

ADOPTED BUDGET

Fiscal Year 2020-21

City of Montclair

City of Montclair

California

Montclair City Council

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

City Manager
Edward C. Starr

City of Montclair
FY 2020-21 ADOPTED BUDGET
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**Subject: CITY MANAGER'S FISCAL YEAR 2020-21 BUDGET MESSAGE
PRESENTED TO THE MONTCLAIR CITY COUNCIL**

To: Honorable Mayor and City Council

INTRODUCTION

Presented for your consideration is the Proposed City of Montclair Fiscal Year 2020-21 Budget.

Fiscal Year 2020-21 Appropriations:

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

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

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

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

**Table 2
Proposed Fund Transfers**

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

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

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

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

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

Fiscal Year 2020-21 Estimated Revenue:

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

**Table 3
Estimate Revenues – All Funds**

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

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- The Proposed Fiscal Year 2020–21 Estimated Revenue Budget also incorporates \$2,590,762 in transaction and use taxes and residual redevelopment taxes for debt service payment on the *2014 Issue of Lease Revenue Bonds*—remaining transaction and use tax and residual redevelopment tax balances have been budgeted in the General Fund for general government operations and economic development-related activities.

Fiscal Year 2020–21 General Operating Fund Position:

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

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

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

**Table 3
Unfunded Positions
City Manager Department**

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

**Table 4
Unfunded Positions
Fire Department**

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

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**Table 5
Unfunded Positions
Human Services Department**

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

**Table 6
Unfunded Positions
Police Department**

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

**Table 7
Unfunded Positions
Public Works Department**

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

**Table 8
Unfunded Positions
Community Development Department**

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

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- 2. Transfer In from General Fund Reserves.** Transfer monies from General Fund Reserves to cover a portion of the excess of Uses over Sources. After incorporating into the General Fund Operating Budget a recurring transfer of \$100,000 from the Traffic Safety Fund, an additional \$1,182,134 was required to further reduce the deficit. However, the \$1,182,134 was reduced to \$654,010 through a series of layoff actions discussed under "3. Personnel Layoffs", below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Fiscal Year 2012–13, the City Council made the decision to annually allocate approximately \$2.6 million in transactions and use tax and residual redevelopment revenues to a Debt Service Fund — for Fiscal Year 2020–21, the proposed allocation is \$2,590,762. This annual allocation is sufficient to service debt on the *2014 Issue of Lease Revenue Bonds*, and provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations — a factor essential to maintaining and improving the City's bond rating.

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

Revenue estimates in excess of the debt service requirements, which amount to \$3,538 for transactions and use taxes and \$750,000 for residual redevelopment property taxes, have been budgeted in the General Fund and Economic Development Fund, respectively. Annually allocating transactions and use tax revenue to the separate Debt Service Fund, as outlined herein, effectively removed debt service for the *2014 Issue of Lease Revenue*

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

Segregating transactions and use taxes, along with residual redevelopment property tax revenues, for annual debt service should continue until the *2014 Issue of Lease Revenue Bonds* is repaid — the current year of maturity is 2045. The *2014 Issue of Lease Revenue Bonds* is subject to refunding in 2024.

In November 2014 the City Council directed refunding of the *2005 Issue of Lease Revenue Bonds* by issuing the 2014 series of *Lease Revenue Bonds* to take advantage of lower bond rates and to provide resources for public works improvements. This refunding retired the *2005 Issue of Lease Revenue Bonds* and provided \$22,033,622 in new bond funds, of which \$2,247,461 is currently available for infrastructure and facilities improvements. The remaining proceeds will primarily be utilized for the Central Avenue Street Rehabilitation project.

General Operating Fund Reserve Balance:

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

As of June 30, 2021, the Fiscal Year 2020–21 General Operating Fund's Fund Balance estimate of \$5,750,543 is projected to be approximately 20.00 percent of proposed appropriations of \$28,730,780.

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

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

<u>Fiscal Year</u>	<u>Operating Fund Balance</u>	<u>Operating Appropriations</u>	<u>Percentage</u>
Estimated 2020-21	\$5,750,543	\$28,730,780	20.02%
2019-20	\$6,157,935	\$30,786,656	20.00%
2018-19	\$6,201,691	\$30,013,635	20.66%
2017-18	\$6,173,868	\$28,853,787	21.40%
2016-17	\$6,021,152	\$28,175,709	21.37%
2015-16	\$5,616,395	\$26,437,292	21.24%
2014-15	\$5,208,425	\$24,597,663	21.17%
2013-14	\$5,018,635	\$24,687,911	20.33%

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

Maintaining the \$6.0 million fund target and achieving a 25 percent Fund Balance maintenance target have proven difficult to achieve in the face of increasing personnel costs driven primarily by significant annual increases to the City's CalPERS employer contribution rate for unfunded liabilities, and because of the COVID–19 outbreak and the subsequent shutdown of the economy due to Governor Newsom's March 19, 2020, Stay-At-Home Order and its impact on sales tax revenues. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio in future fiscal years that represents no less than 25 percent of the General Operating Fund's Operating Budget.

Over the years, the City's annual success at achieving and maintaining a healthy General Fund Operating Fund Unassigned Reserve Fund Balance has been accomplished through commitment to the following coordinated objectives:

1. *Fiscal restraint achieved by implementation of sound economic policies and practices.* The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. *Reviewing the shared allocation of personnel-related costs between the General Operating Fund, other City entities (Successor Agency and Housing Authority) and other City Funds (Sewer, Economic Development, etc.).* City staff continually review and redistribute percentages of shared personnel costs between the General Fund, City Entities, and other City Funds, provided that other funds are capable of supporting expenditure demands. This year, as with prior years, City staff has been successful in reducing the General Operating Fund's burden by reallocation of personnel resources between various funds and City entities.
3. *Reductions in personnel.* Over the past decade, the City achieved significant reductions in personnel, with personnel totals declining from a high of 231 full-time employees in Fiscal Year 2007–08 to 180 full-time funded positions for Fiscal Year 2020–21.

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

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

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

4. *Requiring employees to pay a portion of the California Public Employee Retirement System (CalPERS) Member Contribution.* Starting in 2009, the City Council significantly reduced personnel-related costs by initiating a process that directed employees to cover a portion of CalPERS Member contributions. This contribution requirement now covers all full-time City employees and varies in the contribution rate based on each employee's pension formula, employee group representation, and pension status with CalPERS — this latter component is based on whether an employee is a classic member (a CalPERS member prior to January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012.
5. *Implementation of revenue enhancement measures.* In recent years, the City Council enacted a number of revenue raising measures designed to increase the General Fund revenue stream. Each action has produced positive annual improvement to the City's General Operating Fund.

Unfortunately, the fiscal management practices of the City are annually countered by decisions of the CalPERS Administrative Board of Directors to substantially increase employer pension rates. Effectively, actions implemented by the CalPERS Board of Directors are producing unprecedented and cumulative year-to-year increases anticipated to continue and compound through Fiscal Year 2032–33, when the total annual payment is projected to be in excess of \$10.5 million. For Fiscal Year 2020–21, the cumulative CalPERS payment is estimated at \$7.2 million, an increase of approximately \$4.2 million since Fiscal Year 2013–14. The City is also burdened by an excessive unfunded pension liability, currently estimated to be approximately \$71 million. Fiscal Year 2020–21 CalPERS-related pension costs have been incorporated into the Fiscal Year 2020–21 Budget.

In an effort to again reduce the impact of annual CalPERS increases, City staff recommends paying the 2020–21 unfunded liability obligation in one payment of \$5,133,702 during July 2020 — an action projected to result in a savings of \$176,641 over the standard monthly payments required for the fiscal year. This projected savings has been incorporated into the Fiscal Year 2020–21 Budget.

It has been a regular effort of this current City administration to stress the adverse fiscal impacts related to annual, uncontrolled public employee pension-related costs. These increases are a primary contributing factor causing estimated appropriations in fiscal year 2020–21 to initially exceed estimated revenue by \$1,282,134 — a deficit amount proposed for elimination with transfers from the Traffic Safety Fund, General Fund

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

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

- **Evaluate service contracting for specified programs targeted at maintaining and enhancing services and achievable cost efficiencies.** Different programs in the City will be evaluated to determine if service contracting provides the City with viable and affordable options for delivering public services.

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

- **Consider an increase in the Utility Users Tax Rate.** The City's Utility Users Tax rate is currently 3.89 percent. The authorized tax rate, as approved by the voters of Montclair at the November 3, 1998 General Election, is 4.74 percent. In that election, voters were asked if the Utility Users Tax should be repealed. The Montclair electorate voted to maintain the tax at a 4.74 percent tax rate. After the tax was reauthorized by voters, the City Council, over the next several years, gradually reduced the tax rate from 4.74 percent to the current 3.89 percent.

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

Increasing the Utility User Tax rate back up to the maximum voter authorized rate of 4.74 percent would generate an estimated \$600,000 to \$750,000 annually in new revenue. To minimize the long-term impact on taxpayers, the City Council could mandate annual review of the rate increase and require re-justification for annual renewal at the increased rate. The City Council is, however, discouraged from a practice of cyclically raising and lowering a tax, as the process would likely generate kickback from both the CDTFA and business community due to implementation and educational requirements the tax adjustment process requires.

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

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

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

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

Based on the City's current transactions and use tax rate of 0.25 percent and annual revenue earnings of \$2.3 million, increasing the City's transactions and use tax rate through voter initiative, from the current 0.25 percent rate to 1 percent would generate approximately \$9.2 million in annual revenue; however, in the current COVID-19 environment, the estimate for the first year of operation is reduced to an estimated \$7,376,000, based on the projected \$1,844,000 Fiscal Year 2020–21 estimate for the City's current 0.25 percent transactions and use tax. If approved by voters at the November 3, 2020, Municipal Election, the 1 percent transactions and use tax would not go into effect until April 1, 2021, generating an estimated \$1,844,000 for Fiscal Year 2020–21.

Revenue from an increase in the City's transactions and use tax rate would be used to support a variety of general government functions including the following:

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

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

- Other priorities identified by the City Council.

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

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

- **Consider implementation of a Proposition 64 compliance program.** A series of commercial cannabis activity ordinances were presented to the Montclair Planning Commission in late 2019, and recommended for approval to the City Council as the Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair ("MAUCRSL"). City staff anticipates presenting the MAUCRSL to the City Council later in 2020. Fees generated by a regulatory system are indeterminate, and would be based on the number of franchise agreements and type of permits issued by the City.

Revenue from a Proposition 64 compliance program would be used to support a variety of general government functions including, but not limited to the following:

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

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- **Pursue refunding of redevelopment bonds to produce debt service savings.** This action was completed in December 2019, producing a net return of approximately \$1,850,962 to the City in administrative-related fees, declining annually over the 15-year debt service period. Revenue generated is deposited in the Economic Development Fund to support programs related to community economic development.
- **Promote development within North Montclair pursuant to the Amended North Montclair Downtown Specific Plan (Amended NMDSP).** Projects within the Amended NMDSP boundaries include high-density residential and mixed-use development, office space, and adaptive re-use of existing spaces.

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

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

- **Redevelopment of Montclair Place.** Redevelopment of Montclair Place is intended to address the changing nature of the retail industry. The initial step toward redevelopment includes completion of a specific plan for the Montclair Place District that would focus on bringing residential, office space, entertainment, restaurants and educational uses to the site, along with existing commercial retail. City staff anticipates presenting the Montclair Place District Specific Plan (MPDSP) to the City Council for consideration in September 2020.

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

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

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

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

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

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- Facilitate infrastructure improvement programs throughout the City;
- Address long-term costs related to CalPERS pension increases;
- Promote and enhance community service and public safety programs;
- Produce revenue for employee working condition enhancements;
- Facilitate the City's recovery from the COVID-19 outbreak and the shut down of the economy pursuant Governor Newsom's effort to curb the spread of the virus; and
- Address other City Council-directed priorities and objectives.

GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS:

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

In preparing the proposed Fiscal Year 2020–21 Budget, the shutdown of the economy due to the COVID-19 outbreak, as well as annual CalPERS pension cost increases, challenged Montclair's ability to produce a balanced budget and designate additional General Fund Revenues to Reserves for special purposes. Nonetheless, efforts are annually made to restore each fund and account within the General Fund Reserves to acceptable, healthy levels to meet future liabilities and long-term objectives.

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

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

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

The following Reserve Funds make up the General Fund's Reserves and are recommended for retention:

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

In recent years, the impact of CalPERS pension rates has strained the City's ability to refund the *Equipment Replacement Reserve* after draws are made for major equipment/rolling stock. For this reason, the City has been restrictive in authorizing fund withdrawals. To the degree possible, funds from other sources may be required to minimize impacts on the *Equipment Replacement Reserve*.

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

- *Self-Insurance Retentions.* This Special Purpose Reserve is established to address City-related self-insurance retention liabilities. Withdrawals from *Self-Insurance Retentions* depend on litigation expenses and repair costs related to equipment/vehicles not covered by general liability insurance.
- *Technology Enhancements.* This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades.

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

- *CalPERS and Employee Post Benefits.* The City continues to experience significant increases to CalPERS' pension-related costs – increases that are projected to continue unabated through the next decade. In addition, as the organization's post-employment (retiree) population increases, Other Post-Employment Benefits (OPEBs) – chiefly retiree-related medical costs – will also increase. Strategic

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budget planning for these known (and unknown) cost increases is essential to the City's long-term fiscal health and operations, fiscal solvency, fiduciary responsibilities, and avoidance of penalties related to any inability to meet payment obligations.

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

- *Retiree Medical Liability Reserve.* Since the late 1990s, City staff, under City Council direction, has not increased the monthly retiree medical allowance paid to retirees of the City and, pursuant to City Council direction, no increases are anticipated. This strict control ensures that, except for the increasing number of retirees as indicated above under the "*CalPERS and Employee Post Benefits*" discussion, OPEB costs will not increase in relation to the value of the monthly allowance.

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

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

- *Unanticipated Personnel Adjustment.* This Special Purpose Reserve is used to address unanticipated personnel-related cost adjustments; it does not, however, include unanticipated CalPERS employee rate increases discussed above under "*CalPERS and Employee Post Benefits*" and OPEB-related costs as discussed above under "*Retiree Medical Liability Reserve*". This Special Purpose Fund is expected to be used as a funding source for unanticipated overtime costs in the Police and Fire Departments for Fiscal Year 2020–21.
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required improvements to City facilities.
- *Contingency Reserve.* This Special Purpose Reserve is used for unanticipated non-personnel expenditures during the fiscal year.

Total current estimated General Fund Reserve – Special Purpose Funds: \$7,086,583 as detailed under Table 10, on the next page:

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

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

ESTIMATED REVENUE CHANGES

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

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

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

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

General Fund

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

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All Other Fund Accounts

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

OPERATING APPROPRIATIONS

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

Table 12
Appropriations – All Funds and General Operating Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Property tax revenue.** Property taxes, while improving, typically demonstrate only gradual growth overtime due (1) to the length of time required to develop projects, and (2) the time it takes for recordation of a completed project by the County Recorder on property tax rolls. The assessed valuation of property is also subject to repeated challenges by property owners; furthermore, the City only receives approximately \$0.14 from every property tax dollar. It is unclear if the COVID-19 outbreak will have a long-term impact on property taxes, and information related to any impact will not emerge until Fiscal Year 2021–22.
- **Changes to the Commercial Retail Marketplace.** Changing consumer tastes and alternative shopping formats have altered the retail landscape, directly impacting the sales tax revenues cities receive from the commercial retail marketplace. Online shopping is rapidly growing in popularity, particularly among the senior-adult population and millennials. Traditional brick and mortar sales remain strong in many markets, but these locations must undergo regular upgrades to continue attracting customers. To thrive, shopping must now become an experience that includes restaurants, entertainment, and service-related options if consumers are to be encouraged to leave their homes and visit retail stores and commercial centers.

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

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

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

Once the Montclair Place District Specific Plan (MPDSP) is adopted in September 2020, CIM Group anticipates moving forward with long-term plans for remaking the Montclair Place District by offering additional retail, entertainment, and restaurant options integrated into a mix of office and neighborhood residential projects. City staff anticipates that shortly after adoption of the MPDSP, CIM Group will be prepared to submit plans for its first residential/mixed-use project.

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

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

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

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

- **Increased personnel costs due to salary, benefit and CalPERS-related cost increases.** In the post-Great Recession years, the City has made every effort to control impacts on CalPERS pension costs while still improving the working conditions of employees. These improvements include bonuses, increasing wage and benefit contributions, and expanding the type of benefits offered. However, CalPERS has responded to these efforts by linking certain non-wage benefit adjustments to the fund's table of compensation components that are PERSABLE (reportable compensation that accrues to retiree annuity payments). Each PERSABLE cost component, along with CalPERS-mandated increases related to a

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

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

Fiscal Year 2020-21 Budget Objectives:

Operating expenditures in the proposed Fiscal Year 2020-21 Budget reflect a concerted effort to achieve the following:

- Thoroughly examine each department's budget requests;
- Eliminate unnecessary services and supplies expenditures;
- Eliminate negative fund balances;
- Provide for the annual bond payment on the *2014 Issue of Lease Revenue Bonds*;
- Establish a viable economic development/infrastructure program by establishing an Economic Development Fund;
- Maintain the health of the City's General Fund Reserves;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants;
- Control capital outlay requests;
- Effectively respond to the adverse fiscal impacts of the COVID-19 outbreak and the shutdown of the economy in compliance with Governor Newsom's March 19, 2020, Emergency Stay-At-Home Order.

Reductions to Department Requests:

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

Table 13
Department Appropriation Requests/City Manager Approved Appropriations

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

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Personnel Services:

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

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

Part-Time Benefitted Positions. The City's proposed Fiscal Year 2020–21 Operating Budget also includes funding for six part-time General Fund benefitted positions.

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

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

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

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

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

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

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

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

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

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

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**Table 14
Budget Allocations, By Department**

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

CONCLUSION

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

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

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

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

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

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

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

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As to the General Operating Fund's Operating Reserve Ratio, City staff has maintained a General Fund Operating Fund Balance of \$5,750,543 representing 20.00 percent of the General Operating Fund's Appropriations Budget.

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. For Fiscal Year 2020–21, this effort has never been more crucial to the future of the Montclair community. This Budget Message contemplates new revenue enhancements, but it does not incorporate speculated revenue earnings.

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

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

Over the past decade, the Montclair organization has fully embraced the matrix of a "New Economy"— a standard that responds to a public that demands local government agencies provide efficient public services without significant diminution in service levels, despite dwindling or limited resources. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without undue taxation. The City's fiscal discipline, prudence, and fiscal policy recalibration over the past several years has been to accomplish this community expectation. However, the paradigm has now shifted, a casualty of a microscopic virus that is imposing a new set of restrictions on local government and its ability to deliver services. Only through a concerted effort to promote new revenue programs and sources can the City effectively resolve the crisis behind us and before us, satisfy the workforce, and continue a healthy and responsive program of services for the community.

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

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

As the organization moves into a new fiscal year, the Montclair organization embraces the challenges offered by the economic paradigm confronting municipalities — a paradigm requiring a conservative stewardship over fiduciary responsibilities, including greater restraint toward personnel-related costs — the largest economic component in Montclair's General Operating Fund Budget. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a

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

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2020-21 Budget.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed Fiscal Year 2020-21 Budget and the City's program of services.

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

ECS:JK/ap/mf

Sincerely,

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

Edward C. Starr
City Manager



SUPPLEMENT NO. 1

COVID-19, AND HOW WE GOT HERE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Illustration 1

[April 2020 Traffic Volume Trends](#)



*Above map illustrates regions of country

Chart 1

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

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

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

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

Chart 2

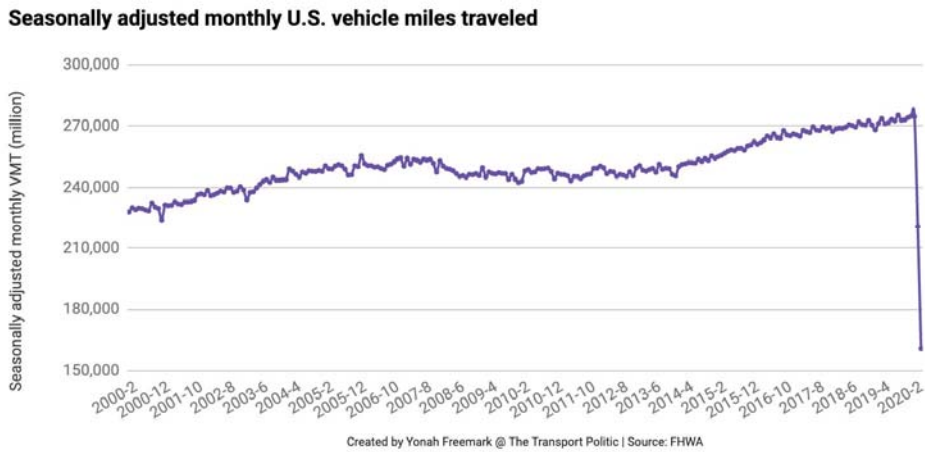
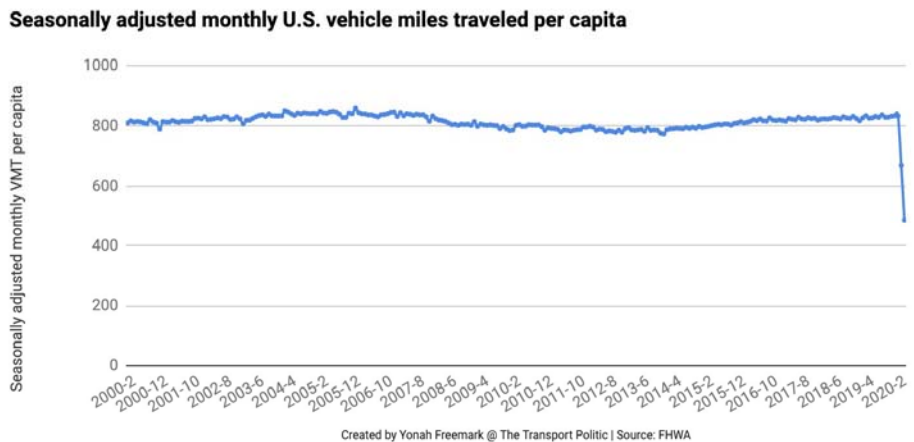


Chart 3



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

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

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

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

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

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

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

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

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

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

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

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

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

States — \$500 billion

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

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

Local governments – \$375 billion

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

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

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

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

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

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

**Table 1
CALIFORNIA CARES ACT DISTRIBUTIONS**

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

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

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

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

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

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

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

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

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

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

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

1. Reduce General Fund Operating Expenditures.

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

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

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 2020

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

The centerpiece of North Montclair is the Montclair Plaza, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 1,000,886 and an average household income of \$104,831.



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 73.5 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 29.9 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 14 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.



Police Facility



Fire Station No. 1



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

Skate Park

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



Montclair Splash Pad



Youth Center

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

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



Senior Center

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

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

Population: 40,133

Area: 5.54 square miles

DEMOGRAPHICS			
2020 Population & Income	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Population	187,507	474,533	1,000,886
Households	56,629	137,869	301,416
Families	41,409	105,124	234,216
Average Household Size	3.20	3.37	3.24
Median Age	33.0	33.3	35.3
Average Household Income	\$84,914	\$88,880	\$104,831
Median Household Income	\$62,632	\$65,646	\$80,952
Per Capita Income	\$26,122	\$26,068	\$31,753
Median Net Worth	\$59,382	\$70,977	\$124,076
Average Net Worth	\$475,075	\$563,140	\$786,805
Households > \$75,000	42.3%	44.5%	54.3%
Average Household Disposable Income	\$65,806	\$68,220	\$78,753
Median Household Disposable Income	\$52,478	\$54,115	\$63,992
Owner Occupied Housing Units	28,393	74,326	188,929
Renter Occupied Housing Units	28,236	63,543	112,487
2020 Consumer Spending (Spending Potential Index) National Average 100	93	97	115
2020 Workforce	3 Mile	5 Mile	10 Mile
Some College 25+ Population	22.6% (118,559)	22.0% (302,505)	22.7% (667,176)
With Degrees 25+	33.6%	31.9%	40.1%
Employment Totals 16+	78,147	195,511	427,764
White Collar 16+	56.3%	54.3%	62.7%
Blue Collar 16+	25.3%	27.6%	21.9%
Service 16+	18.4%	18.2%	15.4%
2020 Race & Ethnicity	3 Mile	5 Mile	10 Mile
Population by Race/Ethnicity	187,507	474,533	1,000,886
White	54.4%	53.4%	53.1%
Black	6.2%	5.4%	6.0%
Am. Indian, Asian & Pacific Islander	9.4%	9.1%	15.0%
Hispanic Origin (any race)	61.3%	64.0%	52.5%
Other	24.8%	27.1%	20.7%
Diversity Index	83.9	84.1	84.7
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
Higher Education Institutions within 25 Miles			
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario		CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont	

CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

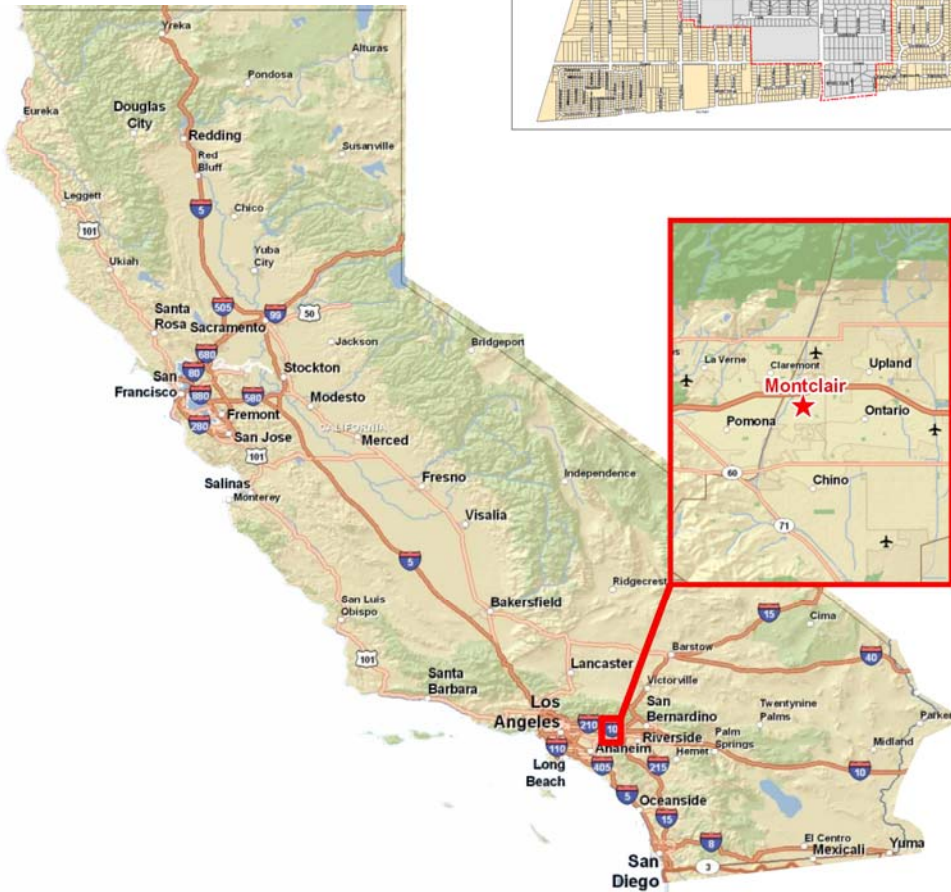
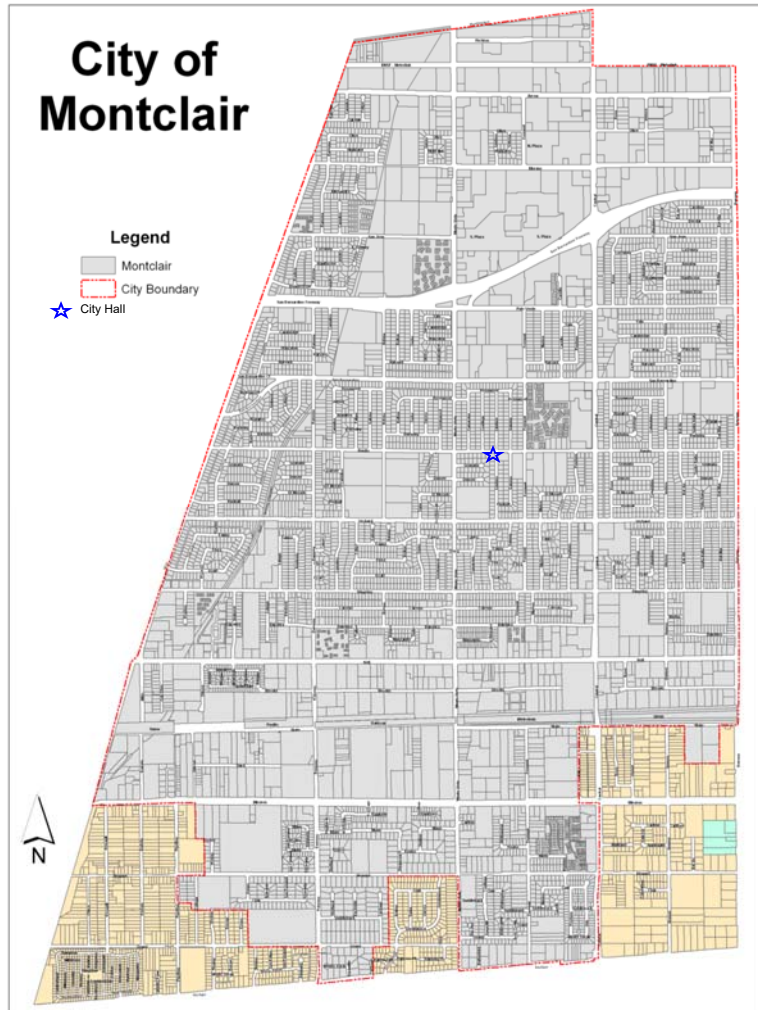
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

www.cityofmontclair.org

Population: 40,133

Area: 5.54 square miles





Budget Development Timeline Fiscal Year 2020-21

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 19, 2020	Mid-year Budget Review
March 9, 2020	Distribution of budget packets to all departments
April 2, 2020	Departmental-operating budget requests are due
April 28, 2020 - May 6, 2020	Management departmental budget sessions
May 21, 2020	Complete changes to departmental budgets
June 23, 2020	Budget review by City Council
June 29, 2020	City Council adopts budget by resolution

Budget Summaries

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

Notes:

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

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

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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Traffic Safety	General Operating Fund	\$ 100,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
City Reserve Funds	General Operating Fund	1,182,134	Necessary transfer of reserves to offset General Fund operating costs in the FY 20/21 budget.
	TOTAL	<u>\$ 1,282,134</u>	

CITY OF MONTCLAIR FISCAL YEAR 2020-21 BUDGET

FUND DESCRIPTIONS

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

BASIS OF ACCOUNTING

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

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

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL PROJECT FUNDS

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

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

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

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

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

SPECIAL ASSESSMENT FUNDS

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

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

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

DEBT SERVICE FUNDS

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

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

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

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

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

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

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

Revenues

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
SA BOND PROCEEDS - TAX EXEMPT - 1251							
Interest Income	235,829	140,000	109,709		140,000	140,000	-
TOTAL - 1251	235,829	140,000	109,709		140,000	140,000	-
2014 REFUNDING BOND PROCEEDS - 1252							
Interest Income - LAIF	171,355	-	1,392		-	-	-
Net Change FV-LAIF	23,934	-	-		-	-	-
TOTAL - 1252	195,289	-	1,392		-	-	-
2014 REFUNDING BONDS DEBT SERVICE - 1302							
Transfer from Bond Proceeds/Interest Income	309	300	248		300	300	-
Transaction & Use Tax/Debt Service	1,850,229	1,844,587	1,627,085		1,844,587	1,840,462	(4,125)
RPTTF Property Taxes/Debt Service	750,000	750,000	662,420		750,000	750,000	-
TOTAL - 1302	2,600,538	2,594,887	2,289,753		2,594,887	2,590,762	(4,125)
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less Expansion Fees	4,719,161	5,000,000	3,648,840	8.5	5,151,304	5,000,000	-
Sewer Availability Fees	4,771	6,000	4,890	8.5	6,904	6,000	-
Interest Income/Misc Revenue	12,634	10,000	-		10,000	10,000	-
TOTAL - 1501	4,736,566	5,016,000	3,653,730		5,168,208	5,016,000	-
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	216,844	220,000	-		220,000	220,000	-
Interest Income	9,419	10,500	-		10,500	10,500	-
TOTAL - 1502	226,263	230,500	-		230,500	230,500	-
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	113,073	113,000	140,580	10.0	168,696	113,000	-
Interest Income	861	500	-		500	500	-
TOTAL - 1601	113,934	113,500	140,580		169,196	113,500	-

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

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	56,202	55,000	54,587	10.0	65,504	40,782	-
Interest Income	398	150	-		150	150	-
TOTAL - 1602	56,600	55,150	54,587		65,654	40,932	-
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	128,333	100,000	74,442	9.0	99,256	100,000	-
Interest Income	2,630	2,500	-		2,500	2,500	-
TOTAL - 1704	130,963	102,500	74,442		101,756	102,500	-
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	410,683	200,000	89,496		200,000	200,000	-
TOTAL - 1740	410,683	200,000	89,496		200,000	200,000	-
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	929,043	400,000	202,785		400,000	400,000	-
TOTAL - 1741	929,043	400,000	202,785		400,000	400,000	-
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	70,437	65,000	59,489	9.0	79,319	75,000	10,000
TOTAL - 1742	70,437	65,000	59,489		79,319	75,000	10,000
PUC CALTRANS REIMBURSEMENT - 1743							
PUC Grant	-	-	-		-	-	-
TOTAL - 1743	-	-	-		-	-	-
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in Lieu Fees	-	-	109,460		-	-	-
TOTAL - 1744	-	-	109,460		-	-	-

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

	2018-2019 Audited	2019-2020 Revised Budget Thru 4/2020	2019-2020 Actual Thru 4/2020	Months In Current Actual	Revised Budget or Annualization of Actual	2020-2021 Estimate	Increase (Decrease) over Revised Budget
GENERAL PLAN UPDATE FEES (LP) - 1745							
General Plan Update Fees	11,934	12,000	5,200	10.0	6,240	12,000	-
TOTAL - 1745	11,934	12,000	5,200		6,240	12,000	-
HOUSING FUND - 1746							
Inclusionary Housing Fees	-	-	-		-	-	-
TOTAL - 1746	-	-	-		-	-	-
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	31,047	30,000	15,973	6.0	31,946	30,000	-
TOTAL - 1748	31,047	30,000	15,973		31,946	30,000	-
EQUIPMENT REPLACEMENT FUND - 1750							
Sale of City Property	-	-	-		-	-	-
TOTAL - 1750	-	-	-		-	-	-
TOTAL - ALL FUNDS	47,447,346	46,233,782	33,044,534		46,440,397	43,038,686	(3,180,878)

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

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

GENERAL FUND

Property Taxes - Secured

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

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

Property Taxes - Unsecured

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

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

Sales and Use Tax

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

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

Transaction and Use Tax

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

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

Transient Occupancy Tax

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

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

Property Transfer Tax

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

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

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

Parking Citations	<p>Description: Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for previous twelve months.</p>
Special Police Services	<p>Description: Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Fire Department Service Fees	<p>Description: Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Rubbish Collection Fees	<p>Description: Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.</p> <p>Basis for Estimate: Estimate is based on actual collection experience.</p>
Zoning/Subdivision Fees	<p>Description: Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.</p> <p>Basis for Estimate: Estimate is obtained from the City Planning Division.</p>
Recreation Fees	<p>Description: The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the most recent twelve months plus an expected decrease due to the COVID-19 pandemic.</p>
Program Costs-Reimbursed	<p>Description: The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.</p> <p>Basis for Estimate: Estimate is based upon City's anticipated participation.</p>
Service Center Fees	<p>Description: Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for twelve months.</p>
Plan Checking Fees	<p>Description: Includes revenue from plan or map checking fees which are not a part of the building permit fee process.</p> <p>Basis for Estimate: Estimate is partially based upon plan or map checking services.</p>
Interest Income	<p>Description: Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.</p> <p>Basis for Estimate: Estimate is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.90% on LAIF deposits of pooled cash and is calculated on the average cash balances held by the City during the fiscal year. An accounting change pursuant to GASB #31 will not modify this estimate. GASB #31 gains and losses will be made to a separate account.</p>

Library Rentals

Description: San Bernardino County leases the library building from the City in accordance with San Bernardino County Agreement No. 07-147. The contract provides for a lease term of 10 years ending in October 2017 with two five-year options to extend.

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

Other Miscellaneous Income

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

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

GAS TAX FUND

Gas Tax - Section 2105

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

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

Gas Tax - Section 2106

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

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

Gas Tax - Section 2107

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

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

Gas Tax - Section 2107.5

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

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

Gas Tax - Section 2103

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

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

ROAD MAINTENANCE REHAB FUND

Gas Tax - Section 2032

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

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

MEASURE I FUND

Measure I - Local Allocation

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

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

TRAFFIC SAFETY FUND

CVC Parking Citations

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

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

Other C.V.C. Fines

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

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

PARK DEVELOPMENT FUND

Quimby Act Fees

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

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

PARK MAINTENANCE FUND

Cellular Antenna Site Rental

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

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

C.D.B.G. FUND

Grant Revenues

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

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

AIR QUALITY IMPROVEMENT TRUST FUND

AB 2766 Vehicle Registration Fees

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

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

STATE ASSET FORFEITURE FUND

Forfeited Money/Property

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

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

PROP 30/SB 109

Parolee/Probationers

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

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

FEDERAL ASSET FORFEITURE FUND

Forfeited Money/Property

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

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

STATE FORFEITURE - 15% SET-ASIDE

Public awareness/education

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

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

PUBLIC SAFETY FUND

Proposition 172 Sales Tax

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

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

EMS – PARAMEDIC FUND

Subscription Fees

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

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

First Responder Fees

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

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

SEWER MAINTENANCE FUND

Sewer Maintenance Fees

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

Basis for Estimate: Estimate is based on collection experience.

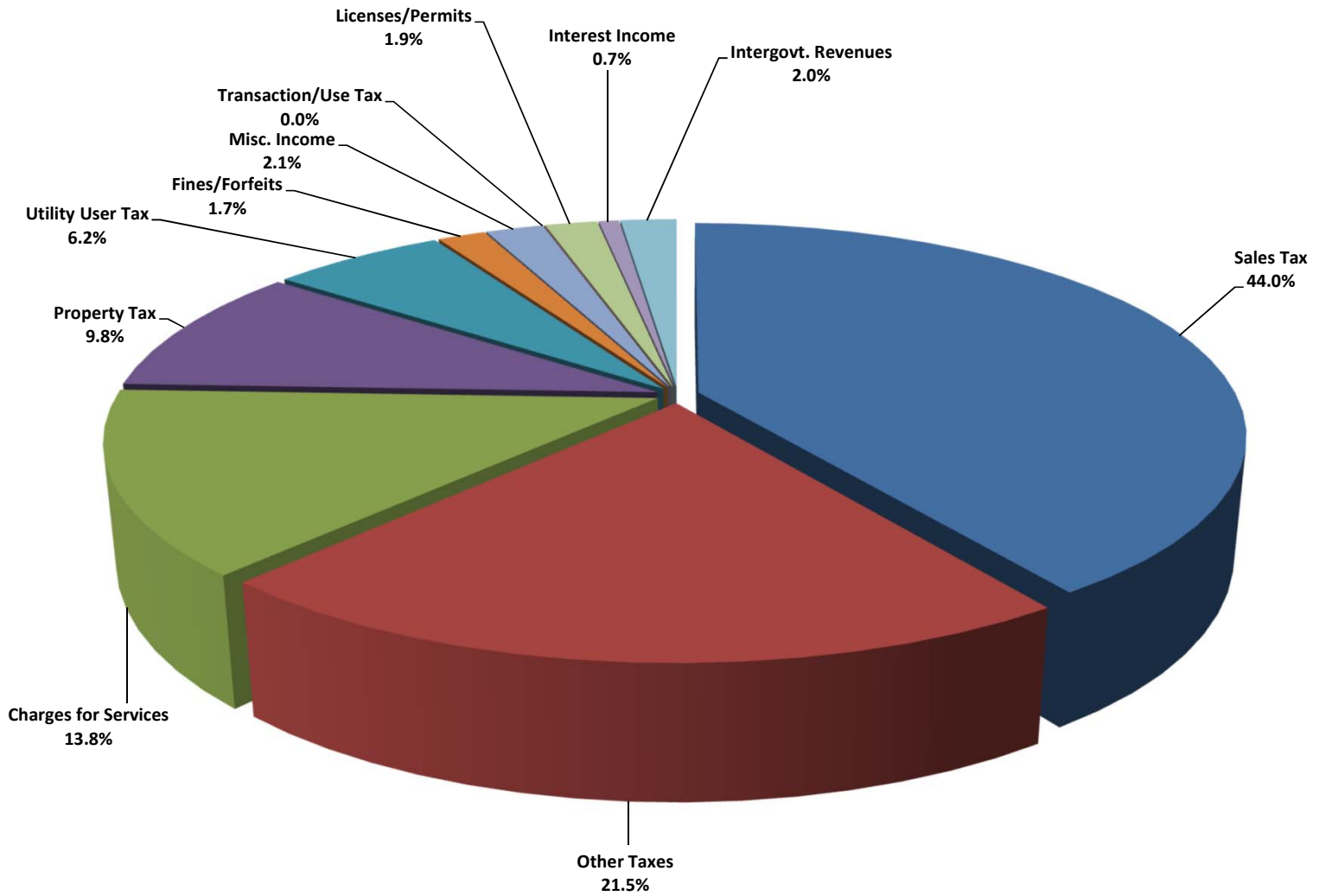
Sewer Availability Fees

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

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

**City of Montclair
2020-21 General Fund Revenues
By Source**

Total Budget - \$27,448,646



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2018-19 THROUGH 2020-21

FUND	FY 2018-19	FY 2019-20	FY 2020-21
General Fund	30,013,635	30,786,656	28,730,780
Gas Tax	997,807	1,179,067	1,003,172
Traffic Safety Fund	230,000	100,000	100,000
Park Maintenance	5,000	4,100	48,075
Park Development	0	0	0
C.D.B.G.	136,043	82,438	225,227
Air Quality Improvement Trust	43,000	61,092	150,000
Senior Nutrition Fund	186,387	187,488	177,644
Prop 30/SB 109	0	0	0
SB 509 Public Safety	359,332	344,860	384,588
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	140,000	152,000	210,600
State Supplemental Law Enforcement	100,000	100,000	100,000
Used Oil Recycling Grant	3,800	3,800	3,800
Homeless Emergency Aid Program Fund	0	117,000	117,000
Expanded Learning Program	1,402,910	1,340,747	1,225,613
OTS Grant	15,300	27,000	24,298
City of Hope	0	0	1,000
Safety Department Grant Funds	37,402	0	0
OMSD Immunization Grant	20,000	20,500	34,044
Inland Empire United Way	0	0	0
Kaiser Permanente Grant	20,000	20,000	0
OMSD Resource Center Grant	14,500	14,500	14,500
Senior Support Services Grant	10,000	10,000	10,000
Healthy Communities Strategic Plan	0	20,000	18,790
Kindergarten ExLP	55,000	0	0
ExLP Supplemental	0	0	125,000
Hope thru Housing	43,338	53,134	53,134
EMS - Paramedic	85,380	84,380	82,880
Economic Development Fund	789,034	954,683	1,072,099
Successor Agency Bond Proceeds	750,000	900,000	600,000
2014 Refunding Bond Proceeds	0	0	0
2014 Refunding Bonds	0	0	0
Sewer Operating Fund	4,163,608	4,654,496	4,738,902
Sewer Replacement	10,000	45,000	1,000
Sewer Capital Assets	63,271	57,644	73,556
CFD 2011-1 - Paseos	113,072	113,072	118,072
CFD 2011-2 - Arrow Station	55,782	55,782	45,782
Burrtec Pavement Impact Fees	0	0	150,000
General Plan Update Fee	45,000	45,000	55,000
Equipment Replacement	0	34,200	10,000
TOTAL	39,909,601	41,569,639	39,705,556

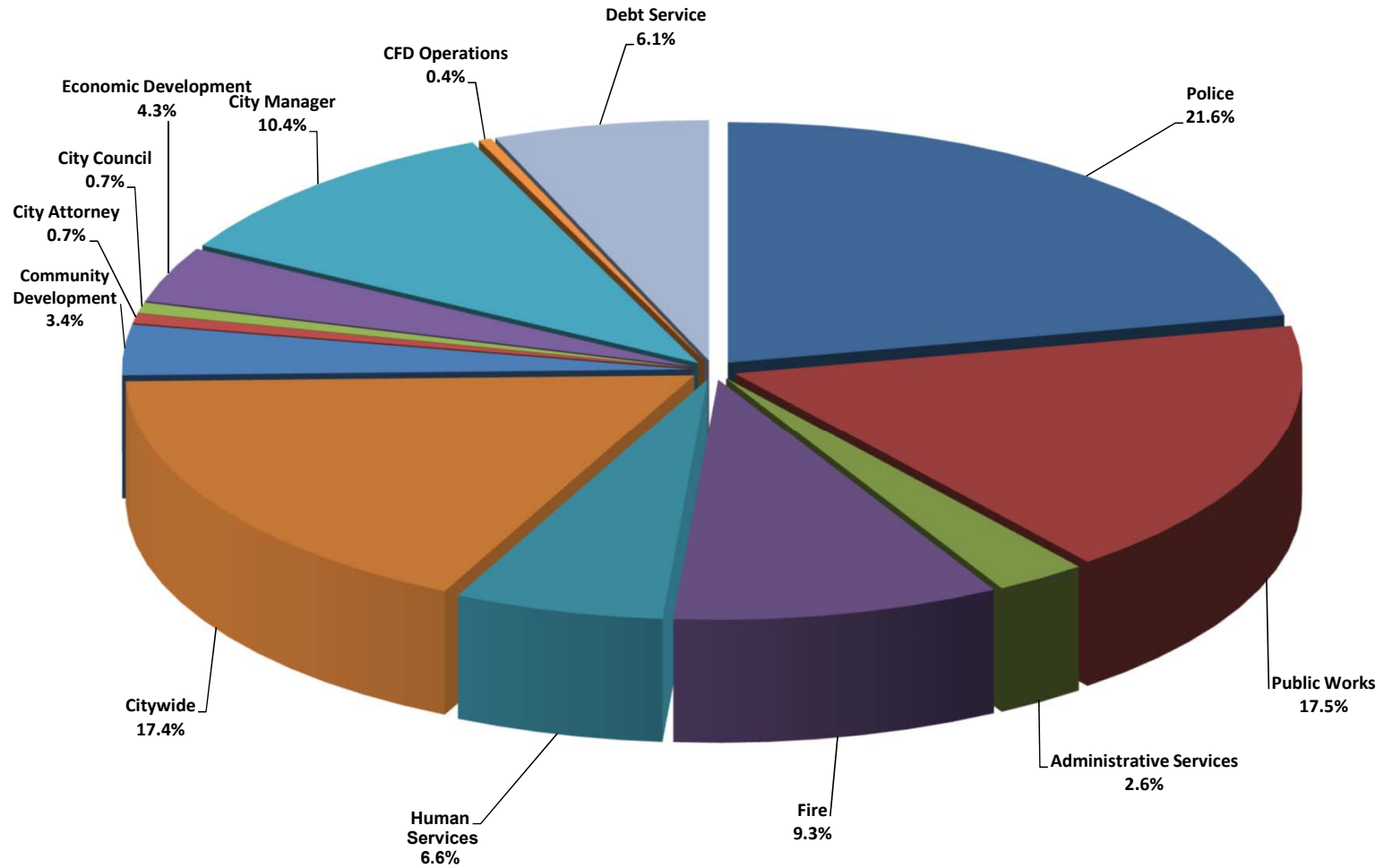
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2016-17 THROUGH 2020-21**

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

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

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

Total Budget - \$42,196,318

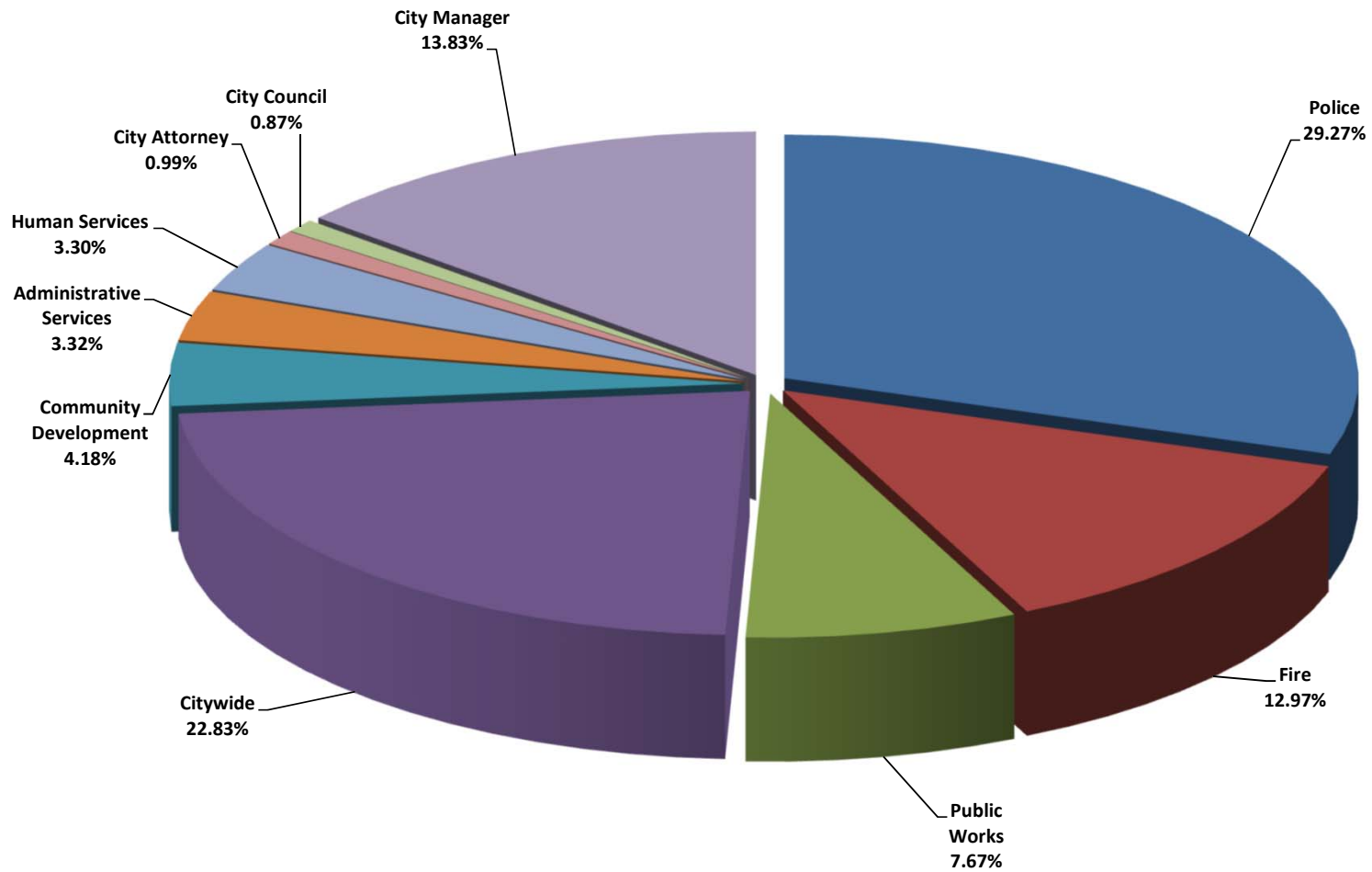


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2020-21**

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

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

Total Budget - \$28,730,780



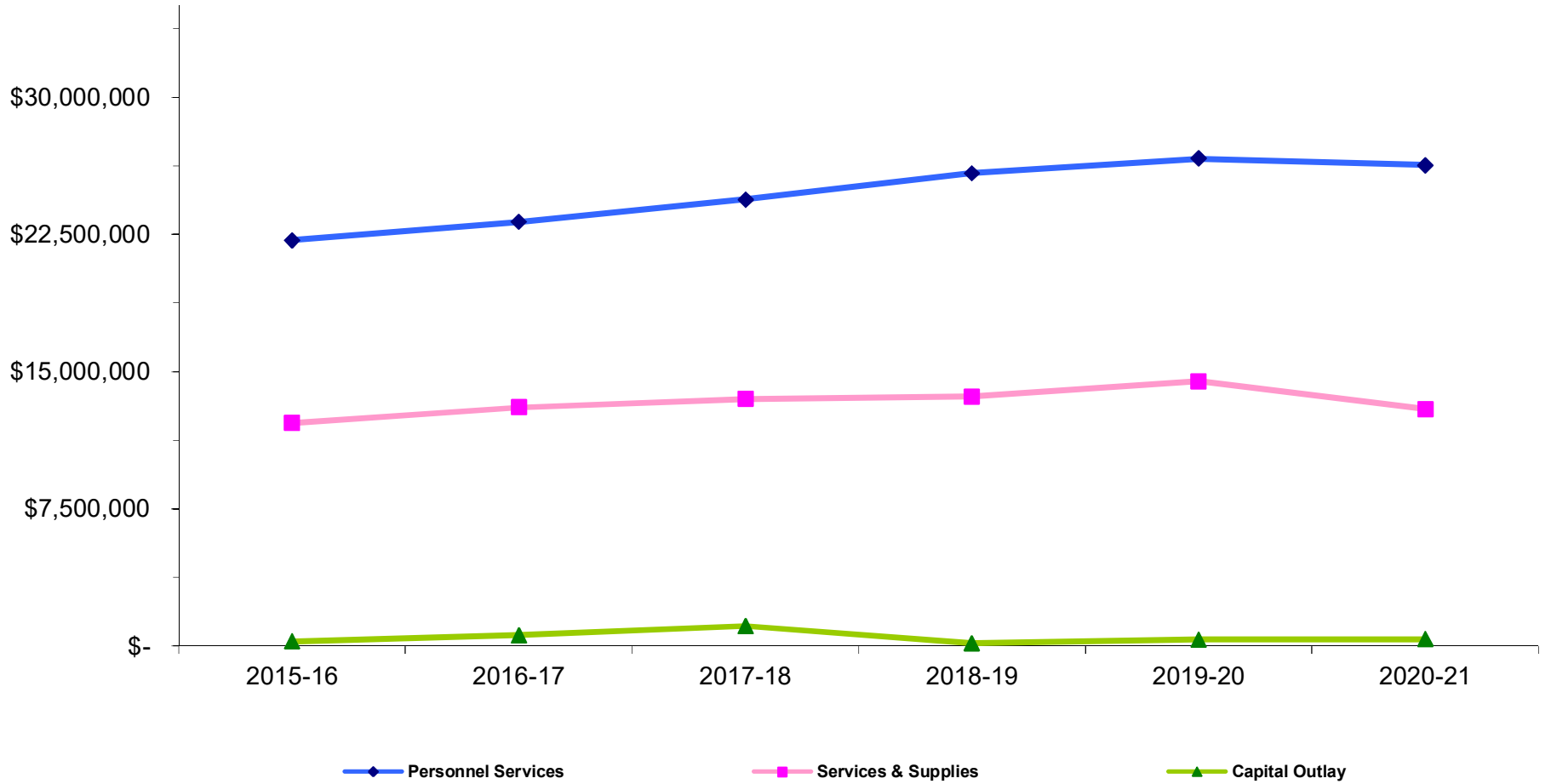
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2020-21**

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

* Full-Time Employees by Entity:

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

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



CITY OF MONTCLAIR
FY 2020-21 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
City Council	0.00	0.00	0.00
City Manager			
City Manager	0.00	2.10	2.33
Information Technology	0.00	5.00	4.00
Financial Services	0.00	11.50	10.85
Solid Waste	0.00	1.80	1.75
	0.00	20.40	18.93
Administrative Services			
Administration	1.00	1.00	0.15
Financial Services	8.20	0.00	0.00
Solid Waste	1.60	0.00	0.00
City Clerk	0.75	0.97	0.98
Personnel/Risk Management	2.50	2.50	2.80
Information Technology	4.00	0.00	0.00
Central Services	0.25	0.25	0.10
Department Total	18.30	4.72	4.03
Human Services			
Recreation	4.30	4.30	4.30
Clinic	0.00	1.25	1.25
Senior Citizens	1.00	1.00	1.00
Nutritional Meals	0.00	0.00	0.00
Family & Health Education	1.00	0.75	0.75
After School Program	6.70	6.70	6.70
Department Total	13.00	14.00	14.00
Police			
Administration	1.50	1.50	1.50
Support Services	3.00	4.00	4.00
Technical Services	0.50	0.50	0.50
Records	8.00	8.00	8.00
Investigations	8.00	8.00	8.00
Uniform Patrol	47.00	46.00	43.00
Communications	8.00	8.00	8.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
Department Total	76.50	76.50	73.50
Fire			
Administration	2.50	1.50	1.50
Emergency Services	20.00	20.00	21.00
Personnel Development	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
EMS-Paramedics	0.00	0.00	0.00
Department Total	22.50	21.50	22.50

**CITY OF MONTCLAIR
FY 2020-21 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT**

<u>Department</u>	<u>Adopted 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
Public Works			
Engineering Management	2.70	3.10	3.00
Public Works Inspection	1.00	0.80	0.80
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.60	1.10	1.60
Street Maintenance	3.35	2.70	3.40
Signing & Painting	1.10	1.10	1.10
Street Sweeping	2.05	2.10	2.10
Park Maintenance	2.07	2.87	2.82
Tree Maintenance	0.05	0.10	0.10
Vehicle Maintenance	1.00	1.05	0.95
Sewer Maintenance	6.28	8.03	7.98
Building Maintenance	0.90	1.55	1.55
Heating & Air Conditioning	0.75	1.25	1.25
Janitorial Services	1.10	3.20	3.20
Department Total	24.00	29.00	29.90
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.40	1.15	1.00
Current Planning	2.25	1.75	1.55
Advance Planning	0.75	0.75	0.75
Field Inspection	1.25	1.25	1.25
Plan Check	0.75	0.65	0.65
Operations	1.00	0.90	0.90
Fire Prevention Bureau	1.00	1.00	1.00
Code Enforcement	5.00	5.00	5.00
Department Total	13.40	12.45	12.10
Economic Development	1.35	2.25	2.70
City Attorney	0.00	0.00	0.00
Total - All Departments	169.05	160.42	177.66

(SRDA - 0.69 & MHC - 1.65)

Budget Resolution

RESOLUTION NO. 20-3275

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2020-21 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2020-21 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 23, 2020.

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 2020-21.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2020-21 for all outstanding purchase orders and unexecuted contracts as of June 30, 2020, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2020-21 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2020.


BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2020-21 for all grants included in the adopted budget that have not been completed as of June 30, 2020.

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 29th day of June, 2020.

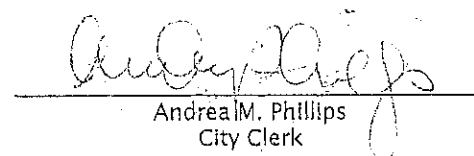
ATTEST:


Mayor


City Clerk

I, Andrea M. Phillips, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 20-3275 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a regular meeting of said City Council held on the 29th day of June, 2020, and that it was adopted by the following vote, to-wit:

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


Andrea M. Phillips
City Clerk

Article 13-B Disclosures

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

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

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

APPROPRIATIONS LIMIT restricts the amount of tax revenues which may be used to finance the expenditures (appropriations) budget. The City's proposed limit for FY 2020-21 is \$440,717,509.

APPROPRIATIONS SUBJECT TO LIMITATION represents that portion of the proposed budget which is financed by taxes. The amount of tax revenue budgeted for expenditures during FY 2020-21 is \$22,379,505 and is supported by the analysis below.

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

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

*Departmental
Operating Budgets*

City Council

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	157,332	157,273	157,273	157,273
Services and Supplies	265,116	233,241	148,040	148,040
Capital Outlay	0	0	0	0
Total	422,448	390,514	305,313	305,313

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

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

DETAIL OF SALARIES AND WAGES

Department: City Council

Program: 4101 City Council

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

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

Personnel Services – \$157,273

Salary requests are for: Mayor (1.00) – \$19,800; Council Members (4.00) – \$50,304. Cost allocations are as follows: part-time salaries – \$70,104; benefit costs – \$87,169.

Services and Supplies – \$233,241

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

Capital Outlay

No funding requested.

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>CONFERENCES/SEMINARS</u>			\$6,000
		<u>League of California Cities</u>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Long Beach, CA	October 7–9, 2020	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2021	
		Executive Forum (\$1,200 each X 2 = \$2,400)	Newport Beach, CA	June 2021	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2021	
	Mayor and City Council	<u>WORKSHOPS</u>			
		<u>League of California Cities</u>			
		Workshops	Various	TBA	\$1,000

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<u>LOCAL TRAVEL & MEETINGS</u>			
		Local conferences and meetings including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	\$1,000
	Mayor and City Council	<u>SPECIAL</u>			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Activities Commission, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	\$1,500
Total:					\$9,500

(Not approved – COVID-19 Suspension)

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

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

Department: City Council

Program: 4101 City Council

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

(Not approved – COVID-19 Suspension)

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

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

Department: City Council

Program: 4101 City Council

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$500
 Inland Valley Daily Bulletin, \$350
 Miscellaneous expenditures for books and periodicals, \$150
- 52090 PUBLICATION AND ADVERTISING – \$32,000
 Miscellaneous advertising related to City Council programs, \$2,000
 Reports to the community, \$30,000
- 52110 COMMUNITY BENEFITS – \$30,000 ***(Only \$5,000 approved – COVID-19 Reduction)***
 Contributions to community groups, \$15,000
 Contribution for community events, \$13,000
 Emergency relief/assistance, \$2,000
- 52120 DUES AND MEMBERSHIPS – \$28,341 ***(Only \$26,340 approved – COVID-19 Reduction)***
 League of California Cities (LCC) membership, \$13,500
 League of California Cities (LCC) Local Streets and Roads Need Assessment, \$400
 League of California Cities (LCC) Inland Empire Division, \$600
 Southern California Association of Governments, \$3,250
 San Bernardino County Transportation Authority (SBCTA), \$1,166
 Friends of Ontario International Airport, \$25
 National League of Cities, \$3,500
 Costco/Sam’s Club memberships, \$400
 Foothill Gold Line Extension JPA Corridor, \$3,500
 Provision for increases, \$2,000

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

Department: City Council

Program: 4101 City Council

Object
Number

- 52130 TRAVEL AND MEETINGS – \$9,500 **(Not approved – COVID-19 Suspension)**
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$65,000 **(Only \$45,000 approved – COVID-19 Reduction)**
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$45,000
HdL Special Consulting, \$20,000
- 52540 VOCATIONAL TRAINING – \$2,000 **(Not approved – COVID-19 Suspension)**
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$900 **(Only \$200 approved – COVID-19 Reduction)**
Replacement cellular phones (3 @ \$300 each).
- 52850 CELLULAR PHONE EXPENSE – \$2,000 **(Only \$1,500 approved – COVID-19 Reduction)**
Expenditures related to use of cellular telephone service.
- 52900 REEDER RANCH EXPENSES – \$15,000 **(Only \$2,500 approved – COVID-19 Reduction)**
Contract services, building upgrades, and program services for the Reeder Ranch.
- 52990 MISCELLANEOUS EXPENDITURES – \$23,000 **(Only \$10,000 approved – COVID-19 Reduction)**
Special awards and certificates, \$3,000
City Hall household-fund contribution, \$5,000
City Council meeting refreshments, \$3,000 **(Only \$1,500 approved – COVID-19 Reduction)**
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$5,000; rental equipment, \$1,500), \$10,000 **(Not approved – COVID-19 Suspension)**
Holiday Flag Program, \$2,000

City Manager

DEPARTMENT BUDGET SUMMARY

Department

City Manager

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,525,699	1,612,720	1,424,751	1,424,751
Services and Supplies	2,990,598	2,995,826	2,913,998	2,913,998
Capital Outlay	255,222	177,000	34,500	34,500
Total	4,771,519	4,785,546	4,373,249	4,373,249

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

Department Distribution

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

Source of Funds

General Fund	4,398,414	4,411,126	3,973,886	3,973,886
Gas Tax Fund	2,000	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
ExLP – Indirect Staff Charges	55,546	46,606	46,606	46,606
Sewer Operating Fund	168,096	172,615	197,558	197,558
Sewer Operating Fund – Indirect Staff Charges	142,663	148,399	148,399	148,399
Total	4,771,519	4,785,546	4,373,249	4,373,249

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: Department Summary

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4202

Department	Division	Program
City Manager		City Manager

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	282,477	301,716	309,574	309,574
Services and Supplies	102,200	99,550	59,400	59,400
Capital Outlay	0	0	0	0
Total	384,677	401,266	368,974	368,974
Personnel Authorized	2.10 (FT)	1.98 (FT)	2.33 (FT)	2.33 (FT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

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

Personnel Services – \$301,716

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

Services and Supplies – \$99,550

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

Capital Outlay

No funding requested.

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

Department: City Manager

Program: 4202 City Manager

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

(Not approved – COVID-19 Suspension)

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

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

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

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

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

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

52120 DUES AND MEMBERSHIPS – \$1,900 ***(Not approved – COVID-19 Reduction)***

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

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

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

52190 SPECIAL CONSULTING SERVICES – \$50,000 ***(Only \$44,500 approved – COVID-19 Reduction)***

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

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

Department: City Manager

Program: 4202 City Manager

Object
Number

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

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

52990 MISCELLANEOUS EXPENDITURES – \$3,000 ***(Only \$1,000 approved – COVID-19 Reduction)***

Special awards, \$500

Programs supporting organizational activities, \$1,000

City promotional materials, \$1,500

PROGRAM BUDGET SUMMARY – 1

Program Number 4203

Department	Division	Program
City Manager		Information Technology Services

Program Description

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

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

Personnel Authorized				
	5.00 (FT)	5.00 (FT)	4.00 (FT)	4.00 (FT)
	2.00 (PTB)	2.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	2.00 (PT)	2.00 (PT)	2.00 (PT)	2.00 (PT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4203 Information Technology Services

Work Program

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

Personnel Services – \$601,054

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

Services and Supplies – \$258,178

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

Capital Outlay – \$177,000

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

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

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

- 51050 OFFICE SUPPLIES – INDIRECT – \$38,000 **(Only \$25,000 approved – COVID-19 Reduction)**
Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000
Laser, laser color, and inkjet cartridges, \$8,000
Various hardware and software enhancements/upgrades and license extensions, \$14,000
Photo ID-card system supplies, \$2,000
Miscellaneous I.T. office supplies, \$3,000
- 51100 UNIFORMS – \$900 **(Only \$200 approved – COVID-19 Reduction)**
All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).
- 52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$8,000
Local Area Network (LAN) maintenance, \$4,000
P.C. components/printer maintenance, \$4,000
- 52140 MILEAGE/AUTO ALLOWANCE – \$100
Reimbursement for Program personnel for use of personal vehicles for business purposes.
- 52450 SPECIAL CONTRACT SERVICES – \$190,478 **(Only \$170,000 approved – COVID-19 Reduction)**
Frontier FiOS Point to Point TLS connectivity for City Hall, Police, City Yard locations (\$2,400 per month), \$7,200 annually
Frontier FiOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually
Vision Live Annual maintenance for City's Website, \$10,600

Continued on next page

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

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52450

SPECIAL CONTRACT SERVICES – continued

Time Warner TV services for PD and City Yard (\$200 per month), \$2,400 annually
Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 annually
ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
Frontier Internet service for MPD facility (\$200 per month), \$2,400 annually
Frontier Internet service for City Yard & Fire Station 2 (\$200 per month), \$2,400 annually
Spectrum TV Service for MPD facility (\$200 per month), \$2,400 annually
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually
CoreLogic PropertyFinder annual portal access, \$3,500 annually
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually
Cisco SMARTnet software updates, \$1,000 annually
Cisco router technical support, \$800 annually
SeamlessGov Form Builder for online form creation and submission, \$7,000 annually
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually
Laserfiche maintenance support/City Hall, \$5,500 annually
Laserfiche maintenance support/MPD, \$4,500 annually
Costar Group, Inc., \$4,338 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$50,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually

Continued on next page

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

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

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

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

 Printer rollers and replacement parts, \$1,500
 Printer replacement kits, \$1,500
 UPS battery backup units (15 @ \$100 each), \$1,500
 Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500
 Cat 6 cables (6 boxes @ \$200 each), \$1,200
 ID Card Program cards and special equipment needs, \$1,500
 Computer component upgrades, \$1,500
 Computer and network toolset, \$500
 Server component upgrades, \$1,500
 Computer Network Switch upgrades, \$5,000
 Fujitsu Scanner for Laserfiche, \$3,500

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

Department: City Manager

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for twenty (20) 24-inch LCD monitors at \$200 each.	\$4,000
62010	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate the transition to Microsoft's current Windows operating and office systems; more modern desktops are also more energy-efficient. The recommendation is for 30 desktop computers at \$800 each.	\$24,000
62010	Cisco Router Upgrade	The core network Cisco routers at City Yard/Fire Station 152 have reached their end of the life cycle, and Cisco no longer supports the model. Cisco routers are the backbone of the City's network allowing for data to be sent and received between different locations while protecting the information from security threats. Replacing the existing routers with newer models ensure that the City's network will remain stable and allow continued updates and support from the manufacturer.	\$15,000
<i>(Not approved – COVID-19 Elimination)</i>			
62010	Mitel VOIP Phone Controller upgrade	<p>The phone controller for the Voice-Over-IP (VOIP) Mitel system was first introduced in 2001 and is no longer supported by the manufacturer. The Mitel VOIP phone controllers are IP Private Branch Exchanges (PBXs) that combine full IP services – such as SIP (calls over the Internet), trunking, IP phone support, as well as legacy analog connection. The Mitel VOIP phone controllers provide the dial tone that makes and receives all voice calls within the organization. It is vital to the operation of the City that we keep the Mitel Controllers current and up-to-date.</p> <p>To reduce costs associated with required updates staff is recommending the virtualizing of the Mitel VOIP controllers. Virtualizing the phone controllers would reduce costs associated with the buying of new replacement hardware and software. Virtualizing the phone controllers would make it easier to recover from natural disasters by having back-up copies of the Mitel VOIP controllers stored in the cloud or on the servers should a controller fail.</p>	\$10,000
<i>(Only \$5,000 approved – COVID-19 Reduction)</i>			

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

Department: Administrative Services

Program: 4203 Information Technology Services

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

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

Department: Administrative Services

Program: 4203 Information Technology Services

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4204

Department	Division	Program
City Manager		Financial Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	586,240	553,046	483,379	483,379
Services and Supplies	136,130	127,130	125,330	125,330
Capital Outlay	0	0	0	0
Total	722,370	680,176	608,709	608,709
Personnel Authorized	11.50 (FT)	10.87 (FT)	10.85 (FT)	10.85 (FT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4204 Financial Services

Work Program

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

Personnel Services – \$553,046

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

Services and Supplies – \$127,130

Funding requested is for: books and publications – \$1,230; maintenance (office equipment) – \$100; special consulting services – \$10,000; auditing fees – \$48,100; collection agency fees – \$1,100; bank fees and charges – \$25,000; CalCard reward program – <\$5,200>; special contract services – \$43,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

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

Department: City Manager

Program: 4204 Financial Services

Object
Number

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

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

52190 SPECIAL CONSULTING SERVICES – \$10,000
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000
Street report submission service (Gas Tax Fund), \$2,000

52220 AUDITING FEES – \$48,100
Annual audit service fees (City) (General Fund – \$40,100; DOJ Fund – \$1,000), \$41,100
GASB 68 Reporting Fee, \$7,000

52240 COLLECTION AGENCY FEES – \$1,100
Enforcement/collection of delinquent tax and service payments.

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

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

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

Department: City Manager

Program: 4204 Financial Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$43,000

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

Armored transport depository services, \$7,500

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

Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4205

Department	Division	Program
City Manager		Solid Waste Disposal

Program Description

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

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

Personnel Authorized	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)	1.75 (FT) 1.00 (PT)	1.75 (FT) 1.00 (PT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4205 Solid Waste Disposal

Work Program

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

Personnel Services – \$156,904

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

Services and Supplies – \$2,510,968

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

Capital Outlay

No funding requested.

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

Department: City Manager

Program: 4205 Solid Waste Disposal

Object
Number

52090 PUBLICATION AND ADVERTISING – \$3,800

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

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

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

52450 SPECIAL CONTRACT SERVICES – \$51,768

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

52810 BAD-DEBT EXPENSES – \$3,000

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

52930 SPECIAL BILLING SERVICES – \$52,000

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

52990 MISCELLANEOUS EXPENDITURES – \$400

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

Administrative Services

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

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

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

Personnel Authorized	4.72 (FT) 2.00 (PTB) 2.00 (PT)	4.48 (FT) 2.00 (PTB) 2.00 (PT)	4.03 (FT) 2.00 (PTB) 2.00 (PT)	4.03 (FT) 2.00 (PTB) 2.00 (PT)
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Department Distribution

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

Source of Funds

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

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

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

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

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

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

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

Personnel Services – \$142,201

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

Services and Supplies – \$29,645

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

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Jon Hamilton, Administrative Services/ Human Resources Director	<u>National Public Employers Labor Relations Association</u> Annual Conference	TBA	April 2021	\$2,000
	Jon Hamilton, Administrative Services/ Human Resources Director	<u>League of California Cities</u> City Attorney Annual Conference	TBA	TBA	\$1,000
	Andrea Phillips, City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar	TBA	December 2020	\$1,500
52130	Andrea Phillips, City Clerk	<u>City Clerks Association of California</u> 2020 Annual Conference	TBA	April 2020	\$1,000
	All City of Montclair Attendees	<u>City of Montclair</u> State of the City Address – 2020	City of Montclair	October 2020	\$1,500
52130	Jon Hamilton, Administrative Services/ Human Resources Director Stephanie Hickerson, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	<u>Miscellaneous Meetings</u> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops	TBA	TBA	\$1,000
Total:					\$8,000

(Not approved – COVID-19 Suspension)

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

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<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

(Not approved – COVID-19 Suspension)

Total: \$1,000

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

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous Leadership titles.

51060 OFFICE SUPPLIES – DIRECT – \$250

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

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

City Clerk

City Clerks Association of California, \$130
International Institute of Municipal Clerks, \$195
Provision for increase, \$200

Personnel

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

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

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

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

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

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

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

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

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

52690 SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850 CELLULAR PHONE EXPENSE – \$1,000

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

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

Maintenance of historic photos/documents, \$500

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

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

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

Personnel Authorized	0.97 (FT)	0.98 (FT)	0.98 (FT)	0.98 (FT)
	1.80 (PTB)	1.80 (PTB)	1.80 (PTB)	1.80 (PTB)
	1.50 (PT)	1.50 (PT)	1.50 (PT)	1.50 (PT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

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

Personnel Services – \$256,131

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

Services and Supplies – \$31,150

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

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

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

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

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

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

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

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

52140 MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450 SPECIAL CONTRACT SERVICES – \$3,000

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

52990 MISCELLANEOUS EXPENDITURES – \$1,500

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

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

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

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

Personnel Services – \$354,925

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

Services and Supplies – \$141,675

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

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

- 51020 **BOOKS AND PUBLICATIONS** – \$1,525 **(Only \$750 approved – COVID-19 Reduction)**

California Municipal Law Handbook, \$450
Los Angeles County Bar Association, \$400
Top Safety, \$150
Top Health, \$145
Jobs Available, \$45
University of California, Berkeley, Wellness Letter, \$35
Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300
- 52090 **PUBLICATION AND ADVERTISING** – \$18,000 **(Only \$5,000 approved – COVID-19 Reduction)**

Personnel recruitment advertisements.
- 52140 **MILEAGE/AUTO ALLOWANCE** – \$150

Mileage reimbursement for Administrative Services/Human Resources Director, Personnel Services Coordinator, and Benefits Coordinator.
- 52190 **SPECIAL CONSULTING SERVICES** – \$4,000 **(Only \$3,000 approved – COVID-19 Reduction)**

East Inland Empire Employment Relations Consortium, \$2,700
Hearing officers for grievance/disciplinary hearings, \$1,000
Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), \$300
- 52450 **SPECIAL CONTRACT SERVICES** – \$79,000 **(Only \$70,000 approved – COVID-19 Reduction)**

Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$9,000
Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$68,000
Transcription services, \$2,000

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

- 52490 PSYCHOLOGICAL ASSISTANCE – \$12,000 ***(Only \$4,000 approved – COVID-19 Reduction)***
Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
- 52510 MEDICAL EXAMINATIONS – \$12,000 ***(Only \$4,000 approved – COVID-19 Reduction)***
Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.
- 52520 PERSONNEL TESTING – \$2,000 ***(Only \$1,000 approved – COVID-19 Reduction)***
Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.
- 52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$3,500 ***(Only \$2,000 approved – COVID-19 Reduction)***
Fingerprint checks related to employment recruitments in compliance with state/federal requirements.
- 52590 PSYCHOLOGICAL EXAMS – \$8,000 ***(Only \$2,000 approved – COVID-19 Reduction)***
Psychological exams for new employee applicants.
- 52840 ADA EXPENDITURES – \$1,000
ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.
- 52990 MISCELLANEOUS EXPENDITURES – \$500
Miscellaneous expenditures for unanticipated Personnel Division-related needs.

PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

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

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

Personnel Authorized				
	0.25 (FT)	0.10 (FT)	0.10 (FT)	0.10 (FT)
	0.20 (PTB)	0.20 (PTB)	0.20 (PTB)	0.20 (PTB)
	0.50 (PT)	0.50 (PT)	0.50 (PT)	0.50 (PT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

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

Personnel Services – \$44,226

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

Services and Supplies – \$295,735

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

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$185

Electronic Internet Publications (Various)

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

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

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

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$600

GoDaddy, \$75

Provision for increases, \$125

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

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

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

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

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

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

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

Ricoh C801, \$1,500

Unanticipated adjustments, \$750

52090 PUBLICATION AND ADVERTISING – \$30,500 **(Only \$2,500 approved – COVID-19 Reduction)**

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

Civic Publications Community Newsletter, \$28,000

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

- 52430 ANIMAL CONTROL SERVICES – \$175,000 ***(\$188,000 approved – Contract increase)***
Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
- 52450 SPECIAL CONTRACT SERVICES – \$3,500
Shred Pros Document destruction services, \$2,000 (City Hall & Police Department)
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,500
- 52630 RENT – LAND/BUILDINGS – \$12,000
Annual rent payment for United Methodist Church parking lot (calculated @ 12 X \$1,000 = \$12,000).
- 52640 RENT – PRIVATE EQUIPMENT – \$1,500
Audio/video equipment rental for special events.
- 52690 SMALL EQUIPMENT – \$1,500 ***(Only \$100 approved – COVID-19 Reduction)***
Replacement phones, all departments.
- 52990 MISCELLANEOUS EXPENDITURES – \$8,000
Parking permit decals, \$500
U.S. and California State flags, \$1,500
Promotional merchandise, \$1,000
City Hall household miscellaneous, \$5,000

Human Services

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,310,226	2,381,983	1,966,750	1,966,750
Services and Supplies	704,873	634,279	548,717	548,717
Capital Outlay	0	0	0	0
Total	3,015,099	3,016,262	2,515,467	2,515,467

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

Department Distribution

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

Source of Funds

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

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

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

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

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4381 Recreation

Work Program

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

Units of Measure

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

Personnel Services – \$1,005,713

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

Services and Supplies – \$196,268

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Seven (7) Human Services Dept. Staff	California Expanded Learning Symposium	Fresno, CA	Spring 2020	\$3,500
<i>(OMSD ExLP Grant sub-total: \$3,500)</i>					
Total:					\$3,500

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

Department: Human Services

Program: 4381 Recreation

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

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

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

Department: Human Services

Program: 4381 Recreation

Object
Number

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

Special event supplies, \$6,200
Dashing through Montclair, \$800
Staff shirts, \$1,950
Teen and youth programs, \$8,450
Country Fair Jamboree, \$20,000
Summer kick-off, \$600
Mini-school supplies, \$4,000
Summer Outdoor Movies, \$800

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,400 *(Only \$1,000 approved – COVID-19 Reduction)*

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

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

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

52110 COMMUNITY BENEFITS – \$20,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$2,100

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

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52130 TRAVEL AND MEETINGS – \$3,500

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

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

Holiday events, \$2,000

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

Veterans Day banners, \$7,000

Shirts, \$250

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

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

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

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

Weight room cable television service, \$1,200

Mini-school internet service, \$1,200

52540 VOCATIONAL TRAINING – \$2,133 ***(Only \$1,333 approved – COVID-19 Reduction/Suspension)***

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

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

Department: Human Services

Program: 4381 Recreation

Object
Number

- 52690 SMALL EQUIPMENT – \$1,500 **(Not approved – COVID-19 Reduction)**
Wheeled Utility Shopping Carts
- 52850 CELLULAR PHONE EXPENSE – \$385
Cost for Transportation Coordinator’s cell phone.
- 52870 REIMBURSED PROGRAM COSTS – \$48,100 **(Only \$8,500 approved – COVID-19 Reduction – General Fund \$6,000, OMSD ExLP Grant \$2,500)**
Program costs that will be reimbursed through fees:
Racquetball Court/Weight room sanitization, \$6,000
Summer camp (shirts, trips, snacks, supplies, awards), \$6,500
Summer playgrounds (shirts, trips, snacks, supplies, awards), \$5,300
Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$11,300
Adult basketball (shirts, awards), \$1,500
Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$8,500
Adult volleyball (shirts, awards), \$1,500
Mini-school photos and snacks, \$5,000
Youth performances, \$2,500 (OMSD ExLP Grant)
- 52920 CAC STIPENDS – \$3,500 **(Only \$1,700 approved – COVID-19 Reduction)**
- 52990 MISCELLANEOUS EXPENDITURES – \$17,500 **(Only \$15,500 approved – COVID-19 Reduction)**
Volunteer expenses, \$1,000
Miscellaneous program expenses, \$2,000
Family Resource Center miscellaneous expenses, \$14,500 (OMSD Resource Center Grant)

PROGRAM BUDGET SUMMARY – 1

Program Number 4382

Department	Division	Program
Human Services		Clinic

Program Description

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

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

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

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4382 Clinic

Work Program

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

Units of Measure

1. The medical clinic sees over 1,500 patients annually and serves as a training center for medical students.
 2. A yearly health fair, which averages over 200 attendees, offers flu shots for a nominal fee and free hearing, structural, and blood pressure tests, as well as information on medical and social programs.
 3. Over 1,300 immunization services are provided annually to Ontario–Montclair School District students and faculty.
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Personnel Services – \$82,289

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

Services and Supplies – \$64,801

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4382 Clinic

Object
Number

51130 PROGRAM SUPPLIES – \$8,750

Medical clinic and immunization supplies, \$7,750 (OMSD Immunization Grant)
Medical clinic vouchers, \$250 (OMSD Immunization Grant)
Health Fair, \$750 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$1,465

Community Sharps Disposal Program supplies and hazardous waste services. (OMSD Immunization Grant – \$965; General Fund – \$500)

52450 SPECIAL CONTRACT SERVICES – \$50,136

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

52920 STIPENDS – \$3,850

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

52990 MISCELLANEOUS EXPENDITURES – \$600

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4383

Department	Division	Program
Human Services		Senior Citizens

Program Description

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

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

Personnel Authorized	1.00 (FT) 2.00 (PT)	1.00 (FT) 2.00 (PT)	1.00 (FT) 2.00 (PT)	1.00 (FT) 2.00 (PT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4383 Senior Citizens

Work Program

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

Units of Measure

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

Personnel Services – \$116,608

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

Services and Supplies – \$13,875

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4383 Senior Citizens

Object
Number

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4384

Department	Division	Program
Human Services		Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	94,014	83,790	83,790	83,790
Services and Supplies	137,550	138,050	173,115	173,115
Capital Outlay	0	0	0	0
Total	231,564	221,840	256,905	256,905
Personnel Authorized	3.50 (PT)	3.50 (PT)	3.50 (PT)	3.50 (PT)

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4384 Nutritional Meals

Work Program

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

Units of Measure

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

Personnel Services – \$83,790

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

Services and Supplies – \$138,050

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4384 Nutritional Meals

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$4,000 Non–food consumable supplies. (DAAS Grant)
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$2,000 Consultant fees for Dietitian. (DAAS Grant)
52450	<u>SPECIAL CONTRACTING SERVICES</u> – \$115,350 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$3,500 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52590	<u>SMALL EQUIPMENT</u> – \$4,000 Chairs and tables for the Senior Center dining room to support the Senior Nutrition program (DAAS Grant)
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$2,200 San Bernardino County Health Permit, \$580 (DAAS Grant) SAMS License, \$1,020 (DAAS Grant) Nutrition Education, \$200 (DAAS Grant) Miscellaneous program expenses, \$400 (DAAS Grant)
52870	<u>REIMBURSED PROGRAM COSTS</u> – \$7,000 Senior birthday party expenses

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4385

Department	Division	Program
Human Services		Family and Health Education

Program Description

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

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

Personnel Authorized	0.75 (FT) 0.50 (PT)	0.75 (FT) 0.50 (PT)	0.75 (FT) 0.50 (PT)	0.75 (FT) 0.50 (PT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4385 Family and Health Education

Work Program

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

Units of Measure

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

Personnel Services – \$60,137

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

Services and Supplies – \$46,790

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4385 Family and Health Education

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$2,200

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

51130 PROGRAM SUPPLIES – \$26,100

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

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

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

52090 PUBLICATION AND ADVERTISING – \$1,500

Bike/pedestrian safety program (OTS Grant)

52450 SPECIAL CONTRACT SERVICES – \$7,000

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

52921 STIPEND – CLASSROOM ASSISTANCE – \$7,990

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

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Healthy Montclair activity supplies and refreshments.

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

Program Description

The Montclair After-School Program provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 1,150 students in kindergarten through eighth grade at 12 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,090,827	1,033,446	1,033,446	1,033,446
Services and Supplies	163,850	174,495	174,495	174,495
Capital Outlay	0	0	0	0
Total	1,254,677	1,207,941	1,207,941	1,207,941

Personnel Authorized	6.70 (FT) 1.00 (PTB) 67.90 (PT)	6.70 (FT) 1.00 (PTB) 67.00 (PT)	6.70 (FT) 1.00 (PTB) 67.00 (PT)	6.70 (FT) 1.00 (PTB) 67.00 (PT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4387 After-School Program

Work Program

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

Units of Measure

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

Personnel Services – \$1,033,446

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

Services and Supplies – \$174,495

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

Capital Outlay

No funding requested.

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

Department: Human Services

Program: 4387 After School Program

Object
Number

51100 UNIFORMS – \$7,000

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

51130 PROGRAM SUPPLIES – \$59,560

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

52090 PUBLICATION AND ADVERTISING – \$1,000

Expanded Learning advertising materials (OMSD ExLP Grant)

52450 SPECIAL CONTRACT SERVICES – \$99,500

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

52850 CELLULAR PHONE EXPENSE – \$7,435

Cost for cell phone services (OMSD ExLP Grant)

Police Department

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

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

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

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

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

Source of Funds

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

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4421

Department	Division	Program
Police		Administration

Program Description

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

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

Source of Funds

General Fund	238,162	249,643	243,346	243,346
SB 509 Public Safety Fund	169,131	197,158	197,158	197,158
Forfeiture Fund – State 15%	6,500	0	0	0
Forfeiture Fund – Treasury	17,132	0	0	0
Total	430,925	446,801	440,504	440,504

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4421 Administration

Work Program

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

Units of Measure

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

Personnel Services – \$227,982

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

Services and Supplies – \$218,819

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4421 Administration

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

(Not approved – COVID-19 Suspension)

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

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

Department: Police

Program: 4421 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Management and supervisory books and publications.

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

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

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

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

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

Computerized California Law Enforcement Telecommunication System Users Group (CCUG), \$125

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

National Notary Association (NNA), \$69

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

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

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

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

52450 SPECIAL CONTRACT SERVICES – \$199,122

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

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

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

WeTip Annual Membership, \$1,964

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

Department: Police

Program: 4421 Administration

Object
Number

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

Educational grants for employees returning to college.

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

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

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

52990 MISCELLANEOUS EXPENDITURES – \$600

Department award presentation items.

PROGRAM BUDGET SUMMARY – 1

Program Number 4422

Department	Division	Program
Police		Support Services

Program Description

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

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

Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4422 Support Services

Work Program

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

Units of Measure

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

Personnel Services – \$724,017

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

Services and Supplies – \$10,011

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4422 Support Services

Object
Number

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

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

52450 SPECIAL CONTRACT SERVICES – \$7,236

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

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

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4423

Department	Division	Program
Police		Technical Services

Program Description

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

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

Personnel Authorized	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4423 Technical Services

Work Program

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

Units of Measure

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

Personnel Services – \$217,911

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

Services and Supplies – \$172,247

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4423 Technical Services

Object
Number

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

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

Replacement batteries for patrol rifles, \$110

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

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

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

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

52450 SPECIAL CONTRACT SERVICES – \$146,700

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

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

52670 POSTAGE – \$200

Shipping fees.

52690 SMALL EQUIPMENT – \$12,247 *(Only \$6,000 approved – COVID-19 Reduction)*

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

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

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

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

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

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

Digital voice recorders (4 @ \$270 each), \$1,080

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

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

Department: Police

Program: 4423 Technical Services

Object
Number

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

Patrol vehicle key duplication, \$200

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4424

Department	Division	Program
Police		Records

Program Description

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

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

Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)
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Source of Funds

General Fund	606,535	648,732	639,732	639,732
Total	606,535	648,732	639,732	639,732

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4424 Records

Work Program

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

Units of Measure

1. Process approximately 800 District Attorney discovery requests and public record requests annually.
 2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 5,300 police reports involving 1,900 arrests and 1,700 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 2,500 notice to appear citations; 8,000 – 10,000 parking citations; and 420 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,100 notices processed annually.
 5. Process requests for information and copies of records received annually.
 6. Scan police reports weekly for retention. Approximately 8 hours of scanning accomplished weekly.
 7. Process CLETS entries, data entry, and documentation for approximately 2,000 vehicle records annually.
 8. Provide weekly Live Scan fingerprint appointment scheduling services for City of Montclair employment applicants.
 9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement database use pursuant to system requirements. Reports and audits are completed by required deadlines.
 10. Staff the Records Bureau seven days per week. The Records Bureau is staffed 362 days per year.
-

Personnel Services – \$634,732

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

Services and Supplies – \$14,000

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4424 Records

Object
Number

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

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports, \$11,700
Special office orders such as customized stamps, name plates, and monthly planners, \$300

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

Service contract on photocopier machine, including toner.

PROGRAM BUDGET SUMMARY – 1

Program Number 4425

Department	Division	Program
Police		Investigations

Program Description

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

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

Personnel Authorized	8.00 (FT)	8.00 (FT)	8.00 (FT)	8.00 (FT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4425 Investigations

Work Program

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

Units of Measure

1. Maintain and process evidence and property for approximately 5,300 crime reports, resulting in approximately 4,800 individual items annually.
 2. Provide monthly range training for 53 officers and 11 reserve officers. Of the 12 range training sessions, 6 are mandatory. New officers also attend special range sessions for department specific firearm certification.
 3. Strive for 100% case clearance on cases assigned to the unit for additional follow-up.
-

Personnel Services – \$1,053,639

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

Services and Supplies – \$99,090

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4425 Investigations

Object
Number

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

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

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

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

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$700

Maintenance of photocopy machine for Investigations.

52250 DATA PROCESSING – \$1,800

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

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

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

52450 SPECIAL CONTRACT SERVICES – \$57,690

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

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

Department: Police

Program: 4425 Investigations

Object
Number

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

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

52990 MISCELLANEOUS EXPENDITURES – \$3,100 ***(Only \$2,000 approved – COVID-19 Reduction)***

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

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

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

Personnel Authorized	46.00 (FT)	46.00 (FT)	43.00 (FT)	43.00 (FT)
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Source of Funds

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

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Field Services	4426 Uniform Patrol

Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
 2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
 3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
 4. Deploy the Special Enforcement Team, School Resource Officer, Traffic Enforcement Bureau, and Community Relations Division.
-

Units of Measure

1. Response to Priority One calls for service within 4 minutes and Priority Two calls for service within 5 minutes.
 2. Reduce total number of traffic collisions (585) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 2% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (1,897) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 3%.
-

Personnel Services – \$6,055,885

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

Services and Supplies – \$400,835

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

Capital Outlay

No funding requested.

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

Department: Police

Program: 4426 Uniform Patrol

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

(Not approved – COVID-19 Suspension)

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

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	Supervisors, Field Training Officers (8)	Legal Update (4 hours)	Fontana, CA	December 2020	\$1,050
52570	TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$1,200
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$4,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	\$5,000
52570	A. Graziano, Sergeant M. Zerr, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$600
52570	A. Baeza, Police Officer J. Lopez, Police Officer D. Santoro, Police Officer C. Vera, Police Officer N. Sanchez, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$2,100
52570	B. Blyther, Detective A. Riedell, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$570

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

Department: Police

Program: 4426 Uniform Patrol

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

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

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$300
Various critical incident support books.
- 51030 PRISONER MEALS – \$300
Meals for detainees.
- 51100 UNIFORMS – \$25,000 (*Only \$18,000 approved – COVID-19 Reduction*)
Administrative Services uniforms, \$200
Support Services uniforms, \$600
Technical Services uniforms, including cadet uniforms, \$1,000
Records Bureau uniforms, \$1,000
Investigations Bureau uniforms, \$500
Communication Services uniforms, \$1,000
Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000
Uniform Patrol uniforms and patches, \$14,450
Alternate duty uniforms (30 @ \$125 each), \$3,750
Uniform work boots for patrol officers (17 @ \$75 each), \$1,275
Uniform work boots for reserve officers (3 @ \$75 each), \$225
- 51101 BALLISTIC VEST REIMBURSEMENT – <\$4,320>
Reimbursement through grants for a portion of the ballistic body armor.
- 51130 PROGRAM SUPPLIES – \$1,325
Inert Pepperball rounds for less lethal training, \$675
Bean bags for less lethal training, \$650

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

- 51140 PERSONNEL PROTECTIVE EQUIPMENT – \$12,140 ***(Only \$7,000 approved – COVID-19 Reduction)***
Concealable ballistic body armor (9 @ \$960 each), \$8,640
Tactical vest carriers (7 @ \$500 each), \$3,500
- 51500 GASOLINE – \$117,000 ***(Only \$90,000 approved – COVID-19 Reduction)***
Gasoline used in the operation of patrol and fire vehicles.
- 51510 DIESEL FUEL – \$4,000
Diesel fuel used in the operation of fire vehicles and the police generator.
- 52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$6,000 ***(Only \$2,000 approved – COVID-19 Reduction)***
Routine maintenance of two police motorcycles, \$1,500
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,000 ***(Only \$4,500 approved – COVID-19 Reduction)***
Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, in-car cameras, mobile data computers, tasers, and digital voice recorders; pepperball gun repairs, \$1,550
General maintenance of range ventilation system, \$4,450
- 52450 SPECIAL CONTRACT SERVICES – \$160,000 ***(Only \$153,000 approved – COVID-19 Reduction)***
Contract security for Montclair Transcenter
- 52460 MEDICAL SERVICES – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***
Prisoner blood withdrawals, blood alcohol kits, and drug screens.

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52540 VOCATIONAL TRAINING – \$1,660 ***(Not approved – COVID-19 Suspension)***

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

52570 PERSONNEL TRAINING – \$27,440 ***(Only \$12,000 approved – COVID-19 Reduction)***

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

52690 SMALL EQUIPMENT – \$1,790

Belt keepers (5 @ \$23 each), \$115
Handcuff cases (5 @ \$38 each), \$190
Key holders (5 @ \$30 each), \$150
Magazine holders (5 @ \$51 each), \$255
Asp baton holders (5 @ \$36 each), \$180
HT holder (5 @ \$43 each), \$215
OC holder (5 @ \$39 each), \$195
Baton ring (5 @ \$10 each), \$50
Sam Browne Belts (8 @ \$55 each), \$440

54941 RECRUITMENT EXPENSE – \$2,200 ***(Only \$500 approved – COVID-19 Reduction)***

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4427

Department	Division	Program
Police	Field Services	Communications

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	721,128	719,271	626,782	626,782
Services and Supplies	8,700	8,700	8,700	8,700
Capital Outlay	0	0	0	0
Total	729,828	727,971	635,482	635,482
Personnel Authorized	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)

Source of Funds

General Fund	725,828	723,971	631,482	631,482
SB 509 Public Safety Fund	4,000	4,000	4,000	4,000
Total	729,828	727,971	635,482	635,482

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

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

Units of Measure

1. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 80,001 calls for service. Of those calls, approximately 16,586 are 9-1-1; 53,009 are non-emergency calls; and 10,406 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 23,448 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 40,373 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 1,180 warrant arrests annually.
 5. Monitoring and continuous use of 12 technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
 6. Dispatch Priority One calls for service within 1.5 minutes and Priority Two calls for service within 11 minutes.
 7. Complete all CLETS transactions within State and Federal mandated time frames.
-

Personnel Services – \$719,271

Salary requests are for: Police Dispatch Supervisor (1.00) – \$71,873; Dispatchers (7.00) – \$391,209; Dispatchers (3.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$463,082; part-time salaries – \$20,000; additional pay – \$2,820; overtime – \$50,000; benefit costs – \$183,369.

Services and Supplies – \$8,700

Funding requested is for: maintenance – communications equipment – \$3,205; special contract services – \$4,000; small equipment – \$1,495.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4427 Communications

Object
Number

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$3,205

Maintenance of Higher Ground voice logging equipment.

52450 SPECIAL CONTRACT SERVICES – \$4,000

Contract with Language Line Services, Inc. for foreign language translation. (SB 509 Fund)

52690 SMALL EQUIPMENT – \$1,495

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant wipes, \$125

PROGRAM BUDGET SUMMARY – 1

Program Number 4428

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

This program is responsible for providing support services to the Department through Reserve Officers, Police Volunteers, and Chaplains. Personnel in this program conduct police services during high school sporting events and public events at City facilities as well as conduct special traffic enforcement, including holiday traffic control.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	57,586	57,586	52,418	52,418
Services and Supplies	7,100	7,600	1,000	1,000
Capital Outlay	0	0	0	0
Total	64,686	65,186	53,418	53,418

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

General Fund	64,686	65,186	53,418	53,418
Total	64,686	65,186	53,418	53,418

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police	Support Services	4428 Volunteer Services

Work Program

1. Maintain and coordinate a Reserve Officer Program.
 2. Maintain and coordinate a Chaplain Program.
 3. Conduct police services during high school sporting events and public events at City facilities.
 4. Conduct special traffic enforcement, including holiday traffic control.
-

Units of Measure

1. Ensure minimum service of 25 hours per month is worked by each Reserve Officer.
 2. Ensure service of 20 hours per month is donated by each Chaplain.
 3. Conduct police services and special traffic enforcement for approximately 100 events annually.
-

Personnel Services – \$57,586

Salary requests are for: Reserve Police Officers (11.00/part-time) – \$31,200; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$31,200; additional pay – \$24,000; benefit costs – \$2,386.

Services and Supplies – \$7,600

Funding requested is for: vocational training – \$5,000; miscellaneous expenditures – \$2,600.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4428 Volunteer Services

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Reserve Police Officers (5)	Reserve Officer Training Conference	South Lake Tahoe, CA	August 2020	\$5,000
Total:					\$5,000

(Not approved – COVID-19 Suspension)

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

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

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$5,000 ***(Not approved – COVID-19 Suspension)***

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

52990 MISCELLANEOUS EXPENDITURES – \$2,600 ***(Only \$1,000 approved – COVID-19 Reduction)***

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4429

Department	Division	Program
Police		Emergency Preparedness

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	64,414	71,952	71,952	71,952
Services and Supplies	4,600	4,880	2,180	2,180
Capital Outlay	0	0	0	0
Total	69,014	76,832	74,132	74,132

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

General Fund	69,014	76,832	74,132	74,132
Total	69,014	76,832	74,132	74,132

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4429 Emergency Preparedness

Work Program

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

Units of Measure

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

Personnel Services – \$71,952

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$55,432. Cost allocations are as follows: full-time salaries – \$55,432; benefit costs – \$16,520.

Services and Supplies – \$4,880

Funding requested is for: program supplies – \$3,700; miscellaneous expenditures – \$1,180.

Capital Outlay

No funding requested.

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

Department: Police

Program: 4429 Emergency Preparedness

Object
Number

51130 PROGRAM SUPPLIES – \$3,700 (*Only \$1,000 approved – COVID-19 Reduction*)

One pallet of emergency water (water cans with a shelf life of 50 years) for EOC responders and all City personnel during emergency situations when other water sources are unavailable, \$2,220

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$1,180

EOC supplies, enhancements, and updates, \$300

52990 MISCELLANEOUS EXPENDITURES – \$1,180

Satellite phone subscription (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations. Four other satellite phones would be activated during emergency situations.), \$540

Public education materials, props, and advertisements, \$300

Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

CPR training and supplies for 30 City employees, \$90

Emergency preparedness go-bags and supplies, \$100

Fire Department

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,472,104	3,543,120	3,498,040	3,498,040
Services and Supplies	489,385	478,671	427,154	427,154
Capital Outlay	468,389	13,000	0	0
Total	4,429,878	4,034,791	3,925,194	3,925,194

Personnel Authorized	21.50 (FT) 1.00 (PTB) 0.00 (PT)	21.50 (FT) 1.00 (PTB) 1.00 (PT)	22.50 (FT) 1.00 (PTB) 1.00 (PT)	22.50 (FT) 1.00 (PTB) 1.00 (PT)
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Department Distribution

Administration	503,594	496,311	453,090	453,090
Emergency Services	3,816,104	3,432,300	3,381,724	3,381,724
Personnel Development	19,000	15,000	4,500	4,500
Buildings and Grounds	6,800	6,800	3,000	3,000
Emergency Medical Services	84,380	84,380	82,880	82,880
Total	4,429,878	4,034,791	3,925,194	3,925,194

Source of Funds

General Fund	3,801,744	3,840,407	3,727,310	3,727,310
SB 509 Public Safety Fund	110,050	110,004	115,004	115,004
Safety Department Grants	31,554	0	0	0
EMS - Paramedic Fund	84,380	84,380	82,880	82,880
Equipment Replacement Fund	402,150	0	0	0
Total	4,429,878	4,034,791	3,925,194	3,925,194

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	101,843	101,843	101,843
Deputy Fire Chief	1.00	1.00	1.00	1.00	156,807	156,807	156,807
Fire Battalion Chief	2.00	2.00	3.00	3.00	259,218	371,177	371,177
Fire Captain	6.00	6.00	6.00	6.00	615,823	615,823	615,823
Fire Engineer	6.00	6.00	6.00	6.00	493,540	493,540	493,540
Firefighter	6.00	6.00	6.00	6.00	387,482	387,482	387,482
Admin other Depts - CFDs					-14,427	-14,427	-14,427
Admin other Depts - CFDs					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	44,007	44,007	44,007
<u>Part-Time</u>							
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	35,373	0	0
Full Time	21.50	21.50	22.50	22.50	2,014,713	2,126,672	2,126,672
Admin other Departments					-20,052	-20,052	-20,052
Total FT Positions/Salaries					1,994,661	2,106,620	2,106,620
Part Time Benefitted	1.00	1.00	1.00	1.00	44,007	44,007	44,007
Part Time	1.00	1.00	1.00	1.00	35,373	0	0
Additional Pay					90,280	90,280	90,280
Overtime					520,000	350,000	350,000
Total Salaries & Wages					2,684,321	2,590,907	2,590,907
Benefit Costs					419,466	439,206	439,206
PERS Benefit Costs					439,333	467,927	467,927
Total Benefit Costs					858,799	907,133	907,133
TOTAL					3,543,120	3,498,040	3,498,040

PROGRAM BUDGET SUMMARY – 1

Program Number 4531

Department	Division	Program
Fire		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	494,969	487,269	449,190	449,190
Services and Supplies	8,625	9,042	3,900	3,900
Capital Outlay	0	0	0	0
Total	503,594	496,311	453,090	453,090
Personnel Authorized	1.50 (FT) 1.00 (PTB) 0.00 (PT)	1.50 (FT) 1.00 (PTB) 1.00 (PT)	1.50 (FT) 1.00 (PTB) 1.00 (PT)	1.50 (FT) 1.00 (PTB) 1.00 (PT)

Source of Funds

General Fund	503,594	496,311	453,090	453,090
Total	503,594	496,311	453,090	453,090

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4531 Administration

Work Program

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

Units of Measure

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

Personnel Services – \$487,269

Salary requests are for: Executive Director of Public Safety – (0.50) – \$101,843; Deputy Fire Chief (1.00) – \$156,807; Admin other Depts., CFDs – <\$5,625>; Administrative Technician (1.00/part-time benefitted) – \$44,007; Receptionist/Office Specialist (1.00/part-time) – \$35,373. Cost allocations are as follows: full-time salaries – \$253,025; part-time benefitted salaries – \$44,007; part-time salaries - \$35,373; overtime – \$20,000; benefit costs – \$134,864.

Services and Supplies – \$9,042

Funding requested is for: dues and memberships – \$790; travel and meetings – \$2,200; special contract services – \$500; cellular phone expense – \$3,552; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$50
52130	Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$75
52130	Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$50
52130	Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2021	\$25
52130	Deputy Fire Chief	West End Operations Officers Association	Local	Monthly	\$50
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$120
52130	Fire Department Employees (3)	Chamber of Commerce Police Recognition Lunch	Local	May 2021	\$175
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2021	\$1,455

Total: \$2,200

(Not approved – COVID-19 Suspension)

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

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

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$790 **(Only \$300 approved – COVID-19 Reduction)**

Funds for memberships in state, county, and local associations.

California Emergency Services Association (CESA)	\$ 75
California Fire Chiefs Association	\$250
National Fire Protection Association (NFPA)	\$175
San Bernardino County EMS Officers Association	\$ 60
San Bernardino County Fire Chiefs Association	\$ 60
San Bernardino County HazMat Responders Association	\$ 70
San Bernardino County Training Officers Association	\$ 50
West End Quality Improvement Committee	\$ 50

52130 TRAVEL AND MEETINGS – \$2,200 **(Not approved – COVID-19 Suspension)**

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

52450 SPECIAL CONTRACT SERVICES – \$500 **(Only \$100 approved – COVID-19 Reduction)**

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$3,552 **(Only \$3,000 approved – COVID-19 Reduction)**

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 40	Engine 151A	\$ 3	EPCR Laptop	\$460
Medic Engine 151	\$650	Battalion Chief Crouch	\$345	EPRS Laptop 1	\$460
Medic Engine 152	\$560	Battalion Chief Pohl	\$530		
Medic Squad 151	\$ 41	DC Phone	\$460		
OES 331	\$ 3				

52990 MISCELLANEOUS EXPENDITURES – \$2,000 **(Only \$500 approved – COVID-19 Reduction)**

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$500

PROGRAM BUDGET SUMMARY – 1

Program Number 4533

Department	Division	Program
Fire		Emergency Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,927,455	3,006,171	2,999,170	2,999,170
Services and Supplies	420,260	413,129	382,554	382,554
Capital Outlay	468,389	13,000	0	0
Total	3,816,104	3,432,300	3,381,724	3,381,724
Personnel Authorized	20.00 (FT)	20.00 (FT)	21.00 (FT)	21.00 (FT)

Source of Funds

General Fund	3,272,350	3,322,296	3,266,720	3,266,720
SB 509 Public Safety Fund	110,050	110,004	115,004	115,004
Safety Department Grants	31,554	0	0	0
Equipment Replacement Fund	402,150	0	0	0
Total	3,816,104	3,432,300	3,381,724	3,381,724

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
 2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
 3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
-

Units of Measure

	<u>2018</u>	<u>2019</u>	Estimate <u>2020</u>
Total number of calls for service	4,573	4,650	4,834
Arrival within 8 minutes of call	85%	86%	86%
Average EMS response time	6 min 13 sec	6 min 6 sec	6 min 20 sec
Average Fire response time	6 min 53 sec	6 min 50sec	7 min 01 sec

Personnel Services – \$3,006,171

Salary requests are for: Fire Battalion Chief (2.00) – \$259,218; Fire Captains (6.00) – \$615,823; Fire Engineers (6.00) – \$493,540; Firefighters (6.00) – \$387,482; Admin other Depts., CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$1,741,636; additional pay – \$40,600; overtime – \$500,000; benefit costs – \$723,935.

Services and Supplies – \$413,129

Funding requested is for: books and publications – \$500; office supplies – direct – \$500; uniforms – \$18,000; personnel protective equipment – \$35,000; materials – communications – \$3,000; materials – misc. maintenance and repair – \$9,500; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$8,000; emergency communication services – \$209,375; special contract services – \$111,504; medical examinations – \$3,500; small equipment – \$9,200; miscellaneous expenditures – \$2,750.

Capital Outlay – \$13,000

Funding requested is for: one eDRAULIC tool.

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500 (*Only \$250 approved – COVID-19 Reduction*)

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$500

Shift calendars.

51100 UNIFORMS – \$18,000 (*Only \$12,000 approved – COVID-19 Reduction*)

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500

Class A uniform purchase, \$500

Badge repair and replacement, \$250

Class B uniforms (uniforms for new hires), \$2,100

Class B uniform jackets (jackets for new hires), \$450

Class B t-shirts, \$500

Class B belt buckles, \$200

Class B badges, \$500

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$35,000 (*Only \$20,000 approved – COVID-19 Reduction*)

Wildland jackets and pants (8 @ \$450 each), \$3,600

Turnout coats and pants scheduled replacement (7 sets @ \$2,500 each), \$17,500

Turnout boots (new hires), \$1,000

Turnout coats and pants (new hires), \$5,000

Turnout boots (new hires), \$700

Turnout boots replacements, \$1,000

Safety/station boot replacement, \$1,000

Helmet repair and replacement, \$1,000

(continued on next page)

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – continued

Gloves (work and fire type), \$500

Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), \$1,000

Wildland safety boots, \$1,900

Extrication gloves, \$200

Wildland gloves, \$100

Maintenance/repairs/cleaning for turnouts and brush gear, \$500

51310 MATERIALS – COMMUNICATIONS – \$3,000 (***Only \$2,500 approved – COVID-19 Reduction***)

Radio headset replacement, \$800

Antennas, speakers, lapel microphones, and various radio replacement parts, \$900

Batteries for portable radios, pagers, and other equipment, \$900

Hardware and software for radio programming, \$400

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$9,500

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$2,500

Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$2,000

Fire hose repair and replacement for fire engines, \$1,500

Urban Search and Rescue equipment maintenance and repair, \$1,000

Miscellaneous equipment parts and maintenance, \$2,500

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$2,300

Parts and labor costs for radio equipment maintenance.

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

- 52050 MAINTENANCE – OTHER EQUIPMENT – \$8,000 **(Only \$5,000 approved – COVID-19 Reduction)**
 Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, Thermal Imaging Cameras, \$1,500
 Quarterly calibration of three air monitors as required by OSHA, \$1,500
 Pressure cylinder parts, \$1,000
 Nozzle repairs and parts, \$500
 Maintenance and filters for breathing air refill station, \$2,000
 Repair of small tools and testing equipment, \$1,500
- 52330 EMERGENCY COMMUNICATION SERVICES – \$209,375 **(Only \$208,000 approved – COVID-19 Reduction)**
 Agreement with CONFIRE for dispatch and IT support. **(General Fund – \$203,000; SB509 Fund – \$5,000)**
- 52450 SPECIAL CONTRACT SERVICES – \$111,504
 Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,004 (SB 509 Fund)
 Montclair’s shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 (SB 509 Fund)
 Spectrum Cable Service (\$125/mo @ 12 months), \$1,500
- 52510 MEDICAL EXAMINATIONS – \$3,500 **(Only \$2,500 approved – COVID-19 Reduction)**
 State mandated Hazardous Materials Team member physicals, \$1,000
 Maintain annual wellness and fitness evaluations with Mt. San Antonio College (20 @ \$125 each), \$2,500
- 52690 SMALL EQUIPMENT – \$9,200 **(Only \$7,000 approved – COVID-19 Reduction)**
 Chain saw blades (5 @ \$100 each), \$500
 Various unit adapter replacements, \$1,200
 Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, \$1,000
 Various specialized US&R tools and equipment, \$1,500
 Various wildland appliances and adapters, \$1,500
 Webb Gear (wildland firefighting), \$1,500
 Various SCBA parts and equipment, \$2,000

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$2,750 *(Only \$1,500 approved – COVID-19 Reduction)*

Emergency scene food and rehabilitation provisions, \$500

Engine cleaning supplies, \$300

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$1,250

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62030	Auto Extrication Tool	One eDRAULIC cutter and charger used by rescue personnel to assist vehicle extrication of crash victims, as well as other rescues from small spaces. This cutter does not emit fumes or gas, it takes up less space, and it is easier to service, making rescues faster and safer. This tool completes the replacement of all outdated gas-powered tools that can no longer be repaired.	\$13,000
Total:			\$13,000

(Not approved – COVID-19 Elimination)

PROGRAM BUDGET SUMMARY – 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	19,000	15,000	4,500	4,500
Capital Outlay	0	0	0	0
Total	19,000	15,000	4,500	4,500
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	19,000	15,000	4,500	4,500
Total	19,000	15,000	4,500	4,500

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic-aid cities.
 2. Maintain monthly training records.
 3. Provide necessary training for required certifications and recertifications.
 4. Provide hazardous materials and urban search and rescue training for fire personnel.
 5. Maintain level of certification in Emergency Medical Technician, Fire Investigator, and other areas of expertise.
-

Units of Measure

1. Establish and maintain productive working relationships with local and regional training partners.
 2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
 3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
 4. The successful completion of 40 continuing education hours by each Fire Investigator annually.
 5. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.
-

Personnel Services

No funding requested.

Services and Supplies – \$15,000

Funding requested is for: books and publications – \$1,000; program supplies – \$1,000; special contract services – \$6,000; vocational training – \$7,000.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Current and new US&R Team Members	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Trng. Center	January 2021	\$500
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2021	\$500
52540	Training for three (3) firefighters	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino County FD North Net Fire Trng. Center	March 2021	\$1,000
52540	Training for three (3) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore, CA	May 2021	\$900
52540	Train and certify three (3) new members	Rescue Systems II Confine Space Rescue Tech.	San Bernardino County FD North Net Fire Training. Center	February 2021	\$700
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2020	\$500
52540	Training for three (3) firefighters	Driver/Operator 1A California State Fire Marshal certified course required for promoted personnel or those preparing to promote; also required for new personnel to receive DMV Firefighter Endorsement; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	October 2020	\$550

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Training for three (3) firefighters	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or those preparing to promote; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	February 2021	\$250
52540	Fire Department Employees	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	January 2021	\$400
52540	Fire Department Employees	Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	March 2021	\$200
52540	Fire Department Employees	Firehouse World Training Conference	San Diego, CA	February 2021	\$1,500
Total:					\$7,000

(Not approved – COVID-19 Suspension)

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

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

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,000 ***(Only \$500 approved – COVID-19 Reduction)***

Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.

51130 PROGRAM SUPPLIES – \$1,000

Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), \$500
CDX plywood (1/2") for roof-training prop (20 @ \$25 each), \$500

52450 SPECIAL CONTRACT SERVICES – \$6,000 ***(Only \$3,000 approved – COVID-19 Reduction)***

Annual contract for policy and procedural manual update, \$3,000
Agreement with Target Solutions for on-line OSHA mandated training, \$3,000

52540 VOCATIONAL TRAINING – \$7,000 ***(Not approved – COVID-19 Suspension)***

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4536

Department	Division	Program
Fire		Buildings & Grounds

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	6,800	6,800	3,000	3,000
Capital Outlay	0	0	0	0
Total	6,800	6,800	3,000	3,000
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	6,800	6,800	3,000	3,000
Total	6,800	6,800	3,000	3,000

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

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

Units of Measure

	<u>2019</u>	<u>2020</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$6,800

Funding requested is for: household expenses – \$3,750; license/permits/certificates – \$500; maintenance–other equipment – \$800; small equipment – \$750; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$3,750 ***(Only \$1,000 approved – COVID-19 Reduction)***

Dry cleaning (strike team sleeping bags), \$200
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,000
Day room recliners (3 @ \$850 each), \$2,550 ***(Not approved – COVID-19 Elimination)***

51150 LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050 MAINTENANCE – OTHER EQUIPMENT – \$800 ***(Only \$400 approved – COVID-19 Reduction)***

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690 SMALL EQUIPMENT – \$750 ***(Only \$400 approved – COVID-19 Reduction)***

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$1,000 ***(Only \$700 approved – COVID-19 Reduction)***

Annual service of fire extinguishers, \$700
Emergency station generator fuel, \$300

PROGRAM BUDGET SUMMARY – 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	49,680	49,680	49,680	49,680
Services and Supplies	34,700	34,700	33,200	33,200
Capital Outlay	0	0	0	0
Total	84,380	84,380	82,880	82,880
Personnel Authorized	0	0	0	0

Source of Funds

EMS Paramedic Fund	84,380	84,380	82,880	82,880
Total	84,380	84,380	82,880	82,880

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

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

Units of Measure

	<u>2019</u>	<u>2020</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$6,800

Funding requested is for: household expenses – \$3,750; license/permits/certificates – \$500; maintenance–other equipment – \$800; small equipment – \$750; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$3,750 ***(Only \$1,000 approved – COVID-19 Reduction)***

Dry cleaning (strike team sleeping bags), \$200
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,000
Day room recliners (3 @ \$850 each), \$2,550 ***(Not approved – COVID-19 Elimination)***

51150 LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050 MAINTENANCE – OTHER EQUIPMENT – \$800 ***(Only \$400 approved – COVID-19 Reduction)***

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690 SMALL EQUIPMENT – \$750 ***(Only \$400 approved – COVID-19 Reduction)***

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$1,000 ***(Only \$700 approved – COVID-19 Reduction)***

Annual service of fire extinguishers, \$700
Emergency station generator fuel, \$300

Public Works

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Facilities and Grounds Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,883,112	3,039,954	2,570,248	2,570,248
Services and Supplies	5,198,855	5,366,954	4,409,188	4,409,188
Capital Outlay	106,500	570,000	346,000	346,000
Sewer Depreciation	57,644	73,556	73,556	73,556
Total	8,188,467	9,050,464	7,398,992	7,398,992

Personnel Authorized	29.00 (FT) 5.00 (PTB) 9.00 (PT)	30.00 (FT) 5.00 (PTB) 9.00 (PT)	29.90 (FT) 5.00 (PTB) 9.00 (PT)	29.90 (FT) 5.00 (PTB) 9.00 (PT)

Divisional Distribution

Engineering	662,646	678,375	478,459	478,459
Street Maintenance	1,572,384	2,089,865	1,569,834	1,569,834
Park Maintenance	500,415	601,252	432,737	432,737
Vehicle Maintenance	388,111	448,297	341,822	341,822
Sewer Maintenance	4,235,742	4,154,175	4,000,276	4,000,276
Building Maintenance	829,169	1,078,500	575,864	575,864
Total	8,188,467	9,050,464	7,398,992	7,398,992

Source of Funds

General Fund	2,953,938	3,247,208	2,203,491	2,203,491
Gas Tax Fund	961,749	1,112,722	784,791	784,791
Park Maintenance Fund	4,100	6,500	46,575	46,575
Community Dev Block Grant Fund	22,438	33,859	33,859	33,859
Air Quality Improvement Fund	0	100,000	150,000	150,000
Sewer Operating Fund	4,133,098	4,079,619	3,935,720	3,935,720
Sewer Replacement Fund	45,000	1,000	1,000	1,000
Sewer Capital Asset Fund	57,644	73,556	73,556	73,556
CFD 2011-1 Paseos	0	0	5,000	5,000
CFD 2011-2 Arrow Station	0	0	5,000	5,000
Pavement Impact Fee Fund	0	125,000	150,000	150,000
Equipment Replacement Fund	0	146,000	10,000	10,000
General Sanitation Fee Fund	0	125,000	0	0
Total	8,188,467	9,050,464	7,398,992	7,398,992

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00	178,618	178,618	178,618
Admin from other Depts					0	-17,862	-17,862
Project Manager	1.00	1.00	1.00	1.00	0	0	0
Public Works Superintendent	1.00	1.00	1.00	1.00	119,499	119,499	119,499
Asst PW Superintendent	1.00	1.00	1.00	1.00	70,571	70,571	70,571
Engineering Division Manager	1.00	1.00	1.00	1.00	85,371	85,371	85,371
Public Works Inspector	1.00	1.00	1.00	1.00	58,372	58,372	58,372
Environmental Comp Coor	1.00	1.00	1.00	1.00	63,718	63,718	63,718
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	0	0	0
Building Maint Supervisor	1.00	1.00	1.00	1.00	74,105	74,105	74,105
Leadworker Maintenance	4.00	4.00	4.00	4.00	207,707	151,170	151,170
Motor Sweeper Operator	2.00	2.00	2.00	2.00	101,359	101,359	101,359
Admin from other Depts					-1,500	-1,500	-1,500
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	84,774	84,774	84,774
Maintenance Worker	6.00	6.00	6.00	6.00	270,051	181,807	181,807
Admin from other Depts					-8,000	-8,000	-8,000
Graffiti Abatement Worker	1.00	2.00	2.00	2.00	47,565	47,565	47,565
Admin from other Depts					-2,000	-2,000	-2,000
NPDES Coordinator	1.00	1.00	1.00	1.00	70,764	30,000	30,000
NPDES Inspector	1.00	1.00	1.00	1.00	53,171	53,171	53,171
Facilities Specialist	1.00	1.00	1.00	1.00	56,644	56,644	56,644
Office Specialist	1.00	1.00	1.00	1.00	46,341	46,341	46,341
Custodian	2.00	2.00	2.00	2.00	83,054	76,806	76,806
Public Works Admin CFD Reimb					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00	1.00	46,469	0	0
Equipment Maintenance Tech	1.00	1.00	1.00	1.00	52,726	52,726	52,726
Maintenance Technician	3.00	3.00	3.00	3.00	125,007	44,269	44,269
<u>Part-Time</u>							
Maintenance Worker	6.00	6.00	6.00	6.00	235,998	308,556	308,556
Senior Intern	1.00	1.00	1.00	1.00	14,206	14,206	14,206
Graffiti Abatement Worker	1.00	1.00	1.00	1.00	18,240	0	0
Leadworker Maintenance	1.00	1.00	1.00	1.00	25,584	25,584	25,584
Full Time	29.00	30.00	30.00	30.00	1,671,684	1,479,891	1,479,891
Admin other Departments			-0.10	-0.10	-17,125	-34,987	-34,987
Total FT Positions/Salaries			29.90	29.90	1,654,559	1,444,904	1,444,904
Part Time Benefitted	5.00	5.00	5.00	5.00	224,202	96,995	96,995
Part Time	9.00	9.00	9.00	9.00	294,028	348,346	348,346
Overtime					75,700	41,000	41,000
Additional Pay					900	900	900
Total Salaries & Wages					2,249,389	1,932,145	1,932,145
Benefit Costs					585,462	465,427	465,427
PERS Benefit Costs					205,103	178,680	178,680
Benefit Costs other Depts					0	-6,004	-6,004
Total Benefit Costs					790,565	638,103	638,103
TOTAL					3,039,954	2,570,248	2,570,248

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	372,897	398,449	282,299	282,299
Services and Supplies	254,749	279,926	196,160	196,160
Capital Outlay	35,000	0	0	0
Total	662,646	678,375	478,459	478,459

Personnel Authorized	3.95 (FT) 0.60 (PTB)	3.95 (FT) 0.60 (PTB)	3.85 (FT) 0.60 (PTB)	3.85 (FT) 0.60 (PTB)
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Department Distribution

Management & Construction	353,570	370,303	232,387	232,387
Public Works Inspection	126,925	90,138	88,138	88,138
Traffic Safety Engineering	182,151	217,934	157,934	157,934
Total	662,646	678,375	478,459	478,459

Source of Funds

General Fund	511,646	472,375	332,459	332,459
Gas Tax Fund	140,500	206,000	146,000	146,000
Equipment Replacement Fund	10,500	0	0	0
Total	662,646	678,375	478,459	478,459

PROGRAM BUDGET SUMMARY – 1

Program Number 4641

Department	Division	Program
Public Works	Engineering	Management and Construction

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	269,821	296,377	182,227	182,227
Services and Supplies	83,749	73,926	50,160	50,160
Capital Outlay	0	0	0	0
Total	353,570	370,303	232,387	232,387

Personnel Authorized	3.10 (FT) 0.60 (PTB)	3.10 (FT) 0.60 (PTB)	3.00 (FT) 0.60 (PTB)	3.00 (FT) 0.60 (PTB)
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Source of Funds

General Fund	353,570	370,303	232,387	232,387
Total	353,570	370,303	232,387	232,387

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

1. Manage and administer the programs and activities of the division.
2. Pursue State and Federal grants and other funding for capital improvements.
3. Represent the department at City Council, Planning Commission and various committee meetings.
4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
5. Design and administer Public Works capital improvement projects.
6. Prepare feasibility studies and respond to citizen requests.
7. Maintain records and record drawings for Public Works Improvements.
8. Represent City at various meetings with other cities and regional agencies.
9. Monitor erosion and sediment issues associated with construction activities.
10. Perform restaurant inspections related to sanitary sewers/administer sewage pretreatment program.

Units of Measure

	<u>2018-2019</u>	<u>1st 6 Mos. 2019-2020</u>	<u>Estimate 2020-2021</u>
Public Works Improvements	12	6	12
Citizen Requests	150	60	120
Studies	1	0	2
Plan Check Capital Improvements	15	15	30
Plan Check Private Development	30	15	35
Plan Check Tract Maps	2	1	3
Plan Check Parcel Maps	0	1	2
Plan Check Lot Merger/Line Adjustment	1	1	2
Review of WQMPs	10	7	15

Personnel Services – \$296,377

Salary requests are for: Public Works Director/City Engineer (0.20) – \$35,724; Engineering Division Manager (0.70) – \$59,7608; NPDES Coordinator (0.75) – \$53,073; NPDES Inspector (0.75) – \$39,878; Administrative Technician (0.60/part-time benefitted) – \$27,881. Cost allocations are as follows: full-time salaries – \$188,435; part-time benefitted salaries – \$27,881; Admin Other Departments – <\$5,625>; overtime – \$2,500; benefit costs – \$83,186.

Services and Supplies – \$73,926

Funding requested is for: books and publications – \$500; uniforms – \$1,500; program supplies – \$1,500; license/permits/certificates – \$725; dues and memberships – \$1,580; travel and meetings – \$5,420; mileage/auto allowance – \$5,460; special consulting services – \$7,000; plan check service – \$100,000; plan check service – reimbursed - <\$100,000>; special lab testing – \$320; special contract services – \$40,726; vocational training – \$2,000; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Noel Castillo, Public Works Director/ City Engineer Steve Stanton, Engineering Division Manager Raul Molinar, Public Works Inspector Jim Diaz, Assist. Public Works Superintendent Xavier Mendez, Public Works Superintendent Samantha Contreras, Administrative Technician Mathew Paradis, Building Maintenance Supervisor Joe Rosales, NPDES Coordinator Marissa Pereyda, Environmental Compliance Coordinator	Quarterly Luncheon meetings with Monte Vista Water District	Montclair, CA	Quarterly	\$1,000
52130	Noel Castillo, Public Works Director/ City Engineer	Luncheon meetings and workshop refreshments with various community groups, consultants, West Valley Traffic Engineers Association, West End City Engineers Association, and other agencies.	Montclair and San Bernardino/Los Angeles County locations	Irregular	\$200

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Joe Rosales, NPDES Coordinator	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Fall 2020	\$710
	Vacant, NPDES Inspector				\$710
52130	Joe Rosales, NPDES Coordinator	The CASQA seminar focuses on stormwater issues such as Federal and State NPDES Regulations, Permits and Policies, Sustainable Development, Source Control, Stormwater Treatment, Industrial and Construction Stormwater Management, Modifying Public Behavior, Program Assessment, and Scientific Advances. Attending the CASQA seminar allows employees to obtain Continuing Education Units for their CESSWI, CMS4S, Environmental Inspector Grade 1 Certification, and Collection Systems Grade 2 Certification. Obtaining Continuing Education Units maintains his certifications as required for employment.	Riverside, CA	October 15-17, 2020	\$1,400
	Vacant, NPDES Inspector				\$1,400
Total					\$5,420

(Not approved – COVID-19 Suspension)

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

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est Expense
52540	Steve Stanton, Engineering Division Manager	Training for Project Manager in various areas of project management. Seminars, classes and training sessions are available to assist the City in developing project management skills.	Various San Bernardino County and Southern California locations	Periodically	\$400
52540	Raul Molinar, Public Works Inspector	Training for Public Works Inspector. Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	\$400
52540	Samantha Contreras, Administrative Technician	Training for Administrative Technician for Public Works, Caltrans, and federal processes associated with federal grants. Various Public Works at local schools.	Various San Bernardino County locations	Periodically	\$600
52540	Vacant, NPDES Inspector	Training for NPDES Inspector. Seminars, classes, and training sessions are available to assist the City in developing storm water inspection skills.	Various San Bernardino County locations	Periodically	\$600
				Total:	\$2,000

(Not approved – COVID-19 Suspension)

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

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020	<u>BOOKS AND PUBLICATIONS</u> – \$500 (Only \$250 approved – COVID-19 Reduction)		
	The 2020/2021 Standard Specifications for Public Works Construction update is due to be released in March 2021; and other updates to standards and specifications.		
51100	<u>UNIFORMS</u> – \$1,500 (Only \$600 approved – COVID-19 Reduction)		
	Rental and cleaning of uniforms and purchase of work boots for Division Personnel.		
51130	<u>PROGRAM SUPPLIES</u> – \$1,500 (Only \$650 approved – COVID-19 Reduction)		
	Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500. Materials distributed at community events such as Earth Day, \$1,000.		
51150	<u>LICENSE/PERMITS/CERTIFICATES</u> – \$725 (Only \$500 approved – COVID-19 Reduction)		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Noel Castillo, Public Works Director/City Engineer	Professional Registration Certificate	\$150
	Joe Rosales, NPDES Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$100
	Joe Rosales, NPDES Coordinator	Grade 2 Collection Systems Maintenance	\$110
	Joe Rosales, NPDES Coordinator	Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)	\$130
	Joe Rosales, NPDES Coordinator	Certified Municipal Separate Storm Sewer System Specialist (CPMS)	\$135
	Marissa Pereyda, Environmental Compliance Coordinator	Grade 1 Environmental Compliance Inspector Certificate	\$100
52120	<u>DUES AND MEMBERSHIPS</u> – \$1,580 (Only \$600 approved – COVID-19 Reduction)		
	<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
	Noel Castillo, Public Works Director/City Engineer	Membership in American Society of Civil Engineers (ASCE)	\$400
	Noel Castillo, Public Works Director/City Engineer	Membership in American Public Works Association	\$255
	Jim Diaz, Asst Public Works Superintendent	Membership in American Public Works Association	\$255
	Marissa Pereyda, Environmental Compliance Coordinator	California Water Environment Association	\$200
	Joe Rosales, NPDES Coordinator	California Water Environment Association	\$200
	Joe Rosales, NPDES Coordinator	California Stormwater Quality Association (QSP)	\$135
	Joe Rosales, NPDES Coordinator	Envirocert International Membership	\$135

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

- 52130 TRAVEL AND MEETINGS – \$5,420 **(Not approved – COVID-19 Suspension)**
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$7,000 **(Only \$2,000 approved – COVID-19 Reduction)**
DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2019, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include the Central Avenue/Union Pacific Grade Separation Project, \$2,000.
Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies, \$5,000.
- 52270 PLAN CHECK SERVICE – \$100,000
Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Manage Plan goals (\$50,000) and development conditions of approval (\$50,000).
- 52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$100,000>
Reimbursement to the City for Plan Check Service.
- 52420 SPECIAL LAB TESTING – \$320 **(Only \$200 approved – COVID-19 Reduction)**
The NPDES Permit requires the City of Montclair to have an Illicit Discharge Detection Elimination program (IDDE) as part of the Dry Weather Flow Bacteria Total Maximum Daily Load (TMDL). The purpose of IDDE program is to prevent discharges to our municipal separate storm sewer systems (MS4) that may contain bacteria. A part of this IDDE program is to take a sample at outfalls in the San Antonio Channel and if necessary, the outfalls in the West State Street Channel. If a discharge is observed from an outfall and we suspect that the discharge is carrying pollutants, we will sample the discharge from that specific outfall.
The constituents to be sampled are ammonia, pH, temperature and total suspended solids (TSS). All but one constituent can be sampled out in the field and that is TSS. It is estimated that the cost of a laboratory conducting a TSS analysis is \$40.00 per sample.
The City of Montclair has 33 outfalls, but not all outfalls will have a discharge and not all outfalls that do have a discharge will need to be sampled. It is assumed that 25 percent of outfalls will be required to be sampled. Therefore, approximately eight outfalls will be sampled for TSS at a cost of \$40 dollars each coming to a total of \$320.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$40,726 ***(Only \$35,000 approved – COVID-19 Reduction)***

UNDERGROUND SERVICE ALERT – \$3,150

 Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is \$1.65 per notification. The City averages approximately 120 notifications per month plus a regulatory fee of \$80 per month.

NPDES – \$9,958

 The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.24 percent of the overall \$1,634,725 budget (San Bernardino Flood had some existing revenues which are being credited to the City this year). The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$22,977

 The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

 *The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

PLANET BIDS - \$4,641

 The state requires that projects be publically advertised. Planetbids is a web-based bid management system that meets state advertising requirements for Capital Improvements projects.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

- 52540 VOCATIONAL TRAINING – \$2,000 **(Not approved – COVID-19 Suspension)**
Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.”
- 52850 CELLULAR PHONE EXPENSES – \$4,695 **(Only \$3,900 approved – COVID-19 Reduction)**
Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.
- 52990 MISCELLANEOUS EXPENDITURES – \$2,500 **(Only \$1,000 approved – COVID-19 Reduction)**
Anticipated miscellaneous expenditures include purchase of new chair for Noel Castillo, Disadvantaged Business Enterprise advertisements; special permits and filing fees not otherwise chargeable to other accounts; padlocks, hanging files, Microflex Latex Exam Gloves, Kimberly Clark X60 Wipers; marking paint; various buffer solutions and tracer dyes used in testing storm water runoff; manhole cover hooks; miscellaneous office supplies, etc.

PROGRAM BUDGET SUMMARY – 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Inspection

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	91,925	90,138	88,138	88,138
Services and Supplies	0	0	0	0
Capital Outlay	35,000	0	0	0
Total	126,925	90,138	88,138	88,138

Personnel Authorized	0.80 (FT)	0.80 (FT)	0.80 (FT)	0.80 (FT)
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Source of Funds

General Fund	91,925	90,138	88,138	88,138
Gas Tax	24,500	0	0	0
Equipment Replacement Fund	10,500	0	0	0
Total	126,925	90,138	88,138	88,138

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

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

Units of Measure

	<u>2018-2019</u>	<u>1st 6 mos. 2019-2020</u>	<u>Estimate 2020-2021</u>
Subdivision public improvement inspections	200	100	200
Private development improvement inspections	50	30	50
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	100	50	100

Personnel Services – \$90,138

Salary requests are for: Public Works Director/City Engineer (0.10) – \$17,862; Public Works Inspector (0.70) – \$40,860. Cost allocations are as follows: full-time salaries – \$58,722; overtime – \$10,000; benefit costs – \$21,416.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	11,151	11,934	11,934	11,934
Services and Supplies	171,000	206,000	146,000	146,000
Capital Outlay	0	0	0	0
Total	182,151	217,934	157,934	157,934

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	66,151	11,934	11,934	11,934
Gas Tax Fund	116,000	206,000	146,000	146,000
Total	182,151	217,934	157,934	157,934

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

Work Program

1. Maintain accident record system.
2. Conduct studies and investigations relative to traffic safety.
3. Respond to citizen requests regarding traffic operations.
4. Implement signing and striping projects to improve safety and facilitate traffic flow.
5. Oversee maintenance and operation of traffic signals.
6. Conduct traffic counts and speed surveys.
7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
8. Participation in SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
9. Review development impacts on transportation and traffic.

Units of Measure

	<u>2017-2018</u>	<u>1st 6 mos. 2018-2019</u>	<u>Estimate 2019-2020</u>
Developments reviewed	10	5	10
Signals maintained	45	47	48
Reports, studies, investigations	1	1	2
Citizen requests	40	20	40
Traffic Counts	20	0	10

Personnel Services – \$11,934

Salary requests are for: Public Works Director/City Engineer (0.05) – \$8,931. Cost allocations are as follows: full-time salaries – \$8,931; benefit costs – \$3,003.

Services and Supplies – \$206,000

Funding requested is for: maintenance – traffic signals – \$45,000; extraordinary signal maintenance – \$85,000; architecture/engineering services – \$75,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

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

Department: Public Works

Program: 4644 Traffic Safety Engineering

Object
Number

52040 MAINTENANCE – TRAFFIC SIGNALS – \$45,000 *(Only \$30,000 approved – COVID-19 Reduction)*

Monthly routine and preventative maintenance checks of the City's 48 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County, are performed by Econolite Systems at a rate of \$77.76 per month per signalized intersection. (Gas Tax Fund)

52060 EXTRAORDINARY SIGNAL MAINTENANCE – \$85,000 *(Only \$65,000 approved – COVID-19 Reduction)*

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, video detection, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$7,000 or \$85,000 per year. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's QuicNet traffic signal monitoring software is ten years old and needs a software update at a cost of \$5,000. There may also be a need to purchase one traffic signal controller at an estimated cost of \$4,000 total. There are a few locations, mostly on Mission Boulevard, where traffic signal communications are intermittent. Under an agreement the City has with San Bernardino County Transportation Authority, it is the City's responsibility to maintain continual communication. Therefore, some changes are proposed for the signal equipment to improve communications. The cost is estimated at \$10,000. (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$75,000 *(Only \$50,000 approved – COVID-19 Reduction)*

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, and miscellaneous traffic engineering services. Additional traffic engineering services will also be required in conjunction with construction of the I-10 Corridor & Central/UPRR grade separation projects, expected to continue through the end of FY 20/21. AGA invoices for services to other cities for related plan check on the I-10 corridor is around \$80,000. The goal will be to utilize SBCTA staff as much as possible to reduce the need for AGA to perform plan checks. (Gas Tax Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Traffic counter supplies as necessary including road tubes, clamps, cleats, tape, concrete nails, batteries, and air switches necessary to maintain the City's traffic counting program. (Gas Tax Fund)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	644,956	730,585	563,984	563,984
Services and Supplies	897,428	910,280	659,850	659,850
Capital Outlay	30,000	449,000	346,000	346,000
Total	1,572,384	2,089,865	1,569,834	1,569,834

Personnel Authorized	7.00 (FT)	8.20 (FT)	8.20 (FT)	8.20 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	3.13 (PT)	3.13 (PT)	3.13 (PT)	3.13 (PT)

Department Distribution

Graffiti Abatement	113,406	128,958	108,823	108,823
Street Maintenance	1,159,375	1,291,544	859,048	859,048
Signing & Painting	148,737	148,360	110,460	110,460
Street Sweeping	150,866	521,003	491,503	491,503
Total	1,572,384	2,089,865	1,569,834	1,569,834

Source of Funds

General Fund	728,697	774,284	567,184	567,184
Gas Tax Fund	821,249	906,722	638,791	638,791
Community Dev Block Grant Fund	22,438	33,859	33,859	33,859
Air Quality Improvement Fund	0	100,000	150,000	150,000
Sewer Operating Fund	0	0	10,000	10,000
CFD 2011-1 Paseos	0	0	5,000	5,000
CFD 2011-2 Arrow Station	0	0	5,000	5,000
Pavement Impact Fee Fund	0	125,000	150,000	150,000
Equipment Replacement Fund	0	25,000	10,000	10,000
General Sanitation Fee Fund	0	125,000	0	0
Total	1,527,384	2,089,865	1,569,834	1,569,834

PROGRAM BUDGET SUMMARY – 1

Program Number 4645

Department	Division	Program
Public Works	Streets	Graffiti Abatement

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	96,006	100,058	80,423	
Services and Supplies	17,400	12,900	12,400	
Capital Outlay	0	16,000	16,000	
Total	113,406	128,958	108,823	

Personnel Authorized	1.10 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)
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Source of Funds

General Fund	90,968	95,099	74,964
Community Dev Block Grant Fund	22,438	33,859	33,859
Total	113,406	128,958	108,823

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4645 Graffiti Abatement

Work Program

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

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimated 2020–21</u>
Locations graffiti abated	2,933	1,165	3,000

Personnel Services – \$100,058

Salary requests are for: Public Works Superintendent (0.05) – \$5,858; Asst. Public Works Superintendent (0.05) – \$3,459; Graffiti Abatement Worker (1.50) – \$46,632; Graffiti Abatement Worker (1.00/part-time) – \$18,240. Cost allocations are as follows: full-time salaries – \$55,949; part-time salaries – \$18,240; admin other departments – <\$2,000>; additional pay - \$450; overtime – \$500; benefit costs – \$25,799.

Services and Supplies – \$12,900

Funding requested is for: uniforms – \$1,400; program supplies – \$1,500; materials – miscellaneous maintenance and repair – \$10,000.

Capital Outlay – \$16,000

Funding requested is for: One Hi-Temp Steamer Pressure Washer.

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

Department: Public Works

Program: 4645 Graffiti Abatement

Object
Number

51100 UNIFORMS – \$1,400

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130 PROGRAM SUPPLIES – \$1,500 ***(Only \$1,000 approved – COVID-19 Reduction)***

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$10,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)

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

Department: Public Works

Program: 4645 Graffiti Abatement

Object Code	Item	Justification	Cost
62020	Hi-Temp Pressure Washer	This is a high temperature steam pressure washer for removing graffiti off surfaces, which require a higher temperature to remove stains and help to disinfect and sterilize surfaces to prevent the spread of germs and viruses. (CDBG Fund)	\$16,000
Total:			\$16,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	333,097	387,864	249,098	249,098
Services and Supplies	796,278	820,680	609,950	609,950
Capital Outlay	30,000	83,000	0	0
Total	1,159,375	1,291,544	859,048	859,048

Personnel Authorized	2.70 (FT) 1.00 (PTB) 2.13 (PT)	3.40 (FT) 1.00 (PTB) 2.13 (PT)	3.40 (FT) 1.00 (PTB) 2.13 (PT)	3.40 (FT) 1.00 (PTB) 2.13 (PT)
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Source of Funds

General Fund	592,582	621,568	440,323	440,323
Gas Tax Fund	566,793	644,976	418,725	418,725
Equipment Replacement Fund	0	25,000	0	0
Total	1,159,375	1,291,544	859,048	859,048

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

Work Program

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

Units of Measure

	<u>2018–19</u>	1st 6 mos. <u>2019–20</u>	Estimate <u>2020–21</u>
Tons of asphaltic concrete placed	20	6	60
Pounds of crack seal placed	1,200	1,400	10,000
Square footage of sidewalk removed and replaced	150	75	200
Remove and replace curb and gutter (lin. ft.)	10	0	40
Flood control facilities maintained (lin. ft.)	24,000	12,000	24,000

Personnel Services – \$387,864

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Leadworker Maintenance (1.25) – \$66,062; Maintenance Worker (1.65) – \$68,511; Office Specialist (0.15) – \$6,951; Maintenance Technician (1.00/part-time benefitted) – \$39,755; Leadworker Maintenance (0.15/part-time) – \$3,838; Maintenance Worker (1.98/part-time) - \$77,878. Cost allocations are as follows: full-time salaries – \$151,028; part-time benefitted salaries – \$39,755; part-time salaries – \$81,716; additional pay – \$225; overtime – \$18,000; benefit costs – \$97,140.

Services and Supplies – \$820,680

Funding requested is for: uniforms – \$7,250; program supplies – \$2,000; license/permits/certificates – \$400; materials – asphalt mix – \$10,000; materials – cement/sand/gravel – \$3,500; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$10,000; dues and memberships – \$280; street lighting – \$400,000; special contract services – \$374,000; educational grants – \$2,000; vocational training – \$7,250; rent – equipment – \$2,500.

Capital Outlay – \$83,000

Funding requested is for: One 1-Ton Dump Truck – \$53,000; Christmas Decorations for street lights around shopping centers – \$30,000.

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

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,250
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. PAPA	Southern California	Varies	\$1,000
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (3 @ \$1,500)	City Yard	Varies	\$4,500
52540	Javier Robles, Equipment Maintenance Technician	Provide training and testing for certified California Fire Mechanics Academy.	Southern California	Varies	\$500
				Total:	\$7,250

(Not approved – COVID-19 Suspension)

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

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 51100 UNIFORMS – \$7,250 ***(Only \$6,000 approved – COVID-19 Reduction)***
 Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,625; Gas Tax Fund – \$3,625)
(General Fund – \$3,000; Gas Tax Fund – \$3,000)
- 51130 PROGRAM SUPPLIES – \$2,000
 Shovels, hoes, rakes, picks, brooms, etc., \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
 Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
- 51150 LICENSE/PERMITS/CERTIFICATES – \$400
 Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.
- 51350 MATERIALS – ASPHALT MIX – \$10,000 ***(Only \$6,000 approved – COVID-19 Reduction)***
 Asphalt and crack sealing material to make street repairs as needed throughout the City. (General Fund – \$1,000; Gas Tax Fund – \$9,000)
(General Fund – \$1,000; Gas Tax Fund – \$5,000)
- 51360 MATERIALS – CEMENT/SAND/GRAVEL – \$3,500 ***(Only \$2,850 approved – COVID-19 Reduction)***
 Cement, sand and gravel to make repairs as needed to concrete sidewalks and drive approaches throughout the City.
 (General Fund – \$350; Gas Tax Fund – \$3,150) ***(General Fund – \$350; Gas Tax Fund – \$2,500)***
- 51400 MATERIALS – WEED CHEMICALS – \$1,500
 Chemicals to control weeds in streets and rights-of-way through-out the City. Increase is due to the purchase of additional Krovar, which is a soil sterilent to help keep weeds down in City Right of Ways longer. (General Fund – \$150; Gas Tax Fund – \$1,350)
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$10,000 ***(Only \$5,000 approved – COVID-19 Reduction)***
 Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$5,000 (General Fund – \$500; Gas Tax Fund – \$4,500)
 Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 ***(Not approved)***
(Gas Tax Fund)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$280 (*Only \$200 approved – COVID-19 Reduction*)

Philip Mendez, Maintenance Worker	MSA Dues	\$ 60
John Kresback, Leadworker	PAPA & MSA Dues	\$ 110
Jesus Escalante, Leadworker	PAPA & MSA Dues	\$ 110

52340 STREET LIGHTING – \$400,000 (*Only \$350,000 approved – COVID-19 Reduction*)

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

52450 SPECIAL CONTRACT SERVICES – \$374,000 (*Only \$235,000 approved – COVID-19 Reduction*)

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000 (General Fund)
(\$10,000 approved)

Landscaping for the existing median islands and parkways, \$225,000 (Gas Tax Fund) (*\$150,000 approved*)

Contract with West Coast Arborists for tree maintenance services in Grid 1, with a total of 1,400 trees at \$70.65 each, \$99,000 plus \$25,000 for miscellaneous tree spraying for ACP and HLB virus plus tree removals, \$124,000. (Gas Tax Fund) (*\$75,000 approved*)

52530 EDUCATIONAL GRANTS – \$2,000 (*Not approved – COVID-19 Reduction*)

Per MOUs, education grants are provided to employees for education–related expenses.

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

52540 VOCATIONAL TRAINING – \$7,250 (*Not approved – COVID-19 Suspension*)

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$2,500 (*Only \$1,000 approved – COVID-19 Reduction*)

Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City–owned equipment failure.

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

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Item	Justification	Cost
62020	One 1-Ton Dump Truck	This vehicle will replace the recently stolen 1993 GMC 1-Ton dump truck. The existing unit needed to have the dash replaced and the pump for the dump bed replaced or rebuilt due to pump having insufficient power when lifting heavy loads. The engine was burning oil and needed to have the heads replaced or rebuilt if parts are available. The interior was shot and needed to be replaced. The paint was bad and could have used a paint job. This vehicle had an expected life of 12 years and was going on its 27th year of service. (Gas Tax Fund – \$28,000; Equipment Replacement Fund – \$25,000)	\$53,000
62050	Christmas Street Decorations	Replacement of half the existing Christmas decorations that are now 18 years old. This request comes from the City Manager to look into prices for replacement decorations that would fit on existing brackets and hardware along with utilizing the existing TAP devices. This price also includes replacement of TAP devices that are no longer working. (General Fund – \$3,000; Gas Tax Fund – \$27,000)	\$30,000
Total:			\$83,000

(Not approved – COVID-19 Elimination)

PROGRAM BUDGET SUMMARY – 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing & Painting

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	75,887	86,960	78,760	78,760
Services and Supplies	72,850	61,400	31,700	31,700
Capital Outlay	0	0	0	0
Total	148,737	148,360	110,460	110,460
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	23,798	29,477	24,757	24,757
Gas Tax Fund	124,939	118,883	85,703	85,703
Total	148,737	148,360	110,460	110,460

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4650 Signing & Painting

Work Program

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

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Maintain signs	2,300	850	2,500
Fabricate signs	75	45	100
Stripe miles of street	10	0	50
Stencil traffic legends	120	30	500
Raised Pavement Markers	1,800	600	2,000

Personnel Services – \$86,960

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Maintenance Worker (1.00) – \$48,997. Cost allocations are as follows: full-time salaries – \$58,501; overtime – \$3,000; benefit costs – \$25,459.

Services and Supplies – \$61,400

Funding requested is for: program supplies – \$400; materials – traffic striping – \$12,000; materials – street signs – \$43,000; materials – miscellaneous maintenance and repairs – \$4,000; special contract services – \$1,500; small equipment - \$500.

Capital Outlay

No funding requested

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

Department: Public Works

Program: 4650 Signing & Painting

Object
Number

- 51130 PROGRAM SUPPLIES – \$400
Work gloves and safety equipment as well as small tools such as cutting blades, shovels, brooms, drill bits, etc. used by personnel in the Division. (General Fund – \$40; Gas Tax Fund – \$360)
- 51330 MATERIALS – TRAFFIC STRIPING – \$12,000 **(Only \$5,500 approved – COVID-19 Reduction)**
Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint’s reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used. (General Fund – \$1,200; Gas Tax Fund \$10,800) **(General Fund – \$500; Gas Tax Fund \$5,000)**
- 51340 MATERIALS – STREET SIGNS – \$43,000 **(Only \$22,000 approved – COVID-19 Reduction)**
Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$15,000.
Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:
 Overhead Mounted Street Name Signs (6 @ \$500), \$3,000
 Replacement pole mounted street name signs (200 @ \$125), \$25,000
(General Fund – \$4,300; Gas Tax Fund – \$38,700) **(General Fund – \$2,000; Gas Tax Fund – \$20,000)**
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$4,000 **(Only \$2,400 approved – COVID-19 Reduction)**
Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$400; Gas Tax Fund – \$3,600) **(General Fund – \$400; Gas Tax Fund – \$2,000)**
- 52450 SPECIAL CONTRACT SERVICES – \$1,500 **(Only \$900 approved – COVID-19 Reduction)**
Disposal of Emergency paint related hazardous waste to comply with State and County regulations.
(General Fund – \$150; Gas Tax Fund – \$1,350) **(General Fund – \$150; Gas Tax Fund – \$750)**
- 52690 SMALL EQUIPMENT – \$500
Banding tool for sign truck to use while working on overhead signs and banners. (General Fund – \$50; Gas Tax Fund – \$450)

PROGRAM BUDGET SUMMARY – 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	139,966	155,703	155,703	155,703
Services and Supplies	10,900	15,300	5,800	5,800
Capital Outlay	0	350,000	330,000	330,000
Total	150,866	521,003	491,503	491,503

Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)
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Source of Funds

General Fund	21,349	28,140	27,140	27,140
Gas Tax Fund	129,517	142,863	134,363	134,363
Air Quality Improvement Fund	0	100,000	150,000	150,000
Sewer Operating Fund	0	0	10,000	10,000
CFD 2011-1 Paseos	0	0	5,000	5,000
CFD 2011-2 Arrow Station	0	0	5,000	5,000
Pavement Impact Fee Fund	0	125,000	150,000	150,000
Equipment Replacement Fund	0	0	10,000	10,000
General Sanitation Fee Fund	0	125,000	0	0
Total	150,866	521,003	491,503	491,503

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4651 Street Sweeping

Work Program

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

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	0	2

Personnel Services – \$155,703

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Motor Sweeper Operator (2.00) – \$101,359. Cost allocations are as follows: full time salaries – \$110,863; Admin Other Departments – <\$1,500>; overtime – \$500; benefit costs – \$45,840.

Services and Supplies – \$15,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

Capital Outlay – \$350,000

Funding requested is for: One 2020 Tymco Freightliner CNG Model 600 Sweeper.

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

Department: Public Works

Program: 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.
(General Fund – \$30; Gas Tax Fund – \$270)

51370 MATERIALS – STREET SWEEPING – \$15,000 (**Only \$5,500 approved – COVID-19 Reduction**)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (**General Fund – \$500; Gas Tax Fund – \$5,000**)

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

Department: Public Works

Program: 4651 Street Sweeping

Object Code	Item	Justification	Cost
62020	2020 Tymco Freightliner CNG (Compressed Natural Gas) Model 600 Sweeper	<p>The 2000 Freightliner Tymco 600, Vin # 1FV6HFAA6YHF58940, License # 1056177, purchased in 2000 is in need of replacement. This vehicle needs some major repairs done to the hopper bed and broom motors. Vehicle could use a paint job and minor body work. Sweeper does not pick up debris as it was designed to do, due to holes in the hopper and the suction system does not create a vacuum strong enough to pick up pine needles and heavy leaves. The water spray system does not have adequate pressure. AQMD requirements state that the unit will not be usable in January 2021 due to emissions rules and will be removed from our fleet. With AQMD requirements, it is mandatory that we purchase an alternative fuel sweeper. If we do not approve this sweeper this fiscal year, we will have no back-up in January and if one of the sweepers breaks down we will not be sweeping until the sweeper is repaired.</p> <p>(Air Quality Improvement Trust Fund – \$100,000; Burrtec Pavement Impact Fees – \$125,000; General Sanitation Fee – \$125,000)</p> <p><i>(Air Quality Improvement Trust Fund – \$150,000; Sewer Operating Fund – \$10,000; CFD 2011-1 Paseos – \$5,000; CFD 2011-2 Arrow Station – \$5,000; Burrtec Pavement Impact Fees – \$150,000; Equipment Replacement Fund – \$10,000)</i></p>	\$350,000
Total:			\$350,000

(Only \$330,000 approved – COVID-19 Reduction)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	332,360	355,577	309,762	309,762
Services and Supplies	168,055	169,675	122,975	122,975
Capital Outlay	0	76,000	0	0
Total	500,415	601,252	432,737	432,737

Personnel Authorized	2.97 (FT)	2.92 (FT)	2.92 (FT)	2.92 (FT)
	0.90 (PTB)	0.90 (PTB)	0.90 (PTB)	0.90 (PTB)
	1.98 (PT)	1.98 (PT)	1.98 (PT)	1.98 (PT)

Department Distribution

Park Maintenance	470,150	565,635	402,120	402,120
Tree Maintenance	30,265	35,617	30,617	30,617
Total	500,415	601,252	432,737	432,737

Source of Funds

General Fund	496,315	518,752	386,162	386,162
Park Maintenance Fund	4,100	6,500	46,575	46,575
Equipment Replacement Fund	0	76,000	0	0
Total	500,415	601,252	432,737	432,737

PROGRAM BUDGET SUMMARY – 1

Program Number 4652

Department	Division	Program
Public Works	Park Maintenance	Park Maintenance

Program Description

Maintain all City parks, median islands, parkways, fire stations, and other facilities in a well-groomed and aesthetically pleasing appearance to the citizens of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	323,745	341,610	295,795	295,795
Services and Supplies	146,405	148,025	106,325	106,325
Capital Outlay	0	76,000	0	0
Total	470,150	565,635	402,120	402,120

Personnel Authorized				
	2.87 (FT)	2.82 (FT)	2.82 (FT)	2.82 (FT)
	0.90 (PTB)	0.90 (PTB)	0.90 (PTB)	0.90 (PTB)
	1.98 (PT)	1.98 (PT)	1.98 (PT)	1.98 (PT)

Source of Funds

General Fund	466,050	483,135	365,545	365,545
Park Maintenance Fund	4,100	6,500	36,575	36,575
Equipment Replacement Fund	0	76,000	0	0
Total	470,150	565,635	402,120	402,120

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>2018–19</u>	1st 6 mos. <u>2019–20</u>	Estimate <u>2020–21</u>
Acres of parks and facilities maintained	79.24	79.24	79.24
Acres of parks and facilities mowed	41.13	41.13	41.13
Hours expended in the repair of irrigation systems citywide	2,080	1,040	2,080
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

Personnel Services – \$341,610

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Leadworker Maintenance (0.75) – \$35,756; Maintenance Worker (1.80) – \$85,359; Office Specialist (0.10) – \$4,634; Maintenance Technician (0.90/part-time benefitted) – \$37,337; Maintenance Worker (1.98/part-time) – \$77,878. Cost allocations are as follows: full-time salaries – \$135,253; part-time benefitted salaries – \$37,337; part-time salaries – \$77,878; Admin Other Departments – <\$8,000>; overtime – \$19,500; benefit costs – \$79,642.

Services and Supplies – \$148,025

Funding requested is for: uniforms – \$4,500; program supplies – \$2,000; materials – sprinkler parts – \$20,000; materials – fertilizer – \$4,000; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$20,000; travel & meetings – \$1,500; special contract services – \$86,200; rent – equipment – \$500; small equipment – \$2,825; miscellaneous expenditures – \$5,000.

Capital Outlay – \$76,000

Funding requested is for: One Ground Master 4000-D Toro Ride on Mower.

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN – SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Public Works

Program: 4652 Park Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Richard Casados, Leadworker - Maintenance	Attend the 2020 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. Funds would be for one Parks staff to attend. With the retirement of Leadworker Chad Qidor we need to have someone certified to stay in compliance. (Park Maintenance Fund)	TBA	November 2020	\$1,500
				Total:	\$1,500

(Not approved – COVID-19 Suspension)

***An amount for Travel and Meetings has been budgeted in the Citywide Department.
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

- 51100 UNIFORMS – \$4,500 ***(Only \$2,750 approved – COVID-19 Reduction)***
Rental and cleaning of uniforms and purchase of work boots for Division Personnel. ***(General Fund – \$750; Park Maintenance Fund – \$2,000)***
- 51130 PROGRAM SUPPLIES – \$2,000 ***(Only \$1,500 approved – COVID-19 Reduction)***
Shovels, hoes, rakes, brooms, pruners, etc., \$1,100
Work gloves, eye and ear protection, rain gear, etc., \$900
- 51380 MATERIALS – SPRINKLER PARTS – \$20,000 ***(Only \$15,000 approved – COVID-19 Reduction)***
Materials to maintain the City Parks Irrigation Systems. Items include: plastic pipe and glue, sprinklers, valves, solenoids, risers, valve wire, valve boxes, etc. ***(General Fund – \$2,000; Park Maintenance Fund – \$13,000)***
- 51390 MATERIALS – FERTILIZER – \$4,000 ***(Only \$2,000 approved – COVID-19 Reduction) (Park Maintenance Fund)***
Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.
- 51400 MATERIALS – WEED CHEMICALS – \$1,500 ***(Only \$750 approved – COVID-19 Reduction) (Park Maintenance Fund)***
Chemicals to control weeds at City parks and facilities.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$20,000 ***(Only \$12,000 approved – COVID-19 Reduction) (Park Maintenance Fund)***
Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$7,000
Playground fibar material to bring playground safety material back into safe levels, \$5,000
Playground equipment replacement of parts due to vandalism, \$7,000
Replacement trash cans at various parks, \$1,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

- 52130 TRAVEL AND MEETINGS – \$1,500 ***(Not approved – COVID-19 Suspension)***

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52450 SPECIAL CONTRACT SERVICES – \$86,200 ***(Only \$75,000 approved – COVID-19 Reduction)***

Police facility landscape, Transcenter landscape and MFRC House, \$75,900 ***(General Fund – \$65,000)***
Gopher control at City Facilities (\$858 per month), \$10,300 ***(Park Maintenance Fund – \$10,000)***
- 52640 RENT – EQUIPMENT – \$500

Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.
- 52690 SMALL EQUIPMENT – \$2,825 ***(Moved to Park Maintenance Fund)***

Replacement Power trim power edger, \$1,000
Replacement Backpack blower, \$550
Replacement single blade hedge trimmer, \$625
Replacement double blade hedge trimmer, \$650
- 52990 MISCELLANEOUS EXPENDITURES – \$5,000 ***(Only \$4,000 approved – COVID-19 Reduction)***

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Maintenance Fund)

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object Code	Item	Justification	Cost
62020	Ground Master 4000-D Toro Ride on Mower Diesel 54 HP	We are seeking authorization to replace the front line mower Unit 410, which is a 2012 Toro Ground Master 4000-D with 3,673 hours on it. The life expectancy of a commercial grounds mower is 8 years or 2,000 hours. The back-up riding mower is a 2002 Toro Ground Master 4000-D with 7,148 hours. If authorization is approved the current front line would become the back up and the back-up would be auctioned off. (Park Maintenance Fund)	\$76,000
Total:			\$76,000

(Not approved – COVID-19 Elimination)

PROGRAM BUDGET SUMMARY – 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,615	13,967	13,967	13,967
Services and Supplies	21,650	21,650	16,650	16,650
Capital Outlay	0	0	0	0
Total	30,265	35,617	30,617	30,617
Personnel Authorized	0.10 (FT)	0.10 (FT)	0.10 (FT)	0.10 (FT)

Source of Funds

General Fund	30,265	35,617	20,617	20,617
Park Maintenance Fund	0	0	10,000	10,000
Total	30,265	35,617	30,617	30,617

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

Work Program

1. Maintain trees at City facilities and at City parks.
2. Trim trees in the public right-of-way.
3. Replace dead or damaged trees.
4. Prune roots where feasible to prevent hardscape damage.

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Trees trimmed	829	139	1,500
Trees removed	38	12	75
Trees replaced	2	0	50
Tree roots pruned	2	0	10
Trees sprayed	0	24	75

Personnel Services – \$13,967

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529. Cost allocations are as follows: full-time salaries – \$9,504; overtime – \$700; benefit costs – \$3,763.

Services and Supplies – \$21,650

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$20,000; rent – equipment – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4653 Tree Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$250

Sharpening stones, pruners, rakes, etc.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$400

Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.

52450 SPECIAL CONTRACT SERVICES – \$20,000 ***(Only \$15,000 approved – COVID-19 Reduction)***

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 5; services include tree trimming, tree removal, spraying and planting. ***(General Fund – \$5,000; Park Maintenance Fund – \$10,000)***

52640 RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

PROGRAM BUDGET SUMMARY – 1

Program Number 4656

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance

Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Human Services, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	156,661	160,322	160,322	160,322
Services and Supplies	231,450	242,975	181,500	181,500
Capital Outlay	0	45,000	0	0
Total	388,111	448,297	341,822	341,822
Personnel Authorized	1.05 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)	0.95 (FT) 0.75 (PTB)

Source of Funds

General Fund	388,111	403,297	341,822	341,822
Equipment Replacement Fund	0	45,000	0	0
Total	388,111	448,297	341,822	341,822

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment on a scheduled basis.
 2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment in the most efficient manner possible.
-

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Number of vehicle services performed	325	165	330
Number of vehicle repairs performed	205	115	250
Number of equipment services performed	175	90	175
Number of equipment repairs performed	125	75	125

Personnel Services – \$160,322

Salary requests are for: Public Works Superintendent (0.05) – \$5,975; Asst. Public Works Superintendent (0.05) – \$3,529; Equipment Maintenance Supervisor (0.75) – \$63,581; Office Specialist (0.10) – \$4,634; Equipment Maintenance Technician (0.75/part-time benefitted) – \$39,545; Cost allocations are as follows: full-time salaries – \$77,719; part-time benefitted salaries – \$39,545; overtime – \$1,500; benefit costs – \$41,558.

Services and Supplies – \$242,975

Funding requested is for: books and publications – \$4,000; program supplies – \$3,200; license/permits/certificates – \$6,175; materials – transportation/work equipment – \$75,000; gasoline – \$60,000; diesel fuel – \$15,000; oil and lubricants – \$5,000; propane – \$15,000; compressed natural gas – \$10,000; maintenance – transportation/work equipment – \$40,000; maintenance – other equipment – \$6,800; special contract services – \$1,500; shop towel services – \$900; small equipment – \$400.

Capital Outlay – \$45,000

Funding requested is for: One Mobile Column Heavy Equipment Lift

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$4,000 *(Only \$1,800 approved – COVID-19 Reduction)*

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500
New diagnostic adapter and kit to check Cummins and CNG electrical systems. \$2,000
Shop manuals, \$500

51130 PROGRAM SUPPLIES – \$3,200 *(Only \$1,900 approved – COVID-19 Reduction)*

Gloves, eye protection, etc. used by Division Personnel, \$500
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screwdrivers, sockets, etc., \$1,500
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150 LICENSE/PERMITS/CERTIFICATES – \$6,175 *(Only \$4,000 approved – COVID-19 Reduction)*

EPA ID Verification fee, \$450
S.C.A.Q.M.D. Emissions fee, \$375
San Bernardino County Fire CUPA Annual Permit, \$1,250
San Bernardino County Above Ground Fuel System Fee, \$300
Ground ladder certification for fire engines (4 @ \$200 each), \$800
Annual pump tests (5 @ \$600 each), \$3,000

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000 *(Only \$50,000 approved – COVID-19 Reduction)*

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51500 GASOLINE – \$60,000 ***(Only \$50,000 approved – COVID-19 Reduction)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510 DIESEL FUEL – \$15,000

Diesel fuel for equipment used in the Public Works and Fire Department, \$12,500
Diesel Tax Return Fee, \$2,500

51520 OIL AND LUBRICANTS – \$5,000

Oil and lubricants to service the City fleet, including fire apparatus.

51530 PROPANE – \$15,000 ***(Only \$10,000 approved – COVID-19 Reduction)***

Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$14,000

51540 COMPRESSED NATURAL GAS – \$10,000 ***(Only \$7,000 approved – COVID-19 Reduction)***

Compressed natural gas for various vehicles in the City fleet.

52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,800 *(Only \$4,000 approved – COVID-19 Reduction)*
- Annual certification of the overhead crane in the City Garage, \$400
Annual safety inspection of the two aerial tree trucks Units 206 and 308, \$800
Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands (2 @ \$600), \$1,200
Miscellaneous repair to fuel dispensers, \$2,500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$300
Annual Opacity Tests on Diesel Trucks, \$850
Safety Inspection for CNG Fuel Tanks Testing, \$750
- 52450 SPECIAL CONTRACT SERVICES – \$1,500
- Disposal of used oil, oil filters, and used antifreeze, to comply with State and County regulations.
- 52680 SHOP TOWEL SERVICES – \$900
- Shop towel and fender cover weekly cleaning services.
- 52690 SMALL EQUIPMENT – \$400
- Wire feed welding gun.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object Code	Item	Justification	Cost
62030	Mobile Column Heavy Equipment Lift	The Fleet Division is seeking authorization to purchase a new column mobile equipment lift system to have the ability to work on the new Fire Department platform truck. The current lift system is not capable of lifting the weight of the new platform truck. This was discussed before we made the purchase of the platform truck. Both of our mechanics are Fire certified mechanics through the State of California.	\$45,000
Total:			\$45,000

(Not approved – COVID-19 Elimination)

PROGRAM BUDGET SUMMARY – 1

Program Number 4669

Department	Division	Program
Public Works	Sewer	Sewer Maintenance

Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	937,156	960,706	916,652	916,652
Services and Supplies	3,205,942	3,119,913	3,010,068	3,010,068
Capital Outlay	35,000	0	0	0
Sewer Depreciation	57,644	73,556	73,556	73,556
Total	4,235,742	4,154,175	4,000,276	4,000,276

Personnel Authorized	8.03 (FT) 1.75 (PTB) 3.04 (PT)	7.98 (FT) 1.75 (PTB) 3.04 (PT)	7.98 (FT) 1.75 (PTB) 3.04 (PT)	7.98 (FT) 1.75 (PTB) 3.04 (PT)
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Source of Funds

Sewer Operating Fund	4,133,098	4,079,619	3,925,720	3,925,720
Sewer Replacement Fund	45,000	1,000	1,000	1,000
Sewer Capital Asset Fund	57,644	73,556	73,556	73,556
Total	4,235,742	4,154,175	4,000,276	4,000,276

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

Work Program

1. Maintain, televise, and inspect main line sewers.
2. Inspect and maintain manholes.
3. Make repairs on main line sewers.
4. Respond to main line sewer blockages.
5. Enforce compliance of laws regulating usage of sewer collection system.

Units of Measure

	<u>2018–19</u>	1st 6 mos. <u>2019–20</u>	Estimate <u>2020–21</u>
Sewer main maintained (feet)	500,000	250,000	500,000
Sewer main televised and inspected (feet)	25,000	12,500	25,000
Manholes inspected and maintained (each)	2,800	1,400	2,800
Repair of sewer main (feet)	25	0	150
Blockage requests (each)	24	10	40
Facility Pretreatment Inspections	250	175	500

Personnel Services – \$960,706

Salary requests are for: Public Works Director/City Engineer (0.65) – \$116,101; Public Works Superintendent (0.65) – \$77,674; Asst. Public Works Superintendent (0.65) – \$45,868; Engineering Division Manager (0.30) – \$25,611; Environmental Compliance Coordinator (1.00) - \$63,718; Public Works Inspector (0.30) – \$17,512; Leadworker Maintenance (1.00) – \$49,352; Maintenance Worker (1.55) – \$67,184; Equipment Maintenance Supervisor (0.25) – \$21,193; NPDES Coordinator (0.25) - \$17,691; NPDES Inspector (0.25) - \$13,293; Office Specialist (0.40) – \$18,537; Administrative Technician (0.40/part-time benefitted) – \$18,588; Maintenance Technician (1.10/part-time benefitted) – \$47,915; Equipment Maintenance Technician (0.25/part-time benefitted) – \$13,181; Maintenance Worker (2.04/part-time) - \$80,242; Senior Intern (1.00/part-time) \$14,206. Cost allocations are as follows: full-time salaries – \$533,734; part-time benefitted salaries – \$79,684; part-time salaries – \$94,448; overtime – \$5,500; additional pay – \$225; benefit costs – \$247,115.

Services and Supplies – \$3,135,825

Funding requested is for: books and publications – \$400; uniforms – \$2,595; program supplies – \$3,200; license/permits/certificates – \$4,050; materials–transportation/work equipment – \$3,500; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$1,200; gasoline – \$3,000; diesel fuel – \$15,000; oil and lubricants – \$1,500; compressed natural gas – \$1,500; maintenance – other equipment – \$3,500; dues and memberships – \$1,230; travel and meetings – \$5,300; mileage/auto allowance – \$5,070; sewer processing – \$3,028,200; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$7,300; rent – equipment – \$13,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$73,556; cellular phone expense – \$1,618.

Capital Outlay

No funding requested

**WORK SHEET – JUSTIFICATION OF
CONFERENCE AND IN – SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL AND MEETINGS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Xavier Mendez, Public Works Superintendent Public Works Staff	Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside County areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc.	Local Municipalities in San Bernardino and Riverside County	Monthly	\$500
52130	Xavier Mendez, Public Works Superintendent	Attend the Annual Maintenance Superintendent Association's Conference and Equipment Show. This conference includes seminars on subjects such as: time management, supervision, employee discipline, pavement management, etc. Also, exhibits of equipment and various materials used in sewer maintenance are available to attendees of the Conference.	San Diego, CA	October 2020	\$1,800
52130	Xavier Mendez, Public Works Superintendent Patrick Perez, Leadworker Maintenance	Attend the Annual California Water Environmental Association and Tri-State Conferences. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2020	\$2,000
52130	Marissa Pereyda, Environmental Compliance Coordinator	Attend the Annual California Water Environmental Association and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2020	\$1,000
				Total:	\$5,300

(Not approved – COVID-19 Suspension)

***An amount for Travel and Meetings has been budgeted in the Citywide Department.
Use of those funds requires City Manager approval before travel and meetings are scheduled.***

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	\$300
52540	Division Personnel	The funds requested would be used for division personnel to attend CWEA training of various required courses related to sewer maintenance, pretreatment, FOG and environmental inspection.	Various	Varies	\$900
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$600
52540	Division Personnel	Training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (3 @ \$1,500)	City Yard	Varies	\$4,500
52540	Patrick Perez, Leadworker Maintenance	Training for division personnel to obtain their NASSCO certificate for Sewer Master Planning purposes. National Association of Sewer Service Companies.	Las Vegas	Tri-State	\$1,000
				Total:	\$7,300

(Not approved – COVID-19 Suspension)

***An amount for Vocational Training has been budgeted in the Citywide Department.
Use of those funds requires City Manager approval before vocational training is scheduled.***

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$400 (***Only \$200 approved – COVID-19 Reduction***)

Books and periodicals relating to sewer maintenance program. Pretreatment and Environmental Inspection exam books.

51100 UNIFORMS – \$2,595 (***Only \$1,700 approved – COVID-19 Reduction***)

Safety toe work boots and uniforms for personnel assigned to this division.

51130 PROGRAM SUPPLIES – \$3,200 (***Only \$2,800 approved – COVID-19 Reduction***)

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,050 (***Only \$3,500 approved – COVID-19 Reduction***)

– California Water Environmental Association certificates for:

 Public Works Superintendent Mendez, \$200

 Environmental Compliance Coordinator Pereyda, \$200

 Leadworker Perez, \$200

 Maintenance Worker, A. Perez, \$200

– Qualified Applicators Certificate renewal fees for:

 Leadworker Perez, \$100

– Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB) Waste Discharge Requirements for a Sewer Collection System (WDR), \$3,150

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 51400 MATERIALS – WEED CHEMICALS – \$2,000
Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200
Clay pipe fittings, latex tubing, and buffing solutions etc.
- 51500 GASOLINE – \$3,000
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510 DIESEL FUEL – \$15,000 ***(Only \$12,000 approved – COVID-19 Reduction)***
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520 OIL AND LUBRICANTS – \$1,500
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540 COMPRESSED NATURAL GAS – \$1,500
Compressed natural gas for various vehicles in the City fleet.
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$3,500 ***(Only \$2,500 approved – COVID-19 Reduction)***
Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000
Outside repairs, \$2,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,230

Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworker Sewers Patrick Perez, Environmental Compliance Coordinator Marissa Pereyda, and Asst. Public Works Superintendent Jim Diaz, \$230
Membership to California Water Environmental Association for Public Works Superintendent Mendez, Leadworker Sewers Patrick Perez, Environmental Compliance Coordinator Marissa Pereyda, and two Maintenance Workers, \$1,000

52130 TRAVEL AND MEETINGS – \$5,300 ***(Not approved – COVID-19 Suspension)***

Attendance at conferences and meetings – for detail see “Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings.”

52410 SEWER PROCESSING – \$3,028,200 ***(Only \$2,940,000 approved – COVID-19 Reduction)***

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2020/21 fiscal year with 147,000 E.D.U.'s at \$20.60 per equivalent dwelling unit.

52420 SPECIAL LAB TESTING – \$1,000 ***(Only \$500 approved – COVID-19 Reduction)***

This account is budgeted to finance the monthly, bi–monthly and semi–annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING – \$500

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi–monthly, and semi–annual samples taken from three connection points.

2) SPECIAL TESTING – \$250

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

3) COMPLIANCE MONITORING – \$250

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

52450 SPECIAL CONTRACT SERVICES – \$12,000

Special contract services by vendors for sewer mainline incidents, \$1,500
Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, \$1,500
Granite XP Software Support Plan for Video Camera System November 2020 to October 2021, \$2,000
SSMP/Master Plan annual update by consultant, \$1,000 (Sewer Replacement Fund)
Software program for FOG and Pretreatment inspection monitoring and data storage, \$6,000

52530 EDUCATIONAL GRANTS – \$2,500 (***Not approved – COVID-19 Reduction***)

Attendance by division personnel at work related courses held at local colleges.

***An amount for Educational Grants has been budgeted in the Citywide Department.
Use of those funds requires City Manager approval before classes begin.***

52540 VOCATIONAL TRAINING – \$7,300 (***Not approved – COVID-19 Suspension***)

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$13,000

Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 5 times per week. \$988 every four weeks.

52670 POSTAGE – \$250

Mailing of sewer related information.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 52690 SMALL EQUIPMENT – \$1,000
Two manhole lifters

- 52760 DEPRECIATION EXPENSE – \$73,556
Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

- 52850 CELLULAR PHONE EXPENSE – \$1,618
Cellular phone charges for personnel assigned to this division.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	439,082	434,315	337,229	337,229
Services and Supplies	383,587	644,185	238,635	238,635
Capital Outlay	6,500	0	0	0
Total	829,169	1,078,500	575,864	575,864

Personnel Authorized	6.00 (FT) 0.85 (PT) 0.85 (PT)	6.00 (FT) 0.85 (PT)	6.00 (FT) 0.85 (PT)
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Department Distribution

Bldg. Maint. Services	377,078	622,858	225,958	225,958
Heating and A/C Services	132,263	116,058	107,208	107,208
Janitorial Services	319,828	339,584	242,698	242,698
Total	829,169	1,078,500	575,864	575,864

Source of Funds

General Fund	829,169	1,078,500	575,864	575,864
Total	829,169	1,078,500	575,864	575,864

PROGRAM BUDGET SUMMARY – 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maintenance Services

Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	135,191	136,023	129,023	129,023
Services and Supplies	241,877	486,835	96,935	96,935
Capital Outlay	0	0	0	0
Total	377,078	622,858	225,958	225,958

Personnel Authorized	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)
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Source of Funds

General Fund	377,078	622,858	225,958	225,958
Total	377,078	622,858	225,958	225,958

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4691 Bldg. Maint. Services

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
5. Miscellaneous: Use for any function not reported in the above activities.

Units of Measure

	<u>2018-19</u>	<u>1st 6 mos. 2019-20</u>	<u>Estimate 2020-21</u>
General Building Maintenance	17	19	19

Personnel Services – \$136,024

Salary requests are for: Facilities & Grounds Superintendent (0.35) - unfunded; Building Maintenance Supervisor (0.55) – \$40,758; Facilities Specialist (0.55) – \$31,154; Office Specialist (0.10) – \$4,634; Leadworker Maintenance (0.85/part-time) - \$21,746; Cost allocations are as follows: full-time salaries – \$76,546; part-time salaries – \$21,746; overtime – \$8,000; benefit costs - \$29,732.

Services and Supplies – \$486,835

Funding requested is for: uniforms – \$3,100; program supplies – \$3,200; license/permits/certificates – \$4,000; materials buildings – \$418,800; maintenance – other equipment – \$25,435; special contract services – \$30,300; rent – equipment – \$2,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51100 UNIFORMS – \$3,100 ***(Only \$1,500 approved – COVID-19 Reduction)***

Rental and cleaning of uniforms, \$1,600
Purchase of two pairs of work boots per person for Division Personnel, \$1,500

51130 PROGRAM SUPPLIES – \$3,200 ***(Only \$2,000 approved – COVID-19 Reduction)***

Gloves, safety glasses and other special equipment needed within the program, \$500
Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500, replacement of two scaffolding platforms, \$1,200

51150 LICENSE/PERMITS/CERTIFICATES – \$4,000

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000
Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400
Annual public pool permit for Splash Pad, \$600

51300 MATERIALS - BUILDINGS – \$418,800 ***(Only \$46,000 approved – COVID-19 Reduction)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$345,800 *(Only \$14,500 approved – COVID-19 Reduction)*

1. Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Painting of the gymnasium, and corridors in the Community Center, \$4,000 ***(Not approved)***
3. Refinishing of the gymnasium floor including stage and three racquetball courts, \$8,000 ***(Not approved)***
4. Splash Pad – Seasonal UV Light service, filter sand change, tile replacement and chemicals, \$7,000 ***(Not approved)***

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

5. Replace fuel lines on Generator 1 at the Police Facility, \$3,500 **(Not approved)**
6. Remove graffiti film from all Civic Center buildings, \$27,000 **(Not approved)**
7. Upgrade i-Vu software to run on the City's main server, \$8,500
8. Springs for Fire Station roll-up doors, \$4,000
9. Remodel library restrooms, \$64,500 **(Not approved)**
10. Paint Civic Center building and metal fencing, \$214,800 **(Not approved)**
11. Replace 4 FM-200 actuators in the Police Department, \$2,500 **(Not approved)**

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$43,000 **(Only \$1,500 approved – COVID-19 Reduction)**

1. Remodel Marcia's office, \$2,500 **(Not approved)**
2. Replace flooring in Recreation Center entry and hallways, \$18,000 **(Not approved)**
3. Replace flooring in Room B of the Community Center, \$6,000 **(Not approved)**
4. Paint interior walls of Youth Center, \$8,000 **(Not approved)**
5. Replace flooring in Senior Center lobby, \$7,000 **(Not approved)**
6. Repair three drains on the Senior Center kitchen sink, \$1,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$25,435

Annual fire extinguisher service, and recharge of extinguishers as needed, \$2,300

Annual FM200 required service – \$1,425

Youth Center – IT Server Room, \$325

Police Facility – Dispatch Center, Server Room and UPS Room, \$1,100

Annual Pre Action Fire Sprinkler Service – \$1,960

Police Facility, \$1,300

Youth Center, \$660

Annual Fire Alarm Inspection – \$3,500

Police Facility, \$2,100

Youth Center, \$700

Senior Center, \$700

Annual Fire Door Drop Test – \$475

Senior Center, \$125

City Hall, \$225

Community Center, \$125

Biannual Range Hood Inspection – \$1,125

Senior Center, \$375

Community Center, \$375

Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$2,000

Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

Generator Maintenance Contracts – \$7,650

Preventative maintenance and/or repairs on the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

Automatic Door Maintenance and Repairs – \$2,000

- Police Department (3 doors)
- City Hall (2 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Facility (1 door)
- Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES – \$30,300 ***(Only \$16,000 approved – COVID-19 Reduction)***

Monthly pest control service for all City facilities including spot treatments for termites and bee removal, \$16,000

Window cleaning at Police Facility once a year, \$2,800 ***(Not approved)***

Roof cleaning at Police Facility once a year, \$11,500 ***(Not approved)***

52640 RENT – EQUIPMENT – \$2,000

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

PROGRAM BUDGET SUMMARY – 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	98,763	81,908	78,708	78,708
Services and Supplies	33,500	34,150	28,500	28,500
Capital Outlay	0	0	0	0
Total	132,263	116,058	107,208	107,208
Personnel Authorized	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	132,263	116,058	107,208	107,208
Total	132,263	116,058	107,208	107,208

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating & Air Conditioning

Work Program

1. Perform preventative maintenance.
 2. Repair air handlers and condensing units as needed.
 3. Provide compressor and motor repairs as needed.
 4. Controls and electrical repairs as needed.
 5. Provide emergency repairs as needed.
 6. Repair ice machines and water coolers as needed.
-

Units of Measure

	<u>2018–19</u>	<u>1st 6 mos. 2019–20</u>	<u>Estimate 2020–21</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	87	91	91
Exhaust Fans	35	41	44
Ice Machines and Refrigerators	16	23	23

Personnel Services – \$81,908

Salary requests are for: Facilities & Grounds Superintendent (0.35) - unfunded; Building Maintenance Supervisor (0.40) – \$29,642; Facilities Specialist (0.40) – \$22,658; Office Specialist (0.10) – \$4,634. Cost allocations are as follows: full-time salaries – \$56,934; overtime – \$4,000; benefit costs – \$20,974.

Services and Supplies – \$34,150

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$22,000; maintenance – other equipment – \$11,650.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4692 Heating & Air Conditioning

Object
Number

51130 PROGRAM SUPPLIES – \$500

Small hand tools and other special equipment to be used within the program.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$22,000 ***(Only \$18,000 approved – COVID-19 Reduction)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050 MAINTENANCE – OTHER EQUIPMENT – \$11,650 ***(Only \$10,000 approved – COVID-19 Reduction)***

Maintenance of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Nalco water treatment quarterly of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$2,650

Biannual service of 9 ice machines in all city facilities, \$4,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4693

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services

Program Description

Maintain the interior of City Hall, Police Facility, Community Center, Recreation, Youth Center, Senior Center and Library facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	205,128	216,384	129,498	129,498
Services and Supplies	108,200	123,200	113,200	113,200
Capital Outlay	6,500	0	0	0
Total	319,828	339,584	242,698	242,698
Personnel Authorized	3.20 (FT)	3.20 (FT)	3.20 (FT)	3.20 (FT)

Source of Funds

General Fund	319,828	339,584	242,698	242,698
Total	319,828	339,584	242,698	242,698

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

Work Program

1. Floor care - vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
2. Window cleaning, washing, etc.
3. Room Care - dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
4. Miscellaneous: used for any functions not reported in above activities.

Units of Measure

	<u>2018-19</u>	<u>1st 6 mos. 2019-20</u>	<u>Estimate 2020-21</u>
City Facilities (buildings)	11	11	11

Personnel Services – \$216,384

Salary requests are for: Facilities & Grounds Superintendent (0.05) - unfunded; Building Maintenance Supervisor (0.05) – \$3,705; Facilities Specialist (0.05) – \$2,832; Leadworker Maintenance (1.00) – \$56,537; Custodian (2.00) – \$83,054; Office Specialist (0.05) – \$2,317; Cost allocations are as follows: full-time salaries – \$148,445; overtime – \$2,000; benefit costs – \$65,939.

Services and Supplies – \$123,200

Funding requested is for: custodial supplies – \$40,000; program supplies – \$1,200; special contract services – \$82,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

51090 CUSTODIAL SUPPLIES – \$40,000

Custodial supplies for all City facilities.

51130 PROGRAM SUPPLIES – \$1,200

Small hand tools and other special equipment to be used within the program, \$400
Purchase Replacement Kenmore Elite vacuums, \$800

52450 SPECIAL CONTRACT SERVICES – \$82,000 (**Only \$72,000 approved – COVID-19 Reduction**)

Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000
Linen service for Fire Departments, \$1,000
Janitorial services provided by Anthesis, \$76,000

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

Develop a viable City, including a suitable living environment and expanded economic opportunities for all residents of the community. Safeguard the physical, social, and economic conditions that affect the public health, safety, and welfare.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,318,705	1,414,595	1,285,483	1,285,483
Services and Supplies	210,870	206,275	140,125	140,125
Capital Outlay	36,092	0	0	0
Total	1,565,667	1,620,870	1,425,608	1,425,608

Personnel Authorized	12.45 (FT) 10.05 (PT)	12.45 (FT) 10.05 (PT)	12.10 (FT) 10.05 (PT)	12.10 (FT) 10.05 (PT)
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Department Distribution

Planning Commission	11,150	8,075	8,075	8,075
Administration	139,732	137,306	82,627	82,627
Planning	280,142	299,968	299,218	299,218
Building	386,676	412,150	374,950	374,950
Fire Prevention Bureau	116,976	124,555	123,955	123,955
Code Enforcement	630,991	638,816	536,783	536,783
Total	1,565,667	1,620,870	1,425,608	1,425,608

Source of Funds

General Fund	1,337,575	1,398,870	1,200,720	1,200,720
Community Dev Block Grant Fund	50,000	80,000	107,888	107,888
Air Quality Improvement Fund	61,092	25,000	0	0
Homeless Emergency Aid Program	117,000	117,000	117,000	117,000
Total	1,565,667	1,620,870	1,425,608	1,425,608

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Caldwell	0.15	0.15	0.00	0.00	19,111	0	0
Community Development Director	1.00	1.00	1.00	1.00	146,008	146,008	146,008
Building Official/Code Enf Manager	1.00	1.00	1.00	1.00	119,499	119,499	119,499
Associate Planner	2.00	2.00	2.00	2.00	160,638	160,638	160,638
Plans Examiner	1.00	1.00	1.00	1.00	84,774	84,774	84,774
Senior Building Inspector	1.00	1.00	1.00	1.00	80,075	80,075	80,075
Deputy Fire Marshal	1.00	1.00	1.00	1.00	91,017	91,017	91,017
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	82,290	82,290	82,290
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	73,146	73,146	73,146
Code Enforcement Officer	3.00	3.00	3.00	3.00	185,634	125,985	125,985
Administrative Secretary	1.00	1.00	1.00	1.00	54,382	54,382	54,382
<u>Part-Time</u>							
Admin from other Depts - Staats	0.05	0.05	0.05	0.05	4,474	0	0
Junior Intern	1.00	1.00	1.00	1.00	17,238	17,238	17,238
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	14,400	3,600	3,600
Planning Commissioner	5.00	5.00	5.00	5.00	7,500	7,500	7,500
Full Time	13.15	13.15	13.00	13.00	1,096,574	1,017,814	1,017,814
Admin other Departments	-0.70	-0.70	-0.90	0.00	-109,495	-109,495	-109,495
Total FT Positions/Salaries	12.45	12.45	12.10	13.00	987,079	908,319	908,319
Part Time	10.05	10.05	10.05	10.05	43,612	28,338	28,338
Overtime					24,400	17,900	17,900
Additional Pay					900	900	900
Total Salaries & Wages					1,055,991	955,457	955,457
Benefit Costs					252,504	231,548	231,548
PERS Benefit Costs					145,831	138,209	138,209
Benefit Costs other Depts					-39,731	-39,731	-39,731
Total Benefit Costs					358,604	330,026	330,026
TOTAL					1,414,595	1,285,483	1,285,483

PROGRAM BUDGET SUMMARY – 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Review and make decisions or recommendations to the City Council regarding land use and design review entitlement matters and to make recommendations regarding the Montclair General Plan, various Specific Plans, and Zoning Code.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	11,150	8,075	8,075	8,075
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	11,150	8,075	8,075	8,075
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	11,150	8,075	8,075	8,075
Total	11,150	8,075	8,075	8,075

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Planning Commission acts as an advisory board to the City Council on planning and development issues within the City. The Commission considers current and advance planning proposals, to ensure that the General Plan and applicable planning laws are consistently implemented in their review of development applications on a case-by-case basis. Commissioners are expected to have overall knowledge of the General Plan and Zoning Code documents and with Community Development staff assistance, remain up to date with planning laws and practices affecting the Planning Commission’s duties.

Units of Measure

Frequency of Commission Meetings (21 potential meetings annually):

Based on Activity for years: 2018 – 9 meetings
 2019 – 10 Meetings
 2020 – 3 Meetings (as of 04/01/20)

Staff recommends revising the frequency of scheduled Planning Commission meetings to one (1) meeting per month instead of two meetings per month. This adjustment would be reflective of the actual frequency of held meetings and allow staff the ability to plan for and place more items on a meeting agenda thereby enhancing the Commission’s service to the community.

Projects Reviewed by the Commission by Types in 2019:

6 - Precise Plans of Design	0 - Specific Plan Amendment
6 - Conditional Use Permits	1 - Code Amendments/Ordinance
1 – Sign Program	3 - Variances
0 - Tentative Tract Maps	0 - Zone Change

Personnel Services – \$8,075

Salary requests are for: Planning Commissioners (5.00/part–time) – \$8,075. Cost allocations are as follows: part–time salaries – \$7,500; benefit costs – \$575.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY – 1

Program Number 4761

Department	Division	Program
Community Development		Administration

Program Description

Coordinates the functions of the Planning, Building, and Code Enforcement Divisions of the department in conjunction with efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. Program includes additional efforts to improve the efficiency of the Department's operations.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	102,892	109,281	77,952	77,952
Services and Supplies	36,840	28,025	4,675	4,675
Capital Outlay	0	0	0	0
Total	139,732	137,306	82,627	82,627
Personnel Authorized	1.15 (FT) 0.05 (PT)	1.15 (FT) 0.05 (PT)	1.00 (FT) 0.05 (PT)	1.00 (FT) 0.05 (PT)

Source of Funds

General Fund	114,732	112,306	82,627	82,627
Air Quality Improvement Fund	25,000	25,000	0	0
Total	139,732	137,306	82,627	82,627

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4761 Administration

Work Program

1. Provide technical assistance to the City Council and City Manager on matters related to development activities within the community and their relationship to the goals and objective General Plan and land use and development standards of the Zoning Code.
 2. Maintain coordination among Planning, Building and Code Enforcement division functions.
 3. Maintain coordinated communication among departments, other City departments, Chamber of Commerce, volunteers, public service agencies, and the community.
-

Units of Measure

1. Monthly Planning Commission meetings. Each meeting involves the preparation of an agenda, staff reports, preparation of displays and graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website, and packet distribution.
 2. Attendance and participation in regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Distribute documents and maps as requested annually by the public.
-

Personnel Services – \$109,281

Salary requests are for: Deputy Director of Economic and Community Development (0.15) – \$19,111; Administrative Secretary (1.00) – \$54,382; Community Development Consultant (0.05/part-time) – \$4,474. Cost allocations are as follows: full-time salaries – \$73,493; part-time salaries – \$4,474; overtime – \$500; benefit costs – \$30,814.

Services and Supplies – \$28,025

Funding requested is for: books and publications – \$150; dues and memberships – \$875; vocational training – \$1,450; cellular phone service – \$400; miscellaneous expenditures – \$150; Air Quality Improvement Program – \$25,000.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE B – VOCATIONAL TRAINING**

Department: Community Development

Program: 4761 Administration

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$350
52540	Michael Dorsey, Sr. Building Inspector	Maintain competency in related fields	TBA	TBA	\$350
52540	Gabe Fodario Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$350
52540	Robert Hargett Sr. Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Jackie Andrade Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Denise Ortiz Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
52540	Mario Ross Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$100
				Total:	\$1,450

(Not approved – COVID-19 Suspension)

*An amount for Vocational Training has been budgeted in the Citywide Department.
Use of those funds requires City Manager approval before vocational training is scheduled.*

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4761 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

51120 REGULATION XV EXPENSES – \$25,000 **(Not approved – COVID-19 Suspension)**

Rideshare incentives for employees, including fuel and car washes (Air Quality Improvement Trust Fund).

52120 DUES AND MEMBERSHIPS – \$875

Dues and memberships from all department programs as follows:

Building – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, \$250

Code Enforcement – California Association of Code Enforcement Officers, \$450 (5 officers @ \$90 each).

Fire Prevention – International Association of Arson Investigators (IAAI), \$100

California Conference of Fire Investigators, \$75

52540 VOCATIONAL TRAINING – \$1,450 **(Not approved – COVID-19 Suspension)**

All Department Programs: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52850 CELLULAR PHONE EXPENSE – \$400 **(\$3,500 approved – Program 4768 Expenses Moved Here)**

Ongoing cellular phone expenses. Cell phones are used in lieu of 800 MHz walkie-talkie radios for communication.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account for unexpected expenditures.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

Review all proposed development to ensure compliance and implementation with the adopted General Plan, Montclair Municipal Code, specific plans, and other applicable plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of the City; anticipate and prepare for the City's future physical, economic, aesthetic, and social needs through the systematic collection of relevant statistical data, empirical information, institutional experience, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	272,342	292,168	291,918	291,918
Services and Supplies	7,800	7,800	7,300	7,300
Capital Outlay	0	0	0	0
Total	280,142	299,968	299,218	299,218

Personnel Authorized	2.50 (FT)	2.50 (FT)	2.30 (FT)	2.30 (FT)
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Department Distribution

Current Planning	178,691	190,860	190,110	190,110
Advance Planning	101,451	109,108	109,108	109,108
Total	280,142	299,968	299,218	299,218

Source of Funds

General Fund	280,142	299,968	299,218	299,218
Total	280,142	299,968	299,218	299,218

PROGRAM BUDGET SUMMARY – 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

Review all proposed development to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	176,891	189,060	188,810	188,810
Services and Supplies	1,800	1,800	1,300	1,300
Capital Outlay	0	0	0	0
Total	178,691	190,860	190,110	190,110

Personnel Authorized	1.75 (FT)	1.75 (FT)	1.55 (FT)	1.55 (FT)
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Source of Funds

General Fund	178,691	190,860	190,110	190,110
Total	178,691	190,860	190,110	190,110

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4762 Current Planning

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

1. Serve as secretary to Planning Commission.
 2. Provide technical assistance to the City Council and City Manager on matters related to existing and proposed community and economic development activities within the City.
 3. Provide daily public counter service (including email and phone inquiries).
 4. Process annual caseload of current development applications.
 5. Approximately 12-21 Development Review Committee meetings.
 6. A minimum of 12 Planning Commission Meetings per year.
 7. Maintain coordination among Planning, Building, Code Enforcement and Fire Prevention Bureau division functions.
 8. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
 9. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Personnel Services – \$189,060

Salary requests are for: Community Development Director (0.25) – \$36,502; Associate Planner (1.30) – \$104,414. Cost allocations are as follows: full-time salaries – \$140,916; overtime – \$1,500; additional pay – \$675; benefit costs – \$45,969.

Services and Supplies – \$1,800

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4762 Current Planning

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090 PUBLICATION AND ADVERTISING – \$5,500 ***(Only \$2,500 approved – COVID-19 Reduction)***

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000> ***(Reduced to <\$1,500>)***

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

PROGRAM BUDGET SUMMARY – 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance Planning

Program Description

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	95,451	103,108	103,108	103,108
Services and Supplies	6,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total	101,451	109,108	109,108	109,108

Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)
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Source of Funds

General Fund	101,451	109,108	109,108	109,108
Total	101,451	109,108	109,108	109,108

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4763 Advance Planning

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans.

Units of Measure

1. Development, amendment and coordination of Specific Plans.
 2. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Comprehensive update of the City's General Plan.
-

Personnel Services – \$103,108

Salary requests are for: Community Development Director (0.25) – \$36,502; Associate Planner (0.50) – \$40,160. Cost allocations are as follows: full-time salaries – \$76,662; overtime – \$200; additional pay – \$225; benefit costs – \$26,021.

Services and Supplies – \$6,000

Funding requested is for: City portion of LAFCO's annual funding – \$6,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4763 Advance Planning

Object
Number

52320 ANNEXATIONS – \$6,000

The City's estimated share of LAFCO's annual budget allocation.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	349,376	375,350	373,350	373,350
Services and Supplies	37,300	36,800	1,600	1,600
Capital Outlay	0	0	0	0
Total	386,676	412,150	374,950	374,950

Personnel Authorized	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)
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Department Distribution

Field Inspection	139,764	150,372	149,172	149,172
Plan Check	104,227	111,382	75,382	75,382
Operations	142,685	150,396	150,396	150,396
Total	386,676	412,150	374,950	374,950

Source of Funds

General Fund	386,676	412,150	374,950	374,950
Total	386,676	412,150	374,950	374,950

PROGRAM BUDGET SUMMARY – 1

Program Number 4764

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

Provide professional inspection services for all privately owned construction projects within the City. Provide emergency inspections for accidental or catastrophically damaged structures. Revise handouts to reflect current code requirements. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	137,264	149,072	148,072	148,072
Services and Supplies	2,500	1,300	1,100	1,100
Capital Outlay	0	0	0	0
Total	139,764	150,372	149,172	149,172
Personnel Authorized	1.25 (FT) 0.50 (PT)	1.25 (FT) 0.50 (PT)	1.25 (FT) 0.50 (PT)	1.25 (FT) 0.50 (PT)

Source of Funds

General Fund	139,764	150,372	149,172	149,172
Total	139,764	150,372	149,172	149,172

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

Units of Measure

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Inspections made	2,392	2,557	2,636	2,949	2,870	3,015

Personnel Services – \$149,072

Salary requests are for: Plans Examiner (0.50) – \$42,387; Senior Building Inspector (0.75) – \$60,056; Junior Intern (0.50/part-time) – \$8,619. Cost allocations are as follows: full-time salaries – \$102,443; part-time salaries – \$8,619; overtime – \$3,200; benefit costs – \$34,810.

Services and Supplies – \$1,300

Funding requested is for: books and publications – \$150; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$300; miscellaneous expenditures – \$250.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Update of new code books and training manuals.

51100 UNIFORMS – \$600 (***Only \$400 approved – COVID-19 Reduction***)

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$36,000

Because of the expected commencement of construction at Montclair Place, the services of a contract building inspector are anticipated on an "on-call" basis to keep pace with the projected inspection workload.

52451 SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$36,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$300

Funds are requested for safety equipment and small tools.

52990 MISCELLANEOUS EXPENDITURES – \$250

Small contingency account for unexpected expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	70,677	76,032	75,032	75,032
Services and Supplies	33,550	35,350	350	350
Capital Outlay	0	0	0	0
Total	104,227	111,382	75,382	75,382

Personnel Authorized	0.65 (FT)	0.65 (FT)	0.65 (FT)	0.65 (FT)
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Source of Funds

General Fund	104,227	111,382	75,382	75,382
Total	104,227	111,382	75,382	75,382

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide for the community to improve life, health and building safety by checking proposed construction plans to ensure that minimum standards required by various codes adopted by the City Council are met, and conditions imposed by the Planning Commission and/or City Council are included.

Units of Measure

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Plans Checked	384	478	485	383	532	405
Permits Issued	783	766	801	778	689	747

Personnel Services – \$76,032

Salary requests are for: Plans Examiner (0.40) – \$33,910; Senior Building Inspector (0.25) – \$20,019. Cost allocations are as follows: full-time salaries – \$53,929; overtime – \$4,000; benefit costs – \$18,103.

Services and Supplies – \$32,350

Funding requested is for: books and publications – \$150; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; small equipment – \$200.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Code books and training manuals.

51160 ELECTRONIC ARCHIVING – \$2,500

Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.

51161 ELECTRONIC ARCHIVING REIMBURSEMENT – <\$2,500>

Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.

52270 PLAN CHECK SERVICE – \$35,000

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52271 PLAN CHECK SERVICE - REIMBURSEMENT – <\$35,000>

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52690 SMALL EQUIPMENT – \$200

Small equipment and supplies for drafting.

PROGRAM BUDGET SUMMARY – 1

Program Number 4766

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Community Development Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use. Provide Administration services for Code Enforcement Services and Fire Prevention Bureau Services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	141,435	150,246	150,246	150,246
Services and Supplies	1,250	150	150	150
Capital Outlay	0	0	0	0
Total	142,685	150,396	150,396	150,396
Personnel Authorized	0.90 (FT)	0.90 (FT)	0.90 (FT)	0.90 (FT)

Source of Funds

General Fund	142,685	150,396	150,396	150,396
Total	142,685	150,396	150,396	150,396

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
 2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
 3. Assist and/or advise the Community Development Director.
 4. Represent the Building Division, Code Enforcement and Fire Prevention Bureau at meetings.
 5. Maintain records.
 6. Recommend adoption of current codes.
 7. Train and supervise staff.
-

Units of Measure

Fiscal Year	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Permit Valuation	\$35,738,476	\$25,455,066	\$29,225,116	\$50,158,960	\$68,317,503	\$58,583,592

Personnel Services – \$150,246

Salary requests are for: Building Official/Code Enforcement Manager (0.90) – \$107,549; Cost allocations are as follows: full-time salaries – \$107,549; benefit costs – \$42,697.

Services and Supplies – \$150

Funding requested is for: books and publications – \$150.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Code books and training manuals.

PROGRAM BUDGET SUMMARY – 1

Program Number 4767

Department	Division	Program
Community Development	Fire Prevention	Fire Prevention Bureau

Program Description

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations, public education, and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community, providing public education programs, examining development site plans, and assisting the Fire and Police Departments with the investigation of fires to determine the origin and cause.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	113,826	121,555	121,055	121,055
Services and Supplies	3,150	3,000	2,900	2,900
Capital Outlay	0	0	0	0
Total	116,976	124,555	123,955	123,955

Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
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Source of Funds

General Fund	116,976	124,555	123,955	123,955
Total	116,976	124,555	123,955	123,955

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

Work Program

1. Administer Fire Prevention Inspections Programs.
 2. Project Review/Plan Check for new construction and tenant improvements.
 3. Conduct origin and cause investigations and assist the Fire Department in arson investigations.
 4. Administer public education programs for fire/life safety to the community, businesses, and schools.
 5. Weed abatement compliance.
-

Units of Measure

	<u>2018</u>	<u>2019</u>
Inspections Completed	800	738
Plans Reviewed	150	143
Fire Investigation Responses	14	18
Weed Abatement Actions	156	94
Class Presentations	86	2

Personnel Services – \$121,555

Salary requests are for: Deputy Fire Marshal (1.00) – \$91,017; Cost allocations are as follows: full-time salaries – \$91,017; overtime – \$2,000; benefit costs – \$28,538.

Services and Supplies – \$3,000

Funding requested is for: books and publications – \$1,500; uniforms – \$300; personnel protective equipment – \$300; publication and advertising – \$400; plan check service – \$20,000; plan check service reimbursement – <\$20,000>; small equipment – \$200; miscellaneous expenditures – \$300.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$1,500
Maintain NFPA reference codes (updates and amendments for current National Fire Code).
- 51100 UNIFORMS – \$300 *(Only \$200 approved – COVID-19 Reduction)*
Annual uniform expense.
- 51140 PERSONNEL PROTECTIVE EQUIPMENT – \$300
Replacement of worn safety equipment.
- 51140 PUBLICATION AND ADVERTISING – \$400
Community outreach promotional items and advertising.
- 52270 PLAN CHECK SERVICE – \$20,000
Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.
- 52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$20,000>
Reimbursement to the City for plan check services.
- 52690 SMALL EQUIPMENT – \$200
Miscellaneous small equipment items not provided for elsewhere in this budget.
- 52990 MISCELLANEOUS EXPENDITURES – \$300
Supplies and material for use in the investigation of fires and the preservation of evidence,
Various expenditures for the Fire Prevention Bureau

PROGRAM BUDGET SUMMARY – 1

Program Number 4768

Department	Division	Program
Community Development		Code Enforcement

Program Description

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention. Interdicts and addresses homeless conditions.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	469,119	508,166	413,133	413,133
Services and Supplies	125,780	130,650	123,650	123,650
Capital Outlay	36,092	0	0	0
Total	630,991	638,816	536,783	536,783
Personnel Authorized	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)

Source of Funds

General Fund	427,899	441,816	311,895	311,895
Community Dev Block Grant Fund	50,000	80,000	107,888	107,888
Air Quality Improvement Fund	36,092	0	0	0
Homeless Emergency Aid Program	117,000	117,000	117,000	117,000
Total	630,991	638,816	536,783	536,783

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
 2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
 3. Document new contacts and all initial abatement activities conducted.
 4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
 5. Remove all illegal signs.
 6. Ensure that graffiti is removed from private property.
 7. Annually document the homeless population. Interdict and address homeless conditions.
 8. Responds to residents with municipal, health and safety, and code concerns.
-

Units of Measure

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Abandoned Vehicle Abatement	110	173	111
Administrative Citations	193	168	143
Love Montclair Cleanups	0	0	5
Clean-Up and Secure	53	68	28
Complaints	1,277	1,443	1,037
Foreclosures	95	20	16
Graffiti Abatement	43	123	55
Notices to Appear	106	30	24
Notices of Violation	1,890	975	887
Violations Abated by Owner	885	783	767
Illegal Signs Removed	4,018	3,152	1,408
Inspections	1,890	1,893	1,794
Homeless Enforcement			401
5-Star Inspections			81

Personnel Services – \$508,166

Salary requests are for: Code Enforcement Supervisor (1.00) – \$82,290; Senior Code Enforcement Officer (1.00) – \$73,146; Code Enforcement Officer (3.00) – \$185,634; Reserve Code Enforcement Officer (4.00/part-time) – \$14,400; Junior Intern (0.50/part-time) \$8,619. Cost allocations are as follows: full-time salaries – \$341,070; part-time salaries – \$23,019; overtime – \$13,000; benefit costs – \$131,077.

Services and Supplies – \$130,650

Funding requested is for: books and publications – \$150; uniforms – \$3,000; program supplies – \$12,500; publication and advertising – \$2,000; special contract services – \$50,000; small equipment – \$14,300; cellular phone expense – \$4,700; rental assistance – \$25,000; stipends – \$15,000; miscellaneous expenditures – \$4,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$3,000 ***(Only \$1,500 approved – COVID-19 Reduction)***

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51130 PROGRAM SUPPLIES – \$12,500

Supplies for street outreach and navigation services including, but not limited to, transportation costs, food, clothing, toiletries, safety items such as gloves and protective outerwear, packaging materials, and other necessities. (Homeless Emergency Aid Program Fund)

52090 PUBLICATION AND ADVERTISING – \$2,000

Cost of printing. (Homeless Emergency Aid Program Fund)

52450 SPECIAL CONTRACT SERVICES – \$50,000

Case management services to assist in navigation/referrals.

Training on topics to support staff to meet the immediate need of those who are homeless or at risk of homelessness.

Consultant to assist in developing a sustainable program plan for continuing services to those in immediate need.

(Homeless Emergency Aid Program Fund)

52690 SMALL EQUIPMENT – \$14,300 ***(Only \$13,500 approved – COVID-19 Reduction)***

Various small tools, cameras and cases, safety vest, gloves, printers, lock up cabinet and equipment as needed, \$1,800.

Items to facilitate activities including, but not limited to, locked storage for donated items, vehicles etc., a trailer for transporting property, body cameras/video cameras, finger printing system and items for the protection of staff and volunteers during street outreach, \$12,500.

(Homeless Emergency Aid Program Fund)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

52850 CELLULAR PHONE EXPENSE – \$4,700 *(Moved to Program 4761)*

Cost of Cellular phones assigned to Code Enforcement Officers.

52880 RENTAL ASSISTANCE – \$25,000

Assistance provided to families/individuals who are homeless or at risk of homelessness, which may include rent, hotel vouchers, utilities, etc. (Homeless Emergency Aid Program Fund)

52920 STIPENDS – \$15,000

Cost for navigators and service providers who assist in street outreach and navigation. (Homeless Emergency Aid Program Fund)

52990 MISCELLANEOUS EXPENDITURES – \$4,000

Printing costs for administrative citation forms and official postings.

Economic Development

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development		4791 Administration

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	432,085	456,851	450,527	450,527
Services and Supplies	1,450,445	1,125,200	1,132,100	1,132,100
Capital Outlay	0	0	0	0
Total	1,882,530	1,582,051	1,582,627	1,582,627
Personnel Authorized	2.25 (FT) 0.85 (PT)	2.25 (FT) 0.85 (PT)	2.70 (FT) 1.00 (PT)	2.70 (FT) 1.00 (PT)

Source of Funds

Economic Development Fund	937,530	927,051	927,627	927,627
Successor Agency Bond Proceeds	900,000	600,000	600,000	600,000
General Plan Update Fee	45,000	55,000	55,000	55,000
Total	1,882,530	1,582,051	1,582,627	1,582,627

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
City Manager	0.20	0.20	0.25	0.25	51,612	64,515	64,515
Finance Manager	0.05	0.05	0.15	0.15	5,149	15,448	15,448
Senior Management Analyst	0.20	0.20	0.25	0.25	19,753	24,691	24,691
Director of Public Works	0.00	0.00	0.10	0.10	0	17,862	17,862
Director of Community Dev	0.50	0.50	0.50	0.50	73,003	73,003	73,003
Building Official	0.10	0.10	0.10	0.10	11,950	11,950	11,950
Associate Planner	0.20	0.20	0.20	0.20	16,062	16,062	16,062
Plans Examiner	0.10	0.10	0.10	0.10	8,477	8,477	8,477
Dep Director Econ & Comm Dev	1.00	1.00	1.00	1.00	127,404	83,777	83,777
Admin to other Depts	-0.60	-0.60	-0.45	-0.45	-76,442	-37,700	-37,700
	0.40	0.40	0.55	0.55	50,962	46,077	46,077
Economic Development							
Coordinator/Housing Assoc	1.00	1.00	1.00	1.00	75,582	75,582	75,582
Admin to other Depts	-0.50	-0.50	-0.50	-0.50	-37,791	-37,791	-37,791
	0.50	0.50	0.50	0.50	37,791	37,791	37,791
Part-Time							
Community Dev Consultant	1.00	1.00	1.00	1.00	89,482	10,000	10,000
Admin to other Depts	-0.15	-0.15	0.00	0.00	-13,422	0	0
	0.85	0.85	1.00	1.00	76,060	10,000	10,000
Full Time							
	3.35	3.35	3.65	3.65	388,992	391,367	391,367
Admin other Departments	-1.10	-1.10	-0.95	-0.95	-114,233	-75,491	-75,491
Total FT Positions/Salaries	2.25	2.25	2.70	2.70	274,759	315,876	315,876
Part Time							
	1.00	1.00	1.00	1.00	89,482	10,000	10,000
Admin other Departments	-0.15	-0.15	0.00	0.00	-13,422	0	0
Total PT Positions/Salaries	0.85	0.85	1.00	1.00	76,060	10,000	10,000
Overtime					1,000	1,000	1,000
Additional Pay					900	900	900
Additional Pay other Depts					-450	-450	-450
Total Salaries & Wages					352,269	327,326	327,326
Benefit Costs					83,225	90,848	90,848
PERS Benefit Costs					61,038	60,826	60,826
Benefit Costs other Depts					-39,681	-28,473	-28,473
Total Benefit Costs					104,582	123,201	123,201
TOTAL					456,851	450,527	450,527

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development		4791 Administration

Work Program

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Oversee use of tax allocation bond funds from the former redevelopment agency.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist in the development and review of Draft Specific Plans.
19. Assist in the administration of the General Plan Update process and documentation.
20. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
21. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
22. Assist the organization on finding and writing grants for specified projects.
23. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
24. Assist in efforts to address and resolve fiscal issues related to the economy and the elimination of redevelopment.

Personnel Services – \$456,851

Salary requests are for: City Manager (0.20) – \$51,612; Deputy Director of Economic and Community Development (0.40) – \$50,962; Economic Development Coordinator/Housing Associate (0.50) – \$37,791; Finance Manager (0.05) – \$5,149; Senior Management Analyst (0.20) – \$19,753; Community Development Director (0.50) – \$73,003; Building Official (0.10) – \$11,950; Associate Planner (0.20) – \$16,062; Plans Examiner (0.10) – \$8,477; Community Development Consultant (0.85/part-time) – \$76,060. Cost allocations are as follows: full-time salaries – \$274,759; part-time salaries – \$76,060; overtime – \$1,000; additional pay – \$450; benefit costs – \$104,582.

Services and Supplies – \$1,403,850

Funding requested is for: books and publications – \$100; publication and advertising – \$5,000; dues and memberships – \$1,650; travel and meetings – \$13,100; business development – \$350,000; general plan legal fees – \$55,000; special legal services – \$50,000; special contract services – \$639,000; miscellaneous expenditures – \$9,800.

Capital Outlay

No funding requested.

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Community Development Director Mikey Fuentes, Senior Management Analyst	2020 International Council for Shopping Centers (ICSC)	San Diego, CA	October 21-23, 2020	\$5,000
52130	Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate Mike Diaz, Community Development Director Mikey Fuentes, Sr. Management Analyst	2021 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 16-19, 2021	\$5,600

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS**

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		<u>Miscellaneous</u>			
52130	Christine Caldwell, Deputy Director of Economic and Community Development Thailin Martin, Economic Development Coord./ Housing Associate	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops	TBD	TBD	\$2,500
				Total:	\$13,100

(Only \$6,000 approved – COVID-19 Reduction)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$5,000

Printing cost for *Available Properties in the City* booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – \$1,650

California Association for Local Economic Development (CALED), \$1,000
International Council for Shopping Centers–memberships, \$550
Unanticipated adjustments, \$100

52130 TRAVEL AND MEETINGS – \$13,100 **(Only \$6,000 approved – COVID-19 Reduction)**

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings."

52160 BUSINESS DEVELOPMENT – \$350,000

Participation in cost of new Electronic Reader Board Sign for Nissan/Honda auto dealerships subject to agreement and approval by the City Council.

52190 SPECIAL CONSULTING SERVICES – \$1,500

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development

Program: 4791 Administration

Object
Number

52290 GENERAL PLAN LEGAL FEES – \$55,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300 SPECIAL LEGAL SERVICES – \$50,000 **(\$65,000 approved)**

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions including CEQA update services.

52450 SPECIAL CONTRACT SERVICES – \$639,000

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$3,000

Contract with Group 1 Productions for “State of the City” video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$1,000

Consulting fee for Year 3 Update to the General Plan, \$600,000 (Successor Agency Bond Proceeds)

52990 MISCELLANEOUS EXPENDITURES – \$9,850

“State of the City” incidental expenditures for decorations, \$1,500

Economic development promotional materials, \$4,000

Booth space rental for ICSC Conferences, \$2,550

Furniture/electrical rental at ICSC Conferences, \$1,200

Participation in County Job Fair, \$400

Miscellaneous supplies, \$200

City Attorney

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	106,114	108,053	108,053	108,053
Services and Supplies	215,000	245,000	175,000	175,000
Capital Outlay	0	0	0	0
Total	321,114	353,053	283,053	283,053
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	321,114	353,053	283,053	283,053
Total	321,114	353,053	283,053	283,053

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<u>Part-Time</u>							
City Attorney	1.00	1.00	1.00	1.00	76,800	76,800	76,800
Part Time	1.00	1.00	1.00	1.00	76,800	76,800	76,800
Benefit Costs					21,038	21,038	21,038
PERS Benefit Costs					10,215	10,215	10,215
Total Benefit Costs					31,253	31,253	31,253
TOTAL					108,053	108,053	108,053

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
4. Review ordinances, agreements, resolutions, and all legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Advise on Workers' Compensation issues.
11. Advise on disciplinary actions.
12. Advise on disability retirement issues.
13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
14. Deputy City Attorney serves in the absence of the City Attorney.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
16. Provide direction on open meeting laws and California Public Records Act requests.

Personnel Services – \$108,053

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$31,253

Services and Supplies – \$245,000

Funding requested is for: legal services/court costs – \$200,000; special legal services – \$45,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Attorney

Program: 4801 City Attorney

Object
Number

52290 LEGAL SERVICES/COURT COSTS – \$200,000 ***(Only \$140,000 approved – COVID-19 Reduction)***

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300 SPECIAL LEGAL SERVICES – \$45,000 ***(Only \$35,000 approved – COVID-19 Reduction)***

Cost of additional services performed by City Attorney—per Agreement No. 17-13, the current hourly rate for general legal services is \$210 per hour. Hourly rate is not inclusive of retainer fee: \$6,400 per month for 40 hours of billable time.

Citywide Department

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,425,804	5,784,054	5,649,710	5,649,710
Services and Supplies	1,666,700	1,889,305	1,687,750	1,687,750
Capital Outlay	0	0	0	0
Total	7,092,504	7,673,359	7,337,460	7,337,460

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	6,491,626	6,910,960	6,559,256	6,559,256
Gas Tax Fund	215,318	231,381	216,381	216,381
Park Maintenance Fund	0	0	1,500	1,500
Senior Nutrition Fund	6,352	6,406	6,406	6,406
Expanded Learning Program Fund	98,673	104,980	104,980	104,980
OMSD Immunization Grant	0	3,544	3,544	3,544
Economic Development Fund	17,153	83,494	128,744	128,744
Sewer Operating Fund	263,382	332,594	316,649	316,649
Total	7,092,504	7,673,359	7,337,460	7,337,460

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Citywide		4901 Citywide

Work Program

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are reviewed for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.
-

Personnel Services – \$5,784,054

Funding requested is for: Benefit Costs – \$5,784,054.

Services and Supplies – \$1,889,305

Funding requested is for: nuisance abatement – \$2,500; service awards – \$29,500; telephone service – \$24,000; electric service – \$445,000; natural gas service – \$27,000; water service – \$320,000; general city insurance – \$999,555; postage – \$40,000; miscellaneous expenditures – \$250; 5326 San Bernardino upkeep – \$1,500.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Citywide

Program: 4901 Citywide

Object
Number

52130 TRAVEL AND MEETINGS – \$21,000 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: Use of these funds requires City Manager approval before travel and meetings are scheduled.
(General Fund – \$17,000; Park Maintenance Fund – \$1,500; Sewer Operating Fund – \$2,500)

52530 EDUCATIONAL GRANTS – \$6,000 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses. Use of these funds requires City Manager approval before school classes begin.

52540 VOCATIONAL TRAINING – \$12,500 ***(Moved to this Program from all Departments)***

All Department Programs/Divisions: Use of these funds requires City Manager approval before vocational training is scheduled.
(General Fund – \$10,000; Sewer Operating Fund – \$2,500)

52670 POSTAGE – \$40,000 ***(Only \$30,000 approved – COVID-19 Reduction)***

Postage for all City Departments.

CFD Operations

DEPARTMENT BUDGET SUMMARY

Department

CFD Operations

Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	36,854	62,604	62,604	62,604
Services and Supplies	101,800	91,250	91,250	91,250
Total	138,654	153,854	153,854	153,854

Personnel Authorized	0	0	0	0
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Department Distribution

CFD 2011-1 Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Arrow Station	41,582	40,782	40,782	40,782
Total	138,654	153,854	153,854	153,854

Source of Funds

CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
CFD 2011-2 Fund – Arrow Station	41,582	40,782	40,782	40,782
Total	138,654	153,854	153,854	153,854

PROGRAM BUDGET SUMMARY – 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos

Program Description

With the development of Tract No. 18213, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	30,822	48,322	48,322	48,322
Services and Supplies	66,250	64,750	64,750	64,750
Capital Outlay	0	0	0	0
Total	97,072	113,072	113,072	113,072
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-1 Fund – Paseos	97,072	113,072	113,072	113,072
Total	97,072	113,072	113,072	113,072

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5001 CFD 2011–1 Paseos

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature and any necessary repairs.
 2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2016–17</u>	1st 6 mos. <u>2017–18</u>	Estimate <u>2018–19</u>
Acres of parks and parkways maintained by maintenance contract	1.06	1.06	1.06

Personnel Services – \$48,322

Salary requests are for: Finance Administration – \$3,750; Public Works Administration – \$3,750; Public Safety Administration – \$7,500; Police Services – \$11,411; Fire Services – \$11,411; Street Sweeping Services – \$2,000; Graffiti Removal Services – \$500; Maintenance Services – \$8,000. Cost allocations are as follows: full-time salaries – \$48,322.

Services and Supplies – \$64,750

Funding requested is for: materials – buildings – \$2,000; materials – street signs – \$1,000; street lighting – \$20,000; special contract services – \$10,000; graffiti abatement – \$500; street maintenance – \$4,250; landscape maintenance – \$25,000; tree maintenance – \$1,000; street sweeping – \$1,000.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: CFD Operations

Program: 5001 CFD 2011–1 Paseos

Object
Number

51300 MATERIALS – BUILDINGS – \$2,000

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,000

Regulatory and Informational Signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$20,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$10,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$4,250

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$25,000

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$1,000

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$1,000

Services include weekly motorized street sweeping service.

PROGRAM BUDGET SUMMARY – 1

Program Number 5002

Department	Division	Program
CFD Operations		CFD 2011-2 Arrow Station

Program Description

With the development of Tract No. 18803, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	6,032	14,282	14,282	14,282
Services and Supplies	35,550	26,500	26,500	26,500
Capital Outlay	0	0	0	0
Total	41,582	40,782	40,782	40,782
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-2 Fund – Arrow Station	41,582	40,782	40,782	40,782
Total	41,582	40,782	40,782	40,782

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5002 CFD 2011–2 Arrow Station

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
 2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2016–17</u>	<u>2017–18</u>	<u>Estimate 2018–19</u>
Linear feet of parkways and retention basins within street right of way.	0	2,375	2,375

Personnel Services – \$14,282

Salary requests are for: Finance Administration – \$1,875; Public Works Administration – \$1,875; Public Safety Administration – \$3,750; Police Services – \$3,016; Fire Services – \$3,016; Street Sweeping Services – \$250; Graffiti Removal Services – \$500. Cost allocations are as follows: full-time salaries – \$14,282.

Services and Supplies – \$26,500

Funding requested is for: materials – street signs – \$500; street lighting – \$14,000; special contract services – \$8,000; graffiti abatement – \$500; street maintenance – \$3,250; street sweeping – \$250.

Capital Outlay

No funding requested.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: CFD Operations

Program: 5002 CFD 2011–2 Arrow Station

Object
Number

51340 MATERIALS – STREET SIGNS – \$500

Regulatory signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340 STREET LIGHTING – \$14,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$8,000

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$500

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$3,250

Services include future and unforeseen crack sealing; overlaying and street replacement costs; curb, gutter, and sidewalk repairs and replacements; and cleaning of storm drain catch basins.

52456 STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2020**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/20</u>
FIRE DEPARTMENT									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	7%	345,000	\$24,150
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	13%	362,000	\$47,060
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	33,000	\$33,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	26,000	\$26,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	27,000	\$27,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	100%	42,000	\$42,000
TOTAL FIRE								\$862,000	\$226,210
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	33%	22,000	\$7,260
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	33%	36,000	\$11,880
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	67%	29,000	\$19,430
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	67%	29,000	\$19,430
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	100%	31,000	\$31,000
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	100%	32,000	\$32,000
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	28,000	\$28,000
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	27,000	\$27,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	26,000	\$26,000
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	23,000	\$23,000
2011 Ford Crown Victoria	112184	11/04/10	22,738		22,738	3	100%	23,000	\$23,000
2008 Ford Crown Victoria	150426	04/08/09	24,424	6,500	30,924	3	100%	31,000	\$31,000
2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	30,000	\$30,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2020**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/20</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	71%	37,000	\$26,270
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	19,000	\$19,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	22,000	\$22,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	25,000	\$25,000
TOTAL POLICE								\$926,000	\$818,990
<u>PUBLIC WORKS</u>									
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	0%	12,000	\$0
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	40%	36,000	\$14,400
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	40%	52,000	\$20,800
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	60%	28,000	\$16,800
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	40%	56,000	\$22,400
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	50%	15,000	\$7,500
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	50%	3,000	\$1,500
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	50%	38,000	\$19,000
2012 Ford F450	82169	11/13/12	90,500		90,500	12	67%	91,000	\$60,970
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	100%	58,000	\$58,000
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	100%	31,000	\$31,000
2006 Chevy 2500 Ext. Cab	288173	09/05/06	26,021	2,900	28,921	12	100%	29,000	\$29,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	30,000	\$30,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	31,000	\$31,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	23,000	\$23,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	21,000	\$21,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	100%	21,000	\$21,000
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	100%	62,000	\$62,000
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	25,000	\$25,000
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	119,000	\$119,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	84,000	\$84,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	16,000	\$16,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	25,000	\$25,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	100%	5,000	\$5,000
Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	15,000	\$15,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	100%	11,000	\$11,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2020**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/20</u>
Public Works Cont.									
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	37,000	\$37,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	\$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	100%	63,000	\$63,000
Striper	71785	09/19/05	54,895		54,895	15	100%	55,000	\$55,000
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	54,000	\$54,000
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	18,000	\$18,000
TOTAL PUBLIC WORKS								\$1,176,000	\$1,008,370
OTHER DEPARTMENTS									
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2002 Chevy Truck ** (CD)	295199	03/02/02	22,717		22,717	7	100%	23,000	\$23,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	7	100%	22,000	\$22,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	7	100%	18,000	\$18,000
TOTAL OTHER DEPARTMENTS								\$117,000	\$117,000
TOTAL ALL DEPARTMENTS			2,861,398	217,189	3,078,587			3,081,000	2,170,570

GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

AGENCY FUND. A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

APPROPRIATION. Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

BUDGET. A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

CAPITAL IMPROVEMENT PROGRAM. A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

CAPITAL OUTLAY. Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

CAPITAL PROJECT FUND. A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

DEFICIT. The excess of expenditures over actual revenues received during the budget year.

ENCUMBRANCE. An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

ENTERPRISE FUND. A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

INFRASTRUCTURE. Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

INTERFUND TRANSFERS. Transfers between funds are denoted as Transfers-Ins (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

OBJECT. A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

OPERATING BUDGET. The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

PROGRAM. Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

SPECIAL REVENUE FUND. A fund used to account for resources which are legally restricted for specified purposes.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
ASA	American Society on Aging
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
BMI	Broadcast Music, Inc.
BOSS	Back Office Systems Software
CAC	Community Action Committee
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
Cal OES	California Office of Emergency Services
CALPELRA	California Public Employers Labor Relations Association
CAPE	California Association of Property and Evidence
CASQA	California Stormwater Quality Association
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCAI	California Conference of Arson Investigators
CCUG	California Law Enforcement Telecommunication System Users Group
CDBG	Community Development Block Grant
CESA	California Emergency Services Association
CESSWI	Certified Erosion, Sediment, and Storm Water Inspector
CEQA	California Environmental Quality Act
CEU	Continuing Education Units
CFCA	California Fire Chiefs Association
CFD	Community Facilities District
CFED	California Fire Education and Disaster
CICCS	California Incident Command Certification System
CIP	Capital Improvement Plan
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
CMS4S	Certified Municipal Separate Storm Sewer System Specialist
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas
CNOA	California Narcotic Officers' Association
COBRA	Consolidated Omnibus Budget Reconciliation Act
CONFIRE	Consolidated Fire Agencies of the East Valley

ACRONYMS

COP	Community Oriented Policing
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
EVOC	Emergency Vehicle Operations Course
ExLP	Extended Learning Program
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FTO	Field Training Officer
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GASB 68	Governmental Accounting Standards Board Statement No. 68
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HPMS	Highway Performance Monitoring System
IAAI	International Association of Arson Investigators
IAPE	International Association of Property and Evidence
ICEMA	Inland Counties Emergency Medical Agency
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IEUA	Inland Empire Utility Agency
IFSTA	International Fire Service Training Association
IRNET	Inland Regional Narcotics Enforcement Team

ACRONYMS

IVHS	Inland Valley Humane Society
JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
MAIT	Multidisciplinary Accident Investigation Teams
MAP	Montclair After School Program
MDC	Mobile Data Computer
MFRC	Montclair Family Resource Center
NGOs	Nongovernmental Organizations
MHC	Montclair Housing Corporation
MS4	Municipal Separate Storm Sewer Systems
MSA	Maintenance Superintendents Association
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
NASSCO	National Association of Sewer Service Companies
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NNA	National Notary Association
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OES	Office of Emergency Services
OMSD	Ontario-Montclair School District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
P3S	Pretreatment Pollution Prevention Stormwater
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PEPRA	Public Employee Pension Reform Act of 2013
PERS	Public Employees Retirement System
PIT	Pursuit Intervention Technique
POST	Police Officer Standards and Training
PSAP	Primary Safety Answering Point
QA/AI	Quality Assurance/Quality Improvement
QISP	Qualified Industrial Storm Water Practitioner
SAMS	Senior Assistance Management System
SBCTA	San Bernardino County Transportation Authority
SCAP	Southern California Association of Publicly (SCAP) Owned Treatment Works
SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation

ACRONYMS

SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
TBA	To Be Announced
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
US&R	Urban Search and Rescue
USA	Underground Service Alert
WAN	Wide Area Network
WCSG	West Covina Service Group
WDR	Waste Discharge Requirements
WQMP	Water Quality Management Plans

CITY OF MONTCLAIR SALARY SCHEDULE

ALPHA RANGE LISTING

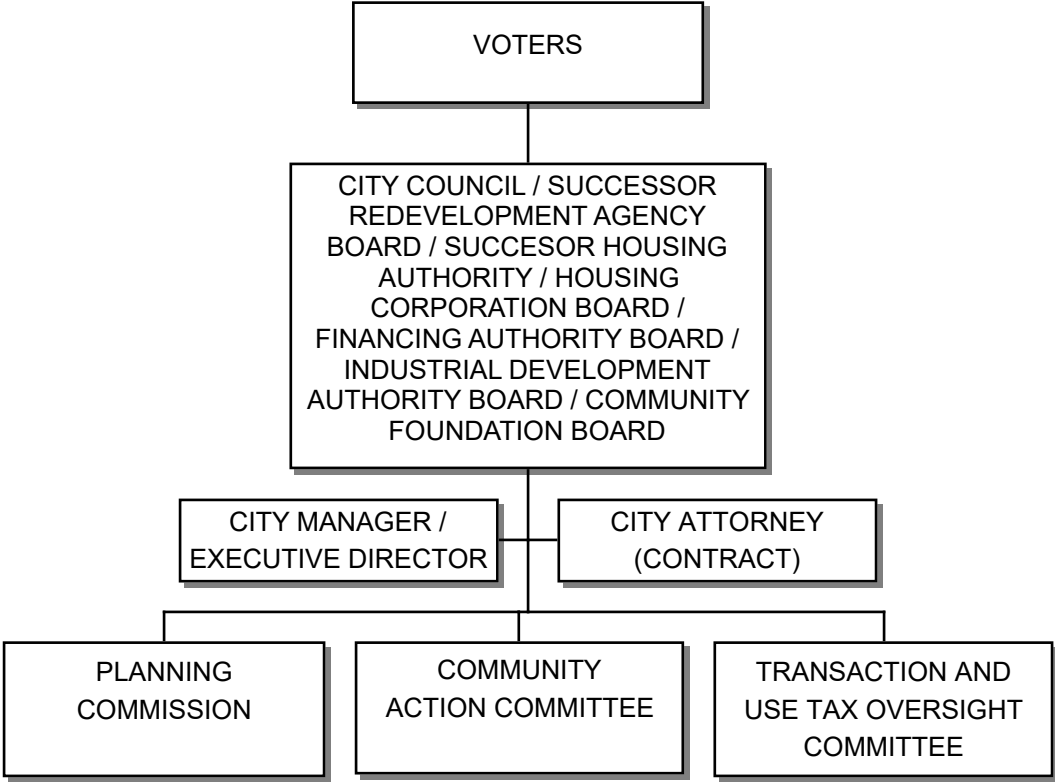
Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist	20.88	21.92	23.02	24.17	25.38
Administrative Aide	23.76	24.95	26.20	27.51	28.89
Administrative Secretary (Relief)	21.09	22.14	23.25	24.41	25.63
Administrative Technician (PTB)	21.09	22.14	23.25	24.41	25.63
City Attorney	6400	--	--	--	--
Code Enforcement Officer (Relief)	25.33	26.60	27.93	29.33	30.79
Community Building Supervisor	13.00	13.65	14.33	15.05	15.80
Community Development Consultant	--	--	--	--	93.21
Council Member	742	1150	--	--	--
Custodial Technician (PTB)	17.66	18.54	19.47	20.45	21.47
Custodian	17.66	18.54	19.47	20.45	21.47
Data Entry Clerk	14.90	15.65	16.43	17.25	18.11
Economic Development Coordinator	30.46	31.98	33.58	35.26	37.02
Engineering Aide (PTB)	14.29	15.00	15.76	16.54	17.37
Equipment Maintenance Technician (PTB)	21.52	22.60	23.72	24.91	26.16
Facility Coordinator	13.00	13.65	14.33	15.05	15.80
Fire Technician	13.48	14.15	14.86	15.60	16.38
Graffiti Abatement Aide	13.00	--	--	--	--
Graffiti Abatement Worker	19.00	19.95	20.95	21.99	23.09
Health Education Intern	14.79				
Health Education Specialist [Grant]	17.24	--	--	--	--
Human Services Technician (PTB)	18.80	19.74	20.73	21.77	22.86
Information Technology Systems Technician (PTB)	25.01	26.26	27.57	28.95	30.40
Instructor	13.00	13.65	14.33	15.05	15.80
Junior Intern	13.00	13.65	14.33	15.05	15.80
Kitchen Assistant	13.00	13.65	14.33	15.05	15.80
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	21.92	23.02	24.17	25.38	26.65
Learning Coordinator [Grant]	18.25	19.17	20.12	21.13	22.19
Learning Leader [Grant]	14.98	15.73	16.52	17.35	18.21
Maintenance Technician (PTB)	19.00	19.95	20.95	21.99	23.09
Maintenance Worker (Part-Time)	19.00	19.95	20.95	21.99	23.09
Mayor	1042	1650	--	--	--
Mechanic Aide	18.68	19.61	20.59	21.62	22.71
Medical Clinic Coordinator	25.00	26.00	27.00	--	--
Medical Clinic Specialist (Part-Time)	20.57	21.59	22.67	23.81	25.00
Mini-School Coordinator	13.40	14.07	14.78	15.52	16.29
NPDES/Environmental Compliance Technician (PTB)	24.45	25.67	26.95	28.30	29.72
Nutrition Site Manager	14.00	14.70	15.44	16.21	17.02
Office Specialist	17.97	18.87	19.81	20.80	21.84
Office Technician (PTB)	17.97	18.87	19.81	20.80	21.84
Park Leader	13.00	13.65	14.33	15.05	15.80
Personnel Services Technician (PTB)	24.88	26.12	27.43	28.80	30.24
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	13.48	14.15	14.86	15.60	16.38
Police Dispatcher (Relief)	23.52	24.70	25.93	27.23	28.59
Police Services Specialist (Relief)	18.62	19.56	20.53	21.56	22.64
Program Aide	14.23	--	--	--	--
Property Custody Technician (PTB)	17.22	18.08	18.98	19.93	20.93
Public Works Director/City Engineer	60.95	64.00	67.20	70.56	74.09

Classification	A	B	C	D	E
Receptionist/Office Specialist	17.55	18.43	19.35	20.32	21.33
Receptionist/Office Technician (PTB)	17.55	18.43	19.35	20.32	21.33
Recreation Intern	14.79	--	--	--	--
Recreation Leader	13.00	13.65	14.33	15.05	15.80
Recreation Specialist	13.13	13.79	14.48	15.20	15.96
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	600	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	300				
Reserve Police Sergeant	400				
Senior Intern	13.66	14.35	15.06	15.82	16.61
Senior Learning Leader	18.67	19.60	20.58	21.61	22.69
Senior Police Cadet	16.85	17.69	18.58	19.50	20.48
Senior Recreation Leader	14.24	14.95	15.70	16.48	17.31
Senior Recreation Specialist	17.65	18.53	19.46	20.43	21.45
Sports Coordinator	17.78	18.67	19.60	20.58	21.61
Substitute Learning Leader	13.54	14.22	14.93	15.68	16.46
Systems Specialist (PTB)	18.21	19.12	20.08	21.08	22.13
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69
Transportation Coordinator	17.78	18.67	19.60	20.58	21.61
Volunteer Services Coordinator (Modified Duty)	30.54	32.07	33.67	35.35	37.12
FULL-TIME					
Accountant	4248	4460	4683	4917	5163
Accounting Specialist	3619	3800	3990	4190	4399
Administrative Aide	4119	4325	4542	4769	5007
Administrative Analyst	4999	5249	5511	5787	6076
Administrative Secretary	3655	3838	4030	4231	4443
Administrative Specialist	3655	3838	4030	4231	4443
Assistant Director of Housing/Planning Manager	8032	8434	8855	9298	9763
Assistant Planner	4660	4893	5137	5394	5664
Assistant Public Works Superintendent	5706	5992	6291	6606	6936
Associate Planner	5399	5669	5952	6250	6562
Benefits Coordinator	4313	4528	4755	4992	5242
Building Inspector	4670	4904	5149	5407	5677
Building Maintenance Supervisor	5706	5992	6291	6606	6936
Building Maintenance Technician	3752	3940	4137	4344	4561
Building Official/Code Enforcement Manager	8032	8434	8855	9298	9763
Check Processor/Court Liaison Officer (Modified Duty)	5293	5558	5836	6128	6434
City Clerk	6638	6970	7319	7685	8069
City Manager	--	--	19506	20481	21505
City Planner/Planning Manager	8032	8434	8855	9298	9763
Code Enforcement Officer	4391	4610	4841	5083	5337
Code Enforcement Supervisor	5531	5808	6098	6403	6723
Community Development Director	11433	12005	12605	13235	13897
Community Health Education Coordinator [Grant]	4205	4415	4636	4868	5111
Custodian	3061	3214	3375	3544	3721
Customer Service Representative/Office Specialist	3115	3270	3434	3606	3786
Deputy City Clerk	4499	4724	4961	5209	5469
Deputy City Mgr/Exec Dir of Econ and Community Dev	13292	13956	14654	15387	16156
Deputy Dir. of Community & Economic Development (a)	9237	9699	10184	10693	11227
Deputy Fire Chief	10540	11067	11620	12201	12811
Deputy Fire Marshal	6118	6424	6745	7082	7436
Diagnostic Specialist	4130	4336	4553	4781	5020
Director of Admin. Svcs. And Human Resources	11433	12005	12605	13235	13897
Director of Human Services (b)	--	11231	11792	12382	13001

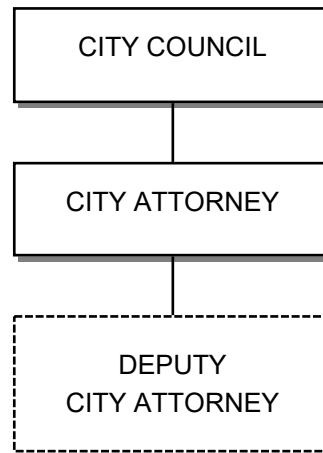
Classification	A	B	C	D	E
Econ. Dev. Coord./Housing Associate	5601	5881	6175	6484	6808
Engineering Division Manager	6415	6736	7073	7427	7798
Environmental Compliance Coordinator	4841	5083	5337	5604	5884
Environmental Control Specialist	4289	4503	4728	4965	5213
Equipment Maintenance Supervisor	5698	5983	6282	6596	6926
Equipment Mechanic	3730	3917	4112	4318	4534
Executive Director Office of Public Safety	13691	14375	15094	15849	16641
Facilities Specialist	4580	4809	5049	5302	5567
Finance Director	11433	12005	12605	13235	13897
Finance Manager (a)	8032	8434	8855	9298	9763
Finance Supervisor	6432	6753	7091	7446	7818
Fire Battalion Chief	8712	9147	9605	10085	10589
Fire Captain	7012	7362	7731	8117	8523
Fire Engineer	5753	6041	6343	6660	6993
Firefighter	4959	5207	5468	5741	6028
GIS Specialist	5003	5253	5516	5791	6081
Graffiti Abatement Worker	3293	3458	3631	3812	4003
Health Education Specialist [Grant]	3140	3297	3462	3635	3817
Housing Associate	5241	5504	5779	6068	6371
Information Relations Officer	5000	5250	5513	5788	6078
Information Technology Manager	8032	8434	8855	9298	9763
Information Technology Specialist	5003	5253	5516	5791	6081
Junior Accountant	4046	4248	4461	4684	4918
Law Enforcement Systems Supervisor	5893	6188	6497	6822	7163
Leadworker, Facilities	3800	3990	4190	4399	4619
Leadworker, Maintenance	3800	3990	4190	4399	4619
Learning Coordinator [Grant]	3259	3422	3593	3772	3961
Maintenance Worker	3293	3458	3631	3812	4003
Medical Clinic Specialist	3565	3743	3930	4127	4333
Motor Sweeper Operator	3574	3753	3940	4137	4344
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	4841	5083	5337	5604	5884
NPDES/Environmental Compliance Inspector	4238	4450	4672	4906	5151
Office Specialist	3115	3270	3434	3606	3786
Personnel Services Coordinator	4313	4528	4755	4992	5242
Plans Examiner	5698	5983	6282	6596	6926
Police Captain	11024	11576	12154	12762	13400
Police Chief	13691	14375	15094	15849	16641
Police Dispatch Supervisor	4831	5072	5326	5592	5872
Police Dispatcher	4077	4281	4495	4720	4956
Police Lieutenant	9640	10122	10628	11159	11717
Police Officer	6123	6430	6751	7089	7443
Police Officer Trainee	5513	--	--	--	
Police Records/Desk Officer (Modified Duty)	5478	5752	6040	6342	6659
Police Sergeant	8140	8547	8974	9423	9894
Police Services Specialist	3228	3390	3559	3737	3924
Police Services Supervisor	5202	5462	5735	6022	6323
Project Manager	5295	5560	5838	6130	6436
Property Custody Clerk	3074	3227	3389	3558	3736
Public Safety Admin. Svcs. Supervisor	7615	7996	8395	8815	9256
Public Works Director/City Engineer	12006	12606	13236	13898	14593
Public Works Inspector	4580	4809	5049	5302	5567
Public Works Superintendent	8032	8434	8855	9298	9763
Receptionist/Office Specialist	3042	3194	3354	3522	3698
Recreation Supervisor	3949	4146	4354	4571	4800
Secretary	3282	3446	3618	3799	3989

Classification	A	B	C	D	E
Secretary to the Exec. Dir. Office of Public Safety	4344	4561	4789	5029	5280
Senior Accountant	5162	5421	5692	5976	6275
Senior Building Inspector	5427	5699	5984	6283	6597
Senior Citizens Supervisor	3949	4146	4354	4571	4800
Senior Code Enforcement Officer	4916	5162	5420	5691	5976
Senior Human Services Supervisor	4660	4893	5137	5394	5664
Senior Information Technology Specialist	5612	5893	6188	6497	6822
Senior Learning Coordinator	3949	4146	4354	4571	4800
Senior Management Analyst	6638	6970	7319	7685	8069
Senior Recreation Supervisor	4660	4893	5137	5394	5664
Support Coordinator (Modified Duty)	5293	5558	5836	6128	6434

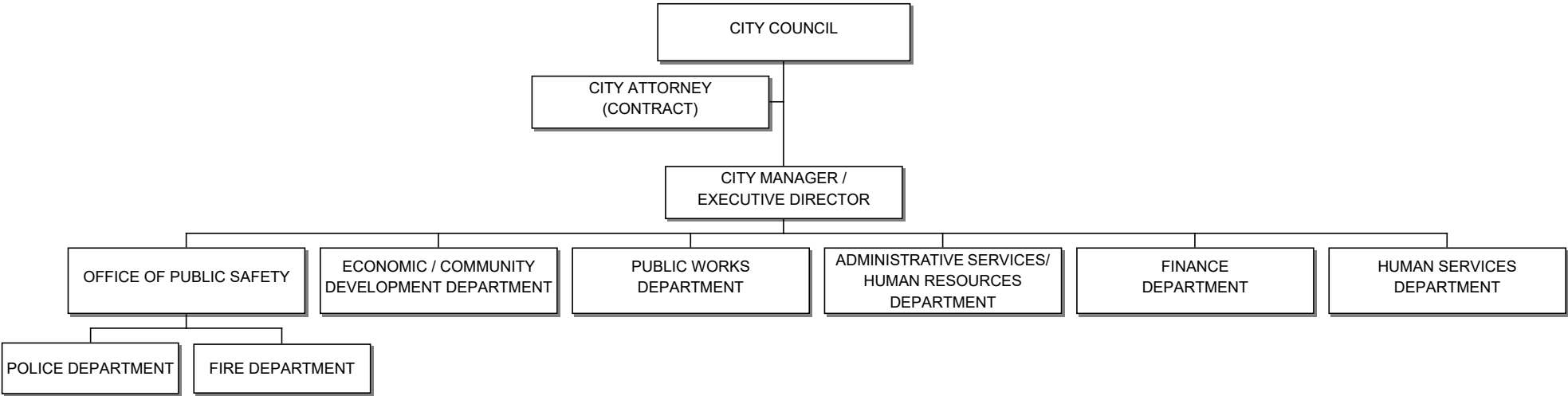
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

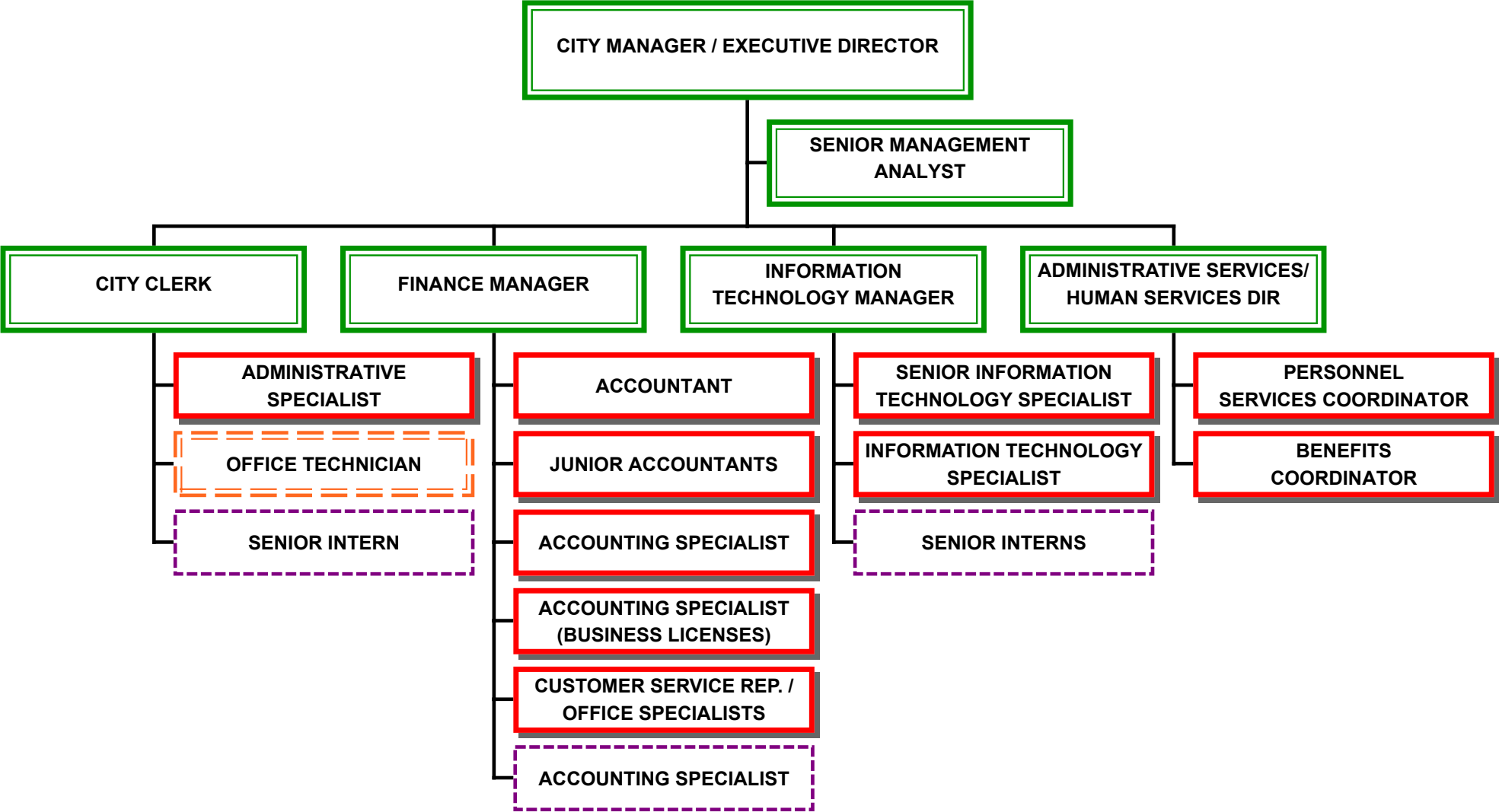
MANAGEMENT SAFETY
CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

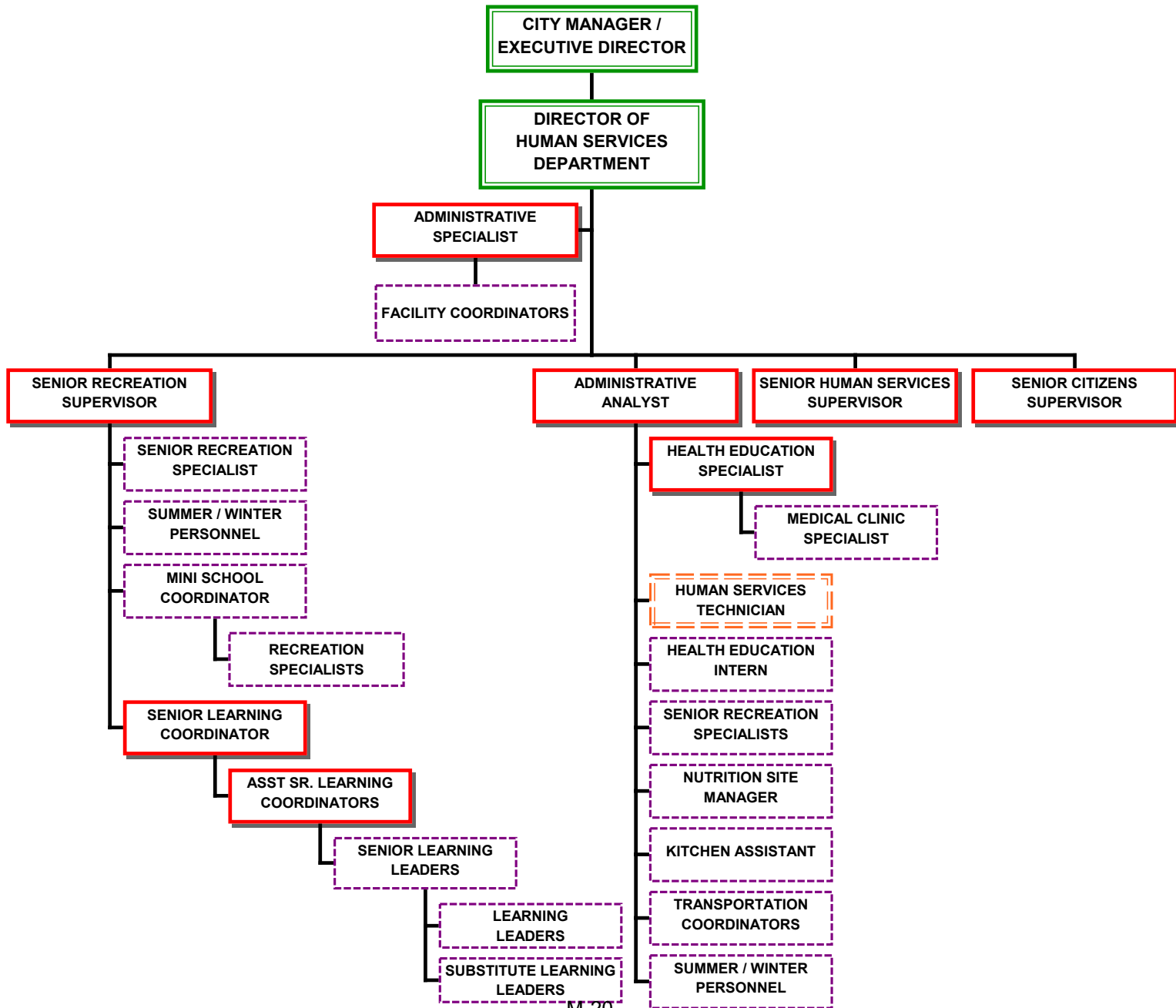
PART-TIME BENEFITTED
CLASSIFICATION

TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

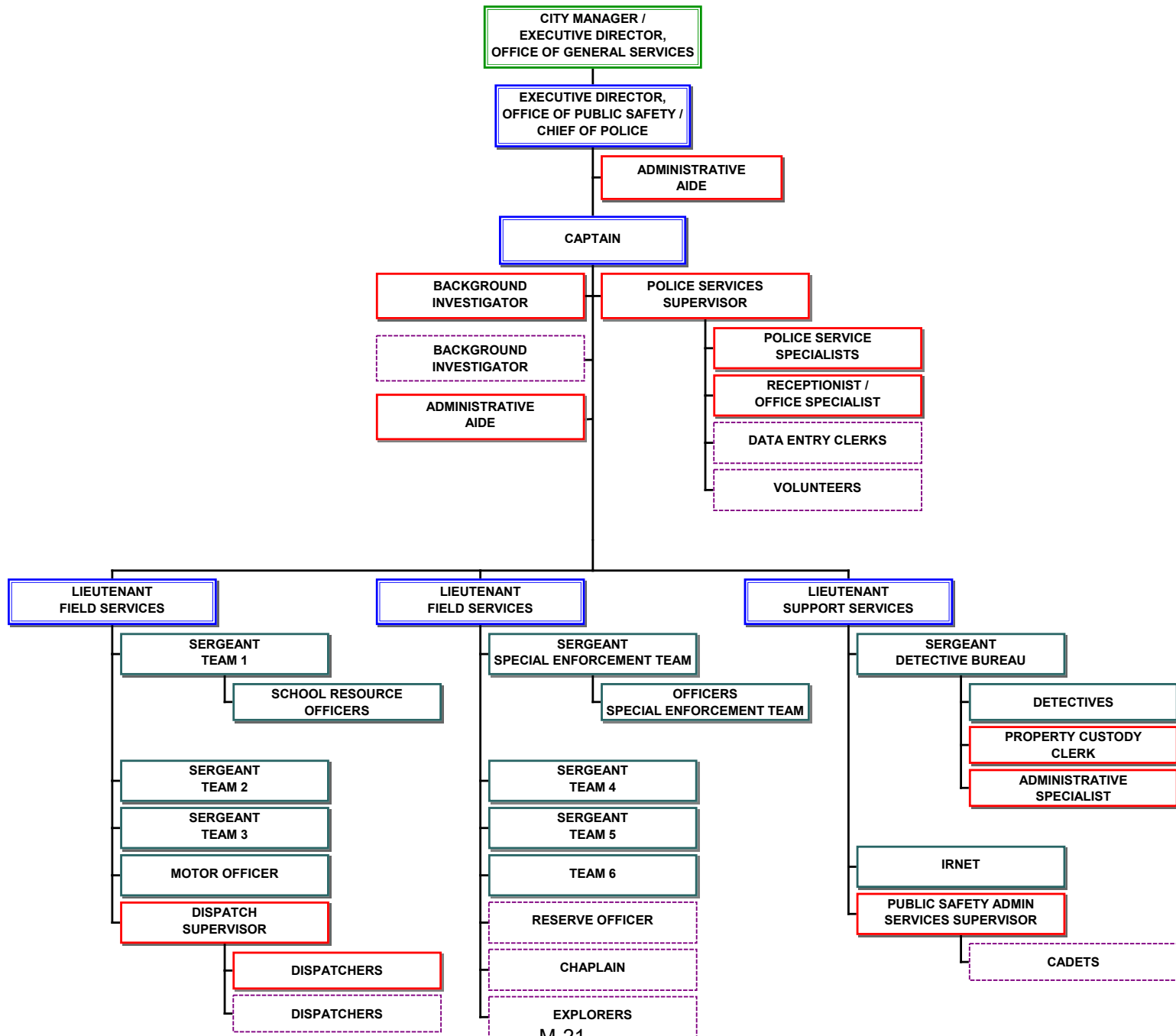
CITY MANAGER DEPARTMENT



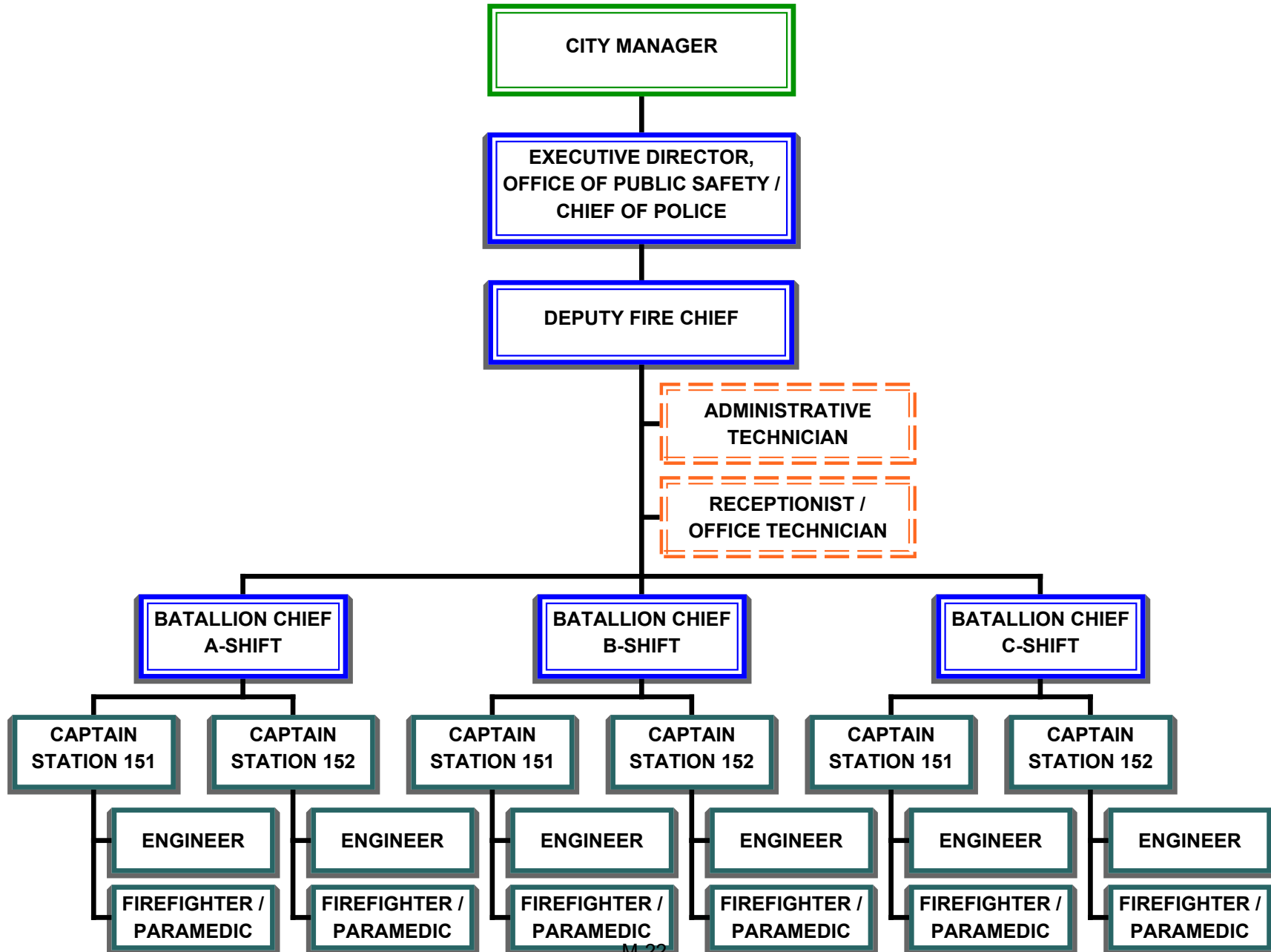
HUMAN SERVICES DEPARTMENT



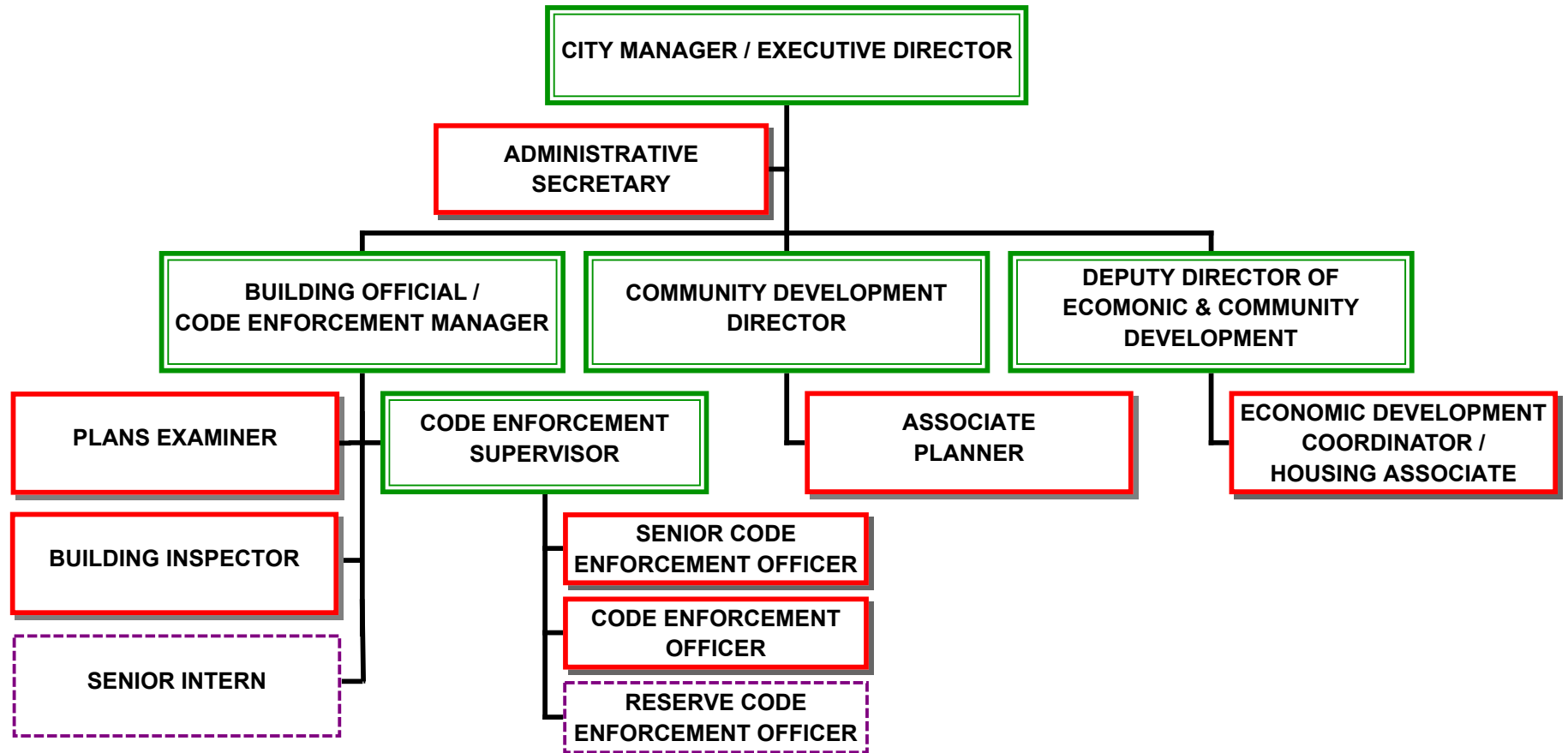
POLICE DEPARTMENT



FIRE DEPARTMENT



ECONOMIC AND COMMUNITY
DEVELOPMENT DEPARTMENT



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