

CITY OF MONTCLAIR
ADOPTED BUDGET
Fiscal Year 2021-22



City of Montclair

California

Montclair City Council

Javier John Dutrey, Mayor
William Ruh, Mayor Pro Tem
Tenice Johnson, Council Member
Corysa Martinez, Council Member
Benjamin Lopez, Council Member

City Manager
Edward C. Starr

City of Montclair
FY 2021-22 ADOPTED BUDGET
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Subject: CITY MANAGER'S FISCAL YEAR 2021-22 BUDGET MESSAGE

To: Honorable Mayor and City Council

**Presented for your consideration: CITY OF MONTCLAIR
FISCAL YEAR 2021-22 BUDGET**

INTRODUCTION

Fiscal Year 2021-22 Appropriations/Transfers:

- **Table 1**, below, details the proposed Appropriations Budget for All Funds and the General Operating Fund:

**Table 1
Appropriations Budget: All Funds and General Operating Fund
Current and Prior Year**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 49,807,415	\$ 42,196,318	\$ 7,611,097
General Operating Fund	\$ 32,064,243	\$ 28,730,780	\$ 3,333,463

Table 1, above, demonstrates that for Fiscal Year 2021-22, the proposed General Operating Fund Budget projects robust growth – growth driven largely by transactions and use tax revenue generated from Measure L and improvements to the local economy as Montclair, the region, and the State emerge from the COVID-19 pandemic that slowed economic output during most of 2020 and into the first half of 2021.

The pandemic related to COVID-19 resulted in the shutdown of economies worldwide and the issuance of stay-at-home orders directed at limiting spread of the novel coronavirus (COVID-19). During the course of the pandemic, California experienced at least three major spikes in the virus, producing great harm to the state in terms of lives lost, the number of reported cases, and economic decline.

- As of May 13, 2021, California recorded more than 3.820 million positive COVID-19 cases and more than 64,000 deaths. More than 68 million tests and approximately 40 million vaccinations have been administered to Californians, marking California as one of the leading American states in the fight against COVID-19.

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- Nationwide, approximately 34 million Americans have been struck ill with the virus, and approximately 610,000 Americans died — an estimate comparable to the number of reported American deaths stemming from the 1918 flu pandemic. As of May 31, 2021, total U.S. vaccinations administered is approximately 307 million.

➤ **Table 2**, below, identifies Proposed General Operating Fund Transfers:

**Table 2
Proposed General Operating 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
Total Transfers			<u>\$ 100,000</u>	<u>\$ 100,000</u>

As indicated in **Table 2**, above, the Fiscal Year 2021–22 Budget proposes the annual transfer in of \$100,000 from the Traffic Safety Fund to the General Operating Fund. This annual transfer reimburses the General Operating Fund for program-related costs.

Fiscal Year 2020–21 Estimated Revenue:

➤ **Table 3**, below, depicts estimated revenues for All Funds and the General Operating Fund:

**Table 3
Estimated Revenue
All Funds and General Operating Fund
Current and Revised Prior Year**

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 57,075,691	\$ 44,552,570	\$ 12,523,121
General Operating Fund	\$ 35,002,751	\$ 28,962,530	\$ 6,040,221

➤ The Proposed Fiscal Year 2021–22 Estimated Revenue Budget incorporates the following revenue set asides for debt service:

- \$2,590,387 in General Fund Revenue allocated for debt service payment on the *2014 Issue of Lease Revenue Bonds*.
- \$2.6 million in General Fund Revenue allocated for debt service payment on a proposed Fiscal Year 2021-22 Issue of Lease Revenue Bonds for infrastructure projects.

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Fiscal Year 2021–22 General Operating Fund Position:

- Based on General Operating Fund Revenue Estimates of \$35,002,751 and proposed General Operating Fund Appropriations of \$32,064,243, the Proposed Fiscal Year 2021–22 Budget is balanced.

As discussed below under "***Debt Service Fund (2014 Issue of Lease Revenue Bonds)***" and "***Debt Service Fund (2021-22 Issue of Lease Revenue Bonds)***", debt service on bonds is not incorporated into the General Operating Fund Appropriations; however, debt service remains an obligation of the General Operating Fund Budget.

- The General Fund Operating Budget incorporates a recurring transfer of \$100,000 from the Traffic Safety Fund.
- Voter approval of Measure L on November 3, 2020, is projected to produce approximately \$7.5 million in new transactions and use tax revenue which, in turn, will produce a number of positive benefits for the Montclair community and governing body including, but not limited to, 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 Montclair Place District Specific Plan (MPDSP), the General Plan Update, and the proposed 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.
- City staff anticipates an ending Fund Balance in the General Operating Fund Unassigned Reserve of approximately \$8 million, which effectively complies with the City Council's overall target of achieving a General Operating Fund Unassigned Reserve Ratio that is no less than 25 percent of the annual General Fund Operating Budget.

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The Government Finance Officers' Association (GFOA) recommends a 25 percent General Fund Reserve threshold to provide for fiscal and operational integrity and stability, elevate an agency's municipal credit rating, provide liquidity, address local emergencies; and provide for other unanticipated local fiscal requirements.

The General Operating Fund Unassigned Reserve also functions as the funding source for liability claims, workers' compensation claims, and Unemployment Benefit claims, and serves as a self-insured retention (SIR) fund. The SIR is a set amount of money the City is responsible for covering on each settled claim before the City's insurance provider begins to pay on a claim. Generally, the City is liable for the first \$250,000 to \$500,000, depending on the nature of the claim. Unlike deductible limits on a liability insurance policy, the City is responsible for managing the claim up to the SIR amount.

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

In November 2014 the City completed refunding of its *2005 Issue of Lease Revenue Bonds* by issuing its 2014 series of *Lease Revenue Bonds*. The purpose of refunding the *2005 Issue* was to take advantage of lower bond rates and produce capital for critical infrastructure projects. Refunding retired the *2005 Issue of Lease Revenue Bonds* and provided \$22,033,622 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2014 Issue of Lease Revenue Bonds*, the City Council made the decision to annually allocate approximately \$2.6 million in General Fund Revenue (approximately \$1.9 million) and residual redevelopment revenues (approximately \$750,000, representing the City's share of annual property tax increment distribution derived from the former Montclair Redevelopment Agency) to the Debt Service Fund. However, based on the current overall projected health of the General Fund Revenue Budget, the City Manager proposes altering the funding structure for the Debt Service Fund to reflect a general allocation of General Fund Revenue. Removing the commitment of residual redevelopment property tax revenue to the Debt Service Fund increases the capacity of the Economic Development Fund to finance Economic Development operations, including enhancing the City's ability to support the Housing Authority and Housing Corporation and their commitment to affordable housing programs.

For Fiscal Year 2021–22, the proposed allocation to the *2014 Lease Revenue Bond Debt Service Fund* is \$2,590,387 — a sum sufficient to service debt on the *2014 Issue of Lease Revenue Bonds for Fiscal Year 2021–22*.

Committing General Fund Revenue for debt service 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, which improves the City's creditworthiness and can achieve lower interest rates on future bond issues.

Annually allocating General Fund Revenue to a separate Debt Service Fund effectively removes debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2014 Issue of Lease Revenue Bonds* remains an obligation of the Total Operating Budget.

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Segregating General Fund Revenue for annual debt service on the *2014 Issue of Lease Revenue Bonds* 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 no earlier than 2024. City staff recommends that refunding be considered only under the following circumstances:

1. Interest rates would produce a lower annual repayment and there is no net increase to the debt service; or
2. The City Council intends to refund the *2014 Issue* to finance a new round of infrastructure projects.

Debt Service Fund (2021-22 Issue of Lease Revenue Bonds):

On or about August 2021, the City Council will be asked to consider approving a lease revenue bond for public works/infrastructure improvements. As presented at the April 20, 2021, City Council Workshop on Pension Obligation and Lease Revenue Bonds the proposed Bond Par Amount is approximately \$42.770 million, with an estimated \$47 million deposited to an Infrastructure Project Fund.

As discussed above under "***Debt Service Fund (2014 Issue of Lease Revenue Bonds)***" the City Council established a debt service fund for amortization of the *2014 Issue of Lease Revenue Bonds*. The City Manager recommends that in compliance with the practice of allocating a commitment of funds for debt service, the City Council establish a Debt Service Fund for a proposed *2021-22 Issue of Lease Revenue Bonds*, with approximately \$2.6 million in General Fund Revenue (derived from a variety of sources including sales, property, and transactions and use taxes — the latter Measure L and Measure F), allocated to the Debt Service Fund. The first payment would be due on or about June 2022.

Committing General Fund Revenues to a debt service fund provides assurance to credit raters and bond holders of the City's creditworthiness and fiscal capacity to meet debt service obligations — a factor essential to maintaining and improving the City's bond rating and achieving lower bond rates.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, would effectively remove debt service for a *2021 Issue of Lease Revenue 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.

Segregating General Fund Revenue for annual debt service should continue until the *2021 Issue of Lease Revenue Bonds* is repaid — the current projected year of maturity is 2051. A *2021 Issue of Lease Revenue Bonds* would be subject to refunding no earlier than 2031.

Debt Service Fund (2021-22 Issue of Pension Obligation Bonds):

On or about August 2021, the City Council will be asked to consider approving pension obligation bonds (POBs), transferring debt from the City's Unfunded Accrued Liability (UAL) to the POB — the UAL is a debt owed to the California Public Employees' Retirement System (CalPERS). The current estimated UAL amount is approximately \$79.525 million.

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As discussed in **Exhibit 2**, under "**Fiscal Year 2021-22 Issue of Pension Obligation Bonds**", attached hereto, transferring the UAL debt to POBs could potentially reduce the City's projected \$141,653,510 in UAL payments through 2047 to approximately \$111,741,590, saving the City an estimated \$30 million over the next 25 years, and reduce and stabilize the City's UAL payment to an annual estimate of approximately \$4.650 million. Savings and monthly payment estimates are based on "Scenario 3" of the three POB funding scenarios presented to the City Council for consideration at the April 20, 2021, City Council Workshop on Pension Obligation and Lease Revenue Bonds.

As discussed under "**GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS: UAL/POB Amortization**" (page xviii), City staff proposes making the Fiscal Year 2021-22 UAL annual payment of \$5,707,689 in advance (July 2021), saving the City approximately \$198,231 for Fiscal Year 2021-22. Thereafter, the City Manager recommends the City Council consider allocating approximately \$4.650 million in General Fund Revenue to the POB Debt Service Fund, with the first payment due on or about July 2022.

Committing General Fund Revenues to a debt service fund provides assurance to credit raters and bond holders of the City's creditworthiness and fiscal capacity to meet debt service obligations — a factor essential to maintaining and improving the City's bond rating and achieving lower bond rates.

Annually allocating General Fund Revenue to a separate POB Debt Service Fund, as outlined herein, would effectively remove POB debt service for the *2021 Issue of Pension Obligation Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *Pension Obligation Bonds* remains an obligation of the Total Operating Budget.

Segregating General Fund Revenue for annual POB debt service should continue until the *2021 Issue of Pension Obligation Bonds* is repaid — the current projected year of maturity is 2045. A *2021 Issue of Pension Obligation Bonds* would be subject to refunding no earlier than 2031.

- *UAL/POB Amortization Fund*. As discussed under "**GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS: UAL/POB Amortization**" (page xviii), in addition to establishing a ***Debt Service Fund (2021-22 Issue of Pension Obligation Bonds)***, City staff recommends the City Council use the estimated \$5,707,689 million UAL payment for 2022 as the base year payment, minus the projected \$4,654,953 POB Debt Service Payment for 2022 (under Scenario 3), and allocate the balance of \$1,052,736 into a UAL/POB Amortization Fund. After approximately 20 years of accrual in the UAL/POB Amortization Fund, it is recommended that the estimated \$21,054,720 in the UAL/POB Amortization Fund, plus interest, be used to retire the POBs up to five years early, generating the City additional savings beyond the current projected savings of \$30 million. The UAL/POB Amortization Fund would also be available to annually pay down any new CalPERS liability allocation to the City's UAL.

General Operating Fund Reserve Balance:

The General Operating Fund is the City's primary funding source for day-to-day 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 adherence to fiduciary responsibilities — a duty that includes

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maintaining unrestricted cash to sustain the organization on a day-to-day basis. In that regard, City staff continues to address a primary City Council objective: *restoring the General Operating Fund Reserve Fund Balance (the "Operating Reserve") to a healthy level for local government operations — a minimum 25 percent of the General Operating Fund's Budget (the "General Operating Fund Reserve Ratio" or "Reserve Ratio").*

In recent years, achieving a 25 percent Reserve Ratio proved difficult to achieve in the face of increasing personnel costs driven primarily by significant annual increases to the City's CalPERS UAL and employer contribution rates. **Table 4**, below, compares the current fiscal year General Operating Fund Reserve Fund Balance with that of the previous seven fiscal years.

As indicated in **Table 4**, over the past seven fiscal years the Reserve Ratio has remained at or around 20 percent to 21.4 percent.

For Fiscal Year 2020-21, the COVID-19 pandemic required a spend down of the General Operating Fund Unassigned Reserve — \$200,000 was set aside for emergency expenditures; \$110,000 was allocated for polling and community education related to a transactions and use tax measure (Measure L); \$500,000 was allocated for replacement of a bridge on the Pacific Electric Bike Trail; and other funds were used for incidental transfers out.

Despite the above General Operating Fund Unassigned Reserve allocations, the Reserve Ratio for Fiscal Year 2020-21 appears to have remained stable at 20.02 percent; however, this is so only because the General Operating Fund Budget declined by over \$2 million when compared to the General Operating Fund Budget for the previous fiscal year.

Recovery of the local economy and voter approval of Measure L now allows the City Council to allocate the funds necessary to achieve an Operating Reserve Balance Ratio for Fiscal Year 2021-22 that represents approximately 25 percent of the General Operating Fund's Operating Budget.

Table 4 demonstrates that as of June 30, 2022, the Fiscal Year 2021–22 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$8,000,000 is projected to be approximately 24.96 percent of proposed General Fund Operating Appropriations — i.e., \$32,064,243.

Table 4
General Operating Fund's Unassigned Reserve Fund Balance

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
Estimated 2021-22	\$8,000,000	\$32,064,243	24.95%
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%

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➤ *Maintaining a Healthy General Fund Operating Fund Unassigned Reserve Fund Balance.* 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 annually review and redistribute percentages of shared personnel, services, supplies and capital costs between the General Fund and other City Funds, provided that other funds are capable of supporting expenditure demands.
3. **Reductions in personnel.** Over the past fourteen years, the City experienced significant reductions in personnel, with personnel totals declining from a high of 231 full-time employees in Fiscal Year 2007–08 to 189 full-time funded positions for Fiscal Year 2021–22.

In Fiscal Year 2020–21, City staff 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 public health emergency in the City of Montclair. Essential positions frozen or eliminated due to the fiscal impacts of the COVID-19 pandemic have been fully restored in the proposed Fiscal Year 2021-22 Budget.

- a. **Reorganization Element.** The proposed Fiscal Year 2021-22 Budget incorporates a Reorganization Element that proposes necessary realignments of positions to ensure the effective and efficient operation of City Departments; appoints qualified and appropriate personnel to positions requiring specialized talent; promotes personnel retention, training and depth of experience; and ensures and provides for potential lines of migration and succession to supervisory and managerial positions. **The Reorganization Element is attached as "Exhibit 1" and, by its reference herein, is incorporated into the Fiscal Year 2021-22 Budget and Budget Message.**
- b. **Part-Time Benefitted Positions.** The proposed Fiscal Year 2021-22 Budget incorporates part-time benefitted positions as previously authorized by the City Council, although with reduced usage. Employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS.

In 2012, City staff proposed the integration of part-time benefitted entry-level positions into the organization as a means to exercise some

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forward control over long-term, CalPERS pension-related costs. However, ongoing analysis of cost savings related to part-time benefitted positions appears to indicate that budgetary savings are no longer significant. A decline in employer and employee contributions to CalPERS may be producing an artificial increase in the City's CalPERS Employer Rate; furthermore the City's retention rate for part-time benefitted employees is less when compared to full-time benefitted employees. Therefore, the City Manager recommends deemphasizing use of the part-time benefitted positions where full-time benefitted positions result in greater productivity and retention for minimal cost increases.

4. **Require 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 their individual CalPERS Member contributions. The employee-paid member contribution requirement now covers all full-time City employees and varies in the contribution rate based on the following factors: 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. PEPRA mandates employee contribution requirements for all members hired on and after January 1, 2013.
5. **Implementation of revenue enhancement measures.** In recent years, the City Council enacted a number of revenue raising measures (including Measure L, approved by voters in November 2021) designed to increase the General Fund revenue stream. Each action has produced positive annual improvement to the City's General Operating Fund. The City Manager will continue to evaluate and present for City Council consideration measures designed to enhance the City's revenue profile.

PROMOTING A HEALTHY REVENUE BUDGET:

Despite the City's many past efforts to promote a healthy General Fund Revenue Budget, Montclair's fiscal management practices are annually countered by decisions of the CalPERS Administrative Board of Directors to substantially increase employer pension rates on an annual basis. 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. However, the total actual increase is expected to be higher as CalPERS completes periodic actuarial and mortality tables and adjusts for returns on its investment portfolio.

For Fiscal Year 2021–22, the cumulative CalPERS payment is estimated at \$7.85 million, an increase of approximately \$4.9 million since Fiscal Year 2013–14. The City is also burdened by an excessive unfunded accrued pension liability (UAL), currently estimated to be approximately \$79 million. Fiscal Year 2021–22 CalPERS-related pension costs have been incorporated into the Fiscal Year 2021–22 Budget.

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In an effort to again reduce the impact of annual CalPERS increases, City staff recommends paying the 2021–22 UAL obligation in one payment of \$5,707,689 during July 2021 — an action projected to result in a savings of \$198,231 for the fiscal year. This projected savings has been incorporated into the Fiscal Year 2021–22 Budget. The City Manager also anticipates bringing to the City Council, on or about August 2021, a proposal to transfer UAL debt to pension obligation bonds, as discussed below.

The City Manager regularly seeks to stress the adverse fiscal impacts related to annual, uncontrolled public employee pension-related costs and the need to secure alternative sources of revenue to cope with spiraling pension costs. In that regard, City staff promotes activities, objectives, programs and proposals designed to achieve the following:

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

Recent and ongoing efforts designed to achieve the above include the following:

- **Formation of a new Transactions and Use Tax District (Placed before the voters on November 3, 2020, as Measure L).** On November 3, 2021, Montclair voters approved Measure L, providing for a 1 percent transactions and use tax. Measure L is projected to generate approximately \$7.5 million in Fiscal Year 2021-22. Projected Measure L revenues have been incorporated into the budget, and proposed uses include elevating the General Operating Fund Unassigned Reserve Balance Ratio to 25 percent of the General Operating Fund Expenditure Budget; recovering from revenue shortfalls stemming from the COVID-19 pandemic; restoring frozen and vacated positions; enhancing services to the community; increasing budget expenditures for personnel, services, supplies and capital outlay; and establishing a debt service fund for annual payment on proposed critical infrastructure bonds as discussed herein and in **Exhibit 2**, attached to this Budget Message and, by reference, incorporated herein.
- **Evaluate service contracting for specified programs targeted at maintaining and enhancing services and achievable cost efficiencies.** Service programs offered by the City have been evaluated to determine if service contracting provides the City with viable and affordable options for delivering public services.

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To date fire code inspections and a variety of services in the Public Works Department (e.g., median and tree maintenance) have been contracted to outside vendors. The City Manager will continue to evaluate outsourcing of services where the City can achieve cost efficiencies and enhance services for the community.

- **Consider pension obligation bonds to cap the annual employer payment on unfunded accrued pension liabilities (UAL).** As discussed in this Budget Message, the City's UAL is currently estimated at \$79 million. For Fiscal Year 2021–22, payment on the UAL is estimated at \$5,707,689 (not including the annual employer rate contribution, currently estimated at \$2.149 million) and, based on current projections, is expected to increase significantly over the next decade, climbing to \$8,728,526 million by 2033 (plus the employer normal cost range). In contrast, the annual debt service on 25-year pension obligation bonds is presently estimated at approximately \$4.655 million.

At its May 3, 2021, meeting the City Council authorized the City Manager to move forward with the judicial validation process for pension obligation bonds (POBs). A full discussion of the POB process is included in **Exhibit 2**, attached hereto. Final City Council approval of the POBs is expected on or about August 2021.

Pension obligation bonds would apply only to the unfunded accrued liability portion of the City's annual payment, currently estimated at approximately \$79 million. The City would continue to be responsible for annual payments on the normal cost range component of the employer rate portion — estimated at approximately \$2.149 million for Fiscal Year 2021-22. The City would also be responsible for any new annual growth in UAL payments. However, as discussed above under "**Debt Service Fund (2021-22 Issue of Pension Obligation Bonds)**", the City Council is asked to consider establishing a UAL/POB Amortization Fund (UAL/POBAF). The UAL/POBAF could be applied toward any new and recurring annual UAL payment requirements and/or to retire the POBs prior to date of maturity.

- **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 by the City Council as the Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair ("MAUCRSL").

Due to the diversion of staff time to cope with the COVID-19 pandemic and the need to address certain revenue and licensing policy issues, presentation of the MAUCRSL to the City Council was delayed. City staff anticipates presenting the MAUCRSL to the City Council in Fiscal Year 2021-22. Fees generated by a regulatory system for cannabis 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 deposited in the City's General Fund and used to support a variety of general government functions including, but not limited to the following:

- Public safety and enforcement programs;

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- Code Enforcement services;
 - Proposition 64-related programs;
 - Homeless assistance programs;
 - Infrastructure improvements; and
 - Other priorities identified by the City Council.
- **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 and sales tax base.

To date, NMDSP development projects include the 385-unit "The Paseos at Montclair", the 129-unit "The District at Arrow Station", the 212-unit "The Alexan Kendry", and the 23-unit "Vista Court". The 366 mixed-unit "Village at Montclair" received entitlement in December 2020 and construction is expected to begin by fall 2021 – ten of the ground floor units at Village at Montclair will immediately serve as commercial units, with twenty of the project's flex units to come on line as commercial units within approximately five years after construction is completed and certificates of occupancy are issued. City staff also anticipate receiving other project proposals, including a high-density housing project at the site of the former Vulcan Asphalt Processing Facility, and on property at the south-east corner of Monte Vista Avenue and Arrow Highway, north of the Alexan Kendry project.

To enhance the attractiveness of streets in North Montclair the City Council, in 2019, authorized roadway and median improvements on Arrow Highway between Central and Monte Vista Avenue, and on Fremont Avenue between Arrow Highway and Moreno Street. City staff anticipates asking the City Council to consider authorizing development of roadway and median improvements for Moreno Street, between Central and Monte Vista Avenues, to promote project development within the Montclair Place District, discussed below.

- **Redevelopment of Montclair Place.** The planned redevelopment of Montclair Place is intended to address the changing nature of the retail industry, particularly as those changing dynamics affect major retail shopping centers throughout the nation. The initial step toward redevelopment of Montclair Place included completion of a specific plan for the Montclair Place District (the Montclair Place District Specific Plan or MPDSP) – an area that falls between Moreno Street to the north, the Interstate 10 Freeway to the south, Central Avenue to the east, and Monte Vista Avenue to the west.

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City staff presented the MPDSP to the City Council for adoption in November 2021. As designed, the MPDSP focuses on developing a central downtown warren of blocks, streets, parks, and open spaces populated with residential, mixed-use, office, entertainment, restaurant, civic, commercial, and educational uses. The MPDSP also calls for increasing existing commercial uses by up to 500,000 square feet.

Promoting development of the 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. Other projects are under development and/or are in planning.
- Future development in the City's southern sphere includes the Montclair Tiki Drive-In Theater at Ramona Avenue and Mission Boulevard. A site plan is currently under review, and the project focuses on a mix of light industrial/manufacturing and logistics support in a "campus" environment.
- The West Valley Connector (WVC) Project, a 100 percent zero-emission Bus Rapid transit (BRT) system, is also expected to promote access along Holt Boulevard, from the City of Pomona to Ontario International Airport (ONT) as Phase 1.

Phase 1 of the project is 19 miles and will upgrade a portion of Omnitrans' existing Route 61, which runs along Holt Boulevard. The WVC adds 21 bus stations, including two in Montclair, and promotes improved access to ONT. The new BRT service will help build transit connectivity by linking together ONT, two Metrolink lines (San Bernardino and Riverside Lines), and multiple major activity centers.

Montclair City staff will work to provide direct connections from the two stations in Montclair to other points in the City including, but not limited to, the Montclair Transcenter and Montclair Place District. The City will work with Omnitrans to achieve a higher level of connectivity, look toward grant opportunities for shuttle services, and work to achieve greater penetration of ride-hailing services.

In April 2021, Congresswoman Norma Torres and Congressman Pet Aguilar announced that \$86.75 million in Capital Investment Grants (CIG Smart Grants) would be made available for the WVC Project.

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- The City Manager and the City's Economic Development team are working with Congresswoman Norma J. Torres to develop federal assistance to enhance the Holt and Mission Boulevard corridors through Pomona, Montclair and Ontario. The effort is designed to approve the appearance of the boulevards, promote business, industry and housing development, and address a range of issues shared in common by the three cities along the length of the two corridors. The discussion includes activating the Holt Boulevard corridor by focusing on transit-related development. The opportunity for transit-related development along Holt Boulevard may be a byproduct of the WVC Project and the possible selection of Holt Boulevard as the alternative extension of the Gold Line to ONT.
- **Re-establish the Economic Development/Housing Department.** Re-establishing the Economic Development/Housing Department is vital to promoting the City's economic development, enhancing its sales and property tax base, and creating affordable housing for the community.
 - In 2012, following dissolution of the Montclair Community Redevelopment Agency (RDA) and its housing components, the City Council formed a Successor Redevelopment Agency to migrate the balance of its assets to the City, then to a Successor Housing Authority and the Montclair Housing Corporation. The City Council also established an Economic Development Fund to serve as a business development funding source – revenue flowing to the Economic Development Fund is derived from the City's share of property tax increment from the former Montclair Community Redevelopment Agency. Regrettably, the loss of redevelopment as an economic tool also stripped municipalities of the RDA "20 percent set aside" for development of affordable housing. The Montclair Housing Corporation continues to administer over 90 affordable housing units in the City; however, greater effort needs to be committed toward development of affordable housing in the City.

As Montclair moves forward with development of a new General Plan, implementation of the North Montclair Downtown Specific Plan (NMDSP) and Montclair Place District Specific Plan (MPDSP), development of the Arrow Highway Mixed Use District Specific Plan (AHMUD), and redrafting of a successor inclusionary housing ordinance, re-establishing an Economic Development/Housing Department to help guide project/economic development throughout the community is vital to the City's economic future and the creation of affordable housing assets.

The proposed Economic Development/Housing Department will be comprised of existing City staff who have demonstrated the skills and mindset to lead the Department and market Montclair as a dynamic place in which to live, work, and visit. Discussion on the proposed Economic Development/Housing Department is included in the Reorganization Element, attached as **Exhibit 1**.

GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS:

Over the past eleven years, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Revenue Fund's Fund Equity into reserves

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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, long-term planning, and extraordinary programs and projects minimizes the direct impact to annual General Fund Operating Budgets when special purpose funds are used for designated expenditures.

In preparing the proposed Fiscal Year 2021–22 Budget, City staff worked to recover from the shutdown of the economy due to the COVID-19 pandemic and its adverse effect on General Fund Revenue streams, restore the General Fund Unassigned Reserve Fund Balance, and address annual CalPERS pension cost increases. Effort has also been made to restore Special Purpose funds within General Fund Reserves to acceptable, healthy levels in order to provide the City with the means to meet future liabilities and long-term objectives.

The Fiscal Year 2021–22 Budget, as proposed, maintains Special Purpose Funds to ensure long-term resiliency, fund extraordinary expenses, and facilitate maintenance of annual balanced budgets. It is important to realize that Special Purpose Funds are typically not tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations. Instead, Special Purpose Funds are reserved 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;
- Meet extraordinary expenses for long-term programs and projects;
- Provide a source of fund for emergencies; 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.

For Fiscal Year 2021–22, the estimated portion of the General Revenue Fund's Fund Equity representing Reserves for Special Purposes is \$7,495,286. This estimate reflects the deduction of \$346,975 from the Equipment Replacement Reserve to purchase needed vehicles and equipment.

Included in the estimate is a transfer from the General Fund Unassigned Reserve of \$858,661, of which \$300,000 has been transferred into the Equipment Replacement Special Purpose Fund and the remaining balance (\$558,661) has been transferred to the proposed UAL/POB Amortization Fund (listed below in **Table 5**) for maintenance of any new UAL in the event the City Council approves an issue of pension obligation bonds on or about August 2021.

The following Special Purpose Reserve Funds are components of 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

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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 — an SB509 allocation has not occurred for over the past six years.

In recent years, the impact of CalPERS pension rates and the COVID-19 pandemic strained the City's ability to refund the *Equipment Replacement Reserve* after draws were made for major equipment/rolling stock. For this reason, the City has been restrictive in authorizing fund withdrawals, requiring the supplemental use of other fund sources to prevent depletion of the *Equipment Replacement Reserve*.

The proposed Fiscal Year 2021-22 General Operating Fund Budget contains a number of Equipment Replacement Reserve withdrawals for designated Departments. The proposed Budget incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future purchases.

- *Self-Insurance Retentions*. This Special Purpose Reserve is established to address City-related self-insurance retention liabilities. Annual withdrawals from *Self-Insurance Retentions* depend on litigation expenses, self-insured coverage requirements, 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; for example, cybersecurity has become a central issue to businesses and governments and unanticipated withdrawals may be necessary to support the City's cybersecurity efforts.
- *CalPERS and Other 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) will also increase — these benefits principally involve retiree health care benefits, life insurance, disability, legal, and other services. Strategic budget planning for known (and unknown) cost increases related to CalPERS and OPEBs 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.
- *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 for the foreseeable future. This strict control ensures that, except for the increasing number of retirees as indicated immediately above under the "*CalPERS and Employee Post Benefits*" discussion, OPEB costs will not increase in

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relation to the value of the monthly allowance.* Unlike CalPERS pension liability costs, the City has the capacity to control increases to OPEBs by restricting costs for post-employment medical benefits.

**Note: In 2019, 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 has the greatest impact on health-care rates – away from City-provided health care coverage as a means of controlling health-care premium rates. In exchange, employees received health care portability that allows them to retire outside the City's health care insurance coverage area and retain the monthly City contribution. City staff will continue to assess the effectiveness of this negotiated change to retiree medical benefits.*

Despite restrictions on retiree medical costs, the City's actuarial OPEB obligation is estimated at approximately \$13 million – an obligation the City has a fiduciary responsibility to set aside funds for.

- The Governmental Accounting Standards Board (GASB) routinely promotes standards designed to improve information reported on OPEB liabilities, transparency, and accountability, including in their rules published under "*Pension Standards for States and Local Governments*", "*Financial Reporting for Postemployment Benefit Plans and Other Than Pension Plans*" and "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*".

OPEB rules address a number of issues, including changes that affect how the long-term obligation and the annual costs of OPEBs are measured; a requirement to include in financial statements the net OPEB liability (the difference between the total OPEB liability and the value of assets set aside to make OPEB payments); and a requirement to present note disclosure and related schedules. Further, GASB opines that a government has an obligation for OPEB that constitutes a liability for financial reporting purposes.

It is essential that the City allocate funds toward achieving the actuarial cost of OPEBS (\$13 million) to comply with GASB reporting standards.

- *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*", nor 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 wage increases not yet negotiated or included in the proposed Fiscal Year 2021-22 General Operating Fund Budget.
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required improvements to City facilities that are not incorporated into the annual budget.
- *Contingency Reserve.* This Special Purpose Reserve is used for unanticipated non-personnel expenditures during each fiscal year that are not otherwise funded through other Special Purpose Reserves.

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- **UAL/POB Amortization.** This newly established Special Purpose Reserve is to be used as provided for above under "**Promoting a Healthy Revenue Budget: Consider pension obligation bonds to cap the annual employer payment on unfunded accrued pension liabilities (UAL)**", above (page xi).

At its May 3, 2021, meeting, the City Council authorized the City Manager to move forward with the judicial validation process for pension obligation bonds (POBs). Pension obligation bonds would apply only to the unfunded accrued liability portion of the City's annual payment, currently estimated at approximately \$79 million. The City would continue to be responsible for annual payments on the normal cost range component of the employer rate portion – estimated at approximately \$2.149 million for Fiscal Year 2021-22. The City would also be responsible for any new annual growth in UAL payments.

The City Council is asked to consider establishing a UAL/POB Amortization Fund (UAL/POBAF) and apply fund assets toward any new and recurring annual UAL payment requirements and/or retire the POBs prior to date of maturity.

In addition to the \$558,661 transferred from the General Fund Unassigned Reserve (as discussed above on page xv), City staff propose making the Fiscal Year 2021-22 UAL annual payment of \$5,707,689 in advance (July 2021), saving approximately \$198,231 for Fiscal Year 2021-22. If the City Council approves issuing POBs, the City's future annual payments for the UAL would be directed toward amortization of the POBs, with the first payment projected to be due on or about July 2022. Thereafter, the UAL/POBAF would be funded either by an annual transfer from the General Fund Unassigned Reserve or in compliance with the procedure outlined under "**Promoting a Healthy Revenue Budget: Consider pension obligation bonds to cap the annual employer payment on unfunded accrued pension liabilities (UAL)**", above (page xi).

Total current estimated General Fund Reserve – Special Purpose Funds: \$7,495,286 as detailed under Table 5, below:

**Table 5
Special Purpose Reserve Funds
Estimated Balances – June 30, 2022**

Special Purpose Reserves:	
Equipment Replacement	\$ 1,315,091
Self-Insurance Retentions	850,000
Technology Enhancements	286,251
CalPERS and Employee Post Benefits	2,500,000
Retiree Medical Liability	560,000
Unanticipated Personnel Adjustment	700,000
Building Maintenance	600,000
Contingency	125,283
POB/UAL Ammortization	558,661
Total	\$ 7,495,286

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ESTIMATED REVENUE CHANGES

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

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

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 57,075,691	\$ 44,552,570	\$ 12,523,121
General Operating Fund	\$ 35,002,751	\$ 28,962,530	\$ 6,040,221

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

General Fund

- \$8,931,276 increase in property, sales and use, and transactions and use taxes. This amount includes an estimated \$7.5 million in transactions and use tax revenue related to voter approval of Measure L. Of this total, \$2.6 million is set aside in the Fiscal Year 2021-22 budget to a debt service fund for payment on a 2021 Lease Revenue Bond as discussed under "***Debt Service Fund (2021-22 Issue of Lease Revenue Bonds)***", above (page v).

On or about August 2021, the City Council will be asked to consider approving a lease revenue bond for public works/infrastructure improvements. The City Manager recommends that in compliance with the practice of allocating a commitment of funds for debt service, the City Council establish a Debt Service Fund for a proposed *2021-22 Issue of Lease Revenue Bonds*, with approximately \$2.6 million in General Fund Revenue (derived from a variety of sources including sales, property, and transactions and use taxes – the latter represented by Measure L and Measure F) – allocated to the Debt Service Fund, with the first payment due on or about June 2022.

- \$70,800 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.
- \$134,800 increase in miscellaneous revenue — primarily due to increased interest income.

All Other Fund Accounts

- \$56,758 increase in the Gas Tax Fund — due primarily to the reopening of the state after the COVID-19 Pandemic, resulting in an increase of vehicle usage and gasoline purchases.

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- \$222,713 increase in the Measure I Fund — due primarily to the reopening of the state after the COVID-19 Pandemic resulting in an increase of retail sales.
- \$202,250 increase in Community Development Block Grant Fund — recognizing increased federal allocations available through San Bernardino County for costs related to the COVID-19 pandemic.
- \$3,250,000 increase in American Rescue Plan Fund — recognizing increased federal allocations available through San Bernardino County for costs related to the COVID-19 pandemic. Funds will be provided in two separate annual tranches. The projected allocation to Montclair over two years is \$7.5 million; however, the actual allocation will not be known until late July 2021. See discussion in **Exhibit 2** (starting on page 4), attached hereto.

OPERATING APPROPRIATIONS

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

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

	Current Year	Prior Year	Change
Appropriations:			
All Funds	\$ 49,807,415	\$ 42,196,318	\$ 7,611,097
General Operating Fund	\$ 32,064,243	\$ 28,730,780	\$ 3,333,463

Restrictions to Appropriations Requests. In developing the proposed Fiscal Year 2021–22 Budget, each department was directed to submit expenditure requests demonstrating required 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 increase as a result of economic recovery from the COVID-19 pandemic and Stay-At-Home Order (SHO) issued by Governor Newsom to curb the spread of the virus. Shutting down the economy did result in a negative impact on sales tax receipts; however, shoppers turned to online purchases, thereby providing some buoyancy in sales and transactions and use tax receipts.

The SHO resulted in the loss of businesses in the community and throughout the state and nation. At Montclair Place, Nordstrom failed to reopen after it closed its doors in March 2020. Nordstrom also permanently closed its other Inland Empire location in Riverside. Montclair Place has also seen the closing of several other outlets. Similarly, businesses throughout Montclair, particularly restaurants, experienced lethargic sales, and a number of stores may not reopen their doors, although state and federal assistance programs are expected to limit the number of permanent closures.

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For the most part, the economic impact of the SHO on Montclair's sales and transaction and use tax revenues, is abating, and revenue sources are expected to fully recover by 2024.

For a discussion of economic recovery in the City, see **Exhibit 2** (starting on page 6), attached hereto.

- **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 last year's shut down of the economy due to the COVID-19 outbreak and the projected negative impact it was projected to 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 2021–22 CalPERS payment is approximately \$7.9 million, including the UAL and employer rate for the normal cost range. Over the next decade the UAL, alone, is expected to reach an annual payment of \$8.75 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 imposed restrictions on the use of new revenue earnings beyond the requirement to meet pension obligations, limiting the city's forward ability to expand and introduce service programs and improve employment 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 appeared 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. In this regard, in 2020 the City Council approved moving forward with asking voters to approve a 1 percent transactions and use tax (Measure L).

The City Council is also agreeable to considering pension obligation bonds (POBs) as a means to stabilize the City's unfunded accrued liability (UAL) rate. POBs will produce long-term saving for the City, reduce the annual UAL payment to CalPERS, provide stability to the City's annual budgetary process, and provide for a means to retire the POBs ahead of maturing by establishing a POB Amortization Fund.

- **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 where practicable, the City now proactively negotiates MOU language that eliminates or limits the connection between benefit improvements and PERSABLE impacts.

Fiscal Year 2021–22 Budget Objectives:

Operating expenditures in the proposed Fiscal Year 2021–22 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* and a proposed *2021 Issue of Lease Revenue Bonds*;
- 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.

Reductions to Department Requests:

Total Department submitted appropriation requests and City Manager Approved Appropriations are depicted in **Table 8**, below:

**Table 8
Total Department Appropriation Requests
And
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)	\$ 45,665,502	\$ 44,617,028	\$ 1,048,474

Personnel Services:

Full-Time Employment Positions. The City's proposed Fiscal Year 2021–22 Operating Budget includes funding for a total of 189 full-time positions, including the following:

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- 187.61 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;
- 0.90 full-time employees paid by the Montclair Housing Corporation; and
- 0.49 full-time employees paid by the Montclair Successor Redevelopment Agency.

Part-Time Benefitted Positions. The City's proposed Fiscal Year 2021–22 Operating Budget 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 practicable, to achieve controls and reductions to wage, benefit and retirement-related costs.

Personnel Budget Appropriations. The Proposed Fiscal Year 2021–22 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2021–22 Budget includes \$28,901,483 for Total Personnel Services, All Funds. Based on 189 full-time City positions and 6 part-time benefitted positions, Personnel Services represent approximately 64.8 percent of the Proposed Fiscal Year 2021–22 Budget, Total Operating Appropriations (exclusive of debt service) (\$44,617,028).
- *General Fund.* The Proposed Fiscal Year 2021–22 Budget includes \$23,663,705 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 73.8 percent of the Proposed Fiscal Year 2021–22 General Fund Operating Appropriations Budget (\$32,064,243).

Budget Allocations by Department. As indicated in **Table 9**, below, the Proposed Fiscal Year 2021–22 Budget includes personnel, services and supplies, and capital outlay funding allocations, by Department.

Individual components of Department operations can be found in the budget summary section of the Proposed Fiscal Year 2021–22 Budget.

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**Table 9
Budget Allocations, By Department**

	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 158,800	\$ 244,716	\$ -	\$ 403,516
City Manager	1,629,854	3,001,367	57,200	4,688,421
Administrative Services	709,044	576,693	-	1,285,737
Human Services	2,528,228	1,061,656	-	3,589,884
Police	9,120,454	1,054,608	216,975	10,392,037
Fire	3,256,639	542,979	40,150	3,839,768
Public Works	2,967,267	6,097,101	172,000	9,236,368
Community Development	1,362,307	142,015	-	1,504,322
Economic Development	685,378	502,760	-	1,188,138
City Attorney	108,437	190,000	-	298,437
Citywide	6,312,471	1,724,075	-	8,036,546
Community Facility Districts	<u>62,604</u>	<u>91,250</u>	<u>-</u>	<u>153,854</u>
Total Operating Expenditures	\$ 28,901,483	\$ 15,229,220	\$ 486,325	\$ 44,617,028
Debt Service	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,190,387</u>
Total Expenditures	<u>\$ 28,901,483</u>	<u>\$ 15,229,220</u>	<u>\$ 486,325</u>	<u>\$ 49,807,415</u>

CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2021–22 Budget can generally be termed a successful budget that utilizes a number of funds and strategies to achieve balance.

The Fiscal Year 2021–22 Budget, as proposed, incorporates three debt service funds:

1. The 2014 Issue of Lease Revenue Bonds Debt Service Fund;
2. A proposed Fiscal Year 2021-22 Issue of Lease Revenue Bonds Debt Service Fund;
and
3. A proposed Fiscal Year 2021-22 Issue of Pension Obligation Bonds Debt Service Fund.

Improved sales tax revenues, combined with transactions and use tax earnings generated by Measure F and the recently voter-approved Measure L have contributed greatly to the City's ability to recover in the post-COVID-19 Pandemic era.

Reductions have been made to requests from each Department; however, these reductions were typically based on expectations that the delivery of certain services will continue to be impacted by the pandemic. As the nation, state and region achieve herd immunity due to the successful administration of a variety of COVID-19 vaccines, services and programs are expected to return to pre-COVID-19 levels.

Attached to this **Budget Message** is a Reorganization Element (**Exhibit 1**) that addresses the personnel needs of the Montclair organization. Separate from the Reorganization

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Element, the Fiscal Year 2021-22 Budget restores most of the positions frozen during Fiscal Year 2020-21 due to the economic impacts of the pandemic.

Also attached to this Budget Message is **Exhibit 2** (*Restoring the City's Fiscal Integrity Post COVID-19 Pandemic*) offering expanded discussion related to the following topics:

1. Measure L
2. Coronavirus Local Fiscal Recovery Fund
3. Economic Recovery
4. Leveraging for a Balanced Future: Pension Obligation and Infrastructure Bonds

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that City staff has achieved the City Council's objective to maintain a fund balance of approximately 25 percent (24.96 percent) of the General Operating Fund Appropriations Budget (\$8 million).

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. In November 2020, Measure L received 68.84 percent voter support, and is expected to generate an estimated \$7.5 million in Fiscal Year 2021–22. Voter approval of Measure L presents the City Council the opportunity to bring critical infrastructure improvements to the community, enhance municipal services, and improve working conditions.

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.

In 2020, the paradigm shifted, a casualty of a microscopic virus that imposed a new set of restrictions on local governments and their ability to deliver services. Only through a concerted effort to promote new revenue programs and sources is the City now effectively putting the economic crisis of 2020 behind us. Measure L affords Montclair the ability to continue a healthy and responsive program of services for the community.

In this regard, City staff (1) routinely looks at fresh approaches for service delivery; (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 *City Manager's Fiscal Year 2021–22 Budget Message*, it is clear the City Council continues assuming a responsive governing body role—in prudent fiscal management and functioning as architects of Montclair's fiscal destiny.

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Through vibrant, visionary, and energetic projects like the Amended North Montclair Downtown Specific Plan and the Montclair Place District Specific Plan it is evident Montclair is a community advancing to the edge of tomorrow.

As the Montclair organization moves into a new fiscal year, its leaders embrace the challenges offered by the economic paradigm confronting municipalities — a paradigm requiring a conservative stewardship over fiduciary responsibilities. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a balance between its commitment to the organization and its people, and maintenance of its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2021-22 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 2021-22 Budget and the City's program of services.

ECS:JK/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

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 2021

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 Place, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 998,747 and an average household income of \$105,624.



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 75.5 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 36 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 11 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior



Police Facility

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



Fire Station No. 1



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

Skate Park

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



Montclair Splash Pad



Youth Center

The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday, Wednesday, and Thursday, 2:00 p.m. to 6:00 p.m.; Tuesday, 1:00 p.m. to 6:00 p.m., and Friday 2:00 p.m. to 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: 41,601

Area: 5.54 square miles

2021 DEMOGRAPHICS			
Population & Income	3-MILE Trade Area (TA)	5-MILE TA	10-MILE TA
Population	187,023	471,392	998,747
Households	56,653	137,425	301,903
Families	41,398	104,716	234,505
Average Household Size	3.19	3.36	3.23
Median Age	33.3	33.6	35.5
Average Household Income	\$87,530	\$91,166	\$105,624
Median Household Income	\$67,932	\$70,725	\$84,098
Per Capita Income	\$26,549	\$26,644	\$32,027
Median Net Worth	\$94,915	\$108,177	\$176,339
Average Net Worth	\$636,969	\$764,150	\$1,071,317
Households > \$75,000	45.9%	47.7%	56.6%
Average Household Disposable Income	\$68,664	\$70,678	\$80,212
Median Household Disposable Income	\$55,634	\$56,891	\$66,916
Owner Occupied Housing Units	28,795	75,157	191,628
Renter Occupied Housing Units	27,857	62,265	110,267
2020 Consumer Spending (Spending Potential Index) National Average 100	93	97	112
Workforce	3-Mile TA	5-Mile TA	10-Mile TA
Some College 25+ Population	22.7% (118,966)	22.1% (302,303)	22.3% (669,490)
With Degrees 25+	34.3%	32.5%	41.1%
Employment Totals 16+	85,707	212,655	463,893
White Collar 16+	56.7%	54.7%	63.3%
Blue Collar 16+	26.7%	28.9%	22.8%
Service 16+	16.6%	16.4%	13.9%
Race & Ethnicity	3-Mile TA	5-Mile TA	10-Mile TA
Population by Race/Ethnicity	187,023	471,392	998,747
White	54.2%	53.2%	52.7%
Black	6.2%	5.4%	6.0%
Am. Indian, Asian & Pacific Islander	9.5%	9.2%	15.3 %
Hispanic Origin (any race)	61.5%	64.2%	52.8%
Other	24.8	27.2%	20.8%
Diversity Index	84.0	84.2	85.2
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”

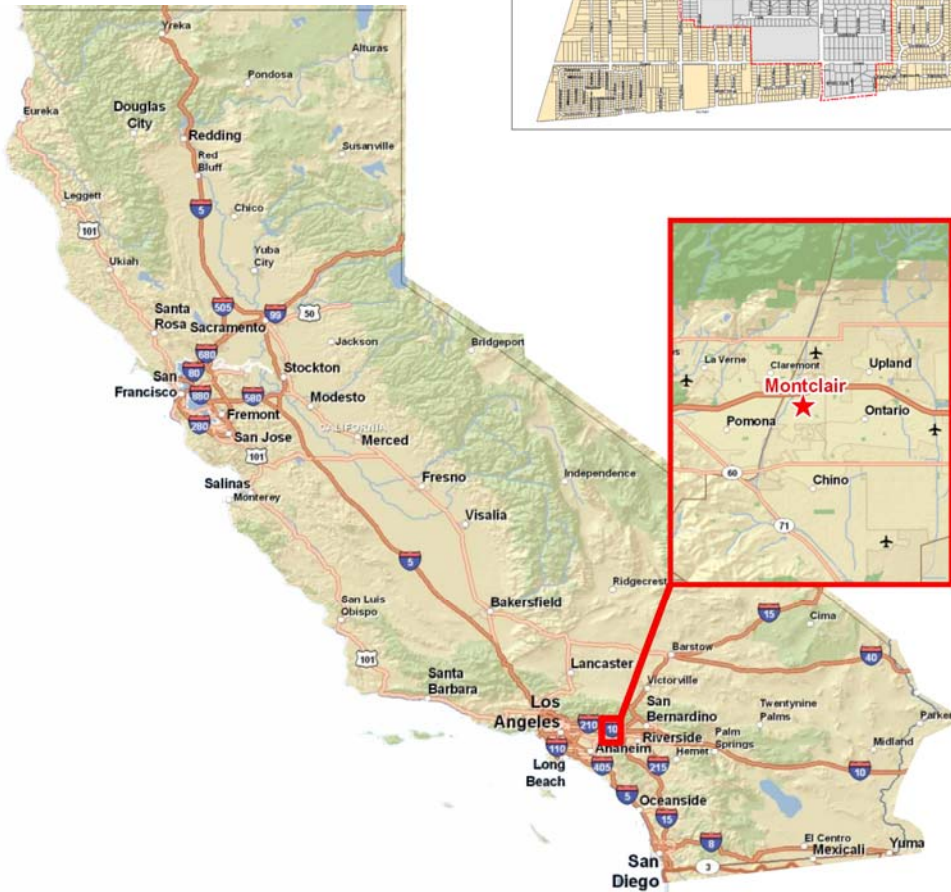
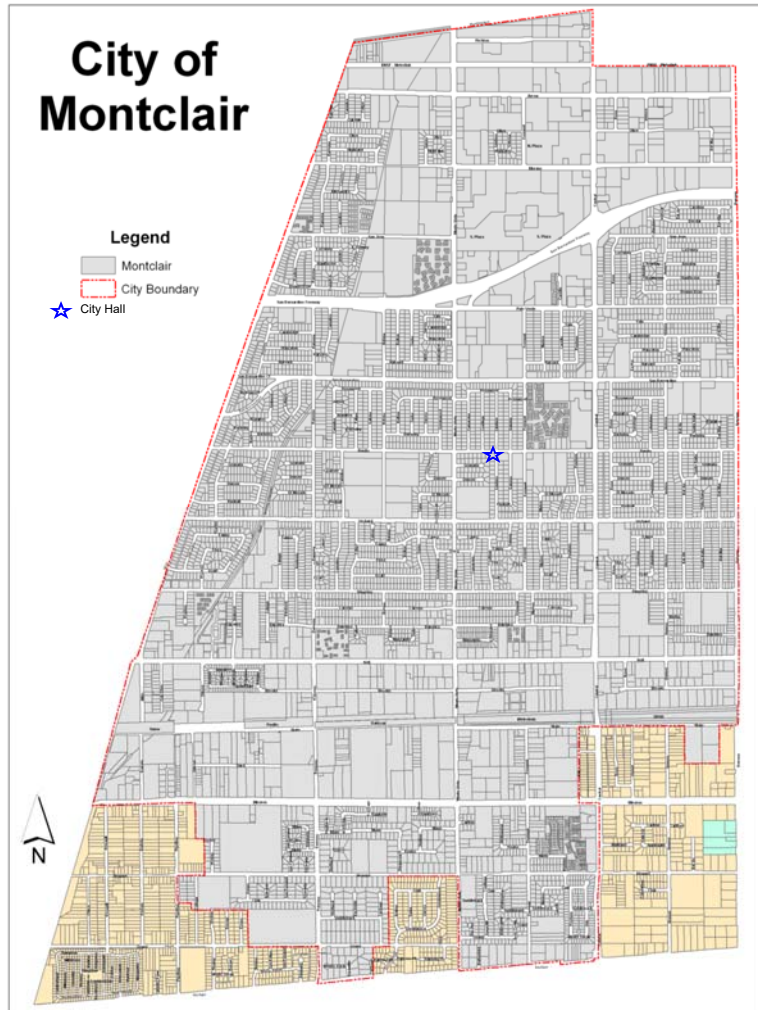
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

www.cityofmontclair.org

Population: 41,601

Area: 5.54 square miles





Budget Development Timeline Fiscal Year 2021-22

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 24, 2021	Mid-year Budget Review
March 8, 2021	Distribution of budget packets to all departments
April 1, 2021	Departmental-operating budget requests are due
April 27, 2021 - May 5, 2021	Management departmental budget sessions
May 20, 2021	Complete changes to departmental budgets
June 28, 2021	Budget review by City Council
June 30, 2021	City Council adopts budget by resolution

Budget Summaries

		SOURCES				USES			Estimated
		Estimated Fund Balance/ Retained Earnings July 1, 2021	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Fund Balance/ Retained Earnings June 30, 2022
1001	General Operating Fund	5,820,153	(1) 35,002,751	100,000	40,922,904	32,064,243	858,661	32,922,904	8,000,000
Special Revenue Funds									
1102	Gas Tax Fund	-	1,059,930	-	1,059,930	1,355,989	-	1,355,989	(296,059)
1103	Road Maintenance Rehabilitation Fund	1,515,161	961,192	-	2,476,353	-	-	-	2,476,353
1104	Measure 1 Fund	3,884,546	810,000	-	4,694,546	-	-	-	4,694,546
1110	Traffic Safety Fund	102,781	110,000	-	212,781	-	100,000	100,000	112,781
1112	Disability Access Fee	36,957	8,500	-	45,457	-	-	-	45,457
1130	Park Maintenance Fund	85,938	35,000	-	120,938	89,252	-	89,252	31,686
1131	Park Development Fund	1,800,207	50,000	-	1,850,207	-	-	-	1,850,207
1132	CDBG Fund	-	537,477	-	537,477	417,497	-	417,497	119,980
1134	SB2 Planning Grant Fund	-	63,050	-	63,050	-	-	-	63,050
1135	Air Quality Improvement Fund	204,136	51,000	-	255,136	10,000	-	10,000	245,136
1138	Senior Nutrition Fund	-	210,279	-	210,279	178,721	-	178,721	31,558
1139	American Rescue Plan Fund	-	3,250,000	-	3,250,000	645,045	-	645,045	2,604,955
1140	Asset Forfeiture Fund- State	117,863	25,300	-	143,163	-	-	-	143,163
1141	Prop 30/SB 109 Fund	123,214	1,100	-	124,314	-	-	-	124,314
1143	Public Safety Fund	301,383	400,000	-	701,383	525,795	-	525,795	175,588
1144	Federal Asset Forfeiture Fund- DOJ	402,481	33,000	-	435,481	1,000	-	1,000	434,481
1146	State Asset Forfeiture 15% Set-aside Fund	45,104	4,800	-	49,904	-	-	-	49,904
1147	Federal Asset Forfeit. Fund- Treasury	92,345	30,040	-	122,385	-	-	-	122,385
1148	School District Grant Fund	-	210,600	-	210,600	210,600	-	210,600	-
1149	Citizens Option for Public Safety (COPS) Grant	347,814	100,700	-	448,514	100,000	-	100,000	348,514
1150	Local Law Enforcement Block Grant	-	58,833	-	58,833	-	-	-	58,833
1151	Crime Prevention Fund	2,098	525	-	2,623	-	-	-	2,623
1152	Recycling Block Grant Fund	70,841	20,300	-	91,141	3,800	-	3,800	87,341
1153	Homeless Emergency Aid Program Fund	-	-	-	-	-	-	-	-
1156	Homeless Housing Assistance & Prevention Fund	-	107,254	-	107,254	107,254	-	107,254	-
1160	After-School Program Grant Fund	445,391	1,339,415	-	1,784,806	1,784,806	-	1,784,806	-
1161	OTS Grant	18,135	-	-	18,135	-	-	-	18,135
1162	City of Hope	-	1,291	-	1,291	1,000	-	1,000	291
1163	Safety Department Grant Funds	283,772	209,630	-	493,402	-	-	-	493,402
1164	OMSD Immunization Grant	-	-	-	-	-	-	-	-
1166	Kaiser Permanente Grant	5,089	-	-	5,089	5,089	-	5,089	-
1167	Resource Center Grant - OMSD	20,094	28,500	-	48,594	28,500	-	28,500	20,094
1168	Title IIIB Sr Support Services	8,580	10,000	-	18,580	10,000	-	10,000	8,580
1169	Healthy Communities Strategic Plan	18,027	-	-	18,027	18,027	-	18,027	-
1171	ASES Supplemental Grant Fund	107,862	119,846	-	227,708	119,846	-	119,846	107,862
1172	Hope Through Housing Grant	-	-	-	-	-	-	-	-
1180	EMS- Paramedic Fund	-	49,350	-	49,350	38,750	-	38,750	10,600
1181	Contributions & Donations	500	500	-	1,000	-	-	-	1,000
1704	Sewer Expansion Fee Fund	592,697	102,500	-	695,197	-	-	-	695,197
1740	Developer Impact Fees - Local	1,145,569	100,000	-	1,245,569	-	-	-	1,245,569
1741	Developer Impact Fees - Regional	-	200,000	-	200,000	-	-	-	200,000
1742	Burrtec Pavement Impact Fees	231,952	75,000	-	306,952	-	-	-	306,952
1744	Utility Undergrounding In Lieu	340,517	-	-	340,517	-	-	-	340,517
1745	General Plan Update Fees	85,897	12,000	-	97,897	55,000	-	55,000	42,897
1746	Housing Trust Fund	555,327	-	-	555,327	-	-	-	555,327
1748	Public-Education-Gov't Fees (PEG)	40,491	30,000	-	70,491	-	-	-	70,491
	Total	13,034,060	10,415,621	-	23,449,681	5,705,971	100,000	5,805,971	17,643,710
Capital Project Funds									
1206	Economic Development	5,392,198	845,000	-	6,237,198	1,053,422	-	1,053,422	5,183,776
1250 & 51	Successor Agency Bond Proceeds	13,095,287	210,000	-	13,305,287	300,000	-	300,000	13,005,287
1252	2014 Lease Revenue Refunding Bond Proceeds	-	-	-	-	-	-	-	-
1743	PUC CalTrans Reimbursement Fund	468,054	-	-	468,054	-	-	-	468,054
	Total	18,955,539	1,055,000	-	20,010,539	1,353,422	-	1,353,422	18,657,117
Special Assessment Funds									
1601	Community Facilities District 2011-1	89,252	113,500	-	202,752	113,072	-	113,072	89,680
1602	Community Facilities District 2011-2	18,317	40,932	-	59,249	40,782	-	40,782	18,467
	Total	107,569	154,432	-	262,001	153,854	-	153,854	108,147
Debt Service Funds									
1302	2014 Refunding Bonds	-	2,590,387	-	2,590,387	2,590,387	-	2,590,387	-
1303	2021 Lease Revenue Bonds	-	2,600,000	-	2,600,000	2,600,000	-	2,600,000	-
	Total	-	5,190,387	-	5,190,387	5,190,387	-	5,190,387	-
Enterprise Funds									
1501 & 03	Sewer Operating Fund	1,923,029	5,016,000	-	6,939,029	4,991,563	-	4,991,563	1,947,466
1502	Sewer Replacement Fund	2,107,340	241,500	-	2,348,840	1,000	-	1,000	2,347,840
	Total	4,030,369	5,257,500	-	9,287,869	4,992,563	-	4,992,563	4,295,306
Reserve Funds									
	Reserve Funds	6,983,600	(1) -	858,661	7,842,261	346,975	-	346,975	7,495,286
	Total	6,983,600	-	858,661	7,842,261	346,975	-	346,975	7,495,286
	TOTAL - ALL FUNDS	48,931,290	57,075,691	958,661	106,965,642	49,807,415	958,661	50,766,076	56,199,566

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2020-21 midyear general fund approved amounts.

**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.

	TOTAL	<u>\$ 100,000</u>	

CITY OF MONTCLAIR FISCAL YEAR 2021-22 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 Housing, Assistance and Prevention Grant Program (1156) A State of California grant program designed to provide direct assistance to cities to address the homelessness crisis throughout the state.

After-School Program (1160) This fund administers the After-School 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: Healthy Communities Strategic Plan, Kaiser Permanente, Resource Center Grant-OMSD, Title IIIB Senior Support Services, and ASES Supplemental 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 2021-22, the annual principal and interest lease payment is \$2,590,387, 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 2019-2020 THROUGH 2021-2022**

	<u>2019-2020 Audited</u>	<u>2020-2021 Revised Budget Thru 3/2021</u>	<u>2020-2021 Actual Thru 3/2021</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2021-2022 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>						
1001 GENERAL FUND	29,520,081	28,563,375	17,734,128	28,563,375	35,002,751	6,439,376
<u>SPECIAL REVENUE FUNDS</u>						
1102 GAS TAX FUND	906,218	1,003,172	663,362	1,003,172	1,059,930	56,758
1103 ROAD MAINT REHAB FUND - SECT 2032	698,269	850,443	419,845	850,443	961,192	110,749
1104 MEASURE I FUND	772,842	587,287	481,762	587,287	810,000	222,713
1110 TRAFFIC SAFETY FUND	144,459	145,000	47,487	76,766	110,000	(35,000)
1112 DISABILITY ACCESS FEE FUND	9,004	8,500	6,383	8,511	8,500	-
1130 PARK MAINTENANCE FUND	33,743	33,000	26,206	34,941	35,000	2,000
1131 PARK DEVELOPMENT FUND	-	89,600	-	89,600	50,000	(39,600)
1132 C.D.B.G. FUND	213,657	335,227	33,191	335,227	537,477	202,250
1133 MAY BUDGET REVISE CARES ACT DIST	-	487,588	487,588	487,588	-	(487,588)
1134 SB2 PLANNING GRANT FUND	-	150,000	86,950	150,000	63,050	(86,950)
1135 AIR QUALITY IMPROVEMENT FUND	51,632	51,000	25,231	51,462	51,000	-
1136 SB COUNTY CARES ACT RELIEF FUND	-	487,588	487,588	487,588	-	(487,588)
1137 SB COUNTY CARES ACT INFRASTRUCTURE FUND	-	487,588	487,588	487,588	-	(487,588)
1138 SENIOR NUTRITION FUND	198,399	210,238	163,006	244,509	210,279	41
1139 AMERICAN RESCUE PLAN FUND	-	-	-	-	3,250,000	3,250,000
1140 ASSET FORFEITURE FUND - STATE	25,498	25,300	542	25,300	25,300	-
1141 PROP 30/SB 109	1,770	1,100	-	1,100	1,100	-
1143 SB 509 PUBLIC SAFETY FUND	389,716	380,000	276,439	414,659	400,000	20,000
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	72,643	33,000	64,336	33,000	33,000	-
1146 STATE FORFEITURE - 15% SETASIDE	4,808	4,800	96	428	4,800	-
1147 ASSET FORFEITURE - TREASURY	46,796	30,040	-	30,040	30,040	-
1148 SCHOOL DISTRICT GRANT FUND	172,800	210,600	105,300	210,600	210,600	-
1149 COPS ELEAS GRANT	160,116	100,700	156,893	100,700	100,700	-
1150 LLE BLOCK GRANT FUND	-	58,833	-	58,833	58,833	-
1151 P.C. 1202.5 CRIME PREVENTION FUND	304	525	56	121	525	-
1152 RECYCLING BLOCK GRANT FUND	21,699	20,300	-	20,300	20,300	-
1153 HOMELESS EMERGENCY AID PROGRAM FUND	159,142	117,000	392,503	117,000	-	(117,000)
1154 BUREAU OF JUSTICE ASSISTANCE FUND	-	49,886	-	49,886	-	(49,886)
1156 HOMELESS HOUSING ASSISTANCE PREVEN FUND	-	-	-	-	107,254	107,254
1160 AFTER-SCHOOL PROGRAM GRANT FUND	1,325,762	1,263,538	884,477	1,263,538	1,339,415	75,877
1161 OTS GRANT	5,612	24,298	16,096	24,298	-	(24,298)
1162 CITY OF HOPE	1,000	1,000	-	1,000	-	(1,000)
1163 SAFETY DEPARTMENT GRANT FUND	204,242	209,630	124,033	209,630	209,630	-

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2019-2020 THROUGH 2021-2022**

	<u>2019-2020 Audited</u>	<u>2020-2021 Revised Budget Thru 3/2021</u>	<u>2020-2021 Actual Thru 3/2021</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2021-2022 Estimate</u>	<u>Increase (Decrease)</u>
1164 IMMUNIZATION GRANT - OMSD	30,000	34,044	-	34,044	-	(34,044)
1166 KAISER PERMANENTE GRANTS	10,000	-	-	-	-	-
1167 RESOURCE CENTER GRANT (OMSD)	14,200	14,500	28,500	14,500	28,500	14,000
1168 TITLE IIIB SR SUPPORT SERVICES	21,500	64,000	27,909	41,864	10,000	(54,000)
1169 HEALTHY COMMUNITIES STRATEGIC PLAN	-	18,790	-	-	-	(18,790)
1171 ASES SUPPLEMENTAL GRANT FUND	119,847	119,846	83,893	119,846	119,846	-
1172 HOPE THRU HOUSING	40,174	53,134	-	53,134	-	(53,134)
1180 E.M.S. - PARAMEDIC FUND	49,345	51,350	35,145	47,716	49,350	(2,000)
1181 CONTRIBUTIONS/DONATIONS FUND	-	500	-	500	500	-
1704 SEWER EXPANSION FEE FUND	111,107	102,500	7,377	12,336	102,500	-
1740 DEVELOPER IMPACT FEES - LOCAL	89,496	200,000	40,392	200,000	100,000	(100,000)
1741 DEVELOPER IMPACT FEES - REGION	202,785	400,000	91,356	400,000	200,000	(200,000)
1742 BURRTEC PAVEMENT IMPACT FEES	77,590	75,000	37,219	49,625	75,000	-
1744 UTILITY UNDERGROUNDING IN-LEIU	109,460	-	164,870	-	-	-
1745 GENERAL PLAN UPDATE FEES	5,705	12,000	7,726	10,301	12,000	-
1746 HOUSING TRUST FUND	-	-	-	-	-	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	32,825	30,000	8,605	34,420	30,000	-
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	842,195	750,000	177,975	750,000	845,000	95,000
1250/51 SA BOND PROCEEDS	284,963	210,000	42,817	210,000	210,000	-
1252 2014 REFUNDING BOND PROCEEDS	1,364	-	-	-	-	-
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	142,239	113,500	93,169	113,500	113,500	-
1602 CFD 2011-2 (Maint-PubSafety) FUND	56,708	40,932	23,935	40,932	40,932	-
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,597,137	2,590,762	2,106,109	2,590,762	2,590,387	(375)
1303 2021 LEASE REVENUE BONDS	-	-	-	-	2,600,000	2,600,000
<u>ENTERPRISE FUND</u>						
1501 SEWER OPERATING FUND	4,963,065	5,016,000	3,320,545	4,437,393	5,016,000	-
1502 SEWER REPLACEMENT FUND	255,458	230,500	-	230,500	241,500	11,000
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	-	-	-	-	-	-
TOTAL REVENUE - ALL FUNDS	<u>45,197,375</u>	<u>46,147,514</u>	<u>29,468,628</u>	<u>45,409,863</u>	<u>57,075,691</u>	<u>10,928,177</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2019-2020 THROUGH 2021-2022**

	2019-2020 Audited	2020-2021 Revised Budget Thru 3/2021	2020-2021 Actual Thru 3/2021	Months In Current Actual	Revised Budget or Annualization of Actual	2021-2022 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,816,784	2,634,055	1,747,784		2,634,055	2,800,000	165,945
Property - Unsecured	185,454	174,000	106,217		174,000	186,000	12,000
Property Tax in Lieu of VLF (HdL)	3,823,726	4,004,537	2,002,269		4,004,537	4,150,303	145,766
Sales & Use (HdL)	12,816,470	11,181,810	8,234,186		11,181,810	13,620,000	2,438,190
Transaction & Use Tax Measure "F" (HdL)	326,331	3,538	-		3,538	422,913	419,375
Transaction & Use Tax Measure "L" (HdL)	-	1,750,000	-		1,750,000	4,900,000	3,150,000
Prop Tax Pass Thru from SRED	287,442	285,000	151,748		285,000	285,000	-
Transient Occupancy	61,321	60,000	38,194		60,000	60,000	-
Document Transfer	147,288	120,000	92,943		120,000	120,000	-
Franchise	767,676	750,000	234,680		750,000	750,000	-
Business License	814,326	700,000	532,113		700,000	700,000	-
Utility Users	1,623,731	1,700,000	1,191,314		1,700,000	1,800,000	100,000
Total Taxes	23,670,549	23,362,940	14,331,448		23,362,940	29,794,216	6,431,276
Licenses and Permits							
Alarm Permits	925	1,100	700		1,100	1,100	-
Bicycle & Other Permits	-	-	-		-	-	-
Building Permits	327,422	400,000	248,041		400,000	300,000	(100,000)
Moving Permits	11,175	10,000	8,390		10,000	10,000	-
Yard Sale Permits	4,170	500	10		500	3,000	2,500
Construction Permits	136,224	95,000	72,840		95,000	95,000	-
Encroachment Permits	105	200	105		200	200	-
Gun Dealer Permits	25	25	25		25	25	-
Total Licenses and Permits	480,046	506,825	330,111		506,825	409,325	(97,500)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	31,312	30,000	28,963		30,000	30,000	-
Property Tax Loss Relief	25,540	25,000	12,089		25,000	25,000	-
Police Officer Training Reimbursement	30,031	5,000	2,361		5,000	30,000	25,000
SB 90 Claim Reimbursement	35,332	40,000	27,690		40,000	30,000	(10,000)
OES Reimbursements	28,988	50,000	24,259		50,000	50,000	-
Greyhound Transcenter Lease	-	-	-		-	21,600	21,600
FEMA COVID-19 Reimbursement	15,529	-	14,461		-	-	-
Total Intergovernmental Revenues	166,732	150,000	109,823		150,000	186,600	36,600

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2019-2020 THROUGH 2021-2022**

	2019-2020 Audited	2020-2021 Revised Budget Thru 3/2021	2020-2021 Actual Thru 3/2021	Months In Current Actual	Revised Budget or Annualization of Actual	2021-2022 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	48,209	40,000	23,077		40,000	40,000	-
Parking Citations	111,968	120,000	72,917		120,000	100,000	(20,000)
False Alarms	10,400	16,000	10,450		16,000	16,000	-
Restitution	3,235	3,000	88		3,000	2,000	(1,000)
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,560	1,700	1,080		1,700	1,700	-
Vehicle Release Fees	55,025	75,000	38,700		75,000	75,000	-
Administrative Citations	3,400	2,400	1,400		2,400	2,500	100
OPTS Vehicle Impound Fees	73,156	100,000	33,193		100,000	50,000	(50,000)
PD Citations	-	2,400	-		2,400	2,500	100
PW/CD Citations	-	200	-		200	200	-
Total Fines and Forfeits	306,953	361,200	180,905		361,200	290,400	(70,800)
Charges for Services							
Sale of Printed Materials	1,047	1,000	570		1,000	1,000	-
Notary Fees	-	-	-		-	-	-
Special Police Services	84,121	85,000	56,250		85,000	75,000	(10,000)
Fingerprints	(5,268)	-	(2,460)		-	-	-
Fire Department Service Fees	4,691	20,000	19,634		20,000	20,000	-
Credit Card Convenience Fee	1,674	5,000	1,580		5,000	2,500	(2,500)
Rubbish Collection Fees	3,092,053	2,628,000	1,751,275		2,628,000	2,628,000	-
General Sanitation Fee	264,001	400,000	217,850		400,000	400,000	-
Burrtec Contract Maintenance Fee	250,000	250,000	156,250		250,000	250,000	-
Zoning/Subdivision Fees	70,468	75,000	82,634		75,000	75,000	-
Plan Checking Fees	288,716	225,000	243,035		225,000	225,000	-
Recreation Fees	20,678	1,000	152		1,000	2,500	1,500
Service Center Fees	785	-	208		-	-	-
Program Costs - Reimbursed	18,220	20,000	1,135		20,000	20,000	-
Country Fair Jamboree	-	-	-		-	13,000	13,000
Human Services Classes	4,124	-	-		-	3,000	3,000
Total Charges for Services	4,095,310	3,710,000	2,528,113		3,710,000	3,715,000	5,000

**CITY OF MONTCLAIR
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	2019-2020 Audited	2020-2021 Revised Budget Thru 3/2021	2020-2021 Actual Thru 3/2021	Months In Current Actual	Revised Budget or Annualization of Actual	2021-2022 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Interest Income	294,890	150,000	74,972		150,000	295,000	145,000
Library Rentals	64,074	64,000	48,978		64,000	64,000	-
Cash Over/Short	36	10	27		10	10	-
Police Auction	1,384	20,000	-		20,000	5,000	(15,000)
Reimbursed Expenditures	109,236	20,000	(6,593)		20,000	20,000	-
Special Event Reimbursement	-	-	-		-	500	500
Emergency Response Reimb	27,479	20,000	15,630		20,000	20,000	-
Donations & Contributions	500	500	-		500	500	-
Subpoena Witnees Reimbursement	115	400	-		400	400	-
Cell Tower Rental	116,060	130,000	95,853		130,000	130,000	-
Other Miscellaneous Revenue	172,867	60,000	18,786		60,000	60,000	-
Police Range Revenue	8,025	7,500	6,075		7,500	7,500	-
Mini School Snacks	1,146	-	-		-	600	600
Youth Center Snacks	3,262	-	-		-	3,000	3,000
Basketball Snacks	1,417	-	-		-	700	700
Total Miscellaneous Revenue	800,491	472,410	253,728		472,410	607,210	134,800
TOTAL - 1001	29,520,081	28,563,375	17,734,128		28,563,375	35,002,751	6,439,376

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	2019-2020 Audited	2020-2021 Revised Budget Thru 3/2021	2020-2021 Actual Thru 3/2021	Months In Current Actual	Revised Budget or Annualization of Actual	2021-2022 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102							
Section 2106	126,295	132,879	96,059		132,879	141,045	8,166
Section 2107	254,829	262,040	202,895		262,040	289,808	27,768
Section 2107.5	6,000	5,400	6,000		5,400	6,000	600
Section 2103 - Fuel Tax Swap	272,802	338,435	207,140		338,435	349,496	11,061
Section 2105	201,814	218,570	151,268		218,570	227,733	9,163
Loan Repayment	44,478	44,348	-		44,348	44,348	-
Interest Income	-	1,500	-		1,500	1,500	-
TOTAL - 1102	906,218	1,003,172	663,362		1,003,172	1,059,930	56,758
ROAD MAINT REHABILITATION - 1103							
Section 2032 Road Maint Rehab	685,226	672,498	419,845		672,498	773,247	100,749
SB1 - San Antonio Creek Trail	-	177,945	-		177,945	177,945	-
Interest Income	13,043	-	-		-	10,000	10,000
TOTAL - 1103	698,269	850,443	419,845		850,443	961,192	110,749
MEASURE I FUND - 1104							
Measure I Sales - Local	733,675	577,287	481,762		577,287	800,000	222,713
Interest Income	39,167	10,000	-		10,000	10,000	-
TOTAL - 1104	772,842	587,287	481,762		587,287	810,000	222,713
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	92,138	85,000	25,831	7.0	44,282	60,000	(25,000)
Other C.V.C. Fines	52,321	60,000	21,656	8.0	32,484	50,000	(10,000)
TOTAL - 1110	144,459	145,000	47,487		76,766	110,000	(35,000)
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	9,004	8,500	6,383	9.0	8,511	8,500	-
TOTAL - 1112	9,004	8,500	6,383		8,511	8,500	-
PARK MAINTENANCE FUND - 1130							
Cellular Antenna Site Rental	33,743	33,000	26,206	9.0	34,941	35,000	2,000
TOTAL - 1130	33,743	33,000	26,206		34,941	35,000	2,000

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	<u>2019-2020 Audited</u>	<u>2020-2021 Revised Budget Thru 3/2021</u>	<u>2020-2021 Actual Thru 3/2021</u>	<u>Months In Current Actual</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2021-2022 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
PARK DEVELOPMENT FUND - 1131							
"Quimby Act" Fees	-	89,600	-		89,600	50,000	(39,600)
Other Revenues	-	-	-		-	-	-
TOTAL - 1131	-	89,600	-		89,600	50,000	(39,600)
C.D.B.G. FUND - 1132							
CDBG Revenue	213,657	233,859	33,191		233,859	228,859	(5,000)
CDBG-CV Revenue	-	101,368	-		101,368	98,018	(3,350)
CDBG-CV3 Revenue	-	-	-		-	210,600	210,600
TOTAL - 1132	213,657	335,227	33,191		335,227	537,477	202,250
MAY BUDGET REVISE CARES ACT DIST - 1133							
May Budget Revise Cares Act Distributon	-	487,588	487,588		487,588	-	(487,588)
TOTAL - 1133	-	487,588	487,588		487,588	-	(487,588)
SB2 PLANNING GRANT FUND - 1134							
SB2 Planning Grant	-	150,000	86,950		150,000	63,050	(86,950)
TOTAL - 1134	-	150,000	86,950		150,000	63,050	(86,950)
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	50,032	50,000	25,231	6.0	50,462	50,000	-
Interest Income	1,600	1,000	-		1,000	1,000	-
TOTAL - 1135	51,632	51,000	25,231		51,462	51,000	-
SB COUNTY CARES ACT RELIEF FUND - 1136							
SB County Cares Act Relief	-	487,588	487,588		487,588	-	(487,588)
TOTAL - 1136	-	487,588	487,588		487,588	-	(487,588)
SB COUNTY CARES ACT INFRASTRUCTURE FUND - 1137							
SB County Cares Act Infrastructure	-	487,588	487,588		487,588	-	(487,588)
TOTAL - 1137	-	487,588	487,588		487,588	-	(487,588)

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SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1/NSIP	159,952	171,238	118,568	8.0	177,852	171,279	41
Contributions/Donations	38,447	39,000	44,438	8.0	66,657	39,000	-
TOTAL - 1138	198,399	210,238	163,006		244,509	210,279	41
AMERICAN RESCUE PLAN FUND - 1139							
American Rescue Plan	-	-	-		-	3,250,000	3,250,000
TOTAL - 1139	-	-	-		-	3,250,000	3,250,000
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	24,010	25,000	542		25,000	25,000	-
Interest Income	1,488	300	-		300	300	-
TOTAL - 1140	25,498	25,300	542		25,300	25,300	-
PROP 30/AB 109 FUND - 1141							
Prop 30/AB 109	-	-	-		-	-	-
Interest Income	1,770	1,100	-		1,100	1,100	-
TOTAL - 1141	1,770	1,100	-		1,100	1,100	-
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	389,716	380,000	276,439	8.0	414,659	400,000	20,000
TOTAL - 1143	389,716	380,000	276,439		414,659	400,000	20,000
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	67,339	30,000	64,336		30,000	30,000	-
Interest Income	5,304	3,000	-		3,000	3,000	-
TOTAL - 1144	72,643	33,000	64,336		33,000	33,000	-
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	4,237	4,500	96	9.0	128	4,500	-
Interest Income	571	300	-		300	300	-
TOTAL - 1146	4,808	4,800	96		428	4,800	-

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FED ASSET FORFEITURE-TREASURY - 1147							
Treasury-Fed Forfeitures	45,683	30,000	-		30,000	30,000	-
Interest Income	1,113	40	-		40	40	-
TOTAL - 1147	46,796	30,040	-		30,040	30,040	-
SCHOOL DISTRICT GRANT FUND - 1148							
Chaffey HSD Reimb. - Safe Schools	172,800	210,600	105,300	6.0	210,600	210,600	-
TOTAL - 1148	172,800	210,600	105,300		210,600	210,600	-
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	156,422	100,000	156,893		100,000	100,000	-
Interest Income	3,694	700	-		700	700	-
TOTAL - 1149	160,116	100,700	156,893		100,700	100,700	-
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	-	58,733	-		58,733	58,733	-
Interest Income	-	100	-		100	100	-
TOTAL - 1150	-	58,833	-		58,833	58,833	-
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	279	500	56	7.0	96	500	-
Interest Income	25	25	-		25	25	-
TOTAL - 1151	304	525	56		121	525	-
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,734	10,000	-		10,000	10,000	-
Beverage Recycling Grant	10,004	10,000	-		10,000	10,000	-
Interest Income	961	200	-		200	200	-
Miscellaneous Revenue	-	100	-		100	100	-
TOTAL - 1152	21,699	20,300	-		20,300	20,300	-

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HOMELESS EMERGENCY AID PROGRAM - 1153							
Homeless Grant	117,000	117,000	197,154		117,000	-	(117,000)
Project Roomkey	42,142	-	195,349		-	-	-
TOTAL - 1153	<u>159,142</u>	<u>117,000</u>	<u>392,503</u>		<u>117,000</u>	<u>-</u>	<u>(117,000)</u>
BUREAU OF JUSTICE ASSISTANCE FUND - 1154							
Bureau of Justice Assistance Grant	-	49,886	-		49,886	-	(49,886)
TOTAL - 1154	<u>-</u>	<u>49,886</u>	<u>-</u>		<u>49,886</u>	<u>-</u>	<u>(49,886)</u>
HOMELESS HOUSING ASSISTANCE PREVEN - 1156							
Homeless Housing Assist Preven Grant	-	-	-		-	107,254	107,254
TOTAL - 1156	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>107,254</u>	<u>107,254</u>
AFTER-SCHOOL PROGRAM GRANT FUND - 1160							
Expanded Learning Program	1,325,762	1,263,538	884,477		1,263,538	1,339,415	75,877
TOTAL - 1160	<u>1,325,762</u>	<u>1,263,538</u>	<u>884,477</u>		<u>1,263,538</u>	<u>1,339,415</u>	<u>75,877</u>
OTS GRANT FUND - 1161							
OTS Grant	5,612	24,298	16,096		24,298	-	(24,298)
TOTAL - 1161	<u>5,612</u>	<u>24,298</u>	<u>16,096</u>		<u>24,298</u>	<u>-</u>	<u>(24,298)</u>
CITY OF HOPE GRANT - 1162							
City of Hope Grant	1,000	1,000	-		1,000	-	(1,000)
TOTAL - 1162	<u>1,000</u>	<u>1,000</u>	<u>-</u>		<u>1,000</u>	<u>-</u>	<u>(1,000)</u>
SAFETY DEPARTMENT GRANTS - 1163							
OTS Grant Programs	-	40,000	-		40,000	40,000	-
Homeland Security Grant Programs	48,996	-	33,124		-	-	-
COP Grant Programs	-	169,630	-		169,630	169,630	-
DOT Grant Programs	155,246	-	-		-	-	-
AFG Grant Programs	-	-	90,909		-	-	-
TOTAL - 1163	<u>204,242</u>	<u>209,630</u>	<u>124,033</u>		<u>209,630</u>	<u>209,630</u>	<u>-</u>

**CITY OF MONTCLAIR
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	<u>2019-2020 Audited</u>	<u>2020-2021 Revised Budget Thru 3/2021</u>	<u>2020-2021 Actual Thru 3/2021</u>	<u>Months In Current Actual</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2021-2022 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
OMSD Immunization Grant - 1164							
OMSD Immunization Grant	30,000	34,044	-		34,044	-	(34,044)
TOTAL - 1164	<u>30,000</u>	<u>34,044</u>	<u>-</u>		<u>34,044</u>	<u>-</u>	<u>(34,044)</u>
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	10,000	-	-		-	-	-
TOTAL - 1166	<u>10,000</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	14,200	14,500	28,500		14,500	28,500	14,000
TOTAL - 1167	<u>14,200</u>	<u>14,500</u>	<u>28,500</u>		<u>14,500</u>	<u>28,500</u>	<u>14,000</u>
TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	21,500	64,000	27,909	8.0	41,864	10,000	(54,000)
TOTAL - 1168	<u>21,500</u>	<u>64,000</u>	<u>27,909</u>		<u>41,864</u>	<u>10,000</u>	<u>(54,000)</u>
HEALTHY COMMUNITIES STRATEGIC PLAN - 1169							
Healthy Communities Plan	-	18,790	-	8.0	-	-	(18,790)
TOTAL - 1169	<u>-</u>	<u>18,790</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>(18,790)</u>
ASES SUPPLEMENTAL GRANT FUND - 1171							
Supplemental Grant	119,847	119,846	83,893		119,846	119,846	-
TOTAL - 1171	<u>119,847</u>	<u>119,846</u>	<u>83,893</u>		<u>119,846</u>	<u>119,846</u>	<u>-</u>
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	40,174	53,134	-		53,134	-	(53,134)
TOTAL - 1172	<u>40,174</u>	<u>53,134</u>	<u>-</u>		<u>53,134</u>	<u>-</u>	<u>(53,134)</u>
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	11,441	12,000	11,248	9.0	14,997	15,000	3,000
Wittman Collections	33,199	35,000	19,741	9.0	26,321	30,000	(5,000)
Vehicle Fluid Recovery Program	396	350	124		350	350	-
ARS Collections	4,309	4,000	4,032	8.0	6,048	4,000	-
TOTAL - 1180	<u>49,345</u>	<u>51,350</u>	<u>35,145</u>		<u>47,716</u>	<u>49,350</u>	<u>(2,000)</u>

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CITY CONTRIBUTIONS/DONATIONS - 1181							
Contributions/Donations	-	500	-		500	500	-
TOTAL - 1181	-	500	-		500	500	-
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	842,195	750,000	177,975		750,000	845,000	95,000
TOTAL - 1206	842,195	750,000	177,975		750,000	845,000	95,000
SA BOND PROCEEDS - TAXABLE - 1250							
Interest Income	97,983	70,000	15,492		70,000	70,000	-
TOTAL - 1250	97,983	70,000	15,492		70,000	70,000	-
SA BOND PROCEEDS - TAX EXEMPT - 1251							
Interest Income	186,980	140,000	27,325		140,000	140,000	-
TOTAL - 1251	186,980	140,000	27,325		140,000	140,000	-
2014 REFUNDING BOND PROCEEDS - 1252							
Interest Income - LAIF	1,392	-	-		-	-	-
Net Change FV-LAIF	(28)	-	-		-	-	-
TOTAL - 1252	1,364	-	-		-	-	-
2014 REFUNDING BONDS DEBT SERVICE - 1302							
Transfer from Bond Proceeds/Interest Income	248	300	8		300	300	-
Transaction & Use Tax/Debt Service	1,846,889	1,840,462	1,356,101		1,840,462	1,840,087	(375)
RPTTF Property Taxes/Debt Service	750,000	750,000	750,000		750,000	750,000	-
TOTAL - 1302	2,597,137	2,590,762	2,106,109		2,590,762	2,590,387	(375)
2021 LEASE REVENUE BONDS DEBT SERVICE - 1303							
Interest Income	-	-	-		-	-	-
Transaction & Use Tax/Debt Service	-	-	-		-	2,600,000	2,600,000
TOTAL - 1303	-	-	-		-	2,600,000	2,600,000

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SEWER OPERATING FUND - 1501							
Sewer Maint. Fees less Expansion Fees	4,931,102	5,000,000	3,317,289	9.0	4,423,052	5,000,000	-
Sewer Availability Fees	5,626	6,000	3,256	9.0	4,341	6,000	-
Interest Income/Misc Revenue	26,337	10,000	-		10,000	10,000	-
TOTAL - 1501	<u>4,963,065</u>	<u>5,016,000</u>	<u>3,320,545</u>		<u>4,437,393</u>	<u>5,016,000</u>	-
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	231,223	220,000	-		220,000	231,000	11,000
Interest Income	24,235	10,500	-		10,500	10,500	-
TOTAL - 1502	<u>255,458</u>	<u>230,500</u>	-		<u>230,500</u>	<u>241,500</u>	<u>11,000</u>
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	140,580	113,000	93,169		113,000	113,000	-
Interest Income	1,659	500	-		500	500	-
TOTAL - 1601	<u>142,239</u>	<u>113,500</u>	<u>93,169</u>		<u>113,500</u>	<u>113,500</u>	-
CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	55,429	40,782	23,935		40,782	40,782	-
Interest Income	1,279	150	-		150	150	-
TOTAL - 1602	<u>56,708</u>	<u>40,932</u>	<u>23,935</u>		<u>40,932</u>	<u>40,932</u>	-
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	103,674	100,000	7,377	9.0	9,836	100,000	-
Interest Income	7,433	2,500	-		2,500	2,500	-
TOTAL - 1704	<u>111,107</u>	<u>102,500</u>	<u>7,377</u>		<u>12,336</u>	<u>102,500</u>	-
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	89,496	200,000	40,392		200,000	100,000	(100,000)
TOTAL - 1740	<u>89,496</u>	<u>200,000</u>	<u>40,392</u>		<u>200,000</u>	<u>100,000</u>	<u>(100,000)</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2019-2020 THROUGH 2021-2022**

	<u>2019-2020 Audited</u>	<u>2020-2021 Revised Budget Thru 3/2021</u>	<u>2020-2021 Actual Thru 3/2021</u>	<u>Months In Current Actual</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2021-2022 Estimate</u>	<u>Increase (Decrease) over Revised Budget</u>
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	202,785	400,000	91,356		400,000	200,000	(200,000)
TOTAL - 1741	<u>202,785</u>	<u>400,000</u>	<u>91,356</u>		<u>400,000</u>	<u>200,000</u>	<u>(200,000)</u>
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	77,590	75,000	37,219	9.0	49,625	75,000	-
TOTAL - 1742	<u>77,590</u>	<u>75,000</u>	<u>37,219</u>		<u>49,625</u>	<u>75,000</u>	<u>-</u>
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in Lieu Fees	109,460	-	164,870		-	-	-
TOTAL - 1744	<u>109,460</u>	<u>-</u>	<u>164,870</u>		<u>-</u>	<u>-</u>	<u>-</u>
GENERAL PLAN UPDATE FEES (LP) - 1745							
General Plan Update Fees	5,705	12,000	7,726	9.0	10,301	12,000	-
TOTAL - 1745	<u>5,705</u>	<u>12,000</u>	<u>7,726</u>		<u>10,301</u>	<u>12,000</u>	<u>-</u>
HOUSING FUND - 1746							
Inclusionary Housing Fees	-	-	-		-	-	-
TOTAL - 1746	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	32,825	30,000	8,605	3.0	34,420	30,000	-
TOTAL - 1748	<u>32,825</u>	<u>30,000</u>	<u>8,605</u>		<u>34,420</u>	<u>30,000</u>	<u>-</u>
EQUIPMENT REPLACEMENT FUND - 1750							
Sale of City Property	-	-	-		-	-	-
TOTAL - 1750	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
TOTAL - ALL FUNDS	<u>45,197,375</u>	<u>46,147,514</u>	<u>29,468,628</u>		<u>45,409,863</u>	<u>57,075,691</u>	<u>10,928,177</u>

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

Revised estimates were based upon data available at April 30, 2021.

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 Measure F

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.

Transaction and Use Tax Measure L

Description: On November 3, 2020, the electorate of the City approved Measure L, authorizing a 1 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 the 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, 2021. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Public Facilities Bonds, a portion of this revenue 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 2021 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

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.

Basis for Estimate: Estimate is based upon actual collection experience for the prior fiscal year.

Business License Tax

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

Basis for Estimate: Estimate is based upon prior year experience.

Utility Users Tax

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

Basis for Estimate: Estimate is based upon prior year experience and recognizes a modest decrease.

Building Permits

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

Basis for Estimate: Estimate is based upon current budget projections provided by the Building Official.

Alarm Permits

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

Basis for Estimate: Estimate is based upon prior year experience.

Construction Permits

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

Basis for Estimate: Estimate is based upon prior year experience.

Motor Vehicle In-Lieu Tax

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.

Basis for Estimate: Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.

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

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

Basis for 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.

Library Rentals

Description: San Bernardino County leases the library building from the City in accordance with San Bernardino County Agreement No. 07-147 A1. The contract provides for a lease term of 5 years ending in December 2022 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.

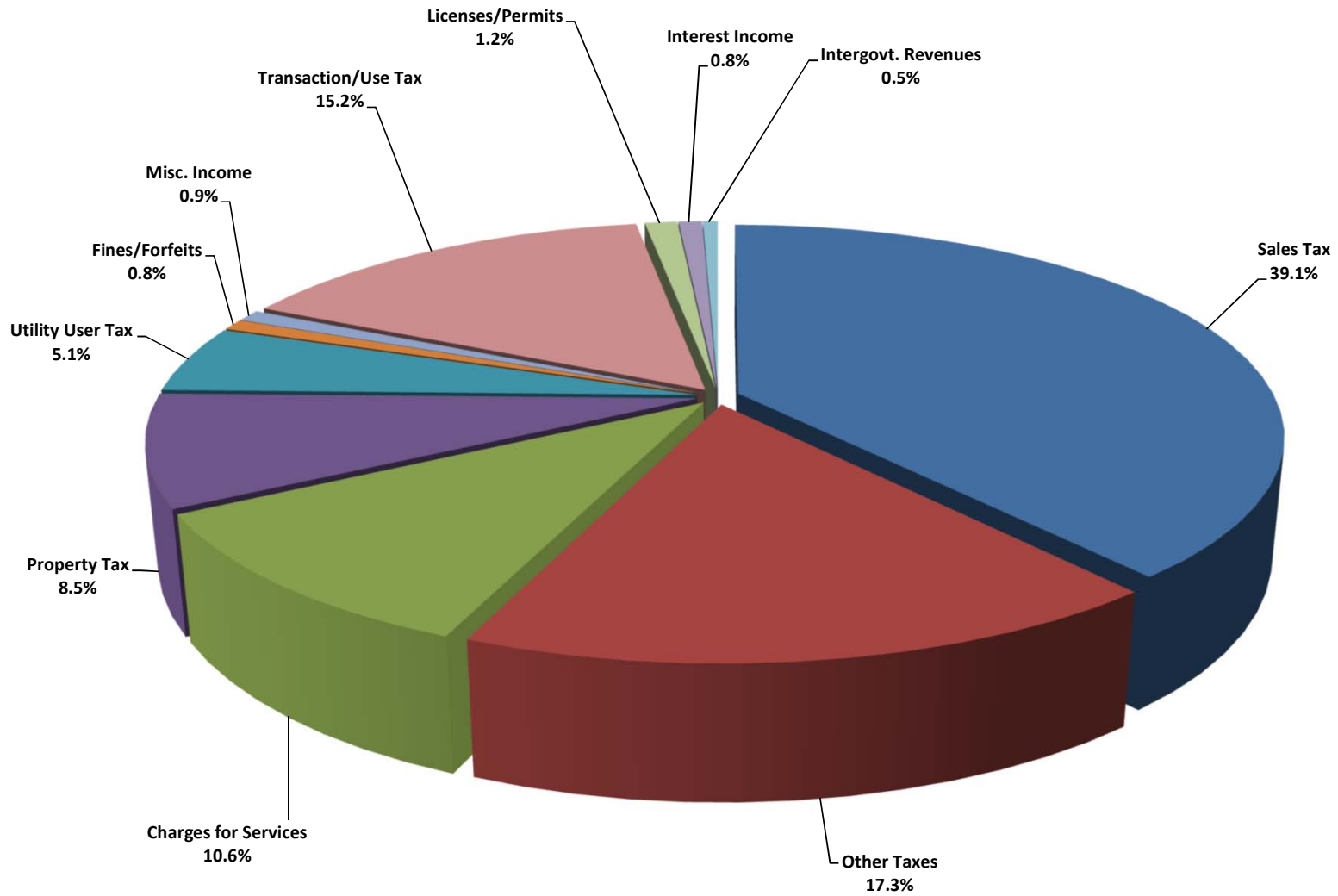
Sewer Availability Fees

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
2021-22 General Fund Revenues
By Source**

Total Budget - \$35,002,751



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2019-20 THROUGH 2021-22

FUND	FY 2019-20	FY 2020-21	FY 2021-22
General Fund	30,786,656	28,730,780	32,064,243
Gas Tax	1,179,067	1,003,172	1,355,989
Traffic Safety Fund	100,000	100,000	100,000
Park Maintenance	4,100	48,075	89,252
Park Development	0	0	0
C.D.B.G.	82,438	225,227	417,497
Air Quality Improvement Trust	61,092	150,000	10,000
Senior Nutrition Fund	187,488	177,644	178,721
American Rescue Plan	0	0	645,045
Prop 30/SB 109	0	0	0
SB 509 Public Safety	344,860	384,588	525,795
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	152,000	210,600	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	117,000	117,000	0
Homeless Assist Preven Fund	0	0	107,254
Expanded Learning Program	1,340,747	1,225,613	1,784,806
OTS Grant	27,000	24,298	0
City of Hope	0	1,000	1,000
OMSD Immunization Grant	20,500	34,044	0
Kaiser Permanente Grant	20,000	0	5,089
OMSD Resource Center Grant	14,500	14,500	28,500
Senior Support Services Grant	10,000	10,000	10,000
Healthy Communities Strategic Plan	20,000	18,790	18,027
ExLP Supplemental	0	125,000	119,846
Hope thru Housing	53,134	53,134	0
EMS - Paramedic	84,380	82,880	38,750
Economic Development Fund	954,683	1,072,099	1,053,422
Successor Agency Bond Proceeds	900,000	600,000	300,000
2014 Refunding Bond Proceeds	0	0	0
2014 Refunding Bonds	0	0	0
Sewer Operating Fund	4,654,496	4,738,902	4,918,007
Sewer Replacement	45,000	1,000	1,000
Sewer Capital Assets	57,644	73,556	73,556
CFD 2011-1 - Paseos	113,072	118,072	113,072
CFD 2011-2 - Arrow Station	55,782	45,782	40,782
Burrtec Pavement Impact Fees	0	150,000	0
General Plan Update Fee	45,000	55,000	55,000
Equipment Replacement	34,200	10,000	346,975
TOTAL	41,569,639	39,705,556	44,717,028

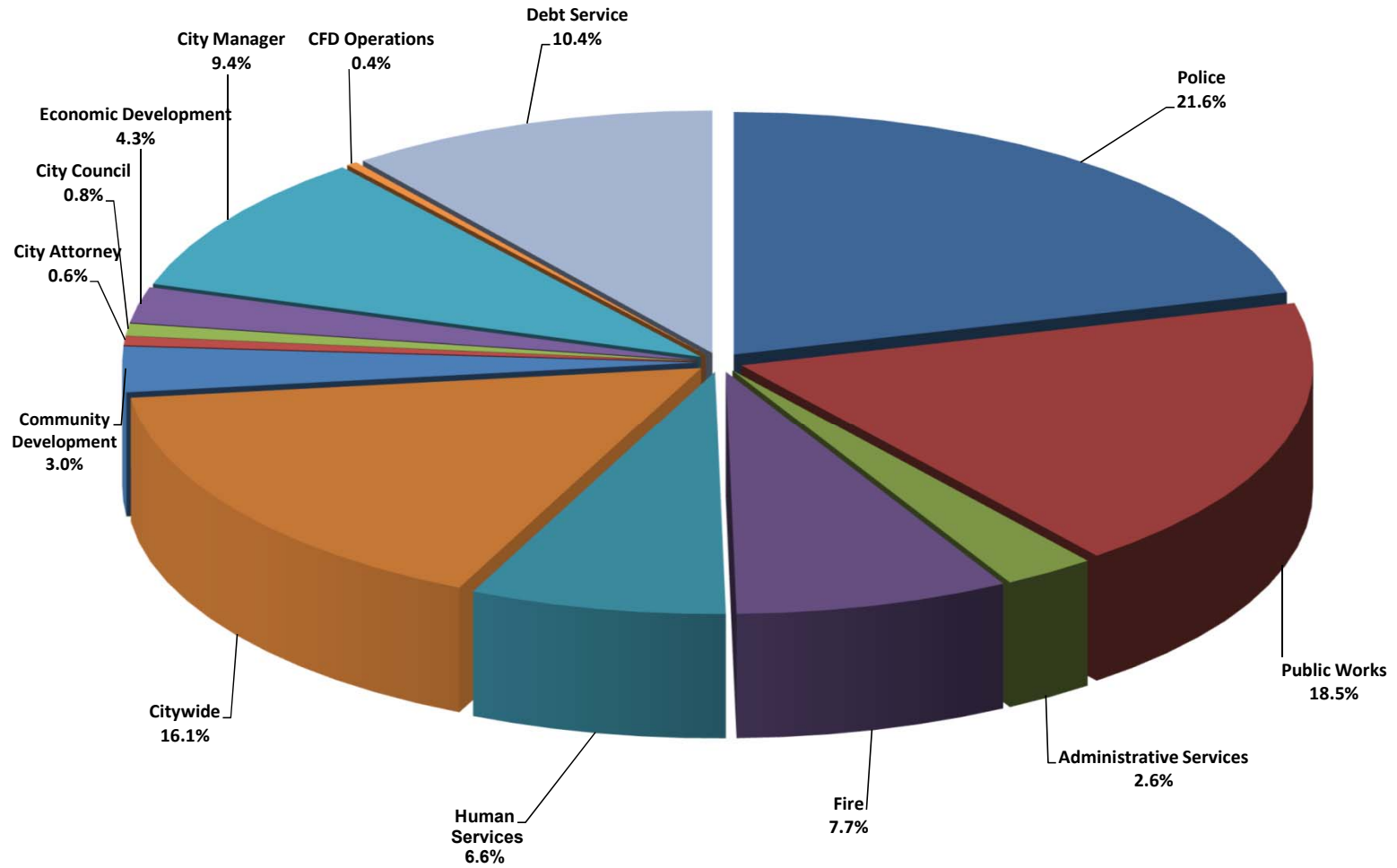
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2017-18 THROUGH 2021-22**

	Budgeted 2017-18	Budgeted 2018-19	Budgeted 2019-20	Budgeted 2020-21	Budgeted 2021-22
City Council	\$ 325,599	\$ 354,922	\$ 479,648	\$ 305,313	\$ 403,516
City Manager	345,773	341,285	4,598,414	5,195,779	4,688,421
Administrative Services	5,323,494	5,401,640	1,310,381	1,119,424	1,285,737
Human Services	2,826,322	2,895,315	3,108,290	2,642,982	3,589,884
Police	9,422,742	9,607,944	9,675,799	9,435,664	10,392,037
Fire	3,612,004	3,571,138	4,429,878	4,419,362	3,839,768
Public Works	7,919,337	7,502,616	8,168,855	7,884,255	9,236,368
Community Development	1,320,694	1,423,298	1,565,667	1,445,115	1,504,322
Economic Development	1,442,672	1,549,315	1,902,142	1,809,906	1,188,138
City Attorney	311,224	281,235	321,114	283,053	298,437
Citywide	6,033,155	6,582,039	7,339,889	7,438,915	8,036,546
CFD Operations	138,654	168,854	168,854	153,854	153,854
TOTAL OPERATING BUDGET	\$ 39,021,670	\$ 39,679,601	\$ 43,068,931	\$ 42,133,622	44,617,028
Debt Service	2,600,488	2,594,887	2,594,587	2,590,762	5,190,387
TOTAL BUDGET w/DEBT SERVICE	\$ 41,622,158	\$ 42,274,488	\$ 45,663,518	\$ 44,724,384	49,807,415

NOTE: FY 2020-21 Budget includes all appropriations and capital projects authorized through May 17, 2020.
Appropriations for FY 2017-18 through 2019-20 represent final recorded budgets.

**City of Montclair
2021-22 Operating Budget
By Department**

Total Budget - \$49,807,415

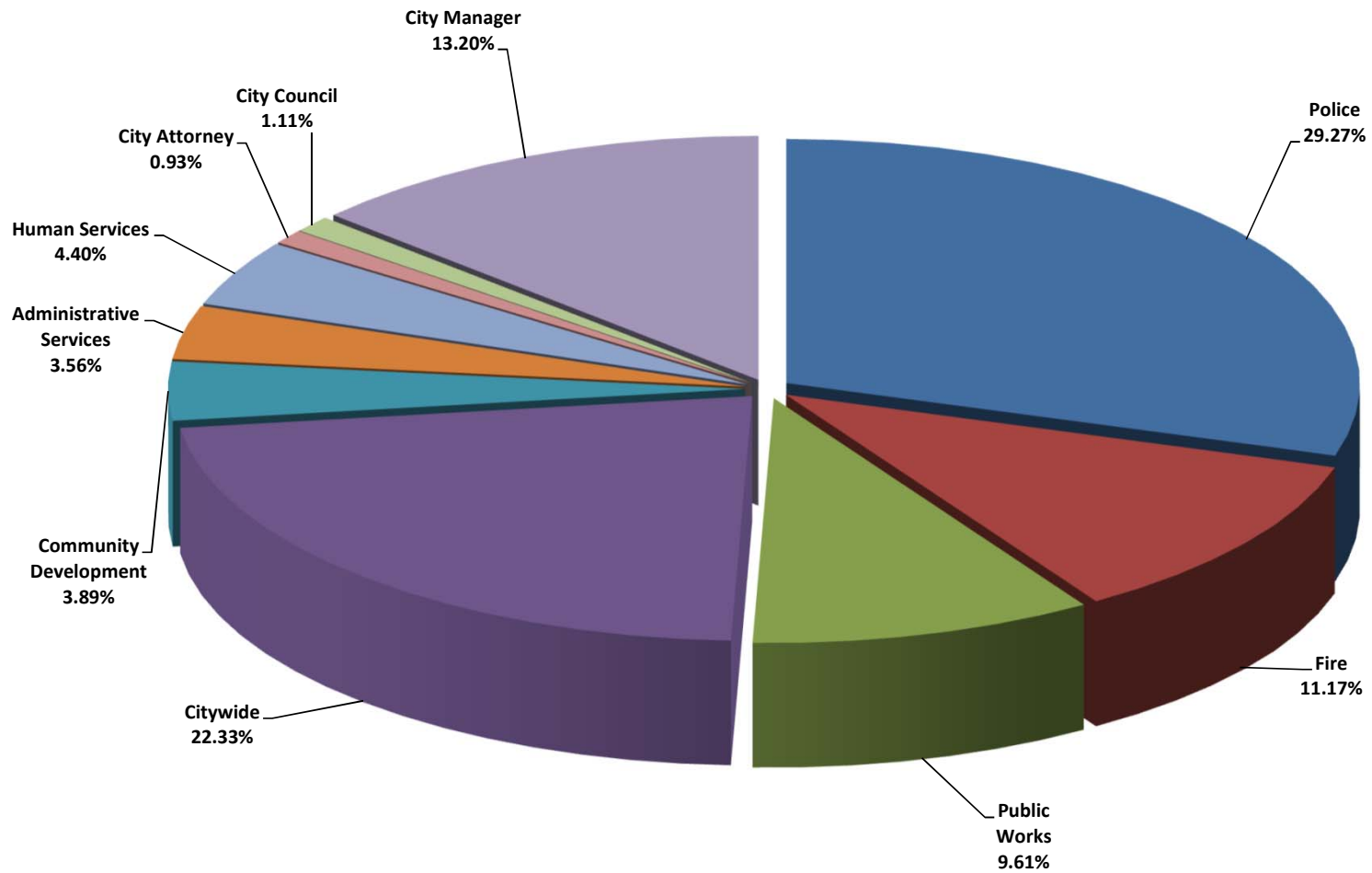


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2021-22**

	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	354,581	4,233,745	1,140,678	1,409,792	9,557,121	3,582,564	3,080,611	1,246,409	-	298,437	7,160,305	-	32,064,243
Gas Tax	-	2,000	-	-	-	-	1,111,514	-	-	-	242,475	-	1,355,989
Park Maintenance	-	-	-	-	-	-	89,252	-	-	-	-	-	89,252
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	236,776	-	-	30,062	150,659	-	-	-	-	417,497
Air Quality Improvement Trust	-	-	-	-	-	-	10,000	-	-	-	-	-	10,000
Senior Nutrition Fund	-	-	-	171,279	-	-	-	-	-	-	7,442	-	178,721
American Rescue Plan	-	-	-	-	-	-	645,045	-	-	-	-	-	645,045
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	307,341	218,454	-	-	-	-	-	-	525,795
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	-	-	-	-	-	-	-	-	-	-	-	-	0
Homeless Assist Preven	-	-	-	-	-	-	-	107,254	-	-	-	-	107,254
After School Program Fund	-	47,897	38,918	1,589,575	-	-	-	-	-	-	108,416	-	1,784,806
OTS Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
City of Hope	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Safety Department Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	5,089	-	-	-	-	-	-	-	-	5,089
OMSD Resource Center	-	-	-	28,500	-	-	-	-	-	-	-	-	28,500
Sr Support Services Gran	-	-	-	10,000	-	-	-	-	-	-	-	-	10,000
Healthy Comm Strategic Plan	-	-	-	18,027	-	-	-	-	-	-	-	-	18,027
ExLP Supplemental Fund	-	-	-	119,846	-	-	-	-	-	-	-	-	119,846
Hope through Housing	-	-	-	-	-	-	-	-	-	-	-	-	0
EMS-Paramedic	-	-	-	-	-	38,750	-	-	-	-	-	-	38,750
Economic Development	16,137	-	-	-	-	-	-	-	833,138	-	204,147	-	1,053,422
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	300,000	-	-	-	300,000
Sewer Operating	32,798	399,979	106,141	-	-	-	4,065,328	-	-	-	313,761	-	4,918,007
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	73,556	-	-	-	-	-	73,556
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	113,072	113,072
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	40,782	40,782
Pavement Impact Fee Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
General Plan Update Fee	-	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Equipment Replacement	-	-	-	-	216,975	-	130,000	-	-	-	-	-	346,975
Total	403,516	4,688,421	1,285,737	3,589,884	10,392,037	3,839,768	9,236,368	1,504,322	1,188,138	298,437	8,036,546	153,854	44,617,028

**City of Montclair
2021-22 General Fund Operating Budget
By Department**

Total Budget - \$32,064,243



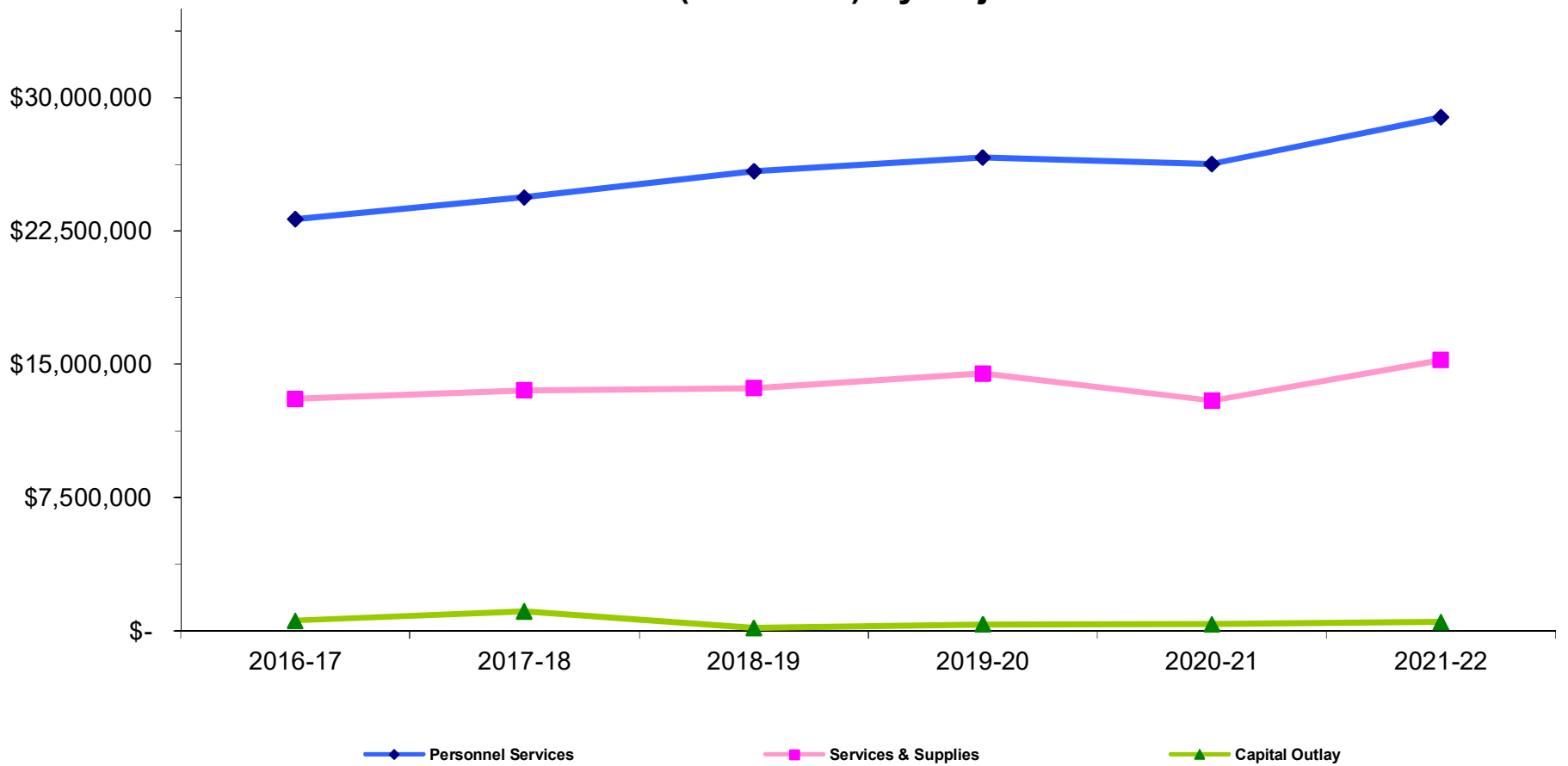
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2021-22**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 158,800	\$ 244,716	\$ -	\$ 403,516
City Manager	17.70	1,629,854	3,001,367	57,200	4,688,421
Administrative Services	6.03	709,044	576,693	-	1,285,737
Human Services	11.00	2,528,228	1,061,656	-	3,589,884
Police	75.50	9,120,454	1,054,608	216,975	10,392,037
Fire	22.50	3,256,639	542,979	40,150	3,839,768
Public Works	35.90	2,967,267	6,097,101	172,000	9,236,368
Community Development	14.00	1,362,307	142,015	-	1,504,322
Economic Development	4.98	685,378	502,760	-	1,188,138
City Attorney	0.00	108,437	190,000	-	298,437
Citywide	0.00	6,312,471	1,724,075	-	8,036,546
Community Facility Districts	0.00	62,604	91,250	-	153,854
Total Operating Expenditures	187.61 *	\$ 28,901,483	\$ 15,229,220	\$ 486,325	\$ 44,617,028
Debt Service		-	-	-	5,190,387
Total Expenditures		<u>\$ 28,901,483</u>	<u>\$ 15,229,220</u>	<u>\$ 486,325</u>	<u>\$ 49,807,415</u>

* Full-Time Employees by Entity:

City	187.61
SRDA	0.49
MHC	0.90
	<u>189.00</u>

CITY OF MONTCLAIR Operating Budgets 2016-17 to 2021-22 Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2021-22 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>	<u>Adopted 2021-22</u>
City Council	0.00	0.00	0.00
City Manager			
City Manager	2.10	2.33	0.70
Information Technology	5.00	4.00	5.00
Financial Services	11.50	10.85	10.25
Solid Waste	1.80	1.75	1.75
	<u>20.40</u>	<u>18.93</u>	<u>17.70</u>
Administrative Services			
Administration	1.00	0.15	0.15
City Clerk	0.97	0.98	2.28
Personnel/Risk Management	2.50	2.80	2.80
Central Services	0.25	0.10	0.80
	<u>4.72</u>	<u>4.03</u>	<u>6.03</u>
Department Total	4.72	4.03	6.03
Human Services			
Recreation	4.30	4.30	4.30
Clinic	1.25	1.25	1.25
Senior Citizens	1.00	1.00	1.00
Nutritional Meals	0.00	0.00	0.00
Family & Health Education	0.75	0.75	0.75
After School Program	6.70	6.70	3.70
	<u>14.00</u>	<u>14.00</u>	<u>11.00</u>
Department Total	14.00	14.00	11.00
Police			
Administration	1.50	1.50	1.50
Support Services	4.00	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	46.00	43.00	43.00
Communications	8.00	8.00	10.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
	<u>76.50</u>	<u>73.50</u>	<u>75.50</u>
Department Total	76.50	73.50	75.50
Fire			
Administration	1.50	1.50	1.50
Emergency Services	20.00	21.00	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
	<u>21.50</u>	<u>22.50</u>	<u>22.50</u>
Department Total	21.50	22.50	22.50

CITY OF MONTCLAIR
FY 2021-22 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

<u>Department</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>	<u>Adopted 2021-22</u>
Public Works			
Engineering Management	3.10	3.00	2.80
Public Works Inspection	0.80	0.80	0.80
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.10	1.60	1.10
Street Maintenance	2.70	3.40	4.30
Signing & Painting	1.10	1.10	1.10
Street Sweeping	2.10	2.10	2.10
Park Maintenance	2.87	2.82	4.62
Tree Maintenance	0.10	0.10	0.10
Vehicle Maintenance	1.05	0.95	1.70
Sewer Maintenance	8.03	7.98	11.23
Building Maintenance	1.55	1.55	1.55
Heating & Air Conditioning	1.25	1.25	1.25
Janitorial Services	3.20	3.20	3.20
Department Total	29.00	29.90	35.90
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.15	1.00	1.00
Current Planning	1.75	1.55	2.20
Advance Planning	0.75	0.75	1.00
Field Inspection	1.25	1.25	2.00
Plan Check	0.65	0.65	0.90
Operations	0.90	0.90	0.90
Fire Prevention Bureau	1.00	1.00	0.00
Code Enforcement	5.00	5.00	6.00
Department Total	12.45	12.10	14.00
Economic Development	2.25	2.70	4.98
City Attorney	0.00	0.00	0.00
Total - All Departments	160.42	177.66	187.61

(SRDA - 0.49 & MHC - 0.90)

Budget Resolution

RESOLUTION NO. 21-3318

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2021-22 BUDGET**

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2021-22 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 28, 2021.

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 2021-22.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2021-22 for all outstanding purchase orders and unexecuted contracts as of June 30, 2021, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2021-22 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2021.


BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2021-22 for all grants included in the adopted budget that have not been completed as of June 30, 2021.

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 30th day of June, 2021.


ATTEST:


Mayor


City Clerk

I, Andrea M. Myrick, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 21-3318 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a special meeting of said City Council held on the 30th day of June, 2021, and that it was adopted by the following vote, to-wit:

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


Andrea M. Myrick
City Clerk

Article 13-B Disclosures

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2021-22**

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 2021-22 is \$447,695,326.

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 2021-22 is \$26,060,708 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 32,064,243
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 750,000	
Licenses & Permits	409,325	
Fines & Forfeits	290,400	
POST Reimbursements	30,000	
Other Intergovernmental Reimbursements	101,600	
Charges for Services	3,715,000	
Miscellaneous		
Rental Income	194,000	
Other	413,210	
Transfers-In - Traffic Safety	100,000	
	<u>6,003,535</u>	\$ 6,003,535
Appropriations Budget Financed by Taxes		<u>\$ 26,060,708</u>

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	157,273	158,800	158,800	158,800
Services and Supplies	148,040	268,816	244,716	244,716
Capital Outlay	0	0	0	0
Total	305,313	427,616	403,516	403,516
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	251,218	378,681	354,581	354,581
Economic Development Fund	15,728	16,137	16,137	16,137
Sewer Operating Fund	7,863	8,068	8,068	8,068
Sewer Operating Fund – Indirect Staff Charges	30,504	24,730	24,730	24,730
Total	305,313	427,616	403,516	403,516

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					82,636	82,636	82,636
PERS Benefit Costs					6,060	6,060	6,060
Total Benefit Costs					88,696	88,696	88,696
TOTAL					158,800	158,800	158,800

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 – \$158,800

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 – \$88,696.

Services and Supplies – \$268,816

Funding requested is for: books and publications – \$500; publication and advertising – \$32,000; community benefits – \$30,000; dues and memberships – \$28,316; travel and meetings – \$23,100; mileage/auto allowance – \$25,000; special consulting services – \$85,000; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$15,000; miscellaneous expenditures – \$25,000.

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>			\$13,800
		<u>League of California Cities</u>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Sacramento, CA	September 22–24, 2021	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2022	
		<u>National League of Cities</u>			
		Annual Congressional City Conference (\$2,900 each X 3 = \$8,700)	Washington, DC	March 2022	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2022	
	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
	Mayor and City Council	Goldline Advocacy (\$2,900 each X 2 = \$5,800)	Washington, DC	TBA	\$5,800
Total:					\$23,100

(Only \$19,000 approved in Adopted Budget)

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

Department: City Council

Program: 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	J. John Dutrey, Mayor Bill Ruh, Mayor Pro Tem Tenice Johnson, City Council Member Corysa Martinez, City Council Member Benjamin Lopez, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards.	<p><u>HARASSMENT PREVENTION TRAINING (AB 1825)</u></p> <p>Assembly Bill No. 1825 requires that employers who employ 50 or more persons to provide two hours of sexual harassment training every two years to supervisors, and imposes an ongoing obligation to train new supervisory personnel within six months of their assumption of a supervisory position. All supervisory employees must be provided the mandated training once every two years as a minimum threshold.</p> <p>Training – be it instructor led training or online training – shall be effective and interactive and provided by a qualified trainer; either an attorney, professor, instructor, human resource professional, or harassment prevention consultant with at least two years of expertise in employment law and/or harassment prevention.</p> <p>A supervisor is defined to include any individual with the authority “to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or to direct them, or to adjust their grievances, or effectively to recommend that action, if... the exercise of that authority ...requires use of independent judgement”.</p>	Montclair	Fall 2021	\$2,000
Total:					\$2,000

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

Department: City Council

Program: 4101 City Council

Object
Number

51020 BOOKS AND PUBLICATIONS – \$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 \$20,000 approved in Adopted Budget)***
 Contributions to community groups, \$15,000
 Contribution for community events, \$13,000
 Emergency relief/assistance, \$2,000

52120 DUES AND MEMBERSHIPS – \$28,316
 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
 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 – \$23,100 ***(Only \$19,000 approved in Adopted Budget)***
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52190 SPECIAL CONSULTING SERVICES – \$85,000 ***(Only \$80,000 approved in Adopted Budget)***
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$65,000
HdL Special Consulting, \$20,000
- 52540 VOCATIONAL TRAINING – \$2,000
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$900
Replacement cellular phones (3 @ \$300 each).
- 52850 CELLULAR PHONE EXPENSE – \$2,000
Expenditures related to use of cellular telephone service.
- 52900 REEDER RANCH EXPENSES – \$15,000 ***(Only \$10,000 approved in Adopted Budget)***
Contract services, building upgrades, and program services for the Reeder Ranch.
- 52990 MISCELLANEOUS EXPENDITURES – \$25,000
Special awards and certificates, \$3,000
City Hall household-fund contribution, \$5,000
City Council meeting refreshments, \$3,000
"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$5,000; rental equipment, \$1,500), \$10,000
Holiday Flag Program, \$4,000

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	1,424,751	1,678,457	1,629,854	1,629,854
Services and Supplies	3,066,300	3,032,126	3,001,367	3,001,367
Capital Outlay	495,138	57,200	57,200	57,200
Total	4,986,189	4,767,783	4,688,421	4,688,421

Personnel Authorized				
	18.93 (FT)	21.73 (FT)	17.70 (FT)	17.70 (FT)
	2.00 (PTB)	3.00 (PTB)	3.00 (PTB)	3.00 (PTB)
	3.00 (PT)	4.00 (PT)	4.00 (PT)	4.00 (PT)

Department Distribution

City Manager	521,276	379,754	300,615	300,615
Information Technology Services	1,254,211	1,018,829	1,005,941	1,005,941
Financial Services	608,709	694,612	707,277	707,277
Solid Waste Disposal	2,601,993	2,674,588	2,674,588	2,674,588
Total	4,986,189	4,767,783	4,688,421	4,688,421

Source of Funds

General Fund	4,126,188	4,313,107	4,233,745	4,233,745
Gas Tax Fund	2,000	2,000	2,000	2,000
SB Cty CARES Act Infrastructure	460,638	0	0	0
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	3,800	3,800	3,800	3,800
After-School Program – Indirect Staff Charges	46,606	47,897	47,897	47,897
Sewer Operating Fund	197,558	245,872	245,872	245,872
Sewer Operating Fund – Indirect Staff Charges	148,399	154,107	154,107	154,107
Total	4,986,189	4,767,783	4,688,421	4,688,421

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
Admin from other Depts							
Director of Economic Developm	0.00	0.40	0.20	0.20	55,978	27,989	27989
City Mgr./Executive Director	1.00	1.00	1.00	1.00	258,060	258,060	258,060
Office of General Services							
Director of Finance	1.00	1.00	1.00	1.00	0	0	0
Finance Manager	1.00	1.00	1.00	1.00	108,083	108,083	108,083
Finance Supervisor	1.00	1.00	1.00	1.00	0	0	0
Director of Information Tech	1.00	1.00	1.00	1.00	139,944	139,944	139,944
Information Relations Officer	1.00	1.00	0.00	0.00	0	0	0
Senior Management Analyst	1.00	1.00	0.00	0.00	0	0	0
Information Technology Analyst	0.00	2.00	2.00	2.00	170,616	170,616	170,616
Sr. Info Tech Specialist	2.00	1.00	1.00	1.00	70,410	70,410	70,410
Information Tech Specialist	1.00	1.00	1.00	1.00	0	62,766	62,766
Senior Accountant	1.00	2.00	2.00	2.00	132,780	132,780	132,780
Accountant	1.00	1.00	1.00	1.00	0	0	0
Junior Accountant	3.00	3.00	3.00	3.00	120,384	120,384	120,384
Accounting Specialist	4.00	4.00	2.00	2.00	99,246	99,246	99,246
Customer Svc. Rep./Office	2.00	2.00	2.00	2.00	85,422	85,422	85,422
CFD Admin Costs					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Systems Specialist	1.00	2.00	2.00	2.00	75,226	37,613	37,613
Information Tech Specialist (Un)	1.00	1.00	1.00	1.00	0	0	0
<u>Part-Time</u>							
Accounting Specialist	1.00	2.00	2.00	2.00	76,249	76,249	76,249
Senior Intern	2.00	2.00	2.00	2.00	53,726	26,863	26,863
Full Time	21.00	23.40	19.20	19.20	1,240,923	1,275,700	1,275,700
Admin other Departments	-2.07	-1.67	-1.50	-1.50	-215,757	-224,364	-224,364
Total FT Positions/Salaries	18.93	21.73	17.70	17.70	1,025,166	1,051,336	1,051,336
Part Time Benefitted	2.00	3.00	3.00	3.00	75,226	37,613	37,613
Part Time	3.00	4.00	4.00	4.00	129,975	103,112	103,112
Overtime					6,350	6,350	6,350
Total Salaries & Wages					1,236,717	1,198,411	1,198,411
Benefit Costs					340,472	330,470	330,470
PERS Benefit Costs					181,589	184,146	184,146
Benefit Costs other Depts					-80,321	-83,173	-83,173
Total Benefit Costs					441,740	431,443	431,443
TOTAL					1,678,457	1,629,854	1,629,854

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	309,574	277,704	213,546	213,546
Services and Supplies	211,702	102,050	87,069	87,069
Capital Outlay	0	0	0	0
Total	521,276	379,754	300,615	300,615
Personnel Authorized	2.33 (FT)	2.98 (FT)	0.70 (FT)	0.70 (FT)

Source of Funds

General Fund	428,368	283,218	206,579	206,579
Sewer Operating Fund	70,299	70,557	70,557	70,557
Sewer Operating Fund – Indirect Staff Charges	22,609	23,479	23,479	23,479
Total	521,276	377,254	300,615	300,615

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 – \$277,704

Salary requests are for: City Manager/Executive Director Office of General Services (0.58) – \$149,675; Director of Economic Development (0.40) – \$55,978. Cost allocations are as follows: full-time salaries – \$205,653; benefit costs – \$72,051.

Services and Supplies – \$102,050

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 – \$52,500; 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, Director of Economic Development	<u>California Public Employee Labor</u> Relations Association Annual Conference (\$2,000 each X 2 = \$4,000)	Monterey, CA	November 2021	\$4,000
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<u>San Bernardino County</u> City/County Conference (\$500 each X 2 = \$1,000)	Lake Arrowhead, CA	April 2022	\$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 Director of Information Technology IT Staff	IT Service/Training Skill Development	TBA	TBA	\$1,000
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<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

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

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$519

E-Wall Street Journal, \$100
E-Washington Post, \$100
E-Sacramento Bee, \$100
E-LA Times, \$90
E-Atlantic, \$129

52110 COMMUNITY BENEFITS – \$10,000 ***(Only \$7,500 approved in Adopted Budget)***

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

52120 DUES AND MEMBERSHIPS – \$1,900

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

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 – \$52,500 ***(Only \$50,000 approved in Adopted Budget)***

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, \$3,000
HdL Special Consulting Services, \$44,500
HdL Special Programming, \$5,000

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

Department: City Manager

Program: 4202 City Manager

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$15,000 *(Only \$5,000 approved in Adopted Budget)*

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

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	540,773	691,351	690,141	690,141
Services and Supplies	218,300	274,478	262,800	262,800
Capital Outlay	495,138	53,000	53,000	53,000
Total	1,254,211	1,018,829	1,005,941	1,005,941

Personnel Authorized				
	4.00 (FT)	5.00 (FT)	5.00 (FT)	5.00 (FT)
	2.00 (PTB)	3.00 (PTB)	3.00 (PTB)	3.00 (PTB)
	2.00 (PT)	2.00 (PT)	2.00 (PT)	2.00 (PT)

Source of Funds

General Fund	698,398	920,270	907,382	907,382
After-School Program – Indirect Staff Charges	25,730	26,443	26,443	26,443
Sewer Operating Fund – Indirect Staff Charges	69,445	72,116	72,116	72,116
SB County Cares Act	460,638	0	0	0
Total	1,254,211	1,018,829	1,005,941	1,005,941

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 – \$691,351

Salary requests are for: Director of Information Technology (1.00) – \$139,944; Information Technology Analyst (2.00) – \$170,616; Senior Information Technology Specialist (1.00) – \$70,410;; Systems Specialist (2.00/part-time benefitted) – \$75,226; Senior Intern (2.00/part-time) – \$53,726. Cost allocations are as follows: full-time salaries – \$380,970; part-time benefitted salaries – \$75,226; part-time salaries – \$53,726; overtime – \$4,250; benefit costs – \$177,179.

Services and Supplies – \$274,478

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 – \$206,778; small equipment – \$20,700.

Capital Outlay – \$53,000

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$24,000; Server Memories and Components upgrade – \$15,000; Senior Center Copier – \$6,000.

**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 ***(\$40,500 approved in Adopted Budget)***
Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000
Laser, laser color, and inkjet cartridges, \$8,000
Various hardware and software enhancements/upgrades and license extensions, \$14,000
Photo ID-card system supplies, \$2,000
Miscellaneous I.T. office supplies, \$3,000
Ink and paper costs for poster printing for the Human Services Recreation Program, \$2,500 ***(Moved from 4381-52090)***
- 51100 UNIFORMS – \$900 ***(Only \$500 approved in Adopted Budget)***
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
Computer Network Switch upgrades, \$5,000 ***(Only \$2,500 approved in Adopted Budget) (Moved from 52690)***
Fujitsu Scanner for Laserfiche, \$3,500 ***(Only \$1,000 approved in Adopted Budget) (Moved from 52690)***
- 52140 MILEAGE/AUTO ALLOWANCE – \$100
Reimbursement for Program personnel for use of personal vehicles for business purposes.
- 52450 SPECIAL CONTRACT SERVICES – \$206,778 ***(Only \$198,000 approved in Adopted Budget)***
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

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

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

Proud City Annual maintenance for City's Website, \$10,600

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 upgrade to new version on the Cloud, \$50,000

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

Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 annually
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000
Davenport LAMA Building Permits and Online Portal, \$15,000
Barracuda Annual Maintenance, \$8,500

52690 SMALL EQUIPMENT – \$20,700 (**Only \$12,200 approved in Adopted Budget**)

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 (**Only \$2,500 approved in Adopted Budget**) (*Moved to 52010*)
Fujitsu Scanner for Laserfiche, \$3,500 (**Only \$1,000 approved in Adopted Budget**) (*Moved to 52010*)

**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 forty (40) 24-inch LCD monitors at \$200 each.	\$8,000
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	Server Memories and Components Upgrade	The current server hardware is old and needs to be replaced with faster more reliable processors, memories, motherboards, and hard drives. The aging servers are the core processing power for every digital transaction that the City does on its network. Upgrading them to faster processors and technologically more advanced hardware will keep the network infrastructure reliable and keep pace with the long-term computing demands of the City.	\$15,000
62010	Senior Center Copier	<p>The Senior Center color copier is beyond repair and the only viable option is replacement of the unit. The current Hewlett-Packard (HP) color CM4540 copier is over seven years old. The senior center relies heavily on the HP CM4540 for all the printing, copying and scanning jobs for various programs and activities.</p> <p>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 on the market. The model best suited for use at the Senior Center is the Sharp MX-5071 networked multifunctional color copier. It 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>	\$6,000
Total			\$53,000

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	483,379	549,082	565,847	565,847
Services and Supplies	125,330	141,330	137,230	137,230
Capital Outlay	0	4,200	4,200	4,200
Total	608,709	694,612	707,277	707,277

Personnel Authorized	10.85 (FT) 0.00 (PT)	12.05 (FT) 0.80 (PT)	10.25 (FT) 0.80 (PT)	10.25 (FT) 0.80 (PT)
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Source of Funds

General Fund	528,488	611,646	624,311	624,311
Gas Tax Fund	2,000	2,000	2,000	2,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
After-School Program – Indirect Staff Charges	20,876	21,454	21,454	21,454
Sewer Operating Fund – Indirect Staff Charges	56,345	58,512	58,512	58,512
Total	608,709	694,612	707,277	707,277

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 – \$549,082

Salary requests are for: Finance Manager (0.25) – \$27,021; Senior Accountant (1.90) – \$125,979; Junior Accountant (2.50) – \$90,288; Accounting Specialist (3.80) – \$88,477; Customer Service Representative/Office Specialist (0.80) – \$37,075; Accounting Specialist (0.80/part-time) – \$29,766; Admin other departments – <\$5,625>. Cost allocations are as follows: full-time salaries – \$368,040; part-time salaries – \$29,766; overtime – \$2,000; benefit costs – \$154,101.

Services and Supplies – \$141,330

Funding requested is for: books and publications – \$730; maintenance (office equipment) – \$100; special consulting services – \$10,000; audit fees – \$53,100; collection agency fees – \$1,100; bank fees and charges – \$26,000; CalCard reward program – <\$7,500>; special contract services – \$54,000; miscellaneous expenditures – \$3,800.

Capital Outlay – \$4,200

Funding requested is for: conference room table and chairs.

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

Department: City Manager

Program: 4204 Financial Services

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$730
Fair Labor Standards Handbook, \$430
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 AUDIT FEES – \$53,100 ***(Only \$50,000 approved in Adopted Budget)***

Annual audit service fees (City) (General Fund – \$45,100; DOJ Fund – \$1,000), \$46,100
GASB 68 Reporting Fee, \$7,000
- 52240 COLLECTION AGENCY FEES – \$1,100

Enforcement/collection of delinquent tax and service payments.
- 52280 BANK FEES & CHARGES – \$26,000 ***(Only \$25,000 approved in Adopted Budget)***

Monthly bank fees and charges.
- 52281 CALCARD INCENTIVE PAYMENTS – <\$7,500>

CalCard reward program.

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

Department: City Manager

Program: 4204 Financial Services

Object
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$54,000 Merchant Services (credit card processing), \$46,500 Armored transport depository services, \$7,500
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,800 Miscellaneous expenditures.

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

Department: City Manager

Program: 4204 Financial Services

Object Code	Item	Justification	Cost
62010	Conference Room Table and Chairs	Conference table and six chairs for new Finance Department conference room.	\$4,200
			Total: \$4,200

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	91,025	160,320	160,320	160,320
Services and Supplies	2,510,968	2,514,268	2,514,268	2,514,268
Capital Outlay	0	0	0	0
Total	2,601,993	2,674,588	2,674,588	2,674,588

Personnel Authorized	1.75 (FT) 1.00 (PT)	1.75 (FT) 1.20 (PT)	1.75 (FT) 1.20 (PT)	1.75 (FT) 1.20 (PT)
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Source of Funds

General Fund	2,470,934	2,495,473	2,495,473	2,495,473
Recycling Grant Fund	3,800	3,800	3,800	3,800
Sewer Operating Fund	127,259	175,315	175,315	175,315
Total	2,601,993	2,674,588	2,674,588	2,674,588

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 – \$160,320

Salary requests are for: Finance Manager (0.15) – \$16,212; Accounting Specialist (0.20) – \$10,769; Customer Service Representatives (1.20) – \$48,347; Accounting Specialist (1.20/part-time) – \$46,483. Cost allocations are as follows: full-time salaries – \$75,328; part-time salaries – \$46,483; overtime – \$100; benefit costs – \$38,409.

Services and Supplies – \$2,514,268

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,400,000; special contract services – \$56,568; bad-debt expenses – \$1,500; 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.

52391 RESIDENTIAL REFUSE COLLECTION REIMBURSEMENT – <\$2,400,000>

Reimbursement from residents for refuse collection.

52450 SPECIAL CONTRACT SERVICES – \$56,568

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$28,284; General Fund – \$28,284).

52810 BAD-DEBT EXPENSES – \$1,500

Charge costs of uncollectable utility accounts (Sewer Operating Fund – \$750; General Fund – \$750).

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	698,539	709,044	709,044	709,044
Services and Supplies	420,885	585,218	576,693	576,693
Capital Outlay	0	0	0	0
Total	1,119,424	1,294,262	1,285,737	1,285,737

Personnel Authorized	6.03 (FT) 2.00 (PT)	6.03 (FT) 2.00 (PT)	6.03 (FT) 1.00 (PT)	6.03 (FT) 1.00 (PT)
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Department Distribution

Administration	53,807	73,655	72,655	72,655
City Clerk	277,731	267,979	267,979	267,979
Personnel/Risk Management	474,325	484,201	486,676	486,676
Central Services	313,561	468,427	458,427	458,427
Total	1,119,424	1,294,262	1,285,737	1,285,737

Source of Funds

General Fund	979,345	1,149,203	1,140,678	1,140,678
After-School Program – Indirect Staff Charges	37,870	38,918	38,918	38,918
Sewer Operating Fund – Indirect Staff Charges	102,209	106,141	106,141	106,141
Total	1,119,424	1,294,262	1,285,737	1,285,737

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
		Dept	City Mgr				
Admin from other Depts - Starr	0.05	0.05	0.05	0.05	12,903	12,903	12,903
Director of Administrative Services/ Human Resources	1.00	1.00	1.00	1.00	170,100	170,100	170,100
City Clerk	1.00	1.00	1.00	1.00	98,760	98,760	98,760
Personnel Services Coordinator	1.00	1.00	1.00	1.00	64,164	64,164	64,164
Benefits Coordinator	1.00	1.00	1.00	1.00	64,164	64,164	64,164
Administrative Specialist	1.00	1.00	1.00	1.00	51,426	51,426	51,426
Office Specialist	1.00	1.00	1.00	1.00	45,387	45,387	45,387
Part-Time							
Office Specialist	1.00	1.00	0.00	0.00	0	0	0
Senior Intern	1.00	1.00	1.00	1.00	15,298	15,298	15,298

Full Time	6.05	6.05	6.05	6.05	506,904	506,904	506,904
Admin other Departments	-0.02	-0.02	-0.02	-0.02	-1,975	-1,975	-1,975
Total FT Positions/Salaries	6.03	6.03	6.03	6.03	504,929	504,929	504,929
Part Time	2.00	2.00	1.00	1.00	15,298	15,298	15,298
Overtime					950	950	950
Total Salaries & Wages					521,177	521,177	521,177
Benefit Costs					129,907	129,907	129,907
PERS Benefit Costs					58,717	58,717	58,717
Benefit Costs other Depts					-757	-757	-757
Total Benefit Costs					187,867	187,867	187,867
TOTAL					709,044	709,044	709,044

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	43,257	43,160	43,160	43,160
Services and Supplies	10,550	30,495	29,495	29,495
Capital Outlay	0	0	0	0
Total	53,807	73,655	72,655	72,655
Personnel Authorized	0.15 (FT)	0.15 (FT)	0.15 (FT)	0.15 (FT)

Source of Funds

General Fund	27,064	45,961	44,961	44,961
After-School Program – Indirect Staff Charges	7,230	7,430	7,430	7,430
Sewer Operating Fund – Indirect Staff Charges	19,513	20,264	20,264	20,264
Total	53,807	73,655	72,655	72,655

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. Pursuant to City Council direction, implement Strategic Planning priorities.
-

Personnel Services – \$43,160

Salary requests are for: City Manager (0.05) – \$12,903; Director of Administrative Services/Human Services (0.10) \$17,010. Cost allocations are as follows: full-time salaries – \$29,913; benefit costs – \$13,247.

Services and Supplies – \$30,495

Funding requested is for: books and publications – \$150; office supplies – direct – \$250; dues and memberships – \$1,445; travel and meetings – \$8,000; mileage/auto allowance – \$7,800; educational grants – \$5,000; 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, Director of Administrative Services/ Human Resources	<u>CalPERS Educational Forum</u> Annual Conference	TBA	October 2021	\$1,500
	Jon Hamilton, Director of Administrative Services/ Human Resources	<u>League of California Cities</u> City Attorney Annual Conference	TBA	TBA	\$1,500
	Andrea Myrick, City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar	TBA	December 2021	\$1,500
52130	Andrea Myrick, City Clerk	<u>City Clerks Association of California</u> 2021 Annual Conference	TBA	April 2022	\$1,000
	All City of Montclair Attendees	<u>City of Montclair</u> State of the City Address – 2021	City of Montclair	October 2021	\$1,500
52130	Jon Hamilton, Director of Administrative Services/ Human Resources 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

(Only \$7,000 approved in Adopted Budget)

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<u>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
				Total:	\$1,000

**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 – \$1,445

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 (**Only \$7,000 approved in Adopted Budget**)

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

52530 EDUCATIONAL GRANTS – \$5,000

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 2 employees @ \$2,500 each).

52540 VOCATIONAL TRAINING – \$1,000

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

**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

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	256,131	232,829	232,829	232,829
Services and Supplies	21,600	35,150	35,150	35,150
Capital Outlay	0	0	0	0
Total	277,731	267,979	267,979	267,979

Personnel Authorized	2.78 (FT) 1.50 (PT)	2.28 (FT) 1.50 (PT)	2.28 (FT) 0.50 (PT)	2.28 (FT) 0.50 (PT)
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Source of Funds

General Fund	250,402	239,678	239,678	239,678
After-School Program – Indirect Staff Charges	7,388	7,593	7,593	7,593
Sewer Operating Fund – Indirect Staff Charges	19,941	20,708	20,708	20,708
Total	277,731	267,979	267,979	267,979

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 – \$232,829

Salary requests are for: City Clerk (0.98) – \$96,785; Administrative Specialist (0.80) – \$41,141; Office Specialist (0.50) – \$22,694; Senior Intern (0.50/part-time) – \$7,649. Cost allocations are as follows: full-time salaries – \$160,620; part-time salaries – \$7,649; overtime – \$300; benefit costs – \$64,260.

Services and Supplies – \$35,150

Funding requested is for: books and publications – \$6,550; election supplies/services – \$5,000; publication and advertising – \$5,000; mileage/auto allowance – \$100; special contract services – \$16,500; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

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

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

51020 BOOKS AND PUBLICATIONS – \$6,550

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 – \$5,000

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

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 – \$16,500

Contract services for off-site records storage all departments (Corodata), \$3,000
Online Public Records Portal, \$3,500
Electronic Records Management System Consultant, \$5,000
Electronic Filing System for FPPC (Netfile) \$5,000

52990 MISCELLANEOUS EXPENDITURES – \$2,000

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	354,925	355,363	355,363	355,363
Services and Supplies	119,400	128,838	131,313	131,313
Capital Outlay	0	0	0	0
Total	474,325	484,201	486,676	486,676
Personnel Authorized	2.80 (FT)	2.80 (FT)	2.80 (FT)	2.80 (FT)

Source of Funds

General Fund	430,409	438,724	441,199	441,199
After-School Program – Indirect Staff Charges	11,873	12,201	12,201	12,201
Sewer Operating Fund – Indirect Staff Charges	32,043	33,276	33,276	33,276
Total	474,325	484,201	486,676	486,676

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 – \$355,363

Salary requests are for: Director of Administrative Services/Human Resources (0.80) – \$136,080; Benefits Coordinator (1.00) – \$64,164; Personnel Services Coordinator (1.00) – \$64,164. Cost allocations are as follows: full-time salaries – \$264,408; overtime – \$500; benefit costs – \$90,455.

Services and Supplies – \$128,838

Funding requested is for: books and publications – \$1,525; publication and advertising – \$15,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$4,345; special contract services – \$65,568; psychological assistance – \$15,000; 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 \$1,000 approved in Adopted Budget)*
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 – \$15,000
Personnel recruitment advertisements.
- 52140 MILEAGE/AUTO ALLOWANCE – \$150
Mileage reimbursement for Administrative Services/Human Resources Director, Personnel Services Coordinator, and Benefits Coordinator.
- 52150 LABOR RELATIONS – \$250
Expenditures related to labor negotiations and disciplinary/grievances.
- 52190 SPECIAL CONSULTING SERVICES – \$4,345
East Inland Empire Employment Relations Consortium, \$3,045
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 – \$65,568
Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$15,436
Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$48,132
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 – \$15,000

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

52510 MEDICAL EXAMINATIONS – \$12,000

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

52520 PERSONNEL TESTING – \$2,000

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

52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$3,500 **(\$4,500 approved in Adopted Budget)**

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

52590 PSYCHOLOGICAL EXAMS – \$8,000 **(\$10,000 approved in Adopted Budget)**

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	44,226	77,692	77,692	77,692
Services and Supplies	269,335	390,735	380,735	380,735
Capital Outlay	0	0	0	0
Total	313,561	468,427	458,427	458,427
Personnel Authorized	0.30 (FT) 0.50 (PT)	0.80 (FT) 0.50 (PT)	0.80 (FT) 0.50 (PT)	0.80 (FT) 0.50 (PT)

Source of Funds

General Fund	271,470	424,840	414,840	414,840
After-School Program – Indirect Staff Charges	11,379	11,694	11,694	11,694
Sewer Operating Fund – Indirect Staff Charges	30,712	31,893	31,893	31,893
Total	313,561	468,427	458,427	458,427

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 – \$77,692

Salary requests are for: Director of Administrative Services/Human Resources (0.10) – \$17,010; Administrative Specialist (0.20) – \$10,285; Office Specialist (0.50) – \$22,693; Senior Intern (0.50/part-time) – \$7,649. Cost allocations are as follows: full-time salaries – \$49,988; part-time salaries – \$7,649; overtime – \$150; benefit costs – \$19,905.

Services and Supplies – \$390,735

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 – \$270,000; 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 **(\$58,000 approved in Adopted Budget)**

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

51150 LICENSE/PERMITS/CERTIFICATES – \$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

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

- 52090 PUBLICATION AND ADVERTISING – \$30,500
Specialized printing needs, die cuts, layouts, and design development, \$2,500
Civic Publications Community Newsletter, \$28,000
- 52430 ANIMAL CONTROL SERVICES – \$270,000 ***(Only \$250,000 approved in Adopted Budget)***
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
Replacement phones, all departments.
- 52990 MISCELLANEOUS EXPENDITURES – \$8,000 ***(\$10,000 approved in Adopted Budget)***
Parking permit decals, \$500
U.S. and California State flags, \$1,500 ***(\$2,500 approved in Adopted Budget)***
Promotional merchandise, \$1,000
City Hall household miscellaneous, \$5,000 ***(\$6,000 approved in Adopted Budget)***

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 11 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	1,966,750	2,562,981	2,528,228	2,528,228
Services and Supplies	622,232	1,086,456	1,061,656	1,061,656
Capital Outlay	0	0	0	0
Total	2,588,982	3,649,437	3,589,884	3,589,884

Personnel Authorized				
	11.00 (FT)	11.00 (FT)	11.00 (FT)	11.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	127.00 (PT)	127.00 (PT)	127.00 (PT)	127.00 (PT)

Department Distribution

Recreation	920,204	1,186,001	1,130,748	1,130,748
Clinic	82,086	72,884	72,884	72,884
Senior Citizens	20,221	113,880	112,080	112,080
Nutritional Meals	256,905	478,535	478,535	478,535
Family and Health Education	101,625	94,236	91,736	91,736
Expanded Learning Program	1,207,941	1,703,901	1,703,901	1,703,901
Total	2,588,982	3,649,437	3,589,884	3,589,884

Source of Funds

General Fund	1,020,885	1,469,345	1,409,792	1,409,792
Community Dev Block Grant Fund	83,480	236,776	236,776	236,776
DAAS Grant/Donations	171,238	171,279	171,279	171,279
After-School Program Grant Fund	1,036,157	1,589,575	1,589,575	1,589,575
OTS Grant	24,298	0	0	0
City of Hope	1,000	1,000	1,000	1,000
OMSD Immunizations Grant	30,500	0	0	0
Kaiser Permanente Foundation	0	5,089	5,089	5,089
OMSD Resource Center Grant	14,500	28,500	28,500	28,500
Senior Support Services Grant	10,000	10,000	10,000	10,000
Healthy Comm. Strategic Plan	18,790	18,027	18,027	18,027
ASES Supplemental Grant Fund	125,000	119,846	119,846	119,846
Hope through Housing	53,134	0	0	0
Total	2,588,982	3,649,437	3,589,884	3,589,884

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. Recreation Supervisor	1.00	2.00	2.00	2.00	127,782	127,782	127,782
Sr. Learning Coordinator	1.00	1.00	1.00	1.00	57,937	57,937	57,937
Asst Sr. Learning Coordinator	2.00	2.00	2.00	2.00	101,808	101,808	101,808
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	48,570	48,570	48,570
Health Education Specialist	1.00	1.00	1.00	1.00	46,716	46,716	46,716
Sr. Management Analyst	0.00	1.00	1.00	1.00	83,280	83,280	83,280
Administrative Analyst	1.00	0.00	0.00	0.00	0	0	0
Administrative Specialist	1.00	1.00	1.00	1.00	54,384	54,384	54,384
Medical Clinic Specialist	1.00	1.00	1.00	1.00	0	0	0
<u>Part-Time Benefitted</u>							
Human Services Technician	1.00	1.00	1.00	1.00	43,276	43,276	43,276
<u>Part-Time</u>							
Data Entry Clerk	1.00	1.00	1.00	1.00	16,598	16,598	16,598
Facility Coordinator	3.00	3.00	3.00	3.00	33,249	51,654	51,654
Summer/Winter Personnel	43.00	43.00	43.00	43.00	297,000	225,000	225,000
Health Education Intern	1.00	1.00	1.00	1.00	15,933	15,933	15,933
Nutrition Site Manager	1.00	1.00	1.00	1.00	22,960	22,960	22,960
Kitchen Assistant	1.00	1.00	1.00	1.00	15,834	15,834	15,834
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	560,790	560,790	560,790
Junior Intern	2.00	2.00	2.00	2.00	0	21,112	21,112
Transportation Coordinator	2.00	2.00	2.00	2.00	31,436	31,436	31,436
Mini-School Coordinator	1.00	1.00	1.00	1.00	0	0	0
Senior Recreation Specialist	4.00	4.00	4.00	4.00	133,298	133,298	133,298
Recreation Specialist	2.00	2.00	2.00	2.00	0	0	0
Full Time	10.00	11.00	11.00	11.00	679,609	679,609	679,609
Part Time Benefitted	1.00	1.00	1.00	1.00	43,276	43,276	43,276
Part Time	127.00	127.00	127.00	127.00	1,436,792	1,404,309	1,404,309
Total Salaries & Wages					2,159,677	2,127,194	2,127,194
Benefit Costs					308,582	305,891	305,891
PERS Benefit Costs					94,722	95,143	95,143
Total Benefit Costs					403,304	401,034	401,034
TOTAL					2,562,981	2,528,228	2,528,228

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	755,171	945,388	910,635	910,635
Services and Supplies	165,033	240,613	220,113	220,113
Capital Outlay	0	0	0	0
Total	920,204	1,186,001	1,130,748	1,130,748
Personnel Authorized	4.30 (FT) 53.00 (PT)	4.30 (FT) 53.00 (PT)	4.30 (FT) 53.00 (PT)	4.30 (FT) 53.00 (PT)

Source of Funds

General Fund	898,371	1,150,998	1,095,745	1,095,745
DAAS Grant/Donations	983	983	983	983
After-School Program Grant Fund	6,350	5,520	5,520	5,520
OMSD Resource Center Grant	14,500	28,500	28,500	28,500
Total	920,204	1,186,001	1,130,748	1,130,748

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 – \$945,388

Salary requests are for: Director of Human Services (1.00) – \$159,132; Senior Recreation Supervisor (1.30) – \$79,255; Sr. Management Analyst (1.00) – \$83,280; Administrative Specialist (1.00) – \$54,384; Facility Coordinator (3.00/part-time) – \$33,249; Summer/Winter Personnel (43.00/part-time) – \$297,000; Senior Recreation Specialist (2.00/part-time) – \$67,450. Cost allocations are as follows: full-time salaries – \$376,051; part-time salaries – \$397,699; benefit costs – \$171,638.

Services and Supplies – \$240,613

Funding requested is for: program supplies – \$42,800; maintenance – other equipment – \$1,400; publication and advertising – \$28,000; community benefits – \$30,000; dues and memberships – \$2,100; travel and meetings – \$7,500; Community Activities Commission – \$15,750; performing art services – \$10,000; special contract services – \$12,240; vocational training – \$3,153; cellular phone expense – \$570; reimbursed program costs – \$52,100; CAC stipends – \$3,500; miscellaneous expenditures – \$31,500.

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	Five (5) Human Services Dept. Staff	CPRS Annual Conference	Sacramento, CA	Spring 2022	\$6,000
<i>(General Fund sub-total: \$6,000)</i>					
52130	Three (3) Human Services Dept. Staff	California Expanded Learning Symposium	Fresno, CA	Spring 2022	\$1,500
<i>(After-School Program Grant sub-total: \$1,500)</i>					
Total:					\$7,500

**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	25 Part-Time Staff	CPR and First Aid Training	Montclair, CA	2021-2022	\$650
(General Fund sub-total: \$650)					
52540	1 Part-Time Staff	Food Managers Certification	Montclair, CA	Fall 2022	\$169
52540	1 Part-Time Staff	Food Handlers Certification	Montclair, CA	Spring 2022	\$22
52540	36 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2021	\$792
(DAAS Grant sub-total: \$983)					
52540	45 Part-Time Staff	CPR and First Aid Training	Montclair, CA	2021-2022	\$1,170
52540	3 Full-time staff	Inland Empire Expanded Learning	TBA	Spring 2022	\$350
(After-School Program Grant sub-total: \$1,520)					
				Total:	\$3,153

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

Department: Human Services

Program: 4381 Recreation

Object
Number

51130 PROGRAM SUPPLIES – \$42,800 ***(Only \$38,800 approved in Adopted Budget)***

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 ***(Not approved in Adopted Budget)***
Summer Outdoor Movies, \$800

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,400

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

52090 PUBLICATION AND ADVERTISING – \$28,000 ***(Only \$18,500 approved in Adopted Budget)***

Costs for production of the HS Department brochures (3) with necessary full color and additional pages, and post cards, \$25,000
IT Division ink and paper costs for poster printing, \$2,500 ***(Moved to 4203-51050)***
Printing costs for youth programs, \$500

52110 COMMUNITY BENEFITS – \$30,000 ***(Only \$25,000 approved in Adopted Budget)***

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 – \$7,500

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings. (General Fund – \$6,000, After-School Program Grant – \$1,500)

52170 COMMUNITY ACTIVITIES COMMISSION – \$15,750

Holiday events, \$2,000
Expenditures for projects sponsored by the Committee, \$6,500
Veterans Day banners, \$7,000
Shirts, \$250

52310 PERFORMING ART SERVICES – \$10,000 ***(Only \$8,000 approved in Adopted Budget)***

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

52450 SPECIAL CONTRACT SERVICES – \$12,240

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
Internet hot spot service, \$840

52540 VOCATIONAL TRAINING – \$3,153

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$650; After-School Program Grant – \$1,520, DAAS Grant – \$983)

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52850 CELLULAR PHONE EXPENSE – \$570

Cost for the purchase of a new cell phone for the Transportation Coordinator and the monthly fee.

52870 REIMBURSED PROGRAM COSTS – \$52,100

Program costs that will be reimbursed through fees:

Racquetball Court/Weight room sanitization, \$10,000

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 (After-School Program Grant)

52871 REIMBURSED PROGRAM COSTS – <\$52,100>

Reimbursement to the City from applicants for the costs related to Recreation programs.

52920 CAC STIPENDS – \$3,500

52990 MISCELLANEOUS EXPENDITURES – \$31,500

Volunteer expenses, \$1,000

Miscellaneous program expenses, \$2,000

Family Resource Center miscellaneous expenses, \$28,500 (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	17,285	17,348	17,348	17,348
Services and Supplies	64,801	55,536	55,536	55,536
Capital Outlay	0	0	0	0
Total	82,086	72,884	72,884	72,884

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

General Fund	51,586	72,884	72,884	72,884
OMSD Immunization Grant	30,500	0	0	0
Total	82,086	72,884	72,884	72,884

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 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.
-

Personnel Services – \$17,348

Salary requests are for: Health Education Specialist (0.25) – \$11,679. Cost allocations are as follows: full-time salaries – \$11,679; benefit costs – \$5,669.

Services and Supplies – \$55,536

Funding requested is for: program supplies – \$1,000; materials–recycle/clean–up – \$3,500; special contract services – \$50,136; stipends – \$300; 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 – \$1,000

Medical clinic vouchers, \$250

Health Fair, \$750 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$3,500

Community Sharps Disposal Program supplies and hazardous waste services.

52450 SPECIAL CONTRACT SERVICES – \$50,136

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

52920 STIPENDS – \$300

Volunteer Student Coordinator.

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	16,921	102,730	102,730	102,730
Services and Supplies	3,300	11,150	9,350	9,350
Capital Outlay	0	0	0	0
Total	20,221	113,880	112,080	112,080
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)

Source of Funds

General Fund	221	88,880	87,080	87,080
Community Dev Block Grant Fund	10,000	15,000	15,000	15,000
Senior Support Services Grant	10,000	10,000	10,000	10,000
Total	20,221	113,880	112,080	112,080

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 – \$102,730

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$48,570; Transportation Coordinators (2.00/part-time) – \$31,436. Cost allocations are as follows: full-time salaries – \$48,570; part-time salaries – \$31,436; benefit costs – \$22,724.

Services and Supplies – \$11,150

Funding requested is for: program supplies – \$3,100; special contract services – \$3,850; miscellaneous expenditures – \$4,200.

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 – \$3,100 *(Only \$2,000 approved in Adopted Budget)*
 Helium tank refills, \$600
 Crafts and materials for special demonstrations, \$1,500
 Senior special event supplies, \$1,000

52450 SPECIAL CONTRACT SERVICES – \$3,850
 Program speakers, entertainment, \$1,850
 Case Manager, \$2,000

52990 MISCELLANEOUS EXPENDITURES – \$4,200 *(Only \$3,500 approved in Adopted Budget)*
 Annual Volunteer Recognition Dinner, \$2,300
 Volunteer expenses, \$700
 Montclair Walkers program expenses, \$500
 Health fair, \$200
 Miscellaneous program expenses, \$500

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	83,790	122,709	122,709	122,709
Services and Supplies	173,115	355,826	355,826	355,826
Capital Outlay	0	0	0	0
Total	256,905	478,535	478,535	478,535
Personnel Authorized	4.50 (PT)	4.50 (PT)	4.50 (PT)	4.50 (PT)

Source of Funds

General Fund	13,170	86,463	86,463	86,463
Community Dev Block Grant Fund	73,480	221,776	221,776	221,776
DAAS Grant/Donations	170,255	170,296	170,296	170,296
Total	256,905	478,535	478,535	478,535

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 – \$122,709

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$22,960; Kitchen Assistant (1.00/part-time) – \$15,834; Health Education Intern (0.50/part-time) – \$7,967; Senior Recreation Specialist (2.00/part-time) – \$65,848. Cost allocations are as follows: part-time salaries – \$112,609; benefit costs – \$10,100.

Services and Supplies – \$355,826

Funding requested is for: program supplies – \$39,634; special consulting services – \$2,000; special contracting services – \$301,492; raw food – \$3,500; 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 PROGRAM SUPPLIES – \$39,634
Non–food consumable supplies. (DAAS Grant – \$4,000, CDBG-CV Grant – \$35,634)

52190 SPECIAL CONSULTING SERVICES – \$2,000
Consultant fees for Dietitian. (DAAS Grant)

52450 SPECIAL CONTRACTING SERVICES – \$301,492
Catered food costs. (DAAS Grant – \$115,350, CDBG-CV – \$186,142)

52451 RAW FOOD – \$3,500
All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)

52870 REIMBURSED PROGRAM COSTS – \$7,000
Senior birthday party expenses.

52871 REIMBURSED PROGRAM COSTS – <\$7,000>
Reimbursement to the City from residents for the costs related to senior programs.

52990 MISCELLANEOUS EXPENDITURES – \$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)

(Subject to the receipt of DAAS grant funding)

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	60,137	60,620	60,620	60,620
Services and Supplies	41,488	33,616	31,116	31,116
Capital Outlay	0	0	0	0
Total	101,625	94,236	91,736	91,736

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	57,537	70,120	67,620	67,620
OTS Grant	24,298	0	0	0
City of Hope	1,000	1,000	1,000	1,000
Kaiser Permanente Foundation	0	5,089	5,089	5,089
Healthy Comm. Strategic Plan	18,790	18,027	18,027	18,027
Total	101,625	94,236	91,736	91,736

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.

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 health through community engagement, outreach, and educational activities.
-

Personnel Services – \$60,620

Salary requests are for: Health Education Specialist (0.75/full-time) – \$35,037; Health Education Intern (0.50/part-time) – \$7,966. Cost allocations are as follows: full-time salaries – \$35,037; part-time salaries – \$7,966; benefit costs – \$17,617.

Services and Supplies – \$33,616

Funding requested is for: program supplies – \$20,126; publication and advertising – \$500; stipend/classroom assistance – \$10,990; 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

- 51130 PROGRAM SUPPLIES – \$20,126 ***(Only \$17,626 approved in Adopted Budget)***
Community health, \$13,126 (City of Hope Grant – \$300; Kaiser Permanente Foundation – \$2,089; Healthy Comm. Strategic Plan – \$10,737)
Community Garden and Fruit Park materials, \$7,000 ***(Only \$4,500 approved in Adopted Budget)***
- 52090 PUBLICATION AND ADVERTISING – \$500
Community health programming.
- 52921 STIPEND – CLASSROOM ASSISTANCE – \$10,990
Consejeras (City of Hope – \$700; Kaiser Permanente Foundation – \$3,000; Healthy Comm. Strategic Plan – \$7,290)
- 52990 MISCELLANEOUS EXPENDITURES – \$2,000
Healthy Montclair activity supplies and refreshments.

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

Program Description

The Montclair After-School Program (MAP) provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 1,000 students in kindergarten through eighth grade at 11 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,033,446	1,314,186	1,314,186	1,314,186
Services and Supplies	174,495	389,715	389,715	389,715
Capital Outlay	0	0	0	0
Total	1,207,941	1,703,901	1,703,901	1,703,901
Personnel Authorized	3.70 (FT) 1.00 (PTB) 67.00 (PT)	3.70 (FT) 1.00 (PTB) 67.00 (PT)	3.70 (FT) 1.00 (PTB) 67.00 (PT)	3.70 (FT) 1.00 (PTB) 67.00 (PT)

Source of Funds

After-School Program Grant Fund	1,029,807	1,584,055	1,584,055	1,584,055
ASES Supplemental Grant Fund	125,000	119,846	119,846	119,846
Hope through Housing	53,134	0	0	0
Total	1,207,941	1,703,901	1,703,901	1,703,901

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 1,000 students in kindergarten through eighth grade at 11 sites.

Personnel Services – \$1,314,186

Salary requests are for: Senior Recreation Supervisor (0.70/full-time) – \$48,527; Senior Learning Coordinator (1.00/full-time) – \$57,937; Assistant Senior Learning Coordinator (2.00/full-time) – \$101,808; Human Services Technician (1.00/part-time benefitted) – \$43,276; Data Entry Clerk (1.00/part-time) – \$16,598; Senior Learning Leader (11.00/part-time) – \$309,694; Learning Leaders/Substitute Learning Leader (55.00/part-time) – \$560,790. Cost allocations are as follows: full-time salaries – \$208,272; part-time benefitted – \$43,276; part-time salaries – \$887,082; benefit costs – \$175,556.

Services and Supplies – \$389,715

Funding requested is for: uniforms – \$8,000; program supplies – \$160,000; publication and advertising – \$10,000; special contract services – \$205,000; cellular phone expense – \$6,715.

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 – \$8,000

Staff uniforms. (After-School Program Grant)

51130 PROGRAM SUPPLIES – \$160,000

Expanded Learning Program supplies. (After-School Program Grant – \$150,000, ASES Supplemental Grant – \$10,000)

52090 PUBLICATION AND ADVERTISING – \$10,000

Expanded Learning advertising materials. (After-School Program Grant)

52450 SPECIAL CONTRACT SERVICES – \$205,000

Staffing services, \$150,000 (After-School Program Grant)

MAP Presenters/Speakers/Instructors, \$25,000 (After-School Program Grant)

Expanded Learning Program assistance, \$30,000 (After-School Program Grant)

52850 CELLULAR PHONE EXPENSE – \$6,715

Cost for cell phone services. (After-School Program 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	8,432,360	9,303,154	9,120,454	9,120,454
Services and Supplies	921,904	1,123,514	1,054,608	1,054,608
Capital Outlay	77,150	216,975	216,975	216,975
Total	9,431,414	10,643,643	10,392,037	10,392,037

Personnel Authorized	73.50 (FT) 26.00 (PT)	73.50 (FT) 26.00 (PT)	75.50 (FT) 26.00 (PT)	75.50 (FT) 26.00 (PT)
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Department Distribution

Administration	441,404	463,419	457,919	457,919
Support Services	735,628	739,410	737,410	737,410
Technical Services	248,759	391,634	365,778	365,778
Records Bureau	640,732	524,057	506,577	506,577
Investigations	1,202,734	1,200,745	1,180,745	1,180,745
Uniform Patrol	5,302,524	6,441,662	6,150,162	6,150,162
Communications	685,482	741,377	855,657	855,657
Volunteer Services	53,418	61,018	58,618	58,618
Emergency Preparedness	120,733	80,321	79,171	79,171
Total	9,431,414	10,643,643	10,392,037	10,392,037

Source of Funds

General Fund	8,243,407	9,835,572	9,557,121	9,557,121
May Budget CARES Act	487,588	0	0	0
Prop 30 / AB 109	59,351	0	0	0
SB 509 Public Safety Fund	270,639	280,496	307,341	307,341
Forfeiture Fund – Federal	56,728	0	0	0
School District Grant Fund	210,600	210,600	210,600	210,600
COPS Grant Fund	0	100,000	100,000	100,000
Bureau of Justice Assistance	46,601	0	0	0
Safety Dept. Grants	56,500	0	0	0
Equipment Replacement Fund	0	216,975	216,975	216,975
Total	9,431,414	10,643,643	10,392,037	10,392,037

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Request	Recom	Final	Request	City Mgr Recom	Adopted Budget
	Dept	City Mgr	Dept	City Mgr	Dept	City Mgr	Adopted
Sworn							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	203,688	203,688	203,688
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-101,844	-101,844	-101,844
	0.50	0.50	0.50	0.50	101,844	101,844	101,844
Captain	1.00	1.00	1.00	1.00	164,016	164,016	164,016
Lieutenant	3.00	3.00	3.00	3.00	430,236	430,236	430,236
Sergeant	7.00	7.00	7.00	7.00	824,392	824,392	824,392
Officer	41.00	41.00	41.00	41.00	3,435,540	3,435,540	3,435,540
Admin other Depts - CFDs					-14,427	-14,427	-14,427
Civilian							
Public Safety Admin Services Sup	1.00	1.00	1.00	1.00	110,862	110,862	110,862
Police Services Supervisor	1.00	1.00	1.00	1.00	77,388	77,388	77,388
Administrative Aide	2.00	2.00	2.00	2.00	122,568	122,568	122,568
Administrative Specialist	1.00	1.00	1.00	1.00	54,384	54,384	54,384
Police Dispatch Supervisor	1.00	1.00	1.00	1.00	71,868	71,868	71,868
Police Services Specialist	6.00	6.00	6.00	6.00	192,096	192,096	192,096
Dispatcher	7.00	7.00	9.00	9.00	394,888	497,200	497,200
Property Custody Clerk	1.00	1.00	1.00	1.00	45,732	45,732	45,732
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	42,540	42,540	42,540
Admin other Depts - CFDs					-5,625	-5,625	-5,625
Part-Time							
Reserve	11.00	11.00	11.00	11.00	26,400	26,400	26,400
Police Cadet	9.00	9.00	9.00	9.00	93,846	93,846	93,846
Data Entry Clerk	2.00	2.00	2.00	2.00	29,610	29,610	29,610
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	74.00	74.00	76.00	76.00	6,170,198	6,272,510	6,272,510
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-121,896	-121,896	-121,896
Total FT Positions/Salaries	73.50	73.50	75.50	75.50	6,048,302	6,150,614	6,150,614
Part Time	26.00	26.00	26.00	26.00	225,532	225,532	225,532
Additional Pay					112,080	112,320	112,320
Overtime					676,500	350,000	350,000
Total Salaries & Wages					7,062,414	6,838,466	6,838,466
Benefit Costs					1,284,356	1,315,424	1,315,424
PERS Benefit Costs					997,223	1,007,403	1,007,403
Benefit Costs other Depts					-40,839	-40,839	-40,839
Total Benefit Costs					2,240,740	2,281,988	2,281,988
TOTAL					9,303,154	9,120,454	9,120,454

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	227,982	226,983	226,983	226,983
Services and Supplies	213,422	236,436	230,936	230,936
Capital Outlay	0	0	0	0
Total	441,404	463,419	457,919	457,919
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	244,246	258,073	252,573	252,573
SB 509 Public Safety Fund	197,158	205,346	205,346	205,346
Total	441,404	463,419	457,919	457,919

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 – \$226,983

Salary requests are for: Executive Director of Public Safety (0.50) – \$101,844; Administrative Aide (1.00) – \$61,284; Admin Other Departments – CFDs – <\$5,625>. Cost allocations are as follows: full-time salaries – \$157,503; additional pay – \$900; overtime – \$1,000; benefit costs – \$67,580.

Services and Supplies – \$236,436

Funding requested is for: books and publications – \$100; dues and memberships – \$2,360; travel and meetings – \$5,100; special contract services – \$207,310; educational grants – \$2,500; small equipment – \$6,200; cellular phone expenses – \$10,866; miscellaneous expenditures – \$2,000.

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	TBA	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2021	\$1,000
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2022	\$2,400
52130	Executive Director of Public Safety	Legislative Day	Sacramento, CA	March 2022	\$1,300
Total:					\$5,100

(Only \$3,800 approved in Adopted Budget)

**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 – \$2,360

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), \$70

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

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

52130 TRAVEL AND MEETING EXPENSES – \$5,100 (***Only \$3,800 approved in Adopted Budget***)

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

52450 SPECIAL CONTRACT SERVICES – \$207,310

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)

Annual contract for Daily Training Bulletins and management services, \$8,188 (SB 509 Fund)

WeTip Annual Membership, \$1,964

52530 EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

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

Department: Police

Program: 4421 Administration

Object
Number

- 52690 SMALL EQUIPMENT – \$6,200 *(Only \$3,000 approved in Adopted Budget)*
 Chairs for Department personnel.
- 52850 CELLULAR PHONE EXPENSES – \$10,866
 Cellular phone service (24 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers and a Senior Information Technology Specialist.
- 52990 MISCELLANEOUS EXPENDITURES – \$2,000 *(Only \$1,000 approved in Adopted Budget)*
 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	726,017	728,570	726,570	726,570
Services and Supplies	9,611	10,840	10,840	10,840
Capital Outlay	0	0	0	0
Total	735,628	739,410	737,410	737,410
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	728,392	731,960	729,960	729,960
SB 509 Public Safety Fund	7,236	7,450	7,450	7,450
Total	735,628	739,410	737,410	737,410

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 – \$728,570

Salary requests are for: Captain (1.00) – \$164,016; Lieutenant (1.00) – \$143,412; Police Officer (1.00) – \$92,892; Administrative Aide (1.00) – \$61,284; Police Background Investigator (1.00/part-time) – \$55,676. Cost allocations are as follows: full-time salaries – \$461,604; part-time salaries – \$55,676; additional pay – \$2,640; overtime – \$5,000; benefit costs – \$203,650.

Services and Supplies – \$10,840

Funding requested is for: books and publications – \$1,590; special contract services – \$7,450; miscellaneous expenditures – \$1,800.

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 – \$1,590

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,200
Penal code books (7 @ \$50 each), \$350
Vehicle code books (2 @ \$20 each), \$40

52450 SPECIAL CONTRACT SERVICES – \$7,450

Training Management System annual software maintenance, \$750 (SB 509 Fund)
PUMA software maintenance, \$4,100 (SB 509 Fund)
Transcription services, \$2,600 (SB 509 Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,800

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	170,889	173,678	173,178	173,178
Services and Supplies	77,870	217,956	192,600	192,600
Capital Outlay	0	0	0	0
Total	248,759	391,634	365,778	365,778

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	245,259	391,634	342,778	342,778
SB 509 Public Safety Fund	3,500	0	23,000	23,000
Total	248,759	391,634	365,778	365,778

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 10,000 – 12,000 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 – \$173,678

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$55,431; Police Cadets (9.00/part-time) – \$93,846. Cost allocations are as follows: full-time salaries – \$55,431; part-time salaries – \$93,846; overtime – \$500; benefit costs – \$23,901.

Services and Supplies – \$217,956

Funding requested is for: program supplies – \$15,130; special contract services – \$175,000; postage – \$200; small equipment – \$26,626; 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 – \$15,130 ***(Only \$13,400 approved in Adopted Budget)***

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

Replacement batteries for the Mobile Field Force powered air purifying respirators (15 @ \$202 each), \$3,030

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 – \$175,000 ***(Only \$155,000 approved in Adopted Budget)***

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

52670 POSTAGE – \$200

Shipping fees.

52690 SMALL EQUIPMENT – \$26,626 ***(Only \$23,000 approved in Adopted Budget) (Moved to SB509 Fund)***

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

TASER devices (10 @ \$1,200 each), \$12,000

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 (11 @ \$440 each), \$4,840

Digital cameras (11 @ \$162 each), \$1,782

Helmet bags, \$600

Ballistic helmet repair parts, \$200

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

Department: Police

Program: 4423 Technical Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$1,000

 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	631,732	510,057	494,577	494,577
Services and Supplies	9,000	14,000	12,000	12,000
Capital Outlay	0	0	0	0
Total	640,732	524,057	506,577	506,577

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	640,732	524,057	506,577	506,577
Total	640,732	524,057	506,577	506,577

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 2,050 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; 10,000 – 12,000 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 – \$510,057

Salary requests are for: Police Services Supervisor (1.00) – \$77,388; Police Services Specialists (6.00) – \$192,096; Receptionist/Office Specialist (1.00) – \$42,540; Data Entry Clerk (2.00/part-time) – \$29,610. Cost allocations are as follows: full-time salaries – \$312,024; part-time salaries – \$29,610; additional pay – \$3,480; overtime – \$30,000; benefit costs – \$134,943.

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 \$10,000 approved in Adopted Budget)*

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports, \$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	1,063,639	1,054,845	1,034,845	1,034,845
Services and Supplies	89,445	107,400	107,400	107,400
Capital Outlay	49,650	38,500	38,500	38,500
Total	1,202,734	1,200,745	1,180,745	1,180,745
Personnel Authorized	8.00 (FT)	8.00 (FT)	8.00 (FT)	8.00 (FT)

Source of Funds

General Fund	1,094,339	1,099,545	1,079,545	1,079,545
SB 509 Public Safety Fund	58,745	62,700	62,700	62,700
Forfeiture Fund – Federal	49,650	0	0	0
Equipment Replacement Fund	0	38,500	38,500	38,500
Total	1,202,734	1,200,745	1,180,745	1,180,745

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 – \$1,054,845

Salary requests are for: Sergeant (1.00) – \$123,480; Police Officers (5.00) – \$464,386; Administrative Specialist (1.00) – \$54,384; Property Custody Clerk (1.00) – \$45,732. Cost allocations are as follows: full-time salaries – \$687,982; additional pay – \$19,860; overtime – \$80,000; benefit costs – \$267,003.

Services and Supplies – \$107,400

Funding requested is for: range supplies – \$21,300; program supplies – \$7,000; maintenance – office machines and furniture – \$700; data processing – \$2,600; special investigations – \$5,000; special contract services – \$62,700; medical services – \$5,000; miscellaneous expenditures – \$3,100.

Capital Outlay – \$38,500

Funding is requested for: one investigations vehicle – \$33,000; emergency equipment for one investigations vehicle – \$5,500.

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

Department: Police

Program: 4425 Investigations

Object
Number

51040 RANGE SUPPLIES – \$21,300

Range supplies including targets, ammunition, cleaning equipment, \$15,000
Range ammunition for mandated short-barrel rifle training for new officers (9 @ \$700), \$6,300

51130 PROGRAM SUPPLIES – \$7,000

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, \$5,130
Replacement main HEPA filters for two evidence drying lockers (2 @ \$385 each), \$770
Replacement carbon filters for two evidence drying lockers (2 @ \$550 each), \$1,100

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE – \$700

Maintenance of photocopy machine for Investigations.

52250 DATA PROCESSING – \$2,600

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

52440 SPECIAL INVESTIGATIONS – \$5,000

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 – \$62,700

Annual Cal-ID contract, \$46,600 (SB 509 Fund)
Leica laser scanning forensic mapping system annual software subscription services, \$8,300 (SB 509 Fund)
Yearly contract with Vigilant Solutions, Inc. for access to license plate recognition (LPR) data, \$7,800 (SB 509 Fund)

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

Department: Police

Program: 4425 Investigations

Object
Number

52460 MEDICAL SERVICES – \$5,000

Annual contract for services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services.

52990 MISCELLANEOUS EXPENDITURES – \$3,100

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

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

Department: Police

Program: 4425 Investigations

Object Code	Item	Justification	Cost
62020	Investigations Vehicle	One of the vehicles assigned to Investigations is in need of replacement, Unit 452, which is a 2012 Chevrolet Caprice. This vehicle is almost 10 years old and has been problematic since it was purchased. It has been serviced numerous times for various issues, some have been significant issues. The manufacturer stopped producing this model several years ago making parts difficult to acquire and costly. The City mechanic reviewed and approved this replacement recommendation. The Department is requesting to purchase one Nissan Pathfinder SUV for use in undercover operations, narcotic enforcement, and other types of investigations. (Equipment Replacement Fund)	\$33,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one investigations vehicle. (Equipment Replacement Fund)	\$5,500
Total:			\$38,500

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	4,810,949	5,749,575	5,490,575	5,490,575
Services and Supplies	464,075	513,612	481,112	481,112
Capital Outlay	27,500	178,475	178,475	178,475
Total	5,302,524	6,441,662	6,150,162	6,150,162

Personnel Authorized	43.00 (FT)	43.00 (FT)	43.00 (FT)	43.00 (FT)
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Source of Funds

General Fund	4,481,407	5,952,587	5,657,242	5,657,242
May Budget CARES Act	487,588	0	0	0
Prop 30 / AB 109	59,351	0	0	0
Forfeiture Fund – Federal	7,078	0	0	0
SB509 Public Safety Fund	0	0	3,845	3,845
School District Grant Fund	210,600	210,600	210,600	210,600
COPS Grant Fund	0	100,000	100,000	100,000
Safety Dept. Grants	56,500	0	0	0
Equipment Replacement Fund	0	178,475	178,475	178,475
Total	5,302,524	6,441,662	6,150,162	6,150,162

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 (467) 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 (1,894) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 2%.
-

Personnel Services – \$5,749,575

Salary requests are for: Lieutenant (2.00) – \$286,824; Sergeants (6.00) – \$700,912; Police Officers (35.00) – \$2,878,262; Admin Other Departments – CFDs – <\$14,427>. Cost allocations are as follows: full-time salaries – \$3,865,998; additional pay – \$58,620; overtime – \$500,000; benefit costs – \$1,339,384.

Services and Supplies – \$513,612

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$30,000; ballistic vest reimbursement – <\$4,320>; program supplies – \$1,860; personnel protective equipment – \$15,590; gasoline – \$120,000; diesel fuel – \$14,000; maintenance – transportation and work equipment – \$7,000; maintenance – other equipment – \$8,000; special contract services – \$193,845; medical services – \$60,000; vocational training – \$29,950; personnel training – \$29,490; small equipment – \$5,397; recruitment expense – \$2,200.

Capital Outlay – \$178,475

Funding is requested for: three patrol vehicles – \$133,175; emergency equipment for three patrol vehicles – \$45,300.

**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	\$1,700
52540	Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA)	Basic Police Academy (Tuition/EVOC, uniform, range ammunition)	San Bernardino, CA	TBA	\$28,250
				Total:	\$29,950

**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 2021	\$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	\$8,000
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 D. Rezendes, Police Officer A. Hernandez, Police Officer J. Morrison, Police Officer M. Hidalgo, Police Officer D. Mireles, Police Officer S. Herrera, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$3,600
52570	A. St. John, Detective A. Riedell, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000

**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 Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$570
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. Garabedian, Police Officer FTO B. Blyther, 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 (4 sessions)	Supervisory Leadership Institute	Orange, CA	TBA	\$2,000
52570	J. Riedell, Sergeant E. Rivera, Sergeant	POST Supervisory Course	Riverside, CA	TBA	\$1,500
52570	TBA, Police Officer	Motorcycle Training	San Bernardino, CA	TBA	\$3,000
				Total:	\$29,490

**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 – \$30,000 ***(Only \$25,000 approved in Adopted Budget)***
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
Class A uniform hats, \$5,000
- 51101 BALLISTIC VEST REIMBURSEMENT – <\$4,320>
Reimbursement through grants for a portion of the ballistic body armor.
- 51130 PROGRAM SUPPLIES – \$1,860
Inert Pepperball rounds for less lethal training, \$675
Bean bags for less lethal training, \$925
40mm less lethal rounds, \$260

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$15,590

Concealable ballistic body armor (13 @ \$930 each), \$12,090
Tactical vest carriers (7 @ \$500 each), \$3,500

51500 GASOLINE – \$120,000

Gasoline used in the operation of patrol and fire vehicles.

51510 DIESEL FUEL – \$14,000 ***(Only \$12,000 approved in Adopted Budget)***

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

52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$7,000 ***(Only \$3,500 approved in Adopted Budget)***

Routine maintenance of two police motorcycles, \$2,500
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$8,000

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, mobile data computers, tasers, and digital voice recorders; pepperball gun repairs, \$3,550
General maintenance of range ventilation system, \$4,450

52450 SPECIAL CONTRACT SERVICES – \$193,845 ***(Only \$178,845 approved in Adopted Budget)***

Contract security for Montclair Transcenter, \$190,000 ***(Only \$175,000 approved in Adopted Budget)***
Watchguard annual redactive software maintenance, \$995 ***(Moved to SB509 Fund)***
Watchguard annual evidence library software maintenance, \$2,850 ***(Moved to SB509 Fund)***

52460 MEDICAL SERVICES – \$60,000 ***(Only \$53,000 approved in Adopted Budget)***

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 – \$29,950

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 – \$29,490

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 – \$5,397

Belt keepers (11 @ \$23 each), \$253
Handcuff cases (17 @ \$38 each), \$646
Key holders (11 @ \$30 each), \$330
Magazine holders (11 @ \$51 each), \$561
Asp baton holders (11 @ \$42 each), \$462
HT holder (11 @ \$43 each), \$473
OC holder (11 @ \$39 each), \$429
Baton ring (11 @ \$10 each), \$110
Sam Browne Belts (11 @ \$55 each), \$605
Key keepers (17 @ \$15 each), \$255
Handcuffs (17 @ \$29 each), \$493
Pepper spray (one case of 25), \$375
Active shooter clips (11 @ \$9 each), \$99
Batons (17 @ \$18 each), \$306

54941 RECRUITMENT EXPENSE – \$2,200

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

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62020	Patrol Vehicles	The Department currently has three patrol vehicles that are in need of replacement: a 2008 Ford Crown Victoria Police Interceptor (Unit #421), a 2011 Ford Crown Victoria Police Interceptor (Unit #422), and a 2013 Ford Explorer (Unit #413). Unit #421 and Unit #422 are 10 plus years old, are significantly worn, have high mileage, and are in need of replacement. Unit #413 is the oldest vehicle in the fleet of Explorers, has high mileage, and has had several costly repairs. It was a prior K-9 Unit and thus has significant interior wear from this prior use. The City mechanic reviewed and approved these replacement recommendations. The Department is requesting to purchase three new police interceptors (2 @ \$42,800 each) (1 @ \$47,575). (Equipment Replacement Fund)	\$133,175
62050	Emergency Vehicle Conversion	Emergency equipment and installation for three new patrol vehicles (3 @ \$15,100 each). (Equipment Replacement Fund)	\$45,300
Total:			\$178,475

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	676,782	734,882	849,162	849,162
Services and Supplies	8,700	6,495	6,495	6,495
Capital Outlay	0	0	0	0
Total	685,482	741,377	855,657	855,657

Personnel Authorized	8.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	10.00 (FT) 3.00 (PT)	10.00 (FT) 3.00 (PT)
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Source of Funds

General Fund	681,482	736,377	850,657	850,657
SB 509 Public Safety Fund	4,000	5,000	5,000	5,000
Total	685,482	741,377	855,657	855,657

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 81,936 calls for service. Of those calls, approximately 15,070 are 9-1-1; 44,444 are non-emergency calls; and 10,118 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 22,422 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 38,661 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 457 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 1.47 minutes and Priority Two calls for service within 12.01 minutes.
 7. Complete all CLETS transactions within State and Federal mandated time frames.
-

Personnel Services – \$734,882

Salary requests are for: Police Dispatch Supervisor (1.00) – \$71,868; Dispatchers (7.00) – \$394,888; Dispatchers (3.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$466,756; part-time salaries – \$20,000; additional pay – \$2,580; overtime – \$60,000; benefit costs – \$185,546.

Services and Supplies – \$6,495

Funding requested is for: special contract services – \$5,000; 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

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$5,000 Contract with Language Line Services, Inc. for foreign language translation. (SB 509 Fund)
52690	<u>SMALL EQUIPMENT</u> – \$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	52,418	52,418	52,418	52,418
Services and Supplies	1,000	8,600	6,200	6,200
Capital Outlay	0	0	0	0
Total	53,418	61,018	58,618	58,618

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

General Fund	53,418	61,018	58,618	58,618
Total	53,418	61,018	58,618	58,618

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 – \$52,418

Salary requests are for: Reserve Police Officers (11.00/part-time) – \$26,400; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$26,400; additional pay – \$24,000; benefit costs – \$2,018.

Services and Supplies – \$8,600

Funding requested is for: vocational training – \$6,000; 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	TBA	August 2021	\$6,000
Total:					\$6,000

(Only \$3,600 approved in Adopted Budget)

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

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$6,000 *(Only \$3,600 approved in Adopted Budget)*

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

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	71,952	72,146	72,146	72,146
Services and Supplies	48,781	8,175	7,025	7,025
Capital Outlay	0	0	0	0
Total	120,733	80,321	79,171	79,171
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	74,132	80,321	79,171	79,171
Bureau of Justice Assistance	46,601	0	0	0
Total	120,733	80,321	79,171	79,171

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 – \$72,146

Salary requests are for: Public Safety Administrative Services Supervisor (0.50) – \$55,431. Cost allocations are as follows: full-time salaries – \$55,431; benefit costs – \$16,715.

Services and Supplies – \$8,175

Funding requested is for: program supplies – \$4,650; miscellaneous expenditures – \$3,525.

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 – \$4,650 *(Only \$3,500 approved in Adopted Budget)*

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, \$2,550

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$1,800

EOC supplies, enhancements, and updates, \$300

52990 MISCELLANEOUS EXPENDITURES – \$3,525

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-bag supplies, \$300

Emergency Operations Plan Manual printing costs (15 copies @ \$143 each), \$2,145

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	3,798,040	3,845,519	3,256,639	3,256,639
Services and Supplies	458,254	549,479	542,979	542,979
Capital Outlay	163,068	89,950	40,150	40,150
Total	4,419,362	4,484,948	3,839,768	3,839,768

Personnel Authorized	22.50 (FT)	22.50 (FT)	22.50 (FT)	22.50 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Department Distribution

Administration	453,090	409,461	418,203	418,203
Emergency Services	3,868,392	3,907,647	3,303,405	3,303,405
Personnel Development	9,000	66,160	66,160	66,160
Buildings and Grounds	3,000	13,250	13,250	13,250
Emergency Medical Services	85,880	88,430	38,750	38,750
Total	4,419,362	4,484,948	3,839,768	3,839,768

Source of Funds

General Fund	3,567,822	4,231,714	3,582,564	3,582,564
SB County CARES Act	487,588	0	0	0
SB 509 Public Safety Fund	115,004	115,004	218,454	218,454
Safety Department Grants	116,456	0	0	0
EMS - Paramedic Fund	85,880	88,430	38,750	38,750
Equipment Replacement Fund	46,612	49,800	0	0
Total	4,419,362	4,484,948	3,839,768	3,839,768

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	101,844	101,844	101,844
Deputy Fire Chief	1.00	1.00	1.00	1.00	132,228	138,840	138,840
Fire Battalion Chief	3.00	3.00	3.00	3.00	363,293	342,977	342,977
Fire Captain	6.00	6.00	6.00	6.00	598,265	598,265	598,265
Fire Engineer	6.00	6.00	6.00	6.00	477,898	477,898	477,898
Firefighter	6.00	6.00	6.00	6.00	365,132	365,132	365,132
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	46,834	46,834	46,834
<u>Part-Time</u>							
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	0	0	0
Full Time	22.50	22.50	22.50	22.50	2,038,660	2,024,956	2,024,956
Admin other Departments					-20,052	-20,052	-20,052
Total FT Positions/Salaries					2,018,608	2,004,904	2,004,904
Part Time Benefitted	1.00	1.00	1.00	1.00	46,834	46,834	46,834
Part Time	1.00	1.00	1.00	1.00	0	0	0
Additional Pay					90,280	40,600	40,600
Overtime					852,000	332,000	332,000
Total Salaries & Wages					3,007,722	2,424,338	2,424,338
Benefit Costs					395,668	393,679	393,679
PERS Benefit Costs					442,129	438,622	438,622
Total Benefit Costs					837,797	832,301	832,301
TOTAL					3,845,519	3,256,639	3,256,639

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	449,190	398,397	407,139	407,139
Services and Supplies	3,900	11,064	11,064	11,064
Capital Outlay	0	0	0	0
Total	453,090	409,461	418,203	418,203
Personnel Authorized	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)	1.50 (FT) 1.00 (PTB) 1.00 (PT)

Source of Funds

General Fund	453,090	409,461	418,203	418,203
Total	453,090	409,461	418,203	418,203

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 – \$398,397

Salary requests are for: Executive Director of Public Safety (0.50) – \$101,844; Deputy Fire Chief (1.00) – \$132,228; Administrative Technician (1.00/part-time benefitted) – \$46,834. Cost allocations are as follows: full-time salaries – \$234,072; part-time benefitted salaries – \$46,834; admin other departments – <\$5,625>; overtime – \$2,000; benefit costs – \$121,116.

Services and Supplies – \$11,064

Funding requested is for: dues and memberships – \$790; travel and meetings – \$2,770; special contract services – \$500; cellular phone expense – \$4,504; miscellaneous expenditures – \$2,500.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	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 2022	\$25
52130	Battalion Chief	San Bernardino County Operations Officers Association	Local	Monthly	\$50
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$120
52130	Fire Department Employees (4)	Chamber of Commerce Police Recognition Lunch	Local	May 2022	\$200
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2022	\$2,000
Total:					\$2,770

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

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$790

Funds for memberships in state, county, and local associations.

California Emergency Services Association (CESA)	\$ 75
California Fire Chiefs Association	\$250
National Fire Protection Association (NFPA)	\$175
San Bernardino County EMS Officers Association	\$ 60
San Bernardino County Fire Chiefs Association	\$ 60
San Bernardino County HazMat Responders Association	\$ 70
San Bernardino County Training Officers Association	\$ 50
West End Quality Improvement Committee	\$ 50

52130 TRAVEL AND MEETINGS – \$2,770

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

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$4,504

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 6	Engine 151A	\$ 6	EPCR Laptop 1	\$460
Medic Engine 151	\$475	Battalion Chief Crouch	\$370	EPCR Laptop 2	\$460
Medic Engine 152	\$470	Battalion Chief Pohl	\$550	EPCR Laptop 3	\$460
Medic Squad 151	\$ 6	DC Phone	\$300	EPCR Laptop 4	\$460
OES 331	\$ 6	Battalion Chief Dowser	\$475		

52990 MISCELLANEOUS EXPENDITURES – \$2,500

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$1,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4533

Department	Division	Program
Fire		Emergency Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,299,170	3,397,442	2,849,500	2,849,500
Services and Supplies	406,154	452,905	446,405	446,405
Capital Outlay	163,068	57,300	7,500	7,500
Total	3,868,392	3,907,647	3,303,405	3,303,405
Personnel Authorized	21.00 (FT)	21.00 (FT)	21.00 (FT)	21.00 (FT)

Source of Funds

General Fund	3,102,732	3,742,843	3,084,951	3,084,951
SB County CARES Act	487,588	0	0	0
SB 509 Public Safety Fund	115,004	115,004	218,454	218,454
Safety Department Grants	116,456	0	0	0
Equipment Replacement Fund	46,612	49,800	0	0
Total	3,868,392	3,907,647	3,303,405	3,303,405

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>2019</u>	<u>2020</u>	Estimate <u>2021</u>
Total number of calls for service	4,650	4,834	4,667
Arrival within 8 minutes of call	86%	86%	88%
Average EMS response time	6 min 6 sec	6 min 20 sec	6 min 40 sec
Average Fire response time	6 min 50 sec	7 min 01sec	6 min 58 sec

Personnel Services – \$3,397,442

Salary requests are for: Fire Battalion Chief (3.00) – \$363,293; Fire Captains (6.00) – \$598,265; Fire Engineers (6.00) – \$477,898; Firefighters (6.00) – \$365,132. Cost allocations are as follows: full-time salaries – \$1,804,588; admin other departments – <\$14,427>; additional pay – \$40,600; overtime – \$850,000; benefit costs – \$716,681.

Services and Supplies – \$452,905

Funding requested is for: books and publications – \$500; office supplies – direct – \$700; uniforms – \$27,500; personnel protective equipment – \$42,900; materials – communications – \$3,800; materials – misc. maintenance and repair – \$14,500; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$10,000; emergency communication services – \$216,901; special contract services – \$111,504; medical examinations – \$4,600; small equipment – \$14,700; miscellaneous expenditures – \$3,000.

Capital Outlay – \$57,300

Funding requested is for: one Deputy Chief Vehicle – \$42,800; emergency equipment for one Deputy Chief Vehicle – \$7,000; pre-connect hose bed modifications on ME152 – \$7,500.

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$700

Shift calendars.

51100 UNIFORMS – \$27,500 (*Only \$21,000 approved in Adopted Budget*)

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ \$500 each), \$13,500

Class A uniform purchase, \$2,000

Badge repair and replacement, \$1,000

Class B uniforms (uniforms for new hires), \$5,000

Class B uniform jackets (jackets for new hires), \$2,000

Class B t-shirts, \$1,000

Class B belt buckles, \$500

Class B badges, \$2,500

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$42,900

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), \$10,000

Turnout boots (new hires), \$1,500

Turnout boots replacements, \$1,500

Safety/station boot replacement, \$1,500

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, \$2,500

Extrication gloves, \$200

Wildland gloves, \$100

Maintenance/repairs/cleaning for turnouts and brush gear, \$1,000

51310 MATERIALS – COMMUNICATIONS – \$3,800

Radio headset replacement, \$800

Antennas, speakers, lapel microphones, and various radio replacement parts, \$1,000

Batteries for portable radios, pagers, and other equipment, \$1,000

Hardware and software for radio programming, \$1,000

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$14,500

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$5,000

Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$2,500

Fire hose repair and replacement for fire engines, \$3,000

Urban Search and Rescue equipment maintenance and repair, \$1,000

Miscellaneous equipment parts and maintenance, \$3,000

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 – \$10,000

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, \$2,500
Maintenance and filters for breathing air refill station, \$2,000
Repair of small tools and testing equipment, \$1,500

52330 EMERGENCY COMMUNICATION SERVICES – \$216,901

Agreement with CONFIRE for dispatch and IT support, (General Fund – \$211,901; SB 509 Fund – \$5,000)
(General Fund – \$108,451; SB 509 Fund – \$108,450)

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 – \$4,600

State mandated Hazardous Materials Team member physicals, \$2,100
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (20 @ \$125 each), \$2,500

52690 SMALL EQUIPMENT – \$14,700

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, \$3,000

(continued on next page)

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52690 SMALL EQUIPMENT – continued

 Various wildland appliances and adapters, \$1,500
 Webb Gear (wildland firefighting), \$1,500
 Various SCBA parts and equipment, \$3,000
 Repair and Replacement of ground ladders, \$3,000

52990 MISCELLANEOUS EXPENDITURES – \$3,000

 Emergency scene food and rehabilitation provisions, \$750
 Engine cleaning supplies, \$300
 Waxes, polishes, etc., \$300
 Diamond plate cleaner for fire engines, \$400
 Absorbent, \$1,250

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62020	2021 Ford Explorer Police Interceptor AWD	This new Ford Explorer will be put into service as the Deputy Chief's vehicle, replacing the current frontline unit No. 76-06. The current vehicle is 15 years old with approximately 71,000 miles and needs to be capable of responding to incidents at a moment's notice and may be required to respond to emergency calls when the Battalion Chief is tied up on other incidents. The new Ford Explorer will be equipped with emergency lights and can respond on emergency calls if the Battalion Chief is tied up on other incidents. (Equipment Replacement Fund)	\$42,800
<i>(Not approved in Adopted Budget)</i>			
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one Deputy Chief vehicle. (Equipment Replacement Fund)	\$7,000
<i>(Not approved in Adopted Budget)</i>			
62050	ME152 Pre-Connect Hose Bed Modification	This modification is needed to improve the current pre-connected hoseline hosebed storage. Currently, due to size of the hosebed opening, the pre-connected hoses have to be reloaded completely different from the other front line apparatus. This also requires personnel to remove the hosebed cover and other equipment to reload the hose keeping the unit out of service for a longer period of time. With the modification, the hosebeds will be loaded in the same configuration as the other apparatus, allowing for faster deployment and reloading.	\$7,500
Total:			\$57,300

(Only \$7,500 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	9,000	33,510	33,510	33,510
Capital Outlay	0	32,650	32,650	32,650
Total	9,000	66,160	66,160	66,160
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	9,000	66,160	66,160	66,160
Total	9,000	66,160	66,160	66,160

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 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 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 – \$33,510

Funding requested is for: books and publications – \$1,000; program supplies – \$6,900; special contract services – \$4,700; vocational training – \$20,910.

Capital Outlay – \$32,650

Funding requested is for: one forcible-entry training prop – \$7,650; one ventilation training prop – \$25,000.

**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	U. Baeza, Fire Engineer C. Jackson, Fire Captain R. Estrada, Fire Engineer	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Trng. Center	October 2021	\$1,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2022	\$3,000
52540	J. Tang, Firefighter S. Boehm, Fire Captain J. Metz, Firefighter J. Chapman, Firefighter J. Gross, Firefighter	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino County FD North Net Fire Trng. Center	August 2021	\$3,050
52540	U. Baeza, Fire Engineer D. Mistretta, Fire Engineer D. Plant, Fire Engineer R. Estrada, Fire Engineer	Emergency Vehicle Operator Course (EVOC)	Devore, CA	September 2021	\$1,040
52540	U. Baeza, Fire Engineer D. Mistretta, Fire Engineer	Rescue Systems II Confine Space Rescue Tech.	San Bernardino County FD North Net Fire Training. Center	September 2021	\$1,470
52540	TBA, HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	April 2022	\$6,400
52540	D. Plant, Fire Engineer TBA, Fire Engineer TBA, Fire Engineer	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or outside hires; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	September 2021	\$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	U. Baeza, Fire Engineer	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	Red Helmet Training	October 2021	\$500
52540	TBA, Chief Officer	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	Red Helmet Training	June 2022	\$1,400
52540	Fire Department Employees	Firehouse World Training Conference	San Diego, CA	September 2021	\$2,500
Total:					\$20,910

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

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,000

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 – \$6,900

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), \$1,000
OSB plywood (1/2") for roof-training prop (100 @ \$45 each), \$4,500
Classroom projector needed for classroom training and lecture, \$1,400

52450 SPECIAL CONTRACT SERVICES – \$4,700

Agreement with Vector Solutions for department staffing software, \$1,900
Agreement with Target Solutions for on-line OSHA mandated training, \$2,800

52540 VOCATIONAL TRAINING – \$20,910

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

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Item	Justification	Cost
62050	Forcible-Entry Training Prop	With a high number of recent resignations, there has been an abundance of entry-level employees hired within the department. Currently four of the six firefighter positions are probationary employees in need of training. The remaining two spots are currently vacant and the department anticipates two additional new entry-level hires to fill these positions. This has made training as a high priority and focus within the department as the new employees are inexperienced and lack practical experience. One of the required categories of training is forcible-entry. Due to the damaging nature of this operation, a heavy-duty training prop is required to train with. The current wood forcible-entry prop is over 15 years old and has been weathered and dilapidated beyond use. It has been out of service for approximately the past 5 years. The prop is in need of replacement and without it forcible-entry training cannot be performed. A metal designed commercial forcible-entry prop would provide a better alternative and would be of heavy-duty construction. This would provide a better training experience for an extended period of time and will allow for forcible-entry training to resume for both our current and newly hired employees.	\$7,650
62050	Ventilation Training Prop	Due to the influx of entry-level hires, training has become a priority. One of the required categories of training is ventilation training. Ventilation tactics during a structure fire involve scaling residential or commercial roofs and utilizing a chainsaw to cut holes releasing toxic and heated gases out of the structure. It is a risky and dangerous operation requiring proficiency to reduce the risk of employee injury or death. The current wood ventilation props are over 15 years old and have been weathered and dilapidated to a point of potential unsafe condition. The prop is in need of replacement and without it ventilation training cannot be performed. A more robust alternative solution to all wood construction would involve two metal shipping containers as a base for both a flat commercial and pitched residential roof. The lockable shipping containers would double as securable storage for training materials on the City's training grounds. Currently, excess training materials are stored in the training tower taking up space needed for manipulative training. A shipping container design, which is currently in use by several fire departments across the country, would provide a robust long term solution to Montclair Fire Department's ventilation training needs. This new robust, securable, and stable ventilation prop will allow for ventilation training to resume effectively and safely.	\$25,000
Total:			\$32,650

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	3,000	13,250	13,250	13,250
Capital Outlay	0	0	0	0
Total	3,000	13,250	13,250	13,250

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	3,000	13,250	13,250	13,250
Total	3,000	13,250	13,250	13,250

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>2020</u>	<u>2021</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$13,250

Funding requested is for: household expenses – \$9,850; license/permits/certificates – \$500; maintenance–other equipment – \$800; small equipment – \$1,000; miscellaneous expenditures – \$1,100.

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 – \$9,850

Dry cleaning (strike team sleeping bags), \$300
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,200
Day room recliners (3 @ \$900 each), \$2,700
Sleepnumber Smart beds with control box (3 @ \$800 each), \$2,400
Conference chairs for Fire Chiefs office (6 @ \$275 each), \$1,650
Kitchen chairs for Station 151 and Station 152 (20 @ \$80 each), \$1,600

51150 LICENSE/PERMITS/CERTIFICATES – \$500

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.

52050 MAINTENANCE – OTHER EQUIPMENT – \$800

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.

52690 SMALL EQUIPMENT – \$1,000

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$1,100

Annual service of fire extinguishers, \$800
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	0	0
Services and Supplies	36,200	38,750	38,750	38,750
Capital Outlay	0	0	0	0
Total	85,880	88,430	38,750	38,750
Personnel Authorized	0	0	0	0

Source of Funds

EMS Paramedic Fund	85,880	88,430	38,750	38,750
Total	85,880	88,430	38,750	38,750

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

1. Respond and provide advanced life support (ALS) emergency medical services to the community in accordance with Inland Counties Emergency Medical Agency (ICEMA) guidelines.
 2. Provide continuous skill–maintenance education for paramedics as required by state and county regulations.
 3. Maintain current and accurate medical records.
-

Units of Measure

	<u>2018</u>	<u>2019</u>	<u>2020</u>	Estimate <u>2021</u>
Total number of ALS calls	2,542	1,708	2,003	2,276
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	2,568	2,440	2,279	2,300

Personnel Services – \$49,680

Cost allocations are as follows: Additional pay (paramedic stipends) – \$49,680.

Services and Supplies – \$38,750

Funding requested is for: books and publications – \$100; office supplies – direct – \$100; program supplies – \$12,500; license/permits/certificates – \$5,500; maintenance – other equipment – \$1,000; special contract services – \$16,500; small equipment – \$3,050.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060 OFFICE SUPPLIES – DIRECT – \$100

O1A Report forms.

51130 PROGRAM SUPPLIES – \$12,500

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$10,000
Medical oxygen, \$2,500

51150 LICENSE/PERMITS/CERTIFICATES – \$5,500

ICEMA annual authorization application fee, \$2,100
ALS unit annual inspection fees (4 @ \$400 each), \$1,600
ICEMA EMT–P certification fees (5 @ \$75 each), \$375
State EMT–P certification fees (5 @ \$225 each), \$1,125
ICEMA EMT Re–cert (3 EMTs @100 each), \$300

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,000

Maintenance of EMS tools and equipment.

52450 SPECIAL CONTRACT SERVICES – \$16,500

Billing service for the collection of Paramedic Service Fees, \$7,680
Service agreements for inspection and maintenance of one (1) Life–Pak 12, three (3) Life–Pak 15 cardiac monitor/defibrillators, and five (5) Life–Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$8,820

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

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

52690 SMALL EQUIPMENT – \$3,050

First-aid supplies for all City departments, \$500
Pulse Oximeter Sensors (20 @ \$90 each), \$1,800
Intraosseous Infusion Needle, \$750

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	2,612,248	2,714,993	2,967,267	2,967,267
Services and Supplies	4,473,818	6,276,330	6,023,545	6,023,545
Capital Outlay	523,870	196,989	172,000	172,000
Sewer Depreciation	73,556	73,556	73,556	73,556
Total	7,683,492	9,261,868	9,236,368	9,236,368

Personnel Authorized	30.90 (FT) 5.00 (PTB) 12.00 (PT)	32.90 (FT) 5.00 (PTB) 11.00 (PT)	35.90 (FT) 1.00 (PTB) 10.00 (PT)	35.90 (FT) 1.00 (PTB) 10.00 (PT)
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Divisional Distribution

Engineering	479,759	667,953	617,249	617,249
Street Maintenance	1,579,134	1,526,589	1,593,690	1,593,690
Park Maintenance	447,737	692,990	647,145	647,145
Vehicle Maintenance	360,822	474,218	461,822	461,822
Sewer Maintenance	4,009,276	4,031,632	4,139,884	4,139,884
Building Maintenance	806,764	1,868,486	1,776,578	1,776,578
Total	7,683,492	9,261,868	9,236,368	9,236,368

Source of Funds

General Fund	2,301,121	3,906,631	3,080,611	3,080,611
Gas Tax Fund	784,791	1,065,164	1,111,514	1,111,514
Park Maintenance Fund	46,575	50,052	89,252	89,252
Community Dev Block Grant Fund	33,859	30,062	30,062	30,062
Air Quality Improvement Fund	150,000	0	10,000	10,000
SB County CARES Act	177,870	0	0	0
American Rescue Plan	0	0	645,045	645,045
Sewer Operating Fund	3,944,720	3,957,076	4,065,328	4,065,328
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	73,556	73,556	73,556
CFD 2011-1 Paseos	5,000	0	0	0
CFD 2011-2 Arrow Station	5,000	0	0	0
Pavement Impact Fee Fund	150,000	0	0	0
Equipment Replacement Fund	10,000	178,327	130,000	130,000
Total	7,683,492	9,261,868	9,236,368	9,236,368

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
	Director of Public Works	1.00	1.00	1.00	1.00	178,620	178,620
Admin from other Depts					-17,862	-17,862	-17,862
Project Manager	1.00	1.00	1.00	1.00	0	0	0
Public Works Manager	1.00	1.00	1.00	1.00	98,304	98,304	98,304
Asst Public Works Manager	1.00	1.00	1.00	1.00	74,107	74,107	74,107
Engineering Division Manager	1.00	1.00	1.00	1.00	99,657	99,657	99,657
Assistant Engineer	1.00	1.00	1.00	1.00	83,352	83,352	83,352
Public Works Inspector	1.00	1.00	1.00	1.00	61,286	61,286	61,286
Environmental Comp Coor	1.00	1.00	1.00	1.00	0	0	0
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	77,807	77,807	77,807
Leadworker Maintenance	4.00	4.00	3.00	3.00	155,836	155,836	155,836
Motor Sweeper Operator	2.00	2.00	2.00	2.00	103,772	103,772	103,772
Admin from other Depts					-1,500	-1,500	-1,500
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	84,780	84,780	84,780
Equipment Mechanic	0.00	1.00	1.00	1.00	55,500	55,500	55,500
Sr. Maintenance Worker	0.00	0.00	3.00	3.00	0	3,426	3,426
Maintenance Worker	6.00	6.00	8.00	8.00	186,132	351,396	351,396
Admin from other Depts					-8,000	-8,000	-8,000
Graffiti Abatement Worker	2.00	2.00	1.00	1.00	41,316	41,316	41,316
Admin from other Depts					-2,000	-2,000	-2,000
NPDES Coordinator	1.00	1.00	1.00	1.00	0	0	0
NPDES Inspector	1.00	1.00	1.00	1.00	55,898	55,898	55,898
Facilities Specialist	1.00	1.00	1.00	1.00	62,445	62,445	62,445
Administrative Specialist	1.00	1.00	1.00	1.00	50,255	50,255	50,255
Custodian	2.00	3.00	3.00	3.00	119,270	119,270	119,270
Public Works Admin CFD Reimb					-5,625	-5,625	-5,625
<u>Part-Time Benefitted</u>							
Office Technician	1.00	1.00	1.00	1.00	0	37,129	37,129
Equipment Maintenance Tech	1.00	1.00	0.00	0.00	0	0	0
Maintenance Technician	3.00	3.00	0.00	0.00	39,253	0	0
<u>Part-Time</u>							
Maintenance Worker	8.00	8.00	8.00	8.00	306,358	306,360	306,360
Senior Intern	1.00	1.00	1.00	1.00	15,844	15,844	15,844
Custodian	1.00	0.00	1.00	1.00	0	33,597	33,597
Graffiti Abatement Worker	1.00	1.00	0.00	0.00	0	0	0
Leadworker Maintenance	1.00	1.00	0.00	0.00	26,093	0	0
Full Time	31.00	33.00	36.00	36.00	1,588,337	1,757,027	1,757,027
Admin other Departments	-0.10	-0.10	-0.10	-0.10	-34,987	-34,987	-34,987
Total FT Positions/Salaries	30.90	32.90	35.90	35.90	1,553,350	1,722,040	1,722,040
Part Time Benefitted	5.00	5.00	1.00	1.00	39,253	37,129	37,129
Part Time	12.00	11.00	10.00	10.00	348,295	355,801	355,801
Overtime					86,500	50,000	50,000
Total Salaries & Wages					2,027,398	2,164,970	2,164,970
Benefit Costs					510,550	585,964	585,964
PERS Benefit Costs					182,935	222,223	222,223
Benefit Costs other Depts					-5,890	-5,890	-5,890
Total Benefit Costs					687,595	802,297	802,297
TOTAL					2,714,993	2,967,267	2,967,267

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	282,299	310,751	343,987	343,987
Services and Supplies	197,460	357,202	273,262	273,262
Capital Outlay	0	0	0	0
Total	479,759	667,953	617,249	617,249

Personnel Authorized	4.55 (FT) 0.60 (PTB)	3.65 (FT) 0.60 (PTB)	3.65 (FT) 0.60 (PTB)	3.65 (FT) 0.60 (PTB)
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Department Distribution

Management & Construction	233,687	300,231	332,927	332,927
Public Works Inspection	88,138	90,844	86,444	86,444
Traffic Safety Engineering	157,934	276,878	197,878	197,878
Total	479,759	667,953	617,249	617,249

Source of Funds

General Fund	333,759	402,953	431,249	431,249
Gas Tax Fund	146,000	265,000	186,000	186,000
Total	479,759	667,953	617,249	617,249

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	182,227	208,029	245,665	245,665
Services and Supplies	51,460	92,202	87,262	87,262
Capital Outlay	0	0	0	0
Total	233,687	300,231	332,927	332,927

Personnel Authorized	3.70 (FT) 0.60 (PTB)	2.80 (FT) 0.60 (PTB)	2.80 (FT) 0.60 (PTB)	2.80 (FT) 0.60 (PTB)
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Source of Funds

General Fund	233,687	300,231	332,927	332,927
Total	233,687	300,231	332,927	332,927

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>2019-2020</u>	<u>1st 6 Mos. 2020-2021</u>	<u>Estimate 2021-2022</u>
Public Works Improvements	12	6	12
Citizen Requests	60	30	60
Studies	1	3	2
Plan Check Capital Improvements	15	3	10
Plan Check Private Development	30	15	35
Plan Check Tract Maps	2	2	4
Plan Check Parcel Maps	1	2	4
Plan Check Lot Merger/Line Adjustment	2	0	2
Review of WQMPs	10	6	12

Personnel Services – \$208,029

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,862; Engineering Division Manager (0.70) – \$69,760; Assistant Engineer (0.70) – \$58,346; NPDES Inspector (0.75) – \$13,975. Cost allocations are as follows: full-time salaries – \$159,943; admin other departments – <\$5,625>; overtime – \$2,500; benefit costs – \$51,211.

Services and Supplies – \$92,202

Funding requested is for: books and publications – \$198; uniforms – \$1,500; program supplies – \$750; license/permits/certificates – \$3,510; dues and memberships – \$1,240; travel and meetings – \$900; mileage/auto allowance – \$2,730; special consulting services – \$7,000; plan check service – \$100,000; plan check service – reimbursed - <\$100,000>; special lab testing – \$1,000; special contract services – \$64,749; vocational training – \$1,430; 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	Steve Stanton, Engineering Division Manager Samantha Contreras, NPDES Inspector	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	\$900
				Total	\$900

**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	Sacramento State Water Programs Pretreatment Facility Inspection Courses.	Various San Bernardino County locations	Periodically	\$200
52540	Steve Stanton, Engineering Division Manager	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	\$300
52540	Raul Molinar, Public Works Inspector	Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, 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	\$300
52540	Samantha Contreras, NPDES Inspector	Grease Interceptor Training.	Various San Bernardino County locations	Periodically	\$330
				Total:	\$1,430

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020 BOOKS AND PUBLICATIONS – \$198

The Pretreatment Facility Inspection book. Pretreatment Facility Inspection Training Videos.

51100 UNIFORMS – \$1,500 *(Only \$800 approved in Adopted Budget)*

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$750

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500.
Gloves, paper towels wipes, \$250.

51150 LICENSE/PERMITS/CERTIFICATES – \$3,510

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Steve Stanton, Engineering Division Manager	CWEA Environmental Compliance Inspector Grade 1 Exam	\$ 360
Annual Permit	SWRCB WDR Annual Permit	\$3,150

52120 DUES AND MEMBERSHIPS – \$1,240 *(Only \$1,000 approved in Adopted Budget)*

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Steve Stanton, Engineering Division Manager	CWEA Annual Membership	\$ 400
Steve Stanton, Engineering Division Manager	MSA Membership	\$ 225
Raul Molinar, Public Works Inspector	American Public Works Association Membership	\$ 215
Samantha Contreras, NPDES Inspector	CWEA Annual Membership	\$ 400

52130 TRAVEL AND MEETINGS – \$900

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

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52190 SPECIAL CONSULTING SERVICES – \$7,000 *(Only \$4,500 approved in Adopted Budget)*

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2021, 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 – \$1,000 *(Only \$500 approved in Adopted Budget)*

Sewer testing, special testing, and compliance monitoring testing: This account is budgeted to finance the monthly, bi-monthly, and semi-annual chemical analysis of the City's wastewaters as required by the Regional Water Quality Control Board. Testing includes (1) sewer testing: analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points, as required by Exhibit A of the Inland Empire Utilities Agency (IEUA) service contract, (2) special testing: includes special testing of Exhibit A violations and Monte Vista Water District (MVWD) background well testing to help develop local limits, and (3) compliance monitoring: City must periodically sample permitted businesses as required by the Environmental Protection Agency and the California Regional Water Quality Control Board.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$64,749

UNDERGROUND SERVICE ALERT – \$3,500

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 – \$15,108

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 1.75 percent of the overall \$863,112 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 – \$25,000

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%.

21% surcharge fee section 13260 Water Code - \$4,000

New fee being implemented.

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.

Continued on next page

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

SSMP – \$10,000

 Sewer System Management Plan (SSMP)/Master Plan annual update.

Software program FOG Monitoring – \$2,500

 Software annual administration fees.

52540 VOCATIONAL TRAINING – \$1,430

 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

 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 \$1,500 approved in Adopted Budget***)

 Anticipated miscellaneous expenditures include, 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	88,138	90,844	86,444	86,444
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	88,138	90,844	86,444	86,444

Personnel Authorized	0.80 (FT)	0.80 (FT)	0.80 (FT)	0.80 (FT)
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Source of Funds

General Fund	88,138	90,844	86,444	86,444
Total	88,138	90,844	86,444	86,444

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>2019-2020</u>	<u>1st 6 mos. 2020-2021</u>	<u>Estimate 2021-2022</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 – \$90,844

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,862; Public Works Inspector (0.70) – \$42,900. Cost allocations are as follows: full-time salaries – \$60,762; overtime – \$8,000; benefit costs – \$22,082.

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	11,934	11,878	11,878	11,878
Services and Supplies	146,000	265,000	186,000	186,000
Capital Outlay	0	0	0	0
Total	157,934	276,878	197,878	197,878

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	11,934	11,878	11,878	11,878
Gas Tax Fund	146,000	265,000	186,000	186,000
Total	157,934	276,878	197,878	197,878

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>2018-2019</u>	<u>1st 6 mos. 2019-2020</u>	<u>Estimate 2020-2021</u>
Developments reviewed	10	5	10
Signals maintained	45	47	50
Reports, studies, investigations	1	1	2
Citizen requests	40	15	35
Traffic Counts	20	0	10

Personnel Services – \$11,878

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$8,931. Cost allocations are as follows: full-time salaries – \$8,931; benefit costs – \$2,947.

Services and Supplies – \$265,000

Funding requested is for: maintenance – traffic signals – \$50,000; extraordinary signal maintenance – \$166,000; architecture/engineering services – \$48,000; 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 – \$50,000 ***(Only \$40,000 approved in Adopted Budget)***

Monthly routine and preventative maintenance checks of the City's 50 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 – \$166,000 ***(Only \$110,000 approved in Adopted Budget)***

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 over ten years old and needs replacement at a cost of \$75,000. (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$48,000 ***(Only \$35,000 approved in Adopted Budget)***

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, and miscellaneous traffic engineering services. (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	570,984	552,387	674,688	674,688
Services and Supplies	662,150	929,202	874,002	874,002
Capital Outlay	346,000	45,000	45,000	45,000
Total	1,579,134	1,526,589	1,593,690	1,593,690

Personnel Authorized	7.70 (FT) 1.00 (PTB) 3.79 (PT)	7.70 (FT) 1.00 (PTB) 3.79 (PT)	8.60 (FT) 0.00 (PTB) 2.64 (PT)	8.60 (FT) 0.00 (PTB) 2.64 (PT)

Department Distribution

Graffiti Abatement	108,823	129,273	129,499	129,499
Street Maintenance	868,348	1,081,309	1,166,632	1,166,632
Signing & Painting	110,460	143,557	129,383	129,383
Street Sweeping	491,503	172,450	168,176	168,176
Total	1,579,134	1,526,589	1,593,690	1,593,690

Source of Funds

General Fund	576,484	670,025	593,114	593,114
Gas Tax Fund	638,791	800,164	925,514	925,514
Community Dev Block Grant Fund	33,859	30,062	30,062	30,062
Air Quality Improvement Fund	150,000	0	0	0
Sewer Operating Fund	10,000	0	0	0
CFD 2011-1 Paseos	5,000	0	0	0
CFD 2011-2 Arrow Station	5,000	0	0	0
Pavement Impact Fee Fund	150,000	0	0	0
Equipment Replacement Fund	10,000	26,338	45,000	45,000
Total	1,579,134	1,526,589	1,593,690	1,593,690

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	80,423	71,373	71,599	71,599
Services and Supplies	12,400	12,900	12,900	12,900
Capital Outlay	16,000	45,000	45,000	45,000
Total	108,823	129,273	129,499	129,499

Personnel Authorized	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.10 (FT) 0.00 (PT)	1.10 (FT) 0.00 (PT)
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Source of Funds

General Fund	74,964	72,873	54,437	54,437
Community Dev Block Grant Fund	33,859	30,062	30,062	30,062
Equipment Replacement Fund	0	26,338	45,000	45,000
Total	108,823	129,273	129,499	129,499

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>2019-20</u>	<u>1st 6 mos. 2020-21</u>	<u>Estimated 2021-22</u>
Locations graffiti abated	2,933	1,165	3,000

Personnel Services – \$71,373

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Graffiti Abatement Worker (1.50) – \$41,316. Cost allocations are as follows: full-time salaries – \$49,936; admin other departments – <\$2,000>; overtime – \$550; benefit costs – \$22,887.

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 – \$45,000

Funding requested is for: One 2022 Chevy 2,500 Regular Cab Flat Bed Truck

**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

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	One 2022 Chevy 2,500 Regular Cab Flat Bed Truck	This vehicle will replace a 2002 Ford F 150 that is 19 years old. It has approximately 116,000 miles as of September 2020 as the odometer digital display is broken. It needs major repairs and parts are no longer available. (Equipment Replacement Fund)	\$45,000
Total:			\$45,000

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	256,098	244,707	367,030	367,030
Services and Supplies	612,250	836,602	799,602	799,602
Capital Outlay	0	0	0	0
Total	868,348	1,081,309	1,166,632	1,166,632

Personnel Authorized	2.90 (FT)	2.90 (FT)	2.90 (FT)	2.90 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	2.79 (PT)	2.79 (PT)	2.79 (PT)	2.79 (PT)

Source of Funds

General Fund	449,623	542,473	484,246	484,246
Gas Tax Fund	418,725	538,836	682,386	682,386
Total	868,348	1,081,309	1,166,632	1,166,632

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>2019–20</u>	1st 6 mos. <u>2020–21</u>	Estimate <u>2021–22</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 – \$244,707

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Leadworker Maintenance (0.75) – \$42,399; Maintenance Worker (1.65) – \$6,536; Administrative Specialist (0.15) – \$7,538; Maintenance Technician (1.00/part-time benefitted) – \$3,925; Leadworker Maintenance (0.15/part-time) – \$3,914; Maintenance Worker (2.64/part-time) – \$101,096. Cost allocations are as follows: full-time salaries – \$65,093; part-time benefitted salaries – \$3,925; part-time salaries – \$105,010; overtime – \$15,500; benefit costs – \$55,179.

Services and Supplies – \$836,602

Funding requested is for: uniforms – \$7,250; program supplies – \$2,500; license/permits/certificates – \$800; materials – asphalt mix – \$10,000; materials – cement/sand/gravel – \$3,500; materials – weed chemicals – \$1,500; materials – miscellaneous maintenance and repair – \$13,000; dues and memberships – \$440; street lighting – \$400,000; special contract services – \$358,862; educational grants – \$3,000; vocational training – \$33,250; rent – equipment – \$2,500.

Capital Outlay

No funding requested.

**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 (4 exams and eight seminars)	Southern California	Varies	\$1,500
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (8 current employees each @ \$3,000 and two new employees each @ \$3,000)	City Yard	Varies	\$30,000
52540	Javier Robles, Equipment Mechanic	Provide training and testing for certified California Fire Mechanics Academy.	Southern California	Varies	\$500
				Total:	\$33,250

(Only \$23,250 approved in Adopted Budget)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 51100 UNIFORMS – \$7,250
Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,625; Gas Tax Fund – \$3,625)
- 51130 PROGRAM SUPPLIES – \$2,500
Shovels, hoes, rakes, picks, brooms, etc., \$1,000 (General Fund – \$200; Gas Tax Fund – \$800)
Rain gear for four new employees, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,500 (General Fund – \$200; Gas Tax Fund – \$1,300)
- 51150 LICENSE/PERMITS/CERTIFICATES – \$800
Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications. Backflow testing and certificate for one employee.
- 51350 MATERIALS – ASPHALT MIX – \$10,000 ***(Only \$8,000 approved in Adopted Budget)***
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 – \$7,000)
- 51360 MATERIALS – CEMENT/SAND/GRAVEL – \$3,500
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)
- 51400 MATERIALS – WEED CHEMICALS – \$1,500
Chemicals to control weeds in streets and rights-of-way throughout the City. Increase is due to the purchase of additional Krovar, which is a soil 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 – \$13,000
Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$8,000 (General Fund – \$800; Gas Tax Fund – \$7,200)
Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, \$5,000 (Gas Tax Fund)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52120 DUES AND MEMBERSHIPS – \$440

Leadworker - Parks	PAPA & MSA Dues	\$ 110
Leadworker - Streets	PAPA & MSA Dues	\$ 110
Leadworker - Sewers	PAPA & MSA Dues	\$ 110
Assistant Superintendent	PAPA & MSA Dues	\$ 110

52340 STREET LIGHTING – \$400,000 ***(Only \$375,000 approved in Adopted Budget)***

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 – \$358,862

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000 (General Fund)
 Landscaping for the existing median islands and parkways, \$225,000 (Gas Tax Fund)
 Contract with West Coast Arborists for tree maintenance services in Grid 2, with a total of 1,187 trees at \$70.65 each, \$83,862 plus \$25,000 for miscellaneous tree spraying for ACP and HLB virus plus tree removals, \$108,862. (Gas Tax Fund)

52530 EDUCATIONAL GRANTS – \$3,000

Per MOUs, education grants are provided to employees for education–related expenses.

52540 VOCATIONAL TRAINING – \$33,250 ***(Only \$23,250 approved in Adopted Budget)***

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640 RENT – EQUIPMENT – \$2,500

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.

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	78,760	79,157	78,683	78,683
Services and Supplies	31,700	64,400	50,700	50,700
Capital Outlay	0	0	0	0
Total	110,460	143,557	129,383	129,383

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

General Fund	24,757	27,628	27,154	27,154
Gas Tax Fund	85,703	115,929	102,229	102,229
Total	110,460	143,557	129,383	129,383

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>2019–20</u>	<u>1st 6 mos. 2020–21</u>	<u>Estimate 2021–22</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 – \$79,157

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Maintenance Worker (1.00) – \$44,566. Cost allocations are as follows: full-time salaries – \$53,186; overtime – \$2,700; benefit costs – \$23,271.

Services and Supplies – \$64,400

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 – \$5,000.

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 \$7,000 approved in Adopted Budget)***

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint's reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used. (General Fund – \$1,200; Gas Tax Fund \$10,800)
(General Fund – \$1,200; Gas Tax Fund \$5,800)

51340 MATERIALS – STREET SIGNS – \$43,000 ***(Only \$34,300 approved in Adopted Budget)***

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$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 – \$4,300; Gas Tax Fund – \$30,000)***

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$4,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$400; Gas Tax Fund – \$3,600)

52450 SPECIAL CONTRACT SERVICES – \$5,000

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.
(General Fund – \$500; Gas Tax Fund – \$4,500)

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	155,703	157,150	157,376	157,376
Services and Supplies	5,800	15,300	10,800	10,800
Capital Outlay	330,000	0	0	0
Total	491,503	172,450	168,176	168,176

Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)
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Source of Funds

General Fund	27,140	27,051	27,277	27,277
Gas Tax Fund	134,363	145,399	140,899	140,899
Air Quality Improvement Fund	150,000	0	0	0
Sewer Operating Fund	10,000	0	0	0
CFD 2011-1 Paseos	5,000	0	0	0
CFD 2011-2 Arrow Station	5,000	0	0	0
Pavement Impact Fee Fund	150,000	0	0	0
Equipment Replacement Fund	10,000	0	0	0
Total	491,503	172,450	168,176	168,176

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>2019–20</u>	<u>1st 6 mos. 2020–21</u>	<u>Estimate 2021–22</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	0	2

Personnel Services – \$157,150

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Motor Sweeper Operator (2.00) – \$103,772. Cost allocations are as follows: full-time salaries – \$112,392; admin other departments – <\$1,500>; overtime – \$350; benefit costs – \$45,908.

Services and Supplies – \$15,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

Capital Outlay

No funding requested.

**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 \$10,500 approved in Adopted Budget*)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (*General Fund – \$1,500; Gas Tax Fund – \$9,000*)

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	324,762	404,249	392,093	392,093
Services and Supplies	122,975	186,752	175,052	175,052
Capital Outlay	0	101,989	80,000	80,000
Total	447,737	692,990	647,145	647,145

Personnel Authorized	3.07 (FT)	3.07 (FT)	4.72 (FT)	4.72 (FT)
	1.80 (PTB)	1.80 (PTB)	0.00 (PTB)	0.00 (PTB)
	2.64 (PT)	2.64 (PT)	2.64 (PT)	2.64 (PT)

Department Distribution

Park Maintenance	417,120	643,494	597,423	597,423
Tree Maintenance	30,617	49,496	49,722	49,722
Total	447,737	692,990	647,145	647,145

Source of Funds

General Fund	401,162	540,949	517,893	517,893
Park Maintenance Fund	46,575	50,052	89,252	89,252
Equipment Replacement Fund	0	101,989	40,000	40,000
Total	447,737	692,990	647,145	647,145

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	310,795	391,403	379,021	379,021
Services and Supplies	106,325	150,102	138,402	138,402
Capital Outlay	0	101,989	80,000	80,000
Total	417,120	643,494	597,423	597,423

Personnel Authorized	2.97 (FT) 1.80 (PTB) 2.64 (PT)	2.97 (FT) 1.80 (PTB) 2.64 (PT)	4.62 (FT) 0.00 (PTB) 2.64 (PT)	4.62 (FT) 0.00 (PTB) 2.64 (PT)
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Source of Funds

General Fund	380,545	491,453	468,171	468,171
Park Maintenance Fund	36,575	50,052	89,252	89,252
Equipment Replacement Fund	0	101,989	40,000	40,000
Total	417,120	643,494	597,423	597,423

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>2019–20</u>	1st 6 mos. <u>2020–21</u>	Estimate <u>2021–22</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 – \$391,403

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Leadworker Maintenance (0.90) – \$44,669; Maintenance Worker (1.80) – \$88,192; Administrative Specialist (0.10) – \$5,026; Maintenance Technician (1.80/part-time benefitted) – \$35,328; Maintenance Worker (2.64/part-time) – \$101,096. Cost allocations are as follows: full-time salaries – \$146,507; part-time benefitted salaries – \$35,328; part-time salaries – \$101,096; admin other departments – <\$8,000>; overtime – \$18,000; benefit costs – \$98,472.

Services and Supplies – \$150,102

Funding requested is for: uniforms – \$5,000; program supplies – \$2,000; materials – sprinkler parts – \$20,000; materials – fertilizer – \$4,000; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$20,000; travel & meetings – \$1,500; special contract services – \$86,200; rent – equipment – \$500; small equipment – \$3,902; miscellaneous expenditures – \$5,000.

Capital Outlay – \$101,989

Funding requested is for: One Ground Master 4000-D Toro Ride on Mower – \$80,000; One John Deere Gator Ride on Pesticide Sprayer Unit – \$17,170; One Honda Gas Powered 100 Gallon Sprayer attachment for the John Deere Gator – \$4,819

**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 2021 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 2021	\$1,500
				Total:	\$1,500

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

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

- 51100 UNIFORMS – \$5,000
Rental and cleaning of uniforms and purchase of work boots for Division Personnel. (General Fund - \$1,350; Park Maintenance Fund- \$3,650)
- 51130 PROGRAM SUPPLIES – \$2,000
Shovels, hoes, rakes, brooms, pruners, etc., \$1,100
Work gloves, eye and ear protection, rain gear, etc., \$900
- 51380 MATERIALS – SPRINKLER PARTS – \$20,000
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 - \$4000; Park Maintenance Fund -\$16,000)
- 51390 MATERIALS – FERTILIZER – \$4,000
Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.
- 51400 MATERIALS – WEED CHEMICALS – \$2,000
Chemicals to control weeds at City parks and facilities.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$20,000 (Park Maintenance Fund)
Grass seed, top soil, soil amendmets, 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 (Park Maintenance Fund)

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 \$75,300 approved in Adopted Budget)***

Police facility landscape, Transcenter landscape and MFRC House, \$75,900 ***(Only \$65,000 approved in Adopted Budget)***
Gopher control at City Facilities (\$858 per month), \$10,300
- 52640 RENT – EQUIPMENT – \$500

Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.
- 52690 SMALL EQUIPMENT – \$3,902

Replacement of three power trim weed trimmers edger, \$1,200
Replacement of two Backpack blowers, \$1,100
Replacement of one chain saw 25", \$600
Replacement of two chain saws 18", \$700
Replacement of two hand blowers, \$302
- 52990 MISCELLANEOUS EXPENDITURES – \$5,000 ***(Only \$4,200 approved in Adopted Budget)***

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) <i>(Park Maintenance Fund - \$40,000; Equipment Replacement Fund - \$40,000)</i>	\$80,000
62020	John Deere Gator Ride on Pesticide Sprayer	The parks department is seeking a ride on unit for the ability to spray pesticide/ herbicides more effectively. It will be a much safer form of spraying and this compact unit is less likely to damage the turf. <i>(Not approved in Adopted Budget)</i>	\$17,170
62020	Honda Gas Powered Sprayer	The parks department is requesting a 100 gallon Honda gas powered sprayer for spraying chemicals. This unit attaches to the John Deere Gator XUV835M. <i>(Not approved in Adopted Budget)</i>	\$ 4,819
			Total: \$101,989

(Only \$80,000 approved in Adopted Budget)

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	13,967	12,846	13,072	13,072
Services and Supplies	16,650	36,650	36,650	36,650
Capital Outlay	0	0	0	0
Total	30,617	49,496	49,722	49,722
Personnel Authorized	0.10 (FT)	0.10 (FT)	0.10 (FT)	0.10 (FT)

Source of Funds

General Fund	20,617	49,496	49,722	49,722
Park Maintenance Fund	10,000	0	0	0
Total	30,617	49,496	49,722	49,722

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>2019-20</u>	<u>1st 6 mos. 2020-21</u>	<u>Estimate 2021-22</u>
Trees trimmed	829	139	2,000
Trees removed	38	12	100
Trees replaced	2	0	50
Tree roots pruned	2	0	10
Trees sprayed	0	0	15

Personnel Services – \$12,846

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705. Cost allocations are as follows: full-time salaries – \$8,620; overtime – \$800; benefit costs – \$3,426.

Services and Supplies – \$36,650

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$35,000; 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 – \$35,000

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 2; services include tree trimming, tree removal, spraying and planting.

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	160,322	159,103	161,707	161,707
Services and Supplies	200,500	265,115	253,115	253,115
Capital Outlay	0	50,000	47,000	47,000
Total	360,822	474,218	461,822	461,822
Personnel Authorized	0.95 (FT) 0.75 (PTB)	1.70 (FT) 0.75 (PTB)	1.70 (FT) 0.00 (PTB)	1.70 (FT) 0.00 (PTB)

Source of Funds

General Fund	360,822	424,218	406,822	406,822
Air Quality Improvement Fund	0	0	10,000	10,000
Equipment Replacement Fund	0	50,000	45,000	45,000
Total	360,822	474,218	461,822	461,822

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>2019–20</u>	1st 6 mos. <u>2020–21</u>	Estimate <u>2021–22</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 – \$159,103

Salary requests are for: Public Works Manager (0.05) – \$4,915; Asst. Public Works Manager (0.05) – \$3,705; Equipment Maintenance Supervisor (0.75) – \$63,585; Equipment Mechanic (0.75) – \$41,625; Administrative Specialist (0.10) – \$5,026. Cost allocations are as follows: full-time salaries – \$118,856; overtime – \$1,500; benefit costs – \$38,747.

Services and Supplies – \$266,115

Funding requested is for: books and publications – \$4,000; program supplies – \$3,200; license/permits/certificates – \$12,415; materials – transportation/work equipment – \$75,000; gasoline – \$60,000; diesel fuel – \$15,000; oil and lubricants – \$5,000; propane – \$16,000; compressed natural gas – \$20,000; maintenance – transportation/work equipment – \$45,000; maintenance – other equipment – \$6,800; special contract services – \$2,000; shop towel services – \$1,000; small equipment – \$700.

Capital Outlay – \$50,000

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

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

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 – \$12,415

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 (8 @ \$880 each), \$7,040
Annual pump tests (5 @ \$600 each), \$3,000

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000 ***(Only \$68,000 approved in Adopted Budget)***

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51500 GASOLINE – \$60,000

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

Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$14,000

51540 COMPRESSED NATURAL GAS – \$20,000

Compressed natural gas for various vehicles in the City fleet. ***(General Fund – \$10,000; Air Quality Improvement Fund – \$10,000)***

52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$45,000 ***(Only \$40,000 approved in Adopted Budget)***

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – \$6,800

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 – \$2,000

Disposal of used oil, oil filters, and used antifreeze, to comply with State and County regulations.

52680 SHOP TOWEL SERVICES – \$1,000

Shop towel and fender cover weekly cleaning services.

52690 SMALL EQUIPMENT – \$700

Wire feed welding gun, \$400

Purchase of an oxygen tank, \$300

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	925,652	849,697	961,294	961,294
Services and Supplies	3,010,068	3,108,379	3,105,034	3,105,034
Capital Outlay	0	0	0	0
Sewer Depreciation	73,556	73,556	73,556	73,556
Total	4,009,276	4,031,632	4,139,884	4,139,884

Personnel Authorized	8.63 (FT) 0.85 (PTB) 3.72 (PT)	9.78 (FT) 0.85 (PTB) 3.72 (PT)	11.23 (FT) 0.40 (PTB) 3.72 (PT)	11.23 (FT) 0.40 (PTB) 3.72 (PT)
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Source of Funds

Sewer Operating Fund	3,934,720	3,957,076	4,065,328	4,065,328
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	73,556	73,556	73,556
Total	4,009,276	4,031,632	4,139,884	4,139,884

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>2019–20</u>	1st 6 mos. <u>2020–21</u>	Estimate <u>2021–22</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 – \$849,463

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$116,103; Public Works Manager (0.65) – \$63,899; Asst. Public Works Manager (0.65) – \$45,172; Engineering Division Manager (0.30) – \$29,897; Assistant Engineer (0.30) – \$25,006; Public Works Inspector (0.30) – \$18,386; Leadworker Maintenance (1.35) – \$68,768; Maintenance Worker (1.55) – \$46,838; Equipment Maintenance Supervisor (0.25) – \$21,195; NPDES Inspector (0.25) – \$41,923; Equipment Mechanic (0.25) – \$13,875; Administrative Specialist (0.40) – \$20,102; Maintenance Worker (2.72/part-time) – \$104,166; Senior Intern (1.00/part-time) – \$15,844. Cost allocations are as follows: full-time salaries – \$514,164; part-time salaries – \$120,010; overtime – \$11,000; benefit costs – \$204,289.

Services and Supplies – \$3,181,935

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 – \$9,800; 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 – \$2,800; postage – \$250; small equipment – \$1,000; depreciation expense – \$73,556; cellular phone expense – \$1,284.

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	James Diaz, Asst Public Works Manager 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	James Diaz, Asst Public Works Manager Public Works Staff	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 2021	\$1,800
52130	James Diaz, Asst Public Works Manager Public Works Staff 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 2021	\$2,000
52130	James Diaz, Asst Public Works Manager Public Works Staff	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 2021	\$1,000
				Total:	\$5,300

**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	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:	\$2,800

**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 in Adopted Budget)***

Books and periodicals relating to sewer maintenance program. Pretreatment and Environmental Inspection exam books.

51100 UNIFORMS – \$2,595 ***(Only \$1,700 approved in Adopted Budget)***

Safety toe work boots and uniforms for personnel assigned to this division.

51130 PROGRAM SUPPLIES – \$3,200

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 \$3,600 approved in Adopted Budget)***

– California Water Environmental Association certificates for:

 Public Works Assistant Superintendent Diaz, \$300

 Leadworker Perez, \$200

 Maintenance Worker, A. Perez, \$300

– 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
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 – \$9,800 ***(Only \$8,000 approved in Adopted Budget)***
600 Foot Hose, \$1,700
Hose Reel for Jetter Truck, \$3,500
Three Debris Catch Buckets, \$1,100
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 Assistant Superintendent Diaz and Leadworker Sewers Patrick Perez, \$230

Membership to California Water Environmental Association for Public Works Assistant Superintendent Diaz, Leadworker Sewers Patrick Perez, and two Maintenance Workers, \$1,000

52130 TRAVEL AND MEETINGS – \$5,300

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

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

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

Attendance by division personnel at work related courses held at local colleges.

52540 VOCATIONAL TRAINING – \$2,800

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”

52670 POSTAGE – \$250

Mailing of sewer related information.

52690 SMALL EQUIPMENT – \$1,000

Two manhole lifters

52760 DEPRECIATION EXPENSE – \$73,556

Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52850 CELLULAR PHONE EXPENSE – \$1,284

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	348,229	438,806	433,498	433,498
Services and Supplies	280,665	1,429,680	1,343,080	1,343,080
Capital Outlay	177,870	0	0	0
Total	806,764	1,868,486	1,776,578	1,776,578

Personnel Authorized	6.00 (FT) 1.85 (PT)	7.00 (FT) 0.85 (PT)	6.00 (FT) 1.00 (PT)	6.00 (FT) 1.00 (PT)
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Department Distribution

Bldg. Maint. Services	246,958	1,391,480	1,297,005	1,297,005
Heating and A/C Services	315,608	129,644	122,044	122,044
Janitorial Services	244,198	347,362	357,529	357,529
Total	806,764	1,868,486	1,776,578	1,776,578

Source of Funds

General Fund	628,894	1,868,486	1,131,533	1,131,533
SB County CARES Act	177,870	0	0	0
American Rescue Plan	0	0	645,045	645,045
Total	806,764	1,868,486	1,776,578	1,776,578

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	135,523	151,950	117,075	117,075
Services and Supplies	111,435	1,239,530	1,179,930	1,179,930
Capital Outlay	0	0	0	0
Total	246,958	1,391,480	1,297,005	1,297,005

Personnel Authorized	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.85 (PT)	1.55 (FT) 0.00 (PT)	1.55 (FT) 0.00 (PT)
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Source of Funds

General Fund	246,958	1,391,480	651,960	651,960
American Rescue Plan Fund	0	0	645,045	645,045
Total	246,958	1,391,480	1,297,005	1,297,005

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>2019-20</u>	<u>1st 6 mos. 2020-21</u>	<u>Estimate 2021-22</u>
General Building Maintenance	17	19	19

Personnel Services – \$151,950

Salary requests are for: Building Maintenance Supervisor (0.55) – \$42,794; Facilities Specialist (0.55) – \$34,345; Administrative Specialist (0.10) – \$5,026; Leadworker Maintenance (0.85/part-time) – \$22,179; Cost allocations are as follows: full-time salaries – \$82,165; part-time salaries – \$22,179; overtime – \$14,000; benefit costs – \$33,606.

Services and Supplies – \$1,239,530

Funding requested is for: uniforms – \$3,100; program supplies – \$2,000; license/permits/certificates – \$4,000; materials buildings – \$1,172,995; maintenance – other equipment – \$25,435; special contract services – \$30,000; 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 \$2,000 approved in Adopted Budget)***

Rental and cleaning of uniforms, \$1,600

Purchase of two pairs of work boots per person for Division Personnel, \$1,500

51130 PROGRAM SUPPLIES – \$2,000

Gloves, safety glasses and other special equipment needed within the program, \$500

Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,000

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000

Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400

Annual public pool permit for Splash Pad, \$600

51300 MATERIALS - BUILDINGS – \$1,172,995 ***(Only \$1,114,495 approved in Adopted Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$761,600 *(Only \$717,600 approved in Adopted Budget)*

1. Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000

2. Replace fuel lines on Generator 1 at the Police Facility, \$3,500

3. Remove graffiti film from all Civic Center buildings, \$27,000 ***(Not approved in Adopted Budget)***

4. Splash Pad – Seasonal UV Light service, filter sand change, tile replacement and chemicals, \$7,000 ***(Not approved in Adopted Budget)***

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

5. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,000
6. Refinish gymnasium floor, stage and racquetball courts, restripe volleyball courts and city logo (annually), \$8,000
7. Remodel library restrooms, \$75,000 ***(Moved to American Rescue Plan Fund)***
8. Paint exterior of Civic Center buildings and metal fencing, \$235,000
9. Install new carpet in City Hall, \$55,000
10. Paint interior of City Hall, \$20,000
11. Install storefront windows at the Public Works counter, \$4,000 ***(Moved to American Rescue Plan Fund)***
12. Install glass treatment on exterior of the East Conference room, \$20,000
13. Install glass sliding door to the Administration area from the hallway, with card reader access, \$22,000 ***(Moved to American Rescue Plan Fund)***
14. Install new City Hall monument sign, \$60,000 ***(Moved to American Rescue Plan Fund)***
15. Remodel memorial wall courtyard and fountain and remodel memorial tree area, \$45,000 ***(Moved to American Rescue Plan Fund)***
16. Relocate obelisk from Freedom Plaza to City Hall, \$20,000 ***(Only \$10,000 approved in Adopted Budget)***
17. Construct new library restrooms, \$100,000 ***(Moved to American Rescue Plan Fund)***
18. Create outdoor reading area in the Library courtyard, \$50,000 ***(Moved to American Rescue Plan Fund)***
19. Pressure wash and treat peaked Library roof, \$2,200
20. Pressure wash and treat peaked Recreation roof, \$1,900

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

POLICE DEPARTMENT – \$33,850

1. Repair and polish terrazzo flooring, \$15,000
2. Pressure wash Police Department roof, \$11,500
3. Window cleaning, \$2,850
4. Install 30 amp circuit for the emergency trailer, \$4,500

FIRE DEPARTMENT – \$299,545 ***(Only \$294,545 approved in Adopted Budget)***

1. Remodel restroom at both Fire Stations, \$150,000 ***(Moved to American Rescue Plan Fund)***
2. Remove carpet at both Fire Stations and polish concrete, \$100,000 ***(Moved to American Rescue Plan Fund)***
3. Glass tinting and shades for Fire Station 151, \$4,500
4. Glass tinting and shades for Fire Station 152, \$7,500
5. Construct a wall and add a door to Fire Station 152 hose room, \$5,000 ***(Not approved in Adopted Budget)***
6. Install automatic sliding glass door at Fire Station 151 for ADA accessibility, \$16,000 ***(Moved to American Rescue Plan Fund)***
7. Install card reader access on two doors at Fire Station 151, \$8,450 ***(Moved to American Rescue Plan Fund)***
8. Install card reader access on one door at Fire Station 152, \$8,095 ***(Moved to American Rescue Plan Fund)***

HUMAN SERVICES – \$48,000 ***(Only \$38,500 approved in Adopted Budget)***

1. Remodel Marcia Richter's office, \$2,500
2. Replace flooring in Recreation Center entry, hallways and reception, \$6,500
3. Replace flooring in Room B of the Community Center Lounge, \$7,500 ***(Not approved in Adopted Budget)***
4. Paint interior walls of Youth Center, \$8,000

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

5. Replace flooring in Senior Center lobby, \$6,500 ***(Moved to American Rescue Plan Fund)***
6. Install volleyball pole inserts, \$2,000 ***(Not approved in Adopted Budget)***
7. Paint Senior Center interior walls of Lunch, East and West rooms, \$10,000
8. New Community Center stage lights, \$2,500
9. Refinish the front of the Community Center stage wall, \$2,500

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

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

Overhead Door Maintenance – \$2,000

Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts – \$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 – \$30,000

Monthly pest control service for all City facilities and fire ant treatment at City parks.

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	81,708	93,494	87,894	87,894
Services and Supplies	56,030	36,150	34,150	34,150
Capital Outlay	177,870	0	0	0
Total	315,608	129,644	122,044	122,044

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

General Fund	137,738	129,644	122,044	122,044
SB County CARES Act	177,870	0	0	0
Total	315,608	129,644	122,044	122,044

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>2019–20</u>	<u>1st 6 mos. 2020–21</u>	<u>Estimate 2021–22</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 – \$93,494

Salary requests are for: Building Maintenance Supervisor (0.40) – \$31,123; Facilities Specialist (0.40) – \$24,978; Administrative Specialist (0.10) – \$5,026. Cost allocations are as follows: full-time salaries – \$61,127; overtime – \$8,600; benefit costs – \$23,767.

Services and Supplies – \$36,150

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$22,000; maintenance – other equipment – \$13,650.

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

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050 MAINTENANCE – OTHER EQUIPMENT – \$13,650 ***(Only \$11,650 approved in Adopted Budget)***

Maintenance of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Nalco water treatment biannual 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, \$6,000 ***(Only \$4,000 approved in Adopted Budget)***

PROGRAM BUDGET SUMMARY – 1

Program Number 4693

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	130,998	193,362	228,529	228,529
Services and Supplies	113,200	154,000	129,000	129,000
Capital Outlay	0	0	0	0
Total	244,198	347,362	357,529	357,529

Personnel Authorized	3.20 (FT) 1.00 (PT)	4.20 (FT) 0.00 (PT)	3.20 (FT) 1.00 (PT)	3.20 (FT) 1.00 (PT)
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Source of Funds

General Fund	244,198	347,362	357,529	357,529
Total	244,198	347,362	357,529	357,529

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>2019-2020</u>	1st 6 mos. <u>2020-21</u>	Estimate <u>2021-22</u>
City Facilities (buildings)	11	11	11

Personnel Services – \$193,362

Salary requests are for: Building Maintenance Supervisor (0.05) – \$3,890; Facilities Specialist (0.05) – \$3,122; Custodian (3.00) – \$119,270; Administrative Specialist (0.05) – \$2,511; Cost allocations are as follows: full-time salaries – \$128,793; overtime – \$3,000; benefit costs – \$61,569.

Services and Supplies – \$154,000

Funding requested is for: custodial supplies – \$50,000; program supplies – \$1,200; special contract services – \$102,800.

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 – \$50,000

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, and Ballfields (4).

51130 PROGRAM SUPPLIES – \$1,200

Small hand tools and other special equipment to be used within the program, \$400
Purchase replacement vacuums, \$800

52450 SPECIAL CONTRACT SERVICES – \$102,800 ***(Only \$77,800 approved in Adopted Budget)***

Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000 ***(Not approved in Adopted Budget)***

Linen service for Fire Departments, \$1,000

Janitorial services provided by Anthesis for the Police Department and park restrooms, \$96,800 ***(Only \$76,800 approved in Adopted Budget)***

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

Develop a viable City, including a suitable living environment and expanded economic opportunities for all residents of the community. Safeguard the physical, social, and economic conditions that affect the public health, safety, and welfare.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,225,483	1,265,303	1,362,307	1,362,307
Services and Supplies	255,811	142,015	142,015	142,015
Capital Outlay	0	0	0	0
Total	1,481,294	1,407,318	1,504,322	1,504,322

Personnel Authorized	13.10 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)
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Department Distribution

Planning Commission	8,075	8,075	8,075	8,075
Administration	82,627	94,971	94,971	94,971
Planning	299,218	379,848	379,848	379,848
Building	374,950	335,325	335,325	335,325
Fire Prevention Bureau	123,955	500	500	500
Code Enforcement	592,469	588,599	685,603	685,603
Total	1,481,294	1,407,318	1,504,322	1,504,322

Source of Funds

General Fund	1,200,720	1,149,405	1,246,409	1,246,409
Community Dev Block Grant Fund	107,888	150,659	150,659	150,659
Homeless Emergency Aid Program	172,686	0	0	0
Homeless Housing Assist Prev	0	107,254	107,254	107,254
Total	1,481,294	1,407,318	1,504,322	1,504,322

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
Director of Community Developmen	1.00	1.00	1.00	1.00	157,049	157,049	157,049
Building Official	1.00	1.00	1.00	1.00	119,496	119,496	119,496
Associate Planner	2.00	2.00	2.00	2.00	160,632	160,632	160,632
Assistant Planner	0.00	1.00	1.00	1.00	58,458	58,458	58,458
Plans Examiner	1.00	1.00	1.00	1.00	83,033	83,033	83,033
Senior Building Inspector	1.00	1.00	1.00	1.00	0	0	0
Building Inspector	1.00	1.00	1.00	1.00	59,881	59,881	59,881
Deputy Fire Marshall	1.00	1.00	0.00	0.00	0	0	0
Asst Code Enforcement Manager	0.00	0.00	1.00	1.00	0	89,580	89,580
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	82,284	78,360	78,360
Sr. Code Enforcement Officer	1.00	1.00	0.00	0.00	73,152	0	0
Code Enforcement Officer	3.00	3.00	4.00	4.00	178,196	233,288	233,288
Administrative Secretary	1.00	1.00	1.00	1.00	54,384	54,384	54,384
<u>Part-Time</u>							
Junior Intern	1.00	1.00	1.00	1.00	0	0	0
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	3,600	7,200	7,200
Planning Commissioner	5.00	5.00	5.00	5.00	7,500	7,500	7,500
Full Time	14.00	15.00	15.00	15.00	1,026,565	1,094,161	1,094,161
Admin other Departments	-0.90	-1.00	-1.00	0.00	-120,688	-120,688	-120,688
Total FT Positions/Salaries	13.10	14.00	14.00	15.00	905,877	973,473	973,473
Part Time	10.00	10.00	10.00	10.00	11,100	14,700	14,700
Overtime					12,450	12,450	12,450
Additional Pay					900	900	900
Total Salaries & Wages					930,327	1,001,523	1,001,523
Benefit Costs					242,998	259,697	259,697
PERS Benefit Costs					135,333	144,442	144,442
Benefit Costs other Depts					-43,355	-43,355	-43,355
Total Benefit Costs					334,976	360,784	360,784
TOTAL					1,265,303	1,362,307	1,362,307

PROGRAM BUDGET SUMMARY – 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Planning Commission reviews and make decisions or recommendations to the City Council on various development proposals involving land use and design review entitlement matters. The Planning Commission also reviews and makes recommendations regarding the adoption of new or amendments to the Montclair General Plan, various Specific Plans, and Zoning Code.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,075	8,075	8,075	8,075
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	8,075	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	8,075	8,075	8,075	8,075
Total	8,075	8,075	8,075	8,075

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Planning Commission serves 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 – 14 Meetings
 2021 – 3 meetings (as of 04/01/21)

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 reflect of the actual frequency of held meetings and allow staff the ability to plan for and place more items on a meeting agenda to better utilize the Commissioners time and enhance their service to the community.

Projects Reviewed by the Commission by Types in 2020:

6 - Precise Plans of Design	1 - Specific Plan Amendment (recommendation to CC)
6 - Conditional Use Permits	2 - Code Amendments/Ordinance (recommendation to CC)
1 – Sign Program	1 - Tentative Tract Maps
0 - Variances	1 - Zone Change (recommendation to CC)

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 administrative 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	77,952	78,760	78,760	78,760
Services and Supplies	4,675	16,211	16,211	16,211
Capital Outlay	0	0	0	0
Total	82,627	94,971	94,971	94,971
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	82,627	94,971	94,971	94,971
Total	82,627	94,971	94,971	94,971

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4761 Administration

Work Program

1. Supports the Director and Division managers with the administrative functions of the Department.
 2. Performs various assignments in support of the Planning, Building and Code Enforcement divisions.
 3. Manages front counter activities for the department and act as first point of contact with the public.
-

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. Distribute documents and maps as requested annually by the public.
 3. Maintain department files.
-

Personnel Services – \$78,760

Salary request is for: Administrative Secretary (1.00) – \$54,384. Cost allocations are as follows: full-time salaries – \$54,384; overtime – \$500; benefit costs – \$23,876.

Services and Supplies – \$16,211

Funding requested is for: books and publications – \$150; dues and memberships – \$750; mileage/auto allowance – \$7,800; vocational training – \$2,400; cellular phone service – \$4,961; miscellaneous expenditures – \$150.

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	Silvia Gutierrez Associate Planner Yvonne Nemeth Associate Planner	Maintain competency in related field (Subdivision Map Act)	TBA	TBA	\$400
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$400
52540	Michael Dorsey, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$400
52540	Rudy Arendsdorff Building Inspector	Maintain competency in related fields	TBA	TBA	\$400
52540	Gabe Fondario Asst Code Enforcement Manager	Maintain competency in related fields	TBA	TBA	\$300
52540	Robert Hargett Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$125
52540	Jackie Andrade Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$125
52540	Denise Ortiz Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$125
52540	Vacant Code Enforcement Officer	Maintain competency in related fields	TBA	TBA	\$125
				Total:	\$2,400

**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.

52120 DUES AND MEMBERSHIPS – \$750

Dues and memberships from all department programs as follows:

Building – International Code Council, California Building Officials, local chapters of Building Officials, \$275

Code Enforcement – California Association of Code Enforcement Officers, \$475 (5 officers @ \$95 each).

52540 VOCATIONAL TRAINING – \$2,400

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 – \$4,961

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field

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	291,918	370,048	370,048	370,048
Services and Supplies	7,300	9,800	9,800	9,800
Capital Outlay	0	0	0	0
Total	299,218	379,848	379,848	379,848

Personnel Authorized	2.30 (FT)	3.20 (FT)	3.20 (FT)	3.20 (FT)
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Department Distribution

Current Planning	190,110	245,415	245,415	245,415
Advance Planning	109,108	134,433	134,433	134,433
Total	299,218	379,848	379,848	379,848

Source of Funds

General Fund	299,218	379,848	379,848	379,848
Total	299,218	379,848	379,848	379,848

PROGRAM BUDGET SUMMARY – 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

Planners review all proposed development proposals, business license review, and staff the public counter to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the advancement of the physical, economic, aesthetic and social goals for the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	188,810	243,615	243,615	243,615
Services and Supplies	1,300	1,800	1,800	1,800
Capital Outlay	0	0	0	0
Total	190,110	245,415	245,415	245,415

Personnel Authorized	1.55 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)
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Source of Funds

General Fund	190,110	245,415	245,415	245,415
Total	190,110	245,415	245,415	245,415

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 – \$243,615

Salary requests are for: Director of Community Development (0.25) – \$39,262; Associate Planner (1.30) – \$104,410; Assistant Planner (0.55) – \$37,998. Cost allocations are as follows: full-time salaries – \$181,670; overtime – \$1,250; additional pay – \$675; benefit costs – \$60,020.

Services and Supplies – \$1,800

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

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

Department: Community Development

Program: 4762 Current Planning

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090 PUBLICATION AND ADVERTISING – \$5,500

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

PROGRAM BUDGET SUMMARY – 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance Planning

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	103,108	126,433	126,433	126,433
Services and Supplies	6,000	8,000	8,000	8,000
Capital Outlay	0	0	0	0
Total	109,108	134,433	134,433	134,433

Personnel Authorized	0.75 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
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Source of Funds

General Fund	109,108	134,433	134,433	134,433
Total	109,108	134,433	134,433	134,433

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. This program also involves work items in support of initiatives in set in motion in response to legislative mandates from the State and Federal governments.

Units of Measure

1. Develop, amend, and coordinate implementation of Specific Plans.
 2. Process Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Prepare code amendments in response to legislative mandates from the State and Federal governments.
 4. Provide technical environmental and design expertise in support of City infrastructure projects and initiatives to obtain improvement grants from private and government sources.
 5. Participate in comprehensive update of the City's General Plan and Official Zoning Map.
-

Personnel Services – \$126,433

Salary requests are for: Director of Community Development (0.25) – \$39,262; Associate Planner (0.50) – \$40,158; Assistant Planner (0.25) – \$14,614. Cost allocations are as follows: full-time salaries – \$94,034; overtime – \$200; additional pay – \$225; benefit costs – \$31,974.

Services and Supplies – \$8,000

Funding requested is for: City portion of LAFCO's annual funding – \$8,000.

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 – \$8,000

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	373,350	333,725	333,725	333,725
Services and Supplies	1,600	1,600	1,600	1,600
Capital Outlay	0	0	0	0
Total	374,950	335,325	335,325	335,325

Personnel Authorized	3.80 (FT) 0.50 (PT)	3.80 (FT) 0.50 (PT)	3.80 (FT) 0.50 (PT)	3.80 (FT) 0.50 (PT)
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Department Distribution

Field Inspection	149,172	118,499	118,499	118,499
Plan Check	75,382	65,848	65,848	65,848
Operations	150,396	150,978	150,978	150,978
Total	374,950	335,325	335,325	335,325

Source of Funds

General Fund	374,950	335,325	335,325	335,325
Total	374,950	335,325	335,325	335,325

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	148,072	117,299	117,299	117,299
Services and Supplies	1,100	1,200	1,200	1,200
Capital Outlay	0	0	0	0
Total	149,172	118,499	118,499	118,499
Personnel Authorized	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)	2.00 (FT) 0.50 (PT)

Source of Funds

General Fund	149,172	118,499	118,499	118,499
Total	149,172	118,499	118,499	118,499

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>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
Inspections made	2,557	2,636	2,949	2,870	3,015	3,308

Personnel Services – \$117,299

Salary requests are for: Plans Examiner (0.50) – \$41,517; Building Inspector (0.75) – \$44,911. Cost allocations are as follows: full-time salaries – \$86,428; overtime – \$1,500; benefit costs – \$29,371.

Services and Supplies – \$1,200

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 – \$150.

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

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 – \$150

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	75,032	65,598	65,598	65,598
Services and Supplies	350	250	250	250
Capital Outlay	0	0	0	0
Total	75,382	65,848	65,848	65,848

Personnel Authorized	0.90 (FT)	0.90 (FT)	0.90 (FT)	0.90 (FT)
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Source of Funds

General Fund	75,382	65,848	65,848	65,848
Total	75,382	65,848	65,848	65,848

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>14–15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
Plans Checked	478	485	383	532	405	547
Permits Issued	766	801	778	689	747	726

Personnel Services – \$65,598

Salary requests are for: Plans Examiner (0.40) – \$33,213; Building Inspector (0.25) – \$14,970. Cost allocations are as follows: full-time salaries – \$48,183; overtime – \$1,500; benefit costs – \$15,915.

Services and Supplies – \$250

Funding requested is for: books and publications – \$150; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; plan check reimbursement - <\$35,000>; small equipment – \$100.

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>

Reimbursement to the City from applicants for the actual cost of providing plan check services.

52690 SMALL EQUIPMENT – \$100

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	150,246	150,828	150,828	150,828
Services and Supplies	150	150	150	150
Capital Outlay	0	0	0	0
Total	150,396	150,978	150,978	150,978
Personnel Authorized	0.90 (FT)	0.90 (FT)	0.90 (FT)	0.90 (FT)

Source of Funds

General Fund	150,396	150,978	150,978	150,978
Total	150,396	150,978	150,978	150,978

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>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
Permit Valuation	\$25,455,066	\$29,225,116	\$50,158,960	\$68,317,503	\$58,583,592	\$27,585,328

Personnel Services – \$150,828

Salary requests are for: Building Official/Code Enforcement Manager (0.90) – \$107,546; Cost allocations are as follows: full-time salaries – \$107,546; benefit costs – \$43,282.

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 and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community. The Bureau also preempt fully meets with developers, Architects and Contractors to assist with Code information in effort to guide the plan preparation process to meet the required Fire Code and Montclair ordinances.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	61,055	0	0	0
Services and Supplies	62,900	500	500	500
Capital Outlay	0	0	0	0
Total	123,955	500	500	500

Personnel Authorized	1.00 (FT)	1.00 (FT)	0.00 (FT)	0.00 (FT)
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Source of Funds

General Fund	123,955	500	500	500
Total	123,955	500	500	500

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

Work Program

1. Administer Fire Prevention Inspections.
 2. Provide Plan Review for commercial and residential construction, fire sprinklers, alarm systems, fire suppressions systems, high pile storage, egress systems, fire access plans and fire hydrants, etc.
 3. Provides Fire Code information to Architects, Developers and Contractors to direct compliance with applicable codes and ordinances.
 4. Conduct semi-annual Weed Abatement compliance.
 5. Conduct business License Inspection program
-

Units of Measure

	<u>2019</u>	<u>2020</u>
Inspections Completed	738	510
Plans Reviewed	143	150
Fire Investigation Responses	18	10
Weed Abatement Actions	94	35

Personnel Services

No funding requested.

Services and Supplies – \$500

Funding requested is for: plan check/inspection service – \$80,000; plan check/inspection service reimbursement – <\$80,000>; 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

52270 PLAN CHECK SERVICE – \$80,000

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 – <\$80,000>

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, and 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	413,133	474,695	571,699	571,699
Services and Supplies	179,336	113,904	113,904	113,904
Capital Outlay	0	0	0	0
Total	592,469	588,599	685,603	685,603
Personnel Authorized	5.00 (FT) 4.50 (PT)	5.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)

Source of Funds

General Fund	311,895	330,686	427,690	427,690
Community Dev Block Grant Fund	107,888	150,659	150,659	150,659
Homeless Emergency Aid Program	172,686	0	0	0
Homeless Housing Assist Prev.	0	107,254	107,254	107,254
Total	592,469	588,599	685,603	685,603

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>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Abandoned Vehicle Abatement	173	111	114
Administrative Citations	168	143	108
Love Montclair Cleanups	0	5	0
Clean-Up and Secure	68	28	178
Complaints	1,443	1,037	675
Foreclosures	20	16	69
Graffiti Abatement	123	55	105
Notices to Appear	30	24	138
Notices of Violation	975	887	730
Violations Abated by Owner	783	767	557
Illegal Signs Removed	3,152	1,408	310
Inspections	1,893	1,794	1,161
Homeless Enforcement		401	1,394
5-Star Inspections		81	478

Personnel Services – \$474,695

Salary requests are for: Code Enforcement Supervisor (1.00) – \$82,284; Senior Code Enforcement Officer (1.00) – \$73,152; Code Enforcement Officer (3.00) – \$178,196; Reserve Code Enforcement Officer (4.00/part-time) – \$3,600. Cost allocations are as follows: full-time salaries – \$333,632; part-time salaries – \$3,600; overtime – \$7,500; benefit costs – \$129,963.

Services and Supplies – \$113,904

Funding requested is for: books and publications – \$150; uniforms – \$2,500; program supplies – \$9,254; small equipment – \$1,000; rental assistance – \$64,000; special contract services – \$34,000; miscellaneous expenditures – \$3,000.

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 – \$2,500
Replacement of uniform polo shirts, pants, jackets, and boots as necessary.
- 51130 PROGRAM SUPPLIES – \$9,254
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 Housing Assistance Prevention Fund)
- 52690 SMALL EQUIPMENT – \$1,000
Various small tools, gloves, lock up cabinet and equipment as needed for field, vehicles and enforcement activities.
- 52880 RENTAL ASSISTANCE – \$64,000
Assistance provided to families/individuals who are homeless or are risk of homelessness, which may include rent, hotel vouchers, utilities, etc. (Homeless Housing Assistance Prevention Fund)
- 52920 SPECIAL CONTRACT SERVICES – \$34,000
Cost for navigators and service providers who assist in rapid rehousing navigation (Homeless Housing Assistance Program Fund)
- 52990 MISCELLANEOUS EXPENDITURES – \$3,000
Printing costs for administrative citation forms and official postings, other miscellaneous expenses for Code Enforcement activities.

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	450,527	608,530	685,378	685,378
Services and Supplies	1,132,100	512,760	502,760	502,760
Capital Outlay	227,279	0	0	0
Total	1,809,906	1,121,290	1,188,138	1,188,138
Personnel Authorized	2.70 (FT) 0.00 (PT)	4.70 (FT) 1.00 (PT)	4.98 (FT) 1.00 (PT)	4.98 (FT) 1.00 (PT)

Source of Funds

Economic Development Fund	1,154,906	766,290	833,138	833,138
Successor Agency Bond Proceeds	600,000	300,000	300,000	300,000
General Plan Update Fee	55,000	55,000	55,000	55,000
Total	1,809,906	1,121,290	1,188,138	1,188,138

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	0.25	0.25	0.33	0.33	64,515	85,160	85,160
Finance Manager	0.15	0.15	0.15	0.15	16,212	16,212	16,212
Senior Management Analyst	0.25	0.00	0.00	0.00	0	0	0
Director, Public Works	0.10	0.10	0.10	0.10	17,862	17,862	17,862
Director, Community Dev	0.50	0.50	0.50	0.50	78,524	78,524	78,524
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	16,064	16,064	16,064
Assistant Planner	0.00	0.10	0.10	0.10	5,846	5,846	5,846
Plans Examiner	0.10	0.10	0.10	0.10	8,303	8,303	8,303
Director of Economic Developme	0.00	1.00	1.00	1.00	139,944	139,944	139,944
Admin to other Depts	0.00	-0.50	-0.30	-0.30	-69,972	-41,983	-41,983
	0.00	0.50	0.70	0.70	69,972	97,961	97,961
Dep Director Econ & Comm Dev	1.00	1.00	1.00	1.00	0	0	0
Admin to other Depts	-0.45	0.00	0.00	0.00	0	0	0
	0.55	1.00	1.00	1.00	0	0	0
Economic Services and							
Housing Manager	1.00	1.00	1.00	1.00	89,628	89,628	89,628
Admin to other Depts	-0.50	-0.30	-0.30	-0.30	-26,888	-26,888	-26,888
	0.50	0.70	0.70	0.70	62,740	62,740	62,740
Economic Promotion Coordinator	0.00	1.00	1.00	1.00	49,368	49,368	49,368
Part-Time							
Economic Development Consultat	0.00	1.00	1.00	1.00	60,413	60,413	60,413
Full Time	3.65	5.50	5.58	5.58	498,216	518,861	518,861
Admin other Departments	-0.95	-0.80	-0.60	-0.60	-96,860	-68,871	-68,871
Total FT Positions/Salaries	2.70	4.70	4.98	4.98	401,356	449,990	449,990
Part Time	0.00	1.00	1.00	1.00	60,413	60,413	60,413
Overtime					1,000	1,000	1,000
Additional Pay					900	900	900
Additional Pay other Depts					-270	-270	-270
Total Salaries & Wages					463,399	512,033	512,033
Benefit Costs					116,408	120,347	120,347
PERS Benefit Costs					73,322	76,997	76,997
Benefit Costs other Depts					-44,599	-23,999	-23,999
Total Benefit Costs					145,131	173,345	173,345
TOTAL					608,530	685,378	685,378

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 – \$608,530

Salary requests are for: Director of Economic Development (0.50) – \$69,972; City Manager (0.25) – \$64,515; Finance Manager (0.15) – \$16,212; Director of Public Works (0.10) – \$17,862; Director of Community Development (0.50) – \$78,524; Building Official (0.10) – \$11,950; Associate Planner (0.20) – \$16,064; Assistant Planner (0.10) – \$5,846; Plans Examiner (0.10) – \$8,303; Economic Services and Housing Manager (0.70) – \$62,740; Economic Promotion Coordinator (1.00) – \$49,368; Economic Development Consultant (1.00/part-time) – \$60,413. Cost allocations are as follows: full-time salaries – \$401,356; part-time salaries – \$60,413; overtime – \$1,000; additional pay – \$630; benefit costs – \$145,131.

Services and Supplies – \$512,760

Funding requested is for: books and publications – \$100; publication and advertising – \$5,500; dues and memberships – \$1,650; travel and meetings – \$22,600; mileage/auto allowance – \$7,800; business development – \$1,260; special consulting services – \$1,500; general plan legal fees – \$55,000; special legal services – \$50,000; special contract services – \$340,500; educational grants – \$5,000 miscellaneous expenditures – \$21,850.

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 Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Vacant, Economic Promotion Coordinator	2021 International Council for Shopping Centers (ICSC)	San Diego, CA	September 14-15, 2021	\$6,000
52130	Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Vacant, Economic Promotion Coordinator	2021 International Council for Shopping Centers (ICSC)	Las Vegas, NV	December 5-7, 2021	\$6,000
52130	Thailin Martin, Economic Services and Housing Manager	2021 California Association for Local Economic Development (CA LED) Conference	(Online/Virtual)	August 16-20 2021	\$1,300

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

Department: Economic Development

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Vacant, Economic Promotion Coordinator	2022 International Council for Shopping Centers (ICSC)	Anaheim, CA	February 2022	\$500
		<u>Miscellaneous</u>			
52130	Thailin Martin, Economic Services and Housing Manager Vacant, Economic Promotion Coordinator	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops	TBA	TBA	\$3,000
52130	Edward Starr, City Manager Mikey Fuentes Director of Economic Development	Goldline Advocacy (\$2,900 each X 2 = \$5,800)	Washington, DC	TBA	\$5,800
				Total:	\$22,600

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

Department: Economic Development

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$5,500

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 – \$16,800

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

52160 BUSINESS DEVELOPMENT – \$1,260

Constant contact subscription for email marketing.

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 ***(Only \$40,000 approved in Adopted Budget)***

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 – \$340,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$3,000

Contract with Group 1 Productions for “State of the City” video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$2,500

Consulting fee for Year 4 Update to the General Plan, \$300,000 (Successor Agency Bond Proceeds)

52530 EDUCATIONAL GRANTS – \$5,000

Cost for Economic Services and Housing Manager, Thailin Martin to attend CSUSB Executive MBA Program and cost for Economic Promotion Coordinator to attend CSUSB MBA Program

52990 MISCELLANEOUS EXPENDITURES – \$21,850

“State of the City” incidental expenditures for decorations, \$1,500

Economic development promotional materials, \$12,000

Booth space rental for ICSC Conferences, \$5,150

Furniture/electrical rental at ICSC Conferences, \$2,400

Participation in County Job Fair, \$400

Miscellaneous supplies, \$400

City Attorney

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	108,053	108,437	108,437	108,437
Services and Supplies	175,000	190,000	190,000	190,000
Capital Outlay	0	0	0	0
Total	283,053	298,437	298,437	298,437
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	283,053	298,437	298,437	298,437
Total	283,053	298,437	298,437	298,437

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<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					10,599	10,599	10,599
Total Benefit Costs					31,637	31,637	31,637
TOTAL					108,437	108,437	108,437

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 – \$108,437

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$31,637

Services and Supplies – \$190,000

Funding requested is for: legal services/court costs – \$150,000; special legal services – \$40,000.

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 – \$150,000

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 – \$40,000

Cost of additional services performed by City Attorney—per Agreement No. 17-13, the current hourly rate for general legal services is \$210 per hour. Hourly rate is not inclusive of retainer fee: \$6,400 per month for 40 hours of billable time.

Citywide Department

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,649,710	6,430,971	6,312,471	6,312,471
Services and Supplies	1,687,750	1,724,075	1,724,075	1,724,075
Capital Outlay	0	0	0	0
Total	7,337,460	8,155,046	8,036,546	8,036,546

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	6,559,256	7,287,805	7,160,305	7,160,305
Gas Tax Fund	216,381	242,475	242,475	242,475
Park Maintenance Fund	1,500	0	0	0
Senior Nutrition Fund	6,406	7,442	7,442	7,442
After-School Program Grant Fund	104,980	108,416	108,416	108,416
OMSD Immunization Grant	3,544	0	0	0
Economic Development Fund	128,744	181,647	204,147	204,147
Sewer Operating Fund	316,649	327,261	313,761	313,761
Total	7,337,460	8,155,046	8,036,546	8,036,546

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 – \$6,430,971

Funding requested is for: Benefit Costs – \$6,430,971.

Services and Supplies – \$1,724,075

Funding requested is for: nuisance abatement – \$2,500; service awards – \$19,825; telephone service – \$22,000; electric service – \$470,000; natural gas service – \$29,000; water service – \$353,000; general city insurance – \$795,000; postage – \$31,000; 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

52670 POSTAGE – \$31,000
 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>2019–20</u>	1st 6 mos. <u>2020–21</u>	Estimate <u>2021–22</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>2019–20</u>	<u>2020–21</u>	<u>Estimate 2021–22</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, 2021**

<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 6/1/21</u>
FIRE DEPARTMENT									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	13%	345,000	\$44,850
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	20%	362,000	\$72,400
* 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	\$272,250
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	67%	22,000	\$14,740
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	67%	36,000	\$24,120
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
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, 2021**

<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 6/1/21</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	86%	37,000	\$31,820
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	\$901,680
<u>PUBLIC WORKS</u>									
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	8%	12,000	\$960
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	60%	36,000	\$21,600
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	60%	52,000	\$31,200
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	80%	28,000	\$22,400
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	50%	56,000	\$28,000
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	60%	15,000	\$9,000
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	60%	3,000	\$1,800
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	58%	38,000	\$22,040
2012 Ford F450	82169	11/13/12	90,500		90,500	12	75%	91,000	\$68,250
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, 2021**

<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 6/1/21</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	\$1,050,250
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	2,341,180

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
ASP	After-School Program
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
CALNENA	California Chapter of the National Emergency Number Association
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

ACRONYMS

CONFIRE	Consolidated Fire Agencies of the East Valley
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
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
IVHS	Inland Valley Humane Society

ACRONYMS

JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
LPR	License Plate Recognition
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
MVWD	Monte Vista Water District
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
SSMP	Sewer System Management Plan
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

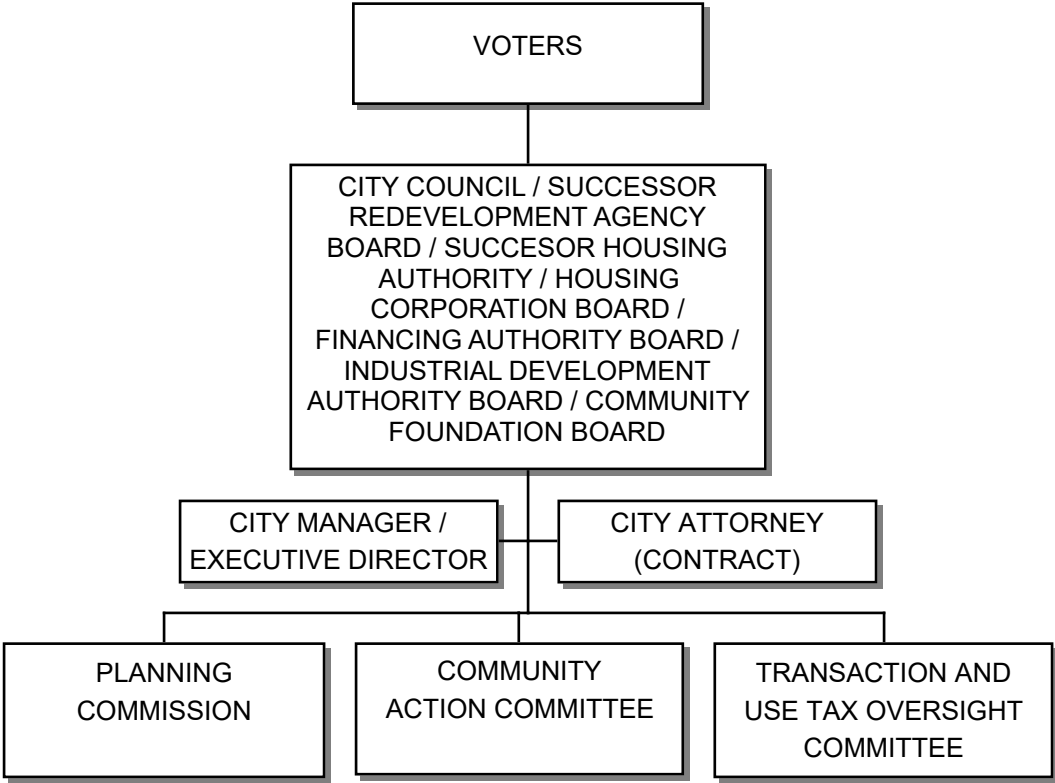
Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist	21.29	22.36	23.48	24.65	25.89
Administrative Aide	24.24	25.45	26.72	28.06	29.46
Administrative Secretary (Relief)	21.51	22.59	23.72	24.90	26.15
Administrative Technician (PTB)	21.51	22.59	23.72	24.90	26.15
City Attorney	6400	--	--	--	--
Code Enforcement Officer (Relief)	25.84	27.13	28.49	29.91	31.41
Community Building Supervisor	14.00	14.70	15.43	16.21	17.02
Community Development Consultant	--	--	--	--	93.21
Council Member	742	1150	--	--	--
Custodial Technician (PTB)	18.01	18.91	19.86	20.85	21.89
Custodian	18.01	18.91	19.86	20.85	21.89
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)	21.95	23.05	24.20	25.41	26.68
Facility Coordinator	14.00	14.70	15.43	16.21	17.02
Fire Technician	14.52	15.24	16.00	16.80	17.65
Graffiti Abatement Aide	14.00	--	--	--	--
Graffiti Abatement Worker	19.38	20.35	21.36	22.44	23.56
Health Education Intern	14.79				
Health Education Specialist [Grant]	17.24	--	--	--	--
Human Services Technician (PTB)	19.18	20.14	21.15	22.21	23.32
Information Technology Systems Technician (PTB)	25.50	26.78	28.12	29.53	31.01
Instructor	14.00	14.70	15.43	16.21	17.02
Interim Deputy Fire Chief	--	--	--	--	75.39
Junior Intern	14.00	14.70	15.43	16.21	17.02
Kitchen Assistant	14.00	14.70	15.43	16.21	17.02
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	22.36	23.48	24.65	25.89	27.18
Learning Leader [Grant]	14.98	15.73	16.52	17.35	18.21
Maintenance Technician (PTB)	19.38	20.35	21.36	22.44	23.56
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)	20.98	22.03	23.13	24.29	25.50
Mini-School Coordinator	14.43	15.15	15.91	16.71	17.54
NPDES/Environmental Compliance Technician (PTB)	24.93	26.19	27.50	28.87	30.31
Nutrition Site Manager	14.00	14.70	15.44	16.21	17.02
Office Specialist	18.33	19.25	20.21	21.22	22.28
Office Technician (PTB)	18.33	19.25	20.21	21.22	22.28
Park Leader	14.00	14.70	15.43	16.21	17.02
Park Maintenance Specialist	19.38	20.35	21.36	22.44	23.56
Personnel Services Technician (PTB)	25.38	26.65	27.98	29.38	30.85
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	14.52	15.24	16.00	16.80	17.65
Police Dispatcher (Relief)	23.99	25.19	26.45	27.77	29.16
Police Services Specialist (Relief)	18.99	19.94	20.94	21.99	23.09
Program Aide	14.23	--	--	--	--
Property Custody Technician (PTB)	17.22	18.08	18.98	19.93	20.93

Classification	A	B	C	D	E
Public Works Director/City Engineer	60.95	64.00	67.20	70.56	74.09
Receptionist/Office Specialist	17.90	18.80	19.74	20.72	21.76
Receptionist/Office Technician (PTB)	17.90	18.80	19.74	20.72	21.76
Recreation Intern	14.79	--	--	--	--
Recreation Leader	14.00	14.70	15.43	16.21	17.02
Recreation Specialist	14.14	14.85	15.59	16.37	17.19
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	600	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	300				
Reserve Police Sergeant	400				
Senior Intern	14.71	15.45	16.22	17.03	17.88
Senior Learning Leader	18.67	19.60	20.58	21.61	22.69
Senior Police Cadet	18.09	19.00	19.95	20.94	21.99
Senior Recreation Leader	15.34	16.10	16.91	17.75	18.64
Senior Recreation Specialist	17.65	18.53	19.46	20.43	21.45
Sewer Maintenance Specialist	19.38	20.35	21.36	22.44	23.56
Sports Coordinator	17.78	18.67	19.60	20.58	21.61
Street Maintenance Specialist	19.38	20.35	21.36	22.44	23.56
Substitute Learning Leader	14.58	15.31	16.08	16.88	17.72
Systems Specialist (PTB)	18.57	19.50	20.48	21.50	22.57
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	4332	4549	4776	5015	5266
Accounting Specialist	3691	3876	4070	4273	4487
Administrative Aide	4202	4412	4632	4864	5107
Administrative Analyst	5099	5354	5622	5903	6198
Administrative Secretary	3728	3915	4111	4316	4532
Administrative Specialist	3728	3915	4111	4316	4532
Assistant Director of Housing/Planning Manager	8192	8602	9032	9484	9958
Assistant Engineer	6777	7115	7471	7845	8237
Assistant Planner	4753	4990	5240	5502	5777
Assistant Public Works Superintendent	5821	6112	6417	6738	7075
Assistant Senior Learning Coordinator	3490	3664	3848	4040	4242
Associate Planner	5506	5782	6071	6374	6693
Benefits Coordinator	4399	4619	4850	5092	5347
Building Inspector	4764	5002	5253	5515	5791
Building Maintenance Supervisor	5821	6112	6417	6738	7075
Building Maintenance Technician	3827	4019	4220	4430	4652
Building Official/Code Enforcement Manager	8192	8602	9032	9484	9958
City Clerk	6771	7109	7465	7838	8230
City Manager	--	--	19506	20481	21505
City Planner/Planning Manager	8192	8602	9032	9484	9958
Code Enforcement Officer	4479	4703	4938	5185	5444
Code Enforcement Supervisor	5641	5923	6220	6530	6857
Community Development Director	11662	12245	12857	13500	14175
Community Health Education Coordinator [Grant]	4289	4503	4728	4965	5213
Custodian	3122	3278	3442	3614	3795
Customer Service Representative/Office Specialist	3177	3336	3503	3678	3862
Deputy City Clerk	4589	4818	5059	5312	5578
Deputy City Mgr/Exec Dir of Econ and Community Dev	13292	13956	14654	15387	16156
Deputy Dir. of Community & Economic Development	9422	9893	10387	10907	11452
Deputy Fire Chief	10750	11288	11852	12445	13067

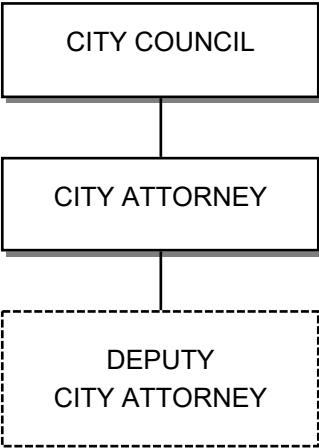
Classification	A	B	C	D	E
Deputy Fire Marshal	6240	6552	6880	7224	7585
Diagnostic Specialist	4212	4423	4644	4876	5120
Director of Admin. Svcs. And Human Resources	11662	12245	12857	13500	14175
Director of Human Services	--	11455	12028	12630	13261
Econ. Dev. Coord./Housing Associate	5713	5998	6298	6613	6944
Engineering Division Manager	8192	8602	9032	9484	9958
Environmental Compliance Coordinator	4938	5185	5444	5716	6002
Environmental Control Specialist	4374	4593	4823	5064	5317
Equipment Maintenance Supervisor	5812	6103	6408	6729	7065
Equipment Mechanic	3805	3995	4195	4405	4625
Executive Director Office of Public Safety	13965	14663	15396	16166	16974
Facilities Specialist	4671	4905	5150	5408	5678
Finance Director	11662	12245	12857	13500	14175
Finance Manager	8192	8602	9032	9484	9958
Finance Supervisor	6560	6888	7233	7594	7974
Fire Battalion Chief	8886	9330	9797	10287	10801
Fire Captain	7012	7362	7731	8117	8523
Fire Engineer	5753	6041	6343	6660	6993
Firefighter	4959	5207	5468	5741	6028
GIS Specialist	5103	5358	5626	5908	6203
Graffiti Abatement Worker	3359	3527	3703	3889	4083
Health Education Specialist [Grant]	3203	3363	3531	3708	3893
Housing Associate	5241	5504	5779	6068	6371
Information Relations Officer	5101	5356	5624	5905	6200
Information Technology Manager	8192	8602	9032	9484	9958
Information Technology Specialist	5103	5358	5626	5908	6203
Junior Accountant	4127	4333	4550	4777	5016
Leadworker, Facilities	3876	4070	4273	4487	4711
Leadworker, Maintenance	3876	4070	4273	4487	4711
Maintenance Worker	3359	3527	3703	3889	4083
Medical Clinic Specialist	3636	3818	4009	4210	4420
Motor Sweeper Operator	3645	3828	4019	4220	4431
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	4938	5185	5444	5716	6002
NPDES/Environmental Compliance Inspector	4322	4539	4766	5004	5254
Office Specialist	3177	3336	3503	3678	3862
Personnel Services Coordinator	4399	4619	4850	5092	5347
Plans Examiner	5812	6103	6408	6729	7065
Police Captain	11245	11576	12397	13017	13668
Police Chief	13965	14663	15396	16166	16974
Police Dispatch Supervisor	4927	5174	5432	5704	5989
Police Dispatcher	4159	4367	4585	4814	5055
Police Lieutenant	9832	10324	10840	11382	11951
Police Officer	6369	6687	7021	7372	7741
Police Officer Trainee	5623	--	--	--	
Police Sergeant	8466	8889	9333	9800	10290
Police Services Specialist	3292	3457	3630	3811	4002
Police Services Supervisor	5306	5571	5849	6142	6449
Project Manager	5401	5671	5955	6252	6565
Property Custody Clerk	3135	3292	3457	3630	3811
Public Safety Admin. Svcs. Supervisor	7767	8156	8563	8991	9441
Public Works Director/City Engineer	12246	12858	13501	14176	14885
Public Works Inspector	4671	4905	5150	5408	5678
Public Works Superintendent	8192	8602	9032	9484	9958
Receptionist/Office Specialist	3103	3258	3421	3592	3772
Recreation Supervisor	4028	4229	4441	4663	4896

Classification	A	B	C	D	E
Secretary	3348	3515	3691	3875	4069
Senior Accountant	5266	5529	5806	6096	6401
Senior Building Inspector	5536	5813	6103	6409	6729
Senior Citizens Supervisor	3949	4146	4354	4571	4800
Senior Code Enforcement Officer	5015	5266	5529	5806	6096
Senior Human Services Supervisor	4753	4990	5240	5502	5777
Senior Information Technology Specialist	5724	6011	6311	6627	6958
Senior Learning Coordinator	4028	4229	4441	4663	4896
Senior Management Analyst	6771	7109	7465	7838	8230
Senior Recreation Supervisor	4753	4990	5240	5502	5777

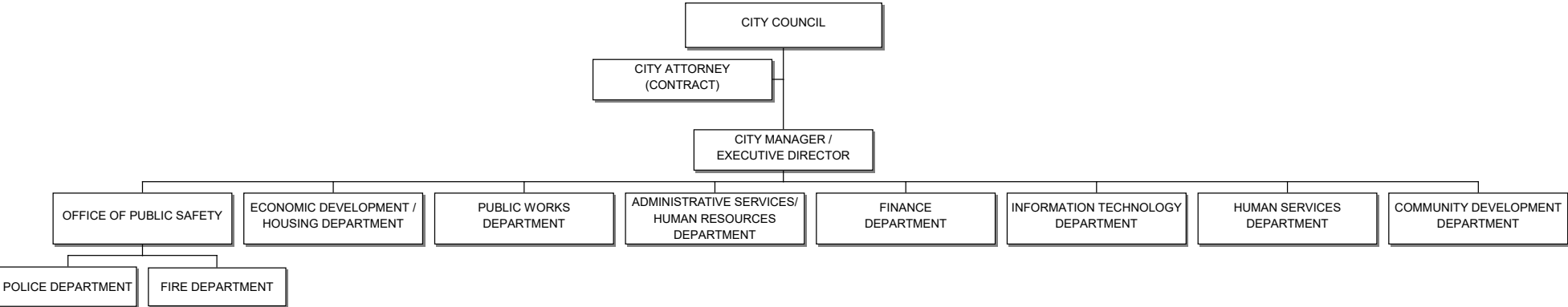
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

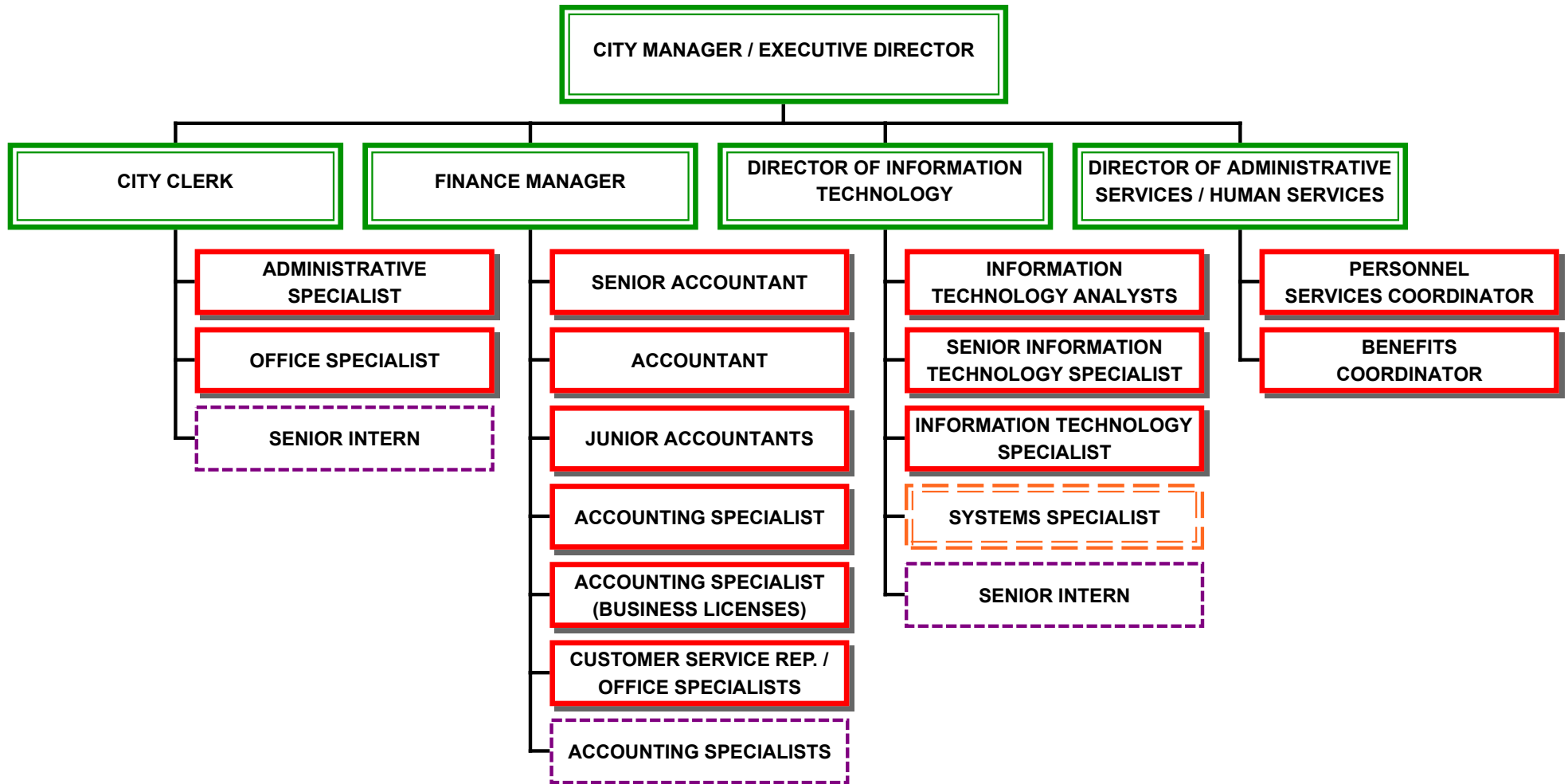
MANAGEMENT SAFETY
CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

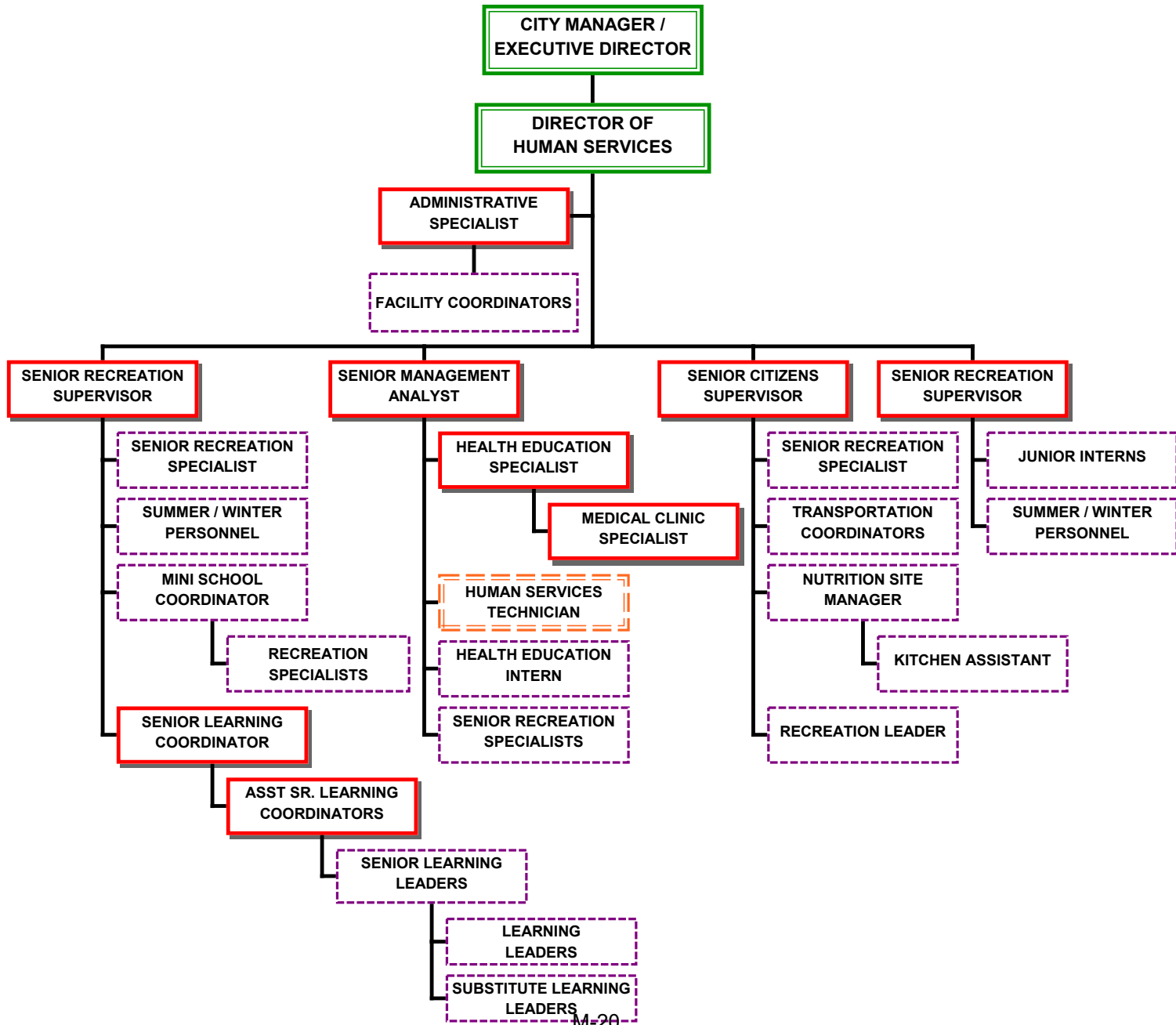
PART-TIME BENEFITTED
CLASSIFICATION

TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

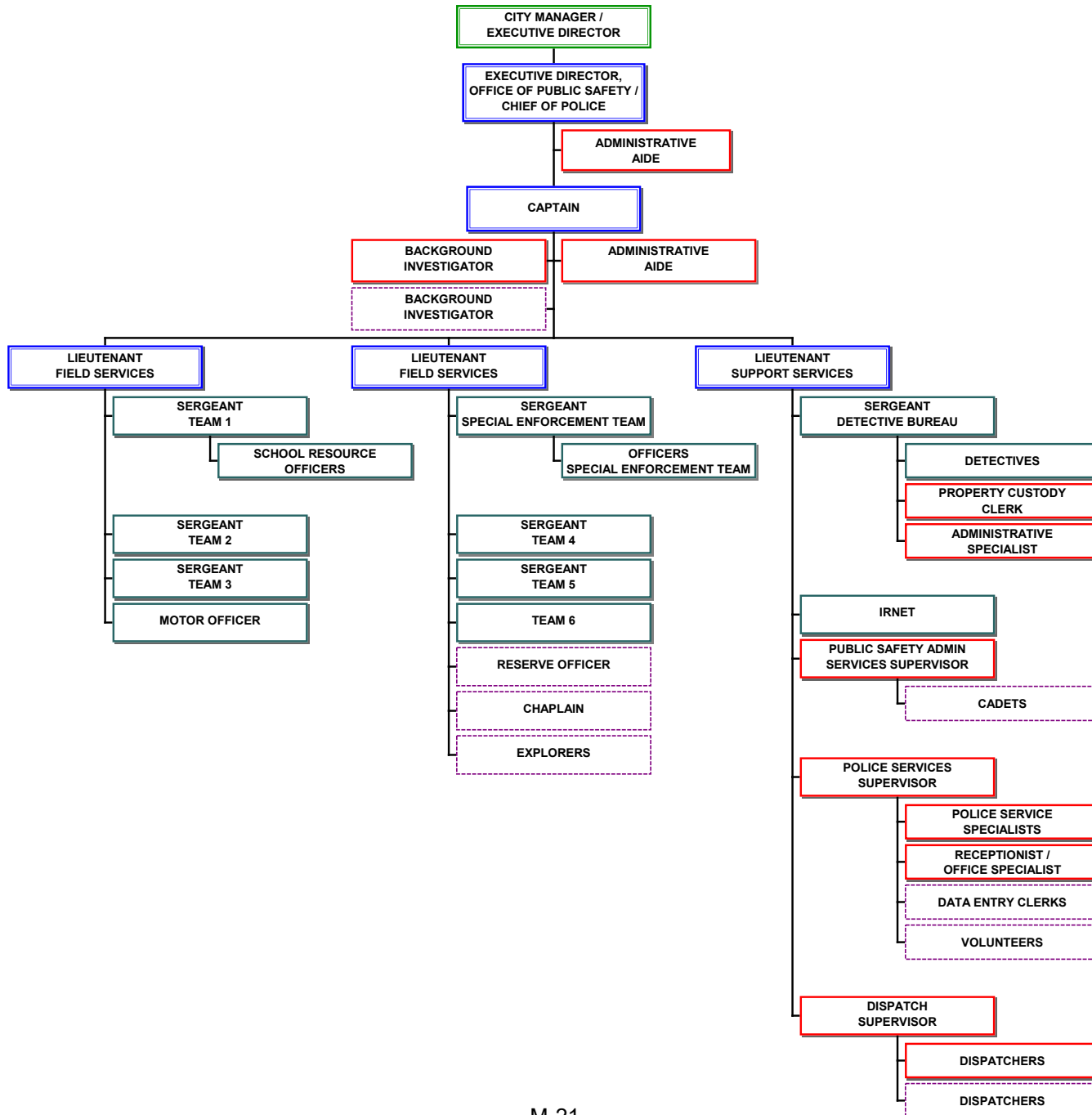
CITY MANAGER DEPARTMENT



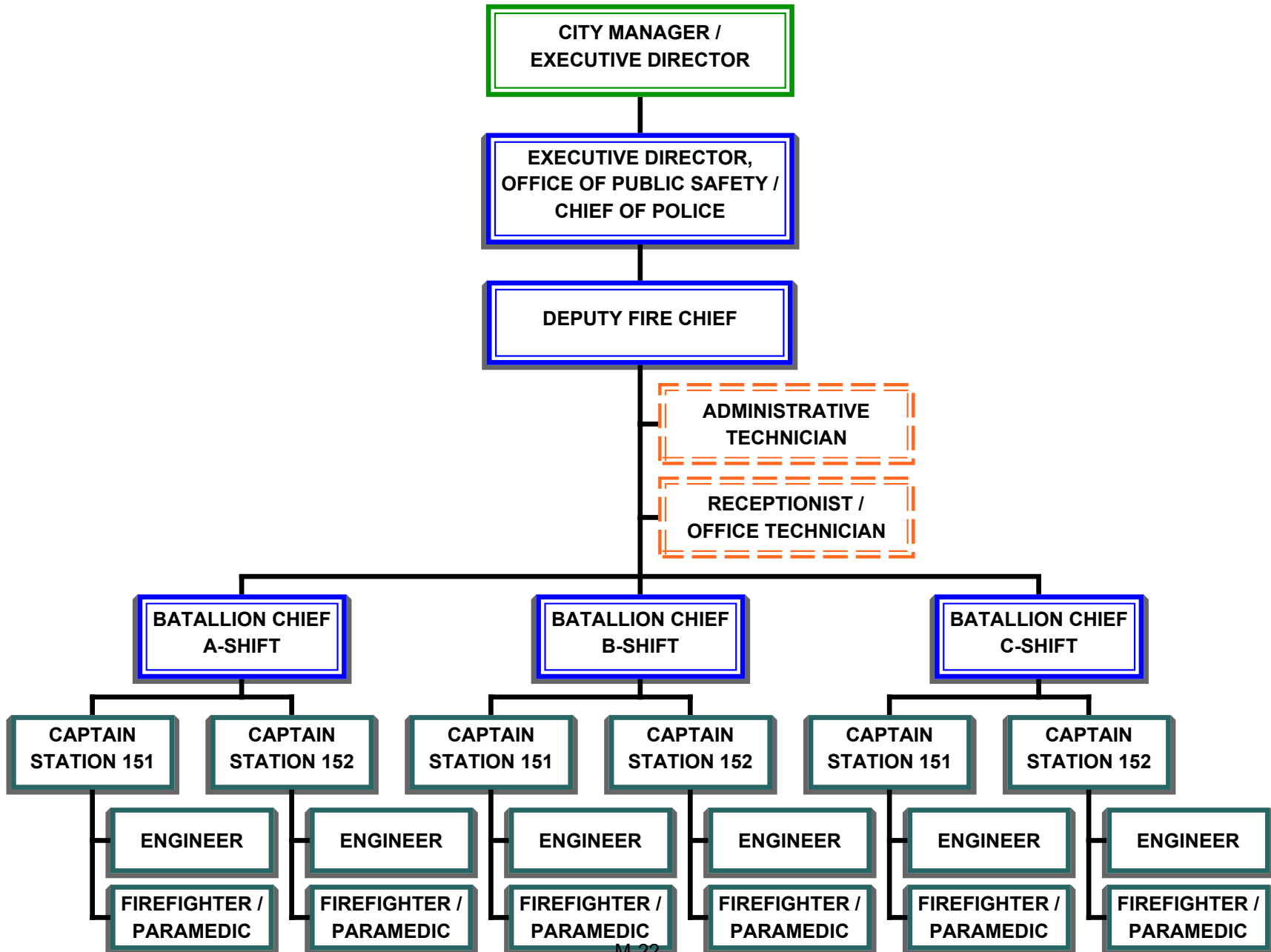
HUMAN SERVICES DEPARTMENT



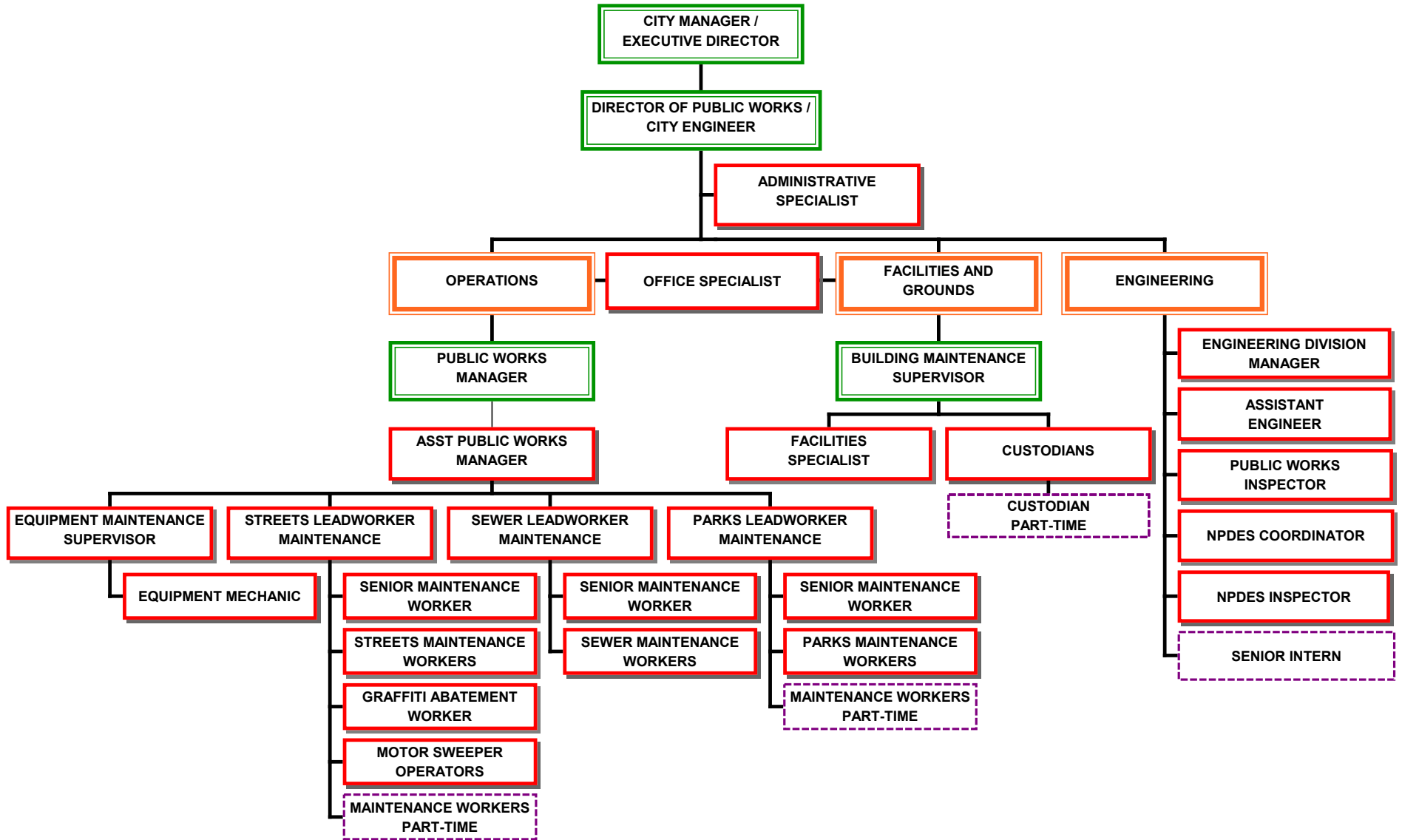
POLICE DEPARTMENT



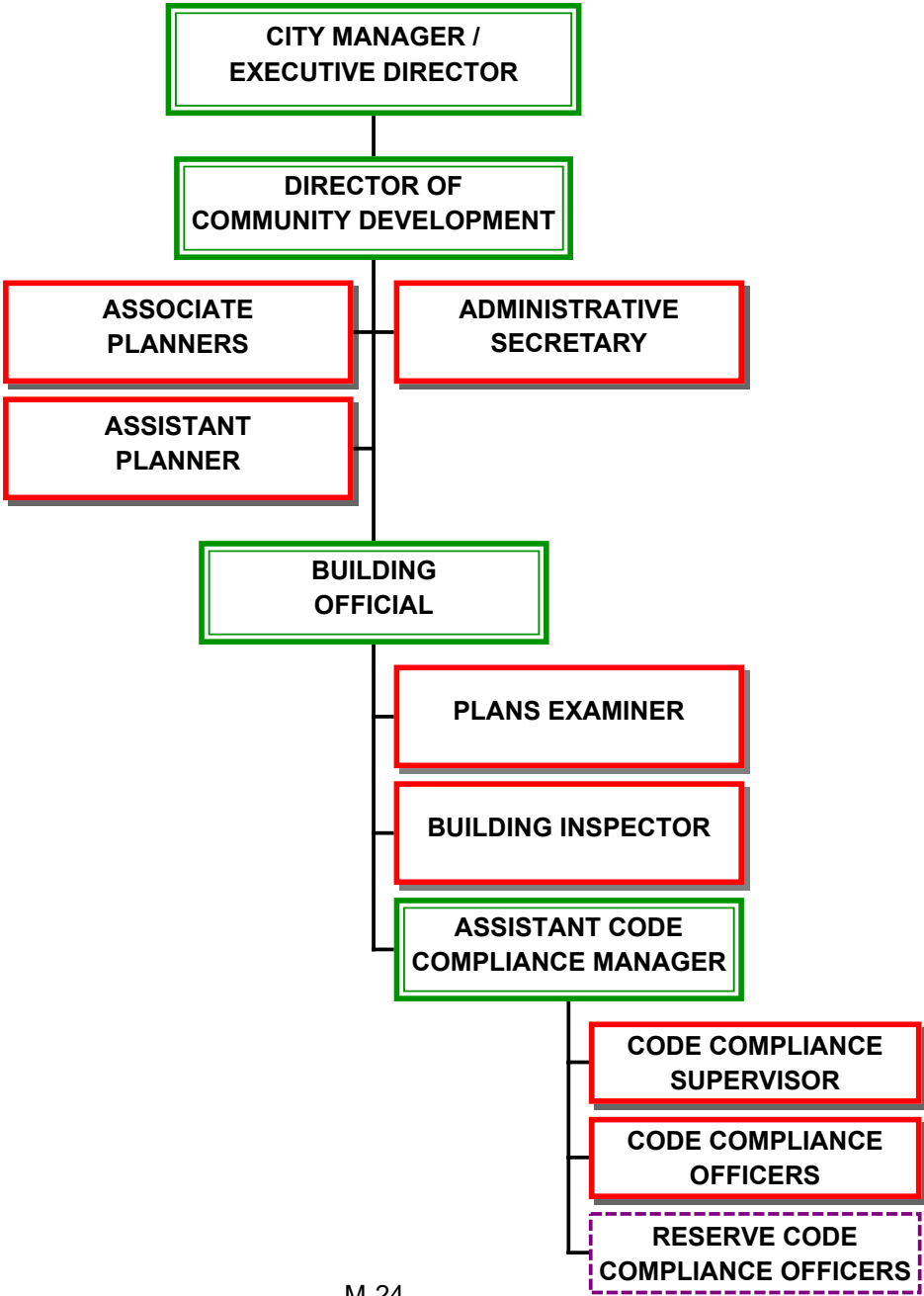
FIRE DEPARTMENT



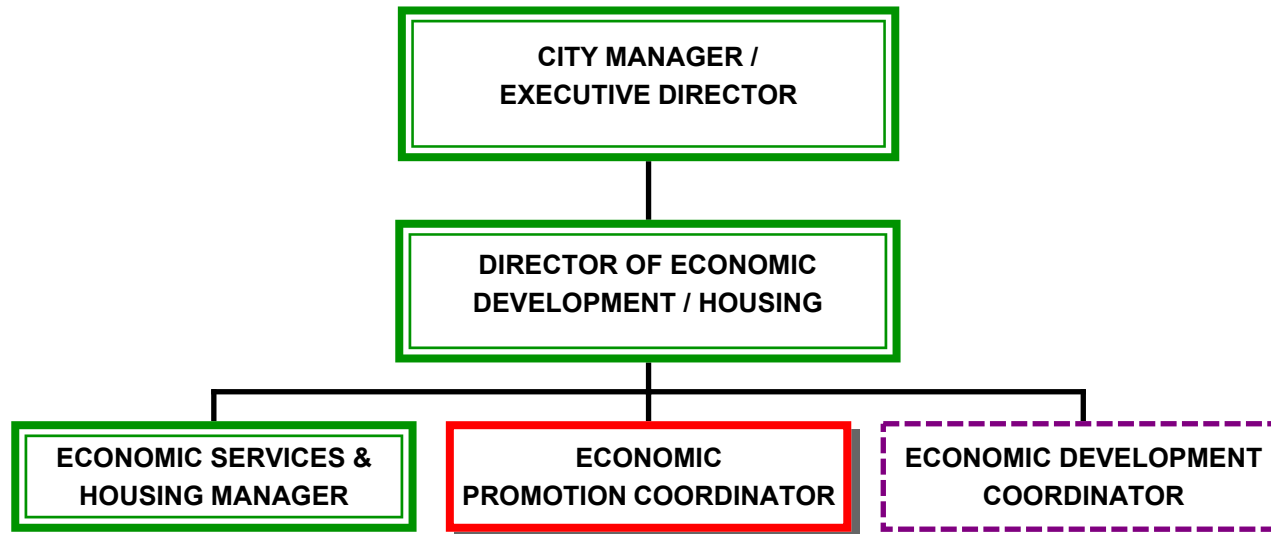
PUBLIC WORKS DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT



ECONOMIC DEVELOPMENT/HOUSING DEPARTMENT



**City of Montclair
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