

ADOPTED BUDGET

Fiscal Year 2012-13

City of Montclair

City of Montclair
California

Montclair City Council

Paul M. Eaton, Mayor
Carolyn Raft, Mayor Pro Tem
J. John Dutrey, Council Member
Leonard Paulitz, Council Member
William Ruh, Council Member

City Manager
Edward C. Starr

City of Montclair
FY 2012-13 ADOPTED BUDGET
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MONTCLAIR

June 5, 2012

**Subject: CITY MANAGER'S FISCAL YEAR 2012-13 BUDGET MESSAGE
TO THE MONTCLAIR CITY COUNCIL**

To: Honorable Mayor and City Council

INTRODUCTION

Presented for your consideration is the *City of Montclair Fiscal Year 2012-13 Preliminary Budget*.

- The proposed Fiscal Year 2012-13 Total Operating Budget, All Funds, is \$32,247,572—a decrease of \$449,266 when compared to the Fiscal Year 2011-12 Total Operating Budget, All Funds, of \$32,696,838.
 - ✓ The proposed Fiscal Year 2012-13 General Fund Operating Budget is \$25,448,034. In addition, the City Council is requested to consider a transfer of \$144,800 out from the General Fund for the City's contribution to the After School Grant Program. The revised Fiscal Year 2012-13 General Fund Operating Budget is \$25,592,834—an increase of \$391,879 above the revised Fiscal Year 2011-12 General Fund Operating Budget of \$25,200,955.
- The proposed Fiscal Year 2012-13 Estimated Revenue Budget, All Funds, is \$34,376,709—an increase of \$261,043 when compared to the Fiscal Year 2011-12 Estimated Revenue Budget, All Funds, of \$34,115,666. The Fiscal Year 2012-13 Estimated Revenue Budget also incorporates \$1,916,101 for debt service payment.
 - ✓ The proposed Fiscal Year 2012-13 Estimated General Fund Revenue Budget is \$24,612,051. In addition, the City Council is requested to consider transfers of \$180,150 out from the Traffic Safety Fund, \$6,000 out from the Gas Tax Fund, and \$794,633 out from the Undesignated General Fund Reserve and into the General Fund, increasing Available General Fund Revenues to \$25,592,834—a decrease of \$69,864 below the Fiscal Year 2011-12 General Fund Revenues revised estimate of \$25,662,698.

City Council authorization to complete recommended transfers would produce a balance between the revised Fiscal Year 2012-13 General

CITY OF MONTCLAIR

5111 Benito Street, P.O. Box 2308, Montclair, CA 91763 (909) 626-8571 FAX (909) 621-1584

Mayor Paul M. Eaton • Mayor Pro Tem Carolyn Raft • Council Members: Leonard Paulitz, J. John Dutrey, Bill Ruh • City Manager Edward C. Starr

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Fund Operating Budget (\$25,592,834) and Fiscal Year 2012-13 Available General Fund Revenues (\$25,592,834).

Additional explanation regarding Fiscal Year 2012-13 Estimated General Fund Revenue Budget and the requested transfer from Undesignated General Fund Reserves is provided in following sub-sections "a" and "b":

- a. In developing the Fiscal Year 2012-13 Preliminary Budget, City staff made the decision to annually allocate \$1,916,101 in transactions and use tax revenue to the Debt Service Fund. This annual allocation is sufficient to service debt on the 2005 Issue of Lease Revenue Bonds; furthermore, it provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations.

Accordingly, the Fiscal Year 2012-13 Preliminary Budget incorporates a \$1,916,101 General Fund allocation into the Debt Service Fund for payment on the 2005 Issue of Lease Revenue Bonds—moneys used for this purpose derive from transactions and use tax revenues. City Council Members will recall that funds from the 2005 Issue of Lease Revenue Bonds were used to finance construction of the Police Facility and Senior and Youth Centers.

For Fiscal Year 2012-13, estimated transactions and use tax earnings are \$2,185,000—the \$268,899 balance above the bond payment allocation of \$1,916,101 is incorporated into the Fiscal Year 2012-13 General Fund Revenue Estimate. This defeasance action and its annual continuance would effectively remove debt service on the 2005 Issue of Lease Revenue Bonds as an obligation to the Fiscal Year 2012-13 General Fund Operating Budget, and all successor budgets by placing it in a separate debt service account; although the annual debt payment remains an obligation of the total Operating Budget, just as the associated transactions and use tax revenue remains a component of total Estimated Revenue.

From a budgetary perspective, it should be understood that by the action outlined above, concern over annual debt service payments on the 2005 Issue of Lease Revenue Bonds is now resolved through an annual allocation of dedicated and recurring tax revenue stemming from the City's transactions and use tax. Any remaining balance in transactions and use tax earnings will continue to be incorporated into the General Fund Revenue estimate for general government operations. Had the total of estimated transactions and use tax revenues remained as a component of Fiscal Year 2012-13 Estimated General Fund Revenues, the estimate would be sufficient to meet obligations of the Fiscal Year 2012-13 General Fund Operating Budget without requirement for transfers in; however, annual debt service on the

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2005 Issue of Lease Revenue Bonds would remain a budgetary concern requiring a transfer from the Undesignated General Fund Reserve. Instead, the process outlined herein forces the General Fund Operating Budget to move closer to living within the General Fund Revenues estimate, and clarifies the requirement for further enhancements to General Fund Revenues and/or reductions to the General Fund Operating Budget as we move toward Fiscal Year 2013-14.

- b. Fiscal Year 2012-13 Available General Fund Revenues stand at \$25,592,834, including transfers of \$180,150 from the Traffic Safety Fund (annual fund transfer request), \$6,000 from the Gas Tax Fund (annual fund transfer request), and \$794,633 from the Undesignated General Fund Reserve—this one-time transfer from the Undesignated General Fund Reserve is required to balance the proposed Fiscal Year 2012-13 Preliminary Budget; furthermore, as indicated under the subheading, "*Undesignated General Fund Reserve*", on Page iii of the *City Manager's Fiscal Year 2012-13 Budget Message*, the Undesignated General Fund Reserve is capable of supporting the requested transfer.

Presuming a Fiscal Year 2013-14 General Fund Operating Budget comparable to the proposed General Fund Operating Budget component in the *Fiscal Year 2012-13 Preliminary Budget*, Montclair would need to either (1) generate approximately \$794,633 in new and continuing General Fund Revenues for the Fiscal Year 2013-14 General Fund Revenue Budget to achieve a balanced budget and avoid transferring funds from the Undesignated General Fund Reserve; (2) reduce expenditures by a comparable amount; or (3) realize a combination of expenditure reductions and new revenue sources.

Note that implementation of a reorganization plan containing continuing expenditure requirements would require additional offsetting revenues, expenditures, or a combination of both.

The *City Manager's Fiscal Year 2012-13 Budget Message* incorporates a discussion of proposed General Fund Revenue enhancement measures under the subheading, "*Proposed General Fund Revenue Enhancements*", starting on Page V.

Undesignated General Fund Reserve

In addition to resolving annual payment on the 2005 Issue of Lease Revenue Bonds, I am pleased to note City staff addressed a second City Council objective: initiate the process of restoring the Undesignated General Fund Reserve to a healthy level—25 percent of the General Fund Operating Budget. As of July 1, 2012, the Undesignated General Fund Reserve estimate, minus a transfer of \$794,633 to the General Fund Revenue Budget, is \$4,439,979—approximately 17.3 percent of the Fiscal Year 2012-

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13 General Fund Operating Budget. In contrast, on July 1, 2011, the Undesignated General Fund Reserve estimate was \$3.229 million—approximately 12.6 percent of the General Fund Operating Budget.

During the Fiscal Year 2011-12 Preliminary Budget review process, the City Council established the following minimum threshold targets for the Undesignated General Fund Reserve:

- ✓ \$3.9 million by July 1, 2012
- ✓ \$4.5 million by July 1, 2013
- ✓ \$5.5 million by July 1, 2015

It is apparent the \$4,439,979 Undesignated General Fund Reserve estimate meets and exceeds City Council's Undesignated General Fund Reserve minimum threshold requirement for Fiscal Year 2012-13 (\$3.9 million), and falls just short of the Fiscal Year 2013-14 minimum threshold requirement (\$4.5 million) by \$60,021. Absent the requirement to transfer \$794,633 from the Undesignated General Fund Reserve to balance the Fiscal Year 2012-13 Preliminary Budget, the Undesignated General Fund Reserve as of July 1, 2012, would be approximately \$5,234,612—only \$265,388 from the July 1, 2015, minimum threshold of \$5.5 million.

Success in achieving minimum threshold targets for the Undesignated General Fund Reserve is attributed to a number of factors. Chief among efforts to restore the City and Undesignated General Fund Reserve to fiscal health are the following:

1. The current administration's economic policies, practices, controls, and exercise of fiscal restraint for the current and last two budget cycles. The management team maintained vigilance over all aspects of the budget process and expenditure allowances including personnel, service and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. Fiscal restraint was coupled with shifting General Fund expenditures to other available funds capable of supporting expenditure demands. Note that this effort was successfully sustained despite the shift of personnel-related costs of the former Montclair Redevelopment Agency to the City's General Fund—although adverse General Fund impacts were muted by achieving approximately \$2,011,518 in total personnel-related reductions (\$1,948,977 for the General Fund) for Fiscal Year 2012-13. Personnel-related reductions were achieved through attrition, reductions in force, and defunding vacant positions.
3. The City also experienced significant decline in total personnel, dropping from a high of 231 total full-time personnel in Fiscal Year 2007-08 to 180.1 full-time funded positions for Fiscal Year 2012-13, including 175.35 employees paid by the General Fund, 2.75 employees paid by the Montclair Housing Corporation, and 1.90 to be paid by the Montclair Successor Redevelopment Agency. As of Fiscal Year 2012-13, annual savings related to reductions in

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personnel—a process initiated in Fiscal Year 2008–09—total approximately \$3,313,368.

4. The City Council also reduced personnel-related costs by requiring employees to pay 6 percent of member-related costs for enrollment in the California Public Employee Retirement System (CalPERS). To date, all City employees are paying 6 percent of the Member Contribution, excluding employees represented by the Montclair Police Officers Association (MPOA)—the City continues to negotiate terms of agreement with the MPOA bargaining group. Annual savings related to employees paying 6 percent of the CalPERS Member Contribution, excluding MPOA, is approximately \$562,313; including MPOA contributions, annual savings would be approximately \$761,856, or an additional \$199,543.
5. The City consolidated and/or eliminated certain funds and transferred asset balances to the Undesignated General Fund Reserve.
6. Reimbursements owed to the Undesignated General Fund Reserve were completed, increasing Fund assets.
7. Transfers out of the Undesignated General Fund Reserve have been restricted in recent years.
8. During the Fiscal Year 2011–12 Preliminary Budget deliberation process, the City Council directed implementation of a number of revenue enhancement measures designed to improve the City's General Fund revenue profile and increase available funding for program operations.
9. Personnel-related reductions in force stemming from loss of the Montclair Redevelopment Agency as mandated by ABX1 26, the community redevelopment agency dissolution bill; and the California Supreme Court's decision on December 29, 2011, in *California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.*

Combined, these efforts achieved restoration of the Undesignated General Fund Reserve to levels that met and exceeded minimum threshold targets established by the City Council; resolved funding issues related to the 2005 Issue of Lease Revenue Bonds; eliminated a number of negative fund balances; allowed the General Fund to absorb certain fiscal impacts stemming from loss of the Montclair Redevelopment Agency; and allow for a modest transfer of Undesignated General Fund Reserves to the Fiscal Year 2012–13 General Fund Revenue Budget, while maintaining the Undesignated General Fund Reserve at a healthy level.

Proposed General Fund Revenue Enhancements

At the February 1, 2011, Strategic Planning Session, a number of proposed revenue enhancement objectives were discussed. These objectives were designed to address the City's long-term structural deficit as it relates to securing debt service on the 2005 Issue of Lease Revenue Bonds and other funding issues. Securing a stable

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funding stream for debt service would allow the City to utilize future revenue growth for other general government purposes. As indicated herein, City staff is confident estimated transactions and use tax revenues for Fiscal Year 2012-13—approximately \$2.1 million—will be sufficient to meet current and ongoing debt service on the 2005 Issue of Lease Revenue Bonds.

The City Council's short- and long-term economic recovery strategies outlined a number of economic enhancements designed to address adverse impacts stemming from the economic recession, demand for growth in services, and fiscal demands placed on the Montclair government by other government agencies. Several of the proposed strategies were considered for implementation at various points during Fiscal Year 2011-12 and were, for the most part, essential to enabling the City to emerge into Fiscal Year 2012-13 with a healthier fiscal profile.

Proposed strategies having ongoing relevance to the City's evolving fiscal profile include the following:

- ✓ *General Sanitation Fee—Residential.* The general sanitation fee, discussed at the February 1, 2011 Strategic Planning Session, is a proposed rate component assessed to residential and commercial rate payers to reimburse for the cost of general community maintenance issues including graffiti abatement, alleyway maintenance, illegal dumping, property cleanup, sanitation services, and removal of abandoned bulky items in neighborhoods and alleyways.

Over the past decade, public facilities and residential and commercial neighborhoods throughout Montclair experienced increases in various forms of graffiti, window etching, vandalism, illegal dumping, and other forms of public abuse requiring significant redirection and expenditure of General Fund resources to provide abatement, sanitation, disposal, and cleanup services.

The City Council examined various means to address these growing community problems, including a charge to property owners for graffiti abatement. However, residents and business operators see these issues as a government responsibility, and are resistant to paying for service-related calls. If issues such as graffiti, vandalism, and cleanup services are regarded as community problems, then the economic burden should also be shared by the community.

A minor portion of the costs related to general sanitation issues can be attributed to non-Montclair residents; however, a significant percentage of vandalism, graffiti, illegal dumping and other general sanitation-related activities are typically the product of community residents. To address one single issue—graffiti abatement—the City expends approximately \$200,000 annually in cleanup services and in excess of \$300,000 in code enforcement, Police investigation, and contract-related services.

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Maintenance and cleanup of the community, contracting for specialized maintenance and investigation services, and disposal of illegally and inappropriately discarded and abandoned waste and household items are appropriately charged as special services delivered through solid waste and sanitation service programs. Residents typically presume abatement liabilities and responsibilities belong with the local government, and typically fail to abate such problems of their own accord.

In July 2011, the City Council approved a \$2.82 per month per household General Sanitation for residential customers, generating approximately \$305,880 annually. Fiscal Year 2012-13 will represent the first full year of revenue generated from this source.

Estimated impact on General Fund Revenues: \$305,880 annually—estimate incorporated into Fiscal Year 2012-13 Estimated General Fund Revenues.

- ✓ *General Fund Sanitation Fee—Commercial.* The general sanitation fee, discussed at the February 1, 2011 Strategic Planning Session, is a proposed rate component assessed to residential and commercial rate payers to reimburse for the cost of general community maintenance issues including graffiti abatement, alleyway maintenance, illegal dumping, property cleanup, sanitation services, and removal of abandoned bulky items in neighborhoods and alleyways. Commercial operators typically presume abatement liabilities and responsibilities belong with the local government, and typically fail to abate such problems of their own accord.

New Revenue. A proposed commercial rate for the general sanitation fee is planned for presentation to the City Council during the first quarter of Fiscal Year 2012-13. Estimated impact on General Fund Revenues for Fiscal Year 2012-13: \$70,000 to \$100,000 annually.

- ✓ *Burrtec Waste Industries (Burrtec) Franchise Fee.* In July 2011, the City Council approved an exclusive franchise agreement (Agreement No. 11-57) with Burrtec for solid waste services. The Agreement continues Burrtec services for a ten-year minimum period (through June 2021); provided for implementation of an automated greenwaste recycling program; allowed for an increase in the franchise fee from 4 percent to 10 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees; and provided for a new pavement impact fee equal to 3.5 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees.

Fiscal Year 2012-13 will represent the first full year of revenue generated from this source. **Estimated impact on General Fund**

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Revenues: approximately \$277,313 annually—estimate incorporated into Fiscal Year 2012-13 Estimated General Fund Revenues.

- ✓ *Burrtec Waste Industries (Burrtec) Pavement Impact Fee.* In June 2011, the City Council approved an exclusive franchise agreement (Agreement No. 11-57) with Burrtec for solid waste services. The Agreement continues Burrtec services for a minimum ten-year period; provided for implementation of an automated greenwaste recycling program; allowed for an increase in the franchise fee from 4 percent to 10 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees; and provided for a new pavement impact fee equal to 3.5 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees—the pavement impact fee is related to wear and tear by Burrtec vehicles to City streets.

Fiscal Year 2012-13 will represent the first full year of revenue generated from this source. **Estimated impact on General Fund Revenues: approximately \$97,060 annually—estimate incorporated into Fiscal Year 2012-13 Estimated General Fund Revenues.**

- ✓ *Utility Users Tax.* At the February 1, 2011, Strategic Planning Session, the City Council discussed the feasibility of increasing the Utility Users Tax from the current 3.85 percent to the voter authorized 4.74 percent—voters approved the 4.74 percent rate at the November 3, 1998, General Election. In that election, voters were asked if the Montclair Utility Users Tax should be repealed—voters overwhelmingly voted to maintain the tax. In the analysis of Measure "M", the City Attorney stated: *"The passage of this measure would affect existing law by repealing Montclair Ordinance No. 91-702, as amended. Ordinance No. 91-702, as amended, currently provides for a utility users tax of 4.74 percent on specified utilities, with an exemption for low-income residential users. In 1995, the original rate of 5 percent was reduced to 4.74 percent as a result of the City Council's adoption of an adjustment formula for decreasing the utility users tax as sales tax revenues increase. The defeat of this Measure would have no effect on existing law and would leave Ordinance No. 91-702, as amended, in full force and effect. The passage of this Measure would repeal Ordinance No. 91-702, as amended, in its entirety."*

Based on the "analysis" language, the City Attorney opined that the City Council has legal authority to raise the Utility Users Tax up to the voter-authorized rate of 4.74 percent. The City Council could determine a "need and necessity" due to the lingering effects of the Great Recession, significant reductions to the City's operating budget, including public safety, and slower than anticipated economic recovery. To minimize the long-term impact on taxpayers, the City Council could

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mandate annual review of the rate increase and require re-justification for annual renewal.

At this point, City staff believes the prudent course is to wait until the Fiscal Year 2013-14 Preliminary Budget workshop to reconsider an adjustment to the Utility Users Tax rate. As an alternative consideration, adjusting the Utility Users Tax rate would provide an opportunity to seed the re-established Infrastructure and Facilities Improvement Fund. This action would initiate the process of developing funding sources for the proposed Office of Economic Development and its charge to find alternative means to achieve roadway, infrastructure, and facilities improvement.

Potential New Revenue. Estimated future impact on General Fund Revenues if enacted: Approximately \$500,000 to \$600,000 annually.

- ✓ *Comprehensive User Fee Schedule.* In October 2011-12, the City Council conducted a workshop regarding a study completed by Wohlford Consulting related to the City's Master User Fee Rate Schedule. The study recommended user fee adjustments in a number of categories. City staff is completing an analysis of the study, and recently completed a survey of cities throughout the region to determine appropriate user fees. The final step in the process to implement a newly revised Master User Fee Rate Schedule would be achieved upon presentation to the City Council in the first quarter of Fiscal Year 2012-13.

New Revenue. Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: \$50,000 to \$150,000 annually.

- ✓ *Fiscal Year Carryover.* Each fiscal year the General Fund typically receives a carryover from the previous year's General Fund Operating Budget. The carryover is based on unspent appropriations from the previous fiscal year and varies from year-to-year, but is typically in excess of \$250,000.

Minimum estimated carryover of Designated General Fund Revenues from Fiscal Year 2011-12 into Fiscal Year 2012-13: \$250,000—fiscal year carryover reallocated to Undesignated General Fund Reserve.

- ✓ *Unanticipated Personnel Savings.* Unanticipated savings are likely to occur from vacancies related to employee attrition. Where absolutely necessary and appropriate, recruitment of full-time positions would only be recommended in the following situations:
 - a. Addressing scope of work and/or federal/state mandates;
 - b. In the interest of the public safety and welfare;
 - c. It is determined a position is essential to organizational operations; or
 - d. To relieve extraordinary burdens placed on other employees.

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Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: Unknown.

- ✓ *Unanticipated Fines/Forfeitures/Fees.* Unanticipated revenues are likely to occur from the continued evolution of the administrative citation program and collection of unanticipated legal and administrative fees.

Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: Unknown.

- ✓ *Negotiated Requirement for Employees to Assume Liability for a Portion of the CalPERS Member Contribution.* At the February 1, 2011 Strategic Planning Session, the City Council indicated its primary labor negotiations objective for Fiscal Year 2011-12: request employees pick up a portion of the CalPERS' member contribution—commonly known as the Employer Paid Member Contribution (EPMC).

For safety employees, the City's EPMC is 9 percent for each of the tiered formulas (3% @ 50 and 3% @ 55); for miscellaneous members, the EPMC is 8 percent for the 3% @ 60 formula and 7 percent for the 2% @ 60 formula. Fire safety employees and Police safety management employees are required to permanently pick up 3 percent of the EPMC rate—this requirement was negotiated as part of the City's migration to the 3% @ 50 formula in June 2005. Miscellaneous employees hired under the 2% @ 60 formula are required to pay 4 percent of the EPMC rate.

The following percentage pickup requirements indicate potential annual savings to the General Fund:

- 6 percent: \$761,856
- 5 percent: \$634,192
- 4 percent: \$506,804
- 3 percent: \$379,670
- 2 percent: \$251,852
- 1 percent: \$126,288

The City Council directed the City Manager to negotiate a 6 percent member contribution for all employees. By January 1, 2012, management employees, and employees represented by the San Bernardino Public Employees Association (SBPEA) and Montclair Fire Fighters Association (MFFA) were contributing to the CalPERS Member rate as directed by City Council. The City continues in negotiations with MPOA.

Fiscal Year 2012-13 will represent the first full year the majority of employees will be paying at least 6 percent of the CalPERS employer rate, producing an annual cost savings of approximately \$562,313.

Potential New Revenue. Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: Requiring employees represented

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by MPOA to pay towards the CalPERS Member rate would produce approximately \$199,543 in additional, personnel-related cost savings for the City.

- ✓ *Economic Growth in the Local Economy.* City staff projects continued, but slow, economic growth in the local economy. May 2012 saw a 3.9 percent increase in consumer spending compared to the same month in 2011. Nordstrom posted a 5.3 percent improvement; Target claimed a 4.4 percent increase; Macy's realized a 4.2 percent upward adjustment; and Costco Wholesale was up 4 percent. Of the major store chains, 69 percent beat their May 2012 expectations. Wall Street's performance may impact investors and future CalPERS employer rates, but the average shopper feels more confident about the economy: The May 2012 Consumer Confidence Index stands at 64.9 percent, down slightly from 68.7 percent recorded the previous month, but still well above the all-time low of 25.3 percent recorded in February 2009. Analysts predict the index will climb above 70 percent over the next several months. Economists use a Consumer Confidence Index of 90 percent to indicate a healthy economy.

Current Wall Street declines, the continuing economic crisis in Europe, and emerging worries regarding economic difficulties in China suggest a re-emergence of recessionary trends. However, the pace of growth in the United States appears to continue at a slow, but sporadic pace. Accordingly, economic growth forecasts for Montclair are minimal, and reflect anticipated development and a continuing pattern of consumer confidence and spending habits.

New Revenue. Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: \$250,000 annual increase in sales and transactions and use tax revenue.

- ✓ *ABX1 26-Related Property Tax Growth.* Dissolution of the former Montclair Redevelopment Agency is expected to produce a minor increase in property tax revenues accruing to the City. Until the Department of Finance makes its final determinations on Recognized Obligation Payment Schedules (ROPS) submitted by successor redevelopment agencies, it is difficult to estimate property tax-related increases with any certitude. As indicated previously, City staff recommends allocating ABX1 26-related growth in property tax revenue to the re-established Infrastructure and Facilities Improvement Fund in the General Fund Reserve for future development activities and improvements to facilities and infrastructure.

Potential New Revenue. Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: Unknown.

- ✓ *Strategies Related to Organizational Structure.* The Reorganization element recommends a continued examination of practical concepts for sharing public safety services with neighboring communities. For

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example, under direction of the City Council, the Cities of Montclair and Upland remain actively involved in discussions related to service delivery concepts for deploying Dispatch- and Fire-related services in order to achieve a cost-effective advantage for each jurisdiction, while concurrently maintaining current or superior levels of service deployment.

Potential New Revenue. Estimated additional impact on General Fund Revenues for Fiscal Year 2012-13: Unknown.

Potential General Fund Revenue Enhancements:

- ✓ **General Sanitation Fee—Commercial: \$70,000***
- ✓ **General Fund Carryover—\$250,000***
- ✓ **General Growth in Local Economy—\$250,000***
- ✓ **Utility Users Tax Adjustment—\$500,000**
- ✓ **ABX1 26-Related Property Tax Growth--\$160,000**
- ✓ **Master User Fee Schedule—\$75,000***
- ✓ **Unanticipated Administrative Fines—Unknown**
- ✓ **Personnel Savings/Attrition—Unknown**
- ✓ **MPOA CalPERS Member Contribution—\$200,000**
- ✓ **Organizational Structure—Unknown**

**Maximum Estimated Total (excluding "unknown" components):
\$1,505,000**

Minimum Estimated Total (asterisked components): \$645,000*

GENERAL FUND RESERVE SPECIAL PURPOSE FUNDS

Over the past 16 years, prudent planning on behalf of the City Council has allowed Montclair to set aside a portion of available reserves for special purposes, including unfunded liabilities and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities and long-term programs/projects minimizes the direct impact to the General Fund when expenditures are required.

In recent years, the financial crisis severely restricted Montclair's ability to designate General Fund Revenue to Special Funds, with few exceptions. For Fiscal Year 2012-13, the following Special Funds in the General Fund Reserve are maintained or established, with funding levels/adjustments as indicated. Where noted, certain funds have been eliminated and assets redistributed to the Undesignated General Fund Reserve. I further note that a Debt Service Fund has been created, as indicated on the *Combined Sources & Uses Statement for Fiscal Year 2012-13*—the Debt Service

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Fund is not a Special Purpose Fund within the General Fund Reserve; however, it replaces the 2005 Issue of Lease Revenue Bonds Defeasement Fund that was formerly a designated Special Purpose Fund within the General Fund Reserve.

The following Special Purpose and Contingency Fund set-asides are incorporated into the Fiscal Year 2012-13 Preliminary Budget/General Fund Reserve:

- *Post-Employment Leave Liability.* Incorporated in the *Fiscal Year 2012-13 Preliminary Budget* is \$1 million for post-employment leave liability. Since Fiscal Year 1999-2000, the City has set aside funds in the General Fund Reserve for post-employment leave liabilities. When an employee separates or retires from service, the City is required to cash out certain earned leave balances.

Over the past decade, post-employment cash-outs increased to address the growing number of retirements now experienced by the City's ageing employee population. City Council-approved labor agreements also authorized a number of modifications to post-employment leave conversions; for example, beginning with Fiscal Year 2004-05, employees retiring from service may convert available sick leave, at a 2:1 ratio, to a lump-sum cash-out payment.

Establishing this fund has eliminated undue financial burdens on the Operating Budget that may result from normal or unusual attrition in current and future years. The *Fiscal Year 2012-13 Preliminary Budget* incorporates no transfer of funds for future leave-related liabilities.

- *Montclair Employees' Home Acquisition Assistance Program (ME-HAAP).* The *Fiscal Year 2012-13 Preliminary Budget* incorporates no funding for the *Montclair Employees' Home Acquisition Assistance Program*. The program is under suspension due to fiscal weaknesses in the economy—the City Council suspended ME-HAAP until General Fund revenues stabilize and demonstrate sustainable, long-term growth. This Special Fund was established during Fiscal Year 2002-03 as an incentive-based program designed to encourage members of all employee classifications to buy homes in the City of Montclair.
- *Emergency Energy Cost Fund.* The *Fiscal Year 2012-13 Preliminary Budget* incorporates no funding for the Emergency Energy Cost Fund. Energy costs are estimated and incorporated into the budgetary process. Additional allocations may be made at Midyear Budget Review, as required.
- *GASB 45 Retiree Medical Liabilities.* Incorporated in the *Fiscal Year 2012-13 Preliminary Budget* is a carryover of \$2 million for the Government Accounting Standards Board Statement Number 45 (GASB 45) retiree medical liabilities. GASB 45 requires employers who have committed to paying for Other Post-Employment Benefits (OPEBs) to acknowledge future liabilities. In Fiscal Year 2011-12, the City completed an audit of GASB 45 Post-Employment Retirement Benefits to comply with demands of the City's independent auditing agency. A presentation of the GASB 45 audit will be scheduled for a Fall 2012 workshop. Preliminary indications place the 30-year Post-Employment Retirement Benefit estimated cost at approximately \$12 million. The GASB 45 Retiree Medical Liabilities Fund was created in Fiscal Year 2006-07. The

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Fiscal Year 2012-13 Preliminary Budget incorporates no transfer of funds for future OPEB liabilities.

- *Technology Account.* Incorporated in the *Fiscal Year 2012-13 Preliminary Budget* is a carryover of \$380,915 for technology acquisition. The Technology Account was established in Fiscal Year 1999-2000 in preparation for unknown impacts stemming from the "Year 2000" computer-code glitch widely anticipated to impact computer hardware/software systems nationwide. The account is now used to set aside funds for future, major technology upgrade projects. The *Fiscal Year 2012-13 Preliminary Budget* incorporates no transfer of funds into the Contingency Fund for future, major technology upgrades.
- *Emergency Disaster Relief Fund.* The *Fiscal Year 2012-13 Preliminary Budget* incorporates no funding for Emergency Disaster Relief. Any future requirement for funding would be drawn from the Contingency Fund.
- *Equipment Replacement Fund.* Incorporated in the *Fiscal Year 2012-13 Preliminary Budget* is a transfer of \$132,706 from Available General Fund Revenues to the Equipment Replacement Fund for future acquisition of rolling stock. In a typical year, the transfer amount is comprised of two components: the first represents a General Fund transfer to bring net assets to the net funding requirement; the second component represents transfers from the SB 509 Account to fully fund the actual replacement value of all eligible public safety rolling stock and associated equipment in the City's inventory. The *Fiscal Year 2012-13 Preliminary Budget* incorporates no transfer of SB 509 revenue into the Contingency Fund for replacement of equipment. The SB 509 Fund for Fiscal Year 2011-12 is in negative balance and cannot support a transfer from Fiscal Year 2012-13 SB 509 allocations—Fiscal Year 2012-13 SB 509 allocations are designated for correcting the negative fund balance.
- *Refuse Fee Impound Fund.* Incorporated into the *Fiscal Year 2012-13 Preliminary Budget* is \$200,000 for the Refuse Fee Impound Fund. The Refuse Fee Impound Fund is currently utilized to subsidize the monthly household refuse rate for qualifying Montclair residents over the age of 60.
- *Self-Insurance Fund.* Incorporated into the *Fiscal Year 2012-13 Preliminary Budget* is \$750,000 for self-insurance.
- *Infrastructure and Facilities Improvement Fund.* Incorporated into the *Fiscal Year 2012-13 Preliminary Budget* is \$170,000 for infrastructure and facilities improvement. This fund is established to facilitate future improvements to roadways, infrastructure, and City facilities.
- *Personnel Fund.* Incorporated into the *Fiscal Year 2012-13 Preliminary Budget* is \$600,000 for unanticipated personnel-related cost adjustments, including funding to support reorganization efforts.
- *Contingency Account.* Incorporated in the *Fiscal Year 2012-13 Preliminary Budget* is a transfer of \$100,000 from the General Fund to the Contingency Account for unanticipated expenditures during the fiscal year.

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Total estimated General Fund Reserve Special Purpose Funds, including Budgetary Contingency Fund: \$6,733,621.

ESTIMATED REVENUES

The proposed Fiscal Year 2012-13 General Fund Estimated Revenue Budget is \$24,612,051 (plus \$980,783 in transfers, for a total of \$25,592,834 in Available General Fund Revenues)—the revised Fiscal Year 2011-12 General Fund Estimated Revenue Budget is \$25,662,698.

Fiscal Year 2012-13 Total Estimated Revenues, All Funds, is \$34,376,709—the Fiscal Year 2011-12 revised Total Estimated Revenues, All Funds, is \$34,115,666. The difference of \$261,043 between budget years is attributed to the following significant adjustments:

General Fund

- \$895,899 increase in taxes—related to general improvements in the economy and a projected increase in sales tax revenue compared to Fiscal Year 2011-12.
- \$199,791 increase in charges for services—primarily due to the addition of the General Sanitation Fee.
- \$248,388 decrease in licenses and permits—marking a return to normal revenue patterns after the spike in building permits drawn by the Paseos Project.
- \$11,746 increase in intergovernmental revenue—related to anticipated return of the Motor Vehicle In-Lieu Tax.
- \$41,777 decrease in miscellaneous revenue—primarily related to a decline in interest income from the former Montclair Redevelopment Agency.

All Other Fund Accounts

- \$1,078,000 decrease in the Park Development Fund—primarily attributed to construction of a park by the Paseos developer in-lieu of anticipated Quimby Act fees.
- \$149,286 decrease in State Supplemental Law Enforcement Fund (AB 3229) revenue—related to the conclusion of the COPS hiring grant. Continuation of two grant-funded Police Officer positions moves to the General Fund.

OPERATING BUDGET

The Operating Budget includes all expenditures except those costs incurred to maintain the City's infrastructure and acquire certain major equipment systems. The

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total proposed Operating Budget, including all funds for Fiscal Year 2012-13, is \$34,037,292. The total General Fund Operating Budget is \$25,592,834.

In developing the Fiscal Year 2012-13 Preliminary Budget, each department was directed to submit status quo expenditures for services and supplies and capital outlay. This request was based on the following factors:

- An ongoing local government fiscal crisis stemming from a slow recovery from the Great Recession.
- A decision by the California Supreme Court on December 29, 2011, in *California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.* In that decision, the Court determined ABX1 26, the community redevelopment agency "dissolution" bill, is a proper exercise of the state's legislative power, inclusive of authority to create and dissolve community redevelopment agencies. Concurrently, the High Court overturned ABX1 27, a bill that would have allowed community redevelopment agencies to continue, provided they agree to make annual payments to offset state General Fund-related education costs.
- Increasing retail competition from neighboring communities.
- Significant declines in construction and housing starts.
- The ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds to help reduce the state's chronic deficit problems; fund education; and pay back to cities local sales tax (*triple flip*) and VLF dollars diverted to the state General Fund.

Fiscal Year 2012-13 operating expenditures 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;
- Address the annual bond payment on the 2005 Issue of Lease Revenue Bonds;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency and Montclair Housing Corporation; and
- Restrict capital outlay requests.

After review of submitted Department budgets was completed, the process produced approximately \$3,915,018 in total General Fund savings/reductions/redistributions—including General Fund personnel-related reductions of \$1,948,977; and approximately \$4,342,579 in estimated reductions, all funds.

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The extent of effort to control capital outlay costs is evidenced by the following practices:

- Vehicle purchases in the proposed Preliminary Budget are scrutinized; and
- City policies related to vehicle assignments are routinely reevaluated.

Vehicle Purchases

The Fiscal Year 2012-13 Preliminary Budget contains the following requests for vehicle/equipment acquisition through the Equipment Replacement Fund:

- Police Department: One administrative vehicle - \$29,000; two Police Sergeant Patrol vehicles - \$66,130.
- Public Works Department: One stencil truck - \$90,500; one riding lawnmower - \$75,000.

Approximately 48 percent of the City's rolling stock has been in service for five years or longer. The City Council directed extension of vehicle and equipment service life as a means to extend resources. Deferring replacement can produce risks by increasing maintenance costs and impacting service delivery. City staff routinely monitors the performance of all vehicles and equipment and submits replacements requests to ensure service delivery is not interrupted.

Contingency Account

Fiscal Year 2012-13 funding for the General Fund Contingency Account will remain at \$100,000. The Contingency Account is used for unanticipated expenditures during the fiscal year. The City Manager anticipates the recommended funding level should be adequate.

Personnel Services. Operating Budgets for the City, Successor Redevelopment Agency, and Montclair Housing Corporation include funding for the following positions:

- The City's proposed Operating Budget includes funding for 180.1 full-time positions, including 175.35 full-time General Fund positions; 2.85 full-time employees paid by the Montclair Housing Corporation; and 1.90 full-time employees paid by the Montclair Successor Redevelopment Agency.
- Total full-time General Fund positions, including 50.90 unfunded positions, is 226.25.

Note: There will be no City Council budget review for the Montclair Successor Redevelopment Agency. For Fiscal Year 2012-13, the City Manager's Department contains several expenditures formerly charged to the Montclair Redevelopment Agency. All other expenditures associated with operation of the Montclair Successor Redevelopment Agency are incorporated into the Recognized Obligation Payment Schedule (ROPS) and reviewed and approved by the City Council, Montclair Oversight

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Board, and Department of Finance (DOF). Personnel assigned to the Successor Redevelopment Agency are charged as administrative costs. The DOF is currently reviewing the Montclair Successor Agency's ROPS to identify qualifying administrative costs. In the event total administrative costs charged to the ROPS exceed available funding, it may be necessary to return up to \$351,894 in personnel-related costs to the City's General Fund or other Fund sources.

Note: The Montclair Housing Corporation Budget is presented under separate cover.

The Fiscal Year 2012-13 Preliminary Budget includes \$21,534,552 for Personnel Services. Total Personnel Services, All Funds, represent approximately 64 percent of Fiscal Year 2012-13 Total Operating Appropriations (\$34,037,292). Within the Fiscal Year 2012-13 General Fund Operating Budget (\$25,662,698), Personnel Services represents approximately 72 percent of total costs.

Since Fiscal Year 2008-09, the City has realized a significant decline in personnel—dropping from a high of 231 full-time employees to 180.10 full-time positions. The reduction in employees stems from a number of coping actions related to dissolution of community redevelopment agencies and the economic recession. Personnel reduction actions include attrition and related hiring freeze (except for positions deemed essential for operations); involuntary reductions in force; and defunding vacant positions. Estimated personnel-related savings associated with the Great Recession and loss of the Montclair Redevelopment Agency total approximately \$3,313,368 annually.

Additional personnel-related savings in Fiscal Year 2012-13 may accrue through continued negotiations with MPOA to assume a portion of liabilities related to CalPERS member contributions. Based on a 6 percent pickup of the member contribution by MPOA-represented employees, the City could realize estimated annual savings of \$199,543. Management employees and employees represented by SBPEA and MFFA are currently paying 6 percent of the CalPERS Member contribution, for a savings of \$562,313.

Note, however, the City anticipates continued annual increases in the CalPERS employer rate. The employer rate increase for Fiscal Year 2012-13 is approximately \$107,853—a similar increase is anticipated for Fiscal Year 2013-14; in addition, a decision by the CalPERS Board of Directors to lower the actuarial rate of assumption from 7.75 percent to 7.5 percent, is expected to further increase the CalPERS employer rate for Fiscal Years 2013-14 and 2014-15.

Services and Supplies

The Fiscal Year 2012-13 Preliminary Budget includes \$10,298,427 for Services and Supplies.

The Fiscal Year 2012-13 Preliminary Budget includes the following significant Services and Supplies Budget requests:

- **City Council.** \$191,895 for City Council Programs.

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- **City Manager Department.** \$116,017 for City Manager/Successor Redevelopment Agency-related Services.
- **Administrative Services Department.** \$35,424 for Administration; \$143,895 for Financial Services; \$2,201,640 for Solid Waste Services; \$32,380 for City Clerk Services; \$114,090 for Personnel Development; \$251,230 for Information Technology Services; \$349,163 for Central Services; and \$8,841 for Records Management Services. Total: \$3,136,663.
- **Police Department.** \$182,322 for Administration; \$10,660 for Support Services; \$134,422 for Technical Services; \$31,577 for Records Bureau Services; \$107,932 for Investigations; \$566,715 for Uniform Patrol; \$27,747 for Communications; and \$7,530 for Volunteer Services. Total: \$1,068,905.
- **Fire Department.** \$17,465 for Administration; \$16,626 for Fire Prevention; \$373,528 for Emergency Services; \$18,714 for Personnel Development; \$7,550 for Equipment Maintenance; \$56,368 for Buildings & Grounds; \$3,187 for Emergency Preparedness; and \$41,710 for Emergency Services. Total: \$535,148.
- **Public Works Department.** \$176,116 for Management and Construction; \$3,351 for Inspection Services; \$545,868 for Traffic Safety Engineering; \$41,005 for Graffiti Abatement; \$60,712 for Street Maintenance; \$36,298 for Signing & Painting; \$24,031 for Street Sweeping; \$759,124 for Park Maintenance; \$78,093 for Tree Maintenance; \$297,447 for Vehicle Maintenance; \$1,894,725 for Sewer Maintenance; and \$281,824 for Building Maintenance. Total: \$4,198,594.
- **Community Development Department.** \$346 for Planning Commission; \$44,867 for Administration; \$16,709 for Planning; \$40,218 for Building Services; \$10,469 for Code Enforcement; \$368,897 for Recreation Services; \$128,070 for Health Services Center; \$18,145 for Senior Citizens Services; \$93,652 for Nutritional Meals Services; \$9,725 for Health Education Services; and \$34,330 for Family Education. Total: \$765,428.
- **City Attorney.** \$285,777 for City Attorney Services.

Capital Outlay

The Fiscal Year 2012-13 Preliminary Budget includes \$414,593 for Capital Outlay.

The Fiscal Year 2012-13 Preliminary Budget incorporates the following significant Capital Outlay Budget requests:

- **Police Department.** \$29,000 for one administrative vehicle; \$66,130 for two Police Sergeant vehicles; \$17,600 for vehicle emergency equipment; and \$1,200 for a digital SLR camera. Total: \$113,930.
- **Fire Department.** \$3,740 for air bag lifting system; and \$4,752 for rescue strut system. Total: \$8,492.

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- **Public Works Department.** \$90,500 for one stencil truck; and \$75,000 for one riding lawn mower. Total: \$165,500.
- **Administrative Services Department.** \$10,000 for the City's share of the Inland Valley Humane Society Animal Shelter renovation and expansion; \$2,913 for a Neopost Dynamic Scale; and \$113,758 for information technology upgrades including the following: \$4,000 for LCD Monitors; \$5,000 for network cabling; \$20,000 for desktop computers; \$10,000 for UPS backup batteries; \$25,000 for an HP Storage Area Network Server; \$12,500 for a Microsoft Exchange Server; \$15,000 for and EMC Email Management system; \$12,610 for improvements to the City website; and \$9,648 for Dell touch screens. Total: \$126,671.

FISCAL/LEGISLATIVE/POLITICAL/ORGANIZATIONAL CHALLENGES

This section of the Budget Message annually reviews new and continuing challenges to the City's budget process. The review may include an examination of significant revenue sources; legislation; economic conditions; planned development; reform efforts; voter initiatives; and any number of factors that may adversely or positively affect organizational operations and the City's fiscal integrity.

Note: The Preliminary Budget for Fiscal Year 2012-13 does not incorporate any increases or reductions to revenue that may occur pursuant to future passage of legislation or any pending legislative deliberations on the state budget—until the final outcome of legislation is known, any such effort would be ill-advised. Any necessary revisions to the Fiscal Year 2012-13 Budget stemming from Sacramento's legislative process will be accounted for during the City's Midyear Budget Review process. The Fiscal Year 2012-13 Preliminary Budget does, however, incorporate cost adjustments related to known/anticipated impacts related to recent state and federal actions.

Economic Constraints

In recent years, the Montclair City Council and City staff worked to address a number of key fiscal concerns including the 30-year funding obligation for the 2005 Issue of Lease Revenue Bonds; steep declines in the Undesignated General Fund Reserve; declining sales and transactions and use tax revenues; consistent efforts by the state to take, deny, or borrow local government revenues; and, more recently, dissolution of the Montclair Redevelopment Agency. Furthermore, adverse economic impacts stemming from the Great Recession, expanding retail competition in neighboring communities, and spiraling public employee pension-related costs impacted City staff's ability to clearly resolve a myriad of fiscal concerns. The General Fund portion of the Operating Budget declined from a high of \$29,510,256 in Fiscal Year 2008-09, to the proposed \$25,592,834 for Fiscal Year 2012-13; and General Fund revenues declined from a high of \$30,179,731 in Fiscal Year 2005-06 to the \$24,612,051 estimate for Fiscal Year 2012-13.

After several years of pragmatic choices, including reductions in the following areas: capital outlay, services and supplies, and personnel, coupled with minor

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improvements in the economy and defined efforts to secure a steady stream of new revenue, Montclair has successfully secured long-term funding for the 2005 Issue of Lease Revenue Bonds through 2035—annual funding is fully secured through commitment of revenue generated by Montclair's transactions and use tax. The City is also in the process of restoring the Undesignated General Fund Reserve to a fiscally prudent balance of 25 percent of annual General Fund Operating Budgets.

Effectively coping with a myriad of fiscal issues came with a cost:

- ✓ The organization has seen significant attrition in personnel, including the layoff of 8 full-time employees and 3 part-time employees in Fiscal Year 2011-12—although layoffs were the product of ABX1 26, and the state's decision to abolish community redevelopment agencies;
- ✓ Gas Tax revenues have been diverted away from street and roadway construction and repair to street-related services and basic maintenance;
- ✓ Management employees and employees represented by SBPEA and MFFA participated in a variety of permanent and temporary personnel-related cost reduction programs including furloughs, reductions in the City's flexible benefit plan contributions, suspension of specified benefit programs, and reductions in the City's contribution to public employee pensions;
- ✓ Capital outlay declined to minimal levels;
- ✓ The usable life of equipment and vehicles has been extended;
- ✓ Strategic planning has been refocused to cope with the deeply rooted recession and a slow economic recovery;
- ✓ Service programs have not expanded, although service activities and service levels have seen little erosion;
- ✓ Undesignated General Fund Reserves declined sharply, but are slowly climbing back toward a benchmark level;
- ✓ Sales and transactions and use tax revenues declined as much as 45 percent since the start of the recession in November 2007, but are slowly regaining positive growth;
- ✓ Special Funds, including the Equipment Replacement Fund, gained only minimal or no growth;
- ✓ Public employee pensions have been thrust to the center of controversy, resulting in multiple-tier pension plans and efforts to shift cost components.

Concurrently, the Montclair government has gained visceral strength by growing leaner; employees are anticipating a renewed future under the auspices of a "new

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economy;" state government has been limited by Proposition 22 in its capacity to redirect local government revenues, although it made one major, if not last, destructive grasp at local dollars by abolishing community redevelopment agencies—an economic engine that annually generated more than \$5 billion in economic activity in the state.

Current calculations indicate the state may gain approximately \$1.4 billion for its effort to abolish community redevelopment agencies; and the promise of great rewards to other taxing agencies through a redistribution of property tax revenue is unlikely to occur any time soon—most of California's 400 plus community redevelopment agencies carried significant debt obligations that will commit property tax revenue over the next two decades. Furthermore, tax agencies in the administrative jurisdictions of community redevelopment agencies were already sharing in property tax increment growth through pass-through agreements negotiated by respective community redevelopment agencies and as mandated by state law.

It is evident that based on empirical fiscal data, and through a deliberate series of wise decisions and choices, implementation of revenue enhancement measures, and controls on growth, the City Council and City staff, working together, forged a Montclair Miracle that, for now, has resolved the City's major fiscal concerns. What remains to be achieved is restoring estimated General Fund Revenues to a minimum \$30 million threshold—an objective that would allow for increased focus on service delivery and improvements to facilities and infrastructure.

Following dissolution of the Montclair Redevelopment Agency, responsibility for continuing and maintaining a program of roadway, facility, and infrastructure improvements in the Montclair community shifts to the City's General Fund coupled with grants, federal assistance, and the City's share of Gas Tax, Measure I, and other transportation-related funds. The General Fund can only achieve this burden if it manages growth to support an articulated program of progress. To that end, and having addressed many of the City's fiscal hurdles, City staff's efforts during Fiscal Year 2012-13 will remain focused on improving General Fund revenues and maintaining fiscal discipline. City staff will also work to develop a re-imagined 5-year Capital Improvement Plan, updated annually to address and reflect fiscal progress toward established goals.

Achieving a minimum \$30 million target for Estimated General Fund Revenues may extend several years into the future; City staff is, however, confident the organization is slowly moving in that direction. We must remain vigilant in controlling personnel-related costs, the largest consumer of General Fund earnings, by using guarded measures related to labor force adjustments.

Sales Tax

Sales tax revenues represent approximately 44 percent of Montclair's General Fund Estimated Revenue Budget. Prior to Fiscal Year 2004-05, this revenue source represented over 50 percent of the General Fund revenue estimate.

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In March 2004, California voters approved the *Economic Recovery Act* (Propositions 57 and 58—commonly referred to as *the triple flip*), authorizing Sacramento to divert 25 percent of each city's annual sales tax revenues to the State Treasury effective July 1, 2004. This diversion is used to fund the state's \$15 billion deficit-reducing bond issuance. The reallocation of sales tax revenues is expected to continue until the deficit-reducing bond issuance is fully financed—perhaps as late as 2020.

State officials agreed to reimburse local governments dollar-for-dollar by backfilling lost sales tax revenues with county-pooled property tax moneys in the ERAF. Montclair's estimated sales tax earnings for Fiscal Year 2012-13 is \$7,970,813; the estimated backfill is \$2,776,789. For purposes of charting revenue projections against previous years, sales tax revenues and the backfill will be combined. Together, these revenue projections represent approximately 44 percent of the General Fund Estimated Revenue Budget. In Fiscal Year 2011-12, sales tax represented approximately 38 percent of the General Fund revenues. The apparent growth is primarily due to the decision to transfer approximately \$1.92 million in transactions and use tax revenue from the General Fund to make annual payments on the 2005 Issue of Lease Revenue Bonds. For comparison purposes, this transfer artificially increases the relevance of sales tax revenues in comparison to total General Fund earnings.

The Fiscal Year 2012-13 combined sales tax and sales tax compensation estimate is \$10,747,602—an increase of 6.4 percent over the revised estimate for Fiscal Year 2011-12 (\$10,100,463). This estimate is based on the following factors:

- 6.4 percent estimated increase related to improvement in the local economy;
- Projected building activity in the North Montclair Downtown Specific Plan area;
- Anticipated improvements at Montclair Plaza;
- Economic reports indicating the Inland Empire's economy is slowly rebounding from the Great Recession.

Transactions and Use Tax

In 2004, when California legislators proposed *the triple flip*, they incorporated into law a prohibition against local increases in the sales tax rate—an effort designed to prevent efforts to circumvent the local impact of sales tax diversions by the state. However, in one of Governor Davis' last administrative actions before his recall from office, he signed into law SB 566, modifying community requirements for instituting a transactions and use tax.

Prior to SB 566, a municipality had to lobby the Legislature with justifications for instituting a local transactions and use tax. SB 566 eliminated that restriction and allows implementation of a local transactions and use tax law if the following conditions are met:

- The local governing body, by majority vote (or two-thirds vote in the case of a special tax), agrees to institute a transactions and use tax; and

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- By majority vote (or two-thirds vote in the case of a special tax), the local electorate approves a transactions and use tax measure (for general government purposes).

Transactions and use taxes are applied in the following ways:

- On merchandise sold and delivered within the City by retailers located within the City;
- On merchandise sold by retailers located outside the City for use in the City;
- On retailers located outside the City but considered to be engaged in business in the City (*e.g.*, an agent for a business taking orders, selling, delivering, installing, or assembling product within the City);
- On the purchase 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 City.

During the City Council's 2003 Strategic Planning Session, direction was given to staff to develop new revenue sources that would provide some level of economic cushion during periods of economic slowdown. Alternative funding sources would also enable the City to pursue new projects including construction of a new Police facility and Senior and Youth Centers.

To meet the City Council's direction, staff proposed seeking voter approval of a 0.25 percent transactions and use tax. On November 2, 2004, Montclair voters approved **Measure "F"**—the *Transactions and Use Tax Law of the City of Montclair*—with over 63 percent of the popular vote.

Montclair's Transactions and Use Tax law went into effect on April 1, 2005, raising the City's taxable sales rate to 8 percent.

For Fiscal Year 2012-13, the transactions and use tax revenue estimate is approximately \$2.185 million—more than sufficient to meet the City's debt service obligation on the 2005 Issue of Lease Revenue Bonds. Effective with Fiscal Year 2012-13, City staff recommends annual dedication of approximately \$1.92 million in transactions and use tax revenue for payment on the Issue. The remaining balance would be allocated to the Undesignated General Fund Reserve. Improvement in the transactions and use tax revenue is attributed to slight economic improvement in the local economy.

Property Taxes/County Educational Revenue Augmentation Funds

Property taxes represent a major component of the City's revenue profile. The significance of this tax to Montclair would, however, be greater if the state did not annually divert approximately \$1.2 million in Montclair's property tax revenues to the County Educational Revenue Augmentation Fund (ERAF)—a diversion of local tax revenues that first began in 1992. Prior to the state's ERAF diversion, property taxes

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constituted 15 percent of total City revenues. In contrast, the Fiscal Year 2012–13 Budget projects \$2.3 million in property tax revenues—only 9.4 percent of General Fund revenues.

The ERAF is an accounting mechanism established by the Legislature in the early 1990s to transfer approximately \$3.7 billion annually in property taxes from cities, counties, and special districts to public schools in order to benefit the state general fund. To resolve its budget problems, the Legislature, in 1992 (under AB 8), renounced a portion of its obligation under Article XVI, Section 8 (b) of the California Constitution to finance public schools with moneys from the state general fund.

To fund its unmet constitutional obligation, the Legislature established special ERAF accounts (ERAFs) within each county treasury, funded by the diversion of local property tax revenues. From Fiscal Years 1992–93 through 2011–12, cities have lost nearly \$16 billion in property tax dollars to state-sponsored ERAFs.

This depletion of local property tax revenues transferred the budget crisis of the early 1990s from Sacramento to every California county, city, town, and district. The League of California Cities (LCC) and California State Association of Counties (CSAC) challenged the state's legal authority to establish the locally funded ERAFs, but lost on appeal when the California Supreme Court ruled the state's action is based on a provision in Proposition 13 providing that property taxes shall be "apportioned according to law."

The latest assault on local government property taxes occurred when Governor Arnold Schwarzenegger announced and declared in his *2009 May Budget Revise* that California is in a "state of severe fiscal hardship," triggering a process under Proposition 1A (2004) allowing state borrowing of up to 8 percent of local government property tax revenues to help close a projected \$25 billion revenue shortfall in the State Treasury for Fiscal Year 2009–10. The announcement came after the state's tax-related measures (Propositions 1A, 1B, 1C, 1D, and 1E) appearing on the May 19, 2009, Special Election Ballot were rejected by voters—only Proposition 1F, restricting salaries for legislators, won. The Fiscal Year 2009–10 impact on Montclair was \$647,742. However, the state quickly paid back all borrowed property tax dollars through a bond securitization fund.

Housing Market

Local property tax revenues have been adversely impacted by a continuing, but stabilizing crisis in the housing market. Home prices continue to decline, ending the first quarter of 2012 at their lowest point since the U.S. housing crisis began. In 20 major cities across the nation, prices fell 2.6 percent in March 2012, compared with the same month in 2011. Nationally, home prices remain down about 35 percent from the peak before the housing bubble burst in 2006. However, the pace of decline is at its slowest since December 2010. In California, home values declined 4.8 percent in the Los Angeles area, 3 percent in the San Francisco region, and 2.7 percent in the San Diego area.

The S&P/Case-Shiller Index, widely considered the most reliable indicator of home values because it looks at the entire United States instead of only metropolitan areas,

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puts the decline in home values for the first quarter of 2012 at 1.9 percent. The measure also shows some rising sales of existing and new homes, increased housing starts, and rising builder confidence. Nationally, vacancy and foreclosure rates have also declined, and mortgage rates are at record lows. Furthermore, inventories of unsold homes are declining in many areas, and the average time a home spends on the market is shrinking. The inventory of unsold single-family detached homes in California was 4.2 months in April 2012, down from 5.6 months in April 2011. Also in April 2012, the median time on the market for an existing single-family home in California was 49.3 days, versus 53.2 days one year ago.

Locally, Montclair's North Montclair Downtown Specific Plan area will soon see development of the Paseos at Montclair, a 385-unit luxury apartment complex built to condominium standards. A second housing development, Arrow Station at Montclair (a 129-unit single home and apartment complex mix) is expected to begin construction in 2013.

For San Bernardino County, the April 2012 median price for an existing home was posted at \$132,030. In 2007, the median price for an Inland Empire home was \$379,500—demonstrating a dramatic reversal in real estate values. Locally, Zillow.com reports the median price for a Montclair home in April 2012 was \$219,800, down 4.7 percent from the April 2011 median price of \$230,700. In contrast, the median price for a Montclair home in 2007 was approximately \$424,000.

In comparison to Montclair, only 6 San Bernardino County cities report higher April 2012 median home prices when compared to the same month in 2011: Chino Hills (\$414,600, down 5.8 percent); Upland (\$350,000, down 6.9 percent); Rancho Cucamonga (\$294,800, down 5.1 percent); Chino (\$281,900, down 3.9 percent); Redlands (\$236,400, down 10 percent); and Loma Linda (\$229,900, down 9.5 percent). Ontario comes in 8th behind Montclair at \$213,300, down 1.7 percent. Rialto posted a median home value of \$162,400, and Fontana came in at \$191,000.

Foreclosures in the Los Angeles market area decreased 2.52 percent in March 2012, when compared to March 2011—the national average is a 3.41 percent decline. About 22 percent of all homeowners are underwater on their mortgages—owing more than their properties are worth.

Overall, housing data for Montclair suggests the community is trending close to many neighboring communities and is stabilizing. Foreclosures will, however, continue to haunt the region, as banks and other mortgage institutions adapt to changes in lending practices and show decreasing patience with homeowners late on mortgage payments. Increasing stability in Montclair's housing market is attributed to the community's proximity to jobs in Los Angeles and Orange counties, the City's older housing stock, and less dramatic increases in home values leading up to the mortgage market collapse. The median price for a home in Montclair also suggests that a two-income household earning approximately \$80,000 per year could qualify to purchase a home using a conventional, 30-year Federal Housing Administration (FHA) mortgage loan.

The California Association of Realtors (CAR) recently released an encouraging report for the existing home market in California. April 2012 sales rose to their highest

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level in more than two years. Sales of existing single-family homes climbed by 10 percent in April to 555,300 units (seasonally adjusted, annualized rate). However, the April news is less encouraging for the Inland Empire.

- ✓ Los Angeles County: unit sales dipped by 2.9 percent.
- ✓ Orange County: sales were up by 1.4 percent last month.
- ✓ Riverside County: sales of existing homes plunged by 13.0 percent.
- ✓ San Bernardino County: sales dropped by 7.1 percent, while the median price edged up by 0.3 percent to \$132,030.
- ✓ San Diego County: unit sales climbed by 4.5 percent.
- ✓ Ventura County: existing home sales surged by 10.2 percent.

Employment

The California Employment Development Department April 2012 data reveals the following employment patterns for the state:

California's unemployment rate edged down to 10.9 percent in April 2012. A year ago, the unemployment rate was 11.8 percent. The number of people attached to the labor force remained unchanged over the month, but ticked up 0.7 percent over the year by April 2012.

- ✓ In Los Angeles County, the unemployment rate in April 2012 stood at 11.6 percent versus 11.8 percent in March. In April 2011, the unemployment rate was 12.2 percent. Last month, total nonfarm employment in Los Angeles County dropped by 7,100 jobs. Between March 2011 and March 2012, the number of jobs increased by 27,100 (an increase of 0.7 percent).
- ✓ The April 2012 unemployment rate in Orange County dropped to 7.4 percent from the March rate of 8.2 percent, and was down substantially from the year-ago figure of 8.5 percent. Nonfarm payroll jobs jumped by 3,300 over the month and by 24,800 over the year (an increase of 1.8 percent).
- ✓ In the Riverside-San Bernardino area, the unemployment rate in April 2012 was 11.7 percent, down sharply from 12.7 percent in March and from 13.0 percent during the same period last year. Nonfarm payroll growth declined by 1,800 jobs over the month, but there was an increase of 7,200 jobs over the year.
- ✓ The unemployment rate in San Diego County in April 2012 was 8.7 percent, down from the year-ago estimate of 9.7 percent. Nonfarm payroll jobs increased by 2,600 over the month and by 9,200 over the year.

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- ✓ In Ventura County, the unemployment rate fell to 8.7 percent in April 2012 compared with 9.5 percent in April 2011. Last month, total nonfarm employment increased by 500 jobs. Over the year ending in April, the number of jobs in Ventura County rose by 900.

Across the state, job growth and unemployment rates vary a great deal between metro areas. Regions with a strong high-tech sector (*e.g.*, software design, computer products manufacturing, and biotech) have been doing much better in terms of job creation. This is one reason, among others, that Orange and San Diego counties have much lower unemployment rates than neighboring Los Angeles and Inland Empire metro areas. The same is true for San Francisco and San Jose with their close proximity to Silicon Valley. Statewide, energy producing regions (Bakersfield) and agricultural areas are also doing well in terms of job growth.

Governor Brown's May 2012 Budget Revise

When Governor Brown released his Fiscal Year 2012-13 budget proposal in January 2012, he identified a projected \$9.6 billion gap between revenues and expenditures. At that time, the state anticipated receiving nearly \$2.7 billion in community redevelopment agency property tax receipts to lower the deficit. Governor Brown also anticipated voter approved increases in sales taxes and income taxes for upper wage earners to further close the deficit gap.

The Governor's May Revise indicated the deficit increased from \$9.6 billion to \$16 billion—whereas newer estimates place the deficit above \$17 billion. The dissolution of community redevelopment agencies has not produced the windfall anticipated by the state Treasury; revenue projections are down significantly, with state falling behind by more than \$5 billion; and voters are not migrating toward the Governor's tax proposals. In addition, the state's expenses continue to increase, and the Governor's Fiscal Year 2012-13 Budget proposal contains expenditures that exceed revenue projections by more than \$3 billion.

The estimated state General Fund Budget for Fiscal Year 2012-13 is \$91.4 billion. Brown blamed the larger deficit projection on a number of factors, including a slow economic recovery and rising health care and state pension costs.

In crafting the current budget, Governor Brown relied on revenue projections that assumed significant growth from capital gains earned by California's wealthiest residents. However, many fiscal experts warned the Governor to avoid overly optimistic projections—a warning borne out when California ended April 2012 at nearly \$3 billion in the red for Fiscal Year 2011-12.

The Governor's solution for fixing the deficit: deeper than anticipated budget cuts and voter approval of his November 2012 ballot initiative to raise an estimated \$8.5 billion in new taxes. Brown's tax initiative would increase the statewide sales tax rate by a quarter-cent and impose a three-tier income tax hike, starting with single filers earning \$250,000 and joint filers earning \$500,000: individuals making \$250,000 to \$300,000 would be taxed an additional 1 percent; wage earners falling

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between \$300,000 to \$500,000 would see their taxes go up 1.5 percent; and those earning above \$500,000 would see a 2 percent hike.

In his May Revision, Governor Brown proposes \$8.3 billion in cuts; \$5.9 billion in assumed taxes; and \$2.5 billion in transfers/loans. Out of proposed cuts, \$1.2 billion would affect health and human services; \$880 million to welfare programs; \$544 million to courts; \$240 million would be saved by delaying courthouse construction projects; and \$400 million in state worker costs.

The Governor is warning state employees to anticipate a 5 percent compensation reduction, plus a reduction in work hours—Brown is asking state employees to work four days a week for a total of 38 hours instead of 40, or 9.5-hour shifts. The Governor indicates the proposal would save operational costs by shutting down offices once a week.

What happens if voters fail to approve the governor's tax measure? The May Revision proposes approximately \$6 billion in triggered cuts, and of that amount, \$5.5 billion would affect K-12 schools (equivalent to reducing the school year by three weeks) and community colleges; \$500 million from the UC and CSU systems (\$250 million each); and \$50 million would be taken from programs for developmentally disabled. In addition, the deficit would continue to grow unless further, significant reductions are made to operating programs.

Voters currently back the Governor's tax plan; but their support is tenuous, at best. According to the latest USC Dornsife/Los Angeles Times Poll, 59 percent would support the tax hikes and 36 percent would oppose; but the number of voters supporting the proposal drops when voters are queried about government's handling of tax dollars—afterwards, only 43 percent support, and 47 percent oppose. Many respondents argue public employee pension reform is essential if they are to vote for the tax measure.

The Legislature had been expected to produce a bill responding to Governor Brown's 12-point pension reform plan by the end of May 2012. The Legislature is now facing calendar deadlines: June 1, 2012, was technically the last day to pass bills out of the house of origin and June 28, 2012, is the last day for a legislative measure to qualify for the November 6, 2012, General Election ballot—certain sections of the Governor's 12-point pension plan require voter approval. August 31, 2012, is the last day for each house to pass bills and send them to the Governor's desk. The Governor has until September 30, 2012, to sign or veto bills passed by the Legislature.

Brown partly blames the growing deficit on federal court and administrative decisions for blocking spending cuts he had counted on in January 2012. Federal officials in February rejected \$575 million in annual savings from requiring low-income patients to submit co-payments for medical services. A federal judge also blocked about \$500 million in annual savings from reducing payments to doctors, pharmacists and other Medi-Cal providers. A third court ruling blocked a \$100 million cut to in-home care providers who serve low-income elderly and disabled residents.

The Governor's grim budget projections would have been worse had he not counted an infusion of tax revenues from an initial public stock offering (IPO) by Facebook—

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Brown estimated the stock sale will bring in \$1.5 billion more through June 2013; and, if Brown's tax initiative is approved, it could generate an additional \$400 million from those who sell their Facebook stock. However, with the apparent rejection of "overpriced" Facebook stock, even this positive revenue forecast by the Governor is headed for a negative revisal. As of this writing, Facebook stock lost a quarter of its value since going public May 18, 2012, and analysts project additional declines.

Brown must also deal with resistance from legislative members: Republican legislative members continue to resist tax increases, and Democratic legislative members plan to block or reduce Brown's \$1 billion cut to welfare-to-work—a program that has already faced grant reductions and stricter time limits in recent budgets. The Legislature can also be expected to propose a range of one-time solutions, fund transfers, program manipulations, and "fuzzy" math to minimize the budget pain.

Brown's deficit announcement makes it all the more likely the University of California and State College systems will raise tuition for next school year. UC officials announced in May 2012 that they would need \$125 million more than Brown gave them in the January budget proposal to avoid a 6 percent tuition hike. However, the Governor's budget is expected to move in the opposite direction. And K-12 schools are expected to face even deeper "trigger" cuts than the \$4.8 billion Brown proposed in his January budget if the November tax initiative fails—in part because the current initiative raises more taxes than the original initiative, and Brown used the higher projections to reduce the projected impact on schools.

Finally, as predicted, it is now obvious the state and local taxing agencies are seeing no immediate or near-term benefit from the Governor's and Legislature's misdirected decision to dismantle California's 400-plus community redevelopment agencies—Brown had projected a one-time \$2.7 billion property tax windfall to the state to reduce the originally projected \$9.6 billion deficit for the current year. However, current projections show the state can expect to receive no more than \$1.4 billion in redistributed property tax increment. In exchange, California has lost more than \$5 billion in annual economic activity—a product of redevelopment's expenditure of property tax increment on low-moderate income housing, infrastructure improvement, and other community-related projects.

Elimination of redevelopment surfaced after the passage of Proposition 22 in November 2010. Proposition 22 prohibits the state from borrowing or taking local revenues including revenues from community redevelopment agencies. The proposal anticipated using approximately \$2.7 billion from community redevelopment agencies to reimburse the state for providing Medi-Cal and trial court services. In the current and subsequent years, all property tax increment remaining after redevelopment agency debt service, pass-through payments, and other approved expenses would presumably be distributed to counties, K-12 schools, cities, and special districts.

Unimaginatively, the Governor's May Revise makes the argument for creating economic incentives to grow the state's economy and increase jobs; but with the elimination of community redevelopment agencies and the tremendous economic engine this vital local government tool provided, the foundation behind the Governor's words is of straw, not strong timber.

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Public Employee Pension Reform

In December 2011, Governor Brown appeared before a joint legislative committee (co-chaired by Senator Gloria Negrete-McLeod) to defend his 12-point public employee pension reform proposal.

The joint legislative committee was originally created to speed up consideration of pension reform before the Legislature convened in January 2012, but discussions have proven intensive and unproductive. Governor Brown's push for pension reform is largely spurred by his effort to seek voter approval of a plan to raise taxes. The Governor reasoned that without pension reform, the state would lack credibility to ask voters for tax increases.

A simple majority of California voters appear to agree with the Governor's pension reform plan, according to a December 2011 Field Poll. Approximately 51 percent indicate pension reform is correct for the state. Only one in four voters felt the Governor's plan went too far. Interestingly, in a state dominated by voters registered with a political party friendly to labor, 55 percent of pro-labor voters agree with the Governor. The uphill battle for public employees lies in a 64 percent voter sentiment to roll back pensions for both current and newly hired public employees—only 22 percent indicated changes should apply mainly to new workers. Despite the apparent public appetite for pension reform, Governor Brown's plan has thus far met with only tepid response by many state legislators.

In his tax proposal, Governor Brown intends to seek a half-cent increase in the state sales tax, and a series of higher rates on wealthy filers: individuals making \$250,000 to \$300,000 would be taxed an additional 1 percent; wage earners falling between \$300,000 to \$500,000 would see their taxes go up 1.5 percent; and those earning above \$500,000 would see a 2 percent hike. If approved by voters, the proposal would generate an estimated \$6 billion to \$7 billion a year according to the Governor's office. However, the California Finance Director projects a \$17 billion deficit in Fiscal Year 2012-13, suggesting that additional fiscal reductions must be made and public pension reform would be one means to achieve cost savings.

At a minimum, Governor Brown wants the retirement age for future workers raised to 67, with enrollment in a hybrid defined benefit/401(k)/Social Security plan. Another key component of pension reform would require public employees and employers to equally split the "normal" cost of pensions. A boost in what employees pay for their respective pensions would allow employers to cut their pension payments by a similar amount, providing budget relief for struggling local governments. The plan calls for implementing the even split of normal pension costs (not including any unfunded liability component) through collective bargaining as labor contracts expire. Presumably, the full value of the employee contribution would be a component of the "normal" cost of pensions. Proponents argue the new equal-share policy should be enacted through legislation in order to address managers and supervisors not covered by collective bargaining.

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The actual unfunded component of the employer rate would have to be determined by an actuarial study conducted for each local government agency. The "normal" cost is the amount actuaries say is needed from employers, with investment earnings, to pay for pension obligations accrued in the current year. The "unfunded liability" is the pension debt from previous years, mostly due to investment losses.

Table 1 depicts the "Normal Cost Range" associated with applicable CalPERS pension formulas provided by Montclair—actuarial studies would be required to determine the actual split of the "normal" cost of pensions between employees and the City.

**Table 1
CalPERS Public Employee Pension Formulas
Employee Contribution and Normal Cost Range**

Public Agency Members	Employee Contribution	Normal Cost Range: Low	Normal Cost Range: Median	Normal Cost Range: High
Misc. 2% @ 60	7%	13.8%	13.8%	16.0%
Misc. 3% @ 60	8%	19.3%	20.0%	22.5%
Safety 3% @ 55	9%	26.3%	27.3%	31.4%
Safety 3% @ 50	9%	28.2%	29.2%	37.2%

Based on the Governor's 12-point plan and information reflected in **Table 1**, the employee and employer would each be required to pay half of the combined rate for the employee contribution and applicable "Normal Cost Range"; *e.g.*, under current pension fund performance factors, a miscellaneous member under the 3% @ 60 formula may be required to pay up to 11.25 percent of wages toward his/her pension plan (22.5 percent normal cost range ÷ 2 = 11.25 percent); a safety member under the 3% @ 50 formula would pay up to 18.6 percent of wages (37.2 percent normal cost range ÷ 2 = 18.6 percent). The "Normal Cost Range" would be adjusted annually, based on pension fund performance factors. Because of the City's high employer rates, it is likely the "Normal Cost Range" for Montclair would fall at the high end of the scale. The employer would continue to pay the "unfunded liability" portion of pension costs.

However, actual contributions will be affected by a recent decision of the California Public Employees' Retirement System (CalPERS) Board of Directors to reduce its expected average annual return on investments from 7.75 percent to 7.5 percent—a quarter of a percentage point higher than the 7.25 percent rate of return recommended by the Fund's Chief Actuary. The Chief Actuary predicted CalPERS has a 54 percent chance of maintaining a 7.25 percent annual rate of return over the next 19 years, and a 50 percent chance of hitting 7.5 percent. The Board also agreed to reduce its assumed average annual inflation rate from 3 percent to 2.75 percent. The 7.75 percent rate of assumption, used to calculate how much money CalPERS expects to have and how much it needs from contract agencies to cover pension liabilities, had been in place for two decades before the Board voted in March 2012 to lower it.

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The move is expected to trigger significant increases to employer rates for the state and local government agencies.

In recent years, critics argued the 7.75 percent forecast of future investment earnings was too optimistic and not likely to be sustained long term—investment earnings provide most of the revenue for California public pension funds. The CalPERS investment portfolio, \$225 billion earlier this month, is still well below its peak of \$260 billion four years ago. Presently, for every dollar in the CalPERS fund, investment earnings contribute 66 cents (historically as high as 75 cents), employers contribute an average of 21 cents, and the member contribution (typically paid by the employer) represents an average of 13 cents.

Lowering the rate of assumption below the current benchmark is intended to recognize the state's slow recovery from the Great Recession and the less than stellar performance of the CalPERS investment portfolio—in 2011, CalPERS saw a meager 1.1 percent return on investments, far below the 7.75 percent rate of assumption. CalPERS' rate of return averaged 8.4 percent over the last 20 years according to the CalPERS website; however, in recent years the rate of return has been volatile, down 23.4 percent for Fiscal Year 2008–09; up 11.6 percent in Fiscal Year 2009–10; and up 20.9 percent in the fiscal year ending June 30, 2011, only to fall to 1.1 percent for Calendar Year 2011.

CalPERS is considered the nation's largest public pension fund, serving 1.6 million members, with an estimated asset value of \$238.4 billion—down from a peak of \$258 billion recorded on June 30, 2008. CalPERS actuaries believe the Fund's investment portfolio faces slow growth over the next decade, and has current unfunded liabilities in excess of \$75 billion. As of June 30, 2011, various plans had 63 percent to 70 percent of funding required to meet future obligations—80 percent total funding is generally considered the minimum safe funding level. A Stanford University study found that CalPERS was only 58 percent funded, based on a 6.2 percent annual return on assets. The Government Accounting Standards Board (GASB) and many economists believe the Stanford study is more accurate in identifying CalPERS' actual unfunded liabilities.

GASB had been expected to release new public pension accounting rules in June 2012 that would require pension funds to use lower returns on assets. However, under proposed rules, public employee pension systems will not be required to use lower, risk-free government bond-based earnings (currently at approximately 4 percent) for their forecasts. Instead, pension systems would be allowed to continue using optimistic earnings forecasts to discount estimates of the cost of pensions promised to public employees in the decades ahead. However, if assets are projected to run out before all pension obligations are covered, then the pension system must "crossover" to a lower bond-based forecast to calculate remaining debt. It is unlikely California's public employee pension systems would reach the "crossover" point since employers would be required to make increasingly higher annual contributions as determined by actuaries.

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The Stanford study focuses on the concern for California's local government employers: the state's two major public employee pension systems with forecasts of 7.5 percent to 8 percent are reporting an unfunded liability of approximately \$55 billion. The debt soars to \$500 billion when the earnings forecast is based on risk-free bonds at 4.1 percent—the method used by economists for risk-free debt guaranteed by taxpayers.

CalPERS has not yet calculated the impact on cities related to its decision to lower the actuarial earning rate; however, the new rate will take effect on July 1, 2013, and will be phased over two years to spread the cost. The effect of both changes, lowering the annual rate of assumption and the inflation assumption, is expected to produce an additional 4 percent to 5 percent increase in Montclair's public safety employer rate for the 3% @ 50 plan, and a smaller rate increase of 1 percent to 2 percent for all other plans. The increase for Montclair employees under the 3% @ 50 plan will be in addition to 4 percent to 6 percent increases already projected by CalPERS, effective July 1, 2012.

Groups representing public employees are primarily critical of a provision in the Governor's proposal that would switch new hires to a "hybrid" plan—aimed at replacing up to 75 percent of future retiree income with a smaller defined benefit contribution, a 401(k)-style plan, and Social Security. Public employee groups argue such a move would undercut retirement security for future workers. Opposition is also growing against extension of the retirement age to 67 for new hires, much like Social Security. The state's two major pension systems (CalPERS and CalSTRS) and the nonpartisan Legislative Analyst's Office have joined with public employee groups to question the legality of parts of Governor Brown's plan, particularly those affecting current workers.

In response to a CalPERS suggestion that elimination of the defined benefit plan for new employees would threaten the fund's actuarial soundness, the Governor apparently called the public employee pension system a Ponzi scheme because it requires a constant stream of new members to maintain sustainability.

At this point, the Legislature is unclear on its intent related to public employee pension reform. The state Legislative Conference Committee on Public Employee Pensions continues evaluating the need to move forward on all or certain aspects of Governor Brown's 12-point pension reform plan, released in October 2011. Specifics of the plan include the following components:

1. Equal Sharing of Pension Costs: Affecting all employees and employers. The funding of annual normal pension costs would be shared equally by all new and current employees and employers. Sharing of pension costs would be phased in at a pace that takes into account current contribution levels, current contracts, and the collective bargaining process. Unfunded liability portions are not part of normal pension costs, and would continue to be a liability of local public employers.

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2. "Hybrid" Risk-Sharing Pension Plan: Affecting all new employees. The Governor proposes a pension plan designed to strike a "fair balance" between a guaranteed benefit and a benefit subject to investment risk. The "hybrid" plan would include a reduced defined benefit component and a defined contribution component managed professionally to reduce the risk of employee investment loss. The hybrid plan would combine the defined benefit and defined contribution components with Social Security to produce an annual retirement benefit equal to 75 percent of an employee's salary—assuming a full career of 30 years for safety employees, and 35 years for non-safety employees. The defined benefit, defined contribution, and Social Security components would represent equal portions of the targeted retirement income. For employees not in Social Security, the defined benefit component would make up two-thirds of retirement income, and the defined contribution the remaining balance. A cap would be placed on the defined benefit portion to ensure employers do not bear an unreasonable liability for high-income wage earners.
3. Increase Retirement Ages: Affecting all new employees. All new public employees would work to a later age to qualify for full retirement benefits. For most new employees, retirement ages will be set at 67—the current Social Security retirement age. The retirement age for new safety employees will be less than 67, but commensurate with the ability of those employees to perform their jobs in a way that protects public safety. Raising the retirement age would presumably reduce the amount of time retirement benefits must be paid and significantly reduce retiree health care premium costs—employees will have fewer, if any, years between retirement and reaching the age of Medicare eligibility, when a substantial portion of retiree health care costs shift to the federal government under Medicare.
4. Require Three-Year Final Compensation to Stop Spiking: All new employees. Final compensation would be defined as the highest average annual compensation over a three-year period.
5. Calculate Benefits Based on Regular, Recurring Pay to Stop Spiking: New Employees. Compensation would be defined as the normal rate of base pay, exclusive of special bonuses, unplanned overtime, payouts for unused vacation or sick leave, and other wage-related payments.
6. Limit Post-Retirement Employment: All Employees. Would limit the time public pension annuitants can work for a public employer to no more than 960 hours annually or 120 days per year; would prohibit all retired employees serving on public boards and commissions from earning any retirement benefits for that service.
7. Felons Forfeit Pension Benefits: All Employees. Would require public officials and employees to forfeit pension- and related-benefits if convicted of a felony in carrying out official duties, seeking an elected office or appointment, or in connection with obtaining salary or pension benefits.

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8. Prohibit Retroactive Pension Increases: All Employees. Would prohibit retroactive application of pension benefit enhancements. For example, improving a pension retirement formula (from 3% @ 55 to 3% @ 50) would only be applicable to all future years worked, not past years. Retroactive application of pension enhancements created billions of dollars in unfunded liabilities for local government employers.
9. Prohibit Pension Contribution Holidays: All Employees and Employers. Would prohibit suspension of employer/employee contributions to fund annual pension costs. During years when pension fund investment returns supported "fully-funded" pension plans, many public employers were required to make minimal or no annual pension contributions—a process that contributed greatly to significant, unfunded liabilities during periods of economic recession.
10. Prohibit Purchase of Service Credit: All Employees. Would prohibit purchase of airtime service credit. Many pension systems allow employees to buy "airtime"—additional retirement service credit for time not actually worked. The public employer assumes the full risk of delivering retirement income based on years of purchased service credit.
11. Increase Pension Board Independence and Expertise. Lack of independence and financial sophistication on public retirement boards has allegedly contributed to unaffordable pension benefit increases. The Governor's plan would add two independent, public members with financial expertise to the CalPERS Board, and replace the State Personnel Board representative on the CalPERS board with the Director of the California Department of Finance.
12. Reduce Retiree Health Care Costs: Affects state employees, with recommendation for local employees. Would reduce the burden for health care premium costs by requiring new employees to work for 15 years to become eligible for employer payment of a portion of retiree health care premiums; and 25 years to become eligible for maximum contribution to health care premiums.

It remains unclear as to what form, if any, public employee pension reform may take—although many reform-minded groups encourage legislative members to adopt Brown's plan intact. The Governor has already submitted his plan as legislative bills SB 1176 (Huff) and SCA 18 (Huff), and the Legislature is typically required to provide the Governor with the courtesy of an up or down vote on his reform proposal.

Governor Brown promised voters pension reform if they supported his proposed tax plan, anticipated to appear on the November 2012 General Election ballot—components of public employee pension reform are also expected to appear on the November ballot. To show he means business, the Governor's proposed Fiscal Year 2012-13 budget would cut the state's contribution to CalPERS by \$200 million from current year levels. If the Legislature balks at the reduction, it may indicate a fight on pension reform is brewing between the Governor and majority party in the Legislature—the minority party has signed on to Brown's proposal.

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The Legislative Conference Committee on Public Employee Pensions was expected to finalize its review of legislative language and submit a bill by the end of May 2012; however, as of this writing, no bill has been introduced.

Locally, the Montclair City Council, in an effort to address a long-term structural deficit brought on by the economic recession; combat the adverse impacts of the California Supreme Court's decision in *CRA v. Matosantos* invalidating continuation of community redevelopment agencies; fully restore the City to a position of fiscal health; and abate public outrage against the rising cost of public employee pensions, asked employees to share in paying the cost of the CalPERS member contribution.

The CalPERS member contribution is the mandated portion of pension costs assigned to public employees—depending on the labor group, the employee rate in Montclair is 7 percent to 8 percent of payroll for general employees and 9 percent of payroll for safety members.

Beginning in the early 1970s, many California cities, including Montclair, agreed to pay the employee contribution portion of the CalPERS pension rate. However, the current economic recession, declining local government revenues, spiraling employer pension rates, loss of redevelopment tax increment for public works projects, and the public demand for pension reform have combined to stymie the City's capacity to meet pension costs. Accordingly, the City Council resolved to ask employees to pay up to 6 percent of the CalPERS Member Contribution. To date, management employees and employees represented by the San Bernardino Public Employees Association agreed to the concession; the City Council directed members of the Montclair Fire Fighters Association to continue paying toward the CalPERS Member Contribution; and the Montclair Police Officers Association remains in negotiations with the City.

In addition to Member Contribution payments, California cities participating in CalPERS must also pay an employer rate. In 2012, Montclair's employer rates will range from approximately 17.5 percent of payroll for general employees under the 3% @ 60 retirement formula; 42.3 percent of payroll for Police Safety employees under the 3% @ 50 retirement formula (21 percent for employees under the 3% @ 55 formula), and 54.5 percent of payroll for Fire Safety employees under the 3% @ 50 retirement formula (23 percent for employees under the 3% @ 55 formula). By any standard of comparison, Montclair's pension rates are excessive, higher than rates paid by many other cities, and represent a tremendous drain on the City's fiscal capacity to provide public services.

Montclair's high employer rate for its public safety groups is generally attributed to the normal cost range of the 3% @ 50 retirement formula; CalPERS' contract requirements specific to one or more of Montclair's public safety groups; CalPERS' extraordinarily high unfunded liabilities; and a legislative requirement placing Montclair's public safety groups in a statewide pool to share pension-related liabilities with other cities.

Montclair is also cooperating with CalPERS in that agency's "Pension Watch" efforts to audit payroll records related to recent and future public employee retirements. Soon

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after the scandals in the city of Bell became public, CalPERS initiated a statewide effort to scrupulously examine payroll records for recent and future retirees. CalPERS representatives are looking for unauthorized wage spiking, irregularities, and other factors that may produce reductions in annual pension compensation for recent and future retirees—CalPERS' effort is designed to lower the Fund's long-term pension liabilities.

Thus far, a recent audit of Montclair payroll records caused CalPERS to lower or evaluate lowering the monthly compensation for at least three former employees. In their examination of records, CalPERS auditors determined final pension calculations may have contained errors related to final year of compensation. A retiree affected by any economically adverse decision from CalPERS would have the right to appeal.

Montclair Plaza

In early 2011, CW Capital Asset Management Partners announced Montclair Plaza is under new management and ownership. Commercial real estate firm Cushman & Wakefield took over general property management responsibilities for Montclair Plaza—the firm's investment division, CW Capital Asset Management Partners established development priorities and plans to underwrite spending on physical improvements; Spinoso Real Estate Group was recruited to provide specialized services and handle leasing, marketing, and promotions; and ownership of the property reverted to a group of lenders behind the property's senior mortgage.

The overall goal of the new management/ownership team is to improve the property, attract desirable tenants to better serve Montclair Plaza shoppers, and position the property for sale within the next several years. City staff has been advised the process continues to move forward, and Cushman & Wakefield continue marketing Montclair Plaza to upscale retailers and restaurateurs.

Under general direction of Cushman & Wakefield, the change in ownership and management represents a completely new structure and vision for Montclair Plaza, with immediate capital to initiate infrastructure and tenant improvements as well as develop and implement a long-term vision for returning Montclair Plaza to a position of retail prominence. Management and leasing for Montclair Plaza had been handled in house by Chicago-based GGP, which has owned the property since the early 1990s. GGP declared bankruptcy in April 2009.

Cushman & Wakefield, founded in 1917, is the world's largest privately held real estate services firm, offering a vast array of commercial property and real estate services designed to help clients turn properties into dynamic assets, regardless of the economy or business cycle. The company specializes in distressed asset services, providing recovery solutions designed to mitigate further deterioration and maximize the property's economic and physical health.

Spinoso Real Estate Group is a real estate services firm with over 20 years experience in providing a wide range of personalized services for the leasing, development, and redevelopment of commercial real estate. The company has successful experience in managing over 40 million square feet of enclosed mall space. General Manager Larry

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Martin departed Montclair Plaza shortly after the property transferred to the trust—a new management team is led by General Manager Scott Lewis.

Projected plans include demolition of the former Macy's building and construction of a lifestyle center and high-end boutique hotel; parking lot and ingress/egress improvements; new signage; tenant assistance; consideration for a luxury entertainment venue; and potential redevelopment of Montclair Plaza North. To achieve stated objectives, Montclair Plaza managers are working with Spinoso Real Estate Group to address occupancy issues, repurpose vacant buildings, identify new tenants, reconfigure building structures, and develop adjacent land. The marketing team has also developed tenant improvement plans for the site and is presenting plans to potential tenants.

City staff anticipates proposed changes will produce a significant positive impact for Montclair Plaza and the City's sales tax base. GGP had made significant improvements to the mall interior prior to its bankruptcy filing; however, plans for exterior improvement and demolition of the former Macy's building were placed on hold immediately after the filing.

In April 2012, the City Council adopted an ordinance authorizing the display of supergraphics around the north, east, and south elevations of the former Macy's building to advertise upcoming changes to the Montclair Plaza property and draw attention to the shops, stores, and restaurants offered to the public.

City staff is committed to working with Cushman & Wakefield and Spinoso Real Estate Group to ensure Montclair Plaza re-emerges as a healthy and viable retail enterprise. City Council members will be advised of continuing efforts related to Montclair Plaza; and staff will be working with Spinoso Real Estate Group to develop a City Council workshop to review short-term and long-term solutions addressing the property's future.

CONCLUSION

As presented to the City Council for consideration, the *Fiscal Year 2012-13 Preliminary Budget* contains no recommendation for layoff of City personnel, either full-time or part-time; and, except as may otherwise be achieved through extension of negotiations from Fiscal Year 2011-12, there is no recommendation for further reductions to employee wages and/or benefits.

The *Fiscal Year 2012-13 Preliminary Budget* technically "lives within its means"—a common refrain often heard in today's political and fiscal landscape used to emphasize that federal, state, and local governments must eliminate unnecessary expenditures, control growth, reduce employee-related benefit obligations, and otherwise achieve fiscal stability to meet shrinking revenues.

The *Fiscal Year 2012-13 Preliminary Budget* does require a transfer of \$794,633 from the Undesignated General Fund Reserves to achieve a balance between the General Fund Operating Budget and Available General Fund Revenues Budget. However, City

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staff has achieved extraordinary success in restoring the Undesignated General Fund Reserve to a fiscally sound balance of \$4,439,979, representing approximately 17.5 percent of the Fiscal Year 2012-13 General Fund Operating Budget.

The *Fiscal Year 2012-13 Preliminary Budget* continues a number of revenue enhancement measures, plus new proposals designed to indefinitely promote the City's long-term fiscal health. Coupled with ongoing improvements within other economic sectors, Fiscal Year 2012-13 should begin the promise of a brighter economic future for the Montclair community. This statement does not mean Montclair can return to the less austere budgets presented earlier this decade. We must recognize the matrix of a "New Economy." Effectively, the public demands local government provide efficient public services, without a significant diminution in service levels despite dwindling resources. Our concentration, as we move forward, is to achieve this community expectation.

The *Fiscal Year 2012-13 Preliminary Budget* as presented is fair, reasonable, balanced, coherent, and effective. The Montclair City Council and City staff strived over recent years to find an equilibrium that addresses public, organizational, and employee needs. The *Fiscal Year 2012-13 Preliminary Budget* meets these objectives.

We note with historical pride the City Council is typically presented with a responsible, reasonable, honest, and manageable budget designed to address the needs of the organization and community, coupled with appropriate fiscal restraint. In the course of the current and last two budget cycles, the astute expenditure of revenues served the City well in weathering the Great Recession; and that same vigilance now allows the City of Montclair to enter the horizon of a more stable fiscal future.

City staff's ongoing goal is to continue with development of sound fiscal policies, allowing us to meet the growing and evolving needs of the community. I firmly believe that with the leadership demonstrated by Montclair's City Council, we are achieving a superior level of fiscal integrity and stability.

The economic recession experienced in recent years required both voluntary and involuntary reductions in personnel and a measure of economic sacrifice from City employees in order to avoid deep cuts to service programs. City Council Members regret the recent decision to impose an involuntary reduction in the labor force and, at the same time, are grateful for the economic sacrifices made by remaining employees.

There has been some improvement to the local economy over the past fiscal year, but progress has been slow and halting. The economic story of the day recommends caution. Many cities continue to cope with strained resources, declining revenues, and the looming threat of bankruptcy. However, with the measures recommended herein, the City Council is prepared to move Montclair forward at a slow but steady pace.

During each of the last two fiscal years, the City's new management team produced balanced, operational budgets despite seeing Available General Fund Reserves decline in excess of \$4 million. Furthermore, with the cooperation of employee bargaining

June 5, 2012

groups to accept responsibility for contributing to City-provided retirement funds, Montclair has avoided drastic reversal of employee wages and benefits. Regrettably, this record of performance is challenged by the California Supreme Court's decision in *California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.*—a decision invalidating the existence of California's community redevelopment agencies.

For Montclair, the loss of tax increment dollars brought in by the former Montclair Redevelopment Agency will deny the City of more than \$12 million in annual tax increment, plus growth, used for a number of public purposes including pass-through payments to support local schools and other tax agencies; development of low- and moderate-income housing; and as bond payment revenue to support local public works and public facility/infrastructure construction projects.

Despite the loss of redevelopment, the Montclair organization will continue to evolve as a fiscally responsible and sound public agency. The City Council and City staff are committed to exercising sound fiscal practices; maintaining, to the extent possible, reductions in personnel through normal employee attrition and retirements, although the loss of redevelopment required an involuntary reduction in force—Montclair's Redevelopment Agency provided wage and benefit support to positions throughout the organization, including 18 full-time or retired positions funded jointly between the City General Fund and Redevelopment Agency; realigning Departments, duties, and functional responsibilities to maintain an efficient and responsive organization; and routinely examining processes for producing revenues and controlling expenditures.

Producing a leaner, efficient, and cost-effective organization is providing, and will provide Montclair with the fiscal capacity to weather the loss of redevelopment and ongoing affects of a recession that appears to have affected every economic sector. Municipalities can expect to see only limited fiscal growth over the next several years, and many California agencies should not expect to see General Fund revenues reach their respective 2007 totals any earlier than 2017. The decline in redevelopment activity will produce fewer construction jobs—a sector already hard-hit by the recession—and limit the ability of communities to pursue major public works improvements. California cities must also prepare to face the uncertainty that will come with the state's decision to repress the dynamic economic activity derived from the vital participation of redevelopment agencies as engines for economic growth.

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

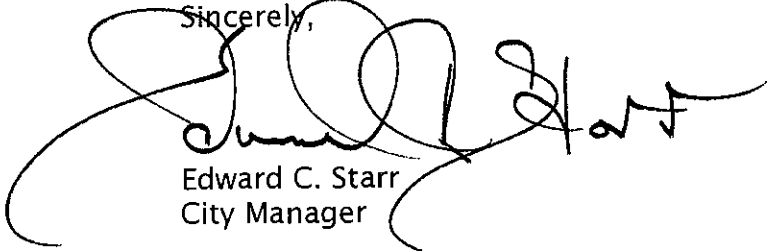
On behalf of the Montclair City Council and the City's management team, I continue to thank each employee for providing exceptional service to the Montclair community.

June 5, 2012

I thank City staff for their efforts in putting together the proposed *Fiscal Year 2012-13 Preliminary Budget*. The management team and I look forward to answering any questions City Council Members may have regarding the proposed Preliminary Budget and the City's program of services.

ECS:DP:MP:JK:mf/ap

Sincerely,

A handwritten signature in black ink, appearing to read "Edward C. Starr". The signature is fluid and cursive, with a large initial "E" and "S".

Edward C. Starr
City Manager

HISTORY OF MONTCLAIR

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

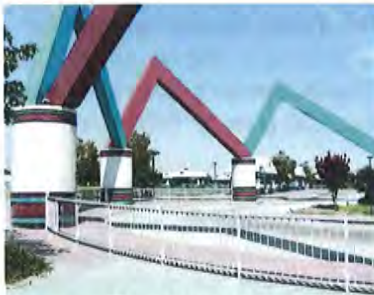
William V. Donaldson, Montclair City Administrator from 1960-1965, clearly identified the source of Montclair's fortitude when he said, "*The record of the growth of the Montclair area is one that was written by its many dedicated citizens. The transformation from orange groves to a growing city is one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



City of Montclair Demographic Profile 2012

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

The centerpiece of North Montclair is the Montclair Plaza, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 979,254 and an average household income of \$82,640.



Transcenter

Also located in north Montclair is the Montclair Transcenter, a multimodal transportation facility located along Richton Street, just east of Monte Vista Avenue. The 20-acre Transcenter is the largest such facility between Union Station in Los Angeles and San Bernardino Station. The Transcenter is a

master planned regional transportation hub, with a regional Metrolink station, and a park-and-ride facility. It accommodates approximately 1,600 commuter vehicles and includes a 1.6 acre service commercial area.



Kids Station



Police Facility

The City of Montclair is a full-service City with an 85.13 full-time Police Department staff and a 42.17 full-time Fire Department staff. The 43.19 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 22.20 full-time Human Services Division staff

administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including



Fire Station No. 1

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

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



Skate Park

The Montclair Splash Pad is open Memorial Day through Labor Day, Monday through Sunday, 10:00 a.m. to 6:00 p.m. It is located in Alma Hofman Park, located east of the Montclair Civic Center.

The 1,963-square-foot splash pad is a zero-depth aquatic recreational feature that contains ground-mounted elements that spray water when activated by motion sensors connected to each of the individual elements.



Montclair Splash Pad

On February 2010, the Montclair Youth Center opened for business. The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday through Friday, 2:00 p.m. to 6:00 p.m.



Youth Center

The Senior Center opened for business on November 1, 2010. The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Fridays from 9:00 a.m. to 1:00 p.m.



Senior Center

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

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

Population: 37,031

Area: 5.53 square miles

DEMOGRAPHICS Population, Income, & Race	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Population 2012	192,334	470,327	979,254
Population 2016 Estimate	201,816	478,921	1,006,550
Households 2012 Population	56,074	133,283	282,728
Ave. Persons Per Households 2012	3.33	3.45	3.37
Average Households Income 2012	\$60,781	\$68,488	\$82,640
Median Age 2012	30.5	31.6	33.8
AFHI @ \$50,000 to \$74,999	11,035 (20%)	26,383 (19%)	52,700 (18%)
AFHI @ \$75,000 to \$99,999	6,956 (12%)	17,880 (13%)	42,297 (15%)
AFHI @ \$100,000 to \$149,999	5,916 (11%)	17,590 (13%)	51,196 (18%)
White	54.60%	55.20%	55.90%
Black	6.10%	5.70%	6.20%
Asian & Pacific Islander	6.80%	7.20%	13.10%
Hispanic Origin	63.20%	62.10%	48.70%
Traffic Counts			
	Total Intersection Volume	Year Count Taken	
Central Ave. & Moreno St.	56,796	2002	
Central Ave. & Holt Blvd.	67,398	2002	
Monte Vista Ave. & Arrow Hwy.	49,118	2003	
Monte Vista Ave. & I-10 Freeway	41,266	2002	
Central Ave. & I-10 Freeway	49,509	2002	
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
John Wayne International Airport	38 miles	Orange County Beach Cities	35 miles
Port of Long Beach	48 miles	San Diego County Beach Cities	85 miles
Port of Los Angeles	53 miles	Lake Arrowhead	55 miles
Higher Educational Opportunities within 25 Minutes			
California State University, San Bernardino	San Bernardino Valley College		
California State Polytechnic University, Pomona	Mount San Antonio College, Walnut		
University of California, Riverside	Chaffey Community College, R. Cucamonga		
5 Undergraduate & 2 Graduate Colleges @ Claremont:	Chapman University, Ontario		
Pomona, Claremont McKenna, Harvey Mudd, Pitzer, and Scripps	Claremont Graduate University & Keck Graduate Institute of Applied Life Sciences		

CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

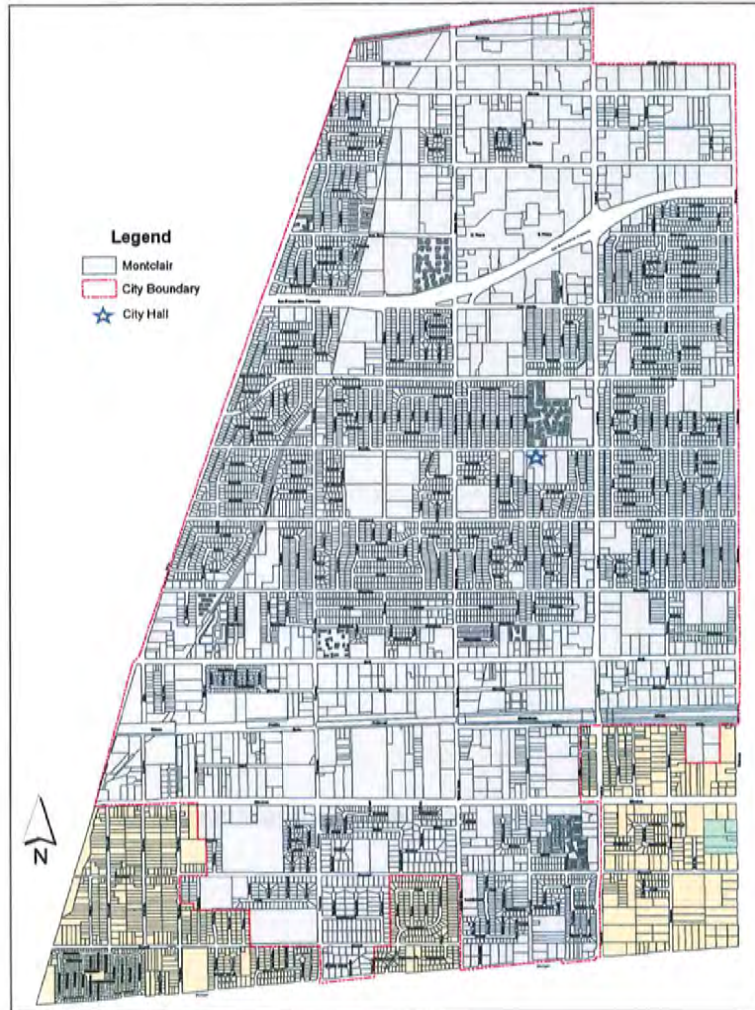
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

www.montclair.ca.us

Population: 37,031

Area: 5.53 square





MONTCLAIR

Budget Development Timeline Fiscal Year 2012-13

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

Key Budget Dates:

February 15, 2012	Mid-year Budget Review
March 13, 2012 - March 15, 2012	Distribution of budget packets to all departments
April 12, 2012	Departmental-operating budget requests are due
May 1, 2012 - May 10, 2012	Management departmental budget sessions
May 21, 2012	Complete changes to departmental budgets
June 12, 2012	Budget review by City Council
June 18, 2012	City Council adopts budget by resolution

BUDGET SUMMARIES

**CITY OF MONTCLAIR
COMBINED SOURCES & USES STATEMENT
FISCAL YEAR 2012-13**

ADOPTED

		SOURCES				USES				Estimated
		Estimated	Transfers	TOTAL	Operating	Capital	Transfers	TOTAL	Unreserved	
		Revenue	In	SOURCES	Appropriations	Improvement	Out	USES	Fund Balance/ Retained Earnings	
		July 1, 2012							June 30, 2013	
1001	General Fund	4,439,979	24,612,051	980,783	30,032,813	25,448,034	0	144,800	25,592,834	4,439,979
	Components:									
	Operating Fund	3,004,500 (1)								
	Contingency Fund	8,831,027 (1)								
	Total	11,835,527								
	Reserves:									
	Committed Reserves	6,600,915								
	Fiscal Year 2012-13 usage	794,633								
	Unreserved	4,439,979								
	Total	11,835,527								
	Special Revenue Funds									
1102	Gas Tax Fund	2,233,261	989,000	0	3,222,261	1,498,040	0	6,000	1,504,040	1,718,221
1104	Measure I Fund	914,356	515,250	0	1,429,606	0	0	0	0	1,429,606
1110	Traffic Safety Fund	25,006	180,150	0	205,156	0	0	180,150	180,150	25,006
1131	Park Development Fund	387,457	40,400	0	427,857	13,200	0	0	13,200	414,657
1132	CDBG Fund	(118,671)	285,828	0	167,157	42,874	0	0	42,874	124,283
1135	Air Quality Improvement Fund	83,350	42,050	0	125,400	20,000	0	0	20,000	105,400
1138	Older Americans Act Fund	(18,714)	127,000	0	108,286	137,281	0	0	137,281	(28,995)
1140	Asset Forfeiture Fund- State	4,046	0	0	4,046	0	0	0	0	4,046
1143	Public Safety Fund	(204,248)	250,100	0	45,852	56,496	0	0	56,496	(10,644)
1144	Federal Asset Forfeiture Fund- DOJ	17,352	1,500	0	18,852	1,000	0	0	1,000	17,852
1146	Section 11489 Fund	20,404	10	0	20,414	0	0	0	0	20,414
1147	Federal Asset Forfeit. Fund- Treasury	231	0	0	231	0	0	0	0	231
1148	School District Grant Fund	0	64,000	0	64,000	64,000	0	0	64,000	0
1149	State Supp. Local Law Enforce. Fund	90,947	161,714	0	252,661	95,300	0	0	95,300	157,361
1150	Local Law Enforcement Block Grant	115,180	14,622	0	129,802	0	0	0	0	129,802
1151	Crime Prevention Fund	11,239	900	0	12,139	0	0	0	0	12,139
1152	Recycling Block Grant Fund	13,520	15,000	0	28,520	5,000	0	0	5,000	23,520
1160	Human Services Grant Fund	19,796	1,399,990	144,800	1,564,586	1,572,440	0	0	1,572,440	(7,854)
1161	California Nutrition Network Fund	(41,417)	58,000	0	16,583	68,769	0	0	68,769	(52,186)
1162	Human Services Special Revenue Fund	(16,044)	128,600	0	112,556	103,011	0	0	103,011	9,545
1163	Fire Department Grant Funds	8,995	0	0	8,995	0	0	0	0	8,995
1180	EMS- Paramedic Fund	(124,869)	196,000	0	71,131	289,783	0	0	289,783	(218,652)
1740	Developer Impact Fees - Local	274,136	184,927	0	459,063	0	0	0	0	459,063
1741	Developer Impact Fees - Regional	619,277	416,416	0	1,035,693	0	0	0	0	1,035,693
1742	Burrtec Pavement Impact Fees	13,944	54,000	0	67,944	0	0	0	0	67,944
1758	Youth Sponsorship Fund	86,291	11,000	0	97,291	0	0	0	0	97,291
	Total	4,414,823	5,136,457	144,800	9,696,080	3,967,194	0	186,150	4,153,344	5,542,736
	Capital Project Funds									
1250-	Bond Proceed Funds	15,162,411	25,000	0	15,187,411	0	0	0	0	15,187,411
1265	Total	15,162,411	25,000	0	15,187,411	0	0	0	0	15,187,411
	Debt Service Funds									
1301	2005 Lease Revenue Bonds	1,930,580	1,916,101	0	3,846,681	1,916,101	0	0	1,916,101	1,930,580
	Total	1,930,580	1,916,101	0	3,846,681	1,916,101	0	0	1,916,101	1,930,580
	Enterprise Funds									
1501	Sewer Maintenance Fund	720,092	2,567,900	0	3,287,992	2,531,608	0	0	2,531,608	756,384
	Total	720,092	2,567,900	0	3,287,992	2,531,608	0	0	2,531,608	756,384
	Trust Funds									
1755	Contingency Fund	7,395,548	119,200	0	7,514,748	192,255	0	794,633	986,888	6,527,860
	Total	7,395,548	119,200	0	7,514,748	192,255	0	794,633	986,888	6,527,860
	TOTAL - ALL FUNDS (2)	34,063,433	34,376,709	1,125,583	69,565,725	34,055,192	0	1,125,583	35,180,775	34,384,950

Notes:

(1) Actual Fund Balances taken from financial records.

(2) Totals changed over original presentation due to elimination of negative funds and consolidation of resources.

NOTES TO THE CITY'S COMBINED SOURCES & USES STATEMENT

1. Unreserved fund balance represents net assets which are available for appropriation as of the balance sheet date. The only significant "reserved" fund balance accounts used by the City are for loans issued to employees pursuant to the Employee Computer Purchase Program and for encumbered purchase orders and contracts.
2. Although technically part of General Fund unreserved fund balance, moneys set aside for workers' compensation and general liability self-insurance claims are excluded from the sources and uses statement. According to the City's financial staff, the combined estimated liabilities for workers' compensation and general liability claims as of March 31, 2012 are \$750,000.
3. Trust 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 governmental units, and/or other funds" (source: National Council of Governmental Accounting's Statement No. 1). The City uses trust funds to account for resources from the General Fund which have been set aside for specific purposes.
4. Operating appropriations represent total appropriations attributable to the City and do not reflect appropriations properly attributable to another fund. The proper accounting for reimbursements is to record an expenditure or expense in the reimbursing fund and a reduction of expenditure in the reimbursed fund.
5. TRANSFERS-IN/TRANSFERS-OUT

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Gas Tax	General Fund	\$ 6,000	Reimbursement for administrative costs.
Traffic Safety	General Fund	180,150	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund".
Contingency Fund	General Fund	794,633	Amount from Reserves necessary to balance General Fund Operating Budget.
		<hr/>	
	TOTAL	<u>\$ 980,783</u>	

CITY OF MONTCLAIR FISCAL YEAR 2012-13 BUDGET

FUND DESCRIPTIONS

Unlike the private sector, governmental budgeting and financial reporting is based upon fund accounting. As defined by the Government Finance Officers Association, 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."

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 where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

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

Budgets for the City's fiduciary funds (Expendable Trust Funds and Agency Funds) are prepared on the basis consistent with the fund's accounting measurement objective. Both the City's Expendable Trust Funds and Agency Funds are prepared on a modified accrual basis.

Below are descriptions for the funds included in the City's Fiscal Year 2012-13 Budget.

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund (1001) 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. Because the budget cycle is paramount, general fund accounting is based on the flow of financial resources principle. Under this principle, 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.

For Fiscal Year 2012-13, the City's General Fund proposed expenditures budget is \$25,448,034, which represents approximately seventy-nine percent of the City's total operating budget. The General Fund provides financing for 144.88 of the City's 175.35 full-time funded positions. Major revenue sources credited to the General Fund include the property tax, sales tax, and utility users tax. Detail information related to all General Fund revenue sources is included in the Statement of Estimated Revenues and related notes thereto (pages 9-29).

On April 19, 1993, City Council approved an emergency reserve policy for the City's General Fund. The policy sets the level of reserve funding at \$3 million which must be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of moneys credited to the emergency reserve requires specific authorization from the City Council. Also, moneys are set aside in the General Fund to meet the self-insurance portion (deductible) of workers' compensation and general liability claims brought against the City. The amount of reserve funding for this purpose is based upon the estimated future liability as determined by the City's third-party claims administrators, AdminSure and Carl Warren & Company. No portion of the moneys set aside for self-insurance is reflected in any of the budget summary schedules.

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 (1102) Gas Tax moneys allocated to local governments in accordance with California Streets and Highways Code Sections 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. Further, revenues allocated pursuant to Section 2107.5 must be used to defray engineering and administrative expenses. Exclusive of the 2107.5 revenues, it is the City's normal policy to allocate all Gas Tax funds to projects included in the five-year capital improvement program.

Measure I Fund (1104) In November 1989, 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 for a period not to exceed twenty years. Cities are apportioned the "local share" of Measure I moneys on a per capita basis and in accordance with a twenty-year transportation plan and a five-year capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino Associated Government's (SANBAG) five-year and twenty-year plans. In the past, Montclair was allocated regional moneys 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." Moneys 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. Moneys 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; it is understood that General Fund expenditures for the above prescribed uses far exceed the annual revenues credited to the Traffic Safety Fund.

"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 moneys which generally must be expended within low and moderate income target areas for essential community development and housing purposes. Montclair receives its share of CDBG moneys 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, Governor Deukmejian signed Assembly Bill 2766 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 moneys 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 (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 moneys 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. Moneys distributed to Montclair pursuant to the asset forfeiture laws may only be used for law enforcement programs.

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 five percent of the tax based upon their proportionate share of the net property tax loss resulting from the State's Fiscal Year 1993-94 Budget. Current law provides that cities must maintain Fiscal Year 1992-93 expenditure levels to be allocated Proposition 172 moneys.

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

Section 11489 Subfund (1146) Health & Safety Code Section 11489 provides that fifteen percent of State asset forfeiture moneys/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 moneys deposited to this fund shall not be used to supplant any state or local funds that would normally be used for same purpose.

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

School District Grant Fund (1148) The Ontario-Montclair School District had agreed to finance salaries and benefits for the Drug Abuse Resistance Effort (D.A.R.E.) officer by annual agreement. Prior to Fiscal Year 2002-03, Chaffey Joint Union High School District has agreed to finance 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 a portion of the salaries of police officers assigned to these programs.

State Supplemental Law Enforcement 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.

Local Law Enforcement Block 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.

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.

Human Services Grant Fund (1160) This grant fund was established to segregate miscellaneous grants that require specific matching and tracking of revenues and expenditures as required by the granting agency.

California Nutrition Network Grant Fund (1161) The State of California Department of Health Services Cancer Prevention and Nutrition Section provides grants to local agencies to promote healthy eating and a physically active lifestyle among lower income Californians.

Human Services Special Revenue Fund (1162) This grant fund was established to segregate miscellaneous grants that require specific matching and tracking of revenues and expenditures as required by the granting agency.

Fire Department Grant Fund (1163) This grant fund was established to segregate miscellaneous grants received by the Fire Department that require specific matching and tracking of revenues and expenditures as required by the granting agency.

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 projects and will accumulate until an amount is present to fund those projects.

EMS Paramedic Fund (1180) The Fire Department desires to enter into a contract with the local ambulance provider to subsidize the expense of enhancing the Fire Department's current level of emergency medical service.

DEBT SERVICE FUNDS

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 debt service fund established for the Montclair Financing Authority Lease Revenue Bonds (Public Facilities Projects) Issue of 2005.

2005 Lease Revenue Bonds Fund (1301) In May 2005, the City, in a joint powers agreement with the Montclair Financing Authority, issued \$31,300,000 in Lease Revenue Bonds for the construction of a new police station, senior center, and youth center. This action committed the City to make annual lease payments until October 2035. For Fiscal Year 2012-13, the annual principal and interest lease payment is \$1,916,101, payable from General Fund resources. As part of the bond issuance process, the City's transaction and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2012-13, the City has budgeted only transaction and use taxes in excess of the annual debt service requirement in the General Fund and has budgeted the remainder of these taxes in the 2005 Lease Revenue Bonds Fund. The annual principal and interest lease payments will continue to be approximately \$1.9 million dollars annually for the remaining life of this bond issue. The net interest cost on the issue is 4.63 percent. The bonds are administered by the City's trustee, The Bank of New York Trust Company, N.A.

CAPITAL PROJECT FUNDS

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).

Infrastructure Fund (1751) This fund will accomplish major capital projects of the City. It will receive transfers from the various accounting funds that are providing resources to accomplish the project and will utilize those to fund the expenditures to be incurred in actually constructing the project. This will allow individual capital projects to be tracked and will provide a full accounting of the funding sources and expenditures incurred.

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) 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 five-year capital improvement program. Effective with Fiscal Year 1993-94 the sewer use fee has been set at a rate sufficient to leave \$1.5 million in net financial assets in reserve. The reserve fund will be used to finance any extraordinary repairs to the sewer system, which are not covered under the current insurance policy, and to provide for the replacement of equipment charged to the fund.

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.

Equipment Replacement Fund (1750) The Equipment Replacement Fund was established to assure moneys would be available to replace vehicles on a scheduled basis.

Contingency Fund (1755) The Contingency Fund has been reestablished to account for moneys which are set aside for employee post employment costs, computer technology upgrades, unanticipated personnel adjustment, unforeseen building maintenance, and other potential but not determinable events.

Rubbish Collection Impound Fund (1757) The Rubbish Collection Impound Fund was established in FY 1991-92 to account for moneys which are set aside subsidization of the residential rubbish collection fee.

Montclair Youth Sponsorship Fund (1758) On July 17, 1995, City Council approved Agreement No. 95-46 which provided for the City's membership in the California Community Foundation and the establishment of the Montclair Youth Sponsorship Fund. A contribution of \$10,000 from the Baldy View Races Special Event Account was initially deposited to the fund and is to be used to 1) provide scholarships for youth recreational purposes, 2) fund operation of youth programs conducted by the City of Montclair Human Services Division, 3) provide services by the Montclair Counseling and Medical Clinic, and 4) provide for other uses and purposes serving the youth of Montclair.

REVENUES

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2009-2010 THROUGH 2012-2013**

	<u>09-10 Audited</u>	<u>10-11 Audited</u>	<u>11-12 Actual thru 3/31/12</u>	<u>11-12 Adopted</u>	<u>11-12 Revised at Midyear</u>	<u>12-13 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>							
1001 GENERAL FUND	22,611,051	24,476,078	14,816,843	25,567,786	25,662,698	24,612,051	(1,050,647)
<u>REVENUE FUNDS</u>							
1102 GAS TAX FUND	1,183,407	1,080,711	724,292	1,020,277	1,020,277	989,000	(31,277)
1104 MEASURE 1 FUND	3,139,371	1,366,475	640,674	447,500	447,500	515,250	67,750
1110 TRAFFIC SAFETY FUND	201,361	174,625	72,528	230,100	230,100	180,150	(49,950)
1131 PARK DEVELOPMENT FUND	616,222	356,669	428,638	1,116,000	1,116,000	40,400	(1,075,600)
1132 C.D.B.G. FUND	208,943	632,742	81,755	59,169	59,169	285,828	226,659
1135 AIR QUALITY IMPROVEMENT FUND	41,866	40,545	23,429	43,050	43,050	42,050	(1,000)
1138 OLDER AMERICANS ACT FUND	214,913	100,623	75,583	124,525	124,525	127,000	2,475
1140 ASSET FORFEITURE FUND - STATE	1	0	1	0	0	0	0
1143 PUBLIC SAFETY FUND	233,301	242,570	132,095	250,250	250,250	250,100	(150)
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	0	0	1,044	1,000	1,000	1,500	500
1146 SECTION 11489 SUBFUND	3	(339)	6	50	50	10	(40)
1147 FEDERAL ASSET FORFEITURE FUND - TREASURY	0	0	0	0	0	0	0
1148 SCHOOL DISTRICT GRANT FUND	89,000	64,000	32,000	64,000	64,000	64,000	0
1149 STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	93,040	129,471	343,115	311,000	311,000	161,714	(149,286)
1150 LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	133,292	24,649	19,111	0	0	14,622	14,622
1151 P.C. 1202.5 CRIME PREVENTION FUND	1,012	875	450	1,000	1,000	900	(100)
1152 RECYCLING BLOCK GRANT FUND	15,432	23,037	1	14,800	14,800	15,000	200
1160 HUMAN SERVICES GRANT FUND	1,504,950	1,614,293	994,909	1,786,722	1,786,722	1,399,990	(386,732)
1161 CALIFORNIA NUTRITION NETWORK GRANT FUND	58,954	112,177	21,170	69,449	69,449	58,000	(11,449)
1162 HUMAN SERVICES SPECIAL REVENUE FUND	94,879	138,023	74,520	124,720	124,720	128,600	3,880
1163 FIRE DEPARTMENT GRANT FUND	0	0	0	80,956	80,956	0	(80,956)

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2009-2010 THROUGH 2012-2013**

	<u>09-10 Audited</u>	<u>10-11 Audited</u>	<u>11-12 Actual</u> <u>thru 3/31/12</u>	<u>11-12 Adopted</u>	<u>11-12 Revised</u> <u>at Midyear</u>	<u>12-13 Estimate</u>	<u>Increase</u> <u>(Decrease)</u>
1180 E.M.S. - PARAMEDIC FUND	197,392	117,957	157,331	157,100	157,100	196,000	38,900
1740 DEVELOPER IMPACT FEES - LOCAL	0	2,711	0	0	0	184,927	184,927
1741 DEVELOPER IMPACT FEES - REGION	0	6,162	0	0	0	416,416	416,416
1742 BURRTEC PAVEMENT IMPACT FEES	0	0	0	0	0	54,000	54,000
<u>CAPITAL PROJECT FUND</u>							
1202 RAMONA GRADE SEPARATION	5,111,694	1,407,733	81,150	0	0	0	0
1203 MONTE VISTA AVE. GRADE SEPARATION	6,090,802	133,424	0	0	0	0	0
1204 POLICE FACILITY FUND	(2,569,743)	2,220,483	384,806	0	0	0	0
1250 thru 1265	0	24,204,930	7,836	0	0	25,000	25,000
<u>DEBT SERVICE FUND</u>							
1301 2005 LEASE REVENUE BOND FUND	1	0	0	0	0	1,916,101	1,916,101
<u>ENTERPRISE FUND</u>							
1501 SEWER MAINTENANCE FUND	2,534,274	2,525,526	1,636,231	2,440,400	2,440,400	2,567,900	127,500
<u>TRUST FUNDS</u>							
1750 EQUIPMENT REPLACEMENT FUND	14,524	25,650	5,616	18,500	18,500	18,500	0
1751 INFRASTRUCTURE FUND	9,687	871,839	296	1,000	1,000	500	(500)
1757 REFUSE PROGRAM IMPOUND FUND	350,980	203	117	100	100	200	100
1758 YOUTH SPONSORSHIP FUND	16,687	22,270	0	23,000	23,000	11,000	(12,000)
1755 CONTINGENCY FUND	68,364	3,231,334	2,363,450	68,000	68,000	100,000	32,000
1759 CITY FACILITIES IMPROVEMENT FUND	6,522	163	(3)	300	300	0	(300)
TOTAL REVENUE - ALL FUNDS	42,272,182	65,347,609	23,118,994	34,020,754	34,115,666	34,376,709	261,043

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2009-2010 THROUGH 2012-2013

	<u>09-10 Audited</u>	<u>10-11 Audited</u>	<u>11-12 Actual Thru 3/31/12</u>	<u>11-12 Adopted</u>	<u>11-12 Revised at Midyear</u>	<u>12-13 Estimate</u>	<u>Increase (Decrease)</u>
GENERAL FUND - 1001							
Taxes							
Property - Secured	1,596,833	2,077,721	1,319,874	2,287,000	2,293,861	2,300,000	6,139
Property - Unsecured	89,130	90,901	90,180	91,000	91,000	91,700	700
Property Tax in Lieu of VLF (HdL)	0	2,723,186	1,365,699	2,663,000	2,731,398	2,689,750	(41,648)
Sales & Use (HdL)	6,609,808	7,268,410	4,633,246	7,338,750	7,573,920	7,970,813	396,893
Sales Tax Compensation (HdL)	1,751,271	2,343,491	1,276,169	2,446,250	2,526,543	2,776,789	250,246
Transaction & Use Tax (HdL)	1,675,873	1,811,654	1,133,788	1,866,000	1,873,607	268,899	(1,604,708)
Prop Tax Pass Thru from SRED	0	0	0	0	0	100,000	100,000
Transient Occupancy	30,914	32,992	15,782	32,000	31,564	32,000	436
Property Transfer	73,470	77,511	25,217	86,000	75,000	75,000	0
Franchise	633,053	646,534	104,145	660,000	660,000	710,000	50,000
Business License	647,996	625,988	471,624	687,800	665,260	687,000	21,740
Utility Users	1,759,608	1,699,283	1,054,937	2,050,000	2,000,000	1,800,000	(200,000)
Total Taxes	14,867,956	19,397,671	11,490,661	20,207,800	20,522,153	19,501,951	(1,020,202)
Licenses and Permits							
Building Permits	406,168	309,230	425,080	481,000	481,000	300,000	(181,000)
Alarm Permits	750	700	475	1,500	1,500	800	(700)
Bicycle & Other Permits	3	73	7	50	50	50	0
Moving Permits	3,886	3,872	2,456	7,000	7,000	4,000	(3,000)
Yard Sale Permits	10,600	11,400	8,330	11,000	15,888	12,000	(3,888)
Construction Permits	18,731	15,503	17,764	80,000	80,000	20,000	(60,000)
Encroachment Permits	225	300	100	400	200	400	200
Gun Dealer Permits	0	0	25	50	50	50	0
Total Licenses and Permits	440,363	341,078	454,237	581,000	585,688	337,300	(248,388)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	2,925,394	189,356	0	188,000	0	170,000	170,000
Property Tax Loss Relief	28,181	29,530	0	30,000	30,000	30,000	0
Police Officer Training Reimbursement	9,094	20,532	16,722	17,250	21,445	20,000	(1,445)
Contributions - Other Govts./Bulletproof Vests	365	3,107	0	0	0	0	0
SB 90 Claim Reimbursement	13,879	22,583	18,697	40,000	40,000	40,000	0
TEA 21 Grant	107,143	31,400	0	0	0	0	0
FEMA Grant	0	21,600	0	0	0	0	0
FEMA Reimbursements	0	4,908	5,962	0	5,000	0	(5,000)
OES Reimbursements	50,365	35,035	21,111	0	9,200	0	(9,200)
RDA Graffiti Program Reimb.	52,121	48,152	26,751	55,000	52,041	0	(52,041)
WESTNET Reimbursements	51,351	75,641	56,815	80,000	72,082	0	(72,082)
Government Grants - Energy Grant	0	157,100	0	0	0	0	0
Government Grants - CMAQ Grant	5,775	0	0	0	0	0	0

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2009-2010 THROUGH 2012-2013

	<u>09-10 Audited</u>	<u>10-11 Audited</u>	<u>11-12 Actual Thru 3/31/12</u>	<u>11-12 Adopted</u>	<u>11-12 Revised at Midyear</u>	<u>12-13 Estimate</u>	<u>Increase (Decrease)</u>
Intergovernmental Revenues (cont'd)							
Government Grants - Recycled Water Grant	26,022	0	0	0	0	0	0
Government Grants - State Homeland Security Grant	2,000	0	0	18,486	18,486	0	(18,486)
Government Grants - Healthy City Grant	0	25,000	0	0	0	0	0
Government Grants - AB912/911 Dispatch Training	0	11,385	0	0	0	0	0
Govt Gnt - ADA Grant/Jul-Dec 2010/2 Officer OT Reim	0	4,979	0	0	0	0	0
Total Intergovernmental Revenues	3,271,700	680,308	146,058	428,736	248,254	260,000	11,746
Fines and Forfeitures							
Court Fines	76,938	26,236	20,342	75,000	37,651	30,000	(7,651)
Parking Citations	149,156	109,844	68,770	126,000	107,407	125,000	17,593
False Alarms	9,300	7,990	7,598	20,000	8,656	15,000	6,344
Restitution	5,227	5,160	3,122	5,000	4,500	5,000	500
Evidence Forfeitures	2,557	2,929	0	5,000	5,000	5,000	0
Vehicle Release Fees	43,000	42,700	41,200	75,000	60,200	50,000	(10,200)
Administrative Citations	18,628	79,789	62,232	70,000	97,391	90,000	(7,391)
Auto Repo Fees	1,290	870	870	1,500	1,200	1,500	300
OPTS Vehicle Impound Fees	64,545	98,703	355,165	150,000	426,312	475,000	48,688
Total Fines and Forfeits	370,641	376,021	559,299	527,500	748,317	796,500	48,183
Charges for Services							
Special Police Services	78,974	77,148	55,512	90,000	84,310	90,000	5,690
Fire Department Service Fees	8,032	7,027	3,790	20,000	8,000	10,000	2,000
Engineering Fees	0	0	0	2,500	0	2,500	2,500
Rubbish Collect/Gen Sanitation Fees	2,542,761	2,316,726	1,603,010	2,545,000	2,655,660	2,855,000	199,340
Zoning/Subdivision Fees	77,401	40,735	34,364	40,000	42,190	40,000	(2,190)
Recreation Fees	35,699	30,518	25,397	65,000	35,000	35,000	0
Program Costs - Reimbursed	41,129	43,554	20,028	25,600	37,366	40,000	2,634
Service Center Fees	15,850	11,904	11,433	20,000	15,334	15,000	(334)
Plan Checking Fees	49,786	95,123	88,091	60,000	132,868	120,000	(12,868)
Sale of Printed Materials	1,118	967	544	1,500	1,000	1,500	500
Notary Fees	180	80	45	250	250	200	(50)
Human Services Classes	2,479	9,333	5,395	6,500	7,671	7,500	(171)
Fingerprints	11,410	10,682	6,740	15,000	9,260	12,000	2,740
Family Fun Festival	4,357	5,556	0	5,000	5,000	5,000	0
Total Charges for Services	2,869,176	2,649,353	1,854,349	2,896,350	3,033,909	3,233,700	199,791

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Miscellaneous Revenue							
Interest Income	21,762	25,420	10,444	225,000	75,000	30,000	(45,000)
Interest - Loans to RDA	404,617	448,826	0	330,540	0	0	0
Library Rentals	59,496	59,496	29,748	61,000	61,000	60,000	(1,000)
Sale of City Property	0	0	0	10,000	0	0	0
Police Auction	1,370	972	8,932	2,000	17,864	5,000	(12,864)
Vending Machine Proceeds	1,465	106	0	1,500	1,500	0	(1,500)
Anniversary Book Sales/Postcards	60	88	84	200	200	200	0
Insurance Recoveries	0	6,416	50	0	100	0	(100)
Reimbursed Expenditures	140,579	191,440	74,554	110,000	118,144	150,000	31,856
Print Ad Notice Reimbursement	0	0	1,870	0	0	5,000	5,000
Special Event Reimbursement	0	399	228	0	0	400	400
Emergency Response Reimb	0	245	292	0	0	300	300
Donations & Contributions	6,137	10,500	237	6,000	6,000	6,000	0
Booking Fee Reimbursement	0	878	160	1,000	1,000	1,000	0
Cell Tower Rental	20,929	16,477	48,521	24,960	63,589	65,000	1,411
Grant - Other							
Other Miscellaneous revenue	128,785	50,311	10,000	0	10,000	0	(10,000)
Police Range Revenue	2,340	215,286	118,315	145,000	154,380	145,000	(9,380)
E-waste Recycling	740	1,785	8,109	3,500	11,400	11,000	(400)
Youth Center memberships	935	1,295	0	1,700	1,700	1,700	0
Other - Target	2,000	1,707	695	4,000	2,500	2,000	(500)
Total Miscellaneous Revenue	791,215	1,031,647	312,239	926,400	524,377	482,600	(41,777)
TOTAL GENERAL FUND	22,611,051	24,476,078	14,816,843	25,567,786	25,662,698	24,612,051	(1,050,647)
GAS TAX FUND - 1102							
Section 2105	202,087	192,570	101,167	197,902	197,902	175,000	(22,902)
Section 2106	129,334	123,272	70,542	127,115	127,115	125,000	(2,115)
Section 2107	269,342	257,189	148,848	263,367	263,367	260,000	(3,367)
Section 2107.5	6,000	6,000	0	6,000	6,000	6,000	0
Section 2103 - Fuel Tax Swap	0	355,376	238,539	415,893	415,893	410,000	(5,893)
Other Gov't Grant - Sanbag Fremont Ave	0	125,000	0	0	0	0	0
Traffic Congestion Relief Program Funds	335,699	0	0	0	0	0	0
Transportation Enhancement Act 21 Grant	0	16,856	0	0	0	0	0
Miscellaneous Revenue	206,626	0	0	0	0	0	0
Interest Income	34,319	3,623	10,196	10,000	10,000	13,000	3,000
Reimbursed Expenditures	0	825	155,000	0	0	0	0
TOTAL GAS TAX FUND	1,183,407	1,080,711	724,292	1,020,277	1,020,277	989,000	(31,277)

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MEASURE I FUND - 1104							
Measure I Sales - Local	440,748	457,214	342,131	447,000	447,000	515,000	68,000
Transportation Enhancement Act 21 Grant	0	688,321	298,330	0	0	0	0
Interest Income	(51)	(222)	213	500	500	250	(250)
Miscellaneous Revenue	2,698,674	0	0	0	0	0	0
Reimbursed Expenditures	0	2,225	0	0	0	0	0
Donations & Contributions	0	218,937	0	0	0	0	0
TOTAL MEASURE I FUND	3,139,371	1,366,475	640,674	447,500	447,500	515,250	67,750
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	58,334	66,885	24,336	85,000	85,000	60,000	(25,000)
Other C.V.C. Fines	142,999	97,014	48,067	145,000	145,000	120,000	(25,000)
Interest Income	28	(41)	125	100	100	150	50
Reimbursed Expenditures	0	10,767	0	0	0	0	0
TOTAL TRAFFIC SAFETY FUND	201,361	174,625	72,528	230,100	230,100	180,150	(49,950)
PARK DEVELOPMENT FUND - 1131							
"Quimby Act" Fees	501,200	0	0	1,078,000	1,078,000	0	(1,078,000)
Grant Revenue - Prop. 40 Grant	75,000	311,661	0	0	0	0	0
Rental Income	15,075	14,990	7,500	15,000	15,000	15,000	0
Cellular Antenna Site Rental	24,720	23,785	18,492	22,000	22,000	25,000	3,000
Interest Income	227	39	146	1,000	1,000	400	(600)
Other Misc Revenue	0	75	0	0	0	0	0
Reimbursed Expenditures	0	6,119	402,500	0	0	0	0
TOTAL PARK DEVELOPMENT FUND	616,222	356,669	428,638	1,116,000	1,116,000	40,400	(1,075,600)
C.D.B.G. FUND - 1132							
Reimbursed Expenditures	0	3,933	0	0	0	0	0
Grant Revenue	208,943	628,809	81,755	59,169	59,169	285,828	226,659
TOTAL C.D.B.G. FUND	208,943	632,742	81,755	59,169	59,169	285,828	226,659
AIR QUALITY IMPROVEMENT FUND - 1135							
Vehicle Registration Fees	41,853	40,551	23,407	43,000	43,000	42,000	(1,000)
Interest Income	13	(6)	22	50	50	50	0
TOTAL AIR QUALITY IMPROVEMENT FUND	41,866	40,545	23,429	43,050	43,050	42,050	(1,000)

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OLDER AMERICANS ACT FUND - 1138							
Nutritional Meals IIIC1	89,683	75,201	41,895	85,012	85,012	85,000	(12)
Nutritional Meals USDA	14,115	9,832	9,511	11,625	11,625	11,000	(625)
Contributions/Donations	26,738	31,081	24,177	27,656	27,656	31,000	3,344
Reimbursed Expenditures	0	(15,753)	0	0	0	0	0
Govt. Grants- ARRA	76,387	0	0	0	0	0	0
Govt. Grants- Nutritional Education	0	262	0	232	232	0	(232)
Govt Grants - Senior Program	7,990	0	0	0	0	0	0
TOTAL OLDER AMERICANS ACT FUND	214,913	100,623	75,583	124,525	124,525	127,000	2,475
ASSET FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	0	0	0	0	0	0	0
Reimbursed Expenditures	0	0	0	0	0	0	0
Interest Income	1	0	1	0	0	0	0
TOTAL ASSET FORFEITURE FUND - STATE	1	0	1	0	0	0	0
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	233,249	242,544	132,095	250,000	250,000	250,000	0
Contributions/Donations	0	0	0	0	0	0	0
Interest Income	52	26	0	250	250	100	(150)
TOTAL PUBLIC SAFETY FUND	233,301	242,570	132,095	250,250	250,250	250,100	(150)
FEDERA ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	0	0	1,044	1,000	1,000	1,500	500
Interest Income	0	0	0	0	0	0	0
TOTAL FEDERAL ASSET FORFEITURE FUND - DOJ	0	0	1,044	1,000	1,000	1,500	500
SECTION 11489 SUBFUND - 1146							
Reimbursed Expenditures	0	(337)	0	0	0	0	0
Interest Income	3	(2)	6	50	50	10	(40)
TOTAL SECTION 11489 SUBFUND	3	(339)	6	50	50	10	(40)

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FEDERAL ASSET FORFEITURE FUND - TREASURY - 1147							
Forfeited Money/Property	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0
TOTAL FEDERAL ASSET FORFEITURE FUND - TREASURY	0	0	0	0	0	0	0
SCHOOL DISTRICT GRANT FUND - 1148							
Interest Income	0	0	0	0	0	0	0
Chaffey HSD Reimb. - Safe Schools	64,000	64,000	32,000	64,000	64,000	64,000	0
O.M.S.D. Grant Revenue	25,000	0	0	0	0	0	0
TOTAL SCHOOL DISTRICT GRANT FUND	89,000	64,000	32,000	64,000	64,000	64,000	0
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
COPS/SLESF	93,019	100,095	78,147	100,000	100,000	100,000	0
Other Misc Revenue/COPS		29,358	264,935	211,000	211,000	61,664	(149,336)
Interest Income	21	18	33	0	0	50	50
TOTAL STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	93,040	129,471	343,115	311,000	311,000	161,714	(149,286)
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	133,277	24,662	19,080	0	0	14,622	14,622
Interest Income	15	(13)	31	0	0	0	0
TOTAL LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	133,292	24,649	19,111	0	0	14,622	14,622
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	1,011	876	447	1,000	1,000	900	(100)
Interest Income	1	(1)	3	0	0	0	0
TOTAL CRIME PREVENTION FUND	1,012	875	450	1,000	1,000	900	(100)
RECYCLING BLOCK GRANT FUND - 1152							
Govt. Grant - Beverage Container Recycling	5,000	10,098	0	9,800	9,800	5,000	(4,800)
Used Oil Block Grant	10,432	0	0	5,000	5,000	10,000	5,000
Interest Income	0	0	1	0	0	0	0
Reimbursed Expenditures	0	12,939	0	0	0	0	0
TOTAL RECYCLING BLOCK GRANT FUND	15,432	23,037	1	14,800	14,800	15,000	200

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HUMAN SERVICES GRANT FUND - 1160							
Contributions - Other Gov't	1,285,022	1,391,660	925,796	1,786,722	1,786,722	1,284,562	(502,160)
Government Grants - 21st Century Grant	112,499	87,877	44,626	0	0	65,758	65,758
Cont/Donations Hope thru Housing	45,000	48,361	14,450	0	0	34,670	34,670
Grants - United Way	62,429	47,600	10,037	0	0	15,000	15,000
Reimbursed Program Costs	0	4,407	0	0	0	0	0
Other Misc Revenue	0	34,388	0	0	0	0	0
TOTAL HUMAN SERVICES GRANT FUND	1,504,950	1,614,293	994,909	1,786,722	1,786,722	1,399,990	(386,732)
CALIFORNIA NUTRITION GRANT FUND - 1161							
Grant Revenue (Por La Vida)	58,954	88,320	21,170	69,449	69,449	58,000	(11,449)
Other Misc Revenue	0	23,857	0	0	0	0	0
TOTAL CALIFORNIA NUTRITION NETWORK GRANT FUND	58,954	112,177	21,170	69,449	69,449	58,000	(11,449)
HUMAN SERVICES SPECIAL REVENUE FUND - 1162							
Other Misc Revenue	0	100	0	0	0	0	0
Government Grants - First 5	94,879	137,923	74,520	124,720	124,720	128,600	3,880
Grants - Other	0	0	0	0	0	0	0
TOTAL HUMAN SERVICES SPECIAL REVENUE FUND	94,879	138,023	74,520	124,720	124,720	128,600	3,880
FIRE DEPARTMENT GRANT FUND - 1163							
FEMA - LifePak 15 revenue	0	0	0	80,956	80,956	0	(80,956)
TOTAL FIRE DEPARTMENT GRANT FUND	0	0	0	80,956	80,956	0	(80,956)
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	18,759	13,733	14,980	15,000	15,000	20,000	5,000
First Responder Services	86,128	72,883	50,206	106,000	106,000	87,000	(19,000)
Vehicle Fluid Recovery Program	17,328	12,422	5,540	10,000	10,000	14,000	4,000
Contributions/Donations	16,315	0	20,000	11,000	11,000	0	(11,000)
Training Reimbursement	58,862	18,419	66,605	15,000	15,000	75,000	60,000
Other Misc Revenue	0	500	0	0	0	0	0
Interest Income	0	0	0	100	100	0	(100)
TOTAL E.M.S. - PARAMEDIC FUND	197,392	117,957	157,331	157,100	157,100	196,000	38,900

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RAMONA AVE GRADE SEPARATION - 1202							
Interest Income	236	(19)	385	0	0	0	0
Contribution - Other Governments(RDA)	0	3,572	0	0	0	0	0
TEA 21/CMAQ	5,111,458	1,404,180	80,765	0	0	0	0
TOTAL RAMONA GRADE SEPARATION	5,111,694	1,407,733	81,150	0	0	0	0
MONTE VISTA AVE GRADE SEPARATION - 1203							
PUC Grade Separation Funds	0	0	0	0	0	0	0
Govt. Grants - Traffic Congestion Relief	6,090,802	133,424	0	0	0	0	0
TOTAL MONTE VISTA GRADE SEPARATION	6,090,802	133,424	0	0	0	0	0
POLICE FACILITY CAPITAL PROJECT FUND - 1204							
Contribution - Other Governments(RDA)	0	2,220,309	384,806	0	0	0	0
Grants - Homeland Security Grant	35,372	0	0	0	0	0	0
Reimbursed Expenditures	(2,605,115)	174	0	0	0	0	0
TOTAL POLICE FACILITY FUND	(2,569,743)	2,220,483	384,806	0	0	0	0
BOND PROCEED FUNDS (1250 - 1265)							
Contribution - Other Governments(RDA)	0	23,608,678	0	0	0	0	0
Interest Income	0	0	7,836	0	0	25,000	0
CDBG Revenue	0	596,252	0	0	0	0	0
TOTAL BOND PROCEED FUNDS	0	24,204,930	7,836	0	0	25,000	25,000
2005 LEASE REVENUE BOND FUND - 1301							
Bond Proceeds	0	0	0	0	0	0	0
Transaction/Use Tax Debt Service	0	0	0	0	0	1,916,101	1,916,101
Interest Income	1	0	0	0	0	0	0
TOTAL 2005 LEASE REVENUE BOND FUND	1	0	0	0	0	1,916,101	1,916,101
SEWER MAINTENANCE FUND - 1501							
Sewer Maintenance Fees	2,543,416	2,436,566	1,634,112	2,413,000	2,413,000	2,560,000	147,000
Sewer Availability Fees	2,260	2,403	1,641	2,400	2,400	2,400	0
Interest Income	(25,181)	(333)	220	10,000	10,000	5,000	(5,000)
Interest - Sewer Development Fees	13,779	124	258	15,000	15,000	500	(14,500)
Sale of City Property	0	0	0	0	0	0	0
Reimbursed Expenditures	0	86,339	0	0	0	0	0
Other Misc Revenue	0	427	0	0	0	0	0
TOTAL SEWER MAINT. FUND	2,534,274	2,525,526	1,636,231	2,440,400	2,440,400	2,567,900	127,500

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DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	0	2,711	0	0	0	184,927	184,927
TOTAL DEVELOPER IMPACT FEES - LOCAL	0	2,711	0	0	0	184,927	184,927
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	0	6,162	0	0	0	416,416	416,416
TOTAL DEVELOPER IMPACT FEES - REGIONAL	0	6,162	0	0	0	416,416	416,416
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	0	0	0	0	0	54,000	54,000
TOTAL PAVEMENT IMPACT FEES	0	0	0	0	0	54,000	54,000
EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property	6,155	11,137	0	10,000	10,000	10,000	0
E.R.F. Interest Income	8,369	9,871	5,616	8,500	8,500	8,500	0
E.R.F. Insurance Recoveries	0	4,642	0	0	0	0	0
TOTAL EQUIPMENT REPLACEMENT FUND	14,524	25,650	5,616	18,500	18,500	18,500	0
INFRASTRUCTURE FUND - 1751							
Infrastructure Fund TEA 21	0	327,466	0	0	0	0	0
Infrastructure Fund Prop 1B Bond Funds	0	544,435	0	0	0	0	0
Infrastructure Fund Interest Income	9,687	(62)	296	1,000	1,000	500	(500)
TOTAL INFRASTRUCTURE FUND	9,687	871,839	296	1,000	1,000	500	(500)
REFUSE PROGRAM IMPOUND FUND - 1757							
Reimbursed Expenditures	351,022	252	0	100	100	0	(100)
Interest Income	(42)	(49)	117	0	0	200	200
Reimbursed Expenditures	0	0	0	0	0	0	0
Contributions/Donations	0	0	0	0	0	0	0
TOTAL REFUSE PROGRAM IMPOUND FUND	350,980	203	117	100	100	200	100

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YOUTH SPONSORSHIP FUND - 1758							
Interest Income	8,496	15,018	0	15,000	15,000	3,000	(12,000)
Contributions/Donations	8,191	7,252	0	8,000	8,000	8,000	0
TOTAL YOUTH SPONSORSHIP FUND	16,687	22,270	0	23,000	23,000	11,000	(12,000)
CONTINGENCY FUND - 1755							
Contributions - Other Govts/RDA	0	3,236,957	0	0	0	0	0
Reimbursed Expenditures	0	0	2,289,648	0	0	0	0
Interest Income	68,364	(5,623)	73,802	68,000	68,000	100,000	32,000
TOTAL CONTINGENCY FUND	68,364	3,231,334	2,363,450	68,000	68,000	100,000	32,000
CITY FACILITIES IMPROVEMENT FUND - 1759							
Contributions-Other Govts/Westnet	0	0	0	300	0	0	0
Interest Income	6,522	163	(3)	300	300	0	(300)
TOTAL CITY FACILITIES IMPROVEMENT	6,522	163	(3)	300	300	0	(300)
	<u>42,272,182</u>	<u>65,347,609</u>	<u>23,118,994</u>	<u>34,020,754</u>	<u>34,115,666</u>	<u>34,376,709</u>	<u>261,043</u>

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

Adopted FY 2011-12 budget includes adjustments authorized by City Council on February 15, 2012. FY 2011-12 revised estimates were based upon data available at March 31, 2012.

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 Estimates FY 2012-13 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 Estimates FY 2012-13 estimates are 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 SANBAG for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State. Effective July 1, 2004, the City's General Fund portion (1%) was reduced to .75% with the remaining .25% being reallocated to the State to help fund the State's \$15 million deficit reducing bond issuance. The reallocation of sales tax revenue is expected to continue until the deficit reducing bond issuance is fully financed which is predicted to be approximately 9 to 14 years.

Basis for Estimates FY 2012-13 estimate is based upon projections received from our sales tax consultants.

Sales Tax Compensation

Description Effective July 1, 2004, as indicated above, the General Fund's sales tax of 1% was reallocated to the State to help fund the State's \$15 million deficit reducing bond issuance. To make sure local governments remain financially whole as a result of the reallocation, the State reimburses local governments dollar-for-dollar by backfilling the .25% loss with property tax money in the Educational Revenue Augmentation Fund (ERAF). The amount received as backfill from ERAF will be based solely on sales tax generation and does not reflect property tax growth. The backfill payments will be paid semiannually in January and May. The reallocation of sales tax revenue and the ERAF backfill is expected to continue until the deficit reducing bond issuance is fully financed which is predicted to be approximately 9 to 14 years.

Basis for Estimates FY 2012-13 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 with 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 2005 Public Facilities Bonds, is designated for this purpose.

Basis for Estimates FY 2012-13 estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2005 Public Facilities 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 Estimates FY 2012-13 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 Estimates FY 2012-13 estimate is based upon the City's actual collection experience for the previous fiscal year.

Franchise Fees

Description Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Time Warner Cable, Verizon, and Burrtec Waste Industries, Inc.

Basis for Estimates FY 2012-13 estimates are based upon the prior fiscal year with the exception of the Burrtec franchise which increased from 4% to 10%.

Business License Tax

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

Basis for Estimates The FY 2012-13 amount is based upon prior year experience and has been adjusted for an increase in the business license fee for Burrtec which will occur in FY 2012-13.

Utility Users Tax

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

Basis for Estimates The FY 2012-13 amount is based upon prior year experience and recognizes a modest increase as indicated in the economy discussed above.

Building Permits

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

Basis for Estimates FY 2012-13 estimate is based upon current budget projections provided by the Building Official.

Alarm Permits

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

Basis for Estimates The FY 2012-13 estimate is based upon prior year experience.

Construction Permits

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

	<p><u>Basis for Estimates</u> The FY 2012-13 estimate is based upon prior year experience.</p>
Motor Vehicle In-Lieu Tax	<p><u>Description</u> The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of the 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 moneys in (ERAF funds) payable in January and May of each year.</p>
	<p><u>Basis for Estimates</u> The FY 2012-13 amount is based upon prior year experience and the indication that it will resume during FY 2012-13.</p>
Property Tax Loss Relief	<p><u>Description</u> 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><u>Basis for Estimates</u> FY 2011-12 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2012-13 estimate assumes no change to current budget.</p>
Court Fines	<p><u>Description</u> 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><u>Basis for Estimates</u> FY 2011-12 and FY 2012-13 estimates are based upon actual collection experience for twelve months.</p>
Parking Citations	<p><u>Description</u> 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><u>Basis for Estimates</u> FY 2012-13 estimate is based upon actual collection experience for twelve months ending March 31, 2012.</p>
Special Police Services	<p><u>Description</u> 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><u>Basis for Estimates</u> FY 2011-12 and FY 2012-13 estimates are based upon actual collection experience.</p>
Fire Department Service Fees	<p><u>Description</u> 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 abatement.</p>
	<p><u>Basis for Estimates</u> FY 2011-12 and FY 2012-13 estimates are based upon actual collection experience for twelve months.</p>
Rubbish Collection Fees	<p><u>Description</u> 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><u>Basis for Estimates</u> FY 2012-13 estimates are based on actual collection experience, reduction due to bad debts, and monthly rates of \$25.36 for residents and \$20.29 for seniors which became effective September 1, 2011. The senior citizen discounts were authorized by City Council, June 21, 1993 and were increased to 20% on January 18, 2000.</p>
Zoning/Subdivision Fees	<p><u>Description</u> 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>

Basis for Estimates FY 2011-12 revised estimate and the FY 2012-13 estimate were obtained from the City Planning Division.

Recreation Fees

Description The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.

Basis for Estimates FY 2011-12 and FY 2012-13 estimates are based upon actual collection experience for the most recent twelve months plus an expected increase due to a greater exposure via the internet of Human Services' recreational activities.

Program Costs-Reimbursed

Description The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.

Basis for Estimates FY 2012-13 estimate is based upon City's anticipated participation charged to account 1001-4781-52870-400.

Service Center Fees

Description Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.

Basis for Estimates FY 2010-12 and FY 2011-13 estimates are based upon actual collection experience for twelve months.

Plan Checking Fees

Description Includes revenue from plan or map checking fees which are not a part of the building permit fee process.

Basis for Estimates FY 2012-13 estimate is partially based upon plan or map checking services charged to account 1001-4641-52270-400.

Interest Income

Description Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.

Basis for Estimates FY 2012-13 is based on an assumed average interest rate of 1.0 percent on governmental securities, certificate of deposits, and 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.

Library Rentals

Description San Bernardino County leases the library building from the City in accordance with SB Co. Agmt. No. 07-147. The contract provides for a lease term of 10 years ending in October 2017 with two five-year options to extend. Lease agreement quarter rent is currently \$14,874. This amount is subject to annual adjustment for cost of utilities.

Basis for Estimates FY 2012-13 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 Estimates FY 2012-13 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 Estimates FY 2011-12 and FY 2012-13 estimates are 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 monthly a fixed

apportionment of \$400. Taxes received pursuant to Section 2106 are restricted to street purpose expenditures.

Basis for Estimates FY 2011-12 and FY 2012-13 estimates are 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 \$.0259 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 Estimates FY 2011-12 and FY 2011-13 estimates are 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 Estimates FY 2011-12 and FY 2012-13 estimates are 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 Estimates FY 2011-12 and FY 2012-13 estimates are based on information obtained from the State Controller's Office.

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 Program adopted by resolution of the local jurisdiction.

Basis for Estimates FY 2011-12 estimate is based upon actual collection experience. FY 2012-13 estimate anticipates a modest percentage increase over FY 2011-12.

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 Estimates FY 2012-13 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 Estimates FY 2012-13 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 Estimates FY 2012-13 estimate was obtained from the City Planning Division.

Rental Income

Description Includes rental payments on residence at 11244 Vernon Avenue purchased by the City in 1991.

Basis for Estimates FY 2012-13 estimate is based upon a month to month rental agreement of \$1,250 with property tenant.

Cellular Ant. Site Rental

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

Basis for Estimates FY 2012-13 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 expenditure for housing, public safety and economic development within low-income target areas.

Basis for Estimates FY 2012-13 estimates are 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 Estimates FY 2012-13 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 Estimates FY 2011-12 and FY 2012-13 estimates are zero because the City has not received notice of significant asset forfeiture revenues allocable to the City.

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 Estimates FY 2012-13 estimate anticipates no significant change over FY 2011-12.

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 Estimates FY 2012-13 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 residence at no cost.

Basis for Estimates FY 2012-13 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. Ordinance No. 07-890 increased the rate to \$13.29 effective July 1, 2007. Prior to Fiscal Year 2007-08 the rate was \$9.54 since January 1, 1993. Resolution No. 07-2681 increased the rate to \$15.67 effective July 1, 2009. In accordance with Ordinance No. 07-890, the rate will increase to \$18.46 effective July 1, 2010.

Basis for Estimates FY 2012-13 estimates are based on the monthly rate of \$18.46.

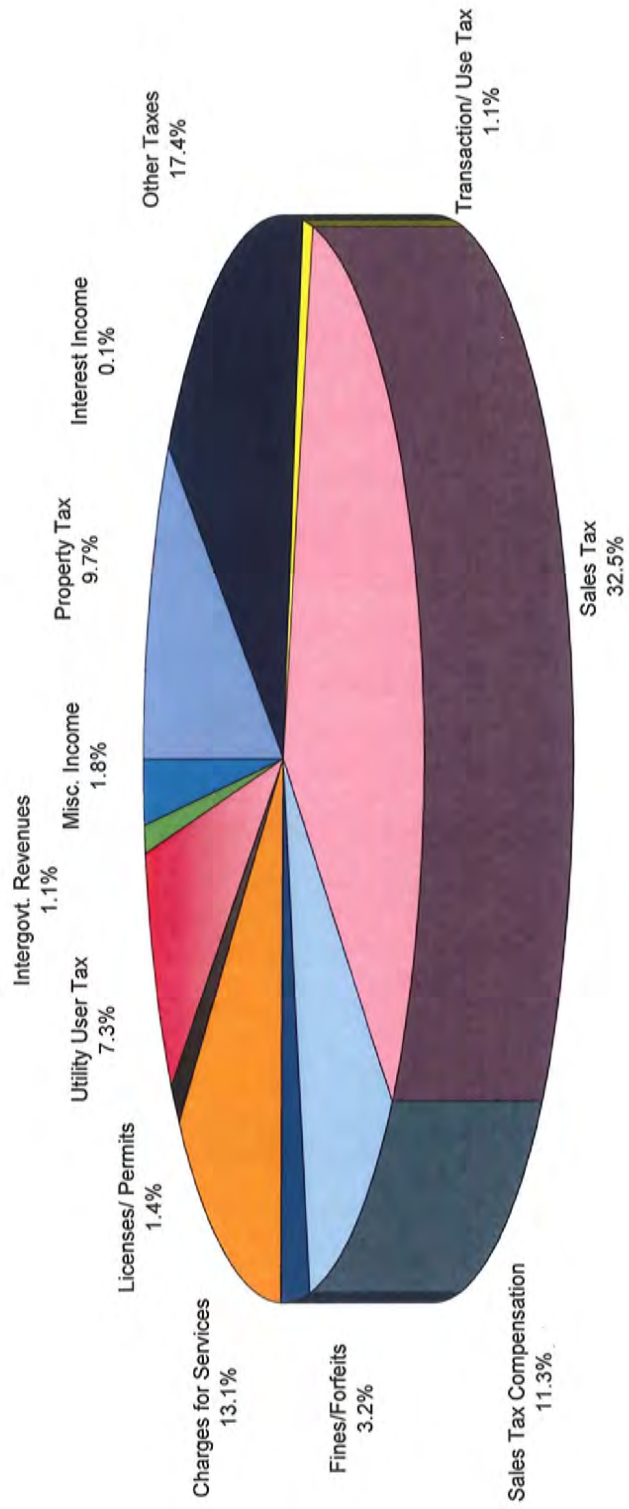
Sewer Availability Fees

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.

Basis for Estimates FY 2012-13 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

**CITY OF MONTCLAIR
2012-13 General Fund Revenues
By Source**

Total Budget - \$24,612,051



OPERATING EXPENDITURES BUDGETS

**CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2010-11 THROUGH 2012-13**

FUND	FY 2010-11	FY 2011-12	FY 2012-13
General Fund	25,365,567	25,572,212	25,448,034
Gas Tax	832,906	935,375	1,498,040
Traffic Enforcement	0	0	0
Park Development	13,200	13,200	13,200
C.D.B.G.	86,742	59,169	42,874
Air Quality Improvement Trust	12,703	12,000	20,000
Older American	189,608	136,528	137,281
OCJP Fund	0	0	0
"Prop 172" Public Safety	303,883	492,681	56,496
Federal Asset Forfeiture	1,000	1,000	1,000
Asset Forfeiture - Treasury	0	0	0
School District Grant	63,869	64,000	64,000
State Supplemental Law Enforcement	169,432	203,722	95,300
LLE Block Grant	0	0	0
Used Oil Recycling Grant	5,000	5,000	5,000
Human Services Grant	1,309,444	1,850,558	1,572,440
California Nutrition Grant	66,679	69,449	68,769
Human Services Special Revenue	150,046	124,720	103,011
EMS - Paramedic	247,800	88,332	289,783
2005 Lease Revenue Bonds	1,913,601	1,912,901	1,916,101
Sewer Maintenance	2,659,151	2,427,430	2,531,608
Equipment Replacement	123,600	134,292	192,255
Refuse Impound	77,074	69,464	0
TOTAL	33,591,305	34,172,033	34,055,192

Note: This report does not reflect the Indirect Staff Charges which total 208,481 for FY 2012-13.

CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2008-09 THROUGH 2012-13

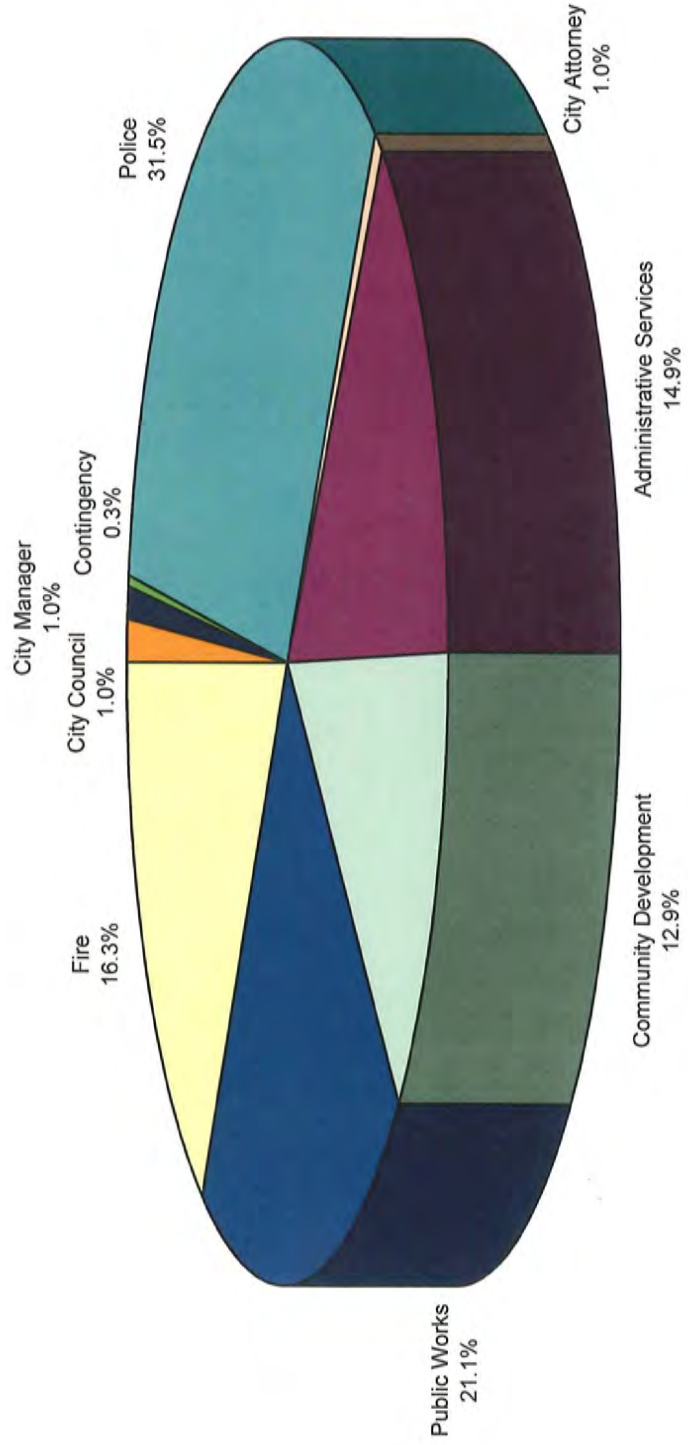
	Budgeted 2008-09	Budgeted 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
City Council	\$ 415,965	\$ 319,189	\$ 303,956	\$ 291,921	\$ 322,885
City Manager	351,776	299,762	141,706	226,750	309,384
Administrative Services	5,481,439	5,025,744	4,709,276	4,635,439	4,824,100
Police	11,197,401	11,084,766	10,357,492	10,645,243	10,222,182
Fire	6,039,635	5,674,065	5,579,925	5,531,188	5,268,856
Public Works	6,944,326	6,918,766	6,789,107	6,478,923	6,824,547
Community Development	4,442,246	3,735,457	3,891,021	4,517,760	4,161,854
City Attorney	216,621	218,393	208,706	238,743	313,764
Contingency	200,000	100,000	100,000	100,000	100,000
TOTAL OPERATING BUDGET	\$ 35,289,409	\$ 33,376,142	\$ 32,081,189	\$ 32,665,967	\$ 32,347,572

NOTE: FY 2011-12 Budget includes all appropriations authorized through March 31, 2011. Appropriations for FY 2008-09 through 2010-11 represent final recorded budgets.

This does not reflect the Indirect Staff Charges.

**CITY OF MONTCLAIR
2012-13 Operating Budget
By Department**

Total Budget - \$32,347,572



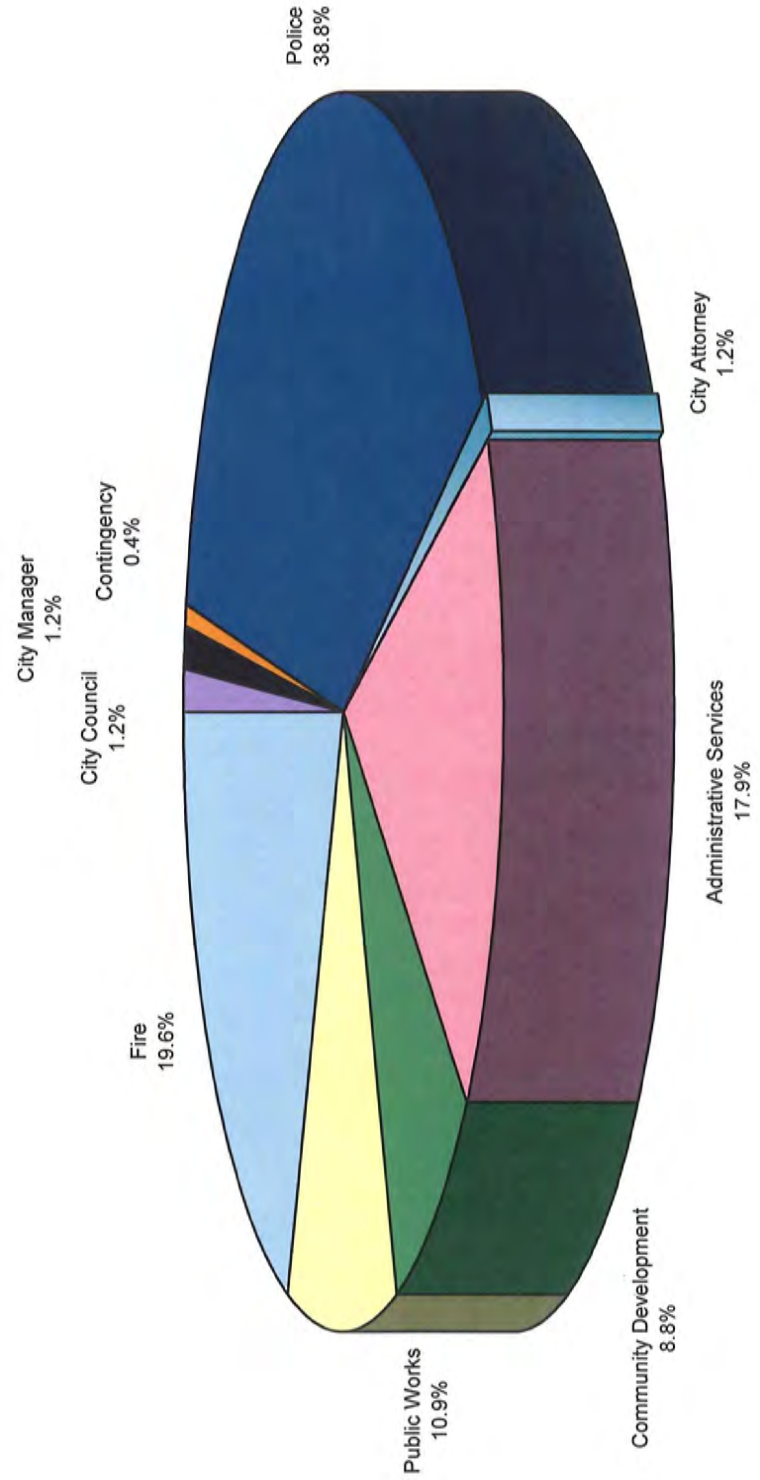
Note: This does not reflect the Indirect Staff Charges.

**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2012-13**

	City Council	City Manager	Admin. Services	Police	Fire	Public Works	Community Development	City Attorney	Contingency	City/RDA Total	Indirect Staff Charges	Grand Total
General Fund	303,034	293,965	4,546,432	9,893,656	4,979,073	2,768,481	2,249,629	313,764	100,000	25,448,034	-	25,448,034
Gas Tax			1,600			1,496,440				1,498,040		1,498,040
Traffic Enforcement										0		0
Park Development						13,200				13,200		13,200
C.D.B.G.						32,150	10,724			42,874		42,874
Air Quality Improvement Trust							20,000			20,000		20,000
DAAAS Grant Fund							137,281			137,281		137,281
OCJP Fund										0		0
"Prop. 172" Public Safety						56,496				56,496		56,496
Federal Asset Forfeiture			1,000							1,000		1,000
OMSD Grant						64,000				64,000		64,000
State Supplemental Law Enforcement						95,300				95,300		95,300
LLE Block Grant										0		0
Recycling Block Grant Fund			5,000							5,000		5,000
Energy Efficiency Block Grant Fund										0		0
Human Services Grant							1,572,440			1,572,440		1,572,440
California Nutrition Grant Fund							68,769			68,769		68,769
Human Services Special Revenue							103,011			103,011		103,011
E.M.S. - Paramedic						289,783				289,783		289,783
Sewer Maintenance			96,857			2,434,751				2,531,608		2,531,608
Equipment Replacement						79,525				192,255		192,255
Refuse Impound						112,730				0		0
TOTAL - CITY	303,034	293,965	4,650,889	10,222,182	5,268,856	6,824,547	4,161,854	313,764	100,000	32,139,091	-	32,139,091
Indirect Staff Charges												
Sewer Fund	19,851	15,419	173,211							208,481	(208,481)	-
Other Agencies - RDA	0	0	0							0	0	-
	19,851	15,419	173,211							208,481	(208,481)	-
TOTAL - CITY/OTHER AGENCIES	322,885	309,384	4,824,100	10,222,182	5,268,856	6,824,547	4,161,854	313,764	100,000	32,347,572	(208,481)	32,139,091

CITY OF MONTCLAIR
2012-13 General Fund Operating Budget
By Department

Total Budget - \$25,448,034



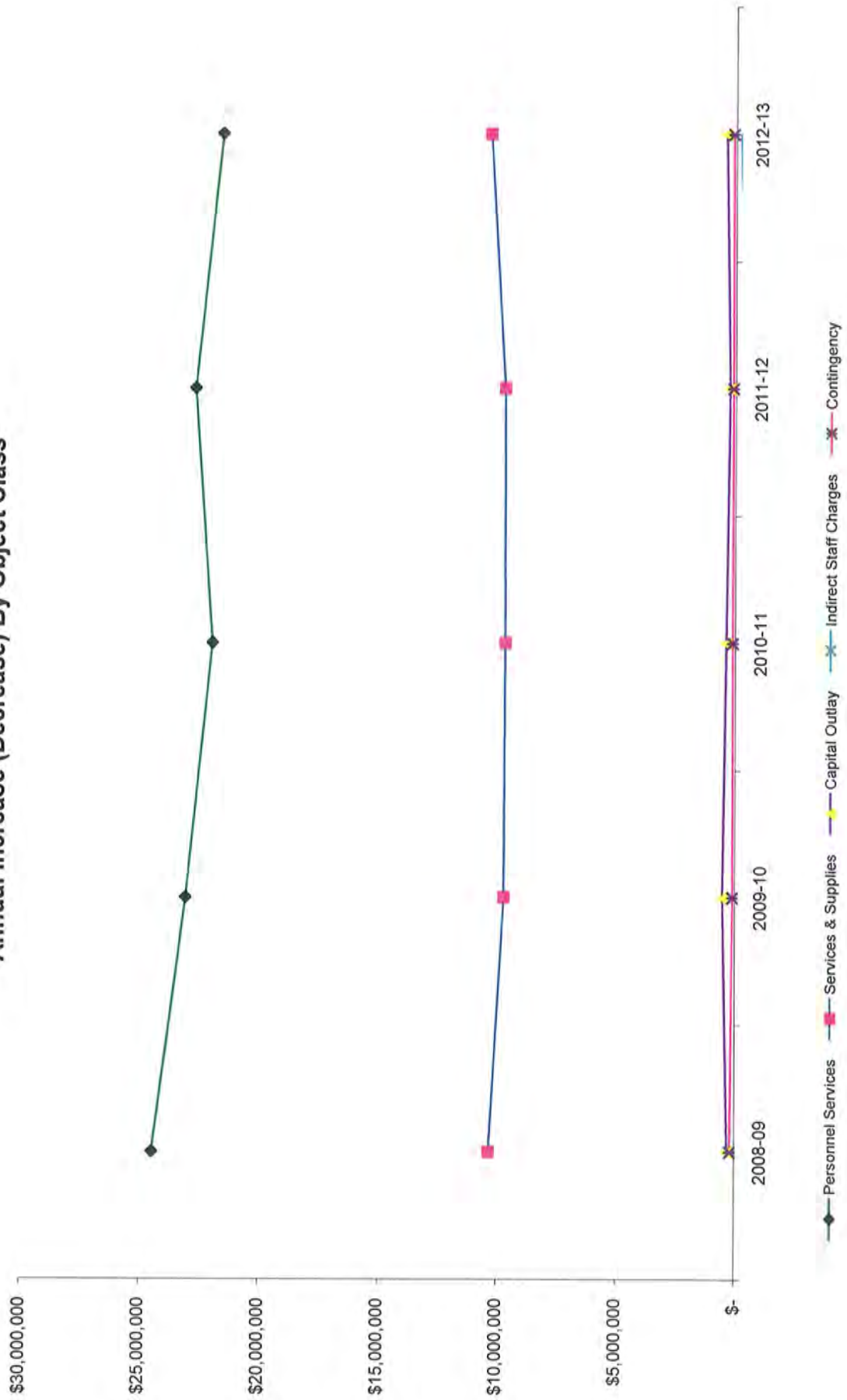
CITY OF MONTCLAIR
 OPERATING APPROPRIATIONS BUDGET
 BY OBJECT CLASS
 FISCAL YEAR 2012-13

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Indirect Staff Charges	Total
City Council	0.00	\$ 130,990	\$ 191,895	\$ 0	(19,851)	\$ 303,034
City Manager	0.30	193,367	116,017	0	(15,419)	293,965
Administrative Services	21.51	1,560,766	3,136,663	126,671	(173,211)	4,650,889
Police	85.13	9,039,347	1,068,905	113,930	0	10,222,182
Fire	42.12	4,725,216	535,148	8,492	0	5,268,856
Public Works	43.19	2,460,453	4,198,594	165,500	0	6,824,547
Community Development	34.00	3,396,426	765,428	0	0	4,161,854
City Attorney	0.00	27,987	285,777	0	0	313,764
Sub-totals	226.25 *	\$ 21,534,552	10,298,427	414,593	(208,481)	32,039,091
Contingency						100,000
TOTAL OPERATING BUDGET		21,534,552	10,298,427	414,593	(208,481)	32,139,091

* Full-Time Employees:

City	226.25
RDA	1.90
MHC	2.85
	<u>231.00</u>

CITY OF MONTCLAIR
Operating Budgets 2008-09 to 2012-13
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2012-13 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2010-11</u>	<u>Adopted 2011-12</u>	<u>Adopted 2012-13</u>
City Council	0.00	0.00	0.00
City Manager	0.30	0.30	0.30
Administrative Services			
Administration	1.25	1.45	1.55
Financial Services	5.65	5.65	7.33
Solid Waste	2.15	2.15	2.15
City Clerk	1.45	2.15	2.03
Personnel/Risk Management	4.80	3.00	3.00
Information Technology	3.60	3.60	4.00
Central Services	1.00	1.00	1.00
Records Retention	0.55	0.45	0.45
Department Total	20.45	19.45	21.51
Police			
Administration	2.13	2.13	2.13
Support Services	1.70	1.70	1.70
Technical Services	0.00	0.00	0.00
Records	9.15	9.15	10.15
Investigations	12.40	12.40	12.40
Uniform Patrol	49.50	49.50	48.50
Communications	9.15	9.15	9.15
Volunteer Services	0.10	0.10	0.10
Department Total	84.13	84.13	84.13
Fire			
Administration	2.12	2.12	2.12
Fire Prevention	4.60	5.50	6.50
Emergency Services	28.17	28.17	31.17
Personnel Development	1.00	1.00	1.00
Equipment Maintenance	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
Code Enforcement	3.40	0.00	0.00
EMS-Paramedics	0.83	0.83	0.83
Department Total	40.62	38.12	42.12

CITY OF MONTCLAIR
FY 2012-13 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2010-11</u>	<u>Adopted 2011-12</u>	<u>Adopted 2012-13</u>
Public Works			
Engineering Management	2.50	2.50	4.89
Public Works Inspection	1.00	1.00	1.05
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	2.20	2.20	2.20
Street Maintenance	5.55	5.45	8.15
Signing & Painting	1.20	1.20	2.20
Street Sweeping	2.20	2.20	2.20
Park Maintenance	6.55	6.55	5.70
Tree Maintenance	0.20	0.20	0.20
Vehicle Maintenance	2.20	2.20	2.20
Sewer Maintenance	8.10	10.20	7.50
Building Maintenance	0.95	0.95	0.95
Heating & Air Conditioning	0.80	0.80	0.80
Janitorial Services	5.10	5.10	5.10
Department Total	38.60	40.60	43.19
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.60	1.10	1.10
Current Planning	2.45	1.95	1.95
Advance Planning	0.75	1.25	1.25
Field Inspection	2.00	2.00	2.00
Plan Check	1.00	1.00	1.00
Operations	1.00	1.00	1.00
Code Enforcement	0.00	2.00	3.50
Recreation	18.05	18.05	18.05
Service Center	1.25	1.25	0.75
Senior Citizens	1.05	1.05	1.40
Nutritional Meals	0.45	0.45	0.6
Health Education	1.20	1.20	1.20
Children/Family Comm.	0.20	0.20	0.20
Department Total	31.00	32.50	33.50
City Attorney	0.00	0.00	0.00
Total - All Departments	215.10	215.10	224.75

(SRDA - 2.19 & MHC - 2.85)

BUDGET RESOLUTION

RESOLUTION NO. 12-2956

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2012-13 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2012-13 including all proposed expenditures, estimated revenues, and estimated fund balances; and

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

WHEREAS, the City Council duly reviewed the proposed budget at a meeting open to the public on June 12, 2012.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair hereby adopts the proposed budget as the Annual Budget for Fiscal Year 2012-13.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2013-14 for all outstanding purchase orders and unexecuted contracts as of June 30, 2013, for which a valid appropriation exists.

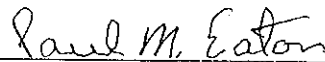
BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2013-14 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2013.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2013-14 for all grants included in the adopted budget that have not been completed as of June 30, 2013.

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

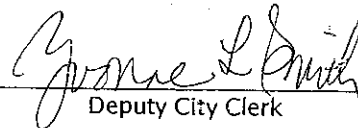
BE IT FURTHER RESOLVED that except for personnel cost-of-living adjustments, which are governed by approved Memorandums of Understanding and Agreements, all expenditures from the Contingency Account must be expressly authorized by the City Council.

APPROVED AND ADOPTED this 18th day of June, 2012



Mayor

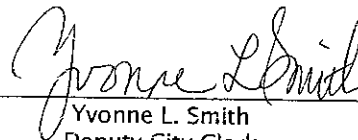
ATTEST:



Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 12-2956 was duly adopted by the City Council of said city and was approved by the Mayor of said City at a regular meeting of said City Council, held on the 18th day of June, 2012, and that it was adopted by the following vote, to-wit:

AYES: Ruh, Dutrey, Paulitz, Raft, Eaton
NOES: None
ABSTAIN: None
ABSENT: None



Yvonne L. Smith
Deputy City Clerk

ARTICLE 13-B DISCLOSURES

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2012-13**

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 2012-13 is \$322,631,444.

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 2012-13 is \$19,719,384 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 25,448,034
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 710,000	
Licenses & Permits	337,300	
Fines & Forfeits	796,500	
POST Reimbursements	20,000	
Other Intergovernmental Reimbursements	240,000	
Charges for Services	3,233,700	
Miscellaneous		
Rental Income	60,000	
Other	145,000	
Transfers-In ¹	186,150	5,728,650
Appropriations Budget Financed by Taxes		\$ 19,719,384

¹ Includes \$6,000 from Gas Tax Fund and \$180,150 from Traffic Safety Fund.

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."

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 sit as the legislative body of the City; develop public policy; promote public welfare; pursue interests of the public; establish organizational goals; authorize fiscal priorities; supervise the services of the City Attorney and day-to-day performance of the City Manager; represent the City's interests before regional, state, and federal agencies; adopt appropriate legislative initiatives; and serve as Directors of the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	126,373	130,990	130,990	130,990
Services and Supplies	165,548	191,895	191,895	191,895
Capital Outlay	0	0	0	0
Total	291,921	322,885	322,885	322,885

Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)
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Source of Funds

General Fund	257,270	303,034	303,034	303,034
RDA – Indirect Staff Charges	15,806	0	0	0
Sewer Maintenance Fund – Indirect Staff Charges	18,845	19,851	19,851	19,851
Total	291,921	322,885	322,885	322,885

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>Mgr. Recom.</u>	<u>Final</u>	<u>Dept. Request</u>	<u>Recom. by Mgr.</u>	<u>Adopted Budget</u>
<u>Part Time</u>							
Mayor	1.00	1.00	1.00	1.00	12,504	12,504	12,504
Council Members	4.00	4.00	4.00	4.00	35,616	35,616	35,616
Part Time	5.00	5.00	5.00	5.00	48,120	48,120	48,120
Benefit Costs					82,870	82,870	82,870
TOTAL					130,990	130,990	130,990

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
 2. Hold public meetings to consider agenda issues presented before the Council; 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 Action Committee, 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 actions.
 17. Serve on City Council subcommittees.
 18. Address evolving issues related to retention of redevelopment agencies and pension reform.
 19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
-

Personnel Services – \$130,990

Salary requests are for: Mayor (1.00) – \$12,504; Council Members (4.00) – \$35,616. Cost allocations are as follows: part-time salaries – \$48,120; benefits – \$82,870.

Services and Supplies – \$191,895

Funding requested is for: service awards – \$900; books and publications – \$246; publication and advertising – \$8,500; community benefits – \$26,000; dues and memberships – \$20,891; travel and meetings – \$22,920; mileage/auto allowance – \$19,824; special consulting services – \$67,000; telephone service – \$247; electric service – \$4,072; natural gas service – \$313; vocational training – \$2,500; general liability insurance – \$1,933; other insurance – \$1,699; small equipment – \$300; cellular phone service – \$1,850; miscellaneous expenditures – \$12,700.

Capital Outlay

No funding requested.

ADMINISTRATIVE SERVICES

DEPARTMENT BUDGET SUMMARY

Department Administrative Services

Overview

The Administrative Services Department consists of eight 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) Finance 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; (3) Solid Waste administers utility billing services, recycling programs, and refuse-related services; (4) City Clerk provides election services and preparation of City Council agendas/minutes; (5) Personnel/Risk Management oversees recruitments, labor relations, claims and risk management administration, employee training and wellness, and benefits administration; (6) Information Technology provides for technological needs including research/assessment/development, multimedia services, and hardware/software/network maintenance; (7) Central Services provides for community-related contract services, office equipment maintenance, duplication and mail services, and office supplies; and (8) Records Retention manages document retention/archiving/destruction services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,586,622	1,686,280	1,560,766	1,560,766
Services and Supplies	2,934,887	3,145,983	3,136,663	3,136,663
Capital Outlay	113,930	166,465	126,671	126,671
Total	4,635,439	4,998,728	4,824,100	4,824,100
Personnel Authorized	19.45 (FT) 9.00 (PT)	22.55 (FT) 10.00 (PT)	21.51 (FT) 10.00 (PT)	21.51 (FT) 10.00 (PT)
Department Distribution				
Administration	112,860	120,727	118,427	118,427
Financial Services	612,780	773,712	657,827	657,827
Solid Waste	2,088,206	2,276,836	2,275,386	2,275,386
City Clerk	143,211	104,876	88,247	88,247
Personnel/Risk Mgmt.	451,893	426,771	426,771	426,771
Information Tech. Services	734,799	788,485	762,628	762,628
Central Services	439,934	433,727	421,220	421,220
Records Retention	51,756	73,594	73,594	73,594
Total	4,635,439	4,998,728	4,824,100	4,824,100
Source of Funds				
General Fund	4,145,039	4,720,335	4,546,432	4,546,432
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,600	1,600	1,600	1,600
RDA – Indirect Staff Charges	145,233	0	0	0
Sewer Maint. – Indirect Staff Chgs.	173,161	173,211	173,211	173,211
Sewer Maint. Fund	93,846	97,582	96,857	96,857
Refuse Impound Fund	70,560	0	0	0
Recycling Grant Fund	5,000	5,000	5,000	5,000
Total	4,635,439	4,998,728	4,824,100	4,824,100

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Manager / Director	0.15	0.15	0.15	0.15	32,999	32,999	32,999
Director	0.00	0.00	0.00	0.00	0	0	0
Asst. Finance Director	0.50	0.90	0.90	0.90	0	0	0
Personnel Officer	1.00	1.00	1.00	1.00	101,196	101,196	101,196
City Clerk	1.00	1.00	1.00	1.00	0	0	0
Deputy City Clerk	1.00	1.00	0.88	0.88	57,720	50,794	50,794
Accounting Supervisor	0.00	1.00	1.00	1.00	0	0	0
Senior Accountant	0.40	0.90	0.43	0.43	59,605	28,478	28,478
Administrative Analyst	0.90	1.00	1.00	1.00	0	0	0
Personnel Services Coordinator	1.00	1.00	1.00	1.00	55,320	55,320	55,320
Benefits Coordinator	1.00	1.00	1.00	1.00	55,320	55,320	55,320
Junior Accountant	0.40	0.90	0.45	0.45	44,626	22,313	22,313
Accounting Specialist	4.50	4.70	4.70	4.70	171,828	171,828	171,828
Information Tech. Supervisor	0.90	1.00	1.00	1.00	82,368	82,368	82,368
GIS Specialist	0.90	1.00	1.00	1.00	64,176	64,176	64,176
Sr. Information Tech. Specialist	0.90	1.00	1.00	1.00	71,988	71,988	71,988
Information Tech. Technician	0.90	1.00	1.00	1.00	52,914	52,914	52,914
Departmental Secretary	1.00	1.00	1.00	1.00	0	0	0
Administrative Specialist	0.00	0.00	0.00	0.00	0	0	0
Office Specialist	1.00	1.00	1.00	1.00	39,948	39,948	39,948
Customer Svc. Rep.	2.00	2.00	2.00	2.00	79,896	79,896	79,896
Part Time							
Acting Finance Director	0.00	1.00	1.00	1.00	136,500	96,500	96,500
Personnel Officer	1.00	1.00	1.00	1.00	12,649	12,649	12,649
Junior Accountant	1.00	1.00	1.00	1.00	0	0	0
Accounting Specialist	1.00	1.00	1.00	1.00	39,140	39,140	39,140
Senior Intern	1.00	1.00	1.00	1.00	18,354	18,354	18,354
Junior Intern	3.00	2.00	2.00	2.00	15,631	15,631	15,631
Office Specialist	0.00	1.00	1.00	1.00	26,308	26,308	26,308
Temporary Secretary	0.00	0.00	0.00	0.00	0	0	0
Curatorial Assistant	1.00	1.00	1.00	1.00	0	0	0
Systems Specialist	1.00	1.00	1.00	1.00	0	0	0
Full Time	19.45	22.55	21.51	21.51	969,904	909,538	909,538
Part Time	9.00	10.00	10.00	10.00	248,582	208,582	208,582
Additional Pay					0	0	0
Overtime					12,000	12,000	12,000
Total Salaries & Wages					1,230,486	1,130,120	1,130,120
Benefit Costs					455,794	430,646	430,646
TOTAL					1,686,280	1,560,766	1,560,766

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	75,899	83,003	83,003	83,003
Services and Supplies	36,961	37,724	35,424	35,424
Capital Outlay	0	0	0	0
Total	112,860	120,727	118,427	118,427

Personnel Authorized	1.45 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)
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Source of Funds

General Fund	92,793	111,853	109,553	109,553
RDA – Indirect Staff Charges	8,606	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	10,261	7,674	7,674	7,674
Recycling Grant Fund	1,200	1,200	1,200	1,200
Total	112,860	120,727	118,427	118,427

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

1. Coordinate preparation of various finance-related documents, including the following:
 - a. Annual Budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
 - b. Capital Improvement Program document
 - c. Investment Policy
 - d. Monthly Treasury and Warrant Reports for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
2. Oversee management of the Administration, Finance, Solid Waste, City Clerk, Personnel/Risk Management, Information Technology, Central Services, and Records Retention programs.
3. Develop the annual Business Plan and Reorganization Report; 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. Identify means to address the City's long-term structural deficit associated with the 2005 Issue of Lease Revenue Bonds; improve the General Fund Reserve balance.

Personnel Services – \$83,003

Salary requests are for: City Manager (.15) – \$32,999; Administrative Analyst (1.00) – unfunded; Departmental Secretary (.40) – unfunded; Curatorial Assistant (1.00/part-time) – unfunded. Cost allocations are as follows: full-time salaries – \$32,999; benefit costs – \$50,004.

Services and Supplies – \$37,724

Funding requested is for: service awards – \$500; books and publications – \$380; office supplies – direct – \$250; uniforms – \$800; dues and memberships – \$3,140; travel and meetings – \$9,450 (\$8,250 – General Fund; \$1,200 – Recycling Grant Fund); mileage/auto allowance – \$8,500; telephone service – \$203; electric service – \$319; natural gas service – \$24; educational grants – \$2,600; vocational training – \$4,300; general liability insurance – \$1,603; other insurance – \$1,405; small equipment – \$350; cellular phone – \$2,400; miscellaneous expenditures – \$1,500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4312

Department	Division	Program
Administrative Services		Financial Services

Program Description

Responsibilities of the Finance Division 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 program; accounts payable, accounts receivable, fixed assets, and payroll functions; business licensing and utility billing; maintenance of the general ledger; preparation and dissemination of financial statements and reports; administration of revenue funds; administration of bond proceeds; City agent to finance and tax authorities; fiduciary oversight and responsibilities including development of the annual investment policy; and treasury agent.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	470,315	629,817	513,932	513,932
Services and Supplies	142,465	143,895	143,895	143,895
Capital Outlay	0	0	0	0
Total	612,780	773,712	657,827	657,827
Personnel Authorized	5.65 (FT) 2.00 (PT)	8.25 (FT) 3.00 (PT)	7.33 (FT) 3.00 (PT)	7.33 (FT) 3.00 (PT)

Source of Funds

General Fund	537,131	729,443	613,558	613,558
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,600	1,600	1,600	1,600
RDA – Indirect Staff Charges	33,321	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	39,728	41,669	41,669	41,669
Total	612,780	773,712	657,827	657,827

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4312 Financial Services

Work Program

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Division in maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual.
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. Effectively transition to a new auditing firm.
13. Assist with implementation of ABX1 26 and dissolution of the former Montclair Redevelopment Agency.
14. Provide assistance to the Successor Montclair Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
15. Provide essential assistance to the Montclair Oversight Board to the Successor Redevelopment Agency and Successor Housing Authority.

Personnel Services – \$629,817

Salary requests are for: Assistant Finance Director (.90) – unfunded; Accounting Supervisor (1.00) – unfunded; Senior Accountant (.90) – \$59,605; Junior Accountant (.90) – \$44,626; Accounting Specialist (3.65) – \$167,184; Customer Service Representative/Office Specialist (.90) – \$35,953; Acting Finance Director (1.00/part-time) – \$136,500; Junior Accountant (1.00/part-time) – unfunded; Accounting Specialist (1.00/part-time) – \$39,140. Cost allocations are as follows: full-time salaries – \$307,368; part-time salaries – \$175,640; overtime – \$5,000; benefits – \$141,809.

Services and Supplies – \$143,895

Funding requested is for: books and publications – \$3,270; maintenance (office equipment) – \$200; mileage/auto allowance – \$100; special consulting services – \$9,850 (\$8,250 – General Fund; \$1,600 – Gas Tax Fund); auditing services – \$65,000 (\$64,000 – General Fund; \$1,000 – DOJ Fund); collection agency fees – \$350; data processing/service bureau – \$3,500; telephone service – \$1,405; electric service – \$2,209; natural gas – \$169; special contract services – \$19,800; general liability – \$11,116; other insurance – \$18,176; small equipment – \$750; bad-debt expense – \$2,000; miscellaneous – \$6,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste

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 AB 939 compliance; 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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	78,865	73,746	73,746	73,746
Services and Supplies	2,009,341	2,203,090	2,201,640	2,201,640
Capital Outlay	0	0	0	0
Total	2,088,206	2,276,836	2,275,386	2,275,386
Personnel Authorized	2.15 (FT)	2.15 (FT)	2.15 (FT)	2.15 (FT)

Source of Funds

General Fund	1,920,000	2,175,454	2,174,729	2,174,729
Sewer Maintenance Fund	93,846	97,582	96,857	96,857
Refuse Impound Fund	70,560	0	0	0
Recycling Grant Fund	3,800	3,800	3,800	3,800
Total	2,088,206	2,276,836	2,275,386	2,275,386

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4313 Solid Waste

Work Program

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
 2. Implement new commercial refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
 3. Administer the automated refuse collection and disposal program. Complete integration of greenwaste disposal into the City's automated collection program.
 4. Administer and operate the City's Utility Billing System; coordinate billing services with Springbrook and CSG International (formerly DataProse).
 5. Administer residential, commercial, school, and City facilities recycling programs.
 6. Track diversion of refuse to ensure AB 939 compliance.
 7. Administer the residential refuse household-rate discount program for senior households.
 8. Administer applicable grant programs.
 9. Assist the Interim Finance Director in supervising relevant programs.
 10. Develop scenarios for transferring utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Develop scenarios for 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.
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Personnel Services – \$73,746

Salary requests are for: Customer Services Representative (1.10) – \$43,943; Accounting Specialist (1.05) – \$4,644. Cost allocations are as follows: full-time salaries – \$48,587; overtime – \$1,000; benefits – \$24,159.

Services and Supplies – \$2,203,090

Funding requested is for: license/permits/certificates – \$300; publication and advertising – \$3,800; mileage/auto allowance – \$300; telephone service – \$136; electric service – \$214; natural gas service – \$16; residential refuse collection – \$2,100,000; special contract services – \$49,804; general liability insurance – \$1,076; other insurance – \$1,444; bad debt expenses – \$3,000; special billing services – \$42,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

The City Clerk Program coordinates development and distribution of City Council agendas, minutes, and related documents; oversees a document-maintenance/destruction program; oversees a program for electronic storage of documents; ensures that Fair Political Practices Commission filing requirements are met; facilitates local elections; coordinates updates of the Montclair Municipal Code; develops and analyzes various surveys; and provides information and support to City Council, City Manager, Department Heads, staff, and the public.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	123,792	65,496	55,867	55,867
Services and Supplies	19,419	39,380	32,380	32,380
Capital Outlay	0	0	0	0
Total	143,211	104,876	88,247	88,247

Personnel Authorized	2.15 (FT)	2.15 (FT)	2.03 (FT)	2.03 (FT)
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Source of Funds

General Fund	121,384	95,138	78,509	78,509
RDA – Indirect Staff Charges	9,956	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	11,871	9,738	9,738	9,738
Total	143,211	104,876	88,247	88,247

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents; post such documents to the City's webpage for public access.
 2. Facilitate local elections; 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.
 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. Encourage employee utilization of California Codes on the Internet.
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Personnel Services – \$65,496

Salary requests are for: City Clerk (.75) – unfunded; Deputy City Clerk (.80) – \$46,176; Departmental Secretary (.60) – unfunded. Cost allocations are as follows: full-time salaries – \$46,176; overtime – \$500; benefits – \$18,820.

Services and Supplies – \$39,380

Funding requested is for: books and publications – \$3,900; election supplies/services – \$25,000; publication and advertising – \$6,000; mileage – \$100; telephone service – \$193; electric service – \$303; natural gas service – \$23; general liability insurance – \$1,525; other insurance – \$1,336; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	338,899	312,681	312,681	312,681
Services and Supplies	112,994	114,090	114,090	114,090
Capital Outlay	0	0	0	0
Total	451,893	426,771	426,771	426,771

Personnel Authorized	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)
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Source of Funds

General Fund	390,380	396,042	396,042	396,042
RDA – Indirect Staff Charges	28,059	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	33,454	30,729	30,729	30,729
Total	451,893	426,771	426,771	426,771

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

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

Personnel Services – \$312,681

Salary requests are for: Personnel Officer (1.00) – \$101,196; Benefits Coordinator (1.00) – \$55,320; Personnel Services Coordinator (1.00) – \$55,320; Personnel Officer (1.00/part-time) – \$12,649. Cost allocations are as follows: full-time salaries – \$211,836; part-time salaries – \$12,649; overtime – \$300; benefits – \$87,896.

Services and Supplies – \$114,090

Funding requested is for: books and publications – \$2,000; publication and advertising – \$8,000; mileage/auto allowance – \$100; labor relations – \$250; special consulting services – \$5,000; audit fees – \$12,000; telephone service – \$584; electric service – \$918; natural gas service – \$70; special contract services – \$40,000; psychological assistance – \$14,000; medical examinations – \$9,000; personnel testing – \$2,000; fingerprints and credit bureau fees – \$3,000; psychological exams – \$4,500; general liability insurance – \$4,619; other insurance – \$4,049; ADA expenditures – \$2,000; and miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4316

Department	Division	Program
Administrative Services		Information Technology Services

Program Description

The Information Technology Services Program provides full-service support designed to accommodate the organization's computer hardware, software, email, LAN, 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 WEB/E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	394,016	397,640	397,640	397,640
Services and Supplies	242,783	249,800	251,230	251,230
Capital Outlay	98,000	141,045	113,758	113,758
Total	734,799	788,485	762,628	762,628
Personnel Authorized	3.60 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)

Source of Funds

General Fund	651,891	738,519	712,662	712,662
RDA – Indirect Staff Charges	37,818	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	45,090	49,966	49,966	49,966
Total	734,799	788,485	762,628	762,628

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4316 Information Tech. Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue long-term archiving of email messages.
3. Maintain a comprehensive LAN Network and WAN for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City Web page/E-government site, including GIS mapping, overlays, and economic development modules.
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 Citywide document imaging.
9. Maintain and enhance the Citywide GIS system.
10. Implement wireless video monitoring for Civic Center facilities, including the new youth and senior center 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. Oversee a total redesign of the existing City website—to the extent possible, complete redesign in house.
14. Provide for facilities-wide monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.

Personnel Services – \$397,640

Salary requests are for: Information Technology Supervisor (1.00) – \$82,368; Senior Information Technology Specialist (1.00) – \$71,988; GIS Specialist (1.00) – \$64,176; Information Technology Technician (1.00) – \$52,914; Systems Specialist (1.00/part-time) – unfunded; Junior Intern (2.00/part-time) – \$15,631/1.00 unfunded. Cost allocations are as follows: full-time salaries – \$271,446; part-time salaries – \$15,631; overtime – \$5,000; benefits – \$105,563.

Services and Supplies – \$249,800

Funding requested is for: office supplies - indirect – \$32,000; maintenance - office equipment and furniture – \$8,000; mileage/auto allowance – \$100; telephone service – \$1,356; electric service – \$1,204; natural gas service – \$92; special contract services – \$185,282; general liability insurance – \$6,057; other insurance – \$5,309; small equipment – \$10,400.

Capital Outlay – \$141,045

Funding requested is for: LCD monitors – \$4,000; desktop computers – \$20,000; network cabling – \$5,000; UPS battery replacement – \$10,000; HP Storage Area Network (SAN) – \$25,000; Microsoft Exchange 2010 – \$12,500; EMC SourceOne email management system – \$15,000; digital signage – \$14,000; Civica software City website redesign – \$12,610; Equitrac Office print management suite – \$9,649; Microsoft MapPoint software – \$3,638; Dell Touch Screens – \$9,648.

PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	61,503	59,144	59,144	59,144
Services and Supplies	362,501	349,163	349,163	349,163
Capital Outlay	15,930	25,420	12,913	12,913
Total	439,934	433,727	421,220	421,220
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	389,416	403,811	391,304	391,304
RDA – Indirect Staff Charges	23,043	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	27,475	29,916	29,916	29,916
Total	439,934	433,727	421,220	421,220

PROGRAM BUDGET SUMMARY 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

1. Evaluate P.C.-based central stores inventory systems for future acquisition.
 2. Administer the City's franchise agreement with Time Warner, Inc., Verizon, 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. Administer parking lot agreement with First United Methodist Church; seek to expand existing parking lot through contract negotiations; 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.
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Personnel Services – \$59,144

Salary requests are for: Office Specialist (1.00) – \$39,948. Cost allocations are as follows: full-time salaries – \$39,948; overtime – \$100; benefits – \$19,096.

Services and Supplies – \$349,163

Funding requested is for: books and publications – \$185; office supplies – indirect – \$98,000; license/permits/certificates – \$645; maintenance – office equipment and furniture – \$17,899; publication and advertising – \$6,000; telephone service – \$110; electric service – \$18,185; natural gas service – \$3,792; animal control services – \$136,000; special contract services – \$3,072; rent – land or buildings – \$7,800; rent – private equipment – \$3,136; general liability insurance – \$873; other insurance – \$766; postage – \$40,000; small equipment – \$2,900; and miscellaneous expenditures – \$9,800.

Capital Outlay – \$25,420

Funding requested is for: Neopost IS-460/480 dynamic scale – \$2,913; Neopost DS-75 folder/insertor – \$12,507; City's prorated share for expansion of IVHS – \$10,000.

PROGRAM BUDGET SUMMARY – 1

Program Number 4318

Department	Division	Program
Administrative Services		Records Retention

Program Description

The Records Retention Program coordinates and maintains a records management system including indexing of City Council minutes, ordinances, resolutions, and agreements; administering the Laserfiche Document Imaging system for digital storage and retrieval of documents; responding to requests for research of records; coordinating development of Citywide records retention programs; administering the records archival program; and coordinating placement of City Clerk–related information on the City's Web page.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	43,333	64,753	64,753	64,753
Services and Supplies	8,423	8,841	8,841	8,841
Capital Outlay	0	0	0	0
Total	51,756	73,594	73,594	73,594

Personnel Authorized	.45 (FT) 2.00 (PT)	.45 (FT) 2.00 (PT)	.45 (FT) 2.00 (PT)	.45 (FT) 2.00 (PT)
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Source of Funds

General Fund	42,044	70,075	70,075	70,075
RDA – Indirect Staff Charges	4,430	0	0	0
Sewer Maint. Fund – Indirect Staff Charges	5,282	3,519	3,519	3,519
Total	51,756	73,594	73,594	73,594

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4318 Records Retention

Work Program

1. Coordinate and provide for public access to official documents on the City's Web page including City Council agendas and minutes.
 2. Coordinate development of Citywide records retention schedules.
 3. Coordinate and maintain records management/retrieval/archival systems.
 4. Maintain an index of City Council minutes, ordinances, resolutions, and agreements.
 5. Provide document research as requested by departments.
 6. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
 7. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.
-

Personnel Services – \$64,753

Salary requests are for: City Clerk (.25) – unfunded; Deputy City Clerk (.20) – \$11,544; Departmental Secretary (1.00) – unfunded; Office Specialist (1.00/part-time) – \$26,308; Senior Intern (1.00/part-time) – \$18,354. Cost allocations are as follows: full-time salaries – \$11,544; part-time salaries – \$44,662; overtime – \$100; benefits – \$8,447.

Services and Supplies – \$8,841

Funding requested is for: telephone service – \$105; electric service – \$165; natural gas service – \$13; special contract services – \$7,000; general liability insurance – \$830; other insurance – \$728.

Capital Outlay

No funding requested.

POLICE DEPARTMENT

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,400,551	9,728,509	9,039,347	9,039,347
Services and Supplies	1,132,400	1,187,515	1,068,905	1,068,905
Capital Outlay	112,292	346,830	113,930	113,930
Total	10,645,243	11,262,854	10,222,182	10,222,182

Personnel Authorized	84.13 (FT) 33.00 (PT)	84.13 (FT) 33.00 (PT)	85.13 (FT) 34.00 (PT)	85.13 (FT) 34.00 (PT)
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Department Distribution

Administration	564,592	657,345	655,770	655,770
Support Services	237,981	359,329	359,329	359,329
Technical Services	360,207	324,147	216,059	216,059
Records Bureau	754,137	691,106	700,578	700,578
Investigations	1,554,499	1,490,824	1,355,910	1,355,910
Uniform Patrol	6,273,978	6,907,716	6,166,527	6,166,527
Communications	749,095	701,108	636,730	636,730
Volunteer Services	150,754	131,279	131,279	131,279
Total	10,645,243	11,262,854	10,222,182	10,222,182

Source of Funds

General Fund	10,194,963	10,701,231	9,893,656	9,893,656
SB 509 Public Safety Fund	70,266	56,496	56,496	56,496
School District Grant Fund	64,000	64,109	64,000	64,000
Supp. Law Enf. Services Fund	203,722	96,288	95,300	95,300
Equipment Replacement Fund	112,292	344,730	112,730	112,730
Total	10,645,243	11,262,854	10,222,182	10,222,182

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Public Safety Dir.	0.13	0.13	0.13	0.13	28,599	28,599	28,599
Sworn							
Chief	1.00	1.00	1.00	1.00	162,348	162,348	162,348
Deputy Police Chief	1.00	0.00	0.00	0.00	0	0	0
Captain	0.00	1.00	1.00	1.00	126,979	126,979	126,979
Lieutenant	3.00	3.00	3.00	3.00	325,326	228,840	228,840
Sergeant	7.00	7.00	8.00	8.00	679,427	768,935	768,935
Officer	43.00	43.00	43.00	43.00	2,868,754	2,794,510	2,794,510
Officer (in-lieu)	2.00	2.00	2.00	2.00	125,220	125,220	125,220
Civilian							
Records Supervisor	1.00	1.00	1.00	1.00	66,732	66,732	66,732
Dispatch Supervisor	1.00	1.00	1.00	1.00	0	0	0
Secretary to the City Manager	1.00	1.00	1.00	1.00	55,704	55,704	55,704
Secretary	1.00	1.00	1.00	1.00	0	42,096	42,096
Administrative Aide	2.00	2.00	2.00	2.00	105,672	52,836	52,836
Police Svcs. Specialist	7.00	7.00	7.00	7.00	248,400	248,400	248,400
Dispatcher	8.00	8.00	8.00	8.00	407,870	363,764	363,764
Community Svcs. Officer	4.00	4.00	4.00	4.00	126,144	0	0
Receptionist/Office Spec.	1.00	1.00	1.00	1.00	39,024	39,024	39,024
Evidence Clerk	1.00	1.00	1.00	1.00	33,246	0	0
Part Time							
Technical Services Specialist	3.00	3.00	3.00	3.00	104,770	9,982	9,982
Reserve	15.00	15.00	15.00	15.00	12,300	12,300	12,300
Cadets	7.00	5.00	5.00	5.00	57,705	57,705	57,705
Police Cadet - Temp Assignmer	0.00	1.00	1.00	1.00	31,617	31,617	31,617
Technical Cadet	0.00	1.00	1.00	1.00	11,315	11,315	11,315
Data Entry Clerk	1.00	1.00	2.00	2.00	4,500	35,724	35,724
Dispatch (relief)	3.00	3.00	3.00	3.00	5,000	5,000	5,000
Police Svcs. Specialist	3.00	3.00	3.00	3.00	22,500	0	0
Volunteer Svcs. Coord.	1.00	1.00	1.00	1.00	37,118	37,118	37,118
Full Time	84.13	84.13	85.13	85.13	5,399,445	5,103,987	5,103,987
Part Time	33.00	33.00	34.00	34.00	286,825	200,761	200,761
Additional Pay					89,104	86,884	86,884
Overtime					531,000	400,000	400,000
Total Salaries & Wages					6,306,374	5,791,632	5,791,632
Benefit Costs					3,422,135	3,247,715	3,247,715
TOTAL					9,728,509	9,039,347	9,039,347

PROGRAM BUDGET SUMMARY - 1

Program Number 4421

Department	Division	Program
Police	Administrative Services	Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	400,354	473,448	473,448	473,448
Services and Supplies	164,238	183,897	182,322	182,322
Capital Outlay	0	0	0	0
Total	564,592	657,345	655,770	655,770
Personnel Authorized	2.13 (FT)	2.13 (FT)	2.13 (FT)	2.13 (FT)

Source of Funds

General Fund	519,326	600,849	599,274	599,274
SB 509 Public Safety Fund	45,266	56,496	56,496	56,496
Total	564,592	657,345	655,770	655,770

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Administrative Services	4421 Administration

Work Program

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

Units of Measure

1. Measured by the activity and productivity of 117 employees in all eight Department programs.
 2. Attend City Council and City Staff meetings, weekly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
 3. Attend at least two law enforcement and/or community events and forums upon request.
 4. Update policy and procedural manual annually to incorporate legislative changes and Department directives.
 5. Process and review payroll bi-weekly for 117 employees.
-

Personnel Services – \$473,448

Salary requests are for: City Manager/Public Safety Director (.13) – \$28,599; Chief of Police (1.00) – \$162,348; Secretary to City Manager (1.00) – \$55,704. Cost allocations are as follows: full-time salaries – \$246,651; benefit costs – \$226,797.

Services and Supplies – \$183,897

Funding requested is for: service awards – \$5,400; educational grants – \$2,500; books and publications – \$100; dues and memberships – \$2,735; travel and meetings – \$2,975; telephone service – \$885; electric service – \$4,811; natural gas service – \$487; general liability insurance – \$5,550; other insurance – \$1,845; cellular phone – \$8,405; special contract services – \$147,904; miscellaneous expenditures – \$300.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4422

Department	Division	Program
Police	Support Services	Support Services

Program Description

This program is responsible for the coordination and management of Support Services, Technical Services, Investigations, Records Bureau, Volunteer Services, 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, as well as providing support services for all Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	225,312	348,669	348,669	348,669
Services and Supplies	12,669	10,660	10,660	10,660
Capital Outlay	0	0	0	0
Total	237,981	359,329	359,329	359,329
Personnel Authorized	1.70 (FT)	2.40 (FT)	2.40 (FT)	2.40 (FT)

Source of Funds

General Fund	237,981	359,329	359,329	359,329
Total	237,981	359,329	359,329	359,329

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4422 Support Services

Work Program

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

Units of Measure

1. Maintain contractual agreements and range use for allied law enforcement agencies.
 2. Provide appropriate training for 117 employees.
 3. Audit and maintain Department training records for 117 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 and Investigations.
 9. Manage departmental grants.
-

Personnel Services – \$348,669

Salary requests are for: Captain (.40) – \$50,792; Lieutenant (1.00) – \$114,420; Administrative Aide (1.00) – \$52,836. Cost allocations are as follows: full-time salaries – \$218,048; benefit costs – \$130,621.

Services and Supplies – \$10,660

Funding requested is for: books and publications – \$1,610; telephone service – \$297; electric service – \$1,612; natural gas service – \$163; general liability insurance – \$1,860; other insurance – \$618; special contract services – \$2,600; small equipment – \$300; miscellaneous expenditures – \$1,600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4423

Department	Division	Program
Police	Support Services	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; conducting auctions for surplus equipment; conducting pre-employment investigations for cadet applicants; and overseeing the vehicle impound lot.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	226,151	188,725	81,637	81,637
Services and Supplies	134,056	135,422	134,422	134,422
Capital Outlay	0	0	0	0
Total	360,207	324,147	216,059	216,059

Personnel Authorized	9.00 (PT)	8.00 (PT)	8.00 (PT)	8.00 (PT)
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Source of Funds

General Fund	360,207	324,147	216,059	216,059
Total	360,207	324,147	216,059	216,059

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4423 Technical Services

Work Program

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

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue 4,751 parking enforcement citations.
 3. Process approximately 3,000 Live Scan fingerprint applicants annually.
 4. Take 16 vehicles for service monthly.
 5. Take 20 vehicles for cleaning weekly.
 6. Schedule and direct daily activities of five cadets.
 7. Wash Police and City vehicles.
 8. Oversee bi-weekly vehicle auctions.
-

Personnel Services – \$188,725

Salary requests are for: Technical Services Specialist (3.00/part-time) – \$104,770; Police Cadets (5.00/part-time) – \$57,705. Cost allocations are as follows: part-time salaries – \$162,475; benefit costs – \$26,250.

Services and Supplies – \$135,422

Funding requested is for: program supplies – \$5,000; small equipment – \$6,700; telephone service – \$399; electric service – \$2,169; natural gas service – \$220; special contract services – \$117,000; general liability insurance – \$2,502; other insurance – \$832; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4424

Department	Division	Program
Police	Support Services	Records Bureau

Program Description

This program is responsible for providing support services in the area of the police impound lot; 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 data bases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	718,127	659,529	669,001	669,001
Services and Supplies	36,010	31,577	31,577	31,577
Capital Outlay	0	0	0	0
Total	754,137	691,106	700,578	700,578

Personnel Authorized	9.15 (FT) 4.00 (PT)	9.20 (FT) 6.00 (PT)	9.20 (FT) 7.00 (PT)	9.20 (FT) 7.00 (PT)
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Source of Funds

General Fund	754,137	691,106	700,578	700,578
Total	754,137	691,106	700,578	700,578

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4424 Records Bureau

Work Program

1. Process administrative records and provide support functions for the police impound lot.
 2. Provide data entry, transcription, processing, and distribution of police reports, FI cards, and pawn slips.
 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 data base use.
 10. Provide customer service in-person and by telephone.
-

Units of Measure

1. Process approximately 660 police impound lot records annually and provide related support functions.
 2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 6,250 police reports, 2,150 FI cards, and 8,000 pawn slips processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 10,000 citations and 400 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 900 notices processed annually.
 5. Process approximately 6,000 requests for information and copies of records received annually.
 6. Scan police reports for retention weekly. Approximately 10 hours of scanning accomplished weekly.
 7. Process approximately 3,000 vehicle records annually.
 8. Provide live-scan fingerprint appointment scheduling services during business hours five days per week. Approximately 3,000 appointments scheduled annually.
 9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement data base use pursuant to system requirements. Reports and audits are completed by required deadlines.
 10. Provide public contact personnel seven days per week. Records Bureau staffed 362 days per year.
-

Personnel Services – \$659,529

Salary requests are for: Captain (.20) – \$25,396; Records Supervisor (1.00) – \$66,732; Police Services Specialists (7.00) – \$248,400; Receptionist/Office Specialist (1.00) – \$39,024; Police Cadet – Temp Assignment (1.00/part-time) – \$31,617; Technical Police Cadet (1.00/part-time) – \$11,315; Data Entry Clerk (1.00/part-time) – \$4,500; Police Services Specialists (3.00/part-time) – \$22,500. Cost allocations are as follows: full-time salaries – \$379,552; part-time salaries – \$69,932; additional pay – \$3,180; overtime – \$10,500; benefit costs – \$196,365.

Services and Supplies – \$31,577

Funding requested is for: office supplies – direct – \$9,000; maintenance – office equipment – \$3,850; telephone service – \$1,221; general liability insurance – \$7,654; other insurance – \$2,544; electric service – \$6,636; natural gas service – \$672.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4425

Department	Division	Program
Police	Support Services	Investigations

Program Description

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement, strive for case clearances, tracking and enforcement of sex and narcotics registrants, and prepare cases for presentation to the District Attorney's office for successful prosecution.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,425,228	1,378,892	1,246,778	1,246,778
Services and Supplies	129,271	109,832	107,932	107,932
Capital Outlay	0	2,100	1,200	1,200
Total	1,554,499	1,490,824	1,355,910	1,355,910
Personnel Authorized	12.40 (FT)	12.00 (FT)	12.00 (FT)	12.00 (FT)

Source of Funds

General Fund	1,529,499	1,490,824	1,355,910	1,355,910
SB 509 Public Safety Fund	25,000	0	0	0
Total	1,554,499	1,490,824	1,355,910	1,355,910

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4425 Investigations

Work Program

1. Maintain and process evidence and property coming into the custody of the Department.
 2. Provide firearms range training for sworn personnel.
 3. Investigate cases with potential for clearances based on solvability factors.
 4. Initiate and investigate drug related cases.
-

Units of Measure

1. Maintain and process evidence and property for approximately 2,580 crime reports and approximately 12,940 individual items annually.
 2. Provide monthly range training for 57 officers and 7 reserve officers. Of the 12 range training sessions, 6 are mandatory.
 3. Investigate approximately 700 cases annually for filing with the District Attorney's office.
 4. Investigate 103 drug related cases annually.
 5. Increase number of investigative personnel by one full-time position.
 6. Conduct 2 narcotic and sex registrant sweeps annually.
 7. Increase self initiated narcotic investigations by 5%.
-

Personnel Services – \$1,378,892

Salary requests are for: Sergeant (1.00) – \$98,676; Police Officers (7.00) – \$519,708; Secretary (1.00) – unfunded; Administrative Aide (1.00) – \$52,836; Community Service Officer (1.00) – \$42,048; Evidence Clerk (1.00) – \$33,246. Cost allocations are as follows: full-time salaries – \$746,514; additional pay – \$11,875; overtime – \$82,500; benefit costs – \$538,003.

Services and Supplies – \$109,832

Funding requested is for: range supplies – \$15,000; program supplies – \$2,400; maintenance – office equipment – \$2,800; data processing – \$1,800; telephone service – \$2,339; electric service – \$12,712; natural gas service – \$1,286; special contract services – \$40,508; medical services – \$9,500; general liability insurance – \$14,663; other insurance – \$4,874; miscellaneous expenditures – \$1,950.

Capital Outlay – \$2,100

Funding requested is for: Canon 60D digital camera and accessories.

PROGRAM BUDGET SUMMARY - 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

Uniform Patrol encompasses the basic line function of the Police Department. Personnel in this division are responsible for providing 24-hour uniformed service for emergencies, calls for service by the community, preliminary investigations, arrests, traffic related activities, and narcotic interdiction.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,556,753	5,882,576	5,487,082	5,487,082
Services and Supplies	604,933	680,410	566,715	566,715
Capital Outlay	112,292	344,730	112,730	112,730
Total	6,273,978	6,907,716	6,166,527	6,166,527
Personnel Authorized	49.50 (FT)	49.40 (FT)	50.40 (FT)	50.40 (FT)

Source of Funds

General Fund	5,893,964	6,402,589	5,894,497	5,894,497
School District Grant Fund	64,000	64,109	64,000	64,000
Supp. Law Enf. Services Fund	203,722	96,288	95,300	95,300
Equipment Replacement Fund	112,292	344,730	112,730	112,730
Total	6,273,978	6,907,716	6,166,527	6,166,527

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4426 Uniform Patrol

Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
 2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
 3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
 4. Deploy the Crime Suppression Unit, School Resource Officer, Traffic Enforcement Bureau, and a Narcotic Interdiction Investigator.
-

Units of Measure

1. Respond to Priority One calls for service within 5 minutes and Priority Two calls for service within 6 minutes.
 2. Reduce total number of traffic collisions (888) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 3% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (2,128) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
-

Personnel Services – \$5,882,576

Salary requests are for: Captain (.40) – \$50,791; Lieutenant (2.00) – \$210,906; Sergeants (6.00) – \$580,751; Police Officers (36.00) – \$2,349,046; Police Officers (in-lieu) (2.00) – \$125,220; Community Service Officers (3.00) – \$84,096. Cost allocations are as follows: full-time salaries – \$3,400,810; overtime – \$357,000; additional pay – \$51,949; benefit costs – \$2,072,817.

Services and Supplies – \$680,410

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$25,895; program supplies – \$300; maintenance – other equipment – \$20,000; telephone service – \$10,266; electric service – \$58,800; natural gas service – \$5,647; general liability insurance – \$68,465; other insurance – \$21,395; special contract services – \$231,492; medical services – \$23,000; vocational training – \$1,700; personnel training – \$17,250; small equipment – \$500; towing and storage – \$500; miscellaneous expenditures – \$600; gasoline – \$180,000; diesel fuel – \$14,000.

Capital Outlay – \$344,730

Funding requested is for: Two administrative vehicles – \$58,000; two sergeant vehicles – \$66,130; installation of emergency equipment for two Sergeants' vehicles – \$14,600; emergency equipment for two administrative vehicles – \$6,000; 19 mobile video recorders – \$200,000.

PROGRAM BUDGET SUMMARY - 1

Program Number 4427

Department	Division	Program
Police	Field Services	Communications

Program Description

This program is responsible for providing a 24-hour-a-day public safety answering point and communications system for community requests for emergency services, including the entry of information into the California Law Enforcement Telecommunications System and its numerous systems, and the monitoring of video surveillance cameras located at the Montclair Transcenter, Police impound lot, and the Montclair Police Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	707,303	672,921	608,983	608,983
Services and Supplies	41,792	28,187	27,747	27,747
Capital Outlay	0	0	0	0
Total	749,095	701,108	636,730	636,730
Personnel Authorized	9.15 (FT) 3.00 (PT)	9.00 (FT) 3.00 (PT)	9.00 (FT) 3.00 (PT)	9.00 (FT) 3.00 (PT)

Source of Funds

General Fund	749,095	701,108	636,730	636,730
Total	749,095	701,108	636,730	636,730

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

1. Provide 24-hour-a-day telecommunications service for the community.
 2. Provide communication support to all Department programs.
 3. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants.
 4. Utilize technical systems to provide law enforcement support for field personnel.
 5. 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 staffed 365 days per year. Process approximately 39,165 calls for service annually.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service. Process approximately 39,165 calls for service annually.
 3. Exchange information with outside agencies to help facilitate approximately 794 warrant arrests annually.
 4. Monitor and continuous use of seven technical computer systems at each of the three dispatch consoles.
 5. Dispatch Priority One calls for service within 1.5 minutes and Priority Two calls for service within 10 minutes.
 6. Complete all CLETS entries within state and federal mandated time frames.
-

Personnel Services – \$672,921

Salary requests are for: Dispatch Supervisor (1.00) – unfunded; Dispatchers (8.00) – \$407,870; Dispatchers (3.00/part-time) – \$5,000. Cost allocations are as follows: full-time salaries – \$407,870; part-time salaries – \$5,000; additional pay – \$5,520; overtime – \$76,000; benefit costs – \$178,531.

Services and Supplies – \$28,187

Funding requested is for: books and publications – \$100; maintenance – communications equipment – \$1,940; special contract services – \$800; small equipment – \$700; telephone service – \$8,793; electric service – \$6,010; natural gas service – \$608; general liability insurance – \$6,932; other insurance – \$2,304.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4428

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

This program is responsible for providing support services to the Department through Reserve Officers, Police Volunteers, and Chaplains. Personnel in this program conduct background investigations on new Department personnel.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	141,323	123,749	123,749	123,749
Services and Supplies	9,431	7,530	7,530	7,530
Capital Outlay	0	0	0	0
Total	150,754	131,279	131,279	131,279

Personnel Authorized	Current Authorization	Department Request	City Manager Recommended	Council Approved
	.10 (FT)	.00 (FT)	.00 (FT)	.00 (FT)
	16.00 (PT)	16.00 (PT)	16.00 (PT)	16.00 (PT)

Source of Funds

General Fund	150,754	131,279	131,279	131,279
Total	150,754	131,279	131,279	131,279

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4428 Volunteer Services

Work Program

1. Maintain and coordinate a Reserve Officer Program.
 2. Maintain and coordinate a Chaplain Program.
 3. Conduct pre-employment investigations on new Department personnel.
-

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. Pre-employment investigations completed within four months of commencement.
-

Personnel Services – \$123,749

Salary requests are for: Volunteer Services Coordinator (1.00/part-time) – \$37,118; Reserve Police Officers (15.00/part-time) – \$12,300; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$49,418; additional pay – \$16,580; overtime – \$5,000; benefit costs – \$52,751.

Services and Supplies – \$7,530

Funding requested is for: vocational training – \$3,000; telephone service – \$191; electric service – \$1,038; natural gas service – \$105; general liability insurance – \$1,198; other insurance – \$398; miscellaneous expenditures – \$1,600.

Capital Outlay

No funding requested.

FIRE DEPARTMENT

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

Fire: Save lives and property through a coordinated commitment to education, prevention, planning, enforcement, and training; to organize and direct the resources necessary to eliminate or mitigate hazards and dangers when they occur.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,928,737	5,233,545	4,725,216	4,725,216
Services and Supplies	583,965	614,365	535,148	535,148
Capital Outlay	18,486	1,237,484	8,492	8,492
Total	5,531,188	7,085,394	5,268,856	5,268,856

Personnel Authorized	38.12 (FT) 3.00 (PT)	39.12 (FT) 2.00 (PT)	42.12 (FT) 2.00 (PT)	42.12 (FT) 2.00 (PT)
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Department Distribution

Administration	463,852	539,816	535,216	535,216
Fire Prevention	378,192	511,445	246,006	246,006
Emergency Services	4,028,739	5,358,435	3,876,433	3,876,433
Personnel Development	207,363	221,750	221,750	221,750
Equipment Maintenance	48,662	60,730	7,550	7,550
Buildings and Grounds	62,001	59,584	56,368	56,368
Emergency Preparedness	38,064	35,750	35,750	35,750
Emergency Medical Services	304,315	297,884	289,783	289,783
Total	5,531,188	7,085,394	5,268,856	5,268,856

Source of Funds

General Fund	5,006,216	6,555,996	4,979,073	4,979,073
Refuse Impound Account	4,225	4,500	0	0
SB 509 Public Safety Fund	432,415	436,154	0	0
EMS - Paramedic Fund	88,332	88,744	289,783	289,783
Total	5,531,188	7,085,394	5,268,856	5,268,856

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Public Safety Dir.	0.12	0.12	0.12	0.12	26,400	26,400	26,400
Fire Chief	1.00	1.00	1.00	1.00	158,148	158,148	158,148
Deputy Fire Chief	0.00	1.00	1.00	1.00	102,162	0	0
Fire Division Chief	3.00	3.00	3.00	3.00	331,612	331,612	331,612
Fire Captain	6.00	6.00	6.00	6.00	517,561	517,561	517,561
Deputy Fire Marshal	1.00	1.00	1.00	1.00	78,468	78,468	78,468
Fire Engineer	9.00	9.00	9.00	9.00	643,596	581,580	581,580
Senior Firefighter	0.00	0.00	3.00	3.00	0	66,576	66,576
Firefighter	12.00	12.00	12.00	12.00	604,493	537,917	537,917
Admin. Svcs. Officer	1.00	1.00	1.00	1.00	0	0	0
Senior Fire Inspector	1.00	1.00	1.00	1.00	63,072	0	0
Fire Inspector/Investigator	1.00	1.00	1.00	1.00	56,316	56,316	56,316
Administrative Specialist	1.00	1.00	1.00	1.00	46,884	46,884	46,884
Secretary/Emergency Svcs. Coord.	1.00	1.00	1.00	1.00	42,096	42,096	42,096
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	0	0	0
 Part Time							
Deputy Fire Chief	1.00	0.00	0.00	0.00	0	0	0
Fire Technician	1.00	1.00	1.00	1.00	0	0	0
Receptionist/Off Specialist	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Full Time	38.12	39.12	42.12	42.12	2,670,808	2,443,558	2,443,558
Part Time	3.00	2.00	2.00	2.00	24,086	24,086	24,086
Additional Pay					135,950	135,950	135,950
Overtime					549,383	400,000	400,000
Total Salaries & Wages					3,380,227	3,003,594	3,003,594
Benefit Costs					1,853,318	1,721,622	1,721,622
TOTAL					5,233,545	4,725,216	4,725,216

PROGRAM BUDGET SUMMARY - 1

Program Number 4531

Department	Division	Program
Fire		Administration

Program Description

Set direction and provide leadership for the successful implementation of policy and procedures necessary for the effective performance of Fire Department activities.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	441,926	517,751	517,751	517,751
Services and Supplies	21,926	22,065	17,465	17,465
Capital Outlay	0	0	0	0
Total	463,852	539,816	535,216	535,216
Personnel Authorized	2.12 (FT)	2.12 (FT)	2.12 (FT)	2.12 (FT)

Source of Funds

General Fund	459,627	535,316	535,216	535,216
Refuse Impound Account	4,225	4,500	0	0
Total	463,852	539,816	535,216	535,216

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4531 Administration

Work Program

1. Provide direction and leadership to allow for the attainment of individual program goals.
 2. Provide liaison between the Fire Department and other City departments.
 3. Provide liaison between the Montclair Fire Department and other private and public entities.
-

Units of Measure

1. The successful completion of individual program goals.
 2. An increase in productivity within current staffing levels.
 3. Establish and maintain productive working relationships with other City departments as well as public and private entities.
-

Personnel Services – \$517,751

Salary requests are for: City Manager/Public Safety Director (.12) – \$26,400; Fire Chief (1.00) – \$158,148; Administrative Specialist (1.00) – \$46,884. Cost allocations are as follows: full-time salaries – \$231,432; overtime – \$1,000; benefit costs – \$285,319.

Services and Supplies – \$22,065

Funding requested is for: service awards – \$1,100; recycle materials (SHARPS program) – \$4,500; dues and memberships – \$1,100; travel and meetings – \$1,400; telephone service – \$1,027; general liability insurance – \$8,906; other insurance – \$182; cellular phone – \$2,350; miscellaneous expenditures – \$1,500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4532

Department	Division	Program
Fire	Fire Marshal's Office	Fire Prevention

Program Description

Continue to improve the fire and disaster safety of Montclair's citizens and businesses through a coordinated use of applicable code development, code enforcement, and department public education subprograms.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	365,565	497,644	229,380	229,380
Services and Supplies	12,627	13,801	16,626	16,626
Capital Outlay	0	0	0	0
Total	378,192	511,445	246,006	246,006

Personnel Authorized	5.50 (FT) 1.00 (PT)	6.50 (FT) 0.00 (PT)	6.50 (FT) 0.00 (PT)	6.50 (FT) 0.00 (PT)
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Source of Funds

General Fund	378,192	511,445	246,006	246,006
Total	378,192	511,445	246,006	246,006

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire	Fire Marshal's Office	4532 Fire Prevention

Work Program

1. Complete all assigned Fire Prevention inspections.
 2. Review all development plans submitted to this division.
 3. Respond when dispatched or requested to any fire to determine the cause and origin.
 4. In order to reduce the possibility of vegetation fires, send out letters for weed abatement compliance.
 5. Coordinate fire safety presentations to first-grade classes in each City public elementary school.
-

Units of Measure

	<u>2010</u>	<u>2011</u>	Estimate <u>2012</u>
Inspections Completed	149	342	400
Plans Reviewed	130	122	125
Fire Investigation Responses	111	120	110
Weed Abatement Actions	64	86	90
Class Presentations	15	33	35

Personnel Services – \$497,644

Salary requests are for: Deputy Fire Chief (1.00) – \$102,162; Deputy Fire Marshal (1.00) – \$78,468; Senior Fire Inspector (1.00) – \$63,072; Fire Inspector/Investigator (1.00) – \$56,316; Secretary/Emergency Svcs. Coord. (.50) – \$21,048; Receptionist/Office Specialist (1.00) – unfunded; Administrative Services Officer (1.00) – unfunded. Cost allocations are as follows: full-time salaries – \$321,066; additional pay – \$900; overtime – \$5,000; benefit costs – \$170,678.

Services and Supplies – \$13,801

Funding requested is for: books and publications – \$900; publication and advertising – \$1,850; telephone service – \$977; general liability insurance – \$8,475; other insurance – \$174; small equipment – \$525; miscellaneous expenditures – \$900.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4533

Department	Division	Program
Fire		Emergency Services

Program Description

Provide adequate and trained response personnel to manage and reduce the adverse impact of emergency situations that threaten human life and property.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,649,121	3,734,478	3,494,413	3,494,413
Services and Supplies	361,132	386,473	373,528	373,528
Capital Outlay	18,486	1,237,484	8,492	8,492
Total	4,028,739	5,358,435	3,876,433	3,876,433
Personnel Authorized	28.17 (FT) 2.00 (PT)	28.17 (FT) 2.00 (PT)	31.17 (FT) 2.00 (PT)	31.17 (FT) 2.00 (PT)

Source of Funds

General Fund	3,812,307	5,131,421	3,876,433	3,876,433
SB 509 Public Safety Fund	216,432	227,014	0	0
Total	4,028,739	5,358,435	3,876,433	3,876,433

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
2. Maintain the response time of the first arriving suppression/rescue unit to: (1) 70% of all emergencies within 6 minutes; (2) 90% of all emergencies within 7 minutes; and (3) 95% of all emergencies within 8 minutes of time of alarm.
3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.

Units of Measure

	<u>2010</u>	<u>2011</u>	<u>Estimate</u> <u>2012</u>
Total number of calls for service	3,704	3,586	3,700
Arrival within 6.0 minutes of call	65%	76%	76%
Arrival within 7.0 minutes of call	83%	89%	86%
Arrival within 8.0 minutes of call	91%	95%	93%
EMT recertification hours	720	720	720
Haz Mat FRO recertification hours	240	240	240

Personnel Services – \$3,734,478

Salary requests are for: Division Chief (1.17) – \$122,970; Captains (6.00) – \$517,561; Engineers (9.00) – \$643,596; Firefighters (12.00) – \$604,493 (3.00 unfunded); Fire Technician (1.00/part-time) – unfunded; Receptionist/Office Specialist – (1.00/part-time) – \$24,086. Cost allocations are as follows: full-time salaries – \$1,888,620; part-time salaries – \$24,086; additional pay – \$55,600; overtime – \$543,383; benefit costs – \$1,222,789.

Services and Supplies – \$386,473

Funding requested is for: books and publications – \$300; office supplies – direct – \$450; uniforms – \$17,250; personal protective equipment - \$18,880; materials/communications - \$4,600; maintenance/communication equipment – \$1,500; maintenance/other equipment – \$1,300; emergency communication services – \$153,881; telephone service – \$6,035; special contract services – \$73,133; medical examinations – \$4,300; general liability insurance – \$52,342; other insurance – \$41,557; small equipment – \$10,445; miscellaneous expenditures – \$500.

Capital Outlay – \$1,237,484

Funding requested is for: one KME aerialcat 95-foot ladder truck – \$750,000; one KME Renegade triple combination pumper – \$450,000; one Holmatro extrication rescue tool – \$28,992; one air bag lifting system – \$3,740; one rescue strut system – \$4,752.

PROGRAM BUDGET SUMMARY - 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

Provide a program that: (1) Maintains a standard level of performance; (2) affords opportunity for personnel to improve their individual level of proficiency as it relates to career development; (3) provides for safe operations of emergency incidents; and (4) creates accountability at the captain's level for implementation.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	192,346	203,036	203,036	203,036
Services and Supplies	15,017	18,714	18,714	18,714
Capital Outlay	0	0	0	0
Total	207,363	221,750	221,750	221,750
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	207,363	221,750	221,750	221,750
Total	207,363	221,750	221,750	221,750

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic-aid cities.
 2. Maintain monthly training records.
 3. Provide necessary training for required certifications and recertifications.
 4. Provide hazardous materials and urban search and rescue training for fire personnel.
-

Units of Measure

	<u>2010-11</u>	<u>Estimate 2011-12</u>	<u>Estimate 2012-13</u>
Automatic-Aid Training Classes	12	12	12
Annual Training Records	675	690	650
Completed Certification Hours	4,000	4,500	4,200
Hazardous Materials Training Hours	250	250	250

Personnel Services – \$203,036

Salary requests are for: Fire Division Chief (1.00) – \$114,012. Cost allocations are as follows: full-time salaries – \$114,012; benefit costs – \$89,024.

Services and Supplies – \$18,714

Funding requested is for: books and publications – \$400; program supplies – \$1,230; telephone service – \$403; vocational training – \$13,110; general liability insurance – \$3,499; other insurance – \$72.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4535

Department	Division	Program
Fire		Equipment Maintenance

Program Description

Maintain all Fire Department equipment in a condition that will maximize life expectancy and ensure operation at all times.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	48,662	60,730	7,550	7,550
Capital Outlay	0	0	0	0
Total	48,662	60,730	7,550	7,550
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	48,662	60,730	7,550	7,550
Total	48,662	60,730	7,550	7,550

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4535 Equipment Maintenance

Work Program

1. Preventive maintenance program adhering to National Fire Protection Association (NFPA) guidelines for all department equipment.
 2. Provide and maintain accurate equipment maintenance records and reports.
 3. Provide preventive maintenance training to all suppression personnel.
-

Units of Measure

	<u>2010-11</u>	<u>Estimate 2011-12</u>	<u>Estimate 2012-13</u>
Semi-Annual Fire Engine Maintenance	8	8	8
Annual Fire Engine Pump Tests	4	4	4
Annual Fire Engine Ladder Tests	4	4	4
Monthly Apparatus/Vehicle Logs	240	192	192
Apparatus Maintenance Training Hours	110	110	110
Equipment Maintenance Hours	730	730	730

Personnel Services – \$0

Services and Supplies – \$60,730

Funding requested is for: materials for transportation/work equipment – \$7,000; miscellaneous materials for maintenance and repair of transportation/work equipment – \$1,000; gasoline for strike team responses – \$680; diesel fuel for strike team responses – \$500; oils and lubricants – \$250; maintenance of transportation/work equipment – \$45,000; maintenance of other equipment – \$4,700; small equipment – \$1,000; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4536

Department	Division	Program
Fire		Buildings & Grounds

Program Description

Maintain all Fire Department facilities in a clean, efficient, functional, and safe condition. Observe and conform with all state and federal mandates as they relate to public accessibility.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	62,001	59,584	56,368	56,368
Capital Outlay	0	0	0	0
Total	62,001	59,584	56,368	56,368
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	62,001	59,584	56,368	56,368
Total	62,001	59,584	56,368	56,368

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

1. Maintain all fire facilities at a level that provides a safe and clean environment by working with other departments that provide supplies and support.
 2. Provide janitorial services to maintain fire facilities in a safe and clean manner.
 3. Routinely inspect the interior and exterior of all fire facilities.
-

Units of Measure

	<u>2010-11</u>	<u>2011-12</u>	<u>Estimate 2012-13</u>
Fire Stations	2	2	2
Training Tower	1	1	1
Annual Needs Assessment Inspection	1	1	1

Personnel Services – \$0

Services and Supplies – \$59,584

Funding requested is for: household expenses – \$8,116; license/permits/certificates – \$1,000; maintenance of other equipment – \$1,500; electric service – \$38,555; natural gas service – \$5,135; water service – \$4,128; small equipment – \$500; miscellaneous expenditures – \$650.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4537

Department	Division	Program
Fire		Emergency Preparedness

Program Description

Coordinate the City response to major emergencies through adequate preplanning, training, and simulations by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	33,193	32,563	32,563	32,563
Services and Supplies	4,871	3,187	3,187	3,187
Capital Outlay	0	0	0	0
Total	38,064	35,750	35,750	35,750
Personnel Authorized	.50 (FT)	.50 (FT)	.50 (FT)	.50 (FT)

Source of Funds

General Fund	38,064	35,750	35,750	35,750
Total	38,064	35,750	35,750	35,750

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4537 Emergency Preparedness

Work Program

1. Integration of the State and Federal guidelines regarding preparation for, mitigation against, response to, and recovery from a disaster.
 2. Coordinate the citywide effort to maintain the multihazard Emergency Operations Plan and Mitigation Plan.
 3. Continue the education of all City employees about their respective roles in the four phases of emergency management by conducting comprehensive trainings and exercises.
 4. Maintain compliance with the National Incident Management System (NIMS) and the Standard Emergency Management System (SEMS).
 5. Maintain the Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters.
 6. Manage emergency preparedness grant programs; support emergency communication systems and equipment; and promote public awareness regarding disaster preparedness.
-

Units of Measure

1. Maintain relationships with the San Bernardino County Office of Emergency Services, California Emergency Management Agency (Cal EMA), 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. Critical evaluation of emergency management trainings, exercises, and public outreach events.
 4. Monitor EOC design to ensure that it meets the needs of the City as identified through training and exercises.
 5. Participate on the San Bernardino County Operational Area Coordinating Council (OACC).
 6. Complete grant performance reports and reimbursement requests.
-

Personnel Services – \$32,563

Salary requests are for: Secretary/Emergency Svcs. Coordinator (.50) – \$21,048. Cost allocations are as follows: full-time salaries – \$21,048; benefit costs – \$11,515.

Services and Supplies – \$3,187

Funding requested is for: program supplies – \$1,200; telephone service – \$65; general liability insurance – \$561; other insurance – \$11; miscellaneous expenditures – \$1,350.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

Provides a program that maintains Emergency Medical Technician and Paramedic training, certifications, and medical supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	246,586	248,073	248,073	248,073
Services and Supplies	57,729	49,811	41,710	41,710
Capital Outlay	0	0	0	0
Total	304,315	297,884	289,783	289,783
Personnel Authorized	.83 (FT)	.83 (FT)	.83 (FT)	.83 (FT)

Source of Funds

EMS Paramedic Fund	88,332	88,744	289,783	289,783
SB 509 Public Safety Fund	215,983	209,140	0	0
Total	304,315	297,884	289,783	289,783

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

1. Respond and provide advanced life support emergency medical services to the community in accordance with the National Fire Protection Association (NFPA) 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

Response Target Ranges	<u>2010-11</u>	<u>Estimate 2011-12</u>
➤ 80% response times under 8 minutes	97%	95%
➤ 90% response times under 9 minutes	99%	96%
Continuous Education Hours for Nine Paramedics	216	216
Current and Accurate Medical Records on file	2,485	2,550

Personnel Services – \$248,073

Salary requests are for: Fire Division Chief (.83) – \$94,630. Cost allocations are as follows: full-time salaries - \$94,630; additional pay – paramedic stipends – \$79,450; benefit costs – \$73,993.

Services and Supplies – \$49,811

Funding requested is for: books and publications – \$300; office supplies – \$1,000; program supplies – \$9,000; license/permits/certificates – \$4,670; maintenance of other equipment – \$1,000; telephone service – \$335; special contract services – \$26,040; general liability insurance – \$2,906; other insurance – \$60; small equipment – \$4,500.

Capital Outlay

No funding requested.

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 (City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Building and Grounds Maintenance Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,659,784	3,045,581	2,460,453	2,460,453
Services and Supplies	3,800,139	4,144,160	4,198,594	4,198,594
Capital Outlay	26,000	470,340	165,500	165,500
Total	6,485,923	7,660,081	6,824,547	6,824,547

Personnel Authorized	40.60 (FT) 3.00 (PT)	43.95 (FT) 4.00 (PT)	43.19 (FT) 7.00 (PT)	43.19 (FT) 7.00 (PT)
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Divisional Distribution

Engineering	1,037,730	1,493,044	1,219,916	1,219,916
Street Maintenance	769,980	764,107	974,887	974,887
Park Maintenance	1,248,204	1,502,129	1,208,496	1,208,496
Vehicle Maintenance	435,404	462,734	466,184	466,184
Sewer Maintenance	2,343,462	2,794,934	2,434,751	2,434,751
Building Maintenance	651,143	643,133	520,313	520,313
Total	6,485,923	7,660,081	6,824,547	6,824,547

Source of Funds

General Fund	3,127,486	3,557,970	2,768,481	2,768,481
Gas Tax Fund	933,775	971,727	1,496,440	1,496,440
Park Development Fund	13,200	13,200	13,200	13,200
Community Block Grant Fund	46,000	32,150	32,150	32,150
Sewer Maintenance	2,343,462	2,794,934	2,434,751	2,434,751
Equipment Replacement Fund	22,000	290,100	79,525	79,525
Total	6,485,923	7,660,081	6,824,547	6,824,547

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Director of Red./Public Works	0.20	0.95	0.19	0.19	146,000	29,200	29,200
City Engineer	0.70	1.00	1.00	1.00	113,616	113,616	113,616
Project Manager	1.00	1.00	1.00	1.00	67,920	67,920	67,920
Public Works Supt.	1.00	1.00	1.00	1.00	90,744	90,744	90,744
Asst. Public Works Supt.	1.00	1.00	1.00	1.00	0	0	0
Housing Associate	0.00	1.00	1.00	1.00	69,252	0	0
Economic Development Coordir	0.00	1.00	1.00	1.00	69,657	69,657	69,657
Public Works Inspector	1.00	1.00	1.00	1.00	58,752	58,752	58,752
Environmental Manager	1.00	1.00	1.00	1.00	69,252	69,252	69,252
Environmental Control Spec.	1.00	1.00	1.00	1.00	0	0	0
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	95,436	95,436	95,436
Lead Worker/Maint.	3.00	3.00	3.00	3.00	145,228	145,228	145,228
Motor Sweeper Operator	2.00	2.00	2.00	2.00	91,680	91,680	91,680
Administrative Specialist	0.70	1.00	1.00	1.00	46,884	46,884	46,884
Lead Mechanic	1.00	1.00	1.00	1.00	54,060	54,060	54,060
Equipment Mechanic	1.00	1.00	1.00	1.00	47,844	47,844	47,844
Maintenance Worker	13.00	13.00	13.00	13.00	415,782	295,680	295,680
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	84,480	84,480	84,480
Lead Custodian	1.00	1.00	1.00	1.00	44,796	0	0
Custodian	4.00	4.00	4.00	4.00	104,880	0	0
Secretary	1.00	1.00	1.00	1.00	0	0	0
NPDES Coordinator	1.00	1.00	1.00	1.00	0	0	0
NPDES/Environmental Compliance Inspector	2.00	2.00	2.00	2.00	100,563	100,563	100,563
Bldg. Maint. Technician	1.00	1.00	1.00	1.00	48,132	48,132	48,132
Part Time							
Mechanic Aide	1.00	1.00	1.00	1.00	0	0	0
Custodian	1.00	1.00	1.00	1.00	22,776	0	0
Office Specialist	1.00	1.00	1.00	1.00	31,241	31,241	31,241
Maintenance Worker	0.00	0.00	2.00	2.00	0	52,104	52,104
Maintenance Worker (Relief)	0.00	0.00	1.00	1.00	0	30,394	30,394
Senior Intern	0.00	1.00	1.00	1.00	3,309	3,309	3,309
Full Time	40.60	43.95	43.19	43.19	1,964,958	1,509,128	1,509,128
Part Time	3.00	4.00	7.00	7.00	57,326	117,048	117,048
Overtime					51,800	51,800	51,800
Additional Pay					1,800	1,800	1,800
Total Salaries & Wages					2,075,884	1,679,776	1,679,776
Benefit Costs					969,697	780,677	780,677
TOTAL					3,045,581	2,460,453	2,460,453

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System 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	358,092	735,763	494,581	494,581
Services and Supplies	679,638	757,281	725,335	725,335
Capital Outlay	0	0	0	0
Total	1,037,730	1,493,044	1,219,916	1,219,916

Personnel Authorized	3.55 (FT)	6.75 (FT)	5.99 (FT)	5.99 (FT)
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Department Distribution

Management & Construction	376,886	803,640	543,418	543,418
Public Works Inspection	118,257	119,481	122,106	122,106
Traffic Safety Engineering	542,587	569,923	554,392	554,392
Total	1,037,730	1,493,044	1,219,916	1,219,916

Source of Funds

General Fund	545,945	967,788	710,716	710,716
Gas Tax Fund	491,785	525,256	509,200	509,200
Total	1,037,730	1,493,044	1,219,916	1,219,916

PROGRAM BUDGET SUMMARY - 1

Program Number 4641

Department	Division	Program
Public Works	Engineering	Management and Construction

Program Description

Administer the City's Capital Improvement Program; provide plan checking and processing of subdivision maps, lot line adjustments, and parcel mergers; prepare design plans for public improvements; design and construct public improvements; provide project/construction management; conduct feasibility studies; coordinate transportation issues with Caltrans and SANBAG; manage the City's NPDES and storm water quality programs; and maintain records including the preparation of record drawings for Public Works improvements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	234,325	611,634	367,302	367,302
Services and Supplies	142,561	192,006	176,116	176,116
Capital Outlay	0	0	0	0
Total	376,886	803,640	543,418	543,418

Personnel Authorized	2.50 (FT)	5.65 (FT)	4.89 (FT)	4.89 (FT)
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Source of Funds

General Fund	376,886	803,640	543,418	543,418
Total	376,886	803,640	543,418	543,418

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>2010-2011</u>	<u>1st 6 Mos. 2011-2012</u>	<u>Estimate 2012-2013</u>
Public Works Improvements	15	5	10
Citizen Requests	400	150	300
Studies	0	0	1
Plan Check Capital Improvements	15	5	10
Plan Check Private Development	10	10	20
Plan Check Tract Maps	2	2	4
Plan Check Parcel Maps	2	1	2
Plan Check Lot Merger/Line Adjustment	1	1	1
Review of WQMPs	4	4	10

Personnel Services - \$611,634

Salary requests are for: Public Works Director (0.80) - \$122,947; City Engineer (0.40) - \$45,446; Project Manager (0.85) - \$57,732; Housing Associate (1.00) - \$69,252; Economic Development Coordinator (1.00) - \$69,657; Administrative Specialist (0.60) - \$28,130; Environmental Compliance Inspector (1.00) - \$50,282. Cost allocations are as follows: full-time salaries - \$443,446; overtime - \$2,000; additional pay – \$900; benefit costs - \$165,288.

Services and Supplies - \$192,006

Funding requested is for: service awards - \$400; books and publications - \$500; program supplies - \$1,000; license/permits/certificates - \$374; dues and memberships - \$1,129; travel and meetings - \$4,590; auto allowance - \$8,112; special consulting services - \$19,000; plan checking services - \$55,000; telephone service - \$1,138; electric service - \$1,111; natural gas service - \$85; special lab testing - \$1,000; special contract services - \$74,700; vocational training - \$625; small equipment - \$850; general liability insurance - \$9,002; other insurance - \$7,890; cellular phone - \$4,000; miscellaneous expenditures - \$1,500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Inspection

Program Description

Issue Public Works construction permits for works within public rights of way; provide inspection of Public Works capital improvement projects, public improvements within subdivisions, and public improvements by private developments; provide inspection of work by utility companies within public rights of way; provide on-site inspection of grading when requested by the Building Division; and provide inspection services as requested by other departments.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	114,806	116,130	118,755	118,755
Services and Supplies	3,451	3,351	3,351	3,351
Capital Outlay	0	0	0	0
Total	118,257	119,481	122,106	122,106

Personnel Authorized	1.00 (FT)	1.05 (FT)	1.05 (FT)	1.05 (FT)
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Source of Funds

General Fund	118,257	119,481	122,106	122,106
Total	118,257	119,481	122,106	122,106

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

1. Inspect public works projects.
 2. Inspect development-related work within the public right-of-way.
 3. Inspect utility company related work within the public right-of-way.
 4. Issue permits for work performed within the public right-of-way.
 5. Provide project management of public works projects.
 6. Provide on-site grading inspection at request of Building Division.
 7. Provide inspection assistance for other departments.
-

Units of Measure

	<u>2010-2011</u>	<u>1st 6 mos. 2011-2012</u>	<u>Estimate 2012-2013</u>
Subdivision public improvement inspections	80	50	90
Private development improvement inspections	20	15	30
Public works improvement inspections performed	150	70	150
Public utilities inspections performed	50	40	75

Personnel Services - \$116,130

Salary requests are for: City Engineer (.25) - \$28,404; Public Works Inspector (.80) - \$47,002. Cost allocations are as follows: full-time salaries - \$75,406; overtime - \$10,000; benefit costs - \$30,724.

Services and Supplies - \$3,351

Funding requested is for: telephone service - \$198; electric service - \$194; natural gas service - \$15; general liability insurance - \$1,569; other insurance - \$1,375.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

Oversee the maintenance of traffic signals, signal coordination and timing, and street lighting system; provide for the implementation of proper safety standards and devices to ensure that the City street system functions in a safe manner; and prepare and review traffic engineering studies. Coordinate traffic and transportation issues with surrounding and regional agencies. Maintain Highway Performance Monitoring System (HPMS) program database required by state and federal governments. Prepare speed surveys as required in accordance with state law.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,961	7,999	8,524	8,524
Services and Supplies	533,626	561,924	545,868	545,868
Capital Outlay	0	0	0	0
Total	542,587	569,923	554,392	554,392
Personnel Authorized	.05 (FT)	.05 (FT)	.05 (FT)	.05 (FT)

Source of Funds

General Fund	50,802	44,667	45,192	45,192
Gas Tax Fund	491,785	525,256	509,200	509,200
Total	542,587	569,923	554,392	554,392

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

Work Program

1. Maintain accident record system.
 2. Conduct studies and investigations relative to traffic safety.
 3. Respond to citizen requests regarding traffic operations.
 4. Implement signing and striping projects to improve safety and facilitate traffic flow.
 5. Oversee maintenance and operation of traffic signals.
 6. Conduct traffic counts and speed surveys.
 7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
 8. Participation in SANBAG 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>2010-2011</u>	<u>1st 6 mos. 2011-2012</u>	<u>Estimate 2012-2013</u>
Developments reviewed	4	2	4
Signals maintained	44	44	44
Reports, studies, investigations	1	1	1
Citizen requests	30	15	30

Personnel Services - \$7,999

Salary requests are for: City Engineer (.05) - \$5,681. Cost allocations are as follows: full-time salaries - \$5,681; benefit costs - \$2,318.

Services and Supplies - \$561,924

Funding requested is for: routine traffic signal maintenance - \$28,512; extraordinary traffic signal maintenance - \$55,000; architectural and engineering services - \$35,000; street lighting - \$420,000; telephone service - \$945; natural gas service - \$1; general liability insurance - \$118; other insurance - \$104; miscellaneous expenditures - \$500; electric service - \$21,744

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Street

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	599,998	506,981	722,341	722,341
Services and Supplies	169,982	166,626	162,046	162,046
Capital Outlay	0	90,500	90,500	90,500
Total	769,980	764,107	974,887	974,887

Personnel Authorized	11.05 (FT) .30 (PT)	11.05 (FT) .30 (PT)	14.75 (FT) 1.30 (PT)	14.75 (FT) 1.30 (PT)
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Department Distribution

Graffiti Abatement	191,525	187,130	187,130	187,130
Street Maintenance	264,474	247,159	392,556	392,556
Signing & Painting	131,852	150,275	215,658	215,658
Street Sweeping	182,129	179,543	179,543	179,543
Total	769,980	764,107	974,887	974,887

Source of Funds

General Fund	671,180	585,457	341,443	341,443
Gas Tax Fund	52,800	56,000	596,769	596,769
Community Development				
Block Grant Fund	46,000	32,150	32,150	32,150
Equipment Replacement Fund	0	90,500	4,525	4,525
Total	769,980	764,107	974,887	974,887

PROGRAM BUDGET SUMMARY - 1

Program Number 4645

Department	Division	Program
Public Works	Street	Graffiti Abatement

Program Description

Remove graffiti from public property and selected locations on residential and commercial structures throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	150,566	146,125	146,125	146,125
Services and Supplies	40,959	41,005	41,005	41,005
Capital Outlay	0	0	0	0
Total	191,525	187,130	187,130	187,130
Personnel Authorized	2.20 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)

Source of Funds

General Fund	145,525	154,980	154,980	154,980
Community Development Block Grant Fund	46,000	32,150	32,150	32,150
Total	191,525	187,130	187,130	187,130

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4645 Graffiti Abatement

Work Program

1. Remove graffiti from public and private property by City crews.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimated 2012-13</u>
Locations graffiti abated	9,836	4,313	10,000

Personnel Services - \$146,125

Salary requests are for: Public Works Superintendent (.10) - \$9,074; Assistant Public Works Superintendent (.10) - unfunded; Graffiti Abatement Workers (2.00) - \$84,480. Cost allocations are as follows: full-time salaries - \$93,554; overtime - \$300; benefit cost - \$52,271.

Services and Supplies - \$41,005

Funding requested is for: uniforms - \$1,129; program supplies - \$200; materials – maintenance and repair - \$30,000; telephone service - \$324; electric service - \$256; natural gas service - \$27; general liability insurance - \$9,018; other insurance - \$51.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Street	Street Maintenance

Program Description

Provide a safe travelway for both pedestrian and vehicular traffic by making repairs to streets, sidewalks, maintaining flood control facilities, controlling weed growth and repairing fencing in the public right-of-way, and picking up abandoned shopping carts and debris from City streets and alleys.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	198,146	181,867	331,844	331,844
Services and Supplies	66,328	65,292	60,712	60,712
Capital Outlay	0	0	0	0
Total	264,474	247,159	392,556	392,556
Personnel Authorized	5.45 (FT) .30 (PT)	5.45 (FT) .30 (PT)	8.15 (FT) 1.30 (PT)	8.15 (FT) 1.30 (PT)

Source of Funds

General Fund	241,674	221,159	96,608	96,608
Gas Tax Fund	22,800	26,000	295,948	295,948
Total	264,474	247,159	392,556	392,556

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	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.
6. Enforce compliance of laws regulating the National Pollution Discharge Elimination System.

Units of Measure

	<u>2010-11</u>	1st 6 mos. <u>2011-12</u>	Estimate <u>2012-13</u>
Tons of asphaltic concrete placed	82	20	100
Pounds of crack seal placed	39,000	0	5,000
Square footage of sidewalk removed and replaced	2,200	400	2,500
Remove and replace curb and gutter (lin. ft.)	40	10	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services - \$181,867

Salary requests are for: Public Works Superintendent (.15) - \$13,612; Assistant Public Works Superintendent (.10) - unfunded; Leadworker (1.00) - \$48,744; Maintenance Workers (3.00) - \$35,622; Secretary (.30) - unfunded; Office Specialist (.30/part-time) - \$9,372. Cost allocations are as follows: full-time salaries - \$97,978; part time salaries - \$9,372; overtime - \$20,500; benefit costs - \$54,017.

Services and Supplies - \$65,292

Funding requested is for: service awards - \$1,300; uniforms - \$11,300; program supplies - \$2,000; license/permits/certificates - \$3,030; asphalt - \$9,000; cement - \$5,000; weed chemicals - \$1,000; miscellaneous repair materials - \$12,000; dues and memberships - \$100; telephone service - \$359; electric service - \$283; natural gas service - \$30; educational grants - \$2,600; vocational training - \$3,720; rental of private equipment - \$400; general liability insurance - \$9,979; other insurance - \$1,391; small equipment - \$1,800.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4650

Department	Division	Program
Public Works	Street	Signing & Painting

Program Description

Move pedestrian and vehicle traffic on City streets in a safe manner by an effective maintenance program of striping, legend painting, and replacing and updating signs throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	91,181	23,477	88,860	88,860
Services and Supplies	40,671	36,298	36,298	36,298
Capital Outlay	0	90,500	90,500	90,500
Total	131,852	150,275	215,658	215,658

Personnel Authorized	1.20 (FT)	1.20 (FT)	2.20 (FT)	2.20 (FT)
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Source of Funds

General Fund	101,852	29,775	36,313	36,313
Gas Tax Fund	30,000	30,000	174,820	174,820
Equipment Replacement Fund	0	90,500	4,525	4,525
Total	131,852	150,275	215,658	215,658

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4650 Signing & Painting

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
 2. Paint traffic striping biennially.
 3. Paint traffic legends throughout the City on a biennial or as-needed basis.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Maintain signs	600	335	750
Fabricate signs	175	70	175
Stripe miles of street	0	60	0
Stencil traffic legends	760	80	480

Personnel Services - \$23,477

Salary requests are for: Public Works Superintendent (.10) - \$9,074; Assistant Public Works Superintendent (.10) - unfunded; Maintenance Worker (1.00) - unfunded. Cost allocations are as follows: full-time salaries - \$9,074; overtime - \$2,250; benefit costs - \$12,153.

Services and Supplies - \$36,298

Funding requested is for: program supplies - \$270; traffic striping materials - \$11,500; traffic signs - \$20,300; materials – maintenance and repairs - \$2,000; telephone service - \$47; electric service - \$37; natural gas service - \$4; special contract services - \$500; general liability insurance - \$1,313; other insurance - \$327.

Capital Outlay - \$90,500

Funding requested is for: One stencil truck.

PROGRAM BUDGET SUMMARY - 1

Program Number 4651

Department	Division	Program
Public Works	Street	Street Sweeping

Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	160,105	155,512	155,512	155,512
Services and Supplies	22,024	24,031	24,031	24,031
Capital Outlay	0	0	0	0
Total	182,129	179,543	179,543	179,543

Personnel Authorized	2.20 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)
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Source of Funds

General Fund	182,129	179,543	53,542	53,542
Gas Tax Fund	0	0	126,001	126,001
Total	182,129	179,543	179,543	179,543

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4651 Street Sweeping

Work Program

1. Sweep main roadways, residential streets, and alleys weekly, and the Montclair Transcenter bi-monthly.
 2. Respond to requests for special sweeping after traffic accidents, spills, etc.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	1	1	1

Personnel Services - \$155,512

Salary requests are for: Public Works Superintendent (.10) - \$9,074; Assistant Public Works Superintendent - (.10) - unfunded; Street Sweeper Operators (2.00) - \$91,680. Cost allocations are as follows: full-time salaries - \$100,754; overtime - \$1,000; benefits costs - \$53,758.

Services and Supplies - \$24,031

Funding requested is for: program supplies - \$200; materials - street sweeping - \$10,000; telephone service - \$343; electric service - \$271; natural gas service - \$29; general liability insurance - \$9,555; other insurance - \$3,633.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

Maintain all City trees, parks, facilities and other landscaped areas in a safe and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	398,376	451,912	296,279	296,279
Services and Supplies	827,828	850,617	837,217	837,217
Capital Outlay	22,000	199,600	75,000	75,000
Total	1,248,204	1,502,129	1,208,496	1,208,496

Personnel Authorized	6.75 (FT) .30 (PT)	6.75 (FT) .30 (PT)	5.90 (FT) 1.30 (PT)	5.90 (FT) 1.30 (PT)
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Department Distribution

Park Maintenance	1,154,892	1,352,825	1,115,392	1,115,392
Tree Maintenance	93,312	149,304	93,104	93,104
Total	1,248,204	1,502,129	1,208,496	1,208,496

Source of Funds

General Fund	823,814	898,858	729,825	729,825
Gas Tax Fund	389,190	390,471	390,471	390,471
Park Development Fund	13,200	13,200	13,200	13,200
Equipment Replacement Fund	22,000	199,600	75,000	75,000
Total	1,248,204	1,502,129	1,208,496	1,208,496

PROGRAM BUDGET SUMMARY - 1

Program Number 4652

Department	Division	Program
Public Works	Park Maintenance	Park Maintenance

Program Description

Maintain all City parks, median islands, parkways, fire stations, and other facilities in a well groomed and aesthetically pleasing appearance to the citizens of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	383,493	436,901	281,268	281,268
Services and Supplies	749,399	762,524	759,124	759,124
Capital Outlay	22,000	153,400	75,000	75,000
Total	1,154,892	1,352,825	1,115,392	1,115,392

Personnel Authorized	6.55 (FT) .30 (PT)	6.55 (FT) .30 (PT)	5.70 (FT) 1.30 (PT)	5.70 (FT) 1.30 (PT)
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Source of Funds

General Fund	795,502	860,754	701,721	701,721
Gas Tax Fund	324,190	325,471	325,471	325,471
Park Development Fund	13,200	13,200	13,200	13,200
Equipment Replacement Fund	22,000	153,400	75,000	75,000
Total	1,154,892	1,352,825	1,115,392	1,115,392

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Park Maintenance	4652 Park Maintenance

Work Program

1. Perform maintenance activities including, but not limited to, the turf, ball fields, landscaped areas, playgrounds, park equipment, parking lots, irrigation systems and any necessary repairs.
2. Maintain landscaped median islands, parkways and other rights-of-way by maintenance contract.

Units of Measure

	<u>2010-11</u>	1st 6 mos. <u>2011-12</u>	Estimate <u>2012-13</u>
Acres of parks and facilities maintained	78.16	78.16	78.16
Acres of parks and facilities mowed	40.38	40.38	40.38
Hours expended in the repair of irrigation systems citywide	1,800	900	1,800
Acres of median islands, parkways and bike trails maintained by maintenance contract	15.60	18.94	18.94

Personnel Services - \$436,901

Salary requests are for: Facilities and Grounds Superintendent (.15) - \$14,315; Assistant Public Works Superintendent (.10) - unfunded; Leadworker (1.00) - \$48,744; Maintenance Workers (5.00) - \$211,200; Office Specialist (.30/part-time) - \$9,372; Secretary (.30) - unfunded. Cost allocations are as follows: full-time salaries - \$274,259; part-time salaries - \$9,372; overtime - \$3,500; benefit costs - \$149,770.

Services and Supplies - \$762,524

Funding requested is for: program supplies - \$2,600; license/permits/certificates - \$100; sprinkler parts - \$17,500; fertilizers - \$2,000; weed chemicals - \$1,500; repair materials - \$14,400; special contract services - \$464,076; private equipment rentals - \$900; small equipment - \$1,600; rental property upkeep - \$10,000; miscellaneous expenditures - \$3,200; telephone service - \$810; electric service - \$62,275; natural gas service - \$81; water service - \$153,515; general liability insurance - \$26,801; other insurance - \$1,166.

Capital Outlay - \$153,400

Funding requested are for: One riding lawn mower and two pick up trucks.

PROGRAM BUDGET SUMMARY - 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	14,883	15,011	15,011	15,011
Services and Supplies	78,429	88,093	78,093	78,093
Capital Outlay	0	46,200	0	0
Total	93,312	149,304	93,104	93,104
Personnel Authorized	.20 (FT)	.20 (FT)	.20 (FT)	.20 (FT)

Source of Funds

General Fund	28,312	38,104	28,104	28,104
Gas Tax Fund	65,000	65,000	65,000	65,000
Equipment Replacement Fund	0	46,200	0	0
Total	93,312	149,304	93,104	93,104

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

Work Program

1. Maintain trees at City facilities and at City parks.
 2. Trim trees in the public right-of-way.
 3. Replace dead or damaged trees.
 4. Prune roots where feasible to prevent hardscape damage.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Trees trimmed	1,219	35	1,250
Trees removed	40	16	50
Trees replaced	32	7	50
Tree roots pruned	0	0	10
Trees sprayed	3	2	5

Personnel Services - \$15,011

Salary requests are for: Public Works Superintendent (.10) - \$9,074; Assistant Public Works Superintendent (.10) - unfunded. Cost allocations are as follows: full-time salaries - \$9,074; overtime - \$500; benefit costs - \$5,437.

Services and Supplies - \$88,093

Funding requested is for: program supplies - \$250; materials - \$400; special contract services - \$85,000; telephone service - \$32; electric service - \$25; natural gas service - \$3; general liability insurance - \$897; other insurance - \$1,486.

Capital Outlay - \$46,200

Funding is requested for: One replacement Vermeer wood chipper.

PROGRAM BUDGET SUMMARY - 1

Program Number 4656

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance

Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	177,610	168,737	168,737	168,737
Services and Supplies	257,794	293,997	297,447	297,447
Capital Outlay	0	0	0	0
Total	435,404	462,734	466,184	466,184

Personnel Authorized	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)
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Source of Funds

General Fund	435,404	462,734	466,184	466,184
Total	435,404	462,734	466,184	466,184

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment on a scheduled basis.
2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment in the most efficient manner possible.

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Number of vehicle services performed	320	160	332
Number of vehicle repairs performed	220	110	225
Number of equipment services performed	180	90	180
Number of equipment repairs performed	100	50	100

Personnel Services - \$168,737

Salary requests are for: Public Works Superintendent (.10) - \$9,074; Assistant Public Works Superintendent (.10) - unfunded; Lead Mechanic (.95) - \$51,357; Equipment Mechanic (.95) - \$45,452; Secretary (.10) - unfunded; Office Specialist (.10/part-time) - \$3,124; Mechanic Aide (1.00/part-time) - unfunded. Cost allocations are as follows: full time salaries - \$105,883; part-time salaries - \$3,124; overtime - \$500; benefit costs - \$59,230.

Services and Supplies - \$293,997

Funding requested is for: books and publications - \$2,000; program supplies - \$1,500; repair materials - \$85,000; license/permits/certificates - \$5,325; gasoline - \$60,000; diesel fuel - \$38,000; oil and lubricants - \$7,000; propane - \$18,500; compressed natural gas - \$6,000; work equipment maintenance - \$45,000; other equipment maintenance - \$4,525; telephone service - \$374; electric service - \$3,470; natural gas service - \$370; special contract services - \$5,670; general liability insurance - \$10,404; other insurance - \$59; shop towel service - \$800.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4669

Department	Division	Program
Public Works	Sewer	Sewer Maintenance

Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	662,896	718,879	540,026	540,026
Services and Supplies	1,676,566	1,895,815	1,894,725	1,894,725
Capital Outlay	4,000	180,240	0	0
Total	2,343,462	2,794,934	2,434,751	2,434,751

Personnel Authorized	10.20 (FT) .30 (PT)	10.35 (FT) 1.30 (PT)	7.50 (FT) 1.30 (PT)	7.50 (FT) 1.30 (PT)
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Source of Funds

Sewer Maintenance Fund	2,343,462	2,794,934	2,434,751	2,434,751
Total	2,343,462	2,794,934	2,434,751	2,434,751

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>2010-11</u>	1st 6 mos. <u>2011-12</u>	Estimate <u>2012-13</u>
Sewer main maintained (feet)	800,000	300,000	600,000
Sewer main televised and inspected (feet)	45,000	5,000	25,000
Manholes inspected and maintained (each)	2,400	1,000	2,200
Repair of sewer main (feet)	0	0	0
Blockage requests (each)	10	10	20
Facility Pretreatment Inspections	200	125	210

Personnel Services - \$718,879

Salary requests are for: Public Works Director (.15) - \$23,053; Assistant Public Works Superintendent (.30) - unfunded; City Engineer (.30) - \$34,085; Public Works Superintendent (.35) - \$31,762; Environmental Manager (1.00) - \$69,252; Environmental Control Specialist (1.00) - unfunded; Lead Worker/Maintenance (1.00) - \$47,740; Maintenance Workers (4.00) - \$168,960; Project Manager (.15) - \$10,188; Public Works Inspector (.20) - \$11,750; Administrative Specialist (.40) - \$18,754; Lead Mechanic (.05) - \$2,703; Equipment Mechanic (.05) - \$2,392; NPEDS Environmental Compliance Inspector (1.00) - \$50,281; Secretary (.30) - unfunded; Office Specialist (.30/part-time) - \$9,373. Senior Intern (1.00 Part Time) \$3,309 Cost allocations are as follows: full-time salaries - \$470,920; part-time salaries - \$12,682; overtime - \$8,500; additional pay - \$900; benefit costs - \$225,877.

Services and Supplies - \$1,895,815

Funding requested is for: service awards - \$100; books and publications - \$500; uniforms - \$2,950; program supplies - \$2,500; license/permits/certificates - \$2,505; chemicals - \$2,000; materials - maintenance and repairs - \$1,200; dues and memberships - \$1,385; travel and meetings - \$1,980; telephone service - \$1,577; electric service - \$1,246; natural gas service - \$133; sewer processing - \$1,716,000; special lab testing - \$6,000; special contract services - \$6,300; educational grants - \$2,600; vocational training - \$2,780; rent of private equipment - \$13,000; general liability insurance - \$43,874; other insurance - \$15,785; postage - \$200; small equipment - \$600; cellular phone expenditures - \$1,650; maintenance - other equipment - \$2,250; depreciation expense - \$66,700.

Capital Outlay - \$180,240

Funding requested is for: One sewer hydro Jetter vehicle and one micro camera inspection system.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	462,812	463,309	238,489	238,489
Services and Supplies	188,331	179,824	281,824	281,824
Capital Outlay	0	0	0	0
Total	651,143	643,133	520,313	520,313

Personnel Authorized	6.85 (FT) 1.00 (PT)	6.85 (FT) 1.00 (PT)	6.85 (FT) 2.00 (PT)	6.85 (FT) 2.00 (PT)
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Department Distribution

Bldg. Maint. Services	216,300	195,766	210,262	210,262
Heating and A/C Services	109,858	116,430	112,430	112,430
Janitorial Services	324,985	330,937	197,621	197,621
Total	651,143	643,133	520,313	520,313

Source of Funds

General Fund	651,143	643,133	520,313	520,313
Total	651,143	643,133	520,313	520,313

PROGRAM BUDGET SUMMARY - 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maintenance Services

Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	101,155	99,901	117,397	117,397
Services and Supplies	115,145	95,865	92,865	92,865
Capital Outlay	0	0	0	0
Total	216,300	195,766	210,262	210,262
Personnel Authorized	.95 (FT) .00 (PT)	.95 (FT) .00 (PT)	.95 (FT) .50 (PT)	.95 (FT) .50 (PT)

Source of Funds

General Fund	216,300	195,766	210,262	210,262
Total	216,300	195,766	210,262	210,262

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4691 Bldg. Maint. Services

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
 2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
 3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
 4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
 5. Miscellaneous: Use for any function not reported in the above activities.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
General Building Maintenance	17	17	17

Personnel Services - \$99,901

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$38,174; Building Maintenance Technician (.55) - \$26,473. Cost allocations are as follows: full-time salaries - \$64,647; overtime - \$500; benefit costs - \$34,754.

Services and Supplies - \$95,865

Funding requested is for: program supplies - \$1,500; license/permits/certificates - \$2,125; materials - \$46,800; maintenance other equipment - \$25,300; special contract services - \$15,000; rent private equipment - \$2,000; telephone service - \$186; electric service - \$182; natural gas service - \$14; general liability insurance - \$1,470; other insurance - \$1,288.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	88,933	88,153	88,153	88,153
Services and Supplies	20,925	28,277	24,277	24,277
Capital Outlay	0	0	0	0
Total	109,858	116,430	112,430	112,430
Personnel Authorized	.80 (FT)	.80 (FT)	.80 (FT)	.80 (FT)

Source of Funds

General Fund	109,858	116,430	112,430	112,430
Total	109,858	116,430	112,430	112,430

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating & Air Conditioning Services

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>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	83	87	91
Exhaust Fans	32	35	41
Ice Machines and Refrigerators	14	16	22

Personnel Services - \$88,153

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$38,174; Building Maintenance Technician (.40) - \$19,253. Cost allocations are as follows: full-time salaries - \$57,427; overtime - \$250; benefit costs - \$30,476.

Services and Supplies - \$28,277

Funding requested is for: program supplies - \$500; materials, miscellaneous maintenance and repairs - \$20,000; maintenance other equipment - \$5,000; telephone service - \$164; electric service - \$161; natural gas service - \$12; general liability insurance - \$1,300; other insurance - \$1,140.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4693

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services

Program Description

Maintain the interior of City Hall, Police Facility, Community Center, Recreation, Youth Center, Senior Center and Library facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	272,724	275,255	32,939	32,939
Services and Supplies	52,261	55,682	164,682	164,682
Capital Outlay	0	0	0	0
Total	324,985	330,937	197,621	197,621
Personnel Authorized	5.10 (FT) 1.00 (PT)	5.10 (FT) 1.00 (PT)	5.10 (FT) 1.50 (PT)	5.10 (FT) 1.50 (PT)

Source of Funds

General Fund	324,985	330,937	197,621	197,621
Total	324,985	330,937	197,621	197,621

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

Work Program

1. Floor care: vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
 2. Window cleaning: washing, etc.
 3. Room Care: dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
 4. Miscellaneous: used for any functions not reported in above activities.
-

Units of Measure

	<u>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
City Facilities (buildings)	10	11	11

Personnel Services - \$275,255

Salary requests are for: Facilities and Grounds Superintendent (.05) - \$4,773; Building Maintenance Technician (.05) - \$2,406; Lead Custodian (1.00) - \$44,796; Custodians (4.00) - \$104,880; Custodian (1.00/part-time) - \$22,776. Cost allocations are as follows: full-time salaries - \$156,855; part-time salaries - \$22,776; overtime - \$2,000; benefit costs - \$93,624.

Services and Supplies - \$55,682

Funding requested is for: custodial supplies - \$40,000; program supplies - \$400; special contract services - \$6,500; telephone service - \$520; electric service - \$508; natural gas service - \$39; general liability insurance - \$4,112; other insurance - \$3,603.

Capital Outlay

No funding requested.

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. Community Development also includes a wide range of community-based human services by providing programs of service and information to enhance the overall quality of life for the Montclair community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,646,309	3,675,916	3,396,426	3,396,426
Services and Supplies	875,322	820,716	765,428	765,428
Capital Outlay	0	0	0	0
Total	4,521,631	4,496,632	4,161,854	4,161,854

Personnel Authorized	32.50 (FT) 142.00 (PT)	34.00 (FT) 127.00 (PT)	34.00 (FT) 116.00 (PT)	34.00 (FT) 116.00 (PT)
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Divisional Distribution

Planning Commission	16,725	16,576	16,576	16,576
Administration	223,979	204,591	204,111	204,111
Planning	298,771	307,872	287,872	287,872
Building	375,211	361,846	342,465	342,465
Code Enforcement	188,567	299,750	299,750	299,750
Human Services	3,418,378	3,305,997	3,011,080	3,011,080
Total	4,521,631	4,496,632	4,161,854	4,161,854

Source of Funds

General Fund	2,259,386	2,694,228	2,230,197	2,230,197
Community Dev. Block Grant	13,169	10,724	10,724	10,724
Air Quality Improvement Fund	19,305	20,000	20,000	20,000
Human Services Grant Fund	1,850,558	0	0	0
California Nutrition Grant Fund	69,449	0	0	0
Human Svcs Special Rev. Fund	124,720	0	0	0
DAAS Grant Fund	400	130,381	137,281	137,281
ASES Grant Fund	0	1,134,336	1,282,972	1,282,972
ASES Supplemental Grant Fund	0	150,180	147,390	147,390
Champions for Change Grant Fund	0	67,884	67,884	67,884
First Five Grant Fund	0	95,128	95,128	95,128
Healthy Cities Grant Fund	0	750	750	750
Healthy Cities Sponsorship	0	20,000	20,000	20,000
Hope Through Housing Grant	0	34,670	34,670	34,670
Inland Empire United Way Grant	0	21,600	21,600	21,600
OMSD Grant	0	27,500	27,500	27,500
21st CCLC Grant Fund	0	89,251	65,758	65,758
Older American Grant Fund	136,128	0	0	0
RDA - Indirect Staff Charges	48,516	0	0	0
Total	4,521,631	4,496,632	4,161,854	4,161,854

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

POSITION QUOTA

APPROPRIATIONS

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Director	1.00	1.00	1.00	1.00	139,968	139,968	139,968
City Planner	1.00	1.00	1.00	1.00	95,400	95,400	95,400
Building Official	1.00	1.00	1.00	1.00	95,580	95,580	95,580
Asst. Director of Human Svcs.	1.00	1.00	1.00	1.00	84,240	84,240	84,240
Associate Planner	1.00	1.00	1.00	1.00	0	0	0
Assistant Planner	1.00	1.00	1.00	1.00	55,436	55,436	55,436
Senior Bldg. Inspector	1.00	1.00	1.00	1.00	0	0	0
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	59,772	59,772	59,772
Building Inspector	2.00	2.00	2.00	2.00	119,808	104,832	104,832
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	63,072	63,072	63,072
Code Enforcement Officer	1.00	2.00	2.00	2.00	112,632	112,632	112,632
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	50,406	55,572	55,572
Comm. Health Education Coord.	1.00	1.00	1.00	1.00	0	0	0
Office Specialist	1.00	1.00	1.00	1.00	39,948	39,948	39,948
Resource Analyst	1.00	1.00	1.00	1.00	50,058	0	0
Administrative Secretary	0.50	1.00	1.00	1.00	46,884	46,884	46,884
Sr. Learning Coordinator	1.00	1.00	1.00	1.00	50,664	0	0
Learning Coordinator	11.00	11.00	11.00	11.00	451,840	451,840	451,840
Sr. Citizens Program Specialist	1.00	1.00	1.00	1.00	41,700	41,700	41,700
Recreation Supervisor	2.00	2.00	2.00	2.00	85,440	0	0
Health Education Specialist	1.00	1.00	1.00	1.00	40,272	40,272	40,272
Part Time							
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	2,400	2,400	2,400
Office Specialist/Program Aide	1.00	1.00	1.00	1.00	30,212	0	0
Facility Coordinator	6.00	6.00	3.00	3.00	39,000	36,027	36,027
Summer/Winter Personnel	27.00	27.00	17.00	17.00	70,000	102,886	102,886
Planning Commissioner	5.00	5.00	5.00	5.00	15,000	15,000	15,000
Community Building Supervisor	1.00	1.00	1.00	1.00	3,000	3,000	3,000
Program Aide	1.00	1.00	1.00	1.00	21,029	21,029	21,029
Medical Clinic Coordinator	1.00	1.00	1.00	1.00	39,000	39,000	39,000
Medical Clinic Specialist	0.00	1.00	1.00	1.00	16,058	16,058	16,058
Sr. Recreation Specialist	0.00	0.00	2.00	2.00	0	63,428	63,428
Nutrition Site Manager	1.00	1.00	1.00	1.00	14,227	14,227	14,227
Kitchen Assistant	1.00	1.00	1.00	1.00	7,488	7,488	7,488
Learning Leader	80.00	64.00	64.00	64.00	718,000	680,000	680,000
Transportation Coordinator	1.00	1.00	1.00	1.00	24,258	24,258	24,258
Transportation Coord. (relief)	2.00	2.00	2.00	2.00	3,000	3,000	3,000
Junior Intern	1.00	1.00	1.00	1.00	9,454	9,454	9,454
Mini-School Coordinator	1.00	1.00	1.00	1.00	12,407	12,407	12,407
Recreation Specialist	2.00	2.00	2.00	2.00	22,048	22,048	22,048
Asst Nutrition Site Manager	1.00	1.00	1.00	1.00	0	0	0
After School Program Aides	6.00	6.00	6.00	6.00	0	0	0
Full Time	32.50	34.00	34.00	34.00	1,683,120	1,487,148	1,487,148
Part Time	142.00	127.00	116.00	116.00	1,046,581	1,071,710	1,071,710
Overtime					4,000	4,000	4,000
Additional Pay					900	900	900
Total Salaries & Wages					2,734,601	2,563,758	2,563,758
Benefit Costs					941,315	832,668	832,668
TOTAL					3,675,916	3,396,426	3,396,426

PROGRAM BUDGET SUMMARY - 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Review and make decisions or recommendations to the City Council regarding land use entitlement matters and to make recommendations regarding the Montclair General Plan and various Specific Plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,400	16,230	16,230	16,230
Services and Supplies	325	346	346	346
Capital Outlay	0	0	0	0
Total	16,725	16,576	16,576	16,576
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	15,852	16,576	16,576	16,576
RDA - Indirect Staff Charges	873	0	0	0
Total	16,725	16,576	16,576	16,576

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Consider current and advance planning proposals, comply with applicable planning laws, provide any necessary training and/or maintenance of skills, and to maintain knowledge of planning laws and practices affecting the Planning Commission.

Units of Measure

15 Precise Plans of Design	2 General Plan Amendments
10 Conditional Use Permits	2 Variances
2 Tentative Parcel Maps	2 Zone Changes
2 Tentative Tract Maps	2 Annexations

Personnel Services - \$16,230

Salary requests are for: Planning Commissioners (5.00/part-time) - \$15,000. Cost allocations are as follows: part-time salaries - \$15,000; benefit costs - \$1,230.

Services and Supplies - \$346

Funding requested is for: telephone service - \$30; natural gas service - \$2; general liability insurance - \$104; other insurance - \$210.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4761

Department	Division	Program
Community Development	Planning/Building/Code Enforcement/ Human Services	Administration

Program Description

Effectively coordinate the Planning, Building, Code Enforcement, and Human Services Divisions' functions within the department and among other departments with the goal of producing a safe, healthy City, as well as aesthetically pleasing development within the community, while continuing to improve the efficiency of the Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	169,873	159,244	159,244	159,244
Services and Supplies	54,106	45,347	44,867	44,867
Capital Outlay	0	0	0	0
Total	223,979	204,591	204,111	204,111

Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)
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Source of Funds

General Fund	179,009	182,441	181,961	181,961
Air Quality Improvement Fund	19,305	20,000	20,000	20,000
DAAS Grant Fund	400	400	400	400
Human Services Grant Fund	9,500	0	0	0
ASES Grant Fund	0	1,000	1,000	1,000
Healthy Cities Grant Fund	0	750	750	750
Human Services Special Rev. Fund	2,000	0	0	0
RDA - Indirect Staff Charges	13,765	0	0	0
Total	223,979	204,591	204,111	204,111

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning/Building/Code Enforcement/ Human Services	4761 Administration

Work Program

1. Serve as secretary to Planning Commission.
 2. Provide staff assistance to the City Council and City Manager.
 3. Maintain coordination among Planning, Building, Code Enforcement, and Human Services Divisions' functions.
 4. Maintain coordinated communication among departments, other City departments, Chamber of Commerce, volunteers, public service agencies, and the community.
 5. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
 6. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Units of Measure

1. Minimum of 16 Planning Commission meetings annually (each involves agenda distribution, preparation of displays, graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website).
 2. Regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Distribute approximately 400 documents and 75 maps requested annually by the public.
 5. Participate in 20 Housing Improvement Task Force meetings and 2-4 Foundation Area owner meetings.
-

Personnel Services - \$159,244

Salary requests are for: Community Development Director (.60) - \$83,981; Administrative Secretary (.50) - \$23,442. Cost allocations are as follows: full-time salaries - \$107,423; benefit costs - \$51,821.

Services and Supplies - \$45,347

Funding requested is for: service awards - \$800; books and publications - \$100; license/permits/certificates - \$600; dues and memberships - \$2,380; travel and meetings - \$1,500; mileage/auto allowance - \$7,800; telephone service - \$298; electric service - \$530; natural gas service - \$2; vocational training - \$4,325; general liability insurance - \$1,024; other insurance - \$2,063; cellular phone service - \$3,825; miscellaneous expenditures - \$100; Air Quality Improvement Program - \$20,000.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

Review all proposed development to ensure compliance and implementation with the adopted General Plan, Montclair Municipal Code, specific plans, and other applicable plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of the City; anticipate and prepare for the City's future physical, economic, aesthetic, and social needs through the systematic collection of relevant statistical data, empirical information, institutional experience, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	277,184	271,163	271,163	271,163
Services and Supplies	21,587	36,709	16,709	16,709
Capital Outlay	0	0	0	0
Total	298,771	307,872	287,872	287,872

Personnel Authorized	3.20 (FT)	3.20 (FT)	3.20 (FT)	3.20 (FT)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Department Distribution

Current	201,654	192,522	192,522	192,522
Advance	97,117	115,350	95,350	95,350
Total	298,771	307,872	287,872	287,872

Source of Funds

General Fund	284,174	307,872	287,872	287,872
RDA – Indirect Staff Charges	14,597	0	0	0
Total	298,771	307,872	287,872	287,872

PROGRAM BUDGET SUMMARY - 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current

Program Description

Review all proposed development to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	189,606	184,670	184,670	184,670
Services and Supplies	12,048	7,852	7,852	7,852
Capital Outlay	0	0	0	0
Total	201,654	192,522	192,522	192,522
Personnel Authorized	1.95 (FT)	1.95 (FT)	1.95 (FT)	1.95 (FT)

Source of Funds

General Fund	191,647	192,522	192,522	192,522
RDA - Indirect Staff Charges	10,007	0	0	0
Total	201,654	192,522	192,522	192,522

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4762 Current

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

1. Minimum of 16 Planning Commission meetings per year.
 2. Approximately 35 Development Review Committee meetings.
 3. Annual caseload of current development applications.
-

Personnel Services - \$184,670

Salary requests are for: Community Development Director (.20) - \$27,994; City Planner (.75) - \$71,550; Associate Planner (.50) – unfunded; Assistant Planner (.50) - \$27,718. Cost allocations are as follows: full-time salaries - \$127,262; benefit costs - \$57,408.

Services and Supplies - \$7,852

Funding requested is for: books and publications - \$200; publication and advertising - \$3,000; telephone service - \$345; electric service - \$613; natural gas service - \$63; general liability insurance - \$1,188; other insurance - \$2,393; miscellaneous expenditures - \$50.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance

Program Description

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	87,578	86,493	86,493	86,493
Services and Supplies	9,539	28,857	8,857	8,857
Capital Outlay	0	0	0	0
Total	97,117	115,350	95,350	95,350

Personnel Authorized	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)
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Source of Funds

General Fund	92,527	115,350	95,350	95,350
RDA - Indirect Staff Charges	4,590	0	0	0
Total	97,117	115,350	95,350	95,350

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4763 Advance

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Units of Measure

1. Amendment and coordination of Specific Plans.
 2. Amendment of adopted General Plan as necessary.
 3. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 4. Participation on the Housing Improvement Task Force.
-

Personnel Services - \$86,493

Salary requests are for: City Planner (.25) - \$23,850; Associate Planner (.50) – unfunded; Assistant Planner (.50) - \$27,718; Junior Intern (1.00/part-time) - \$9,454. Cost allocations are as follows: full-time salaries - \$51,568; part-time salaries - \$9,454; benefit costs - \$25,471.

Services and Supplies - \$28,857

Funding requested is for: expected City initiation of annexation of the "East Island" - \$20,000; City portion of LAFCO's annual funding - \$6,700; telephone service - \$162; electric service - \$287; natural gas service - \$30; general liability insurance - \$556; other insurance - \$1,122.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; 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	333,131	321,628	302,247	302,247
Services and Supplies	42,080	40,218	40,218	40,218
Capital Outlay	0	0	0	0
Total	375,211	361,846	342,465	342,465

Personnel Authorized	4.00 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)
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Department Distribution

Field Inspection	142,624	136,994	127,304	127,304
Plan Check	80,314	78,194	68,503	68,503
Operations	152,273	146,658	146,658	146,658
Total	375,211	361,846	342,465	342,465

Source of Funds

General Fund	355,930	361,846	342,465	342,465
RDA – Indirect Staff Charges	19,281	0	0	0
Total	375,211	361,846	342,465	342,465

PROGRAM BUDGET SUMMARY - 1

Program Number 4764

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

Provide professional inspection services for all privately-owned construction projects within the City. Revise handouts to reflect current code requirements. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	136,925	131,979	122,289	122,289
Services and Supplies	5,699	5,015	5,015	5,015
Capital Outlay	0	0	0	0
Total	142,624	136,994	127,304	127,304
Personnel Authorized	2.00 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)

Source of Funds

General Fund	135,305	136,994	127,304	127,304
RDA - Indirect Staff Charges	7,319	0	0	0
Total	142,624	136,994	127,304	127,304

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for the community to improve life, health, and fire safety by inspecting projects at various stages of construction. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

Units of Measure

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Inspections made	4,006	3,985	2,839	2,846	3,397	2,741

Personnel Services - \$131,979

Salary requests are for: Senior Building Inspector (.50) - unfunded; Building Inspector (1.50) - \$89,856. Cost allocations are as follows: full-time salaries - \$89,856; overtime - \$1,000; benefit costs - \$41,123.

Services and Supplies - \$5,015

Funding requested is for: books and publications - \$250; uniforms - \$600; telephone service - \$245; electric service - \$435; natural gas service - \$45; general liability insurance - \$842; other insurance - \$1,698; small equipment - \$650; miscellaneous expenditures - \$250.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	47,877	46,801	37,110	37,110
Services and Supplies	32,437	31,393	31,393	31,393
Capital Outlay	0	0	0	0
Total	80,314	78,194	68,503	68,503
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	76,157	78,194	68,503	68,503
RDA - Indirect Staff Charges	4,157	0	0	0
Total	80,314	78,194	68,503	68,503

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide for the community to improve life, health and fire safety by checking proposed construction plans against minimum standards required by various codes adopted by the City Council, and conditions imposed by the Planning Commission and/or City Council.

Units of Measure

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Plans Checked	453	446	477	364	394	336
Permits Issued	1,410	1,154	824	600	646	704

Personnel Services - \$46,801

Salary requests are for: Senior Building Inspector (.50) - unfunded; Building Inspector (.50) - \$29,952. Cost allocations are as follows: full-time salaries - \$29,952; overtime - \$1,000; benefit costs - \$15,849.

Services and Supplies - \$31,393

Funding requested is for: books and publications - \$250; plan checking services - \$30,000; telephone service - \$86; electric service - \$152; natural gas service - \$16; general liability insurance - \$295; other insurance - \$594.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4766

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	148,329	142,848	142,848	142,848
Services and Supplies	3,944	3,810	3,810	3,810
Capital Outlay	0	0	0	0
Total	152,273	146,658	146,658	146,658
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	144,468	146,658	146,658	146,658
RDA - Indirect Staff Charges	7,805	0	0	0
Total	152,273	146,658	146,658	146,658

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding codes.
 2. Effectively supervise the functions of the Building Division.
 3. Assist and/or advise the Director.
 4. Represent the Building Division at meetings.
 5. Maintain records.
 6. Recommend adoption of current codes.
 7. Train and supervise inspectors.
-

Units of Measure

Fiscal Year	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Permit Valuation	\$67,138,364	\$70,263,637	\$43,115,917	\$21,306,973	\$32,946,049	\$6,495,644

Personnel Services - \$142,848

Salary requests are for: Building Official (1.00) - \$95,580. Cost allocations are as follows: full-time salaries - \$95,580; benefit costs - \$47,268.

Services and Supplies - \$3,810

Funding requested is for: books and publications - \$250; telephone service - \$267; electric service - \$474; natural gas service - \$49; general liability insurance - \$919; other insurance - \$1,851.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4768

Department	Division	Program
Community Development	Code Enforcement	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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	179,942	289,281	289,281	289,281
Services and Supplies	8,625	10,469	10,469	10,469
Capital Outlay	0	0	0	0
Total	188,567	299,750	299,750	299,750
Personnel Authorized	2.00 (FT) 4.00 (PT)	3.50 (FT) 4.00 (PT)	3.50 (FT) 4.00 (PT)	3.50 (FT) 4.00 (PT)

Source of Funds

General Fund	188,567	299,750	299,750	299,750
Total	188,567	299,750	299,750	299,750

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Code Enforcement	4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
3. Document new contacts and all initial abatement activities conducted.
4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
5. Remove all illegal signs.
6. Conduct neighborhood cleanups (C.A.U.T.I.O.N. cleanups).
7. Ensure that graffiti is removed from private property.

Units of Measure

	<u>2010-11</u>	Year to Date <u>2011-12</u>	Estimated <u>2012-13</u>
Abandoned Vehicle Abatement	322	175	235
Administrative Citations	248	163	220
C.A.U.T.I.O.N. Cleanups	1	1	2
Clean-Up and Secure	48	71	95
Complaints	1,566	889	1,200
Foreclosures	114	59	100
Graffiti Abatement	60	29	50
Illegal Signs Removed	6,182	4,003	5,500
Inspections	1,056	860	1,150
Notices of Violation	1,437	713	950
Violations Abated by Owner	1,349	676	900

Personnel Services - \$289,281

Salary requests are for: Senior Code Enforcement Officer (1.00) - \$63,072; Code Enforcement Officer (2.00) - \$112,632; Administrative Secretary (.50) - \$23,442; Reserve Code Enforcement Officer (4.00/part-time) - \$2,400. Cost allocations are as follows: full-time salaries - \$199,146; part-time salaries - \$2,400; overtime - \$2,000; benefit costs - \$85,735.

Services and Supplies - \$10,469

Funding requested is for: books and publications - \$150; uniforms - \$500; telephone service - \$533; electric service - \$947; natural gas service - \$56; general liability insurance - \$1,835; other insurance - \$3,698; small equipment - \$250; miscellaneous expenditures - \$2,500.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Human Services

Overview

Provide the following services and opportunities for Montclair residents: 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; special event programming; after-school program that provides academic assistance, enrichment programs, and physical education activities at 12 Montclair sites; staff, supervise, and provide various programs at the City's Youth Center; general medical and case management services; development, implementation, and coordination of 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; serve as an advocate for the needs of seniors; well-balanced nutritional meal service five days a week for seniors; promotion of 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; health and education programs and case management for families with children 5 years of age and younger.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,669,779	2,618,370	2,358,261	2,358,261
Services and Supplies	748,599	687,627	652,819	652,819
Capital Outlay	0	0	0	0
Total	3,418,378	3,305,997	3,011,080	3,011,080

Personnel Authorized	22.20 (FT) 132.00 (PT)	22.20 (FT) 117.00 (PT)	22.20 (FT) 106.00 (PT)	22.20 (FT) 106.00 (PT)
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Department Distribution

Recreation	2,647,067	2,567,837	2,330,804	2,330,804
Service Center	223,802	208,881	194,694	194,694
Senior Citizens	138,502	155,119	154,294	154,294
Nutritional Meals	183,813	197,735	183,548	183,548
Health Education	87,304	84,756	70,569	70,569
Family Education	137,890	91,669	77,171	77,171
Total	3,418,378	3,305,997	3,011,080	3,011,080

Source of Funds

General Fund	1,235,854	1,525,743	1,101,573	1,101,573
Community Dev. Block Grant	13,169	10,724	10,724	10,724
Human Services Grant Fund	1,841,058	0	0	0
California Nutrition Grant Fund	69,449	0	0	0
Human Svcs. Special Rev. Fund	122,720	0	0	0
DAAS Grant	0	129,981	136,881	136,881
ASES Grant	0	1,133,336	1,281,972	1,281,972
ASES Supplemental Grant	0	150,180	147,390	147,390
Champions for Change Grant	0	67,884	67,884	67,884
First Five Grant	0	95,128	95,128	95,128
Healthy Cities Sponsorship	0	20,000	20,000	20,000
Hope Through Housing	0	34,670	34,670	34,670
Inland Empire United Way	0	21,600	21,600	21,600
OMSD Grant	0	27,500	27,500	27,500
21st CCCLC	0	89,251	65,758	65,758
Older American Grant Fund	136,128	0	0	0
Total	3,418,378	3,305,997	3,011,080	3,011,080

PROGRAM BUDGET SUMMARY - 1

Program Number 4781

Department	Division	Program
Community Development	Human Services	Recreation

Program Description

Provides 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, special event programming and an after school program which provides academic assistance, enrichment programs and physical education activities at 12 Montclair sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,229,554	2,153,957	1,961,907	1,961,907
Services and Supplies	417,513	413,880	368,897	368,897
Capital Outlay	0	0	0	0
Total	2,647,067	2,567,837	2,330,804	2,330,804
Personnel Authorized	18.05 (FT) 124.00 (PT)	18.05 (FT) 107.86 (PT)	18.05 (FT) 97.00 (PT)	18.05 (FT) 97.00 (PT)

Source of Funds

General Fund	860,345	1,155,900	796,514	796,514
Human Services Grant Fund	1,786,722	0	0	0
ASES Grant	0	1,133,336	1,281,972	1,281,972
ASES Supplemental	0	150,180	147,390	147,390
Hope Through Housing	0	34,670	34,670	34,670
21 st CCCLC	0	89,251	65,758	65,758
OMSD	0	4,500	4,500	4,500
Total	2,647,067	2,567,837	2,330,804	2,330,804

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4781 Recreation

Work Program

Offers community special events, sports and physical activity programs and leagues, enrichment and leisure classes for youth through seniors, youth and teen programming, summer camp programs and an after school program.

Units of Measure

1. Recreational programs provide activities, programs and services for approximately 300,000 participants annually.
 2. The After-School Program, provided in partnership with the After School Education and Safety (ASES), Hope Through Housing, and 21st Century grants, offers homework assistance, enrichment programs and physical education and recreation activities to over 1,300 students in kindergarten through eighth grade at 12 sites.
-

Personnel Services - \$2,153,957

Salary requests are for: Community Development Director (.20) - \$27,993; Assistant Human Services Director (.25) - \$21,060; Senior Human Services Supervisor (1.00) - \$59,772; Senior Recreation Supervisor (1.00) - \$50,406; Office Specialist (.40) - \$15,979; Resource Analyst (.20) - \$10,012; Sr. Learning Coordinator (1.00) - \$50,664; Learning Coordinators (11.00) - \$451,840; Recreation Supervisors (2.00) - \$85,440; Community Health Education Coordinator (1.00) - unfunded; Program Coordinator/Office Specialist (1.00/part-time) - \$30,212; Facility Coordinators (6.00/part-time) - \$39,000; Summer/Winter Personnel (26.86/part-time) - \$60,200; Community Building Supervisor (1.00/part-time) - \$3,000; Learning Leaders (64.00/part-time) - \$718,000; Mini-School Coordinator (1.00/part-time) - \$12,407; Recreation Specialists (2.00/part-time) - \$22,048; After-School Program Aides (6.00/part-time) - unfunded. Cost allocations are as follows: full-time salaries - \$773,166; part-time salaries - \$884,867; benefit costs - \$495,924.

Services and Supplies - \$413,880

Funding requested is for: books and publications - \$240; uniforms - \$1,000; program supplies - \$78,731; maintenance and other equipment - \$350; publication and advertising - \$18,750; community benefits - \$10,000; mileage/auto allowance - \$50; Community Action Committee - \$13,750; performing art services - \$4,000; telephone service - \$4,119; electric service - \$33,943; natural gas service - \$2,868; general liability insurance - \$19,170; other insurance - \$161,559; special contract services - \$19,500; postage - \$4,800; reimbursed program costs - \$29,300; miscellaneous expenditures - \$11,750.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4782

Department	Division	Program
Community Development	Human Services	Service Center

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	134,333	80,811	66,624	66,624
Services and Supplies	89,469	128,070	128,070	128,070
Capital Outlay	0	0	0	0
Total	223,802	208,881	194,694	194,694
Personnel Authorized	1.25 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)

Source of Funds

General Fund	169,466	131,641	113,022	113,022
Human Services Grant Fund	54,336	0	0	0
First Five Grant Fund	0	17,640	17,957	17,957
Healthy Cities Sponsorship	0	15,000	19,115	19,115
Inland Empire United Way	0	21,600	21,600	21,600
OMSD	0	23,000	23,000	23,000
Total	223,802	208,881	194,694	194,694

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4782 Service Center

Work Program

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

Units of Measure

1. The medical clinic sees over 2,000 patients annually and serves as a training center for medical students.
2. Community education and physical programs serve over 3,500 participants annually.
3. A yearly health fair, which averages over 500 attendees, offers flu shots for a nominal fee and free hearing, structural, blood pressure, as well as information on medical and social programs.

Personnel Services - \$80,811

Salary requests are for: Assistant Human Services Director (.25) - \$21,060; Office Specialist (.30) - \$11,984; Resource Analyst (.20) - \$10,012; Medical Clinic Specialist (1.00/part-time) - \$16,058. Cost allocations are as follows: full-time salaries - \$43,056; part-time salaries - \$16,058; benefit costs - \$21,697.

Services and Supplies - \$128,070

Funding requested is for: books and publications - \$100; program supplies - \$48,400; telephone service - \$276; electric service - \$4,170; natural gas service - \$478; general liability insurance - \$5,951; other insurance - \$6,659; special contract services - \$58,336; stipends - \$3,100; miscellaneous expenditures - \$600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4783

Department	Division	Program
Community Development	Human Services	Senior Citizens

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	116,497	136,149	136,149	136,149
Services and Supplies	22,005	18,970	18,145	18,145
Capital Outlay	0	0	0	0
Total	138,502	155,119	154,294	154,294

Personnel Authorized	1.05 (FT) 3.00 (PT)	1.40 (FT) 3.00 (PT)	1.40 (FT) 3.00 (PT)	1.40 (FT) 3.00 (PT)
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Source of Funds

General Fund	125,333	144,395	136,670	136,670
Community Dev. Block Grant	13,169	10,724	10,724	10,724
DAAS Grant Fund	0	0	6,900	6,900
Total	138,502	155,119	154,294	154,294

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4783 Senior Citizens

Work Program

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

Units of Measure

The Senior Citizens Program provides activities, education, and services out of the Senior Center to approximately 27,500 participants annually.

Personnel Services - \$136,149

Salary requests are for: Assistant Director of Human Services (.25) - \$21,060; Office Specialist (.30) - \$11,985; Senior Citizens Program Specialist (.85) - \$35,445; Transportation Coordinator (1.00/part-time) - \$24,258; Transportation Coordinators (relief) (2.00/part-time) - \$3,000. Cost allocations: full-time salaries - \$68,490; part-time salaries - \$27,258; additional pay - \$765; benefit costs - \$39,636.

Services and Supplies - \$18,970

Funding requested is for: program supplies - \$675; telephone service - \$212; electric service - \$4,469; natural gas service - \$345; general liability insurance - \$730; other insurance - \$6,589; special contract services - \$1,500; miscellaneous expenditures - \$4,450.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4784

Department	Division	Program
Community Development	Human Services	Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	96,646	104,083	89,896	89,896
Services and Supplies	87,167	93,652	93,652	93,652
Capital Outlay	0	0	0	0
Total	183,813	197,735	183,548	183,548
Personnel Authorized	.45 (FT) 4.00 (PT)	.60 (FT) 4.00 (PT)	.60 (FT) 4.00 (PT)	.60 (FT) 4.00 (PT)

Source of Funds

General Fund	47,685	67,754	53,567	53,567
Older American Grant Fund	136,128	0	0	0
DAAS Grant	0	129,981	129,981	129,981
Total	183,813	197,735	183,548	183,548

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4784 Nutritional Meals

Work Program

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

Units of Measure

The Senior Citizens Lunch Program offers a nutritious lunch each weekday to seniors ages 60 and older. The County of San Bernardino Department of Aging and Adult Services provides additional funding that allows the program to serve 17,517 meals annually.

Personnel Services - \$104,083

Salary requests are for: Assistant Director of Human Services (.25) - \$21,060; Resource Analyst (.20) - \$10,012; Senior Citizens Program Specialist (.15) - \$6,255; Program Aide (1.00/part-time) - \$21,029; Nutrition Site Manager (1.00/part-time) - \$14,227; Kitchen Assistant (1.00/part-time) - \$7,488; Assistant Nutrition Site Manager (1.00/part-time) - unfunded. Cost allocations are as follows: full-time salaries - \$37,327; part-time salaries - \$42,744; additional pay - \$135; benefit costs - \$23,877.

Services and Supplies - \$93,652

Funding requested is for: special consulting services - \$2,000; special contract services - \$77,713; miscellaneous expenditures - \$13,939.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4785

Department	Division	Program
Community Development	Human Services	Health Education

Program Description

Por La Vida is a health education program to promote health and well-being through the training and sharing of information to Latina women and their families in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	77,579	75,031	60,844	60,844
Services and Supplies	9,725	9,725	9,725	9,725
Capital Outlay	0	0	0	0
Total	87,304	84,756	70,569	70,569

Personnel Authorized	1.20 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	17,855	11,872	1,800	1,800
California Nutrition Grant Fund	69,449	0	0	0
Champions for Change Grant	0	67,884	68,684	68,684
Healthy Cities Sponsorship	0	5,000	85	85
Total	87,304	84,756	70,569	70,569

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4785 Health Education

Work Program

Por La Vida is a program that promotes healthful lifestyles and the mission of which is to strengthen the health and well-being of the Latino community. Por La Vida trains Montclair Latinas to become *consejeras*, which loosely translates to "advisor." These *consejeras* give presentations through a social network to share their knowledge. A Healthy Lifestyle program established through the Champions for Change is an expansion of Por La Vida that encourages healthful eating and physically active lifestyle choices.

Units of Measure

1. An increased knowledge of healthy lifestyle choices and parenting skills by Por La Vida *consejeras*, lay 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 lifestyle choices through behavior-specific activities such as nutrition classes, food demonstrations, tours of food markets, and informative workshops.

Personnel Services - \$75,031

Salary requests are for: Resource Analyst (.20) - \$10,012; Health Education Specialist (1.00) - \$40,272. Cost allocations are as follows: full-time salaries - \$50,284; benefit costs - \$24,747.

Services and Supplies - \$9,725

Funding requested is for: special contract services - \$4,300; stipends - \$3,450; miscellaneous expenditures - \$1,975.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4786

Department	Division	Program
Community Development	Human Services	Family Education

Program Description

The First Five Grant provides health and education programs including case management for those families with children 0-5 years of age.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	15,170	68,339	42,841	42,841
Services and Supplies	122,720	23,330	34,330	34,330
Capital Outlay	0	0	0	0
Total	137,890	91,669	77,171	77,171
Personnel Authorized	.20 (FT) .00 (PT)	.20 (FT) 1.14 (PT)	.20 (FT) 1.00 (PT)	.20 (FT) 1.00 (PT)

Source of Funds

General Fund	15,170	14,181	0	0
Human Svcs. Special Rev. Fund	122,720	0	0	0
First Five Grant	0	77,488	77,171	77,171
Total	137,890	91,669	77,171	77,171

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4786 Family Education

Work Program

First Five provides prevention and intervention health and education programs for children 0-5 years of age. The City of Montclair is the fiscal receiver of the First Five grant.

Units of Measure

The First Five program will provide obesity prevention services to 200 children and families.

Personnel Services - \$68,339

Salary requests are for: Resource Analyst (.20) - \$10,010; Summer/Winter Personnel (.14/part-time) - \$9,800; Medical Clinic Coordinator (1.00/part-time) - \$39,000. Cost allocations are as follows: full-time salaries - \$10,010; part-time salaries - \$48,800; benefit costs - \$9,529.

Services and Supplies - \$23,330

Funding requested is for: program supplies - \$5,580; special consulting services - \$10,400; stipends - \$5,350; miscellaneous expenditures - \$2,000.

Capital Outlay

No funding requested.

CITY ATTORNEY

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney considers, reviews, and 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.

For Fiscal Year 2012-13, the City Attorney Program is projected to achieve a 12.6 percent overall reduction in operating expenditures.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	28,000	27,987	27,987	27,987
Services and Supplies	330,743	285,777	285,777	285,777
Capital Outlay	0	0	0	0
Total	358,743	313,764	313,764	313,764
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	358,743	313,764	313,764	313,764
Total	358,743	313,764	313,764	313,764

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept. Request</u>	<u>Mgr. Recom.</u>	<u>Final</u>	<u>Dept. Request</u>	<u>Recom. by Mgr.</u>	<u>Adopted Budget</u>
<u>Part Time</u>							
City Attorney	1.00	1.00	1.00	1.00	14,400	14,400	14,400

Part Time	1.00	1.00	1.00	1.00	14,400	14,400	14,400
Benefit Costs					13,587	13,587	13,587
TOTAL					27,987	27,987	27,987

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City, Successor Redevelopment Agency, 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 and civil court 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.

Personnel Services – \$27,987

Salary requests are for: City Attorney (1.00/part-time) – \$14,400. Cost allocations are as follows: part-time wages – \$14,400; benefits – \$13,587.

Services and Supplies – \$285,777

Funding requested is for: legal services/court costs – \$195,000; special legal services – \$90,000; general liability insurance – \$414; other insurance – \$363.

Capital Outlay

No funding requested.

SUPPLEMENTAL INFORMATION

**Equipment Replacement Fund
Analysis Funding Requirement
as of April 1, 2012**

<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 4/1/12</u>
FIRE DEPARTMENT									
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	38,000	\$38,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	29,000	\$29,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	31,000	\$31,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	80%	57,000	\$45,600
1995 Chevy Caprice	159690	07/01/95	19,190		19,190	7	100%	22,000	\$22,000
1994 Chevy Caprice	156461	04/01/94	15,645		15,645	7	100%	18,000	\$18,000
TOTAL FIRE								\$224,000	\$212,600
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	33%	30,000	\$9,900
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	33%	30,000	\$9,900
2011 Ford Crown Victoria	175656	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	175654	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	175653	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	175651	08/02/11	22,936		22,936	3	33%	24,000	\$7,920
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	33%	25,000	\$8,250
2011 Ford Crown Victoria	112182	11/04/10	22,738		22,738	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	112183	11/04/10	22,738		22,738	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	112184	11/04/10	22,738		22,738	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	112185	11/04/10	22,738		22,738	3	67%	24,000	\$16,080
2008 Ford Crown Victoria	150426	04/08/09	24,424	6,500	30,924	3	100%	32,000	\$32,000
2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	31,000	\$31,000
2008 Ford Crown Victoria	150468	07/21/08	23,513	6,500	30,013	3	100%	31,000	\$31,000
2007 Ford Crown Victoria	145985	08/20/07	24,020	6,500	30,520	3	100%	32,000	\$32,000
2007 Ford Crown Victoria	145983	08/20/07	24,020	6,500	30,520	3	100%	32,000	\$32,000
2007 Ford Crown Victoria	145982	08/20/07	24,020	6,500	30,520	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	160002	10/16/06	23,970	6,500	30,470	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	160007	10/16/06	23,970	6,500	30,470	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	160005	10/16/06	23,970	6,500	30,470	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	160006	10/16/06	23,970	6,500	30,470	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	123867	03/06/06	23,208	6,500	29,708	3	100%	31,000	\$31,000
2006 Ford Crown Victoria	123868	03/06/06	23,208	6,500	29,708	3	100%	31,000	\$31,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of April 1, 2012**

<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 4/1/12</u>
Police Cont.									
2004 Ford Crown Victoria	104660	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2004 Ford Crown Victoria	104657	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
Other									
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	22,000	\$22,000
2002 Chevy TrailBlazer	445674	04/01/02	27,867		27,867	7	100%	32,000	\$32,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	25,000	\$25,000
2005 Ford Taurus	160393	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
2005 Ford Taurus	160407	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
TOTAL POLICE								\$912,000	\$726,890
PUBLIC WORKS									
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	42%	73,000	\$30,660
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	50%	39,000	\$19,500
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	50%	36,000	\$18,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	67%	38,000	\$25,460
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	67%	38,000	\$25,460
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	75%	3,500	\$2,625
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	75%	3,500	\$2,625
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	75%	29,000	\$21,750
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	75%	26,000	\$19,500
2003 Tynco Sweeper **	565366	11/04/02	105,000		105,000	8	100%	123,000	\$123,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	83%	27,000	\$22,410
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	67%	83,000	\$55,610
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	92%	31,000	\$28,520
2000 Tynco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	139,000	\$139,000
1999 Chevy Truck w/service body	053989	08/01/99	24,140		24,140	12	100%	31,000	\$31,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	102,000	\$102,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	21,000	\$21,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	31,000	\$31,000
1993 Chevy 3/4 Ton	180139	03/01/93	17,092		17,092	12	100%	22,000	\$22,000
1993 Chevy 3/4 Ton	179098	03/01/93	17,092		17,092	12	100%	22,000	\$22,000
2001 Flatbed Trailer, 12' Chipper 1985	341025	01/02/02	4,648		4,648	10	100%	6,000	\$6,000
2002 Pressure Washer - Landa	000562	10/01/85	14,622		14,622	15	100%	20,000	\$20,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	90%	13,000	\$11,700
Stencil Truck	11777	01/01/93	40,566		40,566	15	100%	55,000	\$55,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of April 1, 2012**

<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 4/1/12</u>
<u>Public Works Cont.</u>									
Chevy-Dump Truck	109792	04/01/85	37,062		37,062	15	100%	50,000	\$50,000
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	42,000	\$42,000
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	47%	84,000	\$39,480
Striper	71785	09/19/05	54,895		54,895	15	47%	74,000	\$34,780
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	72,000	\$72,000
Riding Mower, J. Deere	160792	05/01/97	18,200		18,200	7	100%	21,000	\$21,000
TOTAL PUBLIC WORKS								\$1,360,000	\$1,120,080
OTHER DEPARTMENTS									
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
2002 Chevy Truck ** (CD)	29199	03/02/02	22,717		22,717	7	100%	26,000	\$26,000
1996 Dodge Intrepid	101813	07/01/96	21,000		21,000	7	100%	24,000	\$24,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	7	100%	25,000	\$25,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	7	100%	21,000	\$21,000
City Manager Vehicle *	-	-	-		-	5	100%	22,000	\$22,000
TOTAL OTHER DEPARTMENTS				115,000	2,271,564			\$176,000	\$176,000
TOTAL ALL DEPARTMENTS			2,156,564	115,000	2,271,564			2,672,000	2,235,570

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 BUDGET. The portion of the annual budget which includes appropriations for major infrastructure expenditures and select equipment acquisitions.

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 Redevelopment Agency and the Sewer Maintenance Fund.

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, that 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:

Administration

ADA	Americans with Disabilities Act
AIDS	Auto Immune Deficiency Syndrome
ASCAP	American Society of Composers, Authors and Publishers
ASTD	American Society for Training and Development
CAC	Community Action Committee
CalPACS	California Public Agency Compensation Survey
CALPELRA	California Public Employers Labor Relations Association
CMRTA	California Municipal Revenue and Tax Association
CMTA	California Municipal Treasurers' Association
COBRA	Consolidated Omnibus Budget Reconciliation Act
CRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Services
ERAF	Educational Revenue Augmentation Fund
ESRI	Environmental Systems Research Institute
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HTCIA	High Technology Crime Investigation Association
IAPMA	Inland Area Personnel Management Association
ICMA	International City/County Management Association
IPMA	International Personnel Management Association
IVHS	Inland Valley Humane Society
LAN	Local Area Network
MISAC	Municipal Information Systems Association of California
MMASC	Municipal Management Association of Southern California
OPEBS	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PERS	Public Employees Retirement System
POS	Point of Sale
RDA	City of Montclair Redevelopment Agency
SBOE	State Board of Equalization

ACRONYMS

Administration (continued)

SCAG	Southern California Association of Governments
SCAN-NATOA	States of California and Nevada Chapter-National Association of Telecommunications Officers and Advisors
SCPLRC	Southern California Public Labor Relations Committee
SCPMA	Southern California Personnel Management Association
SGVLRRC	San Gabriel Valley Labor Relations Committee
TBA	To be announced
URISA	Urban and Regional Information Systems Association
VoIP	Voice over Internet Protocol
WAN	Wide Area Network

Police Department

ARPOC	Annual Reserve Police Officers Conference
CAD/RMS	Computer Aided Dispatch/Records Management System
CAPE	California Association for Property and Evidence
CCUG	California Law Enforcement Telecommunication System Users Group
CEB	Central Equipment Bank
CFCIA	California Financial Crimes Investigators Association
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
COP	Community Oriented Policing
CPOA	California Peace Officers Association
CPT	Continuing Professional Training
CRA	California Rangemasters' Association
CSULB	California State University Long Beach
DOJ	Department of Justice
HTCIA	Hi-Tech Crime Investigators' Association
MDC	Mobile Data Computer
NACOP	National Association of Citizens on Patrol
NCIC	National Crime Information Center
POST	Police Officer Standards and Training
SEM	Security Engineered Machinery
SRO	School Resource Officers
SWAT	Special Weapons and Tactics
VIP	Volunteer in Policing
WCSG	West Covina Service Group
WECA	West End Communication Authority
WESTNET	West End Narcotics Enforcement Team

ACRONYMS

Fire Department

AAGIE	Apartment Association Greater Inland Empire
ACLS	Advanced Cardiac Life Support
AED	Automatic External Defibrillator
ALS	Advanced Life Support
AQMD	Air Quality Management District
CACEO	California Association of Code Enforcement Officers
CCAI	California Conference for Arson Investigators
CEO	Code Enforcement Officer
CFCA	California Fire Chiefs Association
CPAT	Candidate Physical Ability Test
CSTI	California Specialized Training Institute
EMA	Emergency Management Assistance
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EVOC	Emergency Vehicle Operations Course
FEMA	Federal Emergency Management Agency
ICEMA	Inland Counties Emergency Medical Agency
IFSTA	International Fire Service Training Association
MRE	Meals Ready to Eat
NFPA	National Fire Protection Association
NIMS	National Incident Management System
OES	Office of Emergency Services
OIA	Ontario International Airport
OSHA	Occupational Safety and Health Act
PALS	Pediatric Advanced Life Support
QA/AI	Quality Assurance/Quality Improvement
SCACEO	Southern California Association of Code Enforcement Officials
USAR	Urban Search and Rescue

Public Works

ASCE	American Society of Civil Engineers
CNG	Compressed Natural Gas
CPR	Cardiopulmonary Resuscitation
CWEA	California Water Environment Association
DBE	Disadvantaged Business Enterprise
HPMS	Highway Performance Monitoring System
HVAC	Heating, Ventilation, Air-Conditioning
LED	Light Emitting Diode
MSDS	Material Safety Data Sheet
NPDES	National Pollutant Discharge Elimination System

ACRONYMS

Public Works (continued)

OES	Office of Emergency Services
PAPA	Pesticide Applicators Professional Association
RCRA	Resource Conservation and Recovery Act
RSES	Refrigeration Service Engineers Society
SANBAG	San Bernardino Associated Governments
SCAQMD	South Coast Air Quality Management District
USA	Underground Service Alert

Community Development

CALBO	California Building Officials
CaISAC	California School-Age Consortium
CPRS	California Parks and Recreation Society
ESRI	Environmental Systems Research Institute
IAPMO	International Association of Plumbing and Mechanical Officials
ICBO	International Conference of Building Officials
ICC	International Code Chapter
LAFCO	Local Agency Formation Commission
NAEYC	National Association for Education of Young Children
SAMS	Senior Assistance Management System
SCMAF	Southern California Municipal Athletic Federation

CITY OF MONTCLAIR SALARY SCHEDULE

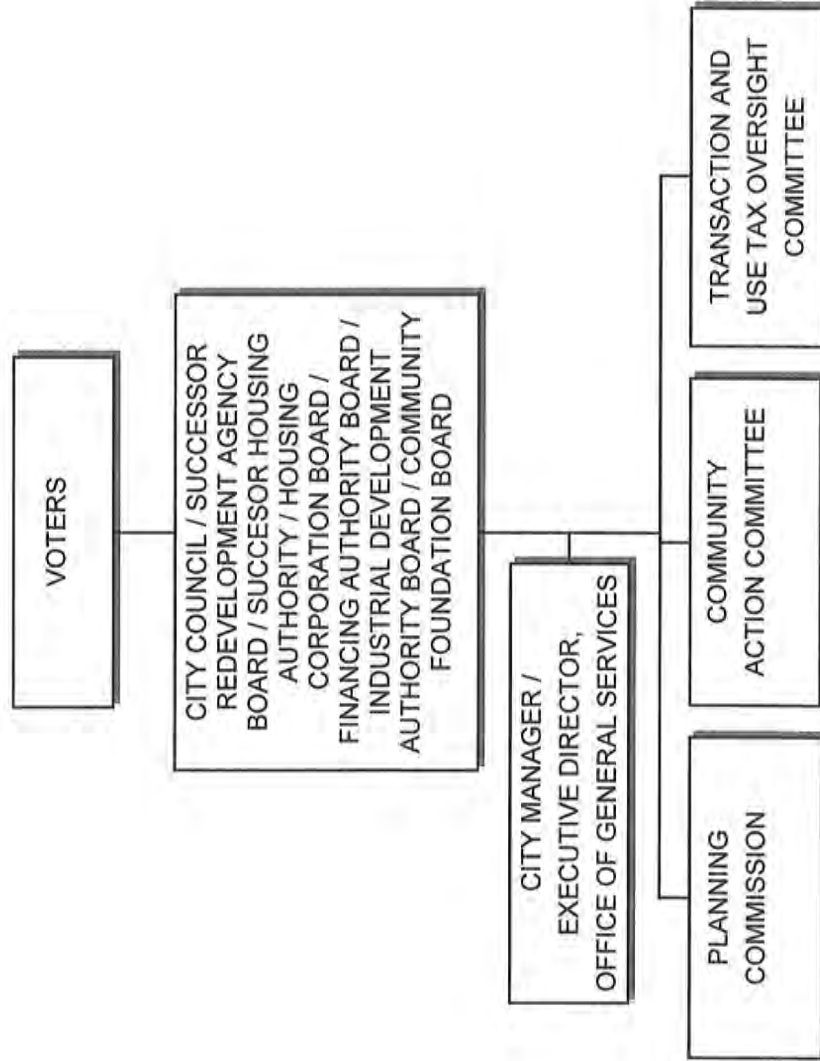
ALPHA RANGE LISTING

Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist	18.38	19.30	20.26	21.27	22.33
Administrative Aide	20.90	21.94	23.04	24.19	25.40
Administrative Secretary (Relief)	18.55	19.48	20.45	21.47	22.54
City Attorney	1200	--	--	--	--
City Clerk	38.19	40.10	42.11	44.22	46.43
Code Enforcement Officer (Relief)	22.28	23.39	24.56	25.79	27.08
Community Building Supervisor	8.63	9.06	9.51	9.99	10.49
Council Member	742	--	--	--	--
Curatorial Assistant	10.00	15.00	--	--	--
Custodian	14.60	15.33	16.10	16.90	17.74
Data Entry Clerk	11.45	--	--	--	--
Economic Development Coordinator	29.85	31.34	32.91	34.56	36.29
Engineering Aide	11.71	--	--	--	--
Evidence Clerk	15.59	16.37	17.19	18.05	18.95
Facility Coordinator	9.51	9.99	10.49	--	--
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide	8.58	--	--	--	--
Health Education Specialist [Grant]	15.88	--	--	--	--
Instructor	8.67	9.10	9.56	10.04	10.54
Junior Accountant	19.61	20.59	21.62	22.70	23.84
Junior Intern	9.09	9.54	10.02	10.52	11.05
Kitchen Assistant	8.00	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Learning Coordinator [Grant]	16.53	17.36	18.23	19.14	20.10
Learning Leader [Grant]	12.10	12.70	13.33	14.00	14.70
Maintenance Worker (Relief)	16.70	17.54	18.42	19.34	20.31
Mayor	1042	--	--	--	--
Mechanic Aide	16.34	17.16	18.02	18.92	19.87
Medical Clinic Coordinator	25.00	26.00	27.00	--	--
Medical Clinic Specialist (a)	15.44	16.21	17.02	17.87	18.76
Mini-School Coordinator	10.82	11.36	11.93	12.53	13.16
Nutrition Site Manager	9.12	--	--	--	--
Office Specialist	15.81	16.60	17.43	18.30	19.21
Personnel Officer	40.02	42.02	44.12	46.33	48.65
Planning Commissioner	250	--	--	--	--
Police Cadet	10.88	11.42	11.99	12.59	--
Police Dispatcher (Relief)	20.69	21.72	22.81	23.95	25.15
Police Officer	29.36	30.83	32.37	33.99	35.69
Police Services Specialist (Relief)	16.37	17.19	18.05	18.95	19.90
Program Aide	10.93	--	--	--	--
Receptionist/Office Specialist	15.44	16.21	17.02	17.87	18.76
Recreation Intern	14.79	--	--	--	--
Recreation Leader	8.23	8.64	9.07	9.52	10.00
Recreation Specialist	10.10	10.60	11.13	11.69	12.27
Reserve Code Enforcement Officer	50	--	--	--	--
Reserve Police Captain	200	--	--	--	--
Reserve Police Officer	75	--	--	--	--
Reserve Police Sergeant	100	--	--	--	--

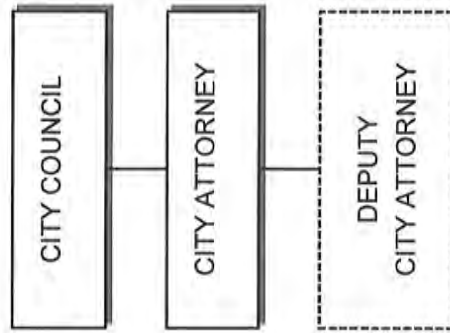
Classification	A	B	C	D	E
Senior Intern	11.03	11.58	12.16	12.77	13.41
Senior Recreation Leader	9.12	9.58	10.06	10.56	11.09
Senior Recreation Specialist (a)	15.44	16.21	17.02	17.87	18.76
Sports Coordinator	15.55	16.33	17.15	18.01	18.91
Systems Specialist	16.50	17.32	18.19	19.10	20.05
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69
Transportation Coordinator	15.55	16.33	17.15	18.01	18.91
Volunteer Services Coordinator (Modified Duty)	29.36	30.83	32.37	33.99	35.69
FULL-TIME					
Accounting Specialist	3184	3343	3510	3686	3870
Accounting Supervisor	5339	5605	5886	6180	6489
Administrative Aide	3622	3803	3994	4193	4403
Administrative Analyst	4396	4615	4846	5089	5343
Administrative Secretary	3214	3375	3544	3721	3907
Administrative Specialist	3214	3375	3544	3721	3907
Assistant Director of Human Services	5775	6064	6367	6686	7020
Assistant Director of Redevelopment	6536	6863	7206	7567	7945
Assistant Finance Director	6578	6906	7252	7614	7995
Assistant Planner	4098	4303	4518	4744	4981
Assistant Public Works Superintendent	4673	4907	5152	5410	5680
Associate Planner	4748	4985	5234	5496	5771
Benefits Coordinator	3793	3982	4181	4390	4610
Building Inspector	4107	4312	4528	4754	4992
Building Maintenance Supervisor	5502	5777	6066	6370	6688
Building Maintenance Technician	3300	3465	3638	3820	4011
Building Official	6553	6880	7224	7586	7965
Check Processor/Court Liaison Officer (Modified Duty)	5090	5345	5612	5892	6187
City Clerk	6621	6952	7300	7665	8048
City Engineer	7789	8179	8588	9017	9468
City Manager	--	--	--	--	13667
City Planner	6540	6868	7211	7571	7950
Code Enforcement Officer	3861	4054	4257	4470	4693
Community Health Education Coordinator [Grant]	3698	3883	4077	4281	4495
Community Service Officer	2883	3027	3178	3337	3504
Custodian	2529	2655	2788	2928	3074
Customer Service Representative/Office Specialist	2739	2876	3020	3170	3329
Departmental Secretary	3546	3723	3909	4105	4310
Deputy City Clerk	3957	4155	4363	4581	4810
Deputy City Manager/Director of Administrative Services	--	--	--	--	13667
Deputy Fire Chief	8306	8721	9157	9615	10096
Deputy Fire Marshal	5380	5649	5931	6228	6539
Diagnostic Specialist	3632	3814	4005	4205	4415
Director of Community Development	--	--	10580	11109	11664
Economic Development Coordinator	5175	5434	5705	5990	6290
Emergency Svcs. Coordinator/Admin. Svcs. Officer	5380	5649	5931	6228	6539
Environmental Control Specialist	3772	3961	4159	4367	4585
Environmental Manager	4748	4985	5234	5496	5771
Equipment Maintenance Supervisor	4666	4900	5145	5402	5672
Equipment Mechanic	3280	3444	3616	3797	3987
Evidence Clerk	2703	2838	2980	3129	3285
Facilities and Grounds Superintendent	6543	6870	7214	7574	7953
Finance Director			10580	11109	11664
Fire Captain	6291	6606	6936	7283	7647
Fire Chief	--	--	11954	12551	13179

Classification	A	B	C	D	E
Fire Division Chief	7817	8207	8618	9049	9501
Fire Engineer	5042	5294	5559	5837	6129
Firefighter	4347	4565	4793	5032	5284
GIS Specialist	4400	4620	4851	5093	5348
Graffiti Abatement Worker	2896	3041	3193	3352	3520
Health Education Specialist [Grant]	2761	2899	3044	3196	3356
Information Technology Specialist	4400	4620	4851	5093	5348
Information Technology Supervisor	5647	5929	6226	6537	6864
Information Technology Technician	3812	4003	4203	4413	4634
Junior Accountant	3399	3569	3748	3935	4132
Lead Custodian	3071	3225	3386	3555	3733
Lead Mechanic	3706	3892	4086	4290	4505
Leadworker, Maintenance	3342	3509	3684	3869	4062
Learning Coordinator [Grant]	2866	3010	3160	3318	3484
Maintenance Worker	2896	3041	3193	3352	3520
Motor Sweeper Operator	3143	3300	3465	3638	3820
National Pollutant Discharge Elimination System (NPDES) Coord.	3632	3814	4005	4205	4415
NPDES/Environmental Compliance Inspector	3632	3814	4005	4205	4415
Office Specialist	2739	2876	3020	3170	3329
Personnel Officer	6938	7285	7649	8031	8433
Personnel Services Coordinator	3793	3982	4181	4390	4610
Police Captain	9456	9929	10425	10947	11494
Police Dispatch Supervisor	4248	4461	4684	4918	5164
Police Dispatcher	3586	3765	3954	4151	4359
Police Lieutenant	7844	8237	8649	9081	9535
Police Officer	5090	5345	5612	5892	6187
Police Officer Trainee	4848	--	--	--	--
Police Records Supervisor	4575	4804	5044	5296	5561
Police Records/Desk Officer (Modified Duty)	5090	5345	5612	5892	6187
Police Sergeant	6765	7103	7459	7831	8223
Police Services Specialist	2838	2980	3129	3286	3450
Project Manager	4657	4889	5134	5390	5660
Public Works Inspector	4028	4229	4441	4663	4896
Public Works Superintendent	6543	6870	7214	7574	7953
Receptionist/Office Specialist	2675	2809	2950	3097	3252
Recreation Supervisor	3473	3647	3829	4021	4222
Redevelopment & Housing Associate	4748	4985	5234	5496	5771
Resource Analyst	4070	4273	4487	4711	4947
Secretary	2886	3030	3182	3341	3508
Secretary to the City Manager	3819	4010	4210	4421	4642
Senior Accountant	4541	4768	5006	5256	5519
Senior Building Inspector	4657	4889	5134	5390	5660
Senior Citizens Program Specialist	2859	3002	3152	3310	3475
Senior Code Enforcement Officer	4324	4540	4767	5006	5256
Senior Fire Inspector	4324	4540	4767	5006	5256
Senior Human Services Supervisor	4098	4303	4518	4744	4981
Senior Information Technology Specialist	4935	5182	5441	5713	5999
Senior Learning Coordinator	3473	3647	3829	4021	4222
Senior Recreation Supervisor	4098	4303	4518	4744	4981
Support Analyst	4036	4238	4450	4672	4906
Support Coordinator (Modified Duty)	5090	5345	5612	5892	6187
Systems Specialist	2859	3002	3152	3310	3475

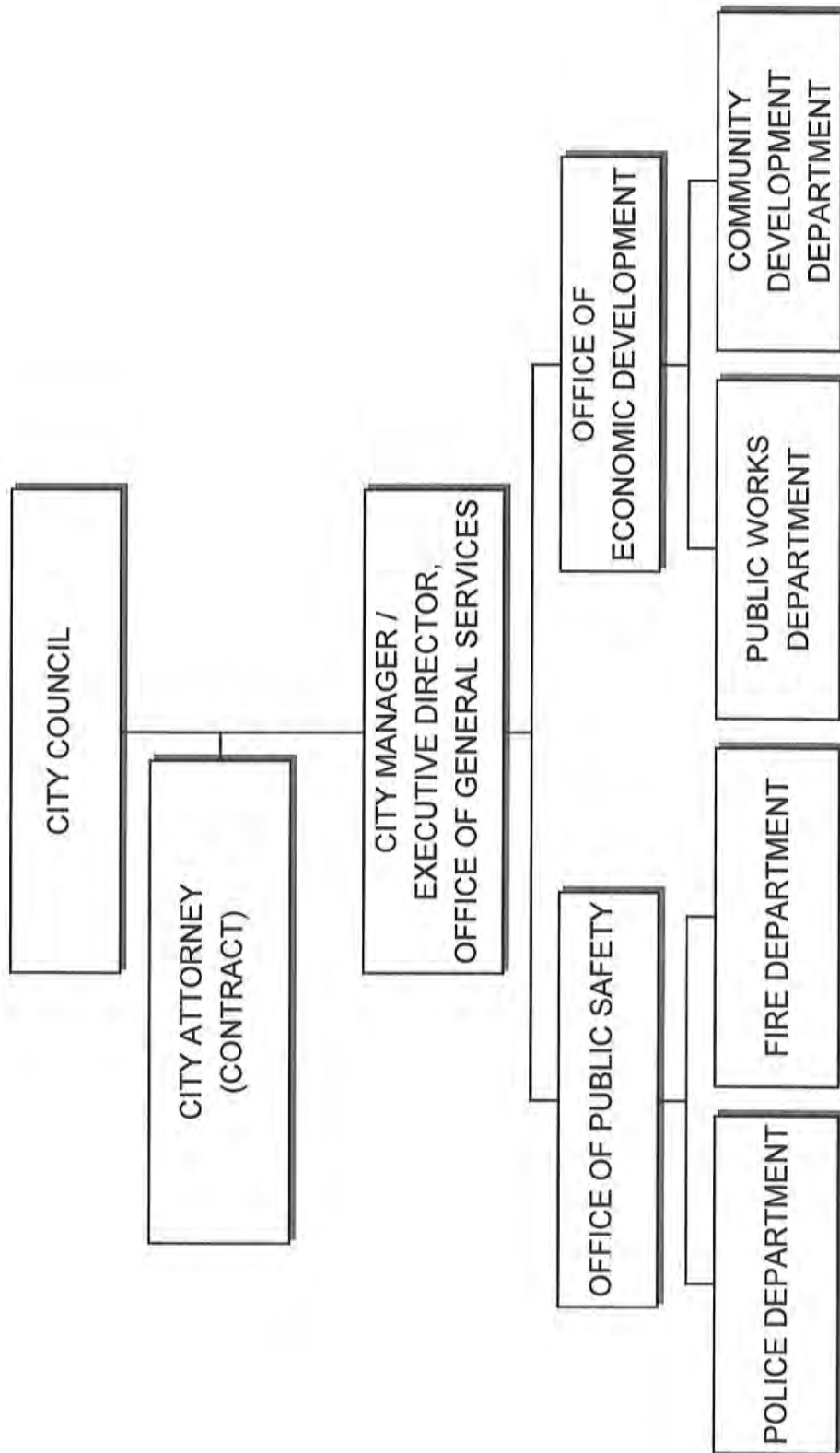
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

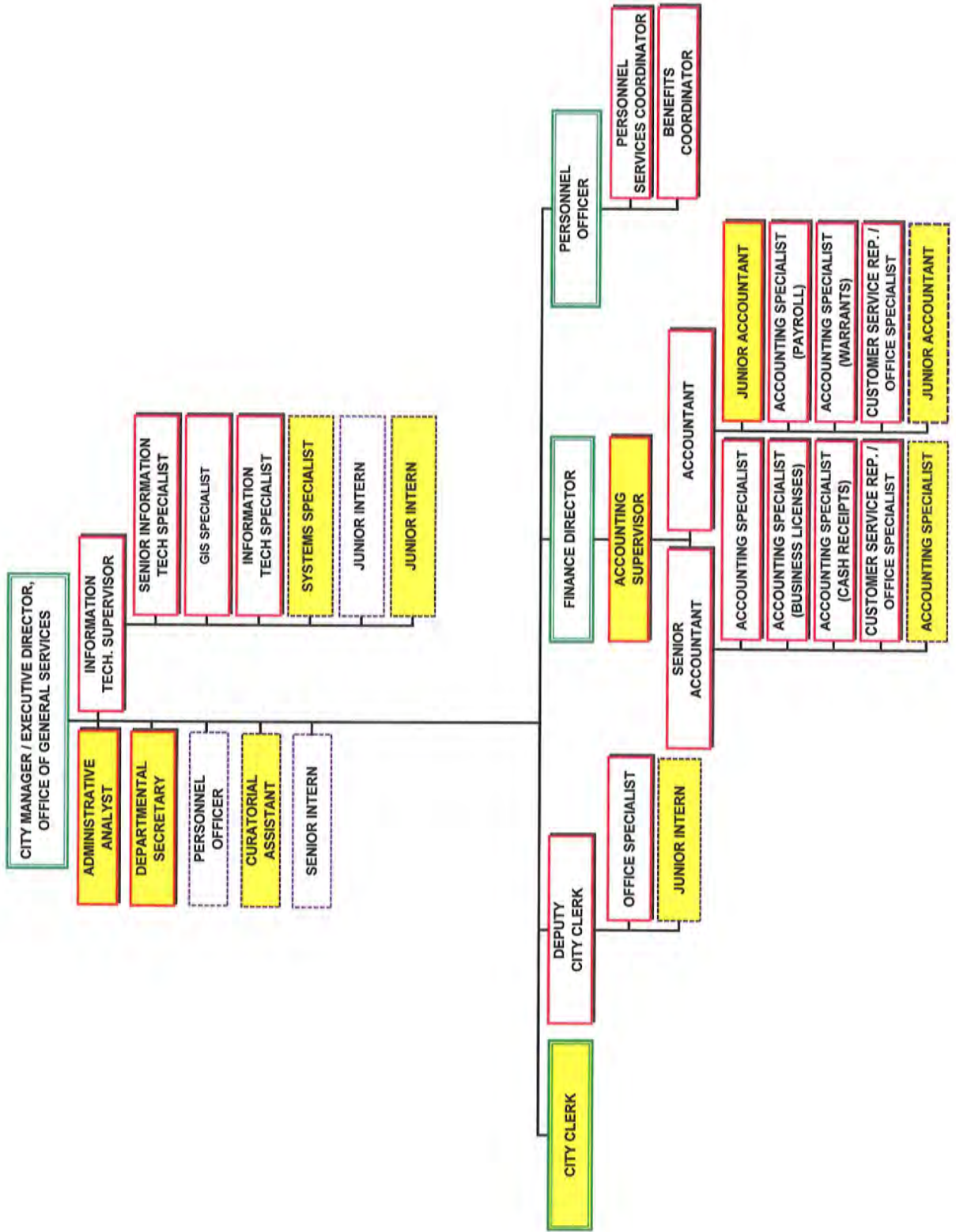
MANAGEMENT SAFETY
CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

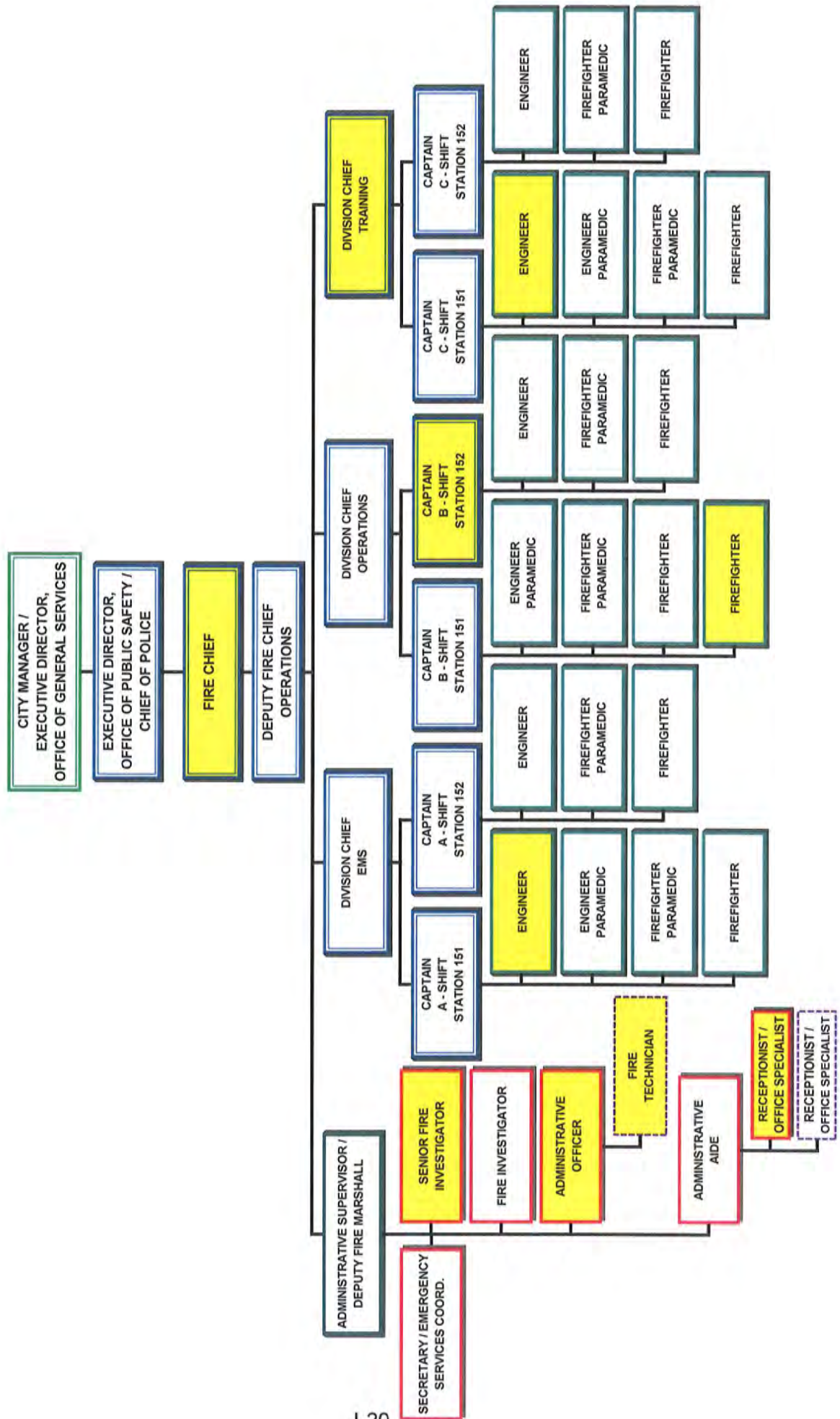
TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

UNFUNDED POSITIONS

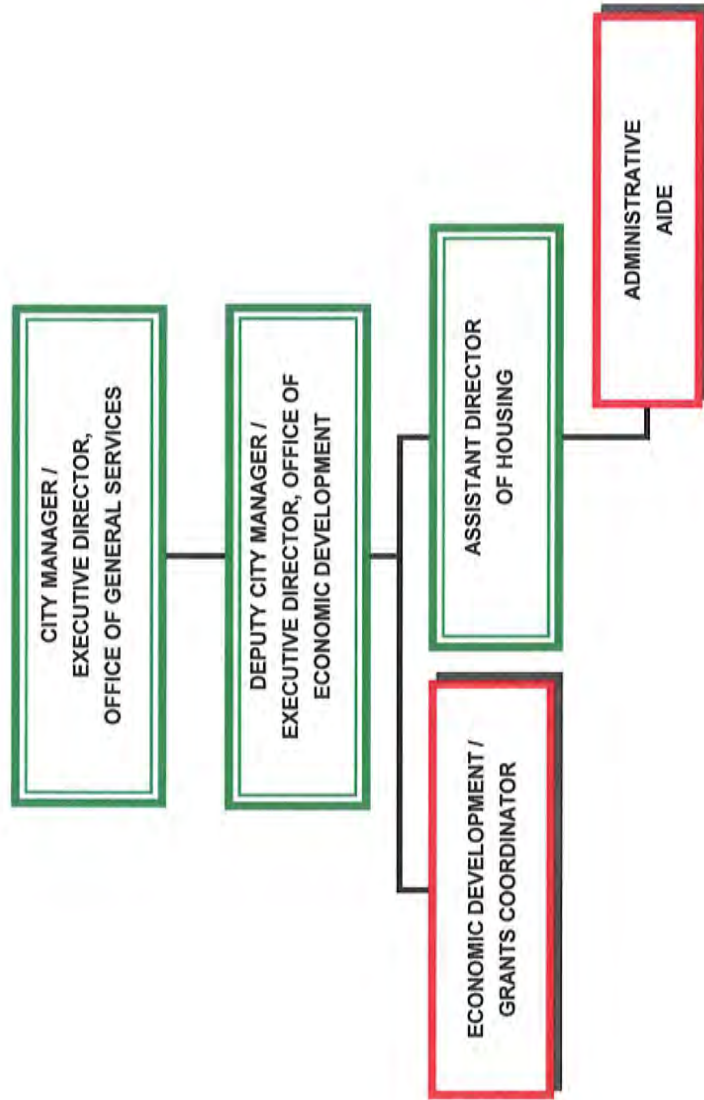
CITY MANAGER / ADMINISTRATIVE SERVICES DEPARTMENT



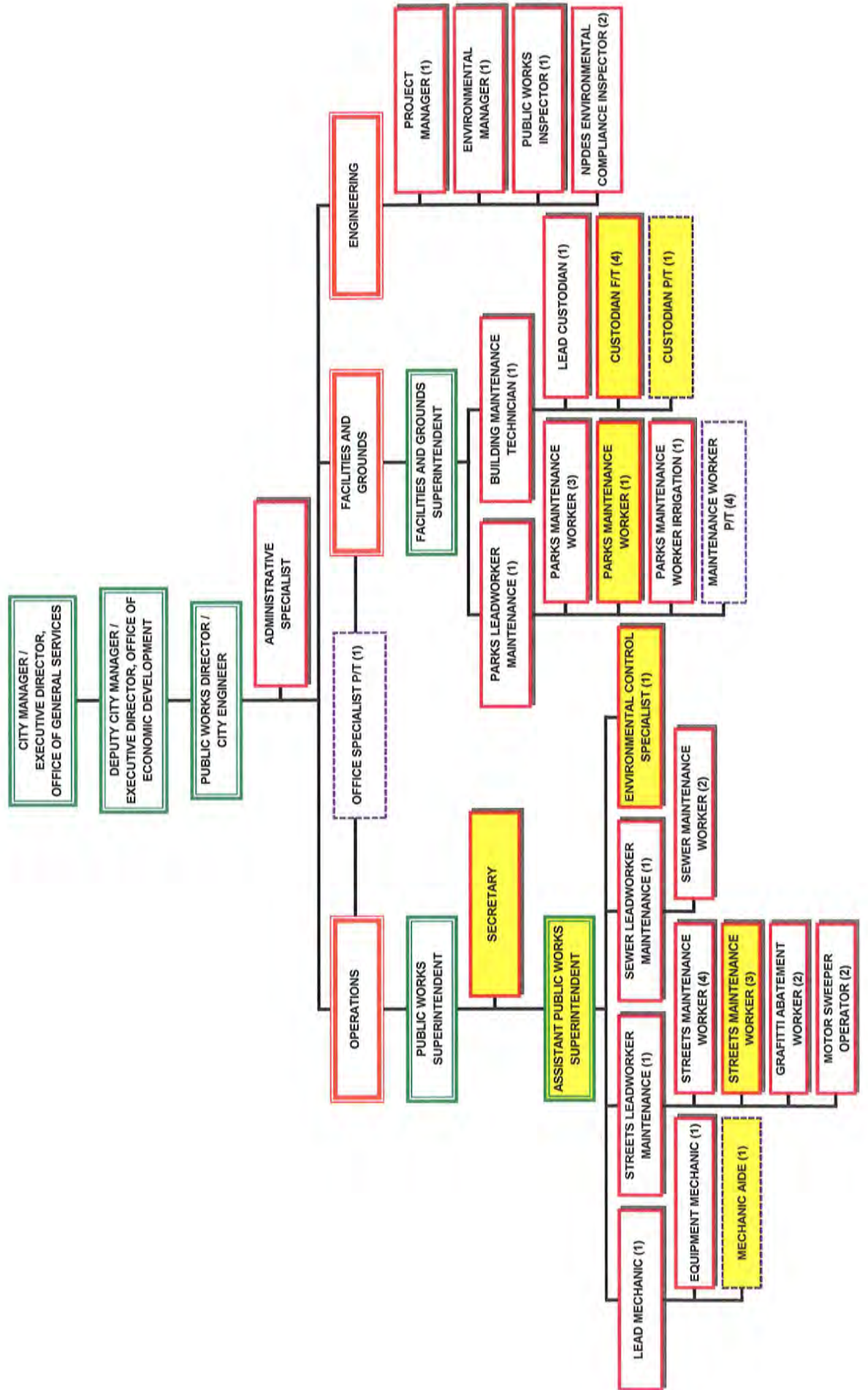
FIRE DEPARTMENT



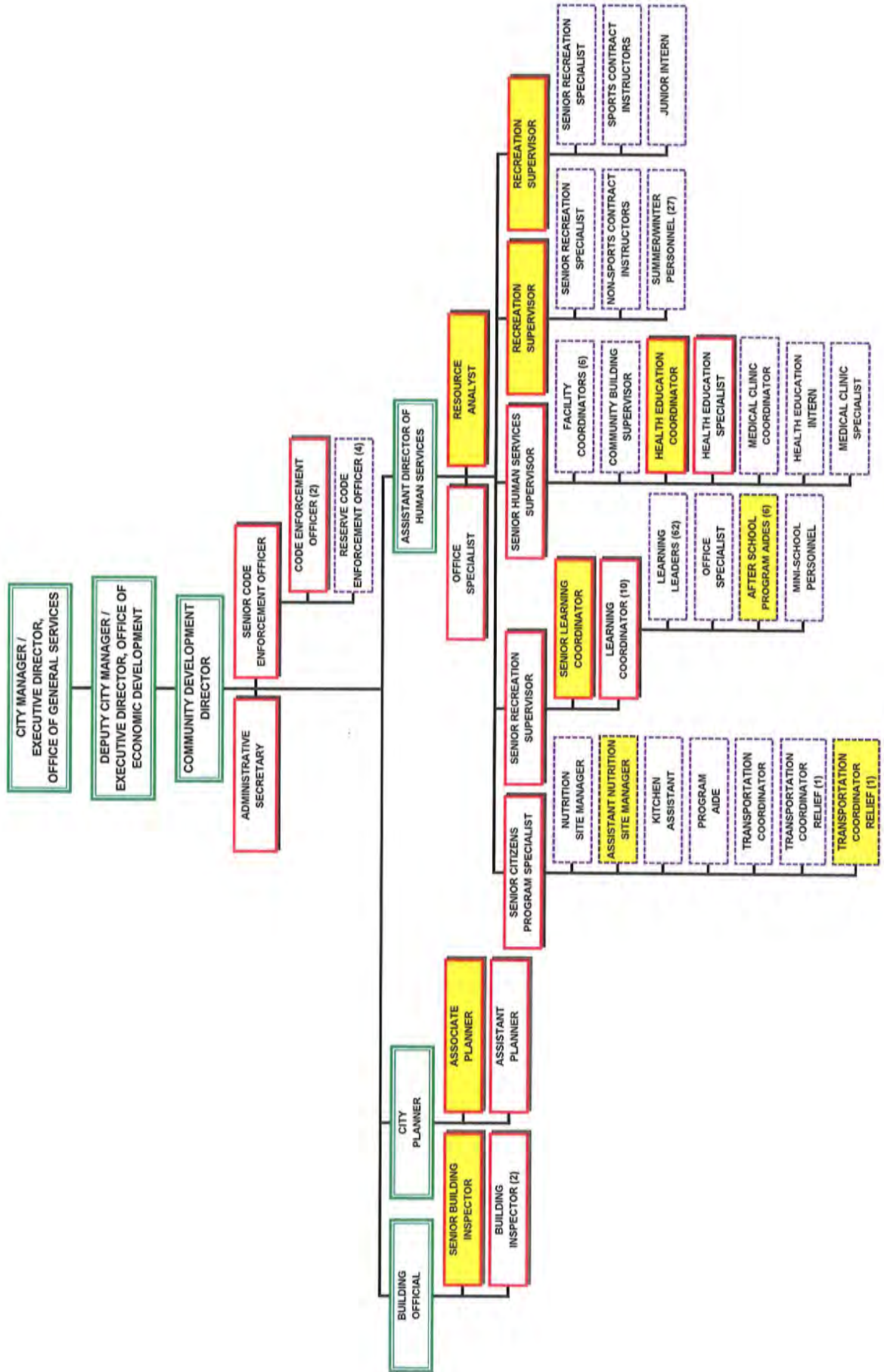
OFFICE OF ECONOMIC DEVELOPMENT



PUBLIC WORKS DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT



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