

**ADOPTED BUDGET**

**Fiscal Year 2018-19**

**City of Montclair**

# **City of Montclair**

California

## **Montclair City Council**

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

**City Manager**  
Edward C. Starr

**City of Montclair**  
**FY 2018-19 ADOPTED BUDGET**  
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**Subject: CITY MANAGER'S FISCAL YEAR 2018-19 BUDGET MESSAGE PRESENTED TO THE MONTCLAIR CITY COUNCIL**

**To: Honorable Mayor and City Council**

### INTRODUCTION

Presented for your consideration is the *City of Montclair Fiscal Year 2018-19 Budget*.

#### ***Fiscal Year 2018-19 Appropriations:***

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

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

	Current Year	Prior Year	Change
Appropriations:			
All Funds	\$ 42,277,889	\$ 41,622,158	\$ 655,731
General Operating Fund	\$ 30,013,635	\$ 28,853,787	\$ 1,159,848

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

**Table 2  
Proposed Fund Transfers**

To	From	Purpose	Transfer In	Transfer Out
General Operating Fund	Traffic Safety Funds	Program costs	\$ 230,000	
General Operating Fund	Traffic Safety Fund	Program costs		\$ 230,000
	<b>Total Transfers</b>		<b>\$ 230,000</b>	<b>\$ 230,000</b>

The General Fund Operating Budget, as presented, requires no transfers out from the General Fund Undesignated Reserves into the General Operating Fund for

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general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations.

***Fiscal Year 2018–19 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	\$ 44,072,440	\$ 41,452,682	\$ 2,619,758
General Operating Fund	\$ 29,804,329	\$ 28,699,661	\$ 1,104,668

- The Fiscal Year 2018–19 Estimated Revenue Budget also incorporates \$2,598,288 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 2018–19 General Operating Fund Position:***

- Based on General Operating Fund Revenue Estimates of \$29,804,329 and proposed General Operating Fund Appropriations of \$30,013,635, City staff originally produced an operational deficit of \$209,306 for Fiscal Year 2018–19.; however, after incorporating into the General Fund Operating Budget a transfer of \$230,000 from the Traffic Safety Fund, Estimated Sources exceed Estimated Uses by \$20,694 for Fiscal Year 2018–19.
- The proposed budget does not reflect the need to fund operating appropriations from reserve funds.
- City staff anticipates an ending Fund Balance in the General Operating Fund of \$6,201,691, which achieves the City Council’s overall target of a \$6.0 million Operating Reserve Ratio in the General Operating Fund.

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

In 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 2018–19, the proposed allocation is \$2,598,288. This annual allocation is sufficient to service debt on the *2014 Issue of Lease Revenue Bonds* and provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations—a factor essential to maintaining and improving the City's bond rating.

For Fiscal Year 2018–19, estimated transactions and use tax revenues are \$2,098,288—an increase of \$87,800 from the Fiscal Year 2017–18 estimate of \$2,010,488.

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Additionally, estimated residual redevelopment property tax revenues are \$1,200,000—an increase of \$50,000 above the Fiscal Year 2017–18 estimate of \$1,150,000. These revenues are adequate to meet the required payment of \$2,598,288 for debt service.

Revenue estimates in excess of the debt service requirements, amounting to \$250,000 for transaction and use taxes and \$450,000 for residual redevelopment property taxes, have been budgeted in the General Fund and Economic Development Fund, respectively.

Annually allocating transactions and use tax revenue to the separate Debt Service Fund, as outlined herein, effectively removed debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, 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.

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

In November 2014 the City Council directed refunding of the *2005 Issue of Lease Revenue Bonds* by issuing *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 \$14,524,212 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.

***General Operating Fund Reserve Balance:***

The General Operating Fund is the 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, 2019, the Fiscal Year 2018–19 General Operating Fund's Fund Balance estimate of \$6,201,691 is projected to be approximately 20.66 percent of proposed appropriations of \$30,013,635.

**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 2018-19	\$6,201,691	\$30,013,635	20.66%
2017-18	\$6,173,868	\$28,853,787	21.40%
2016-17	\$6,021,152	\$28,175,709	21.37%
2015-16	\$5,616,395	\$26,437,292	21.24%
2014-15	\$5,208,425	\$24,597,663	21.17%
2013-14	\$5,018,635	\$24,687,911	20.33%
2012-13	\$4,439,979	\$25,448,034	17.45%
2011-12	\$3,442,188	\$25,572,212	13.46%

The estimated June 30, 2019 General Fund Operating Fund's Fund Balance estimate of \$6,201,691 exceeds the City Council's minimum threshold target of \$6.0 million; it does not, however, meet the higher Fund Balance maintenance target of 25 percent of operating appropriations. Achieving this higher 25 percent Fund Balance maintenance target has been difficult in the face of increasing personnel costs, driven primarily by significant annual increases to the City's CalPERS employer contribution rate. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio that represents no less than 25 percent of the General Operating Fund's Operating Budget.

The City's ability to achieve and maintain a healthy General Fund Operating Fund balance is attributed to a number of factors, including the following:

1. *Fiscal restraint achieved by implementation of sound economic policies and practices.* The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. *Shifting of certain General Fund expenditures to other available funds capable of supporting expenditure demands.* During post-Great Recession years and following the loss of community redevelopment agencies in California, the City Council agreed to the transfer of costs for all, or a portion of, several General Fund-related programs to other fund accounts; e.g., in recent years, gas tax funds have been used to pay for certain street-related programs, as opposed to infrastructure improvement expenditures. As the City's General Fund profile continues to improve, some of these programs have been transitioned back to the General Fund, restoring other fund accounts to their historic purposes. The General Fund has also been successful in absorbing certain personnel- and project-related costs previously assigned to the former Montclair Redevelopment Agency—cost components that are also shared with the Montclair Successor Redevelopment Agency and Economic Development Fund.
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 173 full-time funded positions for Fiscal Year 2018–19,

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

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

Regrettably, the positive fiscal savings that initially accrued to the annual budgetary process as a result of both personnel reductions and employees contributing toward their CalPERS member rates has been completely erased by consecutive decisions of the CalPERS Administrative Board of Directors to substantially increase employer pension rates. Effectively, starting with Fiscal Year 2015–16, actions implemented by the CalPERS Board has resulted in unprecedented and cumulative year-to-year increases anticipated to continue and compound through Fiscal Year 2029–30, when employer rates may begin to stabilize at a consistent annual rate through 2047, or until unfunded liabilities are fully paid down—Montclair's current estimated unfunded liabilities are in excess of \$64 million.

The City's estimated 2018–19 annual employer rate payment is approximately \$5.6 million, an increase of \$2.7 million since Fiscal Year 2013–14. By Fiscal Year 2029–30, the annual employer rate is projected to increase to \$7.7 million. All Fiscal Year 2018–19 CalPERS-related pension costs have been incorporated into the Fiscal Year 2018–19 Budget.

In an effort to reduce the impact of annual increases, City staff recommends paying the 2018–19 unfunded liability obligation in one payment of \$3.9 million during July 2018—an action projected to result in a savings of \$117,253 over the standard monthly payments required for the fiscal year. This projected savings has been incorporated into the Fiscal Year 2018–19 Budget.

It has been a regular effort of this current City administration to stress the potential adverse fiscal impacts related to public employee pension-related costs.



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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 ongoing pension costs and the upward climb of annual increases.

Solutions to the pension crisis 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 investment scandals, adverse investment portfolio performance impacts related to 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—the 3% @ 50 formula. Combined, these actions threaten fund viability, 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 \$360 billion in current assets, the fund is underfunded by an estimated \$150 billion, with current assets below 70 percent of estimated funds needed to provide for existing liabilities. Montclair has been proactive in addressing this serious fiscal issue, including engaging in direct interaction with the CalPERS Board of Administration to argue for potential solutions, including the following recommendations:

- a. 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 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 insurance business); 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 CalPERS Board that reshape it as a governing body composed not merely of political appointees, ex officio members and laypeople, but of professional experts steeped in fiscal and investment policies and practices who are 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 CalPERS Board, a recommendation to reconstitute membership on the CalPERS Administrative Board of Directors by restructuring Board membership to include representation as follows: 3 members elected at-large by all

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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.

- b. 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 (i) guarantee government workers the pension in place on the date they were hired; (ii) allow pension benefit changes only if the change is in the employee’s favor; and (iii) define that pensions cannot be reduced, except for new hires.

An appellate court decision handed down in August 2016, however, indicates that the California Rule may not be 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 PEPRA. 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 for any cutbacks in employees’ pension plans to be considered reasonable, the cutbacks “should be accompanied by comparable new advantages.” But “should” does not mean “must,” the appeals court said in its ruling. The employees “are entitled only to a reasonable pension, not to one providing fixed or definite benefits immune from modification or elimination”

The state Supreme Court has agreed to rule on the case, *Marin Association of Public Employees vs. Marin County Employees’ Retirement Association*, and two other similar cases, during its 2018 session. If the ruling is ratified, it could allow public employers to guarantee their workers’ pension benefits already earned, but reduce benefits going forward.

- c. 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 pension 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 employer contribution rate, and should only be adjusted upward to maintain the minimum 80 percent fund base or to address negative cash flow.

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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 CalPERS 2014 decision to achieve full-funding within 30 years, 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 from year-to-year.

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.

Today, CalPERS controls an estimated \$360 billion in assets, equal to approximately 70 percent of total liabilities—estimated to be \$510 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. Thus, based on historic averages, CalPERS’ fund balance should be at approximately \$428 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-Great Recession fiscal stability and growth; and, through bond funding, the City has embarked on an expansive infrastructure improvement program. Despite these efforts, however, nearly all 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

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that an improved fund balance will be achieved long-term based on occurrence 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 25± years—the same time frame targeted by CalPERS to achieve full-funding of pension liabilities through significant 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 its employer and employee contribution-based calculations: (i) investment portfolio performance and (ii) projecting investment 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 “near full-funding” objective that rolls over from year-to-year and will minimize and control annual contribution increases and their impact on member agencies.
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: (i) adoption of a pavement impact fee related to solid waste vehicles impacting city roadways; (ii) general sanitation fee for residential and commercial properties related to general community cleanup and graffiti abatement; (iii) renegotiation of the solid waste franchise fees; (iv) 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 Economic Development Fund to continue economic development programs; (v) making annual revisions to the Master User Fee Schedule; (vi) maintaining personnel reductions achieved through attrition; (vii) implementing a property tax county administration fee reduction; (viii) implementing annual organizational restructuring; and (viii) renegotiating the

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solid waste refuse agreement with Burrtec, and requiring an annual contract maintenance fee of \$250,000, starting with Fiscal Year 2017–18. Each indicated action has 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 2018–19 and beyond. Efforts contemplated may include (i) renewed evaluation of service contracting for specified programs targeted at maintaining and enhancing services and achievable cost efficiencies; and (ii) consideration of a Proposition 64 compliance program, and any related fee structure.

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-terms 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" are now utilized exclusively for debt service on bonds of the former RDA and re-distribution to the State Treasury and local taxing agencies. To date, the Montclair Successor Redevelopment Agency has re-distributed \$43,704,160 to other taxing entities. City staff has engaged the office of the Fourth District Supervisor for San Bernardino County to discuss the potential of returning the former property tax increment portion now directed to the County Treasury (an estimated \$2 million annually) in exchange for the City completing annexation of properties within Montclair's Sphere of Influence.
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 revenues 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

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Economic Development Fund's estimated fund balance as of June 30, 2019 is \$4,020,156.

In addition to the above property tax increment funds set aside for economic development, the City retains approximately \$13.4 million in former Montclair RDA bond funds, also reserved for public works-related projects. The Department of Finance (DOF) sanctioned the transfer of these bonds 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 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 is being borne out as Montclair moves forward on the following actions:

- ✓ *Gold Line Extension to Montclair.* In 2012, the Montclair City Council, acting in unanimity, authorized advancing up to \$3 million from the Economic Development Fund for San Bernardino Associated Government's (SanBAG's) share of the \$35 million cost related to preparation of the advanced engineering and environmental design for construction of Phase 2B of the Gold Line from Glendora to Montclair—without the Montclair City Council's forceful action, the engineering and consulting work would have terminated the Gold Line extension at Claremont, ending the likelihood that the Gold Line would reach Montclair and San Bernardino County any time in the foreseeable future.

Over the course of the next several years, Montclair officials cooperatively engaged with SanBAG to secure construction funding for the Montclair Segment of the Gold Line extension to the Montclair Transcenter. SanBAG, now operating as the San Bernardino County Transportation Agency (SBCTA), has secured approximately \$42 million in funding for construction of the Montclair Segment—total estimated cost of construction is \$78 million. SBCTA has also developed a long-term funding strategy for operation and maintenance of the Montclair Segment through 2040—the end of the current reauthorization of Measure I.

Federal and state legislators throughout the region also promoted extension of the Gold Line Glendora to the Montclair Transcenter. State Assembly Member Norma Torres authored and obtained passage of AB 1600 (2012), designating the Montclair Transcenter as the eastern terminus of the Gold Line. As a current Member of the U.S. House of Representatives, Congress Member Torres has remained a passionate advocate of the Gold Line extension to Montclair, often speaking in its defense.

State Assembly Member Freddy Rodriguez has also promoted Gold line measures friendly to Montclair. In 2017, Assembly Member Rodriguez introduced AB 215, calling for a \$32 million cap-and-trade allocation to fund completion of the Montclair Segment. Though AB 215 ultimately died in the Assembly, it served to trigger broader interest in securing cap-and-



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trade funds to ensure full completion of the Gold Line Phase 2B from Glendora to Montclair.

Assembly Member Rodriguez is also the author of AB 2417 (2018), proposing the addition of Montclair as a voting member of the Foothill Extension Gold Line Construction Authority. The Foothill Gold Line Extension Construction Authority is an independent transportation planning and construction agency created in 1998 to oversee construction of the light rail from Pasadena to Azusa (Phase 2A) and Glendora to Montclair (Phase 2B)—a previous phase, Phase 1, from Los Angeles' Union Station to Pasadena, was first coordinated by Metro and then transferred to the Construction Authority upon its creation.

In a recent press release, Assembly Member Rodriguez stated his reason for proposing AB 2417: *“The Foothill Gold Line Construction Authority and the public transit system it builds have changed dramatically over several decades. The train is rolling forward and it’s now time to update the membership of the Authority to reflect the communities it is serving and building new public transit options in.”*

Mayor Paul Eaton, offering his support of Assembly Bill 2417, stated that *“Proposing voting representation for Montclair on the Foothill Gold Line Extension Construction Authority Board is a logical, next-step to regionalization of transit service. Without a voting voice on the Construction Authority, San Bernardino County would remain as an observer of regional transit policy development, not an active participant. Assembly Bill 2417 gives San Bernardino County a significant opportunity to promote public transit service as a vital tool to address highway congestion, reduction of greenhouse gas emissions, and regional access to essential programs and services.”*

In April 2018, Montclair Council Member Bill Ruh travelled to Sacramento to appear before the Assembly Local Government Committee to testify on behalf of AB 2417. The bill easily passed through the Committee on a unanimous 7-0 vote, moving the legislation one step closer to becoming law. While AB 2417 must still complete the legislative cycle, the Montclair City Council is grateful to Assembly Member Rodriguez for his recognition of the advocacy role taken by Montclair to bring the Gold Line to San Bernardino County.

The final “next” step in securing construction funding for the Montclair Segment occurred last year through a combination of efforts by State Assembly Member Connie Leyva, Assembly Member Rodriguez, the Metropolitan Transportation Authority (Metro), the Foothill Gold Line Extension Construction Authority, SBCTA and Montclair related to filing a joint application with the California State Transportation Agency (CalSTA)—the application asked for a \$300 million grant to fully fund construction of Phase 2B.

Metro had earlier awarded approximately \$1.2 billion from Los Angeles County’s Measure M transportation tax, approved by voters in November 2016, to construct the Phase 2B project from Glendora to Claremont; for the Montclair Segment, SBCTA had earlier identified approximately \$42 million for construction—leaving an estimated \$36 million deficit. The estimated cost for the entire length of the Phase 2B project from Glendora to Montclair is \$1.5 billion.

Closing the roughly \$300 million funding gap was crucial to realizing the project to Montclair. Without full funding of the \$1.5 billion for Phase 2B, the Construction Authority would have been forced to consider terminating the Gold Line Extension at San Dimas or La Verne—such a decision would have ended any prospect of bringing the Gold Line to Montclair and San Bernardino County.

**Image 1**, on the following page, depicts the 12.3 mile Glendora to Montclair Phase 2B extension of Gold Line light rail service. The project is expected to begin construction in 2019, with completion to occur in late 2026—service from the Montclair Transcenter should be initiated in early 2027.

The Montclair Segment of the Gold Line is considered integral to the success of the Amended North Montclair Downtown Specific Plan (Amended NMDSP) and its creation of a transit oriented district (TOD) in north Montclair. The Amended NMDSP serves as the source of interest by CIM Group to redevelop Montclair Place through a specific planning process for the Montclair Place District.

**Image 1**  
**Phase 2B Gold Line Extension from Glendora to Montclair**



NOTE: The Gold Line will be built within a shared rail corridor, but will NOT share tracks or stations.



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After a long and arduous road, the Gold Line Phase 2B Foothill Extension Project, in April 2018, was awarded approximately \$300 million in grant funding by CalSTA through the Transit and Intercity Rail Capital Program (TIRCP). TIRCP funding comes from a combination of cap-and-trade auction funds and allocations from SB1—the Road Repair and Accountability Act of 2017. The award includes \$39 million in TIRCP funds to complete the Montclair Segment. Final approval of the award was granted by the California Transportation Commission (CTC) in May 2018. Because more than half of the allocation for Phase 2B is derived from SB1, a measure expected to appear on the November 2018 ballot asking voters to repeal SB 1 could potentially repeal a portion of total funding for the full list of projects approved statewide.

The Foothill Gold Line project was one of several major projects in Los Angeles County to receive the full requested grant award, resulting in a combined total of \$1.09 billion for Los Angeles County (and more than \$4.3 billion statewide).

As proposed, phase 2B from Glendora to Montclair is 12.3 miles long. The alignment will have six new Metro stations: Glendora; San Dimas; La Verne; Pomona, at the Pomona (North) Metrolink Station with a connection to the existing Metrolink San Bernardino Line; Claremont, at the Claremont Metrolink Station with a connection to the existing Metrolink San Bernardino Line; and Montclair, at the Montclair Transcenter with connections to the existing Metrolink San Bernardino Line, Foothill Transit Silver to Union Station, Foothill Transit Local Line 690 to Azusa, Omnitrans bus services (including routes 66, 85, 88, and 290), and Riverside Transit Agency (RTA) route 204 to downtown Riverside. Proposed services include shuttle and ride-share services to Ontario International Airport and other destinations, including a proposed Flix Bus—a long haul service provider—that would offer up to 8 trips each day out of the Montclair Transcenter to Las Vegas.

Upon formal approval and award, the TIRCP grant will be used to fill the estimated funding gap for the \$1.5 billion, six-station Foothill Gold Line light rail extension. The gap is based on the Construction Authority's latest project estimates; the final project cost will be known on or about October 2018, when bid responses are received by the Construction Authority.

The Construction Authority is well underway to hire the design-build contractor for the Glendora to Montclair project. In February, four highly-qualified design-build teams were short-listed to compete for the work, and each was sent an Industry Review Draft Request for Proposals (RFP) shortly thereafter. The formal RFP was issued in May 2018, and a contract award is anticipated in October 2018.

In advance of the design-build team beginning major construction in 2020, crews are out along the corridor strategically relocating utilities and conducting pre-construction activities that will help ensure the light rail

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project is ready for the work ahead. Construction of Phase 2B is scheduled for completion in 2026.

- ✓ *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; however, to date, there has been no re-engagement with Keyser Marston Associates, and City staff does not anticipate development of a cooperative agreement until after a specific plan is developed for Montclair Place in early 2019 and the Montclair community witnesses tangible improvements to Montclair Place.

Over the course of the past 4.5 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, Moreno Street Market, at the main Moreno Street portal, and exterior facade improvements. The exterior façade improvement program added a contemporary design, with clean lines and vertical architectural details in a warm color palette featuring natural woods, brick and stucco, which wraps around the existing JC Penney store and Barnes & Noble buildings on the mall's south side, facing the I-10 corridor. Improved circulation and wayfinding throughout the mall has also been completed.

As façade and interior improvements neared completion, CIM Group negotiated a lease agreement with AMC Theatres to bring a new AMC Dine-in Theatre to Montclair Place. The all new AMC DINE-IN at Montclair Place (**Image 2**, below) will include 12 separate screens/auditoriums, along with its signature MacGuffins adult beverage concept. The new theatre will occupy approximately 55,000 square feet of a new, approximately 134,000 square foot, two-level building being constructed on the site of the former Broadway department store. According to Shaul Kuba, Co-Founder and Principal of CIM Group, "Securing the lease with AMC is a signature

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component of our repositioning program to recreate Montclair Place.” The 12-screen AMC Dine-In is scheduled to open in 2019.

**Image 2**  
**Rendition of AMC Dine-In 12-Screen Multiplex Theater at Montclair Place**



AMC, the largest movie exhibition company in the United States and throughout the world, holds the number one and two market share positions in 22 out of the 25 largest metropolitan areas in the United States, including New York, Los Angeles and Chicago. The theatre chain operates approximately 1,000 theatres and 11,000 screens worldwide, propelled by a successful formula of innovation, including:

- Wide deployment of push power-recliner seats
- Enhanced food and beverage choices
- Greater guest engagement through its web site and smart phone apps
- Premium large format and sound experiences, and
- Content choices that incorporate the latest Hollywood releases and independent programming

The new building at Montclair Place will also include 64,000 square feet of space envisioned for new restaurant and entertainment concepts, and will provide a new grand entrance to the mall. This phase of development continues the CIM Group’s ongoing revitalization of this prominent property along the heavily travelled I-10 Freeway corridor, and their effort to create a modern and fresh experience inside and out.

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**Image 3**, below, provides a panoramic rendition of the south side of Montclair Place as it appears from I-10 Freeway.

**Image 3**  
**Rendition of AMC Dine-In 12-Screen Multiplex Theater at Montclair Place**  
**Slated to Open in Late 2019 to Early 2020**



CIM has completed demolition activities of the vacant Broadway store, launching the next phase of the multi-phased evolution of the mall—a special event date for the major demolition part of the Broadway store occurred on April 10, 2018.

**Image 4**, on the following page is a historic file photo of the former Broadway building at Montclair Plaza.

**Image 4**  
**Historic File Photo of the Montclair Plaza Broadway Department Store**  
**Circa 1970**



In addition to the AMC Dine-In, CIM Group has signed on the entrepreneur behind five successful Southern California music venues. Lance Sterling

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(the original founder of House of Blues, Anaheim), is expected to open a sixth “Canyon” entertainment venue at Montclair Place. The Canyon Inland Empire will occupy the northwest second floor corner of Montclair Place—previously occupied by *the Arboreatum* food court, with seating capacity for up to 1,500 guests. The new venue fills an important niche, eliminating the need for Inland Empire residents to make long trips into the Los Angeles area to see concerts. The venue’s opening is targeted for the fall of 2018. An estimated 2.5 million guests have visited the various “Canyon Club” venues over the past decade.

The Canyon Inland Empire will represent the sixth concert venue operated by Sterling Venue Ventures LLC. Other operating venues include The Canyon Santa Clarita, The Rose Pasadena, The Canyon Club Agoura Hills, The Saban Theatre Beverly Hills, and The Libbey Bowl Ojai.

The “Canyon” venue concept has been around for 20 years, with its first outlet at Agoura Hills. In addition to hosting up to 700 concerts annually among the various venues, each site offers a full service restaurant and bar catering to a diverse demographic crowd. No seat at a Canyon venue is further than 70 feet from the stage and a state-of-the-art sound and lighting system, coupled with video screens, enhance each performance.

Canyon venues feature a diverse and revolving roster of well-known music and comedic talents. This “revolving” strategy allows Sterling Venue Ventures to book and rotate musicians and acts across multiple venues in the region.

In other areas of activity for Montclair Place, City staff, along with the principles of CIM Group and their design team for the project, *studioneleven*, have engaged in several study sessions to discuss various schemes under consideration for future development phases. The specific planning process will occur over the balance of the current year, as CIM Group seeks to recast the future of Montclair Place and its position within North Montclair and the City’s developing transit district.

Long-term, the multi-phased redevelopment of Montclair Place takes advantage of the mall’s exceptional position as one of the largest, most visible and easily accessed destination shopping centers in the region. Montclair Place is also positioned to take advantage of the City’s North Montclair Downtown Specific Plan (NMDSP) and City’s efforts to develop a transit district between Montclair Place and the Montclair Transcenter. The NMDSP area is the focus of new residential, commercial, office space, and mixed-used development.

- ✓ *Amended North Montclair Downtown Specific Plan.* 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



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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.

- ✓ *North Montclair Street Redesign.* 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 budget-related 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 RESERVES – SPECIAL PURPOSE FUNDS***

Over the past decade, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Fund's Fund Equity into reserves for special purposes including specified and potential liabilities, equipment replacement, and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities and long-term programs/projects minimizes the direct impact to annual General Fund Operating Budgets when expenditures are required.

In recent years, however, rising CalPERS costs have severely restricted Montclair's ability to designate General Fund Revenues to Reserves for special purposes. Nonetheless, efforts are annually made to restore each fund and account within the General Fund Reserves to acceptable, healthy levels to meet future liabilities and long-term objectives. It is important to realize, however, that Special Purpose Funds may not be directly tied to

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recurring revenue sources and should not, therefore, be used to meet annual operating obligations.

For Fiscal Year 2018–19, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is \$6,542,861. 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 are available, transfers into the *Equipment Replacement Reserve* are comprised of two components: the first represents a General Fund transfer to bring net assets to the net funding requirement; the second component represents transfers from the SB 509 allocation to fully fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory.

In recent years, the impact of CalPERS rates has strained the City's ability to refund the Equipment Replacement Reserve after draws are made for major equipment/rolling stock. For this reason, the City has been restrictive in authorizing fund withdrawals. To the degree possible, funds from other sources may be required to minimize impacts on the Equipment Replacement Reserves. An example of this latter process was the use of approximately \$450,000 in grant funds in 2014 for the purchase of a KME Fire Engine, the \$550,000 cost of which was offset with funds from the Equipment Replacement Reserve. Recently, the City Council also sanctioned the purchase of a used ladder truck for deployment in the Fire Department—the ladder truck will undergo refurbishment during Fiscal Year 2018–19 and these costs have been reflected in the Equipment Replace Reserve estimated balances.

- *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.
- *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

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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 retiree medical allowance paid to retirees of the City, and no increases are anticipated, pursuant to City Council direction. 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.

- *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 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: \$6,542,861 as detailed under Table 5, below:**

**Table 5  
Special Purpose Reserve Funds  
Estimated Balances – June 30, 2019**

<b>Special Purpose Reserves:</b>	
Equipment Replacement	\$ 1,392,861
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>
<b>Total</b>	<b><u>\$ 6,542,861</u></b>

### ESTIMATED REVENUE CHANGES

**Table 6**, on the following page, 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	\$ 44,072,440	\$ 41,452,682	\$ 2,619,758
General Operating Fund	\$ 29,804,329	\$ 28,699,661	\$ 1,104,668

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

***General Fund***

- \$760,000 increase in sales, property, business licenses, and transactions and use taxes—primarily due to an increase in sales tax.
- \$86,130 increase in licenses and permits—primarily due to a projected increase in building and permits stemming from new development in the North Montclair area.
- \$421,000 increase in charges for services—primarily due to a newly established contract maintenance fee from Burrtec Waste Industries, Inc. (Montclair’s solid waste hauler) and additional projected increases in plan checking fees for new developments.
- \$270,000 decrease in fines and forfeitures—primarily due to a projected decrease in vehicle impound fees relating to an appellate court ruling allowing impounded vehicles to be released upon proof of ownership as opposed to the previous 30 day waiting period.
- \$106,350 increase in miscellaneous revenue—primarily due to increased interest earnings and other miscellaneous revenues.

***All Other Fund Accounts***

- \$132,222 increase in the Gas Tax Fund—Partial effect of new legislation (SB-1) increasing the gasoline tax funding for street improvements.
- \$426,542 increase in Road Maintenance Rehabilitation Fund—Due to new legislation (SB-1) increasing gasoline tax funding for street improvements.
- \$140,287 increase in Community Development Block Grant Fund—Recognizing additional federal allocations available through San Bernardino County.
- \$62,047 decrease in Safety Department Grants Fund —Recognizing reductions in available funding.

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- \$210,000 increase in Successor Agency Bond Proceed Funds—Due to increased interest earnings on invested, unspent proceeds.
- \$473,000 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**

	Current Year	Prior Year	Change
<b>Appropriations:</b>			
All Funds	\$ 42,277,889	\$ 41,622,158	\$ 655,731
General Operating Fund	\$ 30,013,635	\$ 28,853,787	\$ 1,159,848

***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 only now beginning to approach pre-Great Recession levels.
- Property tax declines related to collapse of the housing/mortgage market during the Great Recession—despite a recovery in home values, property tax revenues, while improving, remain below pre-housing market collapse levels. New, high-density residential development in North Montclair and other housing projects in the City are expected to improve property tax earnings over time.
- Improving economic development in the community—the City is seeing improved levels of economic development throughout the community. Significant levels of development 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 greatly 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 has taken this change in consumer preferences into consideration and has recalibrated its plans for redevelopment of Montclair Place by pursuing a specific plan for the property that will focus on creating a mix of uses including residential, retail, office, entertainment, and restaurant venues.

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At present, CIM Group is developing tenant space for a multi-screen, dine-in theatre, multiple restaurants, and additional entertainment options, including the Canyon Inland Empire—a concert and restaurant venue that will feature established, highly-regarded artists from the music and comedy industries.

- Substantial increases in CalPERS employer contribution rates for recent and upcoming fiscal years. An earlier discussion in this message clearly identifies the issues confronting both CalPERS and its member agencies. For the present, the only clear certainty is that local government agencies will continue to see employer rate contributions increase substantially over the next decade, restricting the ability of municipalities to improve upon, and in some instances, sustain existing service programs for their respective communities. Some analysts predict that a number of local governments will ultimately face severe financial difficulties as a result of projected CalPERS increases.
- Increased personnel costs due to salary, benefit and CalPERS-related cost increases. While Montclair’s municipal leaders have been proactive in controlling personnel costs related to hiring practices and wage and benefit improvements, the cumulative impact of personnel-related adjustments, driven primarily by annual increases in the CalPERS employer rate, continues to test the ability of municipal governments, including Montclair, to meet traditional service obligations. Montclair has seen positive revenue growth over each of the last several years; however, a substantial portion of this consistent growth is annually committed to CalPERS-related increases. City staff will continue exploring for new alternatives for revenue generation.
- Expansion of retail competition in neighboring communities. Prior to the growth of Amazon as an alternative to brick and mortar stores, the west end of the Inland Empire witnessed substantial development of shopping centers including Ontario Mills, The Shoppes at Chino Hills, Chino Spectrum Towne Center, Victoria Gardens, and Colonies Crossroads. The expansion of Montclair Place to incorporate substantial new retail was ultimately impacted by this oversaturation of the local retail market and emergence of the Internet as a shopping haven. These occurrences ultimately impacted the viability of Montclair Place to effectively compete without major upgrades.

After its acquisition of the property in February 2014, CIM Group determined that positioning of the Montclair Plaza property would need to be re-evaluated. Together with CIM Group and its partners, the City has joined in a process to re-imagine the renamed Montclair Place to achieve long-term viability for the property and its role in North Montclair.

- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds (ERAFs) for the following purposes: (i) help reduce the state's past, chronic deficit problems; (ii) fund public education; and (iii) backfill Vehicle License Fee dollars diverted to the state General Fund. This aspect of state takeaways continues to harm local governments, particularly those that are heavily dependent on property tax revenues to maintain service programs. Now that the California state government is enjoying substantial surplus revenues,

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state leaders should re-examine the need divert local property tax dollars to ERAFs.

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;
- 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>
<b>Appropriations:</b>			
Total - All Funds (Exclusive of Debt Service)	\$ 42,105,682	\$ 39,679,601	\$ 2,426,081
Total - General Operating Fund	\$ 32,201,414	\$ 30,013,635	\$ 2,187,779

***Personnel Services***

The City's proposed Operating Budget includes funding for a total of 173 full-time positions, including the following:

- 170.15 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

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- 1.05 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 can be assigned to a work schedule of less than 40 hours per work week.

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 2018–19 Budget* includes \$25,859,071 for Total Personnel Services, All Funds. Based on 173 full-time City positions and 12 part-time benefitted positions, Personnel Services represents approximately 65.2 percent of the Fiscal Year 2018–19 Budget, Total Operating Appropriations (exclusive of debt service) (\$39,679,601).
- *General Fund.* The *Fiscal Year 2018–19 Budget* includes \$22,123,078 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 73.7 percent of the Fiscal Year 2018–19 Budget, General Fund Operating Appropriations (\$30,013,635).

Since Fiscal Year 2007–08, the City has realized a significant decrease in personnel—declining from a high of 231 full-time employees to 173 full-time employees and 12 part-time benefitted employees in the Fiscal Year 2018–19 *Budget*. The reduction in employees stems from a number of coping actions related to dissolution of community redevelopment agencies, fiscal impacts of the Great Recession, extraordinary increases in the CalPERS employer rate, service contracting, expansion of part-time employment positions, and consolidation of department operations.

Current and past Personnel-related reduction actions, either temporary or permanent, stemmed from (i) voluntary attrition; (ii) hiring freezes (except for positions deemed essential for operations); (iii) involuntary reductions in force; (iv) contracting services; (v)

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merging designated services with other agencies; (vi) internal reassignment of duty responsibilities; and (vii) defunding vacant positions.

Estimated personnel-related savings associated with fiscal impact of the Great Recession and loss of the Montclair Redevelopment Agency total approximately \$4 million annually; however, personnel-related wage and benefit adjustments and CalPERS employer rate increases over the past several years effectively erased the positive impact from total personnel savings; furthermore, future CalPERS employer pension rate increases will significantly add substantially to total personnel-related costs.

The *Budget* includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 9**, below. Individual components of Department operations can be found in the budget summary section of the *Fiscal Year 2018–19 Budget*.

**Table 9**  
**Budget Allocations, By Department**

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 147,712	\$ 207,210	\$ -	\$ 354,922
City Manager	238,210	103,075	-	341,285
Administrative Services	2,009,997	3,312,643	79,000	5,401,640
Human Services	2,371,832	523,483	-	2,895,315
Police	8,614,502	925,454	67,988	9,607,944
Fire	3,110,493	460,645	-	3,571,138
Public Works	2,737,475	4,749,641	15,500	7,502,616
Community Development	1,333,198	90,100	-	1,423,298
Economic Development	243,025	1,306,290	-	1,549,315
City Attorney	100,235	181,000	-	281,235
Citywide	4,891,739	1,690,300	-	6,582,039
Community Facility Districts	62,604	106,250	-	168,854
<b>Total Operating Expenditures</b>	<b>\$ 25,861,022</b>	<b>\$ 13,656,091</b>	<b>\$ 162,488</b>	<b>\$ 39,679,601</b>
Debt Service	-	-	-	2,598,288
<b>Total Expenditures</b>	<b>\$ 25,861,022</b>	<b>\$ 13,656,091</b>	<b>\$ 162,488</b>	<b>\$ 42,277,889</b>

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

- **Administrative Services Department. \$79,000**, including:
  - \$4,000 LCD Monitors
  - \$16,000 Desktop Computers
  - \$20,000 Network Server Virtualizing Software
  - \$13,000 Network Router Replacements
  - \$9,000 Online Form Builder
  - \$8,000 Mitel Phone Upgrades
  - \$9,000 Youth Center & Senior Center Copiers

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- **Police Department. \$67,988, including:**
  - \$5,415 5 Taser Devices
  - \$3,300 Taser Device Cartridges
  - \$7,290 15 Digital Voice Recorders
  - \$2,580 15 Digital Cameras
  - \$3,696 15 Ford Explorer Secure Digital Idle Devices
  - \$45,707 Emergency Equipment for 4 Vehicles (Public Safety Fund)
  
- **Public Works Department. \$15,500, including:**
  - \$11,500 Aerial Man Lift
  - \$4,000 Floor Scrubber
  
- **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**

## CONCLUSION

As presented to the City Council for consideration, the *Fiscal Year 2018–19 Budget* is a successful compromise budget utilizing a number of funds to achieve balance, but with decreased reliance on “other than” General Fund revenues when compared to recent years. This decreased reliance, for example, is allowing the City to gradually restore gas tax revenue to its historic use for capital projects. For the most part, growth in General Fund revenues has been adequate to meet the City’s continuing operational needs; however, the continuing and increasing fiscal impact stemming from CalPERS’ employer rate increases draws away from Montclair’s ability to make significant improvements in expenditure outlays for other programs including personnel, services, supplies, and capital projects.

The *Budget* “lives within its means” and fully satisfies the program needs for each Department. City staff is also pleased to note that 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 a General Fund Operating Fund Balance of \$6,201,691, representing 20.66 percent of the General Operating Fund’s Appropriations Budget.

Each year, City staff seeks to improve upon, or achieve new, revenue enhancements. The *Budget* continues that effort, reflecting recently adopted revenue enhancement measures, including a \$250,000 annual solid waste “contract maintenance fee”. The *Budget* also contemplates, but does not incorporate, potentially new revenue enhancements.



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Coupled with consistent development improvements, Fiscal Year 2018–19 should continue the promise of a stable economic future for the Montclair community. It is again 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 continue the practice of tightly controlling costs in all operating categories, while still incorporating annual employer pension rate increases that are hobbling many cities throughout the state. However, it is imperative that the City remain cautious about its future ability to meet the pension challenge. Without the production of additional revenue sources or significant enhancements to existing revenues, Montclair may face the same decisions facing other cities: a compromise between pension costs and service programs. In any event, the promise of additional, substantial CalPERS 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 has fully embraced 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. A recent example of this effort is a decision by the City Council to address a community need for an improved fire apparatus. For a projected cost of less than \$500,000, the City has acquired, and anticipates refurbishing, an American LaFrance Platform Truck with 100 foot Ladder and two monitor nozzles capable of spraying 1,000 gallons of water per-minute onto a fire, giving the Montclair Fire Department the emulated service capacity of two ladder trucks. Purchase of a similar apparatus would approach \$1.5 million to \$1.7 million, plus taxes. A refurbished apparatus, with certifications, can provide 15+ years of continued service for a reasonable cost. The innovative creativity demonstrated by the City's staff, and the City Council's leadership, allows Montclair to work effectively within the matrix of the "New Economy".

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 \$13.4 million in tax revenue bonds derived from the former Redevelopment Agency and a remaining balance of over \$14.5 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.

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



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costs, develops strategies to improve the appearance and infrastructure of the community, and works with legislators and the City Council to move Montclair forward.

- City Manager's Department/Administrative Services Department/Finance Department/Economic-Community Development Department. Currently under development are a set of ordinances and a fee resolution for consideration by the City Council related to compliance with Proposition 64—a state initiative approved by voters in November 2016 approving adult use of cannabis. The City Council approved a commercial cannabis ban in 2015, pending development of a strong regulatory scheme for consideration. City staff anticipates presenting the Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair (the MAUCRSL) to the City Council in workshop format during the summer of 2018. The MAUCRSL will consist of three ordinances: (i) a regulatory ordinance for medicinal and adult-use cannabis, (ii) a land use ordinance, and (iii) a second hand smoke ordinance that also restricts where cannabis can be consumed within Montclair.

A revised and restructured agreement with Burrtec Waste Industries, the City's service provider for solid waste, was recently approved by the City Council. Burrtec had been advised it needs to assist in defraying costs related to litter control and administration of the City's anti-scavenging ordinance—in response, Burrtec and the City agreed to an annual contract maintenance fee of \$250,000 which is not passed on to our residents. The first payment is due in June 2018 as a lump sum payment for the current fiscal year. Future, annual payments will be paid on a monthly basis. Eliminating litter is a core effort in improving the City's overall image; for example, Montclair engaged Caltrans to address and improve the general appearance of the Montclair Transcenter and City on-ramps and off-ramps. The two agencies reached a tentative agreement for Caltrans to reimburse the City up to \$20,000 annually for labor-related costs—an agreement is under development by the Public Works Department. Furthermore, in the *Fiscal Year 2017-18 Budget*, the City Council agreed to the addition of two part-time Maintenance Workers to address litter throughout the community.

In March 2017, the City Council adopted amendments to the North Montclair Downtown Specific Plan (NMDSP), first adopted in 2006 to transition North Montclair to a transit oriented district. Since its adoption, the NMDSP has become a vital component of the City's fiscal future. The Amended NMDSP provides for increased residential densities in north Montclair, along with mixed-used projects, pedestrian and bicycle pathways, improvements to the Montclair Transcenter, the addition of Gold Line light rail to the Transcenter, transit-related parking garages, a regenerated commercial base, enhanced entertainment components, office uses, and formation of a downtown environment.

City staff, along with CIM Group, is also in the process of 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. The April 2018 demolition of the former Broadway Department store is the first major indication of the upcoming transformation of Montclair Place and its environs. At the May 2018 ICSC Western Division conference and

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tradeshow in Las Vegas, the proposed redevelopment of Montclair Place attracted major interest from investors, developers, franchisees, and other potential partners for the property's redevelopment.

The Montclair City Council can also take pride in knowing that the Foothill Gold Line Extension from Glendora to Montclair is now fully funded, following a decision by the California State Transportation Agency (CalSTA) to award approximately \$300 million in Transit and Intercity Rail Capital Program (TIRCP) and SB-1 funds toward completion of the \$1.5 billion project. The anticipated completion of the Gold Line in 2026 would mark an evolutionary change to public transit services at the Montclair Transcenter, transforming Montclair into the preeminent transit hub outside of Pasadena and Los Angeles. It is Montclair's vital role as a transit hub, along with redevelopment of Montclair Place, that is encouraging investor and developer interest in north Montclair.

In order to ensure construction of the Gold Line to the Montclair Transcenter, the Montclair City Council participated in the cost of advanced engineering and environmental work for Phase 2B's extension of light rail from Glendora to Montclair. Montclair had also been proactive in encouraging legislative support and funding for construction, including participating in grant application processes for cap-and-trade grants. Lastly, as the City's transit oriented district (TOD) develops and the Transcenter becomes a more integral component of the area's transportation life, City staff will seek to work with Omnitrans and private rideshare services such as Uber and Lyft 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. To the extent that it will serve the region, Montclair will also work with transportation and transit agencies to promote direct access to Ontario International Airport (ONT) from the Montclair Transcenter—to this end, Montclair City staff recently floated to the City's federal legislative Advocate, David Turch & Associates, the concept of a gondola-style aerial tram as an alternative to extension of the Gold Line from the Montclair Transcenter to ONT.

A General Plan Update, approved by the City Council in April 2018 is now moving forward. The selected consultant, Rangwala Associates, has extensive local, national and international experience in preparing and implanting General Plans. In addition to the General Plan, Climate Action Plan and Housing Plan, the Rangwala team will also prepare the Arrow Highway Mixed-Use District (AHMUD) Specific Plan. The approach used by Rangwala integrates economic development with green infrastructure, public health, and a strategy for parks, recreation, culture and arts. City staff recently met with the consulting team to tour the City and develop the activities schedule for the three year process. As proposed, the General Plan Update will focus on the following elements: (i) General Plan Update, include updates to the City's zoning code; (ii) Climate Action Plan, including conservation, greenhouse gas reduction, and open space; (iii) economic development—including fiscal health, economic diversification and job growth; (iv) land use/design, housing and parks & recreation; circulation—including street networks, street types, transit services, bicycle and pedestrian systems, parking, transportation demand and management, and performance metrics.

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In 2016 and 2017, the Economic-Community Development Department worked with CIM Group to promote the introduction of public service events at Montclair Place. To date, these events have included seasonally scheduled arts programs and a food truck event. Efforts are currently underway to work with the Human Services Department and CIM Group to promote a weekly farmer's market event, coupled with a food and crafts component.

The City has engaged Caltrans to discuss acquisition of the Montclair Transcenter parcels north of Richton Street. The properties are currently listed on Caltrans excess properties list. If Caltrans is agreeable to a sale, the properties would be developed pursuant to requirements of the Amended NMDSP. Caltrans would require that any lost parking be replaced with parking structures constructed on the existing parking fields south of Richton Street—a condition that would be required of project developers. The City's federal legislative advocate has been tasked to identify potential federal funds for parking structure construction.

- **Public Safety Department.** 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. A primary deterrent to moving forward without further analysis is the existing uncertainty related to data retention and California Public Records Act request requirements. Until these issues are effectively addressed, the Police Department will remain cautious with moving forward on implementation of a body camera program.

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 important 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. For the present, the funds remain unspent due to deployment matters and the intense competition in the labor market for qualified candidates.

As discussed earlier in this Message, the Public Safety Department explored the opportunity to acquire, and the City Council approved acquisition of, an earlier model American LaFrance Platform truck with 100 foot ladder to facilitate emergency fire service delivery to the community. The purchase price of the truck was \$105,000, with the owner paying for the price of eight new tires. The Public Safety Director also anticipates spending approximately \$400,000 for restoration of the ladder truck to a "like new" condition. Addition of the ladder truck will add greatly to the City's ability to meet the requirements of the expanding transit district in North Montclair.

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

- Human Service Department. The Human Services 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 at the Human Services facility has been enlarged and equipped with both new equipment and well-maintained exercise equipment transferred from the Police facility. Added equipment includes television monitors and a variety of free weights, heavy weight barbell systems, and multiple fitness machines for both strength and cardio training. The fitness studio and remodeled locker rooms are now open to the public.

The Human Services Department has been tasked to coordinate with CIM Group, owner of Montclair Place, joint development of community-oriented events to be held at Montclair Place. Future events may include a weekly farmer's market, coupled with food and craft events, and other coordinated activities of public interest.

Services provided by the Montclair Medical Clinic are now fully contained at the Lally Medical Clinic, located on the northwest corner of San Bernardino Street and Fremont Avenue, adjacent to Montclair Hospital. The Clinic will continue providing an array of low-cost medical-related services to uninsured and under-insured members of the Montclair community.

- Public Works Department. Roadway and infrastructure improvement projects continue throughout the community, including: (i) working with Monte Vista Water District to extend recycled water pipe to the northern areas of Montclair, via Central Avenue, for irrigation purposes—the effort would be conducted jointly with the Central Avenue and median island rehabilitation project, scheduled for late 2018, along with new median island landscaping and street repaving; (ii) 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 approved for replacement, Caltrans officials, however, are now promoting bridge refurbishment; (iii) completing construction of the Monte Vista Avenue Grade Separation Project (MVAGSP) at the Union Pacific Railroad Tracks—construction on the bridge started earlier this year, following award of contract by SBCTA, and is projected for completion in 2020.; (iv) working with Caltrans and SBCTA on a \$40 million widening of Monte Vista Avenue at the I-10 Freeway—this project will be

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completed in conjunction with expansion of the I-10 Freeway through Montclair to construct east and west express lanes for a total capacity of two express lanes in each direction; (v) paving residential streets throughout the City; (vi) paving arterial streets, including San Bernardino Street from the east border to the west border—Orchard Street was recently completed, from the east border to the west border, and was redesigned to include two east-west vehicle travel lanes and two east-west bike paths, with the same concept planned for a designated section of San Bernardino Street from Mills Avenue to the San Antonio Wash; (vii) working with MIG to complete a study of North Montclair streets and plan for a “complete streets” program in the TOD; (viii) continue working with the Gold Line Foothill Extension Construction Authority to plan for extension of the Gold Line to Montclair, including construction of a bridge over Monte Vista Avenue parallel to the existing Metrolink bridge; and (ix) working with Caltrans, the City recently was authorized to provide litter, graffiti and weed abatement on the I-10 Freeway on- and off-ramps in the City.

The United States, once known for having the best infrastructure in the world, is now ranked 13<sup>th</sup> among the world’s nations for the overall quality of the nation’s infrastructure, according to the World Economic Forum. Funding for America’s infrastructure maintenance continues to be a growing national concern. Congress has failed to enact successor legislation for transportation and transit programs, and President Trump’s \$1.5 trillion infrastructure program has not materialized and likely will not materialize for the balance of the current federal budget year and probably into the next fiscal year.

Unfortunately for the health of the nation’s infrastructure, ideological aversion to public-sector investment has kept spending on roads, airports, railways, telecommunication networks, and power generation at levels far below what is needed. Public-sector investment invariably rekindles the age-old struggle between those who insist that government should stay out of efforts to create jobs and those who believe that part of government’s role is to put underutilized human resources to work. Nonetheless, if the United States does not act quickly to provide its current economic recovery with a solid foundation of modern infrastructure, the economy could sink back into stagnation.

It seems self-evident that a developed economy requires adequate, ongoing investment in public goods. Scaling up infrastructure spending could provide an often-overlooked opportunity for long-term institutional investors. Pension funds (such as CalPERS), insurance companies, and mutual funds in the United States manage combined assets totaling roughly \$30+ trillion, and they have been struggling to find investments that match their long-term obligations. Low interest rates have been particularly challenging for pension funds, which face rising liabilities (calculated on a discounted basis).

A large-scale program to reboot America’s crumbling infrastructure would go a long way toward addressing this gap between assets and liabilities, providing pension funds with investments with long time horizons (and thus guaranteeing the incomes of tomorrow’s retirees) while leveraging private capital for the public good. In fact, United States pension funds are already investing in infrastructure,

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but they are doing so in Canada, Australia, the United Kingdom and the Netherlands.

This decline in infrastructure maintenance is made clear in the latest report card from the American Society of Civil Engineers (ASCE), which gives the nation's public transportation infrastructure a D minus—the lowest grade ASCE gave to any category of United States infrastructure. A "D" rating means the nation's infrastructure is in poor to fair condition and mostly below standard, with many elements approaching the end of their service life. A large portion of the system exhibits significant deterioration. Condition and capacity are of serious concern with strong risk of failure. At a "D–", the ASCE rating falls just short of an "F" rating, which means the infrastructure is in unacceptable condition with widespread advanced signs of deterioration. Many of the components of the infrastructure exhibit signs of imminent failure.

The ASCE report concludes that a \$3.6 trillion investment (roughly one-fifth of the country's annual GDP) will be needed by 2020 to boost the quality of United States infrastructure by addressing the "significant backlog of overdue maintenance [and the] pressing need for modernization." Otherwise, the country's crumbling infrastructure will drag down economic growth for years to come.

According to the ASCE, the United States has 614,387 bridges, almost four in 10 of which are 50 years or older. Of this total, 56,007 (9.1%) were determined to be structurally deficient in 2016, and on average there were 188 million trips across a structurally deficient bridge each day. While the number of bridges that are in such poor condition as to be considered structurally deficient is decreasing, the average age of America's bridges keeps going up and many of the nation's bridges are approaching the end of their design life. The most recent estimate puts the cost of the nation's backlog of bridge rehabilitation needs at \$123 billion.

America's overcrowded roads are also frequently in poor condition, chronically underfunded, and are becoming more dangerous. More than 2 out of every 5 miles of America's urban interstates are congested, and traffic delays cost the country an estimated \$160 billion in wasted time and fuel in 2014. One out of every 5 miles of highway pavement is in poor condition, with an increasing backlog of rehabilitation needs. After years of decline, traffic fatalities increased by 7% from 2014 to 2015, with 35,092 people dying on the nation's roads.

Interestingly, public transit in America continues to grow, carrying 10.5 billion trips in 2015, and adding new lines and systems every year, yet, according to the ASCE, the symptoms of overdue maintenance and underinvestment have never been clearer. Despite increasing demand, the nation's transit systems have been chronically underfunded resulting in aging infrastructure and a \$90 billion rehabilitation backlog. While some communities are experiencing a transit boom, many Americans still have inadequate access to public transit.

In contrast, according to the ASCE, in California, 1,388 (5.50%) of the state's 25,431 bridges are structurally deficient, and of the state's 195,834 mile of



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public roads, an estimated 50% are in poor condition. California has, however, made significant improvements to its transit system, leading the nation in improvements to public transit service.

The Montclair City Council can take pride in its decision to use and commit assets of the *2014 Issue of Lease Revenue Bonds* and former Montclair RDA bond funds for infrastructure improvements throughout the community—an effort augmented by the passage of Senate Bill 1 (SB-1) in 2016 to raise a projected \$52.4 billion over 10 years to fund state and local transportation projects, with revenues coming from a transportation tax on gasoline—12 cents and 20 cents per gallon of gasoline and diesel fuel, respectively; \$25 to \$175 on vehicle registration fees—based on the age of the vehicle; and, \$100 on the registration fee for electric vehicles starting in 2020.

Revenues raised from SB-1 can only be spent on transportation-related projects including bridge repairs, resurfacing of roads and freeways, the addition of bike paths, acquisition of electrified buses, and the construction of new rail services. SB-1 is also expected to help the state move closer to its goal of reducing greenhouse gases 40 percent below 1990 levels by 2030. SB-1 funds have already been committed to a number of statewide transportation and transit projects, including:

**Freeway projects:**

- \$18 million for I-5 improvements from State Route 73 to Oso Parkway in Orange County, plus \$247 million in additional improvements to the 5 Freeway
- \$44 million for completing the Route 71 freeway in Chino/Chino Hills/Pomona
- \$22 million for the 57/60 freeways confluence chokepoint in Diamond Bar/City of Industry

**Transit projects receiving \$1.09 billion include:**

- \$19.75 million for a Green Line light-rail extension from Redondo Beach to Torrance
- **\$300 million for the Metro Gold Line Foothill extension from Glendora to Montclair**
- \$150 million for the Metro Connector 96th Street Transit Station project
- \$75 million for improvement to the Metro Orange Line Bus Rapid Transit in the San Fernando Valley
- \$30 million to the San Bernardino County Transportation Authority (SBCTA) for the West Valley connector bus rapid transit and conversion of Diesel

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Multiple Unit (DMU) trains for the Redlands Passenger Rail Corridor to create zero emission fleet operations.

**Other projects included without corresponding dollar amounts:**

- East San Fernando Valley Transit Corridor
- West Santa Ana Branch Light Rail corridor (a 20-mile light-rail from downtown Los Angeles to the southeast county)
- A bus rapid transit connection from the Orange Line in the San Fernando Valley to the Red Line subway
- Vermont Avenue Transit Corridor

A measure has, however, been submitted to the California Secretary of State for placement on the November 2018 General Election Ballot to repeal SB-1. If SB-1 were to be repealed in November, 50 percent of approved projects would be terminated.

Early polls on the November initiative to repeal SB-1 are split. Some show a slight majority favoring SB-1 while others show a slim majority favoring its repeal. Opponents point to recent increases in gas prices as a reason to repeal the measure; however, much of the increase in pump prices is actually related to costs passed on by fuel manufacturers and the price per barrel of oil charged by producers.

California Governor Jerry Brown argues that improving transportation in California to relieve residents of the crushing impact of traffic congestion and pollution is necessary to sustain California as a ranking world economy—California was recently named the world's 5th largest economy. Governor Brown has made note that the federal government has failed to produce its “\$1.5 trillion infrastructure program”, leaving states to fund transportation infrastructure improvements—California is currently leading the nation in transportation and transit infrastructure investments, including the introduction of new technology designed to improve local and regional commutes.

Based on the discussions in this Fiscal Year 2018–19 Budget Message, it is clear the City has assumed the role of a responsible leader in prudent fiscal management and architect of its fiscal destiny. Through energetic projects like the Amended North Montclair Downtown Specific Plan and the redevelopment of Montclair Place, Montclair is emerging as a City on the edge of tomorrow.

As the organization moves into a new year, the Montclair 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 economic reality, the City Council is committed to maintaining a balance between its



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commitment to the organization and its people, and maintenance of its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department and management team for their efforts in putting together the proposed *Fiscal Year 2018–19 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 2018–19 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 2018

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 985,607 and an average household income of \$95,654.



**Transcenter**

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

The City of Montclair is a full-service City with a 77 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 24 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 13 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior



**Police Facility**

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



**Fire Station No. 1**





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

**Skate Park**

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



**Montclair Splash Pad**



**Youth Center**

The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday, Wednesday, and Thursday, 2:00 p.m. to 6:00 p.m.; Tuesday, 1:00 p.m. to 6:00 p.m., and Friday 2:00 p.m. to 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 fireplace, and staff offices. Hours of operation are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.



**Senior Center**

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

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

*Population: 39,276*

*Area: 5.54 square miles*

<b>DEMOGRAPHICS</b>			
<b>2018 Population &amp; Income</b>	<b>3-MILE Trade Area</b>	<b>5-MILE Trade Area</b>	<b>10-MILE Trade Area</b>
Population	187,570	475,979	985,607
Households	56,121	137,538	294,834
Families	41,188	105,065	229,100
Average Household Size	3.23	3.39	3.26
Median Age	32.6	32.9	34.9
Average Household Income	\$76,383	\$79,940	\$95,654
Median Household Income	\$56,005	\$57,556	\$72,239
Per Capital Income	\$23,556	\$23,692	\$29,192
Median Net Worth	\$57,329	\$65,579	\$130,569
Average Net Worth	\$419,647	\$521,497	\$719,767
Households > \$75,000	36.8%	38.5%	48.6%
Average Household Disposable Income	\$59,501	\$61,508	\$71,681
Median Household Disposable Income	\$48,112	\$49,592	\$57,148
Owner Occupied Housing Units	28,667	75,674	186,057
Renter Occupied Housing Units	27,454	61,864	108,777
2018 Consumer Spending (Spending Potential Index) National Average 100	95	100	118
<b>2018 Workforce</b>	<b>3 Mile</b>	<b>5 Mile</b>	<b>10 Mile</b>
Some College 25+ Population	22.6% (116,766)	21.7% (298,264)	23.4% (644,325)
With Degrees 25+	30.4%	29.4%	37.2%
Employment Totals 16+	83,842	214,417	467,510
White Collar 16+	53.1%	52.4%	61.0%
Blue Collar 16+	25.7%	27.7%	21.8%
Service 16+	21.2%	19.9%	17.3%
<b>2018 Race &amp; Ethnicity</b>	<b>3 Mile</b>	<b>5 Mile</b>	<b>10 Mile</b>
Population by Race/Ethnicity	187,571	475,979	985,608
White	55.1%	54.1%	54.1%
Black	6.3%	5.5%	6.0%
Am. Indian, Asian & Pacific Islander	9.1%	8.8%	14.4%
Hispanic Origin (any race)	60.3%	63.0%	51.6%
Other	30.3%	32.5%	26.2%
Diversity Index	83.6	83.9	84.2
<b>Approximate Distances of Major Transportation Centers from Montclair</b>			
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
<b>Higher Education Institutions within 25 Miles</b>			
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”

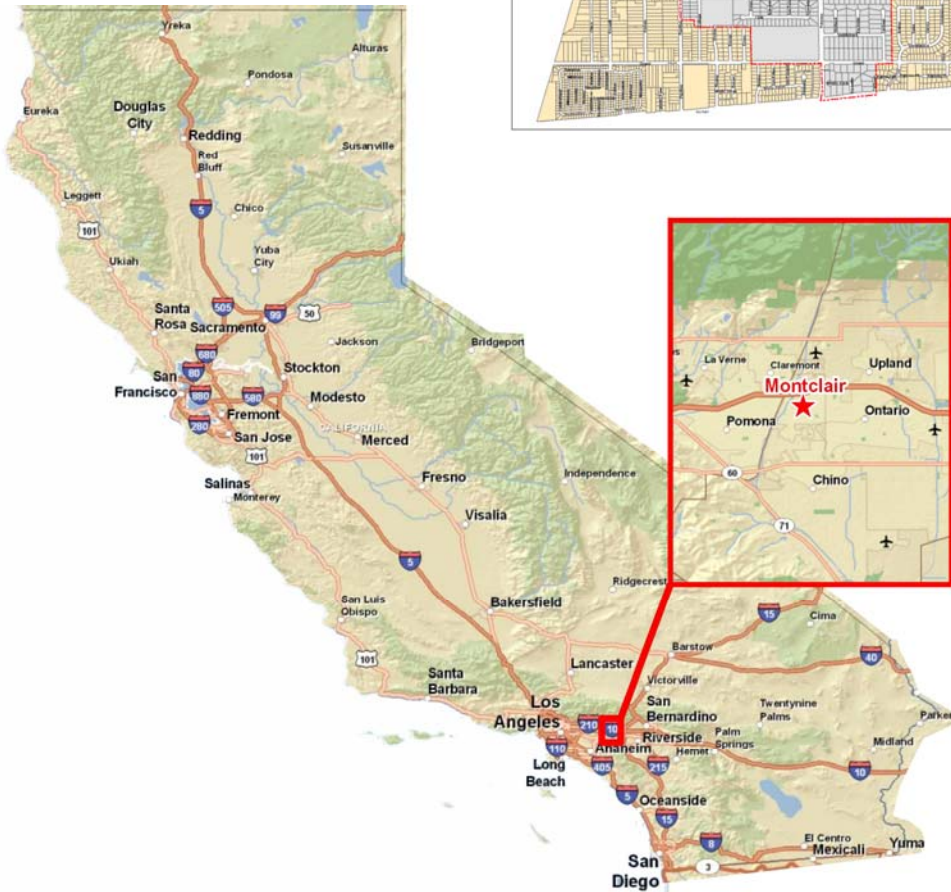
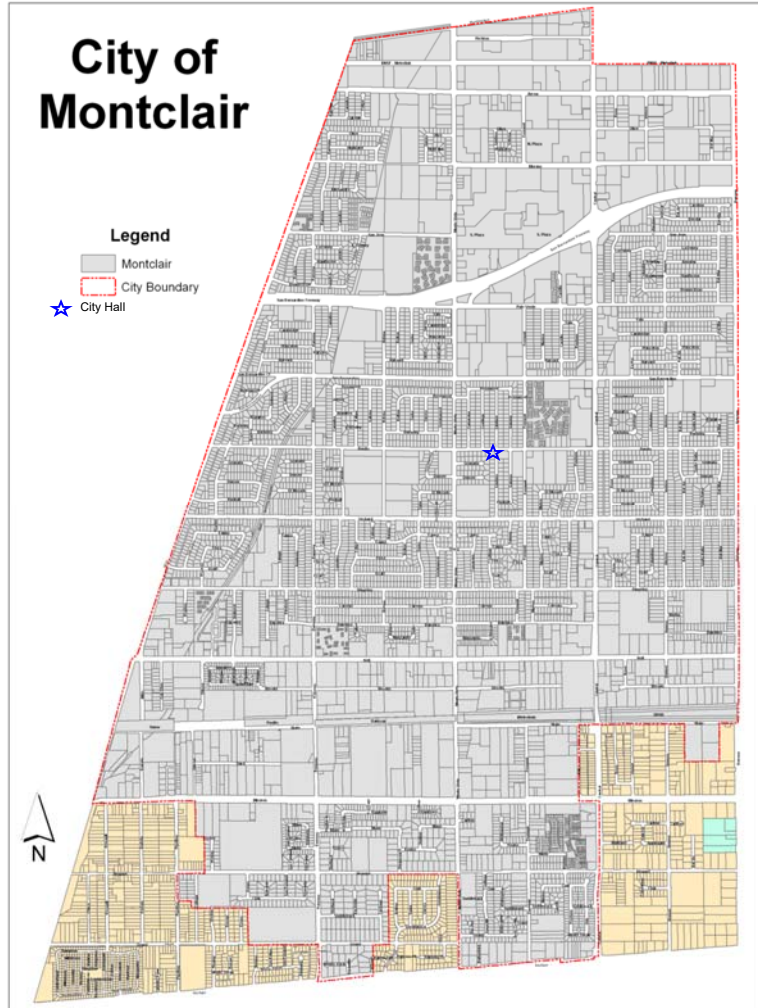
City Hall  
5111 Benito Street  
Montclair, CA 91763

(909) 626-8571

[www.cityofmontclair.org](http://www.cityofmontclair.org)

Population: 39,276

Area: 5.54 square miles





## **Budget Development Timeline Fiscal Year 2018-19**

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 8, 2018	Mid-year Budget Review
March 1, 2018	Distribution of budget packets to all departments
March 29, 2018	Departmental-operating budget requests are due
April 30, 2018 - May 3, 2018	Management departmental budget sessions
May 17, 2018	Complete changes to departmental budgets
June 14, 2018	Budget review by City Council
June 18, 2018	City Council adopts budget by resolution

# *Budget Summaries*



		SOURCES				USES			Estimated
		Estimated	Estimated	Transfers	TOTAL	Operating	Transfers	TOTAL	Fund Balance/
		Fund Balance/ Retained Earnings July 1, 2018	Revenue	In (Descriptions Follow)	SOURCES	Appropriations	Out (Descriptions Follow)	USES	Retained Earnings June 30, 2019
1001	<b>General Operating Fund</b>	6,180,997 (1)	29,804,329	230,000	36,215,326	30,013,635	-	30,013,635	6,201,691 (2)
<b>Special Revenue Funds</b>									
1102	Gas Tax Fund	-	994,582	-	994,582	997,807	-	997,807	(3,225)
1103	Road Maintenance Rehabilitation Fund	-	649,662	-	649,662	-	-	-	649,662
1104	Measure I Fund	1,738,497	705,000	-	2,443,497	-	-	-	2,443,497
1110	Traffic Safety Fund	146,915	160,000	-	306,915	-	230,000	230,000	76,915
1112	Disability Access Fee	10,713	4,500	-	15,213	-	-	-	15,213
1130	Park Maintenance Fund	72,935	31,200	-	104,135	5,000	-	5,000	99,135
1131	Park Development Fund	1,357,783	150,000	-	1,507,783	-	-	-	1,507,783
1132	CDBG Fund	42,348	240,287	-	282,635	136,043	-	136,043	146,592
1135	Air Quality Improvement Fund	111,270	50,000	-	161,270	43,000	-	43,000	118,270
1138	Senior Nutrition Fund	2,634	184,000	-	186,634	186,387	-	186,387	247
1140	Asset Forfeiture Fund- State	79,201	20,300	-	99,501	-	-	-	99,501
1141	Prop 30/SB 109 Fund	186,317	36,100	-	222,417	-	-	-	222,417
1143	Public Safety Fund	85,330	360,000	-	445,330	359,332	-	359,332	85,998
1144	Federal Asset Forfeiture Fund- DOJ	637,964	2,000	-	639,964	1,000	-	1,000	638,964
1146	State Asset Forfeiture 15% Set-aside Fund	41,779	3,800	-	45,579	-	-	-	45,579
1147	Federal Asset Forfeit. Fund- Treasury	6,325	40	-	6,365	-	-	-	6,365
1148	School District Grant Fund	-	140,000	-	140,000	140,000	-	140,000	-
1149	Citizens Option for Public Safety (COPS) Grant	103,434	100,700	-	204,134	100,000	-	100,000	104,134
1150	Local Law Enforcement Block Grant	-	15,100	-	15,100	-	-	-	15,100
1151	Crime Prevention Fund	1,206	1,025	-	2,231	-	-	-	2,231
1152	Recycling Block Grant Fund	64,022	20,300	-	84,322	3,800	-	3,800	80,522
1160	Expanded Learning Program Grant Fund	135,593	1,402,909	-	1,538,502	1,402,910	-	1,402,910	135,592
1161	OTS Grant	-	40,000	-	40,000	15,300	-	15,300	24,700
1162	Sustainable Communities	-	-	-	-	-	-	-	-
1163	Safety Department Grant Funds	-	186,630	-	186,630	37,402	-	37,402	149,228
1164	OMSD Immunization Grant	14,375	20,000	-	34,375	20,000	-	20,000	14,375
1165	Mt Baldy United Way	40	-	-	40	-	-	-	40
1166	Kaiser Permanente Grant	15	20,000	-	20,015	20,000	-	20,000	15
1167	Resource Center Grant - OMSD	8,402	9,000	-	17,402	14,500	-	14,500	2,902
1168	Title IIIB Sr Support Services	6,532	10,000	-	16,532	10,000	-	10,000	6,532
1170	Kindergarten ExLP	-	55,000	-	55,000	55,000	-	55,000	-
1171	ExLP Supplemental Grant	-	-	-	-	-	-	-	-
1172	Hope Through Housing Grant	-	43,338	-	43,338	43,338	-	43,338	-
1180	EMS- Paramedic Fund	-	66,350	-	66,350	85,380	-	85,380	(19,030)
1181	Contributions & Donations	-	3,000	-	3,000	-	-	-	3,000
1704	Sewer Expansion Fee Fund	340,447	40,000	-	380,447	-	-	-	380,447
1740	Developer Impact Fees - Local	566,314	70,000	-	636,314	-	-	-	636,314
1741	Developer Impact Fees - Regional	592,578	150,000	-	742,578	-	-	-	742,578
1742	Burrtec Pavement Impact Fees	256,417	45,000	-	301,417	45,000	-	45,000	256,417
1744	Utility Undergrounding In Lieu	13,771	50,000	-	63,771	-	-	-	63,771
1745	General Plan Update Fees	60,459	12,000	-	72,459	-	-	-	72,459
1746	Housing Fund	997,300	-	-	997,300	-	-	-	997,300
1748	Public-Education-Gov't Fees (PEG)	127,000	28,000	-	155,000	-	-	-	155,000
	<b>Total</b>	<b>7,807,916</b>	<b>6,119,823</b>	<b>-</b>	<b>13,927,739</b>	<b>3,721,199</b>	<b>230,000</b>	<b>3,951,199</b>	<b>9,976,540</b>
<b>Capital Project Funds</b>									
1206	Economic Development	4,345,288	450,000	-	4,795,288	789,034	-	789,034	4,006,254
1250 & 51	Successor Agency Bond Proceeds	13,966,574	210,000	-	14,176,574	750,000	-	750,000	13,426,574
1252	2014 Lease Revenue Refunding Bond Proceeds	14,348,355	175,000	-	14,523,355	-	-	-	14,523,355
	<b>Total</b>	<b>32,660,217</b>	<b>835,000</b>	<b>-</b>	<b>33,495,217</b>	<b>1,539,034</b>	<b>-</b>	<b>1,539,034</b>	<b>31,956,183</b>
<b>Special Assessment Funds</b>									
1601	Community Facilities District 2011-1 - Paseos	90,191	120,000	-	210,191	113,072	-	113,072	97,119
1602	Community Facilities District 2011-2 - Arrow Sta.	17,790	60,000	-	77,790	55,782	-	55,782	22,008
	<b>Total</b>	<b>107,981</b>	<b>180,000</b>	<b>-</b>	<b>287,981</b>	<b>168,854</b>	<b>-</b>	<b>168,854</b>	<b>119,127</b>
<b>Debt Service Funds</b>									
1302	2014 Refunding Bonds	-	2,598,288	-	2,598,288	2,598,288	-	2,598,288	-
	<b>Total</b>	<b>-</b>	<b>2,598,288</b>	<b>-</b>	<b>2,598,288</b>	<b>2,598,288</b>	<b>-</b>	<b>2,598,288</b>	<b>-</b>
<b>Enterprise Funds</b>									
1501 & 03	Sewer Operating Fund	1,834,405	4,315,000	-	6,149,405	4,226,879	-	4,226,879	1,922,526
1502	Sewer Replacement Fund	1,581,290	220,000	-	1,801,290	10,000	-	10,000	1,791,290
	<b>Total</b>	<b>3,415,695</b>	<b>4,535,000</b>	<b>-</b>	<b>7,950,695</b>	<b>4,236,879</b>	<b>-</b>	<b>4,236,879</b>	<b>3,713,816</b>
<b>Reserve Funds</b>									
	Reserve Funds	6,542,861 (1)	-	-	6,542,861	-	-	-	6,542,861
	<b>Total</b>	<b>6,542,861</b>	<b>-</b>	<b>-</b>	<b>6,542,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,542,861</b>
	<b>TOTAL - ALL FUNDS</b>	<b>56,715,667</b>	<b>44,072,440</b>	<b>230,000</b>	<b>101,018,107</b>	<b>42,277,889</b>	<b>230,000</b>	<b>42,507,889</b>	<b>58,510,218</b>

**Notes:**

(1) Fund Balance has been estimated utilizing the fiscal year 2017-18 midyear general fund approved amounts.

(2) The General Operating Fund operating revenues were \$209,306 less than appropriation. This deficit was offset by \$230,000 of non-operating transfers in from other funds and will ultimately result in a total fund excess of \$20,694. In this budget no reserve utilization was required to cover operating costs.



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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Traffic Safety	General Operating Fund	230,000	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.
		_____	
	<b>TOTAL</b>	<b><u>\$ 230,000</u></b>	

# **CITY OF MONTCLAIR FISCAL YEAR 2018-19 BUDGET**

## **FUND DESCRIPTIONS**

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

## **BASIS OF ACCOUNTING**

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

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

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

## ***GOVERNMENTAL FUNDS***

### **GENERAL FUND**

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

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

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

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

## **SPECIAL REVENUE FUNDS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **CAPITAL PROJECT FUNDS**

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

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

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

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

### **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 2018-19, the annual principal and interest lease payment is \$2,598,288, payable from General Fund resources. Internally, the City has committed up to \$750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues. Therefore, effective Fiscal Year 2015-16, the City has budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.6 million dollars annually for the remaining life of this bond issue.

## ***PROPRIETARY FUNDS***

### **ENTERPRISE FUNDS**

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

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

## ***FIDUCIARY FUNDS***

### **TRUST AND AGENCY FUNDS**

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

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

*Revenues*

**CITY OF MONTCLAIR  
SUMMARY SCHEDULE OF REVENUE BY FUND  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

		<u>16-17 Audited</u>	<u>Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>GF Midyear and Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>							
1001	GENERAL FUND	28,902,789	28,700,849	-	29,038,379	29,804,329	1,103,480
<u>SPECIAL REVENUE FUNDS</u>							
1102	GAS TAX FUND	739,498	862,360	-	862,360	994,582	132,222
1103	ROAD MAINT REHAB FUND - SECT 2032	-	223,120	-	223,120	649,662	426,542
1104	MEASURE I FUND	665,576	678,900	413,717	709,229	705,000	26,100
1110	TRAFFIC SAFETY FUND	192,133	198,000	66,912	150,902	160,000	(38,000)
1112	DISABILITY ACCESS FEE FUND	1,816	1,900	3,359	4,479	4,500	2,600
1130	PARK MAINTENANCE FUND	31,273	30,500	25,930	31,116	31,200	700
1131	PARK DEVELOPMENT FUND	243,600	150,000	112,000	150,000	150,000	-
1132	C.D.B.G. FUND	297,252	100,000	42,458	100,000	240,287	140,287
1135	AIR QUALITY IMPROVEMENT FUND	50,590	48,450	24,273	48,546	50,000	1,550
1138	SENIOR NUTRITION FUND	166,770	183,000	101,061	146,618	184,000	1,000
1140	ASSET FORFEITURE FUND - STATE	38,057	30,175	14,877	20,086	20,300	(9,875)
1141	PROP 30/SB 109	79,571	30,400	-	31,000	36,100	5,700
1143	SB 509 PUBLIC SAFETY FUND	318,584	335,000	244,429	366,644	360,000	25,000
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	338,244	50,400	1,001	1,500	2,000	(48,400)
1146	STATE FORFEITURE - 15% SETASIDE	6,876	4,660	2,625	3,500	3,800	(860)
1147	ASSET FORFEITURE - TREASURY	5,452	3	-	-	40	37
1148	SCHOOL DISTRICT GRANT FUND	64,000	130,816	65,408	130,816	140,000	9,184
1149	COPS ELEAS GRANT	129,804	100,350	139,490	100,700	100,700	350
1150	LLE BLOCK GRANT FUND	15,055	15,050	-	15,000	15,100	50
1151	P.C. 1202.5 CRIME PREVENTION FUND	1,723	1,220	148	1,025	1,025	(195)
1152	RECYCLING BLOCK GRANT FUND	21,122	20,170	20,631	20,931	20,300	130
1160	EXPANDED LEARNING PROGRAM FUND	1,316,197	1,402,909	-	1,402,909	1,402,909	-
1161	OTS GRANT	-	40,000	1,349	4,300	40,000	-
1162	SUSTAINABLE COMMUNITIES GRANT	-	47,000	-	-	-	(47,000)
1163	SAFETY DEPARTMENT GRANT FUND	40,987	248,677	20,832	20,832	186,630	(62,047)
1164	IMMUNIZATION GRANT - OMSD	79,250	20,000	18,000	20,000	20,000	-
1165	INLAND EMPIRE UNITED WAY	7,602	7,000	-	-	-	(7,000)
1166	KAISER PERMANENTE GRANTS	10,000	10,000	-	20,000	20,000	10,000
1167	RESOURCE CENTER GRANT (OMS D)	9,000	9,000	9,000	9,000	9,000	-

**CITY OF MONTCLAIR  
SUMMARY SCHEDULE OF REVENUE BY FUND  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

	<u>16-17 Audited</u>	<u>Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>GF Midyear and Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease)</u>
1168 TITLE IIIB SR SUPPORT SERVICES	10,000	10,000	5,623	7,497	10,000	-
1170 KINDERGARTEN EXLP	-	55,000	-	55,000	55,000	-
1172 HOPE THRU HOUSING	42,585	43,338	-	43,338	43,338	-
1180 E.M.S. - PARAMEDIC FUND	66,847	78,350	48,235	64,253	66,350	(12,000)
1181 CONTRIBUTIONS/DONATIONS FUND	95	3,000	1,050	1,050	3,000	-
1704 SEWER EXPANSION FEE FUND	69,003	60,000	30,721	40,961	40,000	(20,000)
1740 DEVELOPER IMPACT FEES - LOCAL	70,894	75,000	49,876	66,501	70,000	(5,000)
1741 DEVELOPER IMPACT FEES - REGION	160,065	170,000	112,655	150,207	150,000	(20,000)
1742 BURRTEC PAVEMENT IMPACT FEES	64,421	40,000	33,892	45,189	45,000	5,000
1744 UTILITY UNDERGROUNDING IN-LEIU	-	50,000	-	-	50,000	-
1745 GENERAL PLAN UPDATE FEES	15,370	15,000	8,683	11,577	12,000	(3,000)
1746 HOUSING TRUST FUND	110,288	-	32,458	32,458	-	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	24,783	24,000	14,144	28,288	28,000	4,000
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	535,889	412,000	82,875	400,000	450,000	38,000
1250/51 SA BOND PROCEEDS	78,621	-	133,809	185,000	210,000	210,000
1252 2014 REFUNDING BOND PROCEEDS	114,668	120,000	132,675	170,000	175,000	55,000
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	94,612	100,000	48,536	97,072	120,000	20,000
1602 CFD 2011-2 (Maint-PubSafety) FUND	29,180	55,000	23,033	46,066	60,000	5,000
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,603,837	2,600,488	750,000	750,000	2,598,288	(2,200)
<u>ENTERPRISE FUND</u>						
1501 SEWER MAINTENANCE FUND	4,351,161	3,842,000	3,390,486	4,282,719	4,315,000	473,000
1502 SEWER REPLACEMENT FUND	225,113	220,000	-	220,000	220,000	-
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	-	-	-	-	-	-
<b>TOTAL REVENUE - ALL FUNDS</b>	<b><u>42,440,253</u></b>	<b><u>41,653,085</u></b>	<b><u>6,226,251</u></b>	<b><u>40,330,168</u></b>	<b><u>44,072,440</u></b>	<b><u>2,419,355</u></b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

	<u>16-17 Audited</u>	<u>17-18 Revised Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>Months In Current Actual</u>	<u>Midyear 17-18 General Fund Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
<b>GENERAL FUND - 1001</b>							
Taxes							
Property - Secured	2,621,880	2,550,000			2,600,000	2,650,000	100,000
Property - Unsecured	105,410	105,000			105,000	105,000	-
Property Tax in Lieu of VLF (HdL)	3,234,858	3,200,000			3,200,000	3,250,000	50,000
Sales & Use (HdL)	13,376,998	13,500,000			13,600,000	13,900,000	400,000
RPTTF Property tax							-
Transaction & Use Tax (HdL)	255,749	160,000			160,000	250,000	90,000
Prop Tax Pass Thru from SRED	185,195	165,000			200,000	210,000	45,000
Transient Occupancy	37,795	45,000			48,000	50,000	5,000
Document Transfer	135,466	100,000			120,000	140,000	40,000
Franchise	729,864	700,000			700,000	700,000	-
Business License	786,091	720,000			720,000	750,000	30,000
Utility Users	1,709,261	1,800,000			1,800,000	1,800,000	-
<b>Total Taxes</b>	<b>23,178,567</b>	<b>23,045,000</b>	<b>-</b>		<b>23,253,000</b>	<b>23,805,000</b>	<b>760,000</b>
Licenses and Permits							
Alarm Permits	1,250	1,300			1,300	1,300	-
Bicycle & Other Permits	7	10			10	10	-
Building Permits	656,327	450,000			475,000	525,000	75,000
Moving Permits	10,375	8,000			9,000	9,000	1,000
Yard Sale Permits	6,690	8,000			8,000	8,000	-
Construction Permits	59,821	70,000			80,000	80,000	10,000
Encroachment Permits	140	70			200	200	130
Gun Dealer Permits	63	35			35	35	-
<b>Total Licenses and Permits</b>	<b>734,673</b>	<b>537,415</b>	<b>-</b>		<b>573,545</b>	<b>623,545</b>	<b>86,130</b>
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	17,331	17,500			17,500	17,500	-
Property Tax Loss Relief	29,933	28,200			28,200	28,200	-
Police Officer Training Reimbursement	2,053	5,000			5,000	5,000	-
SB 90 Claim Reimbursement	17,226	90,000			90,000	90,000	-
OES Reimbursements	64,016	50,000			50,000	50,000	-
<b>Total Intergovernmental Revenues</b>	<b>130,559</b>	<b>190,700</b>	<b>-</b>		<b>190,700</b>	<b>190,700</b>	<b>-</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

	<u>16-17 Audited</u>	<u>17-18 Revised Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>Months In Current Actual</u>	<u>Midyear 17-18 General Fund Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
<b>Fines and Forfeitures</b>							
Court Fines	63,246	45,000			45,000	45,000	-
Parking Citations	80,394	85,000			85,000	80,000	(5,000)
False Alarms	8,800	12,000			14,000	12,000	-
Restitution	49,326	5,000			5,000	5,000	-
Evidence Forfeitures	1,179	500			500	500	-
Auto Repo Fees	1,650	1,700			1,700	1,700	-
Vehicle Release Fees	80,545	100,000			100,000	100,000	-
Administrative Citations	(38,061)	40,000			10,000	25,000	(15,000)
OPTS Vehicle Impound Fees	431,726	500,000			500,000	250,000	(250,000)
PD Citations	-	10,000				10,000	-
PW/CD Citations	-	1,200				1,200	-
<b>Total Fines and Forfeits</b>	<b>678,805</b>	<b>800,400</b>	<b>-</b>		<b>761,200</b>	<b>530,400</b>	<b>(270,000)</b>
<b>Charges for Services</b>							
Sale of Printed Materials	750	800			800	800	-
Notary Fees	40	50			50	50	-
Special Police Services	80,977	90,000			95,000	95,000	5,000
Fingerprints	(3,570)	250			250	250	-
Fire Department Service Fees	5,784	10,000			6,000	6,000	(4,000)
Gen Sanitation Fees (Revenue in Fund 1757)	360,077	105,000			128,000	128,000	23,000
Burrtec contract maintenance fee						250,000	250,000
Rubbish Collection	2,494,272	2,900,000			2,900,000	2,900,000	-
Zoning/Subdivision Fees	113,457	125,000			140,000	140,000	15,000
Plan Checking Fees	324,571	250,000			300,000	375,000	125,000
Recreation Fees	29,524	30,000			35,000	35,000	5,000
Service Center Fees	3,339	5,000			5,000	5,000	-
Program Costs - Reimbursed	62,917	45,000			45,000	45,000	-
Country Fair Jamboree	11,826	8,000			8,000	8,000	-
Human Services Classes	9,305	8,000			9,000	10,000	2,000
<b>Total Charges for Services</b>	<b>3,493,269</b>	<b>3,577,100</b>	<b>-</b>		<b>3,672,100</b>	<b>3,998,100</b>	<b>421,000</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

	<u>16-17 Audited</u>	<u>17-18 Revised Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>Months In Current Actual</u>	<u>Midyear 17-18 General Fund Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
Miscellaneous Revenue							
Interest Income	157,535	70,000			75,000	150,000	80,000
Net Change FV - Investments/LAIF	(157,117)	-					-
Library Rentals	59,496	60,684			60,684	60,684	-
Cash Over/Short	(14)	-					-
Police Auction	390	10,000			5,000	5,000	(5,000)
Vending Machine Proceeds	-	30					(30)
Anniversary Book Sales/Postcards	-	20					(20)
Reimbursed Expenditures	307,723	60,000			60,000	60,000	-
Special Event Reimbursement	341	100			500	500	400
Emergency Response Reimb	10,410	10,000			10,000	10,000	-
Donations & Contributions	-	3,000			2,000	2,000	(1,000)
Subpoena Witnees Reimbursement	-	400			400	400	-
Metro lot rent agmt 17-28	7,500	30,000			6,250		(30,000)
Cell Tower Rental	103,703	100,000			105,000	105,000	5,000
Other Miscellaneous Revenue	187,941	200,000			260,000	260,000	60,000
Police Range Revenue	4,050	6,000			3,000	3,000	(3,000)
Mini School Snacks	1,418	-					-
Youth Center Snacks	3,121	-					-
Basketball Snacks	419	-					-
Total Miscellaneous Revenue	<u>686,916</u>	<u>550,234</u>	<u>-</u>		<u>587,834</u>	<u>656,584</u>	<u>106,350</u>
<b>TOTAL - 1001</b>	<b><u>28,902,789</u></b>	<b><u>28,700,849</u></b>	<b><u>-</u></b>		<b><u>29,038,379</u></b>	<b><u>29,804,329</u></b>	<b><u>1,103,480</u></b>



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<b>GAS TAX FUND - 1102</b>							
Section 2106	137,275	140,604			140,604	137,987	(2,617)
Section 2107	275,594	290,477			290,477	279,451	(11,026)
Section 2107.5	6,000	6,000			6,000	6,000	-
Section 2103 - Fuel Tax Swap	103,255	154,890			154,890	299,933	145,043
Section 2105	217,374	224,853			224,853	225,236	383
Loan Repayment	-	44,236			44,236	44,475	239
Interest Income		1,300			1,300	1,500	200
<b>TOTAL - 1102</b>	<b>739,498</b>	<b>862,360</b>	<b>-</b>		<b>862,360</b>	<b>994,582</b>	<b>132,222</b>
<b>ROAD MAINT REHABILITATION - 1103</b>							
Section 2032 Road Maint Rehab	-	223,120			223,120	649,662	426,542
Interest Income	-	-					-
<b>TOTAL - 1103</b>	<b>-</b>	<b>223,120</b>	<b>-</b>		<b>223,120</b>	<b>649,662</b>	<b>426,542</b>
<b>MEASURE I FUND - 1104</b>							
Measure I Sales - Local	655,506	675,000	413,717	7.0	709,229	700,000	25,000
Interest Income	10,070	3,900				5,000	1,100
<b>TOTAL - 1104</b>	<b>665,576</b>	<b>678,900</b>	<b>413,717</b>		<b>709,229</b>	<b>705,000</b>	<b>26,100</b>
<b>TRAFFIC SAFETY FUND - 1110</b>							
C.V.C. Parking Citations	74,536	73,000	38,760	7.0	66,446	70,000	(3,000)
Other C.V.C. Fines	117,597	125,000	28,152	4.0	84,456	90,000	(35,000)
<b>TOTAL - 1110</b>	<b>192,133</b>	<b>198,000</b>	<b>66,912</b>		<b>150,902</b>	<b>160,000</b>	<b>(38,000)</b>
<b>DISABILITY ACCESS FEE FUND - 1112</b>							
Disability Access Fee	1,816	1,900	3,359	9.0	4,479	4,500	2,600
<b>TOTAL - 1112</b>	<b>1,816</b>	<b>1,900</b>	<b>3,359</b>		<b>4,479</b>	<b>4,500</b>	<b>2,600</b>
<b>PARK MAINTENANCE FUND - 1130</b>							
Rental Income	1,275	-					-
Cellular Antenna Site Rental	29,998	30,500	25,930	10.0	31,116	31,200	700
<b>TOTAL - 1130</b>	<b>31,273</b>	<b>30,500</b>	<b>25,930</b>		<b>31,116</b>	<b>31,200</b>	<b>700</b>

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<b>PARK DEVELOPMENT FUND - 1131</b>							
"Quimby Act" Fees	243,600	150,000	112,000		150,000	150,000	-
<b>TOTAL - 1131</b>	<b>243,600</b>	<b>150,000</b>	<b>112,000</b>		<b>150,000</b>	<b>150,000</b>	<b>-</b>
<b>C.D.B.G. FUND - 1132</b>							
CDBG Revenue	297,252	100,000	42,458		100,000	240,287	140,287
<b>TOTAL - 1132</b>	<b>297,252</b>	<b>100,000</b>	<b>42,458</b>		<b>100,000</b>	<b>240,287</b>	<b>140,287</b>
<b>AIR QUALITY IMPROVEMENT FUND - 1135</b>							
AB 2766 Motor Vehicle Fees	49,402	48,000	24,273	6.0	48,546	49,000	1,000
Interest Income	1,188	450				1,000	550
<b>TOTAL - 1135</b>	<b>50,590</b>	<b>48,450</b>	<b>24,273</b>		<b>48,546</b>	<b>50,000</b>	<b>1,550</b>
<b>SENIOR NUTRITION FUND - 1138</b>							
Nutritional Meals IIIC1/NSIP	124,632	144,000	71,217	8.0	106,826	145,000	1,000
Reimbursed Expenditures	2,993	-					-
Contributions/Donations	39,145	39,000	29,844	9.0	39,792	39,000	-
<b>TOTAL - 1138</b>	<b>166,770</b>	<b>183,000</b>	<b>101,061</b>		<b>146,618</b>	<b>184,000</b>	<b>1,000</b>
<b>FORFEITURE FUND - STATE - 1140</b>							
Forfeited Money/Property	37,453	30,000	14,877	9.0	19,836	20,000	(10,000)
Interest Income	604	175			250	300	125
<b>TOTAL - 1140</b>	<b>38,057</b>	<b>30,175</b>	<b>14,877</b>		<b>20,086</b>	<b>20,300</b>	<b>(9,875)</b>
<b>PROP 30/SB 109 FUND - 1141</b>							
Interest Income	1,264	400			1,000	1,100	700
Prop 30/SB 109	78,307	30,000			30,000	35,000	5,000
<b>TOTAL - 1141</b>	<b>79,571</b>	<b>30,400</b>	<b>-</b>		<b>31,000</b>	<b>36,100</b>	<b>5,700</b>
<b>PUBLIC SAFETY FUND - 1143</b>							
Proposition 172 Sales Tax	318,584	335,000	244,429	8.0	366,644	360,000	25,000
Reimbursed Expenditures	-						-
<b>TOTAL - 1143</b>	<b>318,584</b>	<b>335,000</b>	<b>244,429</b>		<b>366,644</b>	<b>360,000</b>	<b>25,000</b>

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<b>FEDERAL ASSET FORFEITURE FUND - DOJ - 1144</b>							
Forfeited Money/Property	334,569	50,000	1,001		1,500	2,000	(48,000)
IRNET Reimbursement							-
Interest Income	3,675	400					(400)
<b>TOTAL - 1144</b>	<b>338,244</b>	<b>50,400</b>	<b>1,001</b>		<b>1,500</b>	<b>2,000</b>	<b>(48,400)</b>
<b>STATE FORFEITURE - 15% SETASIDE - 1146</b>							
Forfeited Money	6,609	4,500	2,625	9.0	3,500	3,500	(1,000)
Interest Income	267	160				300	140
<b>TOTAL - 1146</b>	<b>6,876</b>	<b>4,660</b>	<b>2,625</b>		<b>3,500</b>	<b>3,800</b>	<b>(860)</b>
<b>FED ASSET FORFEITURE-TREASURY - 1147</b>							
Interest Income	40	3				40	37
Treasury-Fed Forfeitures	5,412	-	-			-	-
<b>TOTAL - 1147</b>	<b>5,452</b>	<b>3</b>	<b>-</b>		<b>-</b>	<b>40</b>	<b>37</b>
<b>SCHOOL DISTRICT GRANT FUND - 1148</b>							
Chaffey HSD Reimb. - Safe Schools	64,000	130,816	65,408	6.0	130,816	140,000	9,184
<b>TOTAL - 1148</b>	<b>64,000</b>	<b>130,816</b>	<b>65,408</b>		<b>130,816</b>	<b>140,000</b>	<b>9,184</b>
<b>STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149</b>							
Citizens Option for Public Safety	129,365	100,000	139,490		100,000	100,000	-
Interest Income	439	350			700	700	350
<b>TOTAL - 1149</b>	<b>129,804</b>	<b>100,350</b>	<b>139,490</b>		<b>100,700</b>	<b>100,700</b>	<b>350</b>
<b>LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150</b>							
Law Enforcement Block Grant	15,055	15,000			15,000	15,000	-
Interest Income		50				100	50
<b>TOTAL - 1150</b>	<b>15,055</b>	<b>15,050</b>	<b>-</b>		<b>15,000</b>	<b>15,100</b>	<b>50</b>

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<b>P.C. 1202.5 CRIME PREVENTION FUND - 1151</b>							
P.C. 1202.5 Fines	1,705	1,200	148		1,000	1,000	(200)
Interest Income	18	20			25	25	5
<b>TOTAL - 1151</b>	<b><u>1,723</u></b>	<b><u>1,220</u></b>	<b><u>148</u></b>		<b><u>1,025</u></b>	<b><u>1,025</u></b>	<b><u>(195)</u></b>
<b>RECYCLING BLOCK GRANT FUND - 1152</b>							
Used Oil Block Grant	10,750	10,000	10,679		10,679	10,000	-
Beverage Recycling Grant	10,030	10,000	9,952		9,952	10,000	-
Interest Income	342	120			200	200	80
Misc Revenue		50			100	100	50
<b>TOTAL - 1152</b>	<b><u>21,122</u></b>	<b><u>20,170</u></b>	<b><u>20,631</u></b>		<b><u>20,931</u></b>	<b><u>20,300</u></b>	<b><u>130</u></b>
<b>EXPANDED LEARNING PROGRAM FUND - 1160</b>							
ExLP	1,316,197	1,402,909			1,402,909	1,402,909	-
<b>TOTAL - 1160</b>	<b><u>1,316,197</u></b>	<b><u>1,402,909</u></b>	<b><u>-</u></b>		<b><u>1,402,909</u></b>	<b><u>1,402,909</u></b>	<b><u>-</u></b>
<b>OTS GRANT FUND - 1161</b>							
OTS Grant	-	40,000	1,349		4,300	40,000	-
<b>TOTAL - 1161</b>	<b><u>-</u></b>	<b><u>40,000</u></b>	<b><u>1,349</u></b>		<b><u>4,300</u></b>	<b><u>40,000</u></b>	<b><u>-</u></b>
<b>SUSTAINABLE COMMUNITIES FUND - 1162</b>							
Sustainable Communities		47,000	-		-		(47,000)
<b>TOTAL - 1162</b>	<b><u>-</u></b>	<b><u>47,000</u></b>	<b><u>-</u></b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(47,000)</u></b>
<b>SAFETY DEPARTMENT GRANTS - 1163</b>							
STEP - OTS Grant	31,776	79,047	20,832		20,832	17,000	(62,047)
HSGP Dog/Nomad/Vests 16508							-
Cops Hiring Grant		169,630				169,630	-
HSGP FY 2015 - 5 MDC's							-
HSGP 2015 - Fire Dept Radios	9,211						-
<b>TOTAL - 1163</b>	<b><u>40,987</u></b>	<b><u>248,677</u></b>	<b><u>20,832</u></b>		<b><u>20,832</u></b>	<b><u>186,630</u></b>	<b><u>(62,047)</u></b>

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<b>OMSD Immunization Grant - 1164</b>							
OMSD Immunization Grant	79,250	20,000	18,000		20,000	20,000	-
Contributions/Donations							-
<b>TOTAL - 1164</b>	<u>79,250</u>	<u>20,000</u>	<u>18,000</u>		<u>20,000</u>	<u>20,000</u>	<u>-</u>
<b>INLAND EMPIRE UNITED WAY - 1165</b>							
IEUW/Lorain County United Way Revenue	7,602	7,000					(7,000)
<b>TOTAL - 1165</b>	<u>7,602</u>	<u>7,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>(7,000)</u>
<b>KAISER PERMANENTE GRANTS - 1166</b>							
Kaiser Permanente Revenue	10,000	10,000			20,000	20,000	10,000
<b>TOTAL - 1166</b>	<u>10,000</u>	<u>10,000</u>	<u>-</u>		<u>20,000</u>	<u>20,000</u>	<u>10,000</u>
<b>RESOURCE CENTER GRANTS - 1167</b>							
Resource Center OMSD Revenue	9,000	9,000	9,000		9,000	9,000	-
<b>TOTAL - 1167</b>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>		<u>9,000</u>	<u>9,000</u>	<u>-</u>
<b>TITLE IIIB SR SUPPORT SERVICES - 1168</b>							
Sr Support Svcs Title IIIB	10,000	10,000	5,623	9.0	7,497	10,000	-
<b>TOTAL - 1168</b>	<u>10,000</u>	<u>10,000</u>	<u>5,623</u>		<u>7,497</u>	<u>10,000</u>	<u>-</u>
<b>KINDERGARTEN ExLP - 1170</b>							
Kindergarten ExLP	-	55,000	-		55,000	55,000	-
<b>TOTAL - 1170</b>	<u>-</u>	<u>55,000</u>	<u>-</u>		<u>55,000</u>	<u>55,000</u>	<u>-</u>
<b>HOPE THRU HOUSING - 1172</b>							
Hope thru Housing Grant	42,585	43,338			43,338	43,338	-
<b>TOTAL - 1172</b>	<u>42,585</u>	<u>43,338</u>	<u>-</u>		<u>43,338</u>	<u>43,338</u>	<u>-</u>

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<b>E.M.S. - PARAMEDIC FUND - 1180</b>							
Subscription Fees	14,968	13,000	10,334	9.0	13,779	14,000	1,000
Wittman Collections	44,752	52,000	34,748	9.0	46,331	48,000	(4,000)
Vehicle Fluid Recovery Program	247	350	308		350	350	-
ARS Collections	6,880	7,000	2,845	9.0	3,793	4,000	(3,000)
Training Reimbursement		6,000					(6,000)
<b>TOTAL - 1180</b>	<b>66,847</b>	<b>78,350</b>	<b>48,235</b>		<b>64,253</b>	<b>66,350</b>	<b>(12,000)</b>
<b>CITY CONTRIBUTIONS/DONATIONS - 1181</b>							
Contributions/Donations	95	3,000	1,050		1,050	3,000	-
<b>TOTAL - 1181</b>	<b>95</b>	<b>3,000</b>	<b>1,050</b>		<b>1,050</b>	<b>3,000</b>	<b>-</b>
<b>ECONOMIC DEVELOPMENT FUND - 1206</b>							
RPTTF Property Taxes	527,927	400,000	82,875		400,000	450,000	50,000
Reimbursed Expenditures	7,962	12,000					(12,000)
<b>TOTAL - 1206</b>	<b>535,889</b>	<b>412,000</b>	<b>82,875</b>		<b>400,000</b>	<b>450,000</b>	<b>38,000</b>
<b>SA BOND PROCEEDS - TAXABLE - 1250</b>							
Contributions Other Gov'ts							
Interest Income	32,448		43,325		60,000	70,000	70,000
Net Change FV-LAIF	(7,421)						-
<b>TOTAL - 1250</b>	<b>25,027</b>	<b>-</b>	<b>43,325</b>		<b>60,000</b>	<b>70,000</b>	<b>70,000</b>
<b>SA BOND PROCEEDS - TAX EXEMPT - 1251</b>							
Interest Income	69,407		90,484		125,000	140,000	140,000
<b>TOTAL - 1251</b>	<b>53,594</b>	<b>-</b>	<b>90,484</b>		<b>125,000</b>	<b>140,000</b>	<b>140,000</b>
<b>2014 REFUNDING BOND PROCEEDS - 1252</b>							
Net Change in FV - LAIF	(15,022)						
Interest Income - LAIF	129,690	120,000	132,675		170,000	175,000	55,000
<b>TOTAL - 1252</b>	<b>114,668</b>	<b>120,000</b>	<b>132,675</b>		<b>170,000</b>	<b>175,000</b>	<b>55,000</b>

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<b>2014 REFUNDING BONDS - 1302</b>							
Transfer from Bond Proceeds/Interest Income	178						-
Transaction & Use Tax/Debt Service	1,853,659	1,850,488				1,848,288	(2,200)
RPTTF Property Taxes/Debt Service	750,000	750,000	750,000		750,000	750,000	-
<b>TOTAL - 1302</b>	<b>2,603,837</b>	<b>2,600,488</b>	<b>750,000</b>		<b>750,000</b>	<b>2,598,288</b>	<b>(2,200)</b>
<b>SEWER MAINTENANCE FUND - 1501</b>							
Sewer Maint. Fees less Expansion Fees	4,336,927	3,830,000	3,386,423	9.5	4,277,587	4,300,000	470,000
Sewer Availability Fees	5,203	5,000	4,063	9.5	5,132	5,000	-
Interest Income/Misc Revenue	9,031	7,000				10,000	3,000
<b>TOTAL - 1501</b>	<b>4,351,161</b>	<b>3,842,000</b>	<b>3,390,486</b>		<b>4,282,719</b>	<b>4,315,000</b>	<b>473,000</b>
<b>SEWER REPLACEMENT FUND - 1502</b>							
Interest Income	10,942						-
Sewer Expansion Fees	214,171	220,000			220,000	220,000	-
<b>TOTAL - 1502</b>	<b>225,113</b>	<b>220,000</b>	<b>-</b>		<b>220,000</b>	<b>220,000</b>	<b>-</b>
<b>CFD 2011-1 (Maint-Pub Safety) FUND - 1601</b>							
Interest Income	439						
CFD 2011-1 Property Tax	94,173	100,000	48,536	6.0	97,072	120,000	20,000
<b>TOTAL - 1601</b>	<b>94,612</b>	<b>100,000</b>	<b>48,536</b>		<b>97,072</b>	<b>120,000</b>	<b>20,000</b>
<b>CFD 2011-2 (Maint-Pub Safety) FUND - 1602</b>							
Interest Income	23						
CFD 2011-2 Property Tax	29,157	55,000	23,033	6.0	46,066	60,000	5,000
<b>TOTAL - 1602</b>	<b>29,180</b>	<b>55,000</b>	<b>23,033</b>		<b>46,066</b>	<b>60,000</b>	<b>5,000</b>



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<b>SEWER EXPANSION FEE FUND - 1704</b>							
Sewer Expansion Fees	67,890	60,000	30,721	9.0	40,961	40,000	(20,000)
Interest Income	1,113						-
<b>TOTAL - 1704</b>	<b>69,003</b>	<b>60,000</b>	<b>30,721</b>		<b>40,961</b>	<b>40,000</b>	<b>(20,000)</b>
<b>DEVELOPER IMPACT FEES - LOCAL - 1740</b>							
Developer Impact Fees - Local	70,894	75,000	49,876	9.0	66,501	70,000	(5,000)
<b>TOTAL - 1740</b>	<b>70,894</b>	<b>75,000</b>	<b>49,876</b>		<b>66,501</b>	<b>70,000</b>	<b>(5,000)</b>
<b>DEVELOPER IMPACT FEES - REGIONAL - 1741</b>							
Developer Impact Fees - Regional	160,065	170,000	112,655	9.0	150,207	150,000	(20,000)
<b>TOTAL - 1741</b>	<b>160,065</b>	<b>170,000</b>	<b>112,655</b>		<b>150,207</b>	<b>150,000</b>	<b>(20,000)</b>
<b>BURRTEC PAVEMENT IMPACT FEES - 1742</b>							
Pavement Impact Fees	64,421	40,000	33,892	9.0	45,189	45,000	5,000
<b>TOTAL - 1742</b>	<b>64,421</b>	<b>40,000</b>	<b>33,892</b>		<b>45,189</b>	<b>45,000</b>	<b>5,000</b>
<b>UTILITY UNDERGROUNDING IN LIEU - 1744</b>							
Undergrounding in Lieu Fees	-	50,000				50,000	-
<b>TOTAL - 1744</b>	<b>-</b>	<b>50,000</b>	<b>-</b>		<b>-</b>	<b>50,000</b>	<b>-</b>
<b>GENERAL PLAN UPDATE FEES (LP) - 1745</b>							
General Plan Update Fees	15,370	15,000	8,683	9.0	11,577	12,000	(3,000)
<b>TOTAL - 1745</b>	<b>15,370</b>	<b>15,000</b>	<b>8,683</b>		<b>11,577</b>	<b>12,000</b>	<b>(3,000)</b>
<b>HOUSING FUND - 1746</b>							
Inclusionary Housing Fees	110,288		32,458		32,458	-	-
<b>TOTAL - 1746</b>	<b>110,288</b>	<b>-</b>	<b>32,458</b>		<b>32,458</b>	<b>-</b>	<b>-</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2016-2017 THROUGH 2018-2019**

	<u>16-17 Audited</u>	<u>17-18 Revised Budget Thru 4/10/18</u>	<u>17-18 Actual Thru 4/10/18</u>	<u>Months In Current Actual</u>	<u>Midyear 17-18 General Fund Annualization of Other Funds</u>	<u>18-19 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
<b>PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748</b>							
PEG fees	24,783	24,000	14,144	6.0	28,288	28,000	4,000
<b>TOTAL - 1748</b>	<u>24,783</u>	<u>24,000</u>	<u>14,144</u>		<u>28,288</u>	<u>28,000</u>	<u>4,000</u>
<b>EQUIPMENT REPLACEMENT FUND - 1750</b>							
E.R.F. Sale of City Property						-	-
<b>TOTAL - 1750</b>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL - ALL FUNDS</b>	<u>42,440,253</u>	<u>41,653,085</u>	<u>6,226,251</u>		<u>40,330,168</u>	<u>44,072,440</u>	<u>2,419,355</u>

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

Revised estimates were based upon data available at April 18, 2018.

### GENERAL FUND

#### Property Taxes - Secured

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

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

#### Property Taxes - Unsecured

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

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

#### Sales and Use Tax

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

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

#### Transaction and Use Tax

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

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

#### Transient Occupancy Tax

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

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

#### Property Transfer Tax

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

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

<b>Franchise Fees</b>	<p><b>Description:</b> Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Charter Communications, Frontier, and Burretec Waste Industries, Inc.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for the prior fiscal year.</p>
<b>Business License Tax</b>	<p><b>Description:</b> The business license tax is imposed on businesses for the privilege of conducting business within the City and is regulated by Section 37101 of the Government Code and Section 16000 et seq. of the Business and Professions Code.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Utility Users Tax</b>	<p><b>Description:</b> Montclair imposes a 3.89% tax on the consumers of electric, gas, water and telephone services. Very low income and low income households are exempt from the tax.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience and recognizes a modest increase.</p>
<b>Building Permits</b>	<p><b>Description:</b> Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130 and 19132.3 of the Health and Safety Code. The amount of fees charged shall not exceed the reasonable costs borne by the City in issuing the permits and conducting the related enforcement program.</p> <p><b>Basis for Estimate:</b> Estimate is based upon current budget projections provided by the Building Official.</p>
<b>Alarm Permits</b>	<p><b>Description:</b> Montclair requires a one-time alarm permit fee of \$25 for any person or business that has an alarm system on any premises within the City pursuant to City Ordinance No. 99-791.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Construction Permits</b>	<p><b>Description:</b> Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience.</p>
<b>Motor Vehicle In-Lieu Tax</b>	<p><b>Description:</b> The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of California's 1998 budget agreement, the VLF was originally reduced by 25%, with the potential for future reductions or offsets, up to 67.5% depending on growth in the state's General Fund. Under the state's backfill plan, cities and counties were to continue receiving the same revenues as under prior law, with the reduced VLF offset replaced by the state's General Fund. This replacement component is known as the "VLF backfill." For renewals starting in calendar year 2001, vehicle owners received the maximum 67.5% reduction in vehicle license fees. As part of the state 2004 Budget, the "backfill" from the state's General Fund was replaced with County property tax monies in (ERAF funds) payable in January and May of each year.</p> <p><b>Basis for Estimate:</b> Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.</p>
<b>Property Tax Loss Relief</b>	<p><b>Description:</b> The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.</p> <p><b>Basis for Estimate:</b> Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.</p>
<b>Court Fines</b>	<p><b>Description:</b> Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>

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

**Library Rentals**

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

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

**Other Miscellaneous Income**

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

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

**GAS TAX FUND**

**Gas Tax - Section 2105**

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

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

**Gas Tax - Section 2106**

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

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

**Gas Tax - Section 2107**

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

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

**Gas Tax - Section 2107.5**

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

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

**Gas Tax - Section 2103**

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

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

**ROAD MAINTENANCE REHAB FUND**

**Gas Tax - Section 2032**

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

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

## MEASURE I FUND

### Measure I - Local Allocation

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

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

## TRAFFIC SAFETY FUND

### CVC Parking Citations

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

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

### Other C.V.C. Fines

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

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

## PARK DEVELOPMENT FUND

### Quimby Act Fees

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

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

## PARK MAINTENANCE FUND

### Cellular Antenna Site Rental

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

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

## C.D.B.G. FUND

### Grant Revenues

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

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

## AIR QUALITY IMPROVEMENT TRUST FUND

### AB 2766 Vehicle Registration Fees

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

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

## STATE ASSET FORFEITURE FUND

### Forfeited Money/Property

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

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

## PROP 30/SB 109

### Parolee/Probationers

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

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

## FEDERAL ASSET FORFEITURE FUND

### Forfeited Money/Property

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

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

## STATE FORFEITURE - 15% SET-ASIDE

### Public awareness/education

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

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

## PUBLIC SAFETY FUND

### Proposition 172 Sales Tax

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

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

## EMS – PARAMEDIC FUND

### Subscription Fees

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

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



**First Responder Fees**

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

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

**SEWER MAINTENANCE FUND**

**Sewer Maintenance Fees**

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

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

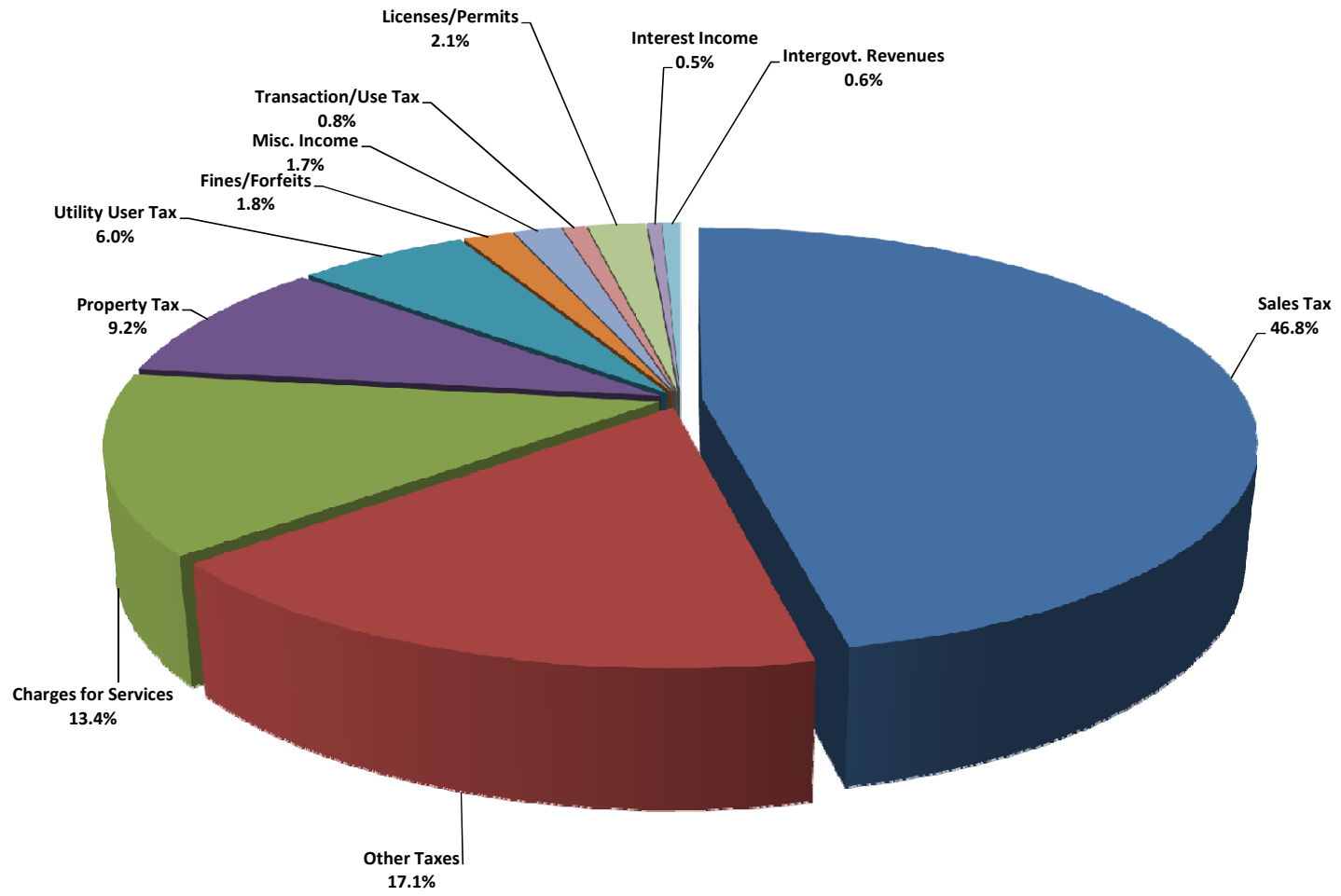
**Sewer Availability Fees**

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

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

**City of Montclair  
2018-19 General Fund Revenues  
By Source**

**Total Budget - \$29,804,329**



# *Operating Expenditures Budgets*

**CITY OF MONTCLAIR**  
**OPERATING BUDGETS - TOTALS BY FUND**  
**FISCAL YEARS 2016-17 THROUGH 2018-19**

<b>FUND</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
General Fund	28,460,200	28,853,787	30,013,635
Gas Tax	923,802	1,085,480	997,807
Traffic Safety Fund	280,000	258,000	230,000
Park Maintenance	15,800	40,000	5,000
Park Development	185,000	12,000	0
C.D.B.G.	299,299	68,947	136,043
Air Quality Improvement Trust	16,000	118,334	43,000
Senior Nutrition Fund	180,658	186,893	186,387
Prop 30/SB 109	54,180	0	0
SB 509 Public Safety	300,000	306,931	359,332
Federal Asset Forfeiture - DOJ	163,852	1,000	1,000
OMSD Grant Fund	64,000	64,000	140,000
State Supplemental Law Enforcement	100,000	100,000	100,000
Used Oil Recycling Grant	5,000	3,800	3,800
Expanded Learning Program	1,160,903	1,223,498	1,402,910
OTS Grant	0	25,300	15,300
Safety Department Grant Funds	257,415	169,630	37,402
OMSD Immunization Grant	70,006	70,266	20,000
Inland Empire United Way	21,633	7,000	0
Kaiser Permanente Grant	11,540	10,000	20,000
OMSD Resource Center Grant	4,500	9,000	14,500
Senior Support Services Grant	10,000	10,000	10,000
Kindergarten ExLP	0	0	55,000
ASES Supplemental	142,390	147,390	0
Hope thru Housing	34,670	34,670	43,338
EMS - Paramedic	93,535	93,895	85,380
Economic Development Fund	3,344,830	397,672	789,034
Successor Agency Bond Proceeds	242,782	1,000,000	750,000
2014 Refunding Bond Proceeds	12,289,846	0	0
2014 Refunding Bonds	2,601,587	2,600,488	0
Sewer Operating Fund	3,804,598	4,111,919	4,163,608
Sewer Replacement	344,443	135,000	10,000
Sewer Capital Assets	63,210	63,271	63,271
CFD 2011-1 - Paseos	94,172	97,072	113,072
CFD 2011-2 - Arrow Station	47,182	41,582	55,782
Burrtec Pavement Impact Fees	0	93,333	0
General Plan Update Fee	30,000	45,000	45,000
Equipment Replacement	276,480	354,000	0
<b>TOTAL</b>	<b>55,993,513</b>	<b>41,839,158</b>	<b>39,909,601</b>

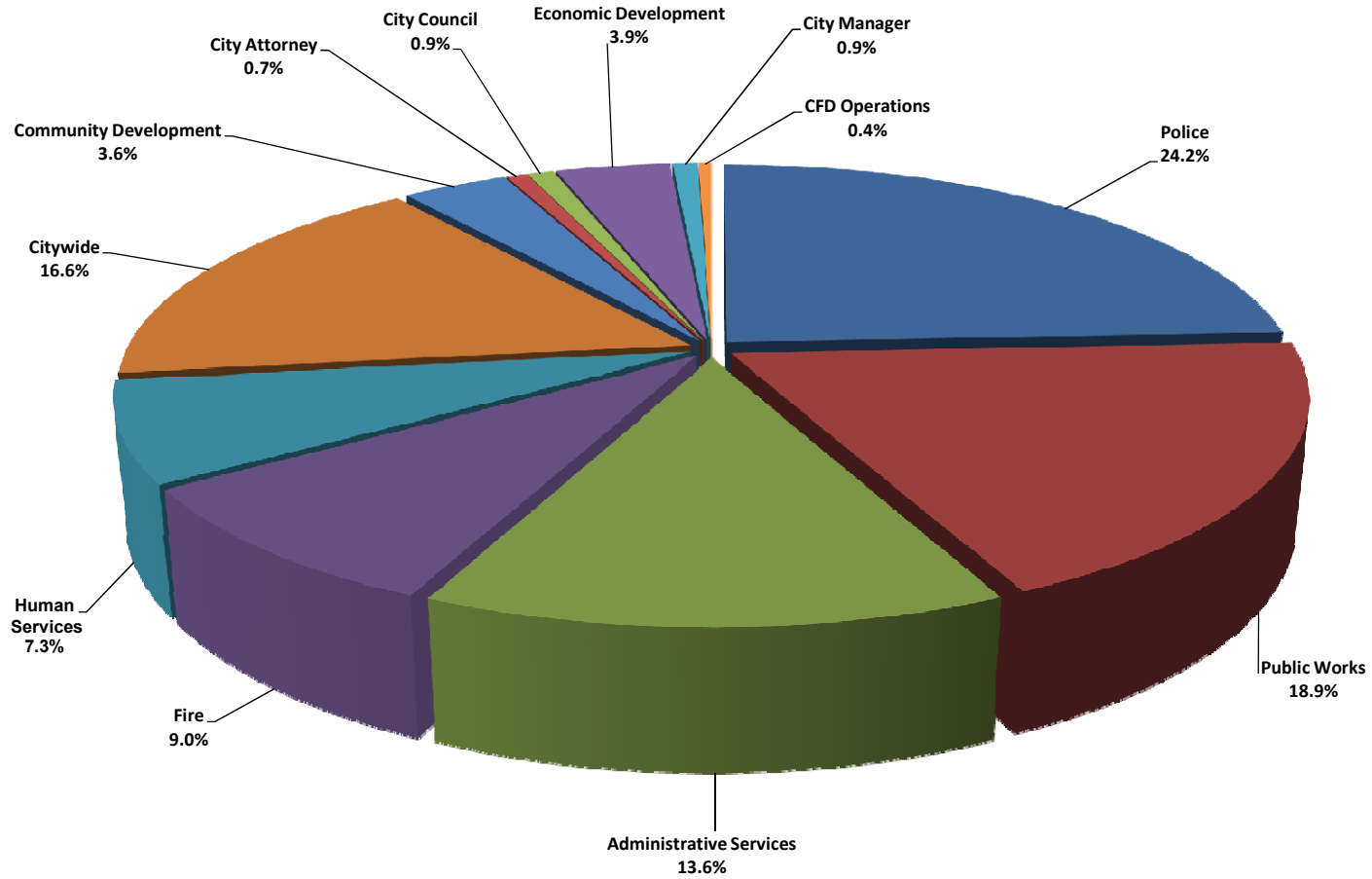
**CITY OF MONTCLAIR  
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS  
FISCAL YEARS 2014-15 THROUGH 2018-19**

	Budgeted 2014-15	Budgeted 2015-16	Budgeted 2016-17	Budgeted 2017-18	Budgeted 2018-19
City Council	\$ 288,653	\$ 294,770	\$ 337,945	\$ 325,599	\$ 354,922
City Manager	285,901	290,608	357,540	345,773	341,285
Administrative Services	4,977,412	5,134,508	5,211,624	5,323,494	5,401,640
Human Services	2,954,825	3,181,060	3,032,708	2,826,322	2,895,315
Police	9,321,437	9,795,481	10,693,446	9,422,742	9,607,944
Fire	4,106,681	4,579,144	4,666,567	3,612,004	3,571,138
Public Works	6,556,673	7,168,696	8,046,112	7,919,337	7,502,616
Community Development	1,197,643	1,294,283	1,346,313	1,320,694	1,423,298
Economic Development	349,226	312,115	3,874,830	1,442,672	1,549,315
City Attorney	342,844	426,755	323,010	311,224	281,235
Citywide	2,613,817	3,456,600	3,009,650	6,033,155	6,582,039
CFD Operations	0	126,171	141,354	138,654	168,854
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 32,995,112</b>	<b>\$ 36,060,191</b>	<b>\$ 41,041,099</b>	<b>\$ 39,021,670</b>	<b>39,679,601</b>
Debt Service	1,916,101	2,600,188	2,597,688	2,600,488	2,598,288
<b>TOTAL BUDGET w/DEBT SERVICE</b>	<b>\$ 34,911,213</b>	<b>\$ 38,660,379</b>	<b>\$ 43,638,787</b>	<b>\$ 41,622,158</b>	<b>42,277,889</b>

NOTE: FY 2017-18 Budget includes all appropriations and capital projects authorized through May 01, 2018.  
Appropriations for FY 2014-15 through 2016-17 represent final recorded budgets.

**City of Montclair  
2018-19 Operating Budget  
By Department**

**Total Budget - \$39,679,601**

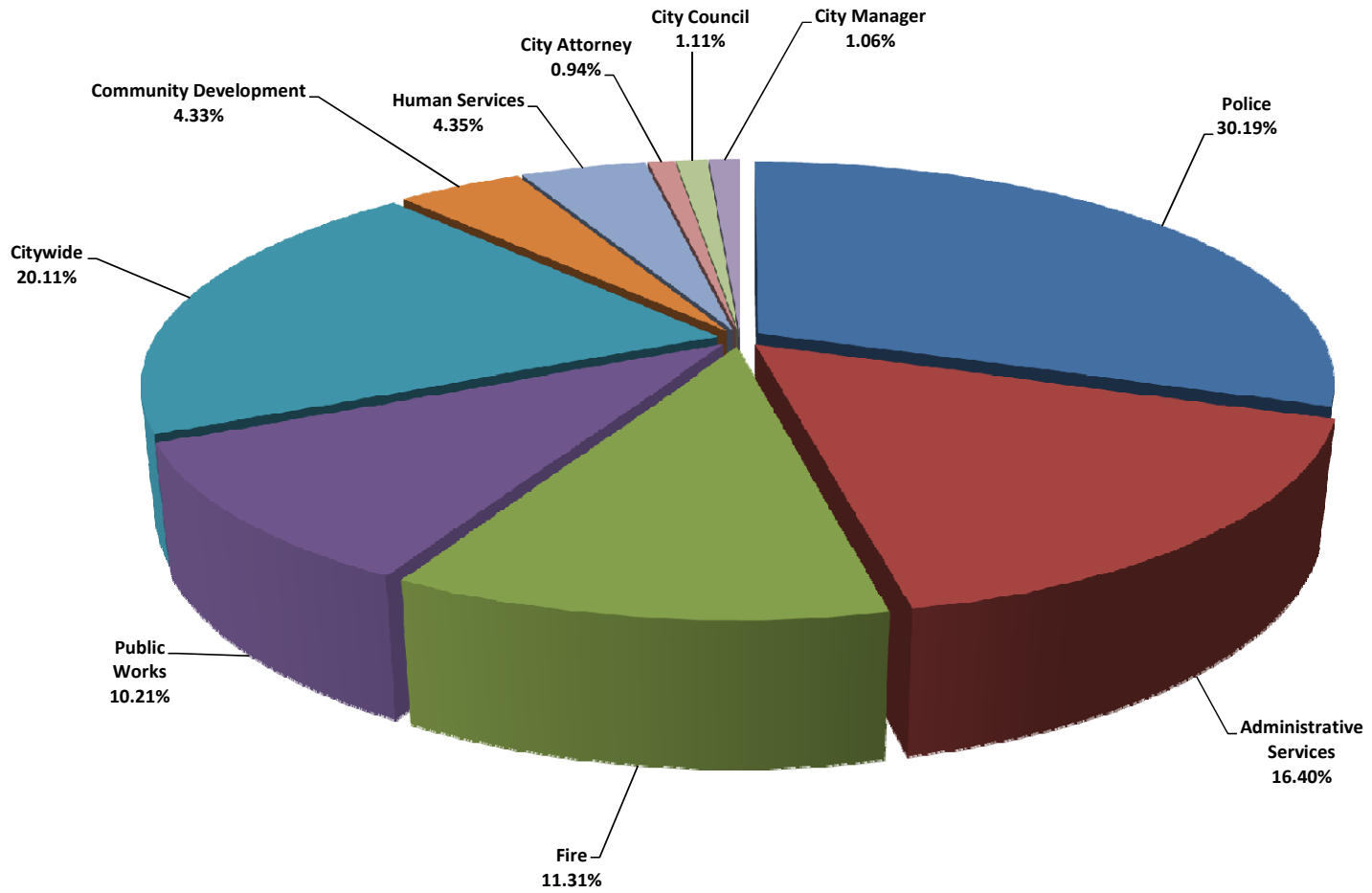


**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY FUND  
FISCAL YEAR 2018-19**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	CFD Operations	City Total
General Fund	331,804	316,735	4,921,010	1,305,909	9,061,210	3,395,758	3,064,872	1,298,298	-	281,235	6,036,804	-	30,013,635
Gas Tax	-	-	2,000	-	-	-	798,394	-	-	-	197,413	-	997,807
Park Maintenance	-	-	-	-	-	-	5,000	-	-	-	-	-	5,000
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	11,000	-	-	25,043	100,000	-	-	-	-	136,043
Air Quality	-	-	-	-	-	-	18,000	25,000	-	-	-	-	43,000
Senior Nutrition	-	-	-	182,119	-	-	-	-	-	-	4,268	-	186,387
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	269,332	90,000	-	-	-	-	-	-	359,332
Fed Asset Forfeiture-DOJ	-	-	1,000	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	140,000	-	-	-	-	-	-	-	140,000
State Supplemental	-	-	-	-	100,000	-	-	-	-	-	-	-	100,000
Used Oil Grant	-	-	3,800	-	-	-	-	-	-	-	-	-	3,800
After School Program Fund	-	-	102,858	1,218,149	-	-	-	-	-	-	81,903	-	1,402,910
OTS Grant	-	-	-	15,300	-	-	-	-	-	-	-	-	15,300
Sustainable Communities Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Safety Dept Grants	-	-	-	-	37,402	-	-	-	-	-	-	-	37,402
OMSD Immunization Grant	-	-	-	20,000	-	-	-	-	-	-	-	-	20,000
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	20,000	-	-	-	-	-	-	-	-	20,000
OMSD Resource Center	-	-	-	14,500	-	-	-	-	-	-	-	-	14,500
Sr Support Services Gran	-	-	-	10,000	-	-	-	-	-	-	-	-	10,000
Kindergarten ExLP	-	-	-	55,000	-	-	-	-	-	-	-	-	55,000
Hope through Housing	-	-	-	43,338	-	-	-	-	-	-	-	-	43,338
EMS-Paramedic	-	-	-	-	-	85,380	-	-	-	-	-	-	85,380
Economic Development	-	-	-	-	-	-	-	-	754,315	-	34,719	-	789,034
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	750,000	-	-	-	750,000
Sewer Operating	-	-	-	-	-	-	-	-	-	-	-	-	0
Sewer Replacement	23,118	24,550	370,972	-	-	-	3,518,036	-	-	-	226,932	-	4,163,608
Sewer Capital Asset	-	-	-	-	-	-	10,000	-	-	-	-	-	10,000
Pavement Impact Fee Fund	-	-	-	-	-	-	63,271	-	-	-	-	-	63,271
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	113,072	113,072
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	55,782	55,782
General Plan Update Fee	-	-	-	-	-	-	-	-	-	-	-	-	0
Equipment Replacement	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total</b>	<b>354,922</b>	<b>341,285</b>	<b>5,401,640</b>	<b>2,895,315</b>	<b>9,607,944</b>	<b>3,571,138</b>	<b>7,502,616</b>	<b>1,423,298</b>	<b>1,549,315</b>	<b>281,235</b>	<b>6,582,039</b>		<b>39,679,601</b>

**City of Montclair  
2018-19 General Fund Operating Budget  
By Department**

**Total Budget - \$30,013,635**





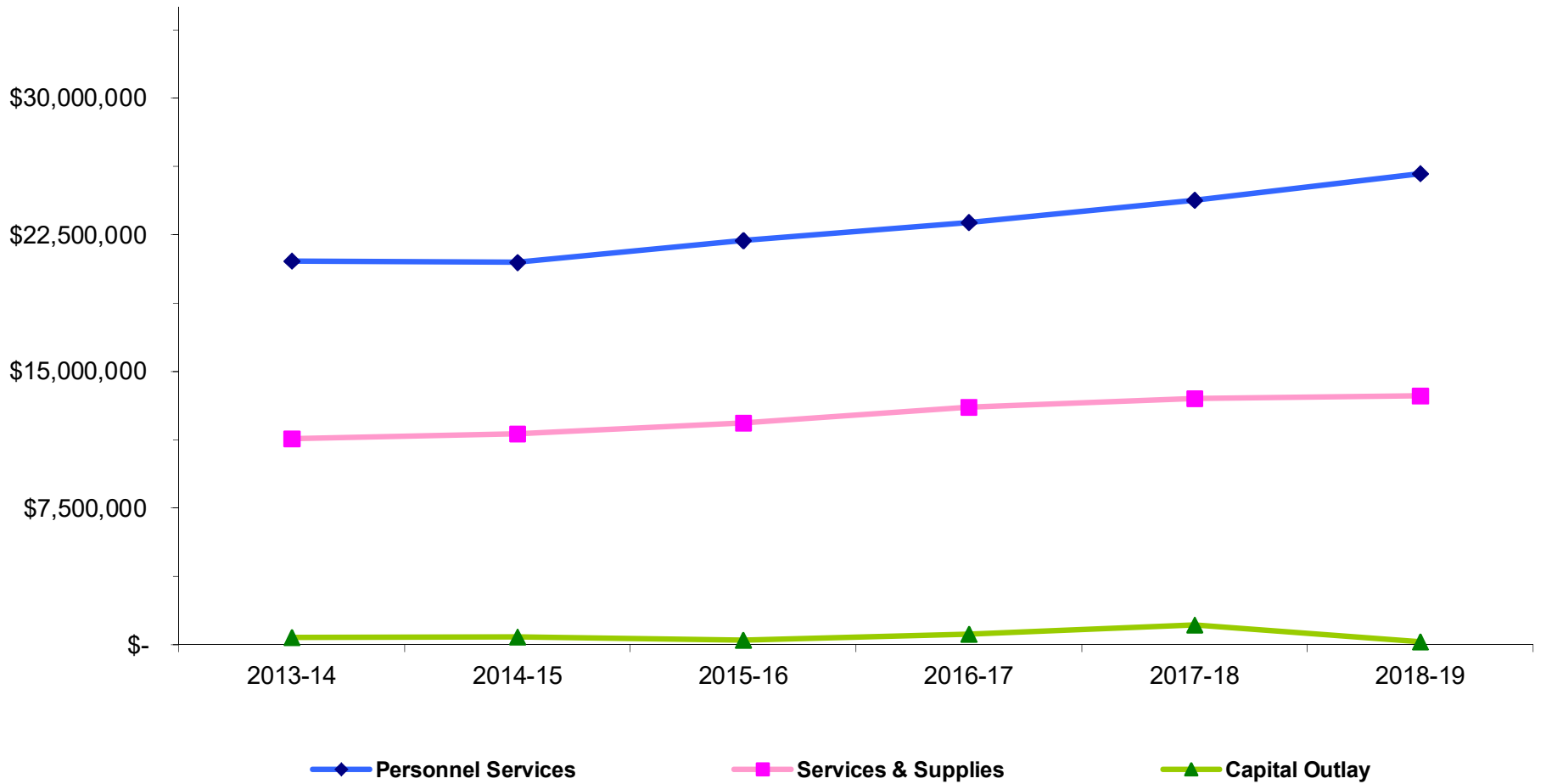
**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY OBJECT CLASS  
FISCAL YEAR 2018-19**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 147,712	\$ 207,210	\$ -	\$ 354,922
City Manager	1.10	238,210	103,075	-	341,285
Administrative Services	18.30	2,009,997	3,312,643	79,000	5,401,640
Human Services	13.00	2,371,832	523,483	-	2,895,315
Police	76.50	8,614,502	925,454	67,988	9,607,944
Fire	22.50	3,110,493	460,645	-	3,571,138
Public Works	24.00	2,737,475	4,749,641	15,500	7,502,616
Community Development	13.40	1,333,198	90,100	-	1,423,298
Economic Development	1.35	243,025	1,306,290	-	1,549,315
City Attorney	0.00	100,235	181,000	-	281,235
Citywide	0.00	4,891,739	1,690,300	-	6,582,039
Community Facility Districts	0.00	62,604	106,250	-	168,854
Total Operating Expenditures	170.15 *	\$ 25,861,022	\$ 13,656,091	\$ 162,488	\$ 39,679,601
Debt Service		-	-	-	2,598,288
Total Expenditures		<u>\$ 25,861,022</u>	<u>\$ 13,656,091</u>	<u>\$ 162,488</u>	<u>\$ 42,277,889</u>

\* Full-Time Employees by Entity:

City	170.15
SRDA	1.05
MHC	<u>1.80</u>
	173.00

**CITY OF MONTCLAIR**  
**Operating Budgets 2013-14 to 2018-19**  
**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 2016-17</u>	<u>Adopted 2017-18</u>	<u>Adopted 2018-19</u>
<b>City Council</b>	0.00	0.00	0.00
<b>City Manager</b>	1.10	1.10	1.10
<b>Administrative Services</b>			
Administration	1.00	1.00	1.00
Financial Services	8.25	8.30	8.20
Solid Waste	1.60	1.60	1.60
City Clerk	2.20	1.70	0.75
Personnel/Risk Management	3.00	3.50	2.50
Information Technology	5.00	5.00	4.00
Central Services	0.25	0.25	0.25
<b>Department Total</b>	<u>21.30</u>	<u>21.35</u>	<u>18.30</u>
<b>Human Services</b>			
Recreation	3.30	3.30	4.30
Clinic	0.00	0.00	0.00
Senior Citizens	0.85	1.00	1.00
Nutritional Meals	0.15	0.00	0.00
Family & Health Education	1.00	1.00	1.00
After School Program	6.70	6.70	6.70
<b>Department Total</b>	<u>12.00</u>	<u>12.00</u>	<u>13.00</u>
<b>Police</b>			
Administration	1.50	1.50	1.50
Support Services	4.00	3.00	3.00
Technical Services	0.00	0.50	0.50
Records	8.00	8.00	8.00
Investigations	9.00	7.00	8.00
Uniform Patrol	45.00	47.00	47.00
Communications	8.00	8.00	8.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.00	0.50	0.50
<b>Department Total</b>	<u>75.50</u>	<u>75.50</u>	<u>76.50</u>
<b>Fire</b>			
Administration	2.00	2.50	2.50
Fire Prevention	1.00	0.00	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	0.00	0.00
EMS-Paramedics	0.00	0.00	0.00
<b>Department Total</b>	<u>23.50</u>	<u>22.50</u>	<u>22.50</u>

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

<u>Department</u>	<u>Adopted 2016-17</u>	<u>Adopted 2017-18</u>	<u>Adopted 2018-19</u>
<b>Public Works</b>			
Engineering Management	2.85	2.70	2.70
Public Works Inspection	1.05	1.00	1.00
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.60	1.60	1.60
Street Maintenance	2.70	3.20	3.35
Signing & Painting	1.10	1.10	1.10
Street Sweeping	2.10	2.05	2.05
Park Maintenance	3.15	2.07	2.07
Tree Maintenance	0.10	0.05	0.05
Vehicle Maintenance	1.00	1.00	1.00
Sewer Maintenance	6.50	5.43	6.28
Building Maintenance	0.95	0.90	0.90
Heating & Air Conditioning	0.75	0.75	0.75
Janitorial Services	1.10	1.10	1.10
<b>Department Total</b>	<b>25.00</b>	<b>23.00</b>	<b>24.00</b>
<b>Community Development</b>			
Planning Commission	0.00	0.00	0.00
Administration	1.65	1.40	1.40
Current Planning	2.20	1.50	2.25
Advance Planning	0.50	0.50	0.75
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	1.00	1.00
Code Enforcement	5.00	5.00	5.00
<b>Department Total</b>	<b>12.35</b>	<b>12.40</b>	<b>13.40</b>
<b>Economic Development</b>	<b>0.65</b>	<b>1.35</b>	<b>1.35</b>
<b>City Attorney</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total - All Departments</b>	<b>171.40</b>	<b>169.20</b>	<b>170.15</b>

(SRDA - 1.05 & MHC - 1.80)

# *Budget Resolution*

RESOLUTION NO. 18-3200

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR ADOPTING THE FISCAL YEAR 2018-19 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2018-19 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 14, 2018.

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 2018-19.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2018-19 for all outstanding purchase orders and unexecuted contracts as of June 30, 2018, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2018-19 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2018.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2018-19 for all grants included in the adopted budget that have not been completed as of June 30, 2018.

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

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

APPROVED AND ADOPTED this 18th day of June, 2018.

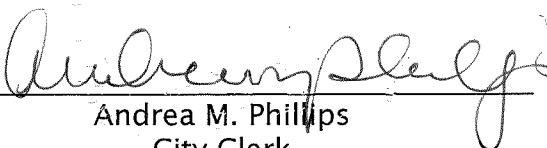
  
\_\_\_\_\_  
Mayor Pro Tem

ATTEST:

  
\_\_\_\_\_  
City Clerk

I, Andrea M. Phillips, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 18-3200 was duly adopted by the City Council of said city and was approved by the Mayor Pro Tem of said city at a regular meeting of said City Council held on the 18th day of June, 2018, and that it was adopted by the following vote, to-wit:

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

  
\_\_\_\_\_  
Andrea M. Phillips  
City Clerk

## *Article 13-B Disclosures*

**CITY OF MONTCLAIR  
ARTICLE 13-B DISCLOSURES  
FISCAL YEAR 2018-19**

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 2018-19 is \$403,532,142.

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 2018-19 is \$23,084,306 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 30,013,635
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 700,000	
Licenses & Permits	623,545	
Fines & Forfeits	530,400	
POST Reimbursements	5,000	
Other Intergovernmental Reimbursements	185,700	
Charges for Services	3,998,100	
Miscellaneous		
Rental Income	165,684	
Other	490,900	
Transfers-In <sup>1</sup>	230,000	6,929,529
Appropriations Budget Financed by Taxes		\$ 23,084,306

<sup>1</sup> Includes \$230,000 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	125,499	147,712	147,712	147,712
Services and Supplies	213,400	249,110	207,210	207,210
Capital Outlay	0	0	0	0
<b>Total</b>	<b>338,899</b>	<b>396,822</b>	<b>354,922</b>	<b>354,922</b>
<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

### Source of Funds

General Fund	314,567	373,704	331,804	331,804
Sewer Operating Fund – Indirect Staff Charges	24,332	23,118	23,118	23,118
<b>Total</b>	<b>338,899</b>	<b>396,822</b>	<b>354,922</b>	<b>354,922</b>

## DETAIL OF SALARIES AND WAGES

**Department:** City Council

**Program:** 4101 City Council

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<b><u>Part Time</u></b>							
Mayor	1.00	1.00	1.00	1.00	16,760	16,760	16,760
Council Members	4.00	4.00	4.00	4.00	47,040	47,040	47,040
Part Time	5.00	5.00	5.00	5.00	63,800	63,800	63,800
Benefit Costs					78,576	78,576	78,576
PERS Benefit Costs					5,336	5,336	5,336
Total Benefit Costs					83,912	83,912	83,912
<b>TOTAL</b>					<b>147,712</b>	<b>147,712</b>	<b>147,712</b>

## PROGRAM BUDGET SUMMARY – 2

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

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### **Work Program**

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise as necessary all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager/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.
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 2417 (Rodriguez) giving Montclair a voting seat on the Foothill Gold Line Construction Authority Board.
22. Wind down operations of the Successor Redevelopment Agency pursuant to state law.

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### **Personnel Services – \$147,712**

Salary requests are for: Mayor (1.00) – \$16,760; Council Members (4.00) – \$47,040. Cost allocations are as follows: part-time salaries – \$63,800; benefit costs – \$83,912.

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### **Services and Supplies – \$249,110**

Funding requested is for: books and publications – \$500; publication and advertising - \$31,000; community benefits – \$42,000; dues and memberships – \$27,341; travel and meetings – \$22,400; mileage/auto allowance – \$19,824; special consulting services – \$82,500; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$1,145; miscellaneous expenditures – \$19,500.

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### **Capital Outlay**

No funding requested.

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

**Department:** City Council

**Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<b><u>CONFERENCES/SEMINARS</u></b>			\$18,900
		<b><u>League of California Cities</u></b>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Long Beach, CA	September 12-14, 2018	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2019	
		Executive Forum (\$1,200 each X 3 = \$3,600)	Monterey, CA	June 2019	
		<b><u>National League of Cities</u></b>			
		2018 NLC City Summit (\$500 each X 3 = \$1,500)	Los Angeles, CA	November 7-10, 2018	
		2019 Congressional City Conference (\$2,900 each X 3 = \$8,700)	Washington, D.C.	March 10-13, 2019	
		<b><u>San Bernardino County</u></b>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead	March 2019	
	Mayor and City Council	<b><u>WORKSHOPS</u></b>			
		<b><u>League of California Cities</u></b>			
		Workshops	Various	TBA	\$ 1,000

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

**Department:** City Council

**Program:** 4101 City Council

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

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

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

**Department:** City Council

**Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	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	<b><u>ETHICS TRAINING (AB 1234)</u></b>  Assembly Bill No. 1234 requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics law and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 training within one year of assuming office. Officials must repeat ethics training very two years. Ethics training was last provided in Fall 2016 and is again scheduled for Fall 2018.  As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the “Local Ethics Training Program,” a free interactive training course available at the following website: <a href="http://localethics.fppc.ca.gov/login.aspx">http://localethics.fppc.ca.gov/login.aspx</a> . This is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City’s Human Resources Division. The training program/website does not retain a copy of the certificate.	Montclair	Fall 2018	\$ 2,000

**Total: \$ 2,000**



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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$500  
*Inland Valley Daily Bulletin*, \$350  
Miscellaneous expenditures for books and periodicals, \$150
- 52090      PUBLICATION AND ADVERTISING – \$31,000  
Miscellaneous advertising related to City Council programs, \$1,000  
Reports to the community, \$30,000
- 52110      COMMUNITY BENEFITS – \$42,000 ***(Only \$30,000 approved in Adopted Budget)***  
Contribution to "Reeder Heritage Foundation", \$15,000  
Contributions to community groups, \$15,000  
Contribution for community events, \$10,000  
Emergency relief/assistance, \$2,000
- 52120      DUES AND MEMBERSHIPS – \$27,341  
League of California Cities (LCC) membership, \$13,500  
League of California Cities (LCC) Local Streets and Roads Need Assessment, \$400  
League of California Cities (LCC) Inland Empire Division, \$600  
Southern California Association of Governments, \$3,250  
San Bernardino County Transportation Authority (SBCTA), \$1,166  
Friends of Ontario International Airport, \$25  
National League of Cities, \$3,500  
Costco/Sam's Club memberships, \$400  
Foothill Gold Line Extension JPA Corridor, \$3,500  
Provision for increases, \$1,000

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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

- 52130      TRAVEL AND MEETINGS – \$22,400 ***(Only \$20,000 approved in Adopted Budget)***  
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190      SPECIAL CONSULTING SERVICES – \$82,500 ***(Only \$55,000 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  
HdL Special Consulting, \$15,000
- 52540      VOCATIONAL TRAINING – \$2,000  
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690      SMALL EQUIPMENT – \$900  
Replacement cellular phones (3 @ \$300 each).
- 52850      CELLULAR PHONE EXPENSE – \$1,145  
Expenditures related to use of cellular telephone service.
- 52990      MISCELLANEOUS EXPENDITURES – \$19,500  
Special awards and certificates, \$3,000  
City Hall household-fund contribution, \$5,000  
City Council meeting refreshments, \$3,000  
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$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 is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	229,548	238,210	238,210	238,210
Services and Supplies	116,225	151,675	103,075	103,075
Capital Outlay	0	0	0	0
<b>Total</b>	<b>345,773</b>	<b>389,885</b>	<b>341,285</b>	<b>341,285</b>
<b>Personnel Authorized</b>	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

### Source of Funds

General Fund	320,030	365,335	316,735	316,735
Sewer Operating Fund – Indirect Staff Charges	25,743	24,550	24,550	24,550
<b>Total</b>	<b>345,773</b>	<b>389,885</b>	<b>341,285</b>	<b>341,285</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Office of the City Manager

**Program:** 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Mgr./Executive Director							
Office of General Services	1.00	1.00	1.00	1.00	224,400	224,400	224,400
Admin other Depts	-0.40	-0.40	-0.40	-0.40	-89,760	-89,760	-89,760
	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>134,640</u>	<u>134,640</u>	<u>134,640</u>
Sr. Management Analyst	1.00	1.00	1.00	1.00	84,859	84,859	84,859
	-0.50	-0.50	-0.50	-0.50	-42,430	-42,430	-42,430
	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>42,429</u>	<u>42,429</u>	<u>42,429</u>
Full Time	2.00	2.00	2.00	2.00	309,259	309,259	309,259
Admin other Departments	-0.90	-0.90	-0.90	-0.90	-132,190	-132,190	-132,190
Total FT Positions/Salaries	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>177,069</u>	<u>177,069</u>	<u>177,069</u>
Benefit Costs					62,940	62,940	62,940
PERS Benefit Costs					44,663	44,663	44,663
Benefit Costs other Depts					-46,462	-46,462	-46,462
Total Benefit Costs					<u>61,141</u>	<u>61,141</u>	<u>61,141</u>
<b>TOTAL</b>					<b>238,210</b>	<b>238,210</b>	<b>238,210</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4202 City Manager

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### **Work Program**

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

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### **Personnel Services – \$238,210**

Salary requests are for: City Manager/Executive Director Office of General Services (0.60) – \$134,640; Senior Management Analyst (0.50) – \$42,429. Cost allocations are as follows: full-time salaries – \$177,069; benefit costs – \$61,141.

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### **Services and Supplies – \$151,675**

Funding requested is for: books and publications – \$325; community benefits – \$12,000; dues and memberships – \$2,100; travel and meetings – \$13,100; mileage/auto allowance – \$11,400; special consulting services – \$93,500; special contract services – \$15,000; miscellaneous expenditures – \$4,250.

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### **Capital Outlay**

No funding requested.

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**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
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>League of California Cities</u></b>			
		Annual Conference & Expo (\$500 each X 2 = \$1,000)	Long Beach, CA	September 12-14, 2018	\$ 1,000
		City Managers Dept. Meeting	San Diego, CA	February 13-15, 2019	\$ 1,000
		<b><u>National League of Cities</u></b>			
		2018 NLC City Summit	Los Angeles, CA	November 7-10, 2018	\$ 1,000
		2019 Congressional City Conference (\$2,000 each X 2 = \$4,000)	Washington, D.C.	March 10-13, 2019	\$ 4,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>San Bernardino County</u></b>			
		City/County Conference (\$500 each X 2 = \$1,000)	Lake Arrowhead	March 2019	\$ 1,000
52130	Edward Starr, City Manager Mikey Fuentes, Senior Management Analyst	<b><u>California Public Employees Labor Relations Association</u></b>			
		Annual Conference (\$2,300 X 2 = \$4,600)	Monterey	December 3-7, 2018	\$ 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
<b><u>Miscellaneous</u></b>					
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
				<b>Total:</b>	<b>\$13,100</b>

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



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

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$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 – \$2,100

California Public Employers Labor Relations Association (CALPELRA), \$1,200  
City Management Foundation, \$400  
International City/County Management Association, \$350  
Unanticipated adjustments, \$150

52130      TRAVEL AND MEETINGS – \$13,100 ***(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 – \$93,500 ***(Only \$50,000 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, \$50,000

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

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$15,000

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	1,940,552	2,000,543	2,009,997	2,009,997
Services and Supplies	3,219,442	3,445,021	3,312,643	3,312,643
Capital Outlay	163,500	194,000	79,000	79,000
<b>Total</b>	<b>5,323,494</b>	<b>5,639,564</b>	<b>5,401,640</b>	<b>5,401,640</b>

<b>Personnel Authorized</b>	18.35 (FT)	18.30 (FT)	18.30 (FT)	18.30 (FT)
	1.95 (PTB)	1.925 (PTB)	1.925 (PTB)	1.925 (PTB)
	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

### Department Distribution

Administration	213,401	236,699	233,699	233,699
Financial Services	753,764	807,377	805,377	805,377
Solid Waste	2,458,358	2,643,329	2,543,329	2,543,329
City Clerk	157,921	178,258	177,308	177,308
Personnel/Risk Management	421,956	394,593	385,193	385,193
Information Technology Services	914,817	966,746	862,672	862,672
Central Services	403,277	412,562	394,062	394,062
<b>Total</b>	<b>5,323,494</b>	<b>5,639,564</b>	<b>5,401,640</b>	<b>5,401,640</b>

### Source of Funds

General Fund	4,850,817	5,158,934	4,921,010	4,921,010
Gas Tax Fund	1,800	2,000	2,000	2,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	3,800	3,800	3,800	3,800
After School – Indirect Staff Charges	97,263	102,858	102,858	102,858
Sewer Operating Fund – Indirect Staff Charges	193,987	203,424	203,424	203,424
Sewer Operating Fund	174,827	167,548	167,548	167,548
<b>Total</b>	<b>5,323,494</b>	<b>5,639,564</b>	<b>5,401,640</b>	<b>5,401,640</b>

## 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	56,100	56,100	56,100
Finance Director	1.00	1.00	1.00	0.00	157,188	157,188	157,188
Admin Svcs/HR Director	1.00	1.00	1.00	1.00	153,694	153,694	153,694
City Clerk	1.00	1.00	1.00	1.00	80,551	80,551	80,551
Finance Supervisor	1.00	1.00	1.00	1.00	74,424	74,424	74,424
Senior Accountant	1.00	1.00	1.00	1.00	69,858	69,858	69,858
Accountant	1.00	1.00	1.00	1.00	49,740	49,740	49,740
Sr. Management Analyst	0.50	0.50	0.50	0.50	42,429	42,429	42,429
Personnel Services Coordinator	1.00	1.00	1.00	1.00	53,698	53,698	53,698
Benefits Coordinator	1.00	1.00	1.00	0.00	59,868	59,868	59,868
Junior Accountant	1.00	1.00	1.00	1.00	56,172	56,172	56,172
Accounting Specialist	4.00	4.00	4.00	4.00	200,976	200,976	200,976
Information Tech. Manager	1.00	1.00	1.00	1.00	106,888	106,888	106,888
GIS Specialist	1.00	1.00	1.00	1.00	69,456	77,916	77,916
Sr. Information Tech. Specialist	2.00	2.00	2.00	2.00	155,832	155,832	155,832
Customer Service Rep.	2.00	2.00	2.00	2.00	79,716	79,716	79,716
<b>Part Time Benefitted</b>							
Systems Specialist (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Information Tech Specialist	1.00	1.00	1.00	1.00	49,242	49,242	49,242
Administrative Technician	1.00	1.00	1.00	1.00	41,189	41,189	41,189
<b>Part Time</b>							
Accounting Specialist	1.00	1.00	1.00	1.00	31,472	31,472	31,472
Office Specialist	1.00	1.00	1.00	1.00	17,794	17,794	17,794
Senior Intern	2.00	2.00	2.00	2.00	17,207	17,207	17,207
Junior Intern	1.00	1.00	1.00	1.00	11,440	11,440	11,440
CFD Admin Costs					-5,625	-5,625	-5,625
Full Time	19.75	19.75	19.75	17.50	1,460,965	1,469,425	1,469,425
Admin other Departments	-1.40	-1.45	-1.45	0.00	-134,145	-134,145	-134,145
Total FT Positions/Salaries	18.35	18.30	18.30	17.50	1,326,820	1,335,280	1,335,280
Part Time Benefitted	2.00	2.00	2.00	2.00	90,431	90,431	90,431
Admin other Departments	-0.05	-0.075	-0.075	0.000	-3,089	-3,089	-3,089
Total PTB Positions/Salaries	1.95	1.925	1.925	2.000	87,342	87,342	87,342
Part Time	5.00	5.00	5.00	5.00	77,913	77,913	77,913
Additional Pay					2,700	2,700	2,700
Overtime					7,550	7,550	7,550
Total Salaries & Wages					1,502,325	1,510,785	1,510,785
Benefit Costs					395,262	395,427	395,427
PERS Benefit Costs					160,763	161,592	161,592
Benefit Costs other Depts					-57,807	-57,807	-57,807
Total Benefit Costs					498,218	499,212	499,212
<b>TOTAL</b>					<b>2,000,543</b>	<b>2,009,997</b>	<b>2,009,997</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

### Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	178,561	199,849	199,849	199,849
Services and Supplies	34,840	36,850	33,850	33,850
Capital Outlay	0	0	0	0
<b>Total</b>	<b>213,401</b>	<b>236,699</b>	<b>233,699</b>	<b>233,699</b>

<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	193,674	213,887	210,887	210,887
After School – Indirect Staff Charges	6,588	7,661	7,661	7,661
Sewer Operating Fund – Indirect Staff Charges	13,139	15,151	15,151	15,151
<b>Total</b>	<b>213,401</b>	<b>236,699</b>	<b>233,699</b>	<b>233,699</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4311 Administration

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### **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.

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### **Personnel Services – \$199,849**

Salary requests are for: City Manager (0.25) – \$56,100; Administrative Services/Human Services Director (0.25) \$38,424; Senior Management Analyst (0.50) – \$42,429; Junior Intern (1.00/part-time) – \$11,440. Cost allocations are as follows: full-time salaries – \$136,953; part-time salaries – \$11,440; benefit costs – \$51,456.

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### **Services and Supplies – \$36,850**

Funding requested is for: books and publications – \$150; office supplies – direct – \$250; uniforms – \$900; dues and memberships – \$2,400; travel and meetings – \$10,000; mileage/auto allowance – \$7,800; educational grants – \$6,000; vocational training – \$3,000; small equipment – \$350; cellular phone expense – \$2,500; miscellaneous expenditures – \$3,500.

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### **Capital Outlay**

No funding requested.

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

**Department:** Administrative Services

**Program:** 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Jon Hamilton, Administrative Services/ Human Resources Director	<b><u>National Public Employers Labor Relations Association</u></b> Annual Conference	TBA	April 2019	\$2,300
	Don Parker, Finance Director	<b><u>Miscellaneous Meetings</u></b>			
	Michael Piotrowski, Finance Supervisor	CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$ 750
	Janet Kulbeck, Senior Accountant				
	Accounting Specialists Customer Service Representatives				
	Andrea Phillips, City Clerk	<b><u>League of California Cities</u></b> City Clerks New Law and Elections Seminar	San Francisco	December 12-14, 2018	\$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
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Andrea Phillips, City Clerk	<b><u>City Clerks Association of California</u></b> 2019 Annual Conference	TBA	April 2019	\$ 1,000
		Quarterly Meetings	Various	Various	\$ 500
		<b><u>Miscellaneous Meetings</u></b>	TBA	TBA	\$ 150
	Janet Kulbeck, Senior Accountant	<b><u>California Resource Recovery Association (CRRA)</u></b> 2018 Annual Conference	Oakland	July 26-29, 2018	\$ 1,200
	All City of Montclair Attendees	<b><u>City of Montclair</u></b> State of the City Address – 2018	City of Montclair	October 2018	\$ 1,500
52130	Jon Hamilton, Administrative Services/ Human Resources Director Stephanie Hickerson, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	<b><u>Miscellaneous Meetings</u></b> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops	TBA	TBA	\$ 1,000
<b>Total:</b>					<b>\$10,000</b>

*(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	\$1,000
	John Nguyen, Information Technology Manager Steve Dague, GIS Specialist Robert Castillo, Senior Information Specialist	<u>IT Service/Training Skill Development</u>	TBA	TBA	\$1,000
52540	All City Personnel	<u>Special Training/Miscellaneous Training</u>  Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,000
<b>Total:</b>					<b>\$3,000</b>

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

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**Department:** Administrative Services

**Program:** 4311 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous Leadership titles.

51060      OFFICE SUPPLIES – DIRECT – \$250

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

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 – \$2,400

*City Clerk*

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

*Personnel*

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

52130      TRAVEL AND MEETINGS – \$10,000 (**Only \$9,000 approved in Adopted Budget**)

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

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

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**Department:** Administrative Services

**Program:** 4311 Administration

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Object  
Number

52530      EDUCATIONAL GRANTS – \$6,000 *(Only \$4,000 approved in Adopted Budget)*

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

52540      VOCATIONAL TRAINING – \$3,000

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

52690      SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$2,500

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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	625,634	679,247	679,247	679,247
Services and Supplies	128,130	128,130	126,130	126,130
Capital Outlay	0	0	0	0
<b>Total</b>	<b>753,764</b>	<b>807,377</b>	<b>805,377</b>	<b>805,377</b>
<b>Personnel Authorized</b>	8.30 (FT)	8.20 (FT)	8.20 (FT)	8.20 (FT)

**Source of Funds**

General Fund	649,846	708,326	706,326	706,326
Gas Tax Fund	1,800	2,000	2,000	2,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
After School – Indirect Staff Charges	28,886	27,060	27,060	27,060
Sewer Operating Fund	14,620	15,474	15,474	15,474
Sewer Operating Fund – Indirect Staff Charges	57,612	53,517	53,517	53,517
<b>Total</b>	<b>753,764</b>	<b>807,377</b>	<b>805,377</b>	<b>805,377</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4312 Financial Services

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### **Work Program**

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
  2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
  3. Oversee preparation of annual operating budgets and the capital improvement program.
  4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
  5. Process biweekly payrolls and warrant registers.
  6. Conduct an effective, revenue-based business license program.
  7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
  8. Assist the Information Technology Division with maintaining modules of the Springbrook Finance software suite.
  9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
  10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
  11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
  12. Coordinate and cooperate with the City's auditor.
  13. Provide assistance to the Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
  14. 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 Redevelopment 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.
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### **Personnel Services – \$679,247**

Salary requests are for: Finance Director (0.55) – \$86,453; Finance Supervisor (0.85) – \$63,260; Senior Accountant (0.70) – \$48,900; Accountant (1.00) \$49,740; Junior Accountant (1.00) \$56,172; Accounting Specialist (3.30) – \$165,805; Customer Service Representative/Office Specialist (0.80) – \$34,598; Admin other departments – <\$5,625>. Cost allocations are as follows: full-time salaries – \$499,303; additional pay – \$2,700; overtime – \$3,000; benefit costs – \$174,244.

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### **Services and Supplies – \$128,130**

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

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4312 Financial Services

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Object  
Number

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

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

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**Department:** Administrative Services

**Program:** 4312 Financial Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$43,000 (*Only \$41,000 approved in Adopted Budget*)

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

Armored transport depository services, \$7,500

52990      MISCELLANEOUS EXPENDITURES – \$3,800

Miscellaneous expenditures.



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4313**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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 State requirements and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	138,858	132,361	132,361	132,361
Services and Supplies	2,319,500	2,510,968	2,410,968	2,410,968
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,458,358</b>	<b>2,643,329</b>	<b>2,543,329</b>	<b>2,543,329</b>

<b>Personnel Authorized</b>	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	2,294,351	2,487,455	2,387,455	2,387,455
Recycling Grant Fund	3,800	3,800	3,800	3,800
Sewer Operating Fund	160,207	152,074	152,074	152,074
<b>Total</b>	<b>2,458,358</b>	<b>2,643,329</b>	<b>2,543,329</b>	<b>2,543,329</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4313 Solid Waste Disposal

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### **Work Program**

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
  2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
  3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
  4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
  5. Administer residential, commercial, school, and City facilities recycling programs.
  6. Track diversion of refuse to ensure State compliance with commercial and residential recycling requirements.
  7. Administer the residential refuse household-rate discount program for senior households.
  8. Administer applicable grant programs.
  9. Assist the Finance 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.
- 

### **Personnel Services – \$132,361**

Salary requests are for: Senior Accountant (0.20) – \$13,972; Customer Service Representatives (1.20) – \$45,118; Accounting Specialist (0.20) – \$10,049; Accounting Specialist (1.00/part-time) – \$31,472. Cost allocations are as follows: full-time salaries – \$69,139; part-time salaries – \$31,472; overtime – \$100; benefit costs – \$31,650.

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### **Services and Supplies – \$2,510,968**

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

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4313 Solid Waste Disposal

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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 – \$2,400,000

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

52450      SPECIAL CONTRACT SERVICES – \$51,768

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

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

52810      BAD-DEBT EXPENSES – \$3,000

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

52930      SPECIAL BILLING SERVICES – \$52,000

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

52990      MISCELLANEOUS EXPENDITURES – \$400

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4314**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		City Clerk

**Program Description**

The City Clerk Program coordinates development and distribution of City Council agendas, minutes, and related documents; oversees a document-maintenance/destruction program; oversees a program for electronic storage of documents; ensures that Fair Political Practices Commission filing requirements are met; facilitates local elections; coordinates updates of the Montclair Municipal Code; 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	139,371	146,708	146,708	146,708
Services and Supplies	18,550	31,550	30,600	30,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>157,921</b>	<b>178,258</b>	<b>177,308</b>	<b>177,308</b>

<b>Personnel Authorized</b>	0.70 (FT) 0.70 (PTB) 1.00 (PT)	0.75 (FT) 0.725 (PTB) 1.00 (PT)	0.75 (FT) 0.725 (PTB) 1.00 (PT)	0.75 (FT) 0.725 (PTB) 1.00 (PT)
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**Source of Funds**

General Fund	141,149	161,377	160,427	160,427
After School – Indirect Staff Charges	5,601	5,669	5,669	5,669
Sewer Operating Fund – Indirect Staff Charges	11,171	11,212	11,212	11,212
<b>Total</b>	<b>157,921</b>	<b>178,258</b>	<b>177,308</b>	<b>177,308</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4314 City Clerk

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### **Work Program**

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

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### **Personnel Services – \$146,708**

Salary requests are for: City Clerk (0.75) \$60,413; Administrative Technician (0.725/part-time benefitted) – \$29,862; Office Specialist (1.00/part-time) – \$17,794. Cost allocations are as follows: full-time salaries – \$60,413; part-time benefitted salaries – \$29,862; part-time salaries – \$17,794; overtime – \$300; benefit costs – \$38,339.

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### **Services and Supplies – \$31,550**

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

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4314 City Clerk

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$3,450 *(Only \$2,500 approved in Adopted Budget)*

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

51070      ELECTION SUPPLIES/SERVICES – \$12,000

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting the 2018 General Election and other unscheduled elections.

52090      PUBLICATION AND ADVERTISING – \$5,000

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

52140      MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450      SPECIAL CONTRACT SERVICES – \$10,000

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

52990      MISCELLANEOUS EXPENDITURES – \$1,000

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4315**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		Personnel/Risk Management

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	279,056	251,293	251,293	251,293
Services and Supplies	142,900	143,300	133,900	133,900
Capital Outlay	0	0	0	0
<b>Total</b>	<b>421,956</b>	<b>394,593</b>	<b>385,193</b>	<b>385,193</b>
<b>Personnel Authorized</b>	2.50 (FT)	2.50 (FT)	2.50 (FT)	2.50 (FT)

**Source of Funds**

General Fund	373,333	350,020	340,620	340,620
After School – Indirect Staff Charges	16,238	14,969	14,969	14,969
Sewer Operating Fund – Indirect Staff Charges	32,385	29,604	29,604	29,604
<b>Total</b>	<b>421,956</b>	<b>394,593</b>	<b>385,193</b>	<b>385,193</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

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### **Work Program**

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

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### **Personnel Services – \$251,293**

Salary requests are for: Administrative Services/Human Resources Director (0.50) – \$76,847; Benefits Coordinator (1.00) – \$59,868; Personnel Services Coordinator (1.00) – \$53,698. Cost allocations are as follows: full-time salaries – \$190,413 overtime – \$500; benefit costs – \$60,380.

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### **Services and Supplies – \$143,300**

Funding requested is for: books and publications – \$1,900; publication and advertising – \$18,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$4,000; special contract services – \$79,000; psychological assistance – \$12,000; medical examinations – \$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.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$1,900 **(Only \$1,500 approved in Adopted Budget)**
- Los Angeles County Bar Association, \$400*  
*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 – \$18,000
- 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**

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

- 52450      SPECIAL CONTRACT SERVICES – \$79,000 *(Only \$70,000 approved in Adopted Budget)*  
Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$9,000  
Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$68,000  
Transcription services, \$2,000
- 52490      PSYCHOLOGICAL ASSISTANCE – \$12,000  
Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
- 52510      MEDICAL EXAMINATIONS – \$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**

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	517,689	530,418	539,872	539,872
Services and Supplies	233,628	242,328	243,800	243,800
Capital Outlay	163,500	194,000	79,000	79,000
<b>Total</b>	<b>914,817</b>	<b>966,746</b>	<b>862,672</b>	<b>862,672</b>

<b>Personnel Authorized</b>				
	4.00 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	2.00 (PT)	2.00 (PT)	2.00 (PT)	2.00 (PT)

**Source of Funds**

General Fund	834,355	868,952	764,878	764,878
After School – Indirect Staff Charges	26,870	32,842	32,842	32,842
Sewer Operating Fund – Indirect Staff Charges	53,592	64,952	64,952	64,952
<b>Total</b>	<b>914,817</b>	<b>966,746</b>	<b>862,672</b>	<b>862,672</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4316 Information Technology Services

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### **Work Program**

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue archiving of 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. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
14. Maintain the Reeder Ranch website.
15. Develop and maintain hardware and software replacement plans.

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### **Personnel Services – \$530,418**

Salary requests are for: Information Technology Manager (1.00) – \$106,888; Senior Information Technology Specialist (2.00) – \$155,832; GIS Specialist (1.00) – \$69,456; Information Technology Systems Technician (1.00/part-time benefitted) – \$49,242; Senior Intern (2.00/part-time) – \$17,207. Cost allocations are as follows: full-time salaries – \$332,176; part-time benefitted salaries – \$49,242; part-time salaries – \$17,207; overtime – \$3,500; benefit costs – \$128,293.

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### **Services and Supplies – \$242,328**

Funding requested is for: office supplies – indirect – \$38,000; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$175,528; small equipment – \$20,700.

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### **Capital Outlay – \$194,000**

Funding requested is for: LCD monitors – \$4,000; desktop computers – \$16,000; LAMA Building Permits and Code Enforcement Software Suite – \$80,000; VMware – \$20,000; Cisco Router – \$13,000; Senior Center Projector – \$5,000; Seemlessgov Online Form Builder – \$9,000; Mitel IP Phones 6930 – \$8,000; Youth Center and Senior Center Copier – \$9,000; Video Mosaic Wall for City Hall Lobby – \$30,000.

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**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 ***(\$40,000 approved in Adopted Budget)***
- Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000  
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000  
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000  
Laser, laser color, and inkjet cartridges, \$8,000  
Various hardware and software enhancements/upgrades and license extensions, \$14,000  
Photo ID-card system supplies, \$2,000  
Miscellaneous I.T. office supplies, \$3,000
- 52010      MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$8,000 ***(\$10,000 approved in Adopted Budget)***
- Local Area Network (LAN) maintenance, \$4,000  
P.C. components/printer maintenance, \$4,000
- 52140      MILEAGE/AUTO ALLOWANCE – \$100
- Reimbursement for Program personnel for use of personal vehicles for business purposes.
- 52450      SPECIAL CONTRACT SERVICES – \$175,528 ***(Only \$173,000 approved in Adopted Budget)***
- 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  
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000

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

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**Department:** Administrative Services

**Program:** 4316 Information Technology Services

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Object  
Number

52690      SMALL EQUIPMENT – \$20,700

- Printer rollers and replacement parts, \$1,500
- Printer replacement kits, \$1,500
- UPS battery backup units (15 @ \$100 each), \$1,500
- Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500
- Cat 6 cables (6 boxes @ \$200 each), \$1,200
- ID Card Program cards and special equipment needs, \$1,500
- Computer component upgrades, \$1,500
- Computer and network toolset, \$500
- Server component upgrades, \$1,500
- Computer Network Switch upgrades, \$5,000
- KnowBe4 Security tools and training (all employees), \$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
	LAMA Building Permits and Code Enforcement Software Suite	<p>The Community Development Department has been using HDL Building Permits and Code Enforcement software to issue permits and citations for code violations. HDL Companies stopped development of the Building Permits and Code Enforcement software many years ago and has no plans to update, enhance, or make further improvements on the aging software. Essentially, HDL Companies is charging an annual license fee to allow the City to use the HDL Building Permits and Code Enforcement software without performing any maintenance and/or updates to the software.</p> <p>Due to the lack of development, the HDL Building Permits and Code Enforcement software lacks many modern features like GIS Integration, work flow integration, permits status, online capability, out-in-field connectivity, custom reports, permit tracking, code violation status, etc. These features can enhance the efficiency of Community Development staff by making the process of issuing building permits and enforcing municipal codes more effectively. It is essential to move away from HDL Companies legacy software and find a better supported high-quality software to help manage building permits and code enforcement systems.</p> <p>Staff reviewed over 5 leading software vendors that specialize in building permits and code enforcement systems. After several meetings and demonstrations, the most impressive and cost-effective solution was LAMA Solution Framework. LAMA provides a comprehensive modern application with core components which include maps, address management, owners and tenants, scheduling, and document management. The LAMA building permits is a robust module within the application that provides a broad range of building, public works, engineering case types with detail inspection, fees, reviews, workflows along with contractor profiles. The LAMA code enforcement module allows data management of code</p>	\$80,000

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

**Department:** Administrative Services

**Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
		<p>enforcement cases including the tracking of notices, citations, communications, and inspection photos. The LAMA system includes mobile apps for both permitting and code enforcement allowing staff to access and update permitting and code enforcement status while out in the field.</p> <p>The LAMA software suite also comes with Work Order and Infrastructure and Asset Management modules which can enhance the function of the Public Works Department, both internally and in the field. Work orders would be tracked digitally from start to finish for graffiti removal, park maintenance, sewer maintenance and all other tasks completed by operation personnel. With the infrastructure management module, Public Works staff would be able to track all sewer, storm, facilities, parks, and streets including GASB34 information. This would allow office staff to view and report on GIS stored data for regional and state requirements. Additionally, it would unify the Public Works and Community Development office operations under one, interlinked platform.</p> <p style="text-align: center;"><b><i>(Not approved in Adopted Budget)</i></b></p>	
62010	VMware	<p>The City began virtualizing its server infrastructure over five years ago. Virtualizing the server infrastructure has removed the costs associated with having to have single server hardware for each server operating system. Through, virtualization of the server infrastructure, the City can utilize a hyper-converged framework of multiple servers operating on one single server box. Server virtualization and consolidation reduces the overall footprint of the City's data center, which in turn reduces costs associated with servers, networking gear, maintenance, etc.</p> <p>Currently, the City's license for VMware is a release version behind what is available. Updating the license for VMware will provide the latest security updates and patches, with features that allow for hardware and software compatibility.</p>	\$20,000
	Cisco Router	<p>The core network Cisco routers at City Hall, Police Department, Fire Station, and City Yard have reach their end of life cycle and are no longer being supported by Cisco. These routers are the backbone of the City's network infrastructure allowing for data to be sent and received between different locations while protecting information from security threats. Replacing the existing routers that are no longer supported with newer ones ensure that the City's network remains stable with the latest updates and support.</p>	\$13,000

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

**Department:** Administrative Services

**Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	Senior Center Projector	<p>The Senior Center provides a variety of programs and classes which utilizes the audio and video equipment in the facility. The projector in the east room at the Senior Center is no longer working and needs to be replaced. This request is for a 5500 ANSI Lumen light output laser diode projector. Laser projectors provide superior brightness to traditional lamp projectors because they use less energy, are less fragile, and produce brighter images. The average lamp projector has an average use of 3,000 hours of use before needing to replace the bulb; whereas, a laser projector has an average use of 20,000 hours.</p> <p style="text-align: center;"><b><i>(Not approved in Adopted Budget)</i></b></p>	\$5,000
	Seemlessgov Online Form Builder	<p>The City still relies on paper applications requiring residents and businesses to write and print out paper applications. This process creates a paper trail that is cumbersome often taking a huge amount of time and resources. Providing fillable online forms with a workflow for auditing and tracking will empower the City to go paperless and deliver better online services to residents and businesses in a more timely manner.</p> <p>Seemlessgov provides an easy solution to instantly converting existing forms into online fillable forms. There is no coding involved and no huge learning curve to use the system. Seemlessgov allows for PDF to meet 508 and ADA compliancy, provides drag and drop builder for mobile friendly forms, automates signature workflow, and allows City staff to approve forms from any electronic device.</p>	\$9,000
	Mitel IP Phones 6930	<p>The Mitel IP 5340 phones were installed over ten years ago and some phones need to be replaced due to age, hardware failure, or damage caused by users. This request is to upgrade some key position Mitel IP 5340 phones to the latest Mitel IP 6930 phones. This will allow a refresh of older Mitel IP 5340 phones and replenish the existing inventory so as to be available when other Mitel IP 5340 phones fail.</p> <p>The Mitel IP 6930 phone is the latest generation of Mitel IP phones and provides a 4.3" color display with Bluetooth capability. They offer a better voice handset with an enhanced full-duplex speakerphone. The best feature is that it supports today's high speed network through dual Gigabit Ethernet ports with HD wideband audio processing.</p>	\$8,000
	Youth Center and Senior Center Copiers	<p>The copiers in the Youth Center and Senior Center are over 6 years old and are constantly having hardware failure. They have reached their end of life cycle and are no longer cost effective to maintain and fix.</p> <p>Staff recommends the Ricoh MP C407 copier as a replacement for the existing units. The</p>	\$9,000

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

**Department:** Administrative Services

**Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
		<p>Ricoh MP C407 is a multifunction color printer/copy/fax/scan device that prints and copies pages at 42 pages per minute and boasts a 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 saving time and increasing productivity. The Ricoh MP C307 also comes with a standard 10.1" touch screen to assist staff with quick access to the various functions of the device. It has a low environmental impact and is ENERGY STAR certified and offers a low Typical Electricity Consumption (TEC) of just 1.2 KWh/week.</p> <p>The Ricoh 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 (Ricoh MP C407 @ \$4,500 per unit.)</p>	
62010	Video Mosaic Wall for City Hall Lobby	<p>The City Hall west lobby is the center gathering place for the public arriving to conduct business at City Hall. It is an open space that can be beautified with a video mosaic wall which is commonly found at other major gathering places such as hospitals, airports, and universities. The video wall redefines spaces by providing endless possibilities for creative expression and offering a dynamic new way to deliver art and information to the public.</p> <p>The video wall features three different sizes of LCD display tiles that can be mounted in any position relative to each other, and individually at almost any angle. It provides for 4K resolution incorporating energy-saving LED backlight technology with a thin installation profile less than four inches, making them compliant with the American with Disabilities Act (ADA).</p> <p style="text-align: center;"><b><i>(Not approved in Adopted Budget)</i></b></p>	\$30,000
			<b>Total: \$ 194,000</b>

***(Only \$79,000 approved in Adopted Budget)***

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4317**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	61,383	60,667	60,667	60,667
Services and Supplies	341,894	351,895	333,395	333,395
Capital Outlay	0	0	0	0
<b>Total</b>	<b>403,277</b>	<b>412,562</b>	<b>394,062</b>	<b>394,062</b>
<b>Personnel Authorized</b>	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.20 (PTB)	0.25 (FT) 0.20 (PTB)	0.25 (FT) 0.20 (PTB)

**Source of Funds**

General Fund	364,109	368,917	350,417	350,417
After School – Indirect Staff Charges	13,080	14,657	14,657	14,657
Sewer Operating Fund – Indirect Staff Charges	26,088	28,988	28,988	28,988
<b>Total</b>	<b>403,277</b>	<b>412,562</b>	<b>394,062</b>	<b>394,062</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4317 Central Services

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### **Work Program**

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

### **Personnel Services – \$60,667**

Salary requests are for: Administrative Services/Human Resources Director (0.25) – \$38,423; Administrative Technician (0.25/part-time benefitted) – \$8,238. Cost allocations are as follows: full-time salaries – \$38,423; part-time benefitted salaries – \$8,238; overtime – \$150; benefit costs – \$13,856.

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### **Services and Supplies – \$351,895**

Funding requested is for: books and publications – \$185; office supplies – indirect – \$85,000; license/permits/certificates – \$2,000; maintenance – office equipment and furniture – \$10,050; publication and advertising – \$28,500; animal control services – \$165,000; 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.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$185

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

51050      OFFICE SUPPLIES – INDIRECT – \$85,000

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

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

Funding for ASCAP license, \$325  
BMI license, \$320  
MPLC license, \$555  
SESAC license, \$600  
GoDaddy, \$75  
Provision for increases, \$125

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

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**

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

- 52430      ANIMAL CONTROL SERVICES – \$165,000  
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	2,258,471	2,444,826	2,371,832	2,371,832
Services and Supplies	646,149	531,783	523,483	523,483
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,904,620</b>	<b>2,976,609</b>	<b>2,895,315</b>	<b>2,895,315</b>

<b>Personnel Authorized</b>	13.00 (FT)	13.00 (FT)	13.00 (FT)	13.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	127.00 (PT)	126.00 (PT)	127.00 (PT)	127.00 (PT)

### Department Distribution

Recreation	1,005,986	1,088,357	1,023,295	1,023,295
Clinic	110,764	146,819	135,387	135,387
Senior Citizens	116,313	126,601	121,801	121,801
Nutritional Meals	195,213	194,835	194,835	194,835
Family and Health Education	142,955	103,510	103,510	103,510
Expanded Learning Program	1,333,389	1,316,487	1,316,487	1,316,487
<b>Total</b>	<b>2,904,620</b>	<b>2,976,609</b>	<b>2,895,315</b>	<b>2,895,315</b>

### Source of Funds

General Fund	1,199,748	1,387,203	1,305,909	1,305,909
Community Dev Block Grant Fund	10,947	11,000	11,000	11,000
DAAS Grant/Donations	181,151	182,119	182,119	182,119
Expanded Learning Program	1,088,933	1,218,149	1,218,149	1,218,149
OTS Grant	40,000	15,300	15,300	15,300
Sustainable Community Grant	47,000	0	0	0
OMSD Immunizations Grant	46,558	20,000	20,000	20,000
Inland Empire United Way	7,850	0	0	0
Kaiser Permanente Grant	16,292	20,000	20,000	20,000
OMSD Resource Center Grant	11,685	14,500	14,500	14,500
Senior Support Services Grant	10,000	10,000	10,000	10,000
KExLP (OMSD)	55,000	55,000	55,000	55,000
Hope through Housing	43,338	43,338	43,338	43,338
<b>Total</b>	<b>2,904,620</b>	<b>2,976,609</b>	<b>2,895,315</b>	<b>2,895,315</b>

## 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	140,052	140,052	140,052
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	64,692	64,692	64,692
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	64,692	64,692	64,692
Learning Coordinator	6.00	6.00	6.00	6.00	271,512	271,512	271,512
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	53,367	53,367	53,367
Health Education Specialist	1.00	1.00	1.00	1.00	43,596	43,596	43,596
Recreation Supervisor	1.00	1.00	1.00	1.00	54,828	54,828	54,828
Administrative Analyst	1.00	1.00	1.00	1.00	58,524	58,524	58,524
<b><u>Part Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00	1.00	40,988	40,988	40,988
<b><u>Part Time</u></b>							
Office Specialist	2.00	2.00	2.00	2.00	35,588	35,588	35,588
Facility Coordinator	4.00	3.00	3.00	3.00	31,663	31,663	31,663
Summer/Winter Personnel	41.00	41.00	43.00	43.00	248,886	187,324	187,324
Medical Clinic Coordinator	1.00	1.00	1.00	1.00	37,700	37,700	37,700
Medical Clinic Specialist	2.00	2.00	1.00	1.00	20,255	9,635	9,635
Health Education Intern	1.00	1.00	1.00	1.00	15,382	15,382	15,382
Nutrition Site Manager	1.00	1.00	1.00	1.00	16,965	16,965	16,965
Kitchen Assistant	1.00	1.00	1.00	1.00	11,700	11,700	11,700
Senior Learning Leader	7.00	7.00	7.00	7.00	140,504	140,504	140,504
Learning Leader	56.00	56.00	56.00	56.00	537,112	537,112	537,112
Junior Intern	2.00	2.00	2.00	2.00	17,550	17,550	17,550
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	13,260	13,260	13,260
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	24,690	24,690	24,690
<b>Full Time</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>751,263</b>	<b>751,263</b>	<b>751,263</b>
<b>Part Time Benefitted</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>40,988</b>	<b>40,988</b>	<b>40,988</b>
<b>Part Time</b>	<b>127.00</b>	<b>126.00</b>	<b>127.00</b>	<b>127.00</b>	<b>1,251,599</b>	<b>1,179,417</b>	<b>1,179,417</b>
<b>Additional Pay</b>					<b>900</b>	<b>900</b>	<b>900</b>
<b>Total Salaries &amp; Wages</b>					<b>2,044,750</b>	<b>1,972,568</b>	<b>1,972,568</b>
<b>Benefit Costs</b>					<b>313,847</b>	<b>313,035</b>	<b>313,035</b>
<b>PERS Benefit Costs</b>					<b>86,229</b>	<b>86,229</b>	<b>86,229</b>
<b>Total Benefit Costs</b>					<b>400,076</b>	<b>399,264</b>	<b>399,264</b>
<b>TOTAL</b>					<b>2,444,826</b>	<b>2,371,832</b>	<b>2,371,832</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4381**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Recreation

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	741,540	900,944	839,382	839,382
Services and Supplies	264,446	187,413	183,913	183,913
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,005,986</b>	<b>1,088,357</b>	<b>1,023,295</b>	<b>1,023,295</b>

<b>Personnel Authorized</b>				
	4.30 (FT)	4.30 (FT)	4.30 (FT)	4.30 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	50.00 (PT)	49.00 (PT)	51.00 (PT)	51.00 (PT)

**Source of Funds**

General Fund	986,487	1,072,874	1,007,812	1,007,812
DAAS Grant/Donations	814	983	983	983
OMSD Immunization Grant	7,000	0	0	0
OMSD Resource Center Grant	11,685	14,500	14,500	14,500
<b>Total</b>	<b>1,005,986</b>	<b>1,088,357</b>	<b>1,023,295</b>	<b>1,023,295</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4381 Recreation

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$900,944**

Salary requests are for: Human Services Director (1.00) – \$140,052; Senior Human Services Supervisor (1.00) – \$64,692; Senior Recreation Supervisor (.30) – \$19,408; Recreation Supervisor (1.00) – \$54,828; Administrative Analyst (1.00) – \$58,524; Administrative Technician (1.00/part-time benefitted) – \$40,988; Facility Coordinators (3.00/part-time) – \$31,663; Summer/Winter Personnel (40.00/part-time) – \$225,562; Junior Interns (2.00/part-time) – \$17,550; Mini-School Coordinator (1.00/part-time) – \$13,260; Senior Recreation Specialist (2.00/part-time) – \$46,568; Recreation Specialists (2.00/part-time) – \$24,690. Cost allocations are as follows: full-time salaries – \$337,504; part-time benefitted salaries – \$40,988; part-time salaries – \$359,293; benefit costs – \$163,159.

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### **Services and Supplies – \$187,413**

Funding requested is for: books and publications – \$535; program supplies – \$39,650; maintenance – other equipment – \$1,250; publication and advertising – \$23,000; community benefits – \$20,000; dues and memberships – \$2,100; travel and meetings – \$5,000; mileage/auto allowance – \$7,800; Community Activities Commission – \$13,750; performing art services – \$5,000; special contract services – \$9,000; vocational training – \$2,113; postage – \$8,000; small equipment – \$3,350; cellular phone expense – \$465; reimbursed program costs – \$25,400; CAC stipends – \$3,500; miscellaneous expenditures – \$17,500.

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### **Capital Outlay**

No funding requested.

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

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Four (4) Human Services Dept. Staff	CPRS Annual Conference	Sacramento	Spring 2019	\$5,000
				<b>Total:</b>	<b>\$5,000</b>

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

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Fernando Saltos, Recreation Supervisor	CPRS Fall Forum	TBA	Fall 2018	\$50
52540	Quaresha Fields, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2018	\$50
52540	Emily Medina, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2018	\$50
52540	Fernando Saltos, Recreation Supervisor	(2) CPRS Seminars	TBA	2018-2019	\$60
52540	Quaresha Fields, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2018-2019	\$60
52540	Emily Medina, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2018-2019	\$60
52540	20 Part-Time Staff	CPR Training	Montclair	2018-2019	\$400
52540	20 Part-Time Staff	First Aid Training	Montclair	2018-2019	\$400
<b>(General Fund sub-total: \$1,130)</b>					
52540	1 Part-Time Staff	Food Managers Certification	Montclair	Spring 2019	\$169
52540	1 Part-Time Staff	Food Handlers Certification	Montclair	Spring 2019	\$22
52540	1 Full-Time Staff	Food Handlers Certification	Montclair	Spring 2019	\$22
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair	Spring 2019	\$770
<b>(DAAS Grant sub-total: \$983)</b>					
<b>Total:</b>					<b>\$2,113</b>

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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$535

Subscription to Inland Valley Daily Bulletin.

51130      PROGRAM SUPPLIES – \$39,650

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

AED Supplies, \$2,100

52050      MAINTENANCE – OTHER EQUIPMENT – \$1,250

Tune and repair two pianos, \$450

Weight room equipment maintenance, \$800

52090      PUBLICATION AND ADVERTISING – \$23,000

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

52110      COMMUNITY BENEFITS – \$20,000

Contributions to local service agencies.

52120      DUES AND MEMBERSHIPS – \$2,100

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



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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

52130      TRAVEL AND MEETINGS – \$5,000

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

52170      COMMUNITY ACTIVITIES COMMISSION – \$13,750

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

52310      PERFORMING ART SERVICES – \$5,000

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

52450      SPECIAL CONTRACT SERVICES – \$9,000

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League, \$7,800  
Weight room cable television service, \$1,200

52540      VOCATIONAL TRAINING – \$2,113

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

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

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Object  
Number

52690      SMALL EQUIPMENT – \$3,350 (*Only \$1,850 approved in Adopted Budget*)

Walkie Talkie System, \$400  
CPR Manikin Upgrade Kits, \$600  
Wheeled Utility Shopping Carts, \$1,500  
Weight room Televisions, \$850

52850      CELLULAR PHONE EXPENSE – \$465

Cost for Transportation Coordinator's cell phone, \$330  
Cost for Medical Clinic cell phone, \$135

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 – \$17,500

Volunteer expenses, \$1,000  
Miscellaneous program expenses, \$2,000  
Family Resource Center miscellaneous expenses, \$14,500 (OMSD Grant)

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4382**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	36,525	74,983	63,551	63,551
Services and Supplies	74,239	71,836	71,836	71,836
Capital Outlay	0	0	0	0
<b>Total</b>	<b>110,764</b>	<b>146,819</b>	<b>135,387</b>	<b>135,387</b>

<b>Personnel Authorized</b>	4.00 (PT)	4.00 (PT)	3.00 (PT)	3.00 (PT)
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**Source of Funds**

General Fund	64,206	126,819	115,387	115,387
OMSD Immunization Grant	39,558	20,000	20,000	20,000
Inland Empire United Way	7,000	0	0	0
<b>Total</b>	<b>110,764</b>	<b>146,819</b>	<b>135,387</b>	<b>135,387</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4382 Clinic

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### **Work Program**

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

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### **Units of Measure**

1. The medical clinic sees over 1,500 patients annually and serves as a training center for medical students.
  2. 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, and blood pressure tests, 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.
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### **Personnel Services – \$74,983**

Salary requests are for: Medical Clinic Coordinator (1.00/part–time) – \$37,700; Medical Clinic Specialist (2.00/part–time) – \$20,255; Recreation Leader (1.00/part–time) – \$11,700. Cost allocations are as follows: part–time salaries – \$69,655; benefit costs – \$5,328.

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### **Services and Supplies – \$71,836**

Funding requested is for: program supplies – \$12,250; materials–recycle/clean–up – \$5,000; special contract services – \$50,136; stipends – \$3,850; miscellaneous expenditures – \$600.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4382 Clinic

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Object  
Number

51130      PROGRAM SUPPLIES – \$12,250

Medical clinic and immunization supplies, \$11,750 (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 – \$50,136

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

52920      STIPENDS – \$3,850

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

52990      MISCELLANEOUS EXPENDITURES – \$600

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4383**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	109,403	115,226	115,226	115,226
Services and Supplies	6,910	11,375	6,575	6,575
Capital Outlay	0	0	0	0
<b>Total</b>	<b>116,313</b>	<b>126,601</b>	<b>121,801</b>	<b>121,801</b>

<b>Personnel Authorized</b>	1.00 (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	85,366	105,601	100,801	100,801
Community Dev Block Grant Fund	10,947	11,000	11,000	11,000
Kaiser Permanente Grant	10,000	0	0	0
Senior Support Services Grant	10,000	10,000	10,000	10,000
<b>Total</b>	<b>116,313</b>	<b>126,601</b>	<b>121,801</b>	<b>121,801</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4383 Senior Citizens

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$115,226**

Salary requests are for: – Senior Citizens Supervisor (1.00/ full-time) – \$48,770; Summer/Winter Personnel (1.00/part-time) – \$11,624; 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 – \$48,770; part-time salaries – \$42,116; additional pay – \$900; benefit costs – \$23,440.

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### **Services and Supplies – \$11,375**

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

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4383 Senior Citizens

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Object  
Number

51130      PROGRAM SUPPLIES – \$800  
              Helium tank refills, \$300  
              Crafts and materials for special demonstrations, \$500

52450      SPECIAL CONTRACT SERVICES – \$5,800 *(Only \$1,000 approved in Adopted Budget)*  
              Program speakers, entertainment, and exercise instructors.

52690      SMALL EQUIPMENT – \$600  
              Senior Center portable canopy.

52990      MISCELLANEOUS EXPENDITURES – \$4,175  
              Annual Volunteer Recognition Dinner, \$2,300  
              Volunteer expenses, \$700  
              Montclair Walkers program expenses, \$500  
              Community Health Fair and intergenerational programs, \$350  
              Miscellaneous program expenses, \$325



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4384**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	78,069	77,691	77,691	77,691
Services and Supplies	117,144	117,144	117,144	117,144
Capital Outlay	0	0	0	0
<b>Total</b>	<b>195,213</b>	<b>194,835</b>	<b>194,835</b>	<b>194,835</b>
<b>Personnel Authorized</b>	4.00 (PT)	4.00 (PT)	4.00 (PT)	4.00 (PT)

**Source of Funds**

General Fund	14,876	13,699	13,699	13,699
DAAS Grant/Donations	180,337	181,136	181,136	181,136
<b>Total</b>	<b>195,213</b>	<b>194,835</b>	<b>194,835</b>	<b>194,835</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4384 Nutritional Meals

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$77,691**

Salary requests are for: Senior Citizens Supervisor – \$4,597; Senior Recreation Specialist (1.00/part-time) – \$23,284; Nutrition Site Manager (1.00/part-time) – \$16,965; Kitchen Assistant (1.00/part-time) – \$11,700; Health Education Intern (1.00/part-time) – \$15,382. Cost allocations are as follows: full-time salaries – \$4,597; part-time salaries – \$67,331; benefit costs – \$5,763.

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### **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.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4384 Nutritional Meals

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Object  
Number

- 51130      PROGRAM SUPPLIES – \$9,057  
Non–food consumable supplies. (DAAS Grant)
- 52030      REPAIR/MAINTENANCE – \$1,854  
Repair or maintenance of Senior Center equipment/fixtures necessary to support the Senior Nutrition program. (DAAS Grant)
- 52190      SPECIAL CONSULTING SERVICES – \$2,235  
Consultant fees for Dietitian. (DAAS Grant)
- 52450      SPECIAL CONTRACTING SERVICES – \$93,960  
Catered food costs. (DAAS Grant)
- 52451      RAW FOOD – \$8,035  
All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
- 52990      MISCELLANEOUS EXPENDITURES – \$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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	61,023	62,210	62,210	62,210
Services and Supplies	81,932	41,300	41,300	41,300
Capital Outlay	0	0	0	0
<b>Total</b>	<b>142,955</b>	<b>103,510</b>	<b>103,510</b>	<b>103,510</b>

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

General Fund	48,813	68,210	68,210	68,210
OTS Grant	25,300	15,300	15,300	15,300
Sustainable Community Grant	47,000	0	0	0
Inland Empire United Way	850	0	0	0
Kaiser Permanente Grant	6,292	20,000	20,000	20,000
<b>Total</b>	<b>142,955</b>	<b>103,510</b>	<b>103,510</b>	<b>103,510</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4385 Family and Health Education

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### **Work Program**

Por La Vida and Healthy Montclair programs include community outreach and engagement, health education and other public health activities such as the Montclair Community Garden and Montclair Fruit Park. Por La Vida also trains community members to become *consejeras* or community health workers. These *consejeras* are trained to become leaders in the community promoting healthy activities and assist with the Healthy Montclair initiative. The Healthy Montclair initiative addresses the social determinants of health including education, healthcare, food, neighborhood/community, environment, poverty and safety.

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### **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 – \$62,210**

Salary requests are for: Health Education Specialist (1.00/ full-time) – \$43,596. Cost allocations are as follows: full-time salaries – \$43,596; benefit costs – \$18,614.

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### **Services and Supplies – \$41,300**

Funding requested is for: office supplies – \$1,300; program supplies – \$4,000; publication and advertising – \$5,000; special contract services – \$21,500; stipend/classroom assistance – \$6,500; miscellaneous expenditures – \$3,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** Human Services

**Program:** 4385 Family and Health Education

Object  
Number

- 51060      OFFICE SUPPLIES – DIRECT – \$1,300  
Supplies for administrative functions of the program, \$300 (OTS Grant)  
Supplies for implementation of the program, \$1,000 (Kaiser Grant)
- 51130      PROGRAM SUPPLIES – \$4,000  
Community Garden program materials.
- 52090      PUBLICATION AND ADVERTISING – \$5,000  
Program outreach and publication of materials. (Kaiser Grant)
- 52450      SPECIAL CONTRACT SERVICES – \$21,500  
Technical and program evaluation assistance, \$15,000 (OTS Grant)  
Case manager assistance, \$6,500 (Kaiser Grant)
- 52921      STIPEND – CLASSROOM ASSISTANCE – \$6,500  
*Consejeras* (Kaiser Grant)
- 52990      MISCELLANEOUS EXPENDITURES – \$3,000  
Meeting supplies and refreshments, \$1,000 (Kaiser Grant)  
Healthy Montclair meeting supplies and refreshments, \$2,000

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4387**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Expanded Learning Program

**Program Description**

The Expanded Learning Program provides academic assistance, enrichment and recreation activities to over 1,150 students in kindergarten through eighth grade at 12 sites.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,231,911	1,213,772	1,213,772	1,213,772
Services and Supplies	101,478	102,715	102,715	102,715
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,333,389</b>	<b>1,316,487</b>	<b>1,316,487</b>	<b>1,316,487</b>
<b>Personnel Authorized</b>	6.70 (FT) 65.00 (PT)	6.70 (FT) 65.00 (PT)	6.70 (FT) 65.00 (PT)	6.70 (FT) 65.00 (PT)

**Source of Funds**

Expanded Learning Program	1,088,933	1,218,149	1,218,149	1,218,149
KExLP (OMSD)	55,000	55,000	55,000	55,000
Hope through Housing	43,338	43,338	43,338	43,338
<b>Total</b>	<b>1,333,389</b>	<b>1,316,487</b>	<b>1,316,487</b>	<b>1,316,487</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4387 Expanded Learning Program

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$1,213,772**

Salary requests are for: Senior Recreation Supervisor (0.70) – \$45,284; Learning Coordinators (6.00/full-time) – \$271,512; Office Specialists (2.00/part-time) – \$35,588; Senior Learning Leaders (7.00/part-time) – \$140,504; Learning Leaders (56.00/part-time) – \$537,111. Cost allocations are as follows: full-time salaries – \$316,796; part-time salaries – \$713,204; benefit costs – \$183,772.

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### **Services and Supplies – \$102,715**

Funding requested is for: uniforms – \$3,000; program supplies – \$79,355; publication and advertising – \$695; special contract services – \$18,000; cellular phone expense – \$1,665.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4387 Expanded Learning Program

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Object  
Number

51100      UNIFORMS – \$3,000

Uniforms purchased for Expanded Learning Program. (Expanded Learning Program Grants)

51130      PROGRAM SUPPLIES – \$79,355

Expanded Learning Program supplies. (Expanded Learning Program Grants – \$70,355; Hope through Housing – \$5,000; KExLP - \$4,000)

52090      PUBLICATION AND ADVERTISING – \$695

Expanded Learning Program publications. (Expanded Learning Program Grants – \$670; Hope through Housing – \$25)

52450      SPECIAL CONTRACT SERVICES – \$18,000

Expanded Learning Program Presenters/Speakers/Instructors. (Expanded Learning Program Grants – \$16,000; KExLP - \$1,000, Hope through Housing – \$1,000)

52850      CELLULAR PHONE EXPENSE – \$1,665

Cost for cell phone services for the Expanded Learning Program. (Expanded Learning Program Grants)

*Police Department*

## DEPARTMENT BUDGET SUMMARY

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### Department

Police

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### Overview

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

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,182,265	9,163,184	8,614,502	8,614,502
Services and Supplies	1,040,750	991,118	925,454	925,454
Capital Outlay	254,885	67,988	67,988	67,988
<b>Total</b>	<b>9,477,900</b>	<b>10,222,290</b>	<b>9,607,944</b>	<b>9,607,944</b>

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<b>Personnel Authorized</b>	75.50 (FT)	75.50 (FT)	76.50 (FT)	76.50 (FT)
	1.00 (PTB)	1.00 (PTB)	0.00 (PTB)	0.00 (PTB)
	23.00 (PT)	23.00 (PT)	23.00 (PT)	23.00 (PT)

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### Department Distribution

Administration	388,934	443,795	443,155	443,155
Support Services	449,242	475,319	475,319	475,319
Technical Services	257,074	333,540	333,540	333,540
Records Bureau	577,818	599,842	583,292	583,292
Investigations	1,003,862	1,156,194	976,766	976,766
Uniform Patrol	5,974,373	6,374,828	6,021,843	6,021,843
Communications	718,355	724,737	659,994	659,994
Volunteer Services	49,126	51,772	51,772	51,772
Emergency Preparedness	59,116	62,263	62,263	62,263
<b>Total</b>	<b>9,477,900</b>	<b>10,222,290</b>	<b>9,607,944</b>	<b>9,607,944</b>

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### Source of Funds

General Fund	8,531,365	9,774,536	9,067,494	9,067,494
Prop 30 / AB 109	70,954	0	0	0
SB 509 Public Safety Fund	231,931	246,352	263,048	263,048
Forfeiture Fund – Federal	18,062	0	0	0
Forfeiture Fund – State	36,485	0	0	0
Forfeiture Fund – State 15%	6,500	0	0	0
School District Grant Fund	64,000	64,000	140,000	140,000
COPS Grant Fund	100,000	100,000	100,000	100,000
Safety Department Grants	238,603	0	0	0
Office of Traffic Safety	0	37,402	37,402	37,402
Equipment Replacement Fund	180,000	0	0	0
<b>Total</b>	<b>9,477,900</b>	<b>10,222,290</b>	<b>9,607,944</b>	<b>9,607,944</b>

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**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	
<b><u>Sworn</u></b>							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	179,256	179,256	179,256
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-89,628	-89,628	-89,628
	0.50	0.50	0.50	0.50	89,628	89,628	89,628
Captain	1.00	1.00	1.00	1.00	144,165	144,165	144,165
Lieutenant	3.00	3.00	3.00	3.00	374,124	374,124	374,124
Sergeant	7.00	7.00	7.00	7.00	755,751	755,751	755,751
Officer	44.00	44.00	44.00	44.00	3,341,208	3,319,111	3,319,111
Admin other Depts - CFDs					-14,427	-14,427	-14,427
<b><u>Civilian</u></b>							
Public Safety Admin Services Sup	1.00	1.00	1.00	1.00	93,835	93,835	93,835
Police Services Supervisor	1.00	1.00	1.00	1.00	72,228	72,228	72,228
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	60,300	60,300	60,300
Administrative Aide	1.00	1.00	1.00	1.00	57,192	57,192	57,192
Administrative Specialist	1.00	1.00	1.00	1.00	50,748	50,748	50,748
Police Dispatch Supervisor	1.00	1.00	1.00	1.00	67,068	67,068	67,068
Police Services Specialist	6.00	6.00	6.00	6.00	268,920	268,920	268,920
Dispatcher	7.00	7.00	7.00	7.00	378,867	372,477	372,477
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	35,622	35,622	35,622
Property Custody Clerk	0.00	0.00	1.00	1.00	0	38,797	38,797
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<b><u>Part Time Benefitted</u></b>							
Property Custody Technician	1.00	1.00	0.00	0.00	36,866	0	0
<b><u>Part Time</u></b>							
Reserve	11.00	11.00	11.00	11.00	19,200	19,200	19,200
Police Cadet	6.00	6.00	6.00	6.00	78,754	78,754	78,754
Data Entry Clerk	2.00	2.00	2.00	2.00	21,434	21,434	21,434
Dispatch (Relief)	3.00	3.00	3.00	3.00	20,000	20,000	20,000
Police Background Investigator	1.00	1.00	1.00	1.00	55,676	55,676	55,676
Full Time	76.00	76.00	77.00	77.00	5,879,284	5,889,594	5,889,594
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-109,680	-109,680	-109,680
Total FT Positions/Salaries	75.50	75.50	76.50	76.50	5,769,604	5,779,914	5,779,914
Part Time Benefitted	1.00	1.00	0.00	0.00	36,866	0	0
Part Time	23.00	23.00	23.00	23.00	195,064	195,064	195,064
Additional Pay					125,165	125,165	125,165
Overtime					907,402	397,500	397,500
Total Salaries & Wages					7,034,101	6,497,643	6,497,643
Benefit Costs					1,265,236	1,257,925	1,257,925
PERS Benefit Costs					897,089	892,176	892,176
Benefit Costs other Depts					-33,242	-33,242	-33,242
Total Benefit Costs					2,129,083	2,116,859	2,116,859
<b>TOTAL</b>					<b>9,163,184</b>	<b>8,614,502</b>	<b>8,614,502</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4421**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	203,426	262,062	262,062	262,062
Services and Supplies	185,508	181,733	181,093	181,093
Capital Outlay	0	0	0	0
<b>Total</b>	<b>388,934</b>	<b>443,795</b>	<b>443,155</b>	<b>443,155</b>
<b>Personnel Authorized</b>	1.50 (FT) 1.00 (PT)	1.50 (FT) 1.00 (PT)	1.50 (FT) 1.00 (PT)	1.50 (FT) 1.00 (PT)

**Source of Funds**

General Fund	227,953	289,314	284,274	284,274
SB 509 Public Safety Fund	154,481	154,481	158,881	158,881
State Asset Forfeiture	6,500	0	0	0
<b>Total</b>	<b>388,934</b>	<b>443,795</b>	<b>443,155</b>	<b>443,155</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4421 Administration

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### **Work Program**

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

### **Units of Measure**

1. Measured by the activity and productivity of 100 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 100 employees.
- 

### **Personnel Services – \$262,062**

Salary requests are for: Executive Director of Public Safety (0.50) – \$89,628; Secretary to Executive Director of Public Safety (1.00) – \$60,300; Police Background Investigator (1.00/part-time) – \$55,676; Admin to Other Departments – CFDs – <\$5,625>. Cost allocations are as follows: full-time salaries – \$144,303; part-time salaries – \$55,676; overtime – \$1,000; benefit costs – \$61,083.

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### **Services and Supplies – \$181,733**

Funding requested is for: books and publications – \$100; dues and memberships – \$2,610; travel and meetings – \$3,940; special contract services – \$161,238; educational grants – \$2,500; cellular phone expense – \$10,685; miscellaneous expenditures – \$660.

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### **Capital Outlay**

No funding requested.

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

**Department:** Police

**Program:** 4421 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	Monthly	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells	October 2018	\$450
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2019	\$2,365
52130	Executive Director of Public Safety	Legislative Day	Sacramento	March 2019	\$725
<b>Total:</b>					<b>\$3,940</b>

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

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

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

51020      BOOKS AND PERIODICALS – \$100

Management and supervisory books and publications.

52120      DUES AND MEMBERSHIPS – \$2,610

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  
California Notary Public Commission, \$500

52130      TRAVEL AND MEETINGS – \$3,940

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 – \$161,238

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, \$4,400 (**Moved to SB509 Fund**)  
Satellite phone subscription, \$432  
WeTip Annual Membership, \$1,925



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

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

52530      EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52850      CELLULAR PHONE EXPENSE – \$10,685

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**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	440,080	465,185	465,185	465,185
Services and Supplies	9,162	10,134	10,134	10,134
Capital Outlay	0	0	0	0
<b>Total</b>	<b>449,242</b>	<b>475,319</b>	<b>475,319</b>	<b>475,319</b>
<b>Personnel Authorized</b>	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)

**Source of Funds**

General Fund	449,242	475,319	475,319	475,319
<b>Total</b>	<b>449,242</b>	<b>475,319</b>	<b>475,319</b>	<b>475,319</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4422 Support Services

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### **Work Program**

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

### **Units of Measure**

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

### **Personnel Services – \$465,185**

Salary requests are for: Captain (1.00) – \$144,165; Lieutenant (1.00) – \$132,540; Administrative Aide (1.00) – \$57,192. Cost allocations are as follows: full-time salaries – \$333,897; benefit costs – \$131,288

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### **Services and Supplies – \$10,134**

Funding requested is for: books and publications – \$1,506; special contract services – \$6,284; small equipment – \$944; miscellaneous expenditures – \$1,400.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4422 Support Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,506

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,200  
Penal code books (7 @ \$38 each), \$266  
Vehicle code books (2 @ \$20 each), \$40

52450      SPECIAL CONTRACT SERVICES – \$6,284 *(Moved to SB509 Fund)*

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

52690      SMALL EQUIPMENT – \$944

Task chairs for the soft interview room (4 @ \$236 each)

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Technical Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	96,341	144,655	144,655	144,655
Services and Supplies	154,133	166,604	166,604	166,604
Capital Outlay	6,600	22,281	22,281	22,281
<b>Total</b>	<b>257,074</b>	<b>333,540</b>	<b>333,540</b>	<b>333,540</b>

<b>Personnel Authorized</b>	0.50 (FT) 6.00 (PT)	0.50 (FT) 6.00 (PT)	0.50 (FT) 6.00 (PT)	0.50 (FT) 6.00 (PT)
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**Source of Funds**

General Fund	257,074	333,540	323,444	323,444
SB509 Public Safety Fund	0	0	10,096	10,096
<b>Total</b>	<b>257,074</b>	<b>333,540</b>	<b>333,540</b>	<b>333,540</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4423 Technical Services

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### **Work Program**

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

### **Units of Measure**

1. Availability of serviceable Department equipment.
  2. Issue between 4000 - 5000 parking enforcement citations.
  3. Process weekly Live Scan fingerprint applicants.
  4. Take 16 vehicles for service monthly.
  5. Take 20 vehicles for cleaning weekly.
  6. Schedule and direct daily activities of six cadets.
  7. Wash Police and City vehicles.
  8. Oversee bi-weekly vehicle auctions.
  9. Process lien sale paperwork and auction sales for impounded vehicles.
- 

### **Personnel Services – \$144,655**

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$46,918; Police Cadets (6.00/part-time) – \$78,754. Cost allocations are as follows: full-time salaries – \$46,918; part-time salaries – \$78,754; benefit costs – \$18,983.

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### **Services and Supplies – \$166,604**

Funding requested is for: program supplies – \$12,100; special contract services – \$149,600; postage – \$200; small equipment – \$3,704; miscellaneous expenditures – \$1,000.

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### **Capital Outlay – \$22,281**

Funding is requested for: five X26P TASER devices – \$5,415; 100 TASER cartridges – \$3,300; 15 Olympus DS-5500 digital recorders – \$7,290; 15 Canon Power Shot ELPH 190 digital cameras – \$2,580; and 12 secure idle devices – \$3,696.

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

**Department:** Police

**Program:** 4423 Technical Services

Object  
Number

51130      PROGRAM SUPPLIES – \$12,100

Laminating supplies, supplies for first aid bags, hand sanitizer, flares, latex gloves, premix solution and mouth pieces for preliminary alcohol screening devices, Webril handi-pads for Live Scan machine, spit hoods, crime scene tape, marking paint and chalk, huck towels, disposable towels, and miscellaneous supplies for patrol cars 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 @ \$300 each), \$2,400

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

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

52450      SPECIAL CONTRACT SERVICES – \$149,600

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

Service contract with 3M to maintain two automated license plate readers and one Back Office Systems Software (BOSS) program, \$3,300  
*(Moved to SB509 Fund)*

Service contract with WatchGuard Video for mobile video recorder evidence library, \$3,100 *(Moved to SB509 Fund)*

52670      POSTAGE – \$200

Shipping fees.

52690      SMALL EQUIPMENT – \$3,704

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

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

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

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

52990      MISCELLANEOUS EXPENDITURES – \$1,000

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 Department has been in the process of systematically replacing old, irreparable TASER devices (X26) with its replacement, the X26P. The X26 model has been discontinued and is no longer supported by the manufacturer, Axon Enterprise, Inc. The purchase of ten new devices will enable the Department to assign a device to each sworn member (5 @ \$1,083 each).	\$5,415
62050	TASER Cartridges	Sworn members are required to complete in-house less lethal training with TASER devices. This annual training requires the use of at least 100 TASER device cartridges (100 @ \$33 each).	\$3,300
62050	Digital Recorders	Digital voice recorders are standard equipment issued to sworn members for use during the performance of their daily duties. The Department currently has four backup recorders available; however, these and the devices currently assigned are older models that have been discontinued and are no longer supported by the manufacturer. The new version, Olympus DS-5500, would be provided to new hires and existing members (15 @ \$486 each).	\$7,290
62050	Digital Cameras	The Department assigns digital cameras to each sworn member for documentation purposes. Many of the cameras are in a state of disrepair, and the vendor has discontinued the model currently in use. The Canon Power Shot ELPH 190 would replace broken cameras and would be provided to new hires (15 @ \$172 each).	\$2,580
62050	Secure Idle Device	Secure idle devices are needed for the Ford Explorer vehicles. The device is an ignition interlock device that allows a patrol car to idle, keeping critical equipment (emergency lighting and computers) powered without rendering the vehicle vulnerable to grand theft while officers are engaged in the performance of their duties (12 @ \$308 each). <b><i>(Moved to SB509 Fund)</i></b>	\$3,696
<b>Total:</b>			<b>\$22,281</b>



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4424**

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

**Program Description**

This program is responsible for providing support services in the 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	565,868	585,192	573,192	573,192
Services and Supplies	11,950	14,650	10,100	10,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>577,818</b>	<b>599,842</b>	<b>583,292</b>	<b>583,292</b>

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

General Fund	577,818	599,842	583,292	583,292
<b>Total</b>	<b>577,818</b>	<b>599,842</b>	<b>583,292</b>	<b>583,292</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4424 Records

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### 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 550 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 5,788 police reports involving 1,992 arrests and 2,024 FI cards processed annually.
  3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 5,138 notice to appear citations, 3,999 parking citations, and 226 administrative review documents processed annually.
  4. Process false alarm activation notices daily. Approximately 1,100 notices processed annually.
  5. Process requests for information and copies of records received annually.
  6. Scan police reports for retention weekly. Approximately 8 hours of scanning accomplished weekly.
  7. Process CLETS entries, data entry, and documentation for approximately 2,000 vehicle records annually.
  8. Provide weekly live-scan fingerprint appointment scheduling services for City of Montclair employment applicants.
  9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement 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 – \$585,192

Salary requests are for: Police Services Supervisor (1.00) – \$72,228; Police Services Specialists (6.00) – \$268,920; Receptionist/Office Specialist (1.00) – \$35,622; Data Entry Clerk (2.00/part-time) – \$21,434. Cost allocations are as follows: full-time salaries – \$376,770; part-time salaries – \$21,434; additional pay – \$3,480; overtime – \$30,000; benefit costs – \$153,508.

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### Services and Supplies – \$14,650

Funding requested is for: office supplies – direct – \$12,000; maintenance – office machines and furniture – \$2,650.

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### Capital Outlay

No funding requested.

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

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**Department:** Police

**Program:** 4424 Records

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Object  
Number

51060      OFFICE SUPPLIES – DIRECT – \$12,000 *(Only \$8,500 approved in Adopted Budget)*

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

52010      MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$2,650 *(Only \$1,600 approved in Adopted Budget)*

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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	915,982	1,067,955	893,252	893,252
Services and Supplies	87,880	88,239	83,514	83,514
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,003,862</b>	<b>1,156,194</b>	<b>976,766</b>	<b>976,766</b>
<b>Personnel Authorized</b>	7.00 (FT) 1.00 (PTB)	8.00 (FT) 1.00 (PTB)	8.00 (FT) 0.00 (PTB)	8.00 (FT) 0.00 (PTB)

**Source of Funds**

General Fund	958,212	1,110,030	930,602	930,602
SB509 Public Safety Fund	45,650	46,164	46,164	46,164
<b>Total</b>	<b>1,003,862</b>	<b>1,156,194</b>	<b>976,766</b>	<b>976,766</b>

## PROGRAM BUDGET SUMMARY – 2

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

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### **Work Program**

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

### **Units of Measure**

1. Maintain and process evidence and property for approximately 5,783 crime reports, resulting in approximately 4,900 individual items annually.
  2. Provide monthly range training for 56 officers and 6 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 – \$1,067,955**

Salary requests are for: Sergeant (1.00) – \$109,929; Police Officers (6.00) – \$481,562; Administrative Specialist (1.00) – \$50,748; Property Custody Technician (1.00/part-time benefitted) – \$36,866. Cost allocations are as follows: full-time salaries – \$642,239; part-time benefitted salaries – \$36,866; additional pay – \$22,793; overtime – \$100,000; benefit costs – \$266,057.

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### **Services and Supplies – \$88,239**

Funding requested is for: range supplies – \$23,325; program supplies – \$4,000; maintenance – office equipment – \$700; data processing – \$1,700; special investigations – \$3,000; special contract services – \$46,164; medical services – \$7,400; miscellaneous expenditures – \$1,950.

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### **Capital Outlay**

No funding requested.

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

**Department:** Police

**Program:** 4425 Investigations

Object  
Number

51040      RANGE SUPPLIES – \$23,325 ***(Only \$21,000 approved in Adopted Budget)***

Range supplies including targets, ammunition, cleaning equipment, \$15,000  
Range ammunition for six academy trainees, \$7,200  
Handgun trigger conversion (DAK to DASA 9 @ \$125 each), \$1,125

51130      PROGRAM SUPPLIES – \$4,000 ***(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 photocopier machine for Investigations.

52250      DATA PROCESSING – \$1,700 ***(Only \$1,300 approved in Adopted Budget)***

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

52440      SPECIAL INVESTIGATIONS – \$3,000 ***(Only \$2,000 approved in Adopted Budget)***

Extraditions from other law enforcement jurisdictions.

52450      SPECIAL CONTRACT SERVICES – \$46,164

Annual Cal-ID contract. (Public Safety Fund)

52460      MEDICAL SERVICES – \$7,400

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

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

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**Department:** Police

**Program:** 4425 Investigations

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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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	Uniform Patrol

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	5,147,561	5,816,353	5,518,517	5,518,517
Services and Supplies	578,527	512,768	457,619	457,619
Capital Outlay	248,285	45,707	45,707	45,707
<b>Total</b>	<b>5,974,373</b>	<b>6,374,828</b>	<b>6,021,843</b>	<b>6,021,843</b>

<b>Personnel Authorized</b>	47.00 (FT)	46.00 (FT)	47.00 (FT)	47.00 (FT)
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**Source of Funds**

General Fund	5,234,469	6,127,719	5,698,734	5,698,734
Prop 30/AB109	70,954	0	0	0
SB 509 Public Safety Fund	31,800	45,707	45,707	45,707
Federal Asset Forfeiture Fund	18,062	0	0	0
State Asset Forfeiture Fund	36,485	0	0	0
School District Grant Fund	64,000	64,000	140,000	140,000
COPS Grant Fund	100,000	100,000	100,000	100,000
Office of Traffic Safety	0	37,402	37,402	37,402
Safety Department Grants	238,603	0	0	0
Equipment Replacement Fund	180,000	0	0	0
<b>Total</b>	<b>5,974,373</b>	<b>6,374,828</b>	<b>6,021,843</b>	<b>6,021,843</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Field Services	4426 Uniform Patrol

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### **Work Program**

1. Respond to community requests for police services and engage in proactive patrol activities.
  2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
  3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
  4. Deploy the 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 (456) 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 (1,980) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
  5. Increase self initiated narcotic investigations by 5%.
- 

### **Personnel Services – \$5,816,353**

Salary requests are for: Lieutenant (2.00) – \$241,584; Sergeants (6.00) – \$645,822; Police Officers (38.00) – \$2,859,646; Admin other departments – <\$14,427>. Cost allocations are as follows: full-time salaries – \$3,732,625; overtime – \$689,402; additional pay – \$72,072; benefit costs – \$1,322,254.

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### **Services and Supplies – \$512,768**

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$27,285; program supplies – \$1,825; personnel protective equipment – \$12,000; ballistic vest reimbursement – <\$4,320>; gasoline – \$120,000; diesel fuel – \$3,000; maintenance – transportation and work equipment – \$10,500; maintenance – other equipment – \$9,300; special contract services – \$144,000; medical services – \$28,000; towing and storage – \$100,000; K-9 expenses – \$3,500; vocational training – \$1,664; personnel training – \$50,739; small equipment – \$1,675; recruitment expense – \$3,000.

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### **Capital Outlay – \$45,707**

Funding requested is for: emergency equipment for three patrol vehicles – \$28,980; emergency equipment for one sergeant vehicle – \$7,767; equipment installation for four vehicles – \$8,960.

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Police Officers, Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$1,664
				<b>Total:</b>	<b>\$1,664</b>

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	Supervisors, Field Training Officers (8)	Legal Update (4 hours)	Corona	December 2018	\$720
52570	C. Ebli, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$832
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$3,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	\$4,000
52570	TBA, Lieutenant	Budgeting for Police Departments	Dana Point	TBA	\$900
52570	S. Griffin, Sergeant R. Perez, Sergeant J. Minook, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$810
52570	TBA, Lieutenant	POST Management Course	San Diego	TBA	\$2,616
52570	S. Mackey, Police Officer C. Jacso, Police Officer J. Hernandez, Reserve Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino	TBA	\$1,800
52570	B. Blyther, Detective	Advanced Homicide Investigation	San Bernardino	October 2018	\$500

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	M. Lang, Police Officer FTO J. Garabedian, Police Officer FTO E. Rivera, Police Officer FTO	New Field Training Officer (Mandated)	Riverside	TBA	\$870
52570	M. Lang, Police Officer FTO J. Garabedian, Police Officer FTO E. Rivera, Police Officer FTO	Field Training Officer Update (Mandated, New Laws)	Riverside	TBA	\$630
52570	D. Taylor, Detective FTO C. Mair, Detective FTO	Field Training Officer Update	San Bernardino	TBA	\$130
52570	J. Minook, Sergeant E. Cholly, Police Officer	TASER Instructor Update	TBA	TBA	\$1,000
52570	M. Lang, Police Officer	Advanced Traffic Collision Course	San Bernardino	TBA	\$700
52570	R. Perez, Sergeant (8 sessions) J. Minook, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$7,600
52570	Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA)	Basic Police Academy (Tuition/EVOC)	San Bernardino	TBA	\$17,100
52570	B. Kumanski, Lieutenant B. Ventura, Lieutenant	Role of the Chief	San Diego	TBA	\$2,950

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	M. Zerr, Sergeant C. Ebli, Police Officer TBA, Police Officer	I.E. Gang Symposium	Ontario	May 2019	\$350
52570	B. Ventura, Lieutenant B. Kumanski, Lieutenant TBA, Lieutenant	Pitchess Motion	TBA	TBA	\$570
52570	J. Reed, Captain B. Kumanski, Lieutenant B. Ventura, Lieutenant TBA, Lieutenant	Public Records Request	TBA	TBA	\$1,000
52570	TBA, Sergeant	POST Supervisory Course	Rio Hondo	July 2019	\$312
52570	TBA, Police Officer	Motorcycle Training	San Bernardino	TBA	\$1,459
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer	Drug Recognition Expert (DRE)	TBA	TBA	\$390
<b>Total:</b>					<b>\$50,739</b>

*(Only \$30,200 approved in Adopted Budget)*

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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$300

Various critical incident support books.

51030      PRISONER MEALS AND MUG SHOTS – \$300

Meals for detainees.

51100      UNIFORMS – \$27,285 ***(Only \$25,000 approved in Adopted Budget)***

Administrative Services uniforms, \$500

Support Services uniforms, \$600

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

Records Bureau uniforms, \$1,000

Investigations Bureau uniforms, \$1,000

Communication Services uniforms, \$1,000

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

Uniform Patrol uniforms and patches, \$14,460

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

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

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

51130      PROGRAM SUPPLIES – \$1,825 ***(Only \$1,500 approved in Adopted Budget)***

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 – \$12,000

Concealable ballistic body armor for new hires (9 @ \$960 each), \$8,640  
Tactical vest carriers (7 @ \$480 each), \$3,360

51141      BALLISTIC VEST REIMBURSEMENT – <\$4,320>

Reimbursement through grants for a portion of the ballistic body armor.

51500      GASOLINE – \$120,000 ***(Only \$115,000 approved in Adopted Budget)***

Gasoline used in the operation of patrol and fire vehicles.

51510      DIESEL FUEL – \$3,000

Diesel fuel used in the operation of fire vehicles and the police generator.

52030      MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$10,500 ***(Only \$6,500 approved in Adopted Budget)***

Routine maintenance of two police motorcycles, \$5,500  
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$5,000

52050      MAINTENANCE – OTHER EQUIPMENT – \$9,300

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, live scan machine, fire suppression equipment, blood alcohol level intoximeters, in-car cameras, mobile data computers, tasers, and digital voice recorders, pepperball gun repairs, \$5,000  
General maintenance of range ventilation system, \$4,300

52450      SPECIAL CONTRACT SERVICES – \$144,000 ***(Only \$135,000 approved in Adopted Budget)***

Contract security for Montclair Transcenter.

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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

52460      MEDICAL SERVICES – \$28,000 ***(Only \$24,000 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 – \$3,500

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

52540      VOCATIONAL TRAINING – \$1,664

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 – \$50,739 ***(Only \$30,200 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 – \$1,675

Belt keepers (5 @ \$23 each), \$115  
Handcuff cases (5 @ \$38 each), \$190  
Key holders (5 @ \$30 each), \$150  
Magazine holders (5 @ \$51 each), \$255  
Asp baton holders (5 @ \$36 each), \$180

Continued on next page



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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

52690      SMALL EQUIPMENT – continued

HT holder (5 @ \$43 each), \$215  
OC holder (5 @ \$39 each), \$195  
Baton ring (5 @ \$10 each), \$50  
Sam Browne Belts (5 @ \$65 each), \$325

54941      RECRUITMENT EXPENSE – \$3,000

Costs incurred during personnel recruitment efforts (travel, transportation, hotel accommodations, and miscellaneous supplies).

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Emergency Vehicle Conversion	Emergency equipment for three patrol vehicles (\$9,660 each). (Public Safety Fund)	\$28,980
		Emergency equipment for one sergeant vehicle. (Public Safety Fund)	\$7,767
		Installation of emergency equipment for four vehicles (\$2,240 each). (Public Safety Fund)	\$8,960
<b>Total:</b>			<b>\$45,707</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4427**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	712,255	717,237	653,094	653,094
Services and Supplies	6,100	7,500	6,900	6,900
Capital Outlay	0	0	0	0
<b>Total</b>	<b>718,355</b>	<b>724,737</b>	<b>659,994</b>	<b>659,994</b>
<b>Personnel Authorized</b>	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)

**Source of Funds**

General Fund	718,355	724,737	657,794	657,794
SB 509 Public Safety Fund	0	0	2,200	2,200
<b>Total</b>	<b>718,355</b>	<b>724,737</b>	<b>659,994</b>	<b>659,994</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	4427 Communications

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### **Work Program**

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

### **Units of Measure**

1. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 76,649 calls for service. Of those calls approximately 17,173 are 9-1-1, 45,208 are non–emergency calls, and 14,268 are officer initiated.
  2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 23,650 outbound calls initiated by dispatch personnel annually.
  3. Of the total calls received into the dispatch center 43,935 resulted in a documented entry into the CAD system.
  4. Exchange information with outside agencies to help facilitate approximately 887 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 – \$717,237**

Salary requests are for: Police Dispatch Supervisor (1.00) – \$67,068; Dispatchers (7.00) – \$378,867; Dispatchers (3.00/part–time) – \$20,000. Cost allocations are as follows: full–time salaries – \$445,935; part–time salaries – \$20,000; additional pay – \$2,820; overtime – \$87,000; benefit costs – \$161,482.

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### **Services and Supplies – \$7,500**

Funding requested is for: maintenance – communications equipment – \$3,205; special contract services – \$2,800; small equipment – \$1,495.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4427 Communications

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Object  
Number

52020      MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$3,205

Maintenance of Higher Ground voice logging equipment.

52450      SPECIAL CONTRACT SERVICES – \$2,800 *(Only \$2,200 approved in Adopted Budget)*

Contract with Language Line Services, Inc. for foreign language translation. *(Moved to SB509 Fund)*

52690      SMALL EQUIPMENT – \$1,495

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant Wipes, \$125

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4428**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	44,026	44,672	44,672	44,672
Services and Supplies	5,100	7,100	7,100	7,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>49,126</b>	<b>51,772</b>	<b>51,772</b>	<b>51,772</b>

<b>Personnel Authorized</b>	11.00 (PT)	11.00 (PT)	11.00 (PT)	11.00 (PT)
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**Source of Funds**

General Fund	49,126	51,772	51,772	51,772
<b>Total</b>	<b>49,126</b>	<b>51,772</b>	<b>51,772</b>	<b>51,772</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Support Services	4428 Volunteer Services

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### **Work Program**

1. Maintain and coordinate a Reserve Officer Program.
  2. Maintain and coordinate a Chaplain Program.
  3. Conduct 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 – \$44,672**

Salary requests are for: Reserve Police Officers (11.00/part-time) – \$19,200; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$19,200; additional pay – \$24,000; benefit costs – \$1,472.

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### **Services and Supplies – \$7,100**

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

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### **Capital Outlay**

No funding requested.

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

**Department:** Police

**Program:** 4428 Volunteer Services

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Reserve Police Officers (4)	Reserve Officer Training Conference	Sacramento	August 2018	\$3,500
<b>Total:</b>					<b>\$3,500</b>



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

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**Department:** Police

**Program:** 4428 Volunteer Services

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Object  
Number

52540      VOCATIONAL TRAINING – \$3,500

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

52990      MISCELLANEOUS EXPENDITURES – \$3,600

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$1,600  
Materials and refreshments for meetings and workshops for the Chaplain Program, \$2,000

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4429**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Emergency Preparedness

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	56,726	59,873	59,873	59,873
Services and Supplies	2,390	2,390	2,390	2,390
Capital Outlay	0	0	0	0
<b>Total</b>	<b>59,116</b>	<b>62,263</b>	<b>62,263</b>	<b>62,263</b>

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

General Fund	59,116	62,263	62,263	62,263
<b>Total</b>	<b>59,116</b>	<b>62,263</b>	<b>62,263</b>	<b>62,263</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		4429 Emergency Preparedness

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**Work Program**

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

**Units of Measure**

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

**Personnel Services – \$59,873**

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$46,917. Cost allocations are as follows: full-time salaries – \$46,917; benefit costs – \$12,956.

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**Services and Supplies – \$2,390**

Funding requested is for: program supplies – \$1,400; miscellaneous expenditures – \$990.

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**Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4429 Emergency Preparedness

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Object  
Number

51130      PROGRAM SUPPLIES – \$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

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### Department

Fire

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### Overview

Provides fire and emergency medical services and protects the general public through a coordinated commitment to education, prevention, planning, enforcement, and training. Organizes and directs the resources necessary to eliminate or mitigate hazards and dangers when they occur.

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,303,706	3,510,493	3,110,493	3,110,493
Services and Supplies	478,008	543,970	460,645	460,645
Capital Outlay	90,000	55,742	0	0
<b>Total</b>	<b>3,871,714</b>	<b>4,110,205</b>	<b>3,571,138</b>	<b>3,571,138</b>

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<b>Personnel Authorized</b>	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)	22.50 (FT) 2.00 (PTB)
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### Department Distribution

Administration	405,944	454,658	454,658	454,658
Emergency Services	3,345,200	3,528,492	3,001,250	3,001,250
Personnel Development	19,325	29,605	23,600	23,600
Buildings and Grounds	7,350	6,250	6,250	6,250
Emergency Medical Services	93,895	91,200	85,380	85,380
<b>Total</b>	<b>3,871,714</b>	<b>4,110,205</b>	<b>3,571,138</b>	<b>3,571,138</b>

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### Source of Funds

General Fund	3,612,819	4,019,005	3,395,758	3,395,758
SB 509 Public Safety Fund	75,000	0	90,000	90,000
EMS - Paramedic Fund	93,895	91,200	85,380	85,380
Equipment Replacement Fund	90,000	0	0	0
<b>Total</b>	<b>3,871,714</b>	<b>4,110,205</b>	<b>3,571,138</b>	<b>3,571,138</b>

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## 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	89,628	89,628	89,628
Deputy Fire Chief	1.00	1.00	1.00	1.00	144,912	144,912	144,912
Fire Battalion Chief	2.00	2.00	2.00	2.00	239,568	239,568	239,568
Fire Captain	6.00	6.00	6.00	6.00	560,709	560,709	560,709
Fire Engineer	6.00	6.00	6.00	6.00	434,716	434,716	434,716
Firefighter	6.00	6.00	6.00	6.00	340,958	340,958	340,958
Admin other Depts - CFDs					-14,427	-14,427	-14,427
Administrative Aide (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<b><u>Part Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00	1.00	46,705	46,705	46,705
Receptionist/Office Technician	1.00	1.00	1.00	1.00	36,625	36,625	36,625
Full Time	22.50	22.50	22.50	22.50	1,810,491	1,810,491	1,810,491
Admin other Departments					-20,052	-20,052	-20,052
Total FT Positions/Salaries					1,790,439	1,790,439	1,790,439
Part Time Benefitted	2.00	2.00	2.00	2.00	83,330	83,330	83,330
Additional Pay					90,280	90,280	90,280
Overtime					780,500	380,500	380,500
Total Salaries & Wages					2,744,549	2,344,549	2,344,549
Benefit Costs					414,266	414,266	414,266
PERS Benefit Costs					351,678	351,678	351,678
Total Benefit Costs					765,944	765,944	765,944
<b>TOTAL</b>					<b>3,510,493</b>	<b>3,110,493</b>	<b>3,110,493</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4531**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Administration

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	396,949	445,583	445,583	445,583
Services and Supplies	8,995	9,075	9,075	9,075
Capital Outlay	0	0	0	0
<b>Total</b>	<b>405,944</b>	<b>454,658</b>	<b>454,658</b>	<b>454,658</b>
<b>Personnel Authorized</b>	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)	2.50 (FT) 2.00 (PTB)

**Source of Funds**

General Fund	405,944	454,658	454,658	454,658
<b>Total</b>	<b>405,944</b>	<b>454,658</b>	<b>454,658</b>	<b>454,658</b>



## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4531 Administration

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### **Work Program**

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

### **Units of Measure**

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

### **Personnel Services – \$445,583**

Salary requests are for: Executive Director of Public Safety – (0.50) – \$89,628; Deputy Fire Chief (1.00) – \$144,912; Admin other Depts., CFDs – <\$5,625>; Administrative Technician (1.00/part-time benefitted) – \$46,705; Receptionist/Office Technician (1.00/part-time benefitted) – \$36,625. Cost allocations are as follows: full-time salaries – \$228,915; part-time benefitted salaries – \$83,330; overtime – \$500; benefit costs – \$132,838.

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### **Services and Supplies – \$9,075**

Funding requested is for: dues and memberships – \$790; travel and meetings – \$2,120; special contract services – \$1,000; cellular phone expense – \$3,165; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** Fire

**Program:** 4531 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	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 2019	\$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 2019	\$175
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs	May 2019	\$1,400
<b>Total:</b>					<b>\$2,120</b>

**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 – \$2,120

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.

52850      CELLULAR PHONE EXPENSE – \$3,165

Funds for cellular telephones and smart phones:

Command Vehicle 1915	\$ 5	Engine 151A	\$ 5	EPCR Laptop	\$480
Medic Engine 151	\$480	Battalion Chief Crouch	\$350	EPRS Laptop 1	\$460
Medic Engine 152	\$545	Battalion Chief Pohl	\$530		
Medic Squad 151	\$ 5	DC Jackson	\$300		
OES 331	\$ 5				

52990      MISCELLANEOUS EXPENDITURES – \$2,000

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$500

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4533**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	2,857,077	3,015,230	2,615,230	2,615,230
Services and Supplies	398,123	457,520	386,020	386,020
Capital Outlay	90,000	55,742	0	0
<b>Total</b>	<b>3,345,200</b>	<b>3,528,492</b>	<b>3,001,250</b>	<b>3,001,250</b>
<b>Personnel Authorized</b>	20.00 (FT)	20.00 (FT)	20.00 (FT)	20.00 (FT)

**Source of Funds**

General Fund	3,180,200	3,528,492	2,911,250	2,911,250
SB 509 Public Safety Fund	75,000	0	90,000	90,000
Equipment Replacement Fund	90,000	0	0	0
<b>Total</b>	<b>3,345,200</b>	<b>3,528,492</b>	<b>3,001,250</b>	<b>3,001,250</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4533 Emergency Services

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### Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
  2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
  3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
- 

### Units of Measure

	<u>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

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### Personnel Services – \$3,015,230

Salary requests are for: Fire Battalion Chief (2.00) – \$239,568; Fire Captains (6.00) – \$560,709; Fire Engineers (6.00) – \$434,716; Firefighters (6.00) – \$340,958. Admin other Depts., CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$1,575,951; additional pay – \$40,600; overtime – \$780,000; benefit costs – \$633,106.

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### Services and Supplies – \$457,520

Funding requested is for: books and publications – \$300; office supplies – direct – \$500; uniforms – \$33,350; personnel protective equipment – \$77,350; materials – communications – \$4,000; materials – misc. maintenance and repair – \$9,500; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$9,000; emergency communication services – \$206,600; special contract services – \$98,720; medical examinations – \$3,950; small equipment – \$9,200; miscellaneous expenditures – \$2,750.

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### Capital Outlay – \$55,742

Funding is requested for: one Westnet/First-In Alerting system upgrade for each fire station.

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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$300

Technical reference materials

51060      OFFICE SUPPLIES – DIRECT – \$500

Shift calendars.

51100      UNIFORMS – \$33,350 ***(Only \$18,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500

Class A uniform purchase, \$8,100

Badge repair and replacement, \$1,000

Class B uniforms (5 new hires @ \$1,000 each), \$5,000

Class B uniform jackets (5 new hires @ \$150 each), \$750

Class B t-shirts, \$2,000

Class B belt buckles, \$1,000

Class B badges, \$2,000

51140      PERSONNEL PROTECTIVE EQUIPMENT – \$77,350 ***(Only \$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

Turnout coats and Pant (new hires), \$12,500

Turnout boots (new hires), \$1,500

Turnout boots Replacements, \$3,000

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

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**Department:** Fire

**Program:** 4533 Emergency Services

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Object  
Number

- 51140      PERSONNEL PROTECTIVE EQUIPMENT – continued
- Safety/station boot replacement (10 @ \$200 each), \$2,000
  - Helmet repair and replacement (10 @ \$300 each), \$3,000
  - Gloves (work and fire type), \$1,000
  - Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), \$4,000
  - Wildland safety boots (10 @ \$425 each), \$4,250
  - Extrication gloves (10 @ \$60 each), \$600
  - Wildland gloves (10 @ \$50 each), \$500
  - Maintenance/repairs/cleaning for turnouts and brush gear, \$8,000
- 51310      MATERIALS – COMMUNICATIONS – \$4,000
- Radio headset replacement, \$1,800
  - Antennas, speakers, lapel microphones, and various radio replacement parts, \$900
  - Batteries for portable radios, pagers, and other equipment, \$900
  - Hardware and software for radio programming, \$400
- 51410      MATERIALS – MISC. MAINTENANCE AND REPAIR – \$9,500
- Class A Firefighting Foam and Gold Crew Firefighting Agent, \$2,000
  - Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$1,000
  - Fire hose repair and replacement for fire engines, \$2,000
  - Urban Search and Rescue equipment maintenance and repair, \$1,500
  - Miscellaneous equipment parts and maintenance, \$3,000

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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

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

52050      MAINTENANCE – OTHER EQUIPMENT – \$9,000 *(Only \$8,000 approved in Adopted Budget)*

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, Thermal Imaging Cameras, \$2,500  
Quarterly calibration of three air monitors as required by OSHA, \$1,000  
Pressure cylinder parts, \$1,000  
Nozzle repairs and parts, \$1,000  
Maintenance and filters for breathing air refill station, \$2,000  
Repair of small tools and testing equipment, \$1,500

52330      EMERGENCY COMMUNICATION SERVICES – \$206,600 *(Only \$198,000 approved in Adopted Budget)*

Agreement with CONFIRE for dispatch and IT support, \$203,500 *(Only \$194,484 approved in Adopted Budget)*  
Zoll Rescuenet Maintenance, \$3,100

52450      SPECIAL CONTRACT SERVICES – \$98,720

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$75,000 *(Moved to SB509 Fund)*  
Costs shared with Ontario, 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 *(Moved to SB509 Fund)*  
Spectrum Cable Service (\$125/mo @ 12 months), \$1,500



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

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**Department:** Fire

**Program:** 4533 Emergency Services

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Object  
Number

52510      MEDICAL EXAMINATIONS – \$3,950 *(Only \$3,500 approved in Adopted Budget)*

State mandated Hazardous Materials Team member physicals (3 @ \$650 each), \$1,950

Maintain annual wellness and fitness evaluations with Mt. San Antonio College (20 @ \$100 each), \$2,000

52690      SMALL EQUIPMENT – \$9,200

Chain saw blades (5 @ \$100 each), \$500

Various unit adapter replacements, \$700

Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, \$500

Various specialized US&R tools and equipment, \$1,500

Various wildland appliances and adapters, \$1,000

Webb Gear (wildland firefighting), \$1,500

Replacement of (1) obsolete hazardous gas detector plus calibration device, \$2,000

Various SCBA parts and equipment, \$1,500

52990      MISCELLANEOUS EXPENDITURES – \$2,750 *(Only \$2,000 approved in Adopted Budget)*

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

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62040	Station Alerting System Upgrade	CONFIRE, the agency that provides dispatch services for the Montclair Fire Department is replacing the "backbone" of its region-wide dispatch alerting system with a system manufactured by Westnet/First-In Alerting. As part of this upgrade, all agencies dispatched by CONFIRE will be required to upgrade their station alerting systems to the Westnet systems. The alerting systems at both Fire Stations will be upgraded (\$27,871 each).	\$55,742
			<b>Total: \$55,742</b>

*(Not approved in Adopted Budget)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4534**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	19,325	29,605	23,600	23,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>19,325</b>	<b>29,605</b>	<b>23,600</b>	<b>23,600</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	19,325	29,605	23,600	23,600
<b>Total</b>	<b>19,325</b>	<b>29,605</b>	<b>23,600</b>	<b>23,600</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4534 Personnel Development

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### **Work Program**

1. Provide annual training with automatic–aid cities.
  2. Maintain monthly training records.
  3. Provide necessary training for required certifications and recertifications.
  4. Provide hazardous materials and urban search and rescue training for fire personnel.
  5. Maintain level of certification in Emergency Medical Technician, Fire Investigator, and other areas of expertise.
- 

### **Units of Measure**

1. Establish and maintain productive working relationships with local and regional training partners.
  2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
  3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
  4. The successful completion of 40 continuing education hours by each Fire Investigator annually.
  5. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.
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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$29,605**

Funding requested is for: books and publications – \$800; program supplies – \$2,000; special contract services – \$16,005; vocational training – \$10,800.

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### **Capital Outlay**

No funding requested.

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Current and new US&R Team Members	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino Co. FD North Net Fire Trng. Center	January 2019	\$1,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino Co.	April 2019	\$500
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 2019	\$2,000
52540	Training for three (3) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore	May 2019	\$900
52540	Train and certify three (2) new members	Rescue Systems II Confine Space Rescue Tech.	San Bernardino Co. FD North Net Fire Trng. Center	February 2019	\$1,700
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2018	\$600
52540	Training for three (3) firefighters	Driver/Operator 1A California State Fire Marshal certified course required for promoted personnel or those preparing to promote; also required for new personnel to receive DMV Firefighter Endorsement; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	October 2018	\$550

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Training for three (3) firefighters	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or those preparing to promote; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	February 2019	\$550
52540	Fire Department Employees	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	January 2019	\$500
52540	Fire Department Employees	Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	March 2019	\$500
52540	Fire Department Employees	Firehouse World Training Conference	San Diego	February 2019	\$2,000
<b>Total:</b>					<b>\$10,800</b>

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

---

**Department:** Fire

**Program:** 4534 Personnel Development

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$800

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 – \$16,005 ***(Only \$10,000 approved in Adopted Budget)***

Annual contract for policy and procedural manual update, \$13,005 ***(Only \$7,000 approved in Adopted Budget)***  
Agreement with Target Solutions for on-line OSHA mandated training, \$3,000

52540      VOCATIONAL TRAINING – \$10,800

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4536**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Buildings & Grounds

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	7,350	6,250	6,250	6,250
Capital Outlay	0	0	0	0
<b>Total</b>	<b>7,350</b>	<b>6,250</b>	<b>6,250</b>	<b>6,250</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	7,350	6,250	6,250	6,250
<b>Total</b>	<b>7,350</b>	<b>6,250</b>	<b>6,250</b>	<b>6,250</b>



## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4536 Buildings & Grounds

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### **Work Program**

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

### **Units of Measure**

	<u>2015</u>	<u>2016</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$6,250**

Funding requested is for: household expenses – \$3,200; license/permits/certificates – \$500; maintenance–other equipment – \$800; small equipment – \$750; miscellaneous expenditures – \$1,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Fire

**Program:** 4536 Buildings & Grounds

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Object  
Number

51110      HOUSEHOLD EXPENSES – \$3,200

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 (4 @ \$400 each), \$1,600

51150      LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050      MAINTENANCE – OTHER EQUIPMENT – \$800

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690      SMALL EQUIPMENT – \$750

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screw drivers, clamps, brooms, etc.)

52990      MISCELLANEOUS EXPENDITURES – \$1,000

Annual service of fire extinguishers, \$700  
Emergency station generator fuel, \$300

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4539**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Medical Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	49,680	49,680	49,680	49,680
Services and Supplies	44,215	41,520	35,700	35,700
Capital Outlay	0	0	0	0
<b>Total</b>	<b>93,895</b>	<b>91,200</b>	<b>85,380</b>	<b>85,380</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

EMS Paramedic Fund	93,895	91,200	85,380	85,380
<b>Total</b>	<b>93,895</b>	<b>91,200</b>	<b>85,380</b>	<b>85,380</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4539 Emergency Medical Services

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### **Work Program**

1. Respond and provide advanced life support (ALS) emergency medical services to the community in accordance with Inland Counties Emergency Medical Agency (ICEMA) guidelines.
  2. Provide continuous skill–maintenance education for paramedics as required by state and county regulations.
  3. Maintain current and accurate medical records.
- 

### **Units of Measure**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	Estimate <u>2018</u>
Total number of ALS calls	2,960	3,195	2,152	2,556
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	3,264	3,541	3,388	3,400

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### **Personnel Services – \$49,680**

Cost allocations are as follows: Additional pay (paramedic stipends) – \$49,680.

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### **Services and Supplies – \$41,520**

Funding requested is for: books and publications – \$100; office supplies – direct – \$100; program supplies – \$10,000; license/permits/certificates – \$5,500; maintenance – other equipment – \$500; special contract services – \$23,320; small equipment – \$2,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060      OFFICE SUPPLIES – DIRECT – \$100

O1A Report forms.

51130      PROGRAM SUPPLIES – \$10,000

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$7,600  
Medical oxygen, \$2,400

51150      LICENSE/PERMITS/CERTIFICATES – \$5,500 ***(Only \$5,000 approved in Adopted Budget)***

ICEMA annual authorization application fee, \$2,100  
ALS unit annual inspection fees (4 @ \$400 each), \$1,600  
ICEMA EMT–P certification fees (5 @ \$75 each), \$375  
State EMT–P certification fees (5 @ \$225 each), \$1,125  
ICEMA EMT Re–cert (3 EMTs @100 each), \$300

52050      MAINTENANCE – OTHER EQUIPMENT – \$500

Maintenance of EMS tools and equipment.

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

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$23,320 *(Only \$18,000 approved in Adopted Budget)*

Billing service for the collection of Paramedic Service Fees, \$14,500

Service agreements for inspection and maintenance of one (1) Life-Pak 12, three (3) Life-Pak 15 cardiac monitor/defibrillators, and five (5) Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$8,820

52690      SMALL EQUIPMENT – \$2,000

First-aid supplies for all City departments, \$500

Pulse Oximeter Sensors (2 @ 500 each), \$1,000

Intraosseous Infusion Needle, \$500

# *Public Works*

## DEPARTMENT BUDGET SUMMARY

### Department

Public Works

### Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Facilities and Grounds Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,642,688	2,759,454	2,737,475	2,737,475
Services and Supplies	4,890,949	5,064,406	4,749,641	4,749,641
Capital Outlay	649,750	192,500	15,500	15,500
<b>Total</b>	<b>8,183,387</b>	<b>8,016,360</b>	<b>7,502,616</b>	<b>7,502,616</b>

Personnel Authorized	24.00 (FT) 7.00 (PTB) 11.00 (PT)	24.00 (FT) 7.00 (PTB) 11.00 (PT)	24.00 (FT) 7.00 (PTB) 11.00 (PT)	24.00 (FT) 7.00 (PTB) 11.00 (PT)

### Divisional Distribution

Engineering	738,888	766,420	746,910	746,910
Street Maintenance	1,936,523	1,789,975	1,564,907	1,564,907
Park Maintenance	777,909	603,002	504,182	504,182
Vehicle Maintenance	399,272	439,951	417,576	417,576
Sewer Maintenance	3,660,864	3,665,622	3,591,307	3,591,307
Building Maintenance	669,931	751,390	677,734	677,734
<b>Total</b>	<b>8,183,387</b>	<b>8,016,360</b>	<b>7,502,616</b>	<b>7,502,616</b>

### Source of Funds

General Fund	2,956,151	3,239,661	3,064,872	3,064,872
Gas Tax Fund	926,322	968,034	798,394	798,394
Park Maintenance Fund	40,000	5,000	5,000	5,000
Park Development Fund	42,000	0	0	0
Community Dev Block Grant Fund	133,000	25,043	25,043	25,043
Air Quality Improvement Fund	93,334	18,000	18,000	18,000
Sewer Maintenance Fund	3,462,593	3,592,351	3,518,036	3,518,036
Sewer Replacement Fund	135,000	10,000	10,000	10,000
Sewer Capital Asset Fund	63,271	63,271	63,271	63,271
Pavement Impact Fee Fund	119,383	0	0	0
Equipment Replacement Fund	84,000	95,000	0	0
Infrastructure Fund	35,000	0	0	0
General Sanitation Fee Fund	93,333	0	0	0
<b>Total</b>	<b>8,183,387</b>	<b>8,016,360</b>	<b>7,502,616</b>	<b>7,502,616</b>



## 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	129,324	157,188	157,188
Project Manager	1.00	1.00	1.00	1.00	73,512	73,512	73,512
Public Works Superintendent	1.00	1.00	1.00	1.00	110,436	110,436	110,436
Public Works Inspector	1.00	1.00	1.00	1.00	63,588	63,588	63,588
Environmental Manager	1.00	1.00	1.00	1.00	74,952	74,952	74,952
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	110,436	110,436	110,436
Leadworker-Maintenance	4.00	4.00	4.00	4.00	205,568	202,740	202,740
Motor Sweeper Operator	2.00	2.00	2.00	2.00	97,522	97,522	97,522
Admin from other Depts					-1,500	-1,500	-1,500
Administrative Specialist	1.00	1.00	1.00	1.00	50,244	50,244	50,244
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	79,104	79,104	79,104
Maintenance Worker	6.00	6.00	6.00	6.00	267,786	244,926	244,926
Admin from other Depts					-8,000	-8,000	-8,000
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	45,720	38,556	38,556
Admin from other Depts					-2,000	-2,000	-2,000
NPDES Coordinator	1.00	1.00	1.00	1.00	57,336	57,336	57,336
Facilities Specialist	1.00	1.00	1.00	1.00	63,587	63,587	63,587
Public Works Admin CFD Reimb					-5,625	-5,625	-5,625
<b><u>Part Time Benefitted</u></b>							
NPDES Technician	1.00	1.00	1.00	1.00	47,695	47,695	47,695
Equipment Maintenance Tech	1.00	1.00	1.00	1.00	45,763	45,763	45,763
Maintenance Technician	3.00	3.00	3.00	3.00	123,196	123,196	123,196
Office Specialist	1.00	1.00	1.00	1.00	41,081	41,081	41,081
Custodian	1.00	1.00	1.00	1.00	32,499	32,499	32,499
<b><u>Part Time</u></b>							
Mechanic Aide (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Maintenance Worker	6.00	6.00	6.00	6.00	218,223	218,223	218,223
Custodian	1.00	1.00	1.00	1.00	28,850	28,850	28,850
Senior Intern	1.00	1.00	1.00	1.00	12,022	12,022	12,022
Graffiti Abatement Worker	1.00	1.00	1.00	1.00	22,859	21,101	21,101
Leadworker - Maintenance	1.00	1.00	1.00	1.00	26,374	24,346	24,346
Full Time	24.00	24.00	24.00	24.00	1,429,115	1,424,127	1,424,127
Admin other Departments					-17,125	-17,125	-17,125
Total FT Positions/Salaries					1,411,990	1,407,002	1,407,002
Part Time Benefitted	7.00	7.00	7.00	7.00	290,234	290,234	290,234
Part Time	11.00	11.00	11.00	11.00	308,328	304,542	304,542
Overtime					69,700	54,200	54,200
Additional Pay					1,800	1,800	1,800
Total Salaries & Wages					2,082,052	2,057,778	2,057,778
Benefit Costs					517,763	518,991	518,991
PERS Benefit Costs					159,639	160,706	160,706
Total Benefit Costs					677,402	679,697	679,697
<b>TOTAL</b>					<b>2,759,454</b>	<b>2,737,475</b>	<b>2,737,475</b>

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Engineering

### Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	452,288	434,971	451,841	451,841
Services and Supplies	286,600	331,449	295,069	295,069
Capital Outlay	0	0	0	0
<b>Total</b>	<b>738,888</b>	<b>766,420</b>	<b>746,910</b>	<b>746,910</b>

<b>Personnel Authorized</b>	3.75 (FT) 1.00 (PTB)	3.75 (FT) 1.00 (PTB)	3.75 (FT) 1.00 (PTB)	3.75 (FT) 1.00 (PTB)
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### Department Distribution

Management & Construction	477,723	495,748	477,660	477,660
Public Works Inspection	118,841	112,990	117,852	117,852
Traffic Safety Engineering	142,324	157,682	151,398	151,398
<b>Total</b>	<b>738,888</b>	<b>766,420</b>	<b>746,910</b>	<b>746,910</b>

### Source of Funds

General Fund	641,888	657,420	645,910	645,910
Gas Tax Fund	97,000	109,000	101,000	101,000
<b>Total</b>	<b>738,888</b>	<b>766,420</b>	<b>746,910</b>	<b>746,910</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4641**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	Management and Construction

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	323,123	313,299	323,591	323,591
Services and Supplies	154,600	182,449	154,069	154,069
Capital Outlay	0	0	0	0
<b>Total</b>	<b>477,723</b>	<b>495,748</b>	<b>477,660</b>	<b>477,660</b>

<b>Personnel Authorized</b>	2.70 (FT) 1.00 (PTB)	2.70 (FT) 1.00 (PTB)	2.70 (FT) 1.00 (PTB)	2.70 (FT) 1.00 (PTB)
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**Source of Funds**

General Fund	477,723	495,748	477,660	477,660
<b>Total</b>	<b>477,723</b>	<b>495,748</b>	<b>477,660</b>	<b>477,660</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

### Work Program

1. Manage and administer the programs and activities of the division.
2. Pursue State and Federal grants and other funding for capital improvements.
3. Represent the department at City Council, Planning Commission and various committee meetings.
4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
5. Design and administer Public Works capital improvement projects.
6. Prepare feasibility studies and respond to citizen requests.
7. Maintain records and record drawings for Public Works Improvements.
8. Represent City at various meetings with other cities and regional agencies.
9. Monitor erosion and sediment issues associated with construction activities.
10. Perform restaurant inspections related to sanitary sewers/Administer sewage pretreatment program.

### Units of Measure

	<u>2016-2017</u>	<u>1st 6 Mos. 2017-2018</u>	<u>Estimate 2018-2019</u>
Public Works Improvements	12	6	12
Citizen Requests	150	60	120
Studies	1	0	2
Plan Check Capital Improvements	15	15	30
Plan Check Private Development	30	15	35
Plan Check Tract Maps	2	1	3
Plan Check Parcel Maps	0	1	1
Plan Check Lot Merger/Line Adjustment	1	1	2
Review of WQMPs	10	7	15

### Personnel Services – \$313,299

Salary requests are for: Public Works Director (0.30) – \$38,797; Project Manager (0.80) – \$58,810; Administrative Specialist (0.60) – \$30,146; NPDES Coordinator (1.00) – \$57,336; NPDES Technician (1.00/part-time benefitted) – \$47,695. Cost allocations are as follows: full-time salaries – \$185,089; part-time benefitted salaries – \$47,695; admin other departments – <\$5,625>; overtime – \$2,500; benefit costs – \$83,640.

### Services and Supplies – \$182,449

Funding requested is for: books and publications – \$500; uniforms – \$1,207; program supplies – \$1,700; license/permits/certificates – \$1,155; dues and memberships – \$1,425; travel and meetings – \$3,300; auto allowance – \$5,460; special consulting services – \$14,000; plan check services – \$80,000; special lab testing – \$320; special contract services – \$66,522; vocational training – \$2,150; cellular phone – \$3,510; 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

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Noel Castillo, Public Works Director City Engineer Steve Stanton, 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	Noel Castillo, Public Works Director City Engineer	Luncheon meetings and workshop refreshments with various community groups, consultants, West Valley Traffic Engineers Association, West End City Engineers Association, and other agencies.	Montclair and San Bernardino/Los Angeles County locations	Irregular	\$200
52130	Joe Rosales, NPDES Coordinator 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.	Las Vegas, Nevada	Fall 2018	\$700 \$700

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

**Department:** Public Works

**Program:** 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Joe Rosales, NPDES Coordinator	The CASQA seminar focuses on stormwater issues such as Federal and State NPDES Regulations, Permits and Policies, Sustainable Development, Source Control, Stormwater Treatment, Industrial and Construction Stormwater Management, Modifying Public Behavior, Program Assessment, and Scientific Advances. Attending the CASQA seminar allows employees to obtain Continuing Education Units for their CESSWI, CMS4S, Environmental Inspector Grade 1 Certification, and Collection Systems Grade 2 Certification. Obtaining Continuing Education Units maintains his certifications as required for employment.	Riverside, CA	October 15-17, 2018	\$700
	Nathan Pino NPDES Technician				\$700
<b>Total</b>					<b>\$3,300</b>

***(Only \$2,500 approved in Adopted Budget)***

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

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est Expense</b>
52540	Steve Stanton, 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 Technician. Seminars, classes, and training sessions are available to assist the City in developing storm water inspection skills.	Various San Bernardino County locations	Periodically	\$600
52540	Nathan Pino, NPDES Technician	In-person training with an Industrial General Permit Trainer of Record	TBA	TBA	\$500
				<b>Total:</b>	<b>\$2,150</b>

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

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

51020	<u>BOOKS AND PUBLICATIONS</u> – \$500 The 2018/2019 Standard Specifications for Public Works Construction update is due to be released in March 2019; and other updates to standards and specifications.		
51100	<u>UNIFORMS</u> – \$1,207 Rental and cleaning of uniforms and purchase of work boots for Division Personnel.		
51130	<u>PROGRAM SUPPLIES</u> – \$1,700 <b>(Only \$700 approved in Adopted Budget)</b> Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$700. Materials distributed at community events such as Earth Day, \$1,000.		
51150	<u>LICENSE/PERMITS/CERTIFICATES</u> – \$1,155 <b>(Only \$1,000 approved in Adopted Budget)</b>		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Public Works Director/City Engineer	Professional Registration Certificate	\$150
	Joe Rosales, NPDES Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$ 90
	Joe Rosales, NPDES Coordinator	Grade 2 Collection Systems Maintenance	\$ 95
	Joe Rosales, NPDES Coordinator	Certified Erosion, Sediment, and Storm Water Inspector	\$125
	Joe Rosales, NPDES Coordinator	Certified Municipal Separate Storm Sewer System Specialist	\$130
	Nathan Pino, NPDES Technician	Grade 1 Environmental Compliance Inspector Certificate	\$ 90
	Nathan Pino, NPDES Technician	Qualified Industrial Storm Water Practitioner (QISP)	\$475
52120	<u>DUES AND MEMBERSHIPS</u> – \$1,425 <b>(Only \$1,000 approved in Adopted Budget)</b>		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Public Works Director/City Engineer	Membership in American Society of Civil Engineers (ASCE)	\$400
	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	\$195
	Joe Rosales, NPDES Coordinator	California Water Environment Association	\$195
	Joe Rosales, NPDES Coordinator	California Stormwater Quality Association	\$130
	Joe Rosales, NPDES Coordinator	Envirocert International Membership	\$135



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

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

52130      TRAVEL AND MEETINGS – \$3,300

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.

Continue development of American with Disability Act Transition Plan. City needs to determine where ADA upgrades are required and develop implementation plans, \$10,000. ***(Not approved in Adopted Budget)***

Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plats, minor design work and plan preparation, and special studies, \$2,000.

52270      PLAN CHECK SERVICE – \$80,000 ***(Only \$65,000 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.

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

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$66,522

UNDERGROUND SERVICE ALERT – \$2,400

Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is \$1.65 per notification. The City averages approximately 120 notifications per month.

NPDES – \$41,145

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 \$1,740,280 budget. The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$22,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989\*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

\*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

52540      VOCATIONAL TRAINING – \$2,150

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 – \$3,510

Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.

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

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	Inspection

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	118,841	112,990	117,852	117,852
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>118,841</b>	<b>112,990</b>	<b>117,852</b>	<b>117,852</b>

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

General Fund	118,841	112,990	117,852	117,852
<b>Total</b>	<b>118,841</b>	<b>112,990</b>	<b>117,852</b>	<b>117,852</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	4642 Inspection

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### **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.
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### **Units of Measure**

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	<u>2016-2017</u>	<u>1st 6 mos. 2017-2018</u>	<u>Estimate 2018-2019</u>
Subdivision public improvement inspections	200	100	200
Private development improvement inspections	50	30	50
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	100	50	100

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### **Personnel Services – \$112,990**

Salary requests are for: City Engineer (0.20) – \$25,865; Public Works Inspector (0.80) – \$50,870. Cost allocations are as follows: full-time salaries – \$76,735; overtime – \$10,000; benefit costs – \$26,255.

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### **Services and Supplies**

No funding requested.

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### **Capital Outlay**

No funding requested.

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**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4644**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	Traffic Safety Engineering

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	10,324	8,682	10,398	10,398
Services and Supplies	132,000	149,000	141,000	141,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>142,324</b>	<b>157,682</b>	<b>151,398</b>	<b>151,398</b>

<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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**Source of Funds**

General Fund	45,324	48,682	50,398	50,398
Gas Tax Fund	97,000	109,000	101,000	101,000
<b>Total</b>	<b>142,324</b>	<b>157,682</b>	<b>151,398</b>	<b>151,398</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	4644 Traffic Safety Engineering

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**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>2016-2017</u>	<u>1st 6 mos. 2017-2018</u>	<u>Estimate 2018-2019</u>
Developments reviewed	10	5	10
Signals maintained	44	44	47
Reports, studies, investigations	1	1	2
Citizen requests	40	20	40
Traffic Counts	20	0	10

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**Personnel Services – \$8,682**

Salary requests are for: Public Works Director/City Engineer (0.05) – \$6,466. Cost allocations are as follows: full-time salaries – \$6,466; benefit costs – \$2,216.

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**Services and Supplies – \$149,000**

Funding requested is for: routine traffic signal maintenance – \$35,000; extraordinary traffic signal maintenance – \$73,000; architectural and engineering services – \$40,000; miscellaneous expenditures – \$1,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4644 Traffic Safety Engineering

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Object  
Number

52040      MAINTENANCE – ROUTINE TRAFFIC SIGNALS – \$35,000 *(Only \$30,000 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 Econolite Systems at a rate of \$52.00 per month per signalized intersection. It is anticipated that the number of signals maintained will increase to 47 when three additional signals associated with the construction of the Monte Vista Grade Separation Project come online at some point during FY 2018/19. A slight increase in cost for routine and preventative maintenance checks is possible for fiscal year 2018/2019, though there has been no request as yet.

52060      MAINTENANCE – EXTRAORDINARY TRAFFIC SIGNALS – \$73,000 *(Only \$70,000 approved in Adopted Budget)*

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$3,900 or \$45,000 per year. This average is expected to rise approximately 7% with the addition of three new signals. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's QuicNet traffic signal monitoring software is ten years old and needs a software update at a cost of \$5,000. There may also be a need to purchase one traffic signal controller at an estimated cost of \$4,000 total. There are a few locations, mostly on Mission Boulevard, where traffic signal communications are intermittent. Under an agreement the City has with San Bernardino County Transportation Authority, it is the City's responsibility to maintain continual communication. Therefore, some changes are proposed for the signal equipment to improve communications. The cost is estimated at \$10,000.

52260      ARCHITECTURAL AND ENGINEERING SERVICES – \$40,000

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, expected to continue through the end of FY 18/19.

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

<b>Department</b>	<b>Division</b>
Public Works	Streets

### Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	599,138	760,397	719,969	719,969
Services and Supplies	1,031,335	925,578	840,938	840,938
Capital Outlay	306,050	104,000	4,000	4,000
<b>Total</b>	<b>1,936,523</b>	<b>1,789,975</b>	<b>1,564,907</b>	<b>1,564,907</b>

<b>Personnel Authorized</b>	8.10 (FT)	8.10 (FT)	8.10 (FT)	8.10 (FT)
	2.20 (PTB)	2.20 (PTB)	2.20 (PTB)	2.20 (PTB)
	3.15 (PT)	3.15 (PT)	3.15 (PT)	3.15 (PT)

### Department Distribution

Graffiti Abatement	88,723	88,142	82,248	82,248
Street Maintenance	1,237,246	1,387,840	1,216,711	1,216,711
Signing & Painting	159,080	154,976	112,931	112,931
Street Sweeping	451,474	159,017	153,017	153,017
<b>Total</b>	<b>1,936,523</b>	<b>1,789,975</b>	<b>1,564,907</b>	<b>1,564,907</b>

### Source of Funds

General Fund	633,151	880,898	842,470	842,470
Gas Tax Fund	829,322	859,034	697,394	697,394
Community Dev Block Grant Fund	133,000	25,043	25,043	25,043
Air Quality Improvement Fund	93,334	0	0	0
Pavement Impact Fee Fund	119,383	0	0	0
Equipment Replacement Fund	0	25,000	0	0
Infrastructure Fund	35,000	0	0	0
General Sanitation Fee Fund	93,333	0	0	0
<b>Total</b>	<b>1,936,523</b>	<b>1,789,975</b>	<b>1,564,907</b>	<b>1,564,907</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4645**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Graffiti Abatement

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	71,323	70,742	64,848	64,848
Services and Supplies	17,400	17,400	17,400	17,400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>88,723</b>	<b>88,142</b>	<b>82,248</b>	<b>82,248</b>

<b>Personnel Authorized</b>	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	60,723	63,099	57,205	57,205
Community Dev Block Grant Fund	28,000	25,043	25,043	25,043
<b>Total</b>	<b>88,723</b>	<b>88,142</b>	<b>82,248</b>	<b>82,248</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4645 Graffiti Abatement

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**Work Program**

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

**Units of Measure**

	<u>2016-17</u>	1st 6 mos. <u>2017-18</u>	Estimated <u>2018-19</u>
Locations graffiti abated	3,491	1,917	4,000

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**Personnel Services – \$70,742**

Salary requests are for: Public Works Superintendent (0.10) – \$11,044; Graffiti Abatement Workers (1.50) – \$22,860; Graffiti Abatement Worker (1.00/part-time) – \$22,859. Cost allocations are as follows: full-time salaries – \$33,904; part-time salaries – \$22,859; admin other departments – <2,000>; overtime – \$500; benefit costs – \$15,479.

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**Services and Supplies – \$17,400**

Funding requested is for: uniforms – \$1,400; program supplies – \$1,000; materials – maintenance and repair – \$15,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4645 Graffiti Abatement

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Object  
Number

51100      UNIFORMS – \$1,400

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130      PROGRAM SUPPLIES – \$1,000

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Street Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	305,011	463,362	454,873	454,873
Services and Supplies	932,235	820,478	757,838	757,838
Capital Outlay	0	104,000	4,000	4,000
<b>Total</b>	<b>1,237,246</b>	<b>1,387,840</b>	<b>1,216,711</b>	<b>1,216,711</b>

<b>Personnel Authorized</b>	3.35 (FT)	3.35 (FT)	3.35 (FT)	3.35 (FT)
	2.20 (PTB)	2.20 (PTB)	2.20 (PTB)	2.20 (PTB)
	2.15 (PT)	2.15 (PT)	2.15 (PT)	2.15 (PT)

**Source of Funds**

General Fund	504,788	763,200	736,871	736,871
Gas Tax Fund	592,458	599,640	479,840	479,840
Community Dev Block Grant Fund	105,000	0	0	0
Infrastructure Fund	35,000	0	0	0
Equipment Replacement Fund	0	25,000	0	0
<b>Total</b>	<b>1,237,246</b>	<b>1,387,840</b>	<b>1,216,711</b>	<b>1,216,711</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4646 Street Maintenance

**Work Program**

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

**Units of Measure**

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Tons of asphaltic concrete placed	38	6	60
Pounds of crack seal placed	360	0	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 – \$463,362**

Salary requests are for: Public Works Superintendent (0.15) – \$16,565; Leadworker (1.15) – \$55,225; Maintenance Workers (1.80) – \$81,327; Graffiti Abatement Worker (0.25) – \$11,430; Maintenance Technician (2.00/part-time benefitted) – \$83,317; Office Technician (0.20/part-time benefitted) – \$8,216; Maintenance Worker (2.00/part-time) - \$70,551; Leadworker-Maintenance (0.15/part-time) - \$3,956. Cost allocations are as follows: full-time salaries – \$164,547; part-time benefitted salaries – \$91,533; part-time – \$74,507; additional pay – \$675; overtime – \$21,000; benefit costs – \$111,100.

**Services and Supplies – \$820,478**

Funding requested is for: uniforms – \$6,203; 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 – \$375; travel and meetings – \$2,700; street lighting – \$400,000; special contract services – \$360,000; educational grants – \$2,000; vocational training – \$6,950; rental of private equipment – \$3,500; small equipment – \$1,750.

**Capital Outlay – \$104,000**

Funding requested is for: One 1-Ton Dump Truck – \$50,000; Christmas Decorations for street lights around shopping centers – \$50,000; HEPA Concrete Grinder Vacuum – \$4,000.

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Chad Quidor, Leadworker	Attend the 2018 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment.	Indio, CA	October 2018	\$1,200
52130	Mike McGehee, Facilities and Grounds Superintendent	Attend woodworking conference training courses.  <i>(Moved to Program 4691)</i>	Henderson, NV	2018/19	\$1,500
				<b>Total:</b>	<b>\$2,700</b>

*(Only \$1,200 approved in Adopted Budget)*

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,250
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Irrigation, Pesticide, Turf Management, Asphalt Maintenance, Traffic Control, Concrete Basics, Tree, Carpentry, etc.	Southern California	Varies	\$1,000
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. PAPA	Southern California	Varies	\$1,000
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ \$1,250)	City Yard	Varies	\$2,500
52540	Jesus Escalante, Maintenance Worker	Provide training and testing for certified backflow preventor tester for San Bernardino County.	City Yard	Varies	\$1,200
				<b>Total:</b>	<b>\$6,950</b>

***(Only \$5,000 approved in Adopted Budget)***



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

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

- 51100      UNIFORMS – \$6,203  
Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,188; Gas Tax Fund – \$3,015)
- 51130      PROGRAM SUPPLIES – \$2,000  
Shovels, hoes, rakes, picks, brooms, etc., \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)  
Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
- 51150      LICENSE/PERMITS/CERTIFICATES – \$1,000 ***(Only \$750 approved in Adopted Budget)***  
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 ***(Only \$3,000 approved in Adopted Budget)***  
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) ***(Only \$2,500 approved in Gas Tax Fund)***
- 51400      WEED CHEMICALS – \$2,000 ***(Only \$1,700 approved in Adopted Budget)***  
Chemicals to control weeds in streets and rights-of-way throughout the City. Increase is due to the purchase of additional Krovar which is a soil sterilant to help keep weeds down in City Right of Ways longer. (General Fund – \$200; Gas Tax Fund – \$1,800) ***(Gas Tax Fund – \$1,500)***
- 51410      MISCELLANEOUS MAINTENANCE AND REPAIRS – \$13,500 ***(Only \$11,000 approved in Adopted Budget)***  
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) ***(Gas Tax Fund – \$5,150)***  
Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 (Gas Tax Fund)

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

52120      DUES AND MEMBERSHIPS – \$375 ***(Only \$235 approved in Adopted Budget)***

Raul Molinar, Maintenance Worker	MSA Dues	\$ 60
Mario Ross, Maintenance Worker	PAPA & MSA Dues	\$ 105
John Kresback, Motor Sweeper Operator	PAPA & MSA Dues	\$ 105
Chad Quidor, Leadworker	PAPA & MSA Dues	\$ 105

52130      TRAVEL AND MEETINGS – \$2,700

Attendance at conference training certification classes – for detail see “Worksheet – Schedule A – Travel and Meetings.”

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 – \$360,000 ***(Only \$308,000 approved in Adopted Budget)***

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000 (General Fund)  
***(Only \$18,000 approved)***

Landscaping for the existing median islands and parkways, \$220,000 (Gas Tax Fund) ***(Only \$190,000 approved)***

Contract with West Coast Arborists for tree maintenance services in Grid 4, \$115,000 (Gas Tax Fund) ***(Only \$100,000 approved)***

52530      EDUCATIONAL GRANTS – \$2,000

Per MOUs, education grants are provided to employees for education–related expenses.

52540      VOCATIONAL TRAINING – \$6,950 ***(Only \$5,000 approved in Adopted Budget)***

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

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

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**Department:** Public Works

**Program:** 4646 Street Maintenance

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Object  
Number

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 – \$1,750

Weed Eater, \$450

Chain Saw, \$750

Back Pack Blower, \$550

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4650**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Signing & Painting

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	82,680	82,576	57,031	57,031
Services and Supplies	76,400	72,400	55,900	55,900
Capital Outlay	0	0	0	0
<b>Total</b>	<b>159,080</b>	<b>154,976</b>	<b>112,931</b>	<b>112,931</b>
<b>Personnel Authorized</b>	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

**Source of Funds**

General Fund	45,860	32,314	26,609	26,609
Gas Tax Fund	113,220	122,662	86,322	86,322
<b>Total</b>	<b>159,080</b>	<b>154,976</b>	<b>112,931</b>	<b>112,931</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4650 Signing & Painting

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**Work Program**

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

**Units of Measure**

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Maintain signs	3,000	1,500	3,000
Fabricate signs	50	20	100
Stripe miles of street	25	0	50
Stencil traffic legends	747	25	500
Raised Pavement Markers	2,725	513	2,500

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**Personnel Services – \$82,576**

Salary requests are for: Public Works Superintendent (0.10) – \$11,044; Maintenance Worker (1.00) – \$45,720. Cost allocations are as follows: full-time salaries – \$56,764; overtime – \$3,500; benefit costs – \$22,312.

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**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.

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**Capital Outlay**

No funding requested

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**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 ***(Only \$10,000 approved in Adopted Budget)***

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)  
***(General Fund – \$500; Gas Tax Fund – \$9,500)***

51340      MATERIALS – STREET SIGNS – \$51,500 ***(Only \$40,000 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

(General Fund – \$5,150; Gas Tax Fund – \$46,350) ***(General Fund – \$3,000; Gas Tax Fund – \$37,000)***

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Street Sweeping

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	140,124	143,717	143,217	143,217
Services and Supplies	5,300	15,300	9,800	9,800
Capital Outlay	306,050	0	0	0
<b>Total</b>	<b>451,474</b>	<b>159,017</b>	<b>153,017</b>	<b>153,017</b>
<b>Personnel Authorized</b>	2.05 (FT)	2.05 (FT)	2.05 (FT)	2.05 (FT)

**Source of Funds**

General Fund	21,780	22,285	21,785	21,785
Gas Tax Fund	123,644	136,732	131,232	131,232
Air Quality Improvement Fund	93,334	0	0	0
Pavement Impact Fee Fund	119,383	0	0	0
General Sanitation Fee Fund	93,333	0	0	0
<b>Total</b>	<b>451,474</b>	<b>159,017</b>	<b>153,017</b>	<b>153,017</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4651 Street Sweeping

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**Work Program**

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

**Units of Measure**

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Curb miles swept	13,250	6,750	13,500
Respond to after-hour sweeping requests	0	0	2

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**Personnel Services – \$143,717**

Salary requests are for: Public Works Superintendent (0.05) – \$5,522; Motor Sweeper Operators (2.00) – \$97,522. Cost allocations are as follows: full time salaries – \$103,044; additional pay – \$900; admin other departments – <\$1,500>; overtime – \$1,000; benefit costs – \$40,273.

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**Services and Supplies – \$15,300**

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4651 Street Sweeping

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Object  
Number

51130      PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.  
(General Fund – \$30; Gas Tax Fund – \$270)

51370      MATERIALS – STREET SWEEPING – \$15,000 (*Only \$9,500 approved in Adopted Budget*)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.  
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (*Gax Tax Fund – \$8,000*)

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Park Maintenance

**Overview**

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	447,051	370,977	360,977	360,977
Services and Supplies	246,858	162,025	143,205	143,205
Capital Outlay	84,000	70,000	0	0
<b>Total</b>	<b>777,909</b>	<b>603,002</b>	<b>504,182</b>	<b>504,182</b>

<b>Personnel Authorized</b>	2.12 (FT)	2.12 (FT)	2.12 (FT)	2.12 (FT)
	1.15 (PTB)	1.15 (PTB)	1.15 (PTB)	1.15 (PTB)
	3.50 (PT)	3.50 (PT)	3.50 (PT)	3.50 (PT)

**Department Distribution**

Park Maintenance	748,367	503,061	479,241	479,241
Tree Maintenance	29,542	99,941	24,941	24,941
<b>Total</b>	<b>777,909</b>	<b>603,002</b>	<b>504,182</b>	<b>504,182</b>

**Source of Funds**

General Fund	611,909	528,002	499,182	499,182
Park Maintenance Fund	40,000	5,000	5,000	5,000
Park Development Fund	42,000	0	0	0
Equipment Replacement Fund	84,000	70,000	0	0
<b>Total</b>	<b>777,909</b>	<b>603,002</b>	<b>504,182</b>	<b>504,182</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4652**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	Park Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	439,159	362,686	352,686	352,686
Services and Supplies	225,208	140,375	126,555	126,555
Capital Outlay	84,000	0	0	0
<b>Total</b>	<b>748,367</b>	<b>503,061</b>	<b>479,241</b>	<b>479,241</b>

<b>Personnel Authorized</b>				
	2.07 (FT)	2.07 (FT)	2.07 (FT)	2.07 (FT)
	1.15 (PTB)	1.15 (PTB)	1.15 (PTB)	1.15 (PTB)
	3.50 (PT)	3.50 (PT)	3.50 (PT)	3.50 (PT)

**Source of Funds**

General Fund	582,367	498,061	474,241	474,241
Park Maintenance Fund	40,000	5,000	5,000	5,000
Park Development Fund	42,000	0	0	0
Equipment Replacement Fund	84,000	0	0	0
<b>Total</b>	<b>748,367</b>	<b>503,061</b>	<b>479,241</b>	<b>479,241</b>

## 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>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</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 – \$362,686**

Salary requests are for: Facilities and Grounds Superintendent (0.07) – \$7,731; Leadworker (1.00) – \$52,752; Maintenance Workers (1.00) – \$45,648; Maintenance Technician (1.00/part-time benefitted) – \$39,879; Office Technician (0.15/part-time benefitted) – \$6,162; Maintenance Workers (3.50/part-time) – \$129,800. Cost allocations are as follows: full-time salaries – \$106,131; part-time benefitted salaries – \$46,041; part-time salaries – \$129,800; admin other departments – <8,000>; overtime – \$17,500; benefit costs – \$71,214.

### **Services and Supplies – \$140,375**

Funding requested is for: uniforms – \$4,055; program supplies – \$2,000; sprinkler parts – \$25,000; fertilizers – \$2,000; weed chemicals – \$2,000; miscellaneous maintenance and repair – \$17,000; special contract services – \$81,220; private equipment rentals – \$900; small equipment – \$1,200; miscellaneous expenditures – \$5,000.

### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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Object  
Number

51100      UNIFORMS – \$4,055

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130      PROGRAM SUPPLIES – \$2,000

Shovels, hoes, rakes, brooms, pruners, etc., \$1,100

Work gloves, eye and ear protection, rain gear, etc., \$900

51380      MATERIALS – SPRINKLER PARTS – \$25,000 ***(Only \$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 ***(Only \$1,000 approved in Adopted Budget)***

Chemicals to control weeds at City parks and facilities.

51410      MISCELLANEOUS MAINTENANCE AND REPAIR – \$17,000

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

52450      SPECIAL CONTRACT SERVICES – \$81,220 ***(Only \$79,000 approved in Adopted Budget)***

Police facility landscape, Transcenter landscape and MFRC House, \$71,500

Gopher control at City Facilities (\$810 per month), \$9,720

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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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Object  
Number

52640      RENT – PRIVATE EQUIPMENT – \$900

Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.

52690      SMALL EQUIPMENT – \$1,200 (*Only \$600 approved in Adopted Budget*)

Purchase of two leaf blowers (Both blowers will replace older, worn out blowers), \$1,200

52990      MISCELLANEOUS EXPENDITURES – \$5,000

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Maintenance Fund)

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4653**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	Tree Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	7,892	8,291	8,291	8,291
Services and Supplies	21,650	21,650	16,650	16,650
Capital Outlay	0	70,000	0	0
<b>Total</b>	<b>29,542</b>	<b>99,941</b>	<b>24,941</b>	<b>24,941</b>
<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

**Source of Funds**

General Fund	29,542	29,941	24,941	24,941
Equipment Replacement Fund	0	70,000	0	0
<b>Total</b>	<b>29,542</b>	<b>99,941</b>	<b>24,941</b>	<b>24,941</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	4653 Tree Maintenance

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### **Work Program**

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

### **Units of Measure**

	<u>2016-17</u>	<u>1st 6 mos. 2017-18</u>	<u>Estimate 2018-19</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

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### **Personnel Services – \$8,291**

Salary requests are for: Public Works Superintendent (0.05) – \$5,522. Cost allocations are as follows: full-time salaries – \$5,522; overtime – \$700; benefit costs – \$2,069.

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### **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.

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### **Capital Outlay – \$70,000**

Funding is requested for: One replacement Vermeer wood chipper.

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

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**Department:** Public Works

**Program:** 4653 Tree Maintenance

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Object  
Number

51130      PROGRAM SUPPLIES – \$250

Sharpening stones, pruners, rakes, etc.

51410      MATERIALS – MAINTENANCE AND REPAIR – \$400

Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.

52450      SPECIAL CONTRACT SERVICES – \$20,000 (*Only \$15,000 approved in Adopted Budget*)

Contract with West Coast Arborist for tree maintenance services in Grid 4; 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

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Vermeer Wood Chipper Model BC-1500 Non Winch Chipper	This vehicle engine burns excessive oil and needs to be replaced. This vehicle is 33 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)	\$70,000
<b>Total:</b>			<b>\$70,000</b>

*(Not approved in Adopted Budget)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4656**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Vehicle Maintenance	Vehicle Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	170,872	173,576	173,576	173,576
Services and Supplies	228,400	266,375	244,000	244,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>399,272</b>	<b>439,951</b>	<b>417,576</b>	<b>417,576</b>

<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (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	399,272	421,951	399,576	399,576
Air Quality Improvement Fund	0	18,000	18,000	18,000
<b>Total</b>	<b>399,272</b>	<b>439,951</b>	<b>417,576</b>	<b>417,576</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

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### **Work Program**

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

	<u>2016–17</u>	<u>1st 6 mos. 2017–18</u>	<u>Estimate 2018–19</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

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### **Personnel Services – \$173,576**

Salary requests are for: Public Works Superintendent (0.10) – \$11,044; Equipment Maintenance Supervisor (0.90) – \$71,194; Equipment Maintenance Technician (0.90/part-time benefitted) – \$41,187; Office Technician (0.10/part-time benefitted) – \$4,108. Cost allocations are as follows: full-time salaries – \$82,238; part-time benefitted salaries – \$45,295; overtime – \$1,500; benefit costs – \$44,543.

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### **Services and Supplies – \$266,375**

Funding requested is for: books and publications – \$2,000; program supplies – \$3,500; license/permits/certificates – \$5,375; repair materials – \$80,000; gasoline – \$60,000; diesel fuel – \$17,500; oil and lubricants – \$6,000; propane – \$16,000; compressed natural gas – \$10,000; work equipment maintenance – \$58,000; maintenance other equipment – \$4,500; special contract services – \$1,500; shop towel service – \$900; small equipment – \$1,100.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$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 – \$3,500 ***(Only \$3,000 approved in Adopted Budget)***

Gloves, eye protection, etc. used by Division Personnel, \$500  
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screw drivers, sockets, etc., \$1,500  
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,500

51150      LICENSE/PERMITS/CERTIFICATES – \$5,375 ***(Only \$4,000 approved in Adopted Budget)***

EPA ID Verification fee, \$450  
S.C.A.Q.M.D. Emissions fee, \$375  
San Bernardino County Fire CUPA Annual Permit, \$1,250  
San Bernardino County Above Ground Fuel System Fee, \$300  
Ground ladder certification for fire engines (4 @ \$200 each), \$800  
Annual pump tests (4 @ \$550 each), \$2,200

51320      MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$80,000 ***(Only \$75,000 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.

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51500      GASOLINE – \$60,000 ***(Only \$57,000 approved in Adopted Budget)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510      DIESEL FUEL – \$17,500 ***(Only \$15,000 approved in Adopted Budget)***

Diesel fuel for equipment used in the Public Works and Fire Department, \$15,000  
Diesel Tax Return Fee, \$2,500

51520      OIL AND LUBRICANTS – \$6,000 ***(Only \$5,000 approved in Adopted Budget)***

Oil and lubricants to service the City fleet, including fire apparatus.

51530      PROPANE – \$16,000 ***(Only \$15,000 approved in Adopted Budget)***

Propane for equipment used in the Public Works Department, \$1,000  
Propane for LPG Sweeper, \$15,000

51540      COMPRESSED NATURAL GAS – \$10,000 ***(Only \$7,000 approved in Adopted Budget)***

Compressed natural gas for various vehicles in the City fleet.

52030      MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$58,000 ***(Only \$53,000 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, \$40,000. ***(General Fund – \$35,000)***

Replacement CNG tanks for Human Services, 2004 Ford Cargo Van Unit 230, Unit 220, a Public Works, 2000 Chevrolet Truck and Unit 116, an Information Technology Chevrolet Truck which are due for replacement Early 2019. (Unit 116, 13,000 miles, Unit 220, 68,000 miles and Unit 230, 22,000 miles), \$18,000. (AQMD Fund)

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – \$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 State and County regulations.

52680      SHOP TOWEL SERVICES – \$900

Shop towel and fender cover weekly cleaning services.

52690      SMALL EQUIPMENT – \$1,100

Circuit Tester, \$325

Tire Pressure Monitor Programming Tool, \$250

Electronic Brake Drum Gauge, \$300

LED Shop Light and Reel, \$225

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4669**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Sewer	Sewer Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	609,718	623,993	637,428	637,428
Services and Supplies	2,801,146	3,041,629	2,953,879	2,953,879
Capital Outlay	250,000	0	0	0
<b>Total</b>	<b>3,660,864</b>	<b>3,665,622</b>	<b>3,591,307</b>	<b>3,591,307</b>

<b>Personnel Authorized</b>	6.28 (FT) 0.40 (PTB) 1.50 (PT)	6.28 (FT) 0.40 (PTB) 1.50 (PT)	6.28 (FT) 0.40 (PTB) 1.50 (PT)	6.28 (FT) 0.40 (PTB) 1.50 (PT)
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**Source of Funds**

Sewer Operating Fund	3,462,593	3,592,351	3,518,036	3,518,036
Sewer Replacement Fund	135,000	10,000	10,000	10,000
Sewer Capital Asset Fund	63,271	63,271	63,271	63,271
<b>Total</b>	<b>3,660,864</b>	<b>3,665,622</b>	<b>3,591,307</b>	<b>3,591,307</b>



## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

### Work Program

1. Maintain, televise, and inspect main line sewers.
2. Inspect and maintain manholes.
3. Make repairs on main line sewers.
4. Respond to main line sewer blockages.
5. Enforce compliance of laws regulating usage of sewer collection system.

### Units of Measure

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Sewer main maintained (feet)	500,000	250,000	500,000
Sewer main televised and inspected (feet)	25,000	12,500	25,000
Manholes inspected and maintained (each)	2,350	1,800	2,800
Repair of sewer main (feet)	50	50	150
Blockage requests (each)	35	15	40
Facility Pretreatment Inspections	250	175	500

### Personnel Services – \$623,993

Salary requests are for: Public Works Director (0.45) – \$58,196; Public Works Superintendent (0.45) – \$49,695; Facilities & Grounds Superintendent (0.18) – \$19,877; Environmental Manager (1.00) – \$74,952; Public Works Inspector (0.20) – \$12,718; Lead Worker/Maintenance (0.85) – \$44,839; Maintenance Workers (2.20) – \$95,091; Equipment Maintenance Supervisor (0.10) – \$7,910; Administrative Specialist (0.40) – \$20,098; Project Manager (0.20) – \$14,702; Graffiti Abatement Worker (0.25) – \$11,430; Equipment Maintenance Technician (0.10/part-time benefitted) – \$4,576; Office Technician (0.30/part-time benefitted) – \$12,325; Senior Intern (1.00/part-time) – \$12,022; Maintenance Worker (0.50/part-time) – \$17,872. Cost allocations are as follows: full-time salaries – \$409,508; part-time benefitted salaries – \$16,901; part-time salaries – \$29,894; overtime – \$8,500; additional pay – \$225; benefit costs – \$158,965.

### Services and Supplies – \$3,041,629

Funding requested is for: books and publications – \$250; uniforms – \$2,595; program supplies – \$4,950; license/permits/certificates – \$4,240; materials–transportation/work equipment – \$3,500; weed chemicals – \$2,000; materials – maintenance and repairs – \$1,200; gasoline – \$3,000; diesel fuel – \$15,000; oil and lubricants – \$1,500; compressed natural gas – \$1,500; maintenance – other equipment – \$3,500; dues and memberships – \$1,978; travel and meetings – \$6,285; mileage/auto allowance – \$2,340; sewer processing – \$2,879,730; special lab testing – \$1,000; special contract services – \$15,500; educational grants – \$1,300; vocational training – \$5,195; rent of private equipment – \$19,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$63,271; cellular phone expense – \$1,545.

### Capital Outlay

No funding requested.

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Xavier Mendez, Public Works Superintendent Public Works Staff	Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside county areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc.	Local Municipalities in San Bernardino and Riverside County	Monthly	\$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.	Indio, California	October 2018	\$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 2018	\$2,400
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 2018	\$885
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference in Southern California.	California	Fall 2018	\$800

**Total: \$6,285**

***(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

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	\$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.	City Yard	Varies	\$975
				<b>Total:</b>	<b>\$5,195</b>

***(Only \$5,000 approved in Adopted Budget)***

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$250

Books and periodicals relating to sewer maintenance program.

51100      UNIFORMS – \$2,595

Safety toe work boots and uniforms for personnel assigned to this division.

51130      PROGRAM SUPPLIES – \$4,950

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Sewer nozzle replacement 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 – \$4,240 (***Only \$3,200 approved in Adopted Budget***)

– California Water Environmental Association certificates for:

    Public Works Superintendent Mendez, \$200

    Environmental Manager deMoet, \$200

    Leadworker Houston, \$200

    Maintenance Workers Delgado, Peguero 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), \$3,300

51320      MATERIALS – TRANSPORTATION / WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

- 51400      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 – \$3,000  
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510      DIESEL FUEL – \$15,000  
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520      OIL AND LUBRICANTS – \$1,500  
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540      COMPRESSED NATURAL GAS – \$1,500  
Compressed natural gas for various vehicles in the City fleet.
- 52050      MAINTENANCE – OTHER EQUIPMENT – \$3,500 ***(Only \$2,500 approved in Adopted Budget)***  
Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000  
Outside repairs, \$2,500

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52120 DUES AND MEMBERSHIPS – \$1,978

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 – \$6,285

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

52410 SEWER PROCESSING – \$2,879,730 (**Only \$2,800,000 approved in Adopted Budget**)

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 147,000 E.D.U.'s at \$19.59 per equivalent dwelling unit. (The rate will change to \$20.00 in 19/20)

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.

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

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.

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 ***(Only \$13,000 approved in Adopted Budget)***

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 2018 to October 2019, \$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 – \$5,195

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 ***(Only \$17,500 approved in Adopted Budget)***

Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 7 times per week.

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

- 52670      POSTAGE – \$250  
                 Mailing of sewer related information.
  
- 52690      SMALL EQUIPMENT – \$1,000  
                 Two manhole lifters, \$1,000
  
- 52760      DEPRECIATION EXPENSE – \$63,271  
                 Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)
  
- 52850      CELLULAR PHONE EXPENSE – \$1,545  
                 Cellular phone charges for personnel assigned to this division.



## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Building Maintenance

### Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	363,621	395,540	393,684	393,684
Services and Supplies	296,610	337,350	272,550	272,550
Capital Outlay	9,700	18,500	11,500	11,500
<b>Total</b>	<b>669,931</b>	<b>751,390</b>	<b>677,734</b>	<b>677,734</b>

<b>Personnel Authorized</b>	2.75 (FT)	2.75 (FT)	2.75 (FT)	2.75 (FT)
	1.25 (PTB)	1.25 (PTB)	1.25 (PTB)	1.25 (PTB)
	1.85 (PT)	1.85 (PT)	1.85 (PT)	1.85 (PT)

### Department Distribution

Bldg. Maint. Services	209,665	314,778	263,122	263,122
Heating and A/C Services	170,614	128,406	122,406	122,406
Janitorial Services	289,652	308,206	292,206	292,206
<b>Total</b>	<b>669,931</b>	<b>751,390</b>	<b>677,734</b>	<b>677,734</b>

### Source of Funds

General Fund	669,931	751,390	677,734	677,734
<b>Total</b>	<b>669,931</b>	<b>751,390</b>	<b>677,734</b>	<b>677,734</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4691**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Bldg. Maintenance Services

**Program Description**

Maintain all public facilities in a safe and attractive manner.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	103,755	130,628	128,772	128,772
Services and Supplies	102,210	169,650	122,850	122,850
Capital Outlay	3,700	14,500	11,500	11,500
<b>Total</b>	<b>209,665</b>	<b>314,778</b>	<b>263,122</b>	<b>263,122</b>

<b>Personnel Authorized</b>				
	0.90 (FT)	0.90 (FT)	0.90 (FT)	0.90 (FT)
	0.10 (PTB)	0.10 (PTB)	0.10 (PTB)	0.10 (PTB)
	0.85 (PT)	0.85 (PT)	0.85 (PT)	0.85 (PT)

**Source of Funds**

General Fund	209,665	314,778	263,122	263,122
<b>Total</b>	<b>209,665</b>	<b>314,778</b>	<b>263,122</b>	<b>263,122</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4691 Bldg. Maint. Services

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### **Work Program**

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

	<u>2016–17</u>	<u>1st 6 mos. 2017–18</u>	<u>Estimate 2018–19</u>
General Building Maintenance	17	17	17

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### **Personnel Services – \$130,628**

Salary requests are for: Facilities and Grounds Superintendent (0.40) – \$38,653; Facilities Specialist (0.55) – \$34,973; Office Technician (0.10/part-time benefitted) – \$4,108; Leadworker Maintenance (0.85/part-time) - \$22,418; Cost allocations are as follows: full-time salaries – \$73,626; part-time benefitted salaries – \$4,108; part-time salaries – \$22,418; overtime – \$500; benefit costs – \$29,976.

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### **Services and Supplies – \$169,650**

Funding requested is for: uniforms – \$2,040; program supplies – \$2,000; license/permits/certificates – \$4,000; materials – \$110,000; maintenance other equipment – \$22,610; special contract services – \$27,000; rent private equipment – \$2,000.

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### **Capital Outlay – \$14,500**

Funding requested is for: one aerial man lift, \$11,500; one portable welder, \$3,000.

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**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4691 Building Maintenance 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
52130	Mike McGehee, Facilities and Grounds Superintendent	Attend woodworking conference training courses.  <i>(Moved from Program 4646)</i>	Henderson, NV	2018/19	\$1,500
				<b>Total:</b>	<b>\$1,500</b>

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

51100      UNIFORMS – \$2,040

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

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 – \$110,000 ***(Only \$63,700 approved in Adopted Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

**BUILDING MAINTENANCE DIVISION – \$46,000 *(Only \$30,200 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 Ball field tower, \$1,000

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

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

Object  
Number

5. Remove and replace faded and worn graffiti window film, \$11,000 **(Only \$7,200 approved)**
  - Recreation, \$1,500 **(Only \$1,000 approved)**
  - Youth Center \$3,700
  - Senior Center, \$5,800 **(Only \$2,500 approved)**
6. Maintenance of Benches and Trash Cans at Montclair Transcenter, \$1,000
7. Purchase 10 year extended warranty for roofing at Fire St 1, \$10,000 **(Not approved in Adopted Budget)**
8. Installation of fire counter shutter in Community Center Kitchen, \$8,500
9. Purchase and install security devices to prevent metal theft at various locations around city, \$2,000 **(Not approved in Adopted Budget)**

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$34,000 **(Only \$3,500 approved in Adopted Budget)**

1. Install hand washing sink in Community Center kitchen, \$1,000
2. Replace carpet in Room B of the Community Center, \$3,000 **(Not approved in Adopted Budget)**
3. Paint interior walls of Youth Center, \$8,000 **(Moved to CIP Budget)**
4. Installation of new flooring in the Recreation Facility lobby and corridor near locker rooms, \$17,500 **(Moved to CIP Budget)**
5. Installation of mirrors on one wall of the new weight room, \$2,000 **(Not approved in Adopted Budget)**
6. Installation of light and heat diffusing window film on the new weight room windows, \$2,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$22,610

Annual fire extinguisher service, and recharge of extinguishers as needed, \$1,400

Annual FM200 required service – \$1,300

Youth Center - IT Server Room, \$300

Police Facility - Dispatch Center, Server Room and UPS Room, \$1,000

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

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

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

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

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 (***Only \$25,000 approved in Adopted Budget***)

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 such as lifts, booms, etc. for maintenance and repairs.



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

**Department:** Public Works

**Program:** 4691 Building Maintenance

Object Code	Item	Justification	Cost
63030	Aerial Man Lift	With the addition of the new Senior Center, Police Facility, and Youth Center, staff is having a difficult time maneuvering our existing scissor lift around tight spaces to replace lamps, ballasts, batteries and fire alarm devices. This new lift uses a smaller footprint allowing access through smaller doors and around tables etc. We are unable to use our current scissor lift in the racquetball courts as it will not fit through the doors. We currently use scaffolding to access this area but the scaffolding needs to be replaced as years of use have caused the platforms to bend and warp. This scaffold has had weld repairs performed in the past and I believe it is well past its safe and useful life. Although new scaffolding can be purchased at a fraction of the cost of an aerial lift, the advantages of a powered lift and its physical size far out way the savings of new scaffolding.	\$11,500
62030	Portable Welder	A portable welder in the Building Maintenance Division would be a much welcome addition to this department. Having a portable welder available in this department would allow for small welding projects in the field at a moments notice. Having a portable welder stored at the Civic Center would allow staff to make repairs to the various gates and iron fences around the Civic Center.	\$ 3,000

***(Not approved in Adopted Budget)***

**Total: \$14,500**

***(Only \$11,500 approved in Adopted Budget)***

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4692**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Heating & Air Conditioning

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	91,114	93,706	93,706	93,706
Services and Supplies	73,500	34,700	28,700	28,700
Capital Outlay	6,000	0	0	0
<b>Total</b>	<b>170,614</b>	<b>128,406</b>	<b>122,406</b>	<b>122,406</b>

<b>Personnel Authorized</b>	0.75 (FT) 0.10 (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	170,614	128,406	122,406	122,406
<b>Total</b>	<b>170,614</b>	<b>128,406</b>	<b>122,406</b>	<b>122,406</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4692 Heating & Air Conditioning

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### **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>2016–17</u>	<u>1st 6 mos. 2017–18</u>	<u>Estimate 2018–19</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

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### **Personnel Services – \$93,706**

Salary requests are for: Facilities and Grounds Superintendent (0.35) – \$38,653; Facilities Specialist (0.40) – \$25,435; Office Technician (0.10/part-time benefitted) – \$4,108. Cost allocations are as follows: full-time salaries – \$64,088; part-time benefitted salaries – \$4,108; overtime – \$500; benefit costs – \$25,010.

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### **Services and Supplies – \$34,700**

Funding requested is for: program supplies – \$500; materials, miscellaneous maintenance and repairs – \$25,200; maintenance other equipment – \$9,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4692 Heating & Air Conditioning

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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 – \$25,200 ***(Only \$21,200 approved in Adopted Budget)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities, \$16,000

Change compressor oil and valve plates on west HVAC unit at Police Facility, \$5,200

Install suction accumulator on Compressor A of west HVAC unit at Police Facility, \$4,000 ***(Not approved in Adopted Budget)***

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4693**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Janitorial Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	168,752	171,206	171,206	171,206
Services and Supplies	120,900	133,000	121,000	121,000
Capital Outlay	0	4,000	0	0
<b>Total</b>	<b>289,652</b>	<b>308,206</b>	<b>292,206</b>	<b>292,206</b>

<b>Personnel Authorized</b>				
	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)
	1.05 (PTB)	1.05 (PTB)	1.05 (PTB)	1.05 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

**Source of Funds**

General Fund	289,652	308,206	292,206	292,206
<b>Total</b>	<b>289,652</b>	<b>308,206</b>	<b>292,206</b>	<b>292,206</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2016-17</u>	1st 6 mos. <u>2017-18</u>	Estimate <u>2018-19</u>
City Facilities (buildings)	11	11	11

**Personnel Services – \$171,206**

Salary requests are for: Facilities and Grounds Superintendent (0.05) – \$5,522; Facilities Specialist (0.05) – \$3,179; Leadworker-Maintenance (1.00) – \$52,752; Office Technician (0.05/part-time benefitted) – \$2,054; Custodian (1.00/part-time benefitted) – \$32,499; Custodian (1.00 part time) – 28,850. Cost allocations are as follows: full-time salaries – \$61,453; part-time benefitted salaries – \$34,553; part-time salaries – \$28,850; overtime – \$2,000; benefit costs – \$44,350.

**Services and Supplies – \$133,000**

Funding requested is for: custodial supplies – \$50,000; program supplies – \$1,000; special contract services – \$82,000.

**Capital Outlay – \$4,000**

Funding is requested for: one Floor Scrubber, \$4,000.

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

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**Department:** Public Works

**Program:** 4693 Janitorial Services

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Object  
Number

- 51090      CUSTODIAL SUPPLIES – \$50,000 *(Only \$45,000 approved in Adopted Budget)*  
Custodial supplies for all City facilities.
- 51130      PROGRAM SUPPLIES – \$1,000  
Small hand tools and other special equipment to be used within the program, \$400  
Two Kenmore Elite vacuums (for use in the Civic Center), \$600
- 52450      SPECIAL CONTRACT SERVICES – \$82,000 *(Only \$75,000 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

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

**Department:** Public Works

**Program:** 4691 Building Maintenance

Object Code	Item	Justification	Cost
62030	Floor Scrubber	With the addition of the new and much larger restrooms in the Community Center, Youth Center, Recreation Facility and the kitchen in the Senior Center, the need for a small floor scrubber is needed to keep the floors clean. Most of the floor surfaces have a slip resistant epoxy coating that cannot be mopped by traditional means. Dirt and grime becomes trapped in the valleys between the marble chips that create the slip resistant peaks and will not come out by simply mopping. Currently staff is required to use a stiff bristle brush to scrub the floors then either vacuum up or mop up the dirty water. This new machine is a smaller version of our auto scrubber that scrubs and vacuums the dirty water simultaneously.	\$4,000
<b>Total:</b>			<b>\$4,000</b>

*(Not approved in Adopted Budget)*



# *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	1,241,163	1,344,197	1,333,198	1,333,198
Services and Supplies	142,725	94,800	90,100	90,100
Capital Outlay	0	82,507	0	0
<b>Total</b>	<b>1,383,888</b>	<b>1,521,504</b>	<b>1,423,298</b>	<b>1,423,298</b>

<b>Personnel Authorized</b>	13.40 (FT) 11.00 (PT)	13.40 (FT) 11.00 (PT)	13.40 (FT) 11.00 (PT)	13.40 (FT) 11.00 (PT)
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### Department Distribution

Planning Commission	16,150	16,150	16,150	16,150
Administration	171,484	176,809	172,809	172,809
Planning	317,779	352,050	350,050	350,050
Building	380,159	382,024	382,024	382,024
Fire Prevention Bureau	116,224	114,030	112,830	112,830
Code Enforcement	382,092	480,441	389,435	389,435
<b>Total</b>	<b>1,383,888</b>	<b>1,521,504</b>	<b>1,423,298</b>	<b>1,423,298</b>

### Source of Funds

General Fund	1,328,888	1,313,997	1,298,298	1,298,298
Community Dev Block Grant Fund	30,000	100,000	100,000	100,000
Air Quality Improvement Fund	25,000	75,078	25,000	25,000
Equipment Replacement Fund	0	32,429	0	0
<b>Total</b>	<b>1,383,888</b>	<b>1,521,504</b>	<b>1,423,298</b>	<b>1,423,298</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Staats	0.05	0.05	0.05	0.05	9,411	9,411	9,411
Admin from other Depts - Caldwell	0.35	0.35	0.35	0.35	38,653	38,653	38,653
Planning Manager	1.00	1.00	1.00	1.00	110,436	110,436	110,436
Building Official/Code Enf Manager	1.00	1.00	1.00	1.00	110,436	110,436	110,436
Associate Planner	2.00	2.00	2.00	2.00	146,993	146,993	146,993
Plans Examiner	1.00	1.00	1.00	1.00	79,104	79,104	79,104
Building Inspector	1.00	1.00	1.00	1.00	64,848	64,848	64,848
Deputy Fire Marshal	1.00	1.00	1.00	1.00	83,020	83,020	83,020
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	76,044	76,044	76,044
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	68,256	68,256	68,256
Code Enforcement Officer	3.00	3.00	3.00	3.00	118,625	112,362	112,362
Administrative Secretary	1.00	1.00	1.00	1.00	50,748	50,748	50,748
<b>Part Time</b>							
Senior Intern	1.00	1.00	1.00	1.00	12,022	12,022	12,022
Reserve Code Enforcement Officer	5.00	5.00	5.00	5.00	18,000	18,000	18,000
Planning Commissioner	5.00	5.00	5.00	0.00	15,000	15,000	15,000
Full Time	13.40	13.40	13.40	13.40	956,574	950,311	950,311
Part Time	11.00	11.00	11.00	6.00	45,022	45,022	45,022
Overtime					18,700	14,700	14,700
Additional Pay					900	900	900
Total Salaries & Wages					1,021,196	1,010,933	1,010,933
Benefit Costs					216,759	216,637	216,637
PERS Benefit Costs					106,242	105,628	105,628
Total Benefit Costs					323,001	322,265	322,265
<b>TOTAL</b>					<b>1,344,197</b>	<b>1,333,198</b>	<b>1,333,198</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4760**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Planning Commission

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**Program Description**

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

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	16,150	16,150	16,150	16,150
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>16,150</b>	<b>16,150</b>	<b>16,150</b>	<b>16,150</b>

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

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General Fund	16,150	16,150	16,150	16,150
<b>Total</b>	<b>16,150</b>	<b>16,150</b>	<b>16,150</b>	<b>16,150</b>

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**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4760 Planning Commission

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**Work Program**

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.

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**Units of Measure**

Estimate Based on 2017 Activity

- |                            |                           |
|----------------------------|---------------------------|
| 10 Precise Plans of Design | 2 General Plan Amendments |
| 10 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.

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**Services and Supplies**

No funding requested.

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**Capital Outlay**

No funding requested.

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**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4761**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	134,009	136,409	135,909	135,909
Services and Supplies	37,475	40,400	36,900	36,900
Capital Outlay	0	0	0	0
<b>Total</b>	<b>171,484</b>	<b>176,809</b>	<b>172,809</b>	<b>172,809</b>
<b>Personnel Authorized</b>	1.40 (FT)	1.40 (FT)	1.40 (FT)	1.40 (FT)

**Source of Funds**

General Fund	146,484	151,809	147,809	147,809
Air Quality Improvement Fund	25,000	25,000	25,000	25,000
<b>Total</b>	<b>171,484</b>	<b>176,809</b>	<b>172,809</b>	<b>172,809</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4761 Administration

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### **Work Program**

1. Provide 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 – \$136,409**

Salary requests are for: Deputy City Manager (.05) – \$9,411; Assistant Housing Director/Planning Manager (.35) – \$38,653; Administrative Secretary (1.00) – \$50,748. Cost allocations are as follows: full-time salaries – \$98,812; overtime – \$1,000; benefit costs – \$36,597.

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### **Services and Supplies – \$40,400**

Funding requested is for: books and publications – \$150; dues and memberships – \$2,550; travel and meetings – \$7,850; vocational training – \$3,900; cellular phone service – \$800; miscellaneous expenditures – \$150; Air Quality Improvement Program – \$25,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Michael Diaz, City Planner	APA California Chapter Conference	San Diego	September 2018	\$1,500
52130	Two (2) Planning Commissioners	Planning Commissioners Academy	Monterey	April 2019	\$2,650
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Southern California	March 2019	\$2,000
52130	Scott Sherwood, Deputy Fire Marshal	CCAI Conference	San Luis Obispo	September 2018	\$1,700
				<b>Total:</b>	<b>\$7,850</b>
<i>(Only \$6,000 approved in Adopted Budget)</i>					



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

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$700
52540	Dennis McGehee, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$700
52540	Michael Dorsey, Building Inspector	Maintain competency in related fields	TBA	TBA	\$700
52540	Gabe Fondario, Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$450
52540	Robert Hargett, Senior Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$450
52540	Vacant, 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
				<b>Total:</b>	<b>\$3,900</b>

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

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

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**Department:** Community Development

**Program:** 4761 Administration

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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 – \$2,550 ***(Only \$1,800 approved in Adopted Budget)***

Dues and memberships from all department programs as follows:

*Planning* – American Planning Association, \$1,350

*Building* – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, \$400

*Code Enforcement* – California Association of Code Enforcement Officers, \$625

*Fire Prevention* – International Association of Arson Investigators (IAAI), \$100

*California Conference of Fire Investigators*, \$75

52130      TRAVEL AND MEETINGS – \$7,850 ***(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 – \$3,900 ***(Only \$3,000 approved in Adopted Budget)***

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

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

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**Department:** Community Development

**Program:** 4761 Administration

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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

<b>Department</b>	<b>Division</b>
Community Development	Planning

**Overview**

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	259,979	344,250	343,250	343,250
Services and Supplies	57,800	7,800	6,800	6,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>317,779</b>	<b>352,050</b>	<b>350,050</b>	<b>350,050</b>

<b>Personnel Authorized</b>	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
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**Department Distribution**

Current	234,508	260,464	258,464	258,464
Advance	83,271	91,586	91,586	91,586
<b>Total</b>	<b>317,779</b>	<b>352,050</b>	<b>350,050</b>	<b>350,050</b>

**Source of Funds**

General Fund	317,779	352,050	350,050	350,050
<b>Total</b>	<b>317,779</b>	<b>352,050</b>	<b>350,050</b>	<b>350,050</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4762**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Current Planning

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	182,708	258,664	257,664	257,664
Services and Supplies	51,800	1,800	800	800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>234,508</b>	<b>260,464</b>	<b>258,464</b>	<b>258,464</b>
<b>Personnel Authorized</b>	2.25 (FT)	2.25 (FT)	2.25 (FT)	2.25 (FT)

**Source of Funds**

General Fund	234,508	260,464	258,464	258,464
<b>Total</b>	<b>234,508</b>	<b>260,464</b>	<b>258,464</b>	<b>258,464</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4762 Current Planning

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### **Work Program**

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

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### **Units of Measure**

1. Serve as secretary to Planning Commission.
  2. Provide 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 – \$258,664**

Salary requests are for: City Planner/Planning Manager (.75) – \$82,827; Associate Planners (1.50) – \$110,245. Cost allocations are as follows: full-time salaries – \$193,072; overtime – \$2,500; additional pay – \$675; benefit costs – \$62,417.

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### **Services and Supplies – \$1,800**

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4762 Current Planning

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090      PUBLICATION AND ADVERTISING – \$5,500 ***(Only \$4,500 approved in Adopted Budget)***

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**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Advance Planning

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**Program Description**

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

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	77,271	85,586	85,586	85,586
Services and Supplies	6,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>83,271</b>	<b>91,586</b>	<b>91,586</b>	<b>91,586</b>

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<b>Personnel Authorized</b>	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)
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**Source of Funds**

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General Fund	83,271	91,586	91,586	91,586
<b>Total</b>	<b>83,271</b>	<b>91,586</b>	<b>91,586</b>	<b>91,586</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4763 Advance Planning

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### **Work Program**

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

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### **Units of Measure**

1. Development, amendment and coordination of Specific Plans.
  2. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
  3. Comprehensive update of the City's General Plan.
- 

### **Personnel Services – \$85,586**

Salary requests are for: City Planner/Planning Manager (.25) – \$27,609; Associate Planners (.50) – \$36,748. Cost allocations are as follows: full-time salaries – \$64,357; overtime – \$200; additional pay – \$225; benefit costs – \$20,804.

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### **Services and Supplies – \$6,000**

Funding requested is for: City portion of LAFCO's annual funding – \$6,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4763 Advance Planning

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Object  
Number

52320      ANNEXATIONS – \$6,000

The City's estimated share of LAFCO's annual budget allocation.

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Community Development	Building

### Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	341,859	345,074	345,074	345,074
Services and Supplies	38,300	36,950	36,950	36,950
Capital Outlay	0	0	0	0
<b>Total</b>	<b>380,159</b>	<b>382,024</b>	<b>382,024</b>	<b>382,024</b>

<b>Personnel Authorized</b>	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
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### Department Distribution

Field Inspection	121,533	120,435	120,435	120,435
Plan Check	111,189	110,601	110,601	110,601
Operations	147,437	150,988	150,988	150,988
<b>Total</b>	<b>380,159</b>	<b>382,024</b>	<b>382,024</b>	<b>382,024</b>

### Source of Funds

General Fund	380,159	382,024	382,024	382,024
<b>Total</b>	<b>380,159</b>	<b>382,024</b>	<b>382,024</b>	<b>382,024</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4764**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Field Inspection

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	119,533	119,085	119,085	119,085
Services and Supplies	2,000	1,350	1,350	1,350
Capital Outlay	0	0	0	0
<b>Total</b>	<b>121,533</b>	<b>120,435</b>	<b>120,435</b>	<b>120,435</b>

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

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General Fund	121,533	120,435	120,435	120,435
<b>Total</b>	<b>121,533</b>	<b>120,435</b>	<b>120,435</b>	<b>120,435</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4764 Field Inspection

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### **Work Program**

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

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### **Units of Measure**

	<u>11–12</u>	<u>12–13</u>	<u>13–14</u>	<u>14–15</u>	<u>15-16</u>	<u>16-17</u>
Inspections made	1,885	3,567	2,392	2,557	2,636	2,949

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### **Personnel Services – \$119,085**

Salary requests are for: Plans Examiner (.50) – \$39,552; Building Inspector (.75) – \$48,636. Cost allocations are as follows: full-time salaries – \$88,188; overtime – \$2,500; benefit costs – \$28,397.

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### **Services and Supplies – \$1,350**

Funding requested is for: books and publications – \$200; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$300; miscellaneous expenditures – \$250.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4764 Field Inspection

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$200

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 – \$300

Funds are requested for safety equipment and small tools.

52990      MISCELLANEOUS EXPENDITURES – \$250

Small contingency account for unexpected expenditures.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4765**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Plan Check

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**Program Description**

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	75,539	75,201	75,201	75,201
Services and Supplies	35,650	35,400	35,400	35,400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>111,189</b>	<b>110,601</b>	<b>110,601</b>	<b>110,601</b>

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<b>Personnel Authorized</b>	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)
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**Source of Funds**

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General Fund	111,189	110,601	110,601	110,601
<b>Total</b>	<b>111,189</b>	<b>110,601</b>	<b>110,601</b>	<b>110,601</b>

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**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4765 Plan Check

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**Work Program**

Provide for the community to improve life, health and building safety by checking proposed construction plans against minimum standards required by various codes adopted by the City Council, and conditions imposed by the Planning Commission and/or City Council.

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**Units of Measure**

	<u>11–12</u>	<u>12–13</u>	<u>13–14</u>	<u>14–15</u>	<u>15-16</u>	<u>16-17</u>
Plans Checked	302	217	384	478	485	383
Permits Issued	601	684	783	766	801	778

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**Personnel Services – \$75,201**

Salary requests are for: Plans Examiner (.50) – \$39,552; Building Inspector (.25) – \$16,212. Cost allocations are as follows: full-time salaries – \$55,764 overtime – \$2,000; benefit costs – \$17,437.

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**Services and Supplies – \$35,400**

Funding requested is for: books and publications – \$200; electronic plan archiving – \$2,500; electronic plan archiving reimbursement – <\$2,500>; plan checking services – \$35,000; small equipment – \$200.

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**Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4765 Plan Check

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$200

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 – \$200

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Operations

**Program Description**

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Deputy City Manager. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	146,787	150,788	150,788	150,788
Services and Supplies	650	200	200	200
Capital Outlay	0	0	0	0
<b>Total</b>	<b>147,437</b>	<b>150,988</b>	<b>150,988</b>	<b>150,988</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	147,437	150,988	150,988	150,988
<b>Total</b>	<b>147,437</b>	<b>150,988</b>	<b>150,988</b>	<b>150,988</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4766 Operations

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### **Work Program**

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
  2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
  3. Assist and/or advise the 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>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
Permit Valuation	\$63,607,644	\$10,719,339	\$35,738,476	\$25,455,066	\$29,225,116	\$50,158,960

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### **Personnel Services – \$150,788**

Salary requests are for: Building Official/Code Enforcement Manager (1.00) – \$110,436. Cost allocations are as follows: full-time salaries – \$110,436; benefit costs – \$40,352.

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### **Services and Supplies – \$200**

Funding requested is for: books and publications – \$200.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4766 Operations

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$200

Update of new code books and training manuals.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4767**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	Fire Prevention Bureau

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	112,524	110,330	109,330	109,330
Services and Supplies	3,700	3,700	3,500	3,500
Capital Outlay	0	0	0	0
<b>Total</b>	<b>116,224</b>	<b>114,030</b>	<b>112,830</b>	<b>112,830</b>

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

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General Fund	116,224	114,030	112,830	112,830
<b>Total</b>	<b>116,224</b>	<b>114,030</b>	<b>112,830</b>	<b>112,830</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	4767 Fire Prevention Bureau

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### **Work Program**

1. Administer Fire Prevention Inspections Programs.
  2. Project Review/Plan Check for new construction and tenant improvements.
  3. Conduct origin and cause investigations and assist the Fire Department in arson investigations.
  4. Administer public education programs for fire/life safety to the community, businesses, and schools.
  5. Weed abatement compliance.
- 

### **Units of Measure**

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	<u>2016</u>	<u>2017</u>
Inspections Completed	633	880
Plans Reviewed	252	171
Fire Investigation Responses	22	13
Weed Abatement Actions	100	161
Class Presentations	86	86

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### **Personnel Services – \$110,330**

Salary requests are for: Deputy Fire Marshal (1.00) – \$83,020; Cost allocations are as follows: full-time salaries – \$83,020; overtime – \$4,000; benefit costs – \$23,310.

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### **Services and Supplies – \$3,700**

Funding requested is for: books and publications – \$1,700; uniforms – \$500; personnel protective equipment – \$300; publication and advertising – \$600; plan check service – \$20,000; plan check service reimbursement – <\$20,000>; small equipment – \$200; miscellaneous expenditures – \$400.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$1,700 *(Only \$1,500 approved in Adopted Budget)*  
                 Maintain NFPA reference codes (updates and amendments for current National Fire Code), \$1,475  
                 *California Code of Regulations Title 19 – Public Safety, \$225*
- 51100      UNIFORMS – \$500  
                 Annual uniform expense.
- 51140      PERSONNEL PROTECTIVE EQUIPMENT – \$300  
                 Replacement of worn safety equipment.
- 51140      PUBLICATION AND ADVERTISING – \$600  
                 Community outreach promotional items and advertising.
- 52270      PLAN CHECK SERVICE – \$20,000  
                 Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.
- 52271      PLAN CHECK SERVICE – <\$20,000>  
                 Reimbursement to the City for plan check services.

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

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**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

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Object  
Number

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		Code Enforcement

**Program Description**

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention. Interdicts and addresses homeless conditions.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	376,642	391,984	383,485	383,485
Services and Supplies	5,450	5,950	5,950	5,950
Capital Outlay	0	82,507	0	0
<b>Total</b>	<b>382,092</b>	<b>480,441</b>	<b>389,435</b>	<b>389,435</b>
<b>Personnel Authorized</b>	5.00 (FT) 6.00 (PT)	5.00 (FT) 6.00 (PT)	5.00 (FT) 6.00 (PT)	5.00 (FT) 6.00 (PT)

**Source of Funds**

General Fund	352,092	297,934	289,435	289,435
Community Dev Block Grant Fund	30,000	100,000	100,000	100,000
Air Quality Improvement Fund	0	50,078	0	0
Equipment Replacement Fund	0	32,429	0	0
<b>Total</b>	<b>382,092</b>	<b>480,441</b>	<b>389,435</b>	<b>389,435</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4768 Code Enforcement

**Work Program**

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
3. Document new contacts and all initial abatement activities conducted.
4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
5. Remove all illegal signs.
6. Ensure that graffiti is removed from private property.
7. Annually document the homeless population. Interdict and address homeless conditions.
8. Responds to residents with municipal, health and safety, and code concerns.

**Units of Measure**

	<u>2015-16</u>	<u>Year to Date 2016-17 (as of 3/31/16)</u>	<u>Estimated 2016-17</u>
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 – \$391,984**

Salary requests are for: Code Enforcement Supervisor (1.00) – \$76,044; Senior Code Enforcement Officer (1.00) – \$68,256; Code Enforcement Officer (3.00) – \$118,625; Reserve Code Enforcement Officer (4.00/part-time) – \$18,000; Senior Intern (1.00/part-time) \$12,022. Cost allocations are as follows: full-time salaries – \$262,925; part-time salaries – \$30,022; overtime – \$6,500; benefit costs – \$92,537.

**Services and Supplies – \$5,950**

Funding requested is for: books and publications – \$150; uniforms – \$2,000; small equipment – \$1,800; miscellaneous expenditures – \$2,000.

**Capital Outlay – \$82,507**

Funding requested is for: one 2018 Ford Explorer XLT, one 2018 Toyota Highlander.

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

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**Department:** Community Development

**Program:** 4768 Code Enforcement

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Object  
Number

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 – \$2,000

Replacement of uniform polo shirts, pants, jackets, and shoes as necessary.

52690      SMALL EQUIPMENT – \$1,800

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.

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

**Department:** Community Development

**Program:** 4768 Code Enforcement

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	2018 Ford Explorer Code Enforcement Vehicle	Replace one 2003, Ford Crown Victoria. The vehicle has 92,600 miles and is in poor appearance condition. The paint is peeling in several locations and missing altogether in others. The roof of the vehicle is rusting and the front driver's seat has deteriorated material and foam. (Equipment Replacement Fund)	\$32,429
<b><i>(Not approved in Adopted Budget)</i></b>			
62020	2018 Toyota Highlander Code Enforcement Vehicle	The 2002 Chevrolet pickup truck is in poor condition and has 116,000 miles. Engine burns oil and needs continuous monitoring and the paint clear coat is peeling and is almost completely gone on the hood. Code Enforcement needs a pick up for homeless detail and to pull the C.A.U.T.I.O.N. trailer. Request to use the new Highlander for the regular duties of Senior Code Enforcement Officer Hargett and use the 2002 Chevrolet pickup for necessity only. When the new Ford Hybrid Trucks are available in 2019, replace the 2002 Chevrolet pickup truck with AB2766 funding. At that time the Highlander would be used for daily and weekend Reserve Officers. (AB2766 Fund)	\$50,078
<b><i>(Not approved in Adopted Budget)</i></b>			
<b>Total:</b>			<b>\$82,507</b>

# *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 (45%) of the salary costs for the Assistant Director of Housing/Planning Manager are born by the Montclair Housing Corporation and 35 percent (35%) of salary costs are born by the General Fund. Fifty percent (50%) of the salary costs for the Economic Development Coordinator/Housing Associate are born by the Montclair Housing Corporation. A portion of the salary costs for the Deputy City Manager/Executive Director of Economic Development are born by the Successor Redevelopment Agency with the Montclair Housing Corporation making a contribution along with the General Fund. It is anticipated that this will be the last fiscal year that salary costs may be charged to the Successor Agency as the successor agency function for all former redevelopment agencies is to be transferred to the county.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	238,822	243,025	243,025	243,025
Services and Supplies	1,221,850	1,306,290	1,306,290	1,306,290
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,460,672</b>	<b>1,549,315</b>	<b>1,549,315</b>	<b>1,549,315</b>

<b>Personnel Authorized</b>	1.35 (FT) 1.00 (PT)	1.35 (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	415,672	754,315	754,315	754,315
Successor Agency Bond Proceeds	1,000,000	750,000	750,000	750,000
General Plan Update Fee	45,000	45,000	45,000	45,000
<b>Total</b>	<b>1,460,672</b>	<b>1,549,315</b>	<b>1,549,315</b>	<b>1,549,315</b>

## 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	188,220	188,220	188,220
Admin to other Depts	-0.35	-0.35	-0.35	-0.35	-65,877	-65,877	-65,877
	0.65	0.65	0.65	0.65	122,343	122,343	122,343
Planning and Housing Manager	1.00	1.00	1.00	1.00	110,436	110,436	110,436
Admin to other Depts	-0.80	-0.80	-0.80	-0.80	-88,349	-88,349	-88,349
	0.20	0.20	0.20	0.20	22,087	22,087	22,087
Economim Development							
Coordinator/Housing Assoc	1.00	1.00	1.00	1.00	65,574	65,574	65,574
Admin to other Depts	-0.50	-0.50	-0.50	-0.50	-32,787	-32,787	-32,787
	0.50	0.50	0.50	0.50	32,787	32,787	32,787
<b>Part Time</b>							
Economic Development Coor	1.00	1.00	1.00	1.00	5,000	5,000	5,000
Full Time	3.00	3.00	3.00	3.00	364,230	364,230	364,230
Admin other Departments	-1.65	-1.65	-1.65	-1.65	-187,013	-187,013	-187,013
Total FT Positions/Salaries	1.35	1.35	1.35	1.35	177,217	177,217	177,217
Part Time	1.00	1.00	1.00	1.00	5,000	5,000	5,000
Additional Pay					900	900	900
Additional Pay other Depts					-450	-450	-450
Total Salaries & Wages					182,667	182,667	182,667
Benefit Costs					69,570	69,570	69,570
PERS Benefit Costs					49,562	49,562	49,562
Benefit Costs other Depts					-58,774	-58,774	-58,774
Total Benefit Costs					60,358	60,358	60,358
<b>TOTAL</b>					<b>243,025</b>	<b>243,025</b>	<b>243,025</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Economic Development		4791 Administration

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### **Work Program**

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Oversee use of tax allocation bond funds from the former redevelopment agency.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist in the development and review of Draft Specific Plans.
19. Assist in the administration of the General Plan Update process and documentation.
20. Administer Reimbursement Agreements with Developers for projects within various specific plan areas.
21. Assist the organization on finding and writing grants for specified projects.
22. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
23. Assist in efforts to address and resolve fiscal issues related to the economic downturn and the elimination of redevelopment.

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### **Personnel Services – \$243,025**

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.65) – \$122,343; Planning and Housing Manager (.20) – \$22,087, Economic Development Coordinator/Housing Associate (.50) – \$32,787; Economic Development Coordinator (part time) – \$5,000; Cost allocations are as follows: full-time salaries – \$177,217; part-time salaries – \$5,000; additional pay – \$450; benefit costs – \$60,358.

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### **Services and Supplies – \$1,306,290**

Funding requested is for: books and publications – \$100; publication and advertising – \$10,000; dues and memberships – \$1,650; travel and meetings – \$14,700; mileage/auto allowance – \$7,800; business development – \$350,000; special consulting services – \$15,000; general plan legal fees – \$45,000; special legal services – \$50,000; special contract services – \$790,500; cellular phone expense – \$440; miscellaneous expenditures – \$21,100.

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### **Capital Outlay**

No funding requested.

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

**Department:** Economic Development

**Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Marilyn Staats, Deputy City Manager/Executive Director-Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Planning Manager	2018 International Council for Shopping Centers (ICSC)	Los Angeles	October 8-10, 2018	\$5,000
52130	Marilyn Staats, Deputy City Manager/Executive Director Economic Development Christine Caldwell, Planning & Housing Manager Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, City Planner/Planning Manager Mikey Fuentes, Sr. Management Analyst	2019 International Council for Shopping Centers (ICSC)	Las Vegas	May 19-23, 2019	\$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
		<b><u>Miscellaneous</u></b>			
52130	Marilyn Staats, Deputy City Manager/Executive Director-Economic Development	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops			\$2,700
				<b>Total:</b>	<b>\$14,700</b>

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

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**Department:** Economic Development

**Program:** 4791 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090      PUBLICATION AND ADVERTISING – \$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 – \$14,700

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

52160      BUSINESS DEVELOPMENT – \$350,000

Participation in cost of new Electronic Reader Board Sign for Nissan/Honda auto dealerships subject to agreement and approval by the City Council.

52190      SPECIAL CONSULTING SERVICES – \$15,000

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

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

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**Department:** Economic Development

**Program:** 4791 Administration

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Object  
Number

52290      GENERAL PLAN LEGAL FEES – \$45,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300      SPECIAL LEGAL SERVICES – \$50,000

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions.

52450      SPECIAL CONTRACT SERVICES – \$790,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$3,000

Contract with Group 1 Productions for "State of the City" video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$2,500

Consulting fee for Year 1 Update to the General Plan, \$750,000 (Successor Agency Bond Proceeds)

52850      CELLULAR PHONE EXPENSE – \$440

Expenditures related to use of cellular telephone service.

52990      MISCELLANEOUS EXPENDITURES – \$21,100

"State of the City" incidental expenditures for decorations, \$1,500

Economic development promotional materials, \$12,000

Booth space rental for ICSC Conferences, \$4,800

Furniture/electrical rental at ICSC Conferences, \$1,200

Participation in County Job Fair, \$1,200

Miscellaneous supplies, \$400

*City Attorney*

## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

### Overview

The City Attorney provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	100,224	100,235	100,235	100,235
Services and Supplies	211,000	206,000	181,000	181,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>311,224</b>	<b>306,235</b>	<b>281,235</b>	<b>281,235</b>
<b>Personnel Authorized</b>	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	311,224	306,235	281,235	281,235
<b>Total</b>	<b>311,224</b>	<b>306,235</b>	<b>281,235</b>	<b>281,235</b>

## 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
<hr/>							
Part Time	1.00	1.00	1.00	1.00	76,800	76,800	76,800
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Benefit Costs					15,415	15,415	15,415
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PERS Benefit Costs					8,020	8,020	8,020
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Total Benefit Costs					23,435	23,435	23,435
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<b>TOTAL</b>					<b>100,235</b>	<b>100,235</b>	<b>100,235</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Attorney		4801 City Attorney

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### **Work Program**

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
4. Review ordinances, agreements, resolutions, and all legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Advise on Workers' Compensation issues.
11. Advise on disciplinary actions.
12. Advise on disability retirement issues.
13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
14. Deputy City Attorney serves in the absence of the City Attorney.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
16. Provide direction on open meeting laws and California Public Records Act requests.

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### **Personnel Services – \$100,235**

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$23,435

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### **Services and Supplies – \$206,000**

Funding requested is for: legal services/court costs – \$170,000; special legal services – \$36,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** City Attorney

**Program:** 4801 City Attorney

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Object  
Number

52290      LEGAL SERVICES/COURT COSTS – \$170,000 *(Only \$145,000 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	4,855,684	5,041,739	4,891,739	4,891,739
Services and Supplies	1,741,500	1,766,300	1,690,300	1,690,300
Capital Outlay	0	0	0	0
<b>Total</b>	<b>6,597,184</b>	<b>6,808,039</b>	<b>6,582,039</b>	<b>6,582,039</b>

<b>Personnel Authorized</b>	0	0	0	0
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### Source of Funds

General Fund	6,075,023	6,262,804	6,036,804	6,036,804
Gas Tax Fund	151,358	197,413	197,413	197,413
Senior Nutrition Fund	5,742	4,268	4,268	4,268
Expanded Learning Program Fund	70,595	81,903	81,903	81,903
Economic Development Fund	0	34,719	34,719	34,719
Sewer Operating Fund	230,437	226,932	226,932	226,932
<b>Total</b>	<b>6,533,155</b>	<b>6,808,039</b>	<b>6,582,039</b>	<b>6,582,039</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Citywide		4901 Citywide

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### **Work Program**

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are reviewed for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.
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### **Personnel Services – \$5,041,739**

Funding requested is for: Benefit Costs – \$5,041,739.

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### **Services and Supplies – \$1,766,300**

Funding requested is for: service awards – \$22,300; telephone service – \$20,000; electric service – \$425,000; natural gas service – \$25,000; water service – \$300,000; general city insurance – \$970,000; miscellaneous expenditures – \$1,000; 5326 San Bernardino upkeep – \$3,000.

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### **Capital Outlay**

No funding requested.

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# *CFD Operations*

## DEPARTMENT BUDGET SUMMARY

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### Department

CFD Operations

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### Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	36,854	62,604	62,604	62,604
Services and Supplies	101,800	106,250	106,250	106,250
<b>Total</b>	<b>138,654</b>	<b>168,854</b>	<b>168,854</b>	<b>168,854</b>

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<b>Personnel Authorized</b>	0	0	0	0
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### Department Distribution

CFD 2011-1 Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Arrow Station	41,582	55,782	55,782	55,782
<b>Total</b>	<b>138,654</b>	<b>168,854</b>	<b>168,854</b>	<b>168,854</b>

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### Source of Funds

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CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Fund – Arrow Station	41,582	55,782	55,782	55,782
<b>Total</b>	<b>138,654</b>	<b>168,854</b>	<b>168,854</b>	<b>168,854</b>

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## PROGRAM BUDGET SUMMARY – 1

Program Number 5001

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		CFD 2011-1 Paseos

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### 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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	30,822	48,322	48,322	48,322
Services and Supplies	66,250	64,750	64,750	64,750
Capital Outlay	0	0	0	0
<b>Total</b>	<b>97,072</b>	<b>113,072</b>	<b>113,072</b>	<b>113,072</b>

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<b>Personnel Authorized</b>	0	0	0	0
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### Source of Funds

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CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
<b>Total</b>	<b>97,072</b>	<b>113,072</b>	<b>113,072</b>	<b>113,072</b>

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**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5001 CFD 2011–1 Paseos

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**Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature and any necessary repairs.
  2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
- 

**Units of Measure**

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Acres of parks and parkways maintained by maintenance contract	1.06	1.06	1.06

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**Personnel Services – \$48,322**

Salary requests are for: Finance Administration – \$3,750; Public Works Administration – \$3,750; Public Safety Administration – \$7,500; Police Services – \$11,411; Fire Services – \$11,411; Street Sweeping Services – \$2,000; Graffiti Removal Services – \$500; Maintenance Services – \$8,000. Cost allocations are as follows: full-time salaries – \$48,322.

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**Services and Supplies – \$64,750**

Funding requested is for: materials – buildings – \$2,000; materials – street signs – \$1,000; street lighting – \$20,000; special contract services – \$10,000; graffiti abatement – \$500; street maintenance – \$4,250; landscape maintenance – \$25,000; tree maintenance – \$1,000; street sweeping – \$1,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** CFD Operations

**Program:** 5001 CFD 2011–1 Paseos

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Object  
Number

51300      MATERIALS – BUILDINGS – \$2,000

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340      MATERIALS – STREET SIGNS – \$1,000

Regulatory and Informational Signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340      STREET LIGHTING – \$20,000

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$10,000

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453      STREET MAINTENANCE – \$4,250

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454      LANDSCAPE MAINTENANCE – \$25,000

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455      TREE MAINTENANCE – \$1,000

Tree maintenance services in Grid 3.

52456      STREET SWEEPING – \$1,000

Services include weekly motorized street sweeping service.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 5002**

<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		CFD 2011-2 Arrow Station

**Program Description**

With the development of Tract No. 18803, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	6,032	14,282	14,282	14,282
Services and Supplies	35,550	41,500	41,500	41,500
Capital Outlay	0	0	0	0
<b>Total</b>	<b>41,582</b>	<b>55,782</b>	<b>55,782</b>	<b>55,782</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

CFD 2011-2 Fund – Arrow Station	41,582	55,782	55,782	55,782
<b>Total</b>	<b>41,582</b>	<b>55,782</b>	<b>55,782</b>	<b>55,782</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5002 CFD 2011–2 Arrow Station

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**Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
  2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
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**Units of Measure**

	<u>2016–17</u>	<u>2017–18</u>	<u>Estimate 2018–19</u>
Linear feet of parkways and retention basins within street right of way.	0	2,375	2,375

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**Personnel Services – \$14,282**

Salary requests are for: Finance Administration – \$1,875; Public Works Administration – \$1,875; Public Safety Administration – \$3,750; Police Services – \$3,016; Fire Services – \$3,016; Street Sweeping Services – \$250; Graffiti Removal Services – \$500. Cost allocations are as follows: full-time salaries – \$14,282.

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**Services and Supplies – \$41,500**

Funding requested is for: materials – street signs – \$500; street lighting – \$14,000; special contract services – \$8,000; graffiti abatement – \$500; street maintenance – \$3,250; landscape maintenance – \$15,000; street sweeping – \$250.

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**Capital Outlay**

No funding requested.

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

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**Department:** CFD Operations

**Program:** 5002 CFD 2011–2 Arrow Station

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Object  
Number

5134      MATERIALS – STREET SIGNS – \$500

Regulatory signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340      STREET LIGHTING – \$14,000

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$8,000

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453      STREET MAINTENANCE – \$3,250

Services include future and unforeseen crack sealing; overlaying and street replacement costs; curb, gutter, and sidewalk repairs and replacements; and cleaning of storm drain catch basins.

52454      LANDSCAPE MAINTENANCE – \$15,000

Contract with outside vendor for maintenance of landscaping and drainage facilities.

52456      STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

# *Supplemental Information*

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of May 1, 2018**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/18</u>
<b>FIRE DEPARTMENT</b>									
* 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
<b>TOTAL FIRE</b>								<b>\$184,000</b>	<b>\$184,000</b>
<b>POLICE DEPARTMENT</b>									
<u>Patrol Vehicles</u>									
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	0%	31,000	\$0
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	0%	31,000	\$0
2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	0%	31,000	\$0
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	0%	31,000	\$0
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	0%	31,000	\$0
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	0%	31,000	\$0
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	67%	31,000	\$20,770
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	175655	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	159622	06/21/11	23,147		23,147	3	100%	25,000	\$25,000
2011 Ford Crown Victoria	112184	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

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of May 1, 2018**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/18</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	43%	43,000	\$18,490
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
<b>TOTAL POLICE</b>								<b>\$928,000</b>	<b>\$656,110</b>
<u>PUBLIC WORKS</u>									
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	12	0%	66,000	\$0
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	12	8%	34,000	\$2,720
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	20%	59,000	\$11,800
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	30%	18,000	\$5,400
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	30%	4,000	\$1,200
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	33%	48,000	\$15,840
2012 Ford F450	82169	11/13/12	90,500		90,500	12	50%	115,000	\$57,500
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	92%	73,000	\$67,160
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	100%	39,000	\$39,000
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	100%	36,000	\$36,000
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 May 1, 2018**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/18</u>
<b>Public Works Cont.</b>									
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	87%	84,000	\$73,080
Striper	71785	09/19/05	54,895		54,895	15	87%	74,000	\$64,380
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
<b>TOTAL PUBLIC WORKS</b>								<b>\$1,627,000</b>	<b>\$1,351,080</b>
<b>OTHER DEPARTMENTS</b>									
* 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
<b>TOTAL OTHER DEPARTMENTS</b>								<b>\$152,000</b>	<b>\$152,000</b>
<b>TOTAL ALL DEPARTMENTS</b>			<b>2,353,202</b>	<b>94,489</b>	<b>2,447,691</b>			<b>2,891,000</b>	<b>2,343,190</b>



## GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

**ACCOUNTING SYSTEM.** The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

**ACCRUAL BASIS.** The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

**AGENCY FUND.** A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

**APPROPRIATION.** Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

**BUDGET.** A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

**CAPITAL IMPROVEMENT PROGRAM.** A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

**CAPITAL OUTLAY.** Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

**CAPITAL PROJECT FUND.** A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

**CASH BASIS.** A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

**DEBT SERVICE FUND.** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

**DEFICIT.** The excess of expenditures over actual revenues received during the budget year.

**ENCUMBRANCE.** An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

**ENTERPRISE FUND.** A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

**EXPENSES.** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

**FISCAL YEAR.** A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

**FIXED ASSETS.** Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

**FUND BALANCE.** The difference between assets and liabilities.

**FUND BALANCE - RESERVED.** That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

**GENERAL FUND.** The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

**INDIRECT STAFF CHARGES.** Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

**INFRASTRUCTURE.** Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

**INTERFUND TRANSFERS.** Transfers between funds are denoted as Transfers-Ins (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

**MODIFIED ACCRUAL BASIS.** The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

**OBJECT.** A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

**OPERATING BUDGET.** The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

**PROGRAM.** Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

**SPECIAL REVENUE FUND.** A fund used to account for resources which are legally restricted for specified purposes.

**TAXES.** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

**TRUST FUNDS.** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

## ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
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

## ACRONYMS

CSAR	Canine Search and Recovery
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
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

## ACRONYMS

MFRC	Montclair Family Resource Center
MHC	Montclair Housing Corporation
MS4	Municipal Separate Storm Sewer Systems
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

## ACRONYMS

SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
TBA	To Be Announced
TMDL	Total Maximum Daily Load
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

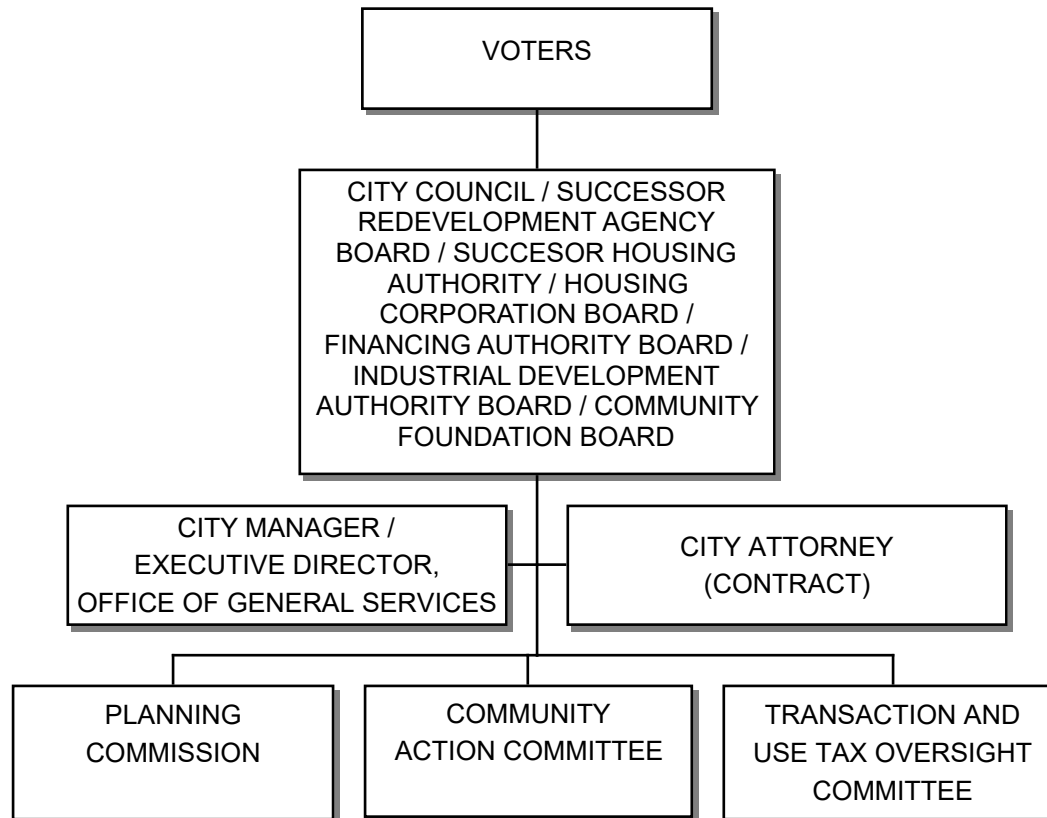
Classification	A	B	C	D	E
<b>PART-TIME/HOURLY</b>					
Accounting Specialist	19.88	20.87	21.91	23.01	24.16
Administrative Aide	22.62	23.75	24.94	26.19	27.50
Administrative Secretary (Relief)	20.07	21.08	22.13	23.24	24.40
Administrative Technician (PTB)	20.07	21.08	22.13	23.24	24.40
City Attorney	1200	--	--	--	--
Code Enforcement Officer (Relief)	24.11	25.32	26.58	27.91	29.31
Community Building Supervisor	11.00	11.55	12.13	12.73	13.37
Council Member	742	--	--	--	--
Custodial Technician (PTB)	14.60	15.33	16.10	16.90	17.74
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)	14.01	14.71	15.45	16.22	17.03
Equipment Maintenance Technician (PTB)	20.49	21.51	22.59	23.71	24.90
Facility Coordinator	11.00	11.55	12.13	12.73	13.37
Fire Technician	11.40	11.97	12.57	13.19	--
Graffiti Abatement Aide	11.00	--	--	--	--
Graffiti Abatement Worker	18.09	18.99	19.94	20.94	21.98
Health Education Intern	14.79				
Health Education Specialist [Grant]	17.24	--	--	--	--
Information Technology Systems Technician (PTB)	23.80	25.00	26.24	27.55	28.93
Instructor	11.00	11.55	12.13	12.73	13.37
Junior Intern	11.00	11.55	12.13	12.73	13.37
Kitchen Assistant	11.00	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	20.87	21.91	23.00	24.16	25.36
Learning Coordinator [Grant]	17.90	18.80	19.73	20.72	21.76
Learning Leader [Grant]	12.10	12.70	13.33	14.00	14.70
Maintenance Technician (PTB)	18.09	18.99	19.94	20.94	21.98
Maintenance Worker (Part-Time)	18.09	18.99	19.94	20.94	21.98
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	11.34	11.91	12.50	13.13	13.79
NPDES/Environmental Compliance Technician (PTB)	22.68	23.81	25.00	26.25	27.57
Nutrition Site Manager	11.00	--	--	--	--
Office Specialist	17.11	17.96	18.86	19.80	20.79
Office Technician (PTB)	17.11	17.96	18.86	19.80	20.79
Park Leader	11.00	11.55	12.13	12.73	13.37
Personnel Services Technician (PTB)	23.68	24.87	26.11	27.41	28.78
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	11.40	11.97	12.57	13.19	--
Police Dispatcher (Relief)	22.40	23.52	24.69	25.92	27.22
Police Services Specialist (Relief)	17.73	18.61	19.55	20.52	21.55
Program Aide	11.45	--	--	--	--
Property Custody Technician (PTB)	16.88	17.73	18.61	19.54	20.52
Public Works Director/City Engineer	60.95	64.00	67.20	70.56	74.09
Receptionist/Office Specialist	16.71	17.54	18.42	19.34	20.31



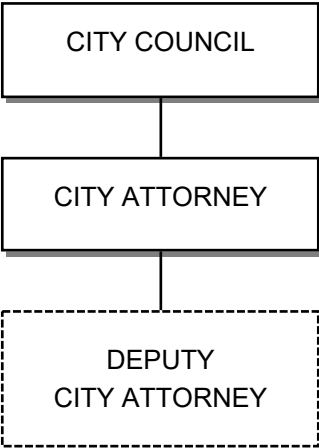
<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Receptionist/Office Technician (PTB)	16.71	17.54	18.42	19.34	20.31
Recreation Intern	14.79	--	--	--	--
Recreation Leader	11.00	11.55	12.13	12.73	13.37
Recreation Specialist	11.11	11.66	12.25	12.86	13.50
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	400	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	150				
Reserve Police Sergeant	200				
Senior Intern	11.56	12.14	12.74	13.38	14.05
Senior Learning Leader	15.44	16.21	17.02	17.87	18.76
Senior Police Cadet	14.25	14.97	15.71	16.50	17.32
Senior Recreation Leader	12.04	12.64	13.27	13.93	14.62
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
Substitute Learning Leader (d)	11.00	11.55	12.13	12.73	13.37
Systems Specialist (PTB)	17.33	18.20	19.11	20.07	21.07
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
<b>FULL-TIME</b>					
Accountant	4044	4246	4458	4681	4915
Accounting Specialist	3445	3617	3798	3988	4187
Administrative Aide	3921	4117	4323	4539	4766
Administrative Analyst	4758	4996	5245	5508	5783
Administrative Secretary	3479	3653	3836	4028	4229
Administrative Specialist	3479	3653	3836	4028	4229
Assistant Director of Housing/Planning Manager	7571	7950	8347	8765	9203
Assistant Planner	4435	4657	4890	5134	5391
Associate Planner	5139	5396	5665	5949	6246
Benefits Coordinator	4104	4310	4525	4751	4989
Building Inspector	4446	4668	4902	5147	5404
Building Maintenance Technician	3571	3750	3937	4134	4341
Building Official/Code Enforcement Manager	7571	7950	8347	8765	9203
Check Processor/Court Liaison Officer (Modified Duty)	5293	5558	5836	6128	6434
City Clerk	6257	6570	6899	7244	7606
City Manager	--	--	16961	17810	18700
City Planner/Planning Manager	7571	7950	8347	8765	9203
Code Enforcement Officer	4179	4388	4608	4838	5080
Code Enforcement Supervisor	5213	5474	5748	6035	6337
Community Health Education Coordinator [Grant]	4002	4203	4413	4633	4865
Customer Service Representative/Office Specialist	2965	3113	3269	3432	3604
Deputy City Clerk	4283	4497	4722	4958	5206
Deputy City Mgr/Exec Dir of Econ and Community Dev	12904	13549	14227	14938	15685
Deputy Fire Chief	9935	10432	10953	11501	12076
Deputy Fire Marshal	5822	6113	6419	6740	7077
Diagnostic Specialist	3931	4127	4334	4550	4778
Director of Admin. Svcs. And Human Resources	10777	11315	11881	12475	13099
Director of Human Services	--	10082	10586	11115	11671
Econ. Dev. Coord./Housing Associate (b)	5331	5598	5877	6171	6480
Environmental Control Specialist	4082	4286	4501	4726	4962
Environmental Manager	5139	5396	5665	5949	6246
Equipment Maintenance Supervisor	5423	5694	5979	6278	6592
Equipment Mechanic	3551	3728	3915	4110	4316
Executive Director Office of Public Safety	12904	13549	14227	14938	15685
Facilities and Grounds Superintendent	M-12 7571	7950	8347	8765	9203

<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Facilities Specialist	4360	4577	4806	5047	5299
Finance Director	10777	11315	11881	12475	13099
Finance Supervisor	5102	5358	5625	5907	6202
Fire Battalion Chief	8212	8623	9054	9507	9982
Fire Captain	6610	6940	7287	7651	8034
Fire Engineer	5244	5506	5781	6070	6374
Firefighter	4521	4747	4984	5233	5495
GIS Specialist	4762	5000	5250	5512	5788
Graffiti Abatement Worker	3135	3291	3456	3629	3810
Health Education Specialist [Grant]	2989	3138	3295	3460	3633
Housing Associate	5139	5396	5665	5949	6246
Information Technology Manager	7571	7950	8347	8765	9203
Information Technology Specialist	4762	5000	5250	5512	5788
Junior Accountant	3851	4044	4246	4458	4681
Law Enforcement Systems Supervisor	5609	5890	6184	6493	6818
Leadworker, Facilities	3617	3797	3987	4187	4396
Leadworker, Maintenance	3617	3797	3987	4187	4396
Learning Coordinator [Grant]	3102	3258	3420	3591	3771
Maintenance Worker	3135	3291	3456	3629	3810
Motor Sweeper Operator	3401	3571	3750	3937	4134
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	3931	4127	4334	4550	4778
NPDES/Environmental Compliance Inspector	3931	4127	4334	4550	4778
Office Specialist	2965	3113	3269	3432	3604
Personnel Services Coordinator	4104	4310	4525	4751	4989
Plans Examiner	5423	5694	5979	6278	6592
Police Captain	9935	10432	10953	11501	12076
Police Chief	12904	13549	14227	14938	15685
Police Dispatch Supervisor	4598	4828	5069	5323	5589
Police Dispatcher	3882	4076	4279	4493	4718
Police Lieutenant	9087	9541	10018	10519	11045
Police Officer (c )	5670	5954	6251	6564	6892
Police Officer Trainee	5247	--	--	--	
Police Records/Desk Officer (Modified Duty)	5478	5752	6040	6342	6659
Police Sergeant (c )	7537	7914	8309	8725	9161
Police Services Specialist	3073	3226	3388	3557	3735
Police Services Supervisor	4952	5199	5459	5732	6019
Project Manager	5040	5292	5556	5834	6126
Property Custody Clerk	2926	3072	3225	3387	3556
Public Safety Admin. Svcs. Supervisor	7248	7610	7991	8390	8810
Public Works Director/City Engineer (a)	11316	11882	12476	13100	13755
Public Works Inspector	4360	4577	4806	5047	5299
Public Works Superintendent	7571	7950	8347	8765	9203
Receptionist/Office Specialist	2896	3041	3193	3352	3520
Recreation Supervisor	3759	3947	4144	4351	4569
Secretary	3124	3280	3444	3616	3797
Secretary to the Exec. Dir. Office of Public Safety	4134	4341	4558	4786	5025
Senior Accountant	4914	5160	5418	5689	5973
Senior Building Inspector	5040	5292	5556	5834	6126
Senior Citizens Supervisor	3759	3947	4144	4351	4569
Senior Code Enforcement Officer	4680	4914	5159	5417	5688
Senior Human Services Supervisor	4435	4657	4890	5134	5391
Senior Information Technology Specialist	5342	5609	5889	6184	6493
Senior Learning Coordinator	3759	3947	4144	4351	4569
Senior Management Analyst	6257	6570	6899	7244	7606
Senior Recreation Supervisor	4435	4657	4890	5134	5391
Support Coordinator (Modified Duty)	5293	5558	5836	6128	6434

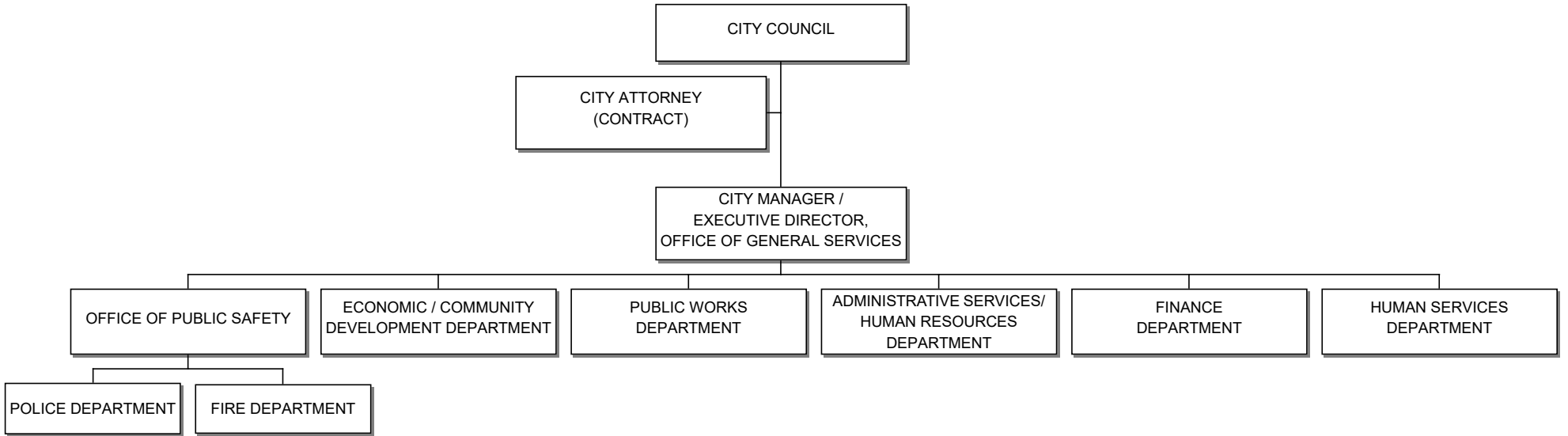
# ORGANIZATION OF LOCAL GOVERNMENT



**OFFICE OF CITY ATTORNEY**



**DEPARTMENT ORGANIZATION**



# UNIVERSAL LEGEND

MANAGEMENT LEVEL  
CLASSIFICATION

NONMANAGEMENT LEVEL  
CLASSIFICATION

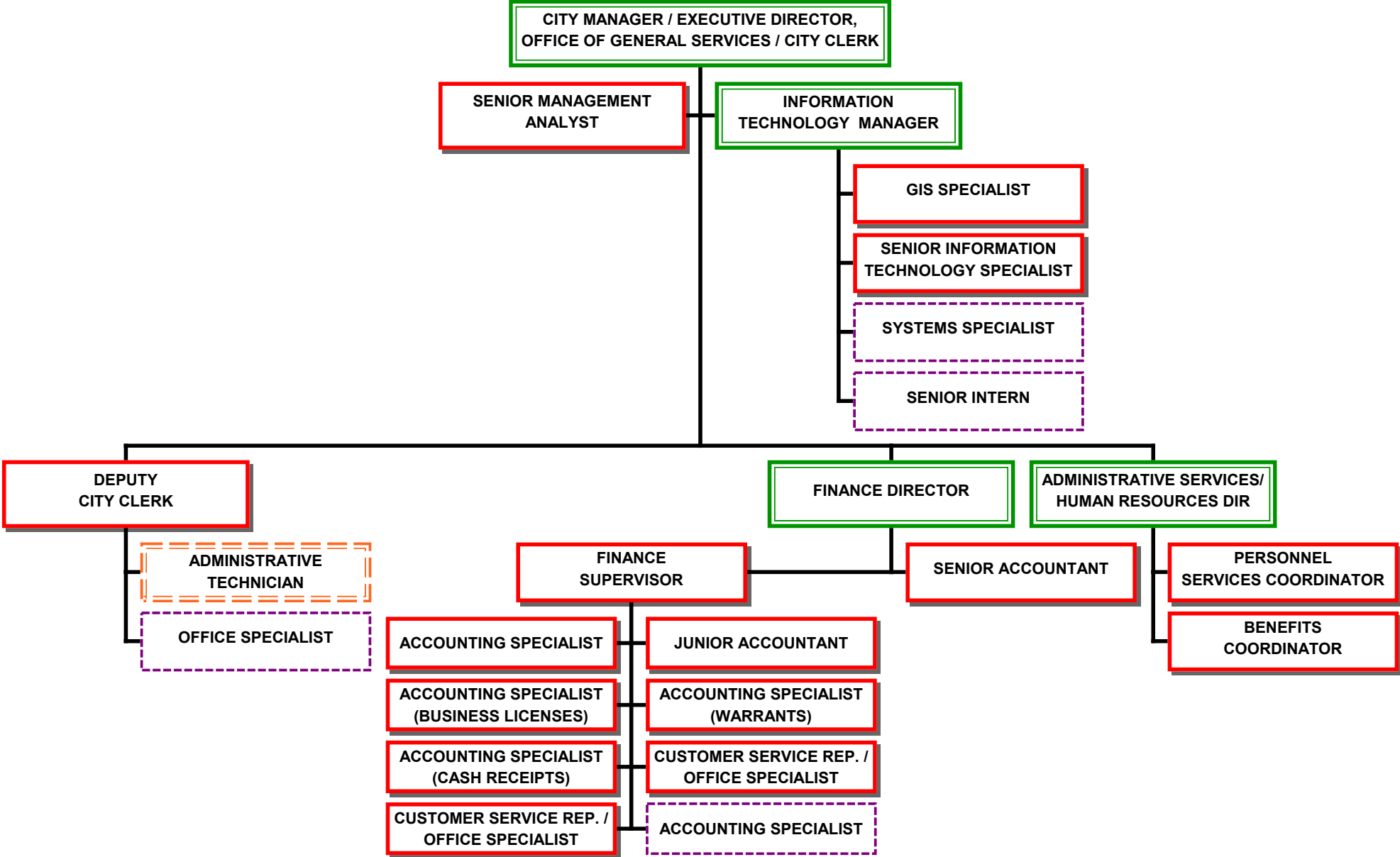
MANAGEMENT SAFETY  
CLASSIFICATION

NONMANAGEMENT SAFETY  
CLASSIFICATION

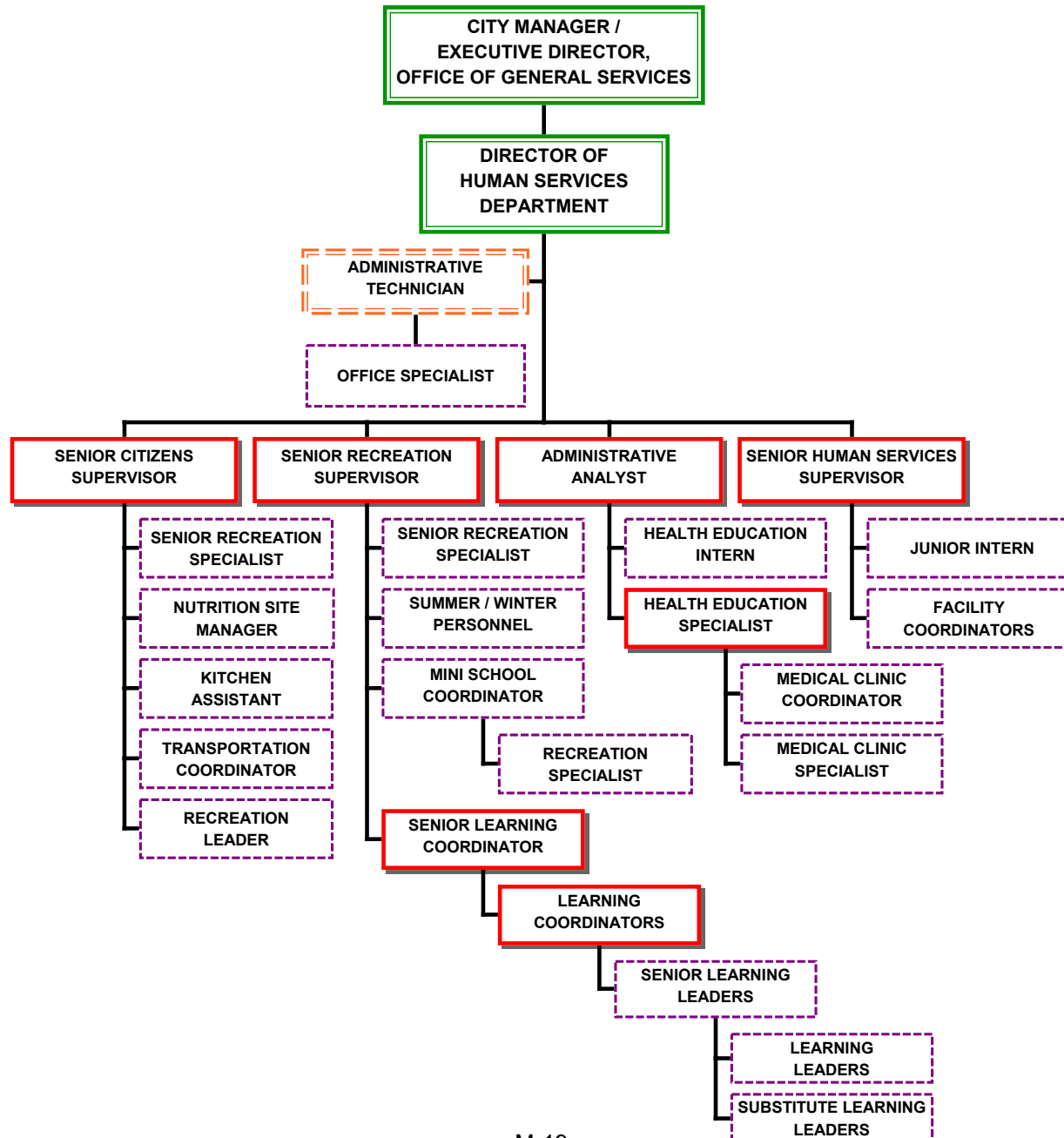
PART-TIME BENEFITTED  
CLASSIFICATION

TEMPORARY/PART-TIME/  
CONTRACT CLASSIFICATION

# CITY MANAGER / OFFICE OF GENERAL SERVICES

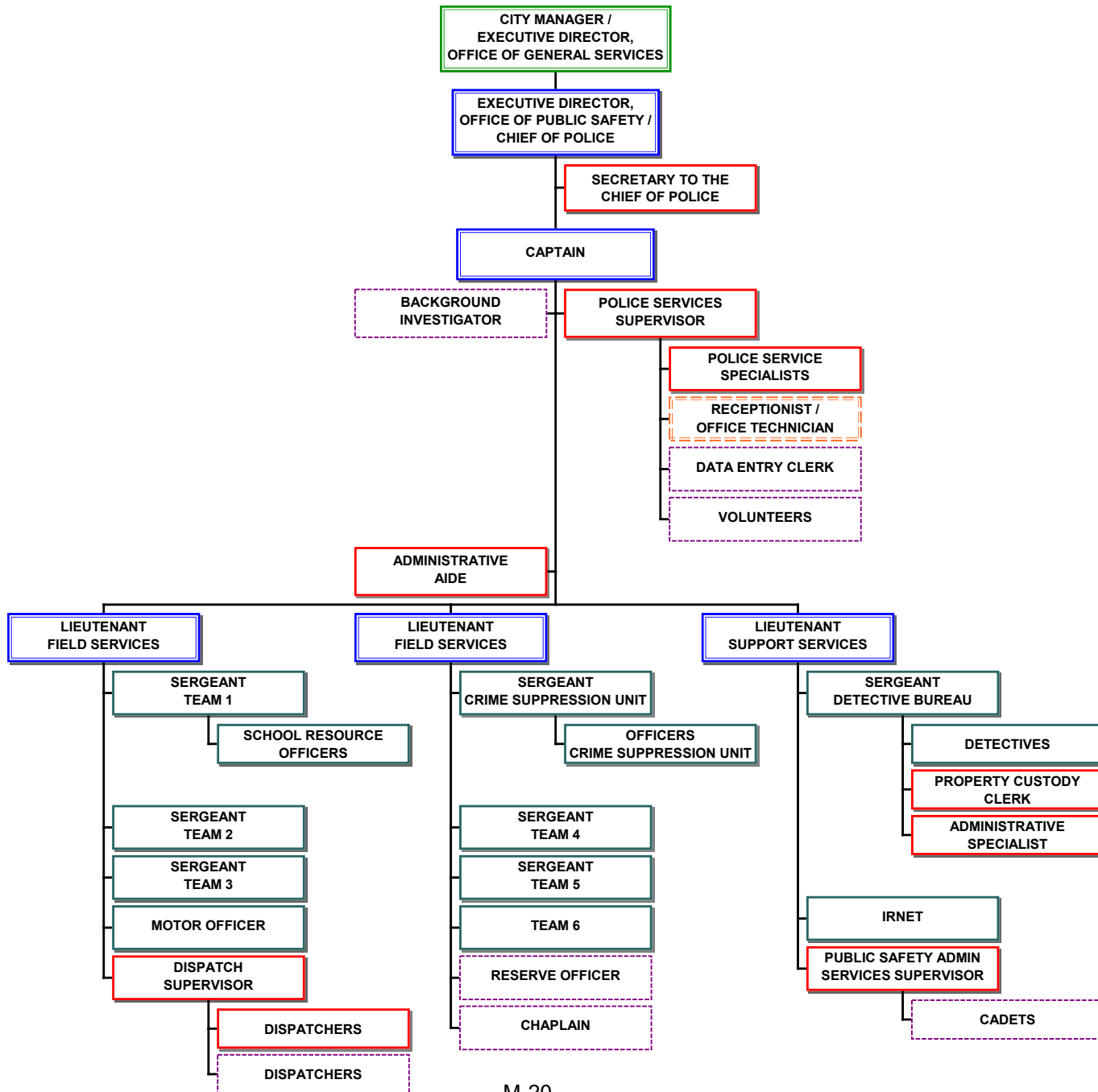


# HUMAN SERVICES DEPARTMENT

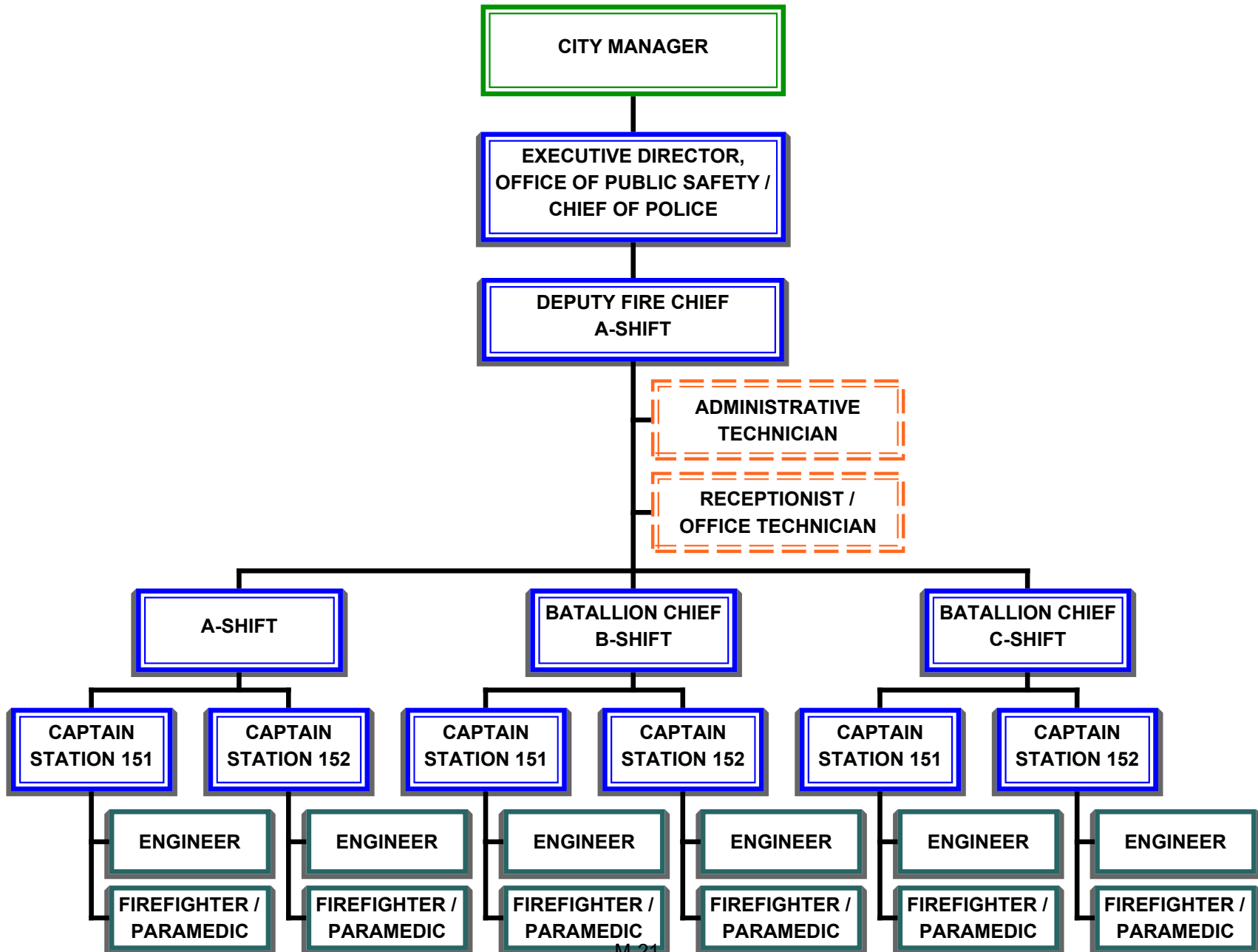




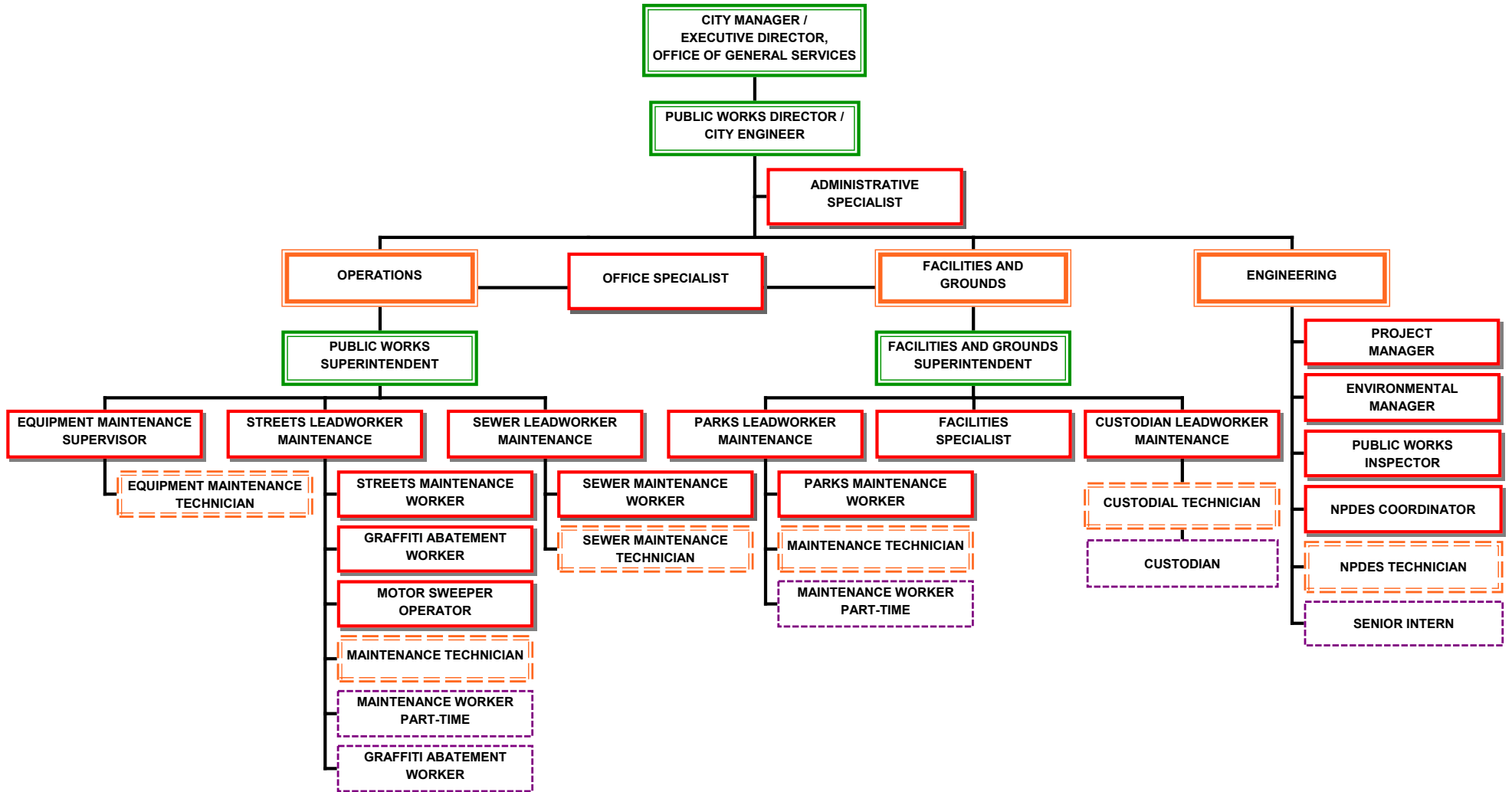
# POLICE DEPARTMENT



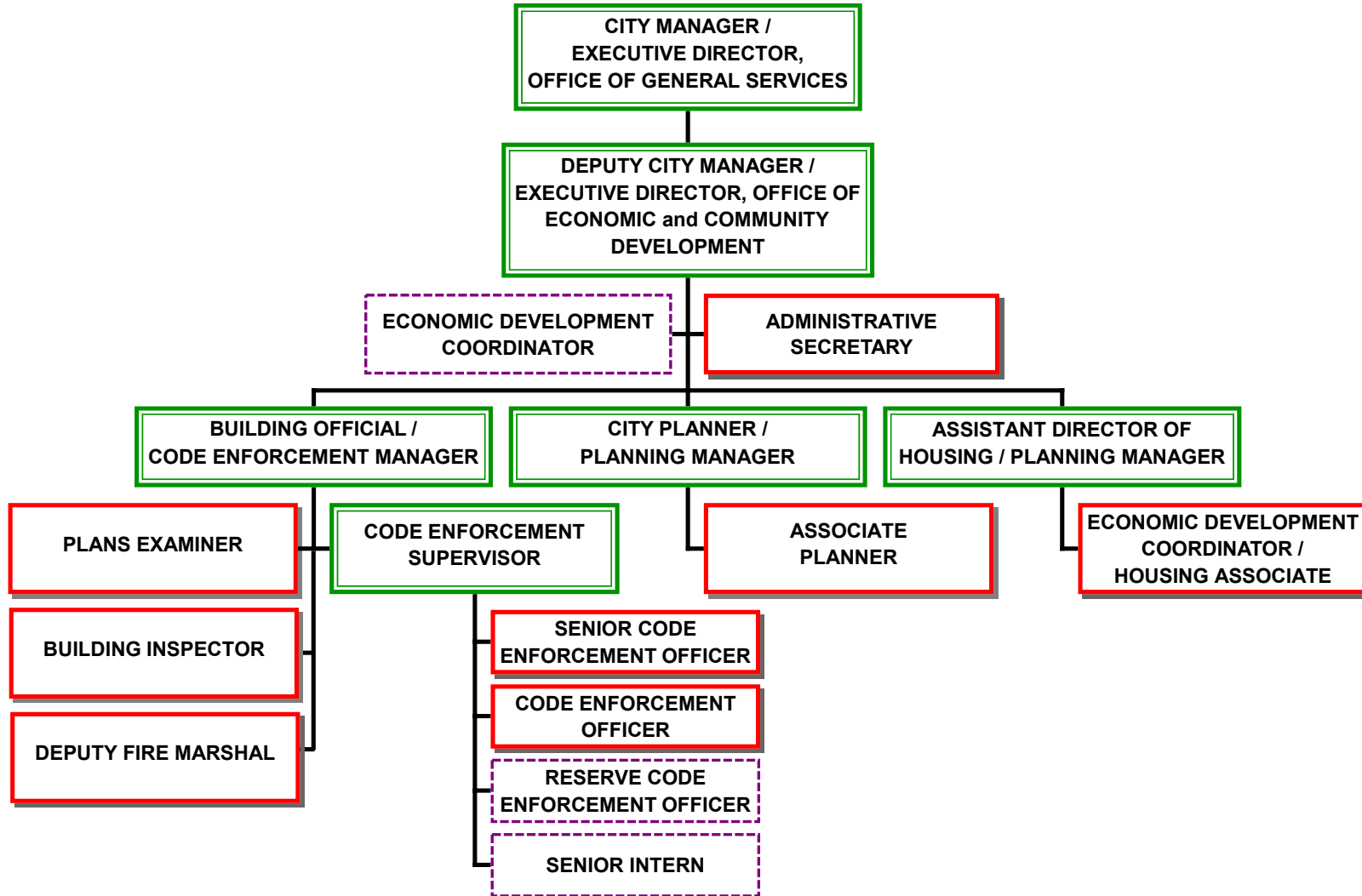
# FIRE DEPARTMENT



# PUBLIC WORKS DEPARTMENT



# ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT



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