

ADOPTED BUDGET

Fiscal Year 2017-18

City of Montclair

City of Montclair
California

Montclair City Council

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

City Manager
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City of Montclair
FY 2017-18 ADOPTED BUDGET
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May 31, 2017

**Subject: CITY MANAGER'S FISCAL YEAR 2017-18 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 2017-18 Budget*—as proposed, the City Council is presented a balanced budget.

Fiscal Year 2017-18 Appropriations:

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

**Table 1
General Operating Fund - Current and Prior Year**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 41,622,158	\$ 39,447,153	\$ 2,175,005
General Operating Fund	\$ 28,853,787	\$ 28,175,709	\$ 678,078

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

**Table 2
Proposed Fund Transfers**

<u>To</u>	<u>From</u>	<u>Purpose</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Operating Fund	Gas Tax and Traffic Safety Funds	Program costs	\$ 264,000	
General Operating Fund	Traffic Safety Fund	Program costs		\$ 258,000
General Operating Fund	Gas Tax Fund	Program costs		\$ 6,000
	Total Transfers		<u>\$ 264,000</u>	<u>\$ 264,000</u>

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- The General Fund Operating Budget, as presented, requires no transfers out from the General Fund Undesignated Reserves into the General Operating Fund for general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations.

Fiscal Year 2017-18 Estimated Revenue:

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

**Table 3
Estimate Revenues – All Funds**

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	\$ 41,452,682	\$ 40,012,563	\$ 1,440,119
General Operating Fund	\$ 28,699,661	\$ 27,910,861	\$ 788,800

The Fiscal Year 2017-18 Estimated Revenue Budget also incorporates \$2,600,488 in transaction and use taxes and residual redevelopment taxes for debt service payment on the *2014 Issue of Lease Revenue Bonds*—remaining transaction and use tax and residual redevelopment tax balances have been budgeted in the General Fund for general operations and economic development.

Fiscal Year 2017-18 General Operating Fund Position:

- Based on a total General Operating Fund Revenue Estimate of \$28,699,661 and proposed General Operating Fund Appropriations of \$28,853,787, City staff initially produced an operational deficit of \$154,126 for Fiscal Year 2017-18. However, after incorporating into the General Fund Operating Budget the transfer of \$264,000 from the Gas Tax and Traffic Safety Funds, projected Estimated Sources exceed Estimated Uses by \$109,874 for Fiscal Year 2017-18, resulting in a minor surplus.
- The Fiscal Year 2017-18 General Fund Operating Budget incorporates estimated public employee pension fund increases associated with the City’s membership in the California Public Employee Retirement System (CalPERS). The estimated increase for Fiscal Year 2017-18 is \$672,311, including unfunded liability payments.
- The Fiscal Year 2017-18 General Fund Operating Budget incorporates negotiated wage and benefit increases for the Montclair City Confidential Employees Association (MCCEA) and Montclair General Employees Association (MGEA). The General Fund Operating Budget does not, however, incorporate potential wage and benefit increases for Executive Management and Management employees or employees represented by the Montclair Police Officers Association (MPOA) and the Montclair Fire Fighters Association (MFFA).

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- In past fiscal years, retiree medical costs (Other Post-Employee Benefits/OPEBs) were partially funded by a budgeted transfer from the General Fund Retiree Medical Liability Reserve to the General Operating Fund; however, during those years, year-end results demonstrated that these budgeted transfers were not required. Accordingly, the proposed budget does not reflect the need to partially fund retiree medical appropriations from reserve funds.
- City staff anticipates an ending Fund Balance in the General Operating Fund of \$6,173,868, which represents 21.40 percent of the General Fund Operating Budget—3.60 percent below the City Council directed annual goal of 25 percent of the General Fund Operating Budget or approximately \$7.2 million. Due to annual, exorbitant increases in the CalPERS employee rate projected each year through 2022—increases not anticipated when the City Council first directed the long-term objective of an annual 25 percent Operating Reserve Ratio in the General Operating Fund—Montclair remains short of meeting the 25 percent Operating Reserve Ratio. The City Council is advised, however, that total General Operating Fund (\$6,137,868) plus General Fund Designated Reserves (\$6,626,229), combined, equal \$12,764,097—details on the General Fund Designated Reserves are discussed later in this budget message.

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

Debt Service Fund. In past budget actions, the City Council made the decision to annually allocate approximately \$2.6 million in transactions and use tax and residual redevelopment revenues to a Debt Service Fund—for Fiscal Year 2017-18, the proposed allocation is \$2,600,488. This annual allocation is sufficient to service debt on the *2014 Issue of Lease Revenue Bonds*; furthermore, this annual commitment provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations—a factor essential to maintaining and improving the City's bond rating.

For Fiscal Year 2017-18, estimated Transactions and Use Tax revenues are \$2,010,488—an increase of \$2,800 from the Fiscal Year 2016-17 estimate of \$2,007,688. Additionally, estimated residual Redevelopment Property Tax revenues are \$1,150,000—an increase of \$250,000 above the Fiscal Year 2016-17 estimate. Combined, these revenues are adequate to meet the annual required payment of \$2,600,488 for debt service on the *2014 Issue of Lease Revenue Bonds*.

Revenue estimates in excess of the debt service requirements—\$160,000 for Transaction and Use Taxes and \$400,000 for Residual Redevelopment Property Taxes—have been budgeted in the General Fund and Economic Development Fund, respectively.

Annually allocating Transactions and Use Tax revenue to the Debt Service Fund, as outlined herein, effectively removed debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that 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.

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Segregating Transactions and Use Taxes and residual Redevelopment Property Tax revenues for annual debt service, as a matter of fiscal policy, should continue until the *2014 Issue of Lease Revenue Bonds* is repaid—the current year of maturity is 2045.

In November 2014, the City Council directed refunding of the *2005 Issue of Lease Revenue Bonds* by issuing *2014 Lease Revenue Bonds* to take advantage of lower bond rates and to provide resources for public works improvements. This refunding retired the *2005 Issue of Lease Revenue Bonds* and provided \$22,083,879 in new bond funds, of which \$16,133,535 is currently available, for infrastructure and facilities improvements. These proceeds must be expended by October 1, 2019 or remaining proceeds unutilized will be used to refund bonds. Based on a City Council approved infrastructure improvement project schedule, City staff anticipates expending bond funds as required by disclosure documents.

General Operating Fund Reserve Balance:

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

As of June 30, 2018, the Fiscal Year 2017-18 General Operating Fund's Fund Balance estimate of \$6,173,868 is projected to be approximately 21.40 percent of proposed appropriations of \$28,853,787.

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

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Table 4
General Operating Fund's Fund Balance

<u>Fiscal Year</u>	<u>Operating Fund Balance</u>	<u>Operating Appropriations</u>	<u>Percentage</u>
Estimated 2017-18	\$6,173,868	\$28,853,787	21.40%
2016-17	\$6,021,152	\$28,175,709	21.37%
2015-16	\$5,616,395	\$26,437,292	21.24%
2014-15	\$5,208,425	\$24,597,663	21.17%
2013-14	\$5,018,635	\$24,687,911	20.33%
2012-13	\$4,439,979	\$25,448,034	17.45%
2011-12	\$3,442,188	\$25,572,212	13.46%
2010-11	\$3,283,004	\$25,365,567	12.94%

The estimated June 30, 2018 General Fund Operating Fund's Fund Balance estimate of \$6,173,868 exceeds the City Council's minimum threshold target of \$6.0 million; however, it does not meet the General Fund Operating Reserve Ratio of 25 percent of operating appropriations.

Achieving a 25 percent threshold has been difficult in the face of increasing personnel costs that are a primary product of significant annual increases to the City's CalPERS retirement contributions. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio that represents no less than 25 percent of the General Operating Fund's Operating Budget.

Success in achieving a 25 percent General Fund Operating Reserve Ratio (estimated at \$7.2 million for Fiscal Year 2017-18) will require continued fiscal discipline and commitment to a number of overriding objectives, including the following past and current practices:

1. *The exercise of fiscal restraint by the City Council, City Manager, Executive Directors, and Department Heads in relation to economic policies, practices, and controls.* Over consecutive budget cycles since the onset of the Great Recession, the City Council and management team have consistently maintained vigilance over all aspects of the budget process and expenditure authorizations including personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. *Shifting of General Fund expenditures to other available funds capable of supporting expenditure demands.* General Fund improvement has been achieved, despite years of slow economic recovery and the shift of personnel- and project-related costs of the former Montclair Redevelopment Agency and a portion of administrative costs of the Successor Redevelopment Agency to the City's General Fund. The process of reassigning Redevelopment Agency-related costs to the General Fund started in calendar year 2012 following the state's elimination of community redevelopment agencies.
3. *Reductions in personnel.* Over the past decade, Montclair experienced significant reductions in personnel, declining from a high of 231 total full-time personnel in Fiscal Year 2007-08 to 172 full-time funded positions for Fiscal

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Year 2017–18, including employee positions funded by the City (General Fund, Sewer Fund, Gas Tax Fund, Economic Development Fund, and Grants), employee positions funded by the Montclair Housing Corporation, and employee positions funded by the Montclair Successor Redevelopment Agency.

The proposed Fiscal Year 2017–18 Budget also incorporates part-time benefitted positions, as previously authorized by the City Council. Employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security for pension-related benefits. City staff proposed the integration of part-time benefitted entry-level positions into the City's personnel structure as a means to exercise some forward control over long-term pension-related costs.

4. *Requiring employees to pay a portion of the California Public Employee Retirement System (CalPERS) Member Contribution and other CalPERS-related issues.* Starting in 2009, the City Council significantly reduced personnel-related costs by initiating a process that directed employees to cover a portion of CalPERS Member contributions. The initial Member Contribution rate to be covered by the majority of employees was 6 percent. This contribution requirement now covers all full-time City employees and varies in the contribution rate based on each employee's pension formula, labor group membership, and pension status with CalPERS—this latter component is based on whether an employee is a classic member (a CalPERS member prior to January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012.

Regrettably, the positive fiscal savings that initially accrued to the annual budgetary process as a result of employees contributing toward CalPERS member rates has been completely erased by consecutive decisions of the CalPERS Board of Directors to substantially increase employer pension rates. Effectively, CalPERS' policy decisions have dramatically increased the City's current and ongoing pension-related costs—costs projected to increase annually through Fiscal Year 2021–2022 when employer rates may begin to stabilize at a consistent annual rate through 2045 or until unfunded pension liabilities are fully paid down. In 2015, CalPERS initiated the objective of fully funding pension liabilities within thirty years.

In addition, CalPERS has initiated other actions that are dramatically contributing to rising pension costs. In recent years, for example, CalPERS directed its actuaries to make adjustments to various risk tables related to annuitant longevity, rates of return, earning forecasts, and other assumptions directly related to determining and assessing employer contributions. In Fiscal Year 2015–16, CalPERS' actions resulted in an unprecedented, cumulative year-to-year increase of 53.71 percent in the City's employer rate. This increase, estimated to cost \$1,596,427 was projected to escalate in consecutive years—at least through Fiscal Year 2019–2020. Dismayed by the projected employer rate increases, City staff immediately initiated discussions with CalPERS actuaries, including CalPERS' Chief Actuary, indicating that such an increase would severely impact the financial position of the City's General Fund.

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In response to the City's deliberate actions to force reconsideration of proposed rates, CalPERS reviewed its amortization schedule for Montclair and agreed to smooth out full implementation of proposed rate increases over several years, with the expectation that Montclair's fiscal recovery would improve sufficiently to satisfy employee rate adjustment obligations. Revised amortizations resulted in CalPERS imposing employer rate increases of \$693,618 and \$718,863 for Fiscal Years 2015-16 and 2016-17, respectively, and an additional projected employer rate increase of \$672,311 for Fiscal Year 2017-18 (including unfunded liability payments). All Fiscal Year 2017-18 CalPERS-related pension costs have been incorporated into the Fiscal Year 2017-18 Budget.

City staff now anticipates that similar, annual CalPERS employer rate increases may be experienced through Fiscal Year 2021-2022, climbing to an annual employer rate in excess of \$8 million—the City's estimated 2017-18 annual employer rate payment is approximately \$4.3 million, representing an increase of approximately \$2.0 million since Fiscal Year 2013-14.

In an effort to minimize annual CalPERS employer rate cost impacts, City staff proposes making its Fiscal Year 2017-18 unfunded liability obligation in one payment of \$3.3 million during July 2017, resulting in a savings of \$118,413 over the monthly payments required for the fiscal year. This savings has been incorporated into the Fiscal Year 2017-18 Budget.

It is a thematic component of this Budget Message to stress the potential adverse impacts of public employee pension-related costs. Efforts to elucidate this trajectory are not, however, the clarion call of "chicken little"—for many public agencies, the sky is, indeed, falling. By some estimates, thirty percent of California municipalities face fiscal uncertainty as it relates to pension costs.

Solutions to this fiscal drama are not easy, as the problems confronting CalPERS have been years in the making. Over the past two decades CalPERS has seen its share of scandals, the fluctuations of a cyclical economy, and poor investment performance shaped by questionable strategies including a push in the early 2000s to convince local governments to migrate to a vastly more expensive pension formula for safety members. Combined, these actions now threaten the very viability of the fund, are producing unsustainable increases for state and local agency members, and are directly responsible for the fund's current negative cash flow with more money being paid out to pensioners than the fund is taking in—with an estimated \$310 billion in assets, the fund has only 69 percent of the estimated funds needed to pay existing retirement promises. Montclair has been proactive in addressing this plight visited upon local government, including direct interaction with the CalPERS Board of Administration to argue for potential solutions, including the following recommendations:

1. Restructure the California Public Employee Retirement System (CalPERS). The makeup of the CalPERS Board membership, as approved by voters in 1992, is enshrined in the California constitution to include 13 directors: 6 chosen by the members of CalPERS (2 elected by all CalPERS members, 1 elected by all active state members, 1 elected by all active CalPERS

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school members, 1 elected by all active CalPERS public agency members, and 1 elected by retired CalPERS members); 2 appointed by the Governor (an elected official of local government and an official of a life insurer); 1 public representative appointed jointly by the Speaker of the Assembly and the Senate Rules Committee); and 4 serving in ex officio capacity including the State Treasurer, State Controller, Representative of the State Personnel Board and Director of the Department of Human Resources.

In discussing the Board's composition, City staff takes the position that growing concern with the health of the pension fund mandates changes to the Board that reshape it as a governing body composed not merely of political appointees, ex officio members and laypeople, but of professional experts capable of redefining the direction of CalPERS and the nature of its investment decisions and processes. To that end, immediate consideration should be given to a legislative constitutional amendment that gives the state's voters an opportunity to revisit the fate of the nation's largest public pension fund. In shaping that course, City staff discussed with Assembly Member Freddie Rodriguez, and conveyed to the Board, a recommendation to reconstitute membership on the Administrative Board of Directors by restructuring Board membership to include representation as follows: 3 members elected at-large by all CalPERS active members; 4 appointees by the Governor (1 each from the finance, investment, banking and auditing private sectors); 2 appointees (1 each) by the Speaker of the House and President of the Senate; and 4 ex-officio members (Lieutenant Governor, State Controller, State Treasurer and Insurance Commissioner). Appointees by the Governor, Speaker of the House, President of the Senate, and at-large elected members should be limited to 6-year terms.

2. Allow agencies to meet and confer on the effects of changing retirement formulas, going forward, without the "California Rule" requirement of an offset benefit of comparable value. It's long been assumed that a 1955 state Supreme Court decision that evolved into the "California Rule," makes it legally impossible to lessen retirement benefit formulas for existing members—the California Rule is a set of regulations and court rulings that (1) guarantee government workers the pension in place on the date they were hired; (2) allow pension benefit changes only if the change is in the employee's favor; and (3) pensions cannot be reduced, except for new hires.

One recent appellate court decision handed down in August 2016, however, indicates that the California Rule is not as sacrosanct as it appears. That court decision stemmed from a lawsuit filed by unions in Marin County, seeking to overturn a ban on "pension spiking" that Governor Brown and the Legislature enacted as part of PEPPRA. The appeals court said even vested pension rights can be reduced or eliminated in California as long as employees still receive a pension that is "substantial" and "reasonable." That language came from a 1978 state Supreme Court ruling, which also said that any cutbacks in employees'

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pension plans, to be considered reasonable, “should be accompanied by comparable new advantages.” But “should” does not mean “must,” the appeals court said in Friday’s ruling. The employees “are entitled only to a reasonable pension, not one providing fixed or definite benefits immune from modification or elimination,” Justice Martin Jenkins said in the 3-0 ruling.

The state Supreme Court has agreed to rule on the case, *Marin Association of Public Employees vs. Marin County Employees’ Retirement Association*, in 2017. If the ruling is ratified, it could allow public employers to guarantee their workers’ pension benefits already earned, but reduce benefits going forward.

3. Establish an 80 percent pension funding level as an acceptable minimum target goal. Employer-employee pension contributions should be structured, along with portfolio investments, to achieve 80 percent as the fund base; and funding levels above 80 percent should be achieved primarily through investment earnings, not exclusively by increasing employer pension contributions. When a base fund level of 80 percent is achieved and sustained for one-year, employer contributions should not be increased above the then current contribution rate, and should only be adjusted upward to maintain the minimum fund base or to address negative cash flow.

In 2010, one year after a nearly \$100 billion dollar loss to its financial portfolio, from a high of \$258 billion down to a low of \$163 billion, CalPERS began a process of re-evaluation and re-positioning of its investments and administrative practices. This process ultimately placed CalPERS on a 30-year path (2015 to 2045) to achieve full-funding of pension obligations, shifting much of its focus to fully capture liability values on to member agencies—a path that now threatens the ability of many cities to maintain services to their respective communities, improve infrastructure, expand programs, hire employees, and provide employee wage and benefit adjustments.

Prior to the decision to achieve full-funding by a certain date, full-funding of pension liabilities was always a “theoretical” objective, with a rolling target date that moved forward from year-to-year. In some years, CalPERS approached or achieved full-funded status; but generally, the pension fund’s holdings typically equated to 80 to 90 percent of total liabilities.

Historically, CalPERS relies on a mix of investments and contributions to fund the pension system; however, in recent decades, a number of failed investments, recessions, and real estate and Wall Street downturns combined to negatively impact the fund’s investment earnings, pushing CalPERS to increasingly rely on member agencies and employees to fund a larger percentage of pension liabilities.

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Today, CalPERS controls an estimated \$310 billion in assets, equal to approximately 67 percent of total liabilities—estimated to be \$455 billion. The CalPERS Administrative Board views the fund's current status as a significant improvement over the 2009 decline to \$163 billion. However, in relative terms, the pension fund is well-below historical averages. In early 2009, the fund's pre-decline balance of \$258 billion represented an estimated 84 percent funded status—at that time, there was little, if any discussion regarding the need to achieve full-funded status. In relative terms, CalPERS' fund balance should be at approximately \$385 billion if it is to be equivalent to its pre-decline funded status of approximately 84 percent.

For many local government agencies, the effort by CalPERS to achieve full-funded status has developed into a serious financial hardship. Montclair, through careful management and wise decisions by elected representatives, has achieved post-recession fiscal stability and growth; and, through bond funding, the City has embarked on an expansive infrastructure improvement program. Despite these efforts, however, a significant share of Montclair's annual revenue improvements are directed toward meeting annual increases in the CalPERS employer rate.

In addressing the City's pension concerns with CalPERS representatives, City staff made the point that the pension fund's goal of achieving 100 percent funding of liabilities is not functionally viable if it harms the fiscal integrity of the contributing agencies. Rather, CalPERS needs to recognize that an improved fund balance will come long-term based on achievement of the following conditions:

- There will be a transition in the membership base as the Public Employee Pension Reform Act (PEPRA) employee population replaces the pre-PEPRA annuitant (retiree) population over the next 30± years—the same time frame targeted by CalPERS to achieve full-funding of pension liabilities through massive member agency increases. As the annuitant and active employee populations transition to a predominant PEPRA-base, with pension payments based on lower pension formulas, pension costs will eventually realize a progressive relaxation.
- Repositioning its investment portfolio to control risk and improve/stabilize performance—a process already initiated by CalPERS—will provide the pension fund with greater reliability in two critical areas vital to it employer and employee contribution-based calculations: investment portfolio performance and projecting earnings.
- Over the 30-year time-frame established by CalPERS to achieve full-funding (2015 to 2045), CalPERS should establish a minimum funding threshold of 80 percent through a mix of investments and employee/employer contributions. This practice would return CalPERS to a “full-funding” objective that rolls over from year-to-

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year and will minimize and control annual contribution increases and their impact on member agencies.

Minimally maintaining an 80 percent pension fund threshold (plus an investment reserve equal to 5 to 10 percent of portfolio value for greater-risk investments) is generally considered a safe funding zone for pension systems. Member agency and employee contributions should be driven by maintenance of the minimum 80 percent threshold. Fund improvements above the 80 percent threshold may be achieved through an investment reserve fund within the fund's portfolio that may be used to invest in greater-risk instruments that allow for higher-yield returns. This reserved investment fund sector for greater-risk investments would only be available from accrued pension assets above the minimum 80 percent threshold—the 80 percent threshold may adjust upward over time to guarantee balance between inflows and outflows and to maintain investment instruments that produce receipts targeted to achieve and maintain fund assets up to the minimum threshold level. Investment funds drawn from assets above the threshold would be used to improve value in the total fund, guarantee positive cash flow, limit employer and employee contributions, and provide additional funds for investment.

When overall investments fall short in performance, member agency contributions may rise, but only to (1) maintain the fund's minimum threshold; or (2) to ensure adequate inflows to meet outflows—achieved, in part, by maintaining safer investment instruments that produce a stable inflow of receipts into the fund to meet the minimum threshold target coupled with a reserve investment fund sector in CalPERS' portfolio for greater-risk investments.

Achieving an 80 percent threshold of funding of liabilities would substantially approximate historic CalPERS fund levels, and would maintain the pension system in a relatively safe and healthy zone without unnecessarily overburdening member agencies (cities) with the threat of fiscal insolvency from a CalPERS trek to achieve 100 percent funding by 2045.

Why does an 80 percent threshold work? One hundred percent funding represents total liability for the entire CalPERS member population—both active employees and annuitants (retirees). Currently there are 1.6 active employees for every CalPERS annuitant. This means that at any given point, more members are paying into the system than are receiving from the system. Even in the current negative cash flow situation that stems from the 67 percent fund level, the pension system is not in danger of collapse—fund assets are sufficient to meet annuitant obligations well into the future. However, it is important for CalPERS to minimally achieve a balance between receipts and disbursements. In the near-term, a minimum 80 percent fund threshold (plus 5 to 10 percent of portfolio value for greater-risk investments) is sufficient to pay annuitants, provide for positive cash flow, and allow for targeted investment strategies that

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incorporate safe and greater-risk investments, with the long-term objective of achieving and maintaining 100 percent funding of liabilities.

Furthermore, local government agencies have the power to raise revenue through fees and taxation. Recourse to insolvency for cities up and down the state is not a viable solution if revenue can be secured through the ballot box or by other sanctioned means.

While it may be necessary, long-term, to gradually increase the pension fund threshold level above 80 percent to provide positive cash flow for both outflow and investment purposes, particularly in view of the long-term gradual population shift between active and retired members, the immediate effort to target a 100 percent fund base over 30-years may prove detrimental to contributing members and endanger the pension fund's long-term viability as it represents a threat to the fiscal integrity of member agencies.

The gradual impact of PEPRA changes to pension formulas and how they relate to the annuitant population and changes to the active employee-annuitant population ratio may ultimately impact the fund's long-term health. Long-term, pension formula changes will produce a lower overall cost impact to the pension fund; however, CalPERS will need to balance this change with a projected gradual decline in the active employee population versus a corollary increase in the annuitant population. Over the next 20 years, CalPERS' actuaries project the active employee population will decline to a ratio of 0.6 to every 1.0 annuitant. This population change would ultimately shift a larger burden for pension liabilities to employers and employees if the fund's investment portfolio fails to produce positive results long-term—at the current 100 percent pension fund target, the cost impact of this dynamic change in the active employee to annuitant population ratio could prove catastrophic to member agencies, particularly in light of upcoming, projected increases

Ultimately, the concept of full-funding is a misnomer and an elusive goal due to the dynamic nature of investment strategies, fluctuations in the economy, transitional changes to the population cohort served, and year-to-year as well as generational changes in actuaries and mortality tables. Of particular note is the transitional shift in the active versus annuitant populations—a condition that will only stabilize long-term when, and if, equity is reestablished between the two populations. Intricately connected to this latter concern, however is a local dynamic occurring in many member agencies: In the aftermath of the Great Recession and in the face of annual and significant CalPERS rate increases, many member agencies are controlling costs by (1) restricting growth in their respective employee populations or implementing workforce reductions; and/or (2) limiting wage adjustments. These scenarios, while designed to establish or maintain local financial stability, have become major contributors to the transitional change in the population cohort and CalPERS' short-term negative cash flow concerns.

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In the near-term, CalPERS needs to implement revised investment objectives; gradually revise projected investment earnings to reflect real performance; introduce measures that address a declining active employee population vis-à-vis an increasing retiree population; reconsider its long-term objective to achieve full funding of liabilities as opposed to a strategy to achieve balance between inflow and outflow with sufficient reserves to provide for a mix of investment choices; separate its investment strategy to include a mix of investments and contributions that minimally maintain an 80 percent funding threshold; divide its investment portfolio to (1) provide for safer investments that, when combined with employer and employee contributions, achieve and maintain a minimum 80 percent funding threshold, and (2) provide for a strategically defined investment strategy that invests available funds above the required minimum threshold into riskier, higher-yielding investments designed to increase funding above 80 percent; and pursue a constitutional amendment that reconstitutes the Administrative Board to reflect a mix of experts from the financial, banking, investment, insurance, and auditing industries whose sole charter is to achieve and maintain a healthy pension system, long-term, for the benefit of taxpayers and California's public employees.

5. *Consolidation of funds and accounting corrections.* Finance Department staff consolidated and/or eliminated certain funds and transferred asset balances to General Fund Reserves. Additionally, Reimbursements owed to General Fund Reserves were completed, increasing those assets.
6. *Restriction on use of General Fund Reserve assets.* Transfers out of General Fund Reserves have been restricted for all but essential purposes as authorized by the City Council.
7. *Implementation of revenue enhancement measures.* In recent years, the City Council enacted a number of revenue raising measures designed to increase the General Fund revenue stream. Significant actions included: (1) adoption of a pavement impact fee; (2) general sanitation fee for residential and commercial properties; (3) renegotiation of the solid waste franchise fee; (4) establishing an Economic Development Fund and redistributing the City's greatly reduced share of property tax increment from the former Montclair Redevelopment Agency to the fund to continue economic development programs; (5) significant revisions to the Master User Fee Schedule; (6) personnel reductions through attrition; (7) property tax county administration fee reduction; (8) organizational restructuring; and (9) service contracting, including consolidation of fire services with a neighboring agency. These actions produced positive annual improvement to the City's General Operating Fund.

City staff will continue exploring and recommending to the City Council options designed to enhance revenues for Fiscal Year 2017-18 and beyond. Efforts contemplated may include (1) renewed evaluation of service contracting for specified programs targeted at maintaining and enhancing services and achievable cost efficiencies; (2) consideration of a Proposition 64 ban or compliance program, and any related fee structure and voter-approved tax initiative; (3) consideration of a voter-approved litter reduction assessment fee on fast food operators; (4) consideration of a renegotiated agreement with

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Burrtec Waste Industries that may generate an additional \$250,000 annually for code compliance services.

City staff will also continue focusing on promoting development within north Montclair, with projects to include high-density residential and mixed-use development and redevelopment of Montclair Place to address the changing nature of the retail industry.

In the long-term, consideration of these and/or other revenue generating recommendations are designed to further facilitate the City's infrastructure improvement program, address long-term costs related to CalPERS pension increases, promote and enhance community service programs, produce revenue for employee working condition enhancements, and address other City Council-directed priorities and objectives.

8. *Recovery from elimination of the Montclair Redevelopment Agency.* Elimination of community redevelopment agencies in February 2012 ended the Montclair Redevelopment Agency's (RDA's) control of approximately \$12 million in annual property tax increment. Property tax dollars that previously comprised the "property tax increment" underwent a redistribution process, with the majority of funds used for debt service on bonds of the former RDA and the remaining balance distributed to the State Treasury and local taxing agencies, including a small distribution to the City of Montclair, where it is deposited in the Economic Development Fund to be used as partial payment on the 2014 Issue of Lease Revenue bonds and for economic development activities. To date, the Montclair Successor Redevelopment Agency has redistributed \$35,840,050 to other taxing entities.
9. *Establishing an Economic Development Fund.* In 2013, the Montclair City Council authorized creation of the Economic Development Department and an Economic Development Fund designated to receive Montclair's share of property tax increment revenue for general operations and economic development in the community. Property tax increment revenue committed to the Economic Development Fund represents the excess remaining from property tax revenue committed by the City Council for annual payment on the *2014 Issue of Lease Revenue Bonds*.

Establishing an Economic Development Fund was intended to address the loss of Montclair's Redevelopment Agency and ensure a process that allows the City to continue a viable program for economic development and completion of infrastructure and facilities improvements in the Montclair community. The Economic Development Fund's estimated fund balance as of June 30, 2018 is estimated to be \$4,074,776.

In addition to the above property tax increment funds set aside for economic development, the City retains approximately \$12.9 million in former Montclair RDA bond funds, reserved for public works-related projects. The Department of Finance (DOF) sanctioned the transfer of these bond funds to the City with the restriction that they can only be used for designated public works-related projects. Unlike other assets of the former Montclair RDA, the bond funds are

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reserved for the exclusive use of the City and cannot be redistributed to other taxing agencies.

The correctness of the City Council's vision in creating the Economic Development Fund will be borne out as Montclair moves forward on the following actions:

- ✓ Gold Line Extension to Montclair. In 2012, the City Council committed to advance to the Gold Line Construction Authority the San Bernardino County Transportation Authority's (SBCTA—formerly SANBAG) 6 percent share (\$2.16 million) of the cost to complete advanced engineering and environmental consulting work for Phase 2B of the Gold Line Extension from Azusa to Montclair. Additionally, the City Council agreed to advance up to \$850,000 for SBCTA's administrative-related oversight costs—all funds advanced to SBCTA and the Metro Gold Line Foothill Extension Construction Authority (Construction Authority) were to be reimbursable to Montclair by SBCTA if Los Angeles County voters approved Measure M, a new half-cent sales tax measure that also extends the existing half-cent sales tax for transportation projects (Measure R) that was used to fund construction of the Gold Line Foothill extension from Pasadena to Azusa. Measure R was approved by a two-thirds vote of Los Angeles County voters on November 8, 2016, triggering reimbursement for funds advanced by Montclair once the SBCTA Board of Directors approves advanced project planning in the summer of 2017.

In recent years, Montclair has promoted a number of funding options to complete construction of the Montclair Segment (Claremont to the Montclair Transcenter) of Phase 2B of the Gold Line Foothill extension, including encouraging local legislative leaders to introduce a budget bill that incorporates state funding for construction. In January 2017 Assembly Member Rodriguez introduced Assembly Bill 215 (AB 215) as a spot bill to secure a future legislative vehicle for securing up to \$32 million for construction of the Montclair Segment of the Gold Line Foothill extension to the Montclair Transcenter. Assembly Bill 215 has now been incorporated into the legislature's Fiscal Year 2017-18 budget bill, with funding designated from the state General Fund or Cap-and-Trade.

SBCTA has already developed approximately \$38 million of the \$70 million needed for construction of the Montclair Segment. SBCTA has also set aside sufficient funding to operate the Montclair Segment through 2040. In 2004, voters reauthorized Measure I, the San Bernardino County half-cent transportation-related transactions and use tax measure, to continue for thirty years from 2010 through 2040. Eight percent of Measure I funding is committed to transit—it is from this source that SBCTA has allocated funding for Gold Line operations; SBCTA construction funding is allocated from competitive grants and other sources.

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Montclair has also been engaged in a joint effort with SBCTA, the Construction Authority, and the Los Angeles Metropolitan Transportation Authority (Metro) to apply for Cap-and-Trade funding to pay for construction of the Gold Line Montclair Segment. A preliminary application was submitted in April 2016, but was declined. If state funding is not developed through AB 215, a new application is anticipated for submission in 2017. The Gold Line is currently scheduled for completion to Montclair in 2025-26.

- ✓ Montclair Place District/North Montclair Improvements. At the April 24, 2014, Strategic Planning Session, the City Council indicated its intent to use Economic Development Fund assets and bond funds to complete infrastructure improvements in the North Montclair Place District; the City Council also directed City staff to work with CIM Group, owners of Montclair Place (formerly "Montclair Plaza"), to facilitate redevelopment of the Montclair Place proper, such cooperation to potentially include financial assistance. To that end, the City and CIM Group engaged Keyser Marston Associates to explore a potential "cooperation" agreement associated with future improvements to Montclair Place.

Over the course of the past 3.5 years, City staff worked with CIM Group, City consultants, and special legal counsel to develop a forward plan for Montclair Place and north Montclair. Early efforts included compliance with the California Environmental Quality Act (CEQA) process to produce a Mitigated Negative Declaration (MND) for development of Montclair Place. Environmental and project issues were addressed and a MND was issued with an effective date of May 28, 2015. Regrettably, CIM Group's progress faltered when the company was faced with a number of personnel changes and tenant conflicts arising out of the Restatement of Construction, Operation and Reciprocal Easement Agreement that governs the property and its tenant relations. These issues caused CIM Group to abandon its original development plans for Montclair Place. Instead, for the short-term, the company focused on interior improvements, a new food hall at the main Moreno Street portal, and exterior cosmetic improvements to the north side of the property. With these improvements concluding, CIM Group now intends to refocus on a larger phase of development that will make improvements to the south side of the property. These improvements will include demolition of the former Broadway Department store building and the addition of a multiplex theater, entertainment options, and restaurants. Concurrent with this phase, City staff and CIM Group will meet to develop a new specific plan for Montclair Place that will incorporate many of the elements in the amended North Montclair Downtown Specific Plan (NMDSP)—discussed in the following paragraph—and establish elements unique to Montclair Place. This latter phase of development is expected to incorporate office space and mixed-use/residential projects. CIM Group also anticipates acquiring adjoining properties to further enhance its long-term development of the property.

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Concurrent with efforts to redevelop Montclair Place, City staff moved forward in developing amendments to the NMDSP. In February 2017 the City Council adopted an Amended North Montclair Downtown Specific Plan (Amended NMDSP) to provide for higher density housing projects, incorporate additional land area into the NMDSP, adopt a transitional zone, and expand on parking requirements. Elements of the Amended NMDSP now operate as the guiding zoning document for projects in north Montclair's transit oriented district (TOD). The April 2017 City Council approval of The Alexan, a 211-unit high-density residential development in north Montclair, is the first TOD project approval under the Amended NMDSP.

In order to achieve a complete street concept in the TOD, the City Council also approved a consulting contract with MIG, Inc. for the conceptual design of streetscape and infrastructure in the NMDSP area. The complete street concept represents a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient, and comfortable travel and access by those walking, cycling, driving personal vehicles, and riding public transit.

Each of the efforts described above enabled the City Council and City staff to achieve the following significant and positive results:

- ✓ Restore the General Operating Fund's Operating Reserve Ratio to a level that annually approximates minimum threshold targets established by the City Council;
- ✓ Eliminate negative fund balances;
- ✓ Allow the General Operating Fund to absorb certain fiscal impacts stemming from loss of the Montclair Redevelopment Agency;
- ✓ Provide for alternative solutions for financing public facilities and infrastructure improvement projects following elimination of the Montclair Redevelopment Agency; and
- ✓ Minimize requirements to transfer General Fund Reserves to balance the General Operating Fund's Revenue Estimate with Appropriations.

GENERAL FUND DESIGNATED RESERVES – SPECIAL PURPOSE FUNDS

Prudent planning by the City Council and City staff has consistently allowed Montclair to set aside a portion of the General Fund's Fund Equity into designated reserves for special purposes including specified and potential liabilities, equipment replacement, mandates, 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 annual General Fund Operating Budgets when expenditures are required.

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In the past decade, the financial crisis engulfing the nation and the local region, along with rising CalPERS pension fund costs severely restricted Montclair's ability to designate General Fund Revenues to Reserves for special purposes. As the City moved beyond the Great Recession, efforts were renewed to restore each fund and account within the General Fund Reserves to acceptable, healthy levels to meet future liabilities and long-term objectives. It is important to realize, however, that Special Purpose Funds may not be directly tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations.

For Fiscal Year 2017-18, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is \$6,626,229. The following Reserve Funds make up the General Fund's Reserves and are recommended for retention:

- *Equipment Replacement Reserve.* This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As resources become available, transfers into the *Equipment Replacement Reserve* are typically comprised of two components: the first represents a General Fund transfer to bring net assets to the net funding requirement for replacement; the second component represents transfers from the SB 509 allocation to partially fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory. In recent years, the slow pace of recovery from the Great Recession has strained the City's ability to refund the Equipment Replacement Reserve after draws are made for major equipment/rolling stock. Of the two primary funding sources, General Fund Revenue has largely been used to meet and maintain general government operations, and annual SB 509 allocations have been used to meet extraordinary expenses within public safety. For these reasons, the City has been judicious in authorizing Equipment Replacement Reserve purchases. On occasion, funds from other sources may be required to minimize impacts on the Equipment Replacement Reserves; e.g., in 2014, the Fire Department used federal grant funds, with an offset from the Equipment Replacement Reserve, to purchase a KME Fire Engine.
- *Self-Insurance Retentions.* This Special Purpose Reserve is established to address City-related self-insurance retention liabilities. Withdrawals from Self-Insurance Retentions depend on litigation expenses and repair costs related to equipment/vehicles not covered by general liability insurance.
- *Technology Enhancements.* This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades.
- *CalPERS and Employee Post Benefits.* As discussed earlier in this message, the City has been experiencing and anticipates further significant increases to CalPERS' pension-related costs. Planned budgeting for these known (and unknown) cost increases is essential to the City's fiscal operations, fiscal solvency, fiduciary responsibilities, and avoidance of penalties related to any inability to meet payment obligations. The relentless activity by CalPERS to develop new scenarios to "fix" the pension system often appears threatening to the viability of member agencies—by some reports, one-third of California cities face fiscal insolvency in relation to CalPERS obligations. Nonetheless,

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City staff remains diligent in developing scenarios to address the continuing, annual increases in the CalPERS employer rate. One scenario is to make a lump-sum annual payment, saving the City an estimated \$118,000 in costs. Montclair has also proposed a funding game plan to the CalPERS Board to relieve the fiscal pressure on cities resulting from the Board's plan to fully fund liabilities over thirty years. Revenue enhancement measures and organizational restructuring are also part of City staff's ongoing process to address the expanding CalPERS employer rate. To minimize the impact of sudden, unanticipated increases in the employer rate, the City Council agreed to establish the *CalPERS and Employee Post Benefit Special Purpose Fund* to provide immediate, emergency relief.

- *Retiree Medical Liability Reserve.* Government Accounting Standards Board Statement No. 45 (GASB 45) is a mandate requiring employers who have committed to paying for Other Post-Employment Benefits/OPEBs (retiree-medical costs) to acknowledge their future OPEB liabilities. In January 2016, City staff completed an actuarial evaluation of GASB 45 Post-Employment Retirement Benefits. Based on that analysis, the City's OPEB liabilities are estimated to cost approximately \$12.1 million, which is a reduction of approximately \$350,000 since the previous June 30, 2011 analysis. Since the late 1990s, City staff, under City Council direction, has not increased the monthly medical allowance for retirees, and no increases will be forthcoming. This strict control ensures that, except for the increasing number of retirees, OPEB costs will not increase in relation to the value of the monthly allowance. City management has also maintained opposition to migration to CalPERS medical plans for employee bargaining groups. Migration to CalPERS medical plans would drastically increase OPEB costs due to the requirement that retirees covered under CalPERS medical plans be provided the same benefit afforded to active members.
- *Unanticipated Personnel Adjustment.* This Special Purpose Reserve is used to address unanticipated personnel-related cost adjustments, other than unanticipated CalPERS employee rate increases discussed above under "*CalPERS and Employee Post Benefits.*"
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required emergency improvements to City facilities.
- *Contingency Reserve.* This Special Purpose Reserve is used for unanticipated non-personnel expenditures during the fiscal year.

**Total current estimated General Fund Reserve – Special Purpose Funds:
\$6,626,229 as detailed on the following page under Table 5:**

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Table 5
Chart of Special Purpose Reserve Funds
Estimated Balances - June 30, 2018

Special Purpose Reserves:	
Equipment Replacement	\$ 1,476,229
Self-Insurance Retentions	750,000
Technology Enhancements	200,000
CalPERS and Employee Post Benefits	2,500,000
Retiree Medical Liability	600,000
Unanticipated Personnel Adjustment	600,000
Building Maintenance	400,000
Contingency	<u>100,000</u>
Total	<u>\$ 6,626,229</u>

ESTIMATED REVENUE CHANGES

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

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

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 41,452,682	\$ 40,012,563	\$ 1,440,119
General Operating Fund	\$ 28,699,661	\$ 27,910,861	\$ 788,800

The differences between budget years is attributed to the following significant adjustments:

General Fund

- \$935,000 increase in sales, property, business licenses, and transactions and use taxes—primarily due to an improving economy and increased consumer spending on goods.
- \$49,700 increase in licenses and permits—primarily due to a projected increase in building and permit fees stemming from new development in North Montclair.
- \$60,000 decrease in charges for services—primarily due to projected decreases in plan checking fees, adjusting prior estimates to actual collections.

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- \$201,800 decrease in fines and forfeitures—primarily due to a projected decrease in vehicle impound fees, adjusting prior estimates to actual collections.
- \$27,950 increase in miscellaneous revenue—primarily due to new lease revenue relating to parking of new vehicles on City owned undeveloped property.

All Other Fund Accounts

- \$87,840 increase in the Gas Tax Fund—partial effect of new legislation increasing gasoline tax funding for street improvements.
- \$65,200 increase in Measure I Fund—due to projected additional allocations.
- \$20,000 decrease in Traffic Safety Fund—projected decrease annualized for parking and other vehicle code fines.
- \$174,300 decrease in Community Development Block Grant Fund—recognizing reduced federal allocations.
- \$249,841 increase in Economic Development Fund—projected increase in property tax allocations relating to the elimination of the City’s redevelopment agency and distribution of its property taxes to taxing entities.
- \$434,200 increase in Sewer Maintenance Fund—due to a projected increase in utilization by residents and businesses.

OPERATING APPROPRIATIONS

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

**Table 7
Appropriations - All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 41,622,158	\$ 39,447,153	\$ 2,175,005
General Operating Fund	\$ 28,853,787	\$ 28,175,709	\$ 678,078

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

- The region's continued slow recovery from the Great Recession—sales tax revenues, while recovering, are still below pre-Great Recession levels.
- Property tax declines related to collapse of the housing/mortgage market—property tax revenues, while improving, remain below pre-housing market collapse levels. New, high-density residential development in North Montclair

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and other housing projects in the City are expected to improve property tax earning over time.

- Slowly improving economic development in the community—the City is seeing improved levels of economic development throughout the community. Significant levels of improvement are expected to follow any major commitment by CIM Group, owner of Montclair Place, to move forward on redevelopment of the shopping center.
- Changing consumer tastes—consumer confidence in the economy, while improved, has taken a new tact in relation to consumer spending. Traditional brick and mortar stores no longer serve as the only recourse for shopping. Increasingly, online shopping is driving down earnings in local retail stores, producing a new paradigm for the retail industry. CIM Group is seeking to adjust by significantly altering the pattern and mix of development at Montclair Place to address these cultural changes by bringing in a mix of residential, retail, office, entertainment, and restaurant venues to the property.
- Substantial increases in CalPERS employer contribution rates for recent and upcoming fiscal years. These increases are expected to continue for the foreseeable future.
- Increased personnel costs due to salary, benefit and CalPERS-related cost increases. While the City has limited improvements to wages and benefits, the cumulative impact of adjustments ultimately limits the availability of funds for other purposes.
- Expansion of retail competition in neighboring communities.
- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds (ERAF) for the following purposes: (1) help reduce the state's past, chronic deficit problems; (2) fund public education; and (3) backfill Vehicle License Fee dollars diverted to the state General Fund.

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;
- Provide for the annual bond payment on the *2014 Issue of Lease Revenue Bonds*;
- Establish a viable economic development/infrastructure program by establishing an Economic Development Fund;
- Maintain the health of the City's General Fund Reserves;

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- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants; and
- Control capital outlay requests.

Reductions to Department Requests

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

Table 8

Department Appropriation Requests/City Manager Approved Appropriations

	<u>Department's Request</u>	<u>City Manager Approved</u>	<u>Change</u>
Appropriations:			
Total - All Funds (Exclusive of Debt Service)	\$ 40,814,442	\$ 39,021,670	\$ 1,792,772
Total - General Operating Fund	\$ 29,988,795	\$ 28,760,454	\$ 1,228,341

Personnel Services

The City's proposed Operating Budget includes funding for a total of 172 full-time positions, including the following:

- 169.20 full-time General City positions (General Fund, Gas Tax Fund, Sewer Fund, Economic Development, and grants);
- 1.80 full-time employees paid by the Montclair Housing Corporation; and
- 1.00 full-time employees paid by the Montclair Successor Redevelopment Agency.

The City's proposed Operating Budget includes funding for 12 part-time General Fund benefitted positions, including the following:

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

Part-time benefitted positions cannot be offered to new hires/employees vested with CalPERS; therefore, part-time benefitted positions are generally applicable only for entry-level classifications and positions that do not require a minimum 40-hour work-week. Positions not available for the part-time benefitted program may include public safety classifications, management classifications (including classifications not subject to the Fair Labor Standards Act), and

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classifications subject to schedule overlaps during each 24-hour work period (e.g., Police Dispatchers).

Part-time benefitted positions will only be implemented when new entry-level positions are established and/or upon employee attrition. The City Manager will evaluate continuation of part-time benefitted positions after an appropriate study period to determine effectiveness and program retention. If, for whatever reason, the program is discontinued, current part-time benefitted employees would be migrated to full-time, 40-hour-per-week positions under CalPERS as required by CalPERS contract provisions.

The Budget includes the following appropriations for Personnel Services:

- *All Funds.* The *Fiscal Year 2017-18 Budget* includes \$24,403,653 for Total Personnel Services, All Funds. Based on 172 full-time City positions and 12 part-time benefitted positions, Personnel Services represents approximately 62.5 percent of Fiscal Year 2017-18 Budget Total Operating Appropriations (exclusive of debt service) (\$39,021,670).
- *General Fund.* The *Fiscal Year 2017-18 Budget* includes a General Fund appropriation of \$21,165,106 for Personnel Services. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 73.4 percent of Fiscal Year 2017-18 Budget General Fund Operating Appropriations (\$28,853,787).

Since Fiscal Year 2007-08, the City has realized a significant decline in personnel—declining from a high of 231 full-time employees to the current 172 full-time employees and 12 part-time benefitted employees in the Fiscal Year 2017-18 *Budget*. The reduction in employees stems from a number of coping actions related to dissolution of community redevelopment agencies, the Great Recession, and consolidation of department operations.

Current and past Personnel-related reduction actions include voluntary attrition; a hiring freeze (except for positions deemed essential for operations); involuntary reductions in force; contracting services; merging designated services with other agencies; and defunding vacant positions.

Estimated personnel-related savings associated with the Great Recession and loss of the Montclair Redevelopment Agency total approximately \$4 million annually. However, CalPERS employer rate increases over the past four years has dramatically reduced the positive impact from total personnel savings; furthermore, ongoing CalPERS employer pension rate increases could effectively nullify the impact of all personnel-related savings achieved since the onset of the Great Recession and add substantially to total personnel-related costs with increases that could raise the CalPERS employer rate payment to \$8 million annually.

The *Budget* includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 9**, on the following page:

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Table 9
Budget Allocations, By Departments
FISCAL YEAR 2017-18

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 125,499	\$ 200,100	\$ -	\$ 325,599
City Manager	229,548	116,225	-	345,773
Administrative Services	1,940,552	3,219,442	163,500	5,323,494
Human Services	2,194,036	632,286	-	2,826,322
Police	8,291,600	912,742	218,400	9,422,742
Fire	3,053,706	468,298	90,000	3,612,004
Public Works	2,642,688	4,652,949	623,700	7,919,337
Community Development	1,227,969	92,725	-	1,320,694
Economic Development	238,822	1,203,850	-	1,442,672
City Attorney	100,224	211,000	-	311,224
Citywide	4,322,155	1,711,000	-	6,033,155
Community Facility Districts	36,854	101,800	-	138,654
Total Operating Expenditures	\$ 24,403,653	\$ 13,522,417	\$ 1,095,600	\$ 39,021,670
Debt Service	-	-	-	2,600,488
Total Expenditures	\$ 24,403,653	\$ 13,522,417	\$ 1,095,600	\$ 41,622,158

Individual component operations included in the Department totals in **Table 9**, above, can be found in the budget summary section of the *Budget*.

The *Budget* incorporates the following Capital Outlay Budget requests, by Department:

- **Administrative Services Department. \$163,500**, including:
 - \$4,000 LCD Monitors
 - \$16,000 Desktop Computers
 - \$45,000 Microsoft Server 2016
 - \$55,000 Microsoft Office 2016
 - \$15,000 Senior Center Audio Visual Redesign
 - \$13,500 4 Ricoh Multi-Functional Printers
 - \$15,000 South Conference Room Audio Video Upgrade
- **Police Department. \$218,400**, including:
 - \$4,820 5 Taser Devices
 - \$1,780 4 Digital Voice Recorders
 - \$111,000 3 Patrol Vehicles
 - \$100,800 3 Detective Bureau Vehicles
- **Fire Department. \$90,000**, including:
 - \$90,000 Ford F250 4x4 Truck

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- **Public Works Department. \$623,700, including:**
 - \$280,000 Compressed Natural Gas Sweeper
 - \$32,000 1/2-Ton Pick Up Truck
 - \$52,000 3/4-Ton Heavy Duty Utility Bed Truck
 - \$250,000 Sewer Hydro Jetter Replacement
 - \$1,600 Drill Press
 - \$2,100 Compound Miter Saw with Hepa Dust Extractor
 - \$6,000 Ice Maker for Police Facility

- **City Council. No Capital Outlay Requests**

- **City Manager. No Capital Outlay Requests**

- **Community Development Department. No Capital Outlay Requests**

- **Economic Development Department. No Capital Outlay Requests**

- **City Attorney. No Capital Outlay Requests**

- **Citywide. No Capital Outlay Requests**

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CONCLUSION

As presented to the City Council for consideration, the *Fiscal Year 2017-18 Budget* is a successful compromise budget utilizing a number of funds to achieve balance. Growth in General Fund revenues has been positive but slow, requiring a concerted effort to maintain services, programs and personnel through a coordinated and controlled use of fiscal assets.

The *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 declining or stagnant revenues.

The *Budget* does not require a transfer of funds from General Fund Reserves to achieve balance between the General Operating Fund's Budgeted Revenues and Appropriations. As to the available General Operating Fund's Operating Reserve Ratio, City staff has achieved raising the Operating Reserve Ratio to \$6,173,868, representing 21.40 percent of the General Operating Fund's Appropriations Budget.

The *Budget* continues reflecting recently adopted revenue enhancement measures and contemplates, but does not incorporate, potentially new revenue enhancements.

Coupled with minor but consistent improvements within other economic sectors, Fiscal Year 2017-18 should continue the promise of a stable economic future for the Montclair community. It must be noted, however, that continuing CalPERS-related increases to the City's employer pension rates looms like a threatening fiscal storm over the horizon, testing the City's ability to grow its reserves, expand services, and maintain fiscal equilibrium. Thus far, the City Council and City staff are meeting this challenge by producing budgets that tightly control costs in all operating categories, while still incorporating the largest employer pension rates the City has ever faced. The promise of additional, substantial employer pension rate increases will require continued diligence in monitoring the City's fiscal profile to ensure financial stability is maintained.

Led by a fiscally responsible City Council, the Montclair organization embraces the matrix of a "New Economy." Effectively, the public demands local government agencies provide efficient public services without significant diminution in service levels despite dwindling or limited resources. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without undue taxation. The City's fiscal discipline, prudence, and fiscal policy recalibration over the past several years has been to accomplish this community expectation—an objective we proudly point to as achieved.

The *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 2017-18 Budget* meets these objectives.

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City staff notes, with pride in our fiscal restraint, discipline, and responsibility that the City Council is annually presented with responsible, reasonable, responsive, and manageable budgets designed to address the needs of the organization and community. In the course of the current and previous budget cycles, the controlled expenditure of revenues served the City well in weathering the Great Recession; and that same commitment to vigilance equips Montclair to handle future fiscal challenges.

City staff's ongoing goal is to continue with maintenance and development of sound fiscal policies that allow us to meet the growing and evolving needs of the community. With the leadership demonstrated by Montclair's City Council, coupled with creative resolutions to the City's fiscal challenges, Montclair has achieved a superior level of fiscal integrity and stability.

Addressing the Great Recession and the forced dissolution of the City's Redevelopment Agency 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 requirement in 2012 to impose an involuntary reduction in the labor force as mandated by the abolishment of the Montclair Redevelopment Agency, and the corresponding loss of approximately \$12 million in annual property tax increment for infrastructure and development-related projects. Concurrently, the City Council is grateful to employees for the economic sacrifices made necessary to maintain service programs and achieve success in the budgetary process.

There has been some improvement to the local economy in recent fiscal years; economic progress has, however, been slow and incremental and much of it has been of our own making. Unfortunately, drastic and alarming increases in CalPERS' pension costs are seriously eroding the product of past efforts to produce fiscal savings, and are presently requiring nearly the full commitment of revenue growth to meet pension obligations.

The fiscal policy story of the day continues recommending steady, consistent, and stable fiscal practices. Many California cities continue to cope with strained resources, declining revenues, and the looming threat of fiscal uncertainty. However, with the fiscally responsible measures pursued over the past several years, the Montclair City Council is moving the community forward at a slow but steady (and enviable) pace.

Despite the loss of its redevelopment agency, the City of Montclair will continue to evolve as a fiscally responsible and sound public agency committed to providing a wide array of public services to the community and re-establishing the economic capacity to achieve economic development—establishing an Economic Development Fund and committing property tax increment revenues to its operations is an indication of this latter effort. Assets of the Economic Development Fund are also augmented by over \$12.9 million in tax revenue bonds derived from the former Redevelopment Agency and a remaining balance of over \$16.2 million derived from the *2014 Issue of Lease Revenue Bonds*. As we go forward, this commitment to economic development will manifest itself within the Montclair Place District, including the City's commitment to roadway improvements in and around Montclair Place and throughout North Montclair, and the Phase 2B Extension of the Gold Line from Glendora to Montclair.

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The City Council and City staff are committed to exercising sound fiscal practices; maintaining, to the extent possible, the current strength of personnel and adjusting that strength as appropriate; realigning Departments, duties, and functional responsibilities to maintain an efficient and responsive organization; and routinely examining processes for producing revenues and controlling expenditures. Last year's integration of the Office of Economic Development with the Community Development Department is evidence of this ongoing effort. Integration of the two Departments enhanced functional operations, expanded available resources for the combined operational areas, produced personnel savings, and allowed for personnel recognition.

In relation to the need to strengthen the personnel base and maintain an efficient and responsive organization, City staff routinely evaluates organizational requirements and fiscal capacity vis-à-vis personnel requirements.

City staff also plans for employee succession, identifying and encouraging promotional advancement where appropriate, and maintaining positions that lead to succession. As demonstrated below, City staff routinely looks at fresh approaches to service delivery, evaluates outside funding opportunities to defray General Fund and other fund-related costs, develops strategies to improve the appearance and infrastructure of the community, and works with legislators and the City Council to move Montclair forward.

- The City Manager's Department/Administrative Services Department/Finance Department/Economic-Community Development Department are developing ordinances and fee structures related to compliance with Proposition 64—a state initiative approved by voters in November 2016 approving the recreational use of cannabis. City staff is working to provide the City Council with alternative proposals to continue banning medical cannabis and incorporate adult recreational use in that ban, or regulate an industry that already operates illegally throughout the state, including in Montclair, despite concerted efforts to shutter cannabis dispensaries and cultivation sites.

Focus is also being directed at restructuring the current franchise agreement with Burrtec Waste Industries, the City's service provider for solid waste disposal. Burrtec has been advised it needs to defray costs related to litter control and administration of the City's anti-scavenging ordinance—in response, Burrtec has tentatively agreed to provide the City with a \$250,000 annual stipend. Attacking litter is a core effort in improving the City's overall image. Montclair engaged Caltrans to address the appearance of the Montclair Transcenter and City on-ramps and off-ramps, reaching an agreement for Caltrans to reimburse the City approximately \$12,000 annually for labor-related costs. In the *Fiscal Year 2017-18 Budget*, City staff is also recommending reductions to maintenance-related contracts and using the savings to hire two additional part-time Maintenance Workers to assume maintenance duties and target litter control throughout the community. An agreement is also under development with Montclair Metro Nissan for the loan of one to two trucks to be used by City maintenance personnel for litter- and maintenance-related services. City staff also notes that a primary source of litter in the community is waste from fast food service packaging; accordingly, City staff is evaluating the potential to present the City Council with a proposal to ask Montclair voters to approve an assessment on fast food outlets for litter control.

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Amending the North Montclair Downtown Specific Plan has become a vital component of the City's fiscal fate. The City Council's recent adoption of the Amended NMDSP will provide for increased residential densities in north Montclair, facilitating development of the City's transit district. City staff will also be moving forward with developing a new specific plan for Montclair Place, incorporating many of the same design elements in the Amended NMDSP and creating unique overlays and zoning provisions for the shopping center as it redefines its position in a changing consumer marketplace.

Developing funding for construction of Gold Line light rail service remains critical to the City's overall development of the transit district in north Montclair. Arrival of the Gold Line in 2025-26 would mark an evolutionary change to public transit services at the Montclair Transcenter, making Montclair the preeminent transit hub outside of Pasadena and Los Angeles. It is this vital role as a transit hub that feeds into development of the City's transit district and developer interest in north Montclair. In order to ensure its construction, the Montclair City Council participated in the cost of advanced engineering and environmental work for Phase 2B extension of light rail from Glendora to Montclair, and the City has been proactive in encouraging legislative support and funding for construction, including participation in grant applications for cap-and-trade grants. Lastly, as the City's TOD develops and the Transcenter becomes a more integral component of the area's transportation life, City staff will seek to work with private transport services such as Uber and Lift to create an integrated public-private transit program that will enrich transit service offerings not only to residents of Montclair, but also to transit visitors disembarking at the Transcenter and looking for convenient access to regional shopping, entertainment, health, education, and cultural activities and direct access to Ontario International Airport.

- The Montclair Police Department will continue exploring and pursuing federal grant opportunities for body armor and body-worn cameras for Police Officers. Body armor and sound recorders have long been vital components of Police Officer safety; however, as concern for Police Officer and citizen safety merge as a central theme in community policing practices, the addition of body-worn cameras may prove vital in developing trust and providing for clarity in the matter of legal defense-related challenges.

In 2015, the City was designated recipient of a \$250,000 federal COPS Hiring Program grant to create a Trust in Policing Program (TIPP). The grant, which currently remains unexpended, would partially fund two full-time Police Officers for up to three years. Police Officers assigned to TIPP would work with the Crime Suppression Unit to focus on building and promoting fair and impartial policing and transparency practices and building on community "trust" related issues. The purpose and nature of a program like TIPP is vital in the post-Ferguson, Missouri era as police departments around the nation seek to engage with their respective communities and re-establish trust between police officers and citizens.

Using Asset Forfeiture funds, the Montclair Police Department recently acquired new exercise equipment for the Department's fitness training room. Rather

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than auction existing equipment, the older exercise equipment has been refurbished, transferred to the City's recreation facility and installed in the new community fitness room where it will be used for the enjoyment of Montclair residents.

- The Montclair Fire Department is exploring a new grant opportunity to fund the purchase of a ladder truck that would facilitate emergency fire service delivery to the community. If funded, the new truck would replace a 2002 KME Fire Engine that would be moved to reserve status. In 2014, a grant application was approved for approximately \$480,000 to purchase a 2014 model KME Fire Engine.

The Fire Department is acquiring new thermal imaging cameras (TIC) to replace two older models. By rendering infrared radiation as visible light, TICs allow firefighters to see areas of heat through smoke, darkness, or heat-permeable barriers. TICs also pick up body heat, allowing for detection of people in trapped situations. Until the new replacement units are delivered, two TICs are on loan from the vendor.

Under City Council direction, efforts are underway to evaluate training, infrastructure, equipment and staffing/service requirements within the Fire Department. The *Fiscal Year 2017-18 Budget* includes expenditures for a new command vehicle and physical improvements to both Fire Department facilities. City staff is also conducting an assessment on service programs to address any need for changes related to the delivery of fire and medical emergency services.

- The Human Service Department continues concentrating on developing grant/funding opportunities to defray costs related to the recent expansion of the Montclair to College program (formerly Online to College) at Montclair High School. The Human Services Department will also continue exploring other grant opportunities that promote service-related programs and community events.

Following extensive building renovations to the Civic Center Recreation facility, the fitness room has been enlarged and equipped with well-maintained exercise equipment transferred from the Police facility and purchased equipment. The new equipment includes a variety of free weights, heavy weight barbell systems, and multiple fitness machines for both strength and cardio training.

The Human Services Department will coordinate with CIM Group to introduce activities at Montclair Place. Future events may include a weekly farmer's market and other coordinated activities of public interest.

Services provided by the Montclair Medical Clinic have now been transferred to the new clinic facility operated by Dr. Lally, and located on the northwest corner of San Bernardino Street and Fremont Avenue, adjacent to Montclair Hospital. The new facility will provide a greater array of low-cost medical-related services to uninsured and under-insured members of the Montclair community.

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- The Public Works Department continues moving forward with a number of major infrastructure projects, including: (1) working with Monte Vista Water District to develop a plan for extending recycled water pipe to the northern areas of Montclair, via Central Avenue, for irrigation purposes—Central Avenue is scheduled for major reconstruction later in 2017, with new median island landscaping and street repaving; (2) engaging with Caltrans officials to use a \$15 million grant for replacement/refurbishing of the Central Avenue Bridge at the Union Pacific Railroad (UPRR) tracks—the Central Avenue bridge was originally scheduled for replacement, but Caltrans officials now argue for refurbishing; (3) completing construction of the Monte Vista Avenue Grade Separation Project (MVAGSP) at the Union Pacific Railroad Tracks—\$1.6 million in federal grant funds originally allocated for the Ramona Avenue Grade Separation project (completed in 2008) has now been made available for the MVAGSP; (4) working with Caltrans and SBCTA on the widening of Monte Vista Avenue at the I-10 freeway—this project will be completed in conjunction with expansion of the I-10 Freeway through Montclair to include the addition of two express lanes; (5) paving residential and artery streets throughout the City; (6) working with the City Manager to develop funding for construction of Gold Line light rail service to the Montclair Transcenter; and (7) planning for a complete streets program in north Montclair.

Throughout the nation, funding for infrastructure maintenance was one of the first casualties of the Great Recession—although, national funding for infrastructure maintenance had been embroiled in national politics in the decade before the onset of the Great Recession. Today, according to the American Society of Civil Engineers, 70,000 bridges (or roughly 1 out of every 9 bridges) in the U.S. are considered deficient and 32 percent of major roads are in poor condition; and the national fund that supports transportation infrastructure maintenance, the Highway Trust Fund, is on the verge of insolvency. The United States, once known for having the best infrastructure in the world, is now ranked 16th according to the World Economic Forum. Using assets of the *2014 Issue of Lease Revenue Bonds* and former Montclair RDA bond funds, the Montclair City Council has moved infrastructure to a central place in the City's long-term efforts to move Montclair forward. Now, this effort will be facilitated by the recent passage of Senate Bill 1 to raise a projected \$52.4 billion over 10 years to fund transportation projects. Features of the bill include:

- A 12-cent increase in the gasoline excise tax—taking the excise tax to 30-cents per gallon;
- A 20-cent increase in the diesel excise tax;
- A 5.75 percent increase in the diesel sales tax;
- A new vehicle fee, annually assessed between \$25 and \$175, depending of the value of the vehicle; and
- A \$100 annual fee on zero-emission vehicles.

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Under SB 1, tax increases will take effect November 1, 2017, and new vehicle registration fees will begin January 1, 2018, followed by fees on zero-emission vehicles on July 1, 2020.

Producing a leaner, efficient, and cost-effective organization is providing, and will continue to provide Montclair with the fiscal capacity to weather the loss of its redevelopment agency and the last vestiges of a recession that produce a prolonged economic recovery. However, the City has also assumed the role of a responsible, model leader in prudent fiscal management and craftsman of its fiscal destiny. Through energetic projects like the Amended North Montclair Downtown Specific Plan and the reshaping of Montclair Place, Montclair is emerging as a City on the edge of tomorrow.

As the organization moves into a new year, the Montclair City Council embraces the challenges offered by the economic paradigm confronting municipalities—a paradigm requiring a conservative stewardship over fiduciary responsibilities, including greater restraint toward personnel-related costs—the largest economic component in Montclair's General Operating Fund Budget. Concurrent with its need to proactively address this 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 City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department, management team, and budget planners for their efforts in putting together the proposed *Fiscal Year 2017-18 Budget*.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed *Fiscal Year 2017-18 Budget* and the City's program of services.

ECS:DLP:MP:JK/ap

Sincerely,

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

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 2017

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 1,029,901 and an average household income of \$95,835.



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.



Police Facility

The City of Montclair is a full-service City with a 75.5 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 23 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 12 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 daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.



Fire Station No. 1



Skate Park

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

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



Montclair Splash Pad



Youth Center

The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center’s hours of operation are Monday, Wednesday, and Thursday, 2:00 p.m. to 6:00 p.m.; Tuesday, 1:00 p.m. to 6:00 p.m.; and Friday 2:00 p.m. to 8:00 p.m.

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



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: 38,944

Area: 5.54 square miles

DEMOGRAPHICS			
2017 Population & Income	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Population	208,298	491,925	1,029,901
Households	57,790	139,424	307,923
Families	43,401	107,537	240,399
Average Household Size	3.49	3.46	3.27
Median Age	31.1	32.7	35.1
Average Household Income	\$68,757	\$78,952	\$95,835
Median Household Income	\$52,171	\$58,119	\$72,886
Per Capital Income	\$19,856	\$22,971	\$29,256
Median Net Worth	\$42,311	\$68,153	\$135,936
Average Net Worth	\$267,257	\$475,755	\$722,317
Households > \$75,000	32.5%	38.9%	49.0%
Average Household Disposable Income	\$54,692	\$61,181	\$71,910
Median Household Disposable Income	\$44,420	\$50,093	\$57,467
Owner Occupied Housing Units	48.5% (28,047)	55.7% (77,597)	63.7% (196,241)
Renter Occupied Housing Units	51.5%	44.3%	36.3%
2017 Consumer Spending (Spending Potential Index) National Average 100	85.8	98.0	118.6
2017 Workforce	3 Mile	5 Mile	10 Mile
Some College 25+ Population	21.0% (125,846)	21.5% (307,870)	23.1% (675,684)
With Degrees 25+	25.2%	28.8%	38.0%
Employment Totals 16+	90,798	222,298	488,657
White Collar 16+	49.1%	52.3%	61.5%
Blue Collar 16+	29.1%	27.8%	21.4%
Service 16+	21.8%	19.8%	17.2%
2017 Race & Ethnicity	3 Mile	5 Mile	10 Mile
Population by Race/Ethnicity	208,298	491,924	1,029,900
White	51.2%	52.7%	53.1%
Black	5.8%	5.4%	5.8%
Am. Indian, Asian & Pacific Islander	9.0%	9.9%	16.0%
Hispanic Origin (any race)	68.3%	64.3%	50.8%
Other	29.2%	27.1%	20.0%
Diversity Index	84.6	84.4	84.6
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
Higher Education Institutions within 25 Miles			
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario		CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont	

CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

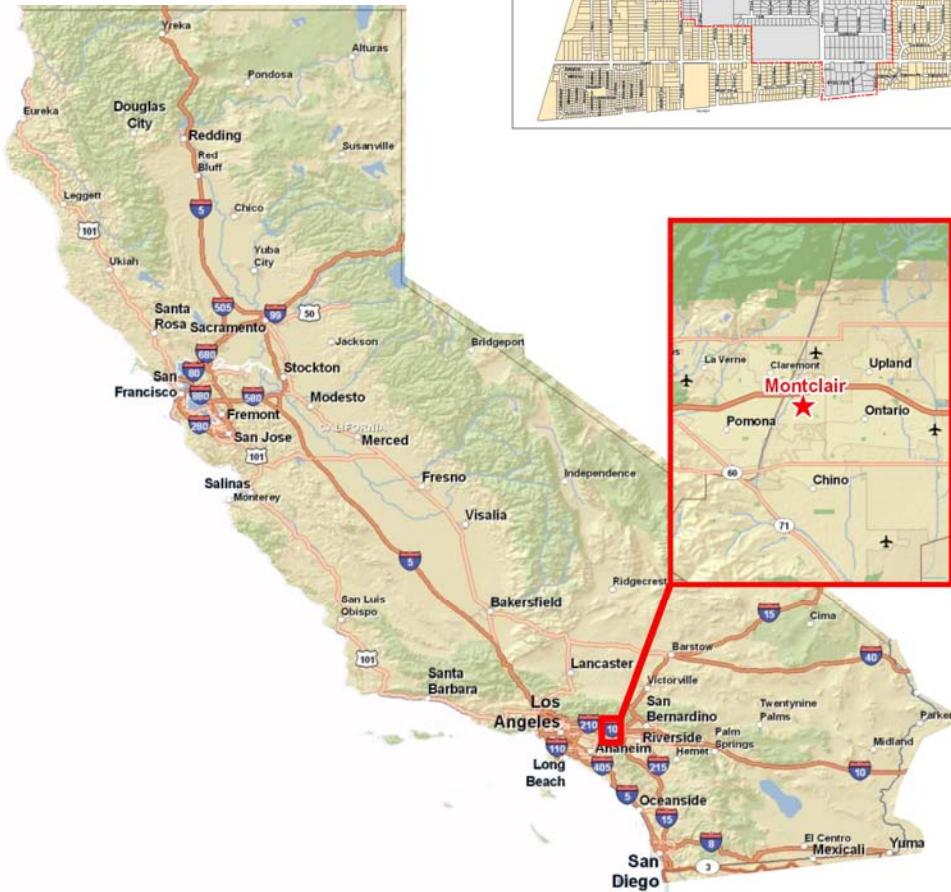
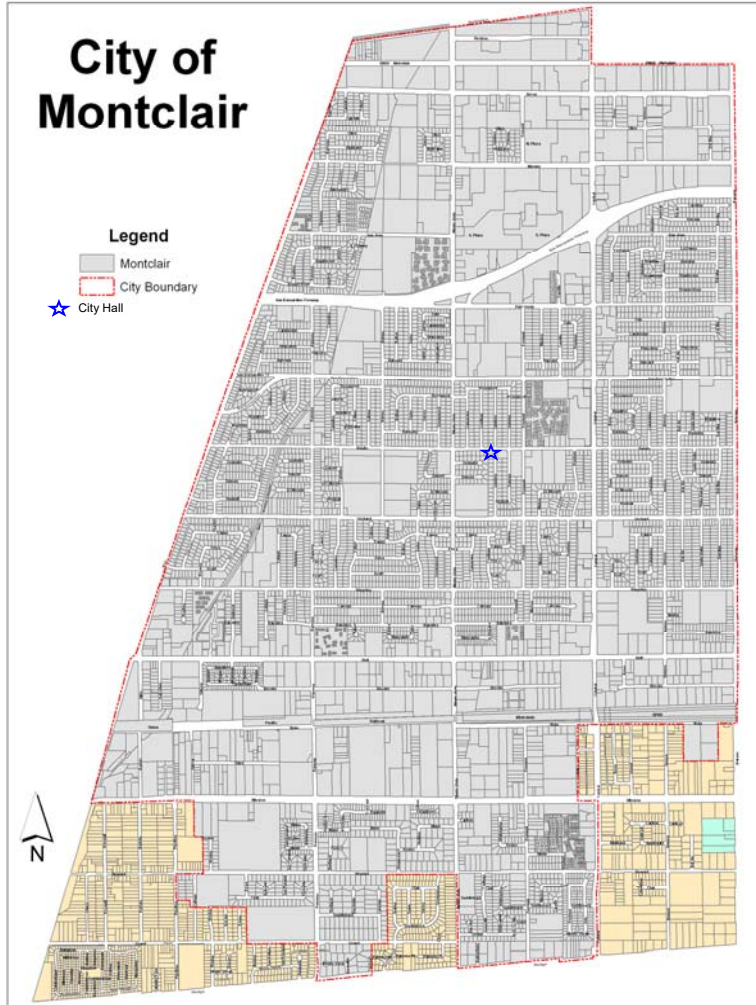
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

www.cityofmontclair.org

Population: 38,944

Area: 5.54 square miles





Budget Development Timeline Fiscal Year 2017-18

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 23, 2017	Mid-year Budget Review
March 8, 2017	Distribution of budget packets to all departments
April 05, 2017	Departmental-operating budget requests are due
April 25, 2017 - May 3, 2017	Management departmental budget sessions
May 18, 2017	Complete changes to departmental budgets
June 8, 2017	Budget review by City Council
June 19, 2017	City Council adopts budget by resolution

Budget Summaries

	SOURCES				USES			Estimated Fund Balance/ Retained Earnings/ June 30, 2018
	Estimated Fund Balance/ Retained Earnings/ July 1, 2017	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	
1001 General Operating Fund	6,063,994 (1)	28,699,661	264,000	35,027,655	28,853,787	-	28,853,787	6,173,868 (2)
Special Revenue Funds								
1102 Gas Tax Fund	-	1,085,480	-	1,085,480	1,079,480	6,000	1,085,480	-
1104 Measure I Fund	1,469,259	678,900	-	2,148,159	-	-	-	2,148,159
1110 Traffic Safety Fund	60,000	198,000	-	258,000	-	258,000	258,000	-
1112 Disability Access Fee	6,341	1,900	-	8,241	-	-	-	8,241
1130 Park Maintenance Fund	48,470	30,500	-	78,970	40,000	-	40,000	38,970
1131 Park Development Fund	768,486	150,000	-	918,486	12,000	-	12,000	906,486
1132 CDBG Fund	-	100,000	-	100,000	68,947	-	68,947	31,053
1135 Air Quality Improvement Fund	178,505	48,450	-	226,955	118,334	-	118,334	108,621
1138 Senior Nutrition Fund	2,653	183,000	-	185,653	186,893	-	186,893	(1,240)
1140 Asset Forfeiture Fund- State	86,821	30,175	-	116,996	-	-	-	116,996
1141 Prop 30/SB 109 Fund	204,105	30,400	-	234,505	-	-	-	234,505
1143 Public Safety Fund	24,152	335,000	-	359,152	306,931	-	306,931	52,221
1144 Federal Asset Forfeiture Fund- DOJ	660,302	50,400	-	710,702	1,000	-	1,000	709,702
1146 State Asset Forfeiture 15% Set-aside Fund	40,502	4,660	-	45,162	-	-	-	45,162
1147 Federal Asset Forfeit. Fund- Treasury	6,285	3	-	6,288	-	-	-	6,288
1148 School District Grant Fund	-	64,000	-	64,000	64,000	-	64,000	-
1149 Citizens Option for Public Safety (COPS) Grant	69,113	100,350	-	169,463	100,000	-	100,000	69,463
1150 Local Law Enforcement Block Grant	-	15,050	-	15,050	-	-	-	15,050
1151 Crime Prevention Fund	2,799	1,220	-	4,019	-	-	-	4,019
1152 Recycling Block Grant Fund	53,799	20,170	-	73,969	3,800	-	3,800	70,169
1160 Afterschool Program (ASES) Fund	66,514	1,155,903	-	1,222,417	1,223,498	-	1,223,498	(1,081)
1161 OTS Grant	-	25,300	-	25,300	25,300	-	25,300	-
1162 Sustainable Communities	-	47,000	-	47,000	47,000	-	47,000	-
1163 Safety Department Grant Funds	-	231,682	-	231,682	169,630	-	169,630	62,052
1164 OMSD Immunization Grant	31,679	79,250	-	110,929	70,266	-	70,266	40,663
1165 Mt Baldy United Way	2,270	7,000	-	9,270	7,000	-	7,000	2,270
1166 Kaiser Permanente Grant	1,019	10,000	-	11,019	10,000	-	10,000	1,019
1167 Resource Center Grant - OMSD	3,109	9,000	-	12,109	9,000	-	9,000	3,109
1168 Title IIIB Sr Support Services	-	10,000	-	10,000	10,000	-	10,000	-
1171 ASES Supplemental Grant	-	147,390	-	147,390	147,390	-	147,390	-
1172 Hope Through Housing Grant	-	38,000	-	38,000	34,670	-	34,670	3,330
1180 EMS- Paramedic Fund	-	78,350	-	78,350	93,895	-	93,895	(15,545)
1181 Contributions & Donations	1,376	3,000	-	4,376	-	-	-	4,376
1704 Sewer Expansion Fee Fund	170,019	60,000	-	230,019	-	-	-	230,019
1740 Developer Impact Fees - Local	417,378	75,000	-	492,378	-	-	-	492,378
1741 Developer Impact Fees - Regional	1,823,959	170,000	-	1,993,959	-	-	-	1,993,959
1742 Burrtec Pavement Impact Fees	310,217	40,000	-	350,217	93,333	-	93,333	256,884
1744 Utility Undergrounding In Lieu	13,771	50,000	-	63,771	-	-	-	63,771
1745 General Plan Update Fees	46,354	15,000	-	61,354	45,000	-	45,000	16,354
1746 Housing Fund	964,842	-	-	964,842	-	-	-	964,842
1748 Public-Education-Gov't Fees (PEG)	109,114	24,000	-	133,114	-	-	-	133,114
Total	7,643,213	5,403,533	-	13,046,746	3,967,367	264,000	4,231,367	8,815,379
Capital Project Funds								
1206 Economic Development	4,060,448	412,000	-	4,472,448	397,672	-	397,672	4,074,776
1250 & 51 Successor Agency Bond Proceeds	13,924,699	-	-	13,924,699	1,000,000	-	1,000,000	12,924,699
1252 2014 Lease Revenue Refunding Bond Proceeds	16,133,535	120,000	-	16,253,535	-	-	-	16,253,535
Total	34,118,682	532,000	-	34,650,682	1,397,672	-	1,397,672	33,253,010
Special Assessment Funds								
1601 Community Facilities District 2011-1 - Paseos	73,876	100,000	-	173,876	97,072	-	97,072	76,804
1602 Community Facilities District 2011-2 - Arrow Sta.	-	55,000	-	55,000	41,582	-	41,582	13,418
Total	73,876	155,000	-	228,876	138,654	-	138,654	90,222
Debt Service Funds								
1302 2014 Refunding Bonds	-	2,600,488	-	2,600,488	2,600,488	-	2,600,488	-
Total	-	2,600,488	-	2,600,488	2,600,488	-	2,600,488	-
Enterprise Funds								
1501 & 03 Sewer Operating Fund	1,355,195	3,842,000	-	5,197,195	4,175,190	-	4,175,190	1,022,005
1502 Sewer Replacement Fund	1,724,338	220,000	-	1,944,338	135,000	-	135,000	1,809,338
Total	3,079,533	4,062,000	-	7,141,533	4,310,190	-	4,310,190	2,831,343
Reserve Funds								
Reserve Funds	6,980,229 (1)	-	-	6,980,229	354,000	-	354,000	6,626,229
Total	6,980,229	-	-	6,980,229	354,000	-	354,000	6,626,229
TOTAL - ALL FUNDS	57,959,527	41,452,682	264,000	99,676,209	41,622,158	264,000	41,886,158	57,790,051

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2016-17 midyear general fund approved amounts.

(2) The General Operating Fund operating revenues were \$154,126 less than appropriation. This deficit was offset by \$264,000 of non-operating transfers in from other funds and will ultimately result in a total fund excess of \$109,874. In the prior fiscal year reserves funded retiree medical costs; however, in this budget no reserve utilization was required to cover those costs.

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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Gas Tax	General Operating Fund	\$ 6,000	Reimbursement for administrative costs.
Traffic Safety	General Operating Fund	258,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.

	TOTAL	<u>\$ 264,000</u>	

CITY OF MONTCLAIR FISCAL YEAR 2017-18 BUDGET

FUND DESCRIPTIONS

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

BASIS OF ACCOUNTING

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

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

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

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

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

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

SPECIAL REVENUE FUNDS

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

Gas Tax Fund (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.

Measure I Fund (1104) San Bernardino County voters approved passage of Measure I authorizing the San Bernardino County Transportation Authority to impose a one-half cent sales tax to finance transportation improvement and traffic management programs. Cities are apportioned the "local share" of Measure I moneys on a per capita basis and in accordance with a transportation plan and capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino County Transportation Authority's (SBCTA) five-year and twenty-year plans. In the past, Montclair was allocated regional 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 as expenditures there, for the above prescribed uses, far exceed the annual revenues of the Traffic Safety Fund.

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

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

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

C.D.B.G. Fund (1132) The Federal Community Development Block Grant (CDBG) program provides cities with grant moneys which generally must be expended 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, Assembly Bill 2766 was signed into law which provided for an increase in the motor vehicle registration fee for the purpose of financing programs designed to reduce mobile source air pollution. Cities are allocated approximately 40 percent of the revenues collected, provided a resolution has been adopted setting forth the city's intention to spend the 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 – Senior Nutrition Fund (1138) The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant 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.

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

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

Federal Asset Forfeiture Fund - DOJ (1144) & Treasury (1147) Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Moneys distributed to the City are pursuant to the asset forfeiture laws and are only available for purposes of financing the Police Department's annual budget. Current law requires that Federal asset forfeiture 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.

State Forfeiture – 15% setaside (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 the same purpose.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL PROJECT FUNDS

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

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

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

SPECIAL ASSESSMENT FUNDS

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

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

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

DEBT SERVICE FUNDS

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

2014 Lease Revenue Refunding Bonds Debt Service Fund (1302) In November 2014, the City, through the Montclair Financing Authority, refunded the \$31,300,000 in Lease Revenue Bonds which were used for the construction of a new police station, senior center, and youth center by issuing \$45,000,000 Refunding Bonds. The additional proceeds received through this issuance are budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until October 2045.

For Fiscal Year 2016-17, the annual principal and interest lease payment is \$2,597,688, payable from General Fund resources. Internally, the City has committed up to \$750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues. Therefore, effective Fiscal Year 2015-16, the City has budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.6 million dollars annually for the remaining life of this bond issue.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

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

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

Revenues

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Midyear and Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>						
1001 GENERAL FUND	29,471,309	27,910,861	17,577,761	27,916,581	28,699,661	788,800
<u>SPECIAL REVENUE FUNDS</u>						
1102 GAS TAX FUND	836,482	997,640	545,442	725,255	1,085,480	87,840
1104 MEASURE I FUND	627,614	613,700	394,815	676,826	678,900	65,200
1110 TRAFFIC SAFETY FUND	228,396	218,000	123,039	184,559	198,000	(20,000)
1112 DISABILITY ACCESS FEE FUND	1,896	1,700	1,401	1,868	1,900	200
1130 PARK MAINTENANCE FUND	44,144	44,300	26,208	30,493	30,500	(13,800)
1131 PARK DEVELOPMENT FUND	148,400	150,000	173,600	231,467	150,000	-
1132 C.D.B.G. FUND	513,160	274,300	271,180	271,180	100,000	(174,300)
1135 AIR QUALITY IMPROVEMENT FUND	49,662	46,436	24,008	48,452	48,450	2,014
1138 SENIOR NUTRITION FUND	150,293	182,500	117,686	159,150	183,000	500
1140 ASSET FORFEITURE FUND - STATE	10,613	12,160	27,499	36,831	30,175	18,015
1141 PROP 30/SB 109	28,269	55,373	-	373	30,400	(24,973)
1143 SB 509 PUBLIC SAFETY FUND	329,130	300,000	197,157	337,983	335,000	35,000
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	304,445	30,400	262,308	393,856	50,400	20,000
1146 STATE FORFEITURE - 15% SETASIDE	2,038	1,655	4,853	7,431	4,660	3,005
1147 ASSET FORFEITURE - TREASURY	4	3	-	3	3	-
1148 SCHOOL DISTRICT GRANT FUND	64,000	64,000	32,000	64,000	64,000	-
1149 COPS ELEAS GRANT	114,836	100,337	127,585	100,337	100,350	13
1150 LLE BLOCK GRANT FUND	13,502	14,049	15,055	15,104	15,050	1,001
1151 P.C. 1202.5 CRIME PREVENTION FUND	1,117	518	964	1,236	1,220	702
1152 RECYCLING BLOCK GRANT FUND	21,075	20,175	10,030	10,214	20,170	(5)
1160 AFTER SCHOOL PROGRAM FUND	1,155,903	1,155,903	935,046	1,155,903	1,155,903	-
1161 OTS GRANT	-	-	-	-	25,300	25,300
1162 SUSTAINABLE COMMUNITIES GRANT	5,479	-	-	-	47,000	47,000
1163 SAFETY DEPARTMENT GRANT FUND	58,143	231,682	23,543	66,539	231,682	-
1164 IMMUNIZATION GRANT - OMSD	70,000	70,000	69,938	74,000	79,250	9,250
1165 INLAND EMPIRE UNITED WAY	7,625	7,500	5,700	7,500	7,000	(500)
1166 KAISER PERMANENTE GRANTS	14,000	10,000	10,000	10,000	10,000	-
1167 RESOURCE CENTER GRANT (OMSD)	3,000	4,500	9,000	9,000	9,000	4,500

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Midyear and Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease)</u>
1168 TITLE IIIB SR SUPPORT SERVICES	10,000	10,000	6,036	10,000	10,000	-
1171 ASES SUPPLEMENTAL GRANT	147,390	147,390	117,912	147,390	147,390	-
1172 HOPE THRU HOUSING	35,437	34,670	37,498	37,498	38,000	3,330
1180 E.M.S. - PARAMEDIC FUND	69,628	53,000	57,000	72,000	78,350	25,350
1181 CONTRIBUTIONS/DONATIONS FUND	3,000	-	95	-	3,000	3,000
1206 ECONOMIC DEVELOPMENT FUND	662,792	162,159	-	162,159	412,000	249,841
1252 2014 REFUNDING BOND PROCEEDS	90,911	100,000	59,544	119,088	120,000	20,000
1601 CFD 2011-1 (Maint-PubSafety) FUND	98,862	100,000	-	106,760	100,000	-
1602 CFD 2011-2 (Maint-PubSafety) FUND	13,156	75,000	499	32,649	55,000	(20,000)
1704 SEWER EXPANSION FEE FUND	34,342	37,215	49,179	62,336	60,000	22,785
1740 DEVELOPER IMPACT FEES - LOCAL	79,642	100,000	58,154	73,458	75,000	(25,000)
1741 DEVELOPER IMPACT FEES - REGION	464,270	220,000	131,389	165,965	170,000	(50,000)
1742 BURRTEC PAVEMENT IMPACT FEES	63,572	65,000	31,864	40,249	40,000	(25,000)
1744 UTILITY UNDERGROUNDING IN-LEIU	-	50,000	-	50,000	50,000	-
1745 GENERAL PLAN UPDATE FEES	13,164	15,000	11,440	14,451	15,000	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	26,643	22,000	12,070	24,140	24,000	2,000
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,600,207	2,597,688	1,717,493	2,600,366	2,600,488	2,800
<u>ENTERPRISE FUND</u>						
1501 SEWER MAINTENANCE FUND	3,926,721	3,407,800	3,035,881	3,837,597	3,842,000	434,200
1502 SEWER REPLACEMENT FUND	218,865	220,000	-	224,500	220,000	-
<u>TRUST FUNDS</u>						
1746 HOUSING TRUST FUND	78,658	-	-	-	-	-
1750 EQUIPMENT REPLACEMENT FUND	23	-	-	-	-	-
1765 GF RESERVE-BUDGETARY CONTNGNCY FUND	-	-	-	-	-	-
TOTAL REVENUE - ALL FUNDS	<u>42,911,818</u>	<u>39,934,614</u>	<u>26,311,872</u>	<u>40,316,747</u>	<u>41,452,682</u>	<u>1,518,068</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,509,206	2,500,000	1,519,664		2,500,000	2,550,000	50,000
Property - Unsecured	100,914	100,000	104,721		100,000	105,000	5,000
Property Tax in Lieu of VLF (HdL)	3,065,264	3,100,000	1,617,429		3,100,000	3,200,000	100,000
Sales & Use (HdL)	13,697,189	12,800,000	7,758,284		12,800,000	13,500,000	700,000
Transaction & Use Tax (HdL)	243,861	160,000	-		160,000	160,000	-
Prop Tax Pass Thru from SRED	161,749	150,000	95,061		150,000	165,000	15,000
Transient Occupancy	25,052	30,000	36,119		30,000	45,000	15,000
Property Transfer	99,542	70,000	95,675		70,000	100,000	30,000
Franchise	802,105	700,000	207,951		700,000	700,000	-
Business License	776,770	700,000	616,061		700,000	720,000	20,000
Utility Users	1,760,176	1,800,000	1,147,133		1,800,000	1,800,000	-
Total Taxes	23,241,828	22,110,000	13,198,098		22,110,000	23,045,000	935,000
Licenses and Permits							
Alarm Permits	1,300	1,300	975		1,300	1,300	-
Bicycle & Other Permits	9	10	7		10	10	-
Building Permits	555,942	370,000	501,692		370,000	450,000	80,000
Moving Permits	7,225	8,000	6,625		8,000	8,000	-
Yard Sale Permits	7,040	8,300	5,090		8,300	8,000	(300)
Construction Permits	63,714	100,000	47,454		100,000	70,000	(30,000)
Encroachment Permits	70	70	140		70	70	-
Gun Dealer Permits	25	35	63		35	35	-
Total Licenses and Permits	635,325	487,715	562,046		487,715	537,415	49,700
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	15,517	15,550	17,331		15,550	17,500	1,950
Property Tax Loss Relief	28,201	28,200	14,966		28,200	28,200	-
Police Officer Training Reimbursement	12,998	11,000	1,665		11,000	5,000	(6,000)
SB 90 Claim Reimbursement	512,282	90,000	17,222		90,000	90,000	-
OES Reimbursements	85,113	10,000	64,016		10,000	50,000	40,000
Total Intergovernmental Revenues	654,111	154,750	115,200		154,750	190,700	35,950

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
Fines and Forfeitures							
Court Fines	31,099	20,000	35,372		20,000	45,000	25,000
Parking Citations	81,640	65,000	64,747		65,000	85,000	20,000
False Alarms	8,450	12,500	7,550		12,500	12,000	(500)
Restitution	2,545	3,300	48,910		3,300	5,000	1,700
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,590	1,700	1,395		1,700	1,700	-
Vehicle Release Fees	94,528	120,000	66,145		120,000	100,000	(20,000)
Administrative Citations	24,850	90,000	(39,908)		90,000	40,000	(50,000)
OPTS Vehicle Impound Fees	550,809	675,000	363,812		675,000	500,000	(175,000)
PD Citations	9,800	13,000	-		13,000	10,000	(3,000)
PW/CD Citations	200	1,200	200		1,200	1,200	-
Total Fines and Forfeits	805,511	1,002,200	548,223		1,002,200	800,400	(201,800)
Charges for Services							
Sale of Printed Materials	766	800	619		800	800	-
Notary Fees	40	50	20		50	50	-
Special Police Services	81,983	90,000	67,956		90,000	90,000	-
Fingerprints	(882)	250	(1,893)		250	250	-
Fire Department Service Fees	13,689	15,000	5,284		15,000	10,000	(5,000)
Gen Sanitation Fees (Revenue in Fund 1757)	102,390	100,000	52,860	6.0	105,720	105,000	5,000
Rubbish Collection	2,728,208	2,900,000	1,950,881		2,900,000	2,900,000	-
Zoning/Subdivision Fees	102,122	125,000	92,529		125,000	125,000	-
Plan Checking Fees	280,397	310,000	240,344		310,000	250,000	(60,000)
Recreation Fees	21,133	25,000	26,263		25,000	30,000	5,000
Service Center Fees	4,731	5,000	2,949		5,000	5,000	-
Program Costs - Reimbursed	53,505	45,000	32,467		45,000	45,000	-
Country Fair Jamboree	9,533	8,000	5,000		8,000	8,000	-
Human Services Classes	9,130	11,000	4,497		11,000	8,000	(3,000)
Total Charges for Services	3,406,745	3,635,100	2,479,776		3,640,820	3,577,100	(58,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
Miscellaneous Revenue							
Interest Income	93,305	70,000	83,913		70,000	70,000	-
Net Change FV - Investments/LAIF	34,191	-	-		-	-	-
Library Rentals	59,496	59,496	29,748		59,496	59,496	-
Cash Over/Short	49	-	(18)		-	-	-
Police Auction	7,412	10,000	-		10,000	10,000	-
Vending Machine Proceeds	-	30	-		30	30	-
Anniversary Book Sales/Postcards	55	20	-		20	20	-
Reimbursed Expenditures	55,155	60,000	304,478		60,000	60,000	-
Special Event Reimbursement	2	50	341		50	100	50
Emergency Response Reimb	7,069	8,000	8,442		8,000	10,000	2,000
Donations & Contributions	2,375	3,000	-		3,000	3,000	-
Subpoena Witnees Reimbursement	390	500	-		500	400	(100)
Metro lot rent agmt 17-28						30,000	30,000
Cell Tower Rental	99,888	100,000	86,164		100,000	100,000	-
Other Miscellaneous Revenue	355,553	200,000	153,354		200,000	200,000	-
Police Range Revenue	4,575	10,000	4,050		10,000	6,000	(4,000)
Mini School Snacks	835	-	1,490		-	-	-
Youth Center Snacks	5,142	-	2,039		-	-	-
Basketball Snacks	2,297	-	417		-	-	-
Total Miscellaneous Revenue	<u>727,789</u>	<u>521,096</u>	<u>674,418</u>		<u>521,096</u>	<u>549,046</u>	<u>27,950</u>
TOTAL - 1001	<u>29,471,309</u>	<u>27,910,861</u>	<u>17,577,761</u>		<u>27,916,581</u>	<u>28,699,661</u>	<u>788,800</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	16-17 Revised Budget Thru 4/18/17	16-17 Actual Thru 4/18/17	Months In Current Actual	Midyear 16-17 General Fund Annualize Other Funds	17-18 Estimate	Increase (Decrease) over Revised Budget
15-16 Audited						
GAS TAX FUND - 1102						
Section 2106	135,842	122,042	9.0	135,949	140,604	18,562
Section 2107	281,161	333,550	9.0	263,913	290,477	(43,073)
Section 2107.5	6,000	6,000	12.0	6,000	6,000	-
Section 2103 - Fuel Tax Swap	197,557	294,692	9.0	105,873	154,890	(139,802)
Section 2105	215,922	240,196	9.0	213,520	224,853	(15,343)
Gov's Proposed Additional Funds					267,356	267,356
Interest Income	-	1,160	9.0	-	1,300	140
TOTAL - 1102	836,482	997,640		725,255	1,085,480	87,840
MEASURE I FUND - 1104						
Measure I Sales - Local	621,354	610,000	7.0	676,826	675,000	65,000
Interest Income	6,260	3,700	12.0	-	3,900	200
TOTAL - 1104	627,614	613,700		676,826	678,900	65,200
TRAFFIC SAFETY FUND - 1110						
C.V.C. Parking Citations	85,273	73,000	8.0	71,888	73,000	-
Other C.V.C. Fines	143,123	145,000	8.0	112,671	125,000	(20,000)
TOTAL - 1110	228,396	218,000		184,559	198,000	(20,000)
DISABILITY ACCESS FEE FUND - 1112						
Disability Access Fee	1,896	1,700	9.0	1,868	1,900	200
TOTAL - 1112	1,896	1,700		1,868	1,900	200
PARK MAINTENANCE FUND - 1130						
Rental Income	15,300	15,300	1.0	1,275	-	(15,300)
Cellular Antenna Site Rental	28,844	29,000	8.0	29,218	30,500	1,500
TOTAL - 1130	44,144	44,300		30,493	30,500	(13,800)
PARK DEVELOPMENT FUND - 1131						
"Quimby Act" Fees	148,400	150,000	9.0	231,467	150,000	-
TOTAL - 1131	148,400	150,000		231,467	150,000	-

**CITY OF MONTCLAIR
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	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
C.D.B.G. FUND - 1132							
CDBG Revenue	513,160	274,300	271,180		271,180	100,000	(174,300)
TOTAL - 1132	513,160	274,300	271,180		271,180	100,000	(174,300)
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	48,864	46,000	24,008	6.0	48,016	48,000	2,000
Interest Income	798	436	-		436	450	14
TOTAL - 1135	49,662	46,436	24,008		48,452	48,450	2,014
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1/NSIP	105,996	145,000	86,843		120,190	144,000	(1,000)
NSIP (Combined with IIIC in 15/16)	5,810	-	-		-	-	-
Contributions/Donations	38,487	37,500	30,843	9.5	38,960	39,000	1,500
TOTAL - 1138	150,293	182,500	117,686		159,150	183,000	500
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	10,329	12,000	27,499	9.0	36,665	30,000	18,000
Interest Income	284	160	-		166	175	15
TOTAL - 1140	10,613	12,160	27,499		36,831	30,175	18,015
PROP 30/SB 109 FUND - 1141							
Interest Income	662	373	-		373	400	27
Prop 30/SB 109	27,607	55,000	-	6.0	-	30,000	(25,000)
TOTAL - 1141	28,269	55,373	-		373	30,400	(24,973)
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	329,030	300,000	197,157	7.0	337,983	335,000	35,000
Reimbursed Expenditures	100	-	-	12.0	-	-	-
TOTAL - 1143	329,130	300,000	197,157		337,983	335,000	35,000

**CITY OF MONTCLAIR
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	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	287,399	30,000	262,308	8.0	393,462	50,000	20,000
IRNET Reimbursement	15,072	-	-	12.0	-	-	-
Interest Income	1,974	400	-	12.0	394	400	-
TOTAL - 1144	<u>304,445</u>	<u>30,400</u>	<u>262,308</u>		<u>393,856</u>	<u>50,400</u>	<u>20,000</u>
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	1,823	1,500	4,853	8.0	7,280	4,500	3,000
Interest Income	215	155	-	12.0	151	160	5
TOTAL - 1146	<u>2,038</u>	<u>1,655</u>	<u>4,853</u>		<u>7,431</u>	<u>4,660</u>	<u>3,005</u>
FED ASSET FORFEITURE-TREASURY - 1147							
Interest Income	4	3	-		3	3	-
TOTAL - 1147	<u>4</u>	<u>3</u>	<u>-</u>		<u>3</u>	<u>3</u>	<u>-</u>
SCHOOL DISTRICT GRANT FUND - 1148							
Chaffey HSD Reimb. - Safe Schools	64,000	64,000	32,000	6.0	64,000	64,000	-
TOTAL - 1148	<u>64,000</u>	<u>64,000</u>	<u>32,000</u>		<u>64,000</u>	<u>64,000</u>	<u>-</u>
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	114,640	100,000	127,585		100,000	100,000	-
Interest Income	196	337	-		337	350	13
TOTAL - 1149	<u>114,836</u>	<u>100,337</u>	<u>127,585</u>		<u>100,337</u>	<u>100,350</u>	<u>13</u>
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	13,459	14,000	15,055	12.0	15,055	15,000	1,000
Interest Income	43	49	-	12.0	49	50	1
TOTAL - 1150	<u>13,502</u>	<u>14,049</u>	<u>15,055</u>		<u>15,104</u>	<u>15,050</u>	<u>1,001</u>

**CITY OF MONTCLAIR
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	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	1,111	500	964	9.5	1,218	1,200	700
Interest Income	6	18	-		18	20	2
TOTAL - 1151	<u>1,117</u>	<u>518</u>	<u>964</u>		<u>1,236</u>	<u>1,220</u>	<u>702</u>
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,713	10,000	-	12.0	-	10,000	-
Beverage Recycling Grant	10,096	10,000	10,030	12.0	10,030	10,000	-
Interest Income	266	100	-	12.0	109	120	20
Misc Revenue	-	75	-	12.0	75	50	(25)
TOTAL - 1152	<u>21,075</u>	<u>20,175</u>	<u>10,030</u>		<u>10,214</u>	<u>20,170</u>	<u>(5)</u>
AFTER SCHOOL PROGRAM FUND - 1160							
ASES	1,155,903	1,155,903	935,046		1,155,903	1,155,903	-
TOTAL - 1160	<u>1,155,903</u>	<u>1,155,903</u>	<u>935,046</u>		<u>1,155,903</u>	<u>1,155,903</u>	<u>-</u>
OTS GRANT FUND - 1161							
OTS Grant	-	-	-		-	25,300	25,300
TOTAL - 1161	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>25,300</u>	<u>25,300</u>
SUSTAINABLE COMMUNITIES FUND - 1162							
Sustainable Communities	5,479	-	-		-	47,000	47,000
TOTAL - 1162	<u>5,479</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>47,000</u>	<u>47,000</u>
SAFETY DEPARTMENT GRANTS - 1163							
STEP - OTS Grant	22,584	62,052	14,332	3.0	57,328	62,052	-
HSGP Dog/Nomad/Vests 16508	22,978	-	-	12.0	-	-	-
Cops Hiring Grant	-	169,630	-		-	169,630	-
HSGP FY 2015 - 5 MDC's	12,581	-	-	12.0	-	-	-
HSGP 2015 - Fire Dept Radios	-	-	9,211	12.0	9,211	-	-
TOTAL - 1163	<u>58,143</u>	<u>231,682</u>	<u>23,543</u>		<u>66,539</u>	<u>231,682</u>	<u>-</u>

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	15-16 Audited	16-17 Revised Budget Thru 4/18/17	16-17 Actual Thru 4/18/17	Months In Current Actual	Midyear 16-17 General Fund Annualize Other Funds	17-18 Estimate	Increase (Decrease) over Revised Budget
OMSD Immunization Grant - 1164							
OMSD Immunization Grant	70,000	70,000	69,938		70,000	79,250	9,250
Contributions/Donations	-	-	-	8.0	4,000	-	-
TOTAL - 1164	70,000	70,000	69,938		74,000	79,250	9,250
INLAND EMPIRE UNITED WAY - 1165							
IEUW/Lorain County United Way Revenue	7,625	7,500	5,700		7,500	7,000	(500)
TOTAL - 1165	7,625	7,500	5,700		7,500	7,000	(500)
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	14,000	10,000	10,000	12.0	10,000	10,000	-
TOTAL - 1166	14,000	10,000	10,000		10,000	10,000	-
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	3,000	4,500	9,000	12.0	9,000	9,000	4,500
TOTAL - 1167	3,000	4,500	9,000		9,000	9,000	4,500
TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	10,000	10,000	6,036		10,000	10,000	-
TOTAL - 1168	10,000	10,000	6,036		10,000	10,000	-
ASES SUPPLEMENTAL REVENUE - 1171							
ASES Supplemental Grant	147,390	147,390	117,912		147,390	147,390	-
TOTAL - 1171	147,390	147,390	117,912		147,390	147,390	-
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	35,437	34,670	37,498		37,498	38,000	3,330
TOTAL - 1172	35,437	34,670	37,498		37,498	38,000	3,330

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	15-16 Audited	16-17 Revised Budget Thru 4/18/17	16-17 Actual Thru 4/18/17	Months In Current Actual	Midyear 16-17 General Fund Annualize Other Funds	17-18 Estimate	Increase (Decrease) over Revised Budget
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	14,981	13,000	10,267	9.5	12,969	13,000	-
First Responder Services	41,994	25,000	41,106	9.5	51,923	52,000	27,000
Vehicle Fluid Recovery Program	4,234	9,000	247	9.5	312	350	(8,650)
ARS Collections	-	-	5,380	9.5	6,796	7,000	7,000
Training Reimbursement	8,419	6,000	-	9.5	-	6,000	-
TOTAL - 1180	69,628	53,000	57,000		72,000	78,350	25,350
CITY CONTRIBUTIONS/DONATIONS - 1181							
Contributions/Donations	3,000	-	95		-	3,000	3,000
TOTAL - 1181	3,000	-	95		-	3,000	3,000
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	428,374	150,000	-		150,000	400,000	250,000
Reimbursed Expenditures	234,418	12,159	-		12,159	12,000	(159)
TOTAL - 1206	662,792	162,159	-		162,159	412,000	249,841
2014 REFUNDING BOND PROCEEDS - 1252							
Net Change in FV - LAIF	4,962	-	-		-	-	-
Interest Income - LAIF	85,949	100,000	59,544	6.0	119,088	120,000	20,000
TOTAL - 1252	90,911	100,000	59,544		119,088	120,000	20,000
2014 REFUNDING BONDS - 1302							
Transfer from Bond Proceeds/Interest Income	19	-	178		178	-	-
Transaction & Use Tax/Debt Service	1,850,188	1,847,688	1,229,738		1,850,188	1,850,488	2,800
RPTTF Property Taxes/Debt Service	750,000	750,000	487,577		750,000	750,000	-
TOTAL - 1302	2,600,207	2,597,688	1,717,493		2,600,366	2,600,488	2,800
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less Expansion Fees	3,914,938	3,400,000	3,031,739	9.5	3,829,565	3,830,000	430,000
Sewer Availability Fees	5,168	5,000	4,142	9.5	5,232	5,000	-
Interest Income/Misc Revenue	6,615	2,800	-		2,800	7,000	4,200
TOTAL - 1501	3,926,721	3,407,800	3,035,881		3,837,597	3,842,000	434,200

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	15-16 Audited	16-17 Revised Budget Thru 4/18/17	16-17 Actual Thru 4/18/17	Months In Current Actual	Midyear 16-17 General Fund Annualize Other Funds	17-18 Estimate	Increase (Decrease) over Revised Budget
SEWER REPLACEMENT FUND - 1502							
Interest Income	7,584	-	-		4,500	-	-
Sewer Expansion Fees	211,281	220,000	-		220,000	220,000	-
TOTAL - 1502	218,865	220,000	-		224,500	220,000	-
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
Interest Income	339						
CFD 2011-1 Property Tax	98,523	100,000	-	6.0	106,760	100,000	-
TOTAL - 1601	98,862	100,000	-		106,760	100,000	-
CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
Interest Income	22						
CFD 2011-2 Property Tax	13,134	75,000	499		32,649	55,000	(20,000)
TOTAL - 1602	13,156	75,000	499		32,649	55,000	(20,000)
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	33,793	37,000	49,179	9.5	62,121	60,000	23,000
Interest Income	549	215	-		215		(215)
TOTAL - 1704	34,342	37,215	49,179		62,336	60,000	22,785
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	79,642	100,000	58,154	9.5	73,458	75,000	(25,000)
TOTAL - 1740	79,642	100,000	58,154		73,458	75,000	(25,000)
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	464,270	220,000	131,389	9.5	165,965	170,000	(50,000)
TOTAL - 1741	464,270	220,000	131,389		165,965	170,000	(50,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2015-2016 THROUGH 2017-2018**

	<u>15-16 Audited</u>	<u>16-17 Revised Budget Thru 4/18/17</u>	<u>16-17 Actual Thru 4/18/17</u>	<u>Months In Current Actual</u>	<u>Midyear 16-17 General Fund Annualize Other Funds</u>	<u>17-18 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	63,572	65,000	31,864	9.5	40,249	40,000	(25,000)
TOTAL - 1742	63,572	65,000	31,864		40,249	40,000	(25,000)
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in Lieu Fees	-	50,000	-		50,000	50,000	-
TOTAL - 1744	-	50,000	-		50,000	50,000	-
GENERAL PLAN UPDATE FEES (LP) - 1745							
General Plan Update Fees	13,164	15,000	11,440	9.5	14,451	15,000	-
TOTAL - 1745	13,164	15,000	11,440		14,451	15,000	-
HOUSING FUND - 1746							
Inclusionary Housing Fees	78,658	-	63,258		-	-	-
TOTAL - 1746	78,658	-	63,258		-	-	-
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	26,643	22,000	12,070	6.0	24,140	24,000	2,000
TOTAL - 1748	26,643	22,000	12,070		24,140	24,000	2,000
EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property	23	-	-	12.0	-	-	-
TOTAL - 1750	23	-	-		-	-	-
TOTAL - 1757	-	-	-		-	-	-
TOTAL - ALL FUNDS	42,911,818	39,934,614	26,375,130		40,316,747	41,452,682	1,518,068

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

Revised estimates were based upon data available at April 18, 2017.

GENERAL FUND

Property Taxes - Secured

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

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

Property Taxes - Unsecured

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

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

Sales and Use Tax

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

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

Transaction and Use Tax

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

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

Transient Occupancy Tax

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

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

Property Transfer Tax

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

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

Franchise Fees	<p>Description: Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Charter Communications, Frontier, and Burretec Waste Industries, Inc.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the prior fiscal year.</p>
Business License Tax	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Utility Users Tax	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience and recognizes a modest increase.</p>
Building Permits	<p>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.</p> <p>Basis for Estimate: Estimate is based upon current budget projections provided by the Building Official.</p>
Alarm Permits	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Construction Permits	<p>Description: Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Motor Vehicle In-Lieu Tax	<p>Description: The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of California's 1998 budget agreement, the VLF was originally reduced by 25%, with the potential for future reductions or offsets, up to 67.5% depending on growth in the state's General Fund. Under the state's backfill plan, cities and counties were to continue receiving the same revenues as under prior law, with the reduced VLF offset replaced by the state's General Fund. This replacement component is known as the "VLF backfill." For renewals starting in calendar year 2001, vehicle owners received the maximum 67.5% reduction in vehicle license fees. As part of the state 2004 Budget, the "backfill" from the state's General Fund was replaced with County property tax moneys in (ERAF funds) payable in January and May of each year.</p> <p>Basis for Estimate: Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.</p>
Property Tax Loss Relief	<p>Description: The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.</p> <p>Basis for Estimate: Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.</p>
Court Fines	<p>Description: Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>

Parking Citations	<p>Description: Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for previous twelve months.</p>
Special Police Services	<p>Description: Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Fire Department Service Fees	<p>Description: Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Rubbish Collection Fees	<p>Description: Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.</p> <p>Basis for Estimate: Estimate is based on actual collection experience, reduction due to bad debts, and monthly rates of \$26.88 for residential, \$32.94 for multifamily and \$21.50 for seniors which became effective February 1, 2014. 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>Description: Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.</p> <p>Basis for Estimate: Estimate is obtained from the City Planning Division.</p>
Recreation Fees	<p>Description: The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the most recent twelve months plus an expected increase due to a greater exposure via the internet of Human Services' recreational activities.</p>
Program Costs-Reimbursed	<p>Description: The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.</p> <p>Basis for Estimate: Estimate is based upon City's anticipated participation.</p>
Service Center Fees	<p>Description: Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for twelve months.</p>
Plan Checking Fees	<p>Description: Includes revenue from plan or map checking fees which are not a part of the building permit fee process.</p> <p>Basis for Estimate: Estimate is partially based upon plan or map checking services.</p>
Interest Income	<p>Description: Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.</p> <p>Basis for Estimate: Estimate is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.90% on LAIF deposits of pooled cash and is calculated on the average cash balances held by the City during the fiscal year. An accounting change pursuant to GASB #31 will not modify this estimate. GASB #31 gains and losses will be made to a separate account.</p>

Library Rentals

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

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

Other Miscellaneous Income

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

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

GAS TAX FUND

Gas Tax - Section 2105

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

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

Gas Tax - Section 2106

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

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

Gas Tax - Section 2107

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

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

Gas Tax - Section 2107.5

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

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

Gas Tax - Section 2103

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

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

MEASURE I FUND

Measure I - Local Allocation

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

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

TRAFFIC SAFETY FUND

CVC Parking Citations

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

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

Other C.V.C. Fines

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

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

PARK DEVELOPMENT FUND

Quimby Act Fees

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

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

PARK MAINTENANCE FUND

Cellular Antenna Site Rental

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

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

C.D.B.G. FUND

Grant Revenues

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

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

AIR QUALITY IMPROVEMENT TRUST FUND

AB 2766 Vehicle Registration Fees

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

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

STATE ASSET FORFEITURE FUND

Forfeited Money/Property

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

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

PROP 30/SB 109

Parolee/Probationers

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

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

FEDERAL ASSET FORFEITURE FUND

Forfeited Money/Property

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

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

STATE FORFEITURE - 15% SET-ASIDE

Public awareness/education

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

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

PUBLIC SAFETY FUND

Proposition 172 Sales Tax

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

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

EMS – PARAMEDIC FUND

Subscription Fees

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

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

First Responder Fees

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

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

SEWER MAINTENANCE FUND

Sewer Maintenance Fees

Description: The sewer maintenance fee is established by ordinance and is set at a rate sufficient to cover operating expenses necessary to maintain the City's sewer system and to provide for an emergency reserve. The current rate is \$25.29 and is expected to increase to \$27.11 effective July 1, 2017.

Basis for Estimate: Estimate is based on the monthly rate of \$27.11.

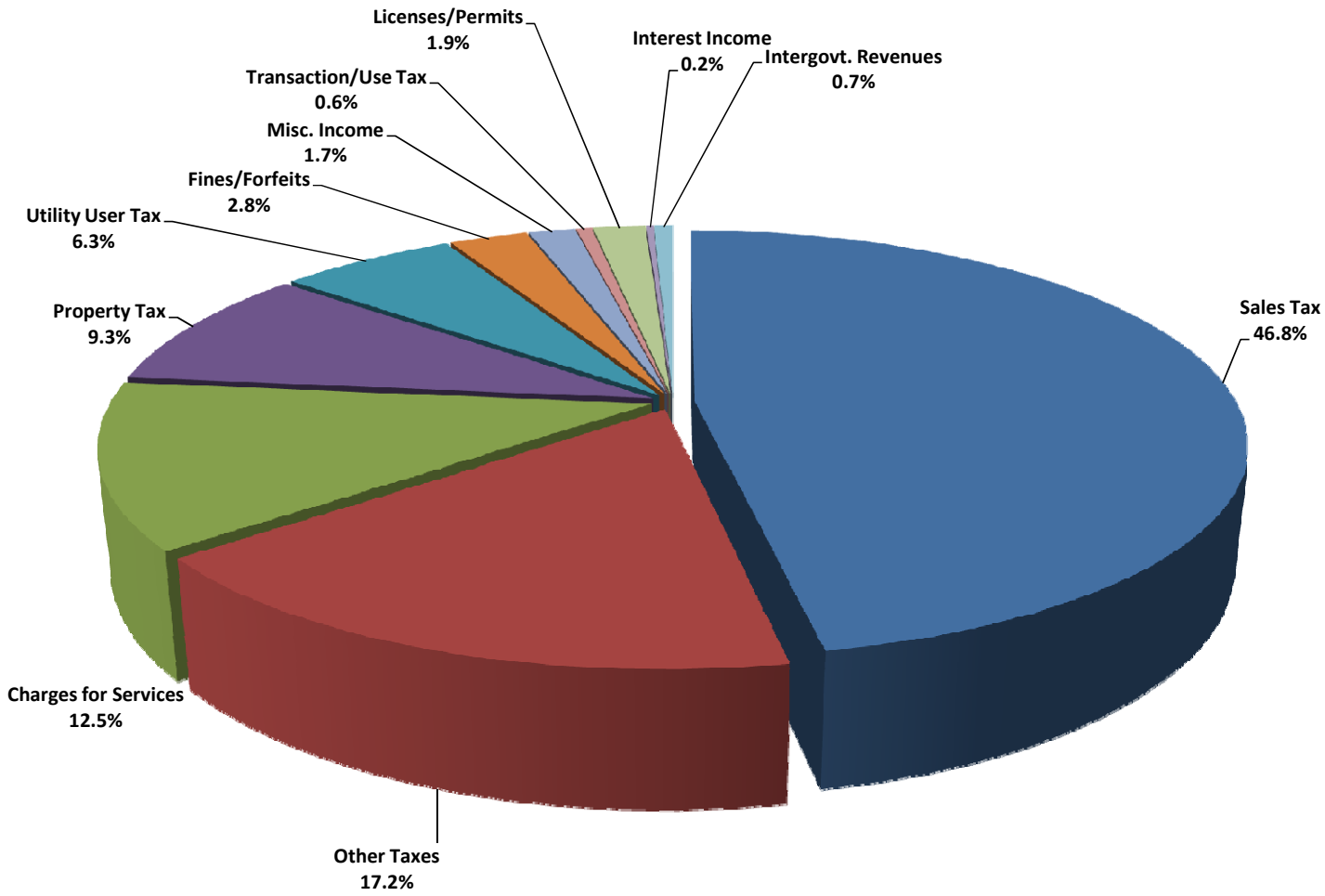
Sewer Availability Fees

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

**City of Montclair
2017-18 General Fund Revenues
By Source**

Total Budget - \$28,699,661



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2015-16 THROUGH 2017-18

FUND	FY 2015-16	FY 2016-17	FY 2017-18
General Fund	26,437,292	28,460,200	28,853,787
Gas Tax	1,313,334	923,802	1,085,480
Traffic Safety Fund	300,000	280,000	258,000
Park Maintenance	10,000	15,800	40,000
Park Development	15,000	185,000	12,000
C.D.B.G.	41,145	299,299	68,947
Air Quality Improvement Trust	16,000	16,000	118,334
Senior Nutrition Fund	170,275	180,658	186,893
Prop 30/SB 109	0	54,180	0
SB 509 Public Safety	250,539	300,000	306,931
Federal Asset Forfeiture - DOJ	1,000	163,852	1,000
OMSD Grant Fund	64,000	64,000	64,000
State Supplemental Law Enforcement	100,000	100,000	100,000
Used Oil Recycling Grant	5,000	5,000	3,800
After School Program Fund	1,155,903	1,160,903	1,223,498
OTS Grant	0	0	25,300
First 5 Fund	66,709	0	0
Sustainable Communities Grant	0	0	47,000
Safety Department Grant Funds	0	257,415	169,630
OMSD Immunization Grant	83,006	70,006	70,266
Inland Empire United Way	19,000	21,633	7,000
Kaiser Permanente Grant	0	11,540	10,000
OMSD Resource Center Grant	3,000	4,500	9,000
Senior Support Services Grant	6,920	10,000	10,000
AstraZeneca Grant	134,472	0	0
ASES Supplemental	147,390	142,390	147,390
Hope thru Housing	34,670	34,670	34,670
EMS - Paramedic	94,135	93,535	93,895
Economic Development Fund	312,115	3,344,830	397,672
Successor Agency Bond Proceeds	468,000	242,782	1,000,000
2014 Refunding Bond Proceeds	0	12,289,846	0
2014 Refunding Bonds	2,600,187	2,601,587	2,600,488
Sewer Operating Fund	3,566,485	3,804,598	4,111,919
Sewer Replacement	135,000	344,443	135,000
Sewer Capital Assets	63,271	63,210	63,271
CFD 2011-1 - Paseos	98,522	94,172	97,072
CFD 2011-2 - Arrow Station	27,649	47,182	41,582
Burrtec Pavement Impact Fees	0	0	93,333
General Plan Update Fee	0	30,000	45,000
Equipment Replacement	72,045	276,480	354,000
TOTAL	37,812,064	55,993,513	41,886,158

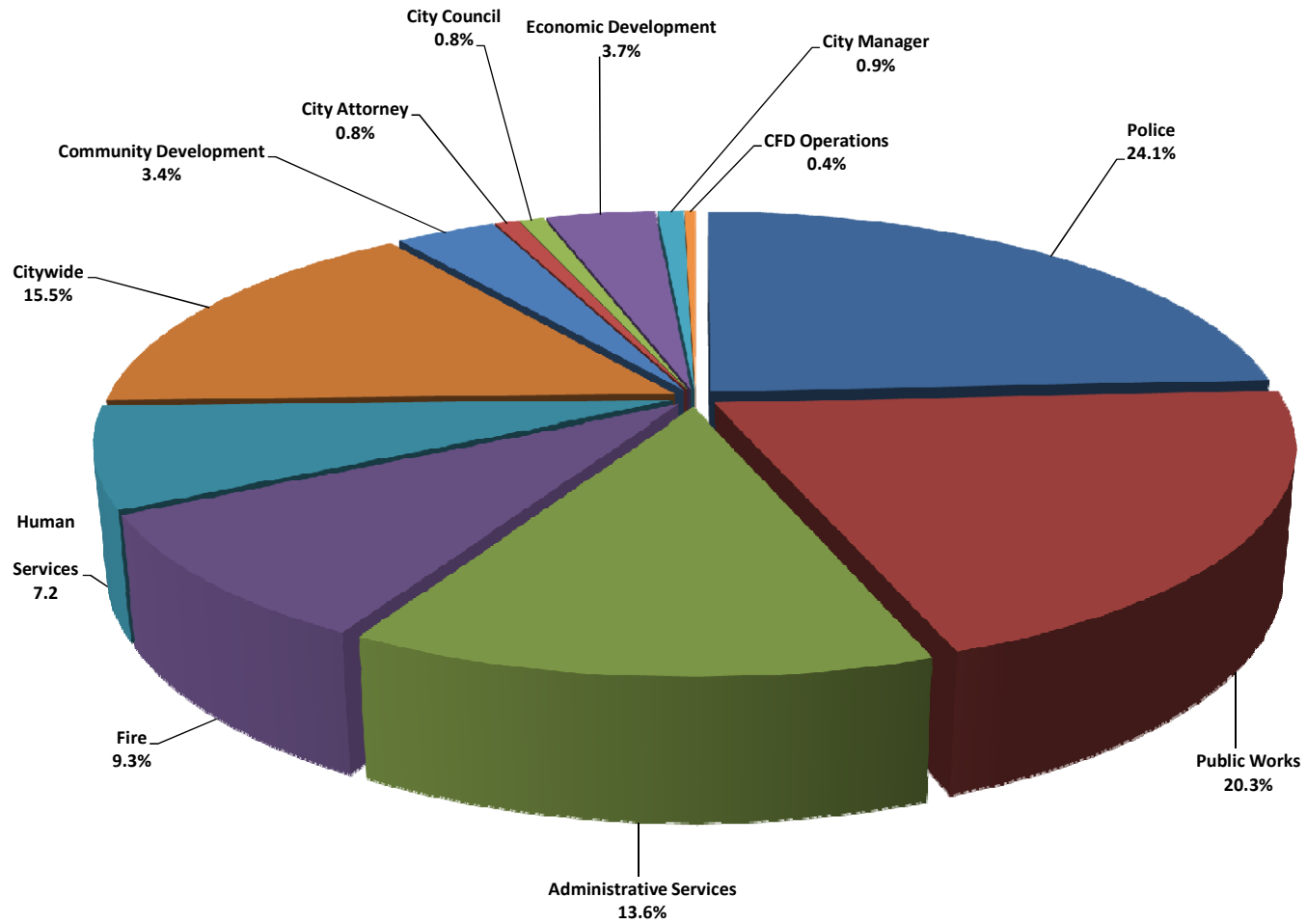
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2013-14 THROUGH 2017-18**

	Budgeted 2013-14	Budgeted 2014-15	Budgeted 2015-16	Budgeted 2016-17	Budgeted 2017-18
City Council	\$ 308,228	\$ 288,653	\$ 294,770	\$ 337,945	\$ 325,599
City Manager	199,297	285,901	290,608	357,540	345,773
Administrative Services	4,702,286	4,977,412	5,134,508	5,211,624	5,323,494
Human Services	2,979,800	2,954,825	3,181,060	3,032,708	2,826,322
Police	9,536,330	9,321,437	9,795,481	10,693,446	9,422,742
Fire	4,605,321	4,106,681	4,579,144	4,666,567	3,612,004
Public Works	6,834,294	6,556,673	7,168,696	8,046,112	7,919,337
Community Development	1,193,824	1,197,643	1,294,283	1,346,313	1,320,694
Economic Development	193,624	349,226	312,115	3,874,830	1,442,672
City Attorney	434,449	342,844	426,755	323,010	311,224
Citywide	2,729,791	2,613,817	3,456,600	3,009,650	6,033,155
CFD Operations	0	0	126,171	141,354	138,654
TOTAL OPERATING BUDGET	\$ 33,717,244	\$ 32,995,112	\$ 36,060,191	\$ 41,041,099	\$ 39,021,670
Debt Service	0	1,916,101	2,600,188	2,597,688	2,600,488
TOTAL BUDGET w/DEBT SERVICE	\$ 33,717,244	\$ 34,911,213	\$ 38,660,379	\$ 43,638,787	\$ 41,622,158

NOTE: FY 2016-17 Budget includes all appropriations and capital projects authorized through May 01, 2017.
Appropriations for FY 2013-14 through 2015-16 represent final recorded budgets.

**City of Montclair
2017-18 Operating Budget
By Department**

Total Budget - \$39,021,670

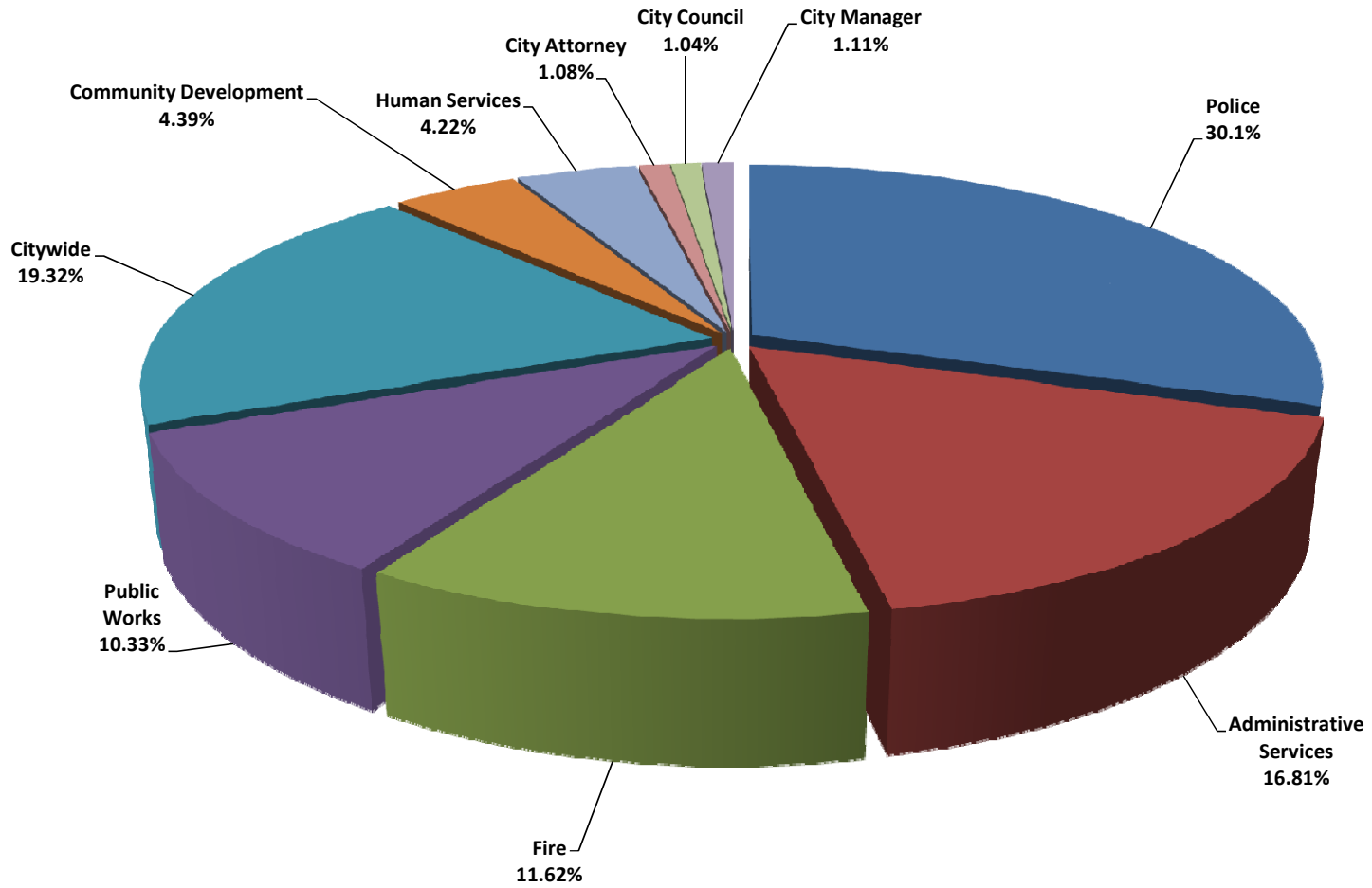


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2017-18**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	City Total
General Fund	301,267	320,030	4,850,817	1,217,958	8,677,181	3,353,109	2,981,484	1,265,694		311,224	5,575,023	28,853,787
Gas Tax			1,800				926,322				151,358	1,079,480
Park Maintenance							40,000					40,000
Park Development							12,000					12,000
CDBG				10,947			28,000	30,000				68,947
Air Quality							93,334	25,000				118,334
Senior Nutrition				181,151							5,742	186,893
State Asset Forfeiture												0
OCJP Fund												0
SB 509 Public Safety					231,931	75,000						306,931
Fed Asset Forfeiture-DOJ			1,000									1,000
OMSD Grant Fund					64,000							64,000
State Supplemental					100,000							100,000
Used Oil Grant			3,800									3,800
After School Program Fund			97,263	1,055,640							70,595	1,223,498
OTS Grant				25,300								25,300
Sustainable Communities Grant				47,000								47,000
Safety Dept Grants					169,630							169,630
OMSD Immunization Grant				70,266								70,266
Inland Empire United Way				7,000								7,000
Kaiser Permanente Grant				10,000								10,000
OMSD Resource Center				9,000								9,000
Sr Support Services Grant				10,000								10,000
ASES Supplemental Fund				147,390								147,390
Hope through Housing				34,670								34,670
EMS-Paramedic						93,895						93,895
Economic Development								397,672				397,672
Successor Agency Bond Proceeds								1,000,000				1,000,000
Sewer Operating	24,332	25,743	368,814				3,462,593				230,437	4,111,919
Sewer Replacement							135,000					135,000
Sewer Capital Asset							63,271					63,271
Pavement Impact Fee Fund							93,333					93,333
CFD 2011-1 - Paseos											97,072	97,072
CFD 2011-2 - Arrow Station											41,582	41,582
General Plan Update Fee								45,000				45,000
Equipment Replacement					180,000	90,000	84,000					354,000
Total	325,599	345,773	5,323,494	2,826,322	9,422,742	3,612,004	7,919,337	1,320,694	1,442,672	311,224	6,171,809	39,021,670

**City of Montclair
2017-18 General Fund Operating Budget
By Department**

Total Budget - \$28,853,787



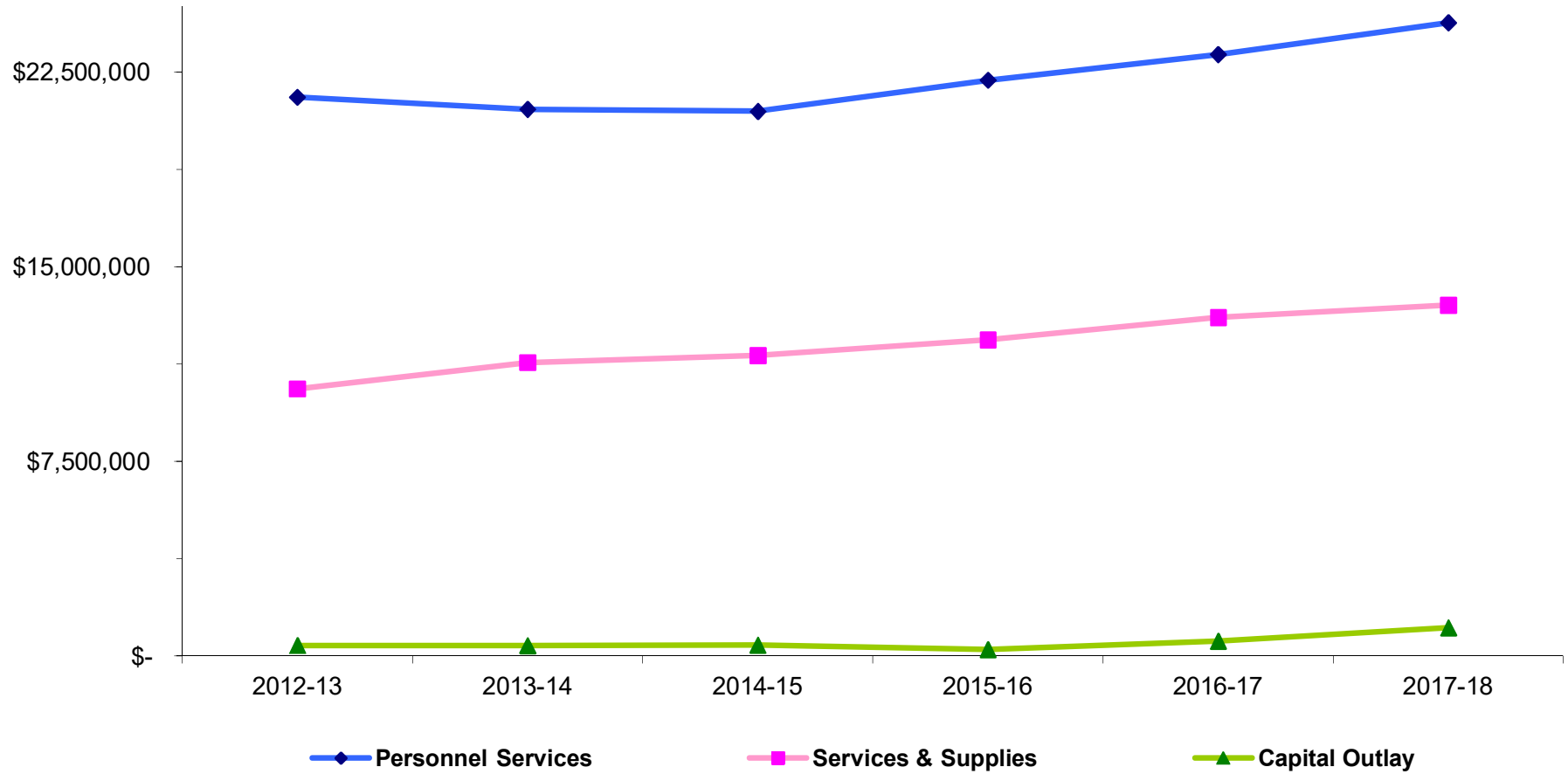
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2017-18**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 125,499	\$ 200,100	\$ -	\$ 325,599
City Manager	1.10	229,548	116,225	-	345,773
Administrative Services	21.35	1,940,552	3,219,442	163,500	5,323,494
Human Services	12.00	2,194,036	632,286	-	2,826,322
Police	75.50	8,291,600	912,742	218,400	9,422,742
Fire	22.50	3,053,706	468,298	90,000	3,612,004
Public Works	23.00	2,642,688	4,652,949	623,700	7,919,337
Community Development	12.40	1,227,969	92,725	-	1,320,694
Economic Development	1.35	238,822	1,203,850	-	1,442,672
City Attorney	0.00	100,224	211,000	-	311,224
Citywide	0.00	4,322,155	1,711,000	-	6,033,155
Community Facility Districts	0.00	36,854	101,800	-	138,654
Total Operating Expenditures	<u>169.20</u> *	\$ 24,403,653	\$ 13,522,417	\$ 1,095,600	\$ 39,021,670
Debt Service		-	-	-	2,600,488
Total Expenditures		<u>\$ 24,403,653</u>	<u>\$ 13,522,417</u>	<u>\$ 1,095,600</u>	<u>\$ 41,622,158</u>

* Full-Time Employees by Entity:

City	169.20
SRDA	1.00
MHC	1.80
	<u>172.00</u>

CITY OF MONTCLAIR
Operating Budgets 2011-12 to 2016-17
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2017-18 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2015-16</u>	<u>Adopted 2016-17</u>	<u>Adopted 2017-18</u>
City Council	0.00	0.00	0.00
City Manager	0.60	1.10	1.10
Administrative Services			
Administration	1.50	1.00	1.00
Financial Services	8.76	8.25	8.30
Solid Waste	1.20	1.60	1.60
City Clerk	2.30	2.20	1.70
Personnel/Risk Management	3.00	3.00	3.50
Information Technology	5.00	5.00	5.00
Central Services	0.25	0.25	0.25
Department Total	22.01	21.30	21.35
Human Services			
Recreation	3.30	3.30	3.30
Clinic	0.00	0.00	0.00
Senior Citizens	0.85	0.85	1.00
Nutritional Meals	0.15	0.15	0.00
Family & Health Education	1.20	1.00	1.00
Family Education	0.20	0.00	0.00
After School Program	7.70	6.70	6.70
Department Total	13.40	12.00	12.00
Police			
Administration	1.50	1.50	1.50
Support Services	4.00	4.00	3.00
Technical Services	0.00	0.00	0.50
Records	8.00	8.00	8.00
Investigations	9.00	9.00	7.00
Uniform Patrol	43.00	45.00	47.00
Communications	8.00	8.00	8.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.00	0.00	0.50
Department Total	73.50	75.50	75.50
Fire			
Administration	1.50	2.00	2.50
Fire Prevention	1.50	1.00	0.00
Emergency Services	20.00	20.00	20.00
Personnel Development	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.00
EMS-Paramedics	0.00	0.00	0.00
Department Total	23.50	23.50	22.50

**CITY OF MONTCLAIR
 FY 2017-18 Adopted Budget
 SUMMARY OF AUTHORIZED
 FULL TIME POSITIONS BY DEPARTMENT**

<u>Department</u>	<u>Adopted 2015-16</u>	<u>Adopted 2016-17</u>	<u>Adopted 2017-18</u>
Public Works			
Engineering Management	3.85	2.85	2.70
Public Works Inspection	1.05	1.05	1.00
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	2.10	1.60	1.60
Street Maintenance	2.45	2.70	3.20
Signing & Painting	1.10	1.10	1.10
Street Sweeping	2.10	2.10	2.05
Park Maintenance	2.30	3.15	2.07
Tree Maintenance	0.10	0.10	0.05
Vehicle Maintenance	1.00	1.00	1.00
Sewer Maintenance	7.125	6.50	5.43
Building Maintenance	0.95	0.95	0.9
Heating & Air Conditioning	0.75	0.75	0.75
Janitorial Services	1.10	1.10	1.10
Department Total	26.025	25.00	23.00
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.625	1.65	1.40
Current Planning	1.90	2.20	1.50
Advance Planning	0.50	0.50	0.50
Field Inspection	1.25	1.25	1.25
Plan Check	0.75	0.75	0.75
Operations	1.00	1.00	1.00
Fire Prevention Bureau	0.00	0.00	1.00
Code Enforcement	2.00	5.00	5.00
Department Total	9.025	12.35	12.40
Economic Development	0.45	0.65	1.35
City Attorney	0.00	0.00	0.00
Total - All Departments	168.51	171.40	169.20

(SRDA - 1.00 & MHC - 1.80)

Budget Resolution

RESOLUTION NO. 17-3159

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2017-18 BUDGET**

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2017-18 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 8, 2017.

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 2017-18.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2017-18 for all outstanding purchase orders and unexecuted contracts as of June 30, 2017, for which a valid appropriation exists.

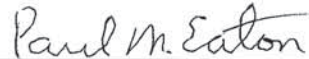
BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2017-18 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2017.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2017-18 for all grants included in the adopted budget that have not been completed as of June 30, 2017.

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.

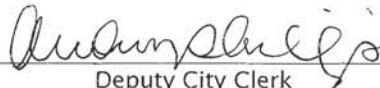
BE IT FURTHER RESOLVED that except for personnel cost-of-living adjustments, which are governed by approved Memorandums of Understanding and Agreements, all expenditures from the Contingency Reserve Fund must be expressly authorized by the City Council.

APPROVED AND ADOPTED this 19th day of June, 2017.



Mayor

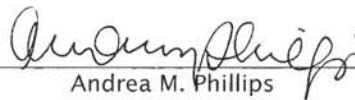
ATTEST:



Deputy City Clerk

I, Andrea M. Phillips, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 17-3159 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 19th day of June, 2017, and that it was adopted by the following vote, to-wit:

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



Andrea M. Phillips
Deputy City Clerk

Article 13-B Disclosures

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2017-18**

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 2017-18 is \$385,736,582.

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 2017-18 is \$22,235,126 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 28,853,787
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 700,000	
Licenses & Permits	537,415	
Fines & Forfeits	800,400	
POST Reimbursements	5,000	
Other Intergovernmental Reimbursements	185,700	
Charges for Services	3,577,100	
Miscellaneous		
Rental Income	189,496	
Other	359,550	
Transfers-In ¹	264,000	6,618,661
Appropriations Budget Financed by Taxes		\$ 22,235,126

¹ Includes \$6,000 from Gas Tax Fund and \$258,000 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." Additionally, charges for services are not proceeds from taxes unless they exceed the cost of providing those services.

*Departmental
Operating Budgets*

City Council

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	129,345	125,499	125,499	125,499
Services and Supplies	208,600	226,300	200,100	200,100
Capital Outlay	0	0	0	0
Total	337,945	351,799	325,599	325,599
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	315,479	327,467	301,267	301,267
Sewer Operating Fund – Indirect Staff Charges	22,466	24,332	24,332	24,332
Total	337,945	351,799	325,599	325,599

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise as necessary all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager/Executive Director, Office of General Services.
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/disciplinary actions.
17. Serve on City Council subcommittees.
18. Address evolving issues related to public employee pension-related costs.
19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
20. Evaluate/consider outsourcing of various City services, as appropriate. Address separation from City of Upland for shared Fire services.
21. Actively engage Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair. Support Assembly Bill 215 (Rodriguez) Los Angeles-Pasadena Foothill Extension Gold Line light rail project: San Bernardino County Transportation Authority.
22. Prepare to wind down operations of the Successor Redevelopment Agency pursuant to state law.

Personnel Services – \$125,499

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; benefit costs – \$77,379.

Services and Supplies – \$226,300

Funding requested is for: books and publications – \$335; publication and advertising - \$31,000; community benefits – \$32,000; dues and memberships – \$27,341; travel and meetings – \$26,700; mileage/auto allowance – \$19,824; special consulting services – \$67,500; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$1,200; miscellaneous expenditures – \$17,500.

Capital Outlay

No funding requested.

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>CONFERENCES/SEMINARS</u>			\$23,700
		<u>League of California Cities</u>			
		Annual Conference and Exposition (\$800 each X 4 = \$3,200)	Sacramento	September 13-15, 2017	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento	April 2018	
		<u>National League of Cities</u>			
		2017 NLC City Summit (\$2,900 each X 2 = \$5,800)	Charlotte, NC	November 15-18, 2017	
		2018 Congressional City Conference (\$2,900 each X 4 = \$11,600)	Washington, D.C.	March 11-14, 2018	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead	March, 2018	
	Mayor and City Council	<u>WORKSHOPS</u>			
		<u>League of California Cities</u>			
		Workshops	Various	TBA	\$ 1,000

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>LOCAL TRAVEL & MEETINGS</u>			
		Local conferences and meetings including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	\$ 1,000
	Mayor and City Council	<u>SPECIAL</u>			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Action Committee, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	\$ 1,000
Total:					\$26,700

(Only \$23,000 approved in Adopted Budget)

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Paul M. Eaton, Mayor Carolyn Raft, Mayor Pro Tem J. John Dutrey, City Council Member Bill Ruh, City Council Member Trisha Martinez, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards	<p><u>HARASSMENT PREVENTION TRAINING (AB 1825)</u></p> <p>Assembly Bill No. 1825 requires employers who employ 50 or more persons to provide two hours of sexual harassment training every two years to supervisors, and imposes an ongoing obligation to train new supervisory personnel within six months of their assumption of a supervisory position. All supervisory employees must be provided the mandated training once every two years as a minimum threshold.</p> <p>Training—be it instructor–led training or online training—shall be effective and interactive and provided by a qualified trainer: either an attorney, professor, instructor, human resource professional, or harassment prevention consultant with at least two years of expertise in employment law and/or harassment prevention.</p> <p>A supervisor is defined to include any individual with the authority "to hire, transfer, suspend, lay–off, recall, promote, discharge, assign, reward, or discipline other employees, or other responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if...the exercise of that authority...requires use of independent judgment"</p>	Montclair	Fall 2017	\$ 2,000

Total: \$ 2,000

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

Department: City Council

Program: 4101 City Council

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$335
Inland Valley Daily Bulletin, \$290
Miscellaneous expenditures for books and periodicals, \$45
- 52090 PUBLICATION AND ADVERTISING – \$31,000
Miscellaneous advertising related to City Council programs, \$1,000
Reports to the community, \$30,000
- 52110 COMMUNITY BENEFITS – \$32,000 **(Only \$27,000 approved in Adopted Budget)**
Contribution to "Reeder Heritage Foundation", \$15,000
Contributions to community groups, \$15,000
Emergency relief/assistance, \$2,000
- 52120 DUES AND MEMBERSHIPS – \$27,341
League of California Cities (LCC) membership, \$13,500
League of California Cities (LCC) Local Streets and Roads Need Assessment, \$400
League of California Cities (LCC) Inland Empire Division, \$600
Southern California Association of Governments, \$3,250
San Bernardino County Transportation Authority (SBCTA), \$1,166
Friends of Ontario International Airport, \$25
National League of Cities, \$3,500
Costco/Sam's Club memberships, \$400
Foothill Gold Line Extension JPA Corridor, \$3,500
Provision for increases, \$1,000

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

Department: City Council

Program: 4101 City Council

Object
Number

- 52130 TRAVEL AND MEETINGS – \$26,700 ***(Only \$23,000 approved in Adopted Budget)***
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$67,500 ***(Only \$50,000 approved in Adopted Budget)***
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$45,000
Dr. Gerald T. Gabris Management Consultants, \$2,500
GFOA Strategic Planning, \$20,000
- 52540 VOCATIONAL TRAINING – \$2,000
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$900
Replacement cellular phones (3 @ \$300 each).
- 52850 CELLULAR PHONE EXPENSE – \$1,200
Expenditures related to use of cellular telephone service.
- 52990 MISCELLANEOUS EXPENDITURES – \$17,500
Special awards and certificates, \$2,000
City Hall household-fund contribution, \$5,000
City Council meeting refreshments, \$2,000
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$1,500; rental equipment, \$1,500), \$6,500
Holiday Flag Program, \$2,000

City Manager

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Manager		4202 City Manager

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	255,915	229,548	229,548	229,548
Services and Supplies	101,625	129,575	116,225	116,225
Capital Outlay	0	0	0	0
Total	357,540	359,123	345,773	345,773
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	335,163	333,380	320,030	320,030
Sewer Operating Fund – Indirect Staff Charges	22,377	25,743	25,743	25,743
Total	357,540	359,123	345,773	345,773

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Mgr./Executive Director							
Office of General Services	1.00	1.00	1.00	1.00	219,996	219,996	219,996
Admin other Depts	-0.40	-0.40	-0.40	-0.40	-87,999	-87,999	-87,999
	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>131,997</u>	<u>131,997</u>	<u>131,997</u>
Sr. Management Analyst	1.00	1.00	1.00	1.00	81,614	81,614	81,614
	-0.50	-0.50	-0.50	-0.50	-40,807	-40,807	-40,807
	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>40,807</u>	<u>40,807</u>	<u>40,807</u>
Full Time	2.00	2.00	2.00	2.00	301,610	301,610	301,610
Admin other Departments	-0.90	-0.90	-0.90	-0.90	-128,806	-128,806	-128,806
Total FT Positions/Salaries	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>172,804</u>	<u>172,804</u>	<u>172,804</u>
Benefit Costs					55,801	55,801	55,801
PERS Benefit Costs					43,516	43,516	43,516
Benefit Costs other Depts					-42,573	-42,573	-42,573
Total Benefit Costs					<u>56,744</u>	<u>56,744</u>	<u>56,744</u>
TOTAL					229,548	229,548	229,548

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

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

Personnel Services – \$229,548

Salary requests are for: City Manager/Executive Director Office of General Services (0.60) – \$131,997; Senior Management Analyst (0.50) – \$40,807. Cost allocations are as follows: full-time salaries – \$172,804; benefit costs – \$56,744.

Services and Supplies – \$129,575

Funding requested is for: books and publications – \$325; community benefits – \$12,000; dues and memberships – \$900; travel and meetings – \$12,200; mileage/auto allowance – \$11,400; special consulting services – \$68,500; special contract services – \$20,000; miscellaneous expenditures – \$4,250.

Capital Outlay

No funding requested.

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

Department: City Manager

Program: 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager/Executive Director	<u>League of California Cities</u>			
		Annual Conference and Exposition	Sacramento	September 13-15, 2017	\$ 1,500
		City Managers Dept. Meeting	Newport Beach	January 31, – February 2, 2018	\$ 600
		<u>National League of Cities</u>			
		2017 NLC City Summit	Charlotte, NC	November 15-18, 2017	\$ 2,000
		2018 Congressional City Conference	Washington, D.C.	March 11-14, 2018	\$ 2,000
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Senior Management Analyst	<u>San Bernardino County</u>			
		City/County Conference (\$500 each X 2 = \$1,000)	Lake Arrowhead	March 2018	\$ 1,000
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Senior Management Analyst	<u>California Public Employees Labor Relations Association</u>			
		Annual Conference (\$2,300 X 2 = \$4,600)	Monterey	December 4-8, 2017	\$ 4,600

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

Department: City Manager

Program: 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		<u>Miscellaneous</u>			
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$ 500
				Total:	\$12,200

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

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

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$325

E-Wall Street Journal, \$100
E-Washington Post, \$125
E-Sacramento Bee, \$100

52110 COMMUNITY BENEFITS – \$12,000 ***(Only \$9,000 approved in Adopted Budget)***

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

52120 DUES AND MEMBERSHIPS – \$900 ***(Only \$250 approved in Adopted Budget)***

City Management Foundation, \$400
International City/County Management Association, \$350
Unanticipated adjustments, \$150

52130 TRAVEL AND MEETINGS – \$12,200 ***(Only \$11,000 approved in Adopted Budget)***

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

52190 SPECIAL CONSULTING SERVICES – \$68,500 ***(Only \$60,000 approved in Adopted Budget)***

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, \$3,000
The Counseling Team Services, \$2,500
HDL sales, transactions and use tax, and property tax consulting services, \$38,000
HDL Special Consulting Services, \$25,000

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

Department: City Manager

Program: 4202 City Manager

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$20,000

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

52990 MISCELLANEOUS EXPENDITURES – \$4,250

Special awards, \$750
Programs supporting organizational activities, \$1,000
City promotional materials, \$2,500

Administrative Services

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

The Administrative Services Department consists of seven separate programs: (1) Administration provides general management oversight of the Department and assists the City Manager with day-to-day management of the organization; (2) 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/Records Retention provides election services, preparation of City Council agendas/minutes, and document retention/archiving/destruction services; (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; and (7) Central Services provides for community-related contract services, office equipment maintenance, duplication and mail services, and office supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,832,089	1,937,451	1,940,552	1,940,552
Services and Supplies	3,257,535	3,229,142	3,219,442	3,219,442
Capital Outlay	122,000	168,500	163,500	163,500
Total	5,211,624	5,335,093	5,323,494	5,323,494

Personnel Authorized	22.30 (FT)	21.35 (FT)	21.35 (FT)	21.35 (FT)
	1.95 (PTB)	1.95 (PTB)	1.95 (PTB)	1.95 (PTB)
	5.00 (PT)	4.00 (PT)	4.00 (PT)	4.00 (PT)

Department Distribution

Administration	182,488	215,093	213,401	213,401
Financial Services	800,170	751,761	753,764	753,764
Solid Waste	2,463,357	2,458,358	2,458,358	2,458,358
City Clerk	170,152	157,921	157,921	157,921
Personnel/Risk Mgmt.	488,793	421,875	416,956	416,956
Information Technology Services	744,333	919,817	914,817	914,817
Central Services	362,331	410,268	408,277	408,277
Total	5,211,624	5,335,093	5,323,494	5,323,494

Source of Funds

General Fund	4,733,343	4,884,554	4,850,817	4,850,817
Gas Tax Fund	1,600	1,800	1,800	1,800
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	5,000	3,800	3,800	3,800
After School – Indirect Staff Charges	107,333	97,263	97,263	97,263
Sewer Operating Fund – Indirect Staff Charges	207,314	193,987	193,987	193,987
Sewer Operating Fund	156,034	152,689	174,827	174,827
Total	5,211,624	5,335,093	5,323,494	5,323,494

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.25	0.25	0.25	0.00	54,999	54,999	54,999
Finance Director	1.00	1.00	1.00	0.00	144,168	146,760	146,760
Human Resources Manager	1.00	1.00	1.00	0.00	18,046	9,023	9,023
Admin Svcs/HR Director	0.00	1.00	1.00	1.00	134,034	144,168	144,168
City Clerk	1.00	1.00	1.00	1.00	75,462	75,462	75,462
Deputy City Clerk (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Finance Supervisor	1.00	1.00	1.00	1.00	74,419	74,419	74,419
Senior Accountant	1.00	1.00	1.00	1.00	65,873	65,873	65,873
Accountant	1.00	1.00	1.00	1.00	58,397	58,397	58,397
Sr. Management Analyst	0.50	0.50	0.50	0.50	40,410	40,410	40,410
Personnel Services Coordinator	1.00	1.00	1.00	1.00	59,278	59,278	59,278
Benefits Coordinator	1.00	1.00	1.00	0.00	59,278	59,278	59,278
Junior Accountant (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Accounting Specialist	4.00	4.00	4.00	4.00	199,024	199,024	199,024
Information Tech. Manager	1.00	1.00	1.00	1.00	99,803	99,803	99,803
GIS Specialist	1.00	1.00	1.00	1.00	68,777	68,777	68,777
Sr. Information Tech. Specialist	2.00	2.00	2.00	2.00	154,298	154,298	154,298
Information Tech Specialist (Un)	1.00	1.00	1.00	1.00	0	0	0
Customer Svc. Rep.	2.00	2.00	2.00	2.00	85,632	85,632	85,632
Part Time Benefitted							
Systems Specialist (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Information Tech Systems Technr	1.00	1.00	1.00	1.00	47,728	47,728	47,728
Administrative Technician	1.00	1.00	1.00	1.00	45,434	45,434	45,434
Part Time							
Accounting Specialist	1.00	1.00	1.00	1.00	31,163	31,163	31,163
Office Specialist	1.00	1.00	1.00	1.00	17,609	17,609	17,609
Senior Intern	2.00	2.00	2.00	2.00	17,207	17,207	17,207
Full Time	21.75	22.75	22.75	19.50	1,391,898	1,395,601	1,395,601
Admin other Departments	-1.45	-1.40	-1.40	0.00	-115,726	-116,633	-116,633
Total FT Positions/Salaries	20.30	21.35	21.35	19.50	1,276,172	1,278,968	1,278,968
Part Time Benefitted	2.00	2.00	2.00	2.00	93,162	93,162	93,162
Admin other Departments	-0.05	-0.05	-0.05	0.00	-2,272	-2,272	-2,272
Total PTB Positions/Salaries	1.95	1.95	1.95	2.00	90,890	90,890	90,890
Part Time	4.00	4.00	4.00	4.00	65,979	65,979	65,979
Additional Pay					2,700	2,700	2,700
Overtime					8,250	8,250	8,250
Total Salaries & Wages					1,443,991	1,446,787	1,446,787
Benefit Costs					391,564	391,944	391,944
PERS Benefit Costs					153,171	153,266	153,266
Benefit Costs other Depts					-51,275	-51,445	-51,445
Total Benefit Costs					493,460	493,765	493,765
TOTAL					1,937,451	1,940,552	1,940,552

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

The City Manager/Executive Director 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	145,123	175,553	178,561	178,561
Services and Supplies	37,365	39,540	34,840	34,840
Capital Outlay	0	0	0	0
Total	182,488	215,093	213,401	213,401

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

General Fund	156,431	195,366	193,674	193,674
Recycling Grant Fund	1,200	0	0	0
After School – Indirect Staff Charges	8,531	6,588	6,588	6,588
Sewer Operating Fund – Indirect Staff Charges	16,326	13,139	13,139	13,139
Total	182,488	215,093	213,401	213,401

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

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

Personnel Services – \$175,553

Salary requests are for: City Manager (.25) – \$54,999; Administrative Services/Human Services Director (.25) \$33,509; Senior Management Analyst (0.50) – \$40,410. Cost allocations are as follows: full-time salaries – \$128,918; benefit costs – \$46,635.

Services and Supplies – \$39,540

Funding requested is for: books and publications – \$150; office supplies – direct – \$250; uniforms – \$900; dues and memberships – \$3,050; travel and meetings – \$11,600; mileage/auto allowance – \$7,800; educational grants – \$6,000; vocational training – \$4,550; small equipment – \$350; cellular phone expense – \$1,390; miscellaneous expenditures – \$3,500.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Administrative Services/ Human Resources Director	<u>California Public Employers Labor Relations Association</u> Annual Conference	Monterey	December 4-8, 2017	\$1,900
	Don Parker, Finance Director	<u>League of California Cities</u> Municipal Finance Institute	Newport Beach	December 13-14, 2017	\$1,200
		<u>California Society of Municipal Finance Officers</u> Annual Conference	Riverside	February 20-23, 2018	\$ 800
	Don Parker, Finance Director Michael Piotrowski, Finance Supervisor Janet Kulbeck, Senior Accountant Accounting Specialists Customer Service Representatives	<u>Miscellaneous Meetings</u> CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$ 750
	Andrea Phillips, City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar	Newport Beach	December 13-15, 2017	\$1,600

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Andrea Phillips, City Clerk	<u>City Clerks Association of California</u> 2018 Annual Conference	TBA	April 2018	\$ 1,000
		Quarterly Meetings	Various	Various	\$ 500
		<u>Miscellaneous Meetings</u>	TBA	TBA	\$ 150
	Janet Kulbeck, Senior Accountant	<u>California Resource Recovery Association (CRRA)</u> 2017 Annual Conference	San Diego	August 20-23, 2017	\$ 1,200
	All City of Montclair Attendees	<u>City of Montclair</u> State of the City Address – 2017	City of Montclair	October 2017	\$ 1,500
52130	Administrative Services/ Human Resources Director Lisa Shannon, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	<u>Miscellaneous Meetings</u> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management- Related Workshops	TBA	TBA	\$ 1,000
Total:					\$11,600

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

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<u>Liebert Cassidy Whitmore</u> Inland Empire Consortium	Fontana	Quarterly	\$1,300
	John Nguyen, Information Technology Manager Steve Dague, GIS Specialist Robert Castillo, Information Technology Specialist	<u>IT Service/Training Skill Development</u>	TBA	TBA	\$1,500
52540	All City Personnel	<u>Special Training/Miscellaneous Training</u> Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,000
	Finance Department Personnel	Finance training classes	TBA	TBA	\$ 750
Total:					\$4,550

(Only \$3,000 approved in Adopted Budget)

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous Leadership titles.

51060 OFFICE SUPPLIES – DIRECT – \$250

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

51100 UNIFORMS – \$900

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

52120 DUES AND MEMBERSHIPS – \$3,050 **(Only \$2,500 approved in Adopted Budget)**

Administration:

CALPELRA, \$350
SCAN-NATOA, \$150

City Clerk

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

Information Technology

Association of Municipal Data Processing Managers, \$150

Finance:

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

Personnel

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

52130 TRAVEL AND MEETINGS – \$11,600 **(Only \$9,000 approved in Adopted Budget)**

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

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$6,000

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

52540 VOCATIONAL TRAINING – \$4,550 ***(Only \$3,000 approved in Adopted Budget)***

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

52690 SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850 CELLULAR PHONE EXPENSE – \$1,390

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

52990 MISCELLANEOUS EXPENDITURES – \$3,500

Maintenance of historic photos/documents, \$500

Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, \$3,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4312

Department	Division	Program
Administrative Services		Financial Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	672,770	623,631	625,634	625,634
Services and Supplies	127,400	128,130	128,130	128,130
Capital Outlay	0	0	0	0
Total	800,170	751,761	753,764	753,764
Personnel Authorized	8.25 (FT)	8.30 (FT)	8.30 (FT)	8.30 (FT)

Source of Funds

General Fund	704,988	662,463	649,846	649,846
Gas Tax Fund	1,600	1,800	1,800	1,800
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
After School – Indirect Staff Charges	31,933	28,886	28,886	28,886
Sewer Operating Fund	0	0	14,620	14,620
Sewer Operating Fund – Indirect Staff Charges	60,649	57,612	57,612	57,612
Total	800,170	751,761	753,764	753,764

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4312 Financial Services

Work Program

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

Personnel Services – \$623,631

Salary requests are for: Finance Director (.65) – \$93,709; Finance Supervisor (.85) – \$63,256; Senior Accountant (0.70) – \$46,111; Accountant (1.00) \$58,397; Accounting Specialist (3.30) – \$164,195; Customer Service Representative/Office Specialist (.80) – \$34,253. Cost allocations are as follows: full-time salaries – \$459,921; additional pay – \$2,700; overtime – \$3,000; benefit costs – \$158,010.

Services and Supplies – \$128,130

Funding requested is for: books and publications – \$1,230; maintenance (office equipment) – \$100; special consulting services – \$10,300; auditing fees – \$49,600; collection agency fees – \$400; bank fees and charges – \$25,000; CalCard reward program – <\$3,000>; special contract services – \$39,000; bad-debt expense – \$2,000; miscellaneous expenditures – \$3,500.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4312 Financial Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,230
Fair Labor Standards Handbook, \$430
APA Guide to Accounts Payable, \$500
American Payroll Association Basic Guide to Payroll, \$300

52010 MAINTENANCE – OFFICE EQUIPMENT – \$100
Miscellaneous repairs.

52190 SPECIAL CONSULTING SERVICES – \$10,300
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,500
Street report submission service (Gas Tax Fund), \$1,800

52220 AUDITING FEES – \$49,600
Annual audit service fees (City) (General Fund – \$41,100; DOJ Fund – \$1,000)
Special Fire service audit fees, \$7,500

52240 COLLECTION AGENCY FEES – \$400
Enforcement/collection of delinquent tax and service payments.

52280 BANK FEES & CHARGES – \$25,000
Monthly bank fees and charges.

52281 CALCARD INCENTIVE PAYMENTS – <\$3,000>
CalCard reward program.

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

Department: Administrative Services

Program: 4312 Financial Services

Object
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$39,000 Merchant Services (credit card processing), \$32,000 Armored transport depository services, \$7,000
52810	<u>BAD-DEBT EXPENSE</u> – \$2,000 Charge cost of uncollectible accounts – all departments.
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,500 Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste Disposal

Program Description

The Solid Waste Program administers the City's automated refuse collection/disposal program; administers residential, commercial, school, and City facilities recycling programs; administers the City's Utility Billing system; tracks diversion of refuse to ensure compliance with AB 939 and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	145,957	138,858	138,858	138,858
Services and Supplies	2,317,400	2,319,500	2,319,500	2,319,500
Capital Outlay	0	0	0	0
Total	2,463,357	2,458,358	2,458,358	2,458,358
Personnel Authorized	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)

Source of Funds

General Fund	2,303,523	2,301,869	2,294,351	2,294,351
Recycling Grant Fund	3,800	3,800	3,800	3,800
Sewer Operating Fund	156,034	152,689	160,207	160,207
Total	2,463,357	2,458,358	2,458,358	2,458,358

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4313 Solid Waste Disposal

Work Program

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
 2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
 3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
 4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
 5. Administer residential, commercial, school, and City facilities recycling programs.
 6. Track diversion of refuse to ensure AB 939 compliance and compliance with commercial and residential recycling requirements.
 7. Administer the residential refuse household-rate discount program for senior households.
 8. Administer applicable grant programs.
 9. Assist the Finance Director in supervising relevant programs.
 10. Consider scenarios for transferring utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Consider 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.
 13. Administer the City's anti-scavenging ordinance.
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Personnel Services – \$138,858

Salary requests are for: Senior Accountant (0.20) – \$13,175; Customer Service Representatives (1.20) – \$51,379; Accounting Specialist (0.20) – \$9,951; Accounting Specialist (1.00/part-time) – \$31,163. Cost allocations are as follows: full-time salaries – \$74,505; part-time salaries – \$31,163; overtime – \$100; benefit costs – \$33,090.

Services and Supplies – \$2,319,500

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,200,000; special contract services – \$56,300; bad-debt expenses – \$7,000; special billing services – \$52,000; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4313 Solid Waste Disposal

Object
Number

52090 PUBLICATION AND ADVERTISING – \$3,800

Recycling Grant Fund expenditure (grant used for advertising of oil collection centers and for education programs for oil/oil filter recycling).

52390 RESIDENTIAL REFUSE COLLECTION – \$2,200,000

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

52450 SPECIAL CONTRACT SERVICES – \$56,300

Hazardous household waste disposal service—service agreement with San Bernardino County – \$50,300 (Sewer Operating Fund – \$25,150; General Fund – \$25,150).

Contract with Monte Vista Water District for customer information – \$6,000 (Sewer Operating Fund - \$3,000; General Fund – \$3,000).

52810 BAD-DEBT EXPENSES – \$7,000

Charge costs of uncollectable utility accounts (Sewer Operating Fund – \$3,500; General Fund – \$3,500).

52930 SPECIAL BILLING SERVICES – \$52,000

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

52990 MISCELLANEOUS EXPENDITURES – \$400

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	124,052	139,371	139,371	139,371
Services and Supplies	46,100	18,550	18,550	18,550
Capital Outlay	0	0	0	0
Total	170,152	157,921	157,921	157,921

Personnel Authorized	2.20 (FT) 0.70 (PTB) 1.00 (PT)	1.70 (FT) 0.70 (PTB) 1.00 (PT)	1.70 (FT) 0.70 (PTB) 1.00 (PT)	1.70 (FT) 0.70 (PTB) 1.00 (PT)
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Source of Funds

General Fund	154,297	141,149	141,149	141,149
After School – Indirect Staff Charges	5,650	5,601	5,601	5,601
Sewer Operating Fund – Indirect Staff Charges	10,205	11,171	11,171	11,171
Total	170,152	157,921	157,921	157,921

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

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

Personnel Services – \$139,371

Salary requests are for: City Clerk (.70) \$52,823; Administrative Technician (.70/part-time benefitted) – \$31,804; Office Specialist (1.00/part-time) – \$17,609. Cost allocations are as follows: full-time salaries – \$52,823; part-time benefitted salaries – \$31,804; part-time salaries – \$17,609; overtime – \$1,000; benefit costs – \$36,135.

Services and Supplies – \$18,550

Funding requested is for: books and publications – \$3,450; election supplies/services – \$3,000; publication and advertising – \$5,000; mileage/auto allowance – \$100; special contract services – \$6,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

51020 BOOKS AND PUBLICATIONS – \$3,450

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

51070 ELECTION SUPPLIES/SERVICES – \$3,000

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting elections.

52090 PUBLICATION AND ADVERTISING – \$5,000

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

52140 MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450 SPECIAL CONTRACT SERVICES – \$6,000

Contract services for off-site records storage all departments, \$4,000
Microfiche records conversion, \$2,000

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Miscellaneous supplies for City Council meetings, electoral services, and ballot and statement preparations for local elections.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	336,143	283,975	279,056	279,056
Services and Supplies	152,650	137,900	137,900	137,900
Capital Outlay	0	0	0	0
Total	488,793	421,875	416,956	416,956
Personnel Authorized	3.00 (FT)	3.50 (FT)	3.50 (FT)	3.50 (FT)

Source of Funds

General Fund	439,211	373,252	368,333	368,333
After School – Indirect Staff Charges	17,223	16,238	16,238	16,238
Sewer Operating Fund – Indirect Staff Charges	32,359	32,385	32,385	32,385
Total	488,793	421,875	416,956	416,956

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

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

Personnel Services – \$283,975

Salary requests are for: Human Resources Manager (1.00) – \$18,046; Administrative Services/Human Resources Director (0.50) – \$67,017; Benefits Coordinator (1.00) – \$59,278; Personnel Services Coordinator (1.00) – \$59,278. Cost allocations are as follows: full-time salaries – \$203,619; overtime – \$500; benefit costs – \$79,856.

Services and Supplies – \$137,900

Funding requested is for: books and publications – \$1,500; publication and advertising – \$13,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$4,000; special contract services – \$79,000; psychological assistance – \$12,000; medical examinations – \$12,000; personnel testing – \$2,000; fingerprints and credit bureau fees – \$3,500; psychological exams – \$8,000; ADA expenditures – \$1,500; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,500

The Public Retirement Journal, \$195

Top Safety, \$150

Top Health, \$145

Jobs Available, \$45

Public Employment Law Report, \$160

Family and Medical Leave Guidebook, \$470

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

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

52090 PUBLICATION AND ADVERTISING – \$13,000

Personnel recruitment advertisements.

52140 MILEAGE/AUTO ALLOWANCE – \$150

Mileage reimbursement for Human Resources Manager, Personnel Services Coordinator, and Benefits Coordinator.

52150 LABOR RELATIONS – \$250

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

52190 SPECIAL CONSULTING SERVICES – \$4,000

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

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

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

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$79,000

Annual retainer fee for Carl Warren & Co. (City's third-party administrator for liability claims), \$9,000
Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$68,000
Transcription services, \$2,000

52490 PSYCHOLOGICAL ASSISTANCE – \$12,000

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

52510 MEDICAL EXAMINATIONS – \$12,000

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

52520 PERSONNEL TESTING – \$2,000

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

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

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

52590 PSYCHOLOGICAL EXAMS – \$8,000

Psychological exams for new employee applicants.

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

52840 ADA EXPENDITURES – \$1,500

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

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Miscellaneous expenditures for unanticipated Personnel Division-related needs.

PROGRAM BUDGET SUMMARY – 1

Program Number 4316

Department	Division	Program
Administrative Services		Information Technology Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	393,304	517,689	517,689	517,689
Services and Supplies	229,029	233,628	233,628	233,628
Capital Outlay	122,000	168,500	163,500	163,500
Total	744,333	919,817	914,817	914,817

Personnel Authorized				
	6.00 (FT)	5.00 (FT)	5.00 (FT)	5.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	3.00 (PT)	2.00 (PT)	2.00 (PT)	2.00 (PT)

Source of Funds

General Fund	654,560	839,355	834,355	834,355
After School – Indirect Staff Charges	29,823	26,870	26,870	26,870
Sewer Operating Fund – Indirect Staff Charges	59,950	53,592	53,592	53,592
Total	744,333	919,817	914,817	914,817

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4316 Information Technology Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
 2. Maintain the City's email program and continue archiving of email messages in compliance with federal, state, local, and case law.
 3. Maintain local and wide area networks for all City facilities.
 4. Evaluate, address, and resolve user requirements for hardware and software.
 5. Maintain the City website and integrate with GIS mapping, economic development modules, and archival research.
 6. Maintain a computer hardware/software maintenance program.
 7. Enforce policies and procedures for computer assets, telecommunications, and Internet/email access.
 8. Maintain the Laserfiche document imaging system and promote a citywide document imaging program.
 9. Maintain and enhance the Citywide GIS system and integrate new technology.
 10. Integrate state-of-the-art technology for all City facilities.
 11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
 12. Provide creative IT solutions in support of City activities.
 13. Oversee a total redesign of the existing City website and complete project in 2015.
 14. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
 15. Maintain the Reeder Ranch website.
 16. Develop and maintain hardware and software replacement plans.
-

Personnel Services – \$517,689

Salary requests are for: Information Technology Manager (1.00) – \$99,803; Senior Information Technology Specialist (2.00) – \$154,298; GIS Specialist (1.00) – \$68,777; Information Technology Systems Technician (1.00/part-time benefitted) – \$47,728; Senior Intern (2.00/part-time) – \$17,207. Cost allocations are as follows: full-time salaries – \$322,878; part-time benefitted salaries – \$47,728; part-time salaries – \$17,207; overtime – \$3,500; benefit costs – \$126,376.

Services and Supplies – \$233,628

Funding requested is for: office supplies – indirect – \$38,000; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$168,528; small equipment – \$19,000.

Capital Outlay – \$168,500

Funding requested is for: LCD monitors – \$4,000; desktop computers – \$16,000; Microsoft Server 2016 – \$45,000; Microsoft Office 2016 – \$55,000; Senior Center Audio Visual Redesign – \$15,000; Office Furniture – \$5,000; Ricoh MP C407 – \$13,500; South Conference Room Audio Video Upgrade – \$15,000.

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

51050 OFFICE SUPPLIES – INDIRECT – \$38,000

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

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

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

52140 MILEAGE/AUTO ALLOWANCE – \$100

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

52450 SPECIAL CONTRACT SERVICES – \$168,528

Verizon Fiber Connection Service Point-to-Point WAN service from City Hall to two off-site locations Police/Fire Station Nos. 1 and 2/City Yard, @ \$900 per month for each fiber branch, \$21,600 annually
Verizon FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually
Verizon TV service for Civic Center & Senior Center (\$100 per month), \$1,200 annually
Verizon High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually
Verizon High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually
Vision Live Annual maintenance for City's Website, \$6,600

Continued on next page

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 annually
ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/ San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
Verizon Internet service for MPD facility (\$100 per month), \$1,200 annually
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually
CoreLogic PropertyFinder annual portal access, \$3,500 annually
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually
Cisco SMARTnet software updates, \$1,000 annually
Cisco router technical support, \$800 annually
HDL Code Enforcement software support, \$1,650 annually
HDL Building Permits software support, \$3,600 annually
Laserfiche maintenance support/City Hall, \$5,500 annually
Laserfiche maintenance support/MPD, \$4,500 annually
Costar Group, Inc., \$4,338 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$50,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 annually

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object
Number

52690 SMALL EQUIPMENT – \$19,000

Printer rollers and replacement parts, \$1,500
Printer replacement kits, \$1,500
UPS battery backup units (15 @ \$100 each), \$1,500
Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500
Cat 6 cables (6 boxes @ \$200 each), \$1,200
ID Card Program cards and special equipment needs, \$1,500
Computer component upgrades, \$1,500
Computer and network toolset, \$500
Server component upgrades, \$1,500
Microsoft Surface Tablet for Chief Avels, \$1,650
Microsoft Surface Tablet for Evidence Room PD, \$1,650
Ruggedized Getac Tablet for I.T., \$3,500

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for twenty (20) 24-inch LCD monitors @ \$200 each.	\$4,000
	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate transition to Microsoft's current Windows operating and office systems; newer desktops are also more energy efficient. The recommendation is for 20 desktop computers @ \$800 each.	\$16,000
	Microsoft Server 2016	<p>The network servers have not had a new Operating System (OS) upgrade in over 10 years. Servers are still running on the Microsoft Windows 2003 R2 edition and need to be upgraded to meet the growing needs of the organization. Microsoft Windows Servers are the backbone of network connectivity providing services and access to emails, Z-drive, Network Printers, DatabaseAccess (ex. Springbrook), the City's website, application hosting, etc. Windows 2003 Server has reached it's end of support lifecycle and will no longer be eligible for bug fixes, updates, and security patches. Without support, servers are vulnerable to security risks.</p> <p>The latest release from Microsoft is Windows Server 2016. This current version comes with a host of benefits including improved network connectivity and security policies, storage control allocations, virtual hosting with Hyper-V technology, power shell direct commands, distributed file system replication, and network file system enhancements. These benefits will provide better management of the City's network servers while keeping the computing needs of the Organization active and online. The City has 11 physical servers with 30 virtual servers that provide all the networking services for the organization. Upgrading these servers will bring the network operating system current and up-to-date with the latest offering from the Microsoft 2016 Server environment. This request covers the cost for the operating system along with required user licenses for all computers connected to the servers.</p>	\$45,000
	Microsoft Office 2016	In prior years, the City had plans to upgrade end-users to the latest version of Microsoft Office 365 – an annual subscription software plan that provides the latest version of Microsoft office applications. After a more thorough review, the cost for enrolling in the annual subscription to upgrade all computers in the organization proved to be unsustainable	\$55,000

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object Code	Item	Justification	Cost
		<p>and very costly. The subscription model requires an annual fee of over \$40,000 per year in order to cover all the computers in the organization with the latest version of Microsoft 360 (including word, excel, outlook, power point, and publisher). Due to the costly recurring annual expense, the single-use pay model is more beneficial to the City.</p> <p>Currently, the City has multiple versions of Microsoft Office that were purchased as needed. This creates a problem as users have different versions of the Microsoft Office suit, creating inherent conflict with users sharing documents across departments. It is critical to update all computers to the latest version of Microsoft Office 2016 to maintain current levels of business continuity and to keep the organization compliant with Microsoft licenses.</p> <p>Microsoft Office 2016 has many features to increase productivity for end users like simple user interface, easier collaboration and co-author tools, new chart types to better visualize raw data, enhanced flexibility and functionality within word and excel, "smart lookup" for extra information, quick attachment in outlook, and a hosts of other features.</p> <p>Microsoft, on average, releases a new version of Office every three years. This budget request is a one-time purchase. The City does not follow the trend of upgrading its software application suites whenever a new version is released. This Microsoft 2016 version will sustain the operating system needs of the organization for the next 5 years.</p>	
62010	Senior Center Audio Visual Redesign	<p>The Senior Center Audio Visual Crestron system requires reprogramming and hardware upgrades to meet the daily needs of the facilities. The current system for controlling the audio and video equipment was poorly programmed by the original vendor and has many bugs that make it difficult to operate when events are held. The vendor who originally installed the system is incapable of fixing the system.</p> <p>Currently, there are reported issues of sound not outputting properly from ceiling speakers. Video outputs to the projector screens and TVs are inconsistent because the system doesn't always detect video sources. Additionally, when the rooms are combined, the main A/V control cabinet doesn't always take over the overall master controls for the combined rooms. This has caused significant problems because the Senior Center host a wide range of events like: Senior luncheons, workshops, classes, monthly birthday parties, city events, and third-party rentals.</p> <p>Reprogramming and upgrading the audio and video equipment in the Senior Center from a new vendor will fix the above problems and restore the overall system to improve functionality.</p>	\$15,000

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

Department: Administrative Services

Program: 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	Office Furniture for I.T. Manager	I.T. Manager will be moving into a new office in the Youth Center building requiring new furniture and shelving.	\$ 5,000
		<i>(Not approved in Adopted Budget)</i>	
	Ricoh MP C407	<p>The Hewlett Packard multi-functional printers (MFPs) at the Senior Center, Human Services Facility, and Fire Station 1 are 5 years old and are frequently breaking down due to heavy. Parts for the MFPs are becoming difficult to consistently obtain. The HP MFPs have reached their end-of-life cycle and require replacement.</p> <p>The Ricoh MP C407 is a multifunction color printer/copy/fax/scan device that prints and copies pages at 42 pages per minute and offers print-shop color quality for professional-looking documents. It has the capability to scan two-sided documents through a single pass feeder with a fast warm-up time for initial prints. The Ricoh MP C407 also comes with a standard 10.1" touch screen to assist with quick access to the various functions of the device. It has a low environmental impact, is ENERGY STAR certified, and offers a low Typical Electricity Consumption (TEC) of just 1.2 KWh/week. The Ricoh MP C407 comes with 2GB of memory with a 320 GB encrypted hard drive for secure storage of documents for fast retrieval to print, copy, and scan. The three Ricoh MP C407s will replace the existing MFPs at the Senior Center, Human Services Facility, and Fire Station 1 (Ricoh MP C407 @ \$4,500 per unit.)</p>	\$13,500
	South Conference Room Audio Video Upgrade	The South Conference Room is an attractive spacious room with great potential to host regular meetings, conferences, and forums; however, it is underutilized because there is a lack of modern audio and video equipment. Currently, there is only a 65" Samsung TV that serves as an audio and video output source. Enhancing the room by installing ceiling speakers, a projector, and a smart white board with a single control unit will bring the room current for business presentations.	\$15,000
Total:			\$ 168,500

PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	14,740	58,374	61,383	61,383
Services and Supplies	347,591	351,894	346,894	346,894
Capital Outlay	0	0	0	0
Total	362,331	410,268	408,277	408,277
Personnel Authorized	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)

Source of Funds

General Fund	320,333	371,100	369,109	369,109
After School – Indirect Staff Charges	14,173	13,080	13,080	13,080
Sewer Operating Fund – Indirect Staff Charges	27,825	26,088	26,088	26,088
Total	362,331	410,268	408,277	408,277

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

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

Personnel Services – \$58,374

Salary requests are for: Administrative Services/Human Resources Director (0.25) – \$33,508; Administrative Technician (0.25) – \$11,358. Cost allocations are as follows: full-time salaries – \$33,508; part-time benefitted salaries – \$11,358; overtime – \$150; benefit costs – \$13,358.

Services and Supplies – \$351,894

Funding requested is for: books and publications – \$185; office supplies – indirect – \$90,000; license/permits/certificates – \$1,999; maintenance – office equipment and furniture – \$10,050; publication and advertising – \$28,500; animal control services – \$160,000 special contract services – \$2,360; rent – land/buildings – \$12,000; rent – private equipment – \$2,500; postage – \$30,000; small equipment – \$2,000; miscellaneous expenditures – \$12,300.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$185

*Electronic Internet Publications (Various), \$150
Consumer Reports, \$35*

51050 OFFICE SUPPLIES – INDIRECT – \$90,000 **(Only \$85,000 approved in Adopted Budget)**

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

51150 LICENSE/PERMITS/CERTIFICATES – \$1,999

Funding for ASCAP license, \$325
BMI license, \$320
MPLC license, \$554
SESAC license, \$600
GoDaddy, \$75
Provision for increases, \$125

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$10,050

Ricoh/Aficio 8120S digital copier system (main City Hall copier system), \$3,000
SHARP digital copier system maintenance (City Hall Main Lobby), \$2,000
Excess copier charges for all copier systems, \$2,000
Neopost IS-460 automatic mail machine with scale, \$750
Neopost DS-75 folder and inserter, \$1,300
Audio/visual equipment maintenance (Citywide), \$250
Unanticipated adjustments, \$750

52090 PUBLICATION AND ADVERTISING – \$28,500

Specialized printing needs, die cuts, layouts, and design development, \$2,500
Civic Publications Community Newsletter, \$26,000

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

- 52430 ANIMAL CONTROL SERVICES – \$160,000
Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
- 52450 SPECIAL CONTRACT SERVICES – \$2,360
Shred Pros Document destruction services, \$800
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,560
- 52640 RENT – LAND/BUILDINGS – \$12,000
Annual rent payment for United Methodist Church parking lot (calculated @ 12 X \$1,000 = \$12,000).
- 52640 RENT – PRIVATE EQUIPMENT – \$2,500
Audio/video equipment rental for special events.
- 52670 POSTAGE – \$30,000
Indirect postage expenditure (all City departments).
- 52690 SMALL EQUIPMENT – \$2,000
Replacement phones, all departments.
- 52990 MISCELLANEOUS EXPENDITURES – \$12,300
Parking permit decals, \$500
City presentation pins, \$1,500
U.S. and California State flags, \$3,000
Promotional merchandise, \$1,300
City Hall household miscellaneous, \$6,000

Human Services

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,203,066	2,254,252	2,194,036	2,194,036
Services and Supplies	663,933	647,386	632,286	632,286
Capital Outlay	58,376	0	0	0
Total	2,925,375	2,901,638	2,826,322	2,826,322

Personnel Authorized				
	12.00 (FT)	12.00 (FT)	12.00 (FT)	12.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	126.00 (PT)	126.00 (PT)	126.00 (PT)	126.00 (PT)

Department Distribution

Recreation	1,030,918	1,071,617	996,301	996,301
Service Center	145,718	141,472	141,472	141,472
Senior Citizens	116,228	116,313	116,313	116,313
Nutritional Meals	191,135	195,213	195,213	195,213
Health Education	120,745	0	0	0
Family Education	93,001	0	0	0
Family and Health Education	0	139,323	139,323	139,323
After-School Program	1,227,630	1,237,700	1,237,700	1,237,700
Total	2,925,375	2,901,638	2,826,322	2,826,322

Source of Funds

General Fund	1,247,895	1,281,239	1,217,958	1,217,958
Community Dev Block Grant Fund	13,145	10,947	10,947	10,947
DAAS Grant/Donations	180,658	181,151	181,151	181,151
ASES Grant	1,045,570	1,055,640	1,055,640	1,055,640
OTS Grant	0	25,300	25,300	25,300
Sustainable Community Grant	0	47,000	47,000	47,000
NEOP Grant	47,000	0	0	0
OMSD Immunizations Grant	70,006	82,301	70,266	70,266
Inland Empire United Way	20,000	7,000	7,000	7,000
Kaiser Permanente Grant	11,540	10,000	10,000	10,000
OMSD Resource Center Grant	4,500	9,000	9,000	9,000
Senior Support Services Grant	10,000	10,000	10,000	10,000
AstraZeneca Grant	93,001	0	0	0
ASES Supplemental Grant	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	2,925,375	2,901,638	2,826,322	2,826,322

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Human Services	1.00	1.00	1.00	1.00	137,304	137,304	137,304
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	64,052	64,052	64,052
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	64,052	64,052	64,052
Learning Coordinator	6.00	6.00	6.00	6.00	268,866	268,866	268,866
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	50,328	50,328	50,328
Health Education Specialist	1.00	1.00	1.00	1.00	43,158	43,158	43,158
Recreation Supervisor	1.00	1.00	1.00	1.00	52,196	52,196	52,196
<u>Part Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	40,580	40,580	40,580
<u>Part Time</u>							
Office Specialist	0.00	2.00	2.00	2.00	51,068	51,068	51,068
Facility Coordinator	4.00	4.00	4.00	4.00	36,679	36,679	36,679
Summer/Winter Personnel	42.00	41.00	41.00	41.00	233,871	173,655	173,655
Program Aide	1.00	1.00	1.00	1.00	0	0	0
Medical Clinic Coordinator	1.00	1.00	1.00	1.00	37,700	37,700	37,700
Medical Clinic Specialist	1.00	1.00	1.00	1.00	10,620	10,620	10,620
Health Education Intern	1.00	1.00	1.00	1.00	15,382	15,382	15,382
Nutrition Site Manager	1.00	1.00	1.00	1.00	16,211	16,211	16,211
Kitchen Assistant	1.00	1.00	1.00	1.00	11,180	11,180	11,180
Senior Learning Leader	6.00	6.00	6.00	6.00	134,886	134,886	134,886
Learning Leader	58.00	56.00	56.00	56.00	463,145	463,145	463,145
Junior Intern	2.00	2.00	2.00	2.00	16,770	16,770	16,770
Transportation Coordinator	2.00	2.00	2.00	2.00	27,492	27,492	27,492
Transportation Coord. (Relief)	1.00	1.00	1.00	1.00	3,000	3,000	3,000
Mini-School Coordinator	1.00	1.00	1.00	1.00	12,512	12,512	12,512
Senior Recreation Specialist	3.00	3.00	3.00	3.00	69,852	69,852	69,852
Recreation Specialist	2.00	2.00	2.00	2.00	23,588	23,588	23,588
Full Time	12.00	12.00	12.00	12.00	679,956	679,956	679,956
Part Time Benefitted	1.00	1.00	1.00	1.00	40,580	40,580	40,580
Part Time	127.00	126.00	126.00	126.00	1,163,956	1,103,740	1,103,740
Additional Pay					900	900	900
Total Salaries & Wages					1,885,392	1,825,176	1,825,176
Benefit Costs					289,558	289,558	289,558
PERS Benefit Costs					79,302	79,302	79,302
Total Benefit Costs					368,860	368,860	368,860
TOTAL					2,254,252	2,194,036	2,194,036

PROGRAM BUDGET SUMMARY – 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	770,562	801,756	741,540	741,540
Services and Supplies	245,356	269,861	254,761	254,761
Capital Outlay	15,000	0	0	0
Total	1,030,918	1,071,617	996,301	996,301

Personnel Authorized				
	3.30 (FT)	3.30 (FT)	3.30 (FT)	3.30 (FT)
	0.85 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	51.00 (PT)	51.00 (PT)	51.00 (PT)	51.00 (PT)

Source of Funds

General Fund	1,012,604	1,061,803	986,487	986,487
DAAS Grant/Donations	814	814	814	814
Inland Empire United Way	13,000	0	0	0
OMSD Resource Center Grant	4,500	9,000	9,000	9,000
Total	1,030,918	1,071,617	996,301	996,301

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4381 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 and summer camp programs.

Units of Measure

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

Personnel Services – \$801,756

Salary requests are for: Human Services Director (1.00) – \$137,304; Senior Human Services Supervisor (1.00) – \$64,052; Senior Recreation Supervisor (.30) – \$19,216; Recreation Supervisor (1.00) – \$52,196; Administrative Technician (1.00/part-time benefitted) – \$40,580; Facility Coordinators (4.00/part-time) – \$36,679; Summer/Winter Personnel (40.00/part-time) – \$211,581; Junior Interns (2.00/part-time) – \$16,770; Mini-School Coordinator (1.00/part-time) – \$12,512; Senior Recreation Specialist (2.00/part-time) – \$46,568; Recreation Specialists (2.00/part-time) – \$23,588. Cost allocations are as follows: full-time salaries – \$272,768; part-time benefitted salaries – \$40,580; part-time salaries – \$347,698; benefit costs – \$140,710.

Services and Supplies – \$269,861

Funding requested is for: books and publications – \$535; program supplies – \$37,550; maintenance – other equipment – \$1,250; publication and advertising – \$21,000; community benefits – \$20,000; dues and memberships – \$2,100; travel and meetings – \$3,500; mileage/auto allowance – \$7,800; Community Action Committee – \$13,750; special consulting services – \$95,000; performing art services – \$5,000; special contract services – \$9,700; vocational training – \$1,876; postage – \$8,000; small equipment – \$1,900; reimbursed program costs – \$25,400; CAC stipends – \$3,500; miscellaneous expenditures – \$12,000.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Four (4) Human Services Dept. Staff	CPRS Annual Conference	Long Beach	Spring 2018	\$3,500
				Total:	\$3,500

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

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Fernando Saltos, Recreation Supervisor	CPRS Fall Forum	TBA	Fall 2017	\$50
52540	Quaresha Fields, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2017	\$50
52540	Emily Medina, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2017	\$50
52540	Fernando Saltos, Recreation Supervisor	(2) CPRS Seminars	TBA	2017-2018	\$60
52540	Quaresha Fields, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2017-2018	\$60
52540	Emily Medina, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2017-2018	\$60
52540	Antoinette Carrillo, Sr. Recreation Specialist	Adult Protective Services Workshop	Ontario	Spring 2018	\$150
52540	Fernando Saltos, Recreation Supervisor	CPR Instructor Recertification	TBA	2017-2018	\$360
52540	30 Part-Time Staff	CPR and First Aid Training	TBA	TBA	\$200
52540	1 Part-Time Staff	Food Managers Certification	Montclair	Spring 2018	\$22
(General Fund sub-total: \$1,062)					
52540	1 Part-Time Staff	Food Handlers Certification	Montclair	Spring 2018	\$22
52540	1 Full-Time Staff	Food Handlers Certification	Montclair	Spring 2018	\$22
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair	Spring 2018	\$770
(DAAS Grant sub-total: \$814)					
Total:					\$1,876

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

Department: Human Services

Program: 4381 Recreation

Object
Number

51020 BOOKS AND PUBLICATIONS – \$535

Subscription to Inland Valley Daily Bulletin.

51130 PROGRAM SUPPLIES – \$37,550 ***(Only \$35,000 approved in Adopted Budget)***

Special event supplies, \$4,000

Staff shirts, \$1,200

Teen and youth program supplies, \$6,950

Country Fair Jamboree, \$20,000

Summer kick-off, \$600

Mini-school supplies, \$4,000

Summer Outdoor Movies (movie licensing fees for two (2) movies), \$800

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,250 ***(Only \$1,000 approved in Adopted Budget)***

Tune and repair two pianos, \$450

Weight room equipment maintenance, \$800

52090 PUBLICATION AND ADVERTISING – \$21,000 ***(Only \$18,500 approved in Adopted Budget)***

Costs for production of the Human Services Department brochures (3) and post cards.

52110 COMMUNITY BENEFITS – \$20,000 ***(Only \$15,000 approved in Adopted Budget)***

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$2,100 ***(Only \$1,500 approved in Adopted Budget)***

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

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52130 TRAVEL AND MEETINGS – \$3,500

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

52170 COMMUNITY ACTION COMMITTEE – \$13,750

Expenditures for projects sponsored by the Committee, \$6,500
Veterans Day banners, \$7,000
Shirts, \$250

52190 SPECIAL CONSULTING SERVICES – \$95,000

Contract with YWCA for administration of grants.

52310 PERFORMING ART SERVICES – \$5,000

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

52450 SPECIAL CONTRACT SERVICES – \$9,700 ***(Only \$7,500 approved in Adopted Budget)***

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League, \$7,500
Annual RecTrac software maintenance, \$2,200 ***(Not approved in Adopted Budget)***

52540 VOCATIONAL TRAINING – \$1,876

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.

52670 POSTAGE – \$8,000 ***(Only \$6,000 approved in Adopted Budget)***

Postage for Human Services Department brochure and mail house services.

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52690 SMALL EQUIPMENT – \$1,900

Walkie Talkie System, \$400
Wheeled Utility Shopping Carts, \$1,500

52870 REIMBURSED PROGRAM COSTS – \$25,400

Program costs that will be reimbursed through fees: Summer camp (shirts, trips, snacks, supplies, awards), \$6,000
Summer playgrounds (shirts, trips, snacks, supplies, awards), \$5,300
Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$6,100
Adult basketball (shirts, awards), \$1,500
Adult volleyball (shirts, awards), \$1,500
Mini-school photos and snacks, \$5,000

52920 CAC STIPENDS – \$3,500

52990 MISCELLANEOUS EXPENDITURES – \$12,000

Volunteer expenses, \$1,000
Miscellaneous program expenses, \$2,000
Family Resource Center miscellaneous expenses, \$9,000 (OMSD Grant)

PROGRAM BUDGET SUMMARY – 1

Program Number 4382

Department	Division	Program
Human Services		Clinic

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	52,432	64,051	64,051	64,051
Services and Supplies	93,286	77,421	77,421	77,421
Capital Outlay	0	0	0	0
Total	145,718	141,472	141,472	141,472

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

General Fund	68,712	52,171	64,206	64,206
OMSD Immunization Grant	70,006	82,301	70,266	70,266
Inland Empire United Way	7,000	7,000	7,000	7,000
Total	145,718	141,472	141,472	141,472

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4382 Clinic

Work Program

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

Units of Measure

1. The medical clinic sees over 1,500 patients annually and serves as a training center for medical students.
 2. 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.
 4. Over 1,300 immunization services are provided annually to Ontario–Montclair School District students and faculty.
-

Personnel Services – \$64,051

Salary requests are for: Medical Clinic Coordinator (1.00/part–time) – \$37,700; Medical Clinic Specialist (1.00/part–time) – \$10,620; Recreation Leader (1.00/part–time) – \$11,180. Cost allocations are as follows: part–time salaries – \$59,500; benefit costs – \$4,551.

Services and Supplies – \$77,421

Funding requested is for: program supplies – \$10,500; materials–recycle/clean–up – \$5,000; special contract services – \$57,136; cellular phone expense – \$335; stipends – \$3,850; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4382 Clinic

Object
Number

51130 PROGRAM SUPPLIES – \$10,500

Medical clinic and immunization supplies, \$10,000 (OMSD Grant)
Medical clinic vouchers, \$500 (OMSD Grant)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$5,000

Community Sharps Disposal Program supplies and hazardous waste services. (OMSD Grant – \$4,000; General Fund – \$1,000)

52450 SPECIAL CONTRACT SERVICES – \$57,136

Contract services in partnership with the Ontario–Montclair School District to fund a case manager, \$50,136
Bilingual Family Counseling Services, \$7,000 (Inland Empire United Way Grant)

52850 CELLULAR PHONE EXPENSE – \$335

Cost for Medical Clinic cell phone.

52920 STIPENDS – \$3,850

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

52990 MISCELLANEOUS EXPENDITURES – \$600

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4383

Department	Division	Program
Human Services		Senior Citizens

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	106,653	109,403	109,403	109,403
Services and Supplies	9,575	6,910	6,910	6,910
Capital Outlay	0	0	0	0
Total	116,228	116,313	116,313	116,313

Personnel Authorized	0.85 (FT) 4.00 (PT)	1.00 (FT) 4.00 (PT)	1.00 (FT) 4.00 (PT)	1.00 (FT) 4.00 (PT)
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Source of Funds

General Fund	88,515	85,366	85,366	85,366
Community Dev Block Grant Fund	13,145	10,947	10,947	10,947
Kaiser Permanente Grant	4,568	10,000	10,000	10,000
Senior Support Services Grant	10,000	10,000	10,000	10,000
Total	116,228	116,313	116,313	116,313

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4383 Senior Citizens

Work Program

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

Units of Measure

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

Personnel Services – \$109,403

Salary requests are for: – Senior Citizens Supervisor (1.00/ full-time) – \$43,952; Summer/Winter Personnel (1.00/part-time) – \$11,110; Transportation Coordinators (2.00/part-time) – \$27,492; Transportation Coordinator (relief) (1.00/part-time) – \$3,000. Cost allocations are as follows: full-time salaries – \$43,952; part-time salaries – \$41,602; additional pay – \$900; benefit costs – \$22,949.

Services and Supplies – \$6,910

Funding requested is for: program supplies – \$800; special contract services – \$1,000; small equipment – \$600; cellular phone -- \$335; miscellaneous expenditures – \$4,175.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4383 Senior Citizens

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$800 Helium tank refills, \$300 Crafts and materials for special demonstrations, \$500
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$1,000 Program speakers and entertainment.
52690	<u>SMALL EQUIPMENT</u> – \$600 Storage shelving units.
52850	<u>CELLULAR PHONE EXPENSE</u> – \$335 Cost for Transportation Coordinator’s cell phone.
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$4,175 Annual Volunteer Recognition Dinner, \$2,300 Volunteer expenses, \$700 Montclair Walkers program expenses, \$500 Community Health/Information Fair intergenerational programs, \$350 Miscellaneous program expenses, \$325

PROGRAM BUDGET SUMMARY – 1

Program Number 4384

Department	Division	Program
Human Services		Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	76,766	78,069	78,069	78,069
Services and Supplies	114,369	117,144	117,144	117,144
Capital Outlay	0	0	0	0
Total	191,135	195,213	195,213	195,213
Personnel Authorized	0.15 (FT) 4.00 (PT)	0.00 (FT) 4.00 (PT)	0.00 (FT) 4.00 (PT)	0.00 (FT) 4.00 (PT)

Source of Funds

General Fund	11,291	14,876	14,876	14,876
DAAS Grant/Donations	179,844	180,337	180,337	180,337
Total	191,135	195,213	195,213	195,213

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4384 Nutritional Meals

Work Program

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

Units of Measure

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

Personnel Services – \$78,069

Salary requests are for: Senior Citizens Supervisor – \$6,376; Senior Recreation Specialist (1.00/part-time) – \$23,284; Nutrition Site Manager (1.00/part-time) – \$16,211; Kitchen Assistant (1.00/part-time) – \$11,180; Health Education Intern (1.00/part-time) – \$15,382. Cost allocations are as follows: full-time salaries – \$6,376; part-time salaries – \$66,057; benefit costs – \$5,636.

Services and Supplies – \$117,144

Funding requested is for: program supplies – \$9,057; repair/maintenance – \$1,854; special consulting services – \$2,235; special contracting services – \$93,960; raw food – \$8,035; miscellaneous expenditures – \$2,003.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4384 Nutritional Meals

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$9,057 Non–food consumable supplies. (DAAS Grant)
52030	<u>REPAIR/MAINTENANCE</u> – \$1,854 Repair or maintenance of Senior Center equipment/fixtures necessary to support the Senior Nutrition program. (DAAS Grant)
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$2,235 Consultant fees for Dietitian. (DAAS Grant)
52450	<u>SPECIAL CONTRACTING SERVICES</u> – \$93,960 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$8,035 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$2,003 San Bernardino County Health Permit, \$580 (DAAS Grant) Miscellaneous program expenses, \$401 (DAAS Grant) SAMS License, \$1,022 (DAAS Grant)

PROGRAM BUDGET SUMMARY – 1

Program Number 4385

Department	Division	Program
Human Services		Family and Health Education

Program Description

Educational family and health programs that support Por La Vida and Healthy Montclair activities and promotes health and well-being through the training and sharing of information to individuals and families in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	66,773	61,023	61,023	61,023
Services and Supplies	103,597	78,300	78,300	78,300
Capital Outlay	43,376	0	0	0
Total	213,746	139,323	139,323	139,323

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

General Fund	66,773	67,023	67,023	67,023
NEOP Grant	47,000	0	0	0
Kaiser Permanente Grant	6,972	0	0	0
Astra Zeneca Grant	93,001	0	0	0
OTS Grant	0	25,300	25,300	25,300
Sustainable Community Grant	0	47,000	47,000	47,000
Total	213,746	139,323	139,323	139,323

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4385 Family and Health Education

Work Program

Por La Vida and Healthy Montclair programs include Community Engagement, Health Education, Community Garden and Fruit Park activities. Por La Vida also trains Montclair Latinas to become *consejeras*, which loosely translates to "advisor." These *consejeras* will give presentations through a social network to share their knowledge and will assist with Healthy Montclair programs and activities. This Healthy Montclair program helps increase access to health education and healthy food options in the community.

Units of Measure

1. An increased knowledge of healthy lifestyle choices 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, lifestyle choices through behavior-specific activities such as nutrition classes, food demonstrations, tours of food markets, and informative workshops.
 4. Community Needs Assessment and Safe Routes to School Plan (Sustainable Communities).
 5. Community engagement activities and parent training for bike and pedestrian safety (OTS Grant).
-

Personnel Services – \$61,023

Salary requests are for: Health Education Specialist (1.00) – \$43,158. Cost allocations are as follows: full-time salaries – \$43,158; benefit costs – \$17,865.

Services and Supplies – \$78,300

Funding requested is for: office supplies – \$6,500; program supplies – \$19,000; publication and advertising – \$1,800; special contract services – \$40,000; small equipment – \$2,000; stipend/classroom assistance – \$5,000; miscellaneous expenditures – \$4,000.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4385 Family and Health Education

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$6,500

Supplies for administrative functions of the program, \$1,500 (OTS Grant)
Supplies for implementation of the program, \$5,000 (Sustainable Community Grant)

51130 PROGRAM SUPPLIES – \$19,000

Educational materials for biking and pedestrian safety, \$5,000 (OTS Grant)
Safe Routes to School program supplies for Sustainable Community activities, \$10,000 (Sustainable Community Grant)
Community Garden program materials, \$4,000

52090 PUBLICATION AND ADVERTISING – \$1,800

Program outreach and publication of materials. (OTS Grant)

52450 SPECIAL CONTRACT SERVICES – \$40,000

Technical and program evaluation assistance. (OTS Grant – \$15,000; Sustainable Community Grant – \$25,000)

52690 SMALL EQUIPMENT – \$2,000

Sound equipment and microphones. (OTS Grant)

52921 STIPEND – CLASSROOM ASSISTANCE – \$5,000

Consejeras (Sustainable Community Grant).

52990 MISCELLANEOUS EXPENDITURES – \$4,000

Meeting supplies and refreshments, \$2,000 (Sustainable Community Grant)
Healthy Montclair meeting supplies and refreshments, \$2,000

(Approval of all services and supplies in this program is contingent on the award of the OTS and Sustainable Community Grants)

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After School Program

Program Description

The After-School Program provides academic assistance, enrichment and recreation activities to over 1,200 students in kindergarten through eighth grade at 12 school sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,129,880	1,139,950	1,139,950	1,139,950
Services and Supplies	97,750	97,750	97,750	97,750
Capital Outlay	0	0	0	0
Total	1,227,630	1,237,700	1,237,700	1,237,700

Personnel Authorized	6.70 (FT) 0.15 (PTB) 64.00 (PT)	6.70 (FT) 0.00 (PTB) 64.00 (PT)	6.70 (FT) 0.00 (PTB) 64.00 (PT)	6.70 (FT) 0.00 (PTB) 64.00 (PT)
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Source of Funds

ASES Grant	1,045,570	1,055,640	1,055,640	1,055,640
ASES Supplemental	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	1,227,630	1,237,700	1,237,700	1,237,700

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4387 After School Program

Work Program

The After-School program provides services to over 1,200 students in kindergarten through eighth grade at 12 school sites.

Units of Measure

The After-School Program, provided in partnership with the After School Education and Safety (ASES), and Hope through Housing grants, offers homework assistance, enrichment programs and physical education and recreation activities.

Personnel Services – \$1,139,950

Salary requests are for: Senior Recreation Supervisor (.70) – \$44,836; Learning Coordinators (6.00) – \$268,866; Office Specialists (2.00/part-time) – \$51,068; Senior Learning Leaders (6.00/part-time) – \$134,886; Learning Leaders (56.00/part-time) – \$463,145. Cost allocations are as follows: full-time salaries – \$313,702; part-time salaries – \$649,099; benefit costs – \$177,149.

Services and Supplies – \$97,750

Funding requested is for: uniforms – \$3,000; program supplies – \$75,355; publication and advertising – \$695; special contract services – \$17,000; cellular phone expense – \$1,700.

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4387 After School Program

Object
Number

51100 UNIFORMS – \$3,000

Uniforms purchased for After-School Program. (After-School Grants/ASES)

51130 PROGRAM SUPPLIES – \$75,355

After-School supplies. (After-School Grants/ASES – \$60,355; ASES Supplemental – \$10,000; Hope through Housing – \$5,000)

52090 PUBLICATION AND ADVERTISING – \$695

After-School publications. (After-School Grants/ASES – \$420; ASES Supplemental – \$250; Hope through Housing – \$25)

52450 SPECIAL CONTRACT SERVICES – \$17,000

After-School Presenters/Speakers/Instructors. (After-School Grants/ASES – \$11,000; ASES Supplemental – \$5,000; Hope through Housing – \$1,000)

52850 CELLULAR PHONE EXPENSE – \$1,700

Cost for cell phone services for the After-School Program. (After-School Grants/ASES)

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	9,427,466	8,581,152	8,291,600	8,291,600
Services and Supplies	954,722	973,302	912,742	912,742
Capital Outlay	311,258	211,800	218,400	218,400
Total	10,693,446	9,766,254	9,422,742	9,422,742

Personnel Authorized	74.50 (FT)	74.50 (FT)	75.50 (FT)	75.50 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	27.00 (PT)	27.00 (PT)	27.00 (PT)	27.00 (PT)

Department Distribution

Administration	1,243,125	490,315	431,434	431,434
Support Services	564,821	449,242	449,242	449,242
Technical Services	260,425	300,902	297,074	297,074
Records Bureau	614,671	579,518	575,518	575,518
Investigations	1,090,950	994,862	952,862	952,862
Uniform Patrol	6,032,716	6,079,205	5,940,015	5,940,015
Communications	761,758	704,503	668,355	668,355
Volunteer Services	82,206	109,061	49,126	49,126
Emergency Preparedness	42,774	58,646	59,116	59,116
Total	10,693,446	9,766,254	9,422,742	9,422,742

Source of Funds

General Fund	9,741,679	9,290,323	8,677,181	8,677,181
Prop 30 / AB 109	40,300	0	0	0
SB 509 Public Safety Fund	257,691	231,931	231,931	231,931
Forfeiture Fund – Federal	56,339	0	0	0
School District Grant Fund	64,000	64,000	64,000	64,000
COPS Grant Fund	100,000	0	100,000	100,000
Safety Department Grants	231,682	0	169,630	169,630
Justice Assistance Grant	6,275	0	0	0
Equipment Replacement Fund	195,480	180,000	180,000	180,000
Total	10,693,446	9,766,254	9,422,742	9,422,742

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	City Mgr Recom	Final	Request	City Mgr Recom	Adopted Budget
	Dept	City Mgr			Dept	City Mgr	
<u>Sworn</u>							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	167,364	167,364	167,364
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-83,682	-83,682	-83,682
	0.50	0.50	0.50	0.50	83,682	83,682	83,682
Captain	1.00	1.00	1.00	1.00	134,602	134,602	134,602
Lieutenant	3.00	3.00	3.00	3.00	366,739	366,739	366,739
Sergeant	7.00	7.00	7.00	7.00	689,448	689,448	689,448
Officer	43.00	43.00	44.00	44.00	3,142,967	3,126,969	3,126,969
Admin other Depts - CFDs					-14,427	-14,427	-14,427
<u>Civilian</u>							
Public Safety Admin Services Sup	0.00	1.00	1.00	1.00	90,858	88,275	88,275
Police Services Supervisor	1.00	1.00	1.00	1.00	69,153	69,153	69,153
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	59,694	59,694	59,694
Law Enforcement Systems Sup	1.00	0.00	0.00	0.00	0	0	0
Administrative Aide	1.00	1.00	1.00	1.00	56,622	56,622	56,622
Administrative Specialist	1.00	1.00	1.00	1.00	50,245	50,245	50,245
Police Dispatch Supervisor	1.00	1.00	1.00	1.00	66,402	66,402	66,402
Police Services Specialist	6.00	6.00	6.00	6.00	265,002	265,002	265,002
Dispatcher	7.00	7.00	7.00	7.00	387,349	387,349	387,349
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	37,962	37,962	37,962
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<u>Part Time Benefitted</u>							
Property Custody Technician	1.00	1.00	1.00	1.00	34,969	34,969	34,969
<u>Part Time</u>							
Reserve	11.00	11.00	11.00	11.00	18,600	18,600	18,600
Senior Police Cadet	1.00	1.00	1.00	1.00	22,630	0	0
Police Cadet	4.00	4.00	4.00	4.00	51,200	73,956	73,956
Data Entry Clerk	2.00	2.00	2.00	2.00	21,434	21,434	21,434
Dispatch (Relief)	8.00	8.00	8.00	8.00	25,000	10,000	10,000
Police Background Investigator	1.00	1.00	1.00	1.00	55,676	55,676	55,676
Full Time	75.00	75.00	76.00	76.00	5,584,407	5,565,826	5,565,826
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-103,734	-103,734	-103,734
Total FT Positions/Salaries	74.50	74.50	75.50	75.50	5,480,673	5,462,092	5,462,092
Part Time Benefitted	1.00	1.00	1.00	1.00	34,969	34,969	34,969
Part Time	27.00	27.00	27.00	27.00	194,540	179,666	179,666
Additional Pay					127,812	125,952	125,952
Overtime					636,000	397,500	397,500
Total Salaries & Wages					6,473,994	6,200,179	6,200,179
Benefit Costs					1,273,039	1,266,215	1,266,215
PERS Benefit Costs					864,335	855,422	855,422
Benefit Costs other Depts					-30,216	-30,216	-30,216
Total Benefit Costs					2,107,158	2,091,421	2,091,421
TOTAL					8,581,152	8,291,600	8,291,600

PROGRAM BUDGET SUMMARY – 1

Program Number 4421

Department	Division	Program
Police		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,067,947	310,667	252,426	252,426
Services and Supplies	175,178	179,648	179,008	179,008
Capital Outlay	0	0	0	0
Total	1,243,125	490,315	431,434	431,434
Personnel Authorized	1.50 (FT) 0.00 (PT)	2.50 (FT) 0.00 (PT)	1.50 (FT) 1.00 (PT)	1.50 (FT) 1.00 (PT)

Source of Funds

General Fund	1,092,015	335,834	276,953	276,953
SB 509 Public Safety Fund	151,110	154,481	154,481	154,481
Total	1,243,125	490,315	431,434	431,434

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4421 Administration

Work Program

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

Units of Measure

1. Measured by the activity and productivity of 103 employees in all eight Department programs.
 2. Attend City Council and City Staff meetings, monthly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
 3. Attend 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 103 employees.
-

Personnel Services – \$310,667

Salary requests are for: Executive Director of Public Safety (.50) – \$83,682; Public Safety Administrative Services Manager (1.00) – \$90,858; Secretary to Executive Director of Public Safety (1.00) – \$59,694; Admin to Other Departments – CFDs – <\$5,625>. Cost allocations are as follows: full-time salaries – \$228,609; overtime – \$1,000; benefit costs – \$81,058.

Services and Supplies – \$179,648

Funding requested is for: books and publications – \$100; dues and memberships – \$2,110; travel and meetings – \$3,940; special contract services – \$160,838; educational grants – \$2,500; cellular phone expense – \$9,500; miscellaneous expenditures – \$660.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4421 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	Monthly	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells	October 2017	\$450
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2018	\$2,365
52130	Executive Director of Public Safety	Legislative Day	Sacramento	March 2018	\$725
Total:					\$3,940

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

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

Department: Police

Program: 4421 Administration

Object
Number

51020 BOOKS AND PERIODICALS – \$100

Management and supervisory books and publications.

52120 DUES AND MEMBERSHIPS – \$2,110

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

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

California Police Chiefs' Association (Chief of Police, Captain), \$810

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

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

California Association of Property and Evidence, \$100

FBI National Academy, \$100

International Association of Property and Evidence, \$100

52130 TRAVEL AND MEETINGS – \$3,940 (***Only \$3,300 approved in Adopted Budget***)

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

52450 SPECIAL CONTRACT SERVICES – \$160,838

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$75,000 (SB509 Fund)

West Covina Service Group (WCSG) software support (includes mainframe lease \$29,150; Computer-Aided Dispatch and Records Management System CAD/RMS/externals interface maintenance \$35,160; MDC interface maintenance \$6,010; CLETS \$4,244; software licensing and maintenance \$4,917), \$79,481 (SB509 Fund)

Annual contract for policy and procedural manual update, \$4,000

Satellite phone subscription, \$432

WeTip Annual Membership, \$1,925

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

Department: Police

Program: 4421 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52850 CELLULAR PHONE EXPENSE – \$9,500

Cellular phone service (24 phones) for supervisory, investigatory and administrative police communications.

52990 MISCELLANEOUS EXPENDITURES – \$660

Department award presentation items.

PROGRAM BUDGET SUMMARY – 1

Program Number 4422

Department	Division	Program
Police		Support Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	555,595	440,080	440,080	440,080
Services and Supplies	9,226	9,162	9,162	9,162
Capital Outlay	0	0	0	0
Total	564,821	449,242	449,242	449,242

Personnel Authorized	4.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
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Source of Funds

General Fund	564,821	449,242	449,242	449,242
Total	564,821	449,242	449,242	449,242

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4422 Support Services

Work Program

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

Units of Measure

1. Maintain contractual agreements and range use for allied law enforcement agencies.
 2. Provide appropriate training for 103 employees.
 3. Audit and maintain Department training records for 103 employees.
 4. Maintain agency compliance with State and City mandates for training.
 5. Complete quality mandated internal affairs investigations and pre-employment investigations within four months of assignment.
 6. Complete an accurate and timely submission of the annual budget and operate within budgeted funds.
 7. Perform product research, purchasing, audit, and invoice processing on a daily basis.
 8. Monitor the quality of services provided by Technical Services, Investigations, Records Bureau, and Communications.
 9. Manage departmental grants.
-

Personnel Services – \$440,080

Salary requests are for: Captain (1.00) – \$134,602; Lieutenant (1.00) – \$126,840; Administrative Aide (1.00) – \$56,622. Cost allocations are as follows: full-time salaries – \$318,064; benefit costs – \$122,016

Services and Supplies – \$9,162

Funding requested is for: books and publications – \$1,478; special contract services – \$6,284; miscellaneous expenditures – \$1,400.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,478

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,200
Penal code books (7 @ \$34 each), \$238
Vehicle code books (2 @ \$20 each), \$40

52450 SPECIAL CONTRACT SERVICES – \$6,284

Training Management System annual software maintenance, \$750
PUMA software maintenance \$3,534
Transcription services, \$2,000

52990 MISCELLANEOUS EXPENDITURES – \$1,400

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4423

Department	Division	Program
Police		Technical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	98,452	135,734	136,341	136,341
Services and Supplies	161,973	165,168	154,133	154,133
Capital Outlay	0	0	6,600	6,600
Total	260,425	300,902	297,074	297,074

Personnel Authorized	0.00 (FT) 5.00 (PT)	0.50 (FT) 5.00 (PT)	0.50 (FT) 6.00 (PT)	0.50 (FT) 6.00 (PT)
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Source of Funds				
General Fund	260,425	300,902	297,074	297,074
Total	260,425	300,902	297,074	297,074

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4423 Technical Services

Work Program

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

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue 5,467 parking enforcement citations.
 3. Process approximately 265 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.
 9. Process lien sale paperwork and auction sales of approximately 602 impounded vehicles annually.
-

Personnel Services – \$135,734

Salary requests are for: Police Officer (0.50) – \$38,604; Police Cadets (4.00/part-time) – \$51,200; Senior Police Cadet (1.00/part-time) \$22,630. Cost allocations are as follows: full-time salaries – \$38,604; part-time salaries – \$73,830; additional pay – \$1,320; benefit costs – \$21,980.

Services and Supplies – \$165,168

Funding requested is for: program supplies – \$14,535; special contract services – \$139,900; postage – \$200; small equipment – \$9,533; miscellaneous expenditures – \$1,000.

Capital Outlay

No Funding requested.

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

Department: Police

Program: 4423 Technical Services

Object
Number

51130 PROGRAM SUPPLIES – \$14,535 ***(Only \$13,000 approved in Adopted Budget)***

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

Replacement batteries for patrol rifles, \$110

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

Replacement batteries for automated external defibrillators (8 @ \$255 each), \$2,040

Electrodes for automated external defibrillators (10 infant @ \$125 each and 20 adult @ \$32 each), \$1,890

TASER cartridges (100 @ \$32 each), \$3,200

TASER batteries (5 @ \$69 each), \$345

52450 SPECIAL CONTRACT SERVICES – \$139,900 ***(Only \$137,000 approved in Adopted Budget)***

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, \$132,000

Service contract with 3M to maintain three automated license plate readers and one Back Office Systems Software (BOSS) program, \$4,800

Service contract with WatchGuard Video for mobile video recorder evidence library, \$3,100

52670 POSTAGE – \$200

Shipping fees.

52690 SMALL EQUIPMENT – \$9,533 ***(Only \$2,933 approved in Adopted Budget)***

TASER devices (5 @ \$964 each), \$4,820 ***(Moved to Object Code 62050)***

TASER holster (5 @ \$57 each), \$285

Bag Valve Masks (24 adult @ \$15 each), \$360

Pelican Tactical Flashlight (4 @ \$132 each), \$528

Digital recorders (4 @ \$445 each), \$1,780 ***(Moved to Object Code 62050)***

Digital cameras and cases (4 @ \$175 each), \$700

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

Department: Police

Program: 4423 Technical Services

Object
Number

52690	<u>SMALL EQUIPMENT (CONT.)</u> Lapel microphones (4 @ \$100 each), \$400 Impress charger (4 @ \$165 each), \$660
52990	<u>MISCELLANEOUS EXPENDITURES – \$1,000</u> Patrol vehicle key duplication, \$200 Auto detailing services for 8 Police Department vehicles, \$800

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

Department: Police

Program: 4423 Technical Services

Object Code	Item	Justification	Cost
62050	TASER Devices	The TASER devices (X26) currently in use have been discontinued and are no longer supported by the manufacturer, TASER International. The devices are in excess of ten years old and are in need of replacement (5 @ \$964 each).	\$4,820
62050	Digital Recorders	Digital voice recorders are standard equipment issued to sworn members for use during the performance of their daily duties. The Department anticipates hiring at least four new Police Officers; however, it has only two backup recorders on hand. Four digital voice recorders will be purchased and provided to new Police Officer recruits (4 @ \$445 each).	\$1,780
Total:			\$6,600

PROGRAM BUDGET SUMMARY – 1

Program Number 4424

Department	Division	Program
Police		Records

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 databases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	605,021	567,868	565,868	565,868
Services and Supplies	9,650	11,650	9,650	9,650
Capital Outlay	0	0	0	0
Total	614,671	579,518	575,518	575,518
Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)

Source of Funds

General Fund	614,671	579,518	575,518	575,518
Total	614,671	579,518	575,518	575,518

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4424 Records

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

Units of Measure

1. Process approximately 602 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 5,961 police reports involving 1,945 arrests and 1,697 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 5,467 citations and 240 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,140 notices processed annually.
 5. Process requests for information and copies of records received annually.
 6. Scan police reports for retention weekly. Approximately 8 hours of scanning accomplished weekly.
 7. Process CLETS entries, data entry, and documentation for approximately 1,500 vehicle records annually.
 8. Provide live-scan fingerprint appointment scheduling services during business hours five days per week. Approximately 265 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. Staff the Records Bureau seven days per week. The Records Bureau is staffed 362 days per year.
-

Personnel Services – \$567,868

Salary requests are for: Police Services Supervisor (1.00) – \$69,153; Police Services Specialists (6.00) – \$265,002; Receptionist/Office Specialist (1.00) – \$37,962; Data Entry Clerk (2.00/part-time) – \$21,434. Cost allocations are as follows: full-time salaries – \$372,117; part-time salaries – \$21,434; additional pay – \$3,480; overtime – \$20,000; benefit costs – \$150,837.

Services and Supplies – \$11,650

Funding requested is for: office supplies – direct – \$9,000; maintenance – office machines and furniture – \$2,650.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4424 Records

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$9,000 *(Only \$7,000 approved in Adopted Budget)*

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

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$2,650

Annual preventative maintenance, repair, and parts for high capacity shredder, \$650
Service contract on photocopier machine, including toner, \$2,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4425

Department	Division	Program
Police		Investigations

Program Description

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement, strive for case clearances, tracking and enforcement of sex 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	1,007,494	909,982	864,982	864,982
Services and Supplies	83,456	84,880	87,880	87,880
Capital Outlay	0	0	0	0
Total	1,090,950	994,862	952,862	952,862
Personnel Authorized	7.00 (FT) 1.00 (PTB)	7.00 (FT) 1.00 (PTB)	7.00 (FT) 1.00 (PTB)	7.00 (FT) 1.00 (PTB)

Source of Funds

General Fund	1,045,569	949,212	907,212	907,212
SB509 Public Safety Fund	45,381	45,650	45,650	45,650
Total	1,090,950	994,862	952,862	952,862

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4425 Investigations

Work Program

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

Units of Measure

1. Maintain and process evidence and property for approximately 2,600 crime reports and approximately 4,500 individual items annually.
 2. Provide monthly range training for 55 officers and 5 reserve officers. Of the 12 range training sessions, 6 are mandatory.
 3. Strive for 10% case clearance on cases assigned to the unit for additional follow-up.
-

Personnel Services – \$909,982

Salary requests are for: Sergeant (1.00) – \$102,624; Police Officers (5.00) – \$386,040; Administrative Specialist (1.00) – \$50,245; Property Custody Clerk (1.00/part-time benefitted) – \$34,969. Cost allocations are as follows: full-time salaries – \$538,909; part-time benefitted salaries – \$34,969; additional pay – \$21,360; overtime – \$85,000; benefit costs – \$229,744.

Services and Supplies – \$84,880

Funding requested is for: range supplies – \$19,880; program supplies – \$5,000; maintenance – office equipment – \$700; data processing – \$1,300; special investigations – \$3,000; special contract services – \$45,650; medical services – \$7,400; miscellaneous expenditures – \$1,950.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4425 Investigations

Object
Number

51040 RANGE SUPPLIES – \$19,880

Range supplies including targets, ammunition, cleaning equipment, \$15,000
Range ammunition for four academy trainees, \$4,880

51130 PROGRAM SUPPLIES – \$5,000 ***(Only \$3,000 approved in Adopted Budget)***

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, various fingerprint brushes, powders, and lifting tapes; evidence tags; security seals; evidence box sealing tape; drying locker carbon and pre-filters; drying locker cabinet tags; downflow latent print dusting station HEPA and pre-filters; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.

52010 MAINTENANCE – OFFICE EQUIPMENT – \$700

Maintenance of photocopy machine for Investigations.

52250 DATA PROCESSING – \$1,300

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

52440 SPECIAL INVESTIGATIONS – \$3,000

Extraditions from other law enforcement jurisdictions.

52450 SPECIAL CONTRACT SERVICES – \$45,650

Annual Cal-ID contract. (Public Safety Fund)

52460 MEDICAL SERVICES – \$7,400 ***(\$12,400 approved in Adopted Budget)***

Services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services (annual contract \$5,000; individual case assessment 8 @ \$300).

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

Department: Police

Program: 4425 Investigations

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$1,950

Electronic cell phone data warrants, \$475

Facial composite sketches, \$275

Confidential informant funds, \$1,200

PROGRAM BUDGET SUMMARY – 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,220,309	5,358,201	5,268,896	5,268,896
Services and Supplies	501,149	509,204	459,319	459,319
Capital Outlay	311,258	211,800	211,800	211,800
Total	6,032,716	6,079,205	5,940,015	5,940,015

Personnel Authorized	46.00 (FT)	46.00 (FT)	47.00 (FT)	47.00 (FT)
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Source of Funds

General Fund	5,277,440	5,803,405	5,394,585	5,394,585
Prop 30/AB109	40,300	0	0	0
SB 509 Public Safety Fund	61,200	31,800	31,800	31,800
Federal Asset Forfeiture Fund	56,339	0	0	0
School District Grant Fund	64,000	64,000	64,000	64,000
COPS Grant Fund	100,000	0	100,000	100,000
Justice Assistance Grant	6,275	0	0	0
Safety Department Grants	231,682	0	169,630	169,630
Equipment Replacement Fund	195,480	180,000	180,000	180,000
Total	6,032,716	6,079,205	5,940,015	5,940,015

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, Community Relations Division, Trust in Policing Program.
-

Units of Measure

1. Response to Priority One calls for service within 4 minutes and Priority Two calls for service within 5 minutes.
 2. Reduce total number of traffic collisions (377) 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 (2,003) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self initiated narcotic investigations by 5%.
-

Personnel Services – \$5,358,201

Salary requests are for: Lieutenant (2.00) – \$239,899; Sergeants (6.00) – \$586,824; Police Officers (38.00) – \$2,679,719; Admin other departments – <\$14,427>. Cost allocations are as follows: full-time salaries – \$3,492,015; overtime – \$480,000; additional pay – \$72,612; benefit costs – \$1,313,574.

Services and Supplies – \$509,204

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$27,285; program supplies – \$1,825; personnel protective equipment – \$18,430; ballistic vest reimbursement – <\$7,000>; gasoline – \$135,000; diesel fuel – \$13,000; maintenance – transportation and work equipment – \$12,700; maintenance – other equipment – \$10,350; special contract services – \$112,000; medical services – \$28,000; towing and storage – \$100,000; K-9 expenses – \$4,000; vocational training – \$1,600; personnel training – \$48,470; small equipment – \$2,944.

Capital Outlay – \$211,800

Funding requested is for: three patrol vehicles – \$90,000; three detective bureau vehicles – \$90,000; emergency equipment for three patrol vehicles – \$15,150; emergency equipment for three detective vehicles – \$6,480; equipment installation for three patrol vehicles – \$5,850; equipment installation for three detective vehicles – \$4,320.

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Police Officers, Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$1,600
				Total:	\$1,600

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	Supervisors, Field Training Officers (6)	Legal Update (4 hours)	Corona	December 2017	\$720
52570	C. Ebli, Police Officer E. Rivera, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$1,200
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$3,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	\$4,000
52570	B. Ventura, Lieutenant B. Kumanski, Lieutenant	Budgeting for Police Departments	Dana Point	TBA	\$1,800
52570	S. Griffin, Sergeant R. Perez, Sergeant J. Minook, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$810
52570	TBA, Officer TBA, Officer	Arrest & Control Update (PSP) (Mandated-Instructors Course)	TBA	TBA	\$500

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	A. Rodriguez, Police Officer R. Desist, Police Officer C. Zamora, Police Officer A. Del Rio, Police Officer M. Huerta, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino	TBA	\$2,100
52570	C. Mair, Detective J. Wheeler, Detective D. Vest, Detective	Advanced Homicide Investigation	San Bernardino	TBA	\$1,500
52570	Police Officer (FTO-TBA) Police Officer (FTO-TBA)	New Field Training Officer (Mandated)	Riverside	TBA	\$580
52570	J. Altig, Police Officer (FTO) Police Officer (FTO-TBA) Police Officer (FTO-TBA)	Field Training Officer Update (Mandated, New Laws)	Riverside	TBA	\$555
52570	J. Burns, Police Officer (FTO)	Field Training Update	San Bernardino	TBA	\$130
52570	M. Lang, Police Officer J. Burns, Police Officer	Less-Lethal Instructors' Course	TBA	TBA	\$1,000
52570	J. Minook, Sergeant J. Wheeler, Detective E. Cholly, Police Officer	TASER Instructor Update	TBA	TBA	\$1,500

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	M. Lang, Police Officer	Advanced Traffic Collision Course	San Bernardino	TBA	\$700
52570	MAIT Police Officer (TBA) M. Zerr, Sergeant (8 sessions) S. Griffin, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$7,600
52570	A. Graziano, Sergeant	CPR Instructor Course (Mandated)	TBA	TBA	\$500
52570	Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA)	Basic Police Academy (Tuition/EVOC)	San Bernardino	TBA	\$11,400
52570	B. Martin, K-9 Officer	NPBA Handler & Hound Certification	North Carolina	November 2017	\$3,100
52570	J. Wheeler, Detective	Arson Origin & Cause	Rio Hondo	TBA	\$680
52570	G. Perez, Police Officer	Domestic Violence Crisis Negotiations	San Diego	September 2017	\$690
52570	J. Reed, Captain	Role of the Chief	San Diego	TBA	\$1,475
52570	A. Graziano, Sergeant	Internal Affairs Investigations	TBA	TBA	\$250
52570	M. Zerr, Sergeant E. Rivera, Police Officer C. Ebli, Police Officer	I.E. Gang Symposium	Ontario	May 2018	\$350
52570	B. Ventura, Lieutenant B. Kumanski, Lieutenant M. Borra, Lieutenant	Pitchess Motion	TBA	TBA	\$570

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	J. Reed, Captain B. Kumanski, Lieutenant M. Borra, Lieutenant B. Ventura, Lieutenant	Public Records Request	TBA	TBA	\$1,000
52570	TBA	Background Investigator Course	TBA	TBA	\$260
				Total:	\$48,470

(Only \$40,000 approved in City Manager's Budget)

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51020 BOOKS AND PUBLICATIONS – \$300

Various critical incident support books.

51030 PRISONER MEALS AND MUG SHOTS – \$300

Meals for detainees.

51100 UNIFORMS – \$27,285 ***(Only \$26,000 approved in Adopted Budget)***

Administrative Services uniforms, \$500

Support Services uniforms, \$600

Technical Services uniforms, including cadet uniforms, \$1,000

Records Bureau uniforms, \$1,000

Investigations Bureau uniforms, \$1,000

Communication Services uniforms, \$1,000

Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$2,250

Uniform Patrol uniforms and patches, \$14,460

Alternate duty uniforms (30 @ \$125 each), \$3,750

Uniform work boots for patrol officers (20 @ \$75 each), \$1,500

Uniform work boots for reserve officers (3 @ \$75 each), \$225

51130 PROGRAM SUPPLIES – \$1,825

Inert Pepperball rounds for simunitions training, \$675

Bean bags for simunitions training, \$650

Carbon Dioxide cartridges for firearms simulator training, \$500

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

- 51140 PERSONNEL PROTECTIVE EQUIPMENT – \$18,430 ***(Only \$14,000 approved in Adopted Budget)***

Concealable ballistic body armor for new hires (15 @ \$962 each), \$14,430
Tactical vest carriers (10 @ \$400 each), \$4,000
- 51141 BALLISTIC VEST REIMBURSEMENT – <\$7,000>

Reimbursement through grants for a portion of the ballistic body armor.
- 51500 GASOLINE – \$135,000 ***(Only \$125,000 approved in Adopted Budget)***

Gasoline used in the operation of patrol and fire vehicles.
- 51510 DIESEL FUEL – \$13,000 ***(Only \$3,000 approved in Adopted Budget)***

Diesel fuel used in the operation of fire vehicles and the police generator.
- 52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$12,700 ***(Only \$10,000 approved in Adopted Budget)***

Routine maintenance of two police motorcycles, \$6,500
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$6,200
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$10,350

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, live scan machine, fire suppression equipment, blood alcohol level intoximeters, in-car cameras, mobile data computers, tasers, and digital voice recorders, pepperball gun repairs, \$5,000
General maintenance of range ventilation system, \$5,350
- 52450 SPECIAL CONTRACT SERVICES – \$112,000

Contract security for Montclair Transcenter.

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52460 MEDICAL SERVICES – \$28,000 ***(Only \$25,000 approved in Adopted Budget)***

Prisoner blood withdrawals, blood alcohol kits, and drug screens.

52470 VEHICLE IMPOUND EXPENSE – \$100,000 ***(Only \$90,000 approved in Adopted Budget)***

Vehicle towing and miscellaneous impound expenses.

52480 K-9 EXPENSES – \$4,000

Veterinarian care, wellness exams, vaccinations, food, supplements, and treats.

52540 VOCATIONAL TRAINING – \$1,600

Attendance at vocational training classes for all department programs – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52570 PERSONNEL TRAINING/POLICE – \$48,470 ***(Only \$40,000 approved in Adopted Budget)***

Attendance at Police Officer Standards and Training (P.O.S.T.) training classes for all department programs – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52690 SMALL EQUIPMENT – \$2,944

Belt keepers (4 @ \$23 each), \$92
Handcuff cases (4 @ \$38 each), \$152
Key holders (4 @ \$30 each), \$120
Magazine holders (4 @ \$51 each), \$204
Asp baton holders (4 @ \$36 each), \$144

Continued on next page

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52690 SMALL EQUIPMENT – continued

HT holder (4 @ \$43 each), \$172
OC holder (4 @ \$39 each), \$156
Flashlight holder (4 @ \$16 each), \$64
Baton ring (4 @ \$10 each), \$40
Task chairs for debriefing (6 @ \$300 each), \$1,800

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62020	Patrol Vehicles	Replace one 2008, and two 2011 Ford Crown Victoria Police Interceptors. All of the vehicles have mileage well in excess of 100,000 miles. All of the vehicles are in poor condition with worn interiors and exteriors and each have undergone numerous repairs. The vehicles would be replaced with 2017 Ford Police Interceptor Utility Vehicles (\$30,000 each). (Equipment Replacement Fund)	\$90,000
	Detective Vehicles	Replace three 2005 Ford Taurus vehicles. Problems with the vehicles range from faulty brakes and exhaust to transmission issues. The vehicles would be replaced with 2017 Ford Police Interceptor Utility Vehicles (\$30,000 each). (Equipment Replacement Fund)	\$90,000
62050	Emergency Vehicle Conversion	Installation of emergency equipment will be completed by Black & White Emergency Vehicles.	
		Emergency equipment for three patrol vehicles (\$5,050 each). (Public Safety Fund)	\$15,150
		Emergency equipment for three detective bureau vehicles (\$2,160 each). (Public Safety Fund)	\$6,480
		Installation of emergency equipment for three patrol vehicles (\$1,950 each). (Public Safety Fund)	\$5,850
		Installation of emergency equipment for three detective bureau vehicles (\$1,440 each). (Public Safety Fund)	\$4,320
Total:			\$211,800

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	755,158	698,403	662,255	662,255
Services and Supplies	6,600	6,100	6,100	6,100
Capital Outlay	0	0	0	0
Total	761,758	704,503	668,355	668,355
Personnel Authorized	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)

Source of Funds

General Fund	761,758	704,503	668,355	668,355
Total	761,758	704,503	668,355	668,355

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

1. Serve as Primary Safety Answering Point (PSAP) for 9–1–1 police and fire calls 24 hours per day, seven days per week.
 2. Provide 24–hour–per–day telecommunications service for the community.
 3. Provide communication support to all Department programs.
 4. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants and radio broadcasts.
 5. Utilize technical systems to provide law enforcement support for field personnel.
 6. Provide prompt response times for 9–1–1 and non–emergency calls for service.
-

Units of Measure

1. Answer and provide appropriate police response for approximately 18,022 9–1–1 calls per year. Initiate outbound calls to follow–up on approximately 1,598 9–1–1 calls per year that are abandoned prior to voice contact with dispatch.
 2. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 47,319 non–emergency calls annually, resulting in processing approximately 29,590 calls for service.
 3. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 26,935 outbound calls initiated by dispatch personnel annually. Assist in processing approximately 14,517 officer initiated calls for service.
 4. Exchange information with outside agencies to help facilitate approximately 707 warrant arrests annually.
 5. Monitoring and continuous use of twelve technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
 6. Dispatch Priority One calls for service within 1.54 minutes and Priority Two calls for service within 13 minutes.
 7. Complete all CLETS transactions within state and federal mandated time frames.
-

Personnel Services – \$698,403

Salary requests are for: Police Dispatch Supervisor (1.00) – \$66,402; Dispatchers (7.00) – \$387,349; Dispatchers (8.00/part–time) – \$25,000. Cost allocations are as follows: full–time salaries – \$453,751; part–time salaries – \$25,000; additional pay – \$3,720; overtime – \$50,000; benefit costs – \$165,932.

Services and Supplies – \$6,100

Funding requested is for: maintenance – communications equipment – \$3,205; special contract services – \$1,400; small equipment – \$1,495.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4427 Communications

Object
Number

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$3,205

Maintenance of Higher Ground voice logging equipment.

52450 SPECIAL CONTRACT SERVICES – \$1,400

Contract with Language Line Services, Inc. for foreign language translation.

52690 SMALL EQUIPMENT – \$1,495

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant Wipes, \$125

PROGRAM BUDGET SUMMARY – 1

Program Number 4428

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	77,106	103,961	44,026	44,026
Services and Supplies	5,100	5,100	5,100	5,100
Capital Outlay	0	0	0	0
Total	82,206	109,061	49,126	49,126

Personnel Authorized	12.00 (PT)	12.00 (PT)	11.00 (PT)	11.00 (PT)
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Source of Funds

General Fund	82,206	109,061	49,126	49,126
Total	82,206	109,061	49,126	49,126

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 – \$103,961

Salary requests are for: Police Background Investigator (1.00/part-time) – \$55,676; Reserve Police Officers (11.00/part-time) – \$18,600; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$74,276; additional pay – \$24,000; benefit costs – \$5,685.

Services and Supplies – \$5,100

Funding requested is for: vocational training – \$3,500; miscellaneous expenditures – \$1,600.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4428 Volunteer Services

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Reserve Police Officers (4)	Reserve Officer Training Conference	San Diego	August 2017	\$3,500
Total:					\$3,500

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

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$3,500

Attendance at vocational training classes for Reserve Police Officers – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52990 MISCELLANEOUS EXPENDITURES – \$1,600

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon.

PROGRAM BUDGET SUMMARY – 1

Program Number 4429

Department	Division	Program
Police		Emergency Preparedness

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	40,384	56,256	56,726	56,726
Services and Supplies	2,390	2,390	2,390	2,390
Capital Outlay	0	0	0	0
Total	42,774	58,646	59,116	59,116

Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (PT)	0.50 (PT)
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Source of Funds

General Fund	42,774	58,646	59,116	59,116
Total	42,774	58,646	59,116	59,116

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4429 Emergency Preparedness

Work Program

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

Units of Measure

1. Maintain relationships with the San Bernardino County Office of Emergency Services, California Office of Emergency Services (Cal OES), Federal Emergency Management Agency (FEMA), and nongovernmental organizations (NGOs) through all common forums.
 2. Review and update the Emergency Operations Plan and Hazard Mitigation Plan.
 3. Evaluation of emergency management trainings, exercises, and public outreach events.
 4. Monitor EOC design to ensure that it meets the needs of the City.
 5. Participate on the San Bernardino County Operational Area Coordinating Council (OACC).
 6. Complete grant performance reports and reimbursement requests.
-

Personnel Services – \$56,256

Salary requests are for: Police Officer (.50) – \$38,604. Cost allocations are as follows: full-time salaries – \$38,604; additional pay – \$1,320; benefit costs – \$16,332.

Services and Supplies – \$2,390

Funding requested is for: program supplies – \$1,400; miscellaneous expenditures – \$990.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4429 Emergency Preparedness

Object
Number

51130 PROGRAM SUPPLIES – \$1,400

Emergency water (For EOC responders during emergency situations when other water sources are unavailable), \$200
Emergency food (Replenish expiring food for EOC responders during emergency situations when other food sources are unavailable), \$900
EOC supplies, enhancements, and updates, \$300

52990 MISCELLANEOUS EXPENDITURES – \$990

Annual satellite telephone service (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations.), \$540
Public education materials, props, and advertisements, \$300
Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

Fire Department

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

Provides fire and emergency medical services and protects the general public through a coordinated commitment to education, prevention, planning, enforcement, and training. Organizes and directs the resources necessary to eliminate or mitigate hazards and dangers when they occur.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,129,869	3,299,857	3,053,706	3,053,706
Services and Supplies	488,948	513,698	468,298	468,298
Capital Outlay	47,750	110,000	90,000	90,000
Total	4,666,567	3,923,555	3,612,004	3,612,004

Personnel Authorized	23.50 (FT)	22.50 (FT)	22.50 (FT)	22.50 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Department Distribution

Administration	1,259,667	473,395	405,944	405,944
Fire Prevention	71,369	0	0	0
Emergency Services	3,167,912	3,328,390	3,085,490	3,085,490
Personnel Development	18,900	20,025	19,325	19,325
Buildings and Grounds	12,410	7,850	7,350	7,350
Emergency Preparedness	42,774	0	0	0
Emergency Medical Services	93,535	93,895	93,895	93,895
Total	4,666,567	3,923,555	3,612,004	3,612,004

Source of Funds

General Fund	4,504,990	3,719,660	3,353,109	3,353,109
SB 509 Public Safety Fund	42,309	0	75,000	75,000
EMS - Paramedic Fund	93,535	93,895	93,895	93,895
Equipment Replacement Fund	0	110,000	90,000	90,000
Safety Department Grant	25,733	0	0	0
Total	4,666,567	3,923,555	3,612,004	3,612,004

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Avels	0.50	0.50	0.50	0.50	83,682	83,682	83,682
Deputy Fire Chief	1.00	1.00	1.00	1.00	142,068	142,068	142,068
Fire Battalion Chief	2.00	2.00	2.00	2.00	234,864	234,864	234,864
Fire Captain	6.00	6.00	6.00	6.00	550,320	550,320	550,320
Fire Engineer	6.00	6.00	6.00	6.00	438,924	438,924	438,924
Firefighter	6.00	6.00	6.00	6.00	350,113	350,113	350,113
Admin other Depts - CFDs					-14,427	-14,427	-14,427
Deputy Fire Marshal	1.00	0.00	0.00	0.00	0	0	0
Administrative Aide (Unfunded)	1.00	1.00	1.00	1.00	47,748	0	0
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<u>Part Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	45,196	45,196	45,196
<u>Part Time</u>							
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	25,809	25,809	25,809
Full Time	23.50	22.50	22.50	22.50	1,847,719	1,799,971	1,799,971
Admin other Departments					-20,052	-20,052	-20,052
Total FT Positions/Salaries					1,827,667	1,779,919	1,779,919
Part Time Benefitted	1.00	1.00	1.00	1.00	45,196	45,196	45,196
Part Time	1.00	1.00	1.00	1.00	25,809	25,809	25,809
Additional Pay					90,280	90,280	90,280
Overtime					560,500	380,500	380,500
Total Salaries & Wages					2,549,452	2,321,704	2,321,704
Benefit Costs					393,478	379,749	379,749
PERS Benefit Costs					356,927	352,253	352,253
Total Benefit Costs					750,405	732,002	732,002
TOTAL					3,299,857	3,053,706	3,053,706

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	1,212,577	463,100	396,949	396,949
Services and Supplies	47,090	10,295	8,995	8,995
Capital Outlay	0	0	0	0
Total	1,259,667	473,395	405,944	405,944

Personnel Authorized	2.00 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	1,259,667	473,395	405,944	405,944
Total	1,259,667	473,395	405,944	405,944

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 – \$463,100

Salary requests are for: Admin. from other Departments – (0.50) – \$83,682; Deputy Fire Chief (1.00) – \$142,068; Administrative Aide (1.00) – \$47,748; Admin other Depts., CFDs – <\$5,625> Administrative Technician (1.00/part-time benefitted) – \$45,196; Receptionist/Office Specialist (1.00/part-time) – \$25,809. Cost allocations are as follows: full-time salaries – \$267,873; part-time benefitted salaries – \$45,196; part-time salaries – \$25,809; overtime – \$500; benefit costs – \$123,722.

Services and Supplies – \$10,295

Funding requested is for: dues and memberships – \$790; travel and meetings – \$2,170; special contract services – \$1,000; cellular phone expense – \$3,835; miscellaneous expenditures – \$2,500.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Steve Jackson, Deputy Fire Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Steve Jackson, Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2018	\$25
52130	Steve Jackson, Deputy Fire Chief	West End Operations Officers Association	Local	Monthly	\$50
52130	Steve Jackson, Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$120
52130	Fire Department Employees (3)	Chamber of Commerce Police Recognition Lunch	Local	May 2018	\$175
52130	Fire Department Employees (3)	Mayor's Prayer Luncheon	Local	May 2018	\$50
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs	May 2018	\$1,400
Total:					\$2,170

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

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$790

Funds for memberships in state, county, and local associations.

California Emergency Services Association (CESA)	\$ 75
California Fire Chiefs Association	\$250
National Fire Protection Association (NFPA)	\$175
San Bernardino County EMS Officers Association	\$ 60
San Bernardino County Fire Chiefs Association	\$ 60
San Bernardino County HazMat Responders Association	\$ 70
San Bernardino County Training Officers Association	\$ 50
West End Quality Improvement Committee	\$ 50

52130 TRAVEL AND MEETINGS – \$2,170

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

52450 SPECIAL CONTRACT SERVICES – \$1,000

Transcription services and other related expenses for administrative investigations.

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

Department: Fire

Program: 4531 Administration

Object
Number

52850 CELLULAR PHONE EXPENSE – \$3,835 *(Only \$2,535 approved in Adopted Budget)*

Funds for cellular telephones and smart phones:

Command Vehicle 1915	\$ 5	Engine 151A	\$ 5	EPCR Laptop	\$550
Medic Engine 151	\$525	Battalion Chief Crouch	\$370	EPRS Laptop 1	\$500
Medic Engine 152	\$560	Battalion Chief Pohl	\$600	EPRS Laptop 2	\$250
Medic Squad 151	\$ 5	DC Jackson	\$460		
OES 331	\$ 5				

52990 MISCELLANEOUS EXPENDITURES – \$2,500

Fire Department Open House, \$2,000

Other miscellaneous expenditures not provided for elsewhere in this budget, \$500

PROGRAM BUDGET SUMMARY – 1

Program Number 4533

Department	Division	Program
Fire		Emergency Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,751,060	2,787,077	2,607,077	2,607,077
Services and Supplies	369,102	431,313	388,413	388,413
Capital Outlay	47,750	110,000	90,000	90,000
Total	3,167,912	3,328,390	3,085,490	3,085,490
Personnel Authorized	20.00 (FT)	20.00 (FT)	20.00 (FT)	20.00 (FT)

Source of Funds

General Fund	3,099,870	3,218,390	2,920,490	2,920,490
SB 509 Public Safety Fund	42,309	0	75,000	75,000
Equipment Replacement Fund	0	110,000	90,000	90,000
Safety Dept Grants	25,733	0	0	0
Total	3,167,912	3,328,390	3,085,490	3,085,490

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
 2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
 3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
-

Units of Measure

	<u>2015</u>	<u>2016</u>	Estimate <u>2017</u>
Total number of calls for service	5,349	5,475	4,800
Arrival within 8.0 minutes of call	86%	87%	88%
Average EMS response time	5 min 44 sec	5 min 37 sec	5 min 57 sec
Average Fire response time	5 min 58 sec	6 min 12 sec	6 min 1 sec

Personnel Services – \$2,787,077

Salary requests are for: Fire Battalion Chief (2.00) – \$234,864; Fire Captains (6.00) – \$550,320; Fire Engineers (6.00) – \$438,924; Firefighters (6.00) – \$335,686. Cost allocations are as follows: full-time salaries – \$1,559,794; additional pay – \$40,600; overtime – \$560,000; benefit costs – \$626,683.

Services and Supplies – \$425,208

Funding requested is for: books and publications – \$250; office supplies – direct – \$500; uniforms – \$33,350; personnel protective equipment – \$59,500; materials – communications – \$7,245; materials – misc. maintenance and repair – \$13,500; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$7,900; emergency communication services – \$200,493; special contract services – \$81,720; medical examinations – \$4,450; small equipment – \$11,250; miscellaneous expenditures – \$2,750.

Capital Outlay – \$110,000

Funding requested is for: Replacement Vehicle – (1) Command Vehicle

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Technical reference materials, \$50
Thomas Guide map–book updates, \$200

51060 OFFICE SUPPLIES – DIRECT – \$500

Shift calendars.

51100 UNIFORMS – \$33,350 ***(Only \$18,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500
Class A uniform purchase, \$8,100
Badge repair and replacement, \$1,000
Class B uniforms (5 new hires @ \$1,000 each), \$5,000
Class B uniform jackets (5 new hires @ \$150 each), \$750
Class B t-shirts, \$2,000
Class B belt buckles, \$1,000
Class B badges, \$2,000

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$59,500 ***(Only \$32,000 approved in Adopted Budget)***

Wildland jackets and pants (20 @ \$450 each), \$9,000
Turnout coats and pants scheduled replacement (10 sets @ \$2,500 each), \$25,000
Turnout boots (10 @ \$300 each), \$3,000
Safety/station boot replacement (10 @ \$200 each), \$2,000
Helmet repair and replacement (10 @ \$300 each), \$3,000
Gloves (work and fire type), \$800

Continued on next page

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – continued

Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), \$3,850
Wildland safety boots (10 @ \$425 each), \$4,250
Extrication gloves (10 @ \$60 each), \$600
Wildland gloves (10 @ \$50 each), \$500
Maintenance/repairs/cleaning for turnouts and brush gear, \$7,500

51310 MATERIALS – COMMUNICATIONS – \$7,245 ***(Only \$4,000 approved in Adopted Budget)***

Radio headset replacement, \$1,800
Antennas, speakers, lapel microphones, and various radio replacement parts, \$2,225
Batteries for portable radios, pagers, and other equipment, \$2,820
Hardware and software for radio programming, \$400

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$13,500 ***(Only \$9,500 approved in Adopted Budget)***

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$6,500
Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$1,500
Fire hose repair and replacement for fire engines, \$3,000
Urban Search and Rescue equipment maintenance and repair, \$500
Miscellaneous equipment parts and maintenance, \$2,000

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$2,300

Parts and labor costs for radio equipment maintenance, \$800
Annual service contract for ten 900 MHz County dispatch pagers, \$1,500

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

- 52050 MAINTENANCE – OTHER EQUIPMENT – \$7,900 *(Only \$4,000 approved in Adopted Budget)*
- Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, Thermal Imaging Cameras, \$3,500
Quarterly calibration of three air monitors as required by OSHA, \$750
Pressure cylinder parts, \$500
Nozzle repairs and parts, \$750
Maintenance and filters for breathing air refill station, \$1,250
Repair of small tools and testing equipment, \$1,150
- 52330 EMERGENCY COMMUNICATION SERVICES – \$206,598 *(Only \$203,593 approved in Adopted Budget)*
- Agreement with CONFIRE for dispatch and IT support, \$203,498 *(Only \$200,493 approved in Adopted Budget)*
Zoll Rescuenet Maintenance, \$3,100
- 52450 SPECIAL CONTRACT SERVICES – \$81,720
- Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$58,000
(Moved to SB509 Fund1143 and increased to \$75,000)
- Costs shared with Ontario, Upland, Chino, and Rancho Cucamonga Fire Departments – Bomb Squad services, \$7,220
Montclair’s shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$15,000
Spectrum Cable Service (\$125/mo @ 12 months), \$1,500
- 52510 MEDICAL EXAMINATIONS – \$4,450 *(Only \$3,800 approved in Adopted Budget)*
- State mandated Hazardous Materials Team member physicals (3 @ \$650 each), \$1,950
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (25 @ \$100 each), \$2,500

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52690 SMALL EQUIPMENT – \$11,250 *(Only \$9,000 approved in Adopted Budget)*

Chain saw blades (6 @ \$100 each), \$600

Various unit adapter replacement, \$750

Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, \$500

Various specialized US&R tools and equipment, \$3,200

Various wildland appliances and adapters, \$550

Webb Gear (wildland firefighting), \$400

Replacement of (1) obsolete hazardous gas detector plus calibration device, \$2,000

Various SCBA parts and equipment, \$3,250

52990 MISCELLANEOUS EXPENDITURES – \$2,750

Emergency scene food and rehabilitation provisions, \$500

Engine cleaning supplies, \$300

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$1,250

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62020	Vehicle Replacement/ Ford F250 4x4 truck (1)	This new Ford F250 4x4 truck will be placed into service as the front-line command vehicle, allowing the current front-line vehicle Unit No. 72-04, a 2004 Chevy 4x4 Suburban with 104,000 miles, to be placed into reserve command vehicle status. The four wheel drive capability will allow the Battalion Chief to traverse rugged terrain associated with off-road wildland firefighting during Strike Team deployments. The bed of the truck, including the shell, will allow adequate storage space for safety equipment, medical equipment, and incident command equipment used in large scale emergency incidents. (Equipment Replacement Fund)	\$110,000

(Only \$90,000 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	18,900	20,025	19,325	19,325
Capital Outlay	0	0	0	0
Total	18,900	20,025	19,325	19,325

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	18,900	20,025	19,325	19,325
Total	18,900	20,025	19,325	19,325

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic–aid cities.
 2. Maintain monthly training records.
 3. Provide necessary training for required certifications and recertifications.
 4. Provide hazardous materials and urban search and rescue training for fire personnel.
 5. Maintain level of certification in Emergency Medical Technician, Fire Investigator, and other areas of expertise.
-

Units of Measure

1. Establish and maintain productive working relationships with local and regional training partners.
 2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
 3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
 4. The successful completion of 40 continuing education hours by each Fire Investigator annually.
 5. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.
-

Personnel Services

No funding requested.

Services and Supplies – \$20,025

Funding requested is for: books and publications – \$1,500; program supplies – \$2,000; special contract services – \$3,000; vocational training – \$13,525.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Current and new US&R Team Members	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino Co. FD North Net Fire Trng. Center	January 2018	\$1,500
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino Co.	April 2018	\$1,000
52540	Training for three (3) firefighters	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino Co. FD North Net Fire Trng. Center	March 2018	\$2,000
52540	Training for three (3) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore	May 2018	\$825
52540	Train and certify three (3) new members	Rescue Systems II Confine Space Rescue Tech.	San Bernardino Co. FD North Net Fire Trng. Center	February 2018	\$2,500
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2017	\$600

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Training for three (3) firefighters	Driver/Operator 1A California State Fire Marshal certified course required for promoted personnel or those preparing to promote; also required for new personnel to receive DMV Firefighter Endorsement; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	October 2017	\$550
52540	Training for three (3) firefighters	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or those preparing to promote; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	February 2018	\$550

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Fire Department Employees	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	January 2018	\$1,000
52540	Fire Department Employees	Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	March 2018	\$1,000
52540	Fire Department Employees	Firehouse World Training Conference	San Diego	February 2018	\$2,000
Total:					\$13,525

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

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,500 *(Only \$800 approved in Adopted Budget)*

Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.

51130 PROGRAM SUPPLIES – \$2,000

Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), \$750
CDX plywood (1/2") for roof-training prop (50 @ \$25 each), \$1,250

52450 SPECIAL CONTRACT SERVICES – \$3,000

Agreement with Target Solutions for on-line OSHA mandated training.

52540 VOCATIONAL TRAINING – \$13,525

Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

PROGRAM BUDGET SUMMARY – 1

Program Number 4536

Department	Division	Program
Fire		Buildings & Grounds

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	12,410	7,850	7,350	7,350
Capital Outlay	0	0	0	0
Total	12,410	7,850	7,350	7,350
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	12,410	7,850	7,350	7,350
Total	12,410	7,850	7,350	7,350

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>2015</u>	<u>2016</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$7,850

Funding requested is for: household expenses – \$4,600; license/permits/certificates – \$500; maintenance–other equipment – \$1,000; small equipment – \$750; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$4,600

Dayroom chairs (3 @ \$700 each), \$2,100
Office chairs (2 @ \$200 each), \$400
Dry cleaning (strike team sleeping bags), \$200
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,000
Mattress and box springs (3 @ \$300 each), \$900

51150 LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,000 ***(Only \$500 approved in Adopted Budget)***

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690 SMALL EQUIPMENT – \$750

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screw drivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Annual service of fire extinguishers, \$700
Emergency station generator fuel, \$300

PROGRAM BUDGET SUMMARY – 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	49,680	49,680	49,680	49,680
Services and Supplies	43,855	44,215	44,215	44,215
Capital Outlay	0	0	0	0
Total	93,535	93,895	93,895	93,895
Personnel Authorized	0	0	0	0

Source of Funds

EMS Paramedic Fund	93,535	93,895	93,895	93,895
Total	93,535	93,895	93,895	93,895

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

1. Respond and provide advanced life support (ALS) emergency medical services to the community in accordance with Inland Counties Emergency Medical Agency (ICEMA) guidelines.
 2. Provide continuous skill–maintenance education for paramedics as required by state and county regulations.
 3. Maintain current and accurate medical records.
-

Units of Measure

	<u>2014</u>	<u>2015</u>	<u>2016</u>	Estimate <u>2017</u>
Total number of ALS calls	2,432	2,960	3,195	2800
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	2,707	3,264	3,541	3088

Personnel Services – \$49,680

Cost allocations are as follows: Additional pay (paramedic stipends) – \$49,680.

Services and Supplies – \$44,215

Funding requested is for: books and publications – \$100; office supplies – direct – \$500; program supplies – \$11,580; license/permits/certificates – \$6,100; maintenance – other equipment – \$500; special contract services – \$22,935; small equipment – \$2,500.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060 OFFICE SUPPLIES – DIRECT – \$500

O1A Report forms.

51130 PROGRAM SUPPLIES – \$11,580

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$9,180
Medical oxygen, \$2,400

51150 LICENSE/PERMITS/CERTIFICATES – \$6,100

ICEMA annual authorization application fee, \$2,100
ALS unit annual inspection fees (4 @ \$400 each), \$1,600
ICEMA EMT–P certification fees (5 @ \$75 each), \$375
State EMT–P certification fees (5 @ \$225 each), \$1,125
ICEMA EMT Re–cert (9 EMTs @100 each), \$900

52050 MAINTENANCE – OTHER EQUIPMENT – \$500

Maintenance of EMS tools and equipment.

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

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$22,935

Billing service for the collection of Paramedic Service Fees, \$14,500

Service agreements for inspection and maintenance of one (1) Life-Pak 12 and three (3) Life-Pak 15 cardiac monitor/defibrillators and five (5) Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$8,435

52690 SMALL EQUIPMENT – \$2,500

First-aid supplies for all City departments, \$1,000

Pulse Oximeter Sensors (2 @ 500 each), \$1,000

Intraosseous Infusion Needle, \$500

Public Works

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Facilities and Grounds Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,769,016	2,612,261	2,642,688	2,642,688
Services and Supplies	4,929,739	5,071,830	4,652,949	4,652,949
Capital Outlay	95,200	875,947	623,700	623,700
Total	7,793,955	8,560,038	7,919,337	7,919,337
<hr/>				
Personnel Authorized	25.00 (FT) 6.00 (PTB) 10.00 (PT)	23.00 (FT) 6.00 (PTB) 10.00 (PT)	23.00 (FT) 7.00 (PTB) 10.00 (PT)	23.00 (FT) 7.00 (PTB) 10.00 (PT)
<hr/>				
Divisional Distribution				
Engineering	747,953	733,095	738,888	738,888
Street Maintenance	1,769,878	1,977,528	1,755,473	1,755,473
Park Maintenance	768,869	898,884	744,909	744,909
Vehicle Maintenance	422,085	422,072	399,272	399,272
Sewer Maintenance	3,432,060	3,718,497	3,660,864	3,660,864
Building Maintenance	653,110	809,962	619,931	619,931
Total	7,793,955	8,560,038	7,919,337	7,919,337
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Source of Funds				
General Fund	3,233,893	3,294,608	2,888,151	2,888,151
Gas Tax Fund	793,202	927,433	926,322	926,322
Park Maintenance Fund	15,800	97,000	40,000	40,000
Park Development Fund	60,000	0	12,000	12,000
Community Dev Block Grant Fund	28,000	28,000	28,000	28,000
Air Quality Improvement Fund	0	0	93,334	93,334
Sewer Operating Fund	3,274,407	3,645,226	3,462,593	3,462,593
Sewer Replacement Fund	94,443	10,000	135,000	135,000
Sewer Capital Asset Fund	63,210	63,271	63,271	63,271
Pavement Impact Fee Fund	0	0	93,333	93,333
Equipment Replacement Fund	81,000	494,500	84,000	84,000
Infrastructure Fund	150,000	0	0	0
General Sanitation Fee Fund	0	0	93,333	93,333
Total	7,793,955	8,560,038	7,919,337	7,919,337

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00	154,104	154,104	154,104
Project Manager	1.00	1.00	1.00	1.00	72,779	72,779	72,779
Public Works Superintendent	1.00	1.00	1.00	1.00	108,276	108,276	108,276
Public Works Inspector	1.00	1.00	1.00	1.00	62,963	62,963	62,963
Environmental Manager	1.00	1.00	1.00	1.00	74,211	74,211	74,211
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	108,276	108,277	108,277
Leadworker-Maintenance	4.00	4.00	4.00	4.00	206,388	200,724	200,724
Motor Sweeper Operator	2.00	2.00	2.00	2.00	94,304	94,304	94,304
Admin from other Depts					-1,250	-1,250	-1,250
Administrative Specialist	1.00	1.00	1.00	1.00	47,658	47,658	47,658
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	78,324	78,324	78,324
Maintenance Worker	6.00	5.00	5.00	5.00	222,283	222,283	222,283
Admin from other Depts					-8,000	-8,000	-8,000
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	90,528	45,264	45,264
NPDES Coordinator	2.00	1.00	1.00	1.00	56,769	56,769	56,769
Facilities Specialist	1.00	1.00	1.00	1.00	61,339	61,339	61,339
Part Time Benefitted							
NPDES Technician	1.00	1.00	1.00	1.00	44,986	44,986	44,986
Equipment Maintenance Tech	1.00	1.00	1.00	1.00	44,284	44,284	44,284
Maintenance Technician	3.00	3.00	3.00	3.00	120,509	120,509	120,509
Office Specialist	1.00	1.00	1.00	1.00	41,744	41,744	41,744
Custodian	0.00	0.00	1.00	1.00	0	32,958	32,958
Part Time							
Mechanic Aide (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Maintenance Worker	4.00	4.00	6.00	6.00	146,893	213,915	213,915
Custodian	4.00	4.00	1.00	1.00	58,364	28,470	28,470
Senior Intern	1.00	1.00	1.00	1.00	11,471	11,471	11,471
Graffiti Abatement Worker	0.00	0.00	1.00	1.00	0	22,194	22,194
Part-Time Reimbursement						-12,000	-12,000
Full Time	25.00	23.00	23.00	23.00	1,438,202	1,387,275	1,387,275
Admin other Departments					-9,250	-9,250	-9,250
Total FT Positions/Salaries					1,428,952	1,378,025	1,378,025
Part Time Benefitted	6.00	6.00	7.00	7.00	251,523	284,481	284,481
Part Time	10.00	10.00	10.00	10.00	216,728	264,050	264,050
Overtime					59,200	59,200	59,200
Additional Pay					1,800	1,800	1,800
Total Salaries & Wages					1,958,203	1,987,556	1,987,556
Benefit Costs					492,594	499,839	499,839
PERS Benefit Costs					161,464	155,293	155,293
Total Benefit Costs					654,058	655,132	655,132
TOTAL					2,612,261	2,642,688	2,642,688

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	459,241	415,242	452,288	452,288
Services and Supplies	288,712	317,853	286,600	286,600
Capital Outlay	0	0	0	0
Total	747,953	733,095	738,888	738,888

Personnel Authorized	3.95 (FT) 0.00 (PTB)	3.45 (FT) 0.50 (PTB)	3.75 (FT) 1.00 (PTB)	3.75 (FT) 1.00 (PTB)
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Department Distribution

Management & Construction	460,782	452,606	477,723	477,723
Public Works Inspection	143,417	129,165	118,841	118,841
Traffic Safety Engineering	143,754	151,324	142,324	142,324
Total	747,953	733,095	738,888	738,888

Source of Funds

General Fund	650,953	632,095	641,888	641,888
Gas Tax Fund	97,000	101,000	97,000	97,000
Total	747,953	733,095	738,888	738,888

PROGRAM BUDGET SUMMARY – 1

Program Number 4641

Department	Division	Program
Public Works	Engineering	Management and Construction

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	304,070	275,753	323,123	323,123
Services and Supplies	156,712	176,853	154,600	154,600
Capital Outlay	0	0	0	0
Total	460,782	452,606	477,723	477,723

Personnel Authorized	2.85 (FT) 0.00 (PTB)	2.35 (FT) 0.50 (PTB)	2.70 (FT) 1.00 (PTB)	2.70 (FT) 1.00 (PTB)
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Source of Funds

General Fund	460,782	452,606	477,723	477,723
Total	460,782	452,606	477,723	477,723

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>2015-2016</u>	<u>1st 6 Mos. 2016-2017</u>	<u>Estimate 2017-2018</u>
Public Works Improvements	10	5	10
Citizen Requests	140	75	150
Studies	1	2	3
Plan Check Capital Improvements	12	6	16
Plan Check Private Development	17	10	20
Plan Check Tract Maps	2	1	3
Plan Check Parcel Maps	0	1	1
Plan Check Lot Merger/Line Adjustment	0	1	1
Review of WQMPs	10	6	15

Personnel Services – \$275,753

Salary requests are for: Public Works Director (0.40) – \$61,642; Project Manager (0.85) – \$61,862; Administrative Specialist (0.60) – \$28,595; NPDES Coordinator (.50) – \$28,385; NPDES Technician (.50/part-time benefitted) – \$22,493. Cost allocations are as follows: full-time salaries – \$180,484; part-time benefitted salaries – \$22,493; overtime – \$2,500; benefit costs – \$70,276.

Services and Supplies – \$176,853

Funding requested is for: books and publications – \$500; program supplies – \$700; license/permits/certificates – \$1,425; dues and memberships – \$1,378; travel and meetings – \$2,200; auto allowance – \$5,460; special consulting services – \$14,000; plan check services – \$80,000; special lab testing – \$320; special contract services – \$64,330; vocational training – \$1,650; cellular phone – \$3,690; miscellaneous expenditures – \$1,200.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael C. Hudson, Public Works Director Steve Stanton, Project Manager Jim Diaz, Public Works Inspector Xavier Mendez, Public Works Superintendent Marissa Pereyda, Administrative Specialist Mike McGehee, Facilities/Grounds Superintendent	Quarterly Luncheon meetings with Monte Vista Water District	Montclair	Quarterly	\$300
52130	Michael C. Hudson, Public Works Director/City Engineer, and his successor	Luncheon meetings and workshop refreshments with various community groups, consultants, West Valley Traffic Engineers Association, West End City Engineers Association, and other agencies.	Montclair and San Bernardino/Los Angeles County locations	Irregular	\$200
52130	Joe Rosales, NPDES Coordinator Nathan Pino, NPDES Technician	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications. In addition, new employee Nathan Pino will also take his MS4 Enforcement Certificate course.	Las Vegas, Nevada	Fall 2017	\$700 \$1,000
				Total	\$2,200

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est Expense
52540	Steve Stanton, Project Manager	Training for Project Manager in various areas of project management. Seminars, classes and training sessions are available to assist the City in developing project management skills.	Various San Bernardino County and Southern California locations	Periodically	\$200
52540	James Diaz, Public Works Inspector	Training for Public Works Inspector. Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	\$200
52540	Marissa Pereyda, Administrative Specialist	Training for Administrative Specialist for Public Works, Caltrans, and federal processes associated with federal grants. Various Public Works at local schools.	Various San Bernardino County locations	Periodically	\$650
52540	Nathan Pino, NPDES Technician	Training for NPDES Environmental Compliance Inspector. Seminars, classes, and training sessions are available to assist the City in developing storm water inspection skills. Nathan has been provisionally appointed to this position, but in order to be effective he must obtain his PC 832a Certification as well as other certifications.	Various San Bernardino County locations	Periodically	\$600
Total:					\$1,650

(Only \$1,200 approved in Adopted Budget)

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

The 2018 Standard Specifications for Public Works Construction is due to be released in March 2018; and other updates to standards and specifications.

51130 PROGRAM SUPPLIES – \$700

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections.

51150 LICENSE/PERMITS/CERTIFICATES – \$1,425 ***(Only \$1,000 approved in Adopted Budget)***

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Michael Hudson, Public Works Director/City Engineer	Professional Registration Certificate	\$150
Joe Rosales, NPDES Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$ 85
Joe Rosales, NPDES Coordinator	Grade 2 Collection Systems Maintenance	\$ 90
Joe Rosales, NPDES Coordinator	Certified Erosion, Sediment, and Storm Water Inspector	\$110
Joe Rosales, NPDES Coordinator	Certified Municipal Separate Storm Sewer System Specialist	\$120
Joe Rosales, NPDES Coordinator	Industrial General Permit-SWPPP QSP/D	\$700
Nathan Pino, NPDES Technician	Grade 1 Environmental Compliance Inspector Certificate	\$ 85
Nathan Pino, NPDES Technician	Grade 2 Environmental Compliance Inspector Certificate	\$ 85

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,378 *(Only \$1,000 approved in Adopted Budget)*

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Michael C. Hudson, Public Works Director/City Engineer	Membership in American Society of Civil Engineers (ASCE)	\$400
Michael C. Hudson, Public Works Director/City Engineer	Membership in American Public Works Association	\$185
Jim Diaz, Public Works Inspector	Membership in American Public Works Association	\$185
Nathan Pino, NPDES Technician	California Water Environment Association	\$184
Joe Rosales, NPDES Coordinator	California Water Environment Association	\$184
Joe Rosales, NPDES Coordinator	California Stormwater Quality Association	\$130
Joe Rosales, NPDES Coordinator	Envirocert International Membership	\$110

52130 TRAVEL AND MEETINGS – \$2,200

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

52190 SPECIAL CONSULTING SERVICES – \$14,000 *(Only \$3,000 approved in Adopted Budget)*

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2017, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include, the Monte Vista Avenue/Union Pacific Grade Separation project and the Central Avenue/Union Pacific Grade Separation Project, \$2,000; develop American with Disability Act Transition Plan - City needs to determine where ADA upgrades are required and develop implementation plans, \$10,000. Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plats, minor design work and plan preparation, and special studies, \$2,000.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52270 PLAN CHECK SERVICE – \$80,000 *(Only \$70,000 approved in Adopted Budget)*

Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Manage Plan goals (\$40,000) and development conditions of approval (\$40,000).

52420 SPECIAL LAB TESTING – \$320

The NPDES Permit requires the City of Montclair to have an Illicit Discharge Detection Elimination program (IDDE) as part of the Dry Weather Flow Bacteria Total Maximum Daily Load (TMDL). The purpose of IDDE program is to prevent discharges to our municipal separate storm sewer systems (MS4) that may contain bacteria. A part of this IDDE program is to take a sample at outfalls in the San Antonio Channel and if necessary, the outfalls in the West State Street Channel. If a discharge is observed from an outfall and we suspect that the discharge is carrying pollutants, we will sample the discharge from that specific outfall.

The constituents to be sampled are ammonia, pH, temperature and total suspended solids (TSS). All but one constituent can be sampled out in the field and that is TSS. It is estimated that the cost of a laboratory conducting a TSS analysis is \$40.00 per sample.

The City of Montclair has 33 outfalls, but not all outfalls will have a discharge and not all outfalls that do have a discharge will need to be sampled. It is assumed that 25 percent of outfalls will be required to be sampled. Therefore, approximately eight outfalls will be sampled for TSS at a cost of \$40 dollars each coming to a total of \$320.00. It is requested \$320.00 be budgeted for fiscal year 2017-18.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$64,330

UNDERGROUND SERVICE ALERT – \$2,200

Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is \$1.50 per notification. The City averages approximately 120 notifications per month.

NPDES – \$39,153

The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.47 percent of the overall \$1,645,749 budget. The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$22,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52540 VOCATIONAL TRAINING – \$1,650 *(Only \$1,200 approved in Adopted Budget)*

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.”

52850 CELLULAR PHONE EXPENDITURES – \$3,690

Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.

52990 MISCELLANEOUS EXPENDITURES – \$1,200

Anticipated miscellaneous expenditures include purchase of Disadvantaged Business Enterprise advertisements; special permits and filing fees not otherwise chargeable to other accounts; padlocks, hanging files, Microflex Latex Exam Gloves, Kimberly Clark X60 Wipers; marking paint; various buffer solutions and tracer dyes used in testing storm water runoff; manhole cover hooks; etc.

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	143,417	129,165	118,841	118,841
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	143,417	129,165	118,841	118,841

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

General Fund	143,417	129,165	118,841	118,841
Total	143,417	129,165	118,841	118,841

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>2015-2016</u>	<u>1st 6 mos. 2016-2017</u>	<u>Estimate 2017-2018</u>
Subdivision public improvement inspections	150	90	200
Private development improvement inspections	50	50	100
Public works improvement inspections performed	160	70	160
Public utilities inspections performed	80	50	100

Personnel Services – \$129,165

Salary requests are for: City Engineer (.25) – \$38,526; Public Works Inspector (.80) – \$50,370. Cost allocations are as follows: full-time salaries – \$88,896; overtime – \$10,000; benefit costs – \$30,269.

Services and Supplies

No funding requested.

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. Perform traffic counts on major streets. Prepare speed surveys as required in accordance with state law.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	11,754	10,324	10,324	10,324
Services and Supplies	132,000	141,000	132,000	132,000
Capital Outlay	0	0	0	0
Total	143,754	151,324	142,324	142,324

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	46,754	50,324	45,324	45,324
Gas Tax Fund	97,000	101,000	97,000	97,000
Total	143,754	151,324	142,324	142,324

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

Work Program

1. Maintain accident record system.
2. Conduct studies and investigations relative to traffic safety.
3. Respond to citizen requests regarding traffic operations.
4. Implement signing and striping projects to improve safety and facilitate traffic flow.
5. Oversee maintenance and operation of traffic signals.
6. Conduct traffic counts and speed surveys.
7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
8. Participation in SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
9. Review development impacts on transportation and traffic.

Units of Measure

	<u>2015-2016</u>	<u>1st 6 mos. 2016-2017</u>	<u>Estimate 2017-2018</u>
Developments reviewed	4	6	10
Signals maintained	44	44	44
Reports, studies, investigations	1	1	2
Citizen requests	35	20	40
Traffic Counts	20	30	60

Personnel Services – \$10,324

Salary requests are for: Public Works Director/City Engineer (.05) – \$7,705. Cost allocations are as follows: full-time salaries – \$7,705; benefit costs – \$2,619.

Services and Supplies – \$141,000

Funding requested is for: routine traffic signal maintenance – \$30,000; extraordinary traffic signal maintenance – \$70,000; architectural and engineering services – \$40,000; miscellaneous expenditures – \$1,000

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4644 Traffic Safety Engineering

Object
Number

52040 MAINTENANCE – ROUTINE TRAFFIC SIGNALS – \$30,000 *(Only \$26,000 approved in Adopted Budget)*

Monthly routine and preventative maintenance checks of the City's 44 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County, are performed by Aegis ITS at a rate of \$52.00 per month per signalized intersection. A slight increase in cost for routine and preventative maintenance checks is possible for fiscal year 2017/2018, though there has been no request as yet.

52060 MAINTENANCE – EXTRAORDINARY TRAFFIC SIGNALS – \$70,000

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$3,900 or \$45,000 per year. This average cost has not increased in several years. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's QuicNet traffic signal monitoring software is nine years old and needs a software update at a cost of \$5,000. There may also be a need to purchase one traffic signal controller at an estimated cost of \$4,000 total. There are a few locations, mostly on Mission Boulevard, where traffic signal communications are intermittent. Under an agreement the City has with San Bernardino County Transportation Authority, it is the City's responsibility to maintain continual communication. Therefore, some changes are proposed for the signal equipment to improve communications. The cost is estimated at \$10,000.

52260 ARCHITECTURAL AND ENGINEERING SERVICES – \$40,000 *(Only \$35,000 approved in Adopted Budget)*

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, updating the City's transportation development impact fee to comply with SBCTA's NEXUS requirements, and miscellaneous traffic engineering services. Recent changes in the Manual on Uniform Traffic Control Devices will require some Citywide signal timing analyses to review pedestrian crossing time and yellow light intervals. Additional traffic engineering services will also be required in conjunction with construction of the Monte Vista/UPRR grade separation project.

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Traffic counter supplies as necessary including road tubes, clamps, cleats, tape, concrete nails, batteries, and air switches necessary to maintain the City's traffic counting program.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	700,083	665,363	599,138	599,138
Services and Supplies	1,011,795	902,165	876,335	876,335
Capital Outlay	58,000	410,000	280,000	280,000
Total	1,769,878	1,977,528	1,755,473	1,755,473

Personnel Authorized	7.50 (FT) 1.30 (PTB) 0.00 (PT)	8.00 (FT) 1.35 (PTB) 0.00 (PT)	7.95 (FT) 1.35 (PTB) 1.00 (PT)	7.95 (FT) 1.35 (PTB) 1.00 (PT)

Department Distribution

Graffiti Abatement	138,702	129,230	88,723	88,723
Street Maintenance	1,318,209	1,218,404	1,097,246	1,097,246
Signing & Painting	136,165	155,080	144,080	144,080
Street Sweeping	176,802	474,814	425,424	425,424
Total	1,769,878	1,977,528	1,755,473	1,755,473

Source of Funds

General Fund	837,676	783,095	612,740	612,740
Gas Tax Fund	696,202	826,433	834,733	834,733
Community Dev Block Grant Fund	28,000	28,000	28,000	28,000
Air Quality Improvement Fund	0	0	93,334	93,334
Pavement Impact Fees Fund	0	0	93,333	93,333
Equipment Replacement Fund	58,000	340,000	0	0
Infrastructure Fund	150,000	0	0	0
General Sanitation Fee Fund	0	0	93,333	93,333
Total	1,769,878	1,977,528	1,755,473	1,755,473

PROGRAM BUDGET SUMMARY – 1

Program Number 4645

Department	Division	Program
Public Works	Streets	Graffiti Abatement

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	121,302	111,830	71,323	71,323
Services and Supplies	17,400	17,400	17,400	17,400
Capital Outlay	0	0	0	0
Total	138,702	129,230	88,723	88,723

Personnel Authorized	1.60 (FT) 0.00 (PT)	1.60 (FT) 0.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)
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Source of Funds

General Fund	110,702	101,230	60,723	60,723
Community Dev Block Grant Fund	28,000	28,000	28,000	28,000
Total	138,702	129,230	88,723	88,723

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4645 Graffiti Abatement

Work Program

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

Units of Measure

	<u>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimated 2017–18</u>
Locations graffiti abated	3,403	1,892	4,000

Personnel Services – \$111,830

Salary requests are for: Public Works Superintendent (.10) – \$10,828; Graffiti Abatement Workers (1.50) – \$67,896. Cost allocations are as follows: full-time salaries – \$78,724; overtime – \$450; benefit costs – \$32,656.

Services and Supplies – \$17,400

Funding requested is for: uniforms – \$1,400; program supplies – \$1,000; materials – maintenance and repair – \$15,000.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4645 Graffiti Abatement

Object
Number

51100 UNIFORMS – \$1,400

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130 PROGRAM SUPPLIES – \$1,000

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410 MATERIALS – MAINTENANCE AND REPAIR – \$15,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	324,174	323,339	305,011	305,011
Services and Supplies	936,035	800,065	792,235	792,235
Capital Outlay	58,000	95,000	0	0
Total	1,318,209	1,218,404	1,097,246	1,097,246

Personnel Authorized	2.70 (FT) 1.30 (PTB)	3.20 (FT) 1.35 (PTB)	3.20 (FT) 1.35 (PTB)	3.20 (FT) 1.35 (PTB)
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Source of Funds

General Fund	660,637	620,035	504,788	504,788
Gas Tax Fund	449,572	573,369	592,458	592,458
Equipment Replacement Fund	58,000	25,000	0	0
Infrastructure Fund	150,000	0	0	0
Total	1,318,209	1,218,404	1,097,246	1,097,246

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

Work Program

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

Units of Measure

	<u>2015–16</u>	1st 6 mos. <u>2016–17</u>	Estimate <u>2017–18</u>
Tons of asphaltic concrete placed	30	8	60
Pounds of crack seal placed	9,840	460	10,000
Square footage of sidewalk removed and replaced	800	340	1,000
Remove and replace curb and gutter (lin. ft.)	24	16	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services – \$323,339

Salary requests are for: Public Works Superintendent (.15) – \$16,241; Leadworker (1.15) – \$57,538; Maintenance Workers (1.65) – \$73,326; Graffiti Abatement Worker (.25) – \$11,316; Maintenance Technician (1.15/part-time benefitted) – \$47,420; Office Technician (.20/part-time benefitted) – \$8,349. Cost allocations are as follows: full-time salaries – \$158,421; part-time benefitted salaries – \$55,769; additional pay – \$675; overtime – \$21,500; benefit costs – \$86,974.

Services and Supplies – \$800,065

Funding requested is for: uniforms – \$14,000; program supplies – \$2,000; license/permits/certificates – \$1,000; asphalt – \$13,500; cement – \$5,000; weed chemicals – \$2,000; miscellaneous repair materials – \$13,500; dues and memberships – \$235; street lighting – \$400,000; special contract services – \$335,000; educational grants – \$1,300; vocational training – \$7,330; rental of private equipment – \$3,500; small equipment – \$1,700.

Capital Outlay – \$95,000

Funding requested is for: One 1-Ton Dump Truck – \$50,000; Christmas Decorations for street lights around shopping centers – \$45,000.

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

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,250
52540	Division Personnel	Provide annual training and update for S.D.S. Program	City Yard	Varies	\$1,500
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Irrigation, Pesticide, Turf Management, Asphalt Maintenance, Traffic Control, Concrete Basics, Tree, Carpentry, etc.	Southern California	Varies	\$1,000
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. PAPA	Southern California	Varies	\$1,080
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ \$1,250)	City Yard	Varies	\$2,500
				Total:	\$7,330

(Only \$6,500 approved in Adopted Budget)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 51100 UNIFORMS – \$14,000
Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$1,400; Gas Tax Fund – \$12,600)
- 51130 PROGRAM SUPPLIES – \$2,000
Shovels, hoes, rakes, picks, brooms, etc., \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
- 51150 LICENSE/PERMITS/CERTIFICATES – \$1,000
Qualified Applicators Certificates testing fees for employees. License fees for Pesticide certifications.
- 51350 ASPHALT – \$13,500
Asphalt and crack sealing material to make street repairs as needed throughout the City. (General Fund – \$1,350; Gas Tax Fund – \$12,150)
- 51360 CEMENT, SAND AND GRAVEL – \$5,000
Cement, sand and gravel to make repairs as needed to concrete sidewalks and drive approaches throughout the City.
(General Fund – \$500; Gas Tax Fund – \$4,500)
- 51400 WEED CHEMICALS – \$2,000
Chemicals to control weeds in streets and rights-of-way through-out the City. Increase is due to the purchase of additional Krovar which is a soil sterilent to help keep weeds down in City Right of Ways longer. (General Fund – \$200; Gas Tax Fund – \$1,800)
- 51410 MISCELLANEOUS MAINTENANCE AND REPAIRS – \$13,500
Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$8,500 (General Fund – \$850; Gas Tax Fund – \$7,650)
Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 (Gas Tax Fund)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$235

Ed Molitor, Maintenance Worker	MSA Dues	\$ 60
Mario Ross, Maintenance Worker	MSA Dues	\$ 60
Chad Quidor, Leadworker	STMA Annual Membership	\$115

52340 STREET LIGHTING – \$400,000

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

52450 SPECIAL CONTRACT SERVICES – \$335,000 ***(Only \$330,000 approved in Adopted Budget)***

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$35,000 (General Fund)
Landscaping for the existing median islands and parkways, \$230,000 (Gas Tax Fund) ***(Only \$190,000 approved in Adopted Budget)***
Contract with West Coast Arborists for tree maintenance services in Grid 3, \$105,000 (Gas Tax Fund)

52530 EDUCATIONAL GRANTS – \$1,300

Per MOUs, education grants are provided to employees for education-related expenses.

52540 VOCATIONAL TRAINING – \$7,330 ***(Only \$6,500 approved in Adopted Budget)***

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640 RENT PRIVATE EQUIPMENT – \$3,500 ***(Only \$1,500 approved in Adopted Budget)***

Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City-owned equipment failure.

52690 SMALL EQUIPMENT – \$1,700

Weed Eater, \$450
Chain Saw, \$750
Back Pack Blower, \$500

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

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Item	Justification	Cost
62020	One 1-Ton Dump Truck	<p>This vehicle will replace the existing 1993 GMC 1-Ton dump truck. The existing unit needs to have the dash replaced and the pump for the dump bed replaced or rebuilt due to pump having insufficient power when lifting heavy loads. The engine is burning oil and will need to have the heads replaced or rebuilt if parts are available. The interior is shot and needs to be replaced. This vehicle had an expected life of 12 years and is now going on its 24th year of service. (Equipment Replacement Fund \$25,000; Gas Tax \$25,000)</p> <p style="text-align: center;"><i>(Not approved in Adopted Budget)</i></p>	\$50,000
62050	Christmas Street Decorations	<p>Replacement of the existing Christmas decorations that are now 15 years old and need to be replaced. This request comes from the City Manager to look into prices for replacement decorations that would fit on existing brackets and hardware along with utilizing the existing TAP devices. This price also includes replacement of 25 TAP devices that are no longer working. (General Fund - \$4,500; Gas Tax Fund - \$40,500)</p> <p style="text-align: center;"><i>(Not approved in Adopted Budget)</i></p>	\$45,000
Total:			\$95,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing & Painting

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	88,065	82,680	82,680	82,680
Services and Supplies	48,100	72,400	61,400	61,400
Capital Outlay	0	0	0	0
Total	136,165	155,080	144,080	144,080
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	33,923	31,960	30,860	30,860
Gas Tax Fund	102,242	123,120	113,220	113,220
Total	136,165	155,080	144,080	144,080

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4650 Signing & Painting

Work Program

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

Units of Measure

	<u>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Maintain signs	2,950	1,500	3,000
Fabricate signs	100	75	150
Stripe miles of street	50	0	50
Stencil traffic legends	500	250	500
Raised Pavement Markers	1,300	1,500	2,000

Personnel Services – \$82,680

Salary requests are for: Public Works Superintendent (.10) – \$10,828; Maintenance Worker (1.00) – \$45,264. Cost allocations are as follows: full-time salaries – \$56,092; overtime – \$3,500; benefit costs – \$23,088.

Services and Supplies – \$72,400

Funding requested is for: program supplies – \$400; traffic striping materials – \$15,000; street signs – \$51,500; materials – maintenance and repairs – \$4,000; special contract services – \$1,500.

Capital Outlay

No funding requested

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

Department: Public Works

Program: 4650 Signing & Painting

Object
Number

51130 PROGRAM SUPPLIES – \$400

Work gloves and safety equipment as well as small tools such as cutting blades, shovels, brooms, drill bits, etc. used by personnel in the Division. (General Fund – \$40; Gas Tax Fund – \$360)

51330 MATERIALS – TRAFFIC STRIPING – \$15,000

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint's reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used. (General Fund – \$1,500; Gas Tax Fund \$13,500)

51340 MATERIALS – STREET SIGNS – \$51,500 ***(Only \$40,500 approved in Adopted Budget)***

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$20,000.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

Overhead Mounted Street Name Signs (8 @ \$500), \$4,000

Replacement pole mounted street name signs (250 @ \$110), \$27,500 ***(Only \$16,500 approved in Adopted Budget)***
(General Fund – \$5,150; Gas Tax Fund – \$46,350) ***(General Fund – \$4,050; Gas Tax Fund – \$36,450)***

51410 MATERIALS – MAINTENANCE REPAIRS – \$4,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$400; Gas Tax Fund – \$3,600)

52450 SPECIAL CONTRACT SERVICES – \$1,500

Disposal of Emergency paint related hazardous waste to comply with State and County regulations. (General Fund – \$150; Gas Tax Fund – \$1,350)

PROGRAM BUDGET SUMMARY – 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	166,542	147,514	140,124	140,124
Services and Supplies	10,260	12,300	5,300	5,300
Capital Outlay	0	315,000	280,000	280,000
Total	176,802	474,814	425,424	425,424
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.05 (FT)	2.05 (FT)

Source of Funds

General Fund	32,414	29,870	21,780	21,780
Gas Tax Fund	144,388	129,944	123,644	123,644
Air Quality Improvement Fund	0	0	93,334	93,334
Pavement Impact Fees Fund	0	0	93,333	93,333
Equipment Replacement Fund	0	315,000	0	0
General Sanitation Fee Fund	0	0	93,333	93,333
Total	176,802	474,814	425,424	425,424

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4651 Street Sweeping

Work Program

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

Units of Measure

	<u>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Curb miles swept	12,500	6,625	13,250
Respond to after-hour sweeping requests	1	0	2

Personnel Services – \$147,514

Salary requests are for: Public Works Superintendent (.10) – \$10,828; Motor Sweeper Operators (2.00) – \$94,304. Cost allocations are as follows: full time salaries – \$105,132; additional pay – \$900; admin other departments – <\$1,250>; overtime – \$1,000; benefit costs – \$41,732.

Services and Supplies – \$12,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$12,000.

Capital Outlay – \$315,000

Funding requested is for: One street sweeper replacement vehicle.

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

Department: Public Works

Program: 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division. (General Fund – \$30; Gas Tax Fund – \$270)

51370 MATERIALS – STREET SWEEPING – \$12,000 (**Only \$5,000 approved in Adopted Budget**)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers. Alternative fuel sweeper is out of warranty; additional funds will be needed for alternative fuel parts which are more costly.
(General Fund – \$1,200; Gas Tax Fund – \$10,800) (**General Fund – \$500; Gas Tax Fund – \$4,500**)

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

Department: Public Works

Program: 4651 Street Sweeping

Object Code	Item	Justification	Cost
62020	2017 Tymco Freightliner CNG (Compressed Natural Gas) Model 600 Sweeper	The 2002 International Tymco 600. Vin # 1HTMPAFN63H565366, License # 1121394, purchased in 2002 is in need of replacement. This vehicle needs some major repairs done to the hopper bed and broom motors. Vehicle could use a paint job with minor body work. The main engine is also having issues with power and idle. Sweeper does not pick up debris as it was designed to do, due to holes in the hopper and the suction system does not create a vacuum strong enough to pick up pine needles and heavy leaves. With AQMD requirements it is mandatory that we purchase an alternative fuel sweeper. CDBG, Burrtec, Equipment Replacement Fund and Gas Tax funds may be used for this purchase. <i>(AQMD, Pavement Impact, and General Sanitation Funds)</i>	\$315,000
Total:			\$315,000

(Only \$280,000 approved in Adopted Budget)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	430,511	394,126	447,051	447,051
Services and Supplies	321,358	350,258	213,858	213,858
Capital Outlay	17,000	154,500	84,000	84,000
Total	768,869	898,884	744,909	744,909

Personnel Authorized	3.25 (FT) 1.30 (PTB) 4.00 (PT)	2.25 (FT) 1.15 (PTB) 4.00 (PT)	2.12 (FT) 1.15 (PTB) 6.00 (PT)	2.12 (FT) 1.15 (PTB) 6.00 (PT)

Department Distribution

Park Maintenance	711,349	795,952	715,367	715,367
Tree Maintenance	57,520	102,932	29,542	29,542
Total	768,869	898,884	744,909	744,909

Source of Funds

General Fund	676,869	647,384	608,909	608,909
Park Maintenance Fund	15,000	97,000	40,000	40,000
Park Development Fund	60,000	0	12,000	12,000
Equipment Replacement Fund	17,000	154,500	84,000	84,000
Total	768,869	898,884	744,909	744,909

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	414,641	378,844	439,159	439,159
Services and Supplies	279,708	328,608	192,208	192,208
Capital Outlay	17,000	88,500	84,000	84,000
Total	711,349	795,952	715,367	715,367

Personnel Authorized				
	3.15 (FT)	2.15 (FT)	2.07 (FT)	2.07 (FT)
	1.30 (PTB)	1.15 (PTB)	1.15 (PTB)	1.15 (PTB)
	4.00 (PT)	4.00 (PT)	6.00 (PT)	6.00 (PT)

Source of Funds

General Fund	619,349	610,452	579,367	579,367
Park Maintenance Fund	15,000	97,000	40,000	40,000
Park Development Fund	60,000	0	12,000	12,000
Equipment Replacement Fund	17,000	88,500	84,000	84,000
Total	711,349	795,952	715,367	715,367

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>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Acres of parks and facilities maintained	79.05	79.24	79.24
Acres of parks and facilities mowed	41.13	41.13	41.13
Hours expended in the repair of irrigation systems citywide	1,800	900	1,800
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

Personnel Services – \$378,844

Salary requests are for: Facilities and Grounds Superintendent (.15) – \$16,241; Leadworker (1.00) – \$52,228; Maintenance Workers (1.00) – \$43,041; Maintenance Technician (1.00/part-time benefitted) – \$38,583; Office Technician (.15/part-time benefitted) – \$6,262; Part Time Maintenance Workers (4.00) – \$146,893. Cost allocations are as follows: full-time salaries – \$111,510; admin other departments – <8,000>; part-time benefitted salaries – \$44,845; part-time salaries – \$146,893; overtime – \$8,500; benefit costs – \$75,096.

Services and Supplies – \$328,608

Funding requested is for: program supplies – \$2,000; sprinkler parts – \$20,000; fertilizers – \$2,000; weed chemicals – \$2,000; miscellaneous maintenance and repair – \$134,000; special contract services – \$161,508; private equipment rentals – \$900; small equipment – \$1,200; miscellaneous expenditures – \$5,000.

Capital Outlay – \$88,500

Funding requested is for: One 1/2-ton pickup truck, and one 3/4-ton utility bed truck.

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

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$2,000

Shovels, hoes, rakes, brooms, pruners, etc., \$1,100
Work gloves, eye and ear protection, rain gear, etc., \$900

51380 MATERIALS – SPRINKLER PARTS – \$20,000 ***(Only \$15,000 approved in Adopted Budget)***

Materials to maintain the City Parks Irrigation Systems. Items include: Plastic pipe and glue, sprinklers, valves, solenoids, risers, valve wire, valve boxes, etc.

51390 MATERIALS – FERTILIZERS – \$2,000

Fertilizer for City parks and facilities.

51400 MATERIALS – WEED CHEMICALS – \$2,000

Chemicals to control weeds at City parks and facilities.

51410 MISCELLANEOUS MAINTENANCE AND REPAIR – \$134,000 ***(Only \$89,000 approved in Adopted Budget)***

Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$10,000
Playground fiber material to bring playground safety material back into safe levels, \$4,000
Replacement trash cans at various parks, \$3,000

Repairs and retopping of Pour In Place rubber play surfaces at 3 parks, \$80,000 (Park Maintenance Fund) ***(Only \$35,000 approved in Adopted Budget)***

Conversion of infield at Kingsley Ball Field from turf to brickdust, \$12,000 (Park Maintenance Fund) ***(Park Development Fund)***

Installation of backflow required by Monte Vista Water Department at City Yard and Fire Station 2, \$25,000

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

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

- 52450 SPECIAL CONTRACT SERVICES – \$161,508 *(Only \$75,108 approved in Adopted Budget)*
- Police facility landscape, Transcenter landscape and MFRC House, \$69,388 *(Only \$65,388 approved in Adopted Budget)*
 Montclair Skate Park and Park Restroom (\$3,950 per month), \$47,400 *(Not approved in Adopted Budget)*
 Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$35,000 *(Moved to 4646-52450)*
 Gopher control at City Facilities (\$810 per month), \$9,720
- 52640 RENT – PRIVATE EQUIPMENT – \$900
- Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.
- 52690 SMALL EQUIPMENT – \$1,200
- Purchase of two leaf blowers (1 replaces blower stolen from back of work truck and 1 replaces older worn out blower), \$1,200
- 52990 MISCELLANEOUS EXPENDITURES – \$5,000
- Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Maintenance Fund)

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

Department: Public Works

Program: 4652 Park Maintenance

Object Code	Item	Justification	Cost
62020	One 1/2-Ton Pick Up Truck	This truck will replace unit 214. Unit 214 is one of the two oldest trucks in the fleet. Unit 214 had the transmission replaced in 2003 and has had regular maintenance for all of its 24 years of service. This vehicle's interior is falling apart and is definitely showing its age. (Equipment Replacement Fund)	\$33,500
		<i>(Only \$32,000 approved in Adopted Budget)</i>	
62020	One 3/4-Ton Heavy Duty Utility Bed Truck	Unit 205 is a 1999 Chevy pickup truck with a utility body and is currently assigned to the Parks Department and more specifically it is used for Irrigation and Backflow testing and repair. Unit 205 has had regular maintenance for all of its 18 years of service. This vehicles interior is falling apart and shows its age inside and out. Due to the addition of recycled water being introduced into the city parks, the size of this truck is no longer adequate to carry parts for both potable and recycled water irrigations parts. Not having the ability to carry all required parts causes numerous and unnecessary trips to the parts house or other city storage facilities. This vehicle still performs mechanically and therefore I am asking that this vehicle remain as a backup, irrigation repair vehicle and that a new larger irrigation truck be purchased. (Equipment Replacement Fund)	\$55,000
		<i>(Only \$52,000 approved in Adopted Budget)</i>	
Total:			\$88,500
<i>(Only \$84,000 approved in Adopted Budget)</i>			

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	15,870	15,282	7,892	7,892
Services and Supplies	41,650	21,650	21,650	21,650
Capital Outlay	0	66,000	0	0
Total	57,520	102,932	29,542	29,542
Personnel Authorized	0.10 (FT)	0.10 (FT)	0.05 (FT)	0.05 (FT)

Source of Funds

General Fund	57,520	36,932	29,542	29,542
Equipment Replacement Fund	0	66,000	0	0
Total	57,520	102,932	29,542	29,542

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>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Trees trimmed	1500	10	1,500
Trees removed	75	60	75
Trees replaced	10	6	25
Tree roots pruned	0	0	10
Trees sprayed	0	2	5

Personnel Services – \$15,282

Salary requests are for: Public Works Superintendent (.10) – \$10,828. Cost allocations are as follows: full-time salaries – \$10,828; overtime – \$500; benefit costs – \$3,954.

Services and Supplies – \$21,650

Funding requested is for: program supplies – \$250; miscellaneous maintenance and repairs – \$400; special contract services – \$20,000; rent private equipment – \$1,000.

Capital Outlay – \$66,000

Funding is requested for: One replacement Vermeer wood chipper.

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

Department: Public Works

Program: 4653 Tree Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$250

Sharpening stones, pruners, rakes, etc.

51410 MATERIALS – MAINTENANCE AND REPAIR – \$400

Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.

52450 SPECIAL CONTRACT SERVICES – \$20,000

Contract with West Coast Arborist for tree maintenance services in Grid 3; services include tree trimming, tree removal, spraying and planting.

52640 RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

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

Department: Public Works

Program: 4653 Tree Maintenance

Object Code	Item	Justification	Cost
62020	Vermeer Wood Chipper Model BC-1500 Non Winch Chipper	This vehicle engine burns excessive oil and needs to be replaced. This vehicle is 32 years old and parts are difficult to obtain. Over the years safety devices have been improved substantially and the overall performance of the 1985 unit is not considered to be qualified for current safety requirements. New tree chipper equipment now comes with a bottom feed stop bar and an upper feed control bar which makes the operation a much safer unit. (Equipment Replacement Fund)	\$66,000
Total:			\$66,000

(Not approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4656

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	173,585	170,872	170,872	170,872
Services and Supplies	242,500	251,200	228,400	228,400
Capital Outlay	6,000	0	0	0
Total	422,085	422,072	399,272	399,272

Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	0.90 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	416,085	422,072	399,272	399,272
Equipment Replacement Fund	6,000	0	0	0
Total	422,085	422,072	399,272	399,272

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

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

Units of Measure

	<u>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Number of vehicle services performed	320	160	320
Number of vehicle repairs performed	220	110	220
Number of equipment services performed	180	90	180
Number of equipment repairs performed	100	50	100

Personnel Services – \$170,872

Salary requests are for: Public Works Superintendent (.10) – \$10,828; Equipment Maintenance Supervisor (.90) – \$70,492; Equipment Maintenance Technician (.90/part-time benefitted) – \$39,856; Office Specialist (.10/part-time) – \$4,175. Cost allocations are as follows: full-time salaries – \$81,320; part-time benefitted salaries – \$44,031; overtime – \$1,500; benefit costs – \$44,021.

Services and Supplies – \$251,200

Funding requested is for: books and publications – \$2,000; program supplies – \$3,000; license/permits/certificates – \$5,300; repair materials – \$90,000; gasoline – \$50,000; diesel fuel – \$17,500; oil and lubricants – \$6,000; propane – \$16,000; compressed natural gas – \$4,000; work equipment maintenance – \$50,500; maintenance other equipment – \$4,500; special contract services – \$1,500; shop towel service – \$900.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,000

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500
Shop manuals, \$500

51130 PROGRAM SUPPLIES – \$3,000

Gloves, eye protection, etc. used by Division Personnel, \$300
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screw drivers, sockets, etc., \$1,500
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150 LICENSE/PERMITS/CERTIFICATES – \$5,300 ***(Only \$4,000 approved in Adopted Budget)***

EPA ID Verification fee, \$400
S.C.A.Q.M.D. Emissions fee, \$350
San Bernardino County Fire CUPA Annual Permit, \$1,250
San Bernardino County Above Ground Fuel System Fee, \$300
Ground ladder certification for fire engines (4 @ \$200 each), \$800
Annual pump tests (4 @ \$550 each), \$2,200

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$90,000 ***(Only \$78,000 approved in Adopted Budget)***

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount. With the requirements from the Rubber Manufacturers Association's (RMA's) and Police requirements there has been an increase of tire replacements this past year.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51500 GASOLINE – \$50,000

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510 DIESEL FUEL – \$17,500 (***Only \$12,500 approved in Adopted Budget***)

Diesel fuel for equipment used in the Public Works and Fire Department, \$15,000
Diesel Tax Return Fee, \$2,500 (Finance Department)

51520 OIL AND LUBRICANTS – \$6,000

Oil and lubricants to service the City fleet, including fire apparatus.

51530 PROPANE – \$16,000

Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$15,000

51540 COMPRESSED NATURAL GAS – \$4,000 (***\$10,000 approved in Adopted Budget***)

Compressed natural gas for various vehicles in the City fleet.

52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$50,500 (***Only \$40,000 approved in Adopted Budget***)

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines - \$45,000. \$5,500 additional is for replacement CNG tanks for Human Services Cargo Van Unit 229 which are due for replacement August 1, 2017.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$4,500

Annual certification of the overhead crane in the City Garage, \$350
Annual safety inspection of the two aerial tree trucks Units 206 and 308, \$750
Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands (2 @ \$600) \$1,200 per the AQMD
Miscellaneous repair to fuel dispensers, \$500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$250
Annual Opacity Tests on Diesel Trucks, \$750
Safety Inspection for CNG Fuel Tanks Testing, \$700

52450 SPECIAL CONTRACT SERVICES – \$1,500

Disposal of used oil, oil filters, and used antifreeze, to comply with the State and County regulations, \$1,500
Service agreement for the automated fuel system at the City Yard, (Still under warranty)

52680 SHOP TOWEL SERVICES – \$900

Shop towel and fender cover weekly cleaning services.

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	662,601	614,306	609,718	609,718
Services and Supplies	2,755,259	2,804,444	2,801,146	2,801,146
Capital Outlay	14,200	299,747	250,000	250,000
Total	3,432,060	3,718,497	3,660,864	3,660,864

Personnel Authorized				
	6.50 (FT)	5.50 (FT)	5.43 (FT)	5.43 (FT)
	1.40 (PTB)	1.75 (PTB)	1.25 (PTB)	1.25 (PTB)
	1.10 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

Sewer Operating Fund	3,274,407	3,645,226	3,462,593	3,462,593
Sewer Replacement Fund	94,443	10,000	135,000	135,000
Sewer Capital Asset Fund	63,210	63,271	63,271	63,271
Total	3,432,060	3,718,497	3,660,864	3,660,864

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>2015–16</u>	1st 6 mos. <u>2016–17</u>	Estimate <u>2017–18</u>
Sewer main maintained (feet)	450,000	250,000	500,000
Sewer main televised and inspected (feet)	15,000	12,500	50,000
Manholes inspected and maintained (each)	2,350	1,800	2,800
Repair of sewer main (feet)	20	150	150
Blockage requests (each)	45	10	20
Facility Pretreatment Inspections	450	125	300

Personnel Services – \$614,306

Salary requests are for: Public Works Director (.30) – \$46,231; Public Works Superintendent (.35) – \$37,895; Facilities & Grounds Superintendent (.05) – \$5,414; Environmental Manager (1.00) – \$74,211; Public Works Inspector (.20) – \$12,593; Lead Worker/Maintenance (.85) – \$44,394; Maintenance Workers (1.35) – \$60,652; Equipment Maintenance Supervisor (.10) – \$7,832; Administrative Specialist (.40) – \$19,063; NPDES Coordinator (.50) – \$28,384; Project Manager (.15) – \$10,917; Graffiti Abatement Worker (.25) – \$11,316; NPDES Technician (.50/part-time benefitted) – \$22,493; Equipment Maintenance Technician (.10/part-time benefitted) – \$4,428; Maintenance Technician (.85/part-time benefitted) – \$34,506; Office Technician (.30/part-time benefitted) – \$12,523; Senior Intern (1.00 part-time) \$11,471. Cost allocations are as follows: full-time salaries – \$358,902; part-time benefitted salaries – \$73,950; part-time salaries – \$11,471; overtime – \$8,500; additional pay – \$225; benefit costs – \$161,258.

Services and Supplies – \$2,804,444

Funding requested is for: books and publications – \$250; uniforms – \$2,100; program supplies – \$4,950; license/permits/certificates – \$3,940; materials–transportation/work equipment – \$3,000; weed chemicals – \$2,000; materials – maintenance and repairs – \$1,200; gasoline – \$2,000; diesel fuel – \$10,000; oil and lubricants – \$1,000; compressed natural gas – \$1,000; maintenance – other equipment – \$3,500; dues and memberships – \$1,978; travel and meetings – \$6,050; auto allowance – \$2,340; sewer processing – \$2,648,160; special lab testing – \$1,000; special contract services – \$15,500; educational grants – \$1,300; vocational training – \$6,170; rent of private equipment – \$19,000; postage – \$250; small equipment – \$3,250; depreciation expense – \$63,271; cellular phone expense – \$1,235.

Capital Outlay – \$299,747

Funding requested is for: One sewer hydro jetter truck replacement vehicle.

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN – SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Xavier Mendez, Public Works Superintendent Public Works Staff	Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside county areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc.	Local Municipalities in San Bernardino and Riverside County	Monthly	\$400
52130	Xavier Mendez, Public Works Superintendent	Attend the Annual Maintenance Superintendent Association's Conference and Equipment Show. This conference includes seminars on subjects such as: time management, supervision, employee discipline, pavement management, etc. Also, exhibits of equipment and various materials used in sewer maintenance are available to attendees of the Conference.	Santa Maria, California	Fall 2017	\$1,800
52130	Xavier Mendez, Public Works Superintendent James Houston, Leadworker Sergio Martinez, Maintenance Worker	Attend the Annual California Water Environmental Association and Tri-State Conferences. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, Nevada	September 2017	\$2,250
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations.	Las Vegas, Nevada	September 2017	\$800
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference in Southern California.	California	Fall 2017	\$800

Total: \$6,050

(Only \$5,000 approved in Adopted Budget)

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	\$320
52540	Division Personnel	The funds requested would be used for division personnel to attend CWEA training of various required courses related to Public Works Sewer Maintenance.	Various	Varies	\$500
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$400
52540	Division Personnel	Training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ \$1,500)	City Yard	Varies	\$3,000
52540	Division Personnel	Training for division personnel to obtain their NASSCO certificate for Sewer Master Planning purposes. National Association of Sewer Service Companies. (2 @ \$975)	City Yard	Varies	\$1,950
				Total:	\$6,170
<i>(Only \$5,000 approved in Adopted Budget)</i>					

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Books and periodicals relating to sewer maintenance program.

51100 UNIFORMS – \$2,100 *(Only \$1,800 approved in Adopted Budget)*

Safety toe work boots and uniforms for personnel assigned to this division.

51130 PROGRAM SUPPLIES – \$4,950

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Warthog Sewer nozzle for root and grease removal, \$1,750

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$3,940

– California Water Environmental Association certificates for:

 Public Works Superintendent Mendez, \$200

 Environmental Manager deMoet, \$200

 Leadworker Houston, \$200

 Maintenance Workers Delgado and Martinez; \$200

– Qualified Applicators Certificate renewal fees for:

 Leadworker Houston, \$70

 Public Works Superintendent Mendez, \$70

– Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB) Waste Discharge Requirements for a Sewer Collection System (WDR), \$3,000

51320 MATERIALS – TRANSPORTATION / WORK EQUIPMENT – \$3,000

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 51400 MATERIAL – CHEMICALS – \$2,000 *(Only \$1,500 approved in Adopted Budget)*
Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200
Clay pipe fittings, latex tubing, and buffing solutions etc.
- 51500 GASOLINE – \$2,000
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510 DIESEL FUEL – \$10,000
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520 OIL AND LUBRICANTS – \$1,000
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540 COMPRESSED NATURAL GAS – \$1,000
Compressed natural gas for various vehicles in the City fleet.
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$3,500
Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000
Outside repairs, \$2,500

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,978 *(Only \$1,700 approved in Adopted Budget)*

Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworker Streets Houston and Facilities and Grounds Superintendent McGehee, \$230

Membership to California Water Environmental Association for Public Works Superintendent Mendez, NPDES Coordinator Rosales, NPDES Technician Pino, Environmental Manager deMoet, Leadworker Houston and Maintenance Workers Martinez and Delgado, \$1,148
Membership to the Southern California Association of Publicly (SCAP) Owned Treatment Works for the City of Montclair, \$600

52130 TRAVEL AND MEETINGS – \$6,050 *(Only \$5,000 approved in Adopted Budget)*

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

52410 SEWER PROCESSING – \$2,648,160

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 144,000 E.D.U.'s at \$18.39 per equivalent dwelling unit.

52420 SPECIAL LAB TESTING – \$1,000

This account is budgeted to finance the monthly, bi–monthly and semi–annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING – \$500

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi–monthly, and semi–annual samples taken from three connection points.

2) SPECIAL TESTING – \$250

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

3) COMPLIANCE MONITORING – \$250

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

52450 SPECIAL CONTRACT SERVICES – \$15,500

Special contract services by vendors for sewer mainline incidents, \$1,000
Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, \$2,500
Granite XP Software Support Plan for Video Camera System November 2017 to October 2018, \$2,000
SSMP/Master Plan annual update by consultant, \$10,000 (Sewer Replacement Fund)

52530 EDUCATIONAL GRANTS – \$1,300

Attendance by division personnel at work related courses held at local colleges.

52540 VOCATIONAL TRAINING – \$6,170 (***Only \$5,000 approved in Adopted Budget***)

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”

52640 RENT – PRIVATE EQUIPMENT – \$19,000

Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 7 times per week.

52670 POSTAGE – \$250

Mailing of sewer related information.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 52690 SMALL EQUIPMENT – \$3,250
 One manhole lifter, \$750
 One 3/4 inch replacement hose for Vac-Con truck unit 314, \$2,500

- 52760 DEPRECIATION EXPENSE – \$63,271
 Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

- 52850 CELLULAR PHONE EXPENSE – \$1,235
 Cellular phone charges for personnel assigned to this division.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Item	Justification	Cost
62020	2017 Sewer Hydro Jetter Replacement	<p>Replacement of one 1991 GMC Sewer Jetter truck, license # E358647, VIN # 1GDP7H1JXMJ512439, purchased in 1991. This vehicle's primary engine smokes and burns oil and needs to be replaced or rebuilt. The hydraulic water pumps and compressors were recently rebuilt due to pressure drops. This vehicle is 26 years old and parts are extremely difficult to obtain. It is necessary to have a good running hydro jetter to maintain the City's Sewer Mainlines under the SSMP guidelines. <i>(Sewer Operating Fund – \$125,000; Sewer Replacement Fund – \$125,000)</i></p>	\$299,747
		<i>(Only \$250,000 approved in Adopted Budget)</i>	\$299,747

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	342,995	352,352	363,621	363,621
Services and Supplies	310,115	445,910	246,610	246,610
Capital Outlay	0	11,700	9,700	9,700
Total	653,110	809,962	619,931	619,931

Personnel Authorized	2.80 (FT)	2.80 (FT)	2.75 (FT)	2.75 (FT)
	0.00 (PTB)	0.25 (PTB)	1.25 (PTB)	1.25 (PTB)
	4.00 (PT)	4.00 (PT)	1.00 (PT)	1.00 (PT)

Department Distribution

Bldg. Maint. Services	259,210	407,359	209,665	209,665
Heating and A/C Services	128,907	124,614	120,614	120,614
Janitorial Services	264,993	277,989	289,652	289,652
Total	653,110	809,962	619,931	619,931

Source of Funds

General Fund	652,310	809,962	619,931	619,931
Park Maintenance Fund	800	0	0	0
Total	653,110	809,962	619,931	619,931

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	109,935	111,149	103,755	103,755
Services and Supplies	149,275	292,510	102,210	102,210
Capital Outlay	0	3,700	3,700	3,700
Total	259,210	407,359	209,665	209,665

Personnel Authorized	0.95 (FT) 0.00 (PTB)	0.95 (FT) 0.10 (PTB)	0.90 (FT) 0.10 (PTB)	0.90 (FT) 0.10 (PTB)
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Source of Funds

General Fund	258,410	407,359	209,665	209,665
Park Maintenance Fund	800	0	0	0
Total	259,210	407,359	209,665	209,665

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.
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Units of Measure

	<u>2015–16</u>	1st 6 mos. <u>2016–17</u>	Estimate <u>2017–18</u>
General Building Maintenance	17	17	17

Personnel Services – \$111,149

Salary requests are for: Facilities and Grounds Superintendent (.40) – \$43,310; Facilities Specialist (.55) – \$33,736; Office Technician (.10/part-time benefitted) – \$4,174; Cost allocations are as follows: full-time salaries – \$77,046; part-time benefitted salaries – \$4,174; overtime – \$500; benefit costs – \$29,429.

Services and Supplies – \$292,210

Funding requested is for: program supplies – \$2,000; license/permits/certificates – \$4,000; materials – \$235,000; maintenance other equipment – \$22,510; special contract services – \$27,000; rent private equipment – \$2,000.

Capital Outlay – \$3,700

Funding requested is for: One Drill Press – \$1,600, One Miter Saw with Hepa Dust Extraction – \$2,100

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51130 PROGRAM SUPPLIES – \$2,000

Gloves, safety glasses and other special equipment needed within the program, \$500

Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,000

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000

Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400

Annual public pool permit for Splash Pad, \$600

51300 MATERIALS - BUILDINGS – \$234,700 ***(Only \$44,700 approved in Adopted Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000 ***(Only \$25,000 approved in Adopted Budget)***

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$201,700 *(Only \$19,700 approved in Adopted Budget)*

1. Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Painting of the gymnasium, and corridors in the Community Center, \$4,000
3. Refinishing of the gymnasium floor including stage and three racquetball courts, \$6,500
4. Replace siding at Kingsley Ballfield tower, \$1,000
5. Remove and replace faded and worn graffiti window film on City Hall, Youth Center and Senior Center, \$5,000 ***(Moved to CIP Budget)***
6. Maintenance of Benches and Trash Cans at Montclair Transcenter, \$1,000
7. Refinishing of the Senior Center wood floor, \$2,500

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

8. Installation of new epoxy flooring in the Locker room of Fire Station 1, \$6,000 *(Moved to CIP Budget)*
9. Installation of new epoxy flooring on the truck deck of Fire Station 1, \$22,000 *(Not approved in Adopted Budget)*
10. Installation of epoxy flooring in locker room of Fire Station 2, \$6,000 *(Moved to CIP Budget)*
11. Installation of epoxy flooring in truck deck of Fire Station 2, \$18,000 *(Not approved in Adopted Budget)*
12. Installation of epoxy flooring in the City Yard locker room, \$8,000 *(Moved to CIP Budget)*
13. Installation of epoxy flooring in City Yard lunch room, \$10,000 *(Moved to CIP Budget)*
14. Painting of various areas of Fire Station 1, \$14,000 *(Moved to CIP Budget)*
15. Painting of various areas of Fire Station 2, \$12,500 *(Moved to CIP Budget)*
16. Painting Various areas of City Yard, \$5,500 *(Moved to CIP Budget)*
17. Replacement of carpeting in various locations in Fire Station 1, \$15,000 *(Moved to CIP Budget)*
18. Replacement of carpeting in various locations in Fire Station 2, \$10,000 *(Moved to CIP Budget)*
19. Roof Restoration of portions of the Community Center roofing. This roof was severely battered in 2003 when the HVAC system was replaced and is need of restoration. By performing a restoration the now expired warranty can be extended for an additional 20 years from the time of completion., \$50,000 *(Moved to CIP Budget)*
20. Purchase of two picnic table umbrellas for City Yard Patio, \$700
21. Purchase and install security devices to prevent metal theft at various locations around city, \$2,000

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

POLICE DEPARTMENT – \$3,000

1. Installation of new exit hardware with outside trim and card reader to Briefing room door, \$3,000 **(Not approved in Adopted Budget)**

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – NO ITEMS REQUESTED

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$22,510

Annual fire extinguisher service, and for recharge of extinguishers as needed, \$1,300

Annual FM200 required service – \$1,300

Youth Center - IT Server Room, \$300

Police Facility - Dispatch Center, Server Room and UPS Room, \$1,000

Annual Pre Action Fire Sprinkler Service – \$1,760

Police Facility, \$1,200

Youth Center, \$560

Annual Fire Alarm Inspection – \$3,200

Police Facility, \$2,000

Youth Center, \$600

Senior Center, \$600

Annual Fire Door Drop Test – \$400

Senior Center, \$100

City Hall, \$200

Community Center, \$100

Biannual Range Hood Inspection – \$1,050

Senior Center, \$350

Community Center, \$350

Kingsley Park Snack Bar, \$350

Overhead Door Maintenance – \$2,000

Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Continued on next page

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

MAINTENANCE – OTHER EQUIPMENT – continued

Generator Maintenance Contracts – \$6,500

Preventative maintenance and/or repairs on the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

Automatic Door Maintenance and Repairs – \$2,000

Police Department (3 doors)

City Hall (2 doors)

Youth Center (1 door)

Senior Center (3 doors)

Community Center (3 doors)

Recreation Facility (1 door)

Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES – \$27,000

Monthly pest control service for all City facilities including spot treatments for termites and bee removal, \$15,000

Fire Ant Control in all city parks, \$12,000

52640 RENT PRIVATE EQUIPMENT – \$2,000

Rental of private equipment to reach the high roof areas of the Police Facility for emergency repairs.

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

Department: Public Works

Program: 4691 Building Maintenance

Object Code	Item	Justification	Cost
62030	Drill Press	This drill press will be used in the Building Maintenance Department for drilling various types of materials. The current drill press in the City Yard Mechanics shop does not perform accurately for the types of precision drilling operations within the Building Maintenance Division.	\$1,600
62030	Festool Compound Miter Saw with Hepa Dust Extractor	The building Maintenance Division has long needed a miter saw but has managed to do without. Although there are cheaper saws on the market none perform as accurately or are able to collect the saw dust as efficiently as does this saw.	\$2,100
Total:			\$3,700

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	88,907	91,114	91,114	91,114
Services and Supplies	40,000	25,500	23,500	23,500
Capital Outlay	0	8,000	6,000	6,000
Total	128,907	124,614	120,614	120,614

Personnel Authorized	0.75 (FT) 0.00 (PTB)	0.75 (FT) 0.10 (PTB)	0.75 (FT) 0.10 (PTB)	0.75 (FT) 0.10 (PTB)
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Source of Funds

General Fund	128,907	124,614	120,614	120,614
Total	128,907	124,614	120,614	120,614

PROGRAM BUDGET SUMMARY – 2

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

Work Program

1. Perform preventative maintenance.
2. Repair air handlers and condensing units as needed.
3. Provide compressor and motor repairs as needed.
4. Controls and electrical repairs as needed.
5. Provide emergency repairs as needed.
6. Repair ice machines and water coolers as needed.

Units of Measure

	<u>2015–16</u>	<u>1st 6 mos. 2016–17</u>	<u>Estimate 2017–18</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	87	91	91
Exhaust Fans	35	41	44
Ice Machines and Refrigerators	16	23	23

Personnel Services – \$91,114

Salary requests are for: Facilities and Grounds Superintendent (.35) – \$37,897; Facilities Specialist (.40) – \$24,536; Office Technician (.10) – \$4,174. Cost allocations are as follows: full-time salaries – \$62,433; part-time benefitted salaries – \$4,174; overtime – \$250; benefit costs – \$24,257.

Services and Supplies – \$25,500

Funding requested is for: program supplies – \$500; materials, miscellaneous maintenance and repairs – \$16,000; maintenance other equipment – \$9,000.

Capital Outlay – \$8,000

Funding requested is for: One ice maker for the Police Facility - \$8,000.

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

Department: Public Works

Program: 4692 Heating & Air Conditioning

Object
Number

51130 PROGRAM SUPPLIES – \$500

Small hand tools and other special equipment to be used within the program.

51410 MATERIALS - MISCELLANEOUS MAINTENANCE AND REPAIRS – \$16,000

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050 MAINTENANCE - OTHER EQUIPMENT – \$9,000 ***(Only \$7,000 approved in Adopted Budget)***

Maintenance of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Biannual service of 9 ice machines in all city facilities, \$4,000

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

Department: Public Works

Program: 4692 Heating & Air Conditioning

Object Code	Item	Justification	Cost
62030	Ice Maker	Purchase of one new ice maker for the Police Facility. This item was requested by the Police Chief to replace an older machine that is no longer working. Repairs to the existing machine will cost more than the machine is worth. This machine will be placed in the downstairs lunch room.	\$8,000
Total:			\$8,000

(Only \$6,000 approved in Adopted Budget)

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	144,153	150,089	168,752	168,752
Services and Supplies	120,840	127,900	120,900	120,900
Capital Outlay	0	0	0	0
Total	264,993	277,989	289,652	289,652

Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)
	0.00 (PTB)	0.05 (PTB)	1.05 (PTB)	1.05 (PTB)
	4.00 (PT)	4.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	264,993	277,989	289,652	289,652
Total	264,993	277,989	289,652	289,652

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>2015-16</u>	<u>1st 6 mos. 2016-17</u>	<u>Estimate 2017-18</u>
City Facilities (buildings)	11	11	11

Personnel Services – \$150,089

Salary requests are for: Facilities and Grounds Superintendent (.05) – \$5,414; Facilities Specialist (.05) – \$3,067; Leadworker-Maintenance (1.00) – \$52,228; Office Technician (.05/part-time benefitted) – \$2,087; Custodian (4.00/part-time) – \$58,364. Cost allocations are as follows: full-time salaries – \$60,709; part-time benefitted salaries – \$2,087; part-time salaries – \$58,364; overtime – \$500; benefit costs – \$28,429.

Services and Supplies – \$127,900

Funding requested is for: custodial supplies – \$45,000; program supplies – \$900; special contract services – \$82,000.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

- 51090 CUSTODIAL SUPPLIES – \$45,000 *(Only \$40,000 approved in Adopted Budget)*
Custodial supplies for all City facilities.
- 51130 PROGRAM SUPPLIES – \$900
Small hand tools and other special equipment to be used within the program, \$400
Two Kenmore Elite vacuums (1 for City Hall and 1 for Police Facility), \$500
- 52450 SPECIAL CONTRACT SERVICES – \$82,000 *(Only \$80,000 approved in Adopted Budget)*
Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000
Linen service for Fire Departments, \$1,000
Janitorial services provided by Pomona Valley Workshop, \$76,000

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

Develop a viable City, including a suitable living environment and expanded economic opportunities for all residents of the community. Safeguard the physical, social, and economic conditions that affect the public health, safety, and welfare.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,238,639	1,227,969	1,227,969	1,227,969
Services and Supplies	107,674	97,997	92,725	92,725
Capital Outlay	0	0	0	0
Total	1,346,313	1,325,966	1,320,694	1,320,694

Personnel Authorized	12.325 (FT) 10.00 (PT)	12.40 (FT) 10.00 (PT)	12.40 (FT) 10.00 (PT)	12.40 (FT) 10.00 (PT)
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Department Distribution

Planning Commission	16,150	16,150	16,150	16,150
Administration	160,708	172,684	171,484	171,484
Planning	276,555	254,585	254,585	254,585
Building	428,413	383,859	380,159	380,159
Fire Prevention Bureau	51,485	116,596	116,224	116,224
Code Enforcement	413,002	382,092	382,092	382,092
Total	1,346,313	1,325,966	1,320,694	1,320,694

Source of Funds

General Fund	1,300,313	1,270,966	1,265,694	1,265,694
Community Dev Block Grant Fund	30,000	30,000	30,000	30,000
Air Quality Improvement Fund	16,000	25,000	25,000	25,000
Total	1,346,313	1,325,966	1,320,694	1,320,694

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Staats	0.025	0.05	0.05	0.05	9,226	9,226	9,226
Admin from other Depts - Caldwell	0.30	0.35	0.35	0.35	37,897	37,897	37,897
Planning Manager	1.00	1.00	1.00	1.00	108,276	108,276	108,276
Building Official/Code Enf Manager	1.00	1.00	1.00	1.00	108,276	108,276	108,276
Associate Planner	1.00	1.00	1.00	1.00	74,211	74,211	74,211
Plans Examiner	1.00	1.00	1.00	1.00	78,324	78,324	78,324
Building Inspector	1.00	1.00	1.00	1.00	64,199	64,199	64,199
Deputy Fire Marshal	1.00	1.00	1.00	1.00	83,154	83,154	83,154
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	73,342	73,342	73,342
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	65,657	65,657	65,657
Code Enforcement Officer	3.00	3.00	3.00	3.00	114,518	114,518	114,518
Administrative Secretary	1.00	1.00	1.00	1.00	50,245	50,245	50,245
Part Time							
Senior Intern	1.00	1.00	1.00	1.00	11,700	11,700	11,700
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	14,400	14,400	14,400
Planning Commissioner	5.00	5.00	5.00	5.00	15,000	15,000	15,000
Full Time	12.325	12.40	12.40	12.40	867,325	867,325	867,325
Part Time	10.00	10.00	10.00	10.00	41,100	41,100	41,100
Overtime					22,200	22,200	22,200
Additional Pay					900	900	900
Total Salaries & Wages					931,525	931,525	931,525
Benefit Costs					199,315	199,315	199,315
PERS Benefit Costs					97,129	97,129	97,129
Total Benefit Costs					296,444	296,444	296,444
TOTAL					1,227,969	1,227,969	1,227,969

PROGRAM BUDGET SUMMARY – 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,150	16,150	16,150	16,150
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	16,150	16,150	16,150	16,150

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

General Fund	16,150	16,150	16,150	16,150
Total	16,150	16,150	16,150	16,150

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

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

Units of Measure

- | | |
|----------------------------|---------------------------|
| 10 Precise Plans of Design | 2 General Plan Amendments |
| 15 Conditional Use Permits | 3 Code Amendments |
| 2 Tentative Parcel Maps | 2 Variances |
| 2 Tentative Tract Maps | 1 Zone Change |
-

Personnel Services – \$16,150

Salary requests are for: Planning Commissioners (5.00/part-time) – \$15,000. Cost allocations are as follows: part-time salaries – \$15,000; benefit costs – \$1,150.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4761

Department	Division	Program
Community Development		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	136,308	134,009	134,009	134,009
Services and Supplies	24,400	38,675	37,475	37,475
Capital Outlay	0	0	0	0
Total	160,708	172,684	171,484	171,484

Personnel Authorized	1.325 (FT)	1.40 (FT)	1.40 (FT)	1.40 (FT)
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Source of Funds

General Fund	144,708	147,684	146,484	146,484
Air Quality Improvement Fund	16,000	25,000	25,000	25,000
Total	160,708	172,684	171,484	171,484

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4761 Administration

Work Program

1. Provide staff assistance to the City Council and City Manager.
 2. Maintain coordination among Planning, Building and Code Enforcement division functions.
 3. Maintain coordinated communication among departments, other City departments, Chamber of Commerce, volunteers, public service agencies, and the community.
-

Units of Measure

1. Minimum of 20 Planning Commission meetings annually (each involves agenda distribution, preparation of displays, graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website).
 2. Regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Distribute documents and maps as requested annually by the public.
-

Personnel Services – \$134,009

Salary requests are for: Deputy City Manager (.05) – \$9,226; Assistant Housing Director/Planning Manager (.35) – \$37,897; Administrative Secretary (1.00) – \$50,245. Cost allocations are as follows: full-time salaries – \$97,368; overtime – \$500; benefit costs – \$36,141.

Services and Supplies – \$38,675

Funding requested is for: books and publications – \$150; dues and memberships – \$1,425; travel and meetings – \$7,200; vocational training – \$3,950; cellular phone service – \$800; miscellaneous expenditures – \$150; Air Quality Improvement Program – \$25,000.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4761 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael Diaz, City Planner	APA California Chapter Conference	Sacramento	September 2017	\$1,400
52130	Two (2) Planning Commissioners	Planning Commissioners Academy	Monterey	April 2018	\$2,650
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Northern California	March 2018	\$1,750
52130	Scott Sherwood, Deputy Fire Marshal	IAAI Conference	San Luis Obispo	November 2017	\$1,400
				Total:	\$7,200

(Only \$6,000 approved in Adopted Budget)

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

Department: Community Development

Program: 4761 Administration

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$650
52540	Dennis McGehee, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$650
52540	Michael Dorsey, Building Inspector	Maintain competency in related fields	TBA	TBA	\$650
52540	Gabe Fondario, Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$650
52540	Robert Hargett, Senior Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$450
52540	Shane Hidey, Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
52540	Jackie Andrade, Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
52540	Alan Romansky, Reserve Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$300
				Total:	\$3,950

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

Department: Community Development

Program: 4761 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

51120 REGULATION XV EXPENSES – \$25,000

Rideshare incentives for employees, including fuel and car washes (Air Quality Improvement Trust Fund).

52120 DUES AND MEMBERSHIPS – \$1,425

Dues and memberships from all department programs as follows:

Planning – American Planning Association, \$300

Building – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, \$400

Code Enforcement – California Association of Code Enforcement Officers, \$625

Fire Prevention – International Association of Arson Investigators (IAAI), \$100

52130 TRAVEL AND MEETINGS – \$7,200 (**Only \$6,000 approved in Adopted Budget**)

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

52540 VOCATIONAL TRAINING – \$3,950

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

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

Department: Community Development

Program: 4761 Administration

Object
Number

52850 CELLULAR PHONE EXPENSE – \$800

Ongoing cellular phone expenses. Cell phones are used in lieu of 800 MHz walkie-talkie radios for communication.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account for unexpected expenditures.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	269,305	246,785	246,785	246,785
Services and Supplies	7,250	7,800	7,800	7,800
Capital Outlay	0	0	0	0
Total	276,555	254,585	254,585	254,585

Personnel Authorized	2.00 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)
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Department Distribution

Current	203,547	187,112	187,112	187,112
Advance	73,008	67,473	67,473	67,473
Total	276,555	254,585	254,585	254,585

Source of Funds

General Fund	276,555	254,585	254,585	254,585
Total	276,555	254,585	254,585	254,585

PROGRAM BUDGET SUMMARY – 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	202,297	185,312	185,312	185,312
Services and Supplies	1,250	1,800	1,800	1,800
Capital Outlay	0	0	0	0
Total	203,547	187,112	187,112	187,112

Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)
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Source of Funds

General Fund	203,547	187,112	187,112	187,112
Total	203,547	187,112	187,112	187,112

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4762 Current Planning

Work Program

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

Units of Measure

1. Serve as secretary to Planning Commission.
 2. Provide staff assistance to the City Council and City Manager.
 3. Daily public counter service (including email and phone inquiries)
 4. Process annual caseload of current development applications.
 5. Approximately 35 Development Review Committee meetings.
 6. A minimum of 20 Planning Commission Meetings
 7. Maintain coordination among Planning, Building, Code Enforcement and Fire Prevention Bureau division functions.
 8. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
 9. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Personnel Services – \$185,312

Salary requests are for: City Planner/Planning Manager (.75) – \$81,207; Associate Planner (.75) – \$55,658. Cost allocations are as follows: full-time salaries – \$136,865; overtime – \$1,500; additional pay – \$675; benefit costs – \$46,272.

Services and Supplies – \$1,800

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4762 Current Planning

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090 PUBLICATION AND ADVERTISING – \$5,500

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

PROGRAM BUDGET SUMMARY – 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance Planning

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	67,008	61,473	61,473	61,473
Services and Supplies	6,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total	73,008	67,473	67,473	67,473

Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)
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Source of Funds

General Fund	73,008	67,473	67,473	67,473
Total	73,008	67,473	67,473	67,473

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4763 Advance Planning

Work Program

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

Units of Measure

1. Development, amendment and coordination of Specific Plans.
 2. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Comprehensive update of the City's General Plan.
-

Personnel Services – \$61,473

Salary requests are for: City Planner (.25) – \$27,069; Associate Planner (.25) – \$18,553. Cost allocations are as follows: full-time salaries – \$45,622; overtime – \$200; additional pay – \$225; benefit costs – \$15,426.

Services and Supplies – \$6,000

Funding requested is for: City portion of LAFCO's annual funding – \$6,000.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4763 Advance Planning

Object
Number

52320 ANNEXATIONS – \$6,000

The City's estimated share of LAFCO's annual budget allocation.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	371,663	341,859	341,859	341,859
Services and Supplies	56,750	42,000	38,300	38,300
Capital Outlay	0	0	0	0
Total	428,413	383,859	380,159	380,159

Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
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Department Distribution

Field Inspection	134,227	121,533	121,533	121,533
Plan Check	118,645	114,889	111,189	111,189
Operations	175,541	147,437	147,437	147,437
Total	428,413	383,859	380,159	380,159

Source of Funds

General Fund	428,413	383,859	380,159	380,159
Total	428,413	383,859	380,159	380,159

PROGRAM BUDGET SUMMARY – 1

Program Number 4764

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	130,777	119,533	119,533	119,533
Services and Supplies	3,450	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Total	134,227	121,533	121,533	121,533

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

General Fund	134,227	121,533	121,533	121,533
Total	134,227	121,533	121,533	121,533

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

Units of Measure

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Inspections made	2,741	1,885	3,567	2,392	2,557	2,636

Personnel Services – \$119,533

Salary requests are for: Plans Examiner (.50) – \$39,162; Building Inspector (.75) – \$48,149. Cost allocations are as follows: full-time salaries – \$87,311; overtime – \$4,000; benefit costs – \$28,222.

Services and Supplies – \$2,000

Funding requested is for: books and publications – \$650; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$500; miscellaneous expenditures – \$250.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$650

Update of new code books and training manuals.

51100 UNIFORMS – \$600

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$36,000

Because of the expected commencement of construction at Montclair Place, the services of a contract building inspector are anticipated on an "on-call" basis to keep pace with the projected inspection workload.

52451 SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$36,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$500

Funds are requested for safety equipment and small tools.

52990 MISCELLANEOUS EXPENDITURES – \$250

Small contingency account for unexpected expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	81,995	75,539	75,539	75,539
Services and Supplies	36,650	39,350	35,650	35,650
Capital Outlay	0	0	0	0
Total	118,645	114,889	111,189	111,189
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	118,645	114,889	111,189	111,189
Total	118,645	114,889	111,189	111,189

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide for the community to improve life, health and building safety by checking proposed construction plans 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>10–11</u>	<u>11–12</u>	<u>12–13</u>	<u>13–14</u>	<u>14–15</u>	<u>15-16</u>
Plans Checked	336	302	217	384	478	485
Permits Issued	704	601	684	783	766	801

Personnel Services – \$75,539

Salary requests are for: Plans Examiner (.50) – \$39,162; Building Inspector (.25) – \$16,050. Cost allocations are as follows: full-time salaries – \$55,212; overtime – \$3,000; benefit costs – \$17,327.

Services and Supplies – \$39,350

Funding requested is for: books and publications – \$650; electronic plan archiving – \$2,500; electronic plan archiving reimbursement – <\$2,500>; plan checking services – \$35,000; small equipment – \$3,700

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$650

Tri-annual update of new code books and training manuals.

51160 ELECTRONIC ARCHIVING – \$2,500

Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.

51161 ELECTRONIC ARCHIVING REIMBURSEMENT – <\$2,500>

Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.

52270 PLAN CHECK SERVICE – \$35,000

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52690 SMALL EQUIPMENT – \$3,700 (***Moved to Program 4316***)

Technology in plan review is advancing requiring the need for a computer and monitor capable of viewing and responding to corrections digitally. Therefore, it is necessary to obtain equipment capable of digitally performing such tasks.

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 Deputy City Manager. 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	158,891	146,787	146,787	146,787
Services and Supplies	16,650	650	650	650
Capital Outlay	0	0	0	0
Total	175,541	147,437	147,437	147,437
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	175,541	147,437	147,437	147,437
Total	175,541	147,437	147,437	147,437

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
 2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
 3. Assist and/or advise the Deputy City Manager.
 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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Permit Valuation	\$6,495,644	\$63,607,644	\$10,719,339	\$35,738,476	\$25,455,066	\$29,225,116

Personnel Services – \$146,787

Salary requests are for: Building Official/Code Enforcement Manager (1.00) – \$108,276. Cost allocations are as follows: full-time salaries – \$108,276; benefit costs – \$38,511.

Services and Supplies – \$650

Funding requested is for: books and publications – \$650.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$650

Update of new code books and training manuals.

PROGRAM BUDGET SUMMARY – 1

Program Number 4767

Department	Division	Program
Community Development	Fire Prevention	Fire Prevention Bureau

Program Description

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations, public education, and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community, providing public education programs, examining development site plans, and assisting the Fire and Police Departments with the investigation of fires to determine the origin and cause.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	39,361	112,524	112,524	112,524
Services and Supplies	12,124	4,072	3,700	3,700
Capital Outlay	0	0	0	0
Total	51,485	116,596	116,224	116,224
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	51,485	116,596	116,224	116,224
Total	51,485	116,596	116,224	116,224

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

Work Program

1. Administer Fire Prevention Inspections Programs.
 2. Project Review/Plan Check for new construction and tenant improvements.
 3. Conduct origin and cause investigations and assist the Fire Department in arson investigations.
 4. Administer public education programs for fire/life safety to the community, businesses, and schools.
 5. Weed abatement compliance.
-

Units of Measure

	<u>2016</u>	Estimate <u>2017</u>
Inspections Completed	633	700
Plans Reviewed	252	150
Fire Investigation Responses	22	25
Weed Abatement Actions	100	80
Class Presentations	86	86

Personnel Services – \$112,524

Salary requests are for: Deputy Fire Marshal (1.00) – \$83,154; Cost allocations are as follows: full-time salaries – \$83,154; overtime – \$5,000; benefit costs – \$24,370.

Services and Supplies – \$4,072

Funding requested is for: books and publications – \$2,172; office supplies–direct – \$500; uniforms – \$500; personnel protective equipment – \$300; plan check service – \$20,000; plan check service reimbursement – <\$20,000>; small equipment – \$200; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,172 ***(Only \$1,800 approved in Adopted Budget)***

Maintain NFPA reference codes (updates and amendments for current National Fire Code), \$1,400
California Code of Regulations Title 19 – Public Safety, \$225
California Fire Code \$210
California Penal Code, \$47
California Vehicle Code, \$50
California Residential Code, \$140
California Civil Code, \$50
California Code of Civil Procedure, \$50

51060 OFFICE SUPPLIES–DIRECT – \$500

3–part NCR Fire/Life Safety Inspection forms.

51100 UNIFORMS – \$500

Annual uniform expense.

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$300

Replacement of worn safety equipment.

52270 PLAN CHECK SERVICE – \$20,000 ***(Only \$10,000 approved in Adopted Budget)***

Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.

52271 PLAN CHECK SERVICE – <\$20,000> ***(Only <\$10,000> approved in Adopted Budget)***

Reimbursement to the City for plan check services.

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

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

52690 SMALL EQUIPMENT – \$200

Miscellaneous small equipment items not provided for elsewhere in this budget.

52990 MISCELLANEOUS EXPENDITURES – \$400

Supplies and material for use in the investigation of fires and the preservation of evidence, \$250
Various expenditures for the Fire Prevention Bureau, \$150

PROGRAM BUDGET SUMMARY – 1

Program Number 4768

Department	Division	Program
Community Development		Code Enforcement

Program Description

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention. Interdicts and addresses homeless conditions.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	405,852	376,642	376,642	376,642
Services and Supplies	7,150	5,450	5,450	5,450
Capital Outlay	0	0	0	0
Total	413,002	382,092	382,092	382,092
Personnel Authorized	5.00 (FT) 5.00 (PT)	5.00 (FT) 5.00 (PT)	5.00 (FT) 5.00 (PT)	5.00 (FT) 5.00 (PT)

Source of Funds

General Fund	383,002	352,092	352,092	352,092
Community Dev Block Grant Fund	30,000	30,000	30,000	30,000
Total	413,002	382,092	382,092	382,092

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
3. Document new contacts and all initial abatement activities conducted.
4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
5. Remove all illegal signs.
6. Conduct neighborhood cleanups (C.A.U.T.I.O.N. cleanups) as time and staffing allow.
7. Ensure that graffiti is removed from private property.
8. Annually document the homeless population. Interdict and address homeless conditions.
9. Responds to residents with municipal, health and safety, and code concerns.

Units of Measure

	2015-16	Year to Date 2016-17 (as of 3/31/16)	Estimated 2016-17
Abandoned Vehicle Abatement	20	78	95
Administrative Citations	175	156	225
C.A.U.T.I.O.N. Cleanups	0	0	0
Clean-Up and Secure	58	102	150
Complaints	1,025	1,955	2,000
Foreclosures	35	64	90
Graffiti Abatement	85	120	150
Notices to Appear	4	140	175
Notices of Violation	889	1,575	1,750
Violations Abated by Owner	755	1,348	1,550
Illegal Signs Removed	4,873	7,468	8,000
Inspections	2,103	8,833	9,200

Personnel Services – \$376,642

Salary requests are for: Code Enforcement Supervisor (1.00) – \$73,342; Senior Code Enforcement Officer (1.00) – \$66,657; Code Enforcement Officer (3.00) – \$114,518; Reserve Code Enforcement Officer (4.00/part-time) – \$14,400; Senior Intern/part-time (1.00) \$11,700. Cost allocations are as follows: full-time salaries – \$253,517; part-time salaries – \$26,100; overtime – \$8,000; benefit costs – \$89,025.

Services and Supplies – \$5,450

Funding requested is for: books and publications – \$150; uniforms – \$1,800; small equipment – \$1,500; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$1,800

Replacement of uniform polo shirts, pants, jackets, and shoes as necessary.

52690 SMALL EQUIPMENT – \$1,500

Funding is requested for various small tools, cameras and cases, safety vest, gloves, printers, lock up cabinet and equipment as needed.

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Printing costs for administrative citation forms and official postings, miscellaneous expenditures for homeless program.

Economic Development

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development		4791 Administration

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liaison to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

The Office of Economic Development did not appear in the City Budget until FY 2013-14. In Fiscal Year 2012-13, employee costs and costs for services and supplies related to the former functions of the City of Montclair Redevelopment Agency were shown in the Public Works budget, City Manager's budget, City Council budget, and Housing Corporation budget. In the proposed Fiscal Year 2017-18 Budget, salaries for three full time employees and one part time employee are shown. However, 45 percent of the salary costs for the Assistant Director of Housing/Planning Manager are born by the Montclair Housing Corporation and 35 percent of salary costs are born by the General Fund. One hundred percent (100%) of the salary costs for the Administrative Aide are born by the Montclair Housing Corporation. A portion of the salary costs for the Deputy City Manager/Executive Director of Economic Development are born by the Successor Redevelopment Agency with the Montclair Housing Corporation making a contribution along with the General Fund. The only position fully funded by the Economic Development Fund is the part time Economic Development Coordinator.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	196,190	223,157	238,822	238,822
Services and Supplies	678,640	1,188,850	1,203,850	1,203,850
Capital Outlay	3,000,000	0	0	0
Total	3,874,830	1,412,007	1,442,672	1,442,672

Personnel Authorized	0.65 (FT) 1.00 (PT)	0.85 (FT) 1.00 (PT)	1.35 (FT) 1.00 (PT)	1.35 (FT) 1.00 (PT)
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Source of Funds

Economic Development Fund	3,344,830	382,007	397,672	397,672
Successor Agency Bond Proceeds	0	1,000,000	1,000,000	1,000,000
2014 Refunding Bond Proceeds	500,000	0	0	0
General Plan Update Fee	30,000	30,000	45,000	45,000
Total	3,874,830	1,412,007	1,442,672	1,442,672

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Deputy CM/Exec Dir Econ Dev	1.00	1.00	1.00	1.00	184,524	184,524	184,524
Admin to other Depts	-0.50	-0.35	-0.35	-0.35	-64,583	-64,583	-64,583
	0.50	0.65	0.65	0.65	119,941	119,941	119,941
Planning and Housing Manager	1.00	1.00	1.00	1.00	108,276	108,276	108,276
Admin to other Depts	-0.85	-0.80	-0.80	-0.80	-86,621	-86,621	-86,621
	0.15	0.20	0.20	0.20	21,655	21,655	21,655
Economim Development							
Coordinator/Housing Assoc	1.00	1.00	1.00	1.00	52,430	64,927	64,927
Admin to other Depts	-1.00	-1.00	-0.50	-0.50	-52,430	-32,464	-32,464
	0.00	0.00	0.50	0.50	0	32,463	32,463
<u>Part Time</u>							
Economic Development Coor	1.00	1.00	1.00	1.00	31,044	5,000	5,000
Full Time	3.00	3.00	3.00	3.00	345,230	357,727	357,727
Admin other Departments	-2.35	-2.15	-1.65	-1.65	-203,634	-183,668	-183,668
Total FT Positions/Salaries	0.65	0.85	1.35	1.35	141,596	174,059	174,059
Part Time	1.00	1.00	1.00	1.00	31,044	5,000	5,000
Additional Pay					900	900	900
Additional Pay other Depts					-900	-450	-450
Total Salaries & Wages					172,640	179,509	179,509
Benefit Costs					70,529	68,779	68,779
PERS Benefit Costs					47,378	48,601	48,601
Benefit Costs other Depts					-67,390	-58,067	-58,067
Total Benefit Costs					50,517	59,313	59,313
TOTAL					223,157	238,822	238,822

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development		4791 Administration

Work Program

1. Serve as staff to the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council, Oversight Board, Housing Authority Board of Directors and Housing Corporation Board of Directors annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Identify projects for use of tax allocation bond funds pending their availability from the State through the Due Diligence Review process.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist the organization on finding and writing grants for specified projects.
19. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
20. Assist in efforts to address and resolve fiscal issues related to the economic downturn and the elimination of redevelopment.

Personnel Services – \$223,157

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.50) – \$119,941; Planning and Housing Manager (.20) – \$21,655, Economic Development Coordinator (1.00/part-time) – \$31,044. Cost allocations are as follows: full-time salaries – \$141,596; part-time salaries – \$31,044; benefit costs – \$50,517.

Services and Supplies – \$1,188,850

Funding requested is for: books and publications – \$100; publication and advertising – \$10,000; dues and memberships – \$1,650; travel and meetings – \$16,600; mileage/auto allowance – \$7,800; special consulting services – \$15,000; general plan legal fees – \$30,000; special legal services – \$50,000; special contract services – \$1,039,500; cellular phone expense – \$450; miscellaneous expenditures – \$17,750.

Capital Outlay

No funding requested.

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

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Marilyn Staats, Deputy City Manager/Executive Director-Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Administrative Aide Mike Diaz, Planning Manager	2017 International Council for Shopping Centers (ICSC)	Los Angeles	October 2-4, 2017	\$5,000
52130	Marilyn Staats, Deputy City Manager/Executive Director Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Administrative Aide Mike Diaz, Planning Manager Mikey Fuentes, Sr. Management Analyst	2018 International Council for Shopping Centers (ICSC)	Las Vegas	May 20-24, 2018	\$7,000

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

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Thailin Martin, Administrative Aide	California Association for Local Economic Development Certificate	Fresno	October 22-26, 2017	\$1,900
		<u>Miscellaneous</u>			
52130	Marilyn Staats, Deputy City Manager/Executive Director-Economic Development	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; refreshments/meals for Oversight Board Meetings; Chamber events; CoStar workshops			\$2,700
				Total:	\$16,600

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

Department: Economic Development

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$10,000

Printing cost for *Available Properties in the City* properties booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – \$1,650

California Association for Local Economic Development (CALED), \$1,000
International Council for Shopping Centers–memberships, \$550
Unanticipated adjustments, \$100

52130 TRAVEL AND MEETINGS – \$16,600

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

52190 SPECIAL CONSULTING SERVICES – \$15,000

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

52290 GENERAL PLAN LEGAL FEES – \$30,000 **(\$45,000 approved in Adopted Budget)**

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

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

Department: Economic Development

Program: 4791 Administration

Object
Number

52300 SPECIAL LEGAL SERVICES – \$50,000

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions.

52450 SPECIAL CONTRACT SERVICES – \$1,039,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$2,500

Contract with Group 1 Productions for “State of the City” video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$2,000

Consulting fee for update to the General Plan, \$1,000,000 (Successor Agency Bond Proceeds)

52850 CELLULAR PHONE EXPENSE – \$450

Expenditures related to use of cellular telephone service.

52990 MISCELLANEOUS EXPENDITURES – \$17,750

“State of the City” incidental expenditures for decorations, \$1,500

Economic development promotional materials, \$10,000

Booth space rental for ICSC Conferences, \$3,900

Furniture/electrical rental at ICSC Conferences, \$1,200

Participation in County Job Fair, \$750

Miscellaneous supplies, \$400

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.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	33,010	100,224	100,224	100,224
Services and Supplies	290,000	261,000	211,000	211,000
Capital Outlay	0	0	0	0
Total	323,010	361,224	311,224	311,224
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	323,010	361,224	311,224	311,224
Total	323,010	361,224	311,224	311,224

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>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<u>Part Time</u>							
City Attorney	1.00	1.00	1.00	1.00	76,800	76,800	76,800
Part Time	1.00	1.00	1.00	1.00	76,800	76,800	76,800
Benefit Costs					15,415	15,415	15,415
PERS Benefit Costs					8,009	8,009	8,009
Total Benefit Costs					23,424	23,424	23,424
TOTAL					100,224	100,224	100,224

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law 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 and Planning Commission meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Advise on Workers' Compensation issues.
11. Advise on disciplinary actions.
12. Advise on disability retirement issues.
13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
14. Deputy City Attorney serves in the absence of the City Attorney.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.

Personnel Services – \$100,224

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$23,424

Services and Supplies – \$261,000

Funding requested is for: legal services/court costs – \$225,000; special legal services – \$36,000.

Capital Outlay

No funding requested.

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

Department: City Attorney

Program: 4801 City Attorney

Object
Number

52290 LEGAL SERVICES/COURT COSTS – \$225,000 *(Only \$175,000 approved in Adopted Budget)*

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300 SPECIAL LEGAL SERVICES – \$36,000

Cost of additional services performed by City Attorney—per Agreement No. 17-13, the current hourly rate for general legal services is \$210 per hour. Hourly rate is not inclusive of retainer fee: \$6,400 per month for 40 hours of billable time.

Citywide Department

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,228,650	4,465,341	4,322,155	4,322,155
Services and Supplies	1,781,000	1,913,750	1,711,000	1,711,000
Capital Outlay	0	0	0	0
Total	3,009,650	6,379,091	6,033,155	6,033,155

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	2,761,650	6,108,266	5,575,023	5,575,023
Gas Tax Fund	123,000	147,550	151,358	151,358
Senior Nutrition Fund	0	0	5,742	5,742
After School Program Fund	3,000	500	70,595	70,595
Sewer Operating Fund	122,000	122,775	230,437	230,437
Total	3,009,650	6,379,091	6,033,155	6,033,155

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Citywide		4901 Citywide

Work Program

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are review for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.
-

Personnel Services – \$4,465,341

Funding requested is for: Benefit Costs – \$4,465,341.

Services and Supplies – \$1,913,750

Funding requested is for: service awards – \$43,000; special consulting services – \$99,750; telephone service – \$25,000; electric service – \$475,000; natural gas service – \$30,000; water service – \$320,000; general city insurance – \$920,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

CFD Operations

DEPARTMENT BUDGET SUMMARY

Department

CFD Operations

Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	36,854	36,854	36,854	36,854
Services and Supplies	102,250	101,800	101,800	101,800
Total	139,104	138,654	138,654	138,654

Personnel Authorized	0.05 (FT)	0.00 (FT)	0.00 (FT)	0.00 (FT)
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Department Distribution

CFD 2011-1 Paseos	91,922	97,072	97,072	97,072
CFD 2011-2 Arrow Station	47,182	41,582	41,582	41,582
Total	139,104	138,654	138,654	138,654

Source of Funds

CFD 2011-1 Fund – Paseos	91,922	97,072	97,072	97,072
CFD 2011-2 Fund – Arrow Station	47,182	41,582	41,582	41,582
Total	139,104	138,654	138,654	138,654

PROGRAM BUDGET SUMMARY – 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos

Program Description

With the development of Tract No. 18213, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	30,822	30,822	30,822	30,822
Services and Supplies	61,100	66,250	66,250	66,250
Capital Outlay	0	0	0	0
Total	91,922	97,072	97,072	97,072
Personnel Authorized	0.05 (FT)	0.00 (FT)	0.00 (FT)	0.00 (FT)

Source of Funds

CFD 2011-1 Fund – Paseos	91,922	97,072	97,072	97,072
Total	91,922	97,072	97,072	97,072

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5001 CFD 2011–1 Paseos

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature and any necessary repairs.
 2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2015–16</u>	1st 6 mos. <u>2016–17</u>	Estimate <u>2017–18</u>
Acres of parks and parkways maintained by maintenance contract	1.06	1.06	1.06

Personnel Services – \$30,822

Salary requests are for: Police Services – \$11,411; Fire Services – \$11,411; Maintenance Services – \$8,000. Cost allocations are as follows: full-time salaries – \$30,822.

Services and Supplies – \$66,250

Funding requested is for: Public Works Administration – \$7,500; Public Safety Administration – \$7,500; materials – buildings – \$1,000; materials – street signs – \$1,000; street lighting – \$14,000; special contract services – \$3,000; graffiti abatement – \$1,000; street maintenance – \$4,250; landscape maintenance – \$25,000; tree maintenance – \$1,000; street sweeping – \$1,000.

Capital Outlay

No funding requested.

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

Department: CFD Operations

Program: 5001 CFD 2011–1 Paseos

Object
Number

51300 MATERIALS – BUILDINGS – \$1,000

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,000

Regulatory and Informational Signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$14,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$3,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$1,000

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$4,250

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$25,000

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$1,000

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$1,000

Services include weekly motorized street sweeping service.

PROGRAM BUDGET SUMMARY – 1

Program Number 5002

Department	Division	Program
CFD Operations		CFD 2011-2 Arrow Station

Program Description

With the development of Tract No. 18803, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	6,032	6,032	6,032	6,032
Services and Supplies	41,150	35,550	35,550	35,550
Capital Outlay	0	0	0	0
Total	47,182	41,582	41,582	41,582
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-2 Fund – Arrow Station	47,182	41,582	41,582	41,582
Total	47,182	41,582	41,582	41,582

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5002 CFD 2011–2 Arrow Station

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
 2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2015–16</u>	1st 6 mos. <u>2016–17</u>	Estimate <u>2017–18</u>
Linear feet of parkways and retention basins within street right of way.	0	0	2,375

Personnel Services – \$6,032

Salary requests are for: Police Services – \$3,016; Fire Services – \$3,016. Cost allocations are as follows: full-time salaries – \$6,032.

Services and Supplies – \$35,550

Funding requested is for: Public Works Administration – \$3,750; Public Safety Administration – \$3,750; materials – street signs – \$500; street lighting – \$4,800; special contract services – \$3,000; graffiti abatement – \$1,000; street maintenance – \$3,250; landscape maintenance – \$15,000; street sweeping – \$500.

Capital Outlay

No funding requested.

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

Department: CFD Operations

Program: 5002 CFD 2011–2 Arrow Station

Object
Number

5134 MATERIALS – STREET SIGNS – \$500

Regulatory signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$4,800

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$3,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$1,000

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$3,250

Services include future and unforeseen crack sealing; overlaying and street replacement costs; curb, gutter, and sidewalk repairs and replacements; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$15,000

Contract with outside vendor for maintenance of landscaping and drainage facilities.

52456 STREET SWEEPING – \$500

Services include weekly motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of March 1, 2017**

<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 3/1/17</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	100%	57,000	\$57,000
TOTAL FIRE								\$184,000	\$184,000
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	33%	31,000	\$10,230
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	100%	33,000	\$33,000
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	100%	34,000	\$34,000
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	30,000	\$30,000
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	29,000	\$29,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	33,000	\$33,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	33,000	\$33,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	28,000	\$28,000
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	30,000	\$30,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	30,000	\$30,000
2011 Ford Crown Victoria	175656	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	175654	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	175653	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	175651	08/02/11	22,936		22,936	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	25,000	\$25,000
2011 Ford Crown Victoria	112182	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112183	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112184	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112185	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
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

**Equipment Replacement Fund
Analysis Funding Requirement
as of March 1, 2017**

<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 3/1/17</u>
POLICE DEPARTMENT Continued									
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	29%	43,000	\$12,470
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	22,000	\$22,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	25,000	\$25,000
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								\$999,000	\$843,850
PUBLIC WORKS									
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	10%	59,000	\$5,900
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	20%	18,000	\$3,600
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	20%	4,000	\$800
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	25%	48,000	\$12,000
2012 Ford F450	82169	11/13/12	90,500		90,500	12	42%	115,000	\$48,300
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	83%	73,000	\$60,590
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	92%	39,000	\$35,880
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	92%	36,000	\$33,120
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	38,000	\$38,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	38,000	\$38,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	29,000	\$29,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	26,000	\$26,000
2003 Tymco 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	100%	27,000	\$27,000
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	100%	83,000	\$83,000
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	31,000	\$31,000
2000 Tymco 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	179098	03/01/93	17,092		17,092	12	100%	22,000	\$22,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	100%	6,000	\$6,000
Chipper 1985	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	100%	13,000	\$13,000
Chevy-Dump Truck	109792	04/01/85	37,062		37,062	15	100%	50,000	\$50,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of March 1, 2017**

<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 3/1/17</u>
PUBLIC WORKS Continued									
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	80%	84,000	\$67,200
Striper	71785	09/19/05	54,895		54,895	15	80%	74,000	\$59,200
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								\$1,527,000	\$1,303,590
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
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								\$152,000	\$152,000
TOTAL ALL DEPARTMENTS			2,335,242	103,429	2,438,671			2,862,000	2,483,440

GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

AGENCY FUND. A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

APPROPRIATION. Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

BUDGET. A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

CAPITAL IMPROVEMENT PROGRAM. A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

CAPITAL OUTLAY. Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

CAPITAL PROJECT FUND. A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

DEFICIT. The excess of expenditures over actual revenues received during the budget year.

ENCUMBRANCE. An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

ENTERPRISE FUND. A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

INFRASTRUCTURE. Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

INTERFUND TRANSFERS. Transfers between funds are denoted as Transfers-Ins (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

OBJECT. A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

OPERATING BUDGET. The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

PROGRAM. Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

SPECIAL REVENUE FUND. A fund used to account for resources which are legally restricted for specified purposes.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

ACRONYMS

The following list will assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
BMI	Broadcast Music, Inc.
CAC	Community Action Committee
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
CALPELRA	California Public Employers Labor Relations Association
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCUG	California Law Enforcement Telecommunication System Users Group
CDBG	Community Development Block Grant
CESA	California Emergency Services Association
CEU	Continuing Education Units
CFCA	California Fire Chiefs Association
CFD	Community Facilities District
CFED	California Fire Education and Disaster
CICCS	California Incident Command Certification System
CIP	Capital Improvement Plan
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas
CNI	Central Name Index
COBRA	Consolidated Omnibus Budget Reconciliation Act
CONFIRE	Consolidated Fire Agencies of the East Valley
COP	Community Oriented Policing
CPAT	Candidate Physical Ability Test
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRA	California Rangemasters' Association
CRRA	California Resource Recovery Association
CSAR	Canine Search and Recovery
CSMFO	California Society of Municipal Finance Officers

ACRONYMS

CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
ESRI	Environmental Systems Research Institute
EVOC	Emergency Vehicle Operations Course
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FTO	Field Training Officer
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GASB 68	Governmental Accounting Standards Board Statement No. 68
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HPMS	Highway Performance Monitoring System
HVAC	Heating, Ventilation, Air-Conditioning
IAAI	International Association of Arson Investigators
ICC	International Code Chapter
ICEMA	Inland Counties Emergency Medical Agency
ICMA	International City/County Management Association
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IEUA	Inland Empire Utility Agency
IFSTA	International Fire Service Training Association
IVHS	Inland Valley Humane Society
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LED	Light Emitting Diode
MDC	Mobile Data Computer
MFRC	Montclair Family Resource Center
MHC	Montclair Housing Corporation
MS4	Municipal Separate Storm Sewer Systems

ACRONYMS

MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
MRE	Meals Ready to Eat
NASSCO	National Association of Sewer Service Companies
NCIC	National Crime Information Center
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NLETS	National Law Enforcement Telecommunications System
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OES	Office of Emergency Services
OMSD	Ontario-Montclair School District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PEPRA	Public Employee Pension Reform Act of 2013
PERS	Public Employees Retirement System
PIT	Pursuit Intervention Technique
POST	Police Officer Standards and Training
PSAP	Primary Safety Answering Point
QA/AI	Quality Assurance/Quality Improvement
RMA	Rubber Manufacturers Association
SAMS	Senior Assistance Management System
SBCTA	San Bernardino County Transportation Authority
SBOE	State Board of Equalization
SCAG	Southern California Association of Governments
SCAN-NATOA	States of California and Nevada Chapter-National Association of Telecommunications Officers and Advisors
SCAP	Southern California Association of Publicly (SCAP) Owned Treatment Works
SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation
SEM	Security Engineered Machinery
SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SRO	School Resource Officers
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
TBA	To Be Announced
TMDL	Total Maximum Daily Load

ACRONYMS

TSS	Total Suspended Solids
URISA	Urban and Regional Information Systems Association
US&R	Urban Search and Rescue
USA	Underground Service Alert
VIP	Volunteer in Policing
WAN	Wide Area Network
WCSG	West Covina Service Group
WDR	Waste Discharge Requirements
WECA	West End Communication Authority
WQMP	Water Quality Management Plans

CITY OF MONTCLAIR SALARY SCHEDULE

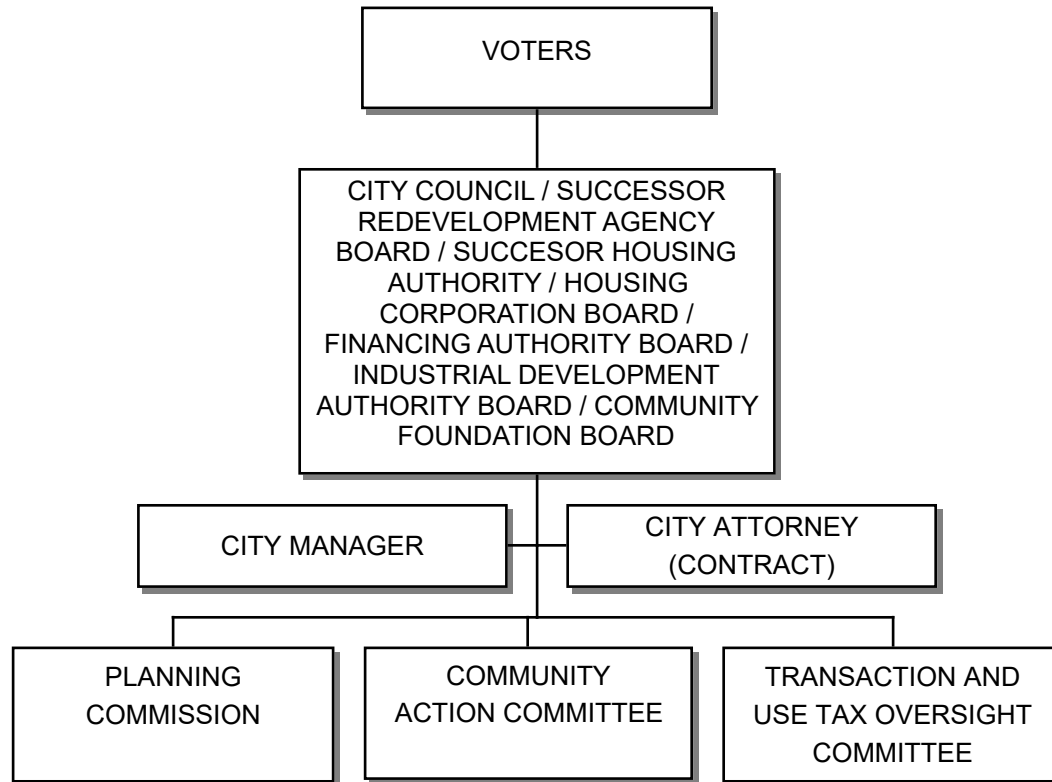
ALPHA RANGE LISTING

Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist (a)	19.68	20.66	21.70	22.78	23.92
Administrative Aide (a)	22.40	23.52	24.69	25.93	27.23
Administrative Secretary (Relief) (a)	19.88	20.87	21.91	23.01	24.16
Administrative Technician (PTB)	19.48	20.46	21.48	22.56	23.68
City Attorney	1200	--	--	--	--
Code Enforcement Officer (Relief) (a)	23.87	25.07	26.32	27.63	29.02
Community Building Supervisor	10.50	11.02	11.57	12.15	12.76
Council Member	742	--	--	--	--
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 PTB	13.60	14.28	14.99	15.74	16.53
Equipment Maintenance Technician (PTB)	19.88	20.88	21.92	23.02	24.17
Facility Coordinator	10.50	11.02	11.57	12.15	12.76
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide	10.50	--	--	--	--
Graffiti Abatement Worker (a)	17.90	18.80	19.74	20.72	21.76
Health Education Intern	14.79				
Health Education Specialist [Grant] (a)	17.07	--	--	--	--
Information Technology Systems Technician (PTB)	23.10	24.26	25.47	26.74	28.08
Instructor	10.50	11.02	11.57	12.15	12.76
Junior Intern	10.50	11.02	11.57	12.15	12.76
Kitchen Assistant	10.50	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance (a)	20.65	21.69	22.77	23.91	25.11
Learning Coordinator [Grant] (a)	17.72	18.61	19.54	20.52	21.54
Learning Leader [Grant]	12.10	12.70	13.33	14.00	14.70
Maintenance Technician (PTB)	17.55	18.43	19.35	20.32	21.33
Maintenance Worker (Part-Time) (a)	17.90	18.80	19.74	20.72	21.76
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	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	10.50	--	--	--	--
Office Specialist (a)	16.93	17.78	18.67	19.60	20.58
Office Technician (PTB)	16.60	17.43	18.31	19.22	20.18
Park Leader	10.50	11.02	11.57	12.15	12.76
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	10.88	11.42	11.99	12.59	--
Police Dispatcher (Relief) (a)	22.17	23.28	24.44	25.67	26.95
Police Services Specialist (Relief) (a)	17.55	18.43	19.35	20.32	21.33
Program Aide	10.93	--	--	--	--
Property Custody Technician (PTB)	16.38	17.20	18.06	18.97	19.92
Receptionist/Office Specialist (a)	16.54	17.37	18.24	19.15	20.11
Recreation Intern	14.79	--	--	--	--
Recreation Leader	10.50	11.02	11.57	12.15	12.76
Recreation Specialist	10.60	11.13	11.69	12.27	12.88

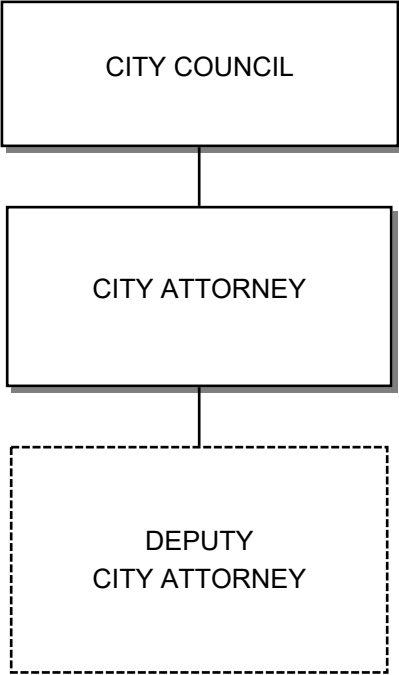
Classification	A	B	C	D	E
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	400	--	--	--	--
Reserve Police Officer	150				
Reserve Police Sergeant	200				
Senior Intern	11.03	11.58	12.16	12.77	13.41
Senior Learning Leader	15.44	16.21	17.02	17.87	18.76
Senior Police Cadet	13.60	14.28	14.99	15.74	16.53
Senior Recreation Leader	11.49	12.06	12.66	13.29	13.95
Senior Recreation Specialist	15.44	16.21	17.02	17.87	18.76
Sports Coordinator	15.55	16.33	17.15	18.01	18.91
Systems Specialist (PTB)	16.82	17.67	18.55	19.48	20.45
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)	30.54	32.07	33.67	35.35	37.12
FULL-TIME					
Accountant (a)	4003	4203	4414	4634	4866
Accounting Specialist (a)	3411	3581	3761	3949	4146
Administrative Aide (a)	3882	4076	4280	4494	4719
Administrative Analyst (a)	4711	4946	5194	5453	5726
Administrative Secretary (a)	3445	3617	3798	3988	4187
Administrative Specialist (a)	3445	3617	3798	3988	4187
Assistant Director of Housing/Planning Manager	7423	7794	8184	8593	9023
Assistant Planner (a)	4392	4611	4842	5084	5338
Associate Planner (a)	5088	5342	5609	5890	6184
Benefits Coordinator (a)	4064	4267	4481	4705	4940
Building Inspector (a)	4401	4622	4853	5095	5350
Building Maintenance Technician (a)	3536	3713	3898	4093	4298
Building Official/Code Enforcement Manager	7423	7794	8184	8593	9023
Check Processor/Court Liaison Officer (Modified Duty)	5293	5558	5836	6128	6434
City Clerk	6621	6952	7300	7665	8048
City Manager	--	--	13667	16000	18333
City Planner/Planning Manager	7423	7794	8184	8593	9023
Code Enforcement Officer (a)	4138	4345	4562	4790	5030
Code Enforcement Supervisor	5111	5367	5635	5917	6213
Community Health Education Coordinator [Grant] (a)	3963	4161	4369	4588	4817
Customer Service Representative/Office Specialist (a)	2935	3082	3236	3398	3568
Deputy City Clerk (a)	4240	4452	4675	4909	5154
Deputy City Mgr/Exec Dir of Econ and Community Dev	12651	13283	13947	14645	15377
Deputy Fire Chief	9740	10227	10738	11275	11839
Deputy Fire Marshal (a)	5765	6053	6356	6673	7007
Diagnostic Specialist (a)	3892	4087	4291	4506	4731
Director of Admin. Svcs. And Human Resources	10565	11093	11648	12230	12842
Director of Human Services	--	9884	10378	10897	11442
Environmental Control Specialist (a)	4042	4244	4456	4679	4913
Environmental Manager (a)	5088	5342	5609	5890	6184
Equipment Maintenance Supervisor (a)	5370	5638	5920	6216	6527
Equipment Mechanic (a)	3515	3691	3876	4070	4273
Executive Director Office of Public Safety	12651	13283	13947	14645	15377
Facilities and Grounds Superintendent	7423	7794	8184	8593	9023
Facilities Specialist (a)	4317	4533	4759	4997	5247
Finance Director	--	--	10897	11442	12014
Finance Supervisor	5002	5252	5515	5790	6080
Fire Battalion Chief	8051	8454	8876	9320	9786
Fire Captain	6480	6804	7144	7501	7876
Fire Engineer	5244	5506	5781	6070	6374

Classification	A	B	C	D	E
Firefighter	4521	4747	4984	5233	5495
GIS Specialist (a)	4715	4951	5198	5458	5731
Graffiti Abatement Worker (a)	3103	3258	3421	3592	3772
Health Education Specialist [Grant] (a)	2959	3107	3263	3426	3597
Housing Associate (a)	5088	5342	5609	5890	6184
Information Technology Manager	7423	7794	8184	8593	9023
Information Technology Specialist (a)	4715	4951	5198	5458	5731
Junior Accountant (a)	3813	4004	4204	4414	4635
Law Enforcement Systems Supervisor (a)	5553	5831	6122	6429	6750
Leadworker, Facilities (a)	3580	3759	3947	4145	4352
Leadworker, Maintenance (a)	3580	3759	3947	4145	4352
Learning Coordinator [Grant] (a)	3072	3226	3387	3556	3734
Maintenance Worker (a)	3103	3258	3421	3592	3772
Motor Sweeper Operator (a)	3367	3536	3712	3898	4093
National Pollutant Discharge Elimination Sys. (NPDES) Coord. (a)	3892	4087	4291	4506	4731
NPDES/Environmental Compliance Inspector (a)	3892	4087	4291	4506	4731
Office Specialist (a)	2935	3082	3236	3398	3568
Personnel Services Coordinator (a)	4064	4267	4481	4705	4940
Plans Examiner (a)	5370	5638	5920	6216	6527
Police Captain	9740	10227	10738	11275	11839
Police Chief	12651	13283	13947	14645	15377
Police Dispatch Supervisor (a)	4553	4780	5020	5270	5534
Police Dispatcher (a)	3843	4035	4237	4440	4671
Police Lieutenant	8908	9354	9821	10312	10828
Police Officer	5293	5558	5836	6128	6434
Police Officer Trainee (a)	5195	--	--	--	
Police Records/Desk Officer (Modified Duty)	5293	5558	5836	6128	6434
Police Sergeant	7036	7388	7757	8145	8552
Police Services Specialist (a)	3042	3194	3354	3522	3698
Police Services Supervisor (a)	4902	5148	5405	5675	5959
Project Manager (a)	4990	5239	5501	5776	6065
Property Custody Clerk (a)	2897	3042	3194	3353	3521
Public Safety Admin. Svcs. Supervisor (a)	7176	7535	7912	8308	8723
Public Works Director/City Engineer	10565	11093	11648	12230	12842
Public Works Inspector (a)	4317	4533	4759	4997	5247
Public Works Superintendent	7423	7794	8184	8593	9023
Receptionist/Office Specialist (a)	2867	3010	3161	3319	3485
Recreation Supervisor (a)	3722	3908	4103	4309	4524
Secretary (a)	3093	3247	3410	3580	3759
Secretary to the Exec. Dir. Office of Public Safety (a)	4093	4298	4512	4738	4975
Senior Accountant (a)	4865	5109	5364	5632	5914
Senior Building Inspector (a)	4990	5239	5501	5776	6056
Senior Citizens Supervisor (a)	3722	3908	4103	4309	4524
Senior Code Enforcement Officer (a)	4633	4865	5108	5364	5632
Senior Human Services Supervisor (a)	4392	4611	4842	5084	5338
Senior Information Technology Specialist	5186	5445	5717	6003	6303
Senior Learning Coordinator (a)	3722	3908	4103	4309	4435
Senior Management Analyst	6135	6442	6764	7102	7457
Senior Recreation Supervisor (a)	4392	4611	4842	5084	5338
Support Coordinator (Modified Duty)	5293	5558	5836	6128	6434

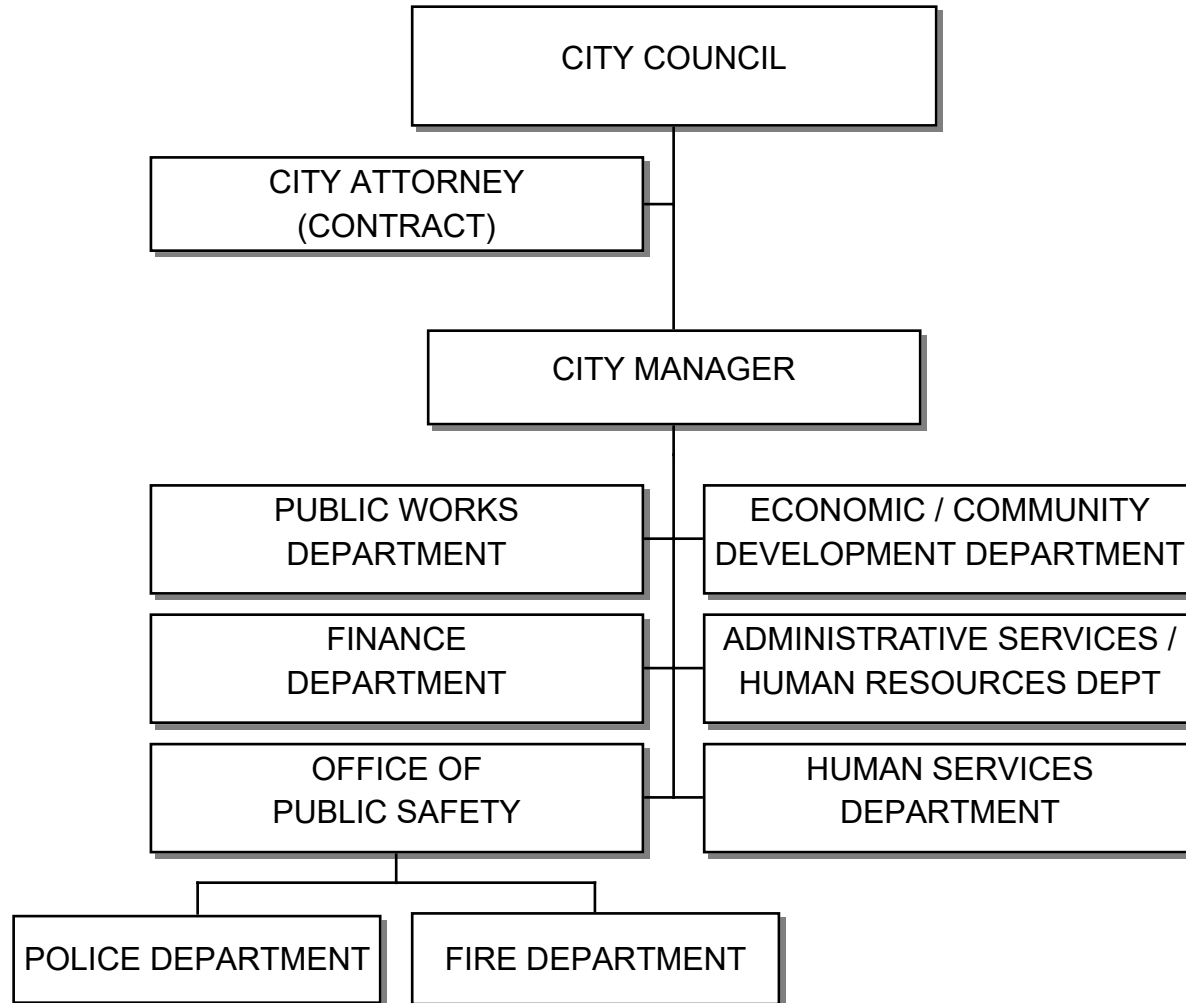
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

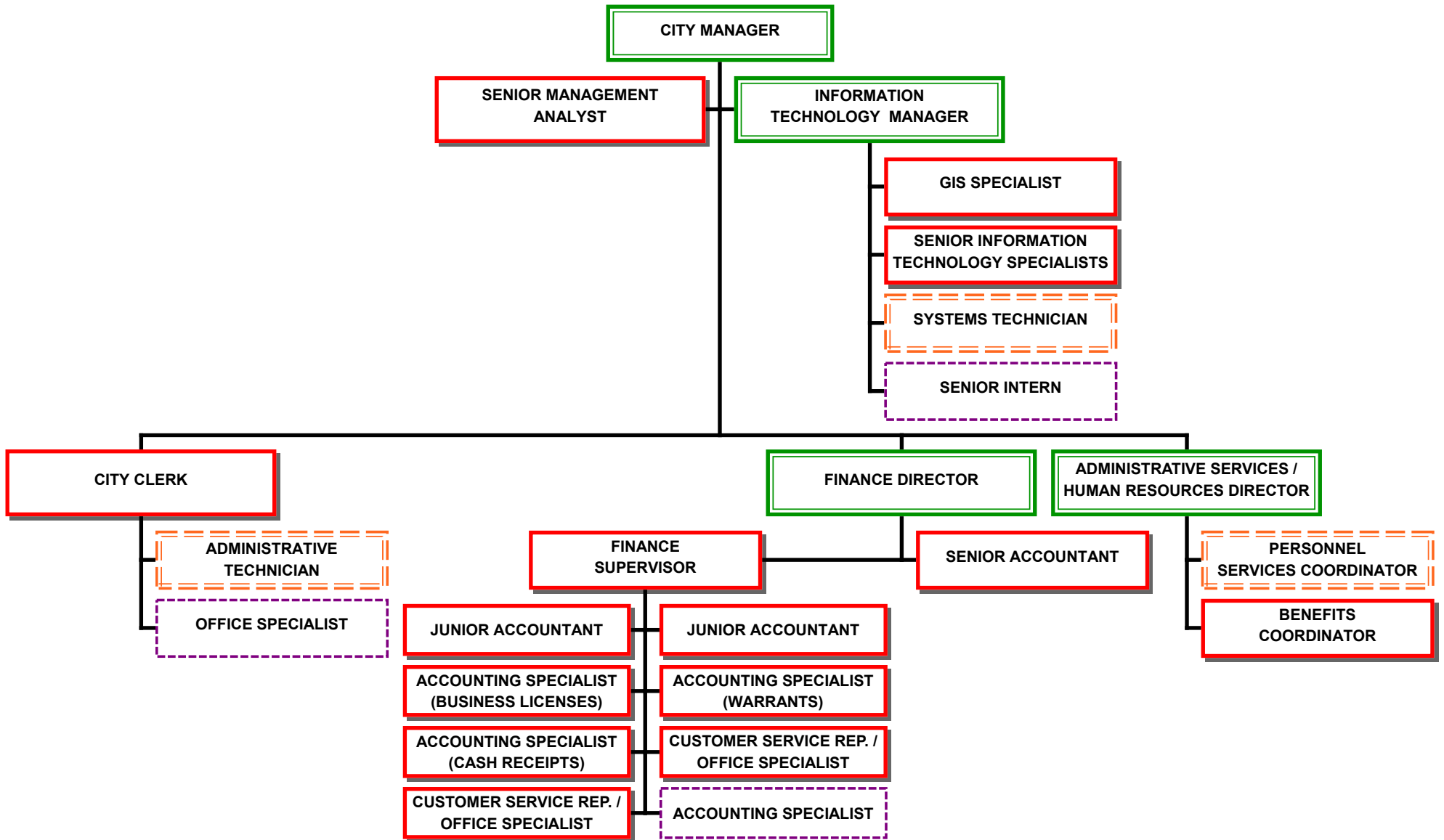
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CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

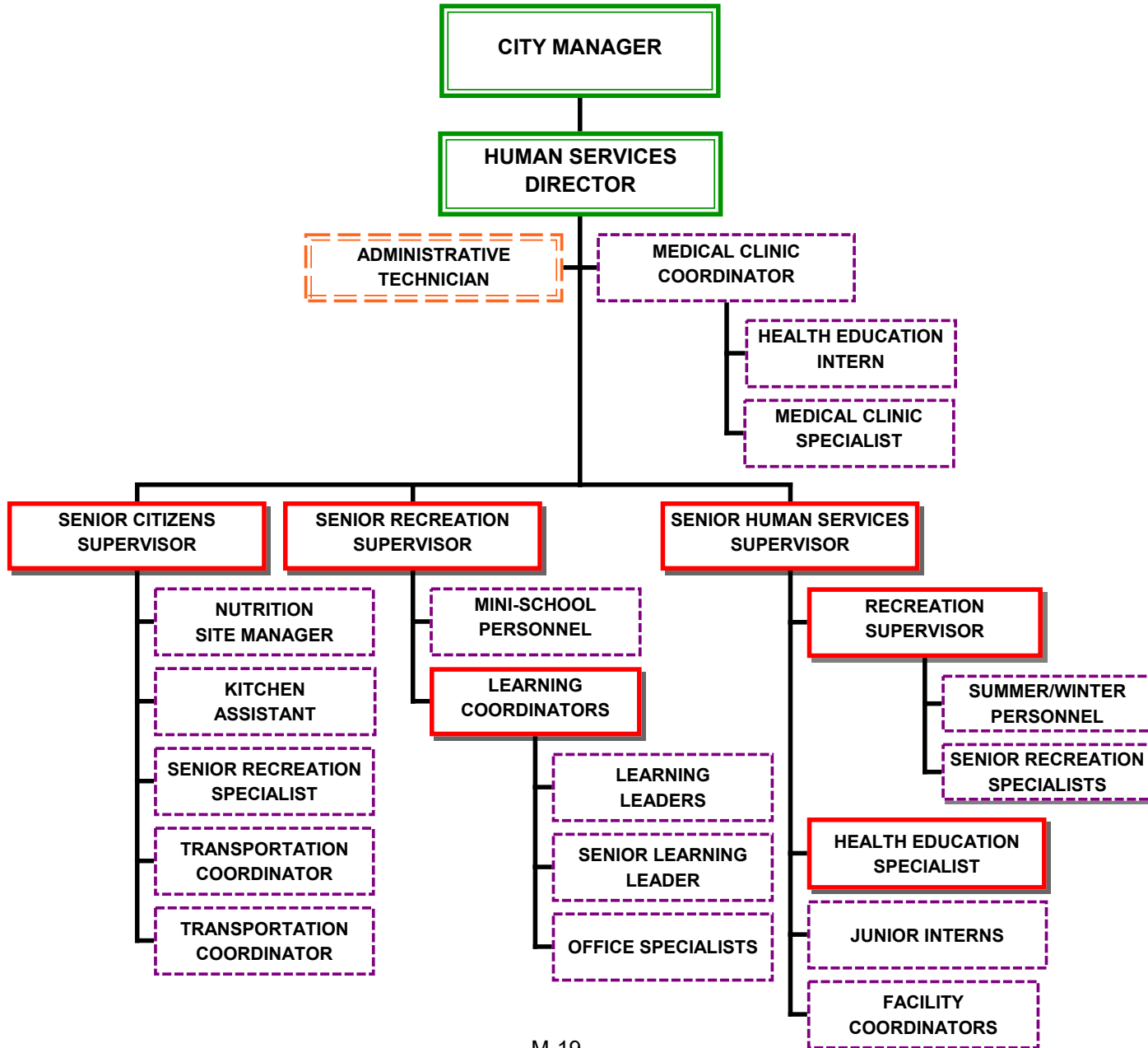
PART-TIME BENEFITTED
CLASSIFICATION

TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

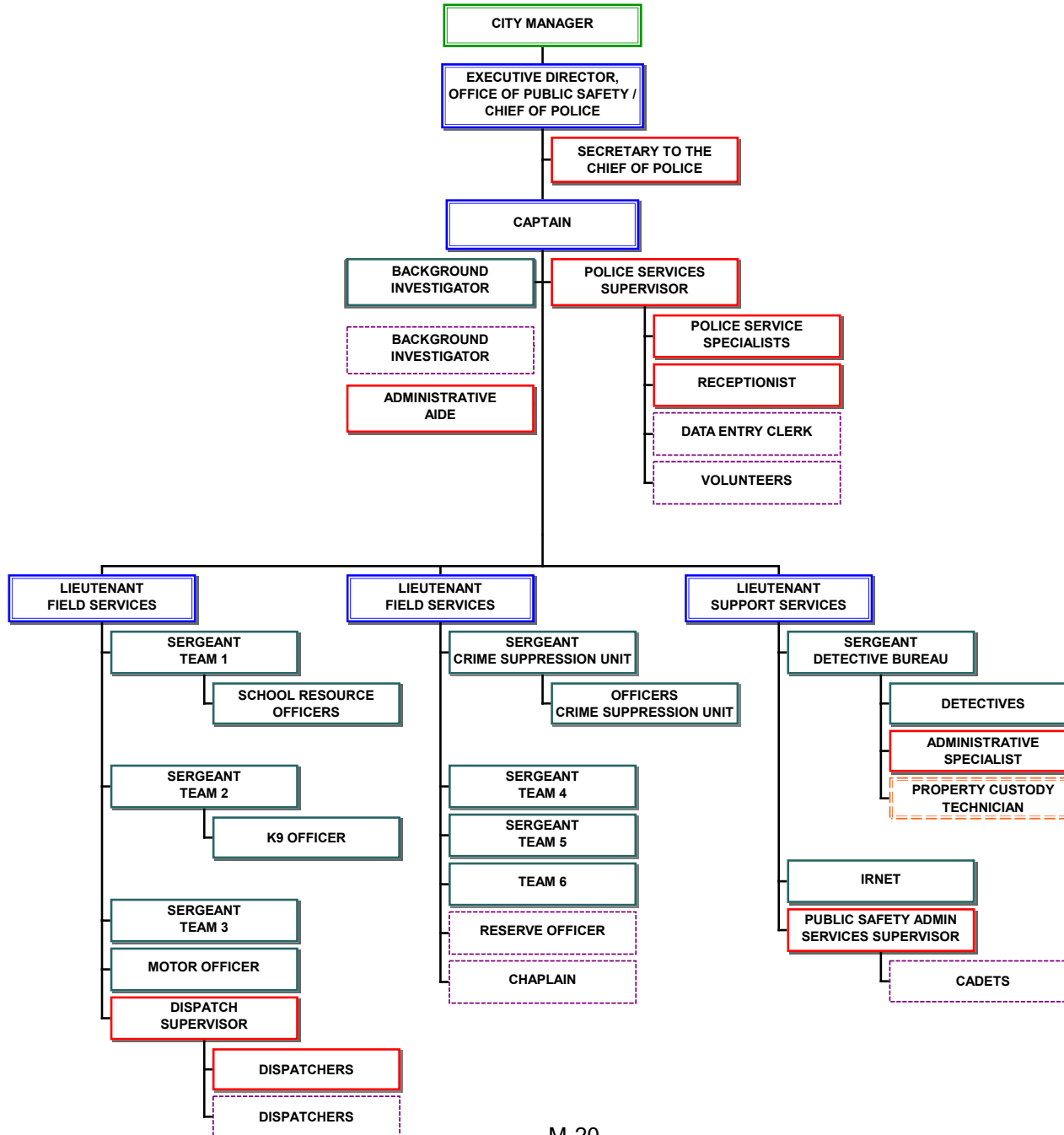
CITY MANAGER / OFFICE OF GENERAL SERVICES



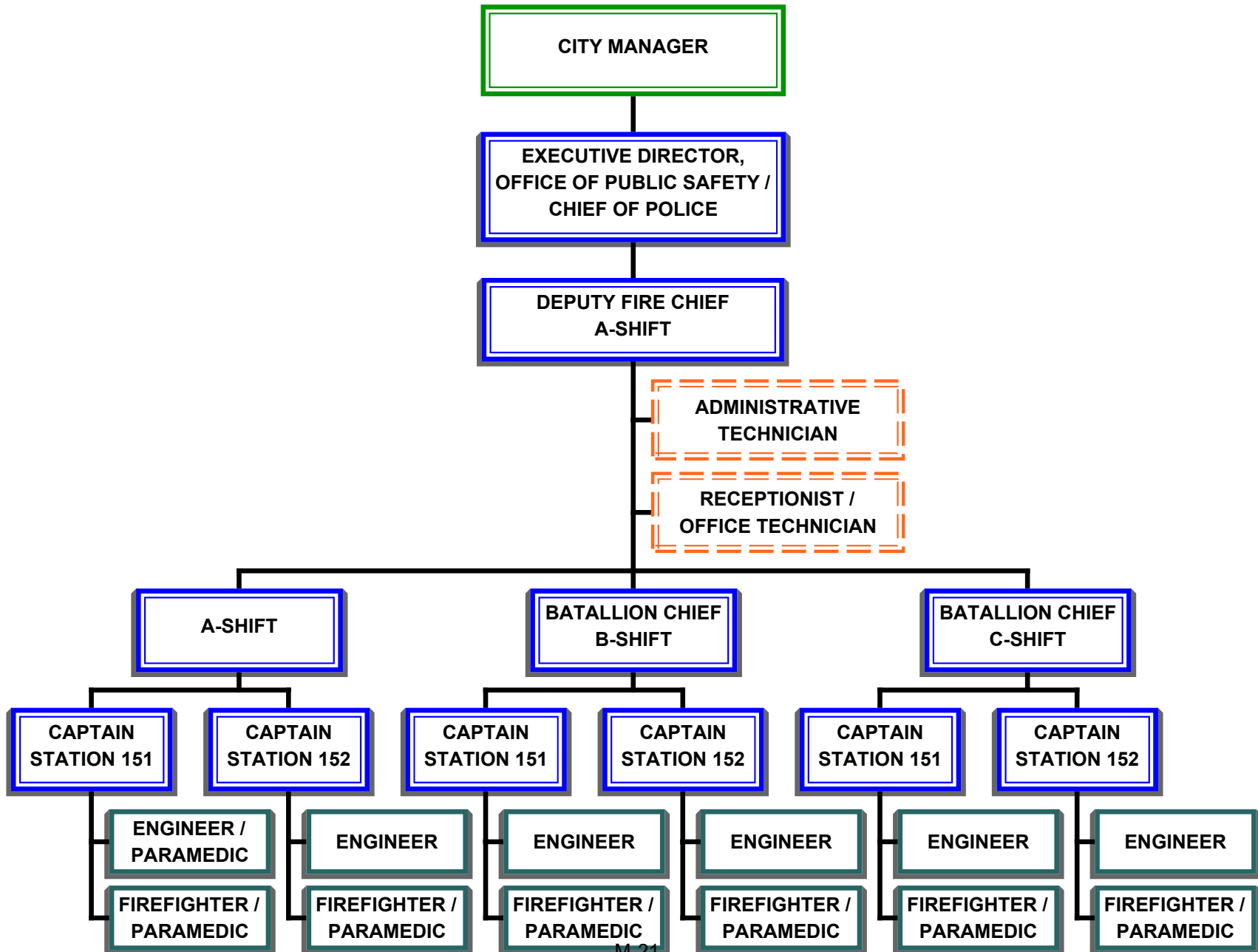
HUMAN SERVICES DEPARTMENT



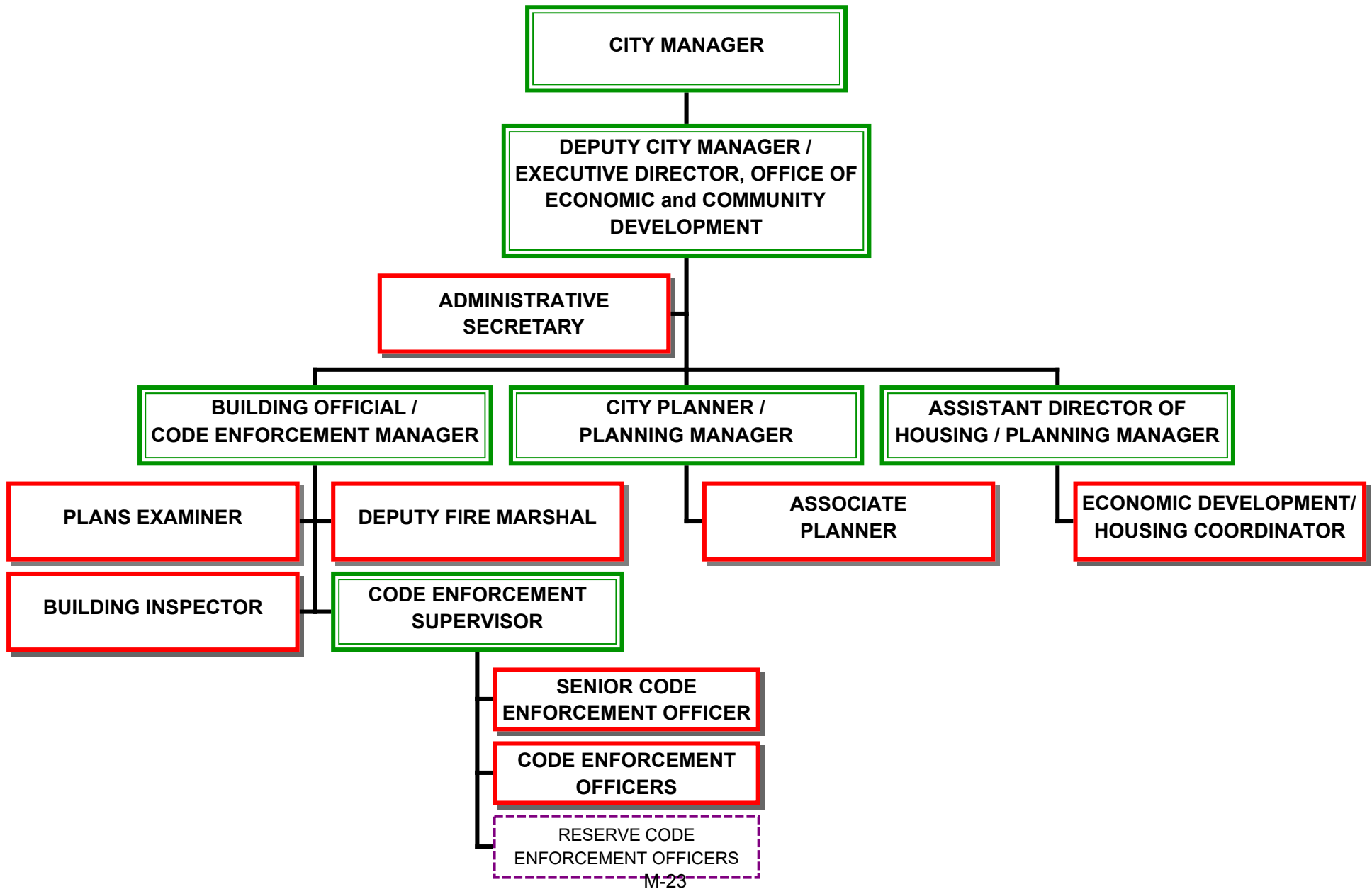
POLICE DEPARTMENT



FIRE DEPARTMENT



ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT



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