanding the Fire Department's ability to respond to its emergency and administrative requirements.
- The third Battalion Chief will replace the Deputy Fire Chief on shift, allowing the Deputy Fire Chief to work a week day schedule, thereby enhancing the incumbent's ability to address the Department's administrative and supervisory requirements, and to provide assistance to the Public Safety Director in managing the Fire Department.

*Appointment of Deputy City Manager.* With the retirement of Deputy City Manager Marilyn Staats, it is important for the agency to appoint a qualified individual in-house to provide backup support and Chief of Staff assistance to the City Manager and Department Heads. The Deputy City Manager would assume a substantial role in the City's Economic Development program, with costs divided between the General Fund and Economic Development Fund. The appointee would assume a wide range of responsibilities, including the development of actions related to securing the City's fiscal future, public relations, and program development. The Deputy City Manager will serve not only as a resource for the City Manager, but for Department Heads throughout the organization, providing stability and knowledge across a wide range of programs. The Deputy City Manager would also provide support during the City Manager's absence. The City Manager's Budget Message is not recommending an appointment to fill the existing

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vacancy at this time; nonetheless, it is important to the long-term functional operation of the organization to note the necessity for this position to be filled.

*Personnel Budget Appropriations.* The Proposed Fiscal Year 2020–21 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2020–21 Budget includes \$26,271,670 for Total Personnel Services, All Funds. Based on 180 full-time City positions and 6 part-time benefitted positions, Personnel Services represent approximately 66.3 percent of the Proposed Fiscal Year 2020–21 Budget, Total Operating Appropriations (exclusive of debt service) (\$39,605,556).
- *General Fund.* The Proposed Fiscal Year 2020–21 Budget includes \$22,181,254 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 77.2 percent of the Proposed Fiscal Year 2020–21 Budget, General Fund Operating Appropriations (\$28,730,780).

*Personnel Reductions.* Current Personnel-related reduction actions, either temporary or permanent, stem from a number of coping actions related to the following:

- Adverse fiscal impacts stemming from the COVID-19 outbreak and the shutting down of the economy to contain spread of the virus;
  - Extraordinary increases in the CalPERS employer rate; and
  - Declines in grant funding.
- In its achievement of personnel reductions for Fiscal Year 2020–21, the City primarily relied on the following:
- Voluntary attrition;
  - Hiring freezes (except for positions deemed essential for operations);
  - Involuntary reductions in force (layoffs);
  - Internal reassignment of duty responsibilities;
  - Contracting services; and
  - Defunding vacant positions.

*Budget Allocations by Department.* The Proposed Fiscal Year 2020–21 Budget includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 14**, on the next page. Individual components of Department operations can be found in the budget summary section of the Proposed Fiscal Year 2020–21 Budget.

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**Table 14  
Budget Allocations, By Department**

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 157,273	\$ 148,040	\$ -	\$ 305,313
City Manager	1,424,751	2,913,998	34,500	4,373,249
Administrative Services	698,539	394,885	-	1,093,424
Human Services	1,966,750	548,717	-	2,515,467
Police	8,399,692	811,623	-	9,211,315
Fire	3,498,040	427,154	-	3,925,194
Public Works	2,570,248	4,482,744	346,000	7,398,992
Community Development	1,285,483	140,125	-	1,425,608
Economic Development	450,527	1,132,100	-	1,582,627
City Attorney	108,053	175,000	-	283,053
Citywide	5,649,710	1,687,750	-	7,337,460
Community Facility Districts	62,604	91,250	-	153,854
<b>Total Operating Expenditures</b>	<b>\$ 26,271,670</b>	<b>\$ 12,953,386</b>	<b>\$ 380,500</b>	<b>\$ 39,605,556</b>
Debt Service	-	-	-	2,590,762
<b>Total Expenditures</b>	<b>\$ 26,271,670</b>	<b>\$ 12,953,386</b>	<b>\$ 380,500</b>	<b>\$ 42,196,318</b>

**CONCLUSION**

As presented to the City Council for consideration, the Proposed Fiscal Year 2020-21 Budget can generally be termed a reduced, but successful compromise budget utilizing a number of funds and strategies to achieve balance.

The Fiscal Year 2020-21 Budget, as proposed, does rely on the use of General Fund Unassigned and Special Purpose Fund Revenues to achieve balance; however, City staff was successful in reducing personnel, capital outlay, and services and supplies costs to minimize the use of General Fund Reserve sources to balance the Fiscal Year 2020-21 Budget, as proposed. City staff determined this approach to reducing operating costs was necessary due to a number of uncertainties including, but not limited to, the following:

1. Potential for substantial new growth in the infection rate for the novel coronavirus, and its impact on consumer confidence. A discussion of COVID-19 is included in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE.**
2. Current and ongoing spikes in outbreaks of the coronavirus, including in California.
3. Caution on the part of consumers to re-engage in the retail/commercial marketplace.
4. Unknown fiscal impacts for the third and fourth quarter of Fiscal Year 2019-20 related to the shutdown of the economy due to the COVID-19 outbreak. Economic impacts related to Governor Newsom's March 19, 2020, Stay-At-Home Order will not be known until later in Calendar Year 2020; however, the impact could be as high as -\$2.1 million, to be adjusted

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downward related to cost saving measures implemented in the last quarter of Fiscal Year 2019-20.

5. Uncertainty related to federal relief assistance for state and local governments related to the COVID-19 outbreak and the shutdown of local economies to curtail spread of the virus. The U.S. Senate has not indicated it will take up the HEROES Act passed by the House of Representatives. A discussion of the HEROES Act is included in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE**.
6. Evidence of a precipitous decline in sales tax and transactions and use tax revenues for Fiscal Year 2020-21 related to both the permanent closure, and slow re-opening, of businesses.
7. Unknown impact on other tax revenue sources related to the COVID-19 outbreak, the shutdown of the economy, job losses, and a number of emergency orders designed to reduce the economic impact of COVID-19 on businesses and the general population. A discussion of the economic impacts from COVID-19 is included in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE** and in **Resolution No. 20-3267 Declaring a State of Fiscal Urgency Exists in the City of Montclair, and Requiring Reductions in General Fund Operating Budget Expenditures to Ensure Sustainability and Viability of the General Fund Operating Budget and City Operations for the Balance of Fiscal Year 2019-20 and Through Fiscal Year 2020-21 and Subsequent Fiscal Years**.
8. The unemployment rate and its impact on consumer spending and consumer confidence. A discussion on the unemployment rate is included in **Supplement No. 1: COVID-19, AND HOW WE GOT HERE**.
9. Undetermined City costs related to overtime, emergency requirements, and other operational impacts on City revenues.
10. Lack of clarity as to protracted extension of economic impacts related to the COVID-19 outbreak.

Despite all efforts to reduce General Fund operating costs, a \$654,010 deficit remained. As proposed, this deficit would be resolved by transferring \$79,510 from the General Fund Unassigned Fund Revenue Fund and \$574,500 from General Fund Special Purpose Funds.

In addition, I ask that you keep in mind that a projected \$2.1 million revenue shortfall is anticipated for the last quarter of Fiscal Year 2019-21. This shortfall will be lessened by hiring freezes and other cost-saving measures that were implemented immediately after the March 19, 2020 Stay-At-Home Order (SHO) was issued by Governor Newsom. City staff anticipates that these actions will effectively reduce the impact from the SHO on the Fiscal Year 2019-20 Budget to under \$1 million; however, a final determination will not be available until November-December 2020, following completion of the end of year audit. Any shortfall in revenues versus operational costs would result in a transfer from the General Fund Unassigned Reserve Fund's fund balance to produce a balanced budget.

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As to the General Operating Fund's Operating Reserve Ratio, City staff has maintained a General Fund Operating Fund Balance of \$5,750,543 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. For Fiscal Year 2020–21, this effort has never been more crucial to the future of the Montclair community. This Budget Message contemplates new revenue enhancements, but it does not incorporate speculated revenue earnings.

The adverse fiscal impacts stemming from the COVID-19 outbreak and the shutting down of the economy that resulted from Governor Newsom's Stay-At-Home Order has produced a statewide economic crisis that easily rivals the Great Depression in a compressed period of time. Adding to the COVID-19-related economic crisis is the crisis of CalPERS and the mounting debt related to unfunded liabilities.

Lacking the benefit of revenue enhancements, there is a strong likelihood that Montclair will be confronted with successive years of strict budgetary measures that restrict the City's ability to effectively deliver expanded levels of service to the community, and achieve a competitive balance in wages and benefits.

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. However, the paradigm has now shifted, a casualty of a microscopic virus that is imposing a new set of restrictions on local government and its ability to deliver services. Only through a concerted effort to promote new revenue programs and sources can the City effectively resolve the crisis behind us and before us, satisfy the workforce, and continue a healthy and responsive program of services for the community.

In this regard, City staff (1) routinely looks at fresh approaches to service deliver; (2) evaluates outside funding opportunities to defray General Fund and other fund-related costs; (3) seeks to develop strategies to improve the appearance and infrastructure of the community; (4) promotes new revenue concepts; and (5) works with legislators and the City Council to move Montclair forward.

Based on the discussions in this Fiscal Year 2020–21 Budget Message, it is clear the City has assumed the role of a responsible leader in prudent fiscal management, and functions as architect of its fiscal destiny. Through energetic projects like the Amended North Montclair Downtown Specific Plan and the redevelopment of Montclair Place, it can still be said that Montclair is emerging as a City on the edge of tomorrow.

As the organization moves into a new fiscal 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



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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 2020-21 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 2020-21 Budget and the City's program of services.

Finally, to better understand the crisis at hand and how it emerged, I offer for your reading the supplement: **COVID-19, AND HOW WE GOT HERE**. This supplement immediately follows this conclusion.

ECS:JK/ap/mf

Sincerely,

A handwritten signature in black ink, appearing to read "Edward C. Starr". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Edward C. Starr  
City Manager



## SUPPLEMENT NO. 1

### COVID-19, AND HOW WE GOT HERE

On March 19, 2020, California Governor Gavin Newsom issued [Executive Order N-33-20](#), supported by orders of County Public Health Officers, requiring California residents, excluding [Essential Critical Infrastructure Workers](#), to "Stay-at-Home" (SHO) for all but essential activities. This science-backed gambit to curb the spread of the novel coronavirus 2019 (COVID-19) achieved its objective, but triggered a sudden and dramatic statewide economic collapse, similar to what occurred in nearly every state in the Union that implemented a similar SHO measure.

For California, the fifth largest economy in the world, a deep and serious fiscal tailspin is now projected for Fiscal Year 2020-21, including in nearly every city and county in the state. Montclair is not immune from this recessionary trend; in fact, because an estimated 54 percent of the City's General Fund budget is reliant on sales tax revenue — the revenue source most impacted by the shuttering of state's retail life — Montclair finds itself riding the crest of the fiscal tailspin.

There are, of course, divergent views on the extent of the economic downturn.

- Some economists argue that while the state's economy will recover over the course of several years, the downturn will be deeper than the Great Recession, and perhaps rival the Great Depression in unemployment numbers.
- Other economists argue the recession will be prolonged, lasting through 2029, and with varying degrees of injury to the economy.
- Still others argue that the economy will rebound quickly, with the last quarter of the current Fiscal Year and much of Fiscal Year 2020-21 bearing the brunt of the economic collapse.
- Some outlying economist suggests the rebound will be immediate, once businesses reopen and consumer confident rebounds.

While there is a definite lack of agreement on how the economy will respond, what we do know is that a number of businesses, including J.C. Penney, Sears, Nordstrom, Macy's, and many others have announced the closure of stores, while others are filing bankruptcy or shuttering their doors permanently.

We know that unemployment has reached near record numbers, and did reach and break records in the number of unemployment filings over a compressed period. Over the past three months, the United States suffered the biggest increase in unemployment of any country of any size on the planet — an ignominious distinction that is, perhaps, telling of how poorly the COVID-19 health crisis was handled at the federal level — reflected by the

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nation's growing numbers in infections and mortalities. The good news is the worst is likely behind us.

We know that with the reopening of the economy in nearly all states, unemployment numbers peaked and declined, fending off fears of a loss of 7.8 million jobs in May and a jump in the unemployment rate to 19.5 percent, suggesting that payroll methodologies had difficulty capturing the impact of temporary business closures. Instead, what was reported this past June 5 by the Department of Labor was a drop of about 2.5 million unemployment claims, producing an unemployment rate of 13.3 percent, down from 14.7 percent the previous month, fending off projections of a 19.5 percent rate. The May gains marked the nation's biggest single month jobs increase since 1939, but also followed the largest job losses since the Great Depression. The June labor report does give some hope for a rapid labor-market recovery; but will that gain translate to a gain in consumer confidence?

Basically, what occurred during the month of May, is that a large part of Americans returned to work. After lockdowns to slow the spread of Covid-19 caused most U.S. businesses to close or slow to a crawl during March and April, many states let industries like construction and manufacturing begin to return last month, and nearly all businesses were allowed to reopen in early June.

Tucked below the headline numbers; however, are reminders of how the pandemic has left a deep and likely lasting impact on the country. For example, though the health industry saw a surge in employment, the gains have come almost entirely from dental offices, which accounted for 245,000 of the 312,000 payroll additions. Hospitals and nursing homes, which have been looking after the sickest Covid-19 patients to the exclusion of almost all their other normal business, continued to let workers go.

The virus also seemed to reinforce some longstanding inequities. While unemployment rates declined for white and Hispanic Americans, the jobless rate for African Americans rose to 16.8%, the highest since 1984 — a number suggestive of the forces driving many Americans into the streets to protest the death of George Floyd, a Minneapolis resident who died while in police custody, even at the risk that they might contract the coronavirus in doing so.

There is no question that having more people returning to the workforce is a good thing. It's just not easy to know, in terms of the effects of Covid-19 on the economy, whether it's the beginning of the end, or the end of the beginning.

We know that the efforts to control the spread of COVID-19 had some remarkable achievements, including in California; however, the accelerated reopening of the economy in some states and the nationwide protests over George Floyd's death, has triggered new outbreaks of the virus in many states, including in California.

We don't know if consumer confidence will match any increase in employees returning to work. Many Americans remain skeptical about the national response to the virus, and are uncertain that they want to reemerge, to any significant degree, beyond the comfort of their homes and communities.

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We also don't know what the remaining balance of 2020 will bring. America must still go through a Presidential election that promises to be bitter and divisive.

The year 2020 may also go on record as one of the two most traumatic years in modern American history, rivaled, perhaps, only by 1968 and its record of political assassinations, the War in Vietnam, domestic revolt, and political chaos. Although, as James Fallow, National Correspondent for the Atlantic states, "How could any year be worse than the current one, in which more Americans are out of work than in the Great Depression...more people are needlessly dying than in several of America's wars combined [and the streets of the nation are aflame in protest over America's inability to effectively resolve its dark past]?"

While the reasons for a historically tragic American year are many, the cudgel that has triggered an economic apocalypse for states and cities is the December 2019 outbreak of a new coronavirus, SARS-CoV-2, renamed COVID-19 by the World Health Organization (the "WHO"), first detected in Wuhan, Hubei Province, China. According to the Centers for Disease Control and Prevention ("CDC"), the symptoms of COVID-19 resemble that of influenza, but with serious respiratory implications. Despite this "symptomatic" association to influenza, the severe respiratory symptoms associated with COVID-19 appear to result in a mortality rate that is far greater than that of the flu.

The WHO estimates that worldwide, the flu kills between **250,000 to 500,000** people each year. In the United States, an estimated 10 percent of the population contracts influenza annually – approximately 100,000 are hospitalized and roughly **36,000** die. In contrast, COVID-19-related data demonstrates that in the United States, the novel coronavirus is having a far greater health impact on the public than does the influenza, with the U.S. COVID-19 mortality rate topping **118,000** by June 14, 2020 – a pandemic mortality toll that transpired in roughly three months.

At the time of this writing, and according to the [Worldometer](#), as of June 14, 2020, COVID-19 has spread to 213 countries [around the world](#), including the United States. Confirmed COVID-19 cases worldwide increased eighty-fold from 100,000 reported cases in the first week of March 2020 to more than 8 million on June 14, 2020, including an estimated 435,000 reported deaths. The United States has become the world epicenter of COVID-19, with nearly 2.2 million confirmed cases as of June 14, 2020, and more than 118,000 deaths. California has reported approximately 149,000 confirmed COVID-19 cases as of June 14, 2020, and nearly 5,100 deaths.

While the novel coronavirus is a worldwide pandemic, it is the United States that has become the epicenter of the outbreak. The U.S. records nearly one-fourth of all confirmed cases worldwide and nearly 28 percent of all reported deaths.

In response to the pandemic that came to American shores, Governor Newsom, on March 4, declared a [State of Emergency](#) as part of California's response to address the global COVID-19 outbreak. The order made available additional resources to prepare for the broader spread of COVID-19, and formalized emergency actions then underway across multiple state agencies and departments.

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On March 19, 2020, Governor Newsom issued [Executive Order N-33-20](#) requiring California residents, excluding [Essential Critical Infrastructure Workers](#), to "Stay-at-Home" (SHO) for all but essential activities. While grocery stores, pharmacies, restaurant delivery services, and other essential businesses were permitted to operate, non-essential businesses were ordered closed. In addition, residents were advised to continue social distancing with non-household members, and public gatherings of non-household members were discouraged.

[Executive Order N-33-20](#) was intended to protect the public health, safety and welfare, establish policy and guidance consistency throughout the state to mitigate COVID-19's infection and mortality rate, and take other actions that "bend the curve" and disrupt the spread of the virus.

Prior to issuance of Governor Newsom's SHO, the Montclair City Council, on March 16, 2020, adopted Resolution No. 20-3267 declaring that a State of Fiscal Urgency exists in the City, requiring reductions in General Fund Operating Budget Expenditures to ensure sustainability and viability of the General Fund Operating Budget and City operations for the balance of Fiscal Year 2019-20 and through Fiscal Year 2020-21 and subsequent fiscal years.

In issuing the SHO, the first such statewide order issued in the United States, Governor Newsom created an important policy rationale that was not simply to "curb" or "bend" the growth of the virus, but to reduce COVID-19 cases and associated mortalities, delay or stop any surge, give the healthcare system additional time to obtain personal protective equipment (PPE), ventilators, hospital beds, and ICU rooms, setup field hospitals, and have medical staff in place to meet a surge in demand for COVID-19-related healthcare.

[Executive Order N-33-20](#) effectively stopped most of the non-internet retail activity in California through the latter half of March and all of April and May. Retail activity serves as one of the primary sources of tax revenue (sales tax) for municipalities. The subsequent economic fallout on the state, regional, and local economies has created significant fiscal risk for all levels of government in California.

The impact on the state, for example, will be profound. On Thursday, May 14, 2020, Governor Newsom released his [2020-21 May Budget Revise](#) - offering a plan to close a budget gap of more than \$54 billion brought on swiftly by the COVID-19 SHO.

The May Revise proposes to cancel new initiatives proposed in the Governor's Budget, cancel and reduce spending included in the 2019 Budget Act, draw down reserves, borrow from special funds, temporarily increase revenues and make government more efficient. The May Revise also indicates that many of the proposed cuts will only be triggered if the federal government does not pass an aid package that helps states and local governments. Similarly, Montclair's Fiscal Year 2020-21 Budget speaks to reductions in personnel and services, but without the anticipation that federal relief will be forthcoming.

The rapid onset of the "COVID-19 recession" in California resulted in more than 4 million unemployment claims being filed since mid-March, pushing the unemployment rate to a projected 18 percent for the year, and a \$41 billion drop in revenues compared to January's forecast. With a higher demand for social safety net services increasing state costs, the

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\$54.3 billion state deficit is more than three times the size of the record \$16 billion set aside in the state’s Rainy Day Fund.

For perspective on the economic impacts of COVID-19 and its effect on the population, recent data from the Federal Highway Administration (FHWA) highlights how drastically car traffic declined during SHO across the nation as indicated in **Illustration 1** and Chart 1, below – the FHWA’s [report on vehicle miles traveled in April 2020](#) shows a nearly 40 percent overall drop, the latest month on record for traffic volume data.

**Illustration 1**

[April 2020 Traffic Volume Trends](#)



\*Above map illustrates regions of country

**Chart 1**

Region of Country	Estimated VMT by Region April 2020 (Billions)	Change in VMT Compared to April 2019
North-East	20.2	-46.7%
South-Atlantic	36.3	-41.2%
North-Central	38.5	-38.2%
South-Gulf	36.3	-35.9%
West	38.3	-39.3%

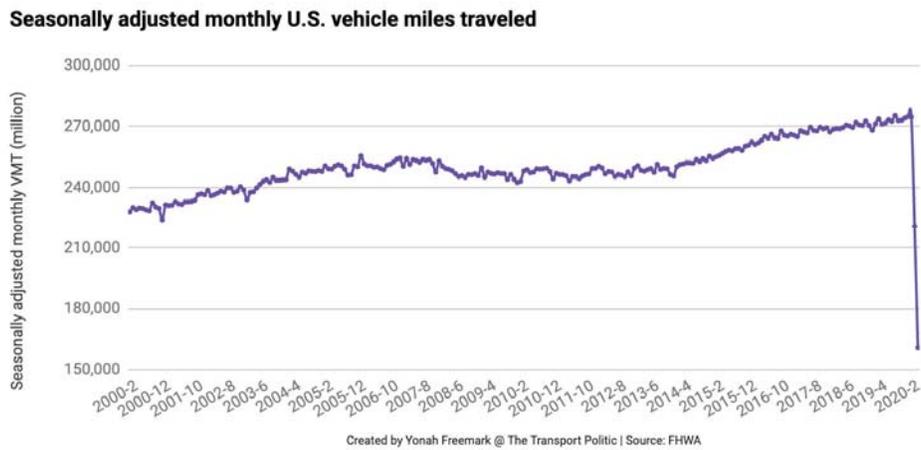
- o Travel on all roads and streets changed by **-39.8%** (-112.0 billion vehicle miles) for April 2020 as compared with April 2019. Travel for the month is estimated to be 169.6 billion vehicle miles.
- o The seasonally adjusted vehicle miles traveled for April 2020 is 160.9 billion miles, a **-41.2%** (-112.9 billion vehicle miles) decline from April 2019. It also represents **-27.2%** decline (-60 billion vehicle miles) compared with March 2020.
- o Cumulative Travel for 2020 changed by **-14.8%** (-152.3 billion vehicle miles). The cumulative estimate for the year is 875.9 billion vehicle miles of travel.

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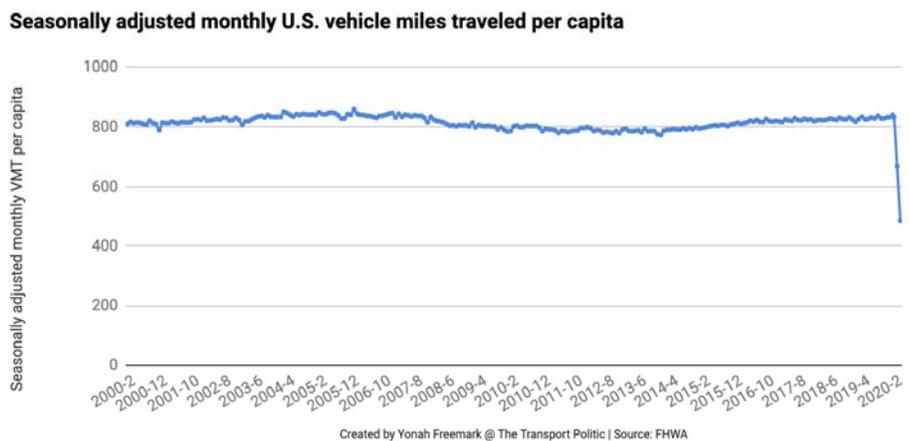
This decline in VMT has had a major impact on gas tax revenues accruing to the Federal Highway Trust Fund, and in California the Highway Users Trust Account (HUTA) and SB1. For May 2020, Highway Trust Fund receipts were 79 percent below May 2019 levels, due to “a combination of a 45% drop in gross fuel tax receipts and an unusually large downwards adjustment to prior tax deposits,” [according to the Eno Center for Transportation](#).

**Charts 2 and 3**, below, dramatically demonstrate April 2020's VMT decline in comparison with VMT data over the previous two decades:

**Chart 2**



**Chart 3**



What the above **Charts** indicate is that, per capita, each person drove an average of 800 miles per month over the last 20 years, and then that number fell to 670 miles per capita in March 2020 and down to 488 miles in April 2020.

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The above, then, is America of 2020: over 118,000 Americans have died from COVID19, one out of every four workers [has filed for unemployment](#), the nation has descended into protests and racial and political division, the novel coronavirus dominates daily discussions, and calls to "defund" police departments are targeting City leaders across the land. President Trump spoke of a hyperbolic form of "American Carnage" in his 2017 Inaugural Address; however, America, today, may be the evolving product of that vision.

As indicated earlier in this discussion, some of the economic impacts and job losses are expected to be short-term, to the extent that they are due to a temporary decrease in consumer spending — an activity that may rebound now that the state's SHO has been lifted. Many stores, however, currently remain closed, and economic activity, while improving, remains weak. Further, there are clear concerns that the reopening of the economies of states and the recent civil unrest nationwide is only adding to growth in the COVID-19 infection rate.

Despite the adverse economic outcomes, there is emerging evidence that government spending packages such as the *Coronavirus Aid, Relief, and Economic Security* (CARES) Act and CARES Act 2 may blunt the total job loss impact, with many employees returning to work following expiration of the SHO.

Still, if the economy is performing poorly why, then, has the U.S. stock market been inching back up until recently, recouping trillions of dollars of market value in recent weeks, and erasing a steep dive in March as commerce was forced to shut down around the world?

If forecasts for a 30% to 40% decline in gross domestic product turn out to be accurate (the Federal Reserve's Nowcast, a statistical model based on economic indicators, forecasts a 31% contraction in GDP, while economists at JPMorgan estimate the economy could shrink as much as 40%), and U.S. unemployment settles in at or around 12 to 14 percent, then it could be surmised that the U.S. stock market's valuation has become severed and disjointed from the underlying economy of the nation — although, its performance is certainly good for mutual funds and public employee pension plan investments, which, for now, erases some concern about how pension losses would impact future employer rate increases.

Considering the outbreak of the novel coronavirus, economic downturn, political tumult of the past four years, and the current civil unrest and protest movement nationwide, the stock market appears almost anticipatory of a positive event or positive news at some future reference point. The U.S. stock market's performance then, could be defined as a façade. Investment analysts believe there are reasons to be wary of U.S. stock market valuations; for example, economic uncertainty has caused many corporate executives to suspend earnings reports, leaving analysts with less data to assess. When this data becomes available, it could reverse the market's current upward trend. The future path of the COVID-19 pandemic also represents an uncertainty. As economies around the world re-open, there are reports that the virus is experiencing pockets of increase. And while the Trump Administration and other governments have declared a march toward development of a vaccine, it remains uncertain when, if ever, there will be an effective COVID-19 vaccine. With so much still up in the air, the performance of this one economic sector, the U.S. stock market, is perplexing to analysts.



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There are several factors that could be underpinning the stock market rally: (1) the U.S. government has pledged more than \$2 trillion of support for workers and industries; (2) the Federal Reserve has cranked up a series of programs to keep financial markets operational; (3) the central bank is buying trillions of dollars of assets, including corporate bonds, to prevent the financial system from freezing up; (4) the Federal Reserve's buying spree reduced interest rates and is driving investors to take more risk; (5) and Congress enacted more than \$3 trillion in economic assistance for every level of the public and private sectors, with another \$3 trillion under consideration. Certainly, in the absence of all this Federal Government intervention, the U.S. Stock Market would have plummeted. Of course, whether or not Congress will generate the support to assist states and cities remains to be seen. But if, as the majority member of the Senate put it, states and cities should be allowed to file bankruptcy, the severe economic consequences would engender universal collapse of the nation's financial systems.

It is apparent, then, that while the safety net for the nation's economy is in place, that net has been frayed. But how frayed has it become?

Based on the above factors and outcomes, City staff can only offer budget estimates that reflect current fiscal trends, but can and may be altered during the course of Fiscal Year 2020-21 and beyond as consumers, businesses and the economy respond to the dynamics of reopening and an ongoing or post-COVID-19 world.

In the event the economic effects of the COVID-19 economic shock result in even far greater injury to businesses, including major corporate businesses at Montclair Place, the economic impact to the Montclair community would be catastrophic, mandating major institutional changes to the City's governmental operations. For this reason, in Fiscal Year 2020-21, City staff intends to return to the City Council on a quarterly basis to report on the state of the City's budget and fiscal health, and receive direction from the City Council as required.

In addition to other federal relief legislation addressing the economic impacts of COVID-19, Congress is considering new legislation — *The Health and Economic Recovery Omnibus Emergency Solutions Act of 2020*, or the "HEROES Act" — the HEROES Act includes more than \$3 trillion in aid for local and state governments, hazard pay for health care workers and direct payments to individuals. If signed into law, the HEROES Act would provide state and local coronavirus relief funds that could be used for COVID-19-related expenses, to replace foregone revenues not projected on January 31, 2020, or to respond to the negative economic impacts of the COVID-19 outbreak.

The HEROES Act currently includes the following state and local government funding components:

States — \$500 billion

- \$250 billion awarded within 30 days of enactment to the 50 states and District of Columbia, as follows:
  - \$51 billion divided equally among the 50 states and District of Columbia
  - \$49 billion awarded based on each state's share of COVID-19 cases
  - \$150 billion awarded based on each state's share of population

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- \$250 billion awarded by May 3, 2021 to the 50 states and District of Columbia, as follows:
  - \$51 billion divided equally among the 50 states and District of Columbia
  - \$199 billion based on each state's share of unemployed individuals

Local governments – \$375 billion

- \$250 billion awarded within 30 days of enactment to all municipalities and counties, as follows:
  - \$125 billion to municipalities using a modified CDBG formula:
    - \$87.5 billion to entitlement municipalities (generally defined as those with populations of at least 50,000)
    - \$37.5 billion to non-entitlement municipalities (generally defined as those with populations of less than 50,000). These funds would be awarded to states, which must make awards to non-entitlement cities based solely on population within 30 days of receipt.
  - \$125 billion to counties based on population
- \$125 billion awarded one year after the date of enactment to all municipalities and counties
  - \$62.5 billion to municipalities using a modified CDBG formula
    - \$43.75 billion to entitlement municipalities (generally defined as those with populations of at least 50,000)
    - \$18.75 billion to non-entitlement municipalities (generally defined as those with populations of less than 50,000). These funds would be awarded to states, which must make awards to non-entitlement cities based solely on population within 30 days of receipt.
  - \$62.5 billion to counties, based on population

Based on initial House Committee estimates, Montclair would receive \$12,980,017 in Fiscal Year 2020-21, followed by \$6,490,009 in Fiscal Year 2021-22. Nonetheless, the HEROES Act, introduced by the House of Representatives, appears to be dead in the Senate, which introduced its own bill, *The Monthly Economic Crisis Support Act*, a greatly watered down version of the HEROES Act. While it is likely that the HEROES Act will function as a starting point to move negotiations along to achieve common ground between members of the House and Senate, the Senate is not expected to take up another relief bill until after the July 4 holiday.

The HEROES Act also makes improvements to the CARES Act by expanding the use of funds to cover lost, delayed, or decreased revenue stemming from the COVID-19 public health

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emergency. Under the Act, state and local governments across the country split \$150 billion in federal aid under a provision of the Act.

Allocation is by population, except that \$3 billion is reserved for U.S. territories and the District of Columbia, \$8 billion is set aside for tribal governments, and each state is guaranteed at least \$1.25 billion even if its population share would otherwise indicate a lesser amount.

According to the [Tax Foundation](#), local governments with populations of 500,000 or more are also eligible for aid. Localities are permitted to claim 45 percent of the amount allocated for their population, while the state retains the other 55 percent as it also serves that population. The state also retains 100 percent of the amount allocated to populations not within a locality of 500,000 or more. For California, the distribution is indicated in Table 1, below:

**Table 1  
CALIFORNIA CARES ACT DISTRIBUTIONS**

<b>Total Allocation</b>	<b>\$15,322,206,367</b>
State Share	\$9,526,137,621
Alameda County	\$291,651,561
Contra Costa County	\$201,293,497
Fresno County	\$174,345,905
Kern County	\$157,087,754
Los Angeles County	\$1,751,852,108
Orange County	\$554,167,091
Riverside County	\$431,117,152
Sacramento County	\$270,838,440
San Bernardino County	\$380,430,899
San Diego County	\$582,547,875
San Francisco County	\$153,832,754
San Joaquin County	\$132,996,947
San Mateo County	\$133,769,122
Santa Clara County	\$336,415,539
Stanislaus County	\$96,091,702
Ventura County	\$147,630,401

The state of California has indicated it will allocate \$450 million of its \$9,526,137,621 share to municipalities that did not receive any CARES Act funding. For Montclair, the projected distribution is \$399,155 — a sum that has been incorporated into the revenue projections for Fiscal Year 2020-21.

City staff has notified legislative representatives that the proposed distribution formula provides for an unequitable allocation, with \$225 million distributed to 7 cities with populations between 300,000 to 500,000, and \$225 million distributed to the remaining 468 cities and towns with populations less than 300,000 — cumulatively, these cities and towns have 8.5 times the population of the 7 cities with populations between 300,000 to 500,000. Montclair argues that if the funds were distributed on a per capita basis, the

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City would receive an estimated \$713,848. The Legislature is not expected to make the proposed adjustment.

To date, San Bernardino County has not agreed to share any portion of its \$380,430,899 CARES Act distribution with any cities or towns in the County. Montclair has argued that if San Bernardino County provided each City and Town \$5 million, the County would retain \$260,430,899 to fund COVID-19-related services and activities.

Except as otherwise noted related to a CARES Act distribution from the state, not knowing if, or when, federal or other economic assistance would be available to municipalities, or the total sum of any such assistance, the City of Montclair faces significant fiscal hurdles for the balance of the current fiscal year and certainly into next fiscal year, and perhaps beyond through the next several fiscal years. For that reason, Resolution No. 20-3267 asked that the City Council declare that a State of Fiscal Urgency exists in the City of Montclair.

By adopting Resolution No. 20-3267, the City Council established that the following are true and correct fiscal conditions:

1. A state of fiscal urgency exists in the City do to an unforeseen and projected decline in public funds do to the COIVD-19 outbreak that necessitates immediate action; and that actions proposed in Resolution 20-3267 are designed and intended to address the fiscal urgency facing the City of Montclair.
2. The City Council is taking steps to arrest the fiscal slide and provide time to develop strategies for raising revenues, finding ways to provide services more efficiently, considering and examining opportunities for out-sourcing services, bargaining with employee organizations, or simply attempting to maintain services with the expectation that the economic outlook will brighten.
3. The City Council demonstrated a nexus between the state of fiscal urgency and the actions taken and proposed, and that such actions are both reasonable and necessary to serve an important public purpose.
4. The City Council demonstrated it is weighing all available options at its disposal including raising taxes, consolidating or reducing services, addressing labor and benefit issues, using reserve funds, and using other cost saving measures that are reasonable and necessary to serve an important public purpose.
5. The City Council demonstrated that uncertainty related to the following necessitates that it address the current loss of revenues resulting from the COVID-19 outbreak and SHO that shutdown much of the state and local economy:
  - The rapid emergence of the COVID-19 outbreak and the extended period of time the outbreak is projected to last;
  - A series of emergency orders, declarations, and Guidance that shuttered much of the state's retail economy;

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- The economic downturn resulting from California's declared State of Emergency;
- The announcement from a major retailer such as Nordstrom that it will not reopen its store at Montclair Place;
- The potential collapse of small businesses in the wake of the shutdown of the economy;
- The further acceleration of consumers toward online shopping, vis-à-vis shopping at brick-and-mortar stores;
- A national unemployment rate for April 2020 that reached 14.7% — the highest unemployment rate since the Great Depression, and a May 2020 unemployment rate that is projected to equal or exceed the unemployment rate for the Great Depression — estimated to have been roughly 25%;
- A California unemployment rate that demonstrates 4.5 million Californians have filed unemployment claims since mid-March 2020, representing 23.3 percent of the state's current workforce of 19.3 million people, and the number of filings is expected to continue growing;
- The impacts California's State of Emergency is having on supply chains for all industry sectors;
- The current and delayed impact California's State of Emergency will have on a range of municipal revenue tax sources including, but not limited to, sales, use, transactions, gas, transient occupancy, and property taxes;
- The potential impact the COVID-19 outbreak may have on the housing, construction, and development sectors;
- Fiscal deficits at all levels of government;
- Decline in consumer confidence — a combination of personal and family health concerns, lack of employment, and household financial impacts; and
- Other economic, societal, political, and legal impacts yet to be discerned as a result of the COVID-19 outbreak and the subsequent governmental actions designed to deal with stopping the spread of the novel coronavirus.

In order to address the fiscal impacts on Montclair stemming from the COVID-19 outbreak and the federal, state, regional and local responses thereto, the City Council authorized the City Manager to take short- and long-term actions required to reduce and minimize potential budget deficits for Fiscal Years 2019-20 and 2020-21, and future fiscal years.

These short- and long-term actions may include, but are not to be limited to, the following:

1. Reduce General Fund Operating Expenditures.

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2. Enact and/or recommend reductions in personnel, as necessary, by a combination of layoffs, furloughs and maintenance of vacant positions where appropriate.
3. As appropriate, consolidate service programs, and/or evaluate and recommend service contracting/reductions in service.
4. As necessary, delay project start dates.
5. Maintain program outputs commensurate with organizational/community needs and revenue inflow.
6. Develop economic growth by pursuing the following:
  - a. Complete housing and mixed-use components of the North Montclair Downtown Specific Plan.
  - b. Complete the Montclair Place District Specific Plan.
  - c. Complete the General Plan Update.
  - d. Complete the Arrow Highway Mixed-Used District (AHMUD) Specific Plan.
  - e. Complete the Gold Line to the Montclair Transcenter.
  - f. Pursue development of other areas of the City.
7. Secure funding to meet debt service on the 2014 Issue of Lease Revenue Bonds.
8. Identify, implement and/or present alternatives for revenue enhancement including, but not limited to, the following:
  - a. A voter-approved transactions and use tax district, placed before the voters at the November 3, 2020 municipal election.
  - b. Present for City Council consideration a commercial cannabis ordinance and provisions for a potential tax measure.
  - c. Restoration of the Utility Users Tax to the maximum voter-approved 4.75% tax rate.
9. Achieve and maintain Montclair's Unrestricted General Fund Reserve Fund at 25 percent of the General Fund Operating Budget.
10. Evaluate a pension bond measure as a means to reduce the City's annual payment to the California Public Employee Retirement System (CalPERS) — Montclair's annual employer rate and unfunded liability payment has increased from a rate of 0 percent in Fiscal Year 2002-03 to an estimated \$7.050 million in Fiscal Year 2020-21.

City staff maintain the expectation that Montclair will emerge from the current fiscal crisis as a City with a bright and positive future.

# *Budget Summaries*

	SOURCES				USES			Estimated Fund Balance/ Retained Earnings June 30, 2021
	Estimated Fund Balance/ Retained Earnings July 1, 2020	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	
1001 <b>General Operating Fund</b>	5,750,543 (1)	27,448,646	1,282,134 (2)	34,481,323	28,730,780	-	28,730,780	5,750,543 (2)
<b>Special Revenue Funds</b>								
1102 Gas Tax Fund	-	1,003,172	-	1,003,172	1,003,172	-	1,003,172	-
1103 Road Maintenance Rehabilitation Fund	960,229	672,498	-	1,632,727	-	-	-	1,632,727
1104 Measure I Fund	3,401,130	587,287	-	3,988,417	-	-	-	3,988,417
1110 Traffic Safety Fund	106,726	145,000	-	251,726	-	100,000 (2)	100,000	151,726
1112 Disability Access Fee	28,426	8,500	-	36,926	-	-	-	36,926
1130 Park Maintenance Fund	84,534	33,000	-	117,534	48,075	-	48,075	69,459
1131 Park Development Fund	1,800,207	89,600	-	1,889,807	-	-	-	1,889,807
1132 CDBG Fund	28,253	335,227	-	363,480	225,227	-	225,227	138,253
1135 Air Quality Improvement Fund	125,349	51,000	-	176,349	150,000	-	150,000	26,349
1138 Senior Nutrition Fund	-	210,238	-	210,238	177,644	-	177,644	32,594
1140 Asset Forfeiture Fund- State	115,654	25,300	-	140,954	-	-	-	140,954
1141 Prop 30/SB 109 Fund	137,625	1,100	-	138,725	-	-	-	138,725
1143 Public Safety Fund	168,356	380,000	-	548,356	384,588	-	384,588	163,768
1144 Federal Asset Forfeiture Fund- DOJ	410,855	33,000	-	443,855	1,000	-	1,000	442,855
1146 State Asset Forfeiture 15% Set-aside Fund	44,405	4,800	-	49,205	-	-	-	49,205
1147 Federal Asset Forfeit. Fund- Treasury	86,566	30,040	-	116,606	-	-	-	116,606
1148 School District Grant Fund	-	210,600	-	210,600	210,600	-	210,600	-
1149 Citizens Option for Public Safety (COPS) Grant	287,226	100,700	-	387,926	100,000	-	100,000	287,926
1150 Local Law Enforcement Block Grant	-	15,100	-	15,100	-	-	-	15,100
1151 Crime Prevention Fund	1,909	525	-	2,434	-	-	-	2,434
1152 Recycling Block Grant Fund	64,714	20,300	-	85,014	3,800	-	3,800	81,214
1153 Homeless Emergency Aid Program Fund	-	117,000	-	117,000	117,000	-	117,000	-
1160 Expanded Learning Program Grant Fund	-	1,225,613	-	1,225,613	1,225,613	-	1,225,613	-
1161 OTS Grant	-	24,298	-	24,298	24,298	-	24,298	-
1162 City of Hope	1,590	1,000	-	2,590	1,000	-	1,000	1,590
1163 Safety Department Grant Funds	-	186,630	-	186,630	-	-	-	186,630
1164 OMSD Immunization Grant	11,638	34,044	-	45,682	34,044	-	34,044	11,638
1165 Inland Empire United Way	40	-	-	40	-	-	-	40
1166 Kaiser Permanente Grant	5,643	-	-	5,643	-	-	-	5,643
1167 Resource Center Grant - OMSD	12,611	14,500	-	27,111	14,500	-	14,500	12,611
1168 Title IIIB Sr Support Services	38,902	10,000	-	48,902	10,000	-	10,000	38,902
1169 Healthy Communities Strategic Plan	18,847	18,790	-	37,637	18,790	-	18,790	18,847
1170 Kindergarten ExLP	-	-	-	-	-	-	-	-
1171 Expanded Learning Supplemental Grant	112,821	125,000	-	237,821	125,000	-	125,000	112,821
1172 Hope Through Housing Grant	-	53,134	-	53,134	53,134	-	53,134	-
1180 EMS- Paramedic Fund	-	51,350	-	51,350	82,880	-	82,880	(31,530)
1181 Contributions & Donations	500	500	-	1,000	-	-	-	1,000
1704 Sewer Expansion Fee Fund	577,888	102,500	-	680,388	-	-	-	680,388
1740 Developer Impact Fees - Local	1,067,781	200,000	-	1,267,781	-	-	-	1,267,781
1741 Developer Impact Fees - Regional	-	400,000	-	400,000	-	-	-	400,000
1742 Burrtec Pavement Impact Fees	167,088	75,000	-	242,088	150,000	-	150,000	92,088
1744 Utility Undergrounding In Lieu	175,647	-	-	175,647	-	-	-	175,647
1745 General Plan Update Fees	77,342	12,000	-	89,342	55,000	-	55,000	34,342
1746 Housing Fund	555,327	-	-	555,327	-	-	-	555,327
1748 Public-Education-Gov't Fees (PEG)	15,055	30,000	-	45,055	-	-	-	45,055
Total	10,690,884	6,638,346	-	17,329,230	4,215,365	100,000	4,315,365	13,013,865
<b>Capital Project Funds</b>								
1206 Economic Development	5,917,285	750,000	-	6,667,285	1,072,099	-	1,072,099	5,595,186
1250 & 51 Successor Agency Bond Proceeds	13,488,177	210,000	-	13,698,177	600,000	-	600,000	13,098,177
1252 2014 Lease Revenue Refunding Bond Proceeds	2,844,248	-	-	2,844,248	-	-	-	2,844,248
1743 PUC CalTrans Reimbursement Fund	1,689,981	-	-	1,689,981	-	-	-	1,689,981
Total	23,939,691	960,000	-	24,899,691	1,672,099	-	1,672,099	23,227,592
<b>Special Assessment Funds</b>								
1601 Community Facilities District 2011-1	88,824	113,500	-	202,324	118,072	-	118,072	84,252
1602 Community Facilities District 2011-2	18,167	40,932	-	59,099	45,782	-	45,782	13,317
Total	106,991	154,432	-	261,423	163,854	-	163,854	97,569
<b>Debt Service Funds</b>								
1302 2014 Refunding Bonds	-	2,590,762	-	2,590,762	2,590,762	-	2,590,762	-
Total	-	2,590,762	-	2,590,762	2,590,762	-	2,590,762	-
<b>Enterprise Funds</b>								
1501 & 03 Sewer Operating Fund	2,366,014	5,016,000	-	7,382,014	4,812,458	-	4,812,458	2,569,556
1502 Sewer Replacement Fund	1,854,128	230,500	-	2,084,628	1,000	-	1,000	2,083,628
Total	4,220,142	5,246,500	-	9,466,642	4,813,458	-	4,813,458	4,653,184
<b>Reserve Funds</b>								
Reserve Funds	7,671,083 (1)	-	-	7,671,083	10,000	1,182,134 (2)	1,192,134	6,478,949
Total	7,671,083	-	-	7,671,083	10,000	1,182,134	1,192,134	6,478,949
<b>TOTAL - ALL FUNDS</b>	<b>52,379,334</b>	<b>43,038,686</b>	<b>1,282,134</b>	<b>96,700,154</b>	<b>42,196,318</b>	<b>1,282,134</b>	<b>43,478,452</b>	<b>53,221,702</b>

**Notes:**

(1) Fund Balance has been estimated utilizing the fiscal year 2019-20 midyear general fund approved amounts.

(2) The General Operating Fund operating revenues were \$1,282,134 less than appropriation. This deficit was offset by \$100,000 of non-operating transfers in from other funds and a reserve transfer of \$1,182,134



**TRANSFERS IN AND OUT DETAILED DESCRIPTIONS  
SOURCES & USES STATEMENT**

<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.
City Reserve Funds	General Operating Fund	1,182,134	Necessary transfer of reserves to offset General Fund operating costs in the FY 20/21 budget.
	<b>TOTAL</b>	<u><b>\$ 1,282,134</b></u>	

# CITY OF MONTCLAIR FISCAL YEAR 2020-21 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.

**Homeless Emergency Aid Program (1153)** A State of California block grant program designed to provide direct assistant to cities to address the homelessness crisis throughout the state.

**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 it 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 2018-2019 THROUGH 2020-2021**

	<u>2018-2019 Audited</u>	<u>2019-2020 Revised Budget Thru 4/2020</u>	<u>2019-2020 Actual Thru 4/2020</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2020-2021 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>						
1001 GENERAL FUND	31,265,307	30,641,585	21,567,677	30,641,585	27,448,646	(3,192,939)
<u>SPECIAL REVENUE FUNDS</u>						
1102 GAS TAX FUND	809,808	1,052,706	816,837	1,052,706	1,003,172	(49,534)
1103 ROAD MAINT REHAB FUND - SECT 2032	725,755	650,910	496,361	650,910	672,498	21,588
1104 MEASURE I FUND	744,976	688,400	494,503	688,400	587,287	(101,113)
1110 TRAFFIC SAFETY FUND	157,961	145,000	96,829	152,329	145,000	-
1112 DISABILITY ACCESS FEE FUND	9,475	8,500	7,402	8,882	8,500	-
1130 PARK MAINTENANCE FUND	32,445	32,000	30,895	33,704	33,000	1,000
1131 PARK DEVELOPMENT FUND	89,600	89,600	-	89,600	89,600	-
1132 C.D.B.G. FUND	202,293	216,259	166,244	216,259	335,227	118,968
1135 AIR QUALITY IMPROVEMENT FUND	51,775	51,000	24,685	50,370	51,000	-
1138 SENIOR NUTRITION FUND	164,606	220,136	67,857	143,358	210,238	(9,898)
1140 ASSET FORFEITURE FUND - STATE	26,421	22,300	23,831	22,300	25,300	3,000
1141 PROP 30/SB 109	875	1,100	-	1,100	1,100	-
1143 SB 509 PUBLIC SAFETY FUND	357,835	380,000	310,900	414,533	380,000	-
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	29,736	23,000	(245,044)	23,000	33,000	10,000
1146 STATE FORFEITURE - 15% SETASIDE	4,809	4,300	4,205	5,907	4,800	500
1147 ASSET FORFEITURE - TREASURY	71,022	20,040	45,683	20,040	30,040	10,000
1148 SCHOOL DISTRICT GRANT FUND	151,200	140,000	86,400	172,800	210,600	70,600
1149 COPS ELEAS GRANT	150,434	100,700	156,422	100,700	100,700	-
1150 LLE BLOCK GRANT FUND	-	15,100	-	15,100	15,100	-
1151 P.C. 1202.5 CRIME PREVENTION FUND	270	525	206	437	525	-
1152 RECYCLING BLOCK GRANT FUND	20,266	20,300	10,734	20,300	20,300	-
1153 HOMELESS EMERGENCY AID PROGRAM FUND	29,125	117,000	87,750	117,000	117,000	-
1160 EXPANDED LEARNING PROGRAM FUND	1,347,096	1,282,739	977,392	1,282,739	1,225,613	(57,126)
1161 OTS GRANT	1,809	30,000	-	30,000	24,298	(5,702)
1162 CITY OF HOPE	5,000	-	1,000	1,000	1,000	1,000
1163 SAFETY DEPARTMENT GRANT FUND	49,748	186,630	48,996	186,630	186,630	-
1164 IMMUNIZATION GRANT - OMSD	20,000	30,000	24,000	30,000	34,044	4,044
1165 INLAND EMPIRE UNITED WAY	-	-	-	-	-	-
1166 KAISER PERMANENTE GRANTS	10,000	10,000	10,000	10,000	-	(10,000)
1167 RESOURCE CENTER GRANT (OMS D)	14,200	14,500	14,200	14,500	14,500	-
1168 TITLE IIIB SR SUPPORT SERVICES	14,454	13,000	11,719	15,625	10,000	(3,000)

**CITY OF MONTCLAIR  
SUMMARY SCHEDULE OF REVENUE BY FUND  
FOR FISCAL YEARS 2018-2019 THROUGH 2020-2021**

	<u>2018-2019 Audited</u>	<u>2019-2020 Revised Budget Thru 4/2020</u>	<u>2019-2020 Actual Thru 4/2020</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2020-2021 Estimate</u>	<u>Increase (Decrease)</u>
1169 HEALTHY COMMUNITIES STRATEGIC PLAN	25,000	20,000	-	-	18,790	(1,210)
1170 KINDERGARTEN ExLP	106,496	-	-	-	-	-
1171 EXPANDED LEARNING SUPPLEMENTAL GRANT	-	119,847	100,286	119,847	125,000	5,153
1172 HOPE THRU HOUSING	46,002	50,218	40,174	50,218	53,134	2,916
1180 E.M.S. - PARAMEDIC FUND	54,840	56,350	41,144	50,312	51,350	(5,000)
1181 CONTRIBUTIONS/DONATIONS FUND	500	500	-	500	500	-
1704 SEWER EXPANSION FEE FUND	130,963	102,500	74,442	101,756	102,500	-
1740 DEVELOPER IMPACT FEES - LOCAL	410,683	200,000	89,496	200,000	200,000	-
1741 DEVELOPER IMPACT FEES - REGION	929,043	400,000	202,785	400,000	400,000	-
1742 BURRTEC PAVEMENT IMPACT FEES	70,437	65,000	59,489	79,319	75,000	10,000
1744 UTILITY UNDERGROUNDING IN-LEIU	-	-	109,460	-	-	-
1745 GENERAL PLAN UPDATE FEES	11,934	12,000	5,200	6,240	12,000	-
1746 HOUSING TRUST FUND	-	-	-	-	-	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	31,047	30,000	15,973	31,946	30,000	-
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	791,604	750,000	662,420	750,000	750,000	-
1250/51 SA BOND PROCEEDS	351,306	210,000	165,939	210,000	210,000	-
1252 2014 REFUNDING BOND PROCEEDS	195,289	-	1,392	-	-	-
1743 PUC CALTRANS REIMBURSEMENT FUND	-	-	-	-	-	-
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	113,934	113,500	140,580	169,196	113,500	-
1602 CFD 2011-2 (Maint-PubSafety) FUND	56,600	55,150	54,587	65,654	40,932	-
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,600,538	2,594,887	2,289,753	2,594,887	2,590,762	(4,125)
<u>ENTERPRISE FUND</u>						
1501 SEWER MAINTENANCE FUND	4,736,566	5,016,000	3,653,730	5,168,208	5,016,000	-
1502 SEWER REPLACEMENT FUND	226,263	230,500	-	230,500	230,500	-
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	-	-	-	-	-	-
<b>TOTAL REVENUE - ALL FUNDS</b>	<b><u>47,447,346</u></b>	<b><u>46,233,782</u></b>	<b><u>33,044,534</u></b>	<b><u>46,440,397</u></b>	<b><u>43,038,686</u></b>	<b><u>(3,195,096)</u></b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2018-2019 THROUGH 2020-2021**

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
<b>GENERAL FUND - 1001</b>							
Taxes							
Property - Secured	2,840,803	3,000,000	2,695,665		3,000,000	2,545,264	(454,736)
Property - Unsecured	103,776	105,000	183,130		105,000	131,707	26,707
Property Tax in Lieu of VLF (HdL)	3,671,069	3,800,000	1,911,863		3,800,000	3,991,587	191,587
Sales & Use (HdL)	14,120,932	13,500,000	9,156,727		13,500,000	11,081,810	(2,418,190)
Transaction & Use Tax (HdL)	581,149	485,000	-		485,000	3,538	(481,462)
Prop Tax Pass Thru from SRED	263,884	275,000	150,519		275,000	250,000	(25,000)
Transient Occupancy	71,803	70,000	58,573		70,000	50,000	(20,000)
Document Transfer	94,784	100,000	125,608		100,000	100,000	-
Franchise	769,813	750,000	617,679		750,000	750,000	-
Business License	802,854	775,000	678,339		775,000	750,000	(25,000)
Utility Users	1,693,823	1,800,000	1,241,413		1,800,000	1,700,000	(100,000)
<b>Total Taxes</b>	<b>25,014,690</b>	<b>24,660,000</b>	<b>16,819,516</b>		<b>24,660,000</b>	<b>21,353,906</b>	<b>(3,306,094)</b>
Licenses and Permits							
Alarm Permits	1,300	1,300	775		1,300	1,100	(200)
Bicycle & Other Permits	-	-	-		-	-	-
Building Permits	524,752	525,000	302,779		525,000	400,000	(125,000)
Moving Permits	15,925	12,000	10,075		12,000	10,000	(2,000)
Yard Sale Permits	4,815	5,000	4,170		5,000	3,000	(2,000)
Construction Permits	93,280	100,000	96,811		100,000	100,000	-
Encroachment Permits	245	200	105		200	200	-
Gun Dealer Permits	-	25	25		25	25	-
<b>Total Licenses and Permits</b>	<b>640,317</b>	<b>643,525</b>	<b>414,740</b>		<b>643,525</b>	<b>514,325</b>	<b>(129,200)</b>
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	18,877	50,000	31,312		50,000	40,000	(10,000)
Property Tax Loss Relief	26,320	25,000	12,770		25,000	25,000	-
Police Officer Training Reimbursement	16,633	15,000	22,014		15,000	15,000	-
SB 90 Claim Reimbursement	19,078	35,000	35,332		35,000	20,000	(15,000)
OES Reimbursements	81,161	50,000	(1,703)		50,000	50,000	-
2020 May Budget Revise Cares Act Distribution	-	-	-		-	399,155	399,155
<b>Total Intergovernmental Revenues</b>	<b>162,069</b>	<b>175,000</b>	<b>99,725</b>		<b>175,000</b>	<b>549,155</b>	<b>374,155</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2018-2019 THROUGH 2020-2021**

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
<b>Fines and Forfeitures</b>							
Court Fines	64,222	50,000	29,081		50,000	50,000	-
Parking Citations	152,207	125,000	111,513		125,000	120,000	(5,000)
False Alarms	10,600	10,000	7,700		10,000	10,000	-
Restitution	1,229	3,000	2,759		3,000	3,000	-
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,950	1,700	1,485		1,700	1,700	-
Vehicle Release Fees	63,910	85,000	50,225		85,000	75,000	(10,000)
Administrative Citations	9,460	4,800	-		4,800	5,000	200
OPTS Vehicle Impound Fees	157,169	200,000	70,401		200,000	200,000	-
PD Citations	-	5,000	-		5,000	5,000	-
PW/CD Citations	-	200	-		200	200	-
<b>Total Fines and Forfeits</b>	<b>460,747</b>	<b>485,200</b>	<b>273,164</b>		<b>485,200</b>	<b>470,400</b>	<b>(14,800)</b>
<b>Charges for Services</b>							
Sale of Printed Materials	1,336	1,000	996		1,000	1,000	-
Notary Fees	120	50	-		50	50	-
Special Police Services	87,004	95,000	71,621		95,000	80,000	(15,000)
Fingerprints	(4,162)	-	(3,804)		-	250	250
Fire Department Service Fees	2,840	2,500	1,814		2,500	2,000	(500)
Credit Card Convenience Fee	1,175	5,000	1,376		5,000	5,000	-
Rubbish Collection Fees	2,847,931	2,628,000	2,153,100		2,628,000	2,628,000	-
General Sanitation Fee	257,964	430,000	243,254		430,000	400,000	(30,000)
Burrtec Contract Maintenance Fee	260,417	250,000	177,083		250,000	250,000	-
Zoning/Subdivision Fees	101,981	110,500	59,803		110,500	100,000	(10,500)
Plan Checking Fees	433,771	325,000	255,326		325,000	225,000	(100,000)
Recreation Fees	30,123	35,000	21,138		35,000	30,000	(5,000)
Service Center Fees	1,635	2,500	785		2,500	2,500	-
Program Costs - Reimbursed	61,626	50,000	18,160		50,000	50,000	-
Country Fair Jamboree	15,340	13,000	-		13,000	13,000	-
Human Services Classes	5,889	7,000	4,516		7,000	7,000	-
<b>Total Charges for Services</b>	<b>4,104,990</b>	<b>3,954,550</b>	<b>3,005,168</b>		<b>3,954,550</b>	<b>3,793,800</b>	<b>(160,750)</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2018-2019 THROUGH 2020-2021**

	<b>2018-2019 Audited</b>	<b>2019-2020 Revised Budget Thru 4/2020</b>	<b>2019-2020 Actual Thru 4/2020</b>	<b>Months In Current Actual</b>	<b>Revised Budget or Annualization of Actual</b>	<b>2020-2021 Estimate</b>	<b>Increase (Decrease) over Revised Budget</b>
Miscellaneous Revenue							
Interest Income	149,726	150,000	263,561		150,000	200,000	50,000
Library Rentals	47,136	64,000	64,074		64,000	64,000	-
Cash Over/Short	48	10	36		10	10	-
Police Auction	18,725	20,000	1,384		20,000	20,000	-
Reimbursed Expenditures	39,297	80,000	100,496		80,000	80,000	-
Special Event Reimbursement	45	500	-		500	500	-
Emergency Response Reimb	12,351	15,000	22,545		15,000	15,000	-
Donations & Contributions	-	500	500		500	500	-
Subpoena Witnees Reimbursement	233	400	115		400	400	-
Metro Lot Rental	-	-	-		-	-	-
Cell Tower Rental	111,783	120,000	103,810		120,000	113,750	(6,250)
Other Miscellaneous Revenue	185,026	260,000	159,117		260,000	260,000	-
Police Range Revenue	7,500	6,000	7,725		6,000	6,000	-
Mini School Snacks	1,530	1,200	1,188		1,200	1,200	-
Youth Center Snacks	5,427	5,000	3,850		5,000	5,000	-
Basketball Snacks	703	700	1,417		700	700	-
<b>Total Miscellaneous Revenue</b>	<b>882,494</b>	<b>723,310</b>	<b>955,364</b>		<b>723,310</b>	<b>767,060</b>	<b>43,750</b>
<b>TOTAL - 1001</b>	<b><u>31,265,307</u></b>	<b><u>30,641,585</u></b>	<b><u>21,567,677</u></b>		<b><u>30,641,585</u></b>	<b><u>27,448,646</u></b>	<b><u>(3,192,939)</u></b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2018-2019 THROUGH 2020-2021**

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
<b>GAS TAX FUND - 1102</b>							
Section 2106	140,964	139,390	112,221		139,390	132,879	(6,511)
Section 2107	271,351	287,289	220,726		287,289	262,040	(25,249)
Section 2107.5	6,000	6,000	6,000		6,000	5,400	(600)
Section 2103 - Fuel Tax Swap	131,378	355,400	255,875		355,400	338,435	(16,965)
Section 2105	215,767	218,779	177,537		218,779	218,570	(209)
Loan Repayment	44,348	44,348	44,478		44,348	44,348	-
Interest Income	-	1,500	-		1,500	1,500	-
<b>TOTAL - 1102</b>	<b>809,808</b>	<b>1,052,706</b>	<b>816,837</b>		<b>1,052,706</b>	<b>1,003,172</b>	<b>(49,534)</b>
<b>ROAD MAINT REHABILITATION - 1103</b>							
Section 2032 Road Maint Rehab	721,168	650,910	496,361		650,910	672,498	21,588
Interest Income	4,587	-	-		-	-	-
<b>TOTAL - 1103</b>	<b>725,755</b>	<b>650,910</b>	<b>496,361</b>		<b>650,910</b>	<b>672,498</b>	<b>21,588</b>
<b>MEASURE I FUND - 1104</b>							
Measure I Sales - Local	737,065	678,400	494,503		678,400	577,287	(101,113)
Interest Income	7,911	10,000	-		10,000	10,000	-
<b>TOTAL - 1104</b>	<b>744,976</b>	<b>688,400</b>	<b>494,503</b>		<b>688,400</b>	<b>587,287</b>	<b>(101,113)</b>
<b>TRAFFIC SAFETY FUND - 1110</b>							
C.V.C. Parking Citations	85,849	70,000	63,762	8.0	95,643	85,000	15,000
Other C.V.C. Fines	72,112	75,000	33,067	7.0	56,686	60,000	(15,000)
<b>TOTAL - 1110</b>	<b>157,961</b>	<b>145,000</b>	<b>96,829</b>		<b>152,329</b>	<b>145,000</b>	<b>-</b>
<b>DISABILITY ACCESS FEE FUND - 1112</b>							
Disability Access Fee	9,475	8,500	7,402	10.0	8,882	8,500	-
<b>TOTAL - 1112</b>	<b>9,475</b>	<b>8,500</b>	<b>7,402</b>		<b>8,882</b>	<b>8,500</b>	<b>-</b>
<b>PARK MAINTENANCE FUND - 1130</b>							
Cellular Antenna Site Rental	\$ 32,445.44	32,000	30,895	11.0	33,704	33,000	1,000
<b>TOTAL - 1130</b>	<b>32,445</b>	<b>32,000</b>	<b>30,895</b>		<b>33,704</b>	<b>33,000</b>	<b>1,000</b>

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<b>PARK DEVELOPMENT FUND - 1131</b>							
"Quimby Act" Fees	89,600	89,600	-		89,600	89,600	-
Other Revenues	\$ -	-	-		-	-	-
<b>TOTAL - 1131</b>	<b>89,600</b>	<b>89,600</b>	<b>-</b>		<b>89,600</b>	<b>89,600</b>	<b>-</b>
<b>C.D.B.G. FUND - 1132</b>							
CDBG Revenue	202,293	216,259	166,244		216,259	233,859	17,600
CDBG-CV Revenue	-	-	-		-	101,368	101,368
<b>TOTAL - 1132</b>	<b>202,293</b>	<b>216,259</b>	<b>166,244</b>		<b>216,259</b>	<b>335,227</b>	<b>118,968</b>
<b>AIR QUALITY IMPROVEMENT FUND - 1135</b>							
AB 2766 Motor Vehicle Fees	51,008	50,000	24,685	6.0	49,370	50,000	-
Interest Income	767	1,000	-		1,000	1,000	-
<b>TOTAL - 1135</b>	<b>51,775</b>	<b>51,000</b>	<b>24,685</b>		<b>50,370</b>	<b>51,000</b>	<b>-</b>
<b>SENIOR NUTRITION FUND - 1138</b>							
Nutritional Meals IIIC1/NSIP	123,541	181,136	62,819	7.0	107,690	171,238	(9,898)
Contributions/Donations	41,065	39,000	29,723	10.0	35,668	39,000	-
<b>TOTAL - 1138</b>	<b>164,606</b>	<b>220,136</b>	<b>67,857</b>		<b>143,358</b>	<b>210,238</b>	<b>(9,898)</b>
<b>FORFEITURE FUND - STATE - 1140</b>							
Forfeited Money/Property	25,858	22,000	23,831		22,000	25,000	3,000
Interest Income	563	300	-		300	300	-
<b>TOTAL - 1140</b>	<b>26,421</b>	<b>22,300</b>	<b>23,831</b>		<b>22,300</b>	<b>25,300</b>	<b>3,000</b>
<b>PROP 30/AB 109 FUND - 1141</b>							
Prop 30/AB 109	-	-	-		-	-	-
Interest Income	875	1,100	-		1,100	1,100	-
<b>TOTAL - 1141</b>	<b>875</b>	<b>1,100</b>	<b>-</b>		<b>1,100</b>	<b>1,100</b>	<b>-</b>
<b>PUBLIC SAFETY FUND - 1143</b>							
Proposition 172 Sales Tax	357,835	380,000	310,900	9.0	414,533	380,000	-
<b>TOTAL - 1143</b>	<b>357,835</b>	<b>380,000</b>	<b>310,900</b>		<b>414,533</b>	<b>380,000</b>	<b>-</b>

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<b>FEDERAL ASSET FORFEITURE FUND - DOJ - 1144</b>							
Forfeited Money/Property	27,633	20,000	65,856		20,000	30,000	10,000
Interest Income	2,103	3,000	-		3,000	3,000	-
<b>TOTAL - 1144</b>	<b>29,736</b>	<b>23,000</b>	<b>(245,044)</b>		<b>23,000</b>	<b>33,000</b>	<b>10,000</b>
<b>STATE FORFEITURE - 15% SETASIDE - 1146</b>							
Forfeited Money	4,563	4,000	4,205	9.0	5,607	4,500	500
Interest Income	246	300	-		300	300	-
<b>TOTAL - 1146</b>	<b>4,809</b>	<b>4,300</b>	<b>4,205</b>		<b>5,907</b>	<b>4,800</b>	<b>500</b>
<b>FED ASSET FORFEITURE-TREASURY - 1147</b>							
Treasury-Fed Forfeitures	70,628	20,000	45,683		20,000	30,000	10,000
Interest Income	394	40	-		40	40	-
<b>TOTAL - 1147</b>	<b>71,022</b>	<b>20,040</b>	<b>45,683</b>		<b>20,040</b>	<b>30,040</b>	<b>10,000</b>
<b>SCHOOL DISTRICT GRANT FUND - 1148</b>							
Chaffey HSD Reimb. - Safe Schools	151,200	140,000	86,400	6.0	172,800	210,600	70,600
<b>TOTAL - 1148</b>	<b>151,200</b>	<b>140,000</b>	<b>86,400</b>		<b>172,800</b>	<b>210,600</b>	<b>70,600</b>
<b>STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149</b>							
Citizens Option for Public Safety	149,154	100,000	156,422		100,000	100,000	-
Interest Income	1,280	700	-		700	700	-
<b>TOTAL - 1149</b>	<b>150,434</b>	<b>100,700</b>	<b>156,422</b>		<b>100,700</b>	<b>100,700</b>	<b>-</b>
<b>LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150</b>							
Law Enforcement Block Grant	-	15,000	-		15,000	15,000	-
Interest Income	-	100	-		100	100	-
<b>TOTAL - 1150</b>	<b>-</b>	<b>15,100</b>	<b>-</b>		<b>15,100</b>	<b>15,100</b>	<b>-</b>



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<b>P.C. 1202.5 CRIME PREVENTION FUND - 1151</b>							
P.C. 1202.5 Fines	261	500	206	6.0	412	500	-
Interest Income	9	25	-		25	25	-
<b>TOTAL - 1151</b>	<b>270</b>	<b>525</b>	<b>206</b>		<b>437</b>	<b>525</b>	<b>-</b>
<b>RECYCLING BLOCK GRANT FUND - 1152</b>							
Used Oil Block Grant	-	10,000	10,734		10,000	10,000	-
Beverage Recycling Grant	19,967	10,000	-		10,000	10,000	-
Interest Income	299	200	-		200	200	-
Miscellaneous Revenue	-	100	-		100	100	-
<b>TOTAL - 1152</b>	<b>20,266</b>	<b>20,300</b>	<b>10,734</b>		<b>20,300</b>	<b>20,300</b>	<b>-</b>
<b>HOMELESS EMERGENCY AID PROGRAM - 1153</b>							
Homeless Grant	29,125	117,000	87,750		117,000	117,000	-
<b>TOTAL - 1153</b>	<b>29,125</b>	<b>117,000</b>	<b>87,750</b>		<b>117,000</b>	<b>117,000</b>	<b>-</b>
<b>EXPANDED LEARNING PROGRAM FUND - 1160</b>							
Expanded Learning Program	1,347,096	1,282,739	977,392		1,282,739	1,225,613	(57,126)
<b>TOTAL - 1160</b>	<b>1,347,096</b>	<b>1,282,739</b>	<b>977,392</b>		<b>1,282,739</b>	<b>1,225,613</b>	<b>(57,126)</b>
<b>OTS GRANT FUND - 1161</b>							
OTS Grant	1,809	30,000	-		30,000	24,298	(5,702)
<b>TOTAL - 1161</b>	<b>1,809</b>	<b>30,000</b>	<b>-</b>		<b>30,000</b>	<b>24,298</b>	<b>(5,702)</b>
<b>CITY OF HOPE GRANT - 1162</b>							
City of Hope Grant	5,000	-	1,000		1,000	1,000	1,000
<b>TOTAL - 1162</b>	<b>5,000</b>	<b>-</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

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<b>SAFETY DEPARTMENT GRANTS - 1163</b>							
OTS Grant Programs	18,566	17,000	-		17,000	17,000	-
Homeland Security Grant Programs	31,182	-	48,996		-	-	-
COP Grant Programs	-	169,630	-		169,630	169,630	-
DOT Grant Programs	-	-	-		-	-	-
<b>TOTAL - 1163</b>	<b>49,748</b>	<b>186,630</b>	<b>48,996</b>		<b>186,630</b>	<b>186,630</b>	<b>-</b>
<b>OMSD Immunization Grant - 1164</b>							
OMSD Immunization Grant	20,000	30,000	24,000		30,000	34,044	4,044
<b>TOTAL - 1164</b>	<b>20,000</b>	<b>30,000</b>	<b>24,000</b>		<b>30,000</b>	<b>34,044</b>	<b>4,044</b>
<b>INLAND EMPIRE UNITED WAY - 1165</b>							
IEUW/Lorain County United Way Revenue	-	-	-		-	-	-
<b>TOTAL - 1165</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>KAISER PERMANENTE GRANTS - 1166</b>							
Kaiser Permanente Revenue	10,000	10,000	10,000		10,000	-	(10,000)
<b>TOTAL - 1166</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>		<b>10,000</b>	<b>-</b>	<b>(10,000)</b>
<b>RESOURCE CENTER GRANTS - 1167</b>							
Resource Center OMSD Revenue	14,200	14,500	14,200		14,500	14,500	-
<b>TOTAL - 1167</b>	<b>14,200</b>	<b>14,500</b>	<b>14,200</b>		<b>14,500</b>	<b>14,500</b>	<b>-</b>
<b>TITLE IIIB SR SUPPORT SERVICES - 1168</b>							
Sr Support Svcs Title IIIB	14,454	13,000	11,719	9.0	15,625	10,000	(3,000)
<b>TOTAL - 1168</b>	<b>14,454</b>	<b>13,000</b>	<b>11,719</b>		<b>15,625</b>	<b>10,000</b>	<b>(3,000)</b>
<b>HEALTHY COMMUNITIES STRATEGIC PLAN - 1169</b>							
Healthy Communities Plan	25,000	20,000	-	9.0	-	18,790	(1,210)
<b>TOTAL - 1169</b>	<b>25,000</b>	<b>20,000</b>	<b>-</b>		<b>-</b>	<b>18,790</b>	<b>(1,210)</b>

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<b>KINDERGARTEN ExLP - 1170</b>							
Kindergarten Expanded Learning	106,496	-	-		-	-	-
<b>TOTAL - 1170</b>	<b>106,496</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPANDED LEARNING GRANT SUPPLEMENTAL - 1171</b>							
Supplemental Grant	-	119,847	100,286		119,847	125,000	5,153
<b>TOTAL - 1171</b>	<b>-</b>	<b>119,847</b>	<b>100,286</b>		<b>119,847</b>	<b>125,000</b>	<b>5,153</b>
<b>HOPE THRU HOUSING - 1172</b>							
Hope thru Housing Grant	46,002	50,218	40,174		50,218	53,134	2,916
<b>TOTAL - 1172</b>	<b>46,002</b>	<b>50,218</b>	<b>40,174</b>		<b>50,218</b>	<b>53,134</b>	<b>2,916</b>
<b>E.M.S. - PARAMEDIC FUND - 1180</b>							
Subscription Fees	14,995	12,000	9,569	10.0	11,483	12,000	-
Wittman Collections	34,749	40,000	27,632	10.0	33,158	35,000	(5,000)
Vehicle Fluid Recovery Program	158	350	396		350	350	-
ARS Collections	4,938	4,000	3,547	8.0	5,321	4,000	-
<b>TOTAL - 1180</b>	<b>54,840</b>	<b>56,350</b>	<b>41,144</b>		<b>50,312</b>	<b>51,350</b>	<b>(5,000)</b>
<b>CITY CONTRIBUTIONS/DONATIONS - 1181</b>							
Contributions/Donations	500	500	-		500	500	-
<b>TOTAL - 1181</b>	<b>500</b>	<b>500</b>	<b>-</b>		<b>500</b>	<b>500</b>	<b>-</b>
<b>ECONOMIC DEVELOPMENT FUND - 1206</b>							
RPTTF Property Taxes	791,604	750,000	662,420		750,000	750,000	-
<b>TOTAL - 1206</b>	<b>791,604</b>	<b>750,000</b>	<b>662,420</b>		<b>750,000</b>	<b>750,000</b>	<b>-</b>
<b>SA BOND PROCEEDS - TAXABLE - 1250</b>							
Interest Income	115,477	70,000	56,230		70,000	70,000	-
<b>TOTAL - 1250</b>	<b>115,477</b>	<b>70,000</b>	<b>56,230</b>		<b>70,000</b>	<b>70,000</b>	<b>-</b>

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<b>SA BOND PROCEEDS - TAX EXEMPT - 1251</b>							
Interest Income	235,829	140,000	109,709		140,000	140,000	-
<b>TOTAL - 1251</b>	<b>235,829</b>	<b>140,000</b>	<b>109,709</b>		<b>140,000</b>	<b>140,000</b>	-
<b>2014 REFUNDING BOND PROCEEDS - 1252</b>							
Interest Income - LAIF	171,355	-	1,392		-	-	-
Net Change FV-LAIF	23,934	-	-		-	-	-
<b>TOTAL - 1252</b>	<b>195,289</b>	<b>-</b>	<b>1,392</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>2014 REFUNDING BONDS DEBT SERVICE - 1302</b>							
Transfer from Bond Proceeds/Interest Income	309	300	248		300	300	-
Transaction & Use Tax/Debt Service	1,850,229	1,844,587	1,627,085		1,844,587	1,840,462	(4,125)
RPTTF Property Taxes/Debt Service	750,000	750,000	662,420		750,000	750,000	-
<b>TOTAL - 1302</b>	<b>2,600,538</b>	<b>2,594,887</b>	<b>2,289,753</b>		<b>2,594,887</b>	<b>2,590,762</b>	<b>(4,125)</b>
<b>SEWER MAINTENANCE FUND - 1501</b>							
Sewer Maint. Fees less Expansion Fees	4,719,161	5,000,000	3,648,840	8.5	5,151,304	5,000,000	-
Sewer Availability Fees	4,771	6,000	4,890	8.5	6,904	6,000	-
Interest Income/Misc Revenue	12,634	10,000	-		10,000	10,000	-
<b>TOTAL - 1501</b>	<b>4,736,566</b>	<b>5,016,000</b>	<b>3,653,730</b>		<b>5,168,208</b>	<b>5,016,000</b>	<b>-</b>
<b>SEWER REPLACEMENT FUND - 1502</b>							
Sewer Expansion Fees	216,844	220,000	-		220,000	220,000	-
Interest Income	9,419	10,500	-		10,500	10,500	-
<b>TOTAL - 1502</b>	<b>226,263</b>	<b>230,500</b>	<b>-</b>		<b>230,500</b>	<b>230,500</b>	<b>-</b>
<b>CFD 2011-1 (Maint-Pub Safety) FUND - 1601</b>							
CFD 2011-1 Property Tax	113,073	113,000	140,580	10.0	168,696	113,000	-
Interest Income	861	500	-		500	500	-
<b>TOTAL - 1601</b>	<b>113,934</b>	<b>113,500</b>	<b>140,580</b>		<b>169,196</b>	<b>113,500</b>	<b>-</b>

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<b>CFD 2011-2 (Maint-Pub Safety) FUND - 1602</b>							
CFD 2011-2 Property Tax	56,202	55,000	54,587	10.0	65,504	40,782	-
Interest Income	398	150	-		150	150	-
<b>TOTAL - 1602</b>	<b>56,600</b>	<b>55,150</b>	<b>54,587</b>		<b>65,654</b>	<b>40,932</b>	<b>-</b>
<b>SEWER EXPANSION FEE FUND - 1704</b>							
Sewer Expansion Fees	128,333	100,000	74,442	9.0	99,256	100,000	-
Interest Income	2,630	2,500	-		2,500	2,500	-
<b>TOTAL - 1704</b>	<b>130,963</b>	<b>102,500</b>	<b>74,442</b>		<b>101,756</b>	<b>102,500</b>	<b>-</b>
<b>DEVELOPER IMPACT FEES - LOCAL - 1740</b>							
Developer Impact Fees - Local	410,683	200,000	89,496		200,000	200,000	-
<b>TOTAL - 1740</b>	<b>410,683</b>	<b>200,000</b>	<b>89,496</b>		<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>DEVELOPER IMPACT FEES - REGIONAL - 1741</b>							
Developer Impact Fees - Regional	929,043	400,000	202,785		400,000	400,000	-
<b>TOTAL - 1741</b>	<b>929,043</b>	<b>400,000</b>	<b>202,785</b>		<b>400,000</b>	<b>400,000</b>	<b>-</b>
<b>BURRTEC PAVEMENT IMPACT FEES - 1742</b>							
Pavement Impact Fees	70,437	65,000	59,489	9.0	79,319	75,000	10,000
<b>TOTAL - 1742</b>	<b>70,437</b>	<b>65,000</b>	<b>59,489</b>		<b>79,319</b>	<b>75,000</b>	<b>10,000</b>
<b>PUC CALTRANS REIMBURSEMENT - 1743</b>							
PUC Grant	-	-	-		-	-	-
<b>TOTAL - 1743</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>UTILITY UNDERGROUNDING IN LIEU - 1744</b>							
Undergrounding in Lieu Fees	-	-	109,460		-	-	-
<b>TOTAL - 1744</b>	<b>-</b>	<b>-</b>	<b>109,460</b>		<b>-</b>	<b>-</b>	<b>-</b>

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<b>GENERAL PLAN UPDATE FEES (LP) - 1745</b>							
General Plan Update Fees	11,934	12,000	5,200	10.0	6,240	12,000	-
<b>TOTAL - 1745</b>	<b>11,934</b>	<b>12,000</b>	<b>5,200</b>		<b>6,240</b>	<b>12,000</b>	<b>-</b>
<b>HOUSING FUND - 1746</b>							
Inclusionary Housing Fees	-	-	-		-	-	-
<b>TOTAL - 1746</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748</b>							
PEG fees	31,047	30,000	15,973	6.0	31,946	30,000	-
<b>TOTAL - 1748</b>	<b>31,047</b>	<b>30,000</b>	<b>15,973</b>		<b>31,946</b>	<b>30,000</b>	<b>-</b>
<b>EQUIPMENT REPLACEMENT FUND - 1750</b>							
Sale of City Property	-	-	-		-	-	-
<b>TOTAL - 1750</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL - ALL FUNDS</b>	<b>47,447,346</b>	<b>46,233,782</b>	<b>33,044,534</b>		<b>46,440,397</b>	<b>43,038,686</b>	<b>(3,180,878)</b>

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

Revised estimates were based upon data available at April 30, 2020.

### 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.

<b>Franchise Fees</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for the prior fiscal year.</p>
<b>Business License Tax</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Utility Users Tax</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience and recognizes a modest decrease.</p>
<b>Building Permits</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon current budget projections provided by the Building Official.</p>
<b>Alarm Permits</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Construction Permits</b>	<p><b>Description:</b> Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Motor Vehicle In-Lieu Tax</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.</p>
<b>Property Tax Loss Relief</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.</p>
<b>Court Fines</b>	<p><b>Description:</b> 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.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>



<b>Parking Citations</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for previous twelve months.</p>
<b>Special Police Services</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>
<b>Fire Department Service Fees</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>
<b>Rubbish Collection Fees</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based on actual collection experience.</p>
<b>Zoning/Subdivision Fees</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is obtained from the City Planning Division.</p>
<b>Recreation Fees</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for the most recent twelve months plus an expected decrease due to the COVID-19 pandemic.</p>
<b>Program Costs-Reimbursed</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon City's anticipated participation.</p>
<b>Service Center Fees</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for twelve months.</p>
<b>Plan Checking Fees</b>	<p><b>Description:</b> Includes revenue from plan or map checking fees which are not a part of the building permit fee process.</p> <p><b>Basis for Estimate:</b> Estimate is partially based upon plan or map checking services.</p>
<b>Interest Income</b>	<p><b>Description:</b> 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><b>Basis for Estimate:</b> 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.

**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 decrease 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.

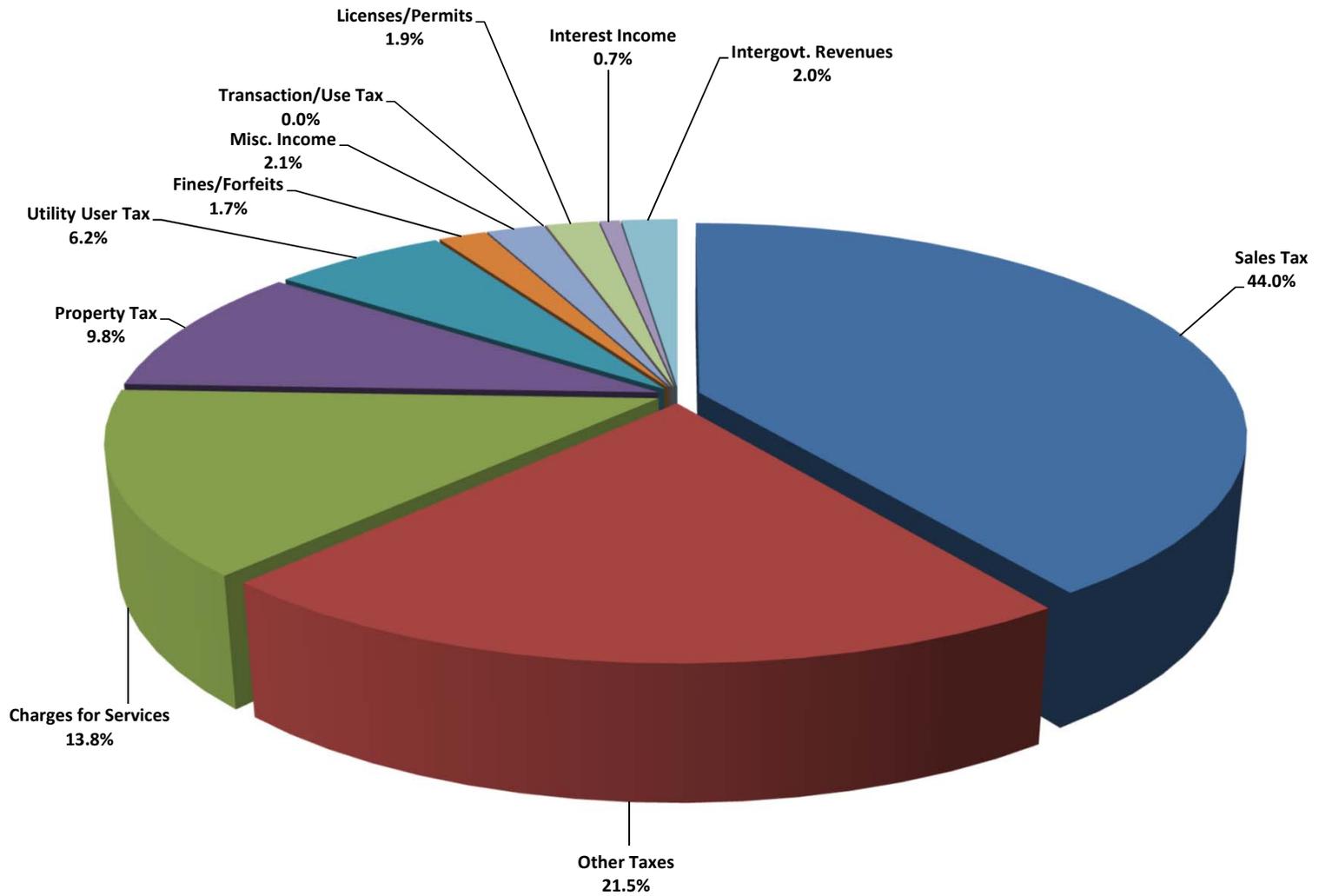
**Sewer Availability Fees**

**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  
2020-21 General Fund Revenues  
By Source**

**Total Budget - \$27,448,646**



# *Operating Expenditures Budgets*

**CITY OF MONTCLAIR  
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS  
FISCAL YEARS 2016-17 THROUGH 2020-21**

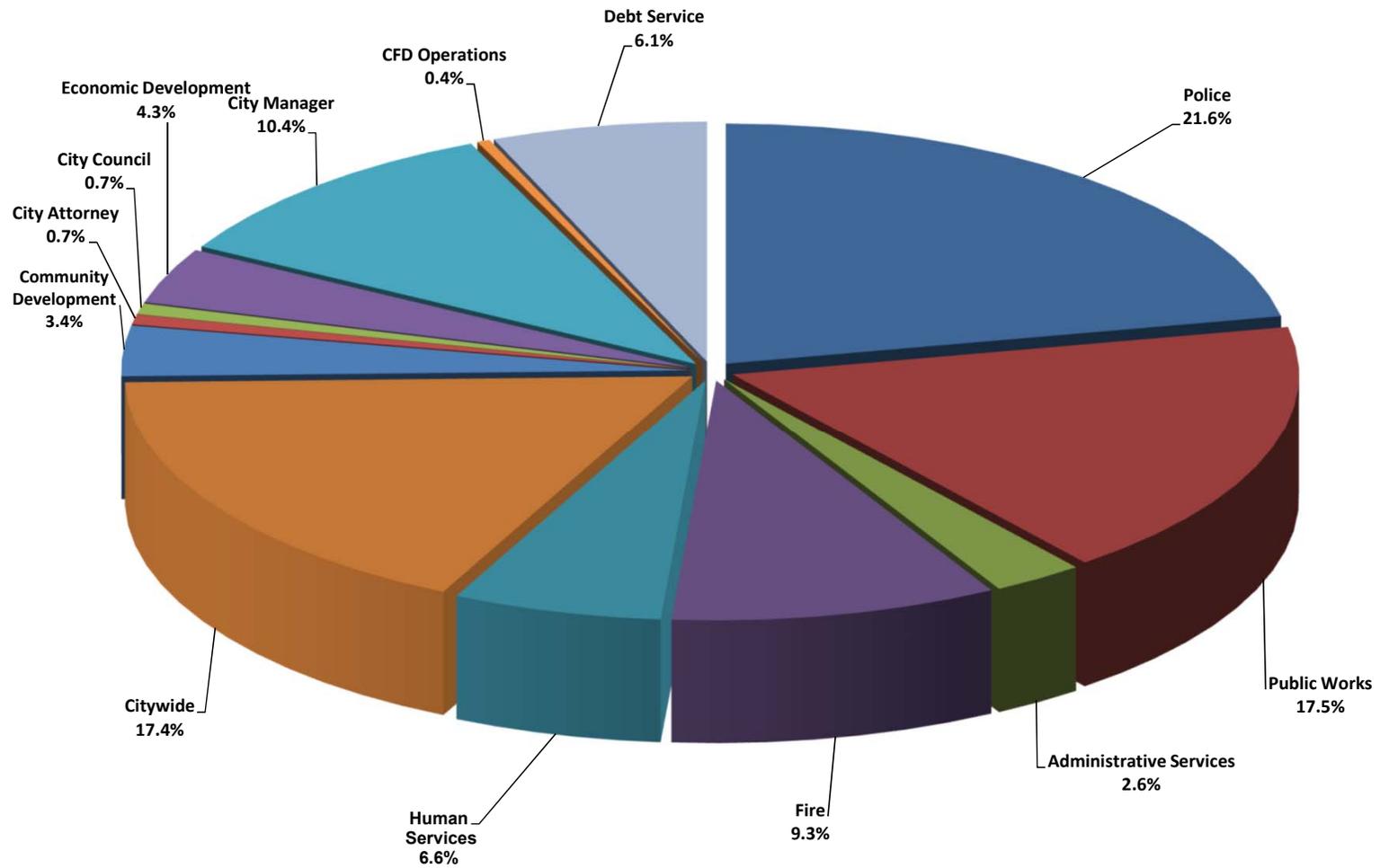
	Budgeted 2016-17	Budgeted 2017-18	Budgeted 2018-19	Budgeted 2019-20	Budgeted 2020-21
City Council	\$ 337,945	\$ 325,599	\$ 354,922	\$ 422,448	\$ 305,313
City Manager	357,540	345,773	341,285	4,971,519	4,373,249
Administrative Services	5,211,624	5,323,494	5,401,640	1,310,381	1,093,424
Human Services	3,032,708	2,826,322	2,895,315	3,058,290	2,515,467
Police	10,693,446	9,422,742	9,607,944	9,675,799	9,211,315
Fire	4,666,567	3,612,004	3,571,138	4,429,878	3,925,194
Public Works	8,046,112	7,919,337	7,502,616	8,188,467	7,398,992
Community Development	1,346,313	1,320,694	1,423,298	1,565,667	1,425,608
Economic Development	3,874,830	1,442,672	1,549,315	1,882,530	1,582,627
City Attorney	323,010	311,224	281,235	321,114	283,053
Citywide	3,009,650	6,033,155	6,582,039	7,339,889	7,337,460
CFD Operations	141,354	138,654	168,854	168,854	153,854
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 41,041,099</b>	<b>\$ 39,021,670</b>	<b>\$ 39,679,601</b>	<b>\$ 41,435,439</b>	<b>39,605,556</b>
Debt Service	2,597,688	2,600,488	2,594,887	2,594,587	2,590,762
<b>TOTAL BUDGET w/DEBT SERVICE</b>	<b>\$ 43,638,787</b>	<b>\$ 41,622,158</b>	<b>\$ 42,274,488</b>	<b>\$ 44,030,326</b>	<b>42,196,318</b>

NOTE: FY 2019-20 Budget includes all appropriations and capital projects authorized through May 31, 2020.  
Appropriations for FY 2016-17 through 2017-18 represent final recorded budgets.



**City of Montclair  
2020-21 Operating Budget  
By Department**

**Total Budget - \$42,196,318**

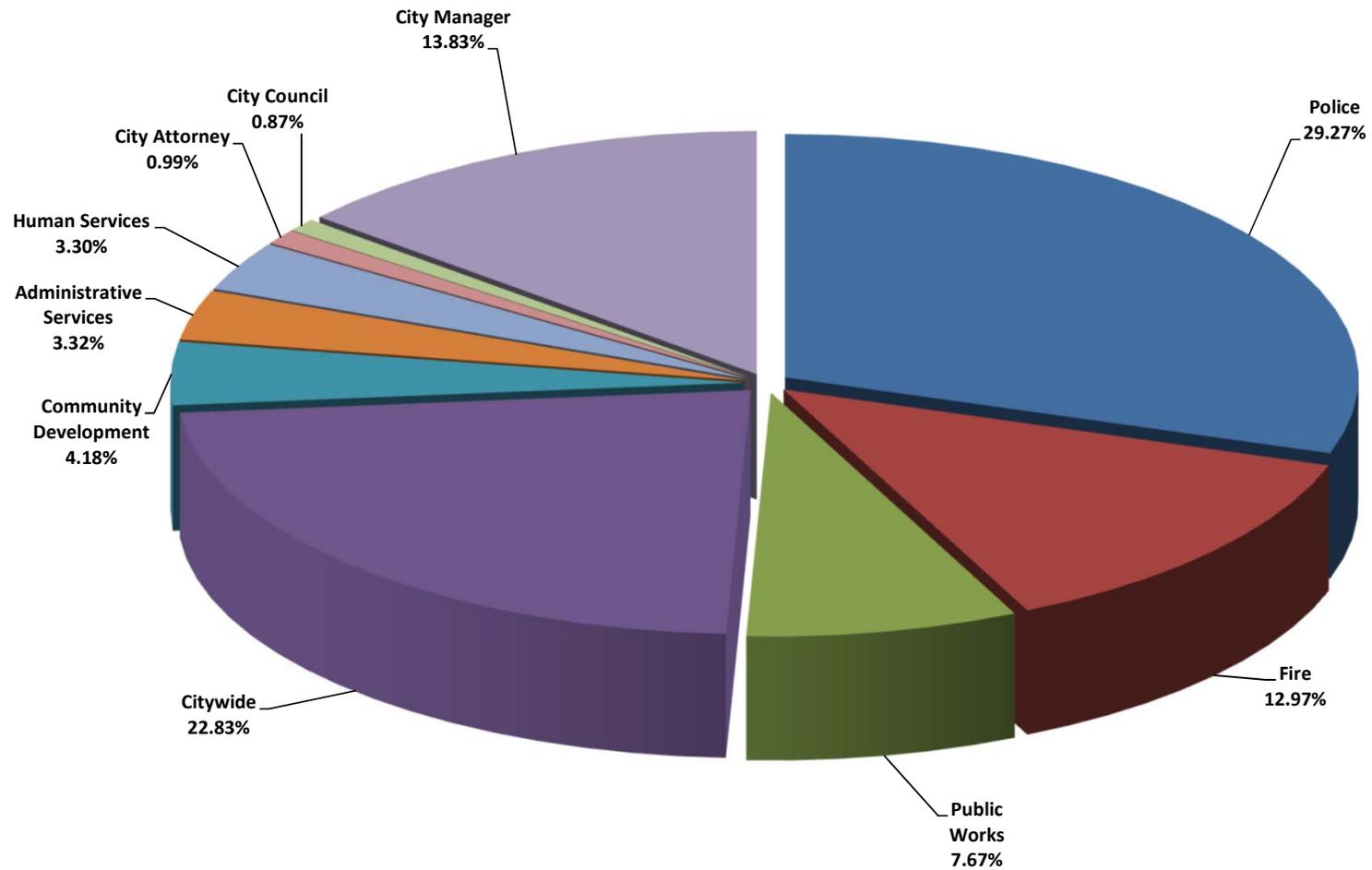


**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY FUND  
FISCAL YEAR 2020-21**

	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	251,218	3,973,886	953,345	947,370	8,631,131	3,727,310	2,203,491	1,200,720	-	283,053	6,559,256	-	28,730,780
Gas Tax	-	2,000	-	-	-	-	784,791	-	-	-	216,381	-	1,003,172
Park Maintenance	-	-	-	-	-	-	46,575	-	-	-	1,500	-	48,075
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	83,480	-	-	33,859	107,888	-	-	-	-	225,227
Air Quality	-	-	-	-	-	-	150,000	-	-	-	-	-	150,000
Senior Nutrition	-	-	-	171,238	-	-	-	-	-	-	6,406	-	177,644
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	269,584	115,004	-	-	-	-	-	-	384,588
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	210,600	-	-	-	-	-	-	-	210,600
State Supplemental	-	-	-	-	100,000	-	-	-	-	-	-	-	100,000
Used Oil Grant	-	3,800	-	-	-	-	-	-	-	-	-	-	3,800
Homeless Emergency Aid Program	-	-	-	-	-	-	-	117,000	-	-	-	-	117,000
After School Program Fund	-	46,606	37,870	1,036,157	-	-	-	-	-	-	104,980	-	1,225,613
OTS Grant	-	-	-	24,298	-	-	-	-	-	-	-	-	24,298
City of Hope	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Safety Dept Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	30,500	-	-	-	-	-	-	3,544	-	34,044
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Resource Center	-	-	-	14,500	-	-	-	-	-	-	-	-	14,500
Sr Support Services Gran	-	-	-	10,000	-	-	-	-	-	-	-	-	10,000
Healthy Comm Strategic Plan	-	-	-	18,790	-	-	-	-	-	-	-	-	18,790
ExLP Supplemental Fund	-	-	-	125,000	-	-	-	-	-	-	-	-	125,000
Hope through Housing	-	-	-	53,134	-	-	-	-	-	-	-	-	53,134
EMS-Paramedic	-	-	-	-	-	82,880	-	-	-	-	-	-	82,880
Economic Development	15,728	-	-	-	-	-	-	-	927,627	-	128,744	-	1,072,099
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	600,000	-	-	-	600,000
Sewer Operating	38,367	345,957	102,209	-	-	-	3,935,720	-	-	-	316,649	-	4,738,902
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	73,556	-	-	-	-	-	73,556
Pavement Impact Fee Fund	-	-	-	-	-	-	150,000	-	-	-	-	-	150,000
CFD 2011-1 - Paseos	-	-	-	-	-	-	5,000	-	-	-	-	113,072	118,072
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	5,000	-	-	-	-	40,782	45,782
General Plan Update Fee	-	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Equipment Replacement	-	-	-	-	-	-	10,000	-	-	-	-	-	10,000
<b>Total</b>	<b>305,313</b>	<b>4,373,249</b>	<b>1,093,424</b>	<b>2,515,467</b>	<b>9,211,315</b>	<b>3,925,194</b>	<b>7,398,992</b>	<b>1,425,608</b>	<b>1,582,627</b>	<b>283,053</b>	<b>7,337,460</b>	<b>153,854</b>	<b>39,605,556</b>

**City of Montclair  
2020-21 General Fund Operating Budget  
By Department**

**Total Budget - \$28,730,780**



**Fiscal Year 2020-21**  
**Budget Allocations by Department**

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<b><u>City Council</u></b>	\$ 157,273	\$ 148,040	\$ -	\$ 305,313
<b><u>City Manager</u></b>				
City Manager	309,574	59,400	0	368,974
Information Technology	540,773	218,300	34,500	793,573
Finance	483,379	125,330	0	608,709
Solid Waste	91,025	2,510,968	0	2,601,993
<b>Total</b>	1,424,751	2,913,998	34,500	4,373,249
<b><u>Administrative Services</u></b>				
<b><u>Department</u></b>				
Administration	43,257	10,550	0	53,807
City Clerk	256,131	21,600	0	277,731
Personnel	354,925	93,400	0	448,325
Central Services	44,226	269,335	0	313,561
<b>Total</b>	698,539	394,885	0	1,093,424
<b><u>Human Services</u></b>				
Recreation	755,171	91,518	0	846,689
Clinic	17,285	64,801	0	82,086
Senior Citizens	16,921	3,300	0	20,221
Nutritional Meals	83,790	173,115	0	256,905
Family and Health Education	60,137	41,488	0	101,625
Expanded Learning Program	1,033,446	174,495	0	1,207,941
<b>Total</b>	1,966,750	548,717	0	2,515,467
<b><u>Police Department</u></b>				
Administration	227,982	212,522	0	440,504
Support	724,017	9,236	0	733,253
Technical Services	170,889	162,400	0	333,289
Records	631,732	8,000	0	639,732
Investigations	1,033,639	87,190	0	1,120,829
Uniform Patrol	4,860,281	320,395	0	5,180,676
Communications	626,782	8,700	0	635,482
Volunteer Services	52,418	1,000	0	53,418
Emergency Preparedness	71,952	2,180	0	74,132
<b>Total</b>	8,399,692	811,623	0	9,211,315
<b><u>Fire Department</u></b>				
Administration	449,190	3,900	0	453,090
Emergency Services	2,999,170	382,554	0	3,381,724
Personnel Development	0	4,500	0	4,500
Buildings/Grounds	0	3,000	0	3,000
EMS-Paramedics	49,680	33,200	0	82,880
<b>Total</b>	3,498,040	427,154	0	3,925,194

**Fiscal Year 2020-21**  
**Budget Allocations by Department**

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<b><u>Public Works</u></b>				
<b>Engineering</b>				
Management	182,227	50,160	0	232,387
Inspection	88,138	0	0	88,138
Traffic Safety	11,934	146,000	0	157,934
Subtotal	282,299	196,160	0	478,459
<b>Street Maintenance</b>				
Graffiti	80,423	12,400	16,000	108,823
Street Maintenance	249,098	609,950	0	859,048
Signing/Painting	78,760	31,700	0	110,460
Street Sweeping	155,703	5,800	330,000	491,503
Subtotal	563,984	659,850	346,000	1,569,834
<b>Park Maintenance</b>				
Park Maintenance	295,795	106,325	0	402,120
Tree Maintenance	13,967	16,650	0	30,617
Subtotal	309,762	122,975	0	432,737
<b>Vehicle Maintenance</b>	160,322	181,500	0	341,822
<b>Sewer Maintenance</b>	916,652	3,083,624	0	4,000,276
<b>Building Maintenance</b>				
Building Maintenance	129,023	96,935	0	225,958
Heating & A/C	78,708	28,500	0	107,208
Janitorial	129,498	113,200	0	242,698
Subtotal	337,229	238,635	0	575,864
<b>Total</b>	2,570,248	4,482,744	346,000	7,398,992
<b><u>Community Development</u></b>				
Planning Commission	8,075	0	0	8,075
Administration	77,952	4,675	0	82,627
Current Planning	188,810	1,300	0	190,110
Advance Planning	103,108	6,000	0	109,108
Field Inspection	148,072	1,100	0	149,172
Plan Check	75,032	350	0	75,382
Operations	150,246	150	0	150,396
Fire Prevention	121,055	2,900	0	123,955
Code Enforcement	413,133	123,650	0	536,783
<b>Total</b>	1,285,483	140,125	0	1,425,608

**Fiscal Year 2020-21  
Budget Allocations by Department**

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<b><u>Economic Development</u></b>				
Administration	450,527	1,132,100	0	<u>1,582,627</u>
<b><u>City Attorney</u></b>	108,053	175,000	0	<u>283,053</u>
<b><u>Citywide Department</u></b>	5,649,710	1,687,750	0	<u>7,337,460</u>
<b><u>Community Facility Districts</u></b>	62,604	91,250	0	<u>153,854</u>
<b>Total Departmental</b>	<u>\$ 26,271,670</u>	<u>\$ 12,953,386</u>	<u>\$ 380,500</u>	<u>\$ 39,605,556</u>
<b><u>Debt Service Costs</u></b>				<u>\$ 2,590,762</u>
<b>Total Appropriations</b>				<u>\$ 42,196,318</u>

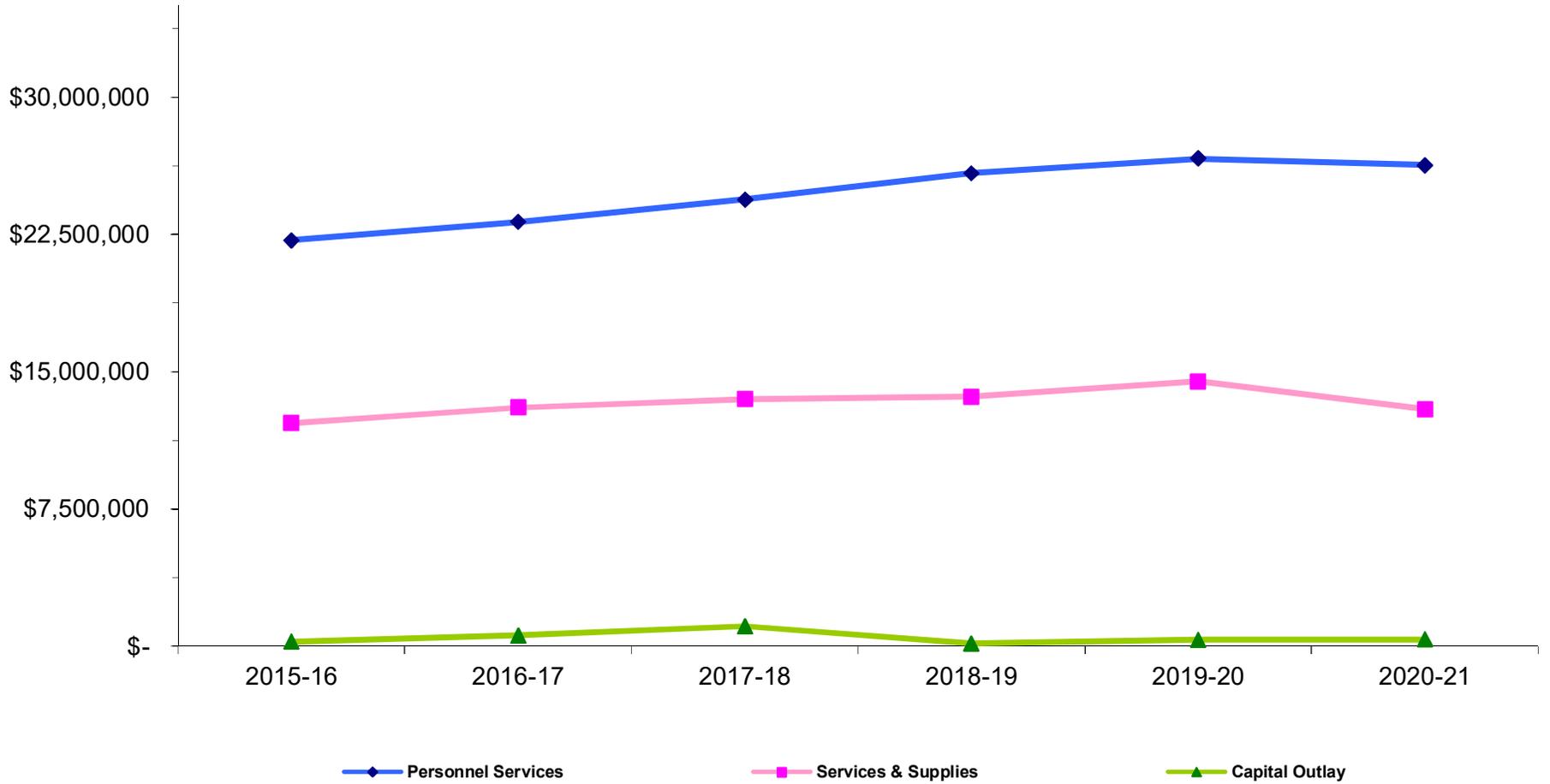
**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY OBJECT CLASS  
FISCAL YEAR 2020-21**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 157,273	\$ 148,040	\$ -	\$ 305,313
City Manager	18.93	1,424,751	2,913,998	34,500	4,373,249
Administrative Services	4.03	698,539	394,885	-	1,093,424
Human Services	14.00	1,966,750	548,717	-	2,515,467
Police	73.50	8,399,692	811,623	-	9,211,315
Fire	22.50	3,498,040	427,154	-	3,925,194
Public Works	29.90	2,570,248	4,482,744	346,000	7,398,992
Community Development	12.10	1,285,483	140,125	-	1,425,608
Economic Development	2.70	450,527	1,132,100	-	1,582,627
City Attorney	0.00	108,053	175,000	-	283,053
Citywide	0.00	5,649,710	1,687,750	-	7,337,460
Community Facility Districts	0.00	62,604	91,250	-	153,854
Total Operating Expenditures	177.66 *	\$ 26,271,670	\$ 12,953,386	\$ 380,500	\$ 39,605,556
Debt Service		-	-	-	2,590,762
Total Expenditures		<u>\$ 26,271,670</u>	<u>\$ 12,953,386</u>	<u>\$ 380,500</u>	<u>\$ 42,196,318</u>

\* Full-Time Employees by Entity:

City	177.66
SRDA	0.69
MHC	1.65
	<u>180.00</u>

# CITY OF MONTCLAIR Operating Budgets 2015-16 to 2020-21 Annual Increase (Decrease) By Object Class





## *Article 13-B Disclosures*

**CITY OF MONTCLAIR  
ARTICLE 13-B DISCLOSURES  
FISCAL YEAR 2020-21**

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 2020-21 is \$439,445,914.

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 2020-21 is \$22,379,505 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 28,730,780
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 750,000	
Licenses & Permits	514,325	
Fines & Forfeits	470,400	
POST Reimbursements	15,000	
Other Intergovernmental Reimbursements	70,000	
Charges for Services	3,793,800	
Miscellaneous		
Rental Income	177,750	
Other	460,000	
Transfers-In - Traffic Safety	100,000	\$ 6,351,275
Appropriations Budget Financed by Taxes		\$ 22,379,505

**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	157,332	157,273	157,273	
Services and Supplies	265,116	233,241	148,040	
Capital Outlay	0	0	0	
<b>Total</b>	<b>422,448</b>	<b>390,514</b>	<b>305,313</b>	

<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)
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### Source of Funds

General Fund	397,249	360,010	251,218
Economic Development Fund	0	0	15,728
Sewer Operating Fund	0	0	7,863
Sewer Operating Fund – Indirect Staff Charges	25,199	30,504	30,504
<b>Total</b>	<b>422,448</b>	<b>390,514</b>	<b>305,313</b>

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: CITY COUNCIL**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	Recommended by Administration Next Year
			First Rate Months	Rate	Second Rate Months	Rate		
<u>Mayor</u>								
John Dutrey			12.0	1,650			19,800	19,800
<u>Council Member</u>								
Tenice Johnson			12.0	1,150			13,800	13,800
Corysa Martinez			12.0	1,150			13,800	13,800
Carolyn Raft			12.0	1,150			13,800	13,800
William Ruh			12.0	742			8,904	8,904

Salary Requirements:

TOTAL (P/T)

70,104

70,104

## DETAIL OF SALARIES AND WAGES

**Department:** City Council

**Program:** 4101 City Council

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<b><u>Part-Time</u></b>							
Mayor	1.00	1.00	1.00		19,800	19,800	
Council Members	4.00	4.00	4.00		50,304	50,304	
Part Time	5.00	5.00	5.00		70,104	70,104	
Benefit Costs					85,272	85,272	
PERS Benefit Costs					1,897	1,897	
Total Benefit Costs					87,169	87,169	
<b>TOTAL</b>					<b>157,273</b>	<b>157,273</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Council		4101 City Council

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### **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.

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### **Personnel Services – \$157,273**

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 – \$87,169.

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### **Services and Supplies – \$233,241**

Funding requested is for: books and publications – \$500; publication and advertising – \$32,000; community benefits – \$30,000; dues and memberships – \$28,341; travel and meetings – \$9,500; mileage/auto allowance – \$25,000; special consulting services – \$65,000; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$15,000; miscellaneous expenditures – \$23,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4101	City Council					
				E10	Personnel Services					
48,120	57,909	70,104.00	0.00	42020-400-0000	Part Time Wages	0.00	70,104.00	59,589.00	0.00	0.00
0	0	81,000.00	0.00	45220-400-0000	Benefit Plan	0.00	81,000.00	68,850.00	0.00	0.00
4,106	2,548	1,956.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,897.00	1,612.00	0.00	0.00
688	641	688.00	0.00	45290-400-0000	Life Insurance	0.00	688.00	585.00	0.00	0.00
804	1,176	1,016.00	0.00	45330-400-0000	Medicare	0.00	1,016.00	863.00	0.00	0.00
2,578	3,219	2,568.00	0.00	45340-400-0000	Social Security	0.00	2,568.00	2,183.00	0.00	0.00
56,296	65,494	157,332	0		Personnel Services Totals:	0.00	157,273	133,682	0	0
				E20	Services & Supplies					
748	0	700.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
242	780	30,800.00	0.00	52090-400-0000	Publication & Advertising	0.00	32,000.00	32,000.00	0.00	0.00
24,219	3,961	35,000.00	0.00	52110-400-0000	Community Benefits	0.00	30,000.00	5,000.00	0.00	0.00
25,976	28,603	27,341.00	0.00	52120-400-0000	Dues & Memberships	0.00	28,341.00	26,340.00	0.00	0.00
8,976	10,663	20,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	9,500.00	0.00	0.00	0.00
25,380	24,648	25,000.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	25,000.00	25,000.00	0.00	0.00
45,068	52,385	86,375.00	0.00	52190-400-0000	Special Consulting Services	0.00	65,000.00	45,000.00	0.00	0.00
0	0	2,000.00	0.00	52540-400-0000	Vocational Training	0.00	2,000.00	0.00	0.00	0.00
0	0	900.00	0.00	52690-400-0000	Small Equipment	0.00	900.00	200.00	0.00	0.00
1,583	1,768	2,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	2,000.00	1,500.00	0.00	0.00
0	2,325	15,000.00	0.00	52900-400-0000	Reeder Ranch Expenses	0.00	15,000.00	2,500.00	0.00	0.00
17,423	22,028	20,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	23,000.00	10,000.00	0.00	0.00
149,615	147,161	265,116	0		Services & Supplies Totals:	0.00	233,241	148,040	0	0
				E40	Other Financing Uses					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(24,332)	(23,118)	-25,199.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-30,504.00	-30,504.00	0.00	0.00
(24,332)	(23,118)	(25,199)	0		Other Financing Uses Totals:	0.00	(30,504)	(30,504)	0	0
181,579	189,537	397,249	0		EXPENDITURES TOTALS:	0.00	360,010	251,218	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
181,579	189,537	397,249	0		DEPT EXPENSES	0.00	360,010	251,218	0	0
(181,579)	(189,537)	(397,249)	0		City Council Totals:	0.00	(360,010)	(251,218)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
181,579	189,537	397,249	0		FUND EXPENSES	0.00	360,010	251,218	0	0
(181,579)	(189,537)	(397,249)	0		General Fund Totals:	0.00	(360,010)	(251,218)	0	0
				1206	Economic Development					
				4101	City Council					
				E10	Personnel Services					
0	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	7,010.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	8,100.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	190.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	69.00	0.00	0.00
0	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	102.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	257.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	15,728	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	15,728	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	15,728	0	0
0	0	0	0		City Council Totals:	0.00	0	(15,728)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	15,728	0	0
0	0	0	0		Economic Development Totals:	0.00	0	(15,728)	0	0
				1501	Sewer Operating Fund					
				4101	City Council					
				E10	Personnel Services					
0	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	3,505.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	4,050.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	95.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	34.00	0.00	0.00
0	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	51.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	128.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	7,863	0	0
				E40	Other Financing Uses					
24,332	23,118	25,199.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	30,504.00	30,504.00	0.00	0.00
24,332	23,118	25,199	0		Other Financing Uses Totals:	0.00	30,504	30,504	0	0
24,332	23,118	25,199	0		EXPENDITURES TOTALS:	0.00	30,504	38,367	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
24,332	23,118	25,199	0		DEPT EXPENSES	0.00	30,504	38,367	0	0
(24,332)	(23,118)	(25,199)	0		City Council Totals:	0.00	(30,504)	(38,367)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
24,332	23,118	25,199	0		FUND EXPENSES	0.00	30,504	38,367	0	0
(24,332)	(23,118)	(25,199)	0		Sewer Operating Fund Totals:	0.00	(30,504)	(38,367)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
205,911	212,655	422,448	0		REPORT EXPENSES	0.00	390,514	305,313	0	0
(205,911)	(212,655)	(422,448)	0		REPORT TOTALS:	0.00	(390,514)	(305,313)	0	0

**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	<b><u>CONFERENCES/SEMINARS</u></b>			\$6,000
		<b><u>League of California Cities</u></b>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Long Beach, CA	October 7–9, 2020	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2021	
		Executive Forum (\$1,200 each X 2 = \$2,400)	Newport Beach, CA	June 2021	
		<b><u>San Bernardino County</u></b>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2021	
	Mayor and City Council	<b><u>WORKSHOPS</u></b>			
		<b><u>League of California Cities</u></b>			
		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

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Mayor and City Council	<b><u>LOCAL TRAVEL &amp; MEETINGS</u></b>			
		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	<b><u>SPECIAL</u></b>			
		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
				<b>Total:</b>	<b>\$9,500</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

**Department:** City Council

**Program:** 4101 City Council

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	J. John Dutrey, Mayor Carolyn Raft, Mayor Pro Tem Bill Ruh, Council Member Corysa Martinez, Council Member Tenice Johnson, Council Member All managers and supervisory employees, and members of City commissions, committees, boards	<b><u>ETHICS TRAINING (AB 1234)</u></b>  Assembly Bill No. 1234 requires that local officials who receive compensation, salary stipends, or expense reimbursements must City receive training in public service ethics law and principles every two years. The requirement City applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 and training within one year of assuming office. Officials must repeat ethics training very two years. Ethics training was last provided in Fall 2019 and is again scheduled for Fall 2020.  As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the “Local Ethics Training Program,” a free interactive training course available at the following website: <a href="http://localethics.fppc.ca.gov/login.aspx">http://localethics.fppc.ca.gov/login.aspx</a> . This is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City’s Human Resources Division. The training program/website does not retain a copy of the certificate.	Montclair	Fall 2020	\$2,000
				<b>Total:</b>	<b>\$2,000</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$500  
                 Inland Valley Daily Bulletin, \$350  
                 Miscellaneous expenditures for books and periodicals, \$150
- 52090      PUBLICATION AND ADVERTISING – \$32,000  
                 Miscellaneous advertising related to City Council programs, \$2,000  
                 Reports to the community, \$30,000
- 52110      COMMUNITY BENEFITS – \$30,000 ***(Only \$5,000 approved – COVID-19 Reduction)***  
                 Contributions to community groups, \$15,000  
                 Contribution for community events, \$13,000  
                 Emergency relief/assistance, \$2,000
- 52120      DUES AND MEMBERSHIPS – \$28,341 ***(Only \$26,340 approved – COVID-19 Reduction)***  
                 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, \$2,000



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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

- 52130      TRAVEL AND MEETINGS – \$9,500 **(Not approved – COVID-19 Suspension)**  
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 – \$65,000 **(Only \$45,000 approved – COVID-19 Reduction)**  
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$45,000  
HdL Special Consulting, \$20,000
- 52540      VOCATIONAL TRAINING – \$2,000 **(Not approved – COVID-19 Suspension)**  
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 **(Only \$200 approved – COVID-19 Reduction)**  
Replacement cellular phones (3 @ \$300 each).
- 52850      CELLULAR PHONE EXPENSE – \$2,000 **(Only \$1,500 approved – COVID-19 Reduction)**  
Expenditures related to use of cellular telephone service.
- 52900      REEDER RANCH EXPENSES – \$15,000 **(Only \$2,500 approved – COVID-19 Reduction)**  
Contract services, building upgrades, and program services for the Reeder Ranch.
- 52990      MISCELLANEOUS EXPENDITURES – \$23,000 **(Only \$10,000 approved – COVID-19 Reduction)**  
Special awards and certificates, \$3,000  
City Hall household-fund contribution, \$5,000  
City Council meeting refreshments, \$3,000 **(Only \$1,500 approved – COVID-19 Reduction)**  
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$5,000; rental equipment, \$1,500), \$10,000 **(Not approved – COVID-19 Suspension)**  
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	1,525,699	1,612,720	1,424,751	
Services and Supplies	2,990,598	2,995,826	2,913,998	
Capital Outlay	255,222	177,000	34,500	
<b>Total</b>	<b>4,771,519</b>	<b>4,785,546</b>	<b>4,373,249</b>	

Personnel Authorized			
	20.40 (FT)	19.65 (FT)	18.93 (FT)
	2.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	3.00 (PT)	3.00 (PT)	3.00 (PT)

### Department Distribution

City Manager	384,677	401,266	368,974
Information Technology Services	1,008,546	1,036,232	793,573
Financial Services	722,370	680,176	608,709
Solid Waste Disposal	2,655,926	2,667,872	2,601,993
<b>Total</b>	<b>4,771,519</b>	<b>4,785,546</b>	<b>4,373,249</b>

### Source of Funds

General Fund	4,398,414	4,411,126	3,973,886
Gas Tax Fund	2,000	2,000	2,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000
Recycling Grant Fund	3,800	3,800	3,800
ExLP – Indirect Staff Charges	55,546	46,606	46,606
Sewer Operating Fund	168,096	172,615	197,558
Sewer Operating Fund – Indirect Staff Charges	142,663	148,399	148,399
<b>Total</b>	<b>4,771,519</b>	<b>4,785,546</b>	<b>4,373,249</b>

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: OFFICE OF THE CITY MANAGER

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				<u>Includes % Increase (if any)</u>	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b>Full Time:</b>								
<u>City Manager/Executive Director</u>								
<u>Office of General Services</u>								
Edward Starr	E		12.0	21,505			258,060	258,060
<u>Finance Director</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Senior Management Analyst</u>								
Mikey Fuentes	E		12.0	8,069			98,765	98,765
<u>Information Relations Officer</u>								
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Finance Manager</u>								
Janet Kulbeck	A		0.6	8,032	11.4	8,434	102,986	102,986
<u>Finance Supervisor</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Information Technology Manager</u>								
John Nguyen	E		12.0	9,763			119,499	119,499
<u>Senior Information Technology Specialist</u>								
Robert Castillo	E		12.0	6,822			83,501	83,501
Ricky Tankersley	E		12.0	6,822			83,501	83,501
<u>Information Technology Specialist</u>								
Edmund Garcia, Jr.	B	10/15/19	3.5	5,253	8.5	5,516	66,577	66,577

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: OFFICE OF THE CITY MANAGER****DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				<u>Includes % Increase (if any)</u>	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Senior Accountant</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Accountant</u>								
Liz Lew	E		12.0	5,163			63,195	63,195
<u>Junior Accountant</u>								
Raquel Badawi	E		12.0	4,918			60,196	60,196
Victor Flores	E		12.0	4,918			60,196	60,196
Claudia Ramirez	E		12.0	4,918			60,196	60,196
<u>Accounting Specialist</u>								
Randall Burwell	E		12.0	4,399			53,844	53,844
Susan Jester	B	03/01/20	8.0	3,800	4.0	3,990	47,287	47,287
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant (Unfunded)	A		12.0	0			0	0
<u>Customer Service Rep./Office Specialist</u>								
Vacant - COVID Freeze	A		12.0	0			0	0
Nadia Paz	E		12.0	3,786			46,341	46,341
<u>Administration to other Departments/Entities</u>								
Edward Starr (AS 5%, ED 25%, SRDA 2%, & MHC 10%)							-108,385	-108,385
Mikey Fuentes (ED 25%)							-24,691	-24,691
Janet Kulbeck (ED 15%, SRDA 50%, & MHC 10%)							-77,240	-77,240
Raquel Badawi (MHC 50%)							-30,098	-30,098
Liz Lew (SRDA 15%)							-9,479	-9,479

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: OFFICE OF THE CITY MANAGER							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				<u>Includes % Increase (if any)</u>		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<b><u>Part-Time Benefitted:</u></b>									
<u>Systems Specialist</u>									
Vacant - COVID Freeze (38 hrs we	A		12.0	0.00 hr.			0	0	
<u>Information Tech Specialist</u>									
Vacant (Unfunded) (38 hrs week)	A		12.0	0.00 hr.			0	0	
<b><u>Part-Time:</u></b>									
<u>Accounting Specialist</u>									
Cathy Graves (29 hrs week)				24.17 hr.			37,177	37,177	
<u>Senior Intern</u>									
Nathaniel Burciaga (36 hrs week)				14.35 hr.			26,863	26,863	
Omar Naranjo (36 hrs week)				14.35 hr.			26,863	26,863	
Salary Requirements:							(FT)	954,251	954,251
							(PTB)	0	0
							(PT)	90,903	90,903
							TOTAL	1,045,154	1,045,154

## 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 Office of General Services	1.00	1.00	1.00		258,060	258,060	
Finance Director	1.00	1.00	1.00		0	0	
Finance Manager	1.00	1.00	1.00		102,986	102,986	
Finance Supervisor	1.00	1.00	1.00		0	0	
Information Tech Manager	1.00	1.00	1.00		119,499	119,499	
Information Relations Officer	1.00	1.00	1.00		62,730	0	
Senior Management Analyst	1.00	0.55	1.00		53,255	98,765	
Information Systems Analyst	2.00	2.00	0.00		171,360	0	
Sr. Info Tech Specialist (Un)	1.00	1.00	2.00		0	167,002	
Information Tech Specialist	1.00	1.00	1.00		66,577	66,577	
Senior Accountant (Un)	1.00	1.00	1.00		0	0	
Accountant	1.00	1.00	1.00		63,195	63,195	
Junior Accountant	3.00	3.00	3.00		180,588	180,588	
Accounting Specialist	4.00	4.00	4.00		146,535	101,131	
Customer Svc. Rep./Office	2.00	2.00	2.00		85,417	46,341	
CFD Admin Costs					-5,625	-5,625	
<b><u>Part-Time Benefitted</u></b>							
Systems Specialist	1.00	1.00	1.00		35,983	0	
Information Tech Specialist (Un)	1.00	1.00	1.00		0	0	
<b><u>Part-Time</u></b>							
Accounting Specialist	1.00	1.00	1.00		37,177	37,177	
Senior Intern	2.00	2.00	2.00		53,726	53,726	
Full Time	22.00	21.55	21.00		1,310,202	1,204,144	
Admin other Departments	-1.60	-1.90	-2.07		-262,326	-255,518	
Total FT Positions/Salaries	20.40	19.65	18.93		1,047,876	948,626	
Part Time Benefitted	2.00	2.00	2.00		35,983	0	
Part Time	3.00	3.00	3.00		90,903	90,903	
Additional Pay					2,700	2,700	
Overtime					7,350	6,350	
Total Salaries & Wages					1,182,112	1,045,879	
Benefit Costs					346,538	297,880	
PERS Benefit Costs					181,013	173,786	
Benefit Costs other Depts					-96,943	-92,794	
Total Benefit Costs					430,608	378,872	
<b>TOTAL</b>					<b>1,612,720</b>	<b>1,424,751</b>	

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4202**

<b>Department</b>	<b>Division</b>	<b>Program</b>
City Manager		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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	282,477	301,716	309,574	
Services and Supplies	102,200	99,550	59,400	
Capital Outlay	0	0	0	
<b>Total</b>	<b>384,677</b>	<b>401,266</b>	<b>368,974</b>	

<b>Personnel Authorized</b>	2.10 (FT)	1.98 (FT)	2.33 (FT)
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**Source of Funds**

General Fund	360,446	378,657	276,066
Sewer Operating Fund	0	0	70,299
Sewer Operating Fund – Indirect Staff Charges	24,231	22,609	22,609
<b>Total</b>	<b>384,677</b>	<b>401,266</b>	<b>368,974</b>



## DETAIL OF SALARIES AND WAGES

**Department:** Office of the City Manager

**Program:** 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Mgr./Executive Director							
Office of General Services	1.00	1.00	1.00		258,060	258,060	
Admin other Depts	-0.40	-0.57	-0.42		-147,094	-108,385	
	<u>0.60</u>	<u>0.43</u>	<u>0.58</u>		<u>110,966</u>	<u>149,675</u>	
Information Relations Officer	1.00	1.00	1.00		62,730	0	
Senior Management Analyst	1.00	0.55	1.00		53,255	98,765	
	<u>-0.50</u>		<u>-0.25</u>			<u>-24,691</u>	
	0.50		0.75			74,074	
<b>Full Time</b>	<b>3.00</b>	<b>2.55</b>	<b>3.00</b>		<b>374,045</b>	<b>356,825</b>	
Admin other Departments	-0.90	-0.57	-0.67		-147,094	-133,076	
<b>Total FT Positions/Salaries</b>	<b>2.10</b>	<b>1.98</b>	<b>2.33</b>		<b>226,951</b>	<b>223,749</b>	
<b>Benefit Costs</b>					<b>72,260</b>	<b>73,725</b>	
PERS Benefit Costs					55,763	58,278	
Benefit Costs other Depts					-53,258	-46,178	
<b>Total Benefit Costs</b>					<b>74,765</b>	<b>85,825</b>	
<b>TOTAL</b>					<b>301,716</b>	<b>309,574</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4202 City Manager

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### **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 Relations 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.

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### **Personnel Services – \$301,716**

Salary requests are for: City Manager/Executive Director Office of General Services (0.43) – \$110,966; Senior Management Analyst (0.55) – \$53,255; Information Relations Officer (1.00) – \$62,730. Cost allocations are as follows: full-time salaries – \$226,951; benefit costs – \$74,765.

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### **Services and Supplies – \$99,550**

Funding requested is for: books and publications – \$500; community benefits – \$10,000; dues and memberships – \$1,900; travel and meetings – \$7,750; mileage/auto allowance – \$11,400; special consulting services – \$50,000; special contract services – \$15,000; miscellaneous expenditures – \$3,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 2:58PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4202	City Manager					
				E10	Personnel Services					
204,525	213,425	211,536.00	0.00	41010-400-0000	Regular Earnings	0.00	226,951.00	172,137.00	0.00	0.00
0	4,466	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
3,107	3,988	2,765.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,456.00	3,642.00	0.00	0.00
0	0	24,432.00	0.00	45220-400-0000	Benefit Plan	0.00	26,267.00	18,306.00	0.00	0.00
6,978	20,127	11,499.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,707.00	12,273.00	0.00	0.00
22,207	24,739	29,113.00	0.00	45250-400-0000	P.E.R.S.	0.00	30,315.00	29,897.00	0.00	0.00
900	874	890.00	0.00	45270-400-0000	LTD Insurance	0.00	799.00	725.00	0.00	0.00
1,461	1,427	1,158.00	0.00	45290-400-0000	Life Insurance	0.00	1,077.00	1,221.00	0.00	0.00
585	689	1,084.00	0.00	45330-400-0000	Medicare	0.00	1,144.00	1,074.00	0.00	0.00
<b>239,763</b>	<b>269,737</b>	<b>282,477</b>	<b>0</b>		<b>Personnel Services Totals:</b>	<b>0.00</b>	<b>301,716</b>	<b>239,275</b>	<b>0</b>	<b>0</b>
				E20	Services & Supplies					
80	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
0	0	200,000.00	0.00	52080-400-0000	COVID 19	0.00	0.00	0.00	0.00	0.00
1,503	2,751	9,000.00	0.00	52110-400-0000	Community Benefits	0.00	10,000.00	2,000.00	0.00	0.00
856	350	1,500.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,900.00	0.00	0.00	0.00
4,856	14,151	11,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	7,750.00	0.00	0.00	0.00
11,400	9,250	11,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	11,400.00	11,400.00	0.00	0.00
31,538	20,784	50,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	50,000.00	44,500.00	0.00	0.00
0	1,235	15,000.00	0.00	52450-400-0000	Special Contract Services	0.00	15,000.00	0.00	0.00	0.00
131	1,653	3,800.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	1,000.00	0.00	0.00
<b>50,364</b>	<b>50,173</b>	<b>302,200</b>	<b>0</b>		<b>Services &amp; Supplies Totals:</b>	<b>0.00</b>	<b>99,550</b>	<b>59,400</b>	<b>0</b>	<b>0</b>
				E40	Other Financing Uses					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(25,743)	(24,550)	-24,231.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-22,609.00	-22,609.00	0.00	0.00
(25,743)	(24,550)	(24,231)	0		Other Financing Uses Totals:	0.00	(22,609)	(22,609)	0	0
264,384	295,360	560,446	0		EXPENDITURES TOTALS:	0.00	378,657	276,066	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
264,384	295,360	560,446	0		DEPT EXPENSES	0.00	378,657	276,066	0	0
(264,384)	(295,360)	(560,446)	0		City Manager Totals:	0.00	(378,657)	(276,066)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
264,384	295,360	560,446	0		FUND EXPENSES	0.00	378,657	276,066	0	0
(264,384)	(295,360)	(560,446)	0		General Fund Totals:	0.00	(378,657)	(276,066)	0	0
				1501	Sewer Operating Fund					
				4202	City Manager					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	51,612.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	1,036.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	3,240.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	4,900.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	8,929.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	217.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	365.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	70,299	0	0
				E40	Other Financing Uses					
25,743	24,550	24,231.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	22,609.00	22,609.00	0.00	0.00
25,743	24,550	24,231	0		Other Financing Uses Totals:	0.00	22,609	22,609	0	0
25,743	24,550	24,231	0		EXPENDITURES TOTALS:	0.00	22,609	92,908	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
25,743	24,550	24,231	0		DEPT EXPENSES	0.00	22,609	92,908	0	0
(25,743)	(24,550)	(24,231)	0		City Manager Totals:	0.00	(22,609)	(92,908)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
25,743	24,550	24,231	0		FUND EXPENSES	0.00	22,609	92,908	0	0
(25,743)	(24,550)	(24,231)	0		Sewer Operating Fund Totals:	0.00	(22,609)	(92,908)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
290,127	319,910	584,677	0		REPORT EXPENSES	0.00	401,266	368,974	0	0
(290,127)	(319,910)	(584,677)	0		REPORT TOTALS:	0.00	(401,266)	(368,974)	0	0

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

**Department:** City Manager

**Program:** 4202 City Manager

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>California Public Employee Labor Relations Association</u></b> Annual Conference (\$2,000 each X 2 = \$4,000)	Monterey, CA	November 2020	\$4,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>San Bernardino County</u></b> City/County Conference (\$500 each X 2 = \$1,000)	Lake Arrowhead, CA	April 2021	\$1,000
52130	Janet Kulbeck, Finance Manager Accounting Specialists Customer Service Representatives	<b><u>Finance Miscellaneous Meetings</u></b> CMTA Quarterly and CSMFO BiMonthly Meetings	TBA	TBA	\$750
52130	John Nguyen Information Technology Manager IT Staff	IT Service/Training Skill Development	TBA	TBA	\$1,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>Miscellaneous</u></b> Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$1,000
				<b>Total:</b>	<b>\$7,750</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

E-Wall Street Journal, \$100  
E-Washington Post, \$100  
E-Sacramento Bee, \$100  
Miscellaneous publications, \$200

52110      COMMUNITY BENEFITS – \$9,000 **(Only \$2,000 approved – COVID-19 Reduction)**

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 – \$1,900 **(Not approved – COVID-19 Reduction)**

California Public Employers Labor Relations Association (CALPELRA), \$1,200  
City Management Foundation, \$300  
International City/County Management Association, \$350  
Unanticipated adjustments, \$50

52130      TRAVEL AND MEETINGS – \$7,750 **(Not approved – COVID-19 Suspension)**

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 **(Only \$44,500 approved – COVID-19 Reduction)**

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**

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$15,000 ***(Not approved – COVID-19 Reduction)***

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 – \$3,000 ***(Only \$1,000 approved – COVID-19 Reduction)***

Special awards, \$500

Programs supporting organizational activities, \$1,000

City promotional materials, \$1,500



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4203**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	512,024	601,054	540,773	
Services and Supplies	241,300	258,178	218,300	
Capital Outlay	255,222	177,000	34,500	
<b>Total</b>	<b>1,008,546</b>	<b>1,036,232</b>	<b>793,573</b>	

<b>Personnel Authorized</b>			
	5.00 (FT)	5.00 (FT)	4.00 (FT)
	2.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	2.00 (PT)	2.00 (PT)	2.00 (PT)

**Source of Funds**

General Fund	918,569	941,057	698,398
ExLP – Indirect	28,727	25,730	25,730
Staff Charges			
Sewer Operating Fund – Indirect	61,250	69,445	69,445
Staff Charges			
<b>Total</b>	<b>1,008,546</b>	<b>1,036,232</b>	<b>793,573</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Office of the City Manager      **Program:** 4203 Information Technology Svcs

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Information Tech Manager	1.00	1.00	1.00		119,499	119,499	
Information Systems Analyst	2.00	2.00	0.00		171,360	0	
Sr. Info Tech Specialist	1.00	1.00	2.00		0	167,002	
Information Tech Specialist	1.00	1.00	1.00		66,577	66,577	
<b><u>Part-Time Benefitted</u></b>							
IT Systems Technician (Un)	1.00	1.00	1.00		0	0	
Systems Specialist	1.00	1.00	1.00		35,983	0	
<b><u>Part-Time</u></b>							
Senior Intern	2.00	2.00	2.00		53,726	53,726	
Full Time	5.00	5.00	4.00		357,436	353,078	
Part Time Benefitted	2.00	2.00	2.00		35,983	0	
Part Time	2.00	2.00	2.00		53,726	53,726	
Overtime					4,250	4,250	
Total Salaries & Wages					451,395	411,054	
Benefit Costs					100,049	80,661	
PERS Benefit Costs					49,610	49,058	
Total Benefit Costs					130,529	129,719	
<b>TOTAL</b>					<b>601,054</b>	<b>540,773</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4203 Information Technology Services

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### **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.

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### **Personnel Services – \$601,054**

Salary requests are for: Information Technology Manager (1.00) – \$119,499; Information Technology Analyst (2.00) – \$171,360; Information Technology Specialist (1.00) – \$66,577; Systems Specialist (1.00/part-time benefitted) – \$35,983; Senior Intern (2.00/part-time) – \$53,726. Cost allocations are as follows: full-time salaries – \$357,436; part-time benefitted salaries – \$35,983; part-time salaries – \$53,726; overtime – \$4,250; benefit costs – \$149,659.

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### **Services and Supplies – \$258,178**

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$190,478; small equipment – \$20,700.

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### **Capital Outlay – \$177,000**

Funding requested is for: LCD monitors – \$4,000; Desktop Computer – \$24,000; Cisco Router upgrade – \$15,000; Mitel VOIP Phone Controller upgrade – \$10,000; HP Network Switches upgrade – \$15,000; Senior Center Copier – \$6,000; DocuSign Digital Signatures – \$3,000; Mobile Data Computers – \$100,000.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 2:58PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4203	Information Technology Svcs					
				E10	Personnel Services					
0	0	341,490.00	0.00	41010-400-0000	Regular Earnings	0.00	357,436.00	353,078.00	0.00	0.00
0	0	48,391.00	0.00	42020-400-0000	Part Time Wages	0.00	53,726.00	53,726.00	0.00	0.00
0	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	35,983.00	0.00	0.00	0.00
0	0	4,250.00	0.00	43010-400-0000	Overtime	0.00	4,250.00	4,250.00	0.00	0.00
0	0	0.00	0.00	43010-400-4202	Overtime PTB	0.00	0.00	0.00	0.00	0.00
0	0	4,158.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,385.00	4,385.00	0.00	0.00
0	0	55,200.00	0.00	45220-400-0000	Benefit Plan	0.00	75,600.00	59,400.00	0.00	0.00
0	0	4,550.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,780.00	4,780.00	0.00	0.00
0	0	42,558.00	0.00	45250-400-0000	P.E.R.S.	0.00	49,610.00	49,058.00	0.00	0.00
0	0	1,439.00	0.00	45270-400-0000	LTD Insurance	0.00	1,683.00	1,487.00	0.00	0.00
0	0	1,335.00	0.00	45290-400-0000	Life Insurance	0.00	1,554.00	1,377.00	0.00	0.00
0	0	5,652.00	0.00	45330-400-0000	Medicare	0.00	6,484.00	5,900.00	0.00	0.00
0	0	3,001.00	0.00	45340-400-0000	Social Security	0.00	5,563.00	3,332.00	0.00	0.00
0	0	512,024	0		Personnel Services Totals:	0.00	601,054	540,773	0	0
				E20	Services & Supplies					
0	0	38,000.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	38,000.00	25,000.00	0.00	0.00
0	0	500.00	0.00	51100-400-0000	Uniforms	0.00	900.00	200.00	0.00	0.00
0	0	10,000.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	8,000.00	8,000.00	0.00	0.00
0	0	100.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	100.00	100.00	0.00	0.00
0	0	172,000.00	0.00	52450-400-0000	Special Contract Services	0.00	190,478.00	170,000.00	0.00	0.00
0	0	0.00	0.00	52451-400-0000	Springbrook Maint/Conversion	0.00	0.00	0.00	0.00	0.00
0	0	20,700.00	0.00	52690-400-0000	Small Equipment	0.00	20,700.00	15,000.00	0.00	0.00
0	0	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	241,300	0		Services & Supplies Totals:	0.00	258,178	218,300	0	0
0	0	255,222.00	0.00	E30 62010-400-0000	Capital Outlay Office Equipment/Furniture	0.00	177,000.00	34,500.00	0.00	0.00
0	0	255,222	0		Capital Outlay Totals:	0.00	177,000	34,500	0	0
0	0	-61,250.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	-69,445.00	-69,445.00	0.00	0.00
0	0	-28,727.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	-25,730.00	-25,730.00	0.00	0.00
0	0	(89,977)	0		Other Financing Uses Totals:	0.00	(95,175)	(95,175)	0	0
0	0	918,569	0		EXPENDITURES TOTALS:	0.00	941,057	698,398	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	918,569	0		DEPT EXPENSES	0.00	941,057	698,398	0	0
0	0	(918,569)	0		Information Technology Svcs Total:	0.00	(941,057)	(698,398)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	918,569	0		FUND EXPENSES	0.00	941,057	698,398	0	0
0	0	(918,569)	0		General Fund Totals:	0.00	(941,057)	(698,398)	0	0
0	0	28,727.00	0.00	1160 4203 E40 82030-400-0000	Expanded Learning Program Fund Information Technology Svcs Other Financing Uses Indirect Staff Charges - ExLP	0.00	25,730.00	25,730.00	0.00	0.00
0	0	28,727	0		Other Financing Uses Totals:	0.00	25,730	25,730	0	0
0	0	28,727	0		EXPENDITURES TOTALS:	0.00	25,730	25,730	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	28,727	0		DEPT EXPENSES	0.00	25,730	25,730	0	0
0	0	(28,727)	0		Information Technology Svcs Total:	0.00	(25,730)	(25,730)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	28,727	0		FUND EXPENSES	0.00	25,730	25,730	0	0
0	0	(28,727)	0		Expanded Learning Program Fund	0.00	(25,730)	(25,730)	0	0
0	0	61,250.00	0.00	1501 4203 E40 82010-400-0000	Sewer Operating Fund Information Technology Svcs Other Financing Uses Indirect Staff Charges - Sewer	0.00	69,445.00	69,445.00	0.00	0.00
0	0	61,250	0		Other Financing Uses Totals:	0.00	69,445	69,445	0	0
0	0	61,250	0		EXPENDITURES TOTALS:	0.00	69,445	69,445	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	61,250	0		DEPT EXPENSES	0.00	69,445	69,445	0	0
0	0	(61,250)	0		Information Technology Svcs Total:	0.00	(69,445)	(69,445)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	61,250	0		FUND EXPENSES	0.00	69,445	69,445	0	0
0	0	(61,250)	0		Sewer Operating Fund Totals:	0.00	(69,445)	(69,445)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	0	1,008,546	0		REPORT EXPENSES	0.00	1,036,232	793,573	0	0
0	0	(1,008,546)	0		REPORT TOTALS:	0.00	(1,036,232)	(793,573)	0	0

**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 **(Only \$25,000 approved – COVID-19 Reduction)**  
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
- 51100      UNIFORMS – \$900 **(Only \$200 approved – COVID-19 Reduction)**  
All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).
- 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 – \$190,478 **(Only \$170,000 approved – COVID-19 Reduction)**  
Frontier FIOS Point to Point TLS connectivity for City Hall, Police, City Yard locations (\$2,400 per month), \$7,200 annually  
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, \$10,600

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

Time Warner TV services for PD and City Yard (\$200 per month), \$2,400 annually  
Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 annually  
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

Continued on next page

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

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**Department:** City Manager

**Program:** 4203 Information Technology Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

            Mitel Phone Controller Annual Maintenance, \$8,000 annually  
            Cisco Firepower Amp Endpoint for Desktop Security, \$7,000

52690      SMALL EQUIPMENT – \$20,700 ***(Only \$15,000 approved – COVID-19 Reduction)***

            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
62010	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 the transition to Microsoft's current Windows operating and office systems; more modern desktops are also more energy-efficient. The recommendation is for 30 desktop computers at \$800 each.	\$24,000
62010	Cisco Router Upgrade	The core network Cisco routers at City Yard/Fire Station 152 have reached their end of the life cycle, and Cisco no longer supports the model. Cisco routers are the backbone of the City's network allowing for data to be sent and received between different locations while protecting the information from security threats. Replacing the existing routers with newer models ensure that the City's network will remain stable and allow continued updates and support from the manufacturer.	\$15,000
<b><i>(Not approved – COVID-19 Elimination)</i></b>			
62010	Mitel VOIP Phone Controller upgrade	<p>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 the organization. It is vital to the operation of the City that we keep the Mitel Controllers current and up-to-date.</p> <p>To reduce costs associated with required updates staff is recommending the virtualizing of the Mitel VOIP controllers. Virtualizing the phone controllers would reduce costs associated with the buying of new replacement hardware and software. Virtualizing the phone controllers would make it easier to recover from natural disasters by having back-up copies of the Mitel VOIP controllers stored in the cloud or on the servers should a controller fail.</p>	\$10,000
<b><i>(Only \$5,000 approved – COVID-19 Reduction)</i></b>			

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

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	HP Network Switches Upgrade	<p>In today's networking world, network switches are the lifeline of communications between devices, facilities, wide-area campuses, and the Internet. Network switches continue to improve every year especially in the area of network speed capacity. Newer models provide Gigabit network transmissions allowing file transfers to happen in seconds instead of minutes. The City relies on network switches for all types of communications ranging from server applications, email transfers, file transfers, database access, voice communication, and overall connectivity.</p> <p>The City Yard and Fire Station 152 have network segments connected on HP Procurve Network switches running at 10/100 Megabits/sec. The switch is much slower than other connecting switches at the Montclair Civic Center and other City facilities. This creates a bottleneck for packets communicating to the City Yard and Fire Station 152. This request is to upgrade the switches to HP 1000 Gigabit with Power-Over-Ethernet switches to enhance network connectivity for all facilities within the organization.</p> <p style="text-align: center;"><b><i>(Not approved – COVID-19 Elimination)</i></b></p>	\$15,000
62010	Senior Center Copier	<p>The Senior Center Hewlett-Packard (HP) CM4540 color copier is over seven years old and is beyond repair. The Senior Center relies heavily on the HP CM4540 for all the printing, copying and scanning jobs for various programs and activities held in the Senior Center.</p> <p>Staff is recommending the purchase of a Sharp MX-5071 networked multifunctional color copier. Sharp color copiers offer stunning color output with exceptional ease of use. They are proven to be reliable and cost effective compared to other competing brands in the market. The Sharp MX-5071 prints 50 pages per minute (PPM) with automatic duplexing capabilities. The copier comes with four paper drawers offering 3,350 sheets of full capacity.</p> <p style="text-align: center;"><b><i>(Only \$1,500 approved – COVID-19 Reduction)</i></b></p>	\$6,000

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

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	DocuSign Digital Signatures	<p>Digital signatures have become common in recent years and are widely accepted as a reliable replacement over traditional methods of signing and authenticating documents. For more than a decade, federal law has recognized the legality of electronic signatures. Digital signatures allow the City to speed up the signing and documentation process of agreements, applications, contracts, permits, etc., by bringing them online.</p> <p>DocuSign is a leading vendor in digital signatures. DocuSign provides a safe and encrypted platform to convert documents online and collect digital signatures that meet all security requirements by state and federal laws. DocuSign places a unique identifying "fingerprint" data in a digital signature so that it remains permanently embedded within a document. Signs that someone has tampered with or altered a document after signing can be easily detected. Adopting and implementing a digital signature solution will pave the way to a paperless future while improving document workflow resulting in saving time and money.</p> <p style="text-align: center;"><b><i>(Not approved – COVID-19 Elimination)</i></b></p>	\$3,000
62010	Mobile Data Computers	<p>The Montclair Police Department's Mobile Data Computers (MDC) are critical to the operation of the Police force. The MDCs allow police officers to connect to the Montclair CAD RMS system as well as Department Of Justice (DOJ) databases to retrieve background investigative information out in the field while in their police vehicles.</p> <p>Currently, the MDCs are over six years old and are out of warranty. The existing models are Getac V110 tablets with 11" displays running on outdated Intel processors. The MDC units are used every day and are a critical function to the operation of the Police Department. Getac has released a new and improved line of ruggedized tablets called the Getac B360. The Getac B360 features the latest specifications from Intel with an improved 13" display. Pricing for the Getac B360 is \$5,000 each, and the requested amount covers twenty MDC units.</p> <p style="text-align: center;"><b><i>(Not approved – COVID-19 Elimination)</i></b></p>	\$100,000
<b><i>(Only \$34,500 approved – COVID-19 Reduction/Elimination)</i></b>			<b>Total: \$ 177,000</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4204**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	586,240	553,046	483,379	
Services and Supplies	136,130	127,130	125,330	
Capital Outlay	0	0	0	
<b>Total</b>	<b>722,370</b>	<b>680,176</b>	<b>608,709</b>	

<b>Personnel Authorized</b>	11.50 (FT)	10.87 (FT)	10.85 (FT)	
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**Source of Funds**

General Fund	629,762	599,955	528,488	
Gas Tax Fund	2,000	2,000	2,000	
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	
ExLP – Indirect	26,819	20,876	20,876	
Staff Charges				
Sewer Operating Fund – Indirect	57,182	56,345	56,345	
Staff Charges				
Sewer Maintenance	5,607	0	0	
<b>Total</b>	<b>722,370</b>	<b>680,176</b>	<b>608,709</b>	

## DETAIL OF SALARIES AND WAGES

**Department:** Office of the City Manager

**Program:** 4204 Financial Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Finance Director (Unfunded)	1.00	1.00	1.00		0	0	
Finance Manager	0.80	0.80	0.85		82,389	87,538	
Admin other Depts	-0.20	-0.68	-0.75		-70,030	-77,240	
	0.60	0.12	0.10		12,359	10,298	
Finance Supervisor (Unfunded)	0.80	0.80	0.80		0	0	
Senior Accountant (Unfunded)	1.00	1.00	1.00		0	0	
Accountant	1.00	1.00	1.00		63,195	63,195	
Admin other Depts	0.00	-0.15	-0.15		-9,479	-9,479	
	1.00	0.85	0.85		53,716	53,716	
Junior Accountant	3.00	3.00	3.00		180,588	180,588	
Admin other Depts - Badawi	-0.50	-0.50	-0.50		-30,098	-30,098	
	2.50	2.50	2.50		150,490	150,490	
Accounting Specialist	3.80	3.80	3.80		135,766	90,362	
Customer Svc. Rep./Office	0.80	0.80	0.80		37,073	37,073	
CFD Admin Costs					-5,625	-5,625	
<b>Full Time</b>	<b>12.20</b>	<b>12.20</b>	<b>12.25</b>		<b>499,011</b>	<b>458,756</b>	
Admin other Departments	-0.70	-1.33	-1.40		-115,232	-122,442	
<b>Total FT Positions/Salaries</b>	<b>11.50</b>	<b>10.87</b>	<b>10.85</b>		<b>383,779</b>	<b>336,314</b>	
Additional Pay					2,700	2,700	
Overtime					3,000	2,000	
<b>Total Salaries &amp; Wages</b>					<b>389,479</b>	<b>341,014</b>	
Benefit Costs					141,963	127,740	
PERS Benefit Costs					65,289	61,241	
Benefit Costs other Depts					-43,685	-46,616	
<b>Total Benefit Costs</b>					<b>163,567</b>	<b>142,365</b>	
<b>TOTAL</b>					<b>553,046</b>	<b>483,379</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4204 Financial Services

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### **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.

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### **Personnel Services – \$553,046**

Salary requests are for: Finance Manager (0.12) – \$12,359; Accountant (0.85) – 53,716; Junior Accountant (2.50) \$150,490; Accounting Specialist (3.80) – \$135,766; Customer Service Representative/Office Specialist (0.80) – \$37,073; Admin other departments – <\$5,625>. Cost allocations are as follows: full-time salaries – \$389,404; additional pay – \$2,700; overtime – \$3,000; benefit costs – \$163,567.

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### **Services and Supplies – \$127,130**

Funding requested is for: books and publications – \$1,230; maintenance (office equipment) – \$100; special consulting services – \$10,000; auditing fees – \$48,100; 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.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 2:58PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4204	Financial Services					
				E10	Personnel Services					
0	0	417,661.00	0.00	41010-400-0000	Regular Earnings	0.00	389,404.00	341,939.00	0.00	0.00
0	0	-5,625.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-5,625.00	-5,625.00	0.00	0.00
0	0	3,000.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	2,000.00	0.00	0.00
0	0	6,189.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,408.00	4,366.00	0.00	0.00
0	0	2,700.00	0.00	44250-400-0000	Bilingual Pay	0.00	2,700.00	2,700.00	0.00	0.00
0	0	94,560.00	0.00	45220-400-0000	Benefit Plan	0.00	102,024.00	87,300.00	0.00	0.00
0	0	4,066.00	0.00	45240-400-0000	Deferred Compensation	0.00	371.00	309.00	0.00	0.00
0	0	48,581.00	0.00	45250-400-0000	P.E.R.S.	0.00	48,162.00	42,867.00	0.00	0.00
0	0	1,760.00	0.00	45270-400-0000	LTD Insurance	0.00	1,638.00	1,438.00	0.00	0.00
0	0	1,800.00	0.00	45290-400-0000	Life Insurance	0.00	1,317.00	1,126.00	0.00	0.00
0	0	5,941.00	0.00	45330-400-0000	Medicare	0.00	5,647.00	4,959.00	0.00	0.00
0	0	580,633	0		Personnel Services Totals:	0.00	553,046	483,379	0	0
				E20	Services & Supplies					
0	0	1,230.00	0.00	51020-400-0000	Books and Publications	0.00	1,230.00	1,230.00	0.00	0.00
0	0	100.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	100.00	100.00	0.00	0.00
0	0	18,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	8,000.00	8,000.00	0.00	0.00
0	0	48,100.00	0.00	52220-400-0000	Audit Fees	0.00	47,100.00	47,100.00	0.00	0.00
0	0	1,100.00	0.00	52240-400-0000	Collection Agency Fees	0.00	1,100.00	1,100.00	0.00	0.00
0	0	23,000.00	0.00	52280-400-0000	Bank Fees and Charges	0.00	25,000.00	25,000.00	0.00	0.00
0	0	-5,200.00	0.00	52281-400-0000	CalCard Incentive Payments	0.00	-5,200.00	-5,200.00	0.00	0.00
0	0	43,000.00	0.00	52450-400-0000	Special Contract Services	0.00	43,000.00	43,000.00	0.00	0.00
0	0	3,800.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,800.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	133,130	0		Services & Supplies Totals:	0.00	124,130	122,330	0	0
0	0	-57,182.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	-56,345.00	-56,345.00	0.00	0.00
0	0	-26,819.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	-20,876.00	-20,876.00	0.00	0.00
0	0	(84,001)	0		Other Financing Uses Totals:	0.00	(77,221)	(77,221)	0	0
0	0	629,762	0		EXPENDITURES TOTALS:	0.00	599,955	528,488	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	629,762	0		DEPT EXPENSES	0.00	599,955	528,488	0	0
0	0	(629,762)	0		Financial Services Totals:	0.00	(599,955)	(528,488)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	629,762	0		FUND EXPENSES	0.00	599,955	528,488	0	0
0	0	(629,762)	0		General Fund Totals:	0.00	(599,955)	(528,488)	0	0
0	0	2,000.00	0.00	1102 4204 E20 52190-400-0000	Gas Tax Fund Financial Services Services & Supplies Special Consulting Services	0.00	2,000.00	2,000.00	0.00	0.00
0	0	2,000	0		Services & Supplies Totals:	0.00	2,000	2,000	0	0
0	0	2,000	0		EXPENDITURES TOTALS:	0.00	2,000	2,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	2,000	0		DEPT EXPENSES	0.00	2,000	2,000	0	0
0	0	(2,000)	0		Financial Services Totals:	0.00	(2,000)	(2,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	2,000	0		FUND EXPENSES	0.00	2,000	2,000	0	0
0	0	(2,000)	0		Gas Tax Fund Totals:	0.00	(2,000)	(2,000)	0	0
0	0	1,000.00	0.00	1144 4204 E20 52220-400-0000	Forfeiture Fund-Federal/DOJ Financial Services Services & Supplies Audit Fees	0.00	1,000.00	1,000.00	0.00	0.00
0	0	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
0	0	1,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Financial Services Totals:	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	(1,000)	(1,000)	0	0
0	0	26,819.00	0.00	1160 4204 E40 82030-400-0000	Expanded Learning Program Fund Financial Services Other Financing Uses Indirect Staff Charges - ExLP	0.00	20,876.00	20,876.00	0.00	0.00
0	0	26,819	0		Other Financing Uses Totals:	0.00	20,876	20,876	0	0
0	0	26,819	0		EXPENDITURES TOTALS:	0.00	20,876	20,876	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	26,819	0		DEPT EXPENSES	0.00	20,876	20,876	0	0
0	0	(26,819)	0		Financial Services Totals:	0.00	(20,876)	(20,876)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	26,819	0		FUND EXPENSES	0.00	20,876	20,876	0	0
0	0	(26,819)	0		Expanded Learning Program Fund	0.00	(20,876)	(20,876)	0	0
				1501	Sewer Operating Fund					
				4204	Financial Services					
				E10	Personnel Services					
0	0	4,250.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
0	0	128.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	390.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	0.00	0.00	0.00
0	0	212.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
0	0	517.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
0	0	18.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
0	0	30.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
0	0	62.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
0	0	5,607	0		Personnel Services Totals:	0.00	0	0	0	0
				E40	Other Financing Uses					
0	0	57,182.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	56,345.00	56,345.00	0.00	0.00
0	0	57,182	0		Other Financing Uses Totals:	0.00	56,345	56,345	0	0
0	0	62,789	0		EXPENDITURES TOTALS:	0.00	56,345	56,345	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	62,789	0		DEPT EXPENSES	0.00	56,345	56,345	0	0
0	0	(62,789)	0		Financial Services Totals:	0.00	(56,345)	(56,345)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	62,789	0		FUND EXPENSES	0.00	56,345	56,345	0	0
0	0	(62,789)	0		Sewer Operating Fund Totals:	0.00	(56,345)	(56,345)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	0	722,370	0		REPORT EXPENSES	0.00	680,176	608,709	0	0
0	0	(722,370)	0		REPORT TOTALS:	0.00	(680,176)	(608,709)	0	0

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

---

**Department:** City Manager

**Program:** 4204 Financial Services

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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  
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000  
Street report submission service (Gas Tax Fund), \$2,000

52220      AUDITING FEES – \$48,100  
Annual audit service fees (City) (General Fund – \$40,100; DOJ Fund – \$1,000), \$41,100  
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  
Monthly bank fees and charges.

52281      CALCARD INCENTIVE PAYMENTS – <\$5,200>  
CalCard reward program.

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

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**Department:** City Manager

**Program:** 4204 Financial Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$43,000

Merchant Services (credit card processing), \$35,500

Armored transport depository services, \$7,500

52990      MISCELLANEOUS EXPENDITURES – \$3,800 *(Only \$2,000 approved – COVID-19 Reduction)*

Miscellaneous expenditures.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4205**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	144,958	156,904	91,025	
Services and Supplies	2,510,968	2,510,968	2,510,968	
Capital Outlay	0	0	0	
<b>Total</b>	<b>2,655,926</b>	<b>2,667,872</b>	<b>2,601,993</b>	

<b>Personnel Authorized</b>	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)	1.75 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	2,489,637	2,491,457	2,470,934
Recycling Grant Fund	3,800	3,800	3,800
Sewer Operating Fund	162,489	172,615	127,259
<b>Total</b>	<b>2,655,926</b>	<b>2,667,872</b>	<b>2,601,993</b>



**DETAIL OF SALARIES AND WAGES**

**Department:** Office of the City Manager

**Program:** 4205 Solid Waste Disposal

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Finance Manager	0.20	0.20	0.15		20,597	15,448	
Finance Supervisor (Un)	0.20	0.20	0.20		0	0	
Accounting Specialist	0.20	0.20	0.20		10,769	10,769	
Customer Service Rep.	1.20	1.20	1.20		48,344	9,268	
<b><u>Part-Time</u></b>							
Accounting Specialist	1.00	1.00	1.00		37,177	37,177	
Full Time	1.80	1.80	1.75		79,710	35,485	
Part Time	1.00	1.00	1.00		37,177	37,177	
Overtime					100	100	
Total Salaries & Wages					116,987	72,762	
Benefit Costs					29,566	13,054	
PERS Benefit Costs					10,351	5,209	
Total Benefit Costs					39,917	18,263	
<b>TOTAL</b>					<b>156,904</b>	<b>91,025</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Manager		4205 Solid Waste Disposal

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### **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 Manager 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 – \$156,904**

Salary requests are for: Finance Manager (0.20) – \$20,597; Accounting Specialist (0.20) – \$10,769; Customer Service Representatives (1.20) – \$48,344; Accounting Specialist (1.00/part-time) – \$37,177. Cost allocations are as follows: full-time salaries – \$79,710; part-time salaries – \$37,177; overtime – \$100; benefit costs – \$39,917.

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### **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.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 2:58PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
0	0	18,460.00	0.00	41010-400-0000	Regular Earnings	0.00	18,686.00	5,009.00	0.00	0.00
0	0	8,426.00	0.00	42020-400-0000	Part Time Wages	0.00	9,294.00	9,294.00	0.00	0.00
0	0	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
0	0	91.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	100.00	100.00	0.00	0.00
0	0	5,940.00	0.00	45220-400-0000	Benefit Plan	0.00	6,480.00	1,440.00	0.00	0.00
0	0	2,016.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,122.00	634.00	0.00	0.00
0	0	78.00	0.00	45270-400-0000	LTD Insurance	0.00	79.00	21.00	0.00	0.00
0	0	80.00	0.00	45290-400-0000	Life Insurance	0.00	80.00	18.00	0.00	0.00
0	0	389.00	0.00	45330-400-0000	Medicare	0.00	406.00	208.00	0.00	0.00
0	0	523.00	0.00	45340-400-0000	Social Security	0.00	576.00	576.00	0.00	0.00
0	0	36,053	0		Personnel Services Totals:	0.00	37,873	17,350	0	0
				E20	Services & Supplies					
0	0	2,400,000.00	0.00	52390-400-0000	Residential Refuse Collection	0.00	2,400,000.00	2,400,000.00	0.00	0.00
0	0	25,884.00	0.00	52450-400-0000	Special Contract Services	0.00	25,884.00	25,884.00	0.00	0.00
0	0	1,500.00	0.00	52810-400-0000	Bad Debt Expenses	0.00	1,500.00	1,500.00	0.00	0.00
0	0	26,000.00	0.00	52930-400-0000	Special Billing Services	0.00	26,000.00	26,000.00	0.00	0.00
0	0	200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
0	0	2,453,584	0		Services & Supplies Totals:	0.00	2,453,584	2,453,584	0	0
0	0	2,489,637	0		EXPENDITURES TOTALS:	0.00	2,491,457	2,470,934	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	2,489,637	0		DEPT EXPENSES	0.00	2,491,457	2,470,934	0	0
0	0	(2,489,637)	0		Solid Waste Disposal Totals:	0.00	(2,491,457)	(2,470,934)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	2,489,637	0		FUND EXPENSES	0.00	2,491,457	2,470,934	0	0
0	0	(2,489,637)	0		General Fund Totals:	0.00	(2,491,457)	(2,470,934)	0	0
				1152	Recycling Grant Fund					
				4205	Solid Waste Disposal					
				E20	Services & Supplies					
0	0	3,800.00	0.00	52090-400-0000	Publication & Advertising	0.00	3,800.00	3,800.00	0.00	0.00
0	0	3,800	0		Services & Supplies Totals:	0.00	3,800	3,800	0	0
0	0	3,800	0		EXPENDITURES TOTALS:	0.00	3,800	3,800	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	3,800	0		DEPT EXPENSES	0.00	3,800	3,800	0	0
0	0	(3,800)	0		Solid Waste Disposal Totals:	0.00	(3,800)	(3,800)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	3,800	0		FUND EXPENSES	0.00	3,800	3,800	0	0
0	0	(3,800)	0		Recycling Grant Fund Totals:	0.00	(3,800)	(3,800)	0	0
				1501	Sewer Operating Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
0	0	56,581.00	0.00	41010-400-0000	Regular Earnings	0.00	61,024.00	30,476.00	0.00	0.00
0	0	25,278.00	0.00	42020-400-0000	Part Time Wages	0.00	27,883.00	27,883.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
0	0	590.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	719.00	615.00	0.00	0.00
0	0	15,660.00	0.00	45220-400-0000	Benefit Plan	0.00	16,920.00	6,750.00	0.00	0.00
0	0	506.00	0.00	45240-400-0000	Deferred Compensation	0.00	618.00	463.00	0.00	0.00
0	0	6,959.00	0.00	45250-400-0000	P.E.R.S.	0.00	8,229.00	4,575.00	0.00	0.00
0	0	238.00	0.00	45270-400-0000	LTD Insurance	0.00	257.00	128.00	0.00	0.00
0	0	287.00	0.00	45290-400-0000	Life Insurance	0.00	313.00	161.00	0.00	0.00
0	0	1,189.00	0.00	45330-400-0000	Medicare	0.00	1,289.00	845.00	0.00	0.00
0	0	1,567.00	0.00	45340-400-0000	Social Security	0.00	1,729.00	1,729.00	0.00	0.00
0	0	108,905	0		Personnel Services Totals:	0.00	119,031	73,675	0	0
0	0	0.00	0.00	E20	Services & Supplies					
0	0	25,884.00	0.00	52090-400-0000	Publication and Advertising	0.00	0.00	0.00	0.00	0.00
0	0	1,500.00	0.00	52450-400-0000	Special Contract Services	0.00	25,884.00	25,884.00	0.00	0.00
0	0	26,000.00	0.00	52810-400-0000	Bad Debt Expenses	0.00	1,500.00	1,500.00	0.00	0.00
0	0	200.00	0.00	52930-400-0000	Special Billing Services	0.00	26,000.00	26,000.00	0.00	0.00
0	0	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
0	0	53,584	0		Services & Supplies Totals:	0.00	53,584	53,584	0	0
0	0	162,489	0		EXPENDITURES TOTALS:	0.00	172,615	127,259	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	162,489	0		DEPT EXPENSES	0.00	172,615	127,259	0	0
0	0	(162,489)	0		Solid Waste Disposal Totals:	0.00	(172,615)	(127,259)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	162,489	0		FUND EXPENSES	0.00	172,615	127,259	0	0
0	0	(162,489)	0		Sewer Operating Fund Totals:	0.00	(172,615)	(127,259)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	0	2,655,926	0		REPORT EXPENSES	0.00	2,667,872	2,601,993	0	0
0	0	(2,655,926)	0		REPORT TOTALS:	0.00	(2,667,872)	(2,601,993)	0	0

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

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**Department:** City Manager

**Program:** 4205 Solid Waste Disposal

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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

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### Department

Administrative Services

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### Overview

The Administrative Services Department consists of four 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.

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	774,861	797,483	698,539	
Services and Supplies	535,520	498,205	394,885	
Capital Outlay	0	0	0	
<b>Total</b>	<b>1,310,381</b>	<b>1,295,688</b>	<b>1,093,424</b>	

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<b>Personnel Authorized</b>	4.72 (FT)	4.48 (FT)	4.03 (FT)
	2.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	2.00 (PT)	2.00 (PT)	2.00 (PT)

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### Department Distribution

Administration	250,169	171,846	53,807
City Clerk	255,656	287,281	277,731
Personnel/Risk Management	410,814	496,600	448,325
Central Services	393,742	339,961	313,561
<b>Total</b>	<b>1,310,381</b>	<b>1,295,688</b>	<b>1,093,424</b>

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### Source of Funds

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General Fund	1,186,237	1,155,609	953,345
ExLP – Indirect	39,635	37,870	37,870
Staff Charges			
Sewer Operating Fund – Indirect	84,509	102,209	102,209
Staff Charges			
<b>Total</b>	<b>1,310,381</b>	<b>1,295,688</b>	<b>1,093,424</b>

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**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b><u>Full Time:</u></b>								
<b><u>Administration from other Departments/Entities</u></b>								
Edward Starr (4200)	.05		12.0	21,505			12,903	12,903
<b><u>Administrative Services/Human Resources Director</u></b>								
Jon Hamilton	E		12.0	13,897			170,099	170,099
<b><u>City Clerk</u></b>								
Andrea Phillips	D	01/24/20	6.8	7,685	5.2	8,069	96,101	96,101
<b><u>Personnel Services Coordinator</u></b>								
Stephanie Hickerson	D	11/20/19	4.7	4,992	7.3	5,242	62,964	62,964
<b><u>Benefits Coordinator</u></b>								
Leslie Phillips	E		12.0	5,242			64,162	64,162
<b><u>Administration to other Departments/Entities</u></b>								
Andrea Phillips (SRDA)							-1,922	-1,922
<b><u>Part-Time Benefitted:</u></b>								
<b><u>Administrative Technician</u></b>								
Tanya Kresback (38 hrs week)	D	03/25/20	8.8	24.41 hr.	3.2	25.63	49,855	49,855
<b><u>Office Technician</u></b>								
Amber Cruz (38 hrs week)	C	07/01/20	6.0	19.81 hr.	6.0	20.80	40,924	40,924

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		

**Part-Time:**

Office Specialist

Vacant (Unfunded) (20 hrs week)

0.00 hr.

0

0

Senior Intern

Sharon Giang (20 hrs week)

13.66 hr.

14,206

14,206

Salary Requirements:	(FT)	404,307	404,307
	(PTB)	90,779	90,779
	(PT)	14,206	14,206
	<b>TOTAL</b>	<b>509,292</b>	<b>509,292</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Administrative Services

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
		Dept	City Mgr		Dept.	City Mgr	Adopted
	Current	Request	Recom	Final	Request	Recom	Budget
Admin from other Depts - Starr	0.25	0.25	0.05		64,515	12,903	
Admin Svcs/HR Director	1.00	1.00	1.00		170,099	170,099	
City Clerk	1.00	1.00	1.00		96,101	96,101	
Sr. Management Analyst	1.00	1.00	0.00		98,765	0	
Personnel Services Coordinator	1.00	1.00	1.00		64,162	64,162	
Benefits Coordinator	1.00	1.00	1.00		62,964	62,964	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00		49,855	49,855	
Office Technician	1.00	1.00	1.00		40,924	40,924	
<b><u>Part-Time</u></b>							
Office Specialist	1.00	1.00	1.00		0	0	
Senior Intern	1.00	1.00	1.00		14,206	14,206	
Full Time	5.25	5.25	4.05		556,606	406,229	
Admin other Departments	-0.53	-0.77	-0.02		-75,996	-1,922	
Total FT Positions/Salaries	4.72	4.48	4.03		480,610	404,307	
Part Time Benefitted	2.00	2.00	2.00		90,779	90,779	
Part Time	2.00	2.00	2.00		14,206	14,206	
Overtime					950	950	
Total Salaries & Wages					586,545	510,242	
Benefit Costs					168,448	138,911	
PERS Benefit Costs					70,581	50,143	
Benefit Costs other Depts					-28,091	-757	
Total Benefit Costs					210,938	188,297	
<b>TOTAL</b>					<b>797,483</b>	<b>698,539</b>	

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4311**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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 personnel services; legislative analysis support; history reference services; labor negotiations; administrative support services; election and records management; animal control; and city clerk, mail, and duplication services. Extensive support services are provided to the City Council and each City department.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	214,019	142,201	43,257	
Services and Supplies	36,150	29,645	10,550	
Capital Outlay	0	0	0	
<b>Total</b>	<b>250,169</b>	<b>171,846</b>	<b>53,807</b>	
<b>Personnel Authorized</b>	1.00 (FT)	0.60 (FT)	0.15 (FT)	

**Source of Funds**

General Fund	225,794	145,103	27,064
ExLP – Indirect Staff Charges	7,782	7,230	7,230
Sewer Operating Fund – Indirect Staff Charges	16,593	19,513	19,513
<b>Total</b>	<b>250,169</b>	<b>171,846</b>	<b>53,807</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Administrative Services

**Program:** 4311 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.25	0.25	0.05		64,515	12,903	
Administrative Services/Human Services Director	0.25	0.10	0.10		17,010	17,010	
Sr. Management Analyst	1.00	1.00	0.00		98,765	0	
Admin other Depts	-0.50	-0.75			-74,074		
	0.50	0.25			24,691		
<b>Full Time</b>	1.50	1.35	0.15		180,290	29,913	
Admin other Departments	-0.50	-0.75	0.00		-74,074	0	
Total FT Positions/Salaries	1.00	0.60	0.15		106,216	29,913	
Total Salaries & Wages					106,216	29,913	
Benefit Costs					38,585	9,048	
PERS Benefit Costs					24,734	4,296	
Benefit Costs other Depts					-27,334	0	
Total Benefit Costs					63,319	13,344	
<b>TOTAL</b>					<b>142,201</b>	<b>43,257</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4311 Administration

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**Work Program**

1. Oversee management of the Administration, City Clerk/Records Retention, Personnel/Risk Management, and Central Services programs.
  2. Develop the annual Business Plan and Reorganization Report.
  3. Promote the organization's goals and objectives as established by the City Council.
  4. Track legislative proposals and changes relevant to municipal agencies.
  5. Oversee development of the City's history-related programs.
  6. Oversee the City's E-government services and Internet services.
  7. Promote development of North Montclair and improvements to Montclair Place.
  8. Pursuant to City Council direction, implement Strategic Planning priorities.
- 

**Personnel Services – \$142,201**

Salary requests are for: City Manager (0.25) – \$64,515; Administrative Services/Human Services Director (0.10) \$17,010; Senior Management Analyst (0.25) – \$24,691. Cost allocations are as follows: full-time salaries – \$106,216; benefit costs – \$63,319.

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**Services and Supplies – \$29,645**

Funding requested is for: books and publications – \$150; office supplies – direct – \$250; dues and memberships – \$1,595; travel and meetings – \$8,000; mileage/auto allowance – \$7,800; educational grants – \$4,000; vocational training – \$1,000; small equipment – \$350; cellular phone expense – \$1,000; miscellaneous expenditures – \$5,500.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4311	AS-Administration					
				E10	Personnel Services					
145,235	155,498	155,349.00	0.00	41010-400-0000	Regular Earnings	0.00	106,216.00	29,913.00	0.00	0.00
7,290	110	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	1,861	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,295	2,176	3,169.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,238.00	644.00	0.00	0.00
0	0	23,400.00	0.00	45220-400-0000	Benefit Plan	0.00	9,720.00	2,430.00	0.00	0.00
4,546	11,133	8,663.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,464.00	5,476.00	0.00	0.00
15,433	17,012	20,707.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,101.00	4,296.00	0.00	0.00
763	744	655.00	0.00	45270-400-0000	LTD Insurance	0.00	448.00	126.00	0.00	0.00
1,239	1,223	759.00	0.00	45290-400-0000	Life Insurance	0.00	409.00	125.00	0.00	0.00
1,456	1,493	1,317.00	0.00	45330-400-0000	Medicare	0.00	605.00	247.00	0.00	0.00
452	7	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
177,709	191,256	214,019	0		Personnel Services Totals:	0.00	142,201	43,257	0	0
				E20	Services & Supplies					
0	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
0	0	0.00	0.00	51060-400-0000	Office Supplies	0.00	250.00	250.00	0.00	0.00
991	0	0.00	0.00	51100-400-0000	Uniforms	0.00	0.00	0.00	0.00	0.00
2,395	1,798	2,600.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,595.00	1,000.00	0.00	0.00
4,664	3,905	8,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	8,000.00	0.00	0.00	0.00
15,600	15,547	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	7,800.00	7,800.00	0.00	0.00
1,241	5,633	6,000.00	0.00	52530-400-0000	Educational Grants	0.00	4,000.00	0.00	0.00	0.00
300	0	2,000.00	0.00	52540-400-0000	Vocational Training	0.00	1,000.00	0.00	0.00	0.00
0	0	350.00	0.00	52690-400-0000	Small Equipment	0.00	350.00	350.00	0.00	0.00
2,769	2,061	2,750.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,000.00	1,000.00	0.00	0.00



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
2,380	5,139	6,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,500.00	0.00	0.00	0.00
30,340	34,083	36,150	0		Services & Supplies Totals:	0.00	29,645	10,550	0	0
(13,139)	(15,151)	-16,593.00	0.00	E40	Other Financing Uses					
(6,588)	(7,661)	-7,782.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-19,513.00	-19,513.00	0.00	0.00
				82030-400-0000	Indirect Staff Charges - ExLP	0.00	-7,230.00	-7,230.00	0.00	0.00
(19,727)	(22,812)	(24,375)	0		Other Financing Uses Totals:	0.00	(26,743)	(26,743)	0	0
188,323	202,527	225,794	0		EXPENDITURES TOTALS:	0.00	145,103	27,064	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
188,323	202,527	225,794	0		DEPT EXPENSES	0.00	145,103	27,064	0	0
(188,323)	(202,527)	(225,794)	0		AS-Administration Totals:	0.00	(145,103)	(27,064)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
188,323	202,527	225,794	0		FUND EXPENSES	0.00	145,103	27,064	0	0
(188,323)	(202,527)	(225,794)	0		General Fund Totals:	0.00	(145,103)	(27,064)	0	0
				1160	Expanded Learning Program Fund					
				4311	AS-Administration					
				E40	Other Financing Uses					
6,588	7,661	7,782.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	7,230.00	7,230.00	0.00	0.00
6,588	7,661	7,782	0		Other Financing Uses Totals:	0.00	7,230	7,230	0	0
6,588	7,661	7,782	0		EXPENDITURES TOTALS:	0.00	7,230	7,230	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,588	7,661	7,782	0		DEPT EXPENSES	0.00	7,230	7,230	0	0
(6,588)	(7,661)	(7,782)	0		AS-Administration Totals:	0.00	(7,230)	(7,230)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,588	7,661	7,782	0		FUND EXPENSES	0.00	7,230	7,230	0	0
(6,588)	(7,661)	(7,782)	0		Expanded Learning Program Fund	0.00	(7,230)	(7,230)	0	0
				1501	Sewer Operating Fund					
				4311	AS-Administration					
				E40	Other Financing Uses					
13,139	15,151	16,593.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	19,513.00	19,513.00	0.00	0.00
13,139	15,151	16,593	0		Other Financing Uses Totals:	0.00	19,513	19,513	0	0
13,139	15,151	16,593	0		EXPENDITURES TOTALS:	0.00	19,513	19,513	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
13,139	15,151	16,593	0		DEPT EXPENSES	0.00	19,513	19,513	0	0
(13,139)	(15,151)	(16,593)	0		AS-Administration Totals:	0.00	(19,513)	(19,513)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
13,139	15,151	16,593	0		FUND EXPENSES	0.00	19,513	19,513	0	0
(13,139)	(15,151)	(16,593)	0		Sewer Operating Fund Totals:	0.00	(19,513)	(19,513)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
208,050	225,339	250,169	0		REPORT EXPENSES	0.00	171,846	53,807	0	0
(208,050)	(225,339)	(250,169)	0		REPORT TOTALS:	0.00	(171,846)	(53,807)	0	0

**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
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Jon Hamilton, Administrative Services/ Human Resources Director	<b><u>National Public Employers Labor Relations Association</u></b> Annual Conference	TBA	April 2021	\$2,000
	Jon Hamilton, Administrative Services/ Human Resources Director	<b><u>League of California Cities</u></b> City Attorney Annual Conference	TBA	TBA	\$1,000
	Andrea Phillips, City Clerk	<b><u>League of California Cities</u></b> City Clerks New Law and Elections Seminar	TBA	December 2020	\$1,500
52130	Andrea Phillips, City Clerk	<b><u>City Clerks Association of California</u></b> 2020 Annual Conference	TBA	April 2020	\$1,000
	All City of Montclair Attendees	<b><u>City of Montclair</u></b> State of the City Address – 2020	City of Montclair	October 2020	\$1,500
52130	Jon Hamilton, Administrative Services/ Human Resources Director Stephanie Hickerson, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	<b><u>Miscellaneous Meetings</u></b> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops	TBA	TBA	\$1,000
<b>Total:</b>					<b>\$8,000</b>

*(Not approved – COVID-19 Suspension)*

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

**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	<b><u>Special Training/Miscellaneous Training</u></b>  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

***(Not approved – COVID-19 Suspension)***

**Total: \$1,000**

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

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**Department:** Administrative Services

**Program:** 4311 Administration

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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

52120      DUES AND MEMBERSHIPS – \$1,595 ***(Only \$1,000 approved – COVID-19 Reduction)***

*City Clerk*

City Clerks Association of California, \$130

International Institute of Municipal Clerks, \$195

Provision for increase, \$200

*Personnel*

Cal Chamber, \$420

PERS Public Agency Coalition, \$500

52130      TRAVEL AND MEETINGS – \$8,000 ***(Not approved – COVID-19 Suspension)***

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."

52530      EDUCATIONAL GRANTS – \$4,000 ***(Not approved – COVID-19 Reduction)***

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

***An amount for Educational Grants has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before classes begin.***

52540      VOCATIONAL TRAINING – \$1,000 ***(Not approved – COVID-19 Suspension)***

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."

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

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**Department:** Administrative Services

**Program:** 4311 Administration

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Object  
Number

52690      SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$1,000

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

52990      MISCELLANEOUS EXPENDITURES – \$5,500 ***(Not approved – COVID-19 Reduction)***

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 4314**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	225,606	256,131	256,131	
Services and Supplies	30,050	31,150	21,600	
Capital Outlay	0	0	0	
<b>Total</b>	<b>255,656</b>	<b>287,281</b>	<b>277,731</b>	

<b>Personnel Authorized</b>	0.97 (FT)	0.98 (FT)	0.98 (FT)
	1.80 (PTB)	1.80 (PTB)	1.80 (PTB)
	1.50 (PT)	1.50 (PT)	1.50 (PT)

**Source of Funds**

General Fund	237,163	259,952	250,402
ExLP – Indirect Staff Charges	5,904	7,388	7,388
Sewer Operating Fund – Indirect Staff Charges	12,589	19,941	19,941
<b>Total</b>	<b>255,656</b>	<b>287,281</b>	<b>277,731</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Administrative Services

**Program:** 4314 City Clerk

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Clerk	1.00	1.00	1.00		96,101	96,101	
Admin other Depts	-0.03	-0.02	-0.02		-1,922	-1,922	
	<u>0.97</u>	<u>0.98</u>	<u>0.98</u>		<u>94,179</u>	<u>94,179</u>	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	0.80	0.80	0.80		39,884	39,884	
Office Technician	1.00	1.00	1.00		40,924	40,924	
<b><u>Part-Time</u></b>							
Office Specialist (Unfunded)	1.00	1.00	1.00		0	0	
Senior Intern	0.50	0.50	0.50		7,103	7,103	
<hr/>							
Full Time	1.00	1.00	1.00		96,101	96,101	
Admin other Departments	-0.03	-0.02	-0.02		-1,922	-1,922	
Total FT Positions/Salaries	<u>0.97</u>	<u>0.98</u>	<u>0.98</u>		<u>94,179</u>	<u>94,179</u>	
Part Time Benefitted	1.80	1.80	1.80		80,808	80,808	
Part Time	1.50	1.50	1.50		7,103	7,103	
Overtime					300	300	
Total Salaries & Wages					182,390	182,390	
Benefit Costs					61,232	61,232	
PERS Benefit Costs					13,266	13,266	
Benefit Costs other Depts					-757	-757	
Total Benefit Costs					73,741	73,741	
<b>TOTAL</b>					<b>256,131</b>	<b>256,131</b>	



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4314 City Clerk

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### **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.

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### **Personnel Services – \$256,131**

Salary requests are for: City Clerk (0.98) – \$94,179; Administrative Technician (0.80/part-time benefitted) – \$39,884; Office Technician (1.00/part-time benefitted) – \$40,924; Senior Intern (0.50/part-time) – \$7,103. Cost allocations are as follows: full-time salaries – \$94,179; part-time benefitted salaries – \$80,808; part-time salaries – \$7,103; overtime – \$300; benefit costs – \$73,741.

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### **Services and Supplies – \$31,150**

Funding requested is for: books and publications – \$6,550; election supplies/services – \$15,000; publication and advertising – \$5,000; mileage/auto allowance – \$100; special contract services – \$3,000; miscellaneous expenditures – \$1,500.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4314	AS-City Clerk					
				E10	Personnel Services					
53,191	62,339	84,504.00	0.00	41010-400-0000	Regular Earnings	0.00	94,179.00	94,179.00	0.00	0.00
23,280	30,219	0.00	0.00	42020-400-0000	Part Time Wages	0.00	80,808.00	80,808.00	0.00	0.00
30,648	31,062	73,270.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	7,103.00	7,103.00	0.00	0.00
141	0	300.00	0.00	43010-400-0000	Overtime	0.00	300.00	300.00	0.00	0.00
859	1,405	1,818.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,021.00	2,021.00	0.00	0.00
0	0	43,212.00	0.00	45220-400-0000	Benefit Plan	0.00	45,036.00	45,036.00	0.00	0.00
671	1,843	2,536.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,767.00	3,767.00	0.00	0.00
5,647	6,818	11,457.00	0.00	45250-400-0000	P.E.R.S.	0.00	13,001.00	13,001.00	0.00	0.00
415	421	719.00	0.00	45270-400-0000	LTD Insurance	0.00	798.00	798.00	0.00	0.00
572	597	960.00	0.00	45290-400-0000	Life Insurance	0.00	1,028.00	1,028.00	0.00	0.00
1,567	1,814	2,288.00	0.00	45330-400-0000	Medicare	0.00	2,639.00	2,639.00	0.00	0.00
3,343	3,809	4,542.00	0.00	45340-400-0000	Social Security	0.00	5,451.00	5,451.00	0.00	0.00
120,335	140,328	225,606	0		Personnel Services Totals:	0.00	256,131	256,131	0	0
				E20	Services & Supplies					
4,263	2,584	3,450.00	0.00	51020-400-0000	Books and Publications	0.00	6,550.00	2,000.00	0.00	0.00
0	10,988	12,000.00	0.00	51070-400-0000	Election Expenses	0.00	15,000.00	12,000.00	0.00	0.00
2,250	3,504	5,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,000.00	3,000.00	0.00	0.00
0	0	100.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	100.00	100.00	0.00	0.00
1,230	1,726	8,500.00	0.00	52450-400-0000	Special Contract Services	0.00	3,000.00	3,000.00	0.00	0.00
280	74	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,500.00	1,500.00	0.00	0.00
8,023	18,876	30,050	0		Services & Supplies Totals:	0.00	31,150	21,600	0	0
				E40	Other Financing Uses					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(11,171)	(11,212)	-12,589.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-19,941.00	-19,941.00	0.00	0.00
(5,601)	(5,669)	-5,904.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	-7,388.00	-7,388.00	0.00	0.00
(16,772)	(16,881)	(18,493)	0		Other Financing Uses Totals:	0.00	(27,329)	(27,329)	0	0
111,586	142,322	237,163	0		EXPENDITURES TOTALS:	0.00	259,952	250,402	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
111,586	142,322	237,163	0		DEPT EXPENSES	0.00	259,952	250,402	0	0
(111,586)	(142,322)	(237,163)	0		AS-City Clerk Totals:	0.00	(259,952)	(250,402)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
111,586	142,322	237,163	0		FUND EXPENSES	0.00	259,952	250,402	0	0
(111,586)	(142,322)	(237,163)	0		General Fund Totals:	0.00	(259,952)	(250,402)	0	0
				1160	Expanded Learning Program Fund					
				4314	AS-City Clerk					
				E40	Other Financing Uses					
5,601	5,669	5,904.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	7,388.00	7,388.00	0.00	0.00
5,601	5,669	5,904	0		Other Financing Uses Totals:	0.00	7,388	7,388	0	0
5,601	5,669	5,904	0		EXPENDITURES TOTALS:	0.00	7,388	7,388	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,601	5,669	5,904	0		DEPT EXPENSES	0.00	7,388	7,388	0	0
(5,601)	(5,669)	(5,904)	0		AS-City Clerk Totals:	0.00	(7,388)	(7,388)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,601	5,669	5,904	0		FUND EXPENSES	0.00	7,388	7,388	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(5,601)	(5,669)	(5,904)	0		Expanded Learning Program Fund	0.00	(7,388)	(7,388)	0	0
				1501	Sewer Operating Fund					
				4314	AS-City Clerk					
				E40	Other Financing Uses					
11,171	11,212	12,589.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	19,941.00	19,941.00	0.00	0.00
11,171	11,212	12,589	0		Other Financing Uses Totals:	0.00	19,941	19,941	0	0
11,171	11,212	12,589	0		EXPENDITURES TOTALS:	0.00	19,941	19,941	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
11,171	11,212	12,589	0		DEPT EXPENSES	0.00	19,941	19,941	0	0
(11,171)	(11,212)	(12,589)	0		AS-City Clerk Totals:	0.00	(19,941)	(19,941)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
11,171	11,212	12,589	0		FUND EXPENSES	0.00	19,941	19,941	0	0
(11,171)	(11,212)	(12,589)	0		Sewer Operating Fund Totals:	0.00	(19,941)	(19,941)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
128,358	159,203	255,656	0		REPORT EXPENSES	0.00	287,281	277,731	0	0
(128,358)	(159,203)	(255,656)	0		REPORT TOTALS:	0.00	(287,281)	(277,731)	0	0

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

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**Department:** Administrative Services

**Program:** 4314 City Clerk

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$6,550 ***(Only \$2,000 approved – COVID-19 Reduction)***

Montclair Municipal Code Book Supplements, \$5,000 (Cannabis Ordinance)  
Annual fee for online Montclair Municipal Code (MuniCode), \$1,450  
Miscellaneous books and periodicals, \$100

51070      ELECTION SUPPLIES/SERVICES – \$15,000 ***(Only \$12,000 approved – COVID-19 Reduction)***

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting the 2020 General Election and other unscheduled elections.

52090      PUBLICATION AND ADVERTISING – \$5,000 ***(Only \$3,000 approved – COVID-19 Reduction)***

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 – \$3,000

Contract services for off-site records storage all departments, \$3,000

52990      MISCELLANEOUS EXPENDITURES – \$1,500

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4315**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	268,889	354,925	354,925	
Services and Supplies	141,925	141,675	93,400	
Capital Outlay	0	0	0	
<b>Total</b>	<b>410,814</b>	<b>496,600</b>	<b>448,325</b>	
<b>Personnel Authorized</b>	2.50 (FT)	2.80 (FT)	2.80 (FT)	

**Source of Funds**

General Fund	370,638	452,684	404,409
ExLP – Indirect Staff Charges	12,827	11,873	11,873
Sewer Operating Fund – Indirect Staff Charges	27,349	32,043	32,043
<b>Total</b>	<b>410,814</b>	<b>496,600</b>	<b>448,325</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Administrative Services

**Program:** 4315 Personnel & Risk Management

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Administrative Services/Human Resources Director	0.50	0.80	0.80		136,079	136,079	
Benefits Coordinator	1.00	1.00	1.00		62,964	62,964	
Personnel Services Coordinator	1.00	1.00	1.00		64,162	64,162	
Full Time	2.50	2.80	2.80		263,205	263,205	
Overtime					500	500	
<b>Total Salaries &amp; Wages</b>					<b>263,705</b>	<b>263,705</b>	
Benefit Costs					60,703	60,703	
PERS Benefit Costs					30,517	30,517	
<b>Total Benefit Costs</b>					<b>91,220</b>	<b>91,220</b>	
<b>TOTAL</b>					<b>354,925</b>	<b>354,925</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

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### **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).

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### **Personnel Services – \$354,925**

Salary requests are for: Administrative Services/Human Resources Director (0.80) – \$136,079; Benefits Coordinator (1.00) – \$62,964; Personnel Services Coordinator (1.00) – \$64,162. Cost allocations are as follows: full-time salaries – \$263,205; overtime – \$500; benefit costs – \$91,220.

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### **Services and Supplies – \$141,675**

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

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:33PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4315	AS-Personnel/Risk Management					
				E10	Personnel Services					
199,827	197,087	199,537.00	0.00	41010-400-0000	Regular Earnings	0.00	263,205.00	263,205.00	0.00	0.00
760	675	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
1,094	2,361	3,144.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	5,898.00	5,898.00	0.00	0.00
0	0	34,200.00	0.00	45220-400-0000	Benefit Plan	0.00	41,760.00	41,760.00	0.00	0.00
1,368	2,798	4,048.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,804.00	6,804.00	0.00	0.00
16,751	19,129	22,799.00	0.00	45250-400-0000	P.E.R.S.	0.00	30,517.00	30,517.00	0.00	0.00
900	845	840.00	0.00	45270-400-0000	LTD Insurance	0.00	1,108.00	1,108.00	0.00	0.00
962	904	928.00	0.00	45290-400-0000	Life Insurance	0.00	1,317.00	1,317.00	0.00	0.00
2,972	2,908	2,893.00	0.00	45330-400-0000	Medicare	0.00	3,816.00	3,816.00	0.00	0.00
224,634	226,707	268,889	0		Personnel Services Totals:	0.00	354,925	354,925	0	0
				E20	Services & Supplies					
2,602	353	1,525.00	0.00	51020-400-0000	Books and Publications	0.00	1,525.00	750.00	0.00	0.00
21,294	18,181	18,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	18,000.00	5,000.00	0.00	0.00
0	0	150.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	150.00	150.00	0.00	0.00
94	856	250.00	0.00	52150-400-0000	Labor Relations	0.00	0.00	0.00	0.00	0.00
4,265	5,040	4,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	4,000.00	3,000.00	0.00	0.00
0	0	0.00	0.00	52220-400-0000	Audit Fees	0.00	0.00	0.00	0.00	0.00
73,841	70,219	70,000.00	0.00	52450-400-0000	Special Contract Services	0.00	79,000.00	70,000.00	0.00	0.00
15,816	14,703	12,000.00	0.00	52490-400-0000	Psychological Assistance	0.00	12,000.00	4,000.00	0.00	0.00
17,869	22,127	20,000.00	0.00	52510-400-0000	Medical Examinations	0.00	12,000.00	4,000.00	0.00	0.00
2,688	2,291	2,000.00	0.00	52520-400-0000	Personnel Testing	0.00	2,000.00	1,000.00	0.00	0.00
2,597	5,150	3,500.00	0.00	52560-400-0000	Fingerprints/Credit Bureau	0.00	3,500.00	2,000.00	0.00	0.00
8,680	10,400	8,000.00	0.00	52590-400-0000	Psychological Exams	0.00	8,000.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
1,501	409	1,500.00	0.00	52840-400-0000	A.D.A. Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
1,262	520	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	500.00	500.00	0.00	0.00
152,509	150,247	141,925	0		Services & Supplies Totals:	0.00	141,675	93,400	0	0
(32,385)	(29,604)	-27,349.00	0.00	E40	Other Financing Uses	0.00	-32,043.00	-32,043.00	0.00	0.00
(16,238)	(14,969)	-12,827.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-11,873.00	-11,873.00	0.00	0.00
				82030-400-0000	Indirect Staff Charges - ExLP	0.00				
(48,623)	(44,573)	(40,176)	0		Other Financing Uses Totals:	0.00	(43,916)	(43,916)	0	0
328,519	332,381	370,638	0		EXPENDITURES TOTALS:	0.00	452,684	404,409	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
328,519	332,381	370,638	0		DEPT EXPENSES	0.00	452,684	404,409	0	0
(328,519)	(332,381)	(370,638)	0		AS-Personnel/Risk Management Tc	0.00	(452,684)	(404,409)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
328,519	332,381	370,638	0		FUND EXPENSES	0.00	452,684	404,409	0	0
(328,519)	(332,381)	(370,638)	0		General Fund Totals:	0.00	(452,684)	(404,409)	0	0
				1160	Expanded Learning Program Fund					
				4315	AS-Personnel/Risk Management					
				E40	Other Financing Uses					
16,238	14,969	12,827.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	11,873.00	11,873.00	0.00	0.00
16,238	14,969	12,827	0		Other Financing Uses Totals:	0.00	11,873	11,873	0	0
16,238	14,969	12,827	0		EXPENDITURES TOTALS:	0.00	11,873	11,873	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
16,238	14,969	12,827	0		DEPT EXPENSES	0.00	11,873	11,873	0	0
(16,238)	(14,969)	(12,827)	0		AS-Personnel/Risk Management Tc	0.00	(11,873)	(11,873)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
16,238	14,969	12,827	0		FUND EXPENSES	0.00	11,873	11,873	0	0
(16,238)	(14,969)	(12,827)	0		Expanded Learning Program Fund	0.00	(11,873)	(11,873)	0	0
				1501	Sewer Operating Fund					
				4315	AS-Personnel/Risk Management					
				E40	Other Financing Uses					
32,385	29,604	27,349.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	32,043.00	32,043.00	0.00	0.00
32,385	29,604	27,349	0		Other Financing Uses Totals:	0.00	32,043	32,043	0	0
32,385	29,604	27,349	0		EXPENDITURES TOTALS:	0.00	32,043	32,043	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
32,385	29,604	27,349	0		DEPT EXPENSES	0.00	32,043	32,043	0	0
(32,385)	(29,604)	(27,349)	0		AS-Personnel/Risk Management Totals:	0.00	(32,043)	(32,043)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
32,385	29,604	27,349	0		FUND EXPENSES	0.00	32,043	32,043	0	0
(32,385)	(29,604)	(27,349)	0		Sewer Operating Fund Totals:	0.00	(32,043)	(32,043)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
377,142	376,954	410,814	0		REPORT EXPENSES	0.00	496,600	448,325	0	0
(377,142)	(376,954)	(410,814)	0		REPORT TOTALS:	0.00	(496,600)	(448,325)	0	0

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

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

- 51020      **BOOKS AND PUBLICATIONS** – \$1,525 **(Only \$750 approved – COVID-19 Reduction)**
- 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 **(Only \$5,000 approved – COVID-19 Reduction)**
- Personnel recruitment advertisements.
- 52140      **MILEAGE/AUTO ALLOWANCE** – \$150
- Mileage reimbursement for Administrative Services/Human Resources Director, Personnel Services Coordinator, and Benefits Coordinator.
- 52190      **SPECIAL CONSULTING SERVICES** – \$4,000 **(Only \$3,000 approved – COVID-19 Reduction)**
- 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
- 52450      **SPECIAL CONTRACT SERVICES** – \$79,000 **(Only \$70,000 approved – COVID-19 Reduction)**
- 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

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

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

- 52490      PSYCHOLOGICAL ASSISTANCE – \$12,000 ***(Only \$4,000 approved – COVID-19 Reduction)***  
Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
- 52510      MEDICAL EXAMINATIONS – \$12,000 ***(Only \$4,000 approved – COVID-19 Reduction)***  
Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.
- 52520      PERSONNEL TESTING – \$2,000 ***(Only \$1,000 approved – COVID-19 Reduction)***  
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 ***(Only \$2,000 approved – COVID-19 Reduction)***  
Fingerprint checks related to employment recruitments in compliance with state/federal requirements.
- 52590      PSYCHOLOGICAL EXAMS – \$8,000 ***(Only \$2,000 approved – COVID-19 Reduction)***  
Psychological exams for new employee applicants.
- 52840      ADA EXPENDITURES – \$1,000  
ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.
- 52990      MISCELLANEOUS EXPENDITURES – \$500  
Miscellaneous expenditures for unanticipated Personnel Division-related needs.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4317**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	66,347	44,226	44,226	
Services and Supplies	327,395	295,735	269,335	
Capital Outlay	0	0	0	
<b>Total</b>	<b>393,742</b>	<b>339,961</b>	<b>313,561</b>	

<b>Personnel Authorized</b>			
	0.25 (FT)	0.10 (FT)	0.10 (FT)
	0.20 (PTB)	0.20 (PTB)	0.20 (PTB)
	0.50 (PT)	0.50 (PT)	0.50 (PT)

**Source of Funds**

General Fund	352,642	297,870	271,470
ExLP – Indirect Staff Charges	13,122	11,379	11,379
Sewer Operating Fund – Indirect Staff Charges	27,978	30,712	30,712
<b>Total</b>	<b>393,742</b>	<b>339,961</b>	<b>313,561</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Administrative Services

**Program:** 4317 Central Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Administrative Services/Human Resources Director	0.25	0.10	0.10		17,010	17,010	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	0.20	0.20	0.20		9,971	9,971	
<b><u>Part-Time</u></b>							
Senior Intern	0.50	0.50	0.50		7,103	7,103	
Full Time	0.25	0.10	0.10		17,010	17,010	
Part Time Benefitted	0.20	0.20	0.20		9,971	9,971	
Part Time	0.50	0.50	0.50		7,103	7,103	
Overtime					150	150	
Total Salaries & Wages					34,234	34,234	
Benefit Costs					7,928	7,928	
PERS Benefit Costs					2,064	2,064	
Total Benefit Costs					9,992	9,992	
<b>TOTAL</b>					<b>44,226</b>	<b>44,226</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4317 Central Services

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### **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 – \$44,226**

Salary requests are for: Administrative Services/Human Resources Director (0.10) – \$17,010; Administrative Technician (0.20/part-time benefitted) – \$9,971; Senior Intern (0.50/part-time) – \$7,103. Cost allocations are as follows: full-time salaries – \$17,010; part-time benefitted salaries – \$9,971; part-time salaries – \$7,103; overtime – \$150; benefit costs – \$9,992.

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### **Services and Supplies – \$295,735**

Funding requested is for: books and publications – \$185; office supplies – indirect – \$50,000; license/permits/certificates – \$2,000; maintenance – office equipment and furniture – \$11,550; publication and advertising – \$30,500; animal control services – \$175,000; special contract services – \$3,500; rent – land/buildings – \$12,000; rent – private equipment – \$1,500; small equipment – \$1,500; miscellaneous expenditures – \$8,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4317	AS-Central Services					
				E10	Personnel Services					
36,499	39,422	40,476.00	0.00	41010-400-0000	Regular Earnings	0.00	17,010.00	17,010.00	0.00	0.00
0	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	7,103.00	7,103.00	0.00	0.00
8,178	8,568	9,043.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	9,971.00	9,971.00	0.00	0.00
0	0	150.00	0.00	43010-400-0000	Overtime	0.00	150.00	150.00	0.00	0.00
0	0	889.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	385.00	385.00	0.00	0.00
0	0	7,020.00	0.00	45220-400-0000	Benefit Plan	0.00	4,860.00	4,860.00	0.00	0.00
559	1,399	2,023.00	0.00	45240-400-0000	Deferred Compensation	0.00	850.00	850.00	0.00	0.00
3,573	3,872	4,926.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,064.00	2,064.00	0.00	0.00
202	199	215.00	0.00	45270-400-0000	LTD Insurance	0.00	120.00	120.00	0.00	0.00
302	302	326.00	0.00	45290-400-0000	Life Insurance	0.00	161.00	161.00	0.00	0.00
653	699	718.00	0.00	45330-400-0000	Medicare	0.00	494.00	494.00	0.00	0.00
507	531	561.00	0.00	45340-400-0000	Social Security	0.00	1,058.00	1,058.00	0.00	0.00
50,473	54,992	66,347	0		Personnel Services Totals:	0.00	44,226	44,226	0	0
				E20	Services & Supplies					
30	0	185.00	0.00	51020-400-0000	Books and Publications	0.00	185.00	185.00	0.00	0.00
58,241	67,893	81,500.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	50,000.00	40,000.00	0.00	0.00
1,614	972	2,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,000.00	2,000.00	0.00	0.00
12,912	17,669	11,550.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	11,550.00	11,550.00	0.00	0.00
225	27,760	31,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	30,500.00	2,500.00	0.00	0.00
165,000	170,575	170,000.00	0.00	52430-400-0000	Animal Control Services	0.00	175,000.00	188,000.00	0.00	0.00
1,261	1,308	2,360.00	0.00	52450-400-0000	Special Contract Services	0.00	3,500.00	3,500.00	0.00	0.00
12,000	11,000	12,000.00	0.00	52630-400-0000	Rent - Land or Buildings	0.00	12,000.00	12,000.00	0.00	0.00
0	0	2,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,500.00	100.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
29,640	21,713	0.00	0.00	52670-400-0000	Postage	0.00	0.00	0.00	0.00	0.00
383	0	2,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,500.00	1,500.00	0.00	0.00
7,514	8,460	12,300.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	8,000.00	8,000.00	0.00	0.00
288,821	327,350	327,395	0		Services & Supplies Totals:	0.00	295,735	269,335	0	0
				E40	Other Financing Uses					
(26,088)	(28,988)	-27,978.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-30,712.00	-30,712.00	0.00	0.00
(13,080)	(14,657)	-13,122.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	-11,379.00	-11,379.00	0.00	0.00
(39,168)	(43,645)	(41,100)	0		Other Financing Uses Totals:	0.00	(42,091)	(42,091)	0	0
300,125	338,696	352,642	0		EXPENDITURES TOTALS:	0.00	297,870	271,470	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
300,125	338,696	352,642	0		DEPT EXPENSES	0.00	297,870	271,470	0	0
(300,125)	(338,696)	(352,642)	0		AS-Central Services Totals:	0.00	(297,870)	(271,470)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
300,125	338,696	352,642	0		FUND EXPENSES	0.00	297,870	271,470	0	0
(300,125)	(338,696)	(352,642)	0		General Fund Totals:	0.00	(297,870)	(271,470)	0	0
				1160	Expanded Learning Program Fund					
				4317	AS-Central Services					
				E40	Other Financing Uses					
13,080	14,657	13,122.00	0.00	82030-400-0000	Indirect Staff Charges - ExLP	0.00	11,379.00	11,379.00	0.00	0.00
13,080	14,657	13,122	0		Other Financing Uses Totals:	0.00	11,379	11,379	0	0
13,080	14,657	13,122	0		EXPENDITURES TOTALS:	0.00	11,379	11,379	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
13,080	14,657	13,122	0		DEPT EXPENSES	0.00	11,379	11,379	0	0
(13,080)	(14,657)	(13,122)	0		AS-Central Services Totals:	0.00	(11,379)	(11,379)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
13,080	14,657	13,122	0		FUND EXPENSES	0.00	11,379	11,379	0	0
(13,080)	(14,657)	(13,122)	0		Expanded Learning Program Fund	0.00	(11,379)	(11,379)	0	0
				1501	Sewer Operating Fund					
				4317	AS-Central Services					
				E40	Other Financing Uses					
26,088	28,988	27,978.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	30,712.00	30,712.00	0.00	0.00
26,088	28,988	27,978	0		Other Financing Uses Totals:	0.00	30,712	30,712	0	0
26,088	28,988	27,978	0		EXPENDITURES TOTALS:	0.00	30,712	30,712	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
26,088	28,988	27,978	0		DEPT EXPENSES	0.00	30,712	30,712	0	0
(26,088)	(28,988)	(27,978)	0		AS-Central Services Totals:	0.00	(30,712)	(30,712)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
26,088	28,988	27,978	0		FUND EXPENSES	0.00	30,712	30,712	0	0
(26,088)	(28,988)	(27,978)	0		Sewer Operating Fund Totals:	0.00	(30,712)	(30,712)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
339,293	382,341	393,742	0		REPORT EXPENSES	0.00	339,961	313,561	0	0
(339,293)	(382,341)	(393,742)	0		REPORT TOTALS:	0.00	(339,961)	(313,561)	0	0

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

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$185

*Electronic Internet Publications (Various)*

51050      OFFICE SUPPLIES – INDIRECT – \$50,000 **(Only \$4,000 approved – COVID-19 Reduction)**

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 **(Only \$2,500 approved – COVID-19 Reduction)**

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**

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

- 52430      ANIMAL CONTROL SERVICES – \$175,000 ***(\$188,000 approved – Contract increase)***  
Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
- 52450      SPECIAL CONTRACT SERVICES – \$3,500  
Shred Pros Document destruction services, \$2,000 (City Hall & Police Department)  
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,500
- 52630      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 – \$1,500  
Audio/video equipment rental for special events.
- 52690      SMALL EQUIPMENT – \$1,500 ***(Only \$100 approved – COVID-19 Reduction)***  
Replacement phones, all departments.
- 52990      MISCELLANEOUS EXPENDITURES – \$8,000  
Parking permit decals, \$500  
U.S. and California State flags, \$1,500  
Promotional merchandise, \$1,000  
City Hall household miscellaneous, \$5,000

# *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	2,310,226	2,381,983	1,966,750	
Services and Supplies	704,873	634,279	548,717	
Capital Outlay	0	0	0	
<b>Total</b>	<b>3,015,099</b>	<b>3,016,262</b>	<b>2,515,467</b>	

Personnel Authorized			
	14.00 (FT)	14.00 (FT)	14.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	126.00 (PT)	126.00 (PT)	126.00 (PT)

### Department Distribution

Recreation	1,101,991	1,201,981	846,689
Clinic	188,085	147,090	82,086
Senior Citizens	134,360	130,483	20,221
Nutritional Meals	231,564	221,840	256,905
Family and Health Education	104,422	106,927	101,625
Expanded Learning Program	1,254,677	1,207,941	1,207,941
<b>Total</b>	<b>3,015,099</b>	<b>3,016,262</b>	<b>2,515,467</b>

### Source of Funds

General Fund	1,447,435	1,523,943	947,370
Community Dev Block Grant Fund	10,000	10,000	83,480
DAAS Grant/Donations	181,136	171,238	171,238
OMSD ExLP	1,090,962	1,036,157	1,036,157
OTS Grant	30,001	22,000	24,298
City of Hope	1,000	1,000	1,000
OMSD Immunizations Grant	30,000	30,500	30,500
Kaiser Permanente Grant	10,000	0	0
OMSD Resource Center Grant	14,500	14,500	14,500
Senior Support Services Grant	10,000	10,000	10,000
Healthy Comm. Strategic Plan	20,000	18,790	18,790
OMSD Supplemental	119,847	125,000	125,000
Hope through Housing	50,218	53,134	53,134
<b>Total</b>	<b>3,015,099</b>	<b>3,016,262</b>	<b>2,515,467</b>



**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: HUMAN SERVICES**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b>Full Time:</b>								
<u>Director of Human Services</u>								
Marcia Richter	E		12.0	13,001			159,132	159,132
<u>Senior Human Services Supervisor</u>								
Michelle Castillo	E		12.0	5,664			69,327	69,327
<u>Sr. Recreation Supervisor</u>								
Fernando Saltos	D	07/23/19	0.8	5,394	11.2	5,664	69,107	69,107
<u>Sr. Learning Coordinator</u>								
Darrell Hickey	C	10/15/19	3.5	4,354	8.5	4,571	55,175	55,175
<u>Learning Coordinator</u>								
Joanne Chappa	E		12.0	3,961			48,483	48,483
Marjorie Francis	E		12.0	3,961			48,483	48,483
Emmanuel Gutierrez	E		12.0	3,961			48,483	48,483
Lisa Kirkpatrick	E		12.0	3,961			48,483	48,483
Jean-Marcel Sio	E		12.0	3,961			48,483	48,483
<u>Senior Citizens Supervisor</u>								
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Administrative Analyst</u>								
Alyssa Colunga	D	09/19/19	2.6	5,787	9.4	6,076	73,604	73,604
<u>Health Education Specialist</u>								
Leticia Gavilanes	E		12.0	3,817			46,720	46,720

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: HUMAN SERVICES							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Administrative Specialist</u> Renee Walker	E		12.0	4,399			53,844	53,844
<u>Medical Clinic Specialist</u> Vacant - COVID Freeze	A		12.0	0			0	0
<b><u>Part Time Benefitted:</u></b>								
<u>Human Services Technician</u> Adriana Navarrete (38 hrs week)	B	10/15/19	3.5	19.74 hr.	8.5	20.73	41,200	41,200
<b><u>Part Time:</u></b>								
<u>Data Entry Clerk</u> Krystal Rabino (20 hrs week)				14.90 hr.			15,496	15,496
<u>Nutrition Site Manager</u> Patricia Pennington (29 hrs week)				14.00 hr.			21,112	21,112
<u>Kitchen Assistant</u> George Alber (20 hrs week)				13.00 hr.		14.00 hr.	14,040	14,040
<u>Facility Coordinator</u> Howard Brown (16 hrs week)				14.33 hr.		15.43 hr.	12,380	12,380
Richard Verdugo (24 hrs week)				14.33 hr.		15.43 hr.	18,570	18,570
Vacant - COVID Freeze (10 hrs week)				0.00 hr.			0	0

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: HUMAN SERVICES**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Junior Intern</u>								
Vacant - COVID Freeze (15 hrs week)				0.00 hr.			0	0
Vacant - COVID Freeze (15 hrs week)				0.00 hr.			0	0
<u>Recreation Specialist</u>								
Vacant - COVID Freeze				0.00 hr.		0.00 hr.	0	0
Vacant - COVID Freeze				0.00 hr.		0.00 hr.	0	0
<u>Summer/Winter Personnel</u>								
Sr. Recreation Leader							125,000	125,000
Recreation Leader								
Park Leader (Splash Pad)								
<u>Learning Leader/Substitute Learning Leader</u>								
							114,899	114,899
<u>Transportation Coordinator</u>								
Vacant - COVID Freeze				0.00 hr.			0	0
Patricia Serna (17 hrs week)				17.78 hr.			15,718	15,718
<u>Mini School Coordinator</u>								
Vacant - COVID Freeze				0.00 hr.		0.00 hr.	0	0
<u>Health Education Intern</u>								
Kristi Nguyen (20 hrs week)				14.79 hr.			15,382	15,382

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: HUMAN SERVICES**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Senior Learning Leader</u>								
Darlene Alvarez (29 hrs week)				18.67 hr.			28,154	28,154
Angela Franco (29 hrs week)				18.67 hr.			28,154	28,154
Joseph Garza (29 hrs week)				18.67 hr.			28,154	28,154
Evelyn Guido (29 hrs week)				18.67 hr.			28,154	28,154
Jose Gutierrez (29 hrs week)				18.67 hr.			28,154	28,154
Kayla Haydel (29 hrs week)				18.67 hr.			28,154	28,154
Crystal Huerta (29 hrs week)				18.67 hr.			28,154	28,154
Nicole Nichols (29 hrs week)				18.67 hr.			28,154	28,154
Malorie Robles (29 hrs week)				18.67 hr.			28,154	28,154
Ashley Solte (29 hrs week)				18.67 hr.			28,154	28,154
Vacant (29 hrs week)				18.67 hr.			28,154	28,154
<u>Senior Recreation Specialist</u>								
Antoinette Carrillo (35 hrs week)				18.53 hr.			33,725	33,725
Quaresha Fields (35 hrs week)				18.53 hr.			33,725	33,725
Emily Gomez-Medina (35 hrs week)				18.53 hr.			33,725	33,725
<hr/>								
Salary Requirements:				(FT)			769,324	769,324
				(PTB)			41,200	41,200
				(PT)			763,466	763,466
				TOTAL			1,573,990	1,573,990

## 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		159,132	159,132	
Sr. Human Services Supervisor	1.00	1.00	1.00		69,327	69,327	
Sr. Recreation Supervisor	1.00	1.00	1.00		69,107	69,107	
Sr. Learning Coordinator	1.00	1.00	1.00		55,175	55,175	
Learning Coordinator	5.00	5.00	5.00		242,415	242,415	
Senior Citizens Coordinator	1.00	1.00	1.00		58,752	0	
Health Education Specialist	1.00	1.00	1.00		46,720	46,720	
Administrative Analyst	1.00	1.00	1.00		73,604	73,604	
Administrative Specialist	1.00	1.00	1.00		53,844	53,844	
Medical Clinic Specialist	1.00	1.00	1.00		44,725	0	
<b><u>Part-Time Benefitted</u></b>							
Human Services Technician	1.00	1.00	1.00		41,200	41,200	
<b><u>Part-Time</u></b>							
Data Entry Clerk	1.00	1.00	1.00		15,496	15,496	
Facility Coordinator	3.00	3.00	3.00		37,970	30,950	
Summer/Winter Personnel	43.00	43.00	43.00		284,308	125,000	
Health Education Intern	1.00	1.00	1.00		15,382	15,382	
Nutrition Site Manager	1.00	1.00	1.00		21,112	21,112	
Kitchen Assistant	1.00	1.00	1.00		14,040	14,040	
Senior Learning Leader	11.00	11.00	11.00		309,694	309,694	
Learning Leader	55.00	55.00	55.00		114,899	114,899	
Junior Intern	2.00	2.00	2.00		21,060	0	
Transportation Coordinator	2.00	2.00	2.00		31,436	15,718	
Mini-School Coordinator	1.00	1.00	1.00		15,564	0	
Senior Recreation Specialist	3.00	3.00	3.00		101,175	101,175	
Recreation Specialist	2.00	2.00	2.00		29,786	0	
Full Time	14.00	14.00	14.00		872,801	769,324	
Part Time Benefitted	1.00	1.00	1.00		41,200	41,200	
Part Time	126.00	126.00	126.00		1,011,922	763,466	
Additional Pay					900	0	
Total Salaries & Wages					1,926,823	1,573,990	
Benefit Costs					335,713	285,616	
PERS Benefit Costs					119,447	107,144	
Total Benefit Costs					455,160	392,760	
<b>TOTAL</b>					<b>2,381,983</b>	<b>1,966,750</b>	

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4381**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	849,400	1,005,713	755,171	
Services and Supplies	252,591	196,268	91,518	
Capital Outlay	0	0	0	
<b>Total</b>	<b>1,101,991</b>	<b>1,201,981</b>	<b>846,689</b>	
<b>Personnel Authorized</b>	4.30 (FT) 52.10 (PT)	4.30 (FT) 53.00 (PT)	4.30 (FT) 53.00 (PT)	

**Source of Funds**

General Fund	1,080,158	1,180,148	824,856
DAAS Grant/Donations	983	983	983
OMSD ExLP Grant	6,350	6,350	6,350
OMSD Resource Center Grant	14,500	14,500	14,500
<b>Total</b>	<b>1,101,991</b>	<b>1,201,981</b>	<b>846,689</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Human Services

**Program:** 4381 Recreation

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Director of Human Services	1.00	1.00	1.00		159,132	159,132	
Sr. Human Services Supervisor	1.00	1.00	1.00		69,327	69,327	
Sr. Recreation Supervisor	0.30	0.30	0.30		20,732	20,732	
Administrative Analyst	1.00	1.00	1.00		73,604	73,604	
Administrative Specialist	1.00	1.00	1.00		53,844	53,844	
<b><u>Part-Time</u></b>							
Facility Coordinator	3.00	3.00	3.00		37,970	30,950	
Summer/Winter Personnel	43.00	43.00	43.00		284,308	125,000	
Junior Intern	2.00	2.00	2.00		21,060	0	
Mini-School Coordinator	0.70	1.00	1.00		15,564	0	
Senior Recreation Specialist	2.00	2.00	2.00		67,450	67,450	
Recreation Specialist	1.40	2.00	2.00		29,786	0	
<b>Full Time</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>		<b>376,639</b>	<b>376,639</b>	
<b>Part Time</b>	<b>52.10</b>	<b>53.00</b>	<b>53.00</b>		<b>456,138</b>	<b>223,400</b>	
<b>Total Salaries &amp; Wages</b>					<b>832,777</b>	<b>600,039</b>	
<b>Benefit Costs</b>					<b>116,592</b>	<b>98,788</b>	
<b>PERS Benefit Costs</b>					<b>56,344</b>	<b>56,344</b>	
<b>Total Benefit Costs</b>					<b>172,936</b>	<b>155,132</b>	
<b>TOTAL</b>					<b>1,005,713</b>	<b>755,171</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4381 Recreation

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### **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.

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### **Units of Measure**

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

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### **Personnel Services – \$1,005,713**

Salary requests are for: Human Services Director (1.00) – \$159,132; Senior Human Services Supervisor (1.00) – \$69,327; Senior Recreation Supervisor (0.30) – \$20,732; Administrative Analyst (1.00) – \$73,604; Administrative Specialist (1.00) – \$53,844; Facility Coordinator (3.00/part-time) – \$37,970; Summer/Winter Personnel (43.00/part-time) – \$284,308; Junior Intern (2.00/part-time) – \$21,060; Mini-School Coordinator (1.00/part-time) – \$15,564; Senior Recreation Specialist (2.00/part-time) – \$67,450; Recreation Specialist (2.00/part-time) – \$29,786. Cost allocations are as follows: full-time salaries – \$376,639; part-time salaries – \$456,138; benefit costs – \$172,936.

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### **Services and Supplies – \$196,268**

Funding requested is for: program supplies – \$42,800; maintenance – other equipment – \$1,400; publication and advertising – \$20,000; community benefits – \$20,000; dues and memberships – \$2,100; travel and meetings – \$3,500; Community Activities Commission – \$15,750; performing art services – \$5,000; special contract services – \$12,600; vocational training – \$2,133; small equipment – \$1,500; cellular phone expense – \$385; reimbursed program costs – \$48,100; CAC stipends – \$3,500; miscellaneous expenditures – \$17,500.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4381	HS-Recreation					
				E10	Personnel Services					
300,275	324,527	351,153.00	0.00	41010-400-0000	Regular Earnings	0.00	376,639.00	376,639.00	0.00	0.00
0	250	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
0	74	0.00	0.00	41010-400-1600	Regular Wages - ATP	0.00	0.00	0.00	0.00	0.00
347,736	396,403	348,198.00	0.00	42020-400-0000	Part Time Wages	0.00	456,138.00	223,400.00	0.00	0.00
41,345	12,940	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
998	1,157	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
4,082	3,596	3,743.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	5,489.00	5,489.00	0.00	0.00
0	0	59,160.00	0.00	45220-400-0000	Benefit Plan	0.00	63,720.00	63,720.00	0.00	0.00
6,984	7,184	7,710.00	0.00	45240-400-0000	Deferred Compensation	0.00	7,957.00	7,957.00	0.00	0.00
36,136	40,456	48,496.00	0.00	45250-400-0000	P.E.R.S.	0.00	56,344.00	56,344.00	0.00	0.00
1,642	1,527	1,479.00	0.00	45270-400-0000	LTD Insurance	0.00	1,586.00	1,586.00	0.00	0.00
1,845	1,710	1,674.00	0.00	45290-400-0000	Life Insurance	0.00	1,710.00	1,710.00	0.00	0.00
7,914	8,585	7,905.00	0.00	45330-400-0000	Medicare	0.00	9,769.00	6,394.00	0.00	0.00
22,414	23,067	19,882.00	0.00	45340-400-0000	Social Security	0.00	26,361.00	11,932.00	0.00	0.00
771,371	821,475	849,400	0		Personnel Services Totals:	0.00	1,005,713	755,171	0	0
				E20	Services & Supplies					
535	435	0.00	0.00	51020-400-0000	Books and Publications	0.00	0.00	0.00	0.00	0.00
36,457	43,130	43,000.00	0.00	51130-400-0000	Program Supplies	0.00	42,800.00	20,000.00	0.00	0.00
984	500	1,400.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	1,400.00	1,000.00	0.00	0.00
16,164	16,413	20,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	20,000.00	7,000.00	0.00	0.00
15,000	20,000	20,000.00	0.00	52110-400-0000	Community Benefits	0.00	20,000.00	20,000.00	0.00	0.00
1,216	1,915	2,100.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,100.00	2,100.00	0.00	0.00
3,935	3,456	4,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
7,800	7,800	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
15,378	12,727	15,750.00	0.00	52170-400-0000	Community Activities Commission	0.00	15,750.00	7,000.00	0.00	0.00
55,423	0	0.00	0.00	52190-400-0000	YWCA Grant Consulting Services	0.00	0.00	0.00	0.00	0.00
2,768	5,264	5,000.00	0.00	52310-400-0000	Performing Art Services	0.00	5,000.00	500.00	0.00	0.00
5,985	26,932	55,078.00	0.00	52450-400-0000	Special Contract Services	0.00	12,600.00	2,000.00	0.00	0.00
391	0	1,130.00	0.00	52540-400-0000	Vocational Training	0.00	800.00	0.00	0.00	0.00
5,745	9,193	0.00	0.00	52670-400-0000	Postage	0.00	0.00	0.00	0.00	0.00
1,715	987	3,100.00	0.00	52690-400-0000	Small Equipment	0.00	1,500.00	0.00	0.00	0.00
30	325	300.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	385.00	385.00	0.00	0.00
29,812	31,345	45,600.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	45,600.00	6,000.00	0.00	0.00
2,550	2,150	3,500.00	0.00	52920-400-0000	Stipends - CAC	0.00	3,500.00	1,700.00	0.00	0.00
2,489	2,226	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	2,000.00	0.00	0.00
204,376	184,798	230,758	0		Services & Supplies Totals:	0.00	174,435	69,685	0	0
975,747	1,006,273	1,080,158	0		EXPENDITURES TOTALS:	0.00	1,180,148	824,856	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
975,747	1,006,273	1,080,158	0		DEPT EXPENSES	0.00	1,180,148	824,856	0	0
(975,747)	(1,006,273)	(1,080,158)	0		HS-Recreation Totals:	0.00	(1,180,148)	(824,856)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
975,747	1,006,273	1,080,158	0		FUND EXPENSES	0.00	1,180,148	824,856	0	0
(975,747)	(1,006,273)	(1,080,158)	0		General Fund Totals:	0.00	(1,180,148)	(824,856)	0	0
				1138	Senior Nutrition Fund					
				4381	HS-Recreation					
				E20	Services & Supplies					
330	0	1,576.00	0.00	52540-400-0000	Staff Training	0.00	983.00	983.00	0.00	0.00
330	0	1,576	0		Services & Supplies Totals:	0.00	983	983	0	0
330	0	1,576	0		EXPENDITURES TOTALS:	0.00	983	983	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
330	0	1,576	0		DEPT EXPENSES	0.00	983	983	0	0
(330)	0	(1,576)	0		HS-Recreation Totals:	0.00	(983)	(983)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
330	0	1,576	0		FUND EXPENSES	0.00	983	983	0	0
(330)	0	(1,576)	0		Senior Nutrition Fund Totals:	0.00	(983)	(983)	0	0
				1160	Expanded Learning Program Fund					
				4381	HS-Recreation					
				E20	Services & Supplies					
0	0	3,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	3,500.00	3,500.00	0.00	0.00
0	0	350.00	0.00	52540-400-0000	Staff Training	0.00	350.00	350.00	0.00	0.00
0	0	2,500.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	2,500.00	2,500.00	0.00	0.00
0	0	6,350	0		Services & Supplies Totals:	0.00	6,350	6,350	0	0
0	0	6,350	0		EXPENDITURES TOTALS:	0.00	6,350	6,350	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	6,350	0		DEPT EXPENSES	0.00	6,350	6,350	0	0
0	0	(6,350)	0		HS-Recreation Totals:	0.00	(6,350)	(6,350)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	6,350	0		FUND EXPENSES	0.00	6,350	6,350	0	0
0	0	(6,350)	0		Expanded Learning Program Fund	0.00	(6,350)	(6,350)	0	0
				1164	Immunization Grant - OMSD					
				4381	HS-Recreation					
				E20	Services & Supplies					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
5,908	0	0.00	0.00	52190-400-0000	Special Consulting Services	0.00	0.00	0.00	0.00	0.00
5,908	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
5,908	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,908	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(5,908)	0	0	0		HS-Recreation Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,908	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(5,908)	0	0	0		Immunization Grant - OMSD Total	0.00	0	0	0	0
				1167	Resource Center Grant - OMSD					
				4381	HS-Recreation					
				E20	Services & Supplies					
7,924	11,311	14,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	14,500.00	14,500.00	0.00	0.00
7,924	11,311	14,500	0		Services & Supplies Totals:	0.00	14,500	14,500	0	0
7,924	11,311	14,500	0		EXPENDITURES TOTALS:	0.00	14,500	14,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,924	11,311	14,500	0		DEPT EXPENSES	0.00	14,500	14,500	0	0
(7,924)	(11,311)	(14,500)	0		HS-Recreation Totals:	0.00	(14,500)	(14,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,924	11,311	14,500	0		FUND EXPENSES	0.00	14,500	14,500	0	0
(7,924)	(11,311)	(14,500)	0		Resource Center Grant - OMSD Total	0.00	(14,500)	(14,500)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
989,909	1,017,584	1,102,584	0		REPORT EXPENSES	0.00	1,201,981	846,689	0	0
(989,909)	(1,017,584)	(1,102,584)	0		REPORT TOTALS:	0.00	(1,201,981)	(846,689)	0	0

**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	Seven (7) Human Services Dept. Staff	California Expanded Learning Symposium	Fresno, CA	Spring 2020	\$3,500
<i>(OMSD ExLP Grant sub-total: \$3,500)</i>					
<b>Total:</b>					<b>\$3,500</b>

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

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	20 Part-Time Staff	CPR Training	Montclair, CA	2020-2021	\$400
52540	20 Part-Time Staff	First Aid Training	Montclair, CA	2020-2021	\$400
<b>(General Fund sub-total: \$800)</b>					
<b>(Not approved – COVID-19 Suspension)</b>					
<b>An amount for Vocational Training has been budgeted in the Citywide Department. Use of those funds requires City Manager approval before vocational training is scheduled.</b>					
52540	1 Part-Time Staff	Food Managers Certification	Montclair, CA	Spring 2021	\$169
52540	1 Part-Time Staff	Food Handlers Certification	Montclair, CA	Spring 2021	\$22
52540	1 Full-Time Staff	Food Handlers Certification	Montclair, CA	Spring 2021	\$22
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2021	\$770
<b>(DAAS Grant sub-total: \$983)</b>					
52540	7 Full-time staff	Inland Empire Expanded Learning	TBA	Spring 2021	\$350
<b>(OMSD ExLP Grant sub-total: \$350)</b>					
<b>Total:</b>					<b>\$2,133</b>

**(Only \$1,333 approved – COVID-19 Reduction)**

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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

51130      PROGRAM SUPPLIES – \$42,800 *(Only \$20,000 approved – COVID-19 Reduction)*

Special event supplies, \$6,200  
Dashing through Montclair, \$800  
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 *(Only \$1,000 approved – COVID-19 Reduction)*

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

52090      PUBLICATION AND ADVERTISING – \$20,000 *(Only \$7,000 approved – COVID-19 Reduction)*

Costs for production of the HS Department brochures (3) with necessary full color and additional pages, and post cards, \$19,500  
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 – \$3,500

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

52170      COMMUNITY ACTIVITIES COMMISSION – \$15,750 ***(Only \$7,000 approved – COVID-19 Reduction)***

Holiday events, \$2,000

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

Veterans Day banners, \$7,000

Shirts, \$250

52310      PERFORMING ART SERVICES – \$5,000 ***(Only \$500 approved – COVID-19 Reduction)***

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

52450      SPECIAL CONTRACT SERVICES – \$12,600 ***(Only \$2,000 approved – COVID-19 Reduction)***

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 – \$2,133 ***(Only \$1,333 approved – COVID-19 Reduction/Suspension)***

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$800; OMSD ExLP Grant – \$350, DAAS Grant – \$983)

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

**Department:** Human Services

**Program:** 4381 Recreation

Object  
Number

52690      SMALL EQUIPMENT – \$1,500 **(Not approved – COVID-19 Reduction)**

Wheeled Utility Shopping Carts

52850      CELLULAR PHONE EXPENSE – \$385

Cost for Transportation Coordinator's cell phone.

52870      REIMBURSED PROGRAM COSTS – \$48,100 **(Only \$8,500 approved – COVID-19 Reduction – General Fund \$6,000, OMSD ExLP Grant \$2,500)**

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 **(Only \$1,700 approved – COVID-19 Reduction)**

52990      MISCELLANEOUS EXPENDITURES – \$17,500 **(Only \$15,500 approved – COVID-19 Reduction)**

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	96,499	82,289	17,285	
Services and Supplies	91,586	64,801	64,801	
Capital Outlay	0	0	0	
<b>Total</b>	<b>188,085</b>	<b>147,090</b>	<b>82,086</b>	

<b>Personnel Authorized</b>	1.25 (FT)	1.25 (FT)	1.25 (FT)
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**Source of Funds**

General Fund	148,085	116,590	51,586
OMSD Immunization Grant	30,000	30,500	30,500
Kaiser Permanente Grant	10,000	0	0
<b>Total</b>	<b>188,085</b>	<b>147,090</b>	<b>82,086</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Human Services

**Program:** 4382 Clinic

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Health Education Specialist	0.25	0.25	0.25		11,680	11,680	
Medical Clinic Specialist	1.00	1.00	1.00		44,725	0	
<b>Full Time</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>		<b>56,405</b>	<b>11,680</b>	
<b>Total Salaries &amp; Wages</b>					<b>56,405</b>	<b>11,680</b>	
<b>Benefit Costs</b>					<b>19,540</b>	<b>5,605</b>	
<b>PERS Benefit Costs</b>					<b>6,344</b>	<b>0</b>	
<b>Total Benefit Costs</b>					<b>25,884</b>	<b>5,605</b>	
<b>TOTAL</b>					<b>82,289</b>	<b>17,285</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4382 Clinic

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### **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.

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### **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 200 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.
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### **Personnel Services – \$82,289**

Salary requests are for: Health Education Specialist (0.25) – \$11,680; Medical Clinic Specialist (1.00) – \$44,725. Cost allocations are as follows: full-time salaries – \$56,405; benefit costs – \$25,884.

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### **Services and Supplies – \$64,801**

Funding requested is for: program supplies – \$8,750; materials–recycle/clean–up – \$1,465; special contract services – \$50,136; stipends – \$3,850; miscellaneous expenditures – \$600.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:50PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4382	HS-Clinic					
				E10	Personnel Services					
0	0	53,898.00	0.00	41010-400-0000	Regular Earnings	0.00	44,725.00	0.00	0.00	0.00
0	2,472	17,400.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	257.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	16,500.00	0.00	45220-400-0000	Benefit Plan	0.00	14,400.00	0.00	0.00	0.00
0	0	5,884.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,865.00	0.00	0.00	0.00
0	0	227.00	0.00	45270-400-0000	LTD Insurance	0.00	188.00	0.00	0.00	0.00
0	0	221.00	0.00	45290-400-0000	Life Insurance	0.00	177.00	0.00	0.00	0.00
0	36	1,033.00	0.00	45330-400-0000	Medicare	0.00	649.00	0.00	0.00	0.00
0	153	1,079.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
0	2,661	96,499	0		Personnel Services Totals:	0.00	65,004	0	0	0
				E20	Services & Supplies					
0	130	250.00	0.00	51130-400-0000	Program Supplies	0.00	250.00	250.00	0.00	0.00
565	1,000	500.00	0.00	51430-400-0000	Materials - Recycle/Cleanup	0.00	500.00	500.00	0.00	0.00
50,136	50,136	50,136.00	0.00	52450-400-0000	Special Contract Services	0.00	50,136.00	50,136.00	0.00	0.00
100	100	100.00	0.00	52920-400-0000	Stipends	0.00	100.00	100.00	0.00	0.00
1,063	1,013	600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	600.00	600.00	0.00	0.00
51,864	52,378	51,586	0		Services & Supplies Totals:	0.00	51,586	51,586	0	0
51,864	55,040	148,085	0		EXPENDITURES TOTALS:	0.00	116,590	51,586	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
51,864	55,040	148,085	0		DEPT EXPENSES	0.00	116,590	51,586	0	0
(51,864)	(55,040)	(148,085)	0		HS-Clinic Totals:	0.00	(116,590)	(51,586)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
51,864	55,040	148,085	0		FUND EXPENSES	0.00	116,590	51,586	0	0
(51,864)	(55,040)	(148,085)	0		General Fund Totals:	0.00	(116,590)	(51,586)	0	0
				1164	Immunization Grant - OMSD					
				4382	HS-Clinic					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	11,680.00	11,680.00	0.00	0.00
16,812	2,707	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	264.00	264.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	3,600.00	3,600.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,479.00	1,479.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	49.00	49.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	44.00	44.00	0.00	0.00
0	0	0.00	0.00	45300-400-0000	Medical Insurance	0.00	169.00	0.00	0.00	0.00
244	39	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	169.00	0.00	0.00
1,042	168	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
18,098	2,914	0	0		Personnel Services Totals:	0.00	17,285	17,285	0	0
				E20	Services & Supplies					
9,991	10,055	14,500.00	0.00	51130-400-0000	Program Supplies - OMSD Immune	0.00	8,500.00	8,500.00	0.00	0.00
1,730	3,302	2,250.00	0.00	51430-400-0000	Materials - Recycle/Cleanup	0.00	965.00	965.00	0.00	0.00
1,025	3,825	13,250.00	0.00	52920-400-0000	Stipends - OMSD Immune	0.00	3,750.00	3,750.00	0.00	0.00
12,746	17,183	30,000	0		Services & Supplies Totals:	0.00	13,215	13,215	0	0
30,844	20,096	30,000	0		EXPENDITURES TOTALS:	0.00	30,500	30,500	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
30,844	20,096	30,000	0		DEPT EXPENSES	0.00	30,500	30,500	0	0
(30,844)	(20,096)	(30,000)	0		HS-Clinic Totals:	0.00	(30,500)	(30,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
30,844	20,096	30,000	0		FUND EXPENSES	0.00	30,500	30,500	0	0
(30,844)	(20,096)	(30,000)	0		Immunization Grant - OMSD Total:	0.00	(30,500)	(30,500)	0	0
				1166	Kaiser Permanente Grant					
				4382	HS-Clinic					
				E20	Services & Supplies					
0	0	2,000.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	0	8,000.00	0.00	52920-400-0000	Stipends	0.00	0.00	0.00	0.00	0.00
0	0	10,000	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	10,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	10,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(10,000)	0		HS-Clinic Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	10,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(10,000)	0		Kaiser Permanente Grant Totals:	0.00	0	0	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
82,709	75,136	188,085	0		REPORT EXPENSES	0.00	147,090	82,086	0	0
(82,709)	(75,136)	(188,085)	0		REPORT TOTALS:	0.00	(147,090)	(82,086)	0	0

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

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**Department:** Human Services

**Program:** 4382 Clinic

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Object  
Number

51130      PROGRAM SUPPLIES – \$8,750

Medical clinic and immunization supplies, \$7,750 (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 – \$1,465

Community Sharps Disposal Program supplies and hazardous waste services. (OMSD Immunization Grant – \$965; 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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	122,785	116,608	16,921	
Services and Supplies	11,575	13,875	3,300	
Capital Outlay	0	0	0	
<b>Total</b>	<b>134,360</b>	<b>130,483</b>	<b>20,221</b>	

<b>Personnel Authorized</b>	1.00 (FT) 2.00 (PT)	1.00 (FT) 2.00 (PT)	1.00 (FT) 2.00 (PT)
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**Source of Funds**

General Fund	114,360	110,483	221
Community Dev Block Grant Fund	10,000	10,000	10,000
Senior Support Services Grant	10,000	10,000	10,000
<b>Total</b>	<b>134,360</b>	<b>130,483</b>	<b>20,221</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Human Services

**Program:** 4383 Senior Citizens

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Senior Citizens Supervisor	1.00	1.00	1.00		58,752	0	
<b><u>Part-Time</u></b>							
Transportation Coordinator	2.00	2.00	2.00		31,436	15,718	
Full Time	1.00	1.00	1.00		58,752	0	
Part Time	2.00	2.00	2.00		31,436	15,718	
Additional Pay					900	0	
Total Salaries & Wages					91,088	15,718	
Benefit Costs					18,082	1,203	
PERS Benefit Costs					7,438	0	
Total Benefit Costs					25,520	1,203	
<b>TOTAL</b>					<b>116,608</b>	<b>16,921</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4383 Senior Citizens

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### **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.

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### **Units of Measure**

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

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### **Personnel Services – \$116,608**

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$58,752; Transportation Coordinators (2.00/part-time) – \$31,436. Cost allocations are as follows: full-time salaries – \$58,752; part-time salaries – \$31,436; additional pay – \$900; benefit costs – \$25,520.

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### **Services and Supplies – \$13,875**

Funding requested is for: program supplies – \$2,300; special contract services – \$3,500; small equipment – \$3,700; miscellaneous expenditures – \$4,375.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 12:12PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4383	HS-Senior Citizens					
				E10	Personnel Services					
36,708	41,185	55,920.00	0.00	41010-400-0000	Regular Earnings	0.00	58,752.00	0.00	0.00	0.00
6,769	5,071	0.00	0.00	41010-400-1600	Reg Wages Sr Supp Svcs IIIB	0.00	0.00	0.00	0.00	0.00
0	0	-4,597.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	0.00	0.00	0.00	0.00
15,593	4,010	48,836.00	0.00	42020-400-0000	Part Time Wages	0.00	31,436.00	15,718.00	0.00	0.00
0	0	-13,000.00	0.00	42021-400-1600	PT Wage Reimb from Fund 1168	0.00	-10,000.00	-6,921.00	0.00	0.00
(9,273)	1,828	-10,000.00	0.00	42024-400-0000	PT Wage Reimb - CDBG	0.00	-10,000.00	-10,000.00	0.00	0.00
0	0	461.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
917	779	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	0.00	0.00	0.00
0	0	13,200.00	0.00	45220-400-0000	Benefit Plan	0.00	14,400.00	0.00	0.00	0.00
4,369	4,806	6,105.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,438.00	0.00	0.00	0.00
208	2,097	235.00	0.00	45270-400-0000	LTD Insurance	0.00	247.00	0.00	0.00	0.00
168	171	177.00	0.00	45290-400-0000	Life Insurance	0.00	177.00	0.00	0.00	0.00
1,036	1,210	1,519.00	0.00	45330-400-0000	Medicare	0.00	1,308.00	228.00	0.00	0.00
1,646	2,140	3,029.00	0.00	45340-400-0000	Social Security	0.00	1,950.00	975.00	0.00	0.00
58,142	63,296	102,785	0		Personnel Services Totals:	0.00	96,608	0	0	0
				E20	Services & Supplies					
749	733	5,300.00	0.00	51130-400-0000	Program Supplies	0.00	2,300.00	0.00	0.00	0.00
1,000	1,040	1,500.00	0.00	52450-400-0000	Special Contract Services	0.00	3,500.00	0.00	0.00	0.00
571	882	600.00	0.00	52690-400-0000	Small Equipment	0.00	3,700.00	0.00	0.00	0.00
2,986	3,215	4,175.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	4,375.00	221.00	0.00	0.00
5,306	5,871	11,575	0		Services & Supplies Totals:	0.00	13,875	221	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
63,448	69,167	114,360	0		EXPENDITURES TOTALS:	0.00	110,483	221	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
63,448	69,167	114,360	0		DEPT EXPENSES	0.00	110,483	221	0	0
(63,448)	(69,167)	(114,360)	0		HS-Senior Citizens Totals:	0.00	(110,483)	(221)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
63,448	69,167	114,360	0		FUND EXPENSES	0.00	110,483	221	0	0
(63,448)	(69,167)	(114,360)	0		General Fund Totals:	0.00	(110,483)	(221)	0	0
				1132	Community Development Block Gr					
				4383	HS-Senior Citizens					
				E10	Personnel Services					
10,828	11,258	0.00	0.00	42020-400-0000	Golden Express-Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	10,000.00	0.00	42024-400-0000	PT Wages Reimb-Golden Express	0.00	10,000.00	10,000.00	0.00	0.00
10,828	11,258	10,000	0		Personnel Services Totals:	0.00	10,000	10,000	0	0
10,828	11,258	10,000	0		EXPENDITURES TOTALS:	0.00	10,000	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
10,828	11,258	10,000	0		DEPT EXPENSES	0.00	10,000	10,000	0	0
(10,828)	(11,258)	(10,000)	0		HS-Senior Citizens Totals:	0.00	(10,000)	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
10,828	11,258	10,000	0		FUND EXPENSES	0.00	10,000	10,000	0	0
(10,828)	(11,258)	(10,000)	0		Community Development Block Gr	0.00	(10,000)	(10,000)	0	0
				1168	Title IIIB Sr Support Services					
				4383	HS-Senior Citizens					
				E10	Personnel Services					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0.00	0.00	41011-400-0000	Salary/Benefit Reimbursement	0.00	0.00	0.00	0.00	0.00
0	0	10,000.00	0.00	42021-400-0000	Salary/Benefit Reimbursement	0.00	10,000.00	6,921.00	0.00	0.00
0	0	10,000	0		Personnel Services Totals:	0.00	10,000	6,921	0	0
				E20	Services & Supplies					
0	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	800.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	2,000.00	0.00	0.00
0	0	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	279.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	3,079	0	0
0	0	10,000	0		EXPENDITURES TOTALS:	0.00	10,000	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	10,000	0		DEPT EXPENSES	0.00	10,000	10,000	0	0
0	0	(10,000)	0		HS-Senior Citizens Totals:	0.00	(10,000)	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	10,000	0		FUND EXPENSES	0.00	10,000	10,000	0	0
0	0	(10,000)	0		Title IIIB Sr Support Services Total	0.00	(10,000)	(10,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
74,276	80,425	134,360	0		REPORT EXPENSES	0.00	130,483	20,221	0	0
(74,276)	(80,425)	(134,360)	0		REPORT TOTALS:	0.00	(130,483)	(20,221)	0	0



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

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**Department:** Human Services

**Program:** 4383 Senior Citizens

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Object  
Number

- 51130      PROGRAM SUPPLIES – \$2,300 *(Only \$800 approved – COVID-19 Reduction) (Senior Support Services Grant)*  
              Helium tank refills, \$300  
              Crafts and materials for special demonstrations, \$1,000  
              Senior special event supplies, \$1,000
- 52450      SPECIAL CONTRACT SERVICES – \$3,500 *(Only \$2,000 approved – COVID-19 Reduction) (Senior Support Services Grant)*  
              Program speakers, entertainment, \$1,500  
              Case Manager, \$2,000
- 52690      SMALL EQUIPMENT – \$3,700 *(Not approved – will be purchased out of Program 4203)*  
              Printer/copier, \$700  
              Computers (3), \$3,000
- 52990      MISCELLANEOUS EXPENDITURES – \$4,375 *(Only \$500 approved – COVID-19 Reduction) (General Fund – \$221; Senior Support Services Grant – \$279)*  
              Annual Volunteer Recognition Dinner, \$2,300  
              Volunteer expenses, \$700  
              Montclair Walkers program expenses, \$500  
              Health fair, \$200  
              Intergenerational programs, \$350  
              Miscellaneous program expenses, \$325

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4384**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Nutritional Meals

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	94,014	83,790	83,790	
Services and Supplies	137,550	138,050	173,115	
Capital Outlay	0	0	0	
<b>Total</b>	<b>231,564</b>	<b>221,840</b>	<b>256,905</b>	

<b>Personnel Authorized</b>	3.50 (PT)	3.50 (PT)	3.50 (PT)
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**Source of Funds**

General Fund	51,411	51,585	13,170
Community Dev Block Grant Fund	0	0	73,480
DAAS Grant/Donations	180,153	170,255	170,255
<b>Total</b>	<b>231,564</b>	<b>221,840</b>	<b>256,905</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Human Services

**Program:** 4384 Nutritional Meals

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<b><u>Part-Time</u></b>							
Nutrition Site Manager	1.00	1.00	1.00		21,112	21,112	
Kitchen Assistant	1.00	1.00	1.00		14,040	14,040	
Health Education Intern	0.50	0.50	0.50		7,691	7,691	
Senior Recreation Specialist	1.00	1.00	1.00		33,725	33,725	
Part Time	3.50	3.50	3.50		76,568	76,568	
Total Salaries & Wages					76,568	76,568	
Benefit Costs					4,549	4,549	
PERS Benefit Costs					2,673	2,673	
Total Benefit Costs					7,222	7,222	
<b>TOTAL</b>					<b>83,790</b>	<b>83,790</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4384 Nutritional Meals

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### **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.

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### **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.

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### **Personnel Services – \$83,790**

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$21,112; Kitchen Assistant (1.00/part-time) – \$14,040; Health Education Intern (0.50/part-time) – \$7,691; Senior Recreation Specialist (1.00/part-time) – \$33,725. Cost allocations are as follows: part-time salaries – \$76,568; benefit costs – \$7,222.

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### **Services and Supplies – \$138,050**

Funding requested is for: program supplies – \$4,000; special consulting services – \$2,000; special contracting services – \$115,350; raw food – \$3,500; small equipment – \$4,000; miscellaneous expenditures – \$2,200; reimbursed program costs – \$7,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:34PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4384	HS-Nutritional Meals					
				E10	Personnel Services					
7,666	22,316	47,505.00	0.00	42020-400-0000	Part Time Wages	0.00	41,416.00	41,416.00	0.00	0.00
0	0	0.00	0.00	42025-400-0000	PT Wage Reimb - CDBG-CV	0.00	0.00	-38,415.00	0.00	0.00
111	324	689.00	0.00	45330-400-0000	Medicare	0.00	601.00	601.00	0.00	0.00
475	1,384	3,217.00	0.00	45340-400-0000	Social Security	0.00	2,568.00	2,568.00	0.00	0.00
8,252	24,023	51,411	0		Personnel Services Totals:	0.00	44,585	6,170	0	0
				E20	Services & Supplies					
0	0	0.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	7,000.00	7,000.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	7,000	7,000	0	0
8,252	24,023	51,411	0		EXPENDITURES TOTALS:	0.00	51,585	13,170	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
8,252	24,023	51,411	0		DEPT EXPENSES	0.00	51,585	13,170	0	0
(8,252)	(24,023)	(51,411)	0		HS-Nutritional Meals Totals:	0.00	(51,585)	(13,170)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
8,252	24,023	51,411	0		FUND EXPENSES	0.00	51,585	13,170	0	0
(8,252)	(24,023)	(51,411)	0		General Fund Totals:	0.00	(51,585)	(13,170)	0	0
				1132	Community Development Block Gr					
				4384	HS-Nutritional Meals					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0.00	0.00	E10 42025-400-0000	Personnel Services PT Wage Reimb - CDBG-CV	0.00	0.00	38,415.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	38,415	0	0
0	0	0.00	0.00	E20 51130-400-0000	Services & Supplies Program Supplies - CDBG-CV	0.00	0.00	2,817.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Svcs-CDBG-CV	0.00	0.00	32,248.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	35,065	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	73,480	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	73,480	0	0
0	0	0	0		HS-Nutritional Meals Totals:	0.00	0	(73,480)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	73,480	0	0
0	0	0	0		Community Development Block Gr	0.00	0	(73,480)	0	0
				1138	Senior Nutrition Fund					
				4384	HS-Nutritional Meals					
6,843	4,942	0.00	0.00	E10 41010-400-0000	Personnel Services Regular Earnings	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	41010-400-1600	Regular Earnings COVID-19	0.00	0.00	0.00	0.00	0.00
0	0	4,597.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	0.00	0.00	0.00	0.00
47,114	49,588	62,054.00	0.00	42020-400-0000	Part Time Wages	0.00	35,152.00	35,152.00	0.00	0.00
0	0	0.00	0.00	42020-400-1600	PT Wages COVID-19	0.00	0.00	0.00	0.00	0.00
2,064	2,275	1,686.21	0.00	45250-400-0000	P.E.R.S.	0.00	2,673.00	2,673.00	0.00	0.00
31	22	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
25	17	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
782	791	966.44	0.00	45330-400-0000	Medicare	0.00	510.00	510.00	0.00	0.00
2,023	1,924	3,847.35	0.00	45340-400-0000	Social Security	0.00	870.00	870.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
58,882	59,559	73,151	0		Personnel Services Totals:	0.00	39,205	39,205	0	0
7,313	6,166	8,500.00	0.00	E20	Services & Supplies					
0	66	0.00	0.00	51130-400-0000	Consumable Supplies	0.00	4,000.00	4,000.00	0.00	0.00
2,240	1,635	2,200.00	0.00	52130-400-0000	Staff Travel & Training	0.00	0.00	0.00	0.00	0.00
89,611	91,087	116,700.00	0.00	52190-400-0000	Consultants	0.00	2,000.00	2,000.00	0.00	0.00
6,888	5,338	1,600.00	0.00	52450-400-0000	Catered Food	0.00	115,350.00	115,350.00	0.00	0.00
5,337	0	18,100.00	0.00	52451-400-0000	Raw Food	0.00	3,500.00	3,500.00	0.00	0.00
1,710	1,646	2,500.00	0.00	52690-400-0000	Small Equipment	0.00	4,000.00	4,000.00	0.00	0.00
				52990-400-0000	Miscellaneous Expenditures	0.00	2,200.00	2,200.00	0.00	0.00
113,100	105,938	149,600	0		Services & Supplies Totals:	0.00	131,050	131,050	0	0
171,983	165,496	222,751	0		EXPENDITURES TOTALS:	0.00	170,255	170,255	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
171,983	165,496	222,751	0		DEPT EXPENSES	0.00	170,255	170,255	0	0
(171,983)	(165,496)	(222,751)	0		HS-Nutritional Meals Totals:	0.00	(170,255)	(170,255)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
171,983	165,496	222,751	0		FUND EXPENSES	0.00	170,255	170,255	0	0
(171,983)	(165,496)	(222,751)	0		Senior Nutrition Fund Totals:	0.00	(170,255)	(170,255)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
180,235	189,520	274,162	0		REPORT EXPENSES	0.00	221,840	256,905	0	0
(180,235)	(189,520)	(274,162)	0		REPORT TOTALS:	0.00	(221,840)	(256,905)	0	0



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

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**Department:** Human Services

**Program:** 4384 Nutritional Meals

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Object  
Number

51130	<u>PROGRAM SUPPLIES</u> – \$4,000 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> – \$115,350 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$3,500 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52590	<u>SMALL EQUIPMENT</u> – \$4,000 Chairs and tables for the Senior Center dining room to support the Senior Nutrition program (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)
52870	<u>REIMBURSED PROGRAM COSTS</u> – \$7,000 Senior birthday party expenses

***(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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	56,701	60,137	60,137	
Services and Supplies	47,721	46,790	41,488	
Capital Outlay	0	0	0	
<b>Total</b>	<b>104,422</b>	<b>106,927</b>	<b>101,625</b>	

<b>Personnel Authorized</b>			
	0.75 (FT)	0.75 (FT)	0.75 (FT)
	0.50 (PT)	0.50 (PT)	0.50 (PT)

**Source of Funds**

General Fund	53,421	65,137	57,537
OTS Grant	30,001	22,000	24,298
City of Hope	1,000	1,000	1,000
Healthy Comm. Strategic Plan	20,000	18,790	18,790
<b>Total</b>	<b>104,422</b>	<b>106,927</b>	<b>101,625</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Human Services

**Program:** 4385 Family and Health Education

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Health Education Specialist	0.75	0.75	0.75		35,040	35,040	
<b><u>Part-Time</u></b>							
Health Education Intern	0.50	0.50	0.50		7,691	7,691	
Full Time	0.75	0.75	0.75		35,040	35,040	
Part Time	0.50	0.50	0.50		7,691	7,691	
Benefit Costs					12,970	12,970	
PERS Benefit Costs					4,436	4,436	
Total Benefit Costs					17,406	17,406	
<b>TOTAL</b>					<b>60,137</b>	<b>60,137</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4385 Family and Health Education

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### **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.

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### **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.
- 

### **Personnel Services – \$60,137**

Salary requests are for: Health Education Specialist (0.75/full-time) – \$35,040; Health Education Intern (0.50/part-time) – \$7,691. Cost allocations are as follows: full-time salaries – \$35,040; part-time salaries – \$7,691; benefit costs – \$17,406.

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### **Services and Supplies – \$46,790**

Funding requested is for: office supplies – \$2,200; program supplies – \$26,100; publication and advertising – \$1,500; special contract services – \$7,000; stipend/classroom assistance – \$7,990; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:34PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4385	HS-Family and Health Education					
				E10	Personnel Services					
42,083	38,602	33,354.00	0.00	41010-400-0000	Regular Earnings	0.00	35,040.00	35,040.00	0.00	0.00
0	21	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	7,691.00	691.00	0.00	0.00
0	225	769.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	793.00	793.00	0.00	0.00
0	0	9,900.00	0.00	45220-400-0000	Benefit Plan	0.00	10,800.00	10,800.00	0.00	0.00
4,119	3,795	3,641.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,436.00	4,436.00	0.00	0.00
202	174	140.00	0.00	45270-400-0000	LTD Insurance	0.00	148.00	148.00	0.00	0.00
188	163	133.00	0.00	45290-400-0000	Life Insurance	0.00	133.00	133.00	0.00	0.00
610	563	484.00	0.00	45330-400-0000	Medicare	0.00	619.00	319.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	477.00	177.00	0.00	0.00
47,202	43,544	48,421	0		Personnel Services Totals:	0.00	60,137	52,537	0	0
				E20	Services & Supplies					
1,312	3,670	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	3,000.00	3,000.00	0.00	0.00
16	1,997	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,000.00	2,000.00	0.00	0.00
1,327	5,666	5,000	0		Services & Supplies Totals:	0.00	5,000	5,000	0	0
48,529	49,210	53,421	0		EXPENDITURES TOTALS:	0.00	65,137	57,537	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
48,529	49,210	53,421	0		DEPT EXPENSES	0.00	65,137	57,537	0	0
(48,529)	(49,210)	(53,421)	0		HS-Family and Health Education Tr	0.00	(65,137)	(57,537)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
48,529	49,210	53,421	0		FUND EXPENSES	0.00	65,137	57,537	0	0
(48,529)	(49,210)	(53,421)	0		General Fund Totals:	0.00	(65,137)	(57,537)	0	0
				1161	OTS Grant					
				4385	HS-Family and Health Education					
				E10	Personnel Services					
1,488	5,697	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
0	0	7,691.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	7,000.00	0.00	0.00
146	558	0.00	0.00	45250-400-0000	PERS	0.00	0.00	0.00	0.00	0.00
7	27	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
7	25	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
22	83	112.00	0.00	45330-400-0000	Medicare	0.00	0.00	300.00	0.00	0.00
0	0	477.00	0.00	45340-400-0000	Social Security	0.00	0.00	300.00	0.00	0.00
1,669	6,390	8,280	0		Personnel Services Totals:	0.00	0	7,600	0	0
				E20	Services & Supplies					
496	0	1,221.00	0.00	51060-400-0000	Office Supplies	0.00	1,500.00	1,221.00	0.00	0.00
1,088	0	12,000.00	0.00	51130-400-0000	Program Supplies	0.00	12,000.00	6,977.00	0.00	0.00
0	0	1,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	1,500.00	1,500.00	0.00	0.00
0	0	7,000.00	0.00	52450-400-0000	Special Contract Services	0.00	7,000.00	7,000.00	0.00	0.00
4,456	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
6,040	0	21,721	0		Services & Supplies Totals:	0.00	22,000	16,698	0	0
7,710	6,390	30,001	0		EXPENDITURES TOTALS:	0.00	22,000	24,298	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,710	6,390	30,001	0		DEPT EXPENSES	0.00	22,000	24,298	0	0
(7,710)	(6,390)	(30,001)	0		HS-Family and Health Education Tr	0.00	(22,000)	(24,298)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,710	6,390	30,001	0		FUND EXPENSES	0.00	22,000	24,298	0	0
(7,710)	(6,390)	(30,001)	0		OTS Grant Totals:	0.00	(22,000)	(24,298)	0	0
				1162	City of Hope					
				4385	HS-Family and Health Education					
				E20	Services & Supplies					
0	1,131	300.00	0.00	51130-400-0000	Program Supplies	0.00	300.00	300.00	0.00	0.00
0	2,000	700.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	700.00	700.00	0.00	0.00
0	1,279	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
0	4,410	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
0	4,410	1,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	4,410	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
0	(4,410)	(1,000)	0		HS-Family and Health Education Tr	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	4,410	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
0	(4,410)	(1,000)	0		City of Hope Totals:	0.00	(1,000)	(1,000)	0	0
				1165	United Way					
				4385	HS-Family and Health Education					
				E20	Services & Supplies					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
850	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
850	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
850	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
850	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(850)	0	0	0		HS-Family and Health Education Tr	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
850	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(850)	0	0	0		United Way Totals:	0.00	0	0	0	0
				1166	Kaiser Permanente Grant					
				4385	HS-Family and Health Education					
				E20	Services & Supplies					
0	377	0.00	0.00	51060-400-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00
0	2,500	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
0	299	0.00	0.00	52090-400-0000	Publication & Advertising	0.00	0.00	0.00	0.00	0.00
1,000	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	3,688	0.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	0.00	0.00	0.00	0.00
5,564	3,242	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
6,564	10,106	0	0		Services & Supplies Totals:	0.00	0	0	0	0
6,564	10,106	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,564	10,106	0	0		DEPT EXPENSES	0.00	0	0	0	0
(6,564)	(10,106)	0	0		HS-Family and Health Education Tr	0.00	0	0	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,564	10,106	0	0		FUND EXPENSES	0.00	0	0	0	0
(6,564)	(10,106)	0	0		Kaiser Permanente Grant Totals:	0.00	0	0	0	0
				1169	Healthy Comm Strategic Plan					
				4385	HS-Family and Health Education					
				E20	Services & Supplies					
0	0	0.00	0.00	51060-400-0000	Office Supplies	0.00	700.00	700.00	0.00	0.00
0	3,032	15,000.00	0.00	51130-400-0000	Program Supplies	0.00	10,800.00	10,800.00	0.00	0.00
0	1,709	5,000.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	7,290.00	7,290.00	0.00	0.00
0	4,740	20,000	0		Services & Supplies Totals:	0.00	18,790	18,790	0	0
0	4,740	20,000	0		EXPENDITURES TOTALS:	0.00	18,790	18,790	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	4,740	20,000	0		DEPT EXPENSES	0.00	18,790	18,790	0	0
0	(4,740)	(20,000)	0		HS-Family and Health Education Total	0.00	(18,790)	(18,790)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	4,740	20,000	0		FUND EXPENSES	0.00	18,790	18,790	0	0
0	(4,740)	(20,000)	0		Healthy Comm Strategic Plan Total	0.00	(18,790)	(18,790)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
63,653	74,856	104,422	0		REPORT EXPENSES	0.00	106,927	101,625	0	0
(63,653)	(74,856)	(104,422)	0		REPORT TOTALS:	0.00	(106,927)	(101,625)	0	0

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

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**Department:** Human Services

**Program:** 4385 Family and Health Education

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Object  
Number

51060      OFFICE SUPPLIES – DIRECT – \$2,200

Supplies for administrative functions of the program (\$1,500 OTS Grant; Healthy Comm. Strategic Plan Grant – \$700)

51130      PROGRAM SUPPLIES – \$26,100

Bike/pedestrian safety, \$12,000 (OTS Grant)

Community health, \$11,100 (City of Hope Grant – \$300; Healthy Comm. Strategic Plan Grant – \$10,800)

Community Garden and Fruit Park materials, \$3,000

52090      PUBLICATION AND ADVERTISING – \$1,500

Bike/pedestrian safety program (OTS Grant)

52450      SPECIAL CONTRACT SERVICES – \$7,000

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

52921      STIPEND – CLASSROOM ASSISTANCE – \$7,990

*Consejeras* (City of Hope – \$700; Healthy Comm. Strategic Plan Grant – \$7,290)

52990      MISCELLANEOUS EXPENDITURES – \$2,000

Healthy Montclair activity supplies and refreshments.

***(Approval of grant funded services and supplies in this program is contingent  
upon continued availability of grant funds)***

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4387**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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 12 sites.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,090,827	1,033,446	1,033,446	
Services and Supplies	163,850	174,495	174,495	
Capital Outlay	0	0	0	
<b>Total</b>	<b>1,254,677</b>	<b>1,207,941</b>	<b>1,207,941</b>	
<b>Personnel Authorized</b>	6.70 (FT) 1.00 (PTB) 67.90 (PT)	6.70 (FT) 1.00 (PTB) 67.00 (PT)	6.70 (FT) 1.00 (PTB) 67.00 (PT)	

**Source of Funds**

OMSD ExLP	1,084,612	1,029,807	1,029,807
OMSD Supplemental	119,847	125,000	125,000
Hope through Housing	50,218	53,134	53,134
<b>Total</b>	<b>1,254,677</b>	<b>1,207,941</b>	<b>1,207,941</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Human Services

**Program:** 4387 Expanded Learning Program

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Sr. Recreation Supervisor	0.70	0.70	0.70		48,375	48,375	
Sr. Learning Coordinator	1.00	1.00	1.00		55,175	55,175	
Learning Coordinator	5.00	5.00	5.00		242,415	242,415	
<b><u>Part-Time Benefitted</u></b>							
Human Services Technician	1.00	1.00	1.00		41,200	41,200	
<b><u>Part-Time</u></b>							
Data Entry Clerk	1.00	1.00	1.00		15,496	15,496	
Senior Learning Leader	11.00	11.00	11.00		309,694	309,694	
Learning Leaders	55.00	55.00	55.00		114,899	114,899	
Mini-School Coordinator	0.30	0.00	0.00		0	0	
Recreation Specialist	0.60	0.00	0.00		0	0	
Full Time	6.70	6.70	6.70		345,965	345,965	
Part Time Benefitted	1.00	1.00	1.00		41,200	41,200	
Part Time	67.90	67.00	67.00		440,089	440,089	
Benefit Costs					163,980	163,980	
PERS Benefit Costs					42,212	42,212	
Total Benefit Costs					206,192	206,192	
<b>TOTAL</b>					<b>1,033,446</b>	<b>1,033,446</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4387 After-School Program

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**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, ASES Supplemental funds, and the Hope through Housing Foundation funding, offers enrichment programs, homework assistance, physical education, and recreation activities.

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**Units of Measure**

The Expanded Learning Program provides services to over 1,150 students in kindergarten through eighth grade at 12 sites.

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**Personnel Services – \$1,033,446**

Salary requests are for: Senior Recreation Supervisor (0.70/full-time) – \$48,375; Senior Learning Coordinator (1.00/full-time) – \$55,175; Learning Coordinator (5.00/full-time) – \$242,415; Human Services Technician (1.00/part-time benefitted) – \$41,200; Data Entry Clerk (1.00/part-time) – \$15,496; Senior Learning Leader (11.00/part-time) – \$309,694; Learning Leader/Substitute Learning Leader (55.00/part-time) – \$114,899. Cost allocations are as follows: full-time salaries – \$345,965; part-time benefitted – \$41,200; part-time salaries – \$440,089; benefit costs – \$206,192.

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**Services and Supplies – \$174,495**

Funding requested is for: uniforms – \$7,000; program supplies – \$59,560; publication and advertising – \$1,000; special contract services – \$99,500; cellular phone expense – \$7,435.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4387	HS-Expanded Learning Program					
				E10	Personnel Services					
0	46	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
0	46	0	0		Personnel Services Totals:	0.00	0	0	0	0
0	46	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	46	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(46)	0	0		HS-Expanded Learning Program Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	46	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(46)	0	0		General Fund Totals:	0.00	0	0	0	0
				1160	Expanded Learning Program Fund					
				4387	HS-Expanded Learning Program					
				E10	Personnel Services					
310,049	318,590	324,628.00	0.00	41010-400-0000	Regular Earnings - ExLP	0.00	345,965.00	345,965.00	0.00	0.00
561,475	589,512	535,271.00	0.00	42020-400-0000	Part Time Wages - ExLP	0.00	440,089.00	440,089.00	0.00	0.00
0	7,649	37,031.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	41,200.00	41,200.00	0.00	0.00
0	0	-92,847.00	0.00	42022-400-0000	PT Wages - ExLP Supplemental	0.00	-101,000.00	-101,000.00	0.00	0.00
(37,313)	0	-40,718.00	0.00	42023-400-0000	PT Wages - Hope thru Housing	0.00	-43,634.00	-43,634.00	0.00	0.00
0	393	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
4,814	3,723	7,113.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	6,471.00	6,471.00	0.00	0.00
0	0	104,640.00	0.00	45220-400-0000	Benefit Plan	0.00	112,680.00	112,680.00	0.00	0.00
30,992	31,381	35,437.00	0.00	45250-400-0000	P.E.R.S.	0.00	42,212.00	42,212.00	0.00	0.00
2,753	1,472	1,522.00	0.00	45270-400-0000	LTD Insurance	0.00	1,629.00	1,629.00	0.00	0.00
1,343	1,287	1,363.00	0.00	45290-400-0000	Life Insurance	0.00	1,363.00	1,363.00	0.00	0.00
13,087	14,571	12,121.00	0.00	45330-400-0000	Medicare	0.00	11,992.00	11,992.00	0.00	0.00
35,893	42,075	31,701.00	0.00	45340-400-0000	Social Security	0.00	29,845.00	29,845.00	0.00	0.00
923,092	1,010,653	957,262	0		Personnel Services Totals:	0.00	888,812	888,812	0	0
				E20	Services & Supplies					
738	6,966	3,000.00	0.00	51100-400-0000	Uniforms	0.00	3,000.00	3,000.00	0.00	0.00
60,121	79,770	46,560.00	0.00	51130-400-0000	Program Supplies	0.00	45,560.00	45,560.00	0.00	0.00
275	328	1,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	1,000.00	1,000.00	0.00	0.00
10,550	77,160	71,150.00	0.00	52450-400-0000	Special Contract Services	0.00	84,000.00	84,000.00	0.00	0.00
1,633	6,606	5,640.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	7,435.00	7,435.00	0.00	0.00
73,317	170,830	127,350	0		Services & Supplies Totals:	0.00	140,995	140,995	0	0
996,409	1,181,483	1,084,612	0		EXPENDITURES TOTALS:	0.00	1,029,807	1,029,807	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
996,409	1,181,483	1,084,612	0		DEPT EXPENSES	0.00	1,029,807	1,029,807	0	0
(996,409)	(1,181,483)	(1,084,612)	0		HS-Expanded Learning Program Tc	0.00	(1,029,807)	(1,029,807)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
996,409	1,181,483	1,084,612	0		FUND EXPENSES	0.00	1,029,807	1,029,807	0	0
(996,409)	(1,181,483)	(1,084,612)	0		Expanded Learning Program Fund T	0.00	(1,029,807)	(1,029,807)	0	0
				1170	Kindergarten ExLP					
				4387	HS-Expanded Learning Program					
				E10	Personnel Services					
25,000	85,000	0.00	0.00	42022-400-0000	Part Time Wages - KExLP	0.00	0.00	0.00	0.00	0.00



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
25,000	85,000	0	0		Personnel Services Totals:	0.00	0	0	0	0
3,058	14,781	0.00	0.00	E20	Services & Supplies					
1,000	0	0.00	0.00	51130-400-0000	Program Supplies - KExLP	0.00	0.00	0.00	0.00	0.00
				52450-400-0000	Contract Services - KExLP	0.00	0.00	0.00	0.00	0.00
4,058	14,781	0	0		Services & Supplies Totals:	0.00	0	0	0	0
29,058	99,781	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
29,058	99,781	0	0		DEPT EXPENSES	0.00	0	0	0	0
(29,058)	(99,781)	0	0		HS-Expanded Learning Program Tc	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
29,058	99,781	0	0		FUND EXPENSES	0.00	0	0	0	0
(29,058)	(99,781)	0	0		Kindergarten ExLP Totals:	0.00	0	0	0	0
				1171	ExLP Supplemental Grant					
				4387	HS-Expanded Learning Program					
				E10	Personnel Services					
0	0	92,847.00	0.00	42022-400-0000	Part Time Wages - ExLP	0.00	101,000.00	101,000.00	0.00	0.00
0	0	92,847	0		Personnel Services Totals:	0.00	101,000	101,000	0	0
				E20	Services & Supplies					
0	0	4,000.00	0.00	51100-400-0000	Uniforms	0.00	4,000.00	4,000.00	0.00	0.00
0	0	10,000.00	0.00	51130-400-0000	Program Supplies	0.00	10,000.00	10,000.00	0.00	0.00
0	0	3,000.00	0.00	52090-400-0000	Publication and Advertising	0.00	0.00	0.00	0.00	0.00
0	0	10,000.00	0.00	52450-400-0000	Special Contract Services	0.00	10,000.00	10,000.00	0.00	0.00
0	0	27,000	0		Services & Supplies Totals:	0.00	24,000	24,000	0	0
0	0	119,847	0		EXPENDITURES TOTALS:	0.00	125,000	125,000	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	119,847	0		DEPT EXPENSES	0.00	125,000	125,000	0	0
0	0	(119,847)	0		HS-Expanded Learning Program Tc	0.00	(125,000)	(125,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	119,847	0		FUND EXPENSES	0.00	125,000	125,000	0	0
0	0	(119,847)	0		ExLP Supplemental Grant Totals:	0.00	(125,000)	(125,000)	0	0
				1172	Hope thru Housing Grant					
				4387	HS-Expanded Learning Program					
				E10	Personnel Services					
37,313	0	40,718.00	0.00	42023-400-0000	Part Time Wages/Benefits -ExLP	0.00	43,634.00	43,634.00	0.00	0.00
37,313	0	40,718	0		Personnel Services Totals:	0.00	43,634	43,634	0	0
				E20	Services & Supplies					
3,738	3,975	4,000.00	0.00	51130-400-0000	Program Supplies - ExLP	0.00	4,000.00	4,000.00	0.00	0.00
0	155	0.00	0.00	52090-400-0000	Publication/Advertising - ExLP	0.00	0.00	0.00	0.00	0.00
885	403	5,500.00	0.00	52450-400-0000	Contract Services - ExLP	0.00	5,500.00	5,500.00	0.00	0.00
4,623	4,534	9,500	0		Services & Supplies Totals:	0.00	9,500	9,500	0	0
41,936	4,534	50,218	0		EXPENDITURES TOTALS:	0.00	53,134	53,134	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
41,936	4,534	50,218	0		DEPT EXPENSES	0.00	53,134	53,134	0	0
(41,936)	(4,534)	(50,218)	0		HS-Expanded Learning Program Tc	0.00	(53,134)	(53,134)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
41,936	4,534	50,218	0		FUND EXPENSES	0.00	53,134	53,134	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(41,936)	(4,534)	(50,218)	0		Hope thru Housing Grant Totals:	0.00	(53,134)	(53,134)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,067,403	1,285,844	1,254,677	0		REPORT EXPENSES	0.00	1,207,941	1,207,941	0	0
(1,067,403)	(1,285,844)	(1,254,677)	0		REPORT TOTALS:	0.00	(1,207,941)	(1,207,941)	0	0

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

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**Department:** Human Services

**Program:** 4387 After School Program

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Object  
Number

51100      UNIFORMS – \$7,000

Staff uniforms (OMSD ExLP Grant – \$3,000; OMSD Supplemental Grant – \$4,000)

51130      PROGRAM SUPPLIES – \$59,560

Expanded Learning Program supplies, \$55,560 (OMSD ExLP Grant – \$45,560, OMSD Supplemental Grant – \$10,000)  
MAP Community site program supplies, \$4,000 (Hope through Housing Grant)

52090      PUBLICATION AND ADVERTISING – \$1,000

Expanded Learning advertising materials (OMSD ExLP Grant)

52450      SPECIAL CONTRACT SERVICES – \$99,500

Staffing Services, \$56,500 (OMSD ExLP Grant – \$43,500; OMSD Supplemental Grant – \$10,000; Hope through Housing Grant – \$3,000)  
MAP Presenters/Speakers/Instructors, 19,000 (OMSD ExLP Grant – \$16,500; Hope through Housing Grant – \$2,500)  
Expanded Learning Program assistance, \$24,000 (OMSD ExLP Grant)

52850      CELLULAR PHONE EXPENSE – \$7,435

Cost for cell phone services (OMSD ExLP Grant)

*Police Department*

## DEPARTMENT BUDGET SUMMARY

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### Department

Police

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### Overview

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

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,484,172	9,762,975	8,399,692	
Services and Supplies	992,392	936,182	811,623	
Capital Outlay	194,655	0	0	
<b>Total</b>	<b>9,671,219</b>	<b>10,699,157</b>	<b>9,211,315</b>	

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<b>Personnel Authorized</b>	76.50 (FT) 26.00 (PT)	76.50 (FT) 26.00 (PT)	73.50 (FT) 26.00 (PT)
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### Department Distribution

Administration	430,925	446,801	440,504
Support Services	660,880	734,028	733,253
Technical Services	399,466	390,158	333,289
Records Bureau	606,535	648,732	639,732
Investigations	1,119,563	1,152,729	1,120,829
Uniform Patrol	5,590,322	6,456,720	5,180,676
Communications	729,828	727,971	635,482
Volunteer Services	64,686	65,186	53,418
Emergency Preparedness	69,014	76,832	74,132
<b>Total</b>	<b>9,671,219</b>	<b>10,699,157</b>	<b>9,211,315</b>

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### Source of Funds

General Fund	8,905,108	10,129,973	8,631,131
Prop 30 / AB 109	64,682	0	0
SB 509 Public Safety Fund	234,810	258,584	269,584
Forfeiture Fund – Federal	148,622	0	0
Forfeiture Fund – Treasury	30,302	0	0
Forfeiture Fund – State	5,495	0	0
Forfeiture Fund – State 15%	6,500	0	0
School District Grant Fund	152,000	210,600	210,600
COPS Grant Fund	100,000	100,000	100,000
Equipment Replacement Fund	23,700	0	0
<b>Total</b>	<b>9,671,219</b>	<b>10,699,157</b>	<b>9,211,315</b>

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**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b>Full Time:</b>								
<u>Executive Director of Public Safety</u>								
Robert Avels	E		12.0	16,641			203,686	203,686
<u>Police Captain</u>								
Jason Reed	E		12.0	13,400			164,016	164,016
<u>Police Lieutenant</u>								
Brandon Kumanski	E		12.0	11,717			143,416	143,416
James Michel	D	11/12/19	4.4	11,159	7.6	11,717	140,912	140,912
Brian Ventura	E		12.0	11,717			143,416	143,416
<u>Police Sergeant</u>								
Matthew Borra	E		12.0	9,894			123,477	123,477
Andrew Graziano	D	10/17/19	9.6	9,423	2.4	9,894	118,774	118,774
Steve Griffin	E		12.0	9,894			123,477	123,477
John Minook	E		12.0	9,894			123,477	123,477
Vacant	A		12.0	8,140			101,587	101,587
Michael Zerr	E		12.0	9,894			123,477	123,477
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Police Officer</u>								
Javier Aguilar	E		12.0	7,443			92,889	92,889
Vince Alcala	E		12.0	7,443			92,889	92,889
Armando Baeza Jr	A	12/23/19	5.8	6,123	6.2	6,430	78,394	78,394
James Blum	C	08/22/19	1.7	6,751	10.3	7,089	87,873	87,873
Brian Blyther	E		12.0	7,443			92,889	92,889

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Officer (continued)</u>								
Robert Boyens III	D	06/26/20	11.2	7,089	0.8	7,443	88,765	88,765
Jerad Burns	E		12.0	7,443			92,889	92,889
Anthony Del Rio	C	09/09/19	2.3	6,751	9.7	7,089	87,663	87,663
Ricci Desist	D	01/16/20	6.5	7,089	5.5	7,443	90,496	90,496
Chad Ebli	E		12.0	7,443			92,889	92,889
Joshua Garabedian	E		12.0	7,443			92,889	92,889
Rodelino Godoy	E		12.0	7,443			92,889	92,889
Raquel Guzman	D	08/22/19	1.7	7,089	10.3	7,443	92,263	92,263
Miguel Huerta	D	01/16/20	6.5	7,089	5.5	7,443	90,496	90,496
Christian Jacso	C	01/22/20	6.7	6,751	5.3	7,089	86,115	86,115
Jesse James	A	09/16/19	2.5	6,123	9.5	6,430	79,449	79,449
Jorge Lopez	A		12.0	6,123			76,415	76,415
Sean Mackey	C	08/22/19	1.7	6,751	10.3	7,089	87,873	87,873
Benjamin Martin	E		12.0	7,443			92,889	92,889
Nicholas Medina	E		12.0	7,443			92,889	92,889
Michael Pena	E		12.0	7,443			92,889	92,889
Gloria Perez-Villanueva	E		12.0	7,443			92,889	92,889
James Quiroz	A	09/16/19	2.5	6,123	9.5	6,430	79,449	79,449
Amanda Riedell	E		12.0	7,443			92,889	92,889
Jacob Riedell (IRNET)	E		12.0	7,443			92,889	92,889
Eric Rivera	E		12.0	7,443			92,889	92,889
Mark Robles	C	06/11/20	11.4	6,751	0.6	7,089	84,464	84,464
Danielle Santoro	A		12.0	6,123			76,415	76,415
Michael Searing	E		12.0	7,443			92,889	92,889
Angelo St. John	D	06/26/20	11.2	7,089	0.8	7,443	88,765	88,765
David Taylor	E		12.0	7,443			92,889	92,889
Augustine Tejas	A	07/08/19	0.3	6,123	11.7	6,430	80,151	80,151
Chris Vera	A		12.0	6,123			76,415	76,415



**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Officer (continued)</u>								
Vacant	A		12.0	6,123			76,415	76,415
Vacant	A		12.0	6,123			76,415	76,415
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Public Safety Administrative Services Supervisor</u>								
Rob Pipersky	D	12/12/19	5.4	8,815	6.6	9,256	110,865	110,865
<u>Police Services Supervisor</u>								
Christine Wolfe	E		12.0	6,323			77,394	77,394
<u>Administrative Aide</u>								
Marci Butler	E		12.0	5,007			61,286	61,286
<u>Administrative Specialist</u>								
Jennifer Noritake	E		12.0	4,443			54,382	54,382
<u>Administrative Aide</u>								
Deborah Carcuz	E		12.0	5,007			61,286	61,286

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Dispatch Supervisor</u>								
Wendy Vlasak	E		12.0	5,872			71,873	71,873
<u>Police Dispatcher</u>								
Nicole Cabadas	B	08/27/19	1.9	4,281	10.1	4,495	54,604	54,604
Karina Gonzalez	E		12.0	4,956			60,661	60,661
Katie Gonzalez	C	06/12/20	11.4	4,495	0.6	4,720	55,157	55,157
Jeanette Madaloni	E		12.0	4,956			60,661	60,661
Roxanna Ramirez	C	09/14/19	2.5	4,495	9.5	4,720	57,200	57,200
Cynthia Rodriguez	A	10/30/19	3.0	4,077	9.0	4,281	51,775	51,775
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Police Services Specialist</u>								
Silvia Carlos	E		12.0	3,924			48,030	48,030
Regina Davis	E		12.0	3,924			48,030	48,030
Tina Lebron	E		12.0	3,924			48,030	48,030
Eliana Lopez	E		12.0	3,924			48,030	48,030
Zenia Martin	E		12.0	3,924			48,030	48,030
Melisa Schneider	E		12.0	3,924			48,030	48,030
<u>Property Custody Clerk</u>								
Alyssa Slaughter	E		12.0	3,736			45,729	45,729
<u>Receptionist/Office Specialist</u>								
Elizabeth Ramirez	B	10/08/19	3.3	3,194	8.7	3,354	40,514	40,514

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b><u>Administration to other Departments/Entities</u></b>								
Avels (Fire)							-101,843	-101,843
Police Services (CFD - Paseos)							-11,411	-11,411
Police Services (CFD - Arrow Station)							-3,016	-3,016
Public Safety Admin (CFD - Paseos)							-3,750	-3,750
Public Safety Admin (CFD - Arrow Station)							-1,875	-1,875
 <b><u>Part Time:</u></b>								
<b><u>Police Background Investigator</u></b>								
Ronald Foss (30 hrs week)				35.69 hr.			55,676	55,676
 <b><u>Reserve Police Officer</u></b>								
David Conrad			12.0	300			3,600	3,600
Keith Dow			12.0	300			3,600	3,600
Ronald Foss - Captain			12.0	600			7,200	7,200
Joseph Kuskie			12.0	300			3,600	3,600
Randolph Ortiz - Sergeant			12.0	400			4,800	4,800
Rob Pipersky			12.0	300			3,600	3,600
Vacant - Sergeant - COVID Freeze			12.0	0			0	0
Vacant - Sergeant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: POLICE**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Police Cadet</u>									
Samantha Alarcon Gonzales (20 hrs week)				13.48 hr.		14.52 hr	14,560	14,560	
Cristina Arizpe (20 hrs week)				13.48 hr.		14.52 hr	14,560	14,560	
Lauren Del Campo (20 hrs week)				13.48 hr.		14.52 hr	14,560	14,560	
George Fonseca (20 hrs week)				13.48 hr.		14.52 hr	14,560	14,560	
Luis Gomez (25 hrs week)				14.15 hr.		15.24 hr	19,104	19,104	
Maria Ruby Rubalcava-Delgadillo (20 hrs week)				13.48 hr.		14.52 hr	14,560	14,560	
Vacant - COVID Freeze (20 hrs week)				0.00 hr.			0	0	
Vacant - COVID Freeze (20 hrs week)				0.00 hr.			0	0	
Vacant - COVID Freeze (20 hrs week)				0.00 hr.			0	0	
<u>Data Entry Clerk</u>									
Stacy LaBeau (18 hrs week)				15.65 hr.			14,648	14,648	
Nguyet Trinh Khac Ly (18 hrs week)				14.90 hr.			13,946	13,946	
<u>Police Dispatcher (Relief)</u>									
Barbara Gallob							20,000	20,000	
Dennis Jarrett									
Jennifer Latham									
Salary Requirements:							(FT)	5,609,902	5,609,902
							(PT)	222,574	222,574
							TOTAL	5,832,476	5,832,476

**DETAIL OF SALARIES AND WAGES**

**Department:** Police

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
	<b>Sworn</b>						
Executive Dir Public Safety	1.00	1.00	1.00		203,686	203,686	
Admin from other Depts	-0.50	-0.50	-0.50		-101,843	-101,843	
	0.50	0.50	0.50		101,843	101,843	
Captain	1.00	1.00	1.00		164,016	164,016	
Lieutenant	3.00	3.00	3.00		427,744	427,744	
Sergeant	7.00	7.00	7.00		837,746	714,269	
Officer	44.00	44.00	41.00		3,758,250	3,070,515	
Admin other Depts - CFDs					-14,427	-14,427	
<b>Civilian</b>							
Public Safety Admin Services Sup	1.00	1.00	1.00		110,865	110,865	
Police Services Supervisor	1.00	1.00	1.00		77,394	77,394	
Administrative Aide	2.00	2.00	2.00		122,572	122,572	
Administrative Specialist	1.00	1.00	1.00		54,382	54,382	
Police Dispatch Supervisor	1.00	1.00	1.00		71,873	71,873	
Police Services Specialist	6.00	6.00	6.00		288,180	288,180	
Dispatcher	7.00	7.00	7.00		391,209	340,058	
Property Custody Clerk	1.00	1.00	1.00		45,729	45,729	
Receptionist/Office Specialist	1.00	1.00	1.00		40,514	40,514	
Admin other Depts - CFDs					-5,625	-5,625	
<b>Part-Time</b>							
Reserve	11.00	11.00	11.00		31,200	26,400	
Police Cadet	9.00	9.00	9.00		135,584	91,904	
Data Entry Clerk	2.00	2.00	2.00		28,594	28,594	
Dispatch (Relief)	3.00	3.00	3.00		20,000	20,000	
Police Background Investigator	1.00	1.00	1.00		55,676	55,676	
Full Time	77.00	77.00	74.00		6,594,160	5,731,797	
Admin other Departments	-0.50	-0.50	-0.50		-121,895	-121,895	
Total FT Positions/Salaries	76.50	76.50	73.50		6,472,265	5,609,902	
Part Time	26.00	26.00	26.00		271,054	222,574	
Additional Pay					119,400	113,760	
Overtime					502,000	350,000	
Total Salaries & Wages					7,364,719	6,296,236	
Benefit Costs					1,334,527	1,163,813	
PERS Benefit Costs					1,104,486	980,400	
Benefit Costs other Depts					-40,757	-40,757	
Total Benefit Costs					2,398,256	2,103,456	
<b>TOTAL</b>					<b>9,762,975</b>	<b>8,399,692</b>	

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4421**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	216,246	227,982	227,982	
Services and Supplies	197,547	218,819	212,522	
Capital Outlay	17,132	0	0	
<b>Total</b>	<b>430,925</b>	<b>446,801</b>	<b>440,504</b>	
<b>Personnel Authorized</b>	1.50 (FT)	1.50 (FT)	1.50 (FT)	

**Source of Funds**

General Fund	238,162	249,643	243,346
SB 509 Public Safety Fund	169,131	197,158	197,158
Forfeiture Fund – State15%	6,500	0	0
Forfeiture Fund – Treasury	17,132	0	0
<b>Total</b>	<b>430,925</b>	<b>446,801</b>	<b>440,504</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4421 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Exec Director Public Safety	1.00	1.00	1.00		203,686	203,686	
Admin to other Depts	-0.50	-0.50	-0.50		-101,843	-101,843	
	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		<u>101,843</u>	<u>101,843</u>	
Administrative Aide	1.00	1.00	1.00		61,286	61,286	
Admin other Depts - CFDs					-5,625	-5,625	
Full Time	2.00	2.00	2.00		264,972	264,972	
Admin other Departments	-0.50	-0.50	-0.50		-107,468	-107,468	
Total FT Positions/Salaries	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>		<u>157,504</u>	<u>157,504</u>	
Additional Pay					900	900	
Overtime					1,000	1,000	
Total Salaries & Wages					159,404	159,404	
Benefit Costs					53,355	53,355	
PERS Benefit Costs					55,980	55,980	
Benefit Costs to other Depts					-40,757	-40,757	
Total Benefit Costs					68,578	68,578	
<b>TOTAL</b>					<b>227,982</b>	<b>227,982</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4421 Administration

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### **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.
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### **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.
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### **Personnel Services – \$227,982**

Salary requests are for: Executive Director of Public Safety (0.50) – \$101,843; Administrative Aide (1.00) – \$61,286; Admin Other Departments – CFDs – <\$5,625>. Cost allocations are as follows: full-time salaries – \$157,504; additional pay – \$900; overtime – \$1,000; benefit costs – \$68,578.

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### **Services and Supplies – \$218,819**

Funding requested is for: books and publications – \$100; dues and memberships – \$2,359; travel and meetings – \$1,400; special contract services – \$199,122; educational grants – \$2,500; cellular phone expenses – \$12,738; miscellaneous expenditures – \$600.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4421	PD-Administration					
				E10	Personnel Services					
147,179	162,322	158,448.00	0.00	41010-400-0000	Regular Earnings	0.00	163,129.00	163,129.00	0.00	0.00
(5,625)	(5,625)	-5,625.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-5,625.00	-5,625.00	0.00	0.00
7,254	10,663	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	89	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
2,202	2,131	3,372.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,691.00	3,691.00	0.00	0.00
0	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
0	0	21,000.00	0.00	45220-400-0000	Benefit Plan	0.00	22,500.00	22,500.00	0.00	0.00
4,238	4,598	4,847.00	0.00	45240-400-0000	Deferred Compensation	0.00	5,092.00	5,092.00	0.00	0.00
22,704	25,011	27,970.00	0.00	45250-400-0000	P.E.R.S.	0.00	31,869.00	31,869.00	0.00	0.00
706	695	667.00	0.00	45270-400-0000	LTD Insurance	0.00	687.00	687.00	0.00	0.00
875	875	864.00	0.00	45290-400-0000	Life Insurance	0.00	897.00	897.00	0.00	0.00
2,275	2,544	3,703.00	0.00	45330-400-0000	Medicare	0.00	3,842.00	3,842.00	0.00	0.00
450	661	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
182,257	203,964	216,246	0		Personnel Services Totals:	0.00	227,982	227,982	0	0
				E20	Services & Supplies					
0	80	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
1,882	2,550	2,209.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,359.00	1,500.00	0.00	0.00
786	1,185	1,586.00	0.00	52130-400-0000	Travel & Meetings	0.00	1,400.00	0.00	0.00	0.00
7,277	2,444	1,965.00	0.00	52450-400-0000	Special Contract Services	0.00	1,964.00	1,964.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	0.00	0.00	0.00
10,168	9,517	11,202.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	12,738.00	11,200.00	0.00	0.00
119	660	660.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	600.00	600.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
20,231	16,435	20,222	0		Services & Supplies Totals:	0.00	21,661	15,364	0	0
202,489	220,399	236,468	0		EXPENDITURES TOTALS:	0.00	249,643	243,346	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
202,489	220,399	236,468	0		DEPT EXPENSES	0.00	249,643	243,346	0	0
(202,489)	(220,399)	(236,468)	0		PD-Administration Totals:	0.00	(249,643)	(243,346)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
202,489	220,399	236,468	0		FUND EXPENSES	0.00	249,643	243,346	0	0
(202,489)	(220,399)	(236,468)	0		General Fund Totals:	0.00	(249,643)	(243,346)	0	0
				1143	SB 509 Public Safety Fund					
				4421	PD-Administration					
				E20	Services & Supplies					
152,715	169,138	169,131.00	0.00	52450-400-0000	Special Contract Services	0.00	197,158.00	197,158.00	0.00	0.00
152,715	169,138	169,131	0		Services & Supplies Totals:	0.00	197,158	197,158	0	0
152,715	169,138	169,131	0		EXPENDITURES TOTALS:	0.00	197,158	197,158	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
152,715	169,138	169,131	0		DEPT EXPENSES	0.00	197,158	197,158	0	0
(152,715)	(169,138)	(169,131)	0		PD-Administration Totals:	0.00	(197,158)	(197,158)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
152,715	169,138	169,131	0		FUND EXPENSES	0.00	197,158	197,158	0	0
(152,715)	(169,138)	(169,131)	0		SB 509 Public Safety Fund Totals:	0.00	(197,158)	(197,158)	0	0
				1146	State Forfeiture -15% Setaside					
				4421	PD-Administration					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
3,008	2,023	6,500.00	0.00	E20 51130-400-0000	Services & Supplies Program Supplies	0.00	0.00	0.00	0.00	0.00
3,008	2,023	6,500	0		Services & Supplies Totals:	0.00	0	0	0	0
3,008	2,023	6,500	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,008	2,023	6,500	0		DEPT EXPENSES	0.00	0	0	0	0
(3,008)	(2,023)	(6,500)	0		PD-Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,008	2,023	6,500	0		FUND EXPENSES	0.00	0	0	0	0
(3,008)	(2,023)	(6,500)	0		State Forfeiture -15% Setaside Tota	0.00	0	0	0	0
0	0	17,132.00	0.00	1147 4421 E30 62010-400-0000	Fed Asset Forfeiture-Treasury PD-Administration Capital Outlay Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	0	17,132	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	17,132	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	17,132	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(17,132)	0		PD-Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	17,132	0		FUND EXPENSES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	(17,132)	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
358,211	391,560	429,231	0		REPORT EXPENSES	0.00	446,801	440,504	0	0
(358,211)	(391,560)	(429,231)	0		REPORT TOTALS:	0.00	(446,801)	(440,504)	0	0

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

**Department:** Police

**Program:** 4421 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	TBD	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2020	\$1,000
<b>Total:</b>					<b>\$1,400</b>

*(Not approved – COVID-19 Suspension)*

*An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.*

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

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Management and supervisory books and publications.

52120      DUES AND MEMBERSHIPS – \$2,359 ***(Only \$1,500 approved – COVID-19 Reduction)***

San Bernardino County Police Chiefs' and Sheriff Association, \$300

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), \$125

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

National Notary Association (NNA), \$69

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

California Chapter of the National Emergency Number Association, Inc. (CALNENA), \$150

52130      TRAVEL AND MEETING EXPENSES – \$1,400 ***(Not approved – COVID-19 Suspension)***

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 – \$199,122

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,004 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes Computer-Aided Dispatch [CAD], Records Management System [RMS], and all connections, customer service, and maintenance), \$107,454 (SB 509 Fund)

Annual contract for policy and procedural manual update, \$4,700 (SB 509 Fund)

WeTip Annual Membership, \$1,964

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

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

52530      EDUCATIONAL GRANTS – \$2,500 *(Not approved – COVID-19 Reduction)*

Educational grants for employees returning to college.

*An amount for Educational Grants has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before classes begin.*

52850      CELLULAR PHONE EXPENSES – \$12,738 *(Only \$11,200 approved – COVID-19 Reduction)*

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 – \$600

Department award presentation items.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4422**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	651,166	724,017	724,017	
Services and Supplies	9,714	10,011	9,236	
Capital Outlay	0	0	0	
<b>Total</b>	<b>660,880</b>	<b>734,028</b>	<b>733,253</b>	
<b>Personnel Authorized</b>	4.00 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)	

**Source of Funds**

General Fund	653,996	726,792	726,017
SB 509 Public Safety Fund	6,884	7,236	7,236
<b>Total</b>	<b>660,880</b>	<b>734,028</b>	<b>733,253</b>



## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4422 Support Services

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Captain	1.00	1.00	1.00		164,016	164,016	
Lieutenant	1.00	1.00	1.00		143,416	143,416	
Police Officer	1.00	1.00	1.00		92,889	92,889	
Administrative Aide	1.00	1.00	1.00		61,286	61,286	
<b><u>Part-Time</u></b>							
Police Background Investigator	1.00	1.00	1.00		55,676	55,676	
Full Time	4.00	4.00	4.00		461,607	461,607	
Part Time	1.00	1.00	1.00		55,676	55,676	
Additional Pay					3,540	3,540	
Overtime					3,000	3,000	
<b>Total Salaries &amp; Wages</b>					<b>523,823</b>	<b>523,823</b>	
Benefit Costs					97,663	97,663	
PERS Benefit Costs					102,531	102,531	
<b>Total Benefit Costs</b>					<b>200,194</b>	<b>200,194</b>	
<b>TOTAL</b>					<b>724,017</b>	<b>724,017</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		4422 Support Services

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### **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.
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### **Personnel Services – \$724,017**

Salary requests are for: Captain (1.00) – \$164,016; Lieutenant (1.00) – \$143,416; Police Officer (1.00) – \$92,889; Administrative Aide (1.00) – \$61,286; Police Background Investigator (1.00/part-time) – \$55,676. Cost allocations are as follows: full-time salaries – \$461,607; part-time salaries – \$55,676; additional pay – \$3,540; overtime – \$3,000; benefit costs – \$200,194.

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### **Services and Supplies – \$10,011**

Funding requested is for: books and publications – \$1,375; special contract services – \$7,236; miscellaneous expenditures – \$1,400.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4422	PD-Support Services					
				E10	Personnel Services					
339,233	352,685	433,436.00	0.00	41010-400-0000	Regular Earnings	0.00	461,607.00	461,607.00	0.00	0.00
0	0	25,676.00	0.00	42020-400-0000	Part Time Wages	0.00	55,676.00	55,676.00	0.00	0.00
4,248	6,686	6,000.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	3,000.00	0.00	0.00
5,732	7,451	9,698.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	9,967.00	9,967.00	0.00	0.00
0	0	2,100.00	0.00	44240-400-0000	POST Certificate Pay	0.00	2,100.00	2,100.00	0.00	0.00
0	0	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
0	0	540.00	0.00	44370-400-0000	Uniform Maintenance	0.00	540.00	540.00	0.00	0.00
0	0	57,600.00	0.00	45220-400-0000	Benefit Plan	0.00	60,000.00	60,000.00	0.00	0.00
10,618	11,294	11,729.00	0.00	45240-400-0000	Deferred Compensation	0.00	12,298.00	12,298.00	0.00	0.00
58,302	63,869	88,709.00	0.00	45250-400-0000	P.E.R.S.	0.00	102,531.00	102,531.00	0.00	0.00
1,595	1,532	1,825.00	0.00	45270-400-0000	LTD Insurance	0.00	1,932.00	1,932.00	0.00	0.00
2,337	2,302	2,410.00	0.00	45290-400-0000	Life Insurance	0.00	2,513.00	2,513.00	0.00	0.00
5,071	5,327	7,091.00	0.00	45330-400-0000	Medicare	0.00	7,501.00	7,501.00	0.00	0.00
0	0	3,452.00	0.00	45340-400-0000	Social Security	0.00	3,452.00	3,452.00	0.00	0.00
427,135	451,145	651,166	0		Personnel Services Totals:	0.00	724,017	724,017	0	0
				E20	Services & Supplies					
1,404	1,427	1,430.00	0.00	51020-400-0000	Books and Publications	0.00	1,375.00	1,000.00	0.00	0.00
6,426	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	903	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
2,030	1,177	1,400.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,400.00	1,000.00	0.00	0.00
9,859	3,507	2,830	0		Services & Supplies Totals:	0.00	2,775	2,000	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
436,995	454,653	653,996	0		EXPENDITURES TOTALS:	0.00	726,792	726,017	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
436,995	454,653	653,996	0		DEPT EXPENSES	0.00	726,792	726,017	0	0
(436,995)	(454,653)	(653,996)	0		PD-Support Services Totals:	0.00	(726,792)	(726,017)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
436,995	454,653	653,996	0		FUND EXPENSES	0.00	726,792	726,017	0	0
(436,995)	(454,653)	(653,996)	0		General Fund Totals:	0.00	(726,792)	(726,017)	0	0
0	6,708	6,884.00	0.00	1143 4422 E20 52450-400-0000	SB 509 Public Safety Fund PD-Support Services Services & Supplies Special Contract Services	0.00	7,236.00	7,236.00	0.00	0.00
0	6,708	6,884	0		Services & Supplies Totals:	0.00	7,236	7,236	0	0
0	6,708	6,884	0		EXPENDITURES TOTALS:	0.00	7,236	7,236	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	6,708	6,884	0		DEPT EXPENSES	0.00	7,236	7,236	0	0
0	(6,708)	(6,884)	0		PD-Support Services Totals:	0.00	(7,236)	(7,236)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	6,708	6,884	0		FUND EXPENSES	0.00	7,236	7,236	0	0
0	(6,708)	(6,884)	0		SB 509 Public Safety Fund Totals:	0.00	(7,236)	(7,236)	0	0
9,723	0	0.00	0.00	1149 4422 E20 51130-400-0000	COPS ELEAS Grant PD-Support Services Services & Supplies Program Supplies	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
9,723	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
9,723	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
9,723	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(9,723)	0	0	0		PD-Support Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
9,723	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(9,723)	0	0	0		COPS ELEAS Grant Totals:	0.00	0	0	0	0
				1151	PC 1202.5 Crime Prevention Fun					
				4422	PD-Support Services					
				E20	Services & Supplies					
0	0	0.00	0.00	52940-400-0000	Marketing/Outreach	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	0	0		PD-Support Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	0	0	0
0	0	0	0		PC 1202.5 Crime Prevention Fun Tr	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
446,718	461,360	660,880	0		REPORT EXPENSES	0.00	734,028	733,253	0	0
(446,718)	(461,360)	(660,880)	0		REPORT TOTALS:	0.00	(734,028)	(733,253)	0	0

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

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**Department:** Police

**Program:** 4422 Support Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,375 ***(Only \$1,000 approved – COVID-19 Reduction)***

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,110  
Penal code books (5 @ \$45 each), \$225  
Vehicle code books (2 @ \$20 each), \$40

52450      SPECIAL CONTRACT SERVICES – \$7,236

Training Management System annual software maintenance, \$750 (SB 509 Fund)  
PUMA software maintenance \$3,886 (SB 509 Fund)  
Transcription services, \$2,600 (SB 509 Fund)

52990      MISCELLANEOUS EXPENDITURES – \$1,400 ***(Only \$1,000 approved – COVID-19 Reduction)***

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	197,599	217,911	170,889	
Services and Supplies	164,252	172,247	162,400	
Capital Outlay	37,615	0	0	
<b>Total</b>	<b>399,466</b>	<b>390,158</b>	<b>333,289</b>	

<b>Personnel Authorized</b>	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)
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**Source of Funds**

General Fund	367,376	386,658	329,789
SB 509 Public Safety Fund	8,390	3,500	3,500
Equipment Replacement Fund	23,700	0	0
<b>Total</b>	<b>399,466</b>	<b>390,158</b>	<b>333,289</b>



## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4423 Technical Services

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Safety Administrative Services Supervisor	0.50	0.50	0.50		55,433	55,433	
<b><u>Part-Time</u></b>							
Police Cadet	9.00	9.00	9.00		135,584	91,904	
Full Time	0.50	0.50	0.50		55,433	55,433	
Part Time	9.00	9.00	9.00		135,584	91,904	
Overtime					0	0	
Total Salaries & Wages					191,017	147,337	
Benefit Costs					19,876	16,534	
PERS Benefit Costs					7,018	7,018	
Total Benefit Costs					26,894	23,552	
<b>TOTAL</b>					<b>217,911</b>	<b>170,889</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4423 Technical Services

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### **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.
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### **Personnel Services – \$217,911**

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$55,433; Police Cadets (9.00/part-time) – \$135,584. Cost allocations are as follows: full-time salaries – \$55,433; part-time salaries – \$135,584; benefit costs – \$26,894.

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### **Services and Supplies – \$172,247**

Funding requested is for: program supplies – \$12,100; special contract services – \$146,700; postage – \$200; small equipment – \$12,247; miscellaneous expenditures – \$1,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4423	PD-Technical Services					
				E10	Personnel Services					
47,017	54,345	50,249.00	0.00	41010-400-0000	Regular Earnings	0.00	55,433.00	55,433.00	0.00	0.00
33,019	73,561	123,716.00	0.00	42020-400-0000	Part Time Wages	0.00	135,584.00	91,904.00	0.00	0.00
2,054	1,391	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
0	1,075	1,074.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,220.00	1,220.00	0.00	0.00
0	0	6,600.00	0.00	45220-400-0000	Benefit Plan	0.00	7,200.00	7,200.00	0.00	0.00
4,382	4,699	5,486.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,018.00	7,018.00	0.00	0.00
213	200	190.00	0.00	45270-400-0000	LTD Insurance	0.00	190.00	190.00	0.00	0.00
97	91	89.00	0.00	45290-400-0000	Life Insurance	0.00	89.00	89.00	0.00	0.00
486	1,078	2,525.00	0.00	45330-400-0000	Medicare	0.00	2,769.00	2,136.00	0.00	0.00
2,079	4,609	7,670.00	0.00	45340-400-0000	Social Security	0.00	8,408.00	5,699.00	0.00	0.00
89,347	141,050	197,599	0		Personnel Services Totals:	0.00	217,911	170,889	0	0
				E20	Services & Supplies					
16,321	5,744	11,100.00	0.00	51130-400-0000	Program Supplies	0.00	12,100.00	9,000.00	0.00	0.00
136,613	145,861	143,200.00	0.00	52450-400-0000	Special Contract Services	0.00	143,200.00	143,200.00	0.00	0.00
189	121	200.00	0.00	52670-400-0000	Postage	0.00	200.00	200.00	0.00	0.00
2,459	3,700	6,052.00	0.00	52690-400-0000	Small Equipment	0.00	12,247.00	6,000.00	0.00	0.00
202	306	440.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	500.00	0.00	0.00
155,785	155,731	160,992	0		Services & Supplies Totals:	0.00	168,747	158,900	0	0
				E30	Capital Outlay					
6,826	18,157	9,025.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
6,826	18,157	9,025	0		Capital Outlay Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
251,957	314,938	367,616	0		EXPENDITURES TOTALS:	0.00	386,658	329,789	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
251,957	314,938	367,616	0		DEPT EXPENSES	0.00	386,658	329,789	0	0
(251,957)	(314,938)	(367,616)	0		PD-Technical Services Totals:	0.00	(386,658)	(329,789)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
251,957	314,938	367,616	0		FUND EXPENSES	0.00	386,658	329,789	0	0
(251,957)	(314,938)	(367,616)	0		General Fund Totals:	0.00	(386,658)	(329,789)	0	0
				1143	SB 509 Public Safety Fund					
				4423	PD-Technical Services					
				E20	Services & Supplies					
0	5,267	3,500.00	0.00	52450-400-0000	Special Contract Services	0.00	3,500.00	3,500.00	0.00	0.00
0	5,267	3,500	0		Services & Supplies Totals:	0.00	3,500	3,500	0	0
				E30	Capital Outlay					
0	4,725	4,890.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	4,725	4,890	0		Capital Outlay Totals:	0.00	0	0	0	0
0	9,992	8,390	0		EXPENDITURES TOTALS:	0.00	3,500	3,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	9,992	8,390	0		DEPT EXPENSES	0.00	3,500	3,500	0	0
0	(9,992)	(8,390)	0		PD-Technical Services Totals:	0.00	(3,500)	(3,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	9,992	8,390	0		FUND EXPENSES	0.00	3,500	3,500	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	(9,992)	(8,390)	0		SB 509 Public Safety Fund Totals:	0.00	(3,500)	(3,500)	0	0
				1750	Equipment Replacement Fund					
				4423	PD-Technical Services					
				E30	Capital Outlay					
0	0	23,700.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	23,700	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	23,700	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	23,700	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(23,700)	0		PD-Technical Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	23,700	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(23,700)	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
251,957	324,930	399,706	0		REPORT EXPENSES	0.00	390,158	333,289	0	0
(251,957)	(324,930)	(399,706)	0		REPORT TOTALS:	0.00	(390,158)	(333,289)	0	0

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

**Department:** Police

**Program:** 4423 Technical Services

Object  
Number

51130      PROGRAM SUPPLIES – \$12,100 (*Only \$9,000 approved – COVID-19 Reduction*)

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 – \$146,700

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, \$143,200

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 – \$12,247 (*Only \$6,000 approved – COVID-19 Reduction*)

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

TASER devices (3 @ \$1,105), \$3,315

TASER cartridges (100 @ \$35 each), \$3,500

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

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

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

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**Department:** Police

**Program:** 4423 Technical Services

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Object  
Number

52990      MISCELLANEOUS EXPENDITURES – \$1,000 (*Only \$500 approved – COVID-19 Reduction*)

Patrol vehicle key duplication, \$200

Auto detailing services for eight Police Department vehicles, \$800

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4424**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	593,025	634,732	631,732	
Services and Supplies	13,510	14,000	8,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>606,535</b>	<b>648,732</b>	<b>639,732</b>	

<b>Personnel Authorized</b>	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	
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**Source of Funds**

General Fund	606,535	648,732	639,732
<b>Total</b>	<b>606,535</b>	<b>648,732</b>	<b>639,732</b>



**DETAIL OF SALARIES AND WAGES**

**Department:** Police

**Program:** 4424 Records

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Police Services Supervisor	1.00	1.00	1.00		77,394	77,394	
Police Services Specialist	6.00	6.00	6.00		288,180	288,180	
Receptionist/Office Specialist	1.00	1.00	1.00		40,514	40,514	
<b><u>Part-Time</u></b>							
Data Entry Clerk	2.00	2.00	2.00		28,594	28,594	
<b>Full Time</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>		<b>406,088</b>	<b>406,088</b>	
<b>Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>		<b>28,594</b>	<b>28,594</b>	
<b>Additional Pay</b>					<b>3,480</b>	<b>3,480</b>	
<b>Overtime</b>					<b>18,000</b>	<b>15,000</b>	
<b>Total Salaries &amp; Wages</b>					<b>456,162</b>	<b>453,162</b>	
<b>Benefit Costs</b>					<b>128,619</b>	<b>128,619</b>	
<b>PERS Benefit Costs</b>					<b>49,951</b>	<b>49,951</b>	
<b>Total Benefit Costs</b>					<b>178,570</b>	<b>178,570</b>	
<b>TOTAL</b>					<b>634,732</b>	<b>631,732</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4424 Records

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### 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 5,300 police reports involving 1,900 arrests and 1,700 FI cards processed annually.
  3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 2,500 notice to appear citations; 8,000 – 10,000 parking citations; and 420 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.
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### Personnel Services – \$634,732

Salary requests are for: Police Services Supervisor (1.00) – \$77,394; Police Services Specialists (6.00) – \$288,180; Receptionist/Office Specialist (1.00) – \$40,514; Data Entry Clerk (2.00/part-time) – \$28,594. Cost allocations are as follows: full-time salaries – \$406,088; part-time salaries – \$28,594; additional pay – \$3,480; overtime – \$18,000; benefit costs – \$178,570.

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### Services and Supplies – \$14,000

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

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### Capital Outlay

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4424	PD-Records					
				E10	Personnel Services					
335,117	337,058	384,715.00	0.00	41010-400-0000	Regular Earnings	0.00	406,088.00	406,088.00	0.00	0.00
16,573	23,417	25,740.00	0.00	42020-400-0000	Part Time Wages	0.00	28,594.00	28,594.00	0.00	0.00
25,185	45,751	18,000.00	0.00	43010-400-0000	Overtime	0.00	18,000.00	15,000.00	0.00	0.00
646	1,077	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
990	1,961	3,151.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,222.00	2,222.00	0.00	0.00
1,742	1,644	1,800.00	0.00	44250-400-0000	Bilingual Pay	0.00	1,800.00	1,800.00	0.00	0.00
1,443	1,368	1,440.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,680.00	1,680.00	0.00	0.00
0	0	105,600.00	0.00	45220-400-0000	Benefit Plan	0.00	115,200.00	115,200.00	0.00	0.00
33,259	33,753	41,997.00	0.00	45250-400-0000	P.E.R.S.	0.00	49,951.00	49,951.00	0.00	0.00
2,244	4,499	1,617.00	0.00	45270-400-0000	LTD Insurance	0.00	1,709.00	1,709.00	0.00	0.00
1,407	1,346	1,416.00	0.00	45290-400-0000	Life Insurance	0.00	1,416.00	1,416.00	0.00	0.00
5,543	6,114	5,953.00	0.00	45330-400-0000	Medicare	0.00	6,299.00	6,299.00	0.00	0.00
968	1,848	1,596.00	0.00	45340-400-0000	Social Security	0.00	1,773.00	1,773.00	0.00	0.00
425,118	459,836	593,025	0		Personnel Services Totals:	0.00	634,732	631,732	0	0
				E20	Services & Supplies					
11,119	8,142	9,500.00	0.00	51060-400-0000	Office Supplies	0.00	12,000.00	6,000.00	0.00	0.00
971	2,222	2,000.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	2,000.00	2,000.00	0.00	0.00
0	0	2,185.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
12,090	10,364	13,685	0		Services & Supplies Totals:	0.00	14,000	8,000	0	0
437,208	470,200	606,710	0		EXPENDITURES TOTALS:	0.00	648,732	639,732	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
437,208	470,200	606,710	0		DEPT EXPENSES	0.00	648,732	639,732	0	0
(437,208)	(470,200)	(606,710)	0		PD-Records Totals:	0.00	(648,732)	(639,732)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
437,208	470,200	606,710	0		FUND EXPENSES	0.00	648,732	639,732	0	0
(437,208)	(470,200)	(606,710)	0		General Fund Totals:	0.00	(648,732)	(639,732)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
437,208	470,200	606,710	0		REPORT EXPENSES	0.00	648,732	639,732	0	0
(437,208)	(470,200)	(606,710)	0		REPORT TOTALS:	0.00	(648,732)	(639,732)	0	0

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

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**Department:** Police

**Program:** 4424 Records

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Object  
Number

51060      OFFICE SUPPLIES – DIRECT – \$12,000 *(Only \$6,000 approved – COVID-19 Reduction)*

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, \$11,700  
Special office orders such as customized stamps, name plates, and monthly planners, \$300

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

Service contract on photocopier machine, including toner.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4425**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Investigations

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**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; provide tracking and enforcement of sex, narcotics, arson, and gang registrants; and prepare cases for presentation to the District Attorney's office for successful prosecution.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	978,888	1,053,639	1,033,639	
Services and Supplies	91,025	99,090	87,190	
Capital Outlay	49,650	0	0	
<b>Total</b>	<b>1,119,563</b>	<b>1,152,729</b>	<b>1,120,829</b>	

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<b>Personnel Authorized</b>	8.00 (FT)	8.00 (FT)	8.00 (FT)	
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**Source of Funds**

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General Fund	1,023,508	1,106,039	1,063,139	
SB 509 Public Safety Fund	46,405	46,690	57,690	
Forfeiture Fund – Federal	49,650	0	0	
<b>Total</b>	<b>1,119,563</b>	<b>1,152,729</b>	<b>1,120,829</b>	

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## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4425 Investigations

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Sergeant	1.00	1.00	1.00		123,477	123,477	
Police Officer	5.00	5.00	5.00		464,445	464,445	
Administrative Specialist	1.00	1.00	1.00		54,382	54,382	
Property Custody Clerk	1.00	1.00	1.00		45,729	45,729	
Full Time	8.00	8.00	8.00		688,033	688,033	
Additional Pay					21,960	21,960	
Overtime					80,000	60,000	
Total Salaries & Wages					789,993	769,993	
Benefit Costs					135,110	135,110	
PERS Benefit Costs					128,536	128,536	
Total Benefit Costs					263,646	263,646	
<b>TOTAL</b>					<b>1,053,639</b>	<b>1,033,639</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		4425 Investigations

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### **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 5,300 crime reports, resulting in approximately 4,800 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 – \$1,053,639**

Salary requests are for: Sergeant (1.00) – \$123,477; Police Officers (5.00) – \$464,445; Administrative Specialist (1.00) – \$54,382; Property Custody Clerk (1.00) – \$45,729. Cost allocations are as follows: full-time salaries – \$688,033; additional pay – \$21,960; overtime – \$80,000; benefit costs – \$263,646.

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### **Services and Supplies – \$99,090**

Funding requested is for: range supplies – \$18,900; program supplies – \$4,500; maintenance – office machines and furniture – \$700; data processing – \$1,800; special investigations – \$5,000; special contract services – \$57,690; medical services – \$7,400; miscellaneous expenditures – \$3,100.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4425	PD-Investigations					
				E10	Personnel Services					
590,442	439,059	614,880.00	0.00	41010-400-0000	Regular Earnings	0.00	688,033.00	688,033.00	0.00	0.00
32,277	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
109,109	79,512	90,000.00	0.00	43010-400-0000	Overtime	0.00	80,000.00	60,000.00	0.00	0.00
1,144	0	0.00	0.00	43010-400-4202	Overtime PTB	0.00	0.00	0.00	0.00	0.00
6,516	5,616	11,283.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	13,028.00	13,028.00	0.00	0.00
8,481	7,120	8,400.00	0.00	44210-400-0000	Detective Incentive	0.00	10,500.00	10,500.00	0.00	0.00
4,671	3,043	3,840.00	0.00	44230-400-0000	Educational Incentive	0.00	1,740.00	1,740.00	0.00	0.00
8,462	6,519	9,600.00	0.00	44240-400-0000	POST Certificate Pay	0.00	8,700.00	8,700.00	0.00	0.00
575	470	780.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,020.00	1,020.00	0.00	0.00
200	0	0.00	0.00	44370-400-4202	Uniform Maintenance PTB	0.00	0.00	0.00	0.00	0.00
0	0	105,600.00	0.00	45220-400-0000	Benefit Plan	0.00	108,000.00	108,000.00	0.00	0.00
105,497	85,453	121,694.00	0.00	45250-400-0000	P.E.R.S.	0.00	128,536.00	128,536.00	0.00	0.00
2,888	1,997	2,588.00	0.00	45270-400-0000	LTD Insurance	0.00	2,797.00	2,797.00	0.00	0.00
1,471	1,018	1,308.00	0.00	45290-400-0000	Life Insurance	0.00	1,308.00	1,308.00	0.00	0.00
9,478	6,413	8,915.00	0.00	45330-400-0000	Medicare	0.00	9,977.00	9,977.00	0.00	0.00
2,084	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
883,295	636,221	978,888	0		Personnel Services Totals:	0.00	1,053,639	1,033,639	0	0
				E20	Services & Supplies					
19,374	19,705	19,200.00	0.00	51040-400-0000	Range Supplies	0.00	18,900.00	15,000.00	0.00	0.00
2,027	3,800	4,000.00	0.00	51130-400-0000	Program Supplies	0.00	4,500.00	3,000.00	0.00	0.00
783	680	700.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	700.00	700.00	0.00	0.00
1,855	2,619	1,800.00	0.00	52250-400-0000	Data Process/Service Bureau	0.00	1,800.00	1,800.00	0.00	0.00
0	1,540	3,000.00	0.00	52440-400-0000	Special Investigations	0.00	5,000.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	5,310.00	0.00	52450-400-0000	Special Contract Services	0.00	11,000.00	0.00	0.00	0.00
5,600	6,800	7,400.00	0.00	52460-400-0000	Medical Services	0.00	7,400.00	5,000.00	0.00	0.00
1,153	1,331	2,970.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,100.00	2,000.00	0.00	0.00
30,793	36,475	44,380	0		Services & Supplies Totals:	0.00	52,400	29,500	0	0
914,087	672,696	1,023,268	0		EXPENDITURES TOTALS:	0.00	1,106,039	1,063,139	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
914,087	672,696	1,023,268	0		DEPT EXPENSES	0.00	1,106,039	1,063,139	0	0
(914,087)	(672,696)	(1,023,268)	0		PD-Investigations Totals:	0.00	(1,106,039)	(1,063,139)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
914,087	672,696	1,023,268	0		FUND EXPENSES	0.00	1,106,039	1,063,139	0	0
(914,087)	(672,696)	(1,023,268)	0		General Fund Totals:	0.00	(1,106,039)	(1,063,139)	0	0
				1143	SB 509 Public Safety Fund					
				4425	PD-Investigations					
				E20	Services & Supplies					
45,649	46,164	46,405.00	0.00	52450-400-0000	Special Contract Services	0.00	46,690.00	57,690.00	0.00	0.00
45,649	46,164	46,405	0		Services & Supplies Totals:	0.00	46,690	57,690	0	0
45,649	46,164	46,405	0		EXPENDITURES TOTALS:	0.00	46,690	57,690	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
45,649	46,164	46,405	0		DEPT EXPENSES	0.00	46,690	57,690	0	0
(45,649)	(46,164)	(46,405)	0		PD-Investigations Totals:	0.00	(46,690)	(57,690)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
45,649	46,164	46,405	0		FUND EXPENSES	0.00	46,690	57,690	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(45,649)	(46,164)	(46,405)	0		SB 509 Public Safety Fund Totals:	0.00	(46,690)	(57,690)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4425	PD-Investigations					
				E30	Capital Outlay					
0	9,463	49,650.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	9,463	49,650	0		Capital Outlay Totals:	0.00	0	0	0	0
0	9,463	49,650	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	9,463	49,650	0		DEPT EXPENSES	0.00	0	0	0	0
0	(9,463)	(49,650)	0		PD-Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	9,463	49,650	0		FUND EXPENSES	0.00	0	0	0	0
0	(9,463)	(49,650)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
959,737	728,322	1,119,323	0		REPORT EXPENSES	0.00	1,152,729	1,120,829	0	0
(959,737)	(728,322)	(1,119,323)	0		REPORT TOTALS:	0.00	(1,152,729)	(1,120,829)	0	0

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

**Department:** Police

**Program:** 4425 Investigations

Object  
Number

51040      RANGE SUPPLIES – \$18,900 ***(Only \$15,000 approved – COVID-19 Reduction)***

Range supplies including targets, ammunition, cleaning equipment, \$15,000  
Range ammunition for three academy trainees (3 @ \$1,300), \$3,900

51130      PROGRAM SUPPLIES – \$4,500 ***(Only \$3,000 approved – COVID-19 Reduction)***

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 – \$1,800

Accurint – Service fee for information and data search services for investigators.

52440      SPECIAL INVESTIGATIONS – \$5,000 ***(Only \$2,000 approved – COVID-19 Reduction)***

Confidential informant funds, \$3,000  
Extraditions from other law enforcement jurisdictions, \$1,000  
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

52450      SPECIAL CONTRACT SERVICES – \$57,690

Annual Cal-ID contract, \$46,690 (SB 509 Fund)  
Cellebrite data extraction software renewal and license for extracting and analyzing cellular phone data, \$4,700 ***(Moved to SB 509 Fund)***  
Leica laser scanning forensic mapping system annual software subscription services, \$6,300 ***(Moved to SB 509 Fund)***

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

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**Department:** Police

**Program:** 4425 Investigations

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Object  
Number

52460      MEDICAL SERVICES – \$7,400 ***(Only \$5,000 approved – COVID-19 Reduction)***

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 – \$3,100 ***(Only \$2,000 approved – COVID-19 Reduction)***

Electronic cell phone data search warrants, including pen registers, GPS pings, cell tower dumps, and duplicate records production, \$1,000  
Cleanups from significant incidents, such as shootings and traffic collisions, \$600  
Newspaper ads for notices of unclaimed money in the Police Department Refundable Deposits account, \$1,500

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4426**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	5,004,120	6,055,885	4,860,281	
Services and Supplies	495,944	400,835	320,395	
Capital Outlay	90,258	0	0	
<b>Total</b>	<b>5,590,322</b>	<b>6,456,720</b>	<b>5,180,676</b>	

<b>Personnel Authorized</b>	46.00 (FT)	46.00 (FT)	43.00 (FT)
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**Source of Funds**

General Fund	5,156,003	6,146,120	4,870,076
Prop 30 / AB 109	64,682	0	0
Forfeiture Fund – Federal	98,972	0	0
Forfeiture Fund – Treasury	13,170	0	0
Forfeiture Fund – State	5,495	0	0
School District Grant Fund	152,000	210,600	210,600
COPS Grant Fund	100,000	100,000	100,000
<b>Total</b>	<b>5,590,322</b>	<b>6,456,720</b>	<b>5,180,676</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4426 Uniform Patrol

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Lieutenant	2.00	2.00	2.00		284,328	284,328	
Sergeants	6.00	6.00	6.00		714,269	590,792	
Police Officers	38.00	38.00	35.00		3,200,916	2,513,181	
Admin other Depts - CFDs					-14,427	-14,427	
					<u>3,186,489</u>	<u>2,498,754</u>	
Full Time	46.00	46.00	43.00		4,199,513	3,388,301	
Admin other Departments					-14,427	-14,427	
Total FT Positions/Salaries					4,185,086	3,373,874	
Additional Pay					62,700	57,300	
Overtime					350,000	241,000	
Total Salaries & Wages					4,597,786	3,672,174	
Benefit Costs					758,628	607,158	
PERS Benefit Costs					699,471	580,949	
Total Benefit Costs					1,458,099	1,188,107	
<b>TOTAL</b>					<b>6,055,885</b>	<b>4,860,281</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Field Services	4426 Uniform Patrol

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### **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 (585) 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 (1,897) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
  5. Increase self-initiated narcotic investigations by 3%.
- 

### **Personnel Services – \$6,055,885**

Salary requests are for: Lieutenant (2.00) – \$284,328; Sergeants (6.00) – \$714,269; Police Officers (38.00) – \$3,200,916; Admin Other Departments – CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$4,185,086; additional pay – \$62,700; overtime – \$350,000; benefit costs – \$1,458,099.

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### **Services and Supplies – \$400,835**

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$25,000; ballistic vest reimbursement – <\$4,320>; program supplies – \$1,325; personnel protective equipment – \$12,140; gasoline – \$117,000; diesel fuel – \$4,000; maintenance – transportation and work equipment – \$6,000; maintenance – other equipment – \$6,000; special contract services – \$160,000; medical services – \$40,000; vocational training – \$1,660; personnel training – \$27,440; small equipment – \$1,790; recruitment expense – \$2,200.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 12:54PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4426	PD-Uniform Patrol					
				E10	Personnel Services					
2,923,407	3,122,613	3,062,331.00	0.00	41010-400-0000	Regular Earnings	0.00	4,199,513.00	3,388,301.00	0.00	0.00
(145,243)	(165,627)	-166,427.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-225,027.00	-225,027.00	0.00	0.00
535,061	663,401	507,000.00	0.00	43010-400-0000	Overtime	0.00	250,000.00	141,000.00	0.00	0.00
(100,000)	0	0.00	0.00	43011-400-0000	O/T Reimbursement	0.00	0.00	0.00	0.00	0.00
22,035	68,684	12,000.00	0.00	44170-400-0000	Holiday Pay	0.00	12,000.00	12,000.00	0.00	0.00
22,421	27,539	44,100.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	46,715.00	43,975.00	0.00	0.00
4,300	4,320	2,580.00	0.00	44230-400-0000	Educational Incentive	0.00	2,580.00	2,580.00	0.00	0.00
28,597	29,145	27,900.00	0.00	44240-400-0000	POST Certificate Pay	0.00	24,000.00	24,000.00	0.00	0.00
1,820	1,800	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
1,200	0	0.00	0.00	44290-400-0000	Motorcycle Pay	0.00	0.00	0.00	0.00	0.00
17,296	17,423	22,140.00	0.00	44370-400-0000	Uniform Maintenance	0.00	23,220.00	17,820.00	0.00	0.00
0	0	572,400.00	0.00	45220-400-0000	Benefit Plan	0.00	613,200.00	481,200.00	0.00	0.00
5,145	5,438	10,570.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,373.00	11,373.00	0.00	0.00
472,969	515,498	581,662.00	0.00	45250-400-0000	P.E.R.S.	0.00	699,471.00	580,949.00	0.00	0.00
13,741	13,910	15,024.00	0.00	45270-400-0000	LTD Insurance	0.00	17,438.00	14,060.00	0.00	0.00
7,319	7,481	8,388.00	0.00	45290-400-0000	Life Insurance	0.00	9,010.00	7,420.00	0.00	0.00
51,575	56,647	51,552.00	0.00	45330-400-0000	Medicare	0.00	60,892.00	49,130.00	0.00	0.00
3,861,642	4,368,273	4,752,120	0		Personnel Services Totals:	0.00	5,745,285	4,549,681	0	0
				E20	Services & Supplies					
95	305	300.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	300.00	0.00	0.00
5	6	300.00	0.00	51030-400-0000	Prisoner Meals	0.00	300.00	300.00	0.00	0.00
23,787	25,097	25,000.00	0.00	51100-400-0000	Uniforms	0.00	25,000.00	18,000.00	0.00	0.00
(6,247)	(8,517)	-5,000.00	0.00	51101-400-0000	Ballistic Vest Reimbursement	0.00	-4,320.00	-4,320.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
1,643	549	1,825.00	0.00	51130-400-0000	Program Supplies	0.00	1,325.00	1,325.00	0.00	0.00
18,095	9,238	12,140.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	12,140.00	7,000.00	0.00	0.00
114,283	130,681	117,000.00	0.00	51500-400-0000	Gasoline	0.00	117,000.00	90,000.00	0.00	0.00
3,962	14,549	7,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	4,000.00	4,000.00	0.00	0.00
8,389	2,257	6,000.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	6,000.00	2,000.00	0.00	0.00
5,883	9,300	6,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,000.00	4,500.00	0.00	0.00
124,491	152,219	160,000.00	0.00	52450-400-0000	Special Contract Services	0.00	160,000.00	153,000.00	0.00	0.00
33,036	45,440	40,434.00	0.00	52460-400-0000	Medical Services	0.00	40,000.00	30,000.00	0.00	0.00
74,558	44,334	0.00	0.00	52470-400-0000	Vehicle Impound Expense	0.00	0.00	0.00	0.00	0.00
2,525	4,300	0.00	0.00	52480-400-0000	K-9 Expenses	0.00	0.00	0.00	0.00	0.00
1,664	1,600	1,625.00	0.00	52540-400-0000	Vocational Training	0.00	1,660.00	0.00	0.00	0.00
43,287	32,119	28,983.00	0.00	52570-400-0000	Personnel Training	0.00	27,440.00	12,000.00	0.00	0.00
2,773	1,675	1,675.00	0.00	52690-400-0000	Small Equipment	0.00	1,790.00	1,790.00	0.00	0.00
(73)	0	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
0	2,156	3,000.00	0.00	54941-400-0000	PD Recruitment Expense	0.00	2,200.00	500.00	0.00	0.00
452,156	467,307	406,282	0		Services & Supplies Totals:	0.00	400,835	320,395	0	0
4,313,797	4,835,580	5,158,402	0		EXPENDITURES TOTALS:	0.00	6,146,120	4,870,076	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,313,797	4,835,580	5,158,402	0		DEPT EXPENSES	0.00	6,146,120	4,870,076	0	0
(4,313,797)	(4,835,580)	(5,158,402)	0		PD-Uniform Patrol Totals:	0.00	(6,146,120)	(4,870,076)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,313,797	4,835,580	5,158,402	0		FUND EXPENSES	0.00	6,146,120	4,870,076	0	0
(4,313,797)	(4,835,580)	(5,158,402)	0		General Fund Totals:	0.00	(6,146,120)	(4,870,076)	0	0
				1140	Forfeiture Fund - State					
				4426	PD-Uniform Patrol					
				E20	Services & Supplies					
189	6,005	495.00	0.00	52690-400-0000	Equipment/Honor Guard Gear	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
3,195	4,057	8,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
3,384	10,062	8,995	0		Services & Supplies Totals:	0.00	0	0	0	0
27,535	0	0.00	0.00	E30 62020-400-0000	Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
27,535	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
30,919	10,062	8,995	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
30,919	10,062	8,995	0		DEPT EXPENSES	0.00	0	0	0	0
(30,919)	(10,062)	(8,995)	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
30,919	10,062	8,995	0		FUND EXPENSES	0.00	0	0	0	0
(30,919)	(10,062)	(8,995)	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
1,364	0	0.00	0.00	1141 4426 E10 43010-400-1800	Prop 30/AB 109 PD-Uniform Patrol Personnel Services OT Crime Suppression Unit	0.00	0.00	0.00	0.00	0.00
1,364	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
9,339	6,843	54,772.12	0.00	E20 51130-400-0000	Services & Supplies Police Explorer Program	0.00	0.00	0.00	0.00	0.00
4,380	4,380	10,990.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	9,799	0.00	0.00	52570-400-0000	Personnel Training	0.00	0.00	0.00	0.00	0.00
0	1,800	0.00	0.00	52690-400-0000	HP Envy Laptop Purchase	0.00	0.00	0.00	0.00	0.00
0	6,307	0.00	0.00	52990-400-0000	Every 15 Minutes Program	0.00	0.00	0.00	0.00	0.00
13,719	29,129	65,762	0		Services & Supplies Totals:	0.00	0	0	0	0
15,083	29,129	65,762	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
15,083	29,129	65,762	0		DEPT EXPENSES	0.00	0	0	0	0
(15,083)	(29,129)	(65,762)	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
15,083	29,129	65,762	0		FUND EXPENSES	0.00	0	0	0	0
(15,083)	(29,129)	(65,762)	0		Prop 30/AB 109 Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4426	PD-Uniform Patrol					
				E30	Capital Outlay					
31,878	51,120	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
31,878	51,120	0	0		Capital Outlay Totals:	0.00	0	0	0	0
31,878	51,120	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
31,878	51,120	0	0		DEPT EXPENSES	0.00	0	0	0	0
(31,878)	(51,120)	0	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
31,878	51,120	0	0		FUND EXPENSES	0.00	0	0	0	0
(31,878)	(51,120)	0	0		SB 509 Public Safety Fund Totals:	0.00	0	0	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4426	PD-Uniform Patrol					
				E20	Services & Supplies					
0	0	9,300.00	0.00	51100-400-0000	Uniforms	0.00	0.00	0.00	0.00	0.00
9,800	9,800	9,800.00	0.00	52570-400-0000	Personnel Training	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
13,423	7,535	2,784.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
23,223	17,335	21,884	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	77,088.00	0.00	E30	Capital Outlay					
0	134,994	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
1,421	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	18,792	0.00	0.00	62050-400-0000	Use of Force Training Simulator	0.00	0.00	0.00	0.00	0.00
20,402	0	0.00	0.00	62050-400-1651	Leica Laser system 2016HSGP	0.00	0.00	0.00	0.00	0.00
0	127,725	0.00	0.00	62051-400-0000	PD - Cellebrite UFED Software	0.00	0.00	0.00	0.00	0.00
0				62052-400-0000	19 Watchguard In-Car Cameras	0.00	0.00	0.00	0.00	0.00
21,823	281,511	77,088	0		Capital Outlay Totals:	0.00	0	0	0	0
45,046	298,846	98,972	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
45,046	298,846	98,972	0		DEPT EXPENSES	0.00	0	0	0	0
(45,046)	(298,846)	(98,972)	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
45,046	298,846	98,972	0		FUND EXPENSES	0.00	0	0	0	0
(45,046)	(298,846)	(98,972)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	0	0	0	0
				1147	Fed Asset Forfeiture-Treasury					
				4426	PD-Uniform Patrol					
				E30	Capital Outlay					
0	0	13,170.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	23,520	0.00	0.00	62050-400-1651	Leica Laser System 2016HSGP	0.00	0.00	0.00	0.00	0.00
0	23,520	13,170	0		Capital Outlay Totals:	0.00	0	0	0	0
0	23,520	13,170	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	23,520	13,170	0		DEPT EXPENSES	0.00	0	0	0	0
0	(23,520)	(13,170)	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	23,520	13,170	0		FUND EXPENSES	0.00	0	0	0	0
0	(23,520)	(13,170)	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
				1148	School District Grant Fund					
				4426	PD-Uniform Patrol					
				E10	Personnel Services					
130,816	151,200	152,000.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	210,600.00	210,600.00	0.00	0.00
130,816	151,200	152,000	0		Personnel Services Totals:	0.00	210,600	210,600	0	0
130,816	151,200	152,000	0		EXPENDITURES TOTALS:	0.00	210,600	210,600	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
130,816	151,200	152,000	0		DEPT EXPENSES	0.00	210,600	210,600	0	0
(130,816)	(151,200)	(152,000)	0		PD-Uniform Patrol Totals:	0.00	(210,600)	(210,600)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
130,816	151,200	152,000	0		FUND EXPENSES	0.00	210,600	210,600	0	0
(130,816)	(151,200)	(152,000)	0		School District Grant Fund Totals:	0.00	(210,600)	(210,600)	0	0
				1149	COPS ELEAS Grant					
				4426	PD-Uniform Patrol					
				E10	Personnel Services					
100,000	0	100,000.00	0.00	43010-400-0000	Overtime	0.00	100,000.00	100,000.00	0.00	0.00
100,000	0	100,000	0		Personnel Services Totals:	0.00	100,000	100,000	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
100,000	0	100,000	0		EXPENDITURES TOTALS:	0.00	100,000	100,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
100,000	0	100,000	0		DEPT EXPENSES	0.00	100,000	100,000	0	0
(100,000)	0	(100,000)	0		PD-Uniform Patrol Totals:	0.00	(100,000)	(100,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
100,000	0	100,000	0		FUND EXPENSES	0.00	100,000	100,000	0	0
(100,000)	0	(100,000)	0		COPS ELEAS Grant Totals:	0.00	(100,000)	(100,000)	0	0
				1163	Safety/PW Dept Grants					
				4426	PD-Uniform Patrol					
				E10	Personnel Services					
21,642	10,811	0.00	0.00	43010-400-1650	Overtime - STEP/OTS Grant	0.00	0.00	0.00	0.00	0.00
319	137	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
21,961	10,948	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
779	200	0.00	0.00	52460-400-1650	Phlebotomist - STEP/OTS Grant	0.00	0.00	0.00	0.00	0.00
258	0	0.00	0.00	52570-400-1650	Personnel Training STEP/OTS	0.00	0.00	0.00	0.00	0.00
0	15,442	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,037	15,642	0	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
4,978	0	0.00	0.00	62050-400-1650	Floodlight for DUI Checkpoints	0.00	0.00	0.00	0.00	0.00
0	20,220	0.00	0.00	62050-400-1651	Leica Laser system 2016HSGP	0.00	0.00	0.00	0.00	0.00
4,978	20,220	0	0		Capital Outlay Totals:	0.00	0	0	0	0
27,976	46,810	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
27,976	46,810	0	0		DEPT EXPENSES	0.00	0	0	0	0
(27,976)	(46,810)	0	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
27,976	46,810	0	0		FUND EXPENSES	0.00	0	0	0	0
(27,976)	(46,810)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4426	PD-Uniform Patrol					
				E30	Capital Outlay					
177,678	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	126,075	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
177,678	126,075	0	0		Capital Outlay Totals:	0.00	0	0	0	0
177,678	126,075	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
177,678	126,075	0	0		DEPT EXPENSES	0.00	0	0	0	0
(177,678)	(126,075)	0	0		PD-Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
177,678	126,075	0	0		FUND EXPENSES	0.00	0	0	0	0
(177,678)	(126,075)	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
4,873,193	5,572,342	5,597,301	0		REPORT EXPENSES	0.00	6,456,720	5,180,676	0	0
(4,873,193)	(5,572,342)	(5,597,301)	0		REPORT TOTALS:	0.00	(6,456,720)	(5,180,676)	0	0

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Police Officers and Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$1,660
				<b>Total:</b>	<b>\$1,660</b>

*(Not approved – COVID-19 Suspension)*

*An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.*

**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 2020	\$1,050
52570	TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$1,200
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$4,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	\$5,000
52570	A. Graziano, Sergeant M. Zerr, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$600
52570	A. Baeza, Police Officer J. Lopez, Police Officer D. Santoro, Police Officer C. Vera, Police Officer N. Sanchez, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$2,100
52570	B. Blyther, Detective A. Riedell, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$570

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$500
52570	J. Burns, Police Officer FTO R. Godoy, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$470
52570	M. Huerta, Police Officer A. Del Rio, Police Officer R. Desist, Police Officer	TASER Instructor Update	Ontario, CA	TBA	\$1,500
52570	A. Graziano, Sergeant (8 sessions)	Supervisory Leadership Institute	Orange, CA	TBA	\$3,800
52570	TBA, Sergeant	POST Supervisory Course	Rio Hondo College	TBA	\$750
52570	TBA, Police Officer	Motorcycle Training	San Bernardino, CA	TBA	\$3,000
52570	C. Ebli, Police Officer	Advance Search Seizure	Redlands, CA	July 2020	\$400
52570	J. Minook, Sergeant	SAC/FTO Supervisor	Riverside, CA	TBA	\$1,000
				<b>Total:</b>	<b>\$27,440</b>

*(Only \$12,000 approved – COVID-19 Reduction)*

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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$300  
Various critical incident support books.
- 51030      PRISONER MEALS – \$300  
Meals for detainees.
- 51100      UNIFORMS – \$25,000 *(Only \$18,000 approved – COVID-19 Reduction)*  
Administrative Services uniforms, \$200  
Support Services uniforms, \$600  
Technical Services uniforms, including cadet uniforms, \$1,000  
Records Bureau uniforms, \$1,000  
Investigations Bureau uniforms, \$500  
Communication Services uniforms, \$1,000  
Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000  
Uniform Patrol uniforms and patches, \$14,450  
Alternate duty uniforms (30 @ \$125 each), \$3,750  
Uniform work boots for patrol officers (17 @ \$75 each), \$1,275  
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 – \$1,325  
Inert Pepperball rounds for less lethal training, \$675  
Bean bags for less lethal training, \$650

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

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

- 51140      PERSONNEL PROTECTIVE EQUIPMENT – \$12,140 ***(Only \$7,000 approved – COVID-19 Reduction)***  
Concealable ballistic body armor (9 @ \$960 each), \$8,640  
Tactical vest carriers (7 @ \$500 each), \$3,500
- 51500      GASOLINE – \$117,000 ***(Only \$90,000 approved – COVID-19 Reduction)***  
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 – \$6,000 ***(Only \$2,000 approved – COVID-19 Reduction)***  
Routine maintenance of two police motorcycles, \$1,500  
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500
- 52050      MAINTENANCE – OTHER EQUIPMENT – \$6,000 ***(Only \$4,500 approved – COVID-19 Reduction)***  
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, \$1,550  
General maintenance of range ventilation system, \$4,450
- 52450      SPECIAL CONTRACT SERVICES – \$160,000 ***(Only \$153,000 approved – COVID-19 Reduction)***  
Contract security for Montclair Transcenter
- 52460      MEDICAL SERVICES – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***  
Prisoner blood withdrawals, blood alcohol kits, and drug screens.

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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

52540      VOCATIONAL TRAINING – \$1,660 ***(Not approved – COVID-19 Suspension)***

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 – \$27,440 ***(Only \$12,000 approved – COVID-19 Reduction)***

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 – \$1,790

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 (8 @ \$55 each), \$440

54941      RECRUITMENT EXPENSE – \$2,200 ***(Only \$500 approved – COVID-19 Reduction)***

Costs incurred during personnel recruitment efforts (travel, transportation, hotel accommodations, and miscellaneous supplies).

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4427**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	Communications

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	721,128	719,271	626,782	
Services and Supplies	8,700	8,700	8,700	
Capital Outlay	0	0	0	
<b>Total</b>	<b>729,828</b>	<b>727,971</b>	<b>635,482</b>	

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<b>Personnel Authorized</b>	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	
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**Source of Funds**

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General Fund	725,828	723,971	631,482	
SB 509 Public Safety Fund	4,000	4,000	4,000	
<b>Total</b>	<b>729,828</b>	<b>727,971</b>	<b>635,482</b>	

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**DETAIL OF SALARIES AND WAGES**

**Department:** Police

**Program:** 4427 Communications

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Police Dispatch Supervisor	1.00	1.00	1.00		71,873	71,873	
Dispatchers	7.00	7.00	7.00		391,209	340,058	
<b><u>Part-Time</u></b>							
Dispatcher (Relief)	3.00	3.00	3.00		20,000	20,000	
Full Time	8.00	8.00	8.00		463,082	411,931	
Part Time	3.00	3.00	3.00		20,000	20,000	
Additional Pay					2,820	2,580	
Overtime					50,000	30,000	
<b>Total Salaries &amp; Wages</b>					<b>535,902</b>	<b>464,511</b>	
Benefit Costs					129,388	113,854	
PERS Benefit Costs					53,981	48,417	
<b>Total Benefit Costs</b>					<b>183,369</b>	<b>162,271</b>	
<b>TOTAL</b>					<b>719,271</b>	<b>626,782</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	4427 Communications

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### **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 80,001 calls for service. Of those calls, approximately 16,586 are 9-1-1; 53,009 are non-emergency calls; and 10,406 are officer initiated.
  2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 23,448 outbound calls initiated by dispatch personnel annually.
  3. Of the total calls received into the dispatch center 40,373 resulted in a documented entry into the CAD system.
  4. Exchange information with outside agencies to help facilitate approximately 1,180 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 11 minutes.
  7. Complete all CLETS transactions within State and Federal mandated time frames.
- 

### **Personnel Services – \$719,271**

Salary requests are for: Police Dispatch Supervisor (1.00) – \$71,873; Dispatchers (7.00) – \$391,209; Dispatchers (3.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$463,082; part-time salaries – \$20,000; additional pay – \$2,820; overtime – \$50,000; benefit costs – \$183,369.

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### **Services and Supplies – \$8,700**

Funding requested is for: maintenance – communications equipment – \$3,205; special contract services – \$4,000; small equipment – \$1,495.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4427	PD-Communications					
				E10	Personnel Services					
401,295	392,637	439,335.00	0.00	41010-400-0000	Regular Earnings	0.00	463,082.00	411,931.00	0.00	0.00
34,263	36,510	20,000.00	0.00	42020-400-0000	Part Time Wages	0.00	20,000.00	20,000.00	0.00	0.00
87,418	85,408	90,000.00	0.00	43010-400-0000	Overtime	0.00	50,000.00	30,000.00	0.00	0.00
150	3,496	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,057	3,053	4,245.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,577.00	2,577.00	0.00	0.00
1,292	1,160	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
1,728	1,645	1,920.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,920.00	1,680.00	0.00	0.00
0	0	105,600.00	0.00	45220-400-0000	Benefit Plan	0.00	115,200.00	100,800.00	0.00	0.00
38,963	38,371	47,963.00	0.00	45250-400-0000	P.E.R.S.	0.00	53,981.00	48,417.00	0.00	0.00
2,294	1,712	1,849.00	0.00	45270-400-0000	LTD Insurance	0.00	1,949.00	1,734.00	0.00	0.00
1,395	1,258	1,416.00	0.00	45290-400-0000	Life Insurance	0.00	1,416.00	1,239.00	0.00	0.00
7,693	7,603	6,660.00	0.00	45330-400-0000	Medicare	0.00	7,006.00	6,264.00	0.00	0.00
2,249	2,264	1,240.00	0.00	45340-400-0000	Social Security	0.00	1,240.00	1,240.00	0.00	0.00
582,794	575,117	721,128	0		Personnel Services Totals:	0.00	719,271	626,782	0	0
				E20	Services & Supplies					
3,203	3,203	3,205.00	0.00	52020-400-0000	Maintenance - Communication Eq	0.00	3,205.00	3,205.00	0.00	0.00
3,413	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
468	1,460	2,180.00	0.00	52690-400-0000	Small Equipment	0.00	1,495.00	1,495.00	0.00	0.00
7,084	4,663	5,385	0		Services & Supplies Totals:	0.00	4,700	4,700	0	0
589,878	579,780	726,513	0		EXPENDITURES TOTALS:	0.00	723,971	631,482	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
589,878	579,780	726,513	0		DEPT EXPENSES	0.00	723,971	631,482	0	0
(589,878)	(579,780)	(726,513)	0		PD-Communications Totals:	0.00	(723,971)	(631,482)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
589,878	579,780	726,513	0		FUND EXPENSES	0.00	723,971	631,482	0	0
(589,878)	(579,780)	(726,513)	0		General Fund Totals:	0.00	(723,971)	(631,482)	0	0
				1143	SB 509 Public Safety Fund					
				4427	PD-Communications					
				E20	Services & Supplies					
0	4,550	4,000.00	0.00	52450-400-0000	Special Contract Services	0.00	4,000.00	4,000.00	0.00	0.00
0	4,550	4,000	0		Services & Supplies Totals:	0.00	4,000	4,000	0	0
0	4,550	4,000	0		EXPENDITURES TOTALS:	0.00	4,000	4,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	4,550	4,000	0		DEPT EXPENSES	0.00	4,000	4,000	0	0
0	(4,550)	(4,000)	0		PD-Communications Totals:	0.00	(4,000)	(4,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	4,550	4,000	0		FUND EXPENSES	0.00	4,000	4,000	0	0
0	(4,550)	(4,000)	0		SB 509 Public Safety Fund Totals:	0.00	(4,000)	(4,000)	0	0
				1163	Safety/PW Dept Grants					
				4427	PD-Communications					
				E30	Capital Outlay					
0	2,000	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	2,000	0	0		Capital Outlay Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	2,000	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	2,000	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(2,000)	0	0		PD-Communications Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	2,000	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(2,000)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
589,878	586,330	730,513	0		REPORT EXPENSES	0.00	727,971	635,482	0	0
(589,878)	(586,330)	(730,513)	0		REPORT TOTALS:	0.00	(727,971)	(635,482)	0	0

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

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**Department:** Police

**Program:** 4427 Communications

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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**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Support Services	Volunteer Services

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	57,586	57,586	52,418	
Services and Supplies	7,100	7,600	1,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>64,686</b>	<b>65,186</b>	<b>53,418</b>	

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<b>Personnel Authorized</b>	11.00 (PT)	11.00 (PT)	11.00 (PT)	
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**Source of Funds**

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General Fund	64,686	65,186	53,418	
<b>Total</b>	<b>64,686</b>	<b>65,186</b>	<b>53,418</b>	

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## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4428 Volunteer Services

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<b><u>Part-Time</u></b>							
Reserves	11.00	11.00	11.00		31,200	26,400	
Part Time	11.00	11.00	11.00		31,200	26,400	
Additional Pay					24,000	24,000	
Total Salaries & Wages					55,200	50,400	
Benefit Costs					2,386	2,018	
<b>TOTAL</b>					<b>57,586</b>	<b>52,418</b>	



**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Support Services	4428 Volunteer Services

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**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 – \$57,586**

Salary requests are for: Reserve Police Officers (11.00/part-time) – \$31,200; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$31,200; additional pay – \$24,000; benefit costs – \$2,386.

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**Services and Supplies – \$7,600**

Funding requested is for: vocational training – \$5,000; miscellaneous expenditures – \$2,600.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:35PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4428	PD-Volunteer Services					
				E10	Personnel Services					
21,172	18,469	31,200.00	0.00	42020-400-0000	Part Time Wages	0.00	31,200.00	26,400.00	0.00	0.00
396	90	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
29,706	30,243	24,000.00	0.00	44220-400-0000	Spec. Police & Fire Services	0.00	24,000.00	24,000.00	0.00	0.00
721	682	452.00	0.00	45330-400-0000	Medicare	0.00	452.00	382.00	0.00	0.00
3,081	2,914	1,934.00	0.00	45340-400-0000	Social Security	0.00	1,934.00	1,636.00	0.00	0.00
55,076	52,397	57,586	0		Personnel Services Totals:	0.00	57,586	52,418	0	0
				E20	Services & Supplies					
4,570	2,505	3,535.00	0.00	52540-400-0000	Vocational Training	0.00	5,000.00	0.00	0.00	0.00
0	3,365	3,600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,600.00	1,000.00	0.00	0.00
4,570	5,870	7,135	0		Services & Supplies Totals:	0.00	7,600	1,000	0	0
59,647	58,267	64,721	0		EXPENDITURES TOTALS:	0.00	65,186	53,418	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
59,647	58,267	64,721	0		DEPT EXPENSES	0.00	65,186	53,418	0	0
(59,647)	(58,267)	(64,721)	0		PD-Volunteer Services Totals:	0.00	(65,186)	(53,418)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
59,647	58,267	64,721	0		FUND EXPENSES	0.00	65,186	53,418	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(59,647)	(58,267)	(64,721)	0		General Fund Totals:	0.00	(65,186)	(53,418)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
59,647	58,267	64,721	0		REPORT EXPENSES	0.00	65,186	53,418	0	0
(59,647)	(58,267)	(64,721)	0		REPORT TOTALS:	0.00	(65,186)	(53,418)	0	0

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

**Department:** Police

**Program:** 4428 Volunteer Services

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Reserve Police Officers (5)	Reserve Officer Training Conference	South Lake Tahoe, CA	August 2020	\$5,000
<b>Total:</b>					<b>\$5,000</b>

*(Not approved – COVID-19 Suspension)*

*An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.*

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

---

**Department:** Police

**Program:** 4428 Volunteer Services

---

Object  
Number

52540      VOCATIONAL TRAINING – \$5,000 ***(Not approved – COVID-19 Suspension)***

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 – \$2,600 ***(Only \$1,000 approved – COVID-19 Reduction)***

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$1,600  
Materials and refreshments for meetings and workshops for the Chaplain Program, \$1,000

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4429**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	64,414	71,952	71,952	
Services and Supplies	4,600	4,880	2,180	
Capital Outlay	0	0	0	
<b>Total</b>	<b>69,014</b>	<b>76,832</b>	<b>74,132</b>	

<b>Personnel Authorized</b>	0.50 (FT)	0.50 (FT)	0.50 (FT)
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**Source of Funds**

General Fund	69,014	76,832	74,132
<b>Total</b>	<b>69,014</b>	<b>76,832</b>	<b>74,132</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Police

**Program:** 4429 Emergency Preparedness

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Safety Administrative Services Supervisor	0.50	0.50	0.50		55,432	55,432	
Full Time	0.50	0.50	0.50		55,432	55,432	
Benefit Costs					9,502	9,502	
PERS Benefit Costs					7,018	7,018	
Total Benefit Costs					16,520	16,520	
<b>TOTAL</b>					<b>71,952</b>	<b>71,952</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		4429 Emergency Preparedness

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### **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 – \$71,952**

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$55,432. Cost allocations are as follows: full-time salaries – \$55,432; benefit costs – \$16,520.

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### **Services and Supplies – \$4,880**

Funding requested is for: program supplies – \$3,700; miscellaneous expenditures – \$1,180.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:36PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4429	PD-Emergency Preparedness					
				E10	Personnel Services					
47,016	54,343	50,249.00	0.00	41010-400-0000	Regular Earnings	0.00	55,432.00	55,432.00	0.00	0.00
1,541	735	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
0	1,075	1,075.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,221.00	1,221.00	0.00	0.00
0	0	6,600.00	0.00	45220-400-0000	Benefit Plan	0.00	7,200.00	7,200.00	0.00	0.00
4,382	4,699	5,485.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,018.00	7,018.00	0.00	0.00
213	200	189.00	0.00	45270-400-0000	LTD Insurance	0.00	189.00	189.00	0.00	0.00
97	91	88.00	0.00	45290-400-0000	Life Insurance	0.00	88.00	88.00	0.00	0.00
0	0	728.00	0.00	45330-400-0000	Medicare	0.00	804.00	804.00	0.00	0.00
53,250	61,143	64,414	0		Personnel Services Totals:	0.00	71,952	71,952	0	0
				E20	Services & Supplies					
0	1,394	3,420.00	0.00	51130-400-0000	Program Supplies	0.00	3,700.00	1,000.00	0.00	0.00
836	956	1,180.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,180.00	1,180.00	0.00	0.00
836	2,350	4,600	0		Services & Supplies Totals:	0.00	4,880	2,180	0	0
54,086	63,493	69,014	0		EXPENDITURES TOTALS:	0.00	76,832	74,132	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
54,086	63,493	69,014	0		DEPT EXPENSES	0.00	76,832	74,132	0	0
(54,086)	(63,493)	(69,014)	0		PD-Emergency Preparedness Totals	0.00	(76,832)	(74,132)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
54,086	63,493	69,014	0		FUND EXPENSES	0.00	76,832	74,132	0	0
(54,086)	(63,493)	(69,014)	0		General Fund Totals:	0.00	(76,832)	(74,132)	0	0
				1154	Bureau of Justice Assistance					
				4429	PD-Emergency Preparedness					
				E20	Services & Supplies					
0	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	0	0		PD-Emergency Preparedness Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	0	0	0
0	0	0	0		Bureau of Justice Assistance Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
54,086	63,493	69,014	0		REPORT EXPENSES	0.00	76,832	74,132	0	0
(54,086)	(63,493)	(69,014)	0		REPORT TOTALS:	0.00	(76,832)	(74,132)	0	0

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

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**Department:** Police

**Program:** 4429 Emergency Preparedness

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Object  
Number

51130      PROGRAM SUPPLIES – \$3,700 *(Only \$1,000 approved – COVID-19 Reduction)*

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, \$1,180

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

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### Department

Fire

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### 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.

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,472,104	3,543,120	3,498,040	
Services and Supplies	489,385	478,671	427,154	
Capital Outlay	468,389	13,000	0	
<b>Total</b>	<b>4,429,878</b>	<b>4,034,791</b>	<b>3,925,194</b>	

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<b>Personnel Authorized</b>	21.50 (FT)	21.50 (FT)	22.50 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	0.00 (PT)	1.00 (PT)	1.00 (PT)

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### Department Distribution

Administration	503,594	496,311	453,090
Emergency Services	3,816,104	3,432,300	3,381,724
Personnel Development	19,000	15,000	4,500
Buildings and Grounds	6,800	6,800	3,000
Emergency Medical Services	84,380	84,380	82,880
<b>Total</b>	<b>4,429,878</b>	<b>4,034,791</b>	<b>3,925,194</b>

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### Source of Funds

General Fund	3,801,744	3,840,407	3,727,310
SB 509 Public Safety Fund	110,050	110,004	115,004
Safety Department Grants	31,554	0	0
EMS - Paramedic Fund	84,380	84,380	82,880
Equipment Replacement Fund	402,150	0	0
<b>Total</b>	<b>4,429,878</b>	<b>4,034,791</b>	<b>3,925,194</b>

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**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: FIRE</b>							<b>DEPARTMENT SUMMARY</b>	
<b>Class Title/ Employee Name</b>	<b>Salary Range July 1</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Includes % Increase (if any)</b>	<b>Recommended by Administration Next Year</b>
			<b>First Rate</b>		<b>Second Rate</b>		<b>Total Salary Next Year</b>	
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>		
<b><u>Full Time:</u></b>								
<b><u>Administration from other Departments/Entities</u></b>								
Robert Avels (4400)	.50		12.0	16,641			101,843	101,843
<b><u>Deputy Fire Chief</u></b>								
Steve Jackson	E		12.0	12,811			156,807	156,807
<b><u>Fire Battalion Chief</u></b>								
Robert Crouch	E		12.0	10,589			129,609	129,609
David Pohl	E		12.0	10,589			129,609	129,609
Vacant	B		12.0	9,147			111,959	111,959
<b><u>Fire Captain</u></b>								
Brian Brambila	E		12.0	8,523			104,322	104,322
Ed Cook	E		12.0	8,523			104,322	104,322
Thomas Dowser	E		12.0	8,523			104,322	104,322
Benjamin Garcia	E		12.0	8,523			104,322	104,322
Christopher Jackson	E		12.0	8,523			104,322	104,322
Michael Matheson	B	08/04/19	1.1	7,362	10.9	7,731	94,213	94,213
<b><u>Fire Engineer</u></b>								
Ulises Baeza	E		12.0	6,993			83,916	83,916
Stanley Boehm	E		12.0	6,993			83,916	83,916
Robert Estrada	D	01/06/20	6.2	6,660	5.8	6,993	81,851	81,851
Dominic Mistretta	B	07/09/19	0.3	6,041	11.7	6,343	76,025	76,025
Christian Noboa	E		12.0	6,993			83,916	83,916
Orestes Vidal	E		12.0	6,993			83,916	83,916

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: FIRE</b>							<b>DEPARTMENT SUMMARY</b>	
<b>Class Title/ Employee Name</b>	<b>Salary Range July 1</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Total</b>	<b>% Increase (if any)</b>
			<b>First Rate</b>		<b>Second Rate</b>		<b>Salary Next Year</b>	<b>Recommended by Administration Next Year</b>
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>		
<b><u>Firefighter</u></b>								
Wesley Kobel	A	07/15/19	0.5	4,959	11.5	5,207	62,360	62,360
Vacant	A		12.0	4,959			59,508	59,508
Nicholas Monico	D	06/05/20	11.2	5,741	0.8	6,028	69,122	69,122
Derek Plant	B	07/09/19	0.3	5,207	11.7	5,468	65,538	65,538
Carlos Sandoval	D	10/02/19	3.1	5,741	8.9	6,028	71,446	71,446
Vacant	A		12.0	4,959			59,508	59,508
<b><u>Administration to other Departments/Entities</u></b>								
Fire Services (CFD - Paseos)							-11,411	-11,411
Fire Services (CFD - Arrow Station)							-3,016	-3,016
Public Safety Admin (CFD - Paseos)							-3,750	-3,750
Public Safety Admin (CFD - Arrow Station)							-1,875	-1,875
<b><u>Part Time Benefitted:</u></b>								
<b><u>Administrative Technician</u></b>								
Nancy Jennings (38 hrs week)	A	10/14/19	3.5	21.09 hr.	8.5	22.14 hr.	44,007	44,007
<b><u>Part Time:</u></b>								
<b><u>Receptionist/Office Specialist</u></b>								
Vacant - COVID Freeze (38 hrs week)					0.00 hr.		0	0
<b>Salary Requirements:</b>						(FT)	2,106,620	2,106,620
						(PTB)	44,007	44,007
						(PT)	0	0
						<b>TOTAL</b>	<b>2,150,627</b>	<b>2,150,627</b>

## 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		101,843	101,843	
Deputy Fire Chief	1.00	1.00	1.00		156,807	156,807	
Fire Battalion Chief	2.00	2.00	3.00		259,218	371,177	
Fire Captain	6.00	6.00	6.00		615,823	615,823	
Fire Engineer	6.00	6.00	6.00		493,540	493,540	
Firefighter	6.00	6.00	6.00		387,482	387,482	
Admin other Depts - CFDs					-14,427	-14,427	
Admin other Depts - CFDs					-5,625	-5,625	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00		44,007	44,007	
<b><u>Part-Time</u></b>							
Receptionist/Office Specialist	1.00	1.00	1.00		35,373	0	
Full Time	21.50	21.50	22.50		2,014,713	2,126,672	
Admin other Departments					-20,052	-20,052	
Total FT Positions/Salaries					1,994,661	2,106,620	
Part Time Benefitted	1.00	1.00	1.00		44,007	44,007	
Part Time	1.00	1.00	1.00		35,373	0	
Additional Pay					90,280	90,280	
Overtime					520,000	350,000	
Total Salaries & Wages					2,684,321	2,590,907	
Benefit Costs					419,466	439,206	
PERS Benefit Costs					439,333	467,927	
Total Benefit Costs					858,799	907,133	
<b>TOTAL</b>					<b>3,543,120</b>	<b>3,498,040</b>	



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4531**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	494,969	487,269	449,190	
Services and Supplies	8,625	9,042	3,900	
Capital Outlay	0	0	0	
<b>Total</b>	<b>503,594</b>	<b>496,311</b>	<b>453,090</b>	

<b>Personnel Authorized</b>	1.50 (FT)	1.50 (FT)	1.50 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	0.00 (PT)	1.00 (PT)	1.00 (PT)

**Source of Funds**

General Fund	503,594	496,311	453,090
<b>Total</b>	<b>503,594</b>	<b>496,311</b>	<b>453,090</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Fire

**Program:** 4531 Administration

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Admin from other Depts - Avels	0.50	0.50	0.50		101,843	101,843	
Deputy Fire Chief	1.00	1.00	1.00		156,807	156,807	
Admin other Depts - CFDs					-5,625	-5,625	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00		44,007	44,007	
<b><u>Part-Time</u></b>							
Receptionist/Office Specialist	1.00	1.00	1.00		35,373	0	
<b>Full Time</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>		<b>258,650</b>	<b>258,650</b>	
Admin other Departments					-5,625	-5,625	
<b>Total FT Positions/Salaries</b>					<b>253,025</b>	<b>253,025</b>	
Part Time Benefitted	1.00	1.00	1.00		44,007	44,007	
Part Time	1.00	1.00	1.00		35,373	0	
Overtime					20,000	20,000	
<b>Total Salaries &amp; Wages</b>					<b>352,405</b>	<b>317,032</b>	
Benefit Costs					70,823	68,117	
PERS Benefit Costs					64,041	64,041	
<b>Total Benefit Costs</b>					<b>134,864</b>	<b>132,158</b>	
<b>TOTAL</b>					<b>487,269</b>	<b>449,190</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4531 Administration

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### **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 – \$487,269**

Salary requests are for: Executive Director of Public Safety – (0.50) – \$101,843; Deputy Fire Chief (1.00) – \$156,807; Admin other Depts., CFDs – <\$5,625>; Administrative Technician (1.00/part-time benefitted) – \$44,007; Receptionist/Office Specialist (1.00/part-time) – \$35,373. Cost allocations are as follows: full-time salaries – \$253,025; part-time benefitted salaries – \$44,007; part-time salaries - \$35,373; overtime – \$20,000; benefit costs – \$134,864.

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### **Services and Supplies – \$9,042**

Funding requested is for: dues and memberships – \$790; travel and meetings – \$2,200; special contract services – \$500; cellular phone expense – \$3,552; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:30PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4531	FD-Administration					
				E10	Personnel Services					
236,245	266,265	246,192.00	0.00	41010-400-0000	Regular Earnings	0.00	258,650.00	258,650.00	0.00	0.00
(5,625)	(5,625)	-5,625.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-5,625.00	-5,625.00	0.00	0.00
2,376	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	35,373.00	0.00	0.00	0.00
76,867	85,563	89,380.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	44,007.00	44,007.00	0.00	0.00
20,303	20,731	22,450.00	0.00	43010-400-0000	Overtime	0.00	20,000.00	20,000.00	0.00	0.00
7,785	8,018	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,944	5,576	5,477.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	5,853.00	5,853.00	0.00	0.00
0	0	55,800.00	0.00	45220-400-0000	Benefit Plan	0.00	40,500.00	40,500.00	0.00	0.00
10,019	10,544	10,817.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,364.00	11,364.00	0.00	0.00
49,453	54,108	56,560.00	0.00	45250-400-0000	P.E.R.S.	0.00	64,041.00	64,041.00	0.00	0.00
1,515	1,475	1,412.00	0.00	45270-400-0000	LTD Insurance	0.00	1,274.00	1,274.00	0.00	0.00
2,247	2,183	2,099.00	0.00	45290-400-0000	Life Insurance	0.00	2,009.00	2,009.00	0.00	0.00
5,095	5,622	4,866.00	0.00	45330-400-0000	Medicare	0.00	4,902.00	4,389.00	0.00	0.00
4,865	5,305	5,541.00	0.00	45340-400-0000	Social Security	0.00	4,921.00	2,728.00	0.00	0.00
416,090	459,766	494,969	0		Personnel Services Totals:	0.00	487,269	449,190	0	0
				E20	Services & Supplies					
340	100	790.00	0.00	52120-400-0000	Dues & Memberships	0.00	790.00	300.00	0.00	0.00
2,189	1,828	2,200.00	0.00	52130-400-0000	Travel & Meetings	0.00	2,200.00	0.00	0.00	0.00
81	0	500.00	0.00	52450-400-0000	Special Contract Services	0.00	500.00	100.00	0.00	0.00
2,396	2,459	3,135.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	3,552.00	3,000.00	0.00	0.00
2,159	1,730	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,000.00	500.00	0.00	0.00
7,165	6,117	8,625	0		Services & Supplies Totals:	0.00	9,042	3,900	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
423,255	465,883	503,594	0		EXPENDITURES TOTALS:	0.00	496,311	453,090	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
423,255	465,883	503,594	0		DEPT EXPENSES	0.00	496,311	453,090	0	0
(423,255)	(465,883)	(503,594)	0		FD-Administration Totals:	0.00	(496,311)	(453,090)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
423,255	465,883	503,594	0		FUND EXPENSES	0.00	496,311	453,090	0	0
(423,255)	(465,883)	(503,594)	0		General Fund Totals:	0.00	(496,311)	(453,090)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
423,255	465,883	503,594	0		REPORT EXPENSES	0.00	496,311	453,090	0	0
(423,255)	(465,883)	(503,594)	0		REPORT TOTALS:	0.00	(496,311)	(453,090)	0	0

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

**Department:** Fire

**Program:** 4531 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$50
52130	Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$75
52130	Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$50
52130	Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2021	\$25
52130	Deputy Fire Chief	West End Operations Officers Association	Local	Monthly	\$50
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$120
52130	Fire Department Employees (3)	Chamber of Commerce Police Recognition Lunch	Local	May 2021	\$175
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2021	\$1,455

**Total: \$2,200**

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

**Department:** Fire

**Program:** 4531 Administration

Object  
Number

52120      DUES AND MEMBERSHIPS – \$790 **(Only \$300 approved – COVID-19 Reduction)**

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 – \$2,200 **(Not approved – COVID-19 Suspension)**

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 – \$500 **(Only \$100 approved – COVID-19 Reduction)**

Transcription services and other related expenses for administrative investigations.

52850      CELLULAR PHONE EXPENSE – \$3,552 **(Only \$3,000 approved – COVID-19 Reduction)**

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 40	Engine 151A	\$ 3	EPCR Laptop	\$460
Medic Engine 151	\$650	Battalion Chief Crouch	\$345	EPRS Laptop 1	\$460
Medic Engine 152	\$560	Battalion Chief Pohl	\$530		
Medic Squad 151	\$ 41	DC Phone	\$460		
OES 331	\$ 3				

52990      MISCELLANEOUS EXPENDITURES – \$2,000 **(Only \$500 approved – COVID-19 Reduction)**

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$500

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4533**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	2,927,455	3,006,171	2,999,170	
Services and Supplies	420,260	413,129	382,554	
Capital Outlay	468,389	13,000	0	
<b>Total</b>	<b>3,816,104</b>	<b>3,432,300</b>	<b>3,381,724</b>	

<b>Personnel Authorized</b>	20.00 (FT)	20.00 (FT)	21.00 (FT)
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**Source of Funds**

General Fund	3,272,350	3,322,296	3,266,720
SB 509 Public Safety Fund	110,050	110,004	115,004
Safety Department Grants	31,554	0	0
Equipment Replacement Fund	402,150	0	0
<b>Total</b>	<b>3,816,104</b>	<b>3,432,300</b>	<b>3,381,724</b>



## DETAIL OF SALARIES AND WAGES

**Department:** Fire

**Program:** 4533 Emergency Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Battalion Chief	2.00	2.00	3.00		259,218	371,177	
Fire Captain	6.00	6.00	6.00		615,823	615,823	
Fire Engineer	6.00	6.00	6.00		493,540	493,540	
Firefighter	6.00	6.00	6.00		387,482	387,482	
Admin other Depts - CFDs					-14,427	-14,427	
					<u>373,055</u>	<u>373,055</u>	
Full Time	20.00	20.00	21.00		1,756,063	1,868,022	
Admin other Departments					-14,427	-14,427	
Total FT Positions/Salaries					<u>1,741,636</u>	<u>1,853,595</u>	
Additional Pay					40,600	40,600	
Overtime					500,000	330,000	
Total Salaries & Wages					<u>2,282,236</u>	<u>2,224,195</u>	
Benefit Costs					348,643	371,089	
PERS Benefit Costs					375,292	403,886	
Total Benefit Costs					<u>723,935</u>	<u>774,975</u>	
<b>TOTAL</b>					<b>3,006,171</b>	<b>2,999,170</b>	

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4533 Emergency Services

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### 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>2018</u>	<u>2019</u>	Estimate <u>2020</u>
Total number of calls for service	4,573	4,650	4,834
Arrival within 8 minutes of call	85%	86%	86%
Average EMS response time	6 min 13 sec	6 min 6 sec	6 min 20 sec
Average Fire response time	6 min 53 sec	6 min 50sec	7 min 01 sec

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### Personnel Services – \$3,006,171

Salary requests are for: Fire Battalion Chief (2.00) – \$259,218; Fire Captains (6.00) – \$615,823; Fire Engineers (6.00) – \$493,540; Firefighters (6.00) – \$387,482; Admin other Depts., CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$1,741,636; additional pay – \$40,600; overtime – \$500,000; benefit costs – \$723,935.

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### Services and Supplies – \$413,129

Funding requested is for: books and publications – \$500; office supplies – direct – \$500; uniforms – \$18,000; personnel protective equipment – \$35,000; materials – communications – \$3,000; materials – misc. maintenance and repair – \$9,500; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$8,000; emergency communication services – \$209,375; special contract services – \$111,504; medical examinations – \$3,500; small equipment – \$9,200; miscellaneous expenditures – \$2,750.

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### Capital Outlay – \$13,000

Funding requested is for: one eDRAULIC tool.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:30PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4533	FD-Emergency Services					
				E10	Personnel Services					
1,354,420	1,477,978	1,639,498.00	0.00	41010-400-0000	Regular Earnings	0.00	1,756,063.00	1,868,022.00	0.00	0.00
(14,427)	(14,427)	-14,427.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-14,427.00	-14,427.00	0.00	0.00
807,656	733,116	608,050.00	0.00	43010-400-0000	Overtime	0.00	500,000.00	330,000.00	0.00	0.00
39,429	39,766	40,000.00	0.00	44170-400-0000	Holiday Pay	0.00	40,000.00	40,000.00	0.00	0.00
4,323	5,147	8,846.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	20,152.00	20,152.00	0.00	0.00
790	600	600.00	0.00	44250-400-0000	Bilingual Pay	0.00	600.00	600.00	0.00	0.00
0	0	272,400.00	0.00	45220-400-0000	Benefit Plan	0.00	277,200.00	293,400.00	0.00	0.00
9,556	9,829	9,870.00	0.00	45240-400-0000	Deferred Compensation	0.00	10,368.00	13,727.00	0.00	0.00
261,819	291,978	324,071.00	0.00	45250-400-0000	P.E.R.S.	0.00	375,292.00	403,886.00	0.00	0.00
9,672	9,682	6,791.00	0.00	45270-400-0000	LTD Insurance	0.00	7,135.00	7,606.00	0.00	0.00
7,418	7,526	7,983.00	0.00	45290-400-0000	Life Insurance	0.00	8,324.00	9,117.00	0.00	0.00
32,066	32,806	23,773.00	0.00	45330-400-0000	Medicare	0.00	25,464.00	27,087.00	0.00	0.00
2,512,722	2,594,000	2,927,455	0		Personnel Services Totals:	0.00	3,006,171	2,999,170	0	0
				E20	Services & Supplies					
(55)	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	250.00	0.00	0.00
440	439	500.00	0.00	51060-400-0000	Office Supplies	0.00	500.00	500.00	0.00	0.00
9,930	16,824	18,000.00	0.00	51100-400-0000	Uniforms	0.00	18,000.00	12,000.00	0.00	0.00
35,493	37,654	35,000.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	35,000.00	20,000.00	0.00	0.00
4,382	2,924	3,000.00	0.00	51310-400-0000	Materials - Communications	0.00	3,000.00	2,500.00	0.00	0.00
9,575	9,298	9,500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	9,500.00	9,500.00	0.00	0.00
2,243	3,243	2,300.00	0.00	52020-400-0000	Maintenance - Communication Eq	0.00	2,300.00	2,300.00	0.00	0.00
8,562	1,585	8,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	8,000.00	5,000.00	0.00	0.00
203,460	203,460	209,000.00	0.00	52330-400-0000	Emergency Communication Servic	0.00	209,375.00	203,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
23,508	8,412	8,960.00	0.00	52450-400-0000	Special Contract Services	0.00	1,500.00	1,500.00	0.00	0.00
0	2,275	3,500.00	0.00	52510-400-0000	Medical Examinations	0.00	3,500.00	2,500.00	0.00	0.00
8,968	8,231	9,200.00	0.00	52690-400-0000	Small Equipment	0.00	9,200.00	7,000.00	0.00	0.00
1,518	1,289	2,750.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,750.00	1,500.00	0.00	0.00
308,023	295,634	310,210	0		Services & Supplies Totals:	0.00	303,125	267,550	0	0
				E30	Capital Outlay					
0	0	34,685.00	0.00	62030-400-0000	Machinery & Tools	0.00	13,000.00	0.00	0.00	0.00
38,995	2,089	0.00	0.00	62040-400-0000	Communications Equipment	0.00	0.00	0.00	0.00	0.00
38,995	2,089	34,685	0		Capital Outlay Totals:	0.00	13,000	0	0	0
2,859,740	2,891,724	3,272,350	0		EXPENDITURES TOTALS:	0.00	3,322,296	3,266,720	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,859,740	2,891,724	3,272,350	0		DEPT EXPENSES	0.00	3,322,296	3,266,720	0	0
(2,859,740)	(2,891,724)	(3,272,350)	0		FD-Emergency Services Totals:	0.00	(3,322,296)	(3,266,720)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,859,740	2,891,724	3,272,350	0		FUND EXPENSES	0.00	3,322,296	3,266,720	0	0
(2,859,740)	(2,891,724)	(3,272,350)	0		General Fund Totals:	0.00	(3,322,296)	(3,266,720)	0	0
				1143	SB 509 Public Safety Fund					
				4533	FD-Emergency Services					
				E20	Services & Supplies					
0	0	0.00	0.00	52330-400-0000	Emergency Communication Service	0.00	0.00	5,000.00	0.00	0.00
73,234	90,000	110,050.00	0.00	52450-400-0000	Special Contract Services	0.00	110,004.00	110,004.00	0.00	0.00
73,234	90,000	110,050	0		Services & Supplies Totals:	0.00	110,004	115,004	0	0
73,234	90,000	110,050	0		EXPENDITURES TOTALS:	0.00	110,004	115,004	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
73,234	90,000	110,050	0		DEPT EXPENSES	0.00	110,004	115,004	0	0
(73,234)	(90,000)	(110,050)	0		FD-Emergency Services Totals:	0.00	(110,004)	(115,004)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
73,234	90,000	110,050	0		FUND EXPENSES	0.00	110,004	115,004	0	0
(73,234)	(90,000)	(110,050)	0		SB 509 Public Safety Fund Totals:	0.00	(110,004)	(115,004)	0	0
				1163	Safety/PW Dept Grants					
				4533	FD-Emergency Services					
				E20	Services & Supplies					
0	10,962	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,782	0	0.00	0.00	52690-400-1650	Fire Dept Radios HSGP 2015	0.00	0.00	0.00	0.00	0.00
1,782	10,962	0	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	0	31,554.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00
0	0	31,554	0		Capital Outlay Totals:	0.00	0	0	0	0
1,782	10,962	31,554	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,782	10,962	31,554	0		DEPT EXPENSES	0.00	0	0	0	0
(1,782)	(10,962)	(31,554)	0		FD-Emergency Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,782	10,962	31,554	0		FUND EXPENSES	0.00	0	0	0	0
(1,782)	(10,962)	(31,554)	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1750	Equipment Replacement Fund					
				4533	FD-Emergency Services					
				E30	Capital Outlay					
108,888	361,852	402,150.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
108,888	361,852	402,150	0		Capital Outlay Totals:	0.00	0	0	0	0
108,888	361,852	402,150	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
108,888	361,852	402,150	0		DEPT EXPENSES	0.00	0	0	0	0
(108,888)	(361,852)	(402,150)	0		FD-Emergency Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
108,888	361,852	402,150	0		FUND EXPENSES	0.00	0	0	0	0
(108,888)	(361,852)	(402,150)	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,043,644	3,354,538	3,816,104	0		REPORT EXPENSES	0.00	3,432,300	3,381,724	0	0
(3,043,644)	(3,354,538)	(3,816,104)	0		REPORT TOTALS:	0.00	(3,432,300)	(3,381,724)	0	0

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

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**Department:** Fire

**Program:** 4533 Emergency Services

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500 *(Only \$250 approved – COVID-19 Reduction)*

Technical reference materials.

51060      OFFICE SUPPLIES – DIRECT – \$500

Shift calendars.

51100      UNIFORMS – \$18,000 *(Only \$12,000 approved – COVID-19 Reduction)*

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500

Class A uniform purchase, \$500

Badge repair and replacement, \$250

Class B uniforms (uniforms for new hires), \$2,100

Class B uniform jackets (jackets for new hires), \$450

Class B t-shirts, \$500

Class B belt buckles, \$200

Class B badges, \$500

51140      PERSONNEL PROTECTIVE EQUIPMENT – \$35,000 *(Only \$20,000 approved – COVID-19 Reduction)*

Wildland jackets and pants (8 @ \$450 each), \$3,600

Turnout coats and pants scheduled replacement (7 sets @ \$2,500 each), \$17,500

Turnout boots (new hires), \$1,000

Turnout coats and pants (new hires), \$5,000

Turnout boots (new hires), \$700

Turnout boots replacements, \$1,000

Safety/station boot replacement, \$1,000

Helmet repair and replacement, \$1,000

(continued on next page)

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

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**Department:** Fire

**Program:** 4533 Emergency Services

---

Object  
Number

51140      PERSONNEL PROTECTIVE EQUIPMENT – continued

Gloves (work and fire type), \$500

Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), \$1,000

Wildland safety boots, \$1,900

Extrication gloves, \$200

Wildland gloves, \$100

Maintenance/repairs/cleaning for turnouts and brush gear, \$500

51310      MATERIALS – COMMUNICATIONS – \$3,000 (**Only \$2,500 approved – COVID-19 Reduction**)

Radio headset replacement, \$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 – \$9,500

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, \$1,500

Urban Search and Rescue equipment maintenance and repair, \$1,000

Miscellaneous equipment parts and maintenance, \$2,500

52020      MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$2,300

Parts and labor costs for radio equipment maintenance.



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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

- 52050      MAINTENANCE – OTHER EQUIPMENT – \$8,000 ***(Only \$5,000 approved – COVID-19 Reduction)***  
Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, Thermal Imaging Cameras, \$1,500  
Quarterly calibration of three air monitors as required by OSHA, \$1,500  
Pressure cylinder parts, \$1,000  
Nozzle repairs and parts, \$500  
Maintenance and filters for breathing air refill station, \$2,000  
Repair of small tools and testing equipment, \$1,500
- 52330      EMERGENCY COMMUNICATION SERVICES – \$209,375 ***(Only \$208,000 approved – COVID-19 Reduction)***  
Agreement with CONFIRE for dispatch and IT support.
- 52450      SPECIAL CONTRACT SERVICES – \$111,504  
Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,004 (SB 509 Fund)  
Montclair’s shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 (SB 509 Fund)  
Spectrum Cable Service (\$125/mo @ 12 months), \$1,500
- 52510      MEDICAL EXAMINATIONS – \$3,500 ***(Only \$2,500 approved – COVID-19 Reduction)***  
State mandated Hazardous Materials Team member physicals, \$1,000  
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (20 @ \$125 each), \$2,500
- 52690      SMALL EQUIPMENT – \$9,200 ***(Only \$7,000 approved – COVID-19 Reduction)***  
Chain saw blades (5 @ \$100 each), \$500  
Various unit adapter replacements, \$1,200  
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, \$1,000  
Various specialized US&R tools and equipment, \$1,500  
Various wildland appliances and adapters, \$1,500  
Webb Gear (wildland firefighting), \$1,500  
Various SCBA parts and equipment, \$2,000

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

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**Department:** Fire

**Program:** 4533 Emergency Services

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Object  
Number

52990      MISCELLANEOUS EXPENDITURES – \$2,750 *(Only \$1,500 approved – COVID-19 Reduction)*

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

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Auto Extrication Tool	One eDRAULIC cutter and charger used by rescue personnel to assist vehicle extrication of crash victims, as well as other rescues from small spaces. This cutter does not emit fumes or gas, it takes up less space, and it is easier to service, making rescues faster and safer. This tool completes the replacement of all outdated gas-powered tools that can no longer be repaired.	\$13,000
<b>Total:</b>			<b>\$13,000</b>

*(Not approved – COVID-19 Elimination)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4534**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Personnel Development

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	
Services and Supplies	19,000	15,000	4,500	
Capital Outlay	0	0	0	
<b>Total</b>	<b>19,000</b>	<b>15,000</b>	<b>4,500</b>	

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<b>Personnel Authorized</b>	0	0	0
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**Source of Funds**

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General Fund	19,000	15,000	4,500
<b>Total</b>	<b>19,000</b>	<b>15,000</b>	<b>4,500</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4534 Personnel Development

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### **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.

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### **Services and Supplies – \$15,000**

Funding requested is for: books and publications – \$1,000; program supplies – \$1,000; special contract services – \$6,000; vocational training – \$7,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:30PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4534	FD-Personnel Development					
				E20	Services & Supplies					
400	706	1,000.00	0.00	51020-400-0000	Books and Publications	0.00	1,000.00	500.00	0.00	0.00
1,986	1,680	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	1,000.00	1,000.00	0.00	0.00
5,970	2,610	6,000.00	0.00	52450-400-0000	Special Contract Services	0.00	6,000.00	3,000.00	0.00	0.00
4,394	9,795	10,000.00	0.00	52540-400-0000	Vocational Training	0.00	7,000.00	0.00	0.00	0.00
12,750	14,790	19,000	0		Services & Supplies Totals:	0.00	15,000	4,500	0	0
12,750	14,790	19,000	0		EXPENDITURES TOTALS:	0.00	15,000	4,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
12,750	14,790	19,000	0		DEPT EXPENSES	0.00	15,000	4,500	0	0
(12,750)	(14,790)	(19,000)	0		FD-Personnel Development Totals:	0.00	(15,000)	(4,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
12,750	14,790	19,000	0		FUND EXPENSES	0.00	15,000	4,500	0	0
(12,750)	(14,790)	(19,000)	0		General Fund Totals:	0.00	(15,000)	(4,500)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
12,750	14,790	19,000	0		REPORT EXPENSES	0.00	15,000	4,500	0	0
(12,750)	(14,790)	(19,000)	0		REPORT TOTALS:	0.00	(15,000)	(4,500)	0	0

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
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 2021	\$500
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2021	\$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 2021	\$1,000
52540	Training for three (3) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore, CA	May 2021	\$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 2021	\$700
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2020	\$500
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 2020	\$550



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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
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 2021	\$250
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 2021	\$400
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 2021	\$200
52540	Fire Department Employees	Firehouse World Training Conference	San Diego, CA	February 2021	\$1,500
<b>Total:</b>					<b>\$7,000</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

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**Department:** Fire

**Program:** 4534 Personnel Development

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,000 ***(Only \$500 approved – COVID-19 Reduction)***

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 – \$1,000

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), \$500  
CDX plywood (1/2") for roof-training prop (20 @ \$25 each), \$500

52450      SPECIAL CONTRACT SERVICES – \$6,000 ***(Only \$3,000 approved – COVID-19 Reduction)***

Annual contract for policy and procedural manual update, \$3,000  
Agreement with Target Solutions for on-line OSHA mandated training, \$3,000

52540      VOCATIONAL TRAINING – \$7,000 ***(Not approved – COVID-19 Suspension)***

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	
Services and Supplies	6,800	6,800	3,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>6,800</b>	<b>6,800</b>	<b>3,000</b>	
<b>Personnel Authorized</b>	0	0	0	

**Source of Funds**

General Fund	6,800	6,800	3,000
<b>Total</b>	<b>6,800</b>	<b>6,800</b>	<b>3,000</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4536 Buildings & Grounds

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### **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>2019</u>	<u>2020</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

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### **Personnel Services**

No funding requested.

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### **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.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4536	FD-Buildings & Grounds					
				E20	Services & Supplies					
1,969	616	5,748.01	0.00	51110-400-0000	Household Expense	0.00	3,750.00	1,000.00	0.00	0.00
468	310	0.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	500.00	500.00	0.00	0.00
255	143	33.40	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	800.00	400.00	0.00	0.00
91	64	622.96	0.00	52690-400-0000	Small Equipment	0.00	750.00	400.00	0.00	0.00
344	663	395.63	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	700.00	0.00	0.00
<hr/>	<hr/>	<hr/>	<hr/>							
3,127	1,796	6,800	0		Services & Supplies Totals:	0.00	6,800	3,000	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
3,127	1,796	6,800	0		EXPENDITURES TOTALS:	0.00	6,800	3,000	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
3,127	1,796	6,800	0		DEPT EXPENSES	0.00	6,800	3,000	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
(3,127)	(1,796)	(6,800)	0		FD-Buildings & Grounds Totals:	0.00	(6,800)	(3,000)	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
3,127	1,796	6,800	0		FUND EXPENSES	0.00	6,800	3,000	0	0
<hr/>	<hr/>	<hr/>	<hr/>							
(3,127)	(1,796)	(6,800)	0		General Fund Totals:	0.00	(6,800)	(3,000)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,127	1,796	6,800	0		REPORT EXPENSES	0.00	6,800	3,000	0	0
(3,127)	(1,796)	(6,800)	0		REPORT TOTALS:	0.00	(6,800)	(3,000)	0	0

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

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**Department:** Fire

**Program:** 4536 Buildings & Grounds

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Object  
Number

51110      HOUSEHOLD EXPENSES – \$3,750 ***(Only \$1,000 approved – COVID-19 Reduction)***

Dry cleaning (strike team sleeping bags), \$200  
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,000  
Day room recliners (3 @ \$850 each), \$2,550 ***(Not approved – COVID-19 Elimination)***

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 ***(Only \$400 approved – COVID-19 Reduction)***

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690      SMALL EQUIPMENT – \$750 ***(Only \$400 approved – COVID-19 Reduction)***

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.)

52990      MISCELLANEOUS EXPENDITURES – \$1,000 ***(Only \$700 approved – COVID-19 Reduction)***

Annual service of fire extinguishers, \$700  
Emergency station generator fuel, \$300

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4539**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Medical Services

**Program Description**

Provides a program that maintains Emergency Medical Technician and Paramedic training, certifications, and medical supplies.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	49,680	49,680	49,680	
Services and Supplies	34,700	34,700	33,200	
Capital Outlay	0	0	0	
<b>Total</b>	<b>84,380</b>	<b>84,380</b>	<b>82,880</b>	
<b>Personnel Authorized</b>	0	0	0	

**Source of Funds**

EMS Paramedic Fund	84,380	84,380	82,880
<b>Total</b>	<b>84,380</b>	<b>84,380</b>	<b>82,880</b>



**DETAIL OF SALARIES AND WAGES**

**Department:** Fire

**Program:** 4539 Emergency Medical Services

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Full Time	0	0	0		0	0	
Additional Pay					49,680	49,680	
<b>Total Salaries &amp; Wages</b>					<b>49,680</b>	<b>49,680</b>	
Benefit Costs					0	0	
<b>TOTAL</b>					<b>49,680</b>	<b>49,680</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4539 Emergency Medical Services

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### **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>2017</u>	<u>2018</u>	<u>2019</u>	Estimate <u>2020</u>
Total number of ALS calls	2,152	2,542	1,708	2,085
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	3,037	2,568	2,440	2,598

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### **Personnel Services – \$49,680**

Cost allocations are as follows: Additional pay (paramedic stipends) – \$49,680.

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### **Services and Supplies – \$34,700**

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 – \$16,500; small equipment – \$2,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1180	E.M.S. - Paramedic Fund					
				4539	FD-Emergency Medical Services					
				E10	Personnel Services					
45,353	41,815	49,680.00	0.00	44380-400-0000	Paramedic Stipend	0.00	49,680.00	49,680.00	0.00	0.00
5,925	5,428	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
142	118	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
103	83	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
658	606	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
<b>52,180</b>	<b>48,050</b>	<b>49,680</b>	<b>0</b>		<b>Personnel Services Totals:</b>	<b>0.00</b>	<b>49,680</b>	<b>49,680</b>	<b>0</b>	<b>0</b>
				E20	Services & Supplies					
30	78	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
0	0	100.00	0.00	51060-400-0000	Office Supplies	0.00	100.00	100.00	0.00	0.00
6,585	9,906	10,000.00	0.00	51130-400-0000	Program Supplies	0.00	10,000.00	10,000.00	0.00	0.00
3,948	4,393	5,500.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	5,500.00	4,500.00	0.00	0.00
0	254	500.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	500.00	500.00	0.00	0.00
878	1,646	0.00	0.00	52240-400-0000	Collection Agency Fees	0.00	0.00	0.00	0.00	0.00
16,695	15,441	16,500.00	0.00	52450-400-0000	Special Contract Services	0.00	16,500.00	16,000.00	0.00	0.00
1,915	2,065	2,000.00	0.00	52690-400-0000	Small Equipment	0.00	2,000.00	2,000.00	0.00	0.00
<b>30,051</b>	<b>33,784</b>	<b>34,700</b>	<b>0</b>		<b>Services &amp; Supplies Totals:</b>	<b>0.00</b>	<b>34,700</b>	<b>33,200</b>	<b>0</b>	<b>0</b>
<b>82,232</b>	<b>81,833</b>	<b>84,380</b>	<b>0</b>		<b>EXPENDITURES TOTALS:</b>	<b>0.00</b>	<b>84,380</b>	<b>82,880</b>	<b>0</b>	<b>0</b>

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
82,232	81,833	84,380	0		DEPT EXPENSES	0.00	84,380	82,880	0	0
(82,232)	(81,833)	(84,380)	0		FD-Emergency Medical Services Tr	0.00	(84,380)	(82,880)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
82,232	81,833	84,380	0		FUND EXPENSES	0.00	84,380	82,880	0	0
(82,232)	(81,833)	(84,380)	0		E.M.S. - Paramedic Fund Totals:	0.00	(84,380)	(82,880)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
82,232	81,833	84,380	0		REPORT EXPENSES	0.00	84,380	82,880	0	0
(82,232)	(81,833)	(84,380)	0		REPORT TOTALS:	0.00	(84,380)	(82,880)	0	0

**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 ***(Only \$4,500 approved – COVID-19 Reduction)***

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.

52450      SPECIAL CONTRACT SERVICES – \$16,500 ***(Only \$16,000 approved – COVID-19 Reduction)***

Billing service for the collection of Paramedic Service Fees, \$7,680  
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

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

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

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Object  
Number

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	2,883,112	3,039,954	2,570,248	
Services and Supplies	5,198,855	5,366,954	4,409,188	
Capital Outlay	106,500	570,000	346,000	
Sewer Depreciation	57,644	73,556	73,556	
<b>Total</b>	<b>8,188,467</b>	<b>9,050,464</b>	<b>7,398,992</b>	

Personnel Authorized	29.00 (FT) 5.00 (PTB) 9.00 (PT)	30.00 (FT) 5.00 (PTB) 9.00 (PT)	29.90 (FT) 5.00 (PTB) 9.00 (PT)

### Divisional Distribution

Engineering	662,646	678,375	478,459
Street Maintenance	1,572,384	2,089,865	1,569,834
Park Maintenance	500,415	601,252	432,737
Vehicle Maintenance	388,111	448,297	341,822
Sewer Maintenance	4,235,742	4,154,175	4,000,276
Building Maintenance	829,169	1,078,500	575,864
<b>Total</b>	<b>8,188,467</b>	<b>9,050,464</b>	<b>7,398,992</b>

### Source of Funds

General Fund	2,953,938	3,247,208	2,203,491
Gas Tax Fund	961,749	1,112,722	784,791
Park Maintenance Fund	4,100	6,500	46,575
Community Dev Block Grant Fund	22,438	33,859	33,859
Air Quality Improvement Fund	0	100,000	150,000
Sewer Operating Fund	4,133,098	4,079,619	3,935,720
Sewer Replacement Fund	45,000	1,000	1,000
Sewer Capital Asset Fund	57,644	73,556	73,556
CFD 2011-1 Paseos	0	0	5,000
CFD 2011-2 Arrow Station	0	0	5,000
Pavement Impact Fee Fund	0	125,000	150,000
Equipment Replacement Fund	0	146,000	10,000
General Sanitation Fee Fund	0	125,000	0
<b>Total</b>	<b>8,188,467</b>	<b>9,050,464</b>	<b>7,398,992</b>



**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: PUBLIC WORKS**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<b>Full Time:</b>								
<u>Public Works Director</u> Noel Castillo	E		12.0	14,593			178,618	178,618
<u>P. W. Superintendent</u> Xavier Mendez	E		12.0	9,763			119,499	119,499
<u>Assistant P. W. Superintendent</u> James Diaz	A	04/14/20	9.5	5,706	2.5	5,992	70,571	70,571
<u>Engineering Division Manager</u> Steven Stanton	B	10/14/19	3.5	6,736	8.5	7,073	85,371	85,371
<u>Project Manager</u> Vacant (Unfunded)	A		12.0	0			0	0
<u>Public Works Inspector</u> Raul Molinar, Jr.	A	03/02/20	2.1	4,580	9.9	4,809	58,372	58,372
<u>Environmental Compliance Coordinator</u> Marissa Pereyda	B	01/06/20	6.2	5,083	5.8	5,337	63,718	63,718
<u>Facilities and Grounds Superintendent</u> Vacant (Unfunded)	A		12.0	0			0	0
<u>Building Maintenance Supervisor</u> Mathew Paradis	B	04/14/20	9.5	5,992	2.5	6,291	74,105	74,105

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: PUBLIC WORKS**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Leadworker - Maintenance</u>								
Vacant - COVID Freeze	A		12.0	0			0	0
John Kresback	E		12.0	4,619			56,537	56,537
Patrick Perez	A	04/14/20	9.7	3,800	2.3	3,990	46,958	46,958
Vacant	A		6.0	3,800	6.0	3,990	47,675	47,675
<u>Motor Sweeper Operator</u>								
Sergio Martinez	E		12.0	4,344			53,171	53,171
Andrew Venegas	B	07/07/19	0.2	3,753	11.8	3,940	48,188	48,188
<u>Equipment Maintenance Supervisor</u>								
Michael Lawrence	E		12.0	6,926			84,774	84,774
<u>Facilities Specialist</u>								
Jesus Escalante	B	04/14/20	9.5	4,580	2.5	4,809	56,644	56,644
<u>Maintenance Worker</u>								
Richard Herrera	C	11/11/19	4.4	3,631	7.6	3,812	45,847	45,847
Phillip Mendez	B		6.0	3,458	6.0	3,631	43,385	43,385
Alex Perez	B	11/27/19	4.9	3,458	7.1	3,631	43,578	43,578
Jeff Wheeler	E		12.0	4,003			48,997	48,997
Vacant - COVID Freeze	A		12.0	0			0	0
Vacant - COVID Freeze	A		12.0	0			0	0
<u>Graffiti Abatement Worker</u>								
Antonio Delgado	E		12.0	3,886			47,565	47,565
Vacant (Unfunded)	A		12.0	0			0	0

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: PUBLIC WORKS</b>							<b>DEPARTMENT SUMMARY</b>	
<b>Class Title/ Employee Name</b>	<b>Salary Range July 1</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Includes % Increase (if any)</b>	<b>Recommended by Administration Next Year</b>
			<b>First Rate</b>		<b>Second Rate</b>		<b>Total Salary Next Year</b>	
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>		
<u>NPDES Coordinator</u> Joe Rosales	D	11/12/19		30,000		30,000	30,000	
<u>NPDES Inspector</u> Samantha Contreras	A		6.0	4,238	6.0	4,450	53,171	53,171
<u>Office Specialist</u> Cenica Smith	E		12.0	3,786			46,341	46,341
<u>Custodian</u> Vacant	A		6.0	3,061	6.0	3,214	38,403	38,403
Vacant	A		6.0	3,061	6.0	3,214	38,403	38,403
<b><u>Administration to other Departments</u></b>								
Noel Castillo (ED 10%)							-17,862	-17,862
Maintenance Worker (CFD 2011-1)							-8,000	-8,000
CFD Personnel Costs							-9,125	-9,125
<b><u>Part Time Benefitted:</u></b>								
<u>Administrative Technician</u>								
Vacant - COVID Freeze (38 hrs w	B		12.0	0.00 hr.		hr.	0	0
<u>Equipment Maintenance Technician</u>								
Javier Robles (38 hrs week)	E		12.0	26.16 hr.			52,726	52,726
<u>Maintenance Technician</u>								
Marcos Garcia (38 hrs week)	C	07/08/19	0.3	20.95 hr.	11.7	21.99 hr.	44,269	44,269
Vacant - COVID Freeze (38 hrs w	B		12.0	0.00 hr.			0	0
Vacant - COVID Freeze (38 hrs w	A		12.0	0.00 hr.			0	0

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: PUBLIC WORKS**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		

**Part Time:**

Maintenance Worker

Gonzalo Alaniz, Jr (38 hrs week)	19.00 hr.					38,295	38,295
Chris de los Rios (38 hrs week)	23.09 hr.					46,539	46,539
Ricky Garcia (38 hrs week)	19.00 hr.					38,295	38,295
Carlos Guevara (38 hrs week)	19.00 hr.					38,295	38,295
Sergio Tafolla (38 hrs week)	19.00 hr.					38,295	38,295
Vacant (36 hrs week)	19.00 hr.					36,279	36,279
Vacant (36 hrs week)	19.00 hr.					36,279	36,279
Vacant (36 hrs week)	19.00 hr.					36,279	36,279

Senior Intern

Yamam Jamal (20 hrs week)	13.66 hr.					14,206	14,206
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Graffiti Abatement Worker

Vacant - COVID Freeze	0.00 hr					0	0
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Leadworker - Maintenance

Jeff Flanders (960 hrs year)	26.65 hr					25,584	25,584
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Salary Requirements:	(FT)					1,444,904	1,444,904
	(PTB)					96,995	96,995
	(PT)					348,346	348,346
	TOTAL					1,890,245	1,890,245

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	1.00	1.00	1.00		178,618	178,618	
Admin from other Depts					0	-17,862	
Project Manager	1.00	1.00	1.00		0	0	
Public Works Superintendent	1.00	1.00	1.00		119,499	119,499	
Asst PW Superintendent	1.00	1.00	1.00		70,571	70,571	
Engineering Division Manager	1.00	1.00	1.00		85,371	85,371	
Public Works Inspector	1.00	1.00	1.00		58,372	58,372	
Environmental Comp Coor	1.00	1.00	1.00		63,718	63,718	
Facilities and Grounds Sup	1.00	1.00	1.00		0	0	
Building Maint Supervisor	1.00	1.00	1.00		74,105	74,105	
Leadworker Maintenance	4.00	4.00	4.00		207,707	151,170	
Motor Sweeper Operator	2.00	2.00	2.00		101,359	101,359	
Admin from other Depts					-1,500	-1,500	
Equipment Maint Supervisor	1.00	1.00	1.00		84,774	84,774	
Maintenance Worker	6.00	6.00	6.00		270,051	181,807	
Admin from other Depts					-8,000	-8,000	
Graffiti Abatement Worker	1.00	2.00	2.00		47,565	47,565	
Admin from other Depts					-2,000	-2,000	
NPDES Coordinator	1.00	1.00	1.00		70,764	30,000	
NPDES Inspector	1.00	1.00	1.00		53,171	53,171	
Facilities Specialist	1.00	1.00	1.00		56,644	56,644	
Office Specialist	1.00	1.00	1.00		46,341	46,341	
Custodian	2.00	2.00	2.00		83,054	76,806	
Public Works Admin CFD Reimb					-5,625	-5,625	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00		46,469	0	
Equipment Maintenance Tech	1.00	1.00	1.00		52,726	52,726	
Maintenance Technician	3.00	3.00	3.00		125,007	44,269	
<b><u>Part-Time</u></b>							
Maintenance Worker	6.00	6.00	6.00		235,998	308,556	
Senior Intern	1.00	1.00	1.00		14,206	14,206	
Graffiti Abatement Worker	1.00	1.00	1.00		18,240	0	
Leadworker Maintenance	1.00	1.00	1.00		25,584	25,584	
Full Time	29.00	30.00	30.00		1,671,684	1,479,891	
Admin other Departments			-0.10		-17,125	-34,987	
Total FT Positions/Salaries			29.90		1,654,559	1,444,904	
Part Time Benefitted	5.00	5.00	5.00		224,202	96,995	
Part Time	9.00	9.00	9.00		294,028	348,346	
Overtime					75,700	41,000	
Additional Pay					900	900	
Total Salaries & Wages					2,249,389	1,932,145	
Benefit Costs					585,462	465,427	
PERS Benefit Costs					205,103	178,680	
Benefit Costs other Depts					0	-6,004	
Total Benefit Costs					790,565	638,103	
<b>TOTAL</b>					<b>3,039,954</b>	<b>2,570,248</b>	

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
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	372,897	398,449	282,299	
Services and Supplies	254,749	279,926	196,160	
Capital Outlay	35,000	0	0	
<b>Total</b>	<b>662,646</b>	<b>678,375</b>	<b>478,459</b>	

<b>Personnel Authorized</b>	3.95 (FT) 0.60 (PTB)	3.95 (FT) 0.60 (PTB)	3.85 (FT) 0.60 (PTB)
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### Department Distribution

Management & Construction	353,570	370,303	232,387
Public Works Inspection	126,925	90,138	88,138
Traffic Safety Engineering	182,151	217,934	157,934
<b>Total</b>	<b>662,646</b>	<b>678,375</b>	<b>478,459</b>

### Source of Funds

General Fund	511,646	472,375	332,459
Gas Tax Fund	140,500	206,000	146,000
Equipment Replacement Fund	10,500	0	0
<b>Total</b>	<b>662,646</b>	<b>678,375</b>	<b>478,459</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4641**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	269,821	296,377	182,227	
Services and Supplies	83,749	73,926	50,160	
Capital Outlay	0	0	0	
<b>Total</b>	<b>353,570</b>	<b>370,303</b>	<b>232,387</b>	

<b>Personnel Authorized</b>	3.10 (FT) 0.60 (PTB)	3.10 (FT) 0.60 (PTB)	3.00 (FT) 0.60 (PTB)
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**Source of Funds**

General Fund	353,570	370,303	232,387
<b>Total</b>	<b>353,570</b>	<b>370,303</b>	<b>232,387</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** 4641 Management & Construction

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Works Director	0.20	0.20	0.20		35,724	35,724	
Admin other Depts			-0.10			-17,862	
			<u>0.10</u>			<u>17,862</u>	
Engineering Division Manager	0.70	0.70	0.70		59,760	59,760	
Project Manager (Unfunded)	0.70	0.70	0.70		0	0	
NPDES Coordinator	0.75	0.75	0.75		53,073	22,500	
NPDES Inspector	0.75	0.75	0.75		39,878	39,878	
Public Works Admin CFD Reimb					-5,625	-5,625	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	0.60	0.60	0.60		27,881	0	
Full Time	3.10	3.10	3.10		188,435	157,862	
Admin other Departments			-0.10		-5,625	-23,487	
Total FT Positions/Salaries	3.10	3.10	3.00		0	134,375	
Part Time Benefitted	0.60	0.60	0.60		27,881	0	
Overtime					2,500	2,500	
Total Salaries & Wages					213,191	136,875	
Benefit Costs					57,735	35,247	
PERS Benefit Costs					25,451	16,107	
Benefit Costs other Depts					0	-6,002	
Total Benefit Costs					83,186	45,352	
<b>TOTAL</b>					<b>296,377</b>	<b>182,227</b>	



## 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

	<u>2018-2019</u>	<u>1st 6 Mos. 2019-2020</u>	<u>Estimate 2020-2021</u>
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 – \$296,377

Salary requests are for: Public Works Director/City Engineer (0.20) – \$35,724; Engineering Division Manager (0.70) – \$59,7608; NPDES Coordinator (0.75) – \$53,073; NPDES Inspector (0.75) – \$39,878; Administrative Technician (0.60/part-time benefitted) – \$27,881. Cost allocations are as follows: full-time salaries – \$188,435; part-time benefitted salaries – \$27,881; Admin Other Departments – <\$5,625>; overtime – \$2,500; benefit costs – \$83,186.

### Services and Supplies – \$73,926

Funding requested is for: books and publications – \$500; uniforms – \$1,500; program supplies – \$1,500; license/permits/certificates – \$725; dues and memberships – \$1,580; travel and meetings – \$5,420; mileage/auto allowance – \$5,460; special consulting services – \$7,000; plan check service – \$100,000; plan check service – reimbursed - <\$100,000>; special lab testing – \$320; special contract services – \$40,726; vocational training – \$2,000; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

### Capital Outlay

No funding requested.

# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4641	PW-Management & Construction					
				E10	Personnel Services					
198,444	213,493	174,729.00	0.00	41010-400-0000	Regular Earnings	0.00	188,435.00	140,000.00	0.00	0.00
0	0	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	41010-400-1600	Regular Wages - ATP	0.00	0.00	0.00	0.00	0.00
(5,625)	(5,625)	-5,625.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-5,625.00	-5,625.00	0.00	0.00
45,078	35,810	25,279.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	27,881.00	0.00	0.00	0.00
12,674	5,843	2,500.00	0.00	43010-400-0000	Overtime	0.00	2,500.00	2,500.00	0.00	0.00
1,743	1,712	3,041.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,223.00	1,710.00	0.00	0.00
0	0	41,880.00	0.00	45220-400-0000	Benefit Plan	0.00	45,900.00	23,760.00	0.00	0.00
0	1,127	1,700.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,786.00	893.00	0.00	0.00
17,783	21,165	20,270.00	0.00	45250-400-0000	P.E.R.S.	0.00	25,451.00	16,107.00	0.00	0.00
1,036	1,113	842.00	0.00	45270-400-0000	LTD Insurance	0.00	911.00	494.00	0.00	0.00
982	1,028	737.00	0.00	45290-400-0000	Life Insurance	0.00	1,049.00	684.00	0.00	0.00
4,682	3,805	2,901.00	0.00	45330-400-0000	Medicare	0.00	3,137.00	1,704.00	0.00	0.00
2,805	2,221	1,567.00	0.00	45340-400-0000	Social Security	0.00	1,729.00	0.00	0.00	0.00
279,603	281,691	269,821	0		Personnel Services Totals:	0.00	296,377	182,227	0	0
				E20	Services & Supplies					
296	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	250.00	0.00	0.00
0	757	600.00	0.00	51100-400-0000	Uniforms	0.00	1,500.00	600.00	0.00	0.00
668	52	1,000.00	0.00	51130-400-0000	Program Supplies	0.00	1,500.00	650.00	0.00	0.00
236	299	750.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	725.00	500.00	0.00	0.00
600	584	1,000.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,580.00	600.00	0.00	0.00
708	4,658	3,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,420.00	0.00	0.00	0.00
3,640	5,460	2,730.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	5,460.00	5,460.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
600	750	5,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	7,000.00	2,000.00	0.00	0.00
99,326	113,172	80,000.00	0.00	52270-400-0000	Plan Check Service	0.00	100,000.00	100,000.00	0.00	0.00
0	0	-80,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-100,000.00	-100,000.00	0.00	0.00
200	0	320.00	0.00	52420-400-0000	Special Lab Testing	0.00	320.00	200.00	0.00	0.00
55,315	95,384	62,042.00	0.00	52450-400-0000	Special Contract Services	0.00	40,726.00	35,000.00	0.00	0.00
251	85	1,650.00	0.00	52540-400-0000	Vocational Training	0.00	2,000.00	0.00	0.00	0.00
4,341	3,866	3,957.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	4,695.00	3,900.00	0.00	0.00
1,077	58	1,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,500.00	1,000.00	0.00	0.00
167,257	225,124	83,749	0		Services & Supplies Totals:	0.00	73,926	50,160	0	0
446,860	506,815	353,570	0		EXPENDITURES TOTALS:	0.00	370,303	232,387	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
446,860	506,815	353,570	0		DEPT EXPENSES	0.00	370,303	232,387	0	0
(446,860)	(506,815)	(353,570)	0		PW-Management & Construction T	0.00	(370,303)	(232,387)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
446,860	506,815	353,570	0		FUND EXPENSES	0.00	370,303	232,387	0	0
(446,860)	(506,815)	(353,570)	0		General Fund Totals:	0.00	(370,303)	(232,387)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
446,860	506,815	353,570	0		REPORT EXPENSES	0.00	370,303	232,387	0	0
(446,860)	(506,815)	(353,570)	0		REPORT TOTALS:	0.00	(370,303)	(232,387)	0	0

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

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Noel Castillo, Public Works Director/ City Engineer Steve Stanton, Engineering Division Manager Raul Molinar, Public Works Inspector Jim Diaz, Assist. Public Works Superintendent Xavier Mendez, Public Works Superintendent Samantha Contreras, Administrative Technician Mathew Paradis, Building Maintenance Supervisor Joe Rosales, NPDES Coordinator Marissa Pereyda, Environmental Compliance Coordinator	Quarterly Luncheon meetings with Monte Vista Water District	Montclair, CA	Quarterly	\$1,000
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

**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	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 2020	\$710
	Vacant, NPDES Inspector				\$710
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, 2020	\$1,400
	Vacant, NPDES Inspector				\$1,400
<b>Total</b>					<b>\$5,420</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est Expense</b>
52540	Steve Stanton, Engineering Division 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	\$400
52540	Raul Molinar, 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	\$400
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	\$600
52540	Vacant, 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
				<b>Total:</b>	<b>\$2,000</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

**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 <b>(Only \$250 approved – COVID-19 Reduction)</b>		
	The 2020/2021 Standard Specifications for Public Works Construction update is due to be released in March 2021; and other updates to standards and specifications.		
51100	<u>UNIFORMS</u> – \$1,500 <b>(Only \$600 approved – COVID-19 Reduction)</b>		
	Rental and cleaning of uniforms and purchase of work boots for Division Personnel.		
51130	<u>PROGRAM SUPPLIES</u> – \$1,500 <b>(Only \$650 approved – COVID-19 Reduction)</b>		
	Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500. Materials distributed at community events such as Earth Day, \$1,000.		
51150	<u>LICENSE/PERMITS/CERTIFICATES</u> – \$725 <b>(Only \$500 approved – COVID-19 Reduction)</b>		
	<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	\$100
	Joe Rosales, NPDES Coordinator	Grade 2 Collection Systems Maintenance	\$110
	Joe Rosales, NPDES Coordinator	Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)	\$130
	Joe Rosales, NPDES Coordinator	Certified Municipal Separate Storm Sewer System Specialist (CPMS)	\$135
	Marissa Pereyda, Environmental Compliance Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$100
52120	<u>DUES AND MEMBERSHIPS</u> – \$1,580 <b>(Only \$600 approved – COVID-19 Reduction)</b>		
	<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, Asst Public Works Superintendent	Membership in American Public Works Association	\$255
	Marissa Pereyda, Environmental Compliance Coordinator	California Water Environment Association	\$200
	Joe Rosales, NPDES Coordinator	California Water Environment Association	\$200
	Joe Rosales, NPDES Coordinator	California Stormwater Quality Association (QSP)	\$135
	Joe Rosales, NPDES Coordinator	Envirocert International Membership	\$135

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

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

- 52130      TRAVEL AND MEETINGS – \$5,420 **(Not approved – COVID-19 Suspension)**  
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 \$2,000 approved – COVID-19 Reduction)**  
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 – \$100,000  
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 (\$50,000) and development conditions of approval (\$50,000).
- 52271      PLAN CHECK SERVICE REIMBURSEMENT – <\$100,000>  
Reimbursement to the City for Plan Check Service.
- 52420      SPECIAL LAB TESTING – \$320 **(Only \$200 approved – COVID-19 Reduction)**  
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**

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$40,726 ***(Only \$35,000 approved – COVID-19 Reduction)***

UNDERGROUND SERVICE ALERT – \$3,150

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 plus a regulatory fee of \$80 per month.

NPDES – \$9,958

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 (San Bernardino Flood had some existing revenues which are being credited to the City this year). 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%.

PLANET BIDS - \$4,641

The state requires that projects be publically advertised. Planetbids is a web-based bid management system that meets state advertising requirements for Capital Improvements projects.

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

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

- 52540      VOCATIONAL TRAINING – \$2,000 **(Not approved – COVID-19 Suspension)**  
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 – \$4,695 **(Only \$3,900 approved – COVID-19 Reduction)**  
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.
- 52990      MISCELLANEOUS EXPENDITURES – \$2,500 **(Only \$1,000 approved – COVID-19 Reduction)**  
Anticipated miscellaneous expenditures include purchase of new chair for Noel Castillo, 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; miscellaneous office supplies, etc.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4642**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	91,925	90,138	88,138	
Services and Supplies	0	0	0	
Capital Outlay	35,000	0	0	
<b>Total</b>	<b>126,925</b>	<b>90,138</b>	<b>88,138</b>	

<b>Personnel Authorized</b>	0.80 (FT)	0.80 (FT)	0.80 (FT)
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**Source of Funds**

General Fund	91,925	90,138	88,138
Gas Tax	24,500	0	0
Equipment Replacement Fund	10,500	0	0
<b>Total</b>	<b>126,925</b>	<b>90,138</b>	<b>88,138</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4642 Public Works Inspection

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	0.10	0.10	0.10		17,862	17,862	
Public Works Inspector	0.70	0.70	0.70		40,860	40,860	
Full Time	0.80	0.80	0.80		58,722	58,722	
Overtime					10,000	8,000	
Total Salaries & Wages					68,722	66,722	
Benefit Costs					14,345	14,345	
PERS Benefit Costs					7,071	7,071	
Total Benefit Costs					21,416	21,416	
<b>TOTAL</b>					<b>90,138</b>	<b>88,138</b>	

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2018-2019</u>	<u>1st 6 mos. 2019-2020</u>	<u>Estimate 2020-2021</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 – \$90,138**

Salary requests are for: Public Works Director/City Engineer (0.10) – \$17,862; Public Works Inspector (0.70) – \$40,860. Cost allocations are as follows: full-time salaries – \$58,722; overtime – \$10,000; benefit costs – \$21,416.

**Services and Supplies**

No funding requested.

**Capital Outlay**

No funding requested.

# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:36PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4642	PW-Inspection					
				E10	Personnel Services					
83,377	84,185	62,404.00	0.00	41010-400-0000	Regular Earnings	0.00	58,722.00	58,722.00	0.00	0.00
9,681	4,562	8,000.00	0.00	43010-400-0000	Overtime	0.00	10,000.00	8,000.00	0.00	0.00
917	200	1,048.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	404.00	404.00	0.00	0.00
0	0	10,800.00	0.00	45220-400-0000	Benefit Plan	0.00	11,700.00	11,700.00	0.00	0.00
0	682	850.00	0.00	45240-400-0000	Deferred Compensation	0.00	893.00	893.00	0.00	0.00
7,163	8,662	7,411.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,071.00	7,071.00	0.00	0.00
318	369	263.00	0.00	45270-400-0000	LTD Insurance	0.00	247.00	247.00	0.00	0.00
278	371	244.00	0.00	45290-400-0000	Life Insurance	0.00	250.00	250.00	0.00	0.00
1,369	1,291	905.00	0.00	45330-400-0000	Medicare	0.00	851.00	851.00	0.00	0.00
103,103	100,320	91,925	0		Personnel Services Totals:	0.00	90,138	88,138	0	0
103,103	100,320	91,925	0		EXPENDITURES TOTALS:	0.00	90,138	88,138	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
103,103	100,320	91,925	0		DEPT EXPENSES	0.00	90,138	88,138	0	0
(103,103)	(100,320)	(91,925)	0		PW-Inspection Totals:	0.00	(90,138)	(88,138)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
103,103	100,320	91,925	0		FUND EXPENSES	0.00	90,138	88,138	0	0
(103,103)	(100,320)	(91,925)	0		General Fund Totals:	0.00	(90,138)	(88,138)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	24,500.00	0.00	1102 4642 E30 62020-400-0000	Gas Tax Fund PW-Inspection Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	24,500	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	24,500	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	24,500	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(24,500)	0		PW-Inspection Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	24,500	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(24,500)	0		Gas Tax Fund Totals:	0.00	0	0	0	0
0	0	10,500.00	0.00	1750 4642 E30 62020-400-0000	Equipment Replacement Fund PW-Inspection Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	10,500	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	10,500	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	10,500	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(10,500)	0		PW-Inspection Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	10,500	0		FUND EXPENSES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	(10,500)	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
103,103	100,320	126,925	0		REPORT EXPENSES	0.00	90,138	88,138	0	0
(103,103)	(100,320)	(126,925)	0		REPORT TOTALS:	0.00	(90,138)	(88,138)	0	0



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4644**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	11,151	11,934	11,934	
Services and Supplies	171,000	206,000	146,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>182,151</b>	<b>217,934</b>	<b>157,934</b>	

<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)
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**Source of Funds**

General Fund	66,151	11,934	11,934
Gas Tax Fund	116,000	206,000	146,000
<b>Total</b>	<b>182,151</b>	<b>217,934</b>	<b>157,934</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4644 Traffic Safety Engineering

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	0.05	0.05	0.05		8,931	8,931	
Full Time	0.05	0.05	0.05		8,931	8,931	
Benefit Costs					1,690	1,690	
PERS Benefit Costs					1,313	1,313	
Total Benefit Costs					3,003	3,003	
<b>TOTAL</b>					<b>11,934</b>	<b>11,934</b>	

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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	47	48
Reports, studies, investigations	1	1	2
Citizen requests	40	20	40
Traffic Counts	20	0	10

**Personnel Services – \$11,934**

Salary requests are for: Public Works Director/City Engineer (0.05) – \$8,931. Cost allocations are as follows: full-time salaries – \$8,931; benefit costs – \$3,003.

**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.

# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:36PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4644	PW-Traffic Safety Engineering					
				E10	Personnel Services					
7,279	8,118	8,501.00	0.00	41010-400-0000	Regular Earnings	0.00	8,931.00	8,931.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	202.00	202.00	0.00	0.00
0	0	780.00	0.00	45220-400-0000	Benefit Plan	0.00	810.00	810.00	0.00	0.00
0	170	425.00	0.00	45240-400-0000	Deferred Compensation	0.00	447.00	447.00	0.00	0.00
538	889	1,226.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,313.00	1,313.00	0.00	0.00
19	33	36.00	0.00	45270-400-0000	LTD Insurance	0.00	38.00	38.00	0.00	0.00
30	55	60.00	0.00	45290-400-0000	Life Insurance	0.00	63.00	63.00	0.00	0.00
107	118	123.00	0.00	45330-400-0000	Medicare	0.00	130.00	130.00	0.00	0.00
7,974	9,385	11,151	0		Personnel Services Totals:	0.00	11,934	11,934	0	0
				E20	Services & Supplies					
32,119	52,765	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
56,780	63,915	55,000.00	0.00	52260-400-0000	Architecture/Engineering Svcs	0.00	0.00	0.00	0.00	0.00
88,899	116,680	55,000	0		Services & Supplies Totals:	0.00	0	0	0	0
96,873	126,064	66,151	0		EXPENDITURES TOTALS:	0.00	11,934	11,934	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
96,873	126,064	66,151	0		DEPT EXPENSES	0.00	11,934	11,934	0	0
(96,873)	(126,064)	(66,151)	0		PW-Traffic Safety Engineering Totals	0.00	(11,934)	(11,934)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
96,873	126,064	66,151	0		FUND EXPENSES	0.00	11,934	11,934	0	0
(96,873)	(126,064)	(66,151)	0		General Fund Totals:	0.00	(11,934)	(11,934)	0	0
				1102	Gas Tax Fund					
				4644	PW-Traffic Safety Engineering					
				E20	Services & Supplies					
(32,119)	(52,765)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
29,313	40,538	35,000.00	0.00	52040-400-0000	Maintenance - Traffic Signals	0.00	45,000.00	30,000.00	0.00	0.00
85,789	112,248	80,000.00	0.00	52060-400-0000	Extraordinary Signal Maintenanc	0.00	85,000.00	65,000.00	0.00	0.00
0	0	0.00	0.00	52260-400-0000	Architecture/Engineering Svcs	0.00	75,000.00	50,000.00	0.00	0.00
0	0	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
82,983	100,022	116,000	0		Services & Supplies Totals:	0.00	206,000	146,000	0	0
82,983	100,022	116,000	0		EXPENDITURES TOTALS:	0.00	206,000	146,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
82,983	100,022	116,000	0		DEPT EXPENSES	0.00	206,000	146,000	0	0
(82,983)	(100,022)	(116,000)	0		PW-Traffic Safety Engineering Totals	0.00	(206,000)	(146,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
82,983	100,022	116,000	0		FUND EXPENSES	0.00	206,000	146,000	0	0
(82,983)	(100,022)	(116,000)	0		Gas Tax Fund Totals:	0.00	(206,000)	(146,000)	0	0
				1104	Measure I Fund					
				4644	PW-Traffic Safety Engineering					
				E20	Services & Supplies					
0	3,577	0.00	0.00	52190-400-1651	Safety Analysis-SSARP	0.00	0.00	0.00	0.00	0.00
0	3,577	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	3,577	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	3,577	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(3,577)	0	0		PW-Traffic Safety Engineering Totz	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	3,577	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(3,577)	0	0		Measure I Fund Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4644	PW-Traffic Safety Engineering					
				E20	Services & Supplies					
0	32,193	0.00	0.00	52190-400-1651	Safety Analysis-SSARP	0.00	0.00	0.00	0.00	0.00
0	32,193	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	32,193	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	32,193	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(32,193)	0	0		PW-Traffic Safety Engineering Totz	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	32,193	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(32,193)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
179,856	261,856	182,151	0		REPORT EXPENSES	0.00	217,934	157,934	0	0
(179,856)	(261,856)	(182,151)	0		REPORT TOTALS:	0.00	(217,934)	(157,934)	0	0

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

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**Department:** Public Works

**Program:** 4644 Traffic Safety Engineering

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Object  
Number

52040      MAINTENANCE – TRAFFIC SIGNALS – \$45,000 *(Only \$30,000 approved – COVID-19 Reduction)*

Monthly routine and preventative maintenance checks of the City's 48 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 \$77.76 per month per signalized intersection. (Gas Tax Fund)

52060      EXTRAORDINARY SIGNAL MAINTENANCE – \$85,000 *(Only \$65,000 approved – COVID-19 Reduction)*

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, video detection, 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 \$50,000 approved – COVID-19 Reduction)*

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 & Central/UPRR grade separation projects, expected to continue through the end of FY 20/21. 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. (Gas Tax Fund)

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. (Gas Tax Fund)



## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
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	644,956	730,585	563,984	
Services and Supplies	897,428	910,280	659,850	
Capital Outlay	30,000	449,000	346,000	
<b>Total</b>	<b>1,572,384</b>	<b>2,089,865</b>	<b>1,569,834</b>	

Personnel Authorized	7.00 (FT) 1.00 (PTB) 3.13 (PT)	8.20 (FT) 1.00 (PTB) 3.13 (PT)	8.20 (FT) 1.00 (PTB) 3.13 (PT)

### Department Distribution

Graffiti Abatement	113,406	128,958	108,823
Street Maintenance	1,159,375	1,291,544	859,048
Signing & Painting	148,737	148,360	110,460
Street Sweeping	150,866	521,003	491,503
<b>Total</b>	<b>1,572,384</b>	<b>2,089,865</b>	<b>1,569,834</b>

### Source of Funds

General Fund	728,697	774,284	567,184
Gas Tax Fund	821,249	906,722	638,791
Community Dev Block Grant Fund	22,438	33,859	33,859
Air Quality Improvement Fund	0	100,000	150,000
Sewer Operating Fund	0	0	10,000
CFD 2011-1 Paseos	0	0	5,000
CFD 2011-2 Arrow Station	0	0	5,000
Pavement Impact Fee Fund	0	125,000	150,000
Equipment Replacement Fund	0	25,000	10,000
General Sanitation Fee Fund	0	125,000	0
<b>Total</b>	<b>1,527,384</b>	<b>2,089,865</b>	<b>1,569,834</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4645**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Graffiti Abatement

**Program Description**

Remove graffiti from public property and selected locations on residential and commercial structures throughout the City.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	96,006	100,058	80,423	
Services and Supplies	17,400	12,900	12,400	
Capital Outlay	0	16,000	16,000	
<b>Total</b>	<b>113,406</b>	<b>128,958</b>	<b>108,823</b>	

<b>Personnel Authorized</b>	1.10 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	90,968	95,099	74,964
Community Dev Block Grant Fund	22,438	33,859	33,859
<b>Total</b>	<b>113,406</b>	<b>128,958</b>	<b>108,823</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4645 Graffiti Abatement

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Superintendent	0.05	0.05	0.05		5,975	5,975	
Asst Public Works Superintendent	0.05	0.05	0.05		3,529	3,529	
Graffiti Abatement Worker	1.00	1.50	1.50		47,565	47,565	
Graffiti Abatement CFD Reimb					-2,000	-2,000	
<b><u>Part-Time</u></b>							
Graffiti Abatement Worker	1.00	1.00	1.00		18,240	0	
Full Time	1.10	1.60	1.60		57,069	57,069	
Admin other Departments					-2,000	-2,000	
Part Time	1.00	1.00	1.00		18,240	0	
Additional Pay					450	450	
Overtime					500	500	
Total Salaries & Wages					74,259	56,019	
Benefit Costs					19,074	17,679	
PERS Benefit Costs					6,725	6,725	
Total Benefit Costs					25,799	24,404	
<b>TOTAL</b>					<b>100,058</b>	<b>80,423</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4645 Graffiti Abatement

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### **Work Program**

1. Removal of graffiti from public and private property by City crews.
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### **Units of Measure**

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	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimated 2020–21</u>
Locations graffiti abated	2,933	1,165	3,000

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### **Personnel Services – \$100,058**

Salary requests are for: Public Works Superintendent (0.05) – \$5,858; Asst. Public Works Superintendent (0.05) – \$3,459; Graffiti Abatement Worker (1.50) – \$46,632; Graffiti Abatement Worker (1.00/part-time) – \$18,240. Cost allocations are as follows: full-time salaries – \$55,949; part-time salaries – \$18,240; admin other departments – <\$2,000>; additional pay - \$450; overtime – \$500; benefit costs – \$25,799.

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### **Services and Supplies – \$12,900**

Funding requested is for: uniforms – \$1,400; program supplies – \$1,500; materials – miscellaneous maintenance and repair – \$10,000.

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### **Capital Outlay – \$16,000**

Funding requested is for: One Hi-Temp Steamer Pressure Washer.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:36PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4645	PW-Graffiti Abatement					
				E10	Personnel Services					
29,530	12,173	52,319.00	0.00	41010-400-0000	Regular Earnings	0.00	57,069.00	57,069.00	0.00	0.00
(15,789)	(14,570)	-8,038.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-8,459.00	-8,459.00	0.00	0.00
20,494	18,978	21,523.00	0.00	42020-400-0000	Part Time Wages	0.00	18,240.00	0.00	0.00	0.00
594	163	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
401	263	131.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
0	0	450.00	0.00	44250-400-0000	Bilingual Pay	0.00	450.00	450.00	0.00	0.00
0	0	13,980.00	0.00	45220-400-0000	Benefit Plan	0.00	15,930.00	15,930.00	0.00	0.00
424	454	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
3,000	1,505	6,034.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,725.00	6,725.00	0.00	0.00
117	52	220.00	0.00	45270-400-0000	LTD Insurance	0.00	240.00	240.00	0.00	0.00
148	86	217.00	0.00	45290-400-0000	Life Insurance	0.00	228.00	228.00	0.00	0.00
740	458	1,070.00	0.00	45330-400-0000	Medicare	0.00	1,092.00	828.00	0.00	0.00
0	0	1,334.00	0.00	45340-400-0000	Social Security	0.00	1,131.00	0.00	0.00	0.00
39,660	19,560	89,968	0		Personnel Services Totals:	0.00	93,599	73,964	0	0
				E20	Services & Supplies					
231	785	1,000.00	0.00	51130-400-0000	Program Supplies	0.00	1,500.00	1,000.00	0.00	0.00
1,308	4,637	0.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	0.00	0.00	0.00
1,539	5,423	1,000	0		Services & Supplies Totals:	0.00	1,500	1,000	0	0
41,200	24,983	90,968	0		EXPENDITURES TOTALS:	0.00	95,099	74,964	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
41,200	24,983	90,968	0		DEPT EXPENSES	0.00	95,099	74,964	0	0
(41,200)	(24,983)	(90,968)	0		PW-Graffiti Abatement Totals:	0.00	(95,099)	(74,964)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
41,200	24,983	90,968	0		FUND EXPENSES	0.00	95,099	74,964	0	0
(41,200)	(24,983)	(90,968)	0		General Fund Totals:	0.00	(95,099)	(74,964)	0	0
				1132	Community Development Block Gr					
				4645	PW-Graffiti Abatement					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Graffiti - Reg Wages	0.00	0.00	0.00	0.00	0.00
13,789	13,570	6,038.00	0.00	41011-400-0000	Reg Wages Reimb-Graffiti	0.00	6,459.00	6,459.00	0.00	0.00
0	0	0.00	0.00	42020-400-0000	Graffiti-Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	43010-400-0000	Graffiti - Overtime	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	44170-400-0000	Graffiti - Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Graffiti - Benefit Plan	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Graffiti - Deferred Comp	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	Graffiti - PERS	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	Graffiti - LTD Insurance	0.00	0.00	0.00	0.00	0.00
13,789	13,570	6,038	0		Personnel Services Totals:	0.00	6,459	6,459	0	0
				E20	Services & Supplies					
635	766	1,400.00	0.00	51100-400-0000	Graffiti - Uniforms	0.00	1,400.00	1,400.00	0.00	0.00
13,576	10,707	15,000.00	0.00	51410-400-0000	Graffiti -Mtrls Maint & Repair	0.00	10,000.00	10,000.00	0.00	0.00
14,211	11,473	16,400	0		Services & Supplies Totals:	0.00	11,400	11,400	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Graffiti - Trans & Work Equip	0.00	16,000.00	16,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	16,000	16,000	0	0
28,000	25,043	22,438	0		EXPENDITURES TOTALS:	0.00	33,859	33,859	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
28,000	25,043	22,438	0		DEPT EXPENSES	0.00	33,859	33,859	0	0
(28,000)	(25,043)	(22,438)	0		PW-Graffiti Abatement Totals:	0.00	(33,859)	(33,859)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
28,000	25,043	22,438	0		FUND EXPENSES	0.00	33,859	33,859	0	0
(28,000)	(25,043)	(22,438)	0		Community Development Block Gr	0.00	(33,859)	(33,859)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
69,200	50,026	113,406	0		REPORT EXPENSES	0.00	128,958	108,823	0	0
(69,200)	(50,026)	(113,406)	0		REPORT TOTALS:	0.00	(128,958)	(108,823)	0	0

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

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**Department:** Public Works

**Program:** 4645 Graffiti Abatement

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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 – \$1,500 ***(Only \$1,000 approved – COVID-19 Reduction)***

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$10,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)



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

**Department:** Public Works

**Program:** 4645 Graffiti Abatement

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	Hi-Temp Pressure Washer	This is a high temperature steam pressure washer for removing graffiti off surfaces, which require a higher temperature to remove stains and help to disinfect and sterilize surfaces to prevent the spread of germs and viruses. (CDBG Fund)	\$16,000
<b>Total:</b>			<b>\$16,000</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4646**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	333,097	387,864	249,098	
Services and Supplies	796,278	820,680	609,950	
Capital Outlay	30,000	83,000	0	
<b>Total</b>	<b>1,159,375</b>	<b>1,291,544</b>	<b>859,048</b>	

<b>Personnel Authorized</b>	2.70 (FT) 1.00 (PTB) 2.13 (PT)	3.40 (FT) 1.00 (PTB) 2.13 (PT)	3.40 (FT) 1.00 (PTB) 2.13 (PT)
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**Source of Funds**

General Fund	592,582	621,568	440,323
Gas Tax Fund	566,793	644,976	418,725
Equipment Replacement Fund	0	25,000	0
<b>Total</b>	<b>1,159,375</b>	<b>1,291,544</b>	<b>859,048</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4646 Street Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Superintendent	0.05	0.05	0.05		5,975	5,975	
Asst Public Works Superintend	0.05	0.05	0.05		3,529	3,529	
Leadworker Maintenance	0.85	1.25	1.25		66,062	54,322	
Maintenance Worker	1.60	1.65	1.65		68,511	6,537	
Graffiti Abatement Worker	0.00	0.25	0.25		0	0	
Office Specialist	0.15	0.15	0.15		6,951	6,951	
<b><u>Part-Time Benefitted</u></b>							
Maintenance Technician	1.00	1.00	1.00		39,755	4,427	
<b><u>Part-Time</u></b>							
Maintenance Worker	1.98	1.98	1.98		77,878	101,822	
Leadworker Maintenance	0.15	0.15	0.15		3,838	3,838	
Full Time	2.70	3.40	3.40		151,028	77,314	
Part Time Benefitted	1.00	1.00	1.00		39,755	4,427	
Part Time	2.13	2.13	2.13		81,716	105,660	
Additional Pay					225	225	
Overtime					18,000	15,000	
Total Salaries & Wages					290,724	202,626	
Benefit Costs					80,193	37,544	
PERS Benefit Costs					16,947	8,928	
Total Benefit Costs					97,140	46,472	
<b>TOTAL</b>					<b>387,864</b>	<b>249,098</b>	

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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**

	<u>2018–19</u>	1st 6 mos. <u>2019–20</u>	Estimate <u>2020–21</u>
Tons of asphaltic concrete placed	20	6	60
Pounds of crack seal placed	1,200	1,400	10,000
Square footage of sidewalk removed and replaced	150	75	200
Remove and replace curb and gutter (lin. ft.)	10	0	40
Flood control facilities maintained (lin. ft.)	24,000	12,000	24,000

**Personnel Services – \$387,864**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Leadworker Maintenance (1.25) – \$66,062; Maintenance Worker (1.65) – \$68,511; Office Specialist (0.15) – \$6,951; Maintenance Technician (1.00/part-time benefitted) – \$39,755; Leadworker Maintenance (0.15/part-time) – \$3,838; Maintenance Worker (1.98/part-time) - \$77,878. Cost allocations are as follows: full-time salaries – \$151,028; part-time benefitted salaries – \$39,755; part-time salaries – \$81,716; additional pay – \$225; overtime – \$18,000; benefit costs – \$97,140.

**Services and Supplies – \$820,680**

Funding requested is for: uniforms – \$7,250; program supplies – \$2,000; license/permits/certificates – \$400; materials – asphalt mix – \$10,000; materials – cement/sand/gravel – \$3,500; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$10,000; dues and memberships – \$280; street lighting – \$400,000; special contract services – \$374,000; educational grants – \$2,000; vocational training – \$7,250; rent – equipment – \$2,500.

**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.

# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4646	PW-Street Maintenance					
				E10	Personnel Services					
57,949	38,263	63,734.00	0.00	41010-400-0000	Regular Earnings	0.00	65,898.00	34,911.00	0.00	0.00
17,013	34,155	3,725.00	0.00	42020-400-0000	Part Time Wages	0.00	3,838.00	3,838.00	0.00	0.00
8,749	9,305	32,794.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	35,328.00	0.00	0.00	0.00
0	0	0.00	0.00	42021-400-1799	PT Wages Reimb - Caltrans	0.00	0.00	0.00	0.00	0.00
9,158	15,226	17,000.00	0.00	43010-400-0000	Overtime	0.00	17,000.00	14,000.00	0.00	0.00
1,031	0	0.00	0.00	43010-400-4202	Overtime	0.00	0.00	0.00	0.00	0.00
456	394	131.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
0	0	225.00	0.00	44250-400-0000	Bilingual Pay	0.00	225.00	225.00	0.00	0.00
0	0	24,336.00	0.00	45220-400-0000	Benefit Plan	0.00	39,582.00	14,202.00	0.00	0.00
636	680	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
6,030	4,255	7,280.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,686.00	4,315.00	0.00	0.00
701	308	407.00	0.00	45270-400-0000	LTD Insurance	0.00	426.00	146.00	0.00	0.00
397	351	320.00	0.00	45290-400-0000	Life Insurance	0.00	499.00	207.00	0.00	0.00
1,761	1,802	1,125.00	0.00	45330-400-0000	Medicare	0.00	1,749.00	788.00	0.00	0.00
3,272	4,242	2,264.00	0.00	45340-400-0000	Social Security	0.00	2,429.00	238.00	0.00	0.00
107,153	108,980	153,569	0		Personnel Services Totals:	0.00	175,113	73,323	0	0
				E20	Services & Supplies					
625	3,945	3,188.00	0.00	51100-400-0000	Uniforms	0.00	3,625.00	3,000.00	0.00	0.00
333	439	400.00	0.00	51130-400-0000	Program Supplies	0.00	400.00	400.00	0.00	0.00
577	909	800.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	400.00	400.00	0.00	0.00
143,248	177,220	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	0	1,350.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	1,000.00	1,000.00	0.00	0.00
0	0	500.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	350.00	350.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	150.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	150.00	150.00	0.00	0.00
5,807	822	850.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	500.00	500.00	0.00	0.00
0	70	375.00	0.00	52120-400-0000	Dues & Memberships	0.00	280.00	200.00	0.00	0.00
80	1,911	2,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	0.00	0.00	0.00
425,012	397,581	400,000.00	0.00	52340-400-0000	Street Lighting	0.00	400,000.00	350,000.00	0.00	0.00
10,342	16,730	15,000.00	0.00	52450-400-0000	Special Contract Services	0.00	25,000.00	10,000.00	0.00	0.00
0	404	2,000.00	0.00	52530-400-0000	Educational Grants	0.00	2,000.00	0.00	0.00	0.00
3,575	7,462	7,000.00	0.00	52540-400-0000	Vocational Training	0.00	7,250.00	0.00	0.00	0.00
0	0	1,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	2,500.00	1,000.00	0.00	0.00
898	1,650	400.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
590,497	609,143	436,013	0		Services & Supplies Totals:	0.00	443,455	367,000	0	0
0	4,000	3,000.00	0.00	E30	Capital Outlay					
				62050-400-0000	Other Equipment	0.00	3,000.00	0.00	0.00	0.00
0	4,000	3,000	0		Capital Outlay Totals:	0.00	3,000	0	0	0
697,650	722,123	592,582	0		EXPENDITURES TOTALS:	0.00	621,568	440,323	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
697,650	722,123	592,582	0		DEPT EXPENSES	0.00	621,568	440,323	0	0
(697,650)	(722,123)	(592,582)	0		PW-Street Maintenance Totals:	0.00	(621,568)	(440,323)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
697,650	722,123	592,582	0		FUND EXPENSES	0.00	621,568	440,323	0	0
(697,650)	(722,123)	(592,582)	0		General Fund Totals:	0.00	(621,568)	(440,323)	0	0
				1102	Gas Tax Fund					
				4646	PW-Street Maintenance					
				E10	Personnel Services					
55,597	121,561	64,467.00	0.00	41010-400-0000	Regular Earnings	0.00	85,130.00	42,403.00	0.00	0.00
5,855	21,746	74,108.00	0.00	42020-400-0000	Part Time Wages	0.00	77,878.00	101,822.00	0.00	0.00
41,186	16,686	4,014.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	4,427.00	4,427.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
1,100	0	1,000.00	0.00	43010-400-4202	Overtime PTB	0.00	1,000.00	1,000.00	0.00	0.00
0	159	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
632	675	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	21,420.00	0.00	45220-400-0000	Benefit Plan	0.00	26,820.00	12,420.00	0.00	0.00
5,642	12,023	7,038.00	0.00	45250-400-0000	P.E.R.S.	0.00	9,261.00	4,613.00	0.00	0.00
1,580	578	289.00	0.00	45270-400-0000	LTD Insurance	0.00	379.00	198.00	0.00	0.00
458	521	284.00	0.00	45290-400-0000	Life Insurance	0.00	328.00	151.00	0.00	0.00
1,533	2,337	2,066.00	0.00	45330-400-0000	Medicare	0.00	2,427.00	2,156.00	0.00	0.00
2,983	2,383	4,842.00	0.00	45340-400-0000	Social Security	0.00	5,101.00	6,585.00	0.00	0.00
116,567	178,670	179,528	0		Personnel Services Totals:	0.00	212,751	175,775	0	0
				E20	Services & Supplies					
11,166	3,013	3,015.00	0.00	51100-400-0000	Uniforms	0.00	3,625.00	3,000.00	0.00	0.00
342	720	1,600.00	0.00	51130-400-0000	Program Supplies	0.00	1,600.00	1,600.00	0.00	0.00
(143,150)	(177,220)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
11,765	2,431	12,150.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	9,000.00	5,000.00	0.00	0.00
283	0	4,500.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	3,150.00	2,500.00	0.00	0.00
0	0	1,350.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	1,350.00	1,350.00	0.00	0.00
6,861	3,663	12,650.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	9,500.00	4,500.00	0.00	0.00
334,086	286,455	325,000.00	0.00	52450-400-0000	Special Contract Services	0.00	349,000.00	225,000.00	0.00	0.00
221,352	119,062	360,265	0		Services & Supplies Totals:	0.00	377,225	242,950	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	28,000.00	0.00	0.00	0.00
0	0	27,000.00	0.00	62050-400-0000	Other Equipment	0.00	27,000.00	0.00	0.00	0.00
0	0	27,000	0		Capital Outlay Totals:	0.00	55,000	0	0	0
337,919	297,732	566,793	0		EXPENDITURES TOTALS:	0.00	644,976	418,725	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
337,919	297,732	566,793	0		DEPT EXPENSES	0.00	644,976	418,725	0	0
(337,919)	(297,732)	(566,793)	0		PW-Street Maintenance Totals:	0.00	(644,976)	(418,725)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
337,919	297,732	566,793	0		FUND EXPENSES	0.00	644,976	418,725	0	0
(337,919)	(297,732)	(566,793)	0		Gas Tax Fund Totals:	0.00	(644,976)	(418,725)	0	0
				1750	Equipment Replacement Fund					
				4646	PW-Street Maintenance					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	25,000.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	25,000	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	25,000	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	25,000	0	0	0
0	0	0	0		PW-Street Maintenance Totals:	0.00	(25,000)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	25,000	0	0	0
0	0	0	0		Equipment Replacement Fund Total	0.00	(25,000)	0	0	0
				1751	Infrastructure Fund					
				4646	PW-Street Maintenance					
				E20	Services & Supplies					
17,023	3,074	0.00	0.00	52190-400-1700	Central/UPRR Feasibility Study	0.00	0.00	0.00	0.00	0.00
2,035	13,137	2,000,000.00	0.00	52260-400-1700	Central Ave/UPRR Arch/Eng	0.00	0.00	0.00	0.00	0.00
0	0	90,000.00	0.00	52450-400-1700	Central Ave/UPRR Contract Svcs	0.00	0.00	0.00	0.00	0.00
33,875	0	0.00	0.00	52450-400-1700	MVGS Contract Svcs/Asbestos	0.00	0.00	0.00	0.00	0.00
52,934	16,211	2,090,000	0		Services & Supplies Totals:	0.00	0	0	0	0
				E36	Project Improvement Costs					
0	0	17,000,000.00	0.00	60020-400-1700	Central Ave/UPRR Construction	0.00	0.00	0.00	0.00	0.00
0	0	17,000,000	0		Project Improvement Costs Totals:	0.00	0	0	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
52,934	16,211	19,090,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
52,934	16,211	19,090,000	0		DEPT EXPENSES	0.00	0	0	0	0
(52,934)	(16,211)	(19,090,000)	0		PW-Street Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
52,934	16,211	19,090,000	0		FUND EXPENSES	0.00	0	0	0	0
(52,934)	(16,211)	(19,090,000)	0		Infrastructure Fund Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,088,503	1,036,066	20,249,375	0		REPORT EXPENSES	0.00	1,291,544	859,048	0	0
(1,088,503)	(1,036,066)	(20,249,375)	0		REPORT TOTALS:	0.00	(1,291,544)	(859,048)	0	0

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
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 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	Javier Robles, Equipment Maintenance Technician	Provide training and testing for certified California Fire Mechanics Academy.	Southern California	Varies	\$500
				<b>Total:</b>	<b>\$7,250</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

- 51100      UNIFORMS – \$7,250 ***(Only \$6,000 approved – COVID-19 Reduction)***  
Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,625; Gas Tax Fund – \$3,625)  
***(General Fund – \$3,000; Gas Tax Fund – \$3,000)***
- 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 – \$400  
Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.
- 51350      MATERIALS – ASPHALT MIX – \$10,000 ***(Only \$6,000 approved – COVID-19 Reduction)***  
Asphalt and crack sealing material to make street repairs as needed throughout the City. (General Fund – \$1,000; Gas Tax Fund – \$9,000)  
***(General Fund – \$1,000; Gas Tax Fund – \$5,000)***
- 51360      MATERIALS – CEMENT/SAND/GRAVEL – \$3,500 ***(Only \$2,850 approved – COVID-19 Reduction)***  
Cement, sand and gravel to make repairs as needed to concrete sidewalks and drive approaches throughout the City.  
(General Fund – \$350; Gas Tax Fund – \$3,150) ***(General Fund – \$350; Gas Tax Fund – \$2,500)***
- 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 – \$10,000 ***(Only \$5,000 approved – COVID-19 Reduction)***  
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, \$5,000 (General Fund – \$500; Gas Tax Fund – \$4,500)  
Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 ***(Not approved)***  
(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 – \$280 (*Only \$200 approved – COVID-19 Reduction*)

Philip Mendez, Maintenance Worker	MSA Dues	\$ 60
John Kresback, Leadworker	PAPA & MSA Dues	\$ 110
Jesus Escalante, Leadworker	PAPA & MSA Dues	\$ 110

52340      STREET LIGHTING – \$400,000 (*Only \$350,000 approved – COVID-19 Reduction*)

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 – \$374,000 (*Only \$235,000 approved – COVID-19 Reduction*)

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000 (General Fund)  
*(\$10,000 approved)*

Landscaping for the existing median islands and parkways, \$225,000 (Gas Tax Fund) (*\$150,000 approved*)

Contract with West Coast Arborists for tree maintenance services in Grid 1, with a total of 1,400 trees at \$70.65 each, \$99,000 plus \$25,000 for miscellaneous tree spraying for ACP and HLB virus plus tree removals, \$124,000. (Gas Tax Fund) (*\$75,000 approved*)

52530      EDUCATIONAL GRANTS – \$2,000 (*Not approved – COVID-19 Reduction*)

Per MOUs, education grants are provided to employees for education–related expenses.

***An amount for Educational Grants has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before classes begin.***

52540      VOCATIONAL TRAINING – \$7,250 (*Not approved – COVID-19 Suspension*)

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640      RENT – EQUIPMENT – \$2,500 (*Only \$1,000 approved – COVID-19 Reduction*)

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.

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	One 1-Ton Dump Truck	This vehicle will replace the recently stolen 1993 GMC 1-Ton dump truck. The existing unit needed 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 was burning oil and needed to have the heads replaced or rebuilt if parts are available. The interior was shot and needed to be replaced. The paint was bad and could have used a paint job. This vehicle had an expected life of 12 years and was going on its 27th year of service. (Gas Tax Fund – \$28,000; Equipment Replacement Fund – \$25,000)	\$53,000
62050	Christmas Street Decorations	Replacement of half the existing Christmas decorations that are now 18 years old. 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
			<b>Total: \$83,000</b>

***(Not approved – COVID-19 Elimination)***

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4650**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	75,887	86,960	78,760	
Services and Supplies	72,850	61,400	31,700	
Capital Outlay	0	0	0	
<b>Total</b>	<b>148,737</b>	<b>148,360</b>	<b>110,460</b>	

<b>Personnel Authorized</b>	1.10 (FT)	1.10 (FT)	1.10 (FT)
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**Source of Funds**

General Fund	23,798	29,477	24,757
Gas Tax Fund	124,939	118,883	85,703
<b>Total</b>	<b>148,737</b>	<b>148,360</b>	<b>110,460</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4650 Signing & Painting

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Superintendent	0.05	0.05	0.05		5,975	5,975	
Asst Public Works Superintend	0.05	0.05	0.05		3,529	3,529	
Maintenance Worker	1.00	1.00	1.00		48,997	43,385	
Full Time	1.10	1.10	1.10		58,501	52,889	
Overtime					3,000	2,000	
Total Salaries & Wages					61,501	54,889	
Benefit Costs					17,705	17,601	
PERS Benefit Costs					7,754	6,270	
Total Benefit Costs					25,459	23,871	
<b>TOTAL</b>					<b>86,960</b>	<b>78,760</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4650 Signing & Painting

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### **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>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Maintain signs	2,300	850	2,500
Fabricate signs	75	45	100
Stripe miles of street	10	0	50
Stencil traffic legends	120	30	500
Raised Pavement Markers	1,800	600	2,000

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### **Personnel Services – \$86,960**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Maintenance Worker (1.00) – \$48,997. Cost allocations are as follows: full-time salaries – \$58,501; overtime – \$3,000; benefit costs – \$25,459.

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### **Services and Supplies – \$61,400**

Funding requested is for: program supplies – \$400; materials – traffic striping – \$12,000; materials – street signs – \$43,000; materials – miscellaneous maintenance and repairs – \$4,000; special contract services – \$1,500; small equipment - \$500.

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### **Capital Outlay**

No funding requested

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:36PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4650	PW-Signing/Painting					
				E10	Personnel Services					
13,793	13,163	10,350.00	0.00	41010-400-0000	Regular Earnings	0.00	14,404.00	13,843.00	0.00	0.00
123	1,198	2,000.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	2,000.00	0.00	0.00
255	263	131.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
0	0	2,100.00	0.00	45220-400-0000	Benefit Plan	0.00	2,970.00	2,970.00	0.00	0.00
424	453	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
1,593	1,604	1,452.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,171.00	2,023.00	0.00	0.00
73	67	44.00	0.00	45270-400-0000	LTD Insurance	0.00	61.00	58.00	0.00	0.00
106	99	58.00	0.00	45290-400-0000	Life Insurance	0.00	69.00	69.00	0.00	0.00
207	213	150.00	0.00	45330-400-0000	Medicare	0.00	209.00	201.00	0.00	0.00
4	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
16,579	17,059	16,513	0		Personnel Services Totals:	0.00	23,337	21,617	0	0
				E20	Services & Supplies					
40	0	40.00	0.00	51130-400-0000	Program Supplies	0.00	40.00	40.00	0.00	0.00
18,238	13,282	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	140	1,500.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	1,200.00	500.00	0.00	0.00
5,087	608	5,150.00	0.00	51340-400-0000	Materials - Street Signs	0.00	4,300.00	2,000.00	0.00	0.00
222	278	400.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	400.00	400.00	0.00	0.00
410	0	150.00	0.00	52450-400-0000	Special Contract Services	0.00	150.00	150.00	0.00	0.00
0	0	45.00	0.00	52690-400-0000	Small Equipment	0.00	50.00	50.00	0.00	0.00
23,996	14,308	7,285	0		Services & Supplies Totals:	0.00	6,140	3,140	0	0
40,575	31,367	23,798	0		EXPENDITURES TOTALS:	0.00	29,477	24,757	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
40,575	31,367	23,798	0		DEPT EXPENSES	0.00	29,477	24,757	0	0
(40,575)	(31,367)	(23,798)	0		PW-Signing/Painting Totals:	0.00	(29,477)	(24,757)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
40,575	31,367	23,798	0		FUND EXPENSES	0.00	29,477	24,757	0	0
(40,575)	(31,367)	(23,798)	0		General Fund Totals:	0.00	(29,477)	(24,757)	0	0
				1102	Gas Tax Fund					
				4650	PW-Signing/Painting					
				E10	Personnel Services					
15,049	8,913	41,969.00	0.00	41010-400-0000	Regular Earnings	0.00	44,097.00	39,046.00	0.00	0.00
0	0	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	11,880.00	0.00	45220-400-0000	Benefit Plan	0.00	12,960.00	12,960.00	0.00	0.00
1,510	900	4,582.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,583.00	4,247.00	0.00	0.00
186	109	176.00	0.00	45270-400-0000	LTD Insurance	0.00	185.00	165.00	0.00	0.00
165	96	159.00	0.00	45290-400-0000	Life Insurance	0.00	159.00	159.00	0.00	0.00
218	129	608.00	0.00	45330-400-0000	Medicare	0.00	639.00	566.00	0.00	0.00
17,129	10,147	59,374	0		Personnel Services Totals:	0.00	63,623	57,143	0	0
				E20	Services & Supplies					
360	0	360.00	0.00	51130-400-0000	Program Supplies	0.00	360.00	360.00	0.00	0.00
(18,238)	(13,282)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
5,306	2,678	13,500.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	10,800.00	5,000.00	0.00	0.00
28,969	16,723	46,350.00	0.00	51340-400-0000	Materials - Street Signs	0.00	38,700.00	20,000.00	0.00	0.00
3,130	2,793	3,600.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	3,600.00	2,000.00	0.00	0.00
0	0	1,350.00	0.00	52450-400-0000	Special Contract Services	0.00	1,350.00	750.00	0.00	0.00
0	0	405.00	0.00	52690-400-0000	Small Equipment	0.00	450.00	450.00	0.00	0.00
19,528	8,912	65,565	0		Services & Supplies Totals:	0.00	55,260	28,560	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
36,657	19,059	124,939	0		EXPENDITURES TOTALS:	0.00	118,883	85,703	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
36,657	19,059	124,939	0		DEPT EXPENSES	0.00	118,883	85,703	0	0
(36,657)	(19,059)	(124,939)	0		PW-Signing/Painting Totals:	0.00	(118,883)	(85,703)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
36,657	19,059	124,939	0		FUND EXPENSES	0.00	118,883	85,703	0	0
(36,657)	(19,059)	(124,939)	0		Gas Tax Fund Totals:	0.00	(118,883)	(85,703)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
77,232	50,426	148,737	0		REPORT EXPENSES	0.00	148,360	110,460	0	0
(77,232)	(50,426)	(148,737)	0		REPORT TOTALS:	0.00	(148,360)	(110,460)	0	0

**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 – \$12,000 **(Only \$5,500 approved – COVID-19 Reduction)**  
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 – \$1,200; Gas Tax Fund \$10,800) **(General Fund – \$500; Gas Tax Fund \$5,000)**
- 51340      MATERIALS – STREET SIGNS – \$43,000 **(Only \$22,000 approved – COVID-19 Reduction)**  
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, \$15,000.  
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 (6 @ \$500), \$3,000  
    Replacement pole mounted street name signs (200 @ \$125), \$25,000  
(General Fund – \$4,300; Gas Tax Fund – \$38,700) **(General Fund – \$2,000; Gas Tax Fund – \$20,000)**
- 51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$4,000 **(Only \$2,400 approved – COVID-19 Reduction)**  
Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$400; Gas Tax Fund – \$3,600) **(General Fund – \$400; Gas Tax Fund – \$2,000)**
- 52450      SPECIAL CONTRACT SERVICES – \$1,500 **(Only \$900 approved – COVID-19 Reduction)**  
Disposal of Emergency paint related hazardous waste to comply with State and County regulations.  
(General Fund – \$150; Gas Tax Fund – \$1,350) **(General Fund – \$150; Gas Tax Fund – \$750)**
- 52690      SMALL EQUIPMENT – \$500  
Banding tool for sign truck to use while working on overhead signs and banners. (General Fund – \$50; Gas Tax Fund – \$450)

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4651**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	139,966	155,703	155,703	
Services and Supplies	10,900	15,300	5,800	
Capital Outlay	0	350,000	330,000	
<b>Total</b>	<b>150,866</b>	<b>521,003</b>	<b>491,503</b>	

<b>Personnel Authorized</b>	2.10 (FT)	2.10 (FT)	2.10 (FT)
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**Source of Funds**

General Fund	21,349	28,140	27,140
Gas Tax Fund	129,517	142,863	134,363
Air Quality Improvement Fund	0	100,000	150,000
Sewer Operating Fund	0	0	10,000
CFD 2011-1 Paseos	0	0	5,000
CFD 2011-2 Arrow Station	0	0	5,000
Pavement Impact Fee Fund	0	125,000	150,000
Equipment Replacement Fund	0	0	10,000
General Sanitation Fee Fund	0	125,000	0
<b>Total</b>	<b>150,866</b>	<b>521,003</b>	<b>491,503</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4651 Street Sweeping

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Superintendent	0.05	0.05	0.05		5,975	5,975	
Asst Public Works Superintend	0.05	0.05	0.05		3,529	3,529	
Motor Sweeper Operator	2.00	2.00	2.00		101,359	101,359	
Street Sweeping CFD Reimb					-1,500	-1,500	
Full Time	2.10	2.10	2.10		110,863	110,863	
Admin Other Depts					-1,500	-1,500	
Overtime					500	500	
Total Salaries & Wages					109,863	109,863	
Benefit Costs					33,263	33,263	
PERS Benefit Costs					12,577	12,577	
Total Benefit Costs					45,840	45,840	
<b>TOTAL</b>					<b>155,703</b>	<b>155,703</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4651 Street Sweeping

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### **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.
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### **Units of Measure**

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	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	0	2

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### **Personnel Services – \$155,703**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Motor Sweeper Operator (2.00) – \$101,359. Cost allocations are as follows: full time salaries – \$110,863; Admin Other Departments – <\$1,500>; overtime – \$500; benefit costs – \$45,840.

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### **Services and Supplies – \$15,300**

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

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### **Capital Outlay – \$350,000**

Funding requested is for: One 2020 Tymco Freightliner CNG Model 600 Sweeper.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:37PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4651	PW-Street Sweeping					
				E10	Personnel Services					
14,771	16,936	15,111.00	0.00	41010-400-0000	Regular Earnings	0.00	19,640.00	19,640.00	0.00	0.00
0	(2,250)	-1,500.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-1,500.00	-1,500.00	0.00	0.00
1	65	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
234	158	131.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
92	43	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	3,420.00	0.00	45220-400-0000	Benefit Plan	0.00	4,410.00	4,410.00	0.00	0.00
212	227	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
1,657	1,593	1,972.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,653.00	2,653.00	0.00	0.00
72	62	63.00	0.00	45270-400-0000	LTD Insurance	0.00	82.00	82.00	0.00	0.00
83	74	76.00	0.00	45290-400-0000	Life Insurance	0.00	87.00	87.00	0.00	0.00
233	250	218.00	0.00	45330-400-0000	Medicare	0.00	285.00	285.00	0.00	0.00
17,354	17,158	20,219	0		Personnel Services Totals:	0.00	26,610	26,610	0	0
				E20	Services & Supplies					
0	30	30.00	0.00	51130-400-0000	Program Supplies	0.00	30.00	30.00	0.00	0.00
617	4,828	1,100.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	1,500.00	500.00	0.00	0.00
617	4,858	1,130	0		Services & Supplies Totals:	0.00	1,530	530	0	0
17,971	22,015	21,349	0		EXPENDITURES TOTALS:	0.00	28,140	27,140	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
17,971	22,015	21,349	0		DEPT EXPENSES	0.00	28,140	27,140	0	0
(17,971)	(22,015)	(21,349)	0		PW-Street Sweeping Totals:	0.00	(28,140)	(27,140)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
17,971	22,015	21,349	0		FUND EXPENSES	0.00	28,140	27,140	0	0
(17,971)	(22,015)	(21,349)	0		General Fund Totals:	0.00	(28,140)	(27,140)	0	0
				1102	Gas Tax Fund					
				4651	PW-Street Sweeping					
				E10	Personnel Services					
87,380	97,654	84,821.00	0.00	41010-400-0000	Regular Earnings	0.00	91,223.00	91,223.00	0.00	0.00
955	241	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
826	390	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	23,760.00	0.00	45220-400-0000	Benefit Plan	0.00	25,920.00	25,920.00	0.00	0.00
8,505	7,573	9,260.00	0.00	45250-400-0000	P.E.R.S.	0.00	9,924.00	9,924.00	0.00	0.00
420	326	358.00	0.00	45270-400-0000	LTD Insurance	0.00	385.00	385.00	0.00	0.00
359	287	318.00	0.00	45290-400-0000	Life Insurance	0.00	318.00	318.00	0.00	0.00
1,293	1,426	1,230.00	0.00	45330-400-0000	Medicare	0.00	1,323.00	1,323.00	0.00	0.00
99,738	107,895	119,747	0		Personnel Services Totals:	0.00	129,093	129,093	0	0
				E20	Services & Supplies					
0	0	270.00	0.00	51130-400-0000	Program Supplies	0.00	270.00	270.00	0.00	0.00
5,266	7,862	9,500.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	13,500.00	5,000.00	0.00	0.00
5,266	7,862	9,770	0		Services & Supplies Totals:	0.00	13,770	5,270	0	0
105,004	115,757	129,517	0		EXPENDITURES TOTALS:	0.00	142,863	134,363	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
105,004	115,757	129,517	0		DEPT EXPENSES	0.00	142,863	134,363	0	0
(105,004)	(115,757)	(129,517)	0		PW-Street Sweeping Totals:	0.00	(142,863)	(134,363)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
105,004	115,757	129,517	0		FUND EXPENSES	0.00	142,863	134,363	0	0
(105,004)	(115,757)	(129,517)	0		Gas Tax Fund Totals:	0.00	(142,863)	(134,363)	0	0
				1135	Air Quality Improvement Trust					
				4651	PW-Street Sweeping					
				E30	Capital Outlay					
93,334	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	100,000.00	150,000.00	0.00	0.00
93,334	0	0	0		Capital Outlay Totals:	0.00	100,000	150,000	0	0
93,334	0	0	0		EXPENDITURES TOTALS:	0.00	100,000	150,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
93,334	0	0	0		DEPT EXPENSES	0.00	100,000	150,000	0	0
(93,334)	0	0	0		PW-Street Sweeping Totals:	0.00	(100,000)	(150,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
93,334	0	0	0		FUND EXPENSES	0.00	100,000	150,000	0	0
(93,334)	0	0	0		Air Quality Improvement Trust Tot:	0.00	(100,000)	(150,000)	0	0
				1501	Sewer Operating Fund					
				4651	PW-Street Sweeping					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	10,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	10,000	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	10,000	0	0
0	0	0	0		PW-Street Sweeping Totals:	0.00	0	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	10,000	0	0
0	0	0	0		Sewer Operating Fund Totals:	0.00	0	(10,000)	0	0
0	0	0.00	0.00	1601 4651 E30 62020-400-0000	CFD 2011-1 Paseos PW-Street Sweeping Capital Outlay Transportation & Work Equipmen	0.00	0.00	5,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	5,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	5,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	5,000	0	0
0	0	0	0		PW-Street Sweeping Totals:	0.00	0	(5,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	5,000	0	0
0	0	0	0		CFD 2011-1 Paseos Totals:	0.00	0	(5,000)	0	0
0	0	0.00	0.00	1602 4651 E30 62020-400-0000	CFD 2011-2 Arrow Station PW-Street Sweeping Capital Outlay Transportation & Work Equipmen	0.00	0.00	5,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		Capital Outlay Totals:	0.00	0	5,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	5,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	5,000	0	0
0	0	0	0		PW-Street Sweeping Totals:	0.00	0	(5,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	5,000	0	0
0	0	0	0		CFD 2011-2 Arrow Station Totals:	0.00	0	(5,000)	0	0
				1742	Burrtec Pavement Impact Fees					
				4651	PW-Street Sweeping					
				E30	Capital Outlay					
119,384	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	125,000.00	150,000.00	0.00	0.00
119,384	0	0	0		Capital Outlay Totals:	0.00	125,000	150,000	0	0
119,384	0	0	0		EXPENDITURES TOTALS:	0.00	125,000	150,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
119,384	0	0	0		DEPT EXPENSES	0.00	125,000	150,000	0	0
(119,384)	0	0	0		PW-Street Sweeping Totals:	0.00	(125,000)	(150,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
119,384	0	0	0		FUND EXPENSES	0.00	125,000	150,000	0	0
(119,384)	0	0	0		Burrtec Pavement Impact Fees Tota	0.00	(125,000)	(150,000)	0	0
				1750	Equipment Replacement Fund					
				4651	PW-Street Sweeping					

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0.00	0.00	E30 62020-400-0000	Capital Outlay Transportation & Work Equipmen	0.00	0.00	10,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	10,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	10,000	0	0
0	0	0	0		PW-Street Sweeping Totals:	0.00	0	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	10,000	0	0
0	0	0	0		Equipment Replacement Fund Total	0.00	0	(10,000)	0	0
93,333	0	0.00	0.00	1757 4651 E30 62020-400-0000	General Sanitation Fee PW-Street Sweeping Capital Outlay Transportation & Work Equipmen	0.00	125,000.00	0.00	0.00	0.00
93,333	0	0	0		Capital Outlay Totals:	0.00	125,000	0	0	0
93,333	0	0	0		EXPENDITURES TOTALS:	0.00	125,000	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
93,333	0	0	0		DEPT EXPENSES	0.00	125,000	0	0	0
(93,333)	0	0	0		PW-Street Sweeping Totals:	0.00	(125,000)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
93,333	0	0	0		FUND EXPENSES	0.00	125,000	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(93,333)	0	0	0		General Sanitation Fee Totals:	0.00	(125,000)	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
429,026	137,772	150,866	0		REPORT EXPENSES	0.00	521,003	491,503	0	0
(429,026)	(137,772)	(150,866)	0		REPORT TOTALS:	0.00	(521,003)	(491,503)	0	0

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

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**Department:** Public Works

**Program:** 4651 Street Sweeping

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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 – \$15,000 (**Only \$5,500 approved – COVID-19 Reduction**)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.  
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (**General Fund – \$500; Gas Tax Fund – \$5,000**)

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

**Department:** Public Works

**Program:** 4651 Street Sweeping

Object Code	Item	Justification	Cost
62020	2020 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 January 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. If we do not approve this sweeper this fiscal year, we will have no back-up in January and if one of the sweepers breaks down we will not be sweeping until the sweeper is repaired.</p> <p>(Air Quality Improvement Trust Fund – \$100,000; Burrtec Pavement Impact Fees – \$125,000; General Sanitation Fee – \$125,000)</p> <p><b><i>(Air Quality Improvement Trust Fund – \$150,000; Sewer Operating Fund – \$10,000; CFD 2011-1 Paseos – \$5,000; CFD 2011-2 Arrow Station – \$5,000; Burrtec Pavement Impact Fees – \$150,000; Equipment Replacement Fund – \$10,000)</i></b></p>	\$350,000
<b>Total:</b>			<b>\$350,000</b>

***(Only \$330,000 approved – COVID-19 Reduction)***



## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
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	332,360	355,577	309,762	
Services and Supplies	168,055	169,675	122,975	
Capital Outlay	0	76,000	0	
<b>Total</b>	<b>500,415</b>	<b>601,252</b>	<b>432,737</b>	

<b>Personnel Authorized</b>	2.97 (FT)	2.92 (FT)	2.92 (FT)
	0.90 (PTB)	0.90 (PTB)	0.90 (PTB)
	1.98 (PT)	1.98 (PT)	1.98 (PT)

### Department Distribution

Park Maintenance	470,150	565,635	402,120
Tree Maintenance	30,265	35,617	30,617
<b>Total</b>	<b>500,415</b>	<b>601,252</b>	<b>432,737</b>

### Source of Funds

General Fund	496,315	518,752	386,162
Park Maintenance Fund	4,100	6,500	46,575
Equipment Replacement Fund	0	76,000	0
<b>Total</b>	<b>500,415</b>	<b>601,252</b>	<b>432,737</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4652**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	323,745	341,610	295,795	
Services and Supplies	146,405	148,025	106,325	
Capital Outlay	0	76,000	0	
<b>Total</b>	<b>470,150</b>	<b>565,635</b>	<b>402,120</b>	

<b>Personnel Authorized</b>	2.87 (FT) 0.90 (PTB) 1.98 (PT)	2.82 (FT) 0.90 (PTB) 1.98 (PT)	2.82 (FT) 0.90 (PTB) 1.98 (PT)
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**Source of Funds**

General Fund	466,050	483,135	365,545
Park Maintenance Fund	4,100	6,500	36,575
Equipment Replacement Fund	0	76,000	0
<b>Total</b>	<b>470,150</b>	<b>565,635</b>	<b>402,120</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** 4652 Park Maintenance

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Works Superintendent	0.00	0.05	0.05		5,975	5,975	
Asst Public Works Superinten	0.00	0.05	0.05		3,529	3,529	
Facilities & Grounds Sup (Un)	0.07	0.07	0.07		0	0	
Leadworker Maintenance	0.90	0.75	0.75		35,756	35,756	
Maintenance Worker Admin other Depts	1.80	1.80	1.80		85,359	85,359	
					-8,000	-8,000	
					<u>77,359</u>	<u>77,359</u>	
Office Specialist	0.10	0.10	0.10		4,634	4,634	
<b><u>Part-Time Benefitted</u></b>							
Maintenance Technician	0.90	0.90	0.90		37,337	0	
<b><u>Part-Time</u></b>							
Maintenance Worker	1.98	1.98	1.98		77,878	101,822	
Full Time	2.87	2.82	2.82		135,253	135,253	
Admin other Departments					-8,000	-8,000	
Total FT Positions/Salaries					127,253	127,253	
Part Time Benefitted	0.90	0.90	0.90		37,337	0	
Part Time	1.98	1.98	1.98		77,878	101,822	
Overtime					19,500	3,000	
Total Salaries & Wages					261,968	232,075	
Benefit Costs					66,811	50,889	
PERS Benefit Costs					12,831	12,831	
Total Benefit Costs					79,642	63,720	
<b>TOTAL</b>					<b>341,610</b>	<b>295,795</b>	

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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**

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
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	2,080	1,040	2,080
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

**Personnel Services – \$341,610**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Leadworker Maintenance (0.75) – \$35,756; Maintenance Worker (1.80) – \$85,359; Office Specialist (0.10) – \$4,634; Maintenance Technician (0.90/part-time benefitted) – \$37,337; Maintenance Worker (1.98/part-time) – \$77,878. Cost allocations are as follows: full-time salaries – \$135,253; part-time benefitted salaries – \$37,337; part-time salaries – \$77,878; Admin Other Departments – <\$8,000>; overtime – \$19,500; benefit costs – \$79,642.

**Services and Supplies – \$148,025**

Funding requested is for: uniforms – \$4,500; program supplies – \$2,000; materials – sprinkler parts – \$20,000; materials – fertilizer – \$4,000; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$20,000; travel & meetings – \$1,500; special contract services – \$86,200; rent – equipment – \$500; small equipment – \$2,825; miscellaneous expenditures – \$5,000.

**Capital Outlay – \$76,000**

Funding requested is for: One Ground Master 4000-D Toro Ride on Mower.

# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 1:09PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4652	PW-Park Maintenance					
				E10	Personnel Services					
133,672	145,653	138,320.00	0.00	41010-400-0000	Regular Earnings	0.00	135,253.00	135,253.00	0.00	0.00
0	(8,000)	-8,000.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-8,000.00	-8,000.00	0.00	0.00
88,996	70,025	74,108.00	0.00	42020-400-0000	Part Time Wages	0.00	77,878.00	101,822.00	0.00	0.00
74,354	60,632	36,130.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	37,337.00	0.00	0.00	0.00
10,799	17,816	5,000.00	0.00	43010-400-0000	Overtime	0.00	19,500.00	3,000.00	0.00	0.00
0	0	0.00	0.00	43010-400-1799	Overtime - Reeder Ranch	0.00	0.00	0.00	0.00	0.00
3,774	0	0.00	0.00	43010-400-4202	Overtime PTB	0.00	0.00	0.00	0.00	0.00
0	191	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
110	0	0.00	0.00	44170-400-4202	Holiday Pay	0.00	0.00	0.00	0.00	0.00
178	184	184.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
0	0	52,632.00	0.00	45220-400-0000	Benefit Plan	0.00	54,270.00	39,690.00	0.00	0.00
306	315	319.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
16,785	17,326	13,262.00	0.00	45250-400-0000	P.E.R.S.	0.00	12,831.00	12,831.00	0.00	0.00
1,451	923	646.00	0.00	45270-400-0000	LTD Insurance	0.00	636.00	478.00	0.00	0.00
1,004	893	710.00	0.00	45290-400-0000	Life Insurance	0.00	679.00	520.00	0.00	0.00
4,527	4,269	3,601.00	0.00	45330-400-0000	Medicare	0.00	3,632.00	3,438.00	0.00	0.00
8,194	6,136	6,833.00	0.00	45340-400-0000	Social Security	0.00	7,141.00	6,310.00	0.00	0.00
344,149	316,362	323,745	0		Personnel Services Totals:	0.00	341,610	295,795	0	0
				E20	Services & Supplies					
0	3,971	4,055.00	0.00	51100-400-0000	Uniforms	0.00	4,500.00	750.00	0.00	0.00
1,863	1,588	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	2,000.00	1,500.00	0.00	0.00
18,073	23,347	19,000.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	20,000.00	2,000.00	0.00	0.00
1,915	1,916	4,000.00	0.00	51390-400-0000	Materials - Fertilizer	0.00	4,000.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	2,000.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	1,500.00	0.00	0.00	0.00
7,985	22,995	21,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	20,000.00	0.00	0.00	0.00
87,970	79,436	83,650.00	0.00	52450-400-0000	Special Contract Services	0.00	86,200.00	65,000.00	0.00	0.00
0	0	900.00	0.00	52640-400-0000	Rent - Equipment	0.00	500.00	500.00	0.00	0.00
1,620	592	5,700.00	0.00	52690-400-0000	Small Equipment	0.00	2,825.00	0.00	0.00	0.00
119,426	133,844	142,305	0		Services & Supplies Totals:	0.00	141,525	69,750	0	0
463,575	450,206	466,050	0		EXPENDITURES TOTALS:	0.00	483,135	365,545	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
463,575	450,206	466,050	0		DEPT EXPENSES	0.00	483,135	365,545	0	0
(463,575)	(450,206)	(466,050)	0		PW-Park Maintenance Totals:	0.00	(483,135)	(365,545)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
463,575	450,206	466,050	0		FUND EXPENSES	0.00	483,135	365,545	0	0
(463,575)	(450,206)	(466,050)	0		General Fund Totals:	0.00	(483,135)	(365,545)	0	0
				1130	Park Maintenance Fund					
				4652	PW-Park Maintenance					
				E20	Services & Supplies					
0	0	0.00	0.00	51100-400-0000	Uniforms	0.00	0.00	2,000.00	0.00	0.00
0	0	0.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	0.00	13,000.00	0.00	0.00
0	0	0.00	0.00	51390-400-0000	Materials - Fertilizer	0.00	0.00	2,000.00	0.00	0.00
0	0	0.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	0.00	750.00	0.00	0.00
0	19,471	0.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	12,000.00	0.00	0.00
0	0	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	1,500.00	0.00	0.00	0.00
0	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	2,825.00	0.00	0.00
0	800	0.00	0.00	52890-400-0000	Rental Property Upkeep	0.00	0.00	0.00	0.00	0.00
7,990	4,003	4,100.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,000.00	4,000.00	0.00	0.00
7,990	24,274	4,100	0		Services & Supplies Totals:	0.00	6,500	36,575	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
7,990	24,274	4,100	0		EXPENDITURES TOTALS:	0.00	6,500	36,575	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,990	24,274	4,100	0		DEPT EXPENSES	0.00	6,500	36,575	0	0
(7,990)	(24,274)	(4,100)	0		PW-Park Maintenance Totals:	0.00	(6,500)	(36,575)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,990	24,274	4,100	0		FUND EXPENSES	0.00	6,500	36,575	0	0
(7,990)	(24,274)	(4,100)	0		Park Maintenance Fund Totals:	0.00	(6,500)	(36,575)	0	0
31,638	0	0.00	0.00	1131 4652 E20 59010-400-0000	Park Development PW-Park Maintenance Services & Supplies Demolition Cost	0.00	0.00	0.00	0.00	0.00
31,638	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
31,638	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
31,638	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(31,638)	0	0	0		PW-Park Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
31,638	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(31,638)	0	0	0		Park Development Totals:	0.00	0	0	0	0
80,719	0	0.00	0.00	1750 4652 E30 62020-400-0000	Equipment Replacement Fund PW-Park Maintenance Capital Outlay Transportation & Work Equipmen	0.00	76,000.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
80,719	0	0	0		Capital Outlay Totals:	0.00	76,000	0	0	0
80,719	0	0	0		EXPENDITURES TOTALS:	0.00	76,000	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
80,719	0	0	0		DEPT EXPENSES	0.00	76,000	0	0	0
(80,719)	0	0	0		PW-Park Maintenance Totals:	0.00	(76,000)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
80,719	0	0	0		FUND EXPENSES	0.00	76,000	0	0	0
(80,719)	0	0	0		Equipment Replacement Fund Total	0.00	(76,000)	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
583,923	474,480	470,150	0		REPORT EXPENSES	0.00	565,635	402,120	0	0
(583,923)	(474,480)	(470,150)	0		REPORT TOTALS:	0.00	(565,635)	(402,120)	0	0



**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4652 Park Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Richard Casados, Leadworker - Maintenance	Attend the 2020 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. Funds would be for one Parks staff to attend. With the retirement of Leadworker Chad Qidor we need to have someone certified to stay in compliance. (Park Maintenance Fund)	TBA	November 2020	\$1,500
				<b>Total:</b>	<b>\$1,500</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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Object  
Number

- 51100      UNIFORMS – \$4,500 ***(Only \$2,750 approved – COVID-19 Reduction)***  
Rental and cleaning of uniforms and purchase of work boots for Division Personnel. ***(General Fund – \$750; Park Maintenance Fund – \$2,000)***
- 51130      PROGRAM SUPPLIES – \$2,000 ***(Only \$1,500 approved – COVID-19 Reduction)***  
Shovels, hoes, rakes, brooms, pruners, etc., \$1,100  
Work gloves, eye and ear protection, rain gear, etc., \$900
- 51380      MATERIALS – SPRINKLER PARTS – \$20,000 ***(Only \$15,000 approved – COVID-19 Reduction)***  
Materials to maintain the City Parks Irrigation Systems. Items include: plastic pipe and glue, sprinklers, valves, solenoids, risers, valve wire, valve boxes, etc. ***(General Fund – \$2,000; Park Maintenance Fund – \$13,000)***
- 51390      MATERIALS – FERTILIZER – \$4,000 ***(Only \$2,000 approved – COVID-19 Reduction) (Park Maintenance Fund)***  
Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.
- 51400      MATERIALS – WEED CHEMICALS – \$1,500 ***(Only \$750 approved – COVID-19 Reduction) (Park Maintenance Fund)***  
Chemicals to control weeds at City parks and facilities.
- 51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$20,000 ***(Only \$12,000 approved – COVID-19 Reduction) (Park Maintenance Fund)***  
Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$7,000  
Playground fibar material to bring playground safety material back into safe levels, \$5,000  
Playground equipment replacement of parts due to vandalism, \$7,000  
Replacement trash cans at various parks, \$1,000

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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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Object  
Number

- 52130      TRAVEL AND MEETINGS – \$1,500 ***(Not approved – COVID-19 Suspension)***  
  
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52450      SPECIAL CONTRACT SERVICES – \$86,200 ***(Only \$75,000 approved – COVID-19 Reduction)***  
  
Police facility landscape, Transcenter landscape and MFRC House, \$75,900 ***(General Fund – \$65,000)***  
Gopher control at City Facilities (\$858 per month), \$10,300 ***(Park Maintenance Fund – \$10,000)***
- 52640      RENT – EQUIPMENT – \$500  
  
Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.
- 52690      SMALL EQUIPMENT – \$2,825 ***(Moved to Park Maintenance Fund)***  
  
Replacement Power trim power edger, \$1,000  
Replacement Backpack blower, \$550  
Replacement single blade hedge trimmer, \$625  
Replacement double blade hedge trimmer, \$650
- 52990      MISCELLANEOUS EXPENDITURES – \$5,000 ***(Only \$4,000 approved – COVID-19 Reduction)***  
  
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

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	Ground Master 4000-D Toro Ride on Mower Diesel 54 HP	We are seeking authorization to replace the front line mower Unit 410, which is a 2012 Toro Ground Master 4000-D with 3,673 hours on it. The life expectancy of a commercial grounds mower is 8 years or 2,000 hours. The back-up riding mower is a 2002 Toro Ground Master 4000-D with 7,148 hours. If authorization is approved the current front line would become the back up and the back-up would be auctioned off. (Park Maintenance Fund)	\$76,000
<b>Total:</b>			<b>\$76,000</b>

*(Not approved – COVID-19 Elimination)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4653**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	8,615	13,967	13,967	
Services and Supplies	21,650	21,650	16,650	
Capital Outlay	0	0	0	
<b>Total</b>	<b>30,265</b>	<b>35,617</b>	<b>30,617</b>	

<b>Personnel Authorized</b>	0.10 (FT)	0.10 (FT)	0.10 (FT)
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**Source of Funds**

General Fund	30,265	35,617	20,617
Park Maintenance Fund	0	0	10,000
<b>Total</b>	<b>30,265</b>	<b>35,617</b>	<b>30,617</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4653 Tree Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Superintendent	0.05	0.05	0.05		5,975	5,975	
Asst Public Works Superintend	0.05	0.05	0.05		3,529	3,529	
Full Time	0.10	0.10	0.10		9,504	9,504	
Overtime					700	700	
<b>Total Salaries &amp; Wages</b>					<b>10,204</b>	<b>10,204</b>	
Benefit Costs					2,212	2,212	
PERS Benefit Costs					1,551	1,551	
<b>Total Benefit Costs</b>					<b>3,763</b>	<b>3,763</b>	
<b>TOTAL</b>					<b>13,967</b>	<b>13,967</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	4653 Tree Maintenance

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### **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>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Trees trimmed	829	139	1,500
Trees removed	38	12	75
Trees replaced	2	0	50
Tree roots pruned	2	0	10
Trees sprayed	0	24	75

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### **Personnel Services – \$13,967**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529. Cost allocations are as follows: full-time salaries – \$9,504; overtime – \$700; benefit costs – \$3,763.

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### **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.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4653	PW-Tree Maintenance					
				E10	Personnel Services					
6,061	6,086	5,687.00	0.00	41010-400-0000	Regular Earnings	0.00	9,504.00	9,504.00	0.00	0.00
320	50	700.00	0.00	43010-400-0000	Overtime	0.00	700.00	700.00	0.00	0.00
127	131	131.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	214.00	214.00	0.00	0.00
0	0	780.00	0.00	45220-400-0000	Benefit Plan	0.00	1,530.00	1,530.00	0.00	0.00
212	227	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
713	753	943.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,551.00	1,551.00	0.00	0.00
28	26	24.00	0.00	45270-400-0000	LTD Insurance	0.00	40.00	40.00	0.00	0.00
45	43	40.00	0.00	45290-400-0000	Life Insurance	0.00	51.00	51.00	0.00	0.00
95	91	82.00	0.00	45330-400-0000	Medicare	0.00	138.00	138.00	0.00	0.00
<b>7,602</b>	<b>7,407</b>	<b>8,615</b>	<b>0</b>		<b>Personnel Services Totals:</b>	<b>0.00</b>	<b>13,967</b>	<b>13,967</b>	<b>0</b>	<b>0</b>
				E20	Services & Supplies					
0	204	250.00	0.00	51130-400-0000	Program Supplies	0.00	250.00	250.00	0.00	0.00
0	0	400.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	400.00	400.00	0.00	0.00
52,705	17,028	20,000.00	0.00	52450-400-0000	Special Contract Services	0.00	20,000.00	5,000.00	0.00	0.00
0	0	1,000.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,000.00	1,000.00	0.00	0.00
<b>52,705</b>	<b>17,232</b>	<b>21,650</b>	<b>0</b>		<b>Services &amp; Supplies Totals:</b>	<b>0.00</b>	<b>21,650</b>	<b>6,650</b>	<b>0</b>	<b>0</b>
<b>60,307</b>	<b>24,640</b>	<b>30,265</b>	<b>0</b>		<b>EXPENDITURES TOTALS:</b>	<b>0.00</b>	<b>35,617</b>	<b>20,617</b>	<b>0</b>	<b>0</b>



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
60,307	24,640	30,265	0		DEPT EXPENSES	0.00	35,617	20,617	0	0
(60,307)	(24,640)	(30,265)	0		PW-Tree Maintenance Totals:	0.00	(35,617)	(20,617)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
60,307	24,640	30,265	0		FUND EXPENSES	0.00	35,617	20,617	0	0
(60,307)	(24,640)	(30,265)	0		General Fund Totals:	0.00	(35,617)	(20,617)	0	0
				1130	Park Maintenance Fund					
				4653	PW-Tree Maintenance					
				E20	Services & Supplies					
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	10,000.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	10,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	10,000	0	0
0	0	0	0		PW-Tree Maintenance Totals:	0.00	0	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	10,000	0	0
0	0	0	0		Park Maintenance Fund Totals:	0.00	0	(10,000)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
60,307	24,640	30,265	0		REPORT EXPENSES	0.00	35,617	30,617	0	0
(60,307)	(24,640)	(30,265)	0		REPORT TOTALS:	0.00	(35,617)	(30,617)	0	0

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

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**Department:** Public Works

**Program:** 4653 Tree Maintenance

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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 (***Only \$15,000 approved – COVID-19 Reduction***)

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 5; services include tree trimming, tree removal, spraying and planting. (***General Fund – \$5,000; Park Maintenance Fund – \$10,000***)

52640      RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4656**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	156,661	160,322	160,322	
Services and Supplies	231,450	242,975	181,500	
Capital Outlay	0	45,000	0	
<b>Total</b>	<b>388,111</b>	<b>448,297</b>	<b>341,822</b>	
<b>Personnel Authorized</b>	1.05 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)	

**Source of Funds**

General Fund	388,111	403,297	341,822
Equipment Replacement Fund	0	45,000	0
<b>Total</b>	<b>388,111</b>	<b>448,297</b>	<b>341,822</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Works Superintendent	0.10	0.05	0.05		5,975	5,975	
Asst Public Works Superintend	0.10	0.05	0.05		3,529	3,529	
Equipment Maint Supervisor	0.75	0.75	0.75		63,581	63,581	
Office Specialist	0.10	0.10	0.10		4,634	4,634	
<b><u>Part-Time Benefitted</u></b>							
Equipment Maintenance Tech	0.75	0.75	0.75		39,545	39,545	
Full Time	1.05	0.95	0.95		77,719	77,719	
Part Time Benefitted	0.75	0.75	0.75		39,545	39,545	
Overtime					1,500	1,500	
Total Salaries & Wages					118,764	118,764	
Benefit Costs					32,562	32,562	
PERS Benefit Costs					8,996	8,996	
Total Benefit Costs					41,558	41,558	
<b>TOTAL</b>					<b>160,322</b>	<b>160,322</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

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### **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>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Number of vehicle services performed	325	165	330
Number of vehicle repairs performed	205	115	250
Number of equipment services performed	175	90	175
Number of equipment repairs performed	125	75	125

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### **Personnel Services – \$160,322**

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Equipment Maintenance Supervisor (0.75) – \$63,581; Office Specialist (0.10) – \$4,634; Equipment Maintenance Technician (0.75/part-time benefitted) – \$39,545; Cost allocations are as follows: full-time salaries – \$77,719; part-time benefitted salaries – \$39,545; overtime – \$1,500; benefit costs – \$41,558.

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### **Services and Supplies – \$242,975**

Funding requested is for: books and publications – \$4,000; program supplies – \$3,200; license/permits/certificates – \$6,175; 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 – \$400.

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### **Capital Outlay – \$45,000**

Funding requested is for: One Mobile Column Heavy Equipment Lift

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# General Ledger

## Budget Analysis

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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4656	PW-Vehicle Maintenance					
				E10	Personnel Services					
83,427	88,942	77,476.00	0.00	41010-400-0000	Regular Earnings	0.00	77,719.00	77,719.00	0.00	0.00
0	49	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
43,498	41,891	36,754.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	39,545.00	39,545.00	0.00	0.00
675	574	1,500.00	0.00	43010-400-0000	Overtime	0.00	1,500.00	1,500.00	0.00	0.00
0	0	0.00	0.00	43010-400-4202	Overtime PTB	0.00	0.00	0.00	0.00	0.00
1,487	1,711	1,660.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,420.00	1,420.00	0.00	0.00
0	933	0.00	0.00	44190-400-4202	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	24,930.00	0.00	45220-400-0000	Benefit Plan	0.00	25,920.00	25,920.00	0.00	0.00
424	454	455.00	0.00	45240-400-0000	Deferred Compensation	0.00	239.00	239.00	0.00	0.00
8,413	9,062	9,104.00	0.00	45250-400-0000	P.E.R.S.	0.00	8,996.00	8,996.00	0.00	0.00
776	587	482.00	0.00	45270-400-0000	LTD Insurance	0.00	495.00	495.00	0.00	0.00
464	442	364.00	0.00	45290-400-0000	Life Insurance	0.00	335.00	335.00	0.00	0.00
1,874	1,946	1,657.00	0.00	45330-400-0000	Medicare	0.00	1,701.00	1,701.00	0.00	0.00
2,707	2,658	2,279.00	0.00	45340-400-0000	Social Security	0.00	2,452.00	2,452.00	0.00	0.00
143,745	149,249	156,661	0		Personnel Services Totals:	0.00	160,322	160,322	0	0
				E20	Services & Supplies					
1,500	1,631	1,800.00	0.00	51020-400-0000	Books and Publications	0.00	4,000.00	1,800.00	0.00	0.00
2,671	907	3,200.00	0.00	51130-400-0000	Program Supplies	0.00	3,200.00	1,900.00	0.00	0.00
2,895	2,145	3,800.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	6,175.00	4,000.00	0.00	0.00
75,758	72,860	75,000.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	75,000.00	50,000.00	0.00	0.00
59,403	57,187	60,000.00	0.00	51500-400-0000	Gasoline	0.00	60,000.00	50,000.00	0.00	0.00
29,454	21,841	15,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	15,000.00	15,000.00	0.00	0.00
5,362	3,428	5,000.00	0.00	51520-400-0000	Oil & Lubricants	0.00	5,000.00	5,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
14,870	16,557	15,000.00	0.00	51530-400-0000	Propane	0.00	15,000.00	10,000.00	0.00	0.00
5,610	10,074	7,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	10,000.00	7,000.00	0.00	0.00
39,674	47,700	38,000.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	40,000.00	30,000.00	0.00	0.00
4,030	1,383	0.00	0.00	52031-400-0000	DAAS Golden Express Expense	0.00	0.00	0.00	0.00	0.00
3,118	7,128	5,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,800.00	4,000.00	0.00	0.00
592	1,376	1,500.00	0.00	52450-400-0000	Special Contract Services	0.00	1,500.00	1,500.00	0.00	0.00
921	392	900.00	0.00	52680-400-0000	Shop Towel Services	0.00	900.00	900.00	0.00	0.00
0	880	250.00	0.00	52690-400-0000	Small Equipment	0.00	400.00	400.00	0.00	0.00
245,858	245,490	231,450	0		Services & Supplies Totals:	0.00	242,975	181,500	0	0
389,603	394,739	388,111	0		EXPENDITURES TOTALS:	0.00	403,297	341,822	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
389,603	394,739	388,111	0		DEPT EXPENSES	0.00	403,297	341,822	0	0
(389,603)	(394,739)	(388,111)	0		PW-Vehicle Maintenance Totals:	0.00	(403,297)	(341,822)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
389,603	394,739	388,111	0		FUND EXPENSES	0.00	403,297	341,822	0	0
(389,603)	(394,739)	(388,111)	0		General Fund Totals:	0.00	(403,297)	(341,822)	0	0
0	18,169	0.00	0.00	1135 4656 E20 52030-400-0000	Air Quality Improvement Trust PW-Vehicle Maintenance Services & Supplies Maintenance - Transportation/W	0.00	0.00	0.00	0.00	0.00
0	18,169	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	18,169	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	18,169	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(18,169)	0	0		PW-Vehicle Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	18,169	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(18,169)	0	0		Air Quality Improvement Trust Tot	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4656	PW-Vehicle Maintenance					
				E30	Capital Outlay					
0	0	0.00	0.00	62030-400-0000	Machinery & Tools	0.00	45,000.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	45,000	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	45,000	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	45,000	0	0	0
0	0	0	0		PW-Vehicle Maintenance Totals:	0.00	(45,000)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	45,000	0	0	0
0	0	0	0		Equipment Replacement Fund Total	0.00	(45,000)	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
389,603	412,909	388,111	0		REPORT EXPENSES	0.00	448,297	341,822	0	0
(389,603)	(412,909)	(388,111)	0		REPORT TOTALS:	0.00	(448,297)	(341,822)	0	0

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$4,000 ***(Only \$1,800 approved – COVID-19 Reduction)***

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  
New diagnostic adapter and kit to check Cummins and CNG electrical systems. \$2,000  
Shop manuals, \$500

51130      PROGRAM SUPPLIES – \$3,200 ***(Only \$1,900 approved – COVID-19 Reduction)***

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, screwdrivers, sockets, etc., \$1,500  
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150      LICENSE/PERMITS/CERTIFICATES – \$6,175 ***(Only \$4,000 approved – COVID-19 Reduction)***

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 (5 @ \$600 each), \$3,000

51320      MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000 ***(Only \$50,000 approved – COVID-19 Reduction)***

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**

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51500      GASOLINE – \$60,000 ***(Only \$50,000 approved – COVID-19 Reduction)***

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 ***(Only \$10,000 approved – COVID-19 Reduction)***

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 – COVID-19 Reduction)***

Compressed natural gas for various vehicles in the City fleet.

52030      MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***

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**

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

- 52050      MAINTENANCE – OTHER EQUIPMENT – \$6,800 *(Only \$4,000 approved – COVID-19 Reduction)*
- 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 – \$400
- Wire feed welding gun.

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

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Mobile Column Heavy Equipment Lift	The Fleet Division is seeking authorization to purchase a new column mobile equipment lift system to have the ability to work on the new Fire Department platform truck. The current lift system is not capable of lifting the weight of the new platform truck. This was discussed before we made the purchase of the platform truck. Both of our mechanics are Fire certified mechanics through the State of California.	\$45,000
<b>Total:</b>			<b>\$45,000</b>

*(Not approved – COVID-19 Elimination)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4669**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	937,156	960,706	916,652	
Services and Supplies	3,205,942	3,119,913	3,010,068	
Capital Outlay	35,000	0	0	
Sewer Depreciation	57,644	73,556	73,556	
<b>Total</b>	<b>4,235,742</b>	<b>4,154,175</b>	<b>4,000,276</b>	

<b>Personnel Authorized</b>	8.03 (FT) 1.75 (PTB) 3.04 (PT)	7.98 (FT) 1.75 (PTB) 3.04 (PT)	7.98 (FT) 1.75 (PTB) 3.04 (PT)
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**Source of Funds**

Sewer Operating Fund	4,133,098	4,079,619	3,925,720
Sewer Replacement Fund	45,000	1,000	1,000
Sewer Capital Asset Fund	57,644	73,556	73,556
<b>Total</b>	<b>4,235,742</b>	<b>4,154,175</b>	<b>4,000,276</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Public Works Director	0.65	0.65	0.65		116,101	116,101	
Public Works Superintendent	0.65	0.65	0.65		77,674	77,674	
Asst Public Works Superintendent	0.65	0.65	0.65		45,868	45,868	
Facilities & Grounds Super	0.18	0.18	0.18		0	0	
Engineering Division Manager	0.30	0.30	0.30		25,611	25,611	
Environmental Compliance Coord	1.00	1.00	1.00		63,718	63,718	
Public Works Inspector	0.30	0.30	0.30		17,512	17,512	
Leadworker Maintenance	1.25	1.00	1.00		49,352	61,092	
Maintenance Worker	1.60	1.55	1.55		67,184	46,526	
Equipment Maint Supervisor	0.25	0.25	0.25		21,193	21,193	
Project Manager (Un)	0.30	0.30	0.30		0	0	
Graffiti Abatement Worker (Un)	0.00	0.25	0.25		0	0	
NPDES Coordinator	0.25	0.25	0.25		17,691	7,500	
NPDES Inspector	0.25	0.25	0.25		13,293	13,293	
Office Specialist	0.40	0.40	0.40		18,537	18,537	
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	0.40	0.40	0.40		18,588	0	
Equipment Mechanic Technician	0.25	0.25	0.25		13,181	13,181	
Maintenance Technician	1.10	1.10	1.10		47,915	39,842	
<b><u>Part-Time</u></b>							
Maintenance Worker	2.04	2.04	2.04		80,234	104,912	
Senior Intern	1.00	1.00	1.00		14,206	14,206	
<b>Full Time</b>	<b>8.03</b>	<b>7.98</b>	<b>7.98</b>		<b>533,734</b>	<b>514,625</b>	
<b>Part Time Benefitted</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>		<b>79,684</b>	<b>53,023</b>	
<b>Part Time</b>	<b>3.04</b>	<b>3.04</b>	<b>3.04</b>		<b>94,440</b>	<b>119,118</b>	
<b>Overtime</b>					<b>5,500</b>	<b>4,000</b>	
<b>Additional Pay</b>					<b>225</b>	<b>225</b>	
<b>Total Salaries &amp; Wages</b>					<b>713,583</b>	<b>690,991</b>	
<b>Benefit Costs</b>					<b>174,058</b>	<b>155,812</b>	
<b>PERS Benefit Costs</b>					<b>73,058</b>	<b>69,849</b>	
<b>Total Benefit Costs</b>					<b>247,116</b>	<b>225,661</b>	
<b>TOTAL</b>					<b>960,699</b>	<b>916,652</b>	



## 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>2018–19</u>	1st 6 mos. <u>2019–20</u>	Estimate <u>2020–21</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)	2,800	1,400	2,800
Repair of sewer main (feet)	25	0	150
Blockage requests (each)	24	10	40
Facility Pretreatment Inspections	250	175	500

### Personnel Services – \$960,706

Salary requests are for: Public Works Director/City Engineer (0.65) – \$116,101; Public Works Superintendent (0.65) – \$77,674; Asst. Public Works Superintendent (0.65) – \$45,868; Engineering Division Manager (0.30) – \$25,611; Environmental Compliance Coordinator (1.00) - \$63,718; Public Works Inspector (0.30) – \$17,512; Leadworker Maintenance (1.00) – \$49,352; Maintenance Worker (1.55) – \$67,184; Equipment Maintenance Supervisor (0.25) – \$21,193; NPDES Coordinator (0.25) - \$17,691; NPDES Inspector (0.25) - \$13,293; Office Specialist (0.40) – \$18,537; Administrative Technician (0.40/part-time benefitted) – \$18,588; Maintenance Technician (1.10/part-time benefitted) – \$47,915; Equipment Maintenance Technician (0.25/part-time benefitted) – \$13,181; Maintenance Worker (2.04/part-time) - \$80,242; Senior Intern (1.00/part-time) \$14,206. Cost allocations are as follows: full-time salaries – \$533,734; part-time benefitted salaries – \$79,684; part-time salaries – \$94,448; overtime – \$5,500; additional pay – \$225; benefit costs – \$247,115.

### Services and Supplies – \$3,135,825

Funding requested is for: books and publications – \$400; uniforms – \$2,595; program supplies – \$3,200; license/permits/certificates – \$4,050; 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 – \$1,230; travel and meetings – \$5,300; mileage/auto allowance – \$5,070; sewer processing – \$3,028,200; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$7,300; rent – equipment – \$13,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$73,556; cellular phone expense – \$1,618.

### Capital Outlay

No funding requested

# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 1:09PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1501	Sewer Operating Fund					
				4669	PW-Sewer Maintenance					
				E10	Personnel Services					
373,198	377,486	527,878.00	0.00	41010-400-0000	Regular Earnings	0.00	533,734.00	514,625.00	0.00	0.00
13,935	3,515	89,470.00	0.00	42020-400-0000	Part Time Wages	0.00	94,448.00	119,118.00	0.00	0.00
14,699	10,270	72,891.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	79,684.00	53,023.00	0.00	0.00
4,666	3,331	5,500.00	0.00	43010-400-0000	Overtime	0.00	5,500.00	4,000.00	0.00	0.00
0	53	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
2,770	17,005	5,986.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	7,960.00	7,591.00	0.00	0.00
0	104	0.00	0.00	44190-400-4202	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
211	225	225.00	0.00	44250-400-0000	Bilingual Pay	0.00	225.00	225.00	0.00	0.00
0	0	130,902.00	0.00	45220-400-0000	Benefit Plan	0.00	130,878.00	113,958.00	0.00	0.00
2,696	4,428	9,300.00	0.00	45240-400-0000	Deferred Compensation	0.00	8,912.00	8,912.00	0.00	0.00
37,213	39,674	69,156.00	0.00	45250-400-0000	P.E.R.S.	0.00	73,058.00	69,849.00	0.00	0.00
2,626	1,715	2,614.00	0.00	45270-400-0000	LTD Insurance	0.00	2,670.00	2,447.00	0.00	0.00
1,772	1,833	2,826.00	0.00	45290-400-0000	Life Insurance	0.00	2,803.00	2,608.00	0.00	0.00
6,004	6,012	10,339.00	0.00	45330-400-0000	Medicare	0.00	10,036.00	9,620.00	0.00	0.00
1,804	861	10,069.00	0.00	45340-400-0000	Social Security	0.00	10,798.00	10,676.00	0.00	0.00
461,592	466,513	937,156	0		Personnel Services Totals:	0.00	960,706	916,652	0	0
				E20	Services & Supplies					
0	110	250.00	0.00	51020-400-0000	Books and Publications	0.00	400.00	200.00	0.00	0.00
1,691	1,230	2,595.00	0.00	51100-400-0000	Uniforms	0.00	2,595.00	1,700.00	0.00	0.00
2,858	2,446	6,800.00	0.00	51130-400-0000	Program Supplies	0.00	3,200.00	2,800.00	0.00	0.00
3,204	3,279	3,500.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	4,050.00	3,500.00	0.00	0.00
3,599	2,551	3,500.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	3,500.00	3,500.00	0.00	0.00
0	1,063	2,000.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,000.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
1,197	1,145	1,200.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	1,200.00	1,200.00	0.00	0.00
2,000	3,000	3,000.00	0.00	51500-400-0000	Gasoline	0.00	3,000.00	3,000.00	0.00	0.00
10,000	15,000	15,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	15,000.00	12,000.00	0.00	0.00
0	892	1,500.00	0.00	51520-400-0000	Oil & Lubricants	0.00	1,500.00	1,500.00	0.00	0.00
0	1,500	1,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	1,500.00	1,500.00	0.00	0.00
716	11,975	3,500.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	3,500.00	2,500.00	0.00	0.00
1,218	2,177	2,030.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,230.00	1,230.00	0.00	0.00
5,033	2,428	5,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,300.00	0.00	0.00	0.00
1,560	2,340	5,070.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	5,070.00	5,070.00	0.00	0.00
3,219,593	3,286,144	2,940,000.00	0.00	52410-400-0000	Sewer Processing	0.00	3,028,200.00	2,940,000.00	0.00	0.00
100	120	1,000.00	0.00	52420-400-0000	Special Lab Testing	0.00	1,000.00	500.00	0.00	0.00
1,800	1,800	167,451.00	0.00	52450-400-0000	Special Contract Services	0.00	11,000.00	11,000.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	0.00	0.00	0.00
3,281	5,000	4,500.00	0.00	52540-400-0000	Vocational Training	0.00	7,300.00	0.00	0.00	0.00
18,741	23,181	19,000.00	0.00	52640-400-1799	Transcenter Port Restroom Rent	0.00	13,000.00	13,000.00	0.00	0.00
0	149	250.00	0.00	52670-400-0000	Postage	0.00	250.00	250.00	0.00	0.00
2,666	950	3,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,000.00	1,000.00	0.00	0.00
1,449	2,145	2,296.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,618.00	1,618.00	0.00	0.00
3,280,705	3,370,624	3,195,942	0		Services & Supplies Totals:	0.00	3,118,913	3,009,068	0	0
0	119,340	0.00	0.00	E30 62020-400-0000	Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	119,340	0	0		Capital Outlay Totals:	0.00	0	0	0	0
3,742,298	3,956,477	4,133,098	0		EXPENDITURES TOTALS:	0.00	4,079,619	3,925,720	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,742,298	3,956,477	4,133,098	0		DEPT EXPENSES	0.00	4,079,619	3,925,720	0	0
(3,742,298)	(3,956,477)	(4,133,098)	0		PW-Sewer Maintenance Totals:	0.00	(4,079,619)	(3,925,720)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
3,742,298	3,956,477	4,133,098	0		FUND EXPENSES	0.00	4,079,619	3,925,720	0	0
(3,742,298)	(3,956,477)	(4,133,098)	0		Sewer Operating Fund Totals:	0.00	(4,079,619)	(3,925,720)	0	0
				1502	Sewer Replacement Fund					
				4669	PW-Sewer Maintenance					
				E20	Services & Supplies					
13,727	0	0.00	0.00	52190-400-0000	Special Consulting Services	0.00	0.00	0.00	0.00	0.00
0	0	10,000.00	0.00	52450-400-0000	Special Contract Services	0.00	1,000.00	1,000.00	0.00	0.00
13,727	0	10,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
				E30	Capital Outlay					
0	119,340	35,000.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	119,340	35,000	0		Capital Outlay Totals:	0.00	0	0	0	0
13,727	119,340	45,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
13,727	119,340	45,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
(13,727)	(119,340)	(45,000)	0		PW-Sewer Maintenance Totals:	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
13,727	119,340	45,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
(13,727)	(119,340)	(45,000)	0		Sewer Replacement Fund Totals:	0.00	(1,000)	(1,000)	0	0
				1503	Sewer Capital Asset & PERS					
				4669	PW-Sewer Maintenance					
				E20	Services & Supplies					
57,644	73,556	57,644.00	0.00	52760-400-0000	Depreciation Expense	0.00	73,556.00	73,556.00	0.00	0.00
57,644	73,556	57,644	0		Services & Supplies Totals:	0.00	73,556	73,556	0	0
				E30	Capital Outlay					
0	(238,680)	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	(238,680)	0	0		Capital Outlay Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
57,644	(165,124)	57,644	0		EXPENDITURES TOTALS:	0.00	73,556	73,556	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
57,644	(165,124)	57,644	0		DEPT EXPENSES	0.00	73,556	73,556	0	0
(57,644)	165,124	(57,644)	0		PW-Sewer Maintenance Totals:	0.00	(73,556)	(73,556)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
57,644	(165,124)	57,644	0		FUND EXPENSES	0.00	73,556	73,556	0	0
(57,644)	165,124	(57,644)	0		Sewer Capital Asset & PERS Totals	0.00	(73,556)	(73,556)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,813,668	3,910,693	4,235,742	0		REPORT EXPENSES	0.00	4,154,175	4,000,276	0	0
(3,813,668)	(3,910,693)	(4,235,742)	0		REPORT TOTALS:	0.00	(4,154,175)	(4,000,276)	0	0

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
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	\$500
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.	San Diego, CA	October 2020	\$1,800
52130	Xavier Mendez, Public Works Superintendent Patrick Perez, Leadworker Maintenance	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 2020	\$2,000
52130	Marissa Pereyda, Environmental Compliance Coordinator	Attend the Annual California Water Environmental Association and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2020	\$1,000
				<b>Total:</b>	<b>\$5,300</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Travel and Meetings has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

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

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	\$300
52540	Division Personnel	The funds requested would be used for division personnel to attend CWEA training of various required courses related to sewer maintenance, pretreatment, FOG and environmental inspection.	Various	Varies	\$900
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$600
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	Patrick Perez, Leadworker Maintenance	Training for division personnel to obtain their NASSCO certificate for Sewer Master Planning purposes. National Association of Sewer Service Companies.	Las Vegas	Tri-State	\$1,000
				<b>Total:</b>	<b>\$7,300</b>

***(Not approved – COVID-19 Suspension)***

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400 (***Only \$200 approved – COVID-19 Reduction***)

Books and periodicals relating to sewer maintenance program. Pretreatment and Environmental Inspection exam books.

51100      UNIFORMS – \$2,595 (***Only \$1,700 approved – COVID-19 Reduction***)

Safety toe work boots and uniforms for personnel assigned to this division.

51130      PROGRAM SUPPLIES – \$3,200 (***Only \$2,800 approved – COVID-19 Reduction***)

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150      LICENSE/PERMITS/CERTIFICATES – \$4,050 (***Only \$3,500 approved – COVID-19 Reduction***)

– California Water Environmental Association certificates for:

    Public Works Superintendent Mendez, \$200

    Environmental Compliance Coordinator Pereyda, \$200

    Leadworker Perez, \$200

    Maintenance Worker, A. Perez, \$200

– Qualified Applicators Certificate renewal fees for:

    Leadworker Perez, \$100

– 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), \$3,150

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**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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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 ***(Only \$12,000 approved – COVID-19 Reduction)***  
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  
Compressed natural gas for various vehicles in the City fleet.
- 52050      MAINTENANCE – OTHER EQUIPMENT – \$3,500 ***(Only \$2,500 approved – COVID-19 Reduction)***  
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**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52120      DUES AND MEMBERSHIPS – \$1,230

Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworker Sewers Patrick Perez, Environmental Compliance Coordinator Marissa Pereyda, and Asst. Public Works Superintendent Jim Diaz, \$230  
Membership to California Water Environmental Association for Public Works Superintendent Mendez, Leadworker Sewers Patrick Perez, Environmental Compliance Coordinator Marissa Pereyda, and two Maintenance Workers, \$1,000

52130      TRAVEL AND MEETINGS – \$5,300 ***(Not approved – COVID-19 Suspension)***

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

52410      SEWER PROCESSING – \$3,028,200 ***(Only \$2,940,000 approved – COVID-19 Reduction)***

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2020/21 fiscal year with 147,000 E.D.U.'s at \$20.60 per equivalent dwelling unit.

52420      SPECIAL LAB TESTING – \$1,000 ***(Only \$500 approved – COVID-19 Reduction)***

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**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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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 – \$12,000

Special contract services by vendors for sewer mainline incidents, \$1,500  
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, \$1,500  
Granite XP Software Support Plan for Video Camera System November 2020 to October 2021, \$2,000  
SSMP/Master Plan annual update by consultant, \$1,000 (Sewer Replacement Fund)  
Software program for FOG and Pretreatment inspection monitoring and data storage, \$6,000

52530 EDUCATIONAL GRANTS – \$2,500 **(Not approved – COVID-19 Reduction)**

Attendance by division personnel at work related courses held at local colleges.

***An amount for Educational Grants has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before classes begin.***

52540 VOCATIONAL TRAINING – \$7,300 **(Not approved – COVID-19 Suspension)**

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$13,000

Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 5 times per week. \$988 every four weeks.

52670 POSTAGE – \$250

Mailing of sewer related information.

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

- 52690      SMALL EQUIPMENT – \$1,000  
Two manhole lifters
  
- 52760      DEPRECIATION EXPENSE – \$73,556  
Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)
  
- 52850      CELLULAR PHONE EXPENSE – \$1,618  
Cellular phone charges for personnel assigned to this division.

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
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	439,082	434,315	337,229	
Services and Supplies	383,587	644,185	238,635	
Capital Outlay	6,500	0	0	
<b>Total</b>	<b>829,169</b>	<b>1,078,500</b>	<b>575,864</b>	

<b>Personnel Authorized</b>	6.00 (FT) 0.85 (PT)	6.00 (FT) 0.85 (PT)	6.00 (FT) 0.85 (PT)
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### Department Distribution

Bldg. Maint. Services	377,078	622,858	225,958
Heating and A/C Services	132,263	116,058	107,208
Janitorial Services	319,828	339,584	242,698
<b>Total</b>	<b>829,169</b>	<b>1,078,500</b>	<b>575,864</b>

### Source of Funds

General Fund	829,169	1,078,500	575,864
<b>Total</b>	<b>829,169</b>	<b>1,078,500</b>	<b>575,864</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4691**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Bldg. Maintenance Services

**Program Description**

Maintain all public facilities in a safe and attractive manner.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	135,191	136,023	129,023	
Services and Supplies	241,877	486,835	96,935	
Capital Outlay	0	0	0	
<b>Total</b>	<b>377,078</b>	<b>622,858</b>	<b>225,958</b>	

<b>Personnel Authorized</b>	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)	
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**Source of Funds**

General Fund	377,078	622,858	225,958
<b>Total</b>	<b>377,078</b>	<b>622,858</b>	<b>225,958</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4691 Bldg. Maint. Service

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Facilities & Grounds Sup	0.35	0.35	0.35		0	0	
Building Maintenance Supe	0.55	0.55	0.55		40,758	40,758	
Facilities Specialist	0.55	0.55	0.55		31,154	31,154	
Office Specialist	0.10	0.10	0.10		4,634	4,634	
<b><u>Part-Time</u></b>							
Leadworker Maintenance	0.85	0.85	0.85		21,746	21,746	
Full Time	1.55	1.55	1.55		76,546	76,546	
Part Time	0.85	0.85	0.85		21,746	21,746	
Overtime					8,000	1,000	
Total Salaries & Wages					106,292	99,292	
Benefit Costs					21,404	21,404	
PERS Benefit Costs					8,327	8,327	
Total Benefit Costs					29,731	29,731	
<b>TOTAL</b>					<b>136,023</b>	<b>129,023</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4691 Bldg. Maint. Services

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### **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.
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### **Units of Measure**

	<u>2018-19</u>	<u>1st 6 mos. 2019-20</u>	<u>Estimate 2020-21</u>
General Building Maintenance	17	19	19

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### **Personnel Services – \$136,024**

Salary requests are for: Facilities & Grounds Superintendent (0.35) - unfunded; Building Maintenance Supervisor (0.55) – \$40,758; Facilities Specialist (0.55) – \$31,154; Office Specialist (0.10) – \$4,634; Leadworker Maintenance (0.85/part-time) - \$21,746; Cost allocations are as follows: full-time salaries – \$76,546; part-time salaries – \$21,746; overtime – \$8,000; benefit costs - \$29,732.

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### **Services and Supplies – \$486,835**

Funding requested is for: uniforms – \$3,100; program supplies – \$3,200; license/permits/certificates – \$4,000; materials buildings – \$418,800; maintenance – other equipment – \$25,435; special contract services – \$30,300; rent – equipment – \$2,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:37PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4691	PW-Building Maintenance Svcs					
				E10	Personnel Services					
76,863	83,433	81,070.00	0.00	41010-400-0000	Regular Earnings	0.00	76,546.00	76,546.00	0.00	0.00
8,913	10,398	21,110.00	0.00	42020-400-0000	Part Time Wages	0.00	21,746.00	21,746.00	0.00	0.00
3,420	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
190	2,657	1,000.00	0.00	43010-400-0000	Overtime	0.00	8,000.00	1,000.00	0.00	0.00
0	172	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,513	1,742	1,741.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	819.00	819.00	0.00	0.00
0	0	14,040.00	0.00	45220-400-0000	Benefit Plan	0.00	17,280.00	17,280.00	0.00	0.00
1,531	1,575	1,592.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
8,445	9,223	11,110.00	0.00	45250-400-0000	P.E.R.S.	0.00	8,327.00	8,327.00	0.00	0.00
540	358	341.00	0.00	45270-400-0000	LTD Insurance	0.00	320.00	320.00	0.00	0.00
434	415	397.00	0.00	45290-400-0000	Life Insurance	0.00	212.00	212.00	0.00	0.00
1,323	1,430	1,481.00	0.00	45330-400-0000	Medicare	0.00	1,425.00	1,425.00	0.00	0.00
222	3	1,309.00	0.00	45340-400-0000	Social Security	0.00	1,348.00	1,348.00	0.00	0.00
103,396	111,405	135,191	0		Personnel Services Totals:	0.00	136,023	129,023	0	0
				E20	Services & Supplies					
0	1,140	2,000.00	0.00	51100-400-0000	Uniforms	0.00	3,100.00	1,500.00	0.00	0.00
799	1,839	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	3,200.00	2,000.00	0.00	0.00
3,834	3,750	3,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	4,000.00	4,000.00	0.00	0.00
51,623	91,079	177,788.04	0.00	51300-400-0000	Materials - Buildings	0.00	418,800.00	46,000.00	0.00	0.00
20,495	23,630	25,447.78	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	25,435.00	25,435.00	0.00	0.00
0	112	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	0.00	0.00	0.00
24,587	26,505	25,000.00	0.00	52450-400-0000	Special Contract Services	0.00	30,300.00	16,000.00	0.00	0.00
0	125	1,200.00	0.00	52640-400-0000	Rent - Equipment	0.00	2,000.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
101,337	148,179	236,436	0		Services & Supplies Totals:	0.00	486,835	96,935	0	0
3,864	0	0.00	0.00	E30 62030-400-0000	Capital Outlay Machinery & Tools	0.00	0.00	0.00	0.00	0.00
3,864	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
208,597	259,584	371,627	0		EXPENDITURES TOTALS:	0.00	622,858	225,958	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
208,597	259,584	371,627	0		DEPT EXPENSES	0.00	622,858	225,958	0	0
(208,597)	(259,584)	(371,627)	0		PW-Building Maintenance Svcs Tot	0.00	(622,858)	(225,958)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
208,597	259,584	371,627	0		FUND EXPENSES	0.00	622,858	225,958	0	0
(208,597)	(259,584)	(371,627)	0		General Fund Totals:	0.00	(622,858)	(225,958)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
208,597	259,584	371,627	0		REPORT EXPENSES	0.00	622,858	225,958	0	0
(208,597)	(259,584)	(371,627)	0		REPORT TOTALS:	0.00	(622,858)	(225,958)	0	0

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

51100      UNIFORMS – \$3,100 ***(Only \$1,500 approved – COVID-19 Reduction)***

Rental and cleaning of uniforms, \$1,600  
Purchase of two pairs of work boots per person for Division Personnel, \$1,500

51130      PROGRAM SUPPLIES – \$3,200 ***(Only \$2,000 approved – COVID-19 Reduction)***

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, replacement of two scaffolding platforms, \$1,200

51150      LICENSE/PERMITS/CERTIFICATES – \$4,000

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 – \$418,800 ***(Only \$46,000 approved – COVID-19 Reduction)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

**BUILDING MAINTENANCE DIVISION – \$345,800 *(Only \$14,500 approved – COVID-19 Reduction)***

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 ***(Not approved)***
3. Refinishing of the gymnasium floor including stage and three racquetball courts, \$8,000 ***(Not approved)***
4. Splash Pad – Seasonal UV Light service, filter sand change, tile replacement and chemicals, \$7,000 ***(Not approved)***

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

---

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

---

Object  
Number

5. Replace fuel lines on Generator 1 at the Police Facility, \$3,500 **(Not approved)**
6. Remove graffiti film from all Civic Center buildings, \$27,000 **(Not approved)**
7. Upgrade i-Vu software to run on the City's main server, \$8,500
8. Springs for Fire Station roll-up doors, \$4,000
9. Remodel library restrooms, \$64,500 **(Not approved)**
10. Paint Civic Center building and metal fencing, \$214,800 **(Not approved)**
11. Replace 4 FM-200 actuators in the Police Department, \$2,500 **(Not approved)**

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$43,000 **(Only \$1,500 approved – COVID-19 Reduction)**

1. Remodel Marcia's office, \$2,500 **(Not approved)**
2. Replace flooring in Recreation Center entry and hallways, \$18,000 **(Not approved)**
3. Replace flooring in Room B of the Community Center, \$6,000 **(Not approved)**
4. Paint interior walls of Youth Center, \$8,000 **(Not approved)**
5. Replace flooring in Senior Center lobby, \$7,000 **(Not approved)**
6. Repair three drains on the Senior Center kitchen sink, \$1,500

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

---

Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – \$25,435

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**

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

---

Object  
Number

Generator Maintenance Contracts – \$7,650

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 – \$30,300 ***(Only \$16,000 approved – COVID-19 Reduction)***

Monthly pest control service for all City facilities including spot treatments for termites and bee removal, \$16,000

Window cleaning at Police Facility once a year, \$2,800 ***(Not approved)***

Roof cleaning at Police Facility once a year, \$11,500 ***(Not approved)***

52640      RENT – EQUIPMENT – \$2,000

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4692**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Heating & Air Conditioning

**Program Description**

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	98,763	81,908	78,708	
Services and Supplies	33,500	34,150	28,500	
Capital Outlay	0	0	0	
<b>Total</b>	<b>132,263</b>	<b>116,058</b>	<b>107,208</b>	

<b>Personnel Authorized</b>	1.25 (FT)	1.25 (FT)	1.25 (FT)
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**Source of Funds**

General Fund	132,263	116,058	107,208
<b>Total</b>	<b>132,263</b>	<b>116,058</b>	<b>107,208</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4692 Heating & Air Conditioning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Facilities & Grounds Sup	0.35	0.35	0.35		0	0	
Building Maintenance Super	0.40	0.40	0.40		29,642	29,642	
Facilities Specialist	0.40	0.40	0.40		22,658	22,658	
Office Specialist	0.10	0.10	0.10		4,634	4,634	
Full Time	1.25	1.25	1.25		56,934	56,934	
Overtime					4,000	800	
Total Salaries & Wages					60,934	57,734	
Benefit Costs					14,781	14,781	
PERS Benefit Costs					6,193	6,193	
Total Benefit Costs					20,974	20,974	
<b>TOTAL</b>					<b>81,908</b>	<b>78,708</b>	



**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</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 – \$81,908**

Salary requests are for: Facilities & Grounds Superintendent (0.35) - unfunded; Building Maintenance Supervisor (0.40) – \$29,642; Facilities Specialist (0.40) – \$22,658; Office Specialist (0.10) – \$4,634. Cost allocations are as follows: full-time salaries – \$56,934; overtime – \$4,000; benefit costs – \$20,974.

**Services and Supplies – \$34,150**

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$22,000; maintenance – other equipment – \$11,650.

**Capital Outlay**

No funding requested.

# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4692	PW-Heating & Air Conditioning					
				E10	Personnel Services					
67,572	73,431	71,341.00	0.00	41010-400-0000	Regular Earnings	0.00	56,934.00	56,934.00	0.00	0.00
0	49	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
3,420	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
728	549	500.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	800.00	0.00	0.00
0	125	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,343	1,517	1,518.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	596.00	596.00	0.00	0.00
0	0	12,060.00	0.00	45220-400-0000	Benefit Plan	0.00	12,960.00	12,960.00	0.00	0.00
1,531	1,575	1,592.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
7,536	8,250	10,047.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,193.00	6,193.00	0.00	0.00
495	312	301.00	0.00	45270-400-0000	LTD Insurance	0.00	240.00	240.00	0.00	0.00
404	385	370.00	0.00	45290-400-0000	Life Insurance	0.00	160.00	160.00	0.00	0.00
1,065	1,101	1,034.00	0.00	45330-400-0000	Medicare	0.00	825.00	825.00	0.00	0.00
222	3	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
84,317	87,297	98,763	0		Personnel Services Totals:	0.00	81,908	78,708	0	0
				E20	Services & Supplies					
200	0	500.00	0.00	51130-400-0000	Program Supplies	0.00	500.00	500.00	0.00	0.00
68,554	19,087	29,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	22,000.00	18,000.00	0.00	0.00
10,851	9,940	9,451.18	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	11,650.00	10,000.00	0.00	0.00
79,605	29,028	38,951	0		Services & Supplies Totals:	0.00	34,150	28,500	0	0
				E30	Capital Outlay					
6,023	0	0.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00
6,023	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
169,945	116,324	137,714	0		EXPENDITURES TOTALS:	0.00	116,058	107,208	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
169,945	116,324	137,714	0		DEPT EXPENSES	0.00	116,058	107,208	0	0
(169,945)	(116,324)	(137,714)	0		PW-Heating & Air Conditioning Tc	0.00	(116,058)	(107,208)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
169,945	116,324	137,714	0		FUND EXPENSES	0.00	116,058	107,208	0	0
(169,945)	(116,324)	(137,714)	0		General Fund Totals:	0.00	(116,058)	(107,208)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
169,945	116,324	137,714	0		REPORT EXPENSES	0.00	116,058	107,208	0	0
(169,945)	(116,324)	(137,714)	0		REPORT TOTALS:	0.00	(116,058)	(107,208)	0	0

**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 – \$22,000 ***(Only \$18,000 approved – COVID-19 Reduction)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050      MAINTENANCE – OTHER EQUIPMENT – \$11,650 ***(Only \$10,000 approved – COVID-19 Reduction)***

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

Nalco water treatment quarterly of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$2,650

Biannual service of 9 ice machines in all city facilities, \$4,000

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4693**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	205,128	216,384	129,498	
Services and Supplies	108,200	123,200	113,200	
Capital Outlay	6,500	0	0	
<b>Total</b>	<b>319,828</b>	<b>339,584</b>	<b>242,698</b>	

<b>Personnel Authorized</b>	3.20 (FT)	3.20 (FT)	3.20 (FT)
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**Source of Funds**

General Fund	319,828	339,584	242,698
<b>Total</b>	<b>319,828</b>	<b>339,584</b>	<b>242,698</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** 4693 Janitorial Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Facilities & Grounds Sup	0.05	0.05	0.05		0	0	
Building Maintenance Superv	0.05	0.05	0.05		3,705	3,705	
Facilities Specialist	0.05	0.05	0.05		2,832	2,832	
Leadworker Maintenance	1.00	1.00	1.00		56,537	0	
Office Specialist	0.05	0.05	0.05		2,317	2,317	
Custodian	2.00	2.00	2.00		83,054	76,806	
Full Time	3.20	3.20	3.20		148,445	85,660	
Overtime					2,000	1,500	
Total Salaries & Wages					150,445	87,160	
Benefit Costs					49,630	33,021	
PERS Benefit Costs					16,309	9,317	
Total Benefit Costs					65,939	42,338	
<b>TOTAL</b>					<b>216,384</b>	<b>129,498</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4693 Janitorial Services

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### **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.
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### **Units of Measure**

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	<u>2018-19</u>	<u>1st 6 mos. 2019-20</u>	<u>Estimate 2020-21</u>
City Facilities (buildings)	11	11	11

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### **Personnel Services – \$216,384**

Salary requests are for: Facilities & Grounds Superintendent (0.05) - unfunded; Building Maintenance Supervisor (0.05) – \$3,705; Facilities Specialist (0.05) – \$2,832; Leadworker Maintenance (1.00) – \$56,537; Custodian (2.00) – \$83,054; Office Specialist (0.05) – \$2,317; Cost allocations are as follows: full-time salaries – \$148,445; overtime – \$2,000; benefit costs – \$65,939.

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### **Services and Supplies – \$123,200**

Funding requested is for: custodial supplies – \$40,000; program supplies – \$1,200; special contract services – \$82,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4693	PW-Janitorial Services					
				E10	Personnel Services					
61,963	78,316	140,945.00	0.00	41010-400-0000	Regular Earnings	0.00	148,445.00	85,660.00	0.00	0.00
(8,000)	0	0.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	0.00	0.00	0.00	0.00
28,312	9,755	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
31,028	21,268	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
1,486	7,450	2,000.00	0.00	43010-400-0000	Overtime	0.00	2,000.00	1,500.00	0.00	0.00
0	16	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
298	0	0.00	0.00	44170-400-4202	Holiday Pay	0.00	0.00	0.00	0.00	0.00
184	846	1,318.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	934.00	75.00	0.00	0.00
0	0	41,700.00	0.00	45220-400-0000	Benefit Plan	0.00	45,360.00	30,960.00	0.00	0.00
219	225	228.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
8,837	8,647	15,710.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,309.00	9,317.00	0.00	0.00
542	450	595.00	0.00	45270-400-0000	LTD Insurance	0.00	625.00	362.00	0.00	0.00
456	439	589.00	0.00	45290-400-0000	Life Insurance	0.00	558.00	381.00	0.00	0.00
1,790	1,708	2,043.00	0.00	45330-400-0000	Medicare	0.00	2,153.00	1,243.00	0.00	0.00
2,066	1,326	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
129,180	130,446	205,128	0		Personnel Services Totals:	0.00	216,384	129,498	0	0
				E20	Services & Supplies					
46,062	48,372	35,000.00	0.00	51090-400-0000	Custodial Supplies	0.00	40,000.00	40,000.00	0.00	0.00
1,026	0	1,200.00	0.00	51130-400-0000	Program Supplies	0.00	1,200.00	1,200.00	0.00	0.00
69,257	72,770	72,000.00	0.00	52450-400-0000	Special Contract Services	0.00	82,000.00	72,000.00	0.00	0.00
116,345	121,142	108,200	0		Services & Supplies Totals:	0.00	123,200	113,200	0	0
				E30	Capital Outlay					



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	6,500.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00
0	0	6,500	0		Capital Outlay Totals:	0.00	0	0	0	0
245,525	251,588	319,828	0		EXPENDITURES TOTALS:	0.00	339,584	242,698	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
245,525	251,588	319,828	0		DEPT EXPENSES	0.00	339,584	242,698	0	0
(245,525)	(251,588)	(319,828)	0		PW-Janitorial Services Totals:	0.00	(339,584)	(242,698)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
245,525	251,588	319,828	0		FUND EXPENSES	0.00	339,584	242,698	0	0
(245,525)	(251,588)	(319,828)	0		General Fund Totals:	0.00	(339,584)	(242,698)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
245,525	251,588	319,828	0		REPORT EXPENSES	0.00	339,584	242,698	0	0
(245,525)	(251,588)	(319,828)	0		REPORT TOTALS:	0.00	(339,584)	(242,698)	0	0

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

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**Department:** Public Works

**Program:** 4693 Janitorial Services

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Object  
Number

51090      CUSTODIAL SUPPLIES – \$40,000

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 – COVID-19 Reduction**)

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

# *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	1,318,705	1,414,595	1,285,483	
Services and Supplies	210,870	206,275	140,125	
Capital Outlay	36,092	0	0	
<b>Total</b>	<b>1,565,667</b>	<b>1,620,870</b>	<b>1,425,608</b>	

<b>Personnel Authorized</b>	12.45 (FT) 10.05 (PT)	12.45 (FT) 10.05 (PT)	12.10 (FT) 10.05 (PT)
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### Department Distribution

Planning Commission	11,150	8,075	8,075
Administration	139,732	137,306	82,627
Planning	280,142	299,968	299,218
Building	386,676	412,150	374,950
Fire Prevention Bureau	116,976	124,555	123,955
Code Enforcement	630,991	638,816	536,783
<b>Total</b>	<b>1,565,667</b>	<b>1,620,870</b>	<b>1,425,608</b>

### Source of Funds

General Fund	1,337,575	1,398,870	1,200,720
Community Dev Block Grant Fund	50,000	80,000	107,888
Air Quality Improvement Fund	61,092	25,000	0
Homeless Emergency Aid Program	117,000	117,000	117,000
<b>Total</b>	<b>1,565,667</b>	<b>1,620,870</b>	<b>1,425,608</b>

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>				<b>DEPARTMENT SUMMARY</b>				
<b>Class Title/ Employee Name</b>	<b>Salary Range</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Includes % Increase (if any)</b>	
			<b>First Rate</b>		<b>Second Rate</b>		<b>Total Salary Next Year</b>	<b>Recommended by Administration Next Year</b>
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>		
<b><u>Full Time:</u></b>								
<b><u>Administration from other Departments/Entities</u></b>								
Christine Caldwell	.15 C	01/20/20	12.0	0			0	0
<b><u>Building Official/Code Enforcement Manager</u></b>								
Merry Westerlin	E		12.0	9,763			119,499	119,499
<b><u>Community Development Director</u></b>								
Michael Diaz	A	08/19/19	1.6	11,433	10.4	12,005	146,008	146,008
<b><u>Associate Planner</u></b>								
Silvia Gutierrez	E		12.0	6,562			80,319	80,319
Yvonne Nemeth	E		12.0	6,562			80,319	80,319
<b><u>Plans Examiner</u></b>								
Dennis McGehee	E		12.0	6,926			84,774	84,774
<b><u>Senior Building Inspector</u></b>								
Michael Dorsey	D	03/04/20	2.1	6,283	9.9	6,597	80,075	80,075
<b><u>Deputy Fire Marshal</u></b>								
Scott Sherwood	E		12.0	7,436			91,017	91,017

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>							<b>DEPARTMENT SUMMARY</b>	
<b>Class Title/ Employee Name</b>	<b>Salary Range</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Includes % Increase (if any)</b>	
			<b>First Rate</b>		<b>Second Rate</b>		<b>Total Salary Next Year</b>	<b>Recommended by Administration Next Year</b>
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>		
<u>Code Enforcement Supervisor</u>								
Gabe Fondario	E		12.0	6,723			82,290	82,290
<u>Sr. Code Enforcement Officer</u>								
Robert Hargett	E		12.0	5,976			73,146	73,146
<u>Code Enforcement Officer</u>								
Jacqueline Andrade	E		12.0	5,337			65,325	65,325
Denise Ortiz	C	01/09/20	6.3	4,841	5.7	5,083	60,660	60,660
Vacant - COVID Freeze	C		12.0	0			0	0
<u>Administrative Secretary</u>								
Laura Embree	E		12.0	4,443			54,382	54,382
<b><u>Administration to other Departments/Entities</u></b>								
Mike Diaz (ED)							-73,004	-73,004
Merry Westerlin (ED)							-11,950	-11,950
Siliva Gutierrez (ED)							-8,032	-8,032
Yvonne Nemeth (ED)							-8,032	-8,032
Dennis McGehee (ED)							-8,477	-8,477
<b><u>Part Time:</u></b>								
<b><u>Administration from other Departments/Entities</u></b>								
Marilyn Staats (960 hrs year)				0.00 hr.			0	0

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>				<b>DEPARTMENT SUMMARY</b>					
<b>Class Title/ Employee Name</b>	<b>Salary Range</b>	<b>Date Last Step Raise</b>	<b>Salary Calculations</b>				<b>Includes % Increase (if any)</b>		
			<b>First Rate</b>		<b>Second Rate</b>		<b>Total Salary Next Year</b>	<b>Recommended by Administration Next Year</b>	
			<b>Months</b>	<b>Rate</b>	<b>Months</b>	<b>Rate</b>			
<u>Junior Intern</u>									
Rudy Arensdorff (25 hrs week)				13.00 hr.			17,238	17,238	
<u>Reserve Code Enforcement Officer</u>									
Vacant - COVID Freeze			12.0	0			0	0	
Alan Romansky			12.0	300			3,600	3,600	
Vacant - COVID Freeze			12.0	0			0	0	
Vacant - COVID Freeze			12.0	0			0	0	
<u>Planning Commissioners</u>									
Virginia Eaton			12.0	125			1,500	1,500	
Manuel Martinez			12.0	125			1,500	1,500	
Barry Rowley			12.0	125			1,500	1,500	
Sergio Sahagun			13.0	125			1,500	1,500	
Jaso Sanchez			12.0	125			1,500	1,500	
<b>Salary Requirements:</b>							(FT)	908,319	908,319
							(PT)	28,338	28,338
							<b>TOTAL</b>	<b>936,657</b>	<b>936,657</b>

## 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 - Caldwell	0.15	0.15	0.00		19,111	0	
Community Development Director	1.00	1.00	1.00		146,008	146,008	
Building Official/Code Enf Manager	1.00	1.00	1.00		119,499	119,499	
Associate Planner	2.00	2.00	2.00		160,638	160,638	
Plans Examiner	1.00	1.00	1.00		84,774	84,774	
Senior Building Inspector	1.00	1.00	1.00		80,075	80,075	
Deputy Fire Marshal	1.00	1.00	1.00		91,017	91,017	
Code Enforcement Supervisor	1.00	1.00	1.00		82,290	82,290	
Sr. Code Enforcement Officer	1.00	1.00	1.00		73,146	73,146	
Code Enforcement Officer	3.00	3.00	3.00		185,634	125,985	
Administrative Secretary	1.00	1.00	1.00		54,382	54,382	
<b>Part-Time</b>							
Admin from other Depts - Staats	0.05	0.05	0.05		4,474	0	
Junior Intern	1.00	1.00	1.00		17,238	17,238	
Reserve Code Enforcement Officer	4.00	4.00	4.00		14,400	3,600	
Planning Commissioner	5.00	5.00	5.00		7,500	7,500	
Full Time	13.15	13.15	13.00		1,096,574	1,017,814	
Admin other Departments	-0.70	-0.70	-0.90		-109,495	-109,495	
Total FT Positions/Salaries	12.45	12.45	12.10		987,079	908,319	
Part Time	10.05	10.05	10.05		43,612	28,338	
Overtime					24,400	17,900	
Additional Pay					900	900	
Total Salaries & Wages					1,055,991	955,457	
Benefit Costs					252,504	231,548	
PERS Benefit Costs					145,831	138,209	
Benefit Costs other Depts					-39,731	-39,731	
Total Benefit Costs					358,604	330,026	
<b>TOTAL</b>					<b>1,414,595</b>	<b>1,285,483</b>	



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4760**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Planning Commission

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**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, various Specific Plans, and Zoning Code.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	11,150	8,075	8,075	
Services and Supplies	0	0	0	
Capital Outlay	0	0	0	
<b>Total</b>	<b>11,150</b>	<b>8,075</b>	<b>8,075</b>	

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<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)	
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**Source of Funds**

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General Fund	11,150	8,075	8,075	
<b>Total</b>	<b>11,150</b>	<b>8,075</b>	<b>8,075</b>	

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## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4760 Planning Commision

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Commissioners	5.00	5.00	5.00		7,500	7,500	
Part Time	5.00	5.00	5.00		7,500	7,500	
Benefit Costs					575	575	
<b>TOTAL</b>					<b>8,075</b>	<b>8,075</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4760 Planning Commission

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**Work Program**

Planning Commission acts as an advisory board to the City Council on planning and development issues within the City. The Commission considers current and advance planning proposals, to ensure that the General Plan and applicable planning laws are consistently implemented in their review of development applications on a case-by-case basis. Commissioners are expected to have overall knowledge of the General Plan and Zoning Code documents and with Community Development staff assistance, remain up to date with planning laws and practices affecting the Planning Commission’s duties.

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**Units of Measure**

**Frequency of Commission Meetings (21 potential meetings annually):**

Based on Activity for years:           2018 – 9 meetings  
  2019 – 10 Meetings  
  2020 – 3 Meetings (as of 04/01/20)

Staff recommends revising the frequency of scheduled Planning Commission meetings to one (1) meeting per month instead of two meetings per month. This adjustment would be reflective of the actual frequency of held meetings and allow staff the ability to plan for and place more items on a meeting agenda thereby enhancing the Commission’s service to the community.

**Projects Reviewed by the Commission by Types in 2019:**

6 - Precise Plans of Design	0 - Specific Plan Amendment
6 - Conditional Use Permits	1 - Code Amendments/Ordinance
1 – Sign Program	3 - Variances
0 - Tentative Tract Maps	0 - Zone Change

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**Personnel Services – \$8,075**

Salary requests are for: Planning Commissioners (5.00/part–time) – \$8,075. Cost allocations are as follows: part–time salaries – \$7,500; benefit costs – \$575.

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**Services and Supplies**

No funding requested.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4760	CD-Planning Commission					
				E10	Personnel Services					
8,628	5,750	10,000.00	0.00	42020-400-0000	Part Time Wages	0.00	7,500.00	7,500.00	0.00	0.00
125	83	220.00	0.00	45330-400-0000	Medicare	0.00	110.00	110.00	0.00	0.00
535	357	930.00	0.00	45340-400-0000	Social Security	0.00	465.00	465.00	0.00	0.00
9,288	6,190	11,150	0		Personnel Services Totals:	0.00	8,075	8,075	0	0
9,288	6,190	11,150	0		EXPENDITURES TOTALS:	0.00	8,075	8,075	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
9,288	6,190	11,150	0		DEPT EXPENSES	0.00	8,075	8,075	0	0
(9,288)	(6,190)	(11,150)	0		CD-Planning Commission Totals:	0.00	(8,075)	(8,075)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
9,288	6,190	11,150	0		FUND EXPENSES	0.00	8,075	8,075	0	0
(9,288)	(6,190)	(11,150)	0		General Fund Totals:	0.00	(8,075)	(8,075)	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
9,288	6,190	11,150	0		REPORT EXPENSES	0.00	8,075	8,075	0	0
(9,288)	(6,190)	(11,150)	0		REPORT TOTALS:	0.00	(8,075)	(8,075)	0	0

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4761**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		Administration

**Program Description**

Coordinates the functions of the Planning, Building, and Code Enforcement Divisions of the department in conjunction with efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. Program includes additional efforts to improve the efficiency of the Department's operations.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	102,892	109,281	77,952	
Services and Supplies	36,840	28,025	4,675	
Capital Outlay	0	0	0	
<b>Total</b>	<b>139,732</b>	<b>137,306</b>	<b>82,627</b>	
<b>Personnel Authorized</b>	1.15 (FT) 0.05 (PT)	1.15 (FT) 0.05 (PT)	1.00 (FT) 0.05 (PT)	

**Source of Funds**

General Fund	114,732	112,306	82,627
Air Quality Improvement Fund	25,000	25,000	0
<b>Total</b>	<b>139,732</b>	<b>137,306</b>	<b>92,627</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Community Development

**Program:** 4761 Administration

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
Admin from other Depts - Caldwell	0.15	0.15	0.00		19,111	0	
Administrative Secretary	1.00	1.00	1.00		54,382	54,382	
<b><u>Part-Time</u></b>							
Admin from other Depts - Staats	0.05	0.05	0.05		4,474	0	
<b>Full Time</b>	<b>1.15</b>	<b>1.15</b>	<b>1.00</b>		<b>73,493</b>	<b>54,382</b>	
<b>Part Time</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>		<b>4,474</b>	<b>0</b>	
<b>Overtime</b>					<b>500</b>	<b>500</b>	
<b>Benefit Costs</b>					<b>20,623</b>	<b>16,185</b>	
<b>PERS Benefit Costs</b>					<b>10,191</b>	<b>6,885</b>	
<b>Total Benefit Costs</b>					<b>30,814</b>	<b>23,070</b>	
<b>TOTAL</b>					<b>109,281</b>	<b>77,952</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4761 Administration

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### **Work Program**

1. Provide technical assistance to the City Council and City Manager on matters related to development activities within the community and their relationship to the goals and objective General Plan and land use and development standards of the Zoning Code.
  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.
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### **Units of Measure**

1. Monthly Planning Commission meetings. Each meeting involves the preparation of an agenda, staff reports, preparation of displays and graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website, and packet distribution.
  2. Attendance and participation in 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.
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### **Personnel Services – \$109,281**

Salary requests are for: Deputy Director of Economic and Community Development (0.15) – \$19,111; Administrative Secretary (1.00) – \$54,382; Community Development Consultant (0.05/part-time) – \$4,474. Cost allocations are as follows: full-time salaries – \$73,493; part-time salaries – \$4,474; overtime – \$500; benefit costs – \$30,814.

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### **Services and Supplies – \$28,025**

Funding requested is for: books and publications – \$150; dues and memberships – \$875; vocational training – \$1,450; cellular phone service – \$400; miscellaneous expenditures – \$150; Air Quality Improvement Program – \$25,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4761	CD-Administration					
				E10	Personnel Services					
99,855	99,104	69,683.00	0.00	41010-400-0000	Regular Earnings	0.00	73,493.00	54,382.00	0.00	0.00
0	9,041	4,474.00	0.00	42020-400-0000	PartTime Wages	0.00	4,474.00	0.00	0.00	0.00
970	448	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
1,036	1,080	1,589.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,000.00	590.00	0.00	0.00
0	0	15,540.00	0.00	45220-400-0000	Benefit Plan	0.00	16,830.00	14,400.00	0.00	0.00
1,980	1,681	717.00	0.00	45240-400-0000	Deferred Compensation	0.00	764.00	0.00	0.00	0.00
11,202	10,604	8,439.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,191.00	6,885.00	0.00	0.00
486	419	293.00	0.00	45270-400-0000	LTD Insurance	0.00	309.00	229.00	0.00	0.00
582	492	304.00	0.00	45290-400-0000	Life Insurance	0.00	312.00	177.00	0.00	0.00
1,333	1,492	1,076.00	0.00	45330-400-0000	Medicare	0.00	1,131.00	789.00	0.00	0.00
0	0	277.00	0.00	45340-400-0000	Social Security	0.00	277.00	0.00	0.00	0.00
117,444	124,362	102,892	0		Personnel Services Totals:	0.00	109,281	77,952	0	0
				E20	Services & Supplies					
67	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
1,430	1,399	1,640.00	0.00	52120-400-0000	Dues & Memberships	0.00	875.00	875.00	0.00	0.00
4,051	4,294	5,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	0.00	0.00	0.00
390	81	0.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	5,000	0.00	0.00	52530-400-0000	Educational Grants	0.00	0.00	0.00	0.00	0.00
1,920	2,579	4,500.00	0.00	52540-400-0000	Vocational Training	0.00	1,450.00	0.00	0.00	0.00
811	2,873	400.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	400.00	3,500.00	0.00	0.00
317	36	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
8,987	16,262	11,840	0		Services & Supplies Totals:	0.00	3,025	4,675	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
126,430	140,623	114,732	0		EXPENDITURES TOTALS:	0.00	112,306	82,627	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
126,430	140,623	114,732	0		DEPT EXPENSES	0.00	112,306	82,627	0	0
(126,430)	(140,623)	(114,732)	0		CD-Administration Totals:	0.00	(112,306)	(82,627)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
126,430	140,623	114,732	0		FUND EXPENSES	0.00	112,306	82,627	0	0
(126,430)	(140,623)	(114,732)	0		General Fund Totals:	0.00	(112,306)	(82,627)	0	0
0	6,121	0.00	0.00	1132 4761 E20 52450-400-0000	Community Development Block Gr CD-Administration Services & Supplies Reeder Ranch Contract Services	0.00	0.00	0.00	0.00	0.00
0	6,121	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	6,121	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	6,121	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(6,121)	0	0		CD-Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	6,121	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(6,121)	0	0		Community Development Block Gr	0.00	0	0	0	0
25,855	28,549	25,000.00	0.00	1135 4761 E20 51120-400-0000	Air Quality Improvement Trust CD-Administration Services & Supplies Regulation XV	0.00	25,000.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
25,855	28,549	25,000	0		Services & Supplies Totals:	0.00	25,000	0	0	0
25,855	28,549	25,000	0		EXPENDITURES TOTALS:	0.00	25,000	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
25,855	28,549	25,000	0		DEPT EXPENSES	0.00	25,000	0	0	0
(25,855)	(28,549)	(25,000)	0		CD-Administration Totals:	0.00	(25,000)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
25,855	28,549	25,000	0		FUND EXPENSES	0.00	25,000	0	0	0
(25,855)	(28,549)	(25,000)	0		Air Quality Improvement Trust Totals:	0.00	(25,000)	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
152,286	175,293	139,732	0		REPORT EXPENSES	0.00	137,306	82,627	0	0
(152,286)	(175,293)	(139,732)	0		REPORT TOTALS:	0.00	(137,306)	(82,627)	0	0

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

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$350
52540	Michael Dorsey, Sr. Building Inspector	Maintain competency in related fields	TBA	TBA	\$350
52540	Gabe Fodario Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$350
52540	Robert Hargett Sr. Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Jackie Andrade Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Denise Ortiz Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Mario Ross Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
				<b>Total:</b>	<b>\$1,450</b>

*(Not approved – COVID-19 Suspension)*

***An amount for Vocational Training has been budgeted in the Citywide Department.  
Use of those funds requires City Manager approval before vocational training is scheduled.***

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

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**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 **(Not approved – COVID-19 Suspension)**

Rideshare incentives for employees, including fuel and car washes (Air Quality Improvement Trust Fund).

52120      DUES AND MEMBERSHIPS – \$875

Dues and memberships from all department programs as follows:

*Building* – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, \$250

*Code Enforcement* – California Association of Code Enforcement Officers, \$450 (5 officers @ \$90 each).

*Fire Prevention* – International Association of Arson Investigators (IAAI), \$100

*California Conference of Fire Investigators*, \$75

52540      VOCATIONAL TRAINING – \$1,450 **(Not approved – COVID-19 Suspension)**

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

52850      CELLULAR PHONE EXPENSE – \$400 **(\$3,500 approved – Program 4768 Expenses Moved Here)**

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

<b>Department</b>	<b>Division</b>
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	272,342	292,168	291,918	
Services and Supplies	7,800	7,800	7,300	
Capital Outlay	0	0	0	
<b>Total</b>	<b>280,142</b>	<b>299,968</b>	<b>299,218</b>	

<b>Personnel Authorized</b>	2.50 (FT)	2.50 (FT)	2.30 (FT)
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### Department Distribution

Current Planning	178,691	190,860	190,110
Advance Planning	101,451	109,108	109,108
<b>Total</b>	<b>280,142</b>	<b>299,968</b>	<b>299,218</b>

### Source of Funds

General Fund	280,142	299,968	299,218
<b>Total</b>	<b>280,142</b>	<b>299,968</b>	<b>299,218</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4762**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	176,891	189,060	188,810	
Services and Supplies	1,800	1,800	1,300	
Capital Outlay 0	0	0	0	
<b>Total</b>	<b>178,691</b>	<b>190,860</b>	<b>190,110</b>	
<b>Personnel Authorized</b>	1.75 (FT)	1.75 (FT)	1.55 (FT)	

**Source of Funds**

General Fund	178,691	190,860	190,110
<b>Total</b>	<b>178,691</b>	<b>190,860</b>	<b>190,110</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4762 Current Planning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Community Development Director	0.75	0.75	0.75		109,506	109,506	
Admin to other Depts	-0.50	-0.50	-0.50		-73,004	-73,004	
	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>		<u>36,502</u>	<u>36,502</u>	
Associate Planner	1.50	1.50	1.50		120,478	120,478	
Admin to other Depts	-0.20	-0.20	-0.20		-16,064	-16,064	
	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>		<u>104,414</u>	<u>104,414</u>	
<b>Full Time</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>		<b>229,984</b>	<b>229,984</b>	
Admin other Departments	-0.50	-0.50	-0.70		-89,068	-89,068	
<b>Total FT Positions/Salaries</b>	<b>1.75</b>	<b>1.75</b>	<b>1.55</b>		<b>140,916</b>	<b>140,916</b>	
Overtime					1,500	1,250	
Additional Pay					675	675	
<b>Total Salaries &amp; Wages</b>					<b>143,091</b>	<b>142,841</b>	
Benefit Costs					45,852	45,852	
PERS Benefit Costs					32,223	32,223	
Benefit Costs other Depts					-32,106	-32,106	
<b>Total Benefit Costs</b>					<b>45,969</b>	<b>45,969</b>	
<b>TOTAL</b>					<b>189,060</b>	<b>188,810</b>	



**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4762 Current Planning

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**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.

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**Units of Measure**

1. Serve as secretary to Planning Commission.
  2. Provide technical assistance to the City Council and City Manager on matters related to existing and proposed community and economic development activities within the City.
  3. Provide daily public counter service (including email and phone inquiries).
  4. Process annual caseload of current development applications.
  5. Approximately 12-21 Development Review Committee meetings.
  6. A minimum of 12 Planning Commission Meetings per year.
  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 – \$189,060**

Salary requests are for: Community Development Director (0.25) – \$36,502; Associate Planner (1.30) – \$104,414. Cost allocations are as follows: full-time salaries – \$140,916; overtime – \$1,500; additional pay – \$675; benefit costs – \$45,969.

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**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.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4762	CD-Current Planning					
				E10	Personnel Services					
173,176	196,547	132,688.00	0.00	41010-400-0000	Regular Earnings	0.00	140,916.00	140,916.00	0.00	0.00
612	875	1,500.00	0.00	43010-400-0000	Overtime	0.00	1,500.00	1,250.00	0.00	0.00
1,712	1,969	656.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	792.00	792.00	0.00	0.00
575	675	675.00	0.00	44250-400-0000	Bilingual Pay	0.00	675.00	675.00	0.00	0.00
0	0	21,060.00	0.00	45220-400-0000	Benefit Plan	0.00	22,770.00	22,770.00	0.00	0.00
3,291	3,399	1,332.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,460.00	1,460.00	0.00	0.00
19,898	22,286	16,030.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,822.00	17,822.00	0.00	0.00
3,030	893	560.00	0.00	45270-400-0000	LTD Insurance	0.00	593.00	593.00	0.00	0.00
923	920	466.00	0.00	45290-400-0000	Life Insurance	0.00	489.00	489.00	0.00	0.00
2,594	2,911	1,924.00	0.00	45330-400-0000	Medicare	0.00	2,043.00	2,043.00	0.00	0.00
205,812	230,475	176,891	0		Personnel Services Totals:	0.00	189,060	188,810	0	0
				E20	Services & Supplies					
0	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
0	0	5,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,500.00	2,500.00	0.00	0.00
3,006	1,301	-4,000.00	0.00	52091-400-0000	Print Ad Reimbursement	0.00	-4,000.00	-1,500.00	0.00	0.00
0	0	0.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
24,363	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
115	6	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
27,484	1,307	1,800	0		Services & Supplies Totals:	0.00	1,800	1,300	0	0
233,297	231,783	178,691	0		EXPENDITURES TOTALS:	0.00	190,860	190,110	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
233,297	231,783	178,691	0		DEPT EXPENSES	0.00	190,860	190,110	0	0
(233,297)	(231,783)	(178,691)	0		CD-Current Planning Totals:	0.00	(190,860)	(190,110)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
233,297	231,783	178,691	0		FUND EXPENSES	0.00	190,860	190,110	0	0
(233,297)	(231,783)	(178,691)	0		General Fund Totals:	0.00	(190,860)	(190,110)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
233,297	231,783	178,691	0		REPORT EXPENSES	0.00	190,860	190,110	0	0
(233,297)	(231,783)	(178,691)	0		REPORT TOTALS:	0.00	(190,860)	(190,110)	0	0

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

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**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 ***(Only \$2,500 approved – COVID-19 Reduction)***

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091      PRINT AD REIMBURSEMENT – <\$4,000> ***(Reduced to <\$1,500>)***

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**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Advance Planning

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	95,451	103,108	103,108	
Services and Supplies	6,000	6,000	6,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>101,451</b>	<b>109,108</b>	<b>109,108</b>	

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<b>Personnel Authorized</b>	0.75 (FT)	0.75 (FT)	0.75 (FT)	
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**Source of Funds**

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General Fund	101,451	109,108	109,108	
<b>Total</b>	<b>101,451</b>	<b>109,108</b>	<b>109,108</b>	

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## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4763 Advance Planning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Community Development Director	0.25	0.25	0.25		36,502	36,502	
Associate Planner	0.50	0.50	0.50		40,160	40,160	
Full Time	0.75	0.75	0.75		76,662	76,662	
Overtime					200	200	
Additional Pay					225	225	
<b>Total Salaries &amp; Wages</b>					<b>77,087</b>	<b>77,087</b>	
Benefit Costs					15,280	15,280	
PERS Benefit Costs					10,741	10,741	
<b>Total Benefit Costs</b>					<b>26,021</b>	<b>26,021</b>	
<b>TOTAL</b>					<b>103,108</b>	<b>103,108</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4763 Advance Planning

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### **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.

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### **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 – \$103,108**

Salary requests are for: Community Development Director (0.25) – \$36,502; Associate Planner (0.50) – \$40,160. Cost allocations are as follows: full-time salaries – \$76,662; overtime – \$200; additional pay – \$225; benefit costs – \$26,021.

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### **Services and Supplies – \$6,000**

Funding requested is for: City portion of LAFCO's annual funding – \$6,000.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4763	CD-Advance Planning					
				E10	Personnel Services					
57,725	65,516	71,526.00	0.00	41010-400-0000	Regular Earnings	0.00	76,662.00	76,662.00	0.00	0.00
204	292	200.00	0.00	43010-400-0000	Overtime	0.00	200.00	200.00	0.00	0.00
571	656	656.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	791.00	791.00	0.00	0.00
192	225	225.00	0.00	44250-400-0000	Bilingual Pay	0.00	225.00	225.00	0.00	0.00
0	0	10,500.00	0.00	45220-400-0000	Benefit Plan	0.00	11,250.00	11,250.00	0.00	0.00
1,097	1,133	1,332.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,460.00	1,460.00	0.00	0.00
6,631	7,428	9,352.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,741.00	10,741.00	0.00	0.00
1,011	298	300.00	0.00	45270-400-0000	LTD Insurance	0.00	322.00	322.00	0.00	0.00
307	307	323.00	0.00	45290-400-0000	Life Insurance	0.00	346.00	346.00	0.00	0.00
865	970	1,037.00	0.00	45330-400-0000	Medicare	0.00	1,111.00	1,111.00	0.00	0.00
68,602	76,825	95,451	0		Personnel Services Totals:	0.00	103,108	103,108	0	0
				E20	Services & Supplies					
12,296	6,847	6,000.00	0.00	52320-400-0000	Annexations	0.00	6,000.00	6,000.00	0.00	0.00
12,296	6,847	6,000	0		Services & Supplies Totals:	0.00	6,000	6,000	0	0
80,898	83,671	101,451	0		EXPENDITURES TOTALS:	0.00	109,108	109,108	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
80,898	83,671	101,451	0		DEPT EXPENSES	0.00	109,108	109,108	0	0
(80,898)	(83,671)	(101,451)	0		CD-Advance Planning Totals:	0.00	(109,108)	(109,108)	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
80,898	83,671	101,451	0		FUND EXPENSES	0.00	109,108	109,108	0	0
(80,898)	(83,671)	(101,451)	0		General Fund Totals:	0.00	(109,108)	(109,108)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
80,898	83,671	101,451	0		REPORT EXPENSES	0.00	109,108	109,108	0	0
(80,898)	(83,671)	(101,451)	0		REPORT TOTALS:	0.00	(109,108)	(109,108)	0	0

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

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**Department:** Community Development

**Program:** 4763 Advance Planning

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Object  
Number

52320      ANNEXATIONS – \$6,000

The City's estimated share of LAFCO's annual budget allocation.

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
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	349,376	375,350	373,350	
Services and Supplies	37,300	36,800	1,600	
Capital Outlay	0	0	0	
<b>Total</b>	<b>386,676</b>	<b>412,150</b>	<b>374,950</b>	

<b>Personnel Authorized</b>	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)
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### Department Distribution

Field Inspection	139,764	150,372	149,172
Plan Check	104,227	111,382	75,382
Operations	142,685	150,396	150,396
<b>Total</b>	<b>386,676</b>	<b>412,150</b>	<b>374,950</b>

### Source of Funds

General Fund	386,676	412,150	374,950
<b>Total</b>	<b>386,676</b>	<b>412,150</b>	<b>374,950</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4764**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	137,264	149,072	148,072	
Services and Supplies	2,500	1,300	1,100	
Capital Outlay	0	0	0	
<b>Total</b>	<b>139,764</b>	<b>150,372</b>	<b>149,172</b>	
<b>Personnel Authorized</b>	1.25 (FT) 0.50 (PT)	1.25 (FT) 0.50 (PT)	1.25 (FT) 0.50 (PT)	

**Source of Funds**

General Fund	139,764	150,372	149,172
<b>Total</b>	<b>139,764</b>	<b>150,372</b>	<b>149,172</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4764 Field Inspection

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Plans Examiner	0.50	0.50	0.50		42,387	42,387	
Senior Building Inspector	0.75	0.75	0.75		60,056	60,056	
<b><u>Part-Time</u></b>							
Junior Intern	0.50	0.50	0.50		8,619	8,619	
Full Time	1.25	1.25	1.25		102,443	102,443	
Part Time	0.50	0.50	0.50		8,619	8,619	
Overtime					3,200	2,200	
Total Salaries & Wages					114,262	113,262	
Benefit Costs					22,911	22,911	
PERS Benefit Costs					11,899	11,899	
Total Benefit Costs					34,810	34,810	
<b>TOTAL</b>					<b>149,072</b>	<b>148,072</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4764 Field Inspection

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**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**

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	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Inspections made	2,392	2,557	2,636	2,949	2,870	3,015

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**Personnel Services – \$149,072**

Salary requests are for: Plans Examiner (0.50) – \$42,387; Senior Building Inspector (0.75) – \$60,056; Junior Intern (0.50/part-time) – \$8,619. Cost allocations are as follows: full-time salaries – \$102,443; part-time salaries – \$8,619; overtime – \$3,200; benefit costs – \$34,810.

**Services and Supplies – \$1,300**

Funding requested is for: books and publications – \$150; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$300; miscellaneous expenditures – \$250.

**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:38PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4764	CD-Field Inspection					
				E10	Personnel Services					
89,660	92,713	94,787.00	0.00	41010-400-0000	Regular Earnings	0.00	102,443.00	102,443.00	0.00	0.00
0	5,232	7,800.00	0.00	42020-400-0000	Part Time Wages	0.00	8,619.00	8,619.00	0.00	0.00
3,036	4,853	3,200.00	0.00	43010-400-0000	Overtime	0.00	3,200.00	2,200.00	0.00	0.00
1,907	1,957	2,034.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,111.00	2,111.00	0.00	0.00
0	0	16,500.00	0.00	45220-400-0000	Benefit Plan	0.00	18,000.00	18,000.00	0.00	0.00
8,627	8,893	10,349.00	0.00	45250-400-0000	P.E.R.S.	0.00	11,899.00	11,899.00	0.00	0.00
436	411	400.00	0.00	45270-400-0000	LTD Insurance	0.00	432.00	432.00	0.00	0.00
251	235	222.00	0.00	45290-400-0000	Life Insurance	0.00	222.00	222.00	0.00	0.00
1,371	1,519	1,488.00	0.00	45330-400-0000	Medicare	0.00	1,611.00	1,611.00	0.00	0.00
0	324	484.00	0.00	45340-400-0000	Social Security	0.00	535.00	535.00	0.00	0.00
105,289	116,137	137,264	0		Personnel Services Totals:	0.00	149,072	148,072	0	0
				E20	Services & Supplies					
0	3,950	1,250.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
554	731	700.00	0.00	51100-400-0000	Uniforms	0.00	600.00	400.00	0.00	0.00
0	0	36,000.00	0.00	52450-400-0000	Special Contract Services	0.00	36,000.00	36,000.00	0.00	0.00
0	0	-36,000.00	0.00	52451-400-0000	Special Contract Srvc-Reimbur	0.00	-36,000.00	-36,000.00	0.00	0.00
41	22	300.00	0.00	52690-400-0000	Small Equipment	0.00	300.00	300.00	0.00	0.00
74	0	250.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	250.00	250.00	0.00	0.00
669	4,703	2,500	0		Services & Supplies Totals:	0.00	1,300	1,100	0	0
105,958	120,840	139,764	0		EXPENDITURES TOTALS:	0.00	150,372	149,172	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
105,958	120,840	139,764	0		DEPT EXPENSES	0.00	150,372	149,172	0	0
(105,958)	(120,840)	(139,764)	0		CD-Field Inspection Totals:	0.00	(150,372)	(149,172)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
105,958	120,840	139,764	0		FUND EXPENSES	0.00	150,372	149,172	0	0
(105,958)	(120,840)	(139,764)	0		General Fund Totals:	0.00	(150,372)	(149,172)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
105,958	120,840	139,764	0		REPORT EXPENSES	0.00	150,372	149,172	0	0
(105,958)	(120,840)	(139,764)	0		REPORT TOTALS:	0.00	(150,372)	(149,172)	0	0



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

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**Department:** Community Development

**Program:** 4764 Field Inspection

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Update of new code books and training manuals.

51100      UNIFORMS – \$600 (***Only \$400 approved – COVID-19 Reduction***)

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**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Plan Check

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	70,677	76,032	75,032	
Services and Supplies	33,550	35,350	350	
Capital Outlay	0	0	0	
<b>Total</b>	<b>104,227</b>	<b>111,382</b>	<b>75,382</b>	

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<b>Personnel Authorized</b>	0.65 (FT)	0.65 (FT)	0.65 (FT)	
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**Source of Funds**

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General Fund	104,227	111,382	75,382	
<b>Total</b>	<b>104,227</b>	<b>111,382</b>	<b>75,382</b>	

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## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4765 Plan Check

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Plans Examiner	0.50	0.50	0.50		42,387	42,387	
Admin to other Depts	-0.10	-0.10	-0.10		-8,477	-8,477	
	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>		<u>33,910</u>	<u>33,910</u>	
Senior Building Inspector	0.25	0.25	0.25		20,019	20,019	
Full Time	0.75	0.75	0.75		62,406	62,406	
Admin other Departments	-0.10	-0.10	-0.10		-8,477	-8,477	
Total FT Positions/Salaries	0.65	0.65	0.65		53,929	53,929	
Overtime					4,000	3,000	
Total Salaries & Wages					57,929	56,929	
Benefit Costs					13,441	13,441	
PERS Benefit Costs					7,544	7,544	
Benefit Costs other Depts					-2,882	-2,882	
Total Benefit Costs					18,103	18,103	
<b>TOTAL</b>					<b>76,032</b>	<b>75,032</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4765 Plan Check

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### **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.

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### **Units of Measure**

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Plans Checked	384	478	485	383	532	405
Permits Issued	783	766	801	778	689	747

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### **Personnel Services – \$76,032**

Salary requests are for: Plans Examiner (0.40) – \$33,910; Senior Building Inspector (0.25) – \$20,019. Cost allocations are as follows: full-time salaries – \$53,929; overtime – \$4,000; benefit costs – \$18,103.

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### **Services and Supplies – \$32,350**

Funding requested is for: books and publications – \$150; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; small equipment – \$200.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4765	CD-Plan Check					
				E10	Personnel Services					
57,252	59,166	50,423.00	0.00	41010-400-0000	Regular Earnings	0.00	53,929.00	53,929.00	0.00	0.00
1,692	4,465	4,000.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	3,000.00	0.00	0.00
1,244	1,273	1,113.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,151.00	1,151.00	0.00	0.00
0	0	8,580.00	0.00	45220-400-0000	Benefit Plan	0.00	9,360.00	9,360.00	0.00	0.00
5,456	5,597	5,504.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,471.00	6,471.00	0.00	0.00
276	259	212.00	0.00	45270-400-0000	LTD Insurance	0.00	226.00	226.00	0.00	0.00
151	141	114.00	0.00	45290-400-0000	Life Insurance	0.00	114.00	114.00	0.00	0.00
873	941	731.00	0.00	45330-400-0000	Medicare	0.00	781.00	781.00	0.00	0.00
66,943	71,842	70,677	0		Personnel Services Totals:	0.00	76,032	75,032	0	0
				E20	Services & Supplies					
81	382	1,250.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
11,109	8,644	2,500.00	0.00	51160-400-0000	Electronic Archiving	0.00	2,500.00	2,500.00	0.00	0.00
(6,999)	(10,946)	-2,500.00	0.00	51161-400-0000	Electronic Archiving Reimb	0.00	-2,500.00	-2,500.00	0.00	0.00
85,523	31,050	32,000.00	0.00	52270-400-0000	Plan Check Service	0.00	35,000.00	35,000.00	0.00	0.00
0	0	0.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	0.00	-35,000.00	0.00	0.00
0	0	300.00	0.00	52690-400-0000	Small Equipment	0.00	200.00	200.00	0.00	0.00
89,715	29,130	33,550	0		Services & Supplies Totals:	0.00	35,350	350	0	0
156,658	100,973	104,227	0		EXPENDITURES TOTALS:	0.00	111,382	75,382	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
156,658	100,973	104,227	0		DEPT EXPENSES	0.00	111,382	75,382	0	0
(156,658)	(100,973)	(104,227)	0		CD-Plan Check Totals:	0.00	(111,382)	(75,382)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
156,658	100,973	104,227	0		FUND EXPENSES	0.00	111,382	75,382	0	0
(156,658)	(100,973)	(104,227)	0		General Fund Totals:	0.00	(111,382)	(75,382)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
156,658	100,973	104,227	0		REPORT EXPENSES	0.00	111,382	75,382	0	0
(156,658)	(100,973)	(104,227)	0		REPORT TOTALS:	0.00	(111,382)	(75,382)	0	0

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

---

**Department:** Community Development

**Program:** 4765 Plan Check

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

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

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.

52271      PLAN CHECK SERVICE - REIMBURSEMENT – <\$35,000>

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 – \$200

Small equipment and supplies for drafting.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4766**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	141,435	150,246	150,246	
Services and Supplies	1,250	150	150	
Capital Outlay	0	0	0	
<b>Total</b>	<b>142,685</b>	<b>150,396</b>	<b>150,396</b>	
<b>Personnel Authorized</b>	0.90 (FT)	0.90 (FT)	0.90 (FT)	

**Source of Funds**

General Fund	142,685	150,396	150,396
<b>Total</b>	<b>142,685</b>	<b>150,396</b>	<b>150,396</b>



## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4766 Operations

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Building Official/Code Enforcement Manager	1.00	1.00	1.00		119,499	119,499	
Admin to other Depts	-0.10	-0.10	-0.10		-11,950	-11,950	
	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>		<u>107,549</u>	<u>107,549</u>	
Full Time	1.00	1.00	1.00		119,499	119,499	
Admin other Departments	-0.10	-0.10	-0.10		-11,950	-11,950	
Total FT Positions/Salaries	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>		<u>107,549</u>	<u>107,549</u>	
Benefit Costs					26,766	26,766	
PERS Benefit Costs					20,674	20,674	
Benefit Costs other Depts					-4,743	-4,743	
Total Benefit Costs					<u>42,697</u>	<u>42,697</u>	
<b>TOTAL</b>					<b>150,246</b>	<b>150,246</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4766 Operations

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**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>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Permit Valuation	\$35,738,476	\$25,455,066	\$29,225,116	\$50,158,960	\$68,317,503	\$58,583,592

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**Personnel Services – \$150,246**

Salary requests are for: Building Official/Code Enforcement Manager (0.90) – \$107,549; Cost allocations are as follows: full-time salaries – \$107,549; benefit costs – \$42,697.

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**Services and Supplies – \$150**

Funding requested is for: books and publications – \$150.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
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 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4766	CD-Building Operations					
				E10	Personnel Services					
110,145	112,321	102,373.00	0.00	41010-400-0000	Regular Earnings	0.00	107,549.00	107,549.00	0.00	0.00
2,283	2,051	2,362.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,434.00	2,434.00	0.00	0.00
0	0	14,040.00	0.00	45220-400-0000	Benefit Plan	0.00	14,580.00	14,580.00	0.00	0.00
4,388	4,493	4,095.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,302.00	4,302.00	0.00	0.00
14,545	14,882	15,926.00	0.00	45250-400-0000	P.E.R.S.	0.00	18,607.00	18,607.00	0.00	0.00
540	513	431.00	0.00	45270-400-0000	LTD Insurance	0.00	453.00	453.00	0.00	0.00
879	847	724.00	0.00	45290-400-0000	Life Insurance	0.00	761.00	761.00	0.00	0.00
1,637	1,665	1,484.00	0.00	45330-400-0000	Medicare	0.00	1,560.00	1,560.00	0.00	0.00
134,417	136,772	141,435	0		Personnel Services Totals:	0.00	150,246	150,246	0	0
0	405	1,250.00	0.00	E20	Services & Supplies					
				51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
0	405	1,250	0		Services & Supplies Totals:	0.00	150	150	0	0
134,417	137,177	142,685	0		EXPENDITURES TOTALS:	0.00	150,396	150,396	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
134,417	137,177	142,685	0		DEPT EXPENSES	0.00	150,396	150,396	0	0
(134,417)	(137,177)	(142,685)	0		CD-Building Operations Totals:	0.00	(150,396)	(150,396)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
134,417	137,177	142,685	0		FUND EXPENSES	0.00	150,396	150,396	0	0
(134,417)	(137,177)	(142,685)	0		General Fund Totals:	0.00	(150,396)	(150,396)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
134,417	137,177	142,685	0		REPORT EXPENSES	0.00	150,396	150,396	0	0
(134,417)	(137,177)	(142,685)	0		REPORT TOTALS:	0.00	(150,396)	(150,396)	0	0

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

---

**Department:** Community Development

**Program:** 4766 Operations

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Code books and training manuals.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4767**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	113,826	121,555	121,055	
Services and Supplies	3,150	3,000	2,900	
Capital Outlay	0	0	0	
<b>Total</b>	<b>116,976</b>	<b>124,555</b>	<b>123,955</b>	

<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)
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**Source of Funds**

General Fund	116,976	124,555	123,955
<b>Total</b>	<b>116,976</b>	<b>124,555</b>	<b>123,955</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Deputy Fire Marshal	1.00	1.00	1.00		91,017	91,017	
Full Time	1.00	1.00	1.00		91,017	91,017	
Overtime					2,000	1,500	
Benefit Costs					17,015	17,015	
PERS Benefit Costs					11,523	11,523	
Total Benefit Costs					28,538	28,538	
<b>TOTAL</b>					<b>121,555</b>	<b>121,055</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	4767 Fire Prevention Bureau

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### **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**

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	<u>2018</u>	<u>2019</u>
Inspections Completed	800	738
Plans Reviewed	150	143
Fire Investigation Responses	14	18
Weed Abatement Actions	156	94
Class Presentations	86	2

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### **Personnel Services – \$121,555**

Salary requests are for: Deputy Fire Marshal (1.00) – \$91,017; Cost allocations are as follows: full-time salaries – \$91,017; overtime – \$2,000; benefit costs – \$28,538.

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### **Services and Supplies – \$3,000**

Funding requested is for: books and publications – \$1,500; uniforms – \$300; personnel protective equipment – \$300; publication and advertising – \$400; plan check service – \$20,000; plan check service reimbursement – <\$20,000>; small equipment – \$200; miscellaneous expenditures – \$300.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:39PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4767	CD-Fire Prevention Bureau					
				E10	Personnel Services					
87,055	91,057	86,628.00	0.00	41010-400-0000	Regular Earnings	0.00	91,017.00	91,017.00	0.00	0.00
2,435	1,593	2,000.00	0.00	43010-400-0000	Overtime	0.00	2,000.00	1,500.00	0.00	0.00
1,960	1,999	1,999.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,059.00	2,059.00	0.00	0.00
0	0	13,200.00	0.00	45220-400-0000	Benefit Plan	0.00	14,400.00	14,400.00	0.00	0.00
8,262	8,527	9,457.00	0.00	45250-400-0000	P.E.R.S.	0.00	11,523.00	11,523.00	0.00	0.00
414	392	365.00	0.00	45270-400-0000	LTD Insurance	0.00	379.00	379.00	0.00	0.00
201	188	177.00	0.00	45290-400-0000	Life Insurance	0.00	177.00	177.00	0.00	0.00
100,327	103,757	113,826	0		Personnel Services Totals:	0.00	121,555	121,055	0	0
				E20	Services & Supplies					
1,549	1,346	1,500.00	0.00	51020-400-0000	Books and Publications	0.00	1,500.00	1,500.00	0.00	0.00
1,025	0	0.00	0.00	51060-400-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00
490	495	250.00	0.00	51100-400-0000	Uniforms	0.00	300.00	200.00	0.00	0.00
292	300	335.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	300.00	300.00	0.00	0.00
0	520	600.00	0.00	52090-400-0000	Publication & Advertising	0.00	400.00	400.00	0.00	0.00
0	0	0.00	0.00	52120-400-0000	Dues & Memberships	0.00	0.00	0.00	0.00	0.00
18,739	30,594	20,000.00	0.00	52270-400-0000	Plan Check Service	0.00	20,000.00	20,000.00	0.00	0.00
(10,567)	(20,932)	-20,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-20,000.00	-20,000.00	0.00	0.00
0	0	0.00	0.00	52540-400-0000	Vocational Training	0.00	0.00	0.00	0.00	0.00
0	0	200.00	0.00	52690-400-0000	Small Equipment	0.00	200.00	200.00	0.00	0.00
0	374	265.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	300.00	300.00	0.00	0.00
11,529	12,697	3,150	0		Services & Supplies Totals:	0.00	3,000	2,900	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
111,856	116,454	116,976	0		EXPENDITURES TOTALS:	0.00	124,555	123,955	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
111,856	116,454	116,976	0		DEPT EXPENSES	0.00	124,555	123,955	0	0
(111,856)	(116,454)	(116,976)	0		CD-Fire Prevention Bureau Totals:	0.00	(124,555)	(123,955)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
111,856	116,454	116,976	0		FUND EXPENSES	0.00	124,555	123,955	0	0
(111,856)	(116,454)	(116,976)	0		General Fund Totals:	0.00	(124,555)	(123,955)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
111,856	116,454	116,976	0		REPORT EXPENSES	0.00	124,555	123,955	0	0
(111,856)	(116,454)	(116,976)	0		REPORT TOTALS:	0.00	(124,555)	(123,955)	0	0

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

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**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$1,500  
Maintain NFPA reference codes (updates and amendments for current National Fire Code).
- 51100      UNIFORMS – \$300 *(Only \$200 approved – COVID-19 Reduction)*  
Annual uniform expense.
- 51140      PERSONNEL PROTECTIVE EQUIPMENT – \$300  
Replacement of worn safety equipment.
- 51140      PUBLICATION AND ADVERTISING – \$400  
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.
- 52690      SMALL EQUIPMENT – \$200  
Miscellaneous small equipment items not provided for elsewhere in this budget.
- 52990      MISCELLANEOUS EXPENDITURES – \$300  
Supplies and material for use in the investigation of fires and the preservation of evidence,  
Various expenditures for the Fire Prevention Bureau

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4768**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	469,119	508,166	413,133	
Services and Supplies	125,780	130,650	123,650	
Capital Outlay	36,092	0	0	
<b>Total</b>	<b>630,991</b>	<b>638,816</b>	<b>536,783</b>	
<b>Personnel Authorized</b>	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	

**Source of Funds**

General Fund	427,899	441,816	311,895
Community Dev Block Grant Fund	50,000	80,000	107,888
Air Quality Improvement Fund	36,092	0	0
Homeless Emergency Aid Program	117,000	117,000	117,000
<b>Total</b>	<b>630,991</b>	<b>638,816</b>	<b>536,783</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** 4768 Code Enforcement

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Code Enforcement Supervisor	1.00	1.00	1.00		82,290	82,290	
Sr. Code Enforcement Officer	1.00	1.00	1.00		73,146	73,146	
Code Enforcement Officer	3.00	3.00	3.00		185,634	125,985	
<b><u>Part-Time</u></b>							
Junior Intern	0.50	0.50	0.50		8,619	8,619	
Res. Code Enforcement Officer	4.00	4.00	4.00		14,400	3,600	
Full Time	5.00	5.00	5.00		341,070	281,421	
Part Time	4.50	4.50	4.50		23,019	12,219	
Overtime					13,000	9,250	
Total Salaries & Wages					377,089	302,890	
Benefit Costs					90,041	73,523	
PERS Benefit Costs					41,036	36,720	
Total Benefit Costs					131,077	110,243	
<b>TOTAL</b>					<b>508,166</b>	<b>413,133</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4768 Code Enforcement

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**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.
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**Units of Measure**

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Abandoned Vehicle Abatement	110	173	111
Administrative Citations	193	168	143
Love Montclair Cleanups	0	0	5
Clean-Up and Secure	53	68	28
Complaints	1,277	1,443	1,037
Foreclosures	95	20	16
Graffiti Abatement	43	123	55
Notices to Appear	106	30	24
Notices of Violation	1,890	975	887
Violations Abated by Owner	885	783	767
Illegal Signs Removed	4,018	3,152	1,408
Inspections	1,890	1,893	1,794
Homeless Enforcement			401
5-Star Inspections			81

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**Personnel Services – \$508,166**

Salary requests are for: Code Enforcement Supervisor (1.00) – \$82,290; Senior Code Enforcement Officer (1.00) – \$73,146; Code Enforcement Officer (3.00) – \$185,634; Reserve Code Enforcement Officer (4.00/part-time) – \$14,400; Junior Intern (0.50/part-time) \$8,619. Cost allocations are as follows: full-time salaries – \$341,070; part-time salaries – \$23,019; overtime – \$13,000; benefit costs – \$131,077.

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**Services and Supplies – \$130,650**

Funding requested is for: books and publications – \$150; uniforms – \$3,000; program supplies – \$12,500; publication and advertising – \$2,000; special contract services – \$50,000; small equipment – \$14,300; cellular phone expense – \$4,700; rental assistance – \$25,000; stipends – \$15,000; miscellaneous expenditures – \$4,000.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:39PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4768	CD-Code Enforcement					
				E10	Personnel Services					
265,793	276,352	319,191.00	0.00	41010-400-0000	Regular Earnings	0.00	341,070.00	281,421.00	0.00	0.00
(24,851)	(13,123)	-50,000.00	0.00	41011-400-0000	Reg Wages Reimb - CDBG	0.00	-80,000.00	-80,000.00	0.00	0.00
0	0	0.00	0.00	41019-400-0000	Reg Wages Reimb - CDBG-CV	0.00	0.00	-27,888.00	0.00	0.00
13,500	12,282	18,200.00	0.00	42020-400-0000	Part Time Wages	0.00	23,019.00	12,219.00	0.00	0.00
6,774	5,656	13,000.00	0.00	43010-400-0000	Overtime	0.00	13,000.00	9,250.00	0.00	0.00
2,231	1,149	3,414.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,517.00	3,517.00	0.00	0.00
0	0	68,400.00	0.00	45220-400-0000	Benefit Plan	0.00	73,800.00	59,400.00	0.00	0.00
2,304	3,060	3,133.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,292.00	3,292.00	0.00	0.00
26,810	29,040	34,847.00	0.00	45250-400-0000	P.E.R.S.	0.00	41,036.00	36,720.00	0.00	0.00
1,224	1,215	1,345.00	0.00	45270-400-0000	LTD Insurance	0.00	1,435.00	1,184.00	0.00	0.00
1,162	1,173	1,264.00	0.00	45290-400-0000	Life Insurance	0.00	1,292.00	1,115.00	0.00	0.00
4,186	4,292	4,950.00	0.00	45330-400-0000	Medicare	0.00	5,279.00	4,258.00	0.00	0.00
744	696	1,375.00	0.00	45340-400-0000	Social Security	0.00	1,426.00	757.00	0.00	0.00
299,877	321,791	419,119	0		Personnel Services Totals:	0.00	428,166	305,245	0	0
				E20	Services & Supplies					
82	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
1,977	2,331	3,000.00	0.00	51100-400-0000	Uniforms	0.00	3,000.00	1,500.00	0.00	0.00
372	1,599	1,800.00	0.00	52690-400-0000	Small Equipment	0.00	1,800.00	1,000.00	0.00	0.00
0	0	1,830.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	4,700.00	0.00	0.00	0.00
3,826	5,259	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	4,000.00	4,000.00	0.00	0.00
(64)	(57)	0.00	0.00	52991-400-0000	Misc Expenditure-Reimbursement	0.00	0.00	0.00	0.00	0.00
6,193	9,133	8,780	0		Services & Supplies Totals:	0.00	13,650	6,650	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
306,071	330,924	427,899	0		EXPENDITURES TOTALS:	0.00	441,816	311,895	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
306,071	330,924	427,899	0		DEPT EXPENSES	0.00	441,816	311,895	0	0
(306,071)	(330,924)	(427,899)	0		CD-Code Enforcement Totals:	0.00	(441,816)	(311,895)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
306,071	330,924	427,899	0		FUND EXPENSES	0.00	441,816	311,895	0	0
(306,071)	(330,924)	(427,899)	0		General Fund Totals:	0.00	(441,816)	(311,895)	0	0
				1132	Community Development Block Gr					
				4768	CD-Code Enforcement					
				E10	Personnel Services					
0	23,855	0.00	0.00	41010-400-0000	Code Enf - Reg Wages	0.00	0.00	0.00	0.00	0.00
24,851	13,123	50,000.00	0.00	41011-400-0000	Reg Wages Reimb - Code Enforce	0.00	80,000.00	80,000.00	0.00	0.00
0	0	0.00	0.00	41019-400-0000	Reg Wages Reimb - CDBG-CV	0.00	0.00	27,888.00	0.00	0.00
0	0	0.00	0.00	42020-400-0000	Code Enf-Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	4,066	0.00	0.00	43010-400-0000	Code Enf - Overtime	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	44170-400-0000	Code Enf - Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Code Enf - Benefit Plan	0.00	0.00	0.00	0.00	0.00
0	99	0.00	0.00	45240-400-0000	Code Enf - Deferred Comp	0.00	0.00	0.00	0.00	0.00
0	2,437	0.00	0.00	45250-400-0000	Code Enf - PERS	0.00	0.00	0.00	0.00	0.00
0	98	0.00	0.00	45270-400-0000	Code Enf - LTD Insurance	0.00	0.00	0.00	0.00	0.00
24,851	43,680	50,000	0		Personnel Services Totals:	0.00	80,000	107,888	0	0
24,851	43,680	50,000	0		EXPENDITURES TOTALS:	0.00	80,000	107,888	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
24,851	43,680	50,000	0		DEPT EXPENSES	0.00	80,000	107,888	0	0
(24,851)	(43,680)	(50,000)	0		CD-Code Enforcement Totals:	0.00	(80,000)	(107,888)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
24,851	43,680	50,000	0		FUND EXPENSES	0.00	80,000	107,888	0	0
(24,851)	(43,680)	(50,000)	0		Community Development Block Gr	0.00	(80,000)	(107,888)	0	0
				1135	Air Quality Improvement Trust					
				4768	CD-Code Enforcement					
				E30	Capital Outlay					
0	0	36,092.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	36,092	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	36,092	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	36,092	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(36,092)	0		CD-Code Enforcement Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	36,092	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(36,092)	0		Air Quality Improvement Trust Tot	0.00	0	0	0	0
				1153	Homeless Emergency Aid Program					
				4768	CD-Code Enforcement					
				E20	Services & Supplies					
0	0	12,500.00	0.00	51130-400-0000	Program Supplies	0.00	12,500.00	12,500.00	0.00	0.00
0	0	0.00	0.00	52090-400-0000	Publication & Advertising	0.00	2,000.00	2,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	50,000.00	50,000.00	0.00	0.00
0	0	12,500.00	0.00	52690-400-0000	Small Equipment	0.00	12,500.00	12,500.00	0.00	0.00
0	0	25,000.00	0.00	52880-400-0000	Rental Assistance	0.00	25,000.00	25,000.00	0.00	0.00
0	0	27,000.00	0.00	52920-400-0000	Stipends	0.00	15,000.00	15,000.00	0.00	0.00
0	0	40,000.00	0.00	52990-400-0000	Other/Motel Vouchers	0.00	0.00	0.00	0.00	0.00
0	0	117,000	0		Services & Supplies Totals:	0.00	117,000	117,000	0	0
0	0	117,000	0		EXPENDITURES TOTALS:	0.00	117,000	117,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	117,000	0		DEPT EXPENSES	0.00	117,000	117,000	0	0
0	0	(117,000)	0		CD-Code Enforcement Totals:	0.00	(117,000)	(117,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	117,000	0		FUND EXPENSES	0.00	117,000	117,000	0	0
0	0	(117,000)	0		Homeless Emergency Aid Program	0.00	(117,000)	(117,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
330,921	374,604	630,991	0		REPORT EXPENSES	0.00	638,816	536,783	0	0
(330,921)	(374,604)	(630,991)	0		REPORT TOTALS:	0.00	(638,816)	(536,783)	0	0

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

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**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 – \$3,000 (**Only \$1,500 approved – COVID-19 Reduction**)

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51130      PROGRAM SUPPLIES – \$12,500

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 – \$2,000

Cost of printing. (Homeless Emergency Aid Program Fund)

52450      SPECIAL CONTRACT SERVICES – \$50,000

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 – \$14,300 (**Only \$13,500 approved – COVID-19 Reduction**)

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, \$12,500.

(Homeless Emergency Aid Program Fund)

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

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**Department:** Community Development

**Program:** 4768 Code Enforcement

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Object  
Number

52850      CELLULAR PHONE EXPENSE – \$4,700 *(Moved to Program 4761)*

Cost of Cellular phones assigned to Code Enforcement Officers.

52880      RENTAL ASSISTANCE – \$25,000

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 – \$15,000

Cost for navigators and service providers who assist in street outreach and navigation. (Homeless Emergency Aid Program Fund)

52990      MISCELLANEOUS EXPENDITURES – \$4,000

Printing costs for administrative citation forms and official postings.

# *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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	432,085	456,851	450,527	
Services and Supplies	1,450,445	1,125,200	1,132,100	
Capital Outlay	0	0	0	
<b>Total</b>	<b>1,882,530</b>	<b>1,582,051</b>	<b>1,582,627</b>	
<b>Personnel Authorized</b>	2.25 (FT) 0.85 (PT)	2.25 (FT) 0.85 (PT)	2.70 (FT) 1.00 (PT)	

### Source of Funds

Economic Development Fund	937,530	927,051	927,627
Successor Agency Bond Proceeds	900,000	600,000	600,000
General Plan Update Fee	45,000	55,000	55,000
<b>Total</b>	<b>1,882,530</b>	<b>1,582,051</b>	<b>1,582,627</b>

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: ECONOMIC DEVELOPMENT****DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		

**Full Time:****Administration from other Departments/Entities**

Edward Starr	.25	E		12.0	21,505			64,515	64,515
Janet Kulbeck	.15	A	01/20/20	0.6	8,032	11.4	8,434	15,448	15,448
Mikey Fuentes	.25	E		12.0	8,069			24,691	24,691
Noel Castillo	.10	E		12.0	14,593			17,862	17,862
Mike Diaz	.50	A	08/19/19	1.6	11,433	10.4	12,005	73,003	73,003
Merry Westerlin	.10	E		12.0	9,763			11,950	11,950
Siliva Gutierrez	.10	E		12.0	6,562			8,031	8,031
Yvonne Nemeth	.10	E		12.0	6,562			8,031	8,031
Dennis McGehee	.10	E		12.0	6,926			8,477	8,477

**Deputy Director of Economic & Community Development**

Christine Caldwell		C	01/20/20	6.7	10,184	1.3	10,693	83,777	83,777
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**Economic Development Coordinator/Housing Assoc**

Thailin Martin		C	07/01/20	12.0	6,175			75,582	75,582
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**Administration to other Departments/Entities**

Christine Caldwell (MHC)								-37,700	-37,700
Thailin Martin (MHC)								-37,791	-37,791

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: ECONOMIC DEVELOPMENT							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		

**Part Time:**

Community Development Consultant  
Marilyn Staats (960 hrs year)

10,000                      10,000

Salary Requirements:	(FT)	315,876	315,876
	(PT)	10,000	10,000
	TOTAL	325,876	325,876



## 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	0.20	0.20	0.25		51,612	64,515	
Finance Manager	0.05	0.05	0.15		5,149	15,448	
Senior Management Analyst	0.20	0.20	0.25		19,753	24,691	
Director of Public Works	0.00	0.00	0.10		0	17,862	
Director of Community Dev	0.50	0.50	0.50		73,003	73,003	
Building Official	0.10	0.10	0.10		11,950	11,950	
Associate Planner	0.20	0.20	0.20		16,062	16,062	
Plans Examiner	0.10	0.10	0.10		8,477	8,477	
Dep Director Econ & Comm Dev	1.00	1.00	1.00		127,404	83,777	
Admin to other Depts	-0.60	-0.60	-0.45		-76,442	-37,700	
	0.40	0.40	0.55		50,962	46,077	
Economic Development							
Coordinator/Housing Assoc	1.00	1.00	1.00		75,582	75,582	
Admin to other Depts	-0.50	-0.50	-0.50		-37,791	-37,791	
	0.50	0.50	0.50		37,791	37,791	
<b>Part-Time</b>							
Community Dev Consultant	1.00	1.00	1.00		89,482	10,000	
Admin to other Depts	-0.15	-0.15	0.00		-13,422	0	
	0.85	0.85	1.00		76,060	10,000	
<b>Full Time</b>							
Admin other Departments	-1.10	-1.10	-0.95		-114,233	-75,491	
Total FT Positions/Salaries	2.25	2.25	2.70		274,759	315,876	
<b>Part Time</b>							
Admin other Departments	-0.15	-0.15	0.00		-13,422	0	
Total PT Positions/Salaries	0.85	0.85	1.00		76,060	10,000	
Overtime					1,000	1,000	
Additional Pay					900	900	
Additional Pay other Depts					-450	-450	
Total Salaries & Wages					352,269	327,326	
Benefit Costs					83,225	90,848	
PERS Benefit Costs					61,038	60,826	
Benefit Costs other Depts					-39,681	-28,473	
Total Benefit Costs					104,582	123,201	
<b>TOTAL</b>					<b>456,851</b>	<b>450,527</b>	

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Economic Development		4791 Administration

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### **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.

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### **Personnel Services – \$456,851**

Salary requests are for: City Manager (0.20) – \$51,612; Deputy Director of Economic and Community Development (0.40) – \$50,962; Economic Development Coordinator/Housing Associate (0.50) – \$37,791; Finance Manager (0.05) – \$5,149; Senior Management Analyst (0.20) – \$19,753; Community Development Director (0.50) – \$73,003; Building Official (0.10) – \$11,950; Associate Planner (0.20) – \$16,062; Plans Examiner (0.10) – \$8,477; Community Development Consultant (0.85/part-time) – \$76,060. Cost allocations are as follows: full-time salaries – \$274,759; part-time salaries – \$76,060; overtime – \$1,000; additional pay – \$450; benefit costs – \$104,582.

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### **Services and Supplies – \$1,403,850**

Funding requested is for: books and publications – \$100; publication and advertising – \$5,000; dues and memberships – \$1,650; travel and meetings – \$13,100; business development – \$350,000; general plan legal fees – \$55,000; special legal services – \$50,000; special contract services – \$639,000; miscellaneous expenditures – \$9,800.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:39PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1206	Economic Development					
				4791	ED-Administration					
				E10	Personnel Services					
173,631	140,909	259,373.00	0.00	41010-400-0000	Regular Earnings	0.00	274,759.00	315,876.00	0.00	0.00
12,103	72,549	76,060.00	0.00	42020-400-0000	Part Time Wages	0.00	76,060.00	10,000.00	0.00	0.00
0	0	0.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
3,211	260	4,501.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,581.00	5,921.00	0.00	0.00
421	450	450.00	0.00	44250-400-0000	Bilingual Pay	0.00	450.00	450.00	0.00	0.00
0	0	33,180.00	0.00	45220-400-0000	Benefit Plan	0.00	34,986.00	42,270.00	0.00	0.00
6,571	2,345	12,439.00	0.00	45240-400-0000	Deferred Compensation	0.00	12,351.00	16,922.00	0.00	0.00
20,211	9,799	39,483.00	0.00	45250-400-0000	P.E.R.S.	0.00	45,721.00	51,188.00	0.00	0.00
1,333	365	860.00	0.00	45270-400-0000	LTD Insurance	0.00	905.00	1,096.00	0.00	0.00
1,200	451	1,623.00	0.00	45290-400-0000	Life Insurance	0.00	1,701.00	2,015.00	0.00	0.00
864	1,865	4,116.00	0.00	45330-400-0000	Medicare	0.00	4,337.00	3,789.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
219,545	228,992	432,085	0		Personnel Services Totals:	0.00	456,851	450,527	0	0
				E20	Services & Supplies					
0	0	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
0	2,241	10,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,000.00	5,000.00	0.00	0.00
200	1,075	1,650.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,650.00	1,650.00	0.00	0.00
9,231	6,644	16,600.00	0.00	52130-400-0000	Travel & Meetings	0.00	13,100.00	5,000.00	0.00	0.00
5,054	975	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	0	350,000.00	0.00	52160-400-0000	Business Development	0.00	350,000.00	350,000.00	0.00	0.00
0	0	15,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	1,500.00	1,500.00	0.00	0.00
0	3,541	0.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	0.00	0.00	0.00	0.00
57,143	53,316	40,000.00	0.00	52300-400-0000	Special Legal Services	0.00	50,000.00	65,000.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
26,000	36,270	40,500.00	0.00	52450-400-0000	Special Contract Services	0.00	39,000.00	39,000.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	0.00	0.00	0.00	0.00
0	0	195.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	0.00	0.00	0.00	0.00
33,988	10,492	21,100.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	9,850.00	9,850.00	0.00	0.00
131,617	114,554	505,445	0		Services & Supplies Totals:	0.00	470,200	477,100	0	0
351,162	343,546	937,530	0		EXPENDITURES TOTALS:	0.00	927,051	927,627	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
351,162	343,546	937,530	0		DEPT EXPENSES	0.00	927,051	927,627	0	0
(351,162)	(343,546)	(937,530)	0		ED-Administration Totals:	0.00	(927,051)	(927,627)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
351,162	343,546	937,530	0		FUND EXPENSES	0.00	927,051	927,627	0	0
(351,162)	(343,546)	(937,530)	0		Economic Development Totals:	0.00	(927,051)	(927,627)	0	0
19,098	299,555	900,000.00	0.00	1251 4791 E20 52450-400-1900	SA Bond Proceeds - Tax Exempt ED-Administration Services & Supplies General Plan Update Expense	0.00	600,000.00	600,000.00	0.00	0.00
19,098	299,555	900,000	0		Services & Supplies Totals:	0.00	600,000	600,000	0	0
19,098	299,555	900,000	0		EXPENDITURES TOTALS:	0.00	600,000	600,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
19,098	299,555	900,000	0		DEPT EXPENSES	0.00	600,000	600,000	0	0
(19,098)	(299,555)	(900,000)	0		ED-Administration Totals:	0.00	(600,000)	(600,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
19,098	299,555	900,000	0		FUND EXPENSES	0.00	600,000	600,000	0	0
(19,098)	(299,555)	(900,000)	0		SA Bond Proceeds - Tax Exempt Tc	0.00	(600,000)	(600,000)	0	0
				1745	General Plan Update Fee					
				4791	ED-Administration					
				E20	Services & Supplies					
0	1,083	45,000.00	0.00	52290-400-0000	General Plan Legal Fees	0.00	55,000.00	55,000.00	0.00	0.00
0	1,083	45,000	0		Services & Supplies Totals:	0.00	55,000	55,000	0	0
0	1,083	45,000	0		EXPENDITURES TOTALS:	0.00	55,000	55,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	1,083	45,000	0		DEPT EXPENSES	0.00	55,000	55,000	0	0
0	(1,083)	(45,000)	0		ED-Administration Totals:	0.00	(55,000)	(55,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	1,083	45,000	0		FUND EXPENSES	0.00	55,000	55,000	0	0
0	(1,083)	(45,000)	0		General Plan Update Fee Totals:	0.00	(55,000)	(55,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
370,260	644,184	1,882,530	0		REPORT EXPENSES	0.00	1,582,051	1,582,627	0	0
(370,260)	(644,184)	(1,882,530)	0		REPORT TOTALS:	0.00	(1,582,051)	(1,582,627)	0	0

**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
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Community Development Director Mikey Fuentes, Senior Management Analyst	2020 International Council for Shopping Centers (ICSC)	San Diego, CA	October 21-23, 2020	\$5,000
52130	Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Community Development Director Mikey Fuentes, Sr. Management Analyst	2021 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 16-19, 2021	\$5,600

**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
		<b><u>Miscellaneous</u></b>			
52130	Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops	TBD	TBD	\$2,500
				<b>Total:</b>	<b>\$13,100</b>

*(Only \$6,000 approved – COVID-19 Reduction)*

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

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**Department:** Economic Development

**Program:** 4791 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090      PUBLICATION AND ADVERTISING – \$5,000

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 – \$13,100 (**Only \$6,000 approved – COVID-19 Reduction**)

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 – \$1,500

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**

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**Department:** Economic Development

**Program:** 4791 Administration

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Object  
Number

52290      GENERAL PLAN LEGAL FEES – \$55,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300      SPECIAL LEGAL SERVICES – \$50,000 **(\$65,000 approved)**

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 – \$639,000

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, \$1,000

Consulting fee for Year 3 Update to the General Plan, \$600,000 (Successor Agency Bond Proceeds)

52990      MISCELLANEOUS EXPENDITURES – \$9,850

“State of the City” incidental expenditures for decorations, \$1,500

Economic development promotional materials, \$4,000

Booth space rental for ICSC Conferences, \$2,550

Furniture/electrical rental at ICSC Conferences, \$1,200

Participation in County Job Fair, \$400

Miscellaneous supplies, \$200

*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	106,114	108,053	108,053	
Services and Supplies	215,000	245,000	175,000	
Capital Outlay	0	0	0	
<b>Total</b>	<b>321,114</b>	<b>353,053</b>	<b>283,053</b>	
<b>Personnel Authorized</b>	1.00 (PT)	1.00 (PT)	1.00 (PT)	

### Source of Funds

General Fund	321,114	353,053	283,053
<b>Total</b>	<b>321,114</b>	<b>353,053</b>	<b>283,053</b>

**CITY OF MONTCLAIR - WORKSHEET  
PERSONNEL DETAIL & SALARY CALCULATIONS**

**DEPARTMENT: CITY ATTORNEY**

**DEPARTMENT SUMMARY**

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	Recommended by Administration Next Year
			First Rate		Second Rate			
			Months	Rate	Months	Rate		
<u>City Attorney</u> Diane Robbins			12.0	6,400			76,800	76,800

Salary Requirements:	TOTAL (P/T)	76,800	76,800
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**DETAIL OF SALARIES AND WAGES**

**Department:** City Attorney

**Program:** 4801 City Attorney

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
<b><u>Part-Time</u></b>							
City Attorney	1.00	1.00	1.00		76,800	76,800	
Part Time	1.00	1.00	1.00		76,800	76,800	
Benefit Costs					21,038	21,038	
PERS Benefit Costs					10,215	10,215	
Total Benefit Costs					31,253	31,253	
<b>TOTAL</b>					<b>108,053</b>	<b>108,053</b>	

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Attorney		4801 City Attorney

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**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.

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**Personnel Services – \$108,053**

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$31,253

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**Services and Supplies – \$245,000**

Funding requested is for: legal services/court costs – \$200,000; special legal services – \$45,000.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/02/2020 - 5:39PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4801	City Attorney					
				E10	Personnel Services					
76,800	76,800	76,800.00	0.00	42020-400-0000	Part Time Wages	0.00	76,800.00	76,800.00	0.00	0.00
0	0	15,600.00	0.00	45220-400-0000	Benefit Plan	0.00	16,200.00	16,200.00	0.00	0.00
960	2,390	3,600.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,600.00	3,600.00	0.00	0.00
7,518	7,564	8,876.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,215.00	10,215.00	0.00	0.00
141	132	124.00	0.00	45290-400-0000	Life Insurance	0.00	124.00	124.00	0.00	0.00
1,114	1,114	1,114.00	0.00	45330-400-0000	Medicare	0.00	1,114.00	1,114.00	0.00	0.00
86,532	87,999	106,114	0		Personnel Services Totals:	0.00	108,053	108,053	0	0
				E20	Services & Supplies					
167,185	353,955	170,000.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	200,000.00	140,000.00	0.00	0.00
33,236	63,385	45,000.00	0.00	52300-400-0000	Special Legal Services	0.00	45,000.00	35,000.00	0.00	0.00
200,420	417,340	215,000	0		Services & Supplies Totals:	0.00	245,000	175,000	0	0
286,952	505,338	321,114	0		EXPENDITURES TOTALS:	0.00	353,053	283,053	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
286,952	505,338	321,114	0		DEPT EXPENSES	0.00	353,053	283,053	0	0
(286,952)	(505,338)	(321,114)	0		City Attorney Totals:	0.00	(353,053)	(283,053)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
286,952	505,338	321,114	0		FUND EXPENSES	0.00	353,053	283,053	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(286,952)	(505,338)	(321,114)	0		General Fund Totals:	0.00	(353,053)	(283,053)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
286,952	505,338	321,114	0		REPORT EXPENSES	0.00	353,053	283,053	0	0
(286,952)	(505,338)	(321,114)	0		REPORT TOTALS:	0.00	(353,053)	(283,053)	0	0



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

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**Department:** City Attorney

**Program:** 4801 City Attorney

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Object  
Number

52290      LEGAL SERVICES/COURT COSTS – \$200,000 ***(Only \$140,000 approved – COVID-19 Reduction)***

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 ***(Only \$35,000 approved – COVID-19 Reduction)***

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	5,425,804	5,784,054	5,649,710	
Services and Supplies	1,666,700	1,889,305	1,687,750	
Capital Outlay	0	0	0	
<b>Total</b>	<b>7,092,504</b>	<b>7,673,359</b>	<b>7,337,460</b>	

<b>Personnel Authorized</b>	0	0	0
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### Source of Funds

General Fund	6,491,626	6,910,960	6,559,256
Gas Tax Fund	215,318	231,381	216,381
Park Maintenance Fund	0	0	1,500
Senior Nutrition Fund	6,352	6,406	6,406
Expanded Learning Program Fund	98,673	104,980	104,980
OMSD Immunization Grant	0	3,544	3,544
Economic Development Fund	17,153	83,494	128,744
Sewer Operating Fund	263,382	332,594	316,649
<b>Total</b>	<b>7,092,504</b>	<b>7,673,359</b>	<b>7,337,460</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Citywide		4901 Citywide

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### **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.
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### **Personnel Services – \$5,784,054**

Funding requested is for: Benefit Costs – \$5,784,054.

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### **Services and Supplies – \$1,889,305**

Funding requested is for: nuisance abatement – \$2,500; service awards – \$29,500; telephone service – \$24,000; electric service – \$445,000; natural gas service – \$27,000; water service – \$320,000; general city insurance – \$999,555; postage – \$40,000; miscellaneous expenditures – \$250; 5326 San Bernardino upkeep – \$1,500.

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### **Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:12PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1001	General Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
15,667	14,400	10,000.00	0.00	45230-400-0000	Unemployment Insurance	0.00	10,000.00	0.00	0.00	0.00
92	94	400.00	0.00	45240-400-0000	Deferred Compensation	0.00	200.00	200.00	0.00	0.00
10,925	4,568	10,000.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,000.00	5,000.00	0.00	0.00
914,665	1,101,162	1,309,106.00	0.00	45251-400-0000	P.E.R.S. Lump Sum Amounts Fire	0.00	1,459,638.00	1,459,638.00	0.00	0.00
1,005,649	1,237,622	1,479,792.00	0.00	45252-400-0000	P.E.R.S. Lump Sum Amounts PD	0.00	1,671,153.00	1,671,153.00	0.00	0.00
1,044,641	1,215,658	1,402,922.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	1,491,415.00	1,491,415.00	0.00	0.00
(13,352)	(57,240)	-60,694.00	0.00	45256-400-0000	Safety PERS ER Cost - EE Paid	0.00	-51,631.00	-50,975.00	0.00	0.00
891,797	419,831	300,000.00	0.00	45261-400-0000	Workers Comp Claims	0.00	200,000.00	125,000.00	0.00	0.00
186,026	120,317	225,000.00	0.00	45262-400-0000	General Liability Claims	0.00	125,000.00	75,000.00	0.00	0.00
344	188	500.00	0.00	45270-400-0000	LTD Insurance	0.00	250.00	250.00	0.00	0.00
471	178	300.00	0.00	45290-400-0000	Life Insurance	0.00	200.00	200.00	0.00	0.00
334,376	361,538	340,000.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	340,000.00	340,000.00	0.00	0.00
604	592	600.00	0.00	45310-400-0000	Delta HMO	0.00	300.00	300.00	0.00	0.00
139	108	200.00	0.00	45320-400-0000	Optical Insurance	0.00	150.00	150.00	0.00	0.00
611	286	300.00	0.00	45330-400-0000	Medicare	0.00	300.00	300.00	0.00	0.00
124	31	200.00	0.00	45340-400-0000	Social Security	0.00	100.00	100.00	0.00	0.00
86,099	87,391	74,350.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	90,000.00	31,500.00	0.00	0.00
4,478,879	4,506,723	5,092,976	0		Personnel Services Totals:	0.00	5,342,075	5,149,231	0	0
				E20	Services & Supplies					
(4,915)	3,078	0.00	0.00	50090-400-0000	Nuisance Abatement	0.00	2,500.00	2,500.00	0.00	0.00
35,463	18,075	26,150.00	0.00	51010-400-0000	Service Awards	0.00	28,650.00	20,775.00	0.00	0.00
0	0	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	17,000.00	0.00	0.00
0	0	0.00	0.00	52190-400-0000	Consulting-Marijuana Mgmt Prgm	0.00	0.00	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
18,390	21,560	24,000.00	0.00	52350-400-0000	Telephone Service	0.00	24,000.00	20,000.00	0.00	0.00
488,846	440,855	400,000.00	0.00	52360-400-0000	Electric Service	0.00	400,000.00	400,000.00	0.00	0.00
20,877	34,593	27,000.00	0.00	52370-400-0000	Natural Gas Service	0.00	27,000.00	27,000.00	0.00	0.00
198,862	210,303	200,000.00	0.00	52380-400-0000	Water Service	0.00	200,000.00	200,000.00	0.00	0.00
0	0	0.00	0.00	52530-400-0000	Educational Grants	0.00	0.00	6,000.00	0.00	0.00
0	0	0.00	0.00	52540-400-0000	Vocational Training	0.00	0.00	10,000.00	0.00	0.00
875,912	675,751	675,000.00	0.00	52660-400-0000	General City Insurance	0.00	844,985.00	675,000.00	0.00	0.00
0	0	43,000.00	0.00	52670-400-0000	Postage	0.00	40,000.00	30,000.00	0.00	0.00
0	204	500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	250.00	250.00	0.00	0.00
2,472	1,918	3,000.00	0.00	56100-400-0000	5326 San Bernardino - Upkeep	0.00	1,500.00	1,500.00	0.00	0.00
1,635,907	1,406,336	1,398,650	0		Services & Supplies Totals:	0.00	1,568,885	1,410,025	0	0
6,114,786	5,913,059	6,491,626	0		EXPENDITURES TOTALS:	0.00	6,910,960	6,559,256	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,114,786	5,913,059	6,491,626	0		DEPT EXPENSES	0.00	6,910,960	6,559,256	0	0
(6,114,786)	(5,913,059)	(6,491,626)	0		Citywide - Non-Department Totals:	0.00	(6,910,960)	(6,559,256)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,114,786	5,913,059	6,491,626	0		FUND EXPENSES	0.00	6,910,960	6,559,256	0	0
(6,114,786)	(5,913,059)	(6,491,626)	0		General Fund Totals:	0.00	(6,910,960)	(6,559,256)	0	0
				1102	Gas Tax Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
355	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
33,808	49,688	68,068.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	65,581.00	65,581.00	0.00	0.00
3,627	0	500.00	0.00	45261-400-0000	Workers Comp Expense	0.00	150.00	150.00	0.00	0.00
18	0	50.00	0.00	45270-400-0000	LTD Insurance	0.00	25.00	25.00	0.00	0.00
16	0	50.00	0.00	45290-400-0000	Life Insurance	0.00	25.00	25.00	0.00	0.00
791	0	500.00	0.00	45300-400-0000	Medical Insurance	0.00	150.00	150.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
99	0	50.00	0.00	45310-400-0000	Dental Insurance	0.00	25.00	25.00	0.00	0.00
16	0	50.00	0.00	45320-400-0000	Optical Insurance	0.00	25.00	25.00	0.00	0.00
53	0	50.00	0.00	45330-400-0000	Medicare	0.00	25.00	25.00	0.00	0.00
38,783	49,688	69,318	0		Personnel Services Totals:	0.00	66,006	66,006	0	0
				E20	Services & Supplies					
0	0	0.00	0.00	51010-400-0000	Service Awards	0.00	375.00	375.00	0.00	0.00
0	54	0.00	0.00	52340-400-0000	Street Lighting	0.00	0.00	0.00	0.00	0.00
29,480	42,083	26,000.00	0.00	52360-400-0000	Electric Service	0.00	45,000.00	40,000.00	0.00	0.00
130,880	118,692	120,000.00	0.00	52380-400-0000	Water Service - Medians	0.00	120,000.00	110,000.00	0.00	0.00
160,360	160,830	146,000	0		Services & Supplies Totals:	0.00	165,375	150,375	0	0
199,143	210,518	215,318	0		EXPENDITURES TOTALS:	0.00	231,381	216,381	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
199,143	210,518	215,318	0		DEPT EXPENSES	0.00	231,381	216,381	0	0
(199,143)	(210,518)	(215,318)	0		Citywide - Non-Department Totals:	0.00	(231,381)	(216,381)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
199,143	210,518	215,318	0		FUND EXPENSES	0.00	231,381	216,381	0	0
(199,143)	(210,518)	(215,318)	0		Gas Tax Fund Totals:	0.00	(231,381)	(216,381)	0	0
				1130	Park Maintenance Fund					
				4901	Citywide - Non-Department					
				E20	Services & Supplies					
0	0	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	1,500.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	1,500	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	1,500	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	1,500	0	0
0	0	0	0		Citywide - Non-Department Totals:	0.00	0	(1,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	1,500	0	0
0	0	0	0		Park Maintenance Fund Totals:	0.00	0	(1,500)	0	0
				1138	Senior Nutrition Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
5,742	4,268	6,352.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	6,406.00	6,406.00	0.00	0.00
5,742	4,268	6,352	0		Personnel Services Totals:	0.00	6,406	6,406	0	0
5,742	4,268	6,352	0		EXPENDITURES TOTALS:	0.00	6,406	6,406	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,742	4,268	6,352	0		DEPT EXPENSES	0.00	6,406	6,406	0	0
(5,742)	(4,268)	(6,352)	0		Citywide - Non-Department Totals:	0.00	(6,406)	(6,406)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,742	4,268	6,352	0		FUND EXPENSES	0.00	6,406	6,406	0	0
(5,742)	(4,268)	(6,352)	0		Senior Nutrition Fund Totals:	0.00	(6,406)	(6,406)	0	0
				1160	Expanded Learning Program Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
70,095	79,703	97,673.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	104,980.00	104,980.00	0.00	0.00
70,095	79,703	97,673	0		Personnel Services Totals:	0.00	104,980	104,980	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
500	1,850	1,000.00	0.00	E20 51010-400-0000	Services & Supplies Service Awards	0.00	0.00	0.00	0.00	0.00
500	1,850	1,000	0		Services & Supplies Totals:	0.00	0	0	0	0
70,595	81,553	98,673	0		EXPENDITURES TOTALS:	0.00	104,980	104,980	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
70,595	81,553	98,673	0		DEPT EXPENSES	0.00	104,980	104,980	0	0
(70,595)	(81,553)	(98,673)	0		Citywide - Non-Department Totals:	0.00	(104,980)	(104,980)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
70,595	81,553	98,673	0		FUND EXPENSES	0.00	104,980	104,980	0	0
(70,595)	(81,553)	(98,673)	0		Expanded Learning Program Fund Immunization Grant - OMSD	0.00	(104,980)	(104,980)	0	0
0	0	0.00	0.00	1164 4901 E10 45253-400-0000	Citywide - Non-Department Personnel Services P.E.R.S. Lump Sum Amounts Misc	0.00	3,544.00	3,544.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	3,544	3,544	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	3,544	3,544	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	3,544	3,544	0	0
0	0	0	0		Citywide - Non-Department Totals:	0.00	(3,544)	(3,544)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	3,544	3,544	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		Immunization Grant - OMSD Total:	0.00	(3,544)	(3,544)	0	0
				1206	Economic Development					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
0	33,969	17,153.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	83,144.00	83,144.00	0.00	0.00
0	0	0.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	0.00	45,000.00	0.00	0.00
0	33,969	17,153	0		Personnel Services Totals:	0.00	83,144	128,144	0	0
				E20	Services & Supplies					
0	750	0.00	0.00	51010-400-0000	Service Awards	0.00	350.00	600.00	0.00	0.00
0	750	0	0		Services & Supplies Totals:	0.00	350	600	0	0
0	34,719	17,153	0		EXPENDITURES TOTALS:	0.00	83,494	128,744	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	34,719	17,153	0		DEPT EXPENSES	0.00	83,494	128,744	0	0
0	(34,719)	(17,153)	0		Citywide - Non-Department Totals:	0.00	(83,494)	(128,744)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	34,719	17,153	0		FUND EXPENSES	0.00	83,494	128,744	0	0
0	(34,719)	(17,153)	0		Economic Development Totals:	0.00	(83,494)	(128,744)	0	0
				1501	Sewer Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
18	2	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
107,662	104,307	141,232.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	177,299.00	177,299.00	0.00	0.00
78	0	500.00	0.00	45261-400-0000	Workers Comp Claims Paid	0.00	250.00	250.00	0.00	0.00
15	3	20.00	0.00	45270-400-0000	LTD Insurance	0.00	20.00	20.00	0.00	0.00
17	4	20.00	0.00	45290-400-0000	Life Insurance	0.00	20.00	20.00	0.00	0.00
584	101	500.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	250.00	250.00	0.00	0.00
40	6	20.00	0.00	45310-400-0000	Dental Insurance	0.00	20.00	20.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
7	1	20.00	0.00	45320-400-0000	Optical Insurance	0.00	20.00	20.00	0.00	0.00
31	13	20.00	0.00	45330-400-0000	Medicare	0.00	20.00	20.00	0.00	0.00
0	0	0.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	0.00	13,500.00	0.00	0.00
108,452	104,438	142,332	0		Personnel Services Totals:	0.00	177,899	191,399	0	0
				E20	Services & Supplies					
2,025	925	1,050.00	0.00	51010-400-0000	Service Awards	0.00	125.00	250.00	0.00	0.00
0	0	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	2,500.00	0.00	0.00
0	0	0.00	0.00	52540-400-0000	Vocational Training	0.00	0.00	2,500.00	0.00	0.00
120,000	120,000	120,000.00	0.00	52660-400-0000	General City Insurance	0.00	154,570.00	120,000.00	0.00	0.00
122,025	120,925	121,050	0		Services & Supplies Totals:	0.00	154,695	125,250	0	0
230,477	225,363	263,382	0		EXPENDITURES TOTALS:	0.00	332,594	316,649	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
230,477	225,363	263,382	0		DEPT EXPENSES	0.00	332,594	316,649	0	0
(230,477)	(225,363)	(263,382)	0		Citywide - Non-Department Totals:	0.00	(332,594)	(316,649)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
230,477	225,363	263,382	0		FUND EXPENSES	0.00	332,594	316,649	0	0
(230,477)	(225,363)	(263,382)	0		Sewer Operating Fund Totals:	0.00	(332,594)	(316,649)	0	0
				2020	SRDA Combined Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
0	38,631	134,026.00	0.00	45254-400-0000	P.E.R.S. Lump Sum Amounts SRD.	0.00	21,588.00	21,588.00	0.00	0.00
0	0	40,000.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	0.00	0.00	0.00	0.00
0	38,631	174,026	0		Personnel Services Totals:	0.00	21,588	21,588	0	0
				E20	Services & Supplies					
0	175	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
0	175	0	0		Services & Supplies Totals:	0.00	0	0	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	38,806	174,026	0		EXPENDITURES TOTALS:	0.00	21,588	21,588	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	38,806	174,026	0		DEPT EXPENSES	0.00	21,588	21,588	0	0
0	(38,806)	(174,026)	0		Citywide - Non-Department Totals:	0.00	(21,588)	(21,588)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	38,806	174,026	0		FUND EXPENSES	0.00	21,588	21,588	0	0
0	(38,806)	(174,026)	0		SRDA Combined Operating Fund I	0.00	(21,588)	(21,588)	0	0
				3001	General Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
33,529	40,913	48,359.00	0.00	45255-400-0000	P.E.R.S. Lump Sum Amounts MHC	0.00	48,953.00	48,953.00	0.00	0.00
33,529	40,913	48,359	0		Personnel Services Totals:	0.00	48,953	48,953	0	0
				E20	Services & Supplies					
500	1,725	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
0	25,168	25,000.00	0.00	52660-400-0000	MHC General Insurance	0.00	30,914.00	30,914.00	0.00	0.00
500	26,893	25,000	0		Services & Supplies Totals:	0.00	30,914	30,914	0	0
34,029	67,806	73,359	0		EXPENDITURES TOTALS:	0.00	79,867	79,867	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
34,029	67,806	73,359	0		DEPT EXPENSES	0.00	79,867	79,867	0	0
(34,029)	(67,806)	(73,359)	0		Citywide - Non-Department Totals:	0.00	(79,867)	(79,867)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
34,029	67,806	73,359	0		FUND EXPENSES	0.00	79,867	79,867	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
(34,029)	(67,806)	(73,359)	0		General Fund Totals:	0.00	(79,867)	(79,867)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
6,654,772	6,576,092	7,339,889	0		REPORT EXPENSES	0.00	7,774,814	7,438,915	0	0
(6,654,772)	(6,576,092)	(7,339,889)	0		REPORT TOTALS:	0.00	(7,774,814)	(7,438,915)	0	0

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

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**Department:** Citywide

**Program:** 4901 Citywide

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Object  
Number

52130      TRAVEL AND MEETINGS – \$21,000 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: Use of these funds requires City Manager approval before travel and meetings are scheduled.  
(General Fund – \$17,000; Park Maintenance Fund – \$1,500; Sewer Operating Fund – \$2,500)

52530      EDUCATIONAL GRANTS – \$6,000 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses. Use of these funds requires City Manager approval before school classes begin.

52540      VOCATIONAL TRAINING – \$12,500 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: Use of these funds requires City Manager approval before vocational training is scheduled.  
(General Fund – \$10,000; Sewer Operating Fund – \$2,500)

52670      POSTAGE – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***

Postage for all City Departments.

# *CFD Operations*

## DEPARTMENT BUDGET SUMMARY

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### Department

CFD Operations

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### 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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	36,854	62,604	62,604	
Services and Supplies	101,800	91,250	91,250	
<b>Total</b>	<b>138,654</b>	<b>153,854</b>	<b>153,854</b>	

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<b>Personnel Authorized</b>	0	0	0	
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### Department Distribution

CFD 2011-1 Paseos	97,072	113,072	113,072	
CFD 2011-2 Arrow Station	41,582	40,782	40,782	
<b>Total</b>	<b>138,654</b>	<b>153,854</b>	<b>153,854</b>	

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### Source of Funds

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CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	
CFD 2011-2 Fund – Arrow Station	41,582	40,782	40,782	
<b>Total</b>	<b>138,654</b>	<b>153,854</b>	<b>153,854</b>	

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**PROGRAM BUDGET SUMMARY – 1**

**Program Number 5001**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	30,822	48,322	48,322	
Services and Supplies	66,250	64,750	64,750	
Capital Outlay	0	0	0	
<b>Total</b>	<b>97,072</b>	<b>113,072</b>	<b>113,072</b>	
<b>Personnel Authorized</b>	0	0	0	

**Source of Funds**

CFD 2011-1 Fund – Paseos	97,072	113,072	113,072
<b>Total</b>	<b>97,072</b>	<b>113,072</b>	<b>113,072</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5001 CFD 2011–1 Paseos

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**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

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**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.

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**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.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:48PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1601	CFD 2011-1 Paseos					
				5001	CFD 2011-1 - Paseos					
				E10	Personnel Services					
0	3,750	3,750.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	3,750.00	3,750.00	0.00	0.00
0	3,750	3,750.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	3,750.00	3,750.00	0.00	0.00
0	7,500	7,500.00	0.00	41013-400-0000	PublicSafety Admin Reimb to GF	0.00	7,500.00	7,500.00	0.00	0.00
11,411	11,411	11,411.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	11,411.00	11,411.00	0.00	0.00
11,411	11,411	11,411.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	11,411.00	11,411.00	0.00	0.00
0	2,000	2,000.00	0.00	41016-400-0000	Street Sweeping Reimb to GF	0.00	2,000.00	2,000.00	0.00	0.00
8,000	8,000	8,000.00	0.00	41017-400-0000	Facility Maint Reimb to GF	0.00	8,000.00	8,000.00	0.00	0.00
0	500	500.00	0.00	41018-400-0000	Graffiti Removal Reimb to GF	0.00	500.00	500.00	0.00	0.00
30,822	48,322	48,322	0		Personnel Services Totals:	0.00	48,322	48,322	0	0
				E20	Services & Supplies					
2,048	0	2,000.00	0.00	51300-400-0000	Materials - Buildings	0.00	2,000.00	2,000.00	0.00	0.00
0	0	1,000.00	0.00	51340-400-0000	Materials - Street Signs	0.00	1,000.00	1,000.00	0.00	0.00
7,500	0	0.00	0.00	52190-400-0000	Public Works Admin Reimb to GF	0.00	0.00	0.00	0.00	0.00
7,500	0	0.00	0.00	52191-400-0000	PublicSafety Admin Reimb to GF	0.00	0.00	0.00	0.00	0.00
1,691	37,000	20,000.00	0.00	52340-400-0000	Street Lighting	0.00	20,000.00	20,000.00	0.00	0.00
5,886	5,912	10,000.00	0.00	52450-400-0000	Special Contract Services	0.00	10,000.00	10,000.00	0.00	0.00
1,000	500	500.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	500.00	500.00	0.00	0.00
4,250	0	4,250.00	0.00	52453-400-0000	Street Maintenance	0.00	4,250.00	4,250.00	0.00	0.00
15,411	24,803	25,000.00	0.00	52454-400-0000	Landscape Maintenance	0.00	25,000.00	25,000.00	0.00	0.00
2,000	0	1,000.00	0.00	52455-400-0000	Tree Maintenance Reimb to GF	0.00	1,000.00	1,000.00	0.00	0.00
1,000	0	1,000.00	0.00	52456-400-0000	Street Sweeping	0.00	1,000.00	1,000.00	0.00	0.00
48,286	68,215	64,750	0		Services & Supplies Totals:	0.00	64,750	64,750	0	0

2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
79,108	116,537	113,072	0		EXPENDITURES TOTALS:	0.00	113,072	113,072	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
79,108	116,537	113,072	0		DEPT EXPENSES	0.00	113,072	113,072	0	0
(79,108)	(116,537)	(113,072)	0		CFD 2011-1 - Paseos Totals:	0.00	(113,072)	(113,072)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
79,108	116,537	113,072	0		FUND EXPENSES	0.00	113,072	113,072	0	0
(79,108)	(116,537)	(113,072)	0		CFD 2011-1 Paseos Totals:	0.00	(113,072)	(113,072)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
79,108	116,537	113,072	0		REPORT EXPENSES	0.00	113,072	113,072	0	0
(79,108)	(116,537)	(113,072)	0		REPORT TOTALS:	0.00	(113,072)	(113,072)	0	0

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

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**Department:** CFD Operations

**Program:** 5001 CFD 2011–1 Paseos

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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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	6,032	14,282	14,282	
Services and Supplies	35,550	26,500	26,500	
Capital Outlay	0	0	0	
<b>Total</b>	<b>41,582</b>	<b>40,782</b>	<b>40,782</b>	
<b>Personnel Authorized</b>	0	0	0	

**Source of Funds**

CFD 2011-2 Fund – Arrow Station	41,582	40,782	40,782
<b>Total</b>	<b>41,582</b>	<b>40,782</b>	<b>40,782</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5002 CFD 2011–2 Arrow Station

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**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

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**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.

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**Services and Supplies – \$26,500**

Funding requested is for: materials – street signs – \$500; street lighting – \$14,000; special contract services – \$8,000; graffiti abatement – \$500; street maintenance – \$3,250; street sweeping – \$250.

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**Capital Outlay**

No funding requested.

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# General Ledger

## Budget Analysis

User: jkulbeck  
 Printed: 06/13/2020 - 2:48PM  
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
				1602	CFD 2011-2 Arrow Station					
				5002	CFD 2011-2 - Arrow Station					
				E10	Personnel Services					
0	1,875	1,875.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	1,875.00	1,875.00	0.00	0.00
0	1,875	1,875.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	1,875.00	1,875.00	0.00	0.00
0	3,750	3,750.00	0.00	41013-400-0000	PublicSafety Admin Reimb to GF	0.00	3,750.00	3,750.00	0.00	0.00
3,016	3,016	3,016.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	3,016.00	3,016.00	0.00	0.00
3,016	3,016	3,016.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	3,016.00	3,016.00	0.00	0.00
0	250	250.00	0.00	41016-400-0000	Street Sweeping Reimb to GF	0.00	250.00	250.00	0.00	0.00
0	500	500.00	0.00	41018-400-0000	Graffiti Removal Reimb to GF	0.00	500.00	500.00	0.00	0.00
6,032	14,282	14,282	0		Personnel Services Totals:	0.00	14,282	14,282	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51340-400-0000	Materials - Street Signs	0.00	500.00	500.00	0.00	0.00
3,750	0	0.00	0.00	52190-400-0000	Public Works Admin Reimb to GF	0.00	0.00	0.00	0.00	0.00
3,750	0	0.00	0.00	52191-400-0000	PublicSafety Admin Reimb to GF	0.00	0.00	0.00	0.00	0.00
1,691	0	14,000.00	0.00	52340-400-0000	Street Lighting	0.00	14,000.00	14,000.00	0.00	0.00
2,258	3,361	8,000.00	0.00	52450-400-0000	Special Contract Services	0.00	8,000.00	8,000.00	0.00	0.00
1,000	500	500.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	500.00	500.00	0.00	0.00
3,250	0	3,250.00	0.00	52453-400-0000	Street Maintenance	0.00	3,250.00	3,250.00	0.00	0.00
0	0	15,000.00	0.00	52454-400-0000	Landscape Maintenance	0.00	0.00	0.00	0.00	0.00
0	0	250.00	0.00	52456-400-0000	Street Sweeping	0.00	250.00	250.00	0.00	0.00
15,699	3,861	41,500	0		Services & Supplies Totals:	0.00	26,500	26,500	0	0
21,731	18,143	55,782	0		EXPENDITURES TOTALS:	0.00	40,782	40,782	0	0



2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	Account	Description	FTE	2021 Requested	2021 Proposed	2021 Approved	2021 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
21,731	18,143	55,782	0		DEPT EXPENSES	0.00	40,782	40,782	0	0
(21,731)	(18,143)	(55,782)	0		CFD 2011-2 - Arrow Station Totals:	0.00	(40,782)	(40,782)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
21,731	18,143	55,782	0		FUND EXPENSES	0.00	40,782	40,782	0	0
(21,731)	(18,143)	(55,782)	0		CFD 2011-2 Arrow Station Totals:	0.00	(40,782)	(40,782)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
21,731	18,143	55,782	0		REPORT EXPENSES	0.00	40,782	40,782	0	0
(21,731)	(18,143)	(55,782)	0		REPORT TOTALS:	0.00	(40,782)	(40,782)	0	0

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

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**Department:** CFD Operations

**Program:** 5002 CFD 2011–2 Arrow Station

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Object  
Number

51340      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.

52456      STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

# *Supplemental Information*

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of June 1, 2020**

<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 6/1/20</u>
<b>FIRE DEPARTMENT</b>									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	7%	345,000	\$24,150
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	13%	362,000	\$47,060
* 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
<b>TOTAL FIRE</b>								<b>\$862,000</b>	<b>\$226,210</b>
<b>POLICE DEPARTMENT</b>									
<u>Patrol Vehicles</u>									
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	33%	22,000	\$7,260
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	33%	36,000	\$11,880
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
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 June 1, 2020**

<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 6/1/20</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	71%	37,000	\$26,270
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
<b>TOTAL POLICE</b>								<b>\$926,000</b>	<b>\$818,990</b>
<u>PUBLIC WORKS</u>									
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	0%	12,000	\$0
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	40%	36,000	\$14,400
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	40%	52,000	\$20,800
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	60%	28,000	\$16,800
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	40%	56,000	\$22,400
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	50%	15,000	\$7,500
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	50%	3,000	\$1,500
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	50%	38,000	\$19,000
2012 Ford F450	82169	11/13/12	90,500		90,500	12	67%	91,000	\$60,970
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 June 1, 2020**

<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 6/1/20</u>
<b>Public Works Cont.</b>									
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	100%	63,000	\$63,000
Striper	71785	09/19/05	54,895		54,895	15	100%	55,000	\$55,000
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
<b>TOTAL PUBLIC WORKS</b>								<b>\$1,176,000</b>	<b>\$1,008,370</b>
<b>OTHER DEPARTMENTS</b>									
* 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)	295199	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
<b>TOTAL OTHER DEPARTMENTS</b>								<b>\$117,000</b>	<b>\$117,000</b>
<b>TOTAL ALL DEPARTMENTS</b>			<b>2,861,398</b>	<b>217,189</b>	<b>3,078,587</b>			<b>3,081,000</b>	<b>2,170,570</b>

## 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-Ins (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