

CITY OF MONTCLAIR  
ADOPTED BUDGET  
Fiscal Year 2022-23



# **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 2022-23 ADOPTED BUDGET**  
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**Subject: CITY MANAGER'S FISCAL YEAR 2022-23 BUDGET MESSAGE**

**To: Honorable Mayor and City Council**

**Presented for your consideration: CITY OF MONTCLAIR  
FISCAL YEAR 2022-23 BUDGET**

**I. INTRODUCTION**

***Fiscal Year 2022-23 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>Department's Request</u>	<u>City Manager Approved</u>	<u>Change</u>
<b>Appropriations:</b>			
Total - All Funds (Exclusive of Debt Service)	\$ 45,106,438	\$ 43,280,083	\$ 1,826,355
Total - General Operating Fund	\$ 32,953,536	\$ 32,591,823	\$ 361,713

**Table 1**, above, demonstrates that for Fiscal Year 2022-23, the proposed General Operating Fund Budget projects robust growth — growth driven largely with revenue generated by Measure L, Montclair's transactions and use tax ballot measure approved by voters in November 2020. Economic growth is also attributed to improvements in local, regional and state economic activity following the nation's emergence from the peak periods of the COVID-19 pandemic.

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 most of 2020 and into the first half of 2021 economic activity declined significantly, as stay at home orders effectively shuttered many stores, turning consumers towards online purchases as their primary source for shopping.

During the course of the pandemic, California experienced at least three major spikes in the virus, producing significant harm to the state in terms of lives lost, the number of reported cases, and economic decline:

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- **California COVID Data.** As of June 3, 2022, California recorded more than 9.647 million positive COVID-19 cases and more than 91,650 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. Approximately 32.6 million Californians (82% of the population) have received at least one dose of the vaccine; an estimated 28.6 million Californians (72% of the population) are considered fully vaccinated; and nearly 15.1 million Californians (38% of the population) have received a booster dose.
- **U.S. COVID Data.** Nationwide, approximately 84.538 million Americans have been struck ill with the virus, and approximately 1.008 million Americans have died – an estimate that far exceeds the number of reported American deaths stemming from the 1918-21 flu pandemic.

In comparison to any other single country, the United States has recorded approximately twice the number of both illnesses and deaths.

Approximately 258 million Americans (78% of the population) have received at least one dose of the vaccine; an estimated 221 million Americans (66% of the population) are considered fully vaccinated; and nearly 103 million Americans (31% of the population) have received a booster dose.

- **Global COVID Data.** Globally, more the 530 million people have been diagnosed with the virus and nearly 6.3 million people have died. More than 11.585 billion doses of the vaccine have been administered worldwide, with approximately 4.8 billion of the world's 7.951 billion people considered fully vaccinated.

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

**Table 2  
Proposed General Operating Fund Transfers**

To	From	Purpose	Transfer Amount
General Operating Fund	Traffic Safety Fund	Program Costs	\$ 100,000
Economic Dev Assets	General Operating Fund	Establish Fund	\$ 1,500,000
Special Reserve Funds	General Operating Fund	Increase Reserves	\$ 1,632,320
<b>Total Transfers</b>			<b>\$ 3,232,320</b>

As indicated in **Table 2**, above, the Fiscal Year 2022–23 Budget proposes the following annual transfer in to the General Fund Operating Fund as well as transfers out to Special Reserve Funds:

- **Traffic Safety Fund.** \$100,000 from the Traffic Safety Fund to the General Operating Fund. This annual transfer reimburses the General Operating Fund for program-related costs.

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- **Special Purpose Reserve Funds.** \$1,632,320 to Special Purpose Reserve Funds to increase assigned reserve funds for special governmental purposes.
- **Economic Development Assets Fund.** \$1.5 million to the Economic Development Assets Fund (The "EDAF" — formerly the Economic Development Fund) to provide funding within the Economic Development Agency (the "EDA" — formerly the Economic Development Department) for real property acquisition. The EDAF is a newly created fund intended to provide for the ability of the EDA to acquire real property in the community to assist with, and encourage Economic Development activity. Funds previously assigned to the Economic Development Fund (\$4.98 million) will remain assigned to the EDAF.

Excluding housing-related real property (98 housing units) assigned to the Montclair Housing Corporation, real property purchased with EDAF funds will be held by the EDA for future development, either through a public-private-partnership (PPP), or by sale to a private entity for development purposes. Earnings from the sale of real property held by the EDA will be transferred to the EDAF for real property acquisition and other projects of the EDA.

The Economic Development Department is renamed the Economic Development Agency (EDA) to expand entry into a variety of economic development program opportunities.

- *Role of the EDA.* The EDA will assume the role of the former Montclair Redevelopment Agency (the "RDA") in the promotion of economic development activity in Montclair. The EDA will facilitate establishing, for example:
  - *Opportunity Zones.* Opportunity Zones are defined as economically distressed areas where new investments may, under certain conditions, be eligible for preferential federal tax treatment or preferential consideration for federal grants and programs. Localities qualify as Opportunity Zones if the area has been nominated by the State, and that nomination has been certified by the Federal Department of Treasury. Opportunity Zones function as an economic development tool designed to spur economic development and job creation in distressed communities. The intent of establishing an Opportunity Zone program is to generate economic development activity in targeted and distressed geographical areas of Montclair. As demonstrated on the [California Opportunity Zone Portal](#), significant areas of Montclair are Opportunity Zone designated. The EDA would also work toward establishing Opportunity Zone designation in the City's Sphere of Influence, post annexation.

With the second highest number of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

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The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury. Once certified, investors can create a Qualified Opportunity Fund (QOF) for investment purposes. A QOF is required by the IRS to hold at least 90% of assets in the qualifying Opportunity Zone. At the start of the process, a taxpayer sells an asset and generates a capital gain, which is then invested into a QOF, which results in significant tax benefits:

- ✓ Once invested, capital gains tax on the original investment is deferred until the asset is disposed.
  - ✓ If an investor holds their funds in the QOF for five years, their tax bill on realized gains will be reduced by 10%.
  - ✓ If an investor holds their funds in the QOF for seven years, their tax bill on realized gains will be reduced by 15%.
  - ✓ If an investor holds their funds in the QOF for 10 years, they are not required to pay any taxes on realized gains.
- *Inclusionary housing.* The EDA will have oversight responsibility of the City's Inclusionary Housing Ordinance (IHO), the successor IHO currently under development, all in-lieu fees derived from Inclusionary Housing fees, and any IHO real property assets transferred to the EDA by developers. Affordable Housing assets associated with the administration of the IHO would be administered through the Montclair Housing Corporation.
  - *Environmental, Social and Governance administration.* The EDA will work with developers to generate interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG") – ESG is discussed in length under section "VII. BUILDING A BETTER MONTCLAIR," starting on page xxx.

ESG investment practices have surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change, both seasoned investors and those new to the market are increasingly embracing companies that take action to address the climate crisis and other environmental and social issues such as resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights—rather than continuing to fund fossil fuel activities. The City is collaborating with CIM Group, owner of Montclair Place, to promote high ESG standards at Montclair Place, and with other development partners where the opportunity exists.

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**Fiscal Year 2022-23 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**

Estimated Revenue:	Current Year	Revised Prior Year	Change
All Funds	\$ 72,134,048	\$ 63,599,126	\$ 8,534,922
General Operating Fund	\$ 38,611,863	\$ 41,523,676	\$ (2,911,813)

- **H.R. 1319, the American Rescue Plan Act (ARPA) of 2021.** In 2021, the City received its first tranche (\$4.794 million) of ARPA funding, with the second tranche (\$4.794 million) projected to be received during the third quarter of 2022. ARPA funds are restricted in use by the Federal Department of Treasury, and must be expended by December 2025. The first tranche of ARPA funds was used to restore the City's operational capacity as Montclair recovered from the pandemic of 2020-21. The Fiscal Year 2022-23 Proposed Operational Budget will again use ARPA funds to offset eligible General Fund Operations.
- **Debt Service.** The Proposed Fiscal Year 2022-23 Estimated Revenue Budget incorporates the following revenue set asides for debt service:
  - **2014 Issue of Lease Revenue Bonds.** \$2,587,763 in General Fund Revenue allocated for debt service payment on the *2014 Issue of Lease Revenue Bonds*. Approximately \$22.034 million in funds derived from the 2014 Issue were used for a variety of infrastructure projects throughout the City. Annual payments on the 2014 Issue will continue until maturity in 2045.
  - **2021 Issue of Lease Revenue Bonds.** \$2,394,413 million in General Fund Revenue allocated for debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure projects throughout the City. Annual payments on the 2021 Issue will continue until June 2051.
  - **2021 Issue of Pension Obligation Bonds.** \$4,437,813 million in General Fund Revenue allocated for debt service payment on the *2021 Pension Obligation Bonds*. Approximately \$63 million in funds derived from the 2021 POB Issue were used to pay down the City's unfunded accrued liability (UAL) on pension obligations. POBs do not represent new debt; instead, POB funds were used to pay off an existing obligation at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the 2021 POB Issue will continue until maturity in June 2041.



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***Fiscal Year 2022–23 General Operating Fund Position:***

- **Producing a Balanced Budget.** Based on General Operating Fund Revenue Estimates of \$38,611,863 and proposed General Operating Fund Appropriations of \$32,591,823, the Proposed Fiscal Year 2022–23 Budget is balanced and operates with an assignment of earnings that exceed General Fund Operating Expenditures; however, as discussed below under section "II. DEBT SERVICE FOR BONDS," these funds above Operating Fund Appropriations are committed to debt service obligations. 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 and funds are committed in the proposed Budget for that purpose.
- **Measure L.** Voter approval of Measure L on November 3, 2020, is projected to produce approximately \$10.1 million in new transactions and use tax revenue which, in turn, will produce a number of positive benefits for the Montclair community including, but not limited to, the following:
  - Maintain a superior level of services to the community;
  - Achieve 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);
  - Promote development within the City's Transit Oriented District (TOD);
  - Promote integration of expanded transit services in the community;
  - Achieve infrastructure improvements throughout the community;
  - Promote community-oriented improvements to public safety programs;
  - Improvements to existing parklands;
  - Promote expansion of parklands, green spaces and open spaces;
  - Promote competitive wages and benefits;
  - Restore employee positions;
  - Meet ongoing pension obligations;
  - Produce balanced budgets;
  - Facilitate annexation of property in the City's Sphere of Influence;
  - Promote economic development; and
  - Promote improvements to the General Operating Fund Reserve.

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- **State Auditor's Report.** Based largely on transactions and use tax revenue generated by Measure L, City staff anticipate an ending Fund Balance in the General Operating Fund Unassigned Reserve of approximately \$7.26 million, which nears compliance 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.

The Government Finance Officers' Association (GFOA) recommends no less than a 25 percent General Fund Reserve threshold to provide for an agency's 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 GFOA ideal reserve target is a 50 percent General Fund Reserve threshold compared to the General Operating Fund Budget. City staff will endeavor to work toward this larger 50 percent reserve target for Unassigned Reserves over the next several years.

According to the California State Auditor, California Cities without sufficient reserve may be considered high risk. In ranking the fiscal health of municipalities, the State Auditor considers a number of fiscal categories including liquidity, debt burden, General Fund reserves, revenue trends, pension obligations, pension funding, pension costs, future pension costs, OPEB Obligations, OPEB funding, and overall risk. In the State Auditor's most recent evaluation, Montclair ranked 81 out of 471 municipal agencies. **Table 4**, below, demonstrates the State Auditor's fiscal risk ranking for Montclair, with Low demonstrating low risk, Moderate demonstrating moderate risk, and High demonstrating high risk:

**Table 4**  
**California State Auditor**  
**City of Montclair Fiscal Risk Ranking**

Liquidity	Debt Burden	General Fund Reserve	Revenue Trends	Pension Obligation	Pension Funding	Pension Costs	Future Pension Costs	OPEB Obligation	OPEB Funding	Overall Risk and Ranking
Low	High	Low	Moderate	High	High	High	High	Low	High	Moderate  81 lowest percentile out of 471 cities

Montclair has taken a deliberative approach in developing a healthy General Fund Unassigned Reserve Fund; however, the City remains at high and moderate risk for eight of the State Auditor's eleven fiscal risk categories identified in **Table 4**, above. The City Council's ongoing objective is to not only address the myriad needs related to maintaining a vibrant community and improving infrastructure, but also to address the City's fiscal posture by lowering fiscal risk in each of the State Auditor's risk categories. Establishing "low" risk for each Table 4 risk category would greatly improve the City's credit rating and ability to borrow at lower interest rates.

Going forward, the performance of Measure L should enhance the City's ability to improve its ranking within the **Table 4** risk categories, particularly for **Table 4's** "revenue trends", provided the City continues to judiciously and conservatively

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allocate its revenue stream. Furthermore, it remains to be determined how the 2021 Issue of Pension Obligation Bonds impacts each of **Table 4's** "pension" categories – staff anticipates that this risk category will be restated at no higher than "moderate." Directing funding toward other post-employment benefit (OPEB) requirements is necessary to promote a lower risk rating in this **Table 4** risk category.

The Fiscal Year 2022-23 Operating Budget does incorporate \$1.5 million into an OPEB Special Purpose Reserve Fund; however, in compliance with the Government Accounting Standard Board's (GASB's) Statement 75, it may be necessary to deposit OPEB secured funds into a Trust established for OPEB funding requirements to achieve a lower fiscal risk rating. City staff does not presently recommend depositing OPEB-related funds into a Trust.

The Fiscal Year 2022-23 Proposed Operating Budget seeks to address each of **Table 4's** risk categories. Therefore, City staff anticipates improved fiscal risk category rankings in the State Auditor's next assessment.

The City Council is reminded that 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. Under current policy provisions with the California Insurance Pool Authority (CIPA), the City is generally liable for the first \$500,000 in liability coverage. Unlike deductible limits on a liability insurance policy, the City is responsible for managing the claim up to the SIR amount.

## II. DEBT SERVICE ON BONDS

### *Debt Service Fund – 2014 Issue of Lease Revenue Bonds:*

In November 2014, the City completed refinancing of its *2005 Issue of Lease Revenue Bonds* by issuing the *2014 series of Lease Revenue Bonds*. Refinancing the *2005 Issue* allowed the City to take advantage of lower bond rates and produce capital for critical infrastructure projects. Refinancing retired the *2005 Issue of Lease Revenue Bonds* and provided \$22,083,979 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 toward debt service for the *2014 Issue*, including approximately \$1.9 million in General Fund Revenue and \$750,000 in residual redevelopment revenue – representing the City's share of annual property tax increment distribution derived from the former Montclair Redevelopment Agency (the "RDA").

In Fiscal Year 2021-22, and in consideration of the improved overall projected health of the General Fund Revenue Budget, the City Council adopted a proposal from the City Manager to alter the funding structure for the *2014 Issue of Lease Revenue Bonds Debt Service Fund* to reflect a general allocation of General Fund Revenue for annual bond

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payments, and remove the commitment of residual redevelopment property tax revenue to the Debt Service Fund. This adopted action increased the capacity of the Economic Development Fund to finance Economic Development operations, acquire real property, and enhance the City's ability to support the Housing Authority and Housing Corporation and the commitment of those entities to affordable housing programs.

Recently, the Housing Authority's fiscal position was enhanced by the April 2022 deposit of approximately \$3.172 million in RDA residual receipt loans, plus interest. In the early 2000s, a series of RDA residual receipt loans were provided to Augusta Communities to acquire and maintain, for affordable housing purposes, mobile home parks in Montclair.

In order to ensure affordability covenants for a thirty year period, the City Council adopted a mobile home rent control ordinance to regulate rent increases at mobile home parks in Montclair, including Montclair properties managed by Augusta Communities — Augusta Communities is an affordable, rent-regulated, mobile home park 501(c)(3) management company chartered by the City to maintain affordability covenants for three Montclair mobile home parks (Monterey Manor Mobile Home Estates, Hacienda Mobile Home Park, and Villa Montclair Mobile Home Park).

In April 2022, Augusta communities refunded their 2012 Issue of Mobile Home Park Revenue Refunding Bonds and, under terms of the refinancing package, was required to (i) extend affordability covenants on the units at the three mobile home parks through 2052; and (ii) repay approximately \$2.4 million in Montclair RDA residual receipt loans, plus interest, to the City's Housing Authority (approximately \$3.172 million total). Together, these achievements will serve to ensure availability of affordable housing at the three mobile home parks and provide funding for the Housing Authority to pursue affordable housing development. Since the loss of community redevelopment agencies in 2012 and the 20% set-aside requirement toward affordable housing as mandated by the Community Redevelopment Law, Division 24, Part 1 of the Health and Safety Code, cities have struggled to fund construction of affordable housing units.

The Fiscal Year 2022–23 proposed allocation to the *2014 Issue of Lease Revenue Bonds Debt Service Fund* is \$2,587,763 — a sum sufficient to service debt on the *2014 Issue of Lease Revenue Bonds for Fiscal Year 2022-23*.

Committing General Fund Revenue for debt service provides assurance to credit raters and bondholders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations is a factor essential to maintaining and improving the City's bond rating, which both improves the City's creditworthiness, facilitates lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, 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 payments on the *2014 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

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

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to refinancing no earlier than 2024. City staff recommends that refinancing be considered only under the following circumstances:

- Current interest rates would produce a lower annual repayment, and there is no net increase to the debt service; or
- The City Council intends to refinance the *2014 Issue* to finance a new series of infrastructure projects.

***Debt Service Fund – 2021 Issue of Lease Revenue Bonds:***

On September 20, 2021, the City Council adopted Resolution No. 21-20, approving the issuance of lease revenue bonds for public works/infrastructure projects. Issuance of the *2021 Issue of Lease Revenue Bonds* provided \$47,562,919 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2021 Issue of Lease Revenue Bonds*, the City Council, at its meeting of September 20, 2021, made the decision to annually allocate approximately \$2.6 million in General Fund Revenue for Bond payments.

The Fiscal Year 2022-23 proposed allocation to the *2021 Lease Revenue Bond Debt Service Fund* is \$2,394,413. Annualized payments on the *2021 Issue of Lease Revenue Bonds* will be similar to the Fiscal Year 2022-23 payment, and will continue thru maturity in June 2051.

As indicated in **Table 5**, below, proposed projects represent a wide variety of targeted infrastructure improvements including the continuation of street pavement projects, rehabilitation of parks, improving safety along routes to schools, and a variety of facility improvements.

Projects listed in **Table 5** were presented to the City Council for consideration at the September 20, 2021, City Council meeting, and were incorporated into the operating statement for the *2021 Issue of Lease Revenue Bonds*.

Identified projects in **Table 5** exceed the availability of funds provided through the *2021 Issue of Lease Revenue Bonds*; however, some projects on the list may not be achieved, or will be subject to revision to accommodate scheduling and available funding.

Projects identified for *2021 Issue of Lease Revenue Bonds* funding will be presented to the City Council for further consideration as staff moves forward with project design for each project.

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**Table 5  
2021 Issue of Lease Revenue Bonds Proposed Projects**

Project Description	Estimated Construction Cost	Estimated Design Cost	Right of Way Acquisition Cost	Project Management Cost
<b>Median/Street Improvements</b>				
- Arrow Highway				
- Benson Avenue				
- Central Avenue				
- Holt Boulevard				
- Mills Avenue				
- Mission Boulevard	\$28,675,000	\$400,000	\$1,900,000	\$1,050,000
- Monte Vista Avenue				
- Palo Verde Street				
- Richton Street				
- Moreno Street				
- Alleyways-Citywide				
<b>Parks</b>	\$13,100,000	\$450,000	-	\$200,000
- Eleven City-owned parks				
<b>Infrastructure</b>				
- Broadband				
- Central Avenue Bridge				
- Fire Station 152				
- Public Parking Garage	\$55,300,000	\$1,720,000	-	\$500,000
- San Antonio Creek Channel Trail				
- Systemic Street Analysis/Safe Routes To Schools Improvements				
<b>TOTALS</b>	<b>\$97,075,000</b>	<b>\$2,570,000</b>	<b>\$1,900,000</b>	<b>\$1,750,000</b>

Refinancing of the *2021 Issue of Lease Revenue Bonds* is not available any earlier than November 2031. City staff recommends that refinancing be considered only under the following circumstances:

- Current interest rates would produce a lower annual repayment and there is no net increase to the debt service; or
- The City Council intends to refinance the *2021 Issue* to finance a new series of infrastructure projects.

Committing General Fund Revenues 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 both improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *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* continues to remain an obligation of the Total Operating Budget.

***Debt Service Fund – 2021 Issue of Pension Obligation Bonds:***

On September 20, 2021, the City Council adopted Resolution No. 21-3321, approving the issuance of pension obligation bonds (POBs) and transferring debt from the City's California Public Employees' Pension System (CalPERS) Unfunded Accrued Liability (UAL) account to the POB — the UAL is a debt owed to CalPERS for pension liabilities that are not paid for either by CalPERS investments or through the normal cost rate payments

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made by employees and employers. CalPERS assigns UAL based on each agency's respective, unfunded pension liabilities.

The Fiscal Year 2022–23 proposed allocation to the *2021 Issue of Pension Obligation Bonds Debt Service* Fund is \$4,437,813. Annualized payments on the *2021 Pension Obligation Bonds* will be similar to the Fiscal Year 2022–23 payment, and will continue thru maturity in June 2041. Refinancing of the *2021 Issue of Pension Obligation Bonds* is not available any earlier than November 2031.

- Current interest rates would produce a lower annual repayment and there is no net increase to the debt service; or
- The City Council intends to refinance the *2021 Issue* to finance any unanticipated, significant increase in the UAL.

Committing General Fund Revenues 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 both improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes 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* continues to remain an obligation of the Total Operating Budget.

At the time of financing, the City's UAL was estimated at approximately \$59.6 million; however, concurrent with Montclair's bond issue, the CalPERS Board of Governors was considering lowering the fund's discount rate from 7 percent to 6.8 percent, or lower, retroactive to CalPERS actuarial study, all agencies, of June 30, 2021. The discount rate is CalPERS' estimate of annual earnings required to maintain fund liquidity and meet annual increases in pension obligations.

Many pension experts point to evidence that CalPERS overestimates its earnings and fails to properly assess the true cost of its pension obligations to member agencies, thus adding significantly to the fund's unfunded liabilities. Instead, pension experts opine that CalPERS discount rate should be decreased to no more than 6 percent, with some experts advocating a 4 percent discount rate. Reductions in the range of 4 to 6 percent would significantly increase each member agency's UAL, causing fiscal disruption for a vast majority of member agencies.

A change in the discount rate from 7 percent to 6.8 percent was projected to increase the City's UAL to approximately \$62 million. In anticipation of the lowering of the discount rate below 6.8 percent, based on comments made by members of the CalPERS Governing Board, City staff directed the POB underwriter (Hilltop Securities) to calculate a projected discount rate of 6.7 percent. Projecting a lower discount rate would ensure adequate issuance size to fully cover the UAL and, perhaps, produce a temporary superfund status if the discount rate was not reduced below 6.8 percent. The superfund would be used, over time, to pay off any new UAL until the superfund is depleted. If the discount rate had been reduced to lower than 6.7%, the City would have been required to maintain a greatly reduced UAL balance until the remaining balance could be paid off

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by the General Fund. The value of the City's *2021 Issue of Pension Obligation Bonds* was \$62,190,000. The CalPERS Governing Board ultimately decided to lower the discount rate to 6.8 percent; thus, Montclair achieved a transfer of funds to CalPERS to fully pay off the UAL and have an estimated \$1.5 million excess to cover near-term additions to the UAL.

Through the issuance of POBs, Montclair achieved the following:

- Improved its control over the level of annual payments required for UAL debt service;
- Enhanced local capacity to plan for the City's pension expenses for budgeting purposes, while concurrently producing short- and long-term savings vis-à-vis annual UAL payments to CalPERS; and
- Expanded the City's capacity to maintain and improve services, programs, working conditions, and the City's fiscal profile.

The City Council also adopted a Pension Policy that endorsed creation of a UAL/POB Amortization Fund to address any new UAL while the POBs remain outstanding. As adopted, the UAL/POBAF uses the Fiscal Year 2021-22 CalPERS UAL payment of \$5,761,184 as its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution to the UAL/POBAF. The UAL/POBAF will, in turn, be used over the twenty-year POB payment cycle to achieve the following objectives:

- Annually service any new growth in the UAL;
- Reduce the amortization period on the POB by paying off the bonds early; and
- Further reduce accruing interest that adds to the base UAL.

### **III. 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 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: *restore the General Operating Fund Unassigned 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")*. However, as discussed above under "**Fiscal Year 2022–23 General Operating Fund Position**," City staff recognizes that the GFOA ideal reserve target is a 50 percent General Fund Reserve threshold compared to the General Operating Fund Budget. City staff will endeavor to work toward this larger 50 percent reserve target for Unassigned Reserves over the next several years.



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In recent years, achieving a 25 percent Reserve Ratio proved difficult in the face of increasing personnel costs driven primarily by significant annual increases to the City's CalPERS UAL and employer contribution rates. **Table 6**, below, compares the current fiscal year General Operating Fund Reserve Fund Balance with that of the previous seven fiscal years.

As indicated in **Table 6**, over the past seven fiscal years the Reserve Ratio has fluctuated with a low of 20 percent and a high of 24.95 percent.

In Fiscal Year 2021-22, recovery of the local economy from the COVID-19 pandemic and voter approval of Measure L allowed the City Council to allocate funds to achieve an Operating Reserve Balance Ratio of 24.95 percent. **Table 6** also demonstrates that for Fiscal Year 2022-23, the Reserve Balance Ratio declined slightly to 22.29 percent. This decline is due to the following:

- A difference in Operating Appropriations between consecutive years;
- The creation of three new debt service funds that require adequate funding for annual payments:
  - *2021 Issue of Lease Revenue Bonds Debt Service Fund* – funded with a transfer of monies from the General Fund Revenue Budget;
  - *2021 Issue of Pension Obligation Bonds Debt Service Fund* – funded with a reallocation of General Fund Revenue previously committed to annual UAL payments; and
  - *UAL/POB Amortization Fund* – funded with General Fund Revenue to address any new UAL growth in pension obligations.
- Adjustments to balances in Special Purpose Reserve Funds to address a variety of issues including (i) new equipment purchases; (ii) commitments to other post-employment benefits (OPEBs); (iii) unanticipated personnel costs; (iv) unanticipated pension-related costs; and (v) self-insurance retention liabilities stemming from a number of projected litigation-related liabilities. These liabilities include several potential high-value worker's compensation related claims in the Police Department and unknown, but potentially significant exposure related to claims at the City Council level.
- Funding assigned to the Economic Development Agency for real property acquisition.

**Table 6**, below, demonstrates that as of June 30, 2023, the Fiscal Year 2022–23 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$7,264,297 is projected to be approximately 22.29 percent of proposed General Fund Operating Appropriations – i.e., \$32,591,823.

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**Table 6  
General Operating Fund's Unassigned Reserve Fund Balance**

<u>Fiscal Year</u>	<u>Operating Fund Balance</u>	<u>Operating Appropriations</u>	<u>Percentage</u>
Estimated 2022-23	\$7,264,297	\$32,591,823	22.29%
2021-22	\$8,000,000	\$38,730,780	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%

➤ *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:

- **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.
- **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 Fund, Economic Development Assets Fund, etc.).** City staff annually review and redistribute percentages of shared personnel, services and supplies, and capital costs between the General Fund and other City Funds and grants, if other funds are capable of supporting expenditure demands.
- **Reductions in personnel.** Over the past fourteen years, the City experienced significant reductions in personnel, with personnel totals gradually declining from a high of 231 full-time employees in Fiscal Year 2007-08 to 172, full-time employees in 2017-18, and now climbing back up to 199 full-time funded positions for the Fiscal Year 2022-23 Proposed Operating Budget.

More recently, in Fiscal Year 2020-21, and due to the economic downturn related to the COVID-19 pandemic, the City Manager reduced personnel expenditures through implementation of 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.

- **Personnel Adjustments.** As discussed under "**V. PERSONNEL SERVICES**," the proposed Fiscal Year 2022-23 Operating Budget incorporates staff reclassifications and position additions to ensure the

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effective and efficient operation of City Departments; appoint qualified and appropriate personnel to positions requiring specialized talent; promote personnel retention, training and depth of experience; and ensure and provide for potential lines of migration and succession to supervisory and managerial positions.

- Part-Time Benefitted Positions. The proposed Fiscal Year 2022-23 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, the City Manager proposed the integration of part-time benefitted entry-level positions into the organization as a means to exercise some forward control over long-term, CalPERS pension-related costs. However, ongoing analysis of cost savings related to part-time benefitted positions appears to indicate that budgetary savings are no longer significant; furthermore, the City's retention rate for part-time benefitted employees is less when compared to full-time benefitted employees. Therefore, the City Manager proposes deemphasizing use of the part-time benefitted positions where full-time benefitted positions result in greater productivity and retention for minimal cost increases.

- **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.
- **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 2020) 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.

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#### **IV. GENERAL FUND RESERVES – SPECIAL PURPOSE RESERVE FUNDS:**

Over the past twelve years, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Revenue Fund's Reserve Fund Equity into reserves for special purposes, including for specified and potential liabilities, equipment replacement, and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities, 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 2022-23 Budget, City staff continued its work to fully 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 liabilities. Effort has also been made to restore Special Purpose Reserve funds within General Fund Reserve to acceptable, healthy levels in order to provide the City with the means to meet future liabilities and long-term objectives.

The Fiscal Year 2022-23 Budget, as proposed, maintains Special Purpose Reserve Funds to ensure long-term resiliency, fund extraordinary expenses, and facilitate maintenance of annual balanced budgets. It is important to realize that Special Purpose Reserve Funds are not specifically tied to recurring revenue sources, and are refunded only through an allocation of funds from designated revenue sources; therefore, Special Purpose Reserve Funds should not be considered as revenue sources to meet recurring operating obligations. For Fiscal Year 2022-23, Special Purpose Reserve Funds are set aside for the following purposes:

- Meet immediate, unbudgeted needs that fall under the specific Special Purpose Reserve Fund 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 funds for emergencies; and
- Ensure liquidity over extended periods.

Special Purpose Reserve Funds also represent a component of the City's interest-earning investment portfolio. Interest earnings on these investments are allocated to the City's General Fund.

For Fiscal Year 2022-23, the estimated portion of the General Revenue Fund Reserve Fund Equity representing reserves for Special Purposes is \$16,786,263.

Included in the estimate are the following transfers from the General Revenue Fund Unassigned Reserve:

- \$80,741 has been transferred into the Equipment Replacement Special Purpose Reserve Fund;

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- The Technology Enhancement Special Purpose Reserve Fund was reduced by \$243,938 to \$750,000;
- \$750,000 was transferred into the Self-insurance Retention Special Purpose Reserve Fund;
- \$35,000 was transferred into the Building Maintenance Special Purpose Reserve Fund;
- \$10,517 was transferred into the Budgetary Contingency Special Purpose Reserve Fund;
- The CalPERS Unanticipated Costs Special Purpose Reserve Fund reduced by \$500,000 to \$2,500,000;
- \$1,000,000 was transferred into the UAL/POB Amortization Special Purpose Reserve Fund; and
- \$500,000 was transferred into a proposed Inflation Control Expenditure Fund (ICEF) for unanticipated inflation-related cost increases.

The following Special Purpose Reserve Funds are components of the General Fund's Reserves:

- **Equipment Replacement Reserve.** This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As revenue resources become available, transfers into the *Equipment Replacement Reserve* are typically comprised of two components:
  - A General Fund transfer to bring net assets to the net funding requirement; and
  - Transfers from the SB 509 allocation to fully fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory — an SB 509 allocation has not occurred for over the past six budget years.

In recent years, the impact of CalPERS' pension rates and the COVID-19 pandemic strained the City's ability to fund 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, including grants and Air Quality Improvement Funds to prevent depletion of the *Equipment Replacement Reserve*. As the City emerges from the restrictive fiscal controls imposed during the pandemic years of 2020 and 2021, the *Equipment Replacement Reserve* has seen greater use to upgrade and replace aging equipment and to fund new equipment purchases not currently included in the *Equipment Replacement Reserve*.

The proposed Fiscal Year 2022-23 General Operating Fund Budget (i) contains a number of *Equipment Replacement Reserve* withdrawals for designated Departments; and (ii) incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future purchases.

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- **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. The City anticipates significant costs to *Self-Insurance Retentions* due to a number of projected litigation-related liabilities including several potential high-value worker's compensation related claims in the Police Department and potentially significant exposure related to claims at the City Council level.
- **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' Unanticipated Normal Costs.** The City continues to experience significant increases to CalPERS' pension-related costs – increases that are projected to continue unabated through the next decade. Strategic budget planning for known (and unknown) cost increases related to CalPERS normal cost rate is essential to the City's long-term fiscal health and operations, fiscal solvency, fiduciary responsibility, and avoidance of penalties related to any inability to meet payment obligations.
- **Other Post Employee Benefits (OPEB)/Retiree Medical Liability Reserve.** OPEBs are the benefits, other than pension distributions, that an employee may receive from the City once the employee retires. These benefits are based on specific provisions in the labor agreement the employee retired under, and can include life insurance; medical, dental or optical benefits; disability benefits that are not part of a pension plan; long-term health care benefits, if not part of a pension plan; and other benefits, such as deferred compensation, if not part of a pension plan.

The prevalent OPEB for Montclair retirees is health insurance, generally provided as part of the City's group plans. Available plans are either similar to plans offered to current employees, or separate plans specific to retirees. When a retiree enrolls in Medicare, the City-provided medical coverage is typically secondary to Medicare, with terms varying from plan to plan.

Since the late 1990s City staff, under City Council direction, has not increased the monthly retiree medical allowance paid to retirees of the City, and no increases are anticipated for the near future. This strict control over retiree medical costs ensures that, except for the increasing number of retirees, OPEB costs will not increase in relation to the value of the monthly allowance. However, as the City's post-employment population (retirees) increases, OPEB costs will also increase. Unlike CalPERS pension liability costs, however, the City has the capacity to control increases to OPEBs by restricting costs for post-employment 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 fund.

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The Governmental Accounting Standards Board (GASB) sets standards for governmental accounting and financial reporting, including for OPEBs, as provided for in GASB Statement No. 75:

- GASB routinely promotes standards designed to improve information reported on OPEB liabilities, transparency, and accountability. These standards are reflected in the following GASB publications: "*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 OPEBs that constitutes a liability for financial reporting purposes.

GASB does not mandate that OPEB liability be fully funded; however, to be considered funded, assets shall be set aside in a qualifying trust or other arrangement in which the assets are held for the exclusive benefit of members and their beneficiaries.

It is the City's long-term intent to fully fund OPEB liabilities based on the actuarial estimate of \$13 million. Fully funding OPEB liabilities will, according to the California State Auditor, as indicated on **Table 4**, above, lower the City's fiscal risk ranking.

- **Unanticipated Personnel Adjustments.** 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' Unanticipated Normal Costs*" or OPEB-related costs as discussed above under "*Other Post Employee Benefits (OPEB)/Retiree Medical Liability Reserve.*" This Special Purpose Fund is to be used as a funding source for unanticipated wage/benefit increases not yet negotiated or included in the proposed Fiscal Year 2022-23 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.
- **UAL/POB Amortization Fund (UAL/POBAF).** This Special Purpose Reserve, established in Fiscal Year 2021-22 as part of the City Council's adopted Pension Policy, incorporates funds set aside pursuant to the following formula: The UAL/POBAF uses the Fiscal Year 2021-22 CalPERS UAL payment of \$5,761,184 as

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its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution of \$1,418,479, deposited annually into the UAL/POBAF. The UAL/POBAF will, in turn, be used over the twenty year POB maturity period to achieve the following objectives:

- Annually service any new growth in the UAL;
- Reduce the amortization period on the POB by paying off the bonds early; and
- Further reduce accruing interest that adds to the base UAL.

The \$3 million allocated to the UAL/POBAF represents current funding status pursuant to the UAL/POBAF Pension Policy.

- **Public Parking Facility Development.** The North Montclair Downtown Specific Plan (NMDSP) provides that the City shall construct a public parking garage on the south side of the Metrolink San Bernardino Line and future Gold Line ("L" Line) tracks, adjacent to the pedestrian underpass that leads to the Montclair Transcenter Station Platforms. The multi-story public parking garage, scheduled for construction following completion of the *Village at Montclair* mixed-use high-density development in 2024-25, would accommodate approximately 300+ vehicle parking spaces for transit and commercial users – the latter for mixed-use development projects at or near the Transcenter. The estimated cost to purchase the land (approximately \$1.7 to \$2 million) and construct the public parking garage (\$7.8 million), plus \$1 million in design and project management, is approximately \$11 million, based on a construction cost of \$26,000 per parking space. The City has also submitted a Federal Communities program grant request for \$2 million toward public parking facility construction costs. The City Manager anticipates that costs related to construction of the Transcenter-adjacent public parking facility will be fully funded by Fiscal Year 2024-25.
- **Inflation Control Expenditure Fund (ICEF).** Governor Gavin Newsom's 2022 May Budget Revision assumes that the Federal Reserve's tighter monetary policy will not induce a sharp economic slowdown. However, the May Revision does include what Governor Newsom calls "shock absorbers" in case of an economic slowdown. Shock absorbers are designed to address continuing higher inflation that translates into state services that may cost more than estimated in the state's budget.

Reflecting the state's process, Montclair's proposed Fiscal Year 2022-23 Budget incorporates a Special Purpose Reserve Fund shock absorber ("*ICEF*") that anticipates an inflation cycle that may lead to higher than projected local costs. The *ICEF* incorporates an allocation of \$500,000 to cool down any impacts of unanticipated cost increases directly related to inflation, not to include labor and benefit cost increases or un-programmed expenditures. In authorizing the creation of the *ICEF*, the City Council is requested to provide authorization to use *ICEF* to address unanticipated cost increases that are directly tied to inflationary factors. All other budgeted allocations exceeding budgeted authority will continue to require City Council consideration for additional funding at the Fiscal



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Year 2022-23 Midyear Budget Review, or by authorization through agenda requests asking City Council consideration for additional funding.

**Total current estimated General Fund Reserve – Special Purpose Funds:** as detailed under Table 7, below:

**Table 7  
Special Purpose Reserve Funds  
Estimated Balances – June 30, 2023**

<b>Special Purpose Reserves:</b>	
Equipment Replacement	\$ 2,350,000
Self-Insurance Retentions	1,600,000
Technology Enhancements	750,000
CalPERS Unanticipated Normal Costs	2,500,000
OPEB/Retiree Medical Liability	1,500,000
Unanticipated Personnel Adjustment	1,000,000
Building Maintenance	1,000,000
Contingency	200,000
POB/UAL Ammortization	3,000,000
Parking Facility Development	2,386,263
Inflation Control Expenditure Fund	500,000
<b>Total</b>	<b>\$ 16,786,263</b>

**V. ESTIMATED REVENUE CHANGES**

**Table 8**, below, depicts Total Estimated Revenues for all funds and for the General Operating Fund:

**Table 8  
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	\$ 72,134,048	\$ 63,599,126	\$ 8,534,922
General Operating Fund	\$ 38,611,863	\$ 41,523,676	\$ (2,911,813)

The differences between budget years in **Table 8**, above, are attributed to the following significant adjustments:

**General Fund**

- \$33,549,724 in Property, Sales and Use, and Transactions and Use taxes. This amount includes an estimated \$16,620,927 in Bradley Burns Sales Tax revenue; \$10,562,443 in Transactions and Use Tax revenue related to voter approval of Measure L; \$2,766,354 in Transactions and Use Tax revenue related to Measure F; and \$3,600,000 in Property Tax revenue. Of this total, the following are set aside in the Fiscal Year 2022-23 Proposed Budget for the following purposes:
  - \$2,587,763 in General Fund Revenue allocated for debt service payment on the *2014 Issue of Lease Revenue Bonds*. Approximately \$22.034 million in funds derived from the 2014 Issue were used for a variety of infrastructure

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projects throughout the City. Annual payments on the 2014 Issue will continue until maturity in 2045.

- \$2,394,413 million in General Fund Revenue allocated for debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.
- \$4,437,813 million in General Fund Revenue allocated for debt service payment on the *2021 Pension Obligation Bonds*. Approximately \$62 million in funds derived from the 2021 POB Issue were used to pay down the City's unfunded accrued Liability (UAL) on pension obligations. POBs do not represent new debt; rather, POB funds were used to pay off an existing pension liability at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the 2021 POB Issue will continue until maturity in June 2041.
- \$3 million in General Fund Revenue allocated to the Unfunded Accrued Liability/Pension Obligation Amortization Fund (UAL/POBAF) pursuant to the UAL/POBAF Pension Policy.
- \$2,386,263 in General Fund Revenue allocated to the Public Parking Facility Development Fund for construction of a public parking garage adjacent to the south side of the Metrolink San Bernardino Line Railroad Tracks at the Montclair Transcenter.
- \$500,000 in General Fund Revenue allocated to an Inflation Control Expenditure Fund (ICEF) to cool down the impacts of unanticipated cost increases directly related to inflation, not to include labor and benefit cost increases or un-programmed expenditures.
- \$1,132,320 to Special Purpose Reserve Funds to increase assigned reserve funds for special governmental purposes.
- \$1.5 million to the Economic Development Assets Fund (the "EDAF", formerly the Economic Development Fund) to provide funding within the Economic Development Agency (the "EDA", formerly the Economic Development Department) for real property acquisition.
- \$16,600 increase in fines and forfeitures – due primarily to an increase in parking citations.
- \$56,500 increase in miscellaneous revenue — primarily due to increases in other miscellaneous revenue and reimbursed expenditures.

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**All Other Fund Accounts**

- \$100,883 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 as well as increased gas prices.
- \$100,000 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.
- \$335,000 increase in the Park Development Fund — recognizing increased Quimby Act fees due to residential construction in the City.
- \$1,544,353 increase in American Rescue Plan Fund — recognizing actual federal allocations available through San Bernardino County for costs related to the COVID-19 pandemic. The second tranche will be received in the third quarter of 2022.
- \$176,788 increase in the Public Safety Fund - due primarily to reopening of the state after the COVID-19 Pandemic resulting in an increase of retail sales.
- \$205,000 increase in the Economic Development Fund - due primarily to an increase in RPTTF Property Taxes.

**VI. OPERATING APPROPRIATIONS**

Table 9, below, depicts proposed appropriations for all funds, and separately for the General Operating Fund:

**Table 9  
Appropriations - All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 52,700,072	\$ 49,807,415	\$ 2,892,657
General Operating Fund	\$ 32,591,823	\$ 32,064,243	\$ 527,580

**Processing Appropriations Requests.** Unlike in recent years, Departments were provided greater flexibility in developing budget request for Fiscal Year 2022-23. Each department was directed to submit expenditure requests demonstrating required growth for services, supplies and capital outlay. Department requests were then adjusted based on provided justification, historic expenditure data, and funding availability. The City Manager then completes the annual budget cycle by submitting to the City Council the proposed budget for each department, based on City Manager recommendations. Each Department is advised that program adjustments may be made at Midyear Budget Review to accommodate needed adjustments, within funding availability.

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**Fiscal Year 2022–23 Budget Objectives:**

Operating expenditures in the Fiscal Year 2022–23 Proposed Operating 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 payments on the *2014 Issue of Lease Revenue Bonds*, *2021 Issue of Lease Revenue Bonds*, and *2021 Issue of Pension Obligation 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 10**, below:

**Table 10**  
**Total Department Appropriation Requests**  
**and**  
**City Manager Approved Appropriations**

	Department's Request	City Manager Approved	Change
<b>Appropriations:</b>			
Total - All Funds (Exclusive of Debt Service)	\$ 45,106,438	\$ 43,280,083	\$ 1,826,355
Total - General Operating Fund	\$ 32,953,536	\$ 32,591,823	\$ 361,713

**VII. PERSONNEL SERVICES**

**Full-Time Employment Positions.** The City's Fiscal Year 2022–23 Proposed Operating Budget includes funding for a total of 199 full-time positions, including the following:

- 198.51 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, and
  - Grants

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- 0.00 full-time employees paid by the Montclair Housing Corporation. Positions previously funded by the Housing Corporation are now fully funded by the General Fund – an action that reserves Housing Corporation funding for maintenance and expansion of the City's affordable housing program.
- 0.49 full-time employees paid by the Montclair Successor Redevelopment Agency.

### **Reclassifications/Additions of Full-Time Employment Positions.**

- The City's Fiscal Year 2022-23 Proposed Operating Budget incorporates the following personnel-related reclassifications:
  - *Assistant City Manager/Human Services Director.* Montclair has been without an Assistant City Manager since the retirement of Deputy City Manager/Community Development Director Marilyn Staats in November 2018. Maintaining operational efficiency during the absence of the City Manager, and to otherwise designate a current Department Head to assist the City Manager as required, the City Manager proposes the reclassification of Human Services Director Marcia Richter to the position of Assistant City Manager/Human Services Director.

Human Services Director Richter is currently serving the City both as Director of Human Services and as the City's interim manager over Human Resources programs. Director Richter's long service to the City equips her with a breadth of knowledge of many aspects of organizational operations. Director Richter has also served as Assistant City Manager in an unofficial capacity for the last two consecutive years.

The Assistant City Manager will provide City Council and Montclair organization support in the short- or long-term absence of the City Manager.

Human Services Director Richter is currently at Step "E" of the Human Services Director salary range. The City Manager proposes a 10% wage adjustment for the Assistant City Manager/Human Services Director classification. The wage and benefit-related cost adjustment between "E" Step Director of Human Services (\$14,742) and "E" Step Assistant City Manager/Human Services Director (\$16,216) is approximately \$22,120 annually at current rate of pay and benefits.

- *Director of Finance.* The Finance Director position has remained vacant since the 2019 retirement of Don Parker. During the interim, Finance Manager Janet Kulbeck, working with the City Manager, has provided the full-range of Director-level responsibilities necessary to keep the Finance Department operating efficiently and effectively.

Based on the Finance Manager Kulbeck's superior level of performance and exceptional oversight of Finance operations, the City Manager proposes reclassification of the Finance Manager position to Director of Finance.

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Finance Manager Kulbeck has consistently demonstrated the skill, knowledge and acumen to manage the City's finance operations, maintains the City's fiscal operations in proper order, and repeatedly earns the praise of City Auditors. Finance Manager Kulbeck has also served the City's Finance operations with distinction for approximately twenty years, promoting progressively through the Department's organizational structure.

Wage and benefit related costs between "E" Step Finance Manager (\$10,356) and "E" Step Finance Director (\$14,742) is approximately \$66,150 annually at current rate of pay and benefits. Finance Manager Kulbeck would be placed at Step "A" of the Finance Director salary range (\$12,128), for a first year wage and benefit cost of approximately \$26,580.

- *Assistant Director of Human Services/Grants Manager.* The Senior Management Analyst position in the Human Services Department is proposed for reclassification to the position of Assistant Director of Human Services/Grants Manager.

Senior Management Analyst Alyssa Colunga has developed into a key member of the City's management team, and has demonstrated extraordinary skill at developing grant opportunities for the City including, in the last several years, approximately \$10.5 million in grants for parks, homeless services, and community planning. Senior Management Analyst Colunga also holds a PhD in Public Health. In addition to retaining the current list of Senior Management Analyst duties within the Human Services Department, the Assistant Director of Human Services/Grants Manager will expand her support role to the Director of Human Services, and assume major responsibility for administering a significant portion of the City's grant application processes.

Wage and benefit related costs between "E" Step Senior Management Analyst (\$8,559) and the proposed "E" Step Assistant Director of Human Services/Grants Manager (\$11,910) is approximately \$50,264 annually at current rate of pay and benefits. Senior Management Analyst Colunga would be placed at Step "A" of the Assistant Director of Human Services/Grant Manager salary range, for a first year wage and benefit cost of approximately \$18,585.

- *Associate Engineer.* The Assistant Engineer classification in the Public Works Department was established as part of the Fiscal Year 2021-22 Reorganization. To date, the Assistant Engineer position remains vacant. A recent analysis of Engineering Division operations has determined that the classification warrants a class upgrade to Associate Engineer — a management position that, in addition to Assistant Engineer-level duties, shall assist with Public Works-related grant applications and grant processing. Public Works-related grant proposals require expertise not only in grant writing, but also in the very technical aspects of project evaluation; civil engineering; geometric, algebraic, stress, and load calculations; and other criteria specific to the field of civil engineering.

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Wage and benefit related costs between "E" Step Assistant Engineer (\$8,237) and the proposed "E" Step Associate Engineer (\$8,893) is approximately \$9,840 annually at current rate of pay and benefits.

➤ **The City's Fiscal Year 2022-23 Proposed Operating Budget Incorporates the Following, Additional Personnel-Related Employment Positions:**

- *Assistant to the City Manager/Economic Development Agency.* This management position in the City Manager Department would provide a wide range of administrative, research, and program support services to the City Manager and Administrative Services/Personnel Programs, and function as liaison to the Economic Development Agency (EDA) to provide support to the expanding economic development mission of the EDA.

At Step "E" (\$9,798) of the salary range, the wage and benefit-related cost for the Assistant to the City Manager/Economic Development Agency is estimated at approximately \$146,970 annually. At Step "A" of the salary range, the first year wage and benefit cost is approximately \$117,576.

- *Deputy City Clerk.* This non-management position in the City Clerk Program would provide much-needed City Council agenda and minutes preparation and records support services to the City Clerk, and assist with the broad task of converting archived records to electronic format.

At Step "E" (\$5,303) of the salary range, the wage and benefit related cost for Deputy City Clerk is estimated at approximately \$79,545 annually. At Step "A" (\$4,242) of the salary range, the first year wage and benefit cost is approximately \$63,635.

- *Crime Analyst.* This non-management position in the Police Department provides a needed level of technical analysis of crime data and statistics to better direct police services throughout the community and enhance reporting capabilities to state and federal officials.

At Step "E" (\$6,364) of the salary range, the wage and benefit related cost for Crime Analyst is estimated at approximately \$95,460 annually. At Step "A" (\$5,303) of the salary range, the first year wage and benefit cost is approximately \$79,545.

- *Police Dispatch Supervisor.* This non-management position in the Police Department represents an added Police Dispatch Supervisor position, intended to bolster both supervision and backbone support of the Police Department Dispatch program. Addition of a second Police Dispatch Supervisor provides coordination and supervision of the Dispatch function each day of the week, and enhances training and education services for Dispatch personnel.

The annual cost of a Step "E" Police Dispatch Supervisor, including wages and benefits, is approximately \$105,675.

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- **Fire Department Restructuring.** During Fiscal Year 2022-23, the City Manager will analyze and evaluate restoring the Fire Chief classification and add up to six Firefighter/Paramedic positions to achieve redeployment of Emergency Medical Rescue Squad services.

The City Manager projects that the annual wage and benefit cost to restore the Fire Chief and Firefighter/Paramedic positions in the Fire Department will add approximately \$1.1 million annually at current rate of pay to the City's General Fund Operating Budget. This cost estimate does not include capital costs related to returning a rescue squad to full service.

City staff notes that San Bernardino County is currently evaluating the in-house delivery of ALS and BLS ambulance/medical transport services. Provision of these services may affect redeployment strategies related to EMS Rescue Squad services.

**Part-Time Benefitted Employment Positions.** The City's proposed Fiscal Year 2022-23 Operating Budget includes funding for three 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 2022-23 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2022-23 Budget includes \$26,093,177 for Total Personnel Services, All Funds. Based on 199 full-time City positions and 3 part-time benefitted positions, Personnel Services represent approximately 60.3 percent of the Proposed Fiscal Year 2022-23 Budget, Total Operating Appropriations (exclusive of debt service) (\$43,274,083).
- *General Fund.* The Proposed Fiscal Year 2022-23 Budget includes \$22,630,421 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 69.4 percent of the Proposed Fiscal Year 2022-23 General Fund Operating Appropriations Budget (\$32,591,823).

**Budget Allocations by Department.** As indicated in **Table 11**, below, the Proposed Fiscal Year 2022-23 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 2022-23 Budget.



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**Table 11  
Budget Allocations, By Department**

	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 162,715	\$ 302,000	\$ -	\$ 464,715
City Manager	2,231,248	3,572,912	286,500	6,090,660
Administrative Services	858,032	686,373	-	1,544,405
Human Services	2,723,655	936,800	4,900	3,665,355
Police	9,678,527	1,338,794	414,497	11,431,818
Fire	3,777,390	681,590	153,940	4,612,920
Public Works	3,565,702	5,407,567	627,857	9,601,126
Community Development	1,606,149	297,766	15,000	1,918,915
Economic Development	451,306	426,260	40,000	917,566
City Attorney	131,236	190,000	-	321,236
Citywide	838,377	1,673,500	-	2,511,877
Community Facility Districts	68,840	130,650	-	199,490
<b>Total Operating Expenditures</b>	<b>\$ 26,093,177</b>	<b>\$ 15,644,212</b>	<b>\$ 1,542,694</b>	<b>\$ 43,280,083</b>
Debt Service	-	-	-	9,419,989
<b>Total Expenditures</b>	<b><u>\$ 26,093,177</u></b>	<b><u>\$ 15,644,212</u></b>	<b><u>\$ 1,542,694</u></b>	<b><u>\$ 52,700,072</u></b>

**VIII. BUILDING A BETTER MONTCLAIR**

Building a better Montclair requires a team of dedicated leaders committed to excellence and the pursuit of ideas and ideals. To achieve this blend of municipal achievement, the City Manager regularly challenges the organization with new objectives designed to:

- Promote improvements to the overall quality of life in Montclair;
- Facilitate infrastructure improvements 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;
- Address state and federal legislative priorities that affect organizational operations;
- Strengthen and harden Montclair against adverse fiscal conditions; and
- Address City Council-directed priorities and objectives.

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

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- **Formation of a new Transactions and Use Tax District (Placed before the voters on the November 3, 2020, as Measure L).** On November 3, 2020, Montclair voters approved Measure L, providing for a 1 percent transactions and use tax.

Measure L is projected to generate approximately \$10.1 million in Fiscal Year 2022-23, and earnings from Measure L have been incorporated into the Fiscal Year 2022-23 Proposed General Fund Revenue and General Fund Operating Budgets. As a general tax, Measure L must be used for a variety of governmental purposes. Proposed uses, both short- and long-term include the following:

- *Elevating the General Operating Fund Unassigned Reserve Balance Ratio to 50 percent of the General Operating Fund Expenditure Budget.* This objective is discussed under section "**III. GENERAL OPERATING FUND RESERVE BALANCE**", starting on page xiii.
- *Making annual payments on the 2021 Issue of Lease Revenue Bonds.* This objective is discussed under section "**II. DEBT SERVICE ON BONDS**," starting on page viii.
- *Improving employee working conditions, establishing comparable pay equity, and promoting succession planning.* This objective is achieved through the labor negotiation process, and by improving the City's fiscal health. For additional information, see the discussion, below, under "**Employee Wage Compensation Analysis**," starting on page lv.
- *Maintaining and improving standards of service to the public and community.* This objective is achieved through budgeted priorities; fiscal actions taken by the City Council, including through approval of bonded indebtedness for infrastructure improvements; development activity including commercial, residential and industrial development; quality-of-life improvements; delivery of a range of public services and programs; and other deliberative governmental actions designed to improve the community.
- *Creating fiscal stability in all sectors of the City's operational budget and reducing fiscal risk.* This objective is largely achieved through adoption of the annual budget. Discussion occurs in section "**I. INTRODUCTION**," inclusive of the discussion on the State Auditor report, starting on page vii.
- *Rightsizing personnel requirements within the organization.* This objective is achieved through budgetary and Personnel Committee actions, and through reorganization elements attached to the annual proposed budget, as necessary, to achieve significant reorganization of personnel. Personnel changes for Fiscal Year 2022-23 are discussed in Section "**VII. PERSONNEL SERVICES**," starting on page xxv.
- *Increasing budget expenditures for services, supplies and capital outlay, as required.* This objective is achieved through adoption of the annual budget.

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- *Achieving City Council directed priorities.* This objective is responded to by City staff throughout each fiscal year, and require a commitment of funds through the appropriations process by adoption of the annual budget. Actions are represented by the presentation of the annual budget, agenda reports, development projects and studies; special projects related to specific community needs; responses to state and federal legislative and Department requirements; employee performance vis-à-vis their respective job duties; cooperative intra- and inter-agency relations, and other day-to-day municipal operations carried out by City staff.
- **Evaluate Service Contracting for Specified Programs Targeted at Maintaining and Enhancing Services and Achievable Cost Efficiencies.** Service programs offered by the City are occasionally evaluated to determine if service contracting, subject to labor group provisions, provides the City with viable and affordable options for delivering public services.

Fire code inspections, solid waste service, 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 to promote cost efficiencies and enhance services for the community.

- **Consider Implementation of a Proposition 64 Compliance Program.** In 2019 the "*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair,*" or the "MAUCRSL, and its companion ordinances were presented to the Montclair Planning Commission for consideration and a recommendation to the City Council. Following extensive review, the Planning Commission recommended City Council approval of the MAUCRSL and its companion ordinances.

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 has been delayed. City staff anticipates presenting the MAUCRSL to the City Council in Fiscal Year 2022-23.

In March 2022, the City Council approved the hiring of FM3 to poll residents for their support or opposition to legalized commercial cannabis activity in Montclair. Polling of residents occurred from April 24 to May 16, 2022. The polling data demonstrates that regardless of whether or not respondents to polling questions are aware that commercial cannabis activity in Montclair is legal or illegal, support for legalization hovers at or around 70 percent of likely voters. Among those respondents who support legalizing commercial cannabis activity in the City, approximately 90 percent support a gross receipts tax on the selling of cannabis products. City staff will schedule a workshop on FM3's results in July 2022. City staff will also present to the City Council an agenda item requesting authorization to place the commercial cannabis tax matter before voters at the November 8, 2022, General Municipal Election.

City staff projects that a regulatory system for cannabis will produce between \$2 million to \$4 million annually, based on the approved tax rate and the number of license agreements and types of commercial cannabis activity permits issued by the City.

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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 and services including, but not limited to, the following:

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

Approval and implementation of the MAUCRSL would also make the City eligible to apply for a range of state grants supportive of the above governmental functions.

- **Promote Development Within North Montclair Pursuant to the Amended North Montclair Downtown Specific Plan (the "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. The NMDSP area also incorporates the City's Transit Oriented District (TOD). Development of the TOD is vital to the City's larger objective to attract economic and residential development to the Montclair community. Furthermore, vital to this latter objective, the City of Montclair has been a regional leader in promoting extension of Gold Line light rail service to the Montclair Transcenter. City leaders are currently working with the Foothill Gold Line Extension Construction Authority and State legislative representatives to secure approximately \$748 million in funding to extend the Gold Line from Pomona to Montclair. If necessary, City leaders are prepared to elevate the Gold Line funding matter to the Federal Transit Administration to secure Federal Small Start Grant funds to complete the Gold line extension project to Montclair.

Promoting development in North Montclair would improve the overall quality of life in the community; create new housing, office, and mixed-use projects; move forward the City's vision for a transit-oriented district; and improve Montclair'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 360 mixed-unit "Village at Montclair" received entitlement in December 2020 and is now under construction, with completion scheduled for no later than early- to mid-2025. 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.

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Other NMDSP projects under review and nearing entitlement include the following:

- *Montclair Kendry Expansion.* The proposed project is to be developed in association with the existing Alexan-Kendry, utilizing shared amenities and office leasing space. The four-story podium buildings will consist of 137 units configured in a mix of studio units and one and two bedroom apartment townhomes.
- *Montclair Station.* The proposed residential project is to be developed on the former Vulcan property, and will consist of 302 residential units utilizing a combination of three and four story buildings, configured in a mix of studio units and one, two and three-bedroom apartment townhomes.
- *Panera Bread.* Negotiations between Target, CIM Group, 99¢ Only Store, and the site developer continue and the City anticipates the parties will reach agreement in the summer of 2022, followed by construction.
- *Arrow Highway and Fremont Avenue Improvements.* In order 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 that roadway improvements will move forward in parallel with, or following completion of major construction at the Village at Montclair on Arrow Highway.
- *NMDSP/Montclair Place District Street Design and Engineering.* In June 2022, the City Council approved a contract with Moule & Polyzoides to design and engineer roadway improvements for the following NMDSP/Montclair Place District streets:
  - Moreno Street, between Central and Monte Vista Avenues;
  - Central Avenue, from the Interstate 10 Freeway, north to Richton Street;
  - Monte Vista Avenue from the Interstate 10 Freeway, north to Arrow Highway;
  - La Rambla, an internal commercial and pedestrian/vehicle roadway that will interconnect internal streets at Montclair Place to a central downtown hub of mixed-use properties.
  - Richton Street, between Central and Monte Vista Avenues;
  - Huntington Street, from Claremont Boulevard to Monte Vista Avenue; and
  - Arrow Highway, between Monte Vista and Mills Avenues.

Proposed roadway improvements are designed to beautify and create complete street designs (vehicle, pedestrian and bicycle friendly corridors)

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for targeted streets, create open spaces, build safe bike paths, and promote project development within the NMDSP area and Montclair Place District.

- *Montclair Transcenter-related projects:*

- *Montclair Transcenter – Property Acquisition.* The City Manager continues to advocate for transfer of the Caltrans-owned parcels at the Montclair Transcenter to the City for development through a public-private partnership. A recent appraisal ordered by the City indicates that the value of Caltrans-owned property at the Transcenter is appraised at approximately \$32 million; however, the cost to construct a parking facility to support 1,600 vehicles is approximately \$37 million, creating a negative \$4 million to \$5 million value. Metro, Metrolink and the Gold Line Construction Authority require that vehicle parking at the Montclair Transcenter be maintained at 1,600 spaces.

In April 2022, the City Manager submitted to the office of State Senator Susan Rubio a detailed analysis, justifying the City's request for transfer of the Caltrans-owned property at the Transcenter to the City. Included in the justification for transfer was the City's support for construction of high-density residential development, including affordable housing, in compliance with Governor Gavin Newsom's promotion of high-density residential development near high quality public transit facilities. The Montclair Transcenter is ranked as a high quality public transit facility. State Senator Rubio committed to present the report to the office of Governor Gavin Newsom for consideration.

City staff will continue to meet with representatives from Caltrans District 8's, Surplus/Real Property Division to promote transfer of the Caltrans-owned property at the Transcenter to the City.

- *Montclair Transcenter – Gold Line Extension.* Mayor John Dutrey, Mayor Pro Tem Bill Ruh and the City Manager continue to advocate for extension of the Gold Line from Pomona to Montclair. The Gold Line Foothill Extension Construction Authority (Construction Authority) estimates the cost of construction from Pomona to Claremont and Montclair at \$748 million.

In June 2022 the 9.1-mile, four-station project segment from Glendora to Pomona (Glendora, San Dimas, La Verne and Pomona) reached 50% completion. Major construction on the extension out of Azusa started in July 2020 and is on schedule to be completed in early 2025.

To complete the Gold Line extension to Claremont and Montclair, the Construction Authority requested a \$748 million budget allocation as part of the State's FY 2022-23 budget cycle. In his May Budget Revise, Governor Newsom proposed more than \$19 billion in additional funding for transit and transportation projects. The State Legislature is now debating the distribution of the State's surplus funds for proposed projects, and final determination on funding priorities could extend

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into July or August 2022 — although, by law, a state budget plan is to be adopted each June.

Extension of the Gold Line from Pomona to Montclair has broad support in the State Legislature; however, approval of the funds will ultimately depend on how legislators approach and address other requests for transportation and transit projects throughout the state, including additional funding for the high-speed rail project.

Once funding is established, the Construction Authority will begin a procurement process to hire a design-build team for the 3.1-mile, two-station project segment. Construction of the Pomona to Montclair segment is expected to take an estimated five years following the hiring of a design-build team.

In April 2022, the City Manager submitted a detailed analysis of the Gold Line Extension project to State Senator Susan Rubio. Montclair, Claremont, several San Gabriel Valley cities, and a number of State legislative representative have communicated with Governor Newsom and State Legislators, urging their support of the request from the Los Angeles County Metropolitan Transportation Authority (LA Metro) and the Gold Line Foothill Extension Construction Authority to approve funding for extension of the Gold Line from Pomona to Montclair by tapping funds from the state's vast revenue surplus, estimated at approximately \$97.5 billion. State Senator Rubio committed to present the report to the office of Governor Gavin Newsom for consideration.

- **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.

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.

MPDSP projects recently completed within, or proposed for, the Montclair Place District include the following:

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- *AMC Luxury Dine-In Theater.* In 2021, CIM Group opened the all-new 12 Screen, AMC Luxury Dine-in Theatre to the public. The theater provides for commercial space on the ground floor, with the AMC Theater operating on the upper level. The building features a unique metal-scape façade with nighttime lighting, and serves as the kickoff for the planned redevelopment of Montclair Place.
  - *Phase One Mixed-Use Project – CIM Group.* CIM Group, owner of Montclair Place, has submitted an application for its first mixed-use project within the Montclair Place District. The project features 500+ units above podium parking, in six to eight-story building configurations designed to reflect six architectural styles. After receiving entitlement, the development would be constructed on the northeast quadrant of the Montclair Place District.
  - *Phase One Mixed-Use Project – Village Partners.* Village Partners has submitted conceptual drawings for a mixed-use project for Montclair Place District, featuring 340+ units above podium parking, in four to five building configurations, designed to reflect five architectural styles. The development is proposed for the site the former Sears building currently occupies.
- **Montclair and CIM Group Partner on Environmental, Social and Governance Investment Practices and Strategies for Montclair Place Development.** Interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG") matters has surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change seasoned investors and those new to the market are increasingly embracing companies and communities that take action to address the climate crisis and other environmental and social issues including resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights.

CIM Group's corporate policy represents a commitment to improving the environment, establishing dynamic districts and public gathering places, supporting community needs and the workforce, contributing to the local economy, and incorporating high ESG standards in the company's business strategies and day-to-day operations and in the lifecycle of properties owned by CIM Group.

The City of Montclair fully supports and welcomes CIM Group's ESG leadership and its partnership with the City to incorporate ESG standards in development of the Montclair Place District and the City's Transit District. Montclair and CIM Group recognize that a public-private-partnership, focused on ESG standards, encourages socially responsible development and attracts the emerging population of millennials and Generation Z investors ("impact investors") embracing socially driven corporations and communities dedicated to inclusivity, climate change goals, and social and environmental awareness. Impact investors represent a small but growing segment of investors functioning as cultural catalysts to urge institutional investors to engage ESG standards.



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- **What is ESG?** ESG is a standard by which companies can be evaluated with respect to a broad range of socially desirable ends. At the same time, ESG provides a range of business and investment opportunities, and incorporates factors used to measure the "non-financial" impacts of ESG-driven investors and companies. CIM Group is an ESG-driven investment company.

Net flows into ESG funds available to U.S. investors skyrocketed in recent years, and 2021 was a record year with an estimated \$120 billion poured into sustainable investments – more than double the \$51 billion of 2020. The amount invested in ESG increased tenfold from 2018 to 2020, and 25-fold from 1995 to 2020. As of 2022, an estimated one-third of all assets contain sustainable investments.

Consumers and investors are placing a growing value on ESG, and industry leaders have responded in a number of ways including issuing comprehensive sustainability reports and expanding ESG disclosures in their annual reports, providing information to ESG rating agencies, and publicly communicating ESG commitments.

Part of the lure has been the demonstrated resilience of ESG funds. During the pandemic, ESG funds did not experience the same decline suffered by traditional funds, signaling their stability in times of crisis and their resilience to climate crisis-related concerns – the latter long thought to represent an "economy-wide risk." Instead, the pandemic demonstrated that even investors not driven primarily by moral stands on social or environmental issues consider sustainability to be a sound investment strategy.

- **What are the Fundamentals of ESG?** ESG grew out of investment philosophies clustered around sustainability and socially responsible investing, or "socially responsible investors" – investors who consider it important to incorporate their values and concerns into their selection of investments instead of simply considering the potential profitability and/or risk presented by an investment opportunity.

Based on trending investment practices, ESG investing is increasingly popular and the favored investing approach used by millennials. A Morgan Stanley Bank survey found that nearly 90% of millennial investors were interested in pursuing investments that more closely reflect the values they hold. As millennials begin to comprise a larger segment of the total pool of investors, ESG investing is expected to expand with them.

The trend toward ESG is clear:

- 72% of U.S. adults express interest in ESG;
- Investment analysts forecast that over the next two decades,
  - Investments in ESG will exceed \$50 trillion; and
  - 100% of assets under management will incorporate some ESG factors.

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- **What are Climate Change Influences on ESG?** Climate change figures prominently in ESG discussions; however, as indicated below, there is no single list of ESG goals, and ESG concepts often overlap:
  - The “E” in ESG captures energy efficiencies, carbon footprints, greenhouse gas emissions, deforestation, biodiversity, climate change and pollution mitigation, waste management and water usage.
  - The “S” in ESG covers labor standards, wages and benefits, workplace and board diversity, racial justice, pay equity, human rights, talent management, community relations, privacy and data protection, health and safety, supply-chain management and other human capital and social justice issues. There are many separate social aspects of ESG, but all of them are essentially about social relationships. One of the key relationships for a company, from the point of view of many socially responsible investors, is its relationship with its employees; e.g.:
    - Does the employee pay fair basic wages and provide benefits, including what type of retirement plans are employees offered?
    - Workplace policies regarding diversity, inclusion, and prevention of sexual harassment are also frequently considered.
    - Employee training and education programs may be a factor. For example:
      - ✓ Does an employer provide financial support for continuing or higher education and/or flexible working hours for employees pursuing further education?
      - ✓ Does the company take a public or political stance on human rights issues?
      - ✓ Does the company donate money to charitable causes?
      - ✓ Does the company hold suppliers to its own ESG standards?
      - ✓ Do workplace conditions reflect high regard for employees’ health and safety?
  - The “G” in ESG covers the governing of the “E” and the “S” categories; e.g., how does the company respond to corporate board composition and structure, strategic sustainability oversight and compliance, political contributions and lobbying, and bribery and corruption.
- **Does an ESG Partner Company Demonstrate Transparency?** Financial and accounting transparency and full and honest financial reporting are often considered key elements of good corporate governance. Also important are

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board members acting in a genuine fiduciary relationship with stockholders and being careful to avoid conflicts of interest with that duty.

- **Is there a Government Role in Promoting ESG?** Government can play a big role in ESG's continued momentum through both direct regulation and legislation. The U.S. House of Representative is considering H.R. 8960, a bill that would require investment advisors to explain how they consider ESG factors in decision-making. The *Sustainable Investment Policies Act* stipulates that investment advisers and retirement plan fiduciaries must establish a sustainable investing policy that factors in considerations like corporate governance practices, diversity and inclusion practices, labor and human rights compliance, and environmental risks.

In addition, H.R.3684, the Infrastructure Investment and Jobs Act incorporates provisions dedicated to clean energy, environmental justice, and reducing socioeconomic inequality — a public investment strategy that will function as an incentive for private individuals to invest in the same sectors. Governor Newsom's 2022 May Budget Revise reflects similar ESG investment strategies.

This government role is also recognizable globally: In April 2021, the EU adopted its *Corporate Sustainability Reporting Directive* tying member nations and large private firms to much stricter sustainability reporting requirements by 2023. Six countries (Denmark, France, Hungary, New Zealand, Sweden and the United Kingdom) have already adopted carbon neutral targets, with an additional 24 countries — including the United States — setting carbon neutral targets as official policy. In total, 132 countries around the world have enacted policies to be carbon neutral by 2050.

- **What does ESG mean for Developers?** It is the consensus among leading real estate developers, as expressed in the 2022 version of the *Emerging Trends in Real Estate* report, published by the Urban Land Institute that ESG is the now and future of development, and that the real estate community must have an outsized role in addressing climate change and its destructive effects on properties.

Construction activity accounts for nearly 40 percent of global greenhouse gas emissions, according to a report by the World Business Council for Sustainable Development (WBCSD). More than 65 percent of those emissions occur during the assembly phase itself (fuel consumption, solid waste generation, machine wear, noise pollution, and worker safety) compared to the transportation of materials themselves, material storage, and production of cast-in-place structural connections, according to a 2020 study released in the *International Journal of Environmental Research and Public Health*.

The key takeaway for developers is that they are moving toward delivering much more sustainability-minded projects using best practices in green design to save water and electricity and improve indoor air quality and user comfort.

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Developers like CIM Group are committed to pursuing USGBC LEED or IWBI WELL Building certification for their projects because, more and more, they are finding that their tenants want to occupy sustainable buildings.

- **EDA Working with other Developers to Promote ESG.** The EDA will work with developers to generate interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG"). ESG investment practices has surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change, both seasoned investors and those new to the market are increasingly embracing companies that take action to address the climate crisis and other environmental and social issues such as resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights—rather than continuing to fund fossil fuel activities. The City is collaborating with CIM Group, owner of Montclair Place, to promote high ESG standards at Montclair Place, and with other development partners where the opportunity exists.
- **The Economic Development Agency and its Expanding Role in Promoting Economic Development, Planning for Development in the City's Sphere of Influence, and Promotion of Affordable Housing.** The Fiscal Year 2022-23 Proposed Operating Budget provides for retitling the Economic Development Department as the Economic Development Agency (EDA) – see the discussion under section "I. INTRODUCTION," starting on page iii.

Assets of the Economic Development Department will be retained by the Economic Development Agency and its administrative programs – the Montclair Housing Authority and Montclair Housing Corporation.

Transitioning the Economic Development Department into the EDA emphasizes its evolving role as an extension of the former Montclair Redevelopment Agency (RDA).

Included in the Fiscal Year 2022-23 Proposed Operating Budget is a recommended allocation of \$1.5 million to the Economic Development Assets Fund (EDAF), formerly the Economic Development Fund. The purpose of the EDAF is to provide and enhance funding within the EDA for real property acquisition. The EDAF is a newly created fund intended to provide for the ability of the EDA to acquire real property in the community to assist with, and encourage Economic Development activity and the generation of affordable housing in the community. Funds previously assigned to the Economic Development Fund (approximately \$4.98 million) will remain assigned to the EDAF.

Excluding housing-related real property that is assigned to the Montclair Housing Corporation, real property purchased through the EDAF will be held by the EDA for future development, either through a public-private-partnership (PPP), or by sale to a private entity for development purposes. Receipts from the sale of real property held by the EDA will be transferred to the EDAF for future real property acquisition and other projects of the EDA.

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The EDA will assume the role of the former RDA in the promotion of economic development activity in the City and the pursuit of funding to develop affordable housing in the community.

To achieve its objectives, the EDA will, in part, consider opportunities to take advantage of tax code provisions related to the operation of Opportunity Zones:

- *Opportunity Zones.* Opportunity Zones have been established in what the Federal Department of Treasury has defined as economically distressed communities. Within these communities, new investments may, under certain conditions, be eligible for preferential federal tax treatment or preferential consideration for federal grants and programs.

Localities qualify as Opportunity Zones if the area has been nominated by the State and that nomination has been certified by the Federal Department of Treasury.

Opportunity Zones function as an economic development tool designed to spur economic development and job creation in distressed communities. The purpose of having the EDA establish an Opportunity Zone program is to generate economic development activity in targeted and distressed geographical areas of Montclair. As demonstrated on the [California Opportunity Zone Portal](#), significant areas of Montclair are Opportunity Zone designated.

With the second highest number of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

The EDA would also work toward establishing Opportunity Zone designation in the City's Sphere of Influence (SOI), post annexation. Receiving Opportunity Zone designation for the SOI is crucial to attracting the investment needed to improve this area's infrastructure and commercial, industrial, and residential development prospects. The City Manager has already engaged with San Bernardino County's Chief Executive Officer to discuss cooperative objectives related to transitioning the area to the City's administrative management through annexation. The City Manager has conditioned this effort with the need for San Bernardino County to restore to the City the property tax increment share of the former Montclair RDA that is transferred annually to the County. San Bernardino County receives an estimated \$2 million as its annual distribution from the former RDA's property tax increment. San Bernardino County's CEO has taken the request under advisement. In the event that the County agrees to restore the property tax increment to the City, the funds are recommended for allocation to the EDAF for future project development.

The General Plan Update will also incorporate an SOI element that will evaluate development patterns for the SOI and consider infrastructure improvement costs for the SOI.

The City Manager and EDA will also work with County and State officials to secure Opportunity Zone designation for Montclair's SOI.

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The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury. Once certified, investors can create a Qualified Opportunity Fund (QOF) for investment purposes. A Qualified Opportunity Fund is required by the IRS to hold at least 90% of assets in the qualifying Opportunity Zone. At the start of the process, a taxpayer sells an asset and generates a capital gain, which is then invested into a QOF, which results in significant tax benefits:

- Once invested, capital gains tax on the original investment is deferred until the asset is disposed of.
  - If an investor holds their funds in the QOF for five years, the tax bill on realized gains will be reduced by 10%.
  - If an investor holds their funds in the QOF for seven years, the tax bill on realized gains will be reduced by 15%.
  - If an investor holds their funds in the QOF for 10 years, the investor is not required to pay any taxes on realized gains.
- *Inclusionary Housing Ordinance.* The EDA will have oversight responsibility of the City's Inclusionary Housing Ordinance (IHO). The EDA is currently redrafting the City's existing IHO and will present the successor IHO for City Council consideration during the third or fourth quarter of 2022. In-lieu fees derived from Inclusionary Housing fees paid by developers, and any IHO real property assets transferred to the City by developers, will be retained by the EDA for development of affordable housing projects. Affordable Housing assets associated with administration of the IHO would be held by, and administered through the Montclair Housing Corporation (MHC).
  - *Affordable Housing Development.* In April 2022, the Montclair Housing Authority (the "MHA") became the beneficiary of approximately \$3.2 million in repaid residual receipt loans that had been provided to Augusta Communities, an IRS 501(c)(3) Corporation established by the City in 1998 to provide affordable housing (through rent control) at mobile home parks in the City managed by Augusta Communities.

In late 2021, Augusta Communities sought to refinance its 2012 Issue of Mobile Home Park Revenue Bonds. In order to refinance its 2012 Bonds, Augusta Communities required the approval and cooperation of the City. As part of the 2022 Bond refinancing proposal, the City negotiated a package requiring Augusta Communities to extend affordability covenants on each of its three Montclair mobile home parks for thirty years, and pay to the MHA the RDA residual receipt loans, with interest.

In addition to the 98 affordable housing units owned and managed by the Montclair Housing Corporation (MHC), the MHC holds property in North Montclair acquired in early 2022 that may serve as the location for a future affordable housing development. The City is also committed to acquiring

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Caltrans-owned property at the Montclair Transcenter, and pursuing a public-private partnership for development of market rate and affordable housing at the Transcenter, plus parking facilities for public transit service riders. As discussed above on page xxxv, under *Montclair Transcenter – Gold Line Extension*, the City is required to maintain parking capacity at the Transcenter for 1,600 vehicles.

- *San Gabriel Valley Housing Trust Fund and San Bernardino County Housing Trust Fund.*

- *San Gabriel Valley Housing Trust Fund.* In 2019, Senator Susan Rubio authored SB 751, establishing the San Gabriel Valley Regional Housing Trust Fund, a joint powers authority allowing communities within the San Gabriel Valley Council of Government's (SGVCOG's) jurisdiction to receive funding for various housing and homelessness related programs. Senator Rubio has secured more than \$30 million in state funding for projects supported by local governments that are committed to addressing the state's housing and homelessness issues.

Montclair is not within the administrative jurisdiction of the SGVCOG; nonetheless, Senator Rubio has sponsored the City's membership within the SGVCOG Housing Trust Fund through legislation, and Montclair's Fiscal Year 2022-23 Proposed Operating Budget recommends \$30,000 for membership. Membership in the SGVCOG Housing Trust Fund will provide the City access to funding provided through the dedicated commitment of Senator Rubio to address the region's homelessness crisis and great need for affordable housing.

- *San Bernardino County Housing Trust Fund.* San Bernardino County recently initiated exploring opportunities for establishing a County Housing Trust Fund. The proposed Trust Fund is at its nascent stage, and details of the Trust Fund's administrative and fiscal operations are not available at this time. The EDA will evaluate membership in the San Bernardino County Housing Trust Fund when details are available.

- ***Addressing Homelessness.*** Homelessness remains a serious issue in Montclair, the region and throughout California. The Montclair Code Enforcement Bureau is a recognized leader in San Bernardino County for addressing homelessness issues.

During the pandemic, the City used funding from the State's Operation Room Key grant program to house many of Montclair's homeless in local motels. The City also secured grants through the County administered Homeless Emergency Aid Program and Homeless Housing Assistance Prevention Program. However, pandemic-related funding sources have decreased dramatically, leaving the problem squarely in the lap of local government agencies to resolve.

- *Developing a shelter program.* Working collaboratively with the EDA, the City's Code Enforcement Special Unit is engaging with local organizations to

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promote programs designed to address Montclair's homeless problem. Recently, City staff met with the local operator of the 34 unit Welcome Inn Motel, located at 4118 Mission Boulevard, to discuss leasing or purchasing the property for use as a temporary housing facility for members of Montclair's homeless population. The City will seek to secure state grants for acquisition of potential housing facilities for the homeless.

In addition to its effort to develop a temporary shelter program, the City is also seeking state grants to provide supportive and educational wraparound services including substance abuse counseling; case management; medical and mental health services; and transition services for more permanent housing. The objective is to move clients from having no regular nighttime residence to a temporary, stable facility that can address immediate needs, offer benefits assistance, and ultimately place clients on the road to stability and economic self-sufficiency.

- *Dealing with misinformation.* City staff takes the approach that misinformation contributes to the stigmatization of a homeless population that is already marginalized. This same misinformation also inhibits the implementation of programs designed to address homelessness and provide support and assistance to the target audience. Too often, people reject programs designed to tackle homelessness because of the "not in my backyard" or "NIMBY" perspective.

In order to tackle the issue of homelessness, create an environment where clients will feel comfortable in accessing support services, and develop acceptance in the community for homeless outreach services, the Montclair program will seek to deconstruct popular myths about homelessness, including the following:

- *Myth 1 – People choose to be homeless.* A variety of different factors can contribute to an individual's experience of homelessness. Often, a person experiences homelessness when all other options have been exhausted, and/or the individual is dealing with circumstances that make it difficult to maintain housing. Obstacles that may lead to experiences of homelessness include (i) eviction; (ii) the affordable housing crisis; and (iii) coping with mental illnesses or addictions, making it difficult for a person to maintain independent housing.
- *Myth 2 – People experiencing homelessness are lazy.* In order to survive, those experiencing homelessness are often in search for necessities of life including food, shelter and a source of income – they do not have the opportunity to be lazy. Due to barriers faced, people experiencing homelessness are seeking to survive, and survival requires industry, not laziness. Searching for a job, for example, is a struggle faced with many challenges when an individual does not have regular access to a phone, computer, or fixed address.
- *Myth 3 – All people who experience homelessness suffer from substance abuse.* Similar to the housed population, a certain percentage of people



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experiencing homelessness do have substance abuse issues; for many others, their problems are related to lack of income, trauma, or mental illnesses.

- *Myth 4 – People experiencing homelessness need a job to resolve their status.* Many people experiencing homelessness are employed. If, however, they are unemployed or become unemployed while homeless, finding a job can be difficult due to a number of challenges including lack of a permanent address, lack of regular access to restroom facilities, barriers to transportation, and other challenges. Furthermore, job opportunities for homeless are often limited to low-paying and part-time positions – jobs that restrict access to housing.
- *Myth 5 – Adequate support services already exist for those experiencing homelessness.* Support services for those experiencing homelessness are often minimal, and typically focus on providing only temporary housing and food assistance. For individuals trying to escape a cycle of poverty and homelessness, these minimal services, alone, are insufficient. There is a need to focus on the larger systemic factors, including the lack of affordable housing and the criminalization of homelessness that prevent people from obtaining permanent and suitable shelter.
- *Myth 6 – Property values will go down if homeless shelters are allowed into neighborhoods.* There is simply no evidence to support this common argument that homeless shelters and other support facilities reduce property values. This common misperception is generally tied to the "not in my backyard" frame of reference.

The above myths regarding homelessness are generalizations of a more complicated reality: every homeless individual faces a different and complex set of circumstances that have forced them into homelessness. The objective of a proactive homelessness intervention program seeks to confront the problem by pursuing positive solutions. In that regard, Montclair's Code Enforcement Special Unit will develop scenarios by working collaboratively with local, regional and state partners to address homelessness in the community.

- *ODIN Homeless Management Information System.* To assist the Code Enforcement Special Unit and Montclair Police and Fire Departments with homeless interactions, the City is in the process of acquiring ODIN Intelligence's Homeless Management Information System software. The system's database is accessed by police, fire, code enforcement and community agencies to promote personnel safety and achieve the following objectives:
  - Manage information with the objective of supporting positive outcomes for homeless persons;
  - Share knowledge between stakeholders;

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- Organize outreach and support services, make service referrals, provide for temporary housing, and make medical/psychological evaluations through ODIN's system interface, with the goal of providing the maximum number of coordinated resources available;
  - Allow personnel to conduct investigations, check for warrant status, and hold offenders and criminals accountable;
  - Provide for personnel safety by flagging communications with cautionary messages about an individual's personal status;
  - Assist police with identifying those who prey on the homeless;
  - Provide facial recognition to identify individuals, and provide information about a person through database searches;
  - Allow first responders to conduct medical or psychological evaluations on scene, document outcomes, and make referrals from a selection of approved providers within the City's community referral network;
  - Track bed availability in shelters, allowing individuals to be checked in from the street; and
  - Provides access to free vouchers for support services.
- *Care Court.* Montclair will also engage with the San Bernardino County Department of Public Health in implementing Governor Newsom's CARE Court concept, outlined in the 2022 May Budget Revise.

- At its meeting of June 6, 2022, the City Council authorized Mayor John Dutrey to provide a letter of support for the CARE Court Program. In April 2022, SB-1338 (the Community Assistance, Recovery, and Empowerment (CARE) Court Program) was introduced, proposing a framework for Governor Newsom's plan for courts to compel people with serious mental illnesses and substance use disorders into treatment, while also providing participants with supportive housing and wrap-around services.

The CARE component of CARE Court is a new mental health process intended to assist people living with under- or un-treated schizophrenia spectrum or other psychotic disorders who lack medical decision-making capacity, many of whom are unhoused.

Governor Newsom has asked the State Legislature to approve CARE Court as part of the state budget – \$65 million is included in Governor Newsom's May Budget Revise for administration of CARE Court.

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The May Budget Revise also proposes adding \$700 million atop the \$2 billion in Governor Newsom's January 2022 budget plan — and \$12 billion announced last year — to fund a variety of homelessness issues. Absent from the May Budget Revise is a long-term extension of the flexible grants included in last year's budget that local governments have sought.

Each of the State's 58 counties would be required to participate in the CARES Court program. Counties failing to provide requisite services would face penalties.

- **Addressing the Potential for a California Recession and Establishing an Inflation Control Expenditure Fund.** The economy of California is the largest in the United States, with a \$3.513 trillion nominal Gross State Product as of December 2021 (second, third and fourth in nominal GSP are Texas at \$2.104 trillion, New York at \$1.914 trillion and Florida at 1.280 trillion).

If California were a sovereign nation, it would rank as the world's fifth largest economy (based on United Nations estimates) ahead of India with a nominal Gross Domestic Product (GDP) of \$2.664 trillion, and behind Germany with a nominal GDP of \$3.846 trillion; although, economic factors that have accelerated California's economic recovery from the pandemic are posed to move the state forward to a closer competitive level with Germany by the end of the 2022, with a projected GSP of \$3.7 to 3.8 trillion — GSP is similar to GDP, except that GSP is applied to a U.S. State, and GDP is applied to a sovereign nation.

California's strength comes from a variety of factors, including diversity, economic might, and sizable economic sectors including in finance, business services, government, manufacturing, technology and agriculture:

- The San Francisco Bay Area predominantly concentrates on technology, with Silicon Valley serving as home to some of the world's most valuable technology companies.
- Los Angeles dominates media.
- Over 10 percent of Fortune 1000 companies are based in California, the most of any state. The **Fortune 1000** are the 1,000 largest American companies ranked by revenues, as compiled by the American business magazine, Fortune. The list only includes companies which are incorporated or authorized to do business in the United States, and for which revenues are publicly available. The Fortune 500, a subset of the list, identifies the 500 largest U.S. companies, of which California and New York are tied with 53 each.
- California is the nation's most populous state and one of the most climatologically diverse states.
- Los Angeles, Long Beach, San Francisco and San Diego function as the nation's major trade hubs to and from the United States.

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- California's Central Valley is, perhaps, the most productive agricultural region on Earth, growing over half the country's fruits, vegetables, and nuts.

California also leads in other areas:

- Per capita income is \$58,272 in 2017, ranking 6th in the nation, though with wide variation by geographic region and profession. The highest income counties in California are Marin County and San Francisco County, which both have per capita personal incomes of over \$100,000, and are 2 of the top 12 highest-income counties in the United States. Some coastal cities include some of the wealthiest per-capita areas in the U.S., notably in the San Francisco Bay Area and the Greater Los Angeles Area.
- The most expensive and largest housing markets in the U.S. are in California, with a number of communities where average housing prices hover between \$1 million to \$2 million. California's Central Valley is the state's least expensive area, as is the Inland Empire, though prices in these regions are still much more expensive than most other areas of the country, to the point that there are also communities in these areas where housing prices average around the \$1 million mark.

California is also buoyed by a powerful service sector, including healthcare, retail, and technology. The service sector, alone, is responsible for 80 percent of GSP, with the balance divided among the other sectors.

Despite California's vast list of economic assets, economists studying the state of the fifth largest economy in the world suggest that key indicators point to a heightened risk of a recession within two years, with some arguing the odds are 50-50 for the recession to hit in the next 12 months. The downturn, when or if it comes, could happen relatively quickly because California's economy is deeply affected by national trends.

- Inflation is at levels unseen in 40 years, threatening to stifle economic development in California and the nation; however, economists point to the war in Ukraine and the continuing weakness in manufacturing, production, and restrictions on the supply chain that stem from the pandemic as leading causes of the current inflation.
- Jobs are typically a recession's most obvious impact; however, employment numbers in California remain high and continue to improve.
- In a consumer driven economy, the immediate threat is a decision by consumers to spend less, slowing corporate sales. However, for now, the state's consumers continue to spend and corporate earnings are reaching their highest peaks, contributing greatly to California's record surplus. Not even record high gas prices appear to be discouraging travel, commuting, and consumer spending.

Economists generally define a recession as two calendar quarters of economic contraction, though not always; e.g., the COVID-19-triggered downturn two years

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ago officially lasted two months, according to the National Bureau of Economic Research. During that short period, the COVID recession sent unemployment in California from 4.1% in February 2020 to 15.9% two months later. In June 2022, the state's unemployment rate stood at 4.6% – a near full recovery from the pandemic.

Recessions can come without warning, spurred by some surprise such as the COVID-related shutdowns, the housing crisis that triggered the Great Recession of 2007-09, or the oil price spikes of the 1970s. The war in Ukraine may serve as the trigger for the nation's next recession. Analysts note that the war has helped drive up energy prices and stoked the worst inflation in 40 years – inflation already accelerated by price increases borne out of the pandemic and the supply chain restrictions it caused.

Economists, however, believe that if recession comes, it will follow a more traditional path as the Federal Reserve (the "Fed") tries to create a "soft landing" that cools the economy without triggering a serious tailspin. The Fed has raised key interest rates three times in 2022 in an effort to cool demand and thereby curb price increases.

The third and latest interest rate hike was on June 15, 2022, when the Fed announced a rate hike of three-quarters of a percentage point, the largest increase in borrowing costs in a single meeting in nearly 30 years, as the central bank continues its battle against inflation. The move came after the previous week's Consumer Price Index data showed inflation was not slowing. Some economists fear that the Fed could trigger a recession by its actions; others predict that if a recession is avoided, the Fed's move is likely to reduce job openings, slow wage growth, increase debt burdens, and send mortgage rates soaring. The Fed is scheduled to consider a fourth interest rate hike in July.

In California, the State Legislative Analyst cites several state trends that are causes for concern:

- Home sales are down as mortgage rates, roughly 3% for a 30-year loan a year ago, are now averaging about 5.25% and are poised to go higher.
- Rising interest rates are dampening the strength of industry, particularly in construction for housing, office and commercial space, which will strike at the demand for products such as paint, lumber, drywalls, concrete, furnishing, hard goods, and soft goods.
- April's state sales pace was down 1.9% from March and 8.5% from a year ago, according to the California Association of Realtors.
- Consumer sentiment, a key barometer of what people expect to spend, has fallen to levels typically seen only during recessions.
- Changes in prices of certain U.S. treasury bonds suggest financial markets may be pessimistic about the economic outlook.

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- Inflation and the war in Ukraine will continue to pose downside risks to confidence and may further curb consumer spending this year. Prices have been rising nationally, with gasoline prices continuing to go up steadily and supply chain movement often remaining sluggish. High inflation and tight labor markets suggest an overheated economy is struggling to find avenues for further expansion. Governor Newsom and the Legislature are working on a plan to help families cope with rapidly increasing gasoline prices by offering a "rebate" check.

The Legislative Analyst's Office argues that over the last five decades a similar collection of economic conditions has occurred six times, and each of those six times produced a recession within two years (and often sooner).

The Federal Reserve, on the other hand, insist their policies are not designed to send the economy into a tailspin. While in the 1970s rate increases helped create a lengthy period of economic sluggishness and high unemployment, the Fed notes that rate increases in recent years have not sparked huge downturns.

- **Inflation Control Expenditure Fund.** Governor Newsom's 2022 May Budget Revise assumes that the Federal Reserve's tighter monetary policy will not induce a sharp economic slowdown. However, the 2022 May Budget Revise does include what Governor Newsom calls "shock absorbers" in case of an economic slowdown. Shock absorbers are designed to address continuing higher inflation that translates into state services that may cost more than estimated in the state's budget. Concurrently, nearly all of the spending spurred by the state's projected 2022 budget surplus is one-time only so that it can be adjusted, depending on economic conditions.

Montclair's Fiscal Year 2022-23 Proposed Operating Budget incorporates a shock absorber that anticipates higher inflation that may lead to higher than anticipated local costs. Within the Special Purpose Reserve Fund is an allocation of \$500,000 assigned to an Inflation Control Expenditure Fund (ICEF). The fund would be used to cool down the impacts of unanticipated cost increases directly related to inflation, and would not be allocated toward un-programmed expenditures. In approving this allocation, the City Council is requested to provide the City Manager authorization to use ICEF to address unanticipated cost increases that are directly tied to inflationary factors. ICEF would be transferred by the Finance Department to facilitate the purchase of goods and supplies affected by inflationary increases. All other requests in the Fiscal Year 2022-23 Proposed Operating Budget exceeding Council authority will continue to require additional funding consideration at the Fiscal Year 2022-23 Midyear Budget Review.

City staff will continue to monitor economic conditions, maintain the City's standard practice of due diligence over organizational operations and procedures, and report back to the City Council in the event of any looming economic concerns.

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➤ **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.

- *Citywide development.* 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.
- *Tiki Drive-In.* Future development in the City's southern sphere includes the Montclair Tiki Drive-In Theater at Ramona Avenue and Mission Boulevard. A site plan has completed review and the project is expected to go before the Montclair Planning Commission in June and to the City Council in August for consideration of zoning and land use changes. The project focuses on a mix of light industrial/manufacturing and logistics support in a "campus" environment.
- *West Valley Connector Project.* The West Valley Connector (WVC) Project, a 100 percent zero-emission Bus Rapid transit (BRT) system, is 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 Pete Aguilar announced that \$86.75 million in Capital Investment Grants (CIG Smart Grants) would be made available for the WVC Project.

- *Holt and Mission Boulevard Corridors.* 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

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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. The City Managers of Montclair, Ontario, and Pomona met in June to further the vision for the boulevards.

- *San Antonio Creek Trail.* The vision for Montclair's future San Antonio Creek Trail consists of a vibrant, connected, and safe multi-use greenway path that will run north-south through the entire City from its northern limits at the Pacific Electric Trail near Monte Vista Avenue and Richton Street, and continuing three miles south to Montclair's city limits at Mission Boulevard. When complete, the entire length of the trail will provide new connections between neighborhoods and to parks, recreation centers, schools, transit areas, job centers, and other community destinations.

In March 2022, Montclair was notified by the California Department of Transportation that it was awarded approximately \$4.2 million from the nearly \$300 million available in Clean California Grants for improvements to Sunset Park, including for a pilot segment of the San Antonio Creek Trail adjacent to Sunset Park.

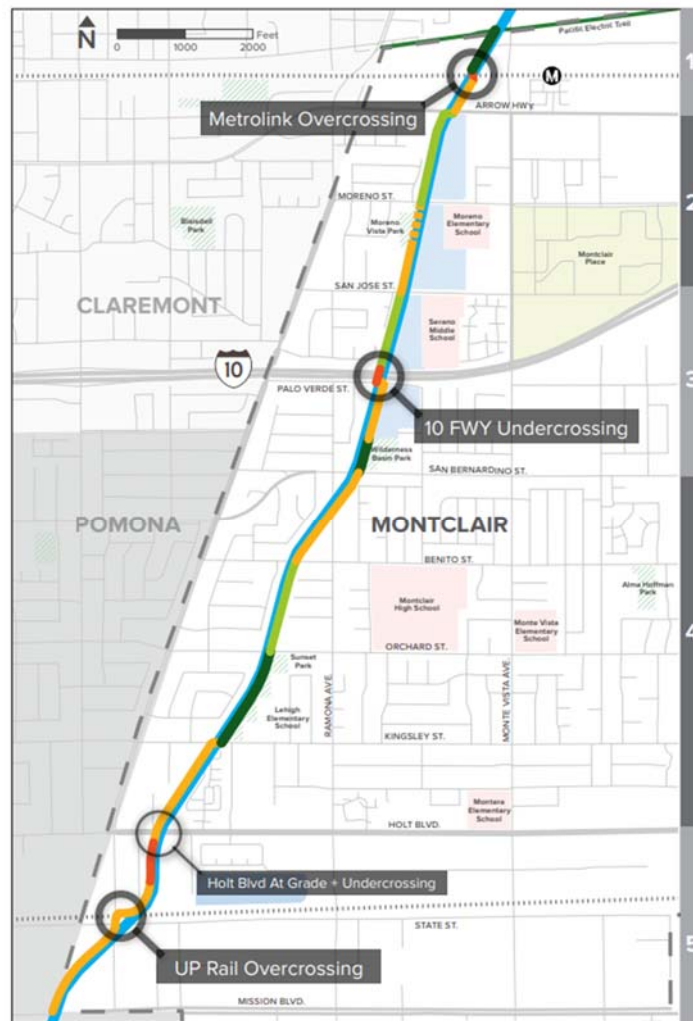
A presentation on a Feasibility Study for the San Antonio Creek Trail was presented to the City Council at a May 2022 Workshop, and a second workshop is scheduled for July 2022. The Feasibility Study had been developed with input and collaboration from City staff and key stakeholders, including Caltrans, the Chino Basin Water Conservation District, private developers, various rail agencies, and community members.

In order to achieve funding for the entire length of the San Antonio Creek Trail project, the San Antonio creek corridor has been split into five segments, as demonstrated in **Illustration 1**, below. Segments break at the locations of major barriers (Metrolink Railway, I-10 Freeway, and Union Pacific Railway) and/or logical construction phases that connect to existing or planned active transportation facilities or key community destinations.



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### Illustration 1 San Antonio Creek Trail Segments



Building the San Antonio Creek trail will bring a number of quality-of-life improvements to the Montclair community, identified by various state agencies as a disadvantaged community. An investment in the San Antonio Creek trail will improve public health, economic opportunity, and environmental and transportation benefits for the Montclair community and surrounding cities.

Environmentally, construction of the trail will encourage area residents to shift from the use of personal vehicles to other forms of transportation, including walking, cycling, and the use of public transit, resulting in lower traffic congestion, lower greenhouse gas emissions, improved air quality, and higher levels of physical activity, thereby improving the health and wellbeing of area residents.

The trail provides opportunities for residents making trips across the region to get to work or school, run errands, or visit friends and family

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through an active transportation network. Proximity of the trail to the Montclair Transcenter, a major transit hub with connections to rail and bus service, will create an important link for commuters connecting to other parts of the Southern California region and other forms of public transit.

Additionally, because modes such as walking and biking provide some of the lowest-cost forms of transportation, constructing the trail is projected to produce positive economic, transportation, and equity benefits for those disadvantaged communities adjacent to the San Antonio Creek trail, including Montclair.

- **2021 Issue of Lease Revenue Bonds.** Over the next four years, City staff will complete infrastructure projects identified by the City Council for improvement. Some listed projects referenced in **Table 5** on page xi are already under design or have been approved by the City Council for completion.

In April 2022, the City Council approved the award of a contract for development of a Parks Master Plan. The consultant is currently visiting each park and is expected to complete and submit the plan during the first quarter of 2023.

In April 2022, Congresswoman Norma Torres announced that the City was a recipient of a \$2 million Community Services Grant for improvements to Saratoga Park. The Funds will be used in conjunction with 2021 Lease Revenue Bonds to make major improvements to the sports park.

In the second quarter of 2023, the City anticipates the opening of the Reeder Ranch Park, on Holt Boulevard, adjacent to the historic Reeder Heritage Ranch. In 2020, the City was awarded a \$5.137 million grant from the Proposition 68 Statewide Park Program (Round 3) Grant Awards. Project design calls for a new 2,500 square foot recreation center, natural playground, walking trails, fitness stations, picnic tables with shade structure, restroom facilities, public art, parking lot, lighting, and landscaping throughout the park.

- **Employee Wage Compensation Analysis.** An internal wage concern affecting several classifications in the organization is wage compaction.

- **What is wage compaction, and what causes it?**

- *Labor Negotiations.* In local government, pay compaction typically results from the labor negotiation process, when one bargaining group receives wage adjustments that are different than the wage adjustments received by another bargaining group within the same classification ladder — the next higher classification and employee would progressively promote up to. Pay practices based solely on negotiations tend to ignore experience, skill level or seniority. Frequently, wage adjustment practices based solely on the labor negotiation process reward lower-line employees with pay adjustments, often because they are part of a larger and more influential labor group, while those with more seniority receive minimal wage adjustments — the result, then, is wage compaction.

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- *Wage Disparity.* Wage compaction is particularly problematic when it creates wage disparity between management and non-management positions. Within an organizational pay structure, it is generally assumed that supervisors and managers receive higher compensation than the employees they supervise/manage; however, with wage compaction, this wage differential can be erased or minimized.
- *Supply and Demand.* Pay compaction can also result from issues related to labor supply and demand. As an incentive to keep employees that tend to migrate between employers, an organization may often offer members of these classifications pay differentials that reward them to stay with an organization. If similar adjustments are not provided to managers and supervisors, pay compaction can result.
- *Labor Market Variations.* Internal compensation practices can also become stale and out of alignment with external market data, resulting in different forms of wage compaction; i.e., wage compaction that is based on labor market variations.
- *Compensation Structure.* Lastly, wage compaction can happen from a muddled compensation structure, such as broad pay grades or classification groups that do not apply tiers to positions where employees can grow into more senior or experienced roles. For example, a single Maintenance Worker classification does not recognize employees in the classification who have become skilled by meeting certification requirements, or otherwise obtaining unique job skills that justify differentiation from their peers.

- **What is the problem with wage compaction?**

- Wage compaction can happen in any organization, government agency, or industry, and often dominates pay structures during times of economic recession and/or reduced revenue flow.

Wage compaction adjustments, like market salary adjustments, can be expensive to implement. However, they can have organizational consequences including, but not limited to, a decline in morale and turnover of personnel.

Wage compaction can also affect recruiting efforts if wages are not competitive or the pay structure lacks career growth.

- **How to address wage compaction?**

- The best way to deal with wage compaction is to prevent its occurrence. However, fiscal realities often limit an organization's ability to achieve the desired wage parity. Furthermore, the labor negotiation process in and of itself, when it involves more than one bargaining group, inherently limits an organization's ability to avoid wage compaction.

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Short of all bargaining groups agreeing to similar pay practices applied throughout, wage compaction cannot be avoided. Other influencing factors may include the impact of mandated minimum wage adjustments, inflation, internal pay inequity for similar positions, changes in job duties/job descriptions, and performance factors.

- **Plan development to address wage compaction.**

- To address wage compaction issues, a base wage analysis of job classifications may be conducted to determine the existence of internal and external wage compaction.
  - An Internal wage compaction analysis identifies wage compaction between classifications within career ladders.
  - An external wage compaction analysis requires a defined control measure; e.g., a wage policy based on average of comparable classifications within a group of survey agencies. An external wage compaction analysis will require a commitment of time and resources, an analysis of costs, and a referral to the City Council for consideration.
- The City of Montclair budget has achieved a level of fiscal health that allows for an external base wage compensation analysis that can lead to a pay policy such as the maintenance of "average wages" based on a comparison of survey agencies. An external base wage compensation analysis is equitable, because it examines the wage for each classification in the organization, compares them to survey agencies, and makes recommendations for adjustments, including the incorporation of policies that establish a defined compensation structure; e.g., tiered levels within a classification.

A compensation analysis may also focus on, or include, other types of compensation adjustments including training and educational opportunities, flexible work schedules, telecommuting (working from home), and earned time off (Earned time off offers employees the opportunity to earn extra time off with pay to help restore their minds and bodies from the arduous tasks most face on the job). The ability to earn more time off can be an attractive incentive for many workers. This latter benefit can help retain a productive workforce for the long-term.

A 2008 survey, *Examining Paid Leave in the Workplace*, published by the Society of Human Resource Management (SHRM) advised that, "Leave and other employee benefits are important tools in the retention efforts for the current and future workplace." However, paid time off costs employers if not managed correctly, right behind the cost of providing health insurance.

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A compensation analysis may also consider variable or incentive pays as an option in lieu of base pay increases; e.g., incentive pay bonuses for exceptional performance.

Based on the above discussion, the City Manager recommends that during Fiscal Year 2022-23 an external wage compensation analysis be conducted to determine cost-related impacts associated with adjusting classifications based on a pay policy of average of survey cities. The analysis may include other types of compensation as discussed above. The City Manager will report back to the City Council recommendations related to the analysis.

- **Employee Inflation Bonus Adjustment.** Inflation in California is at its highest level in 40 years, and gasoline prices have reached an all-time high, with prices at the pump exceeding \$6.00 per gallon. To help ease the inflation burden on employees, and as part of each full-time and part-time employees compensation package, the City Manager recommends offering full-time and part-time employees an inflation bonus adjustment ("IBA"). The IBA would be provided to each full-time (192) and part-time (87) employee of the City of Montclair hired before July 1, 2022, who is employed and actively and regularly working in the position hired into. The IBA would not be provided to any employee who, prior to July 1, 2022, has been on administrative leave or has otherwise not been regularly and actively working at his or her regular place of employment with the City for thirty- (30) days or more between January 1, 2022 and July 1, 2022.

In the below matrix are various estimates of costs related to providing an IBA based on 192 full-time employees and 87 part-time employees:

- \$1,000 per full-time employee @ 192 = \$192,000  
\$1,000 per part-time employee @ 87 = \$87,000
- \$1,250 per full-time employee @ 192 = \$240,000  
\$1,250 per part-time employee @ 87 = \$108,750
- \$1,500 per full-time employee @ 192 = \$288,000  
\$1,500 per part-time employee @ 87 = \$130,500
- \$1,750 per full-time employee @ 192 = \$336,000  
\$1,750 per part-time employee @ 87 = \$152,250
- \$2,000 per full-time employee @ 192 = \$384,000  
\$2,000 per part-time employee @ 87 = \$174,000
- \$2,250 per full-time employee @ 192 = \$432,000  
\$2,250 per part-time employee @ 87 = \$195,750
- \$2,500 per full-time employee @ 192 = \$480,000  
\$2,500 per part-time employee @ 87 = \$217,500

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Based on the above costing, the City Manager recommends a \$1,500 IBA for each full time-employee and a \$1,000 IBA for each part-time employee, for a total of \$375,000 with funds allocated from the Special Purpose Reserve Fund for Unanticipated Personnel Expenditures:

- **Flashing Stop Sign Replacement Program.** The City Council has demonstrated a commitment to the Safe Routes to School Program. A significant, authorized Manual on Uniform Traffic Control Devices (MUTCD) upgrade for the Safe Routes to School Program is the installation of flashing stop signs at designated points throughout the community. City staff estimates that average cost per flashing stop sign is approximately \$1,800, not including installation. An analysis of GIS mapping data indicates that an estimated 433 stop signs are installed throughout the City. Replacing each stop sign would cost approximately \$779,400, not including installation.

City staff has not conducted a detailed analysis of each location where a stop sign exists, traffic conditions, requirements for different types of upgrades, and other relevant factors. However, based on GIS mapping data, City staff estimates that approximately 250 stop sign locations may potentially warrant upgrade to the flashing stop sign configuration at a cost of approximately \$450,000. Contracting for installation of the flashing stop signs is estimated at approximately \$100,000. The City Manager recommends the City Council allocate approximately \$250,000 from the General Fund Unassigned Reserve and \$300,000 from the *2021 Issue of Lease Revenue Bonds*.

City staff will conduct a more thorough analysis and report to the City Council regarding implementation of the Flashing Stop Sign Replacement Program.

## CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2022-23 Budget can be termed a successful budget that utilizes a number of funds and strategies to achieve balance and respond to a number of community and organizational needs.

The Fiscal Year 2022-23 Proposed Budget incorporates the following debt service funds:

- The 2014 Issue of Lease Revenue Bonds Debt Service Fund — \$2,587,763;
- The 2021 Issue of Lease Revenue Bonds Debt Service Fund — \$2,394,413;
- The 2021 Issue of Pension Obligation Bonds Debt Service Fund — \$4,437,813.

The Fiscal Year 2022-23 Budget, as proposed, also incorporates the allocation of funds for the following:

- UAL/POBAF pursuant to the UAL/POBAF Pension Policy — \$3,000,000.
- Public Parking Facility Development Fund — \$2,386,263;

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- Inflation Control Expenditure Fund (ICEF) – \$500,000;
- Economic Development Assets Fund – \$1.5 million.

Improved sales tax revenues, combined with transactions and use tax earnings generated by Measure F and 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 have been minimal, and were generally based on a Department's inability to justify need.

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that at 22.29 percent, or \$7.26 million, City staff is nearing the City Council's objective to maintain a fund balance of approximately 25 percent of the General Operating Fund Appropriations Budget. Based on total reserve assets, including \$16,786,263 in Special Purpose Reserve Funds, the total Operating Reserve Ratio (Unassigned and Assigned) is approximately 74 percent.

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 \$10.14 million in Fiscal Year 2022–23 with \$2,393,413 allocated annually to the debt service fund for the *2021 Issue of Lease Revenue Bonds*. 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.

During Fiscal Year 2022-23, City staff will ask the City Council to consider a ballot proposal seeking voter approval of a commercial cannabis sales tax measure – recent polling indicates that approximately 70 percent of likely Montclair voters support the legalization of cannabis, and of those who support legalization, approximately 90 percent support an associated cannabis sales tax.

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. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without unnecessary tax burdens. 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.

Going forward, City staff will:

- Routinely look at fresh approaches for service delivery;

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- Continue to evaluate grants and outside funding opportunities to defray General Fund and other fund-related expenditures;
- Seek to develop strategies to improve both the appearance and infrastructure of the community;
- Promote new revenue concepts;
- Pursue development of the City's commercial and residential base;
- Promote Economic Development opportunities by drawing on the City's past and effective promotion of redevelopment as a tool to revitalize Montclair;
- Continue to develop the City's expanding partnership with CIM Group for investments in North Montclair; and
- Works with legislators and the City Council to move Montclair forward.

Based on the discussions in this *City Manager's Fiscal Year 2022–23 Budget Message*, it is clear the City Council continues to assume a responsive governing body role in prudent fiscal management, and functioning as architects of Montclair's fiscal destiny.

Through vibrant, visionary, and energetic projects like the Amended North Montclair Downtown Specific Plan, the Montclair Place District Specific Plan, and the upcoming Arrow Highway Mixed-Use District Specific Plan and General Plan Update 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 2022–23 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 2022–23 Budget and the City's program of services.

ECS:JK/MF

Sincerely,



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 2022

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 996,258 and an average household income of \$105,575.



**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, Greyhound Bus Terminal, 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 76.5 full-time Police Department staff and a 22.5 full-time Fire Department staff. The 41 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 16 full-time Human Services Department staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.



**Police Facility**



**Fire Station No. 1**



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

**Skate Park**

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



**Montclair Splash Pad**



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.

**Youth Center**

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 10:00 a.m. to 5:00 p.m. and Fridays from 9:00 a.m. to 5:00 p.m.



**Senior Center**

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

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

*Population: 40,041*

*Area: 5.54 square miles*

<b>2022 DEMOGRAPHICS</b>			
<b>Population &amp; Income</b>	<b>3-MILE Trade Area (TA)</b>	<b>5-MILE TA</b>	<b>10-MILE TA</b>
Population	185,191	469,516	996,258
Households	55,881	136,536	301,470
Families	40,900	104,191	234,042
Average Household Size	3.69	3.79	3.62
Median Age	33.3	33.6	35.6
Average Household Income	\$88,135	\$91,360	\$105,575
Median Household Income	\$68,226	\$70,735	\$84,050
Per Capita Income	\$26,716	\$26,633	\$32,038
Median Net Worth	\$96,422	\$109,476	\$176,099
Average Net Worth	\$652,479	\$774,586	\$1,071,911
Households > \$75,000	55.1%	57.2%	65.9%
Average Household Disposable Income	\$69,011	\$70,788	\$80,182
Median Household Disposable Income	\$55,833	\$56,928	\$66,877
Owner Occupied Housing Units	28,588	75,036	191,125
Renter Occupied Housing Units	27,292	61,496	110,337
2020 Consumer Spending (Spending Potential Index) National Average 100	84	93	117
<b>Workforce</b>	<b>3-Mile TA</b>	<b>5-Mile TA</b>	<b>10-Mile TA</b>
Some College 25+ Population	22.8% (117,854)	22.0% (301,115)	22.3% (668,111)
With Degrees 25+	34.5%	32.6%	41.1%
Employment Totals 16+	84,882	211,342	462,509
White Collar 16+	56.7%	54.6%	63.3%
Blue Collar 16+	26.5%	28.9%	22.8%
Service 16+	16.8%	16.5%	13.9%
<b>Race &amp; Ethnicity</b>	<b>3-Mile TA</b>	<b>5-Mile TA</b>	<b>10-Mile TA</b>
Population by Race/Ethnicity	185,191	469,516	996,258
White	54.2%	53.3%	52.8%
Black	6.2%	5.3%	5.9%
Am. Indian, Asian & Pacific Islander	9.6%	9.2%	15.3%
Hispanic Origin (any race)	61.2%	64.3%	52.8%
Other	24.6%	27.2%	20.8%
Diversity Index	84.0	84.1	85.2
<b>Approximate Distances of Major Transportation Centers from Montclair</b>			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
<b>Higher Education Institutions within 25 Miles</b>			
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario	CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont		

# CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

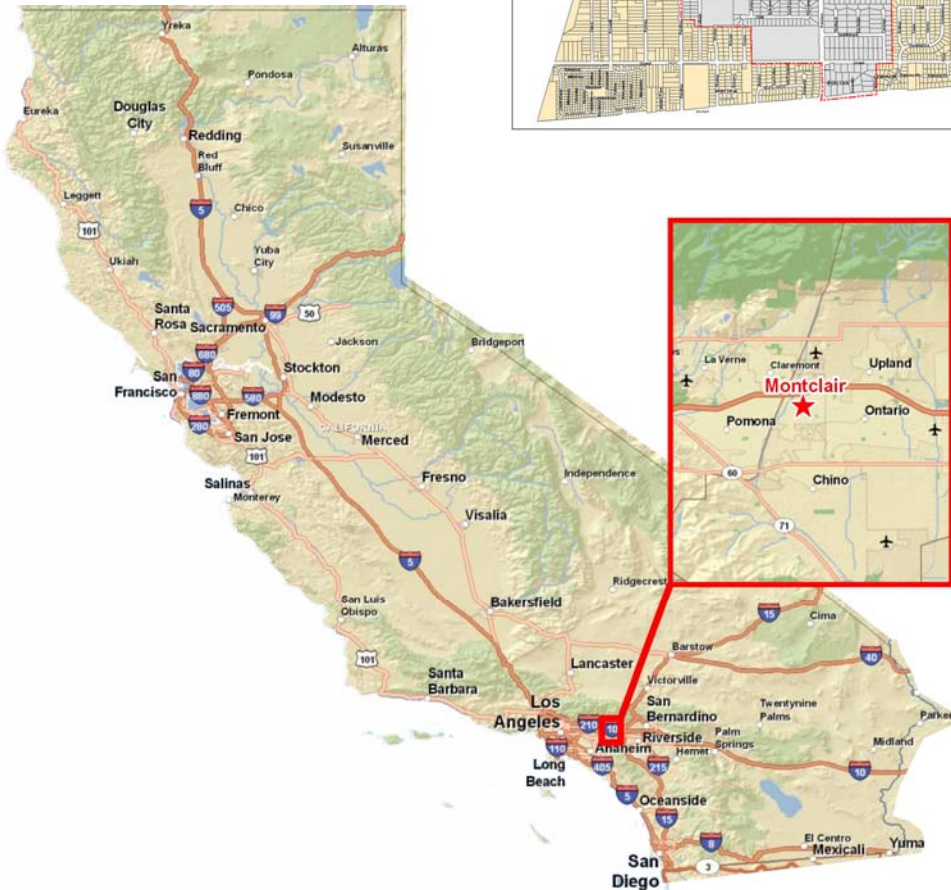
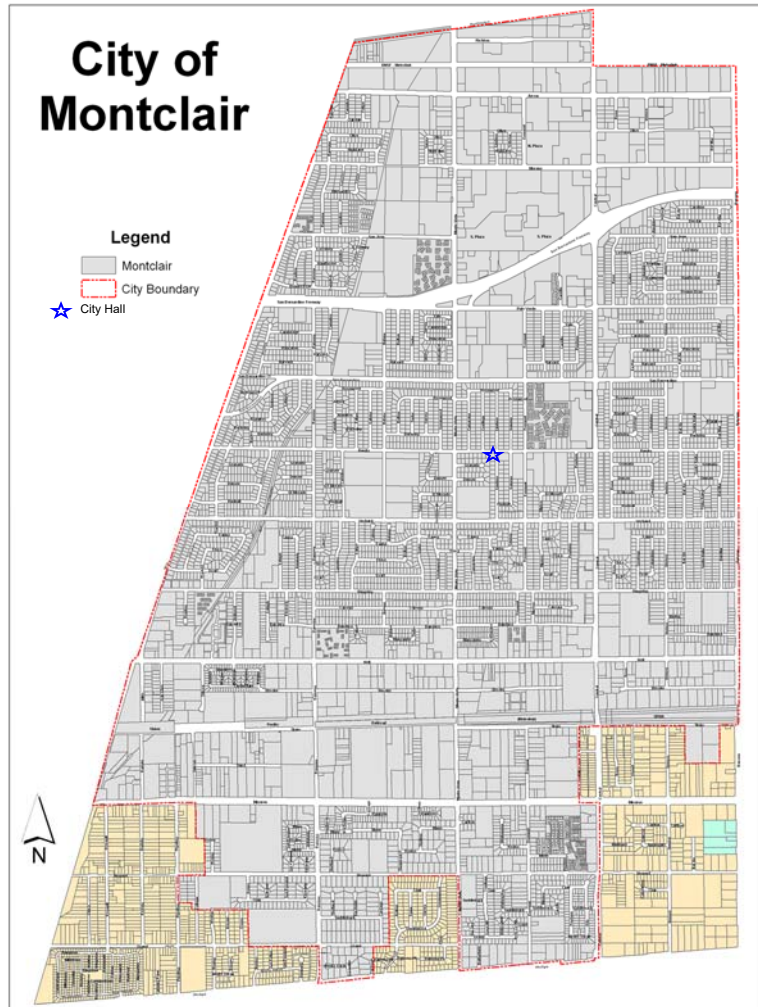
City Hall  
5111 Benito Street  
Montclair, CA 91763

(909) 626-8571

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

Population: 40,041

Area: 5.54 square miles







## **Budget Development Timeline Fiscal Year 2022-23**

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 Department. 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 16, 2022	Mid-year Budget Review
March 7, 2022	Distribution of budget packets to all departments
March 31, 2022	Departmental-operating budget requests are due
April 26, 2022 – May 4, 2022	Management departmental budget sessions
May 20, 2022	Complete changes to departmental budgets
June 22, 2022	Budget review by City Council
June 28, 2022	City Council adopts budget by resolution

# *Budget Summaries*

		SOURCES				USES			Estimated
		Estimated Fund Balance/ Retained Earnings July 1, 2022	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Fund Balance/ Retained Earnings June 30, 2023
1001	<b>General Operating Fund</b>	4,276,577	(1) 38,611,863	100,000	42,988,440	32,591,823	3,132,320	35,724,143	7,264,297
<b>Special Revenue Funds</b>									
1102	Gas Tax Fund	-	1,160,813	-	1,160,813	870,137	-	870,137	290,676
1103	Road Maintenance Rehabilitation Fund	1,107,433	1,023,795	-	2,131,228	-	-	-	2,131,228
1104	Measure I Fund	4,905,239	910,000	-	5,815,239	-	-	-	5,815,239
1110	Traffic Safety Fund	114,627	90,000	-	204,627	-	100,000	100,000	104,627
1112	Disability Access Fee	46,392	9,000	-	55,392	-	-	-	55,392
1130	Park Maintenance Fund	71,482	37,000	-	108,482	60,140	-	60,140	48,342
1131	Park Development Fund	1,154,807	385,000	-	1,539,807	-	-	-	1,539,807
1132	CDBG Fund	9,807	423,164	-	432,971	73,724	-	73,724	359,247
1134	SB2 Planning Grant Fund	-	40,000	-	40,000	-	-	-	40,000
1135	Air Quality Improvement Fund	121,411	111,000	-	232,411	40,000	-	40,000	192,411
1138	Senior Nutrition Fund	-	200,542	-	200,542	200,542	-	200,542	-
1139	American Rescue Plan Fund	-	4,794,353	-	4,794,353	-	-	-	4,794,353
1140	Asset Forfeiture Fund- State	117,983	10,300	-	128,283	-	-	-	128,283
1141	Prop 30/SB 109 Fund	105,576	379	-	105,955	-	-	-	105,955
1143	Public Safety Fund	202,298	576,788	-	779,086	789,447	-	789,447	(10,361)
1144	Federal Asset Forfeiture Fund- DOJ	309,333	31,200	-	340,533	1,000	-	1,000	339,533
1146	State Asset Forfeiture 15% Set-aside Fund	42,145	1,650	-	43,795	-	-	-	43,795
1147	Federal Asset Forfeit. Fund- Treasury	131,398	30,040	-	161,438	-	-	-	161,438
1148	School District Grant Fund	49,158	109,512	-	158,670	109,512	-	109,512	49,158
1149	Citizens Option for Public Safety (COPS) Grant	410,221	155,700	-	565,921	349,997	-	349,997	215,924
1150	Local Law Enforcement Block Grant	-	58,833	-	58,833	-	-	-	58,833
1151	Crime Prevention Fund	2,246	210	-	2,456	-	-	-	2,456
1152	Recycling Block Grant Fund	76,218	20,200	-	96,418	3,800	-	3,800	92,618
1155	Statewide Park Development Grant Fund	174,976	4,781,390	-	4,956,366	-	-	-	4,956,366
1156	Homeless Housing Assistance & Prevention Fund	16,550	109,879	-	126,429	109,879	-	109,879	16,550
1157	LEAP Grant Fund	-	125,000	-	125,000	-	-	-	125,000
1160	After-School Program Grant Fund	773,101	1,503,207	-	2,276,308	1,503,207	-	1,503,207	773,101
1161	OTS Grant	-	-	-	-	-	-	-	-
1162	City of Hope	1,291	700	-	1,991	700	-	700	1,291
1163	Safety Department Grant Funds	-	10,000	-	10,000	-	-	-	10,000
1164	O MSD Immunization Grant	1,371	-	-	1,371	-	-	-	1,371
1166	Kaiser Permanente Grant	4,441	-	-	4,441	-	-	-	4,441
1167	Resource Center Grant - O MSD	21,891	28,500	-	50,391	28,500	-	28,500	21,891
1168	Title IIIB Sr Support Services	-	40,000	-	40,000	40,000	-	40,000	-
1169	Healthy Communities Strategic Plan	15,442	16,451	-	31,893	16,451	-	16,451	15,442
1171	ASES Supplemental Grant Fund	140,448	125,000	-	265,448	125,000	-	125,000	140,448
1180	EMS- Paramedic Fund	12,322	47,850	-	60,172	58,515	-	58,515	1,657
1181	Contributions & Donations	500	500	-	1,000	-	-	-	1,000
1704	Sewer Expansion Fee Fund	608,601	52,500	-	661,101	-	-	-	661,101
1740	Developer Impact Fees - Local	1,172,465	100,000	-	1,272,465	-	-	-	1,272,465
1741	Developer Impact Fees - Regional	-	200,000	-	200,000	-	-	-	200,000
1742	Burtec Pavement Impact Fees	158,350	75,000	-	233,350	-	-	-	233,350
1744	Utility Undergrounding In Lieu	340,517	-	-	340,517	-	-	-	340,517
1745	General Plan Update Fees	98,904	12,000	-	110,904	55,000	-	55,000	55,904
1746	Housing Trust Fund	555,708	-	-	555,708	-	-	-	555,708
1748	Public-Education-Govt Fees (PEG)	78,062	30,000	-	108,062	-	-	-	108,062
	<b>Total</b>	<b>13,152,714</b>	<b>17,437,456</b>	<b>-</b>	<b>30,590,170</b>	<b>4,435,551</b>	<b>100,000</b>	<b>4,535,551</b>	<b>26,054,619</b>
<b>Capital Project Funds</b>									
1206	Economic Development Agency	4,278,630	1,050,000	-	5,328,630	171,260	-	171,260	5,157,370
1207	Economic Development Assets	-	-	1,500,000	1,500,000	-	-	-	1,500,000
1250 & 51	Successor Agency Bond Proceeds	12,816,734	75,000	-	12,891,734	200,000	-	200,000	12,691,734
1252	2014 Lease Revenue Refunding Bond Proceeds	-	-	-	-	-	-	-	-
1253	2021 Lease Revenue Refunding Bond Proceeds	47,562,919	90,000	-	47,652,919	86,981	-	86,981	47,565,938
1743	PUC CalTrans Reimbursement Fund	324,111	-	-	324,111	-	-	-	324,111
	<b>Total</b>	<b>64,982,394</b>	<b>1,215,000</b>	<b>1,500,000</b>	<b>67,697,394</b>	<b>458,241</b>	<b>-</b>	<b>458,241</b>	<b>67,239,153</b>
<b>Special Assessment Funds</b>									
1601	Community Facilities District 2011-1	169,548	155,129	-	324,677	154,629	-	154,629	170,048
1602	Community Facilities District 2011-2	82,460	45,111	-	127,571	44,861	-	44,861	82,710
	<b>Total</b>	<b>252,008</b>	<b>200,240</b>	<b>-</b>	<b>452,248</b>	<b>199,490</b>	<b>-</b>	<b>199,490</b>	<b>252,758</b>
<b>Debt Service Funds</b>									
1302	2014 Refunding Bonds	-	2,587,763	-	2,587,763	2,587,763	-	2,587,763	-
1303	2021 Lease Revenue Bonds	-	2,394,413	-	2,394,413	2,394,413	-	2,394,413	-
1304	Pension Obligation Bonds	-	4,437,813	-	4,437,813	4,437,813	-	4,437,813	-
	<b>Total</b>	<b>-</b>	<b>9,419,989</b>	<b>-</b>	<b>9,419,989</b>	<b>9,419,989</b>	<b>-</b>	<b>9,419,989</b>	<b>-</b>
<b>Enterprise Funds</b>									
1501 & 03	Sewer Operating Fund	2,635,775	5,012,000	-	7,647,775	5,408,778	-	5,408,778	2,238,997
1502	Sewer Replacement Fund	2,244,611	237,500	-	2,482,111	1,000	-	1,000	2,481,111
	<b>Total</b>	<b>4,880,386</b>	<b>5,249,500</b>	<b>-</b>	<b>10,129,886</b>	<b>5,409,778</b>	<b>-</b>	<b>5,409,778</b>	<b>4,720,108</b>
<b>Reserve Funds</b>									
	Reserve Funds	15,339,143	(1) -	1,632,320	16,971,463	185,200	-	185,200	16,786,263
	<b>Total</b>	<b>15,339,143</b>	<b>-</b>	<b>1,632,320</b>	<b>16,971,463</b>	<b>185,200</b>	<b>-</b>	<b>185,200</b>	<b>16,786,263</b>
	<b>TOTAL - ALL FUNDS</b>	<b>102,883,222</b>	<b>72,134,048</b>	<b>3,232,320</b>	<b>178,249,590</b>	<b>52,700,072</b>	<b>3,232,320</b>	<b>55,932,392</b>	<b>122,317,198</b>

**Notes:**

(1) Fund Balance has been estimated utilizing the fiscal year 2021-22 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.
General Fund	Special Purpose Revenue Funds	\$1,632,320	Allocation of revenue to improve the financial stability of the City.
General Fund	Economic Dev Assets	\$1,500,000	Establishment of the Economic Development Assets Fund
	<b>TOTAL</b>	<u><b>\$3,232,320</b></u>	

# **CITY OF MONTCLAIR FISCAL YEAR 2022-23 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% set-aside (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, 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.

**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.

**2021 Lease Revenue Bond Proceeds – (1253)** Proceeds from the issuance of the 2021 Lease Revenue Bonds are held pending utilization for infrastructure projects. These monies are on deposit with a separate trustee. Major capital outlay for these projects will be budgeted separately in the City's Capital Improvement Program Budget.

### **SPECIAL ASSESSMENT FUNDS**

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

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

**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 three active debt service funds established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014, Montclair Financing Authority Lease Revenue Bonds Issue of 2021, and Pension Obligation Bond Issue of 2021.

**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 were 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 2022-23, the annual principal and interest lease payment is \$2,588,063, payable from General Fund resources. Internally, in prior fiscal years, the City had 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 for this debt service payment. Therefore, effective Fiscal Year 2015-16, the City had 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. Beginning with Fiscal Year 2021-22 the City began to utilize only Measure F transaction and use tax revenues for debt service and in turn allocated the entire RPTTF revenue to the Economic Development 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.

**2021 Lease Revenue Bonds Debt Service Fund (1303)** In October 2021, the City, through the Montclair Financing Authority, issued \$45,000,000 in Lease Revenue Bonds. The 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 April 2051.

For Fiscal Year 2022-23, the annual principal and interest lease payment is \$2,394,413, payable from General Fund resources. As part of the bond issuance process, the City's Measure L transaction and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only Measure L transaction and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Lease Revenue Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.4 million dollars annually for the remaining life of this bond issue.

**2021 Pension Obligation Bonds Debt Service Fund (1304)** In October 2021, the City issued \$62,190,000 in Pension Obligation Bonds. The proceeds received through this issuance were utilized to pay off the CalPERS Unfunded Accrued Liabilities (UAL). This action committed the City to make annual lease payments until June 2041.

For Fiscal Year 2022-23, the annual principal and interest lease payment is \$4,437,813, payable from General Fund resources. As part of the bond issuance process, the City's sales and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only sales and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Pension Obligation Debt Service Fund. The annual principal and interest payments will continue to be approximately \$4.4 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 2020-2021 THROUGH 2022-2023**

	<b>2020-2021 Audited</b>	<b>2021-2022 Revised Budget Thru 3/2022</b>	<b>2021-2022 Actual Thru 3/2022</b>	<b>Revised Budget or Annualization of Actual</b>	<b>2022-2023 Estimate</b>	<b>Increase (Decrease)</b>
<b>GENERAL FUND</b>						
1001 GENERAL FUND	35,320,852	41,575,186	23,765,882	41,566,186	38,611,863	(2,963,323)
<b>SPECIAL REVENUE FUNDS</b>						
1102 GAS TAX FUND	870,820	1,059,930	642,384	1,059,930	1,160,813	100,883
1103 ROAD MAINT REHAB FUND - SECT 2032	784,893	961,192	520,311	961,192	1,023,795	62,603
1104 MEASURE I FUND	908,013	810,000	590,264	810,000	910,000	100,000
1110 TRAFFIC SAFETY FUND	94,799	110,000	61,403	98,367	90,000	(20,000)
1112 DISABILITY ACCESS FEE FUND	8,950	8,500	6,872	9,163	9,000	500
1130 PARK MAINTENANCE FUND	38,055	35,000	27,373	36,497	37,000	2,000
1131 PARK DEVELOPMENT FUND	-	50,000	5,600	50,000	385,000	335,000
1132 C.D.B.G. FUND	108,776	537,477	82,620	537,477	423,164	(114,313)
1133 MAY BUDGET REVISE CARES ACT DIST	487,588	-	-	-	-	-
1134 SB2 PLANNING GRANT FUND	86,950	63,050	17,625	63,050	40,000	(23,050)
1135 AIR QUALITY IMPROVEMENT FUND	52,239	51,000	24,995	50,990	111,000	60,000
1136 SB COUNTY CARES ACT RELIEF FUND	487,588	-	-	-	-	-
1137 SB COUNTY CARES ACT INFRASTRUCTURE FUND	22,787	-	(22,787)	-	-	-
1138 SENIOR NUTRITION FUND	263,372	210,279	117,963	176,945	200,542	(9,737)
1139 AMERICAN RESCUE PLAN FUND	-	3,250,000	4,794,353	4,794,353	4,794,353	1,544,353
1140 ASSET FORFEITURE FUND - STATE	1,078	25,300	5,886	25,300	10,300	(15,000)
1141 PROP 30/SB 109	379	1,100	-	1,100	379	(721)
1143 SB 509 PUBLIC SAFETY FUND	416,649	400,000	365,092	547,638	576,788	176,788
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	65,584	33,000	15,605	33,000	31,200	(1,800)
1146 STATE FORFEITURE - 15% SETASIDE	269	4,800	1,039	1,685	1,650	(3,150)
1147 ASSET FORFEITURE - TREASURY	4,952	30,040	24,293	30,040	30,040	-
1148 SCHOOL DISTRICT GRANT FUND	-	210,600	49,158	98,316	109,512	(101,088)
1149 COPS ELEAS GRANT	157,971	100,700	161,330	100,700	155,700	55,000
1150 LLE BLOCK GRANT FUND	-	58,833	-	58,833	58,833	-
1151 P.C. 1202.5 CRIME PREVENTION FUND	119	525	73	150	210	(315)
1152 RECYCLING BLOCK GRANT FUND	15,425	20,200	(4,892)	20,200	20,200	-
1153 HOMELESS EMERGENCY AID PROGRAM FUND	348,323	-	-	-	-	-
1154 BUREAU OF JUSTICE ASSISTANCE FUND	36,864	-	12,909	-	-	-
1155 STATEWIDE PARK DEVELOPMENT GRANT	-	5,137,000	180,634	5,137,000	4,781,390	(355,610)
1156 HOMELESS HOUSING ASSISTANCE PREVEN FUND	14,375	107,254	55,000	107,254	109,879	2,625
1157 LEAP GRANT FUND	-	150,000	22,993	150,000	125,000	(25,000)
1160 AFTER-SCHOOL PROGRAM GRANT FUND	1,263,539	1,339,415	1,041,366	1,339,415	1,503,207	163,792
1161 OTS GRANT	7,556	-	-	-	-	-

**CITY OF MONTCLAIR  
SUMMARY SCHEDULE OF REVENUE BY FUND  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	2020-2021 Audited	2021-2022 Revised Budget Thru 3/2022	2021-2022 Actual Thru 3/2022	Revised Budget or Annualization of Actual	2022-2023 Estimate	Increase (Decrease)
1162 CITY OF HOPE	-	-	-	-	700	700
1163 SAFETY DEPARTMENT GRANT FUND	145,615	209,630	22,878	209,630	10,000	(199,630)
1167 RESOURCE CENTER GRANT (OMSD)	28,500	28,500	28,500	28,500	28,500	-
1168 TITLE IIIB SR SUPPORT SERVICES	63,100	30,000	18,609	27,914	40,000	10,000
1169 HEALTHY COMMUNITIES STRATEGIC PLAN	-	-	-	-	16,451	16,451
1171 ASES SUPPLEMENTAL GRANT FUND	119,847	119,846	98,774	119,846	125,000	5,154
1180 E.M.S. - PARAMEDIC FUND	44,351	49,350	33,008	48,256	47,850	(1,500)
1181 CONTRIBUTIONS/DONATIONS FUND	-	500	-	500	500	-
1704 SEWER EXPANSION FEE FUND	14,842	102,500	8,439	13,752	52,500	(50,000)
1740 DEVELOPER IMPACT FEES - LOCAL	77,788	100,000	26,896	100,000	100,000	-
1741 DEVELOPER IMPACT FEES - REGION	175,677	200,000	60,978	200,000	200,000	-
1742 BURRTEC PAVEMENT IMPACT FEES	74,408	75,000	37,354	74,708	75,000	-
1744 UTILITY UNDERGROUNDING IN-LEIU	164,870	-	-	-	-	-
1745 GENERAL PLAN UPDATE FEES	11,703	12,000	8,875	11,833	12,000	-
1746 HOUSING TRUST FUND	-	-	-	-	-	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	26,700	30,000	27,789	37,052	30,000	-
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	998,654	845,000	1,022,388	845,000	1,050,000	205,000
1250/51 SA BOND PROCEEDS	67,700	210,000	15,431	210,000	75,000	(135,000)
1253 2021 LEASE REVENUE BOND PROCEEDS	-	-	-	-	90,000	90,000
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	141,016	113,500	70,284	113,500	155,129	41,629
1602 CFD 2011-2 (Maint-PubSafety) FUND	41,127	40,932	23,854	40,932	45,111	4,179
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,588,168	2,590,387	1,663,621	2,590,387	2,587,763	(2,624)
1303 2021 LEASE REVENUE BONDS	-	2,600,000	2,600,000	2,600,000	2,394,413	(205,587)
1304 PENSION OBLIGATION BONDS	-	-	-	-	4,437,813	4,437,813
<u>ENTERPRISE FUND</u>						
1501 SEWER OPERATING FUND	5,140,605	5,016,000	3,500,479	4,677,306	5,012,000	(4,000)
1502 SEWER REPLACEMENT FUND	220,460	241,500	-	241,500	237,500	(4,000)
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	-	-	9,000	-	-	-
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>52,013,896</b>	<b>68,955,026</b>	<b>41,842,501</b>	<b>70,055,397</b>	<b>72,134,048</b>	<b>3,179,022</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	2020-2021 Audited	2021-2022 Revised Budget Thru 3/2022	2021-2022 Actual Thru 3/2022	Months In Current Actual	Revised Budget or Annualization of Actual	2022-2023 Estimate	Increase (Decrease) over Revised Budget
<b>GENERAL FUND - 1001</b>							
Taxes							
Property - Secured	2,978,351	3,315,998	1,957,511		3,315,998	3,400,000	84,002
Property - Unsecured	188,393	200,000	105,472		200,000	200,000	-
Property Tax in Lieu of VLF (HdL)	4,004,537	4,379,050	2,189,525		4,379,050	4,588,368	209,318
Sales & Use (HdL)	14,962,273	15,957,448	9,636,110		15,957,448	12,183,114	(3,774,334)
Transaction & Use Tax Measure "F" (HdL)	636,073	471,534	-		471,534	178,891	(292,643)
Transaction & Use Tax Measure "L" (HdL)	2,436,253	7,752,700	3,852,290		7,752,700	8,168,030	415,330
Prop Tax Pass Thru from SRED	310,319	400,000	222,004		400,000	444,000	44,000
Transient Occupancy	2,436,253	75,000	44,434		75,000	80,000	5,000
Document Transfer	63,269	140,000	111,791		140,000	150,000	10,000
Franchise	131,974	750,000	218,883		750,000	800,000	50,000
Business License	815,202	800,000	664,606		800,000	800,000	-
Utility Users	732,064	1,800,000	1,280,034		1,800,000	1,800,000	-
<b>Total Taxes</b>	<b>29,694,961</b>	<b>36,041,730</b>	<b>20,282,660</b>		<b>36,041,730</b>	<b>32,792,403</b>	<b>(3,249,327)</b>
Licenses and Permits							
Alarm Permits	900	1,100	700		1,100	1,100	-
Bicycle & Other Permits	-	-	-		-	-	-
Building Permits	373,808	400,000	290,218		400,000	400,000	-
Moving Permits	9,640	10,000	8,100		10,000	10,000	-
Yard Sale Permits	10	-	-		-	3,000	3,000
Construction Permits	125,714	95,000	63,309		95,000	95,000	-
Encroachment Permits	280	250	350		250	300	50
Gun Dealer Permits	25	25	-		25	25	-
<b>Total Licenses and Permits</b>	<b>510,377</b>	<b>506,375</b>	<b>362,677</b>		<b>506,375</b>	<b>509,425</b>	<b>3,050</b>
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	28,963	45,746	45,746		45,746	46,000	254
Property Tax Loss Relief	24,177	25,000	11,646		25,000	25,000	-
Police Officer Training Reimbursement	3,927	20,000	11,529		20,000	20,000	-
SB 90 Claim Reimbursement	27,690	40,000	35,784		40,000	35,000	(5,000)
OES Reimbursements	105,489	50,000	-		50,000	50,000	-
Greyhound Transcenter Lease	-	9,000	-		-	21,600	12,600
FEMA COVID-19 Reimbursement	47,890	-	-		-	-	-
<b>Total Intergovernmental Revenues</b>	<b>238,136</b>	<b>189,746</b>	<b>104,705</b>		<b>180,746</b>	<b>197,600</b>	<b>7,854</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	2020-2021 Audited	2021-2022 Revised Budget Thru 3/2022	2021-2022 Actual Thru 3/2022	Months In Current Actual	Revised Budget or Annualization of Actual	2022-2023 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	37,565	40,000	21,559		40,000	40,000	-
Parking Citations	175,409	150,000	139,293		150,000	175,000	25,000
False Alarms	11,400	16,000	11,150		16,000	16,000	-
Restitution	88	2,000	1,661		2,000	2,000	-
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,320	1,700	1,275		1,700	1,700	-
Vehicle Release Fees	54,900	60,000	39,000		60,000	60,000	-
Administrative Citations	7,450	900	70		900	2,500	1,600
OPTS Vehicle Impound Fees	46,057	60,000	31,636		60,000	50,000	(10,000)
PD Citations	-	900	-		900	900	-
PW/CD Citations	-	200	-		200	200	-
<b>Total Fines and Forfeits</b>	<b>334,189</b>	<b>332,200</b>	<b>245,644</b>		<b>332,200</b>	<b>348,800</b>	<b>16,600</b>
Charges for Services							
Sale of Printed Materials	771	1,000	393		1,000	1,000	-
Notary Fees	-	-	-		-	-	-
Special Police Services	53,189	10,000	8,573		10,000	15,000	5,000
Fingerprints	(3,516)	-	(1,869)		-	-	-
Fire Department Service Fees	24,885	20,000	16,331		20,000	20,000	-
Credit Card Convenience Fee	2,671	2,500	4,070		2,500	5,000	2,500
Rubbish Collection Fees	2,863,260	2,750,000	1,848,597		2,750,000	2,900,000	150,000
General Sanitation Fee	511,028	400,000	-		400,000	400,000	-
Burrtec Contract Maintenance Fee	250,000	250,000	135,417		250,000	250,000	-
Zoning/Subdivision Fees	100,974	90,000	110,483		90,000	110,000	20,000
Plan Checking Fees	309,650	250,000	236,390		250,000	250,000	-
Recreation Fees	152	-	5		-	2,500	2,500
Service Center Fees	253	225	225		225	225	-
Program Costs - Reimbursed	1,725	1,000	340		1,000	20,000	19,000
Country Fair Jamboree	-	13,000	5,000		13,000	13,000	-
Human Services Classes	-	-	-		-	3,000	3,000
<b>Total Charges for Services</b>	<b>4,115,042</b>	<b>3,787,725</b>	<b>2,363,955</b>		<b>3,787,725</b>	<b>3,989,725</b>	<b>202,000</b>



**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	<b>2020-2021 Audited</b>	<b>2021-2022 Revised Budget Thru 3/2022</b>	<b>2021-2022 Actual Thru 3/2022</b>	<b>Months In Current Actual</b>	<b>Revised Budget or Annualization of Actual</b>	<b>2022-2023 Estimate</b>	<b>Increase (Decrease) over Revised Budget</b>
Miscellaneous Revenue							
Interest Income	71,120	295,000	16,874		295,000	295,000	-
Library Rentals	65,550	66,000	50,085		66,000	68,000	2,000
Cash Over/Short	57	10	(49)		10	10	-
Police Auction	-	5,000	-		5,000	5,000	-
Reimbursed Expenditures	7,346	30,000	39,961		30,000	50,000	20,000
Special Event Reimbursement	-	-	-		-	500	500
Emergency Response Reimb	23,887	20,000	19,108		20,000	20,000	-
Donations & Contributions	-	500	-		500	500	-
Senior Birthday Donations	50	-	1,250		-	500	500
Subpoena Witness Reimbursement	-	400	-		400	400	-
Pulice Lot Rent Agreement	36,000	36,000	27,000		36,000	36,000	-
Cell Tower Rental	125,361	130,000	96,453		130,000	130,000	-
Other Miscellaneous Revenue	89,401	125,000	149,595		125,000	160,000	35,000
Police Range Revenue	9,375	9,000	5,475		9,000	7,500	(1,500)
Mini School Snacks	-	-	-		-	-	-
Youth Center Snacks	-	500	489		500	500	-
Basketball Snacks	-	-	-		-	-	-
Total Miscellaneous Revenue	<u>428,147</u>	<u>717,410</u>	<u>406,241</u>		<u>717,410</u>	<u>773,910</u>	<u>56,500</u>
<b>TOTAL - 1001</b>	<b><u>35,320,852</u></b>	<b><u>41,575,186</u></b>	<b><u>23,765,882</u></b>		<b><u>41,566,186</u></b>	<b><u>38,611,863</u></b>	<b><u>(2,963,323)</u></b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	2020-2021 Audited	2021-2022 Revised Budget Thru 3/2022	2021-2022 Actual Thru 3/2022	Months In Current Actual	Revised Budget or Annualization of Actual	2022-2023 Estimate	Increase (Decrease) over Revised Budget
<b>GAS TAX FUND - 1102</b>							
Section 2106	127,924	141,045	98,275		141,045	158,806	17,761
Section 2107	272,241	289,808	166,295		289,808	349,027	59,219
Section 2107.5	6,000	6,000	6,000		6,000	6,000	-
Section 2103 - Fuel Tax Swap	263,467	349,496	221,682		349,496	390,000	40,504
Section 2105	201,188	227,733	150,132		227,733	255,480	27,747
Loan Repayment	-	44,348	-		44,348	-	(44,348)
Interest Income	-	1,500	-		1,500	1,500	-
<b>TOTAL - 1102</b>	<b>870,820</b>	<b>1,059,930</b>	<b>642,384</b>		<b>1,059,930</b>	<b>1,160,813</b>	<b>100,883</b>
<b>ROAD MAINT REHABILITATION - 1103</b>							
Section 2032 Road Maint Rehab	732,087	773,247	458,538		773,247	902,623	129,376
SB1 - San Antonio Creek Trail	47,826	177,945	61,773		177,945	116,172	(61,773)
Interest Income	4,980	10,000	-		10,000	5,000	(5,000)
<b>TOTAL - 1103</b>	<b>784,893</b>	<b>961,192</b>	<b>520,311</b>		<b>961,192</b>	<b>1,023,795</b>	<b>62,603</b>
<b>MEASURE I FUND - 1104</b>							
Measure I Sales - Local	897,155	800,000	590,264		800,000	900,000	100,000
Interest Income	10,858	10,000	-		10,000	10,000	-
<b>TOTAL - 1104</b>	<b>908,013</b>	<b>810,000</b>	<b>590,264</b>		<b>810,000</b>	<b>910,000</b>	<b>100,000</b>
<b>TRAFFIC SAFETY FUND - 1110</b>							
C.V.C. Parking Citations	62,114	60,000	43,303	7.0	74,234	60,000	-
Other C.V.C. Fines	32,685	50,000	18,100	9.0	24,133	30,000	(20,000)
<b>TOTAL - 1110</b>	<b>94,799</b>	<b>110,000</b>	<b>61,403</b>		<b>98,367</b>	<b>90,000</b>	<b>(20,000)</b>
<b>DISABILITY ACCESS FEE FUND - 1112</b>							
Disability Access Fee	8,950	8,500	6,872	9.0	9,163	9,000	500
<b>TOTAL - 1112</b>	<b>8,950</b>	<b>8,500</b>	<b>6,872</b>		<b>9,163</b>	<b>9,000</b>	<b>500</b>
<b>PARK MAINTENANCE FUND - 1130</b>							
Cellular Antenna Site Rental	38,055	35,000	27,373	9.0	36,497	37,000	2,000
<b>TOTAL - 1130</b>	<b>38,055</b>	<b>35,000</b>	<b>27,373</b>		<b>36,497</b>	<b>37,000</b>	<b>2,000</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

	2020-2021 Audited	2021-2022 Revised Budget Thru 3/2022	2021-2022 Actual Thru 3/2022	Months In Current Actual	Revised Budget or Annualization of Actual	2022-2023 Estimate	Increase (Decrease) over Revised Budget
<b>PARK DEVELOPMENT FUND - 1131</b>							
"Quimby Act" Fees	-	50,000	5,600		50,000	385,000	335,000
Other Revenues	-	-	-		-	-	-
<b>TOTAL - 1131</b>	<b>-</b>	<b>50,000</b>	<b>5,600</b>		<b>50,000</b>	<b>385,000</b>	<b>335,000</b>
<b>C.D.B.G. FUND - 1132</b>							
CDBG Revenue	108,776	228,859	82,620		228,859	423,164	194,305
CDBG-CV Revenue	-	98,018	-		98,018	-	(98,018)
CDBG-CV3 Revenue	-	210,600	-		210,600	-	(210,600)
<b>TOTAL - 1132</b>	<b>108,776</b>	<b>537,477</b>	<b>82,620</b>		<b>537,477</b>	<b>423,164</b>	<b>(114,313)</b>
<b>MAY BUDGET REVISE CARES ACT DIST - 1133</b>							
May Budget Revise Cares Act Distributon	487,588	-	-		-	-	-
<b>TOTAL - 1133</b>	<b>487,588</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>SB2 PLANNING GRANT FUND - 1134</b>							
SB2 Planning Grant	86,950	63,050	17,625		63,050	40,000	(23,050)
<b>TOTAL - 1134</b>	<b>86,950</b>	<b>63,050</b>	<b>17,625</b>		<b>63,050</b>	<b>40,000</b>	<b>(23,050)</b>
<b>AIR QUALITY IMPROVEMENT FUND - 1135</b>							
AB 2766 Motor Vehicle Fees	51,565	50,000	24,995	6.0	49,990	50,000	-
AB 2766 Discretionary Fund	-	-	-		-	60,000	60,000
Interest Income	674	1,000	-		1,000	1,000	-
<b>TOTAL - 1135</b>	<b>52,239</b>	<b>51,000</b>	<b>24,995</b>		<b>50,990</b>	<b>111,000</b>	<b>60,000</b>
<b>SB COUNTY CARES ACT RELIEF FUND - 1136</b>							
SB County Cares Act Relief	487,588	-	-		-	-	-
<b>TOTAL - 1136</b>	<b>487,588</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>SB COUNTY CARES ACT INFRASTRUCTURE FUND - 1137</b>							
SB County Cares Act Infrastructure	22,787	-	(22,787)		-	-	-
<b>TOTAL - 1137</b>	<b>22,787</b>	<b>-</b>	<b>(22,787)</b>		<b>-</b>	<b>-</b>	<b>-</b>

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<b>SENIOR NUTRITION FUND - 1138</b>							
Nutritional Meals IIIC1/NSIP	205,428	171,279	80,462	8.0	120,693	161,542	(9,737)
Contributions/Donations	57,944	39,000	37,501	8.0	56,252	39,000	-
<b>TOTAL - 1138</b>	<b>263,372</b>	<b>210,279</b>	<b>117,963</b>		<b>176,945</b>	<b>200,542</b>	<b>(9,737)</b>
<b>AMERICAN RESCUE PLAN FUND - 1139</b>							
American Rescue Plan	-	3,250,000	4,794,353		4,794,353	4,794,353	1,544,353
<b>TOTAL - 1139</b>	<b>-</b>	<b>3,250,000</b>	<b>4,794,353</b>		<b>4,794,353</b>	<b>4,794,353</b>	<b>1,544,353</b>
<b>FORFEITURE FUND - STATE - 1140</b>							
Forfeited Money/Property	732	25,000	5,886		25,000	10,000	(15,000)
Interest Income	346	300	-		300	300	-
<b>TOTAL - 1140</b>	<b>1,078</b>	<b>25,300</b>	<b>5,886</b>		<b>25,300</b>	<b>10,300</b>	<b>(15,000)</b>
<b>PROP 30/AB 109 FUND - 1141</b>							
Prop 30/AB 109	-	-	-		-	-	-
Interest Income	379	1,100	-		1,100	379	(721)
<b>TOTAL - 1141</b>	<b>379</b>	<b>1,100</b>	<b>-</b>		<b>1,100</b>	<b>379</b>	<b>(721)</b>
<b>PUBLIC SAFETY FUND - 1143</b>							
Proposition 172 Sales Tax	416,649	400,000	365,092	8.0	547,638	576,788	176,788
<b>TOTAL - 1143</b>	<b>416,649</b>	<b>400,000</b>	<b>365,092</b>		<b>547,638</b>	<b>576,788</b>	<b>176,788</b>
<b>FEDERAL ASSET FORFEITURE FUND - DOJ - 1144</b>							
Forfeited Money/Property	64,336	30,000	15,605		30,000	30,000	-
Interest Income	1,248	3,000	-		3,000	1,200	(1,800)
<b>TOTAL - 1144</b>	<b>65,584</b>	<b>33,000</b>	<b>15,605</b>		<b>33,000</b>	<b>31,200</b>	<b>(1,800)</b>
<b>STATE FORFEITURE - 15% SETASIDE - 1146</b>							
Forfeited Money	129	4,500	1,039	9.0	1,385	1,500	(3,000)
Interest Income	140	300	-		300	150	(150)
<b>TOTAL - 1146</b>	<b>269</b>	<b>4,800</b>	<b>1,039</b>		<b>1,685</b>	<b>1,650</b>	<b>(3,150)</b>

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<b>FED ASSET FORFEITURE-TREASURY - 1147</b>							
Treasury-Fed Forfeitures	4,666	30,000	24,293		30,000	30,000	-
Interest Income	286	40	-		40	40	-
<b>TOTAL - 1147</b>	<b>4,952</b>	<b>30,040</b>	<b>24,293</b>		<b>30,040</b>	<b>30,040</b>	<b>-</b>
<b>SCHOOL DISTRICT GRANT FUND - 1148</b>							
ChaffeyHSD Reimb. - Safe Schools	-	210,600	49,158	6.0	98,316	109,512	(101,088)
<b>TOTAL - 1148</b>	<b>-</b>	<b>210,600</b>	<b>49,158</b>		<b>98,316</b>	<b>109,512</b>	<b>(101,088)</b>
<b>STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149</b>							
Citizens Option for Public Safety	156,893	100,000	161,330		100,000	155,000	55,000
Interest Income	1,078	700	-		700	700	-
<b>TOTAL - 1149</b>	<b>157,971</b>	<b>100,700</b>	<b>161,330</b>		<b>100,700</b>	<b>155,700</b>	<b>55,000</b>
<b>LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150</b>							
Law Enforcement Block Grant	-	58,733	-		58,733	58,733	-
Interest Income	-	100	-		100	100	-
<b>TOTAL - 1150</b>	<b>-</b>	<b>58,833</b>	<b>-</b>		<b>58,833</b>	<b>58,833</b>	<b>-</b>
<b>P.C. 1202.5 CRIME PREVENTION FUND - 1151</b>							
P.C. 1202.5 Fines	112	500	73	7.0	125	200	(300)
Interest Income	7	25	-		25	10	(15)
<b>TOTAL - 1151</b>	<b>119</b>	<b>525</b>	<b>73</b>		<b>150</b>	<b>210</b>	<b>(315)</b>
<b>RECYCLING BLOCK GRANT FUND - 1152</b>							
Used Oil Block Grant	5,156	10,000	(4,870)		10,000	10,000	-
Beverage Recycling Grant	10,018	10,000	(22)		10,000	10,000	-
Interest Income	251	200	-		200	200	-
<b>TOTAL - 1152</b>	<b>15,425</b>	<b>20,200</b>	<b>(4,892)</b>		<b>20,200</b>	<b>20,200</b>	<b>-</b>

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<b>HOMELESS EMERGENCY AID PROGRAM - 1153</b>							
Homeless Grant	152,974	-	-		-	-	-
Project Roomkey	195,349	-	-		-	-	-
<b>TOTAL - 1153</b>	<b>348,323</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>BUREAU OF JUSTICE ASSISTANCE FUND - 1154</b>							
Bureau of Justice Assistance Grant	36,864	-	12,909		-	-	-
<b>TOTAL - 1154</b>	<b>36,864</b>	<b>-</b>	<b>12,909</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>STATEWIDE PARK DEVELOPMENT GRANT - 1155</b>							
Statewide Park Development Grant	-	5,137,000	180,634		5,137,000	4,781,390	(355,610)
<b>TOTAL - 1155</b>	<b>-</b>	<b>5,137,000</b>	<b>180,634</b>		<b>5,137,000</b>	<b>4,781,390</b>	<b>(355,610)</b>
<b>HOMELESS HOUSING ASSISTANCE PREVEN - 1156</b>							
Homeless Housing Assist Preven Grant	14,375	107,254	55,000		107,254	109,879	2,625
<b>TOTAL - 1156</b>	<b>14,375</b>	<b>107,254</b>	<b>55,000</b>		<b>107,254</b>	<b>109,879</b>	<b>2,625</b>
<b>LEAP GRANT FUND - 1157</b>							
LEAP Grant	-	150,000	22,993		150,000	125,000	(25,000)
<b>TOTAL - 1157</b>	<b>-</b>	<b>150,000</b>	<b>22,993</b>		<b>150,000</b>	<b>125,000</b>	<b>(25,000)</b>
<b>AFTER-SCHOOL PROGRAM GRANT FUND - 1160</b>							
Expanded Learning Program	1,263,539	1,339,415	1,041,366		1,339,415	1,503,207	163,792
<b>TOTAL - 1160</b>	<b>1,263,539</b>	<b>1,339,415</b>	<b>1,041,366</b>		<b>1,339,415</b>	<b>1,503,207</b>	<b>163,792</b>
<b>OTS GRANT FUND - 1161</b>							
OTS Grant	7,556	-	-		-	-	-
<b>TOTAL - 1161</b>	<b>7,556</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>CITY OF HOPE GRANT - 1162</b>							
City of Hope Grant	-	-	-		-	700	700
<b>TOTAL - 1162</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>700</b>	<b>700</b>

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<b>SAFETY DEPARTMENT GRANTS - 1163</b>							
OTS Grant Programs	21,582	40,000	8,301		40,000	10,000	(30,000)
Homeland Security Grant Programs	33,124	-	14,577		-	-	-
COP Grant Programs	-	169,630	-		169,630	-	(169,630)
DOT Grant Programs	-	-	-		-	-	-
AFG Grant Programs	90,909	-	-		-	-	-
<b>TOTAL - 1163</b>	<b>145,615</b>	<b>209,630</b>	<b>22,878</b>		<b>209,630</b>	<b>10,000</b>	<b>(199,630)</b>
<b>RESOURCE CENTER GRANTS - 1167</b>							
Resource Center OMSD Revenue	28,500	28,500	28,500		28,500	28,500	-
<b>TOTAL - 1167</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>		<b>28,500</b>	<b>28,500</b>	<b>-</b>
<b>TITLE IIIB SR SUPPORT SERVICES - 1168</b>							
Sr Support Svcs Title IIIB	63,100	30,000	18,609	8.0	27,914	40,000	10,000
<b>TOTAL - 1168</b>	<b>63,100</b>	<b>30,000</b>	<b>18,609</b>		<b>27,914</b>	<b>40,000</b>	<b>10,000</b>
<b>HEALTHY COMMUNITIES STRATEGIC PLAN - 1169</b>							
Healthy Communities Plan	-	-	-	8.0	-	16,451	16,451
<b>TOTAL - 1169</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>16,451</b>	<b>16,451</b>
<b>ASES SUPPLEMENTAL GRANT FUND - 1171</b>							
Supplemental Grant	119,847	119,846	98,774		119,846	125,000	5,154
<b>TOTAL - 1171</b>	<b>119,847</b>	<b>119,846</b>	<b>98,774</b>		<b>119,846</b>	<b>125,000</b>	<b>5,154</b>
<b>E.M.S. - PARAMEDIC FUND - 1180</b>							
Subscription Fees	13,664	15,000	10,485	9.0	13,980	15,000	-
Wittman Collections	25,922	30,000	21,049	9.0	28,065	30,000	-
Vehicle Fluid Recovery Program	124	4,000	-		4,000	350	(3,650)
ARS Collections	4,641	350	1,474	8.0	2,211	2,500	2,150
<b>TOTAL - 1180</b>	<b>44,351</b>	<b>49,350</b>	<b>33,008</b>		<b>48,256</b>	<b>47,850</b>	<b>(1,500)</b>
<b>CITY CONTRIBUTIONS/DONATIONS - 1181</b>							
Contributions/Donations	-	500	-		500	500	-
<b>TOTAL - 1181</b>	<b>-</b>	<b>500</b>	<b>-</b>		<b>500</b>	<b>500</b>	<b>-</b>

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<b>ECONOMIC DEVELOPMENT FUND - 1206</b>							
RPTTF Property Taxes	998,654	845,000	1,022,388		845,000	1,050,000	205,000
<b>TOTAL - 1206</b>	<b>998,654</b>	<b>845,000</b>	<b>1,022,388</b>		<b>845,000</b>	<b>1,050,000</b>	<b>205,000</b>
<b>SABOND PROCEEDS - TAXABLE - 1250</b>							
Interest Income	24,629	70,000	5,680		70,000	25,000	(45,000)
<b>TOTAL - 1250</b>	<b>24,629</b>	<b>70,000</b>	<b>5,680</b>		<b>70,000</b>	<b>25,000</b>	<b>(45,000)</b>
<b>SABOND PROCEEDS - TAX EXEMPT - 1251</b>							
Interest Income	43,071	140,000	9,751		140,000	50,000	(90,000)
<b>TOTAL - 1251</b>	<b>43,071</b>	<b>140,000</b>	<b>9,751</b>		<b>140,000</b>	<b>50,000</b>	<b>(90,000)</b>
<b>2021 LEASE REVENUE BOND PROCEEDS - 1253</b>							
Interest Income	-	-	-		-	90,000	90,000
<b>TOTAL - 1253</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>90,000</b>	<b>90,000</b>
<b>2014 REFUNDING BONDS DEBT SERVICE - 1302</b>							
Transfer from Bond Proceeds/Interest Income	8	300	-		300	300	-
Transaction & Use Tax "F"/Debt Service	1,838,160	1,840,087	1,663,621		1,840,087	2,587,463	747,376
RPTTF Property Taxes/Debt Service	750,000	750,000	-		750,000	-	(750,000)
<b>TOTAL - 1302</b>	<b>2,588,168</b>	<b>2,590,387</b>	<b>1,663,621</b>		<b>2,590,387</b>	<b>2,587,763</b>	<b>(2,624)</b>
<b>2021 LEASE REVENUE BONDS DEBT SERVICE - 1303</b>							
Interest Income	-	-	-		-	-	-
Transaction & Use Tax "L"/Debt Service	-	2,600,000	2,600,000		2,600,000	2,394,413	(205,587)
<b>TOTAL - 1303</b>	<b>-</b>	<b>2,600,000</b>	<b>2,600,000</b>		<b>2,600,000</b>	<b>2,394,413</b>	<b>(205,587)</b>
<b>PENSION OBLIGATION BONDS - 1304</b>							
Sales & Use Tax/Debt Service	-	-	-		-	4,437,813	4,437,813
<b>TOTAL - 1304</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>4,437,813</b>	<b>4,437,813</b>



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<b>SEWER OPERATING FUND - 1501</b>							
Sewer Maint. Fees less Expansion Fees	5,130,179	5,000,000	3,497,525	9.0	4,663,367	5,000,000	-
Sewer Availability Fees	4,580	6,000	2,954	9.0	3,939	6,000	-
Interest Income/Misc Revenue	5,846	10,000	-		10,000	6,000	(4,000)
<b>TOTAL - 1501</b>	<b>5,140,605</b>	<b>5,016,000</b>	<b>3,500,479</b>		<b>4,677,306</b>	<b>5,012,000</b>	<b>(4,000)</b>
<b>SEWER REPLACEMENT FUND - 1502</b>							
Sewer Expansion Fees	213,927	231,000	-		231,000	231,000	-
Interest Income	6,533	10,500	-		10,500	6,500	(4,000)
<b>TOTAL - 1502</b>	<b>220,460</b>	<b>241,500</b>	<b>-</b>		<b>241,500</b>	<b>237,500</b>	<b>(4,000)</b>
<b>CFD 2011-1 (Maint-Pub Safety) FUND - 1601</b>							
CFD 2011-1 Property Tax	140,573	113,000	70,284		113,000	154,629	41,629
Interest Income	443	500	-		500	500	-
<b>TOTAL - 1601</b>	<b>141,016</b>	<b>113,500</b>	<b>70,284</b>		<b>113,500</b>	<b>155,129</b>	<b>41,629</b>
<b>CFD 2011-2 (Maint-Pub Safety) FUND - 1602</b>							
CFD 2011-2 Property Tax	40,846	40,782	23,854		40,782	44,861	4,079
Interest Income	281	150	-		150	250	100
<b>TOTAL - 1602</b>	<b>41,127</b>	<b>40,932</b>	<b>23,854</b>		<b>40,932</b>	<b>45,111</b>	<b>4,179</b>
<b>SEWER EXPANSION FEE FUND - 1704</b>							
Sewer Expansion Fees	12,987	100,000	8,439	9.0	11,252	50,000	(50,000)
Interest Income	1,855	2,500	-		2,500	2,500	-
<b>TOTAL - 1704</b>	<b>14,842</b>	<b>102,500</b>	<b>8,439</b>		<b>13,752</b>	<b>52,500</b>	<b>(50,000)</b>
<b>DEVELOPER IMPACT FEES - LOCAL - 1740</b>							
Developer Impact Fees - Local	77,788	100,000	26,896		100,000	100,000	-
<b>TOTAL - 1740</b>	<b>77,788</b>	<b>100,000</b>	<b>26,896</b>		<b>100,000</b>	<b>100,000</b>	<b>-</b>

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<b>DEVELOPER IMPACT FEES - REGIONAL - 1741</b>							
Developer Impact Fees - Regional	175,677	200,000	60,978		200,000	200,000	-
<b>TOTAL - 1741</b>	<b>175,677</b>	<b>200,000</b>	<b>60,978</b>		<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>BURRTEC PAVEMENT IMPACT FEES - 1742</b>							
Pavement Impact Fees	74,408	75,000	37,354	6.0	74,708	75,000	-
<b>TOTAL - 1742</b>	<b>74,408</b>	<b>75,000</b>	<b>37,354</b>		<b>74,708</b>	<b>75,000</b>	<b>-</b>
<b>UTILITY UNDERGROUNDING IN LIEU - 1744</b>							
Undergrounding in Lieu Fees	164,870	-	-		-	-	-
<b>TOTAL - 1744</b>	<b>164,870</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL PLAN UPDATE FEES (LP) - 1745</b>							
General Plan Update Fees	11,703	12,000	8,875	9.0	11,833	12,000	-
<b>TOTAL - 1745</b>	<b>11,703</b>	<b>12,000</b>	<b>8,875</b>		<b>11,833</b>	<b>12,000</b>	<b>-</b>
<b>HOUSING FUND - 1746</b>							
Inclusionary Housing Fees	-	-	-		-	-	-
<b>TOTAL - 1746</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748</b>							
PEG fees	26,700	30,000	27,789	9.0	37,052	30,000	-
<b>TOTAL - 1748</b>	<b>26,700</b>	<b>30,000</b>	<b>27,789</b>		<b>37,052</b>	<b>30,000</b>	<b>-</b>
<b>EQUIPMENT REPLACEMENT FUND - 1750</b>							
Sale of City Property	-	-	9,000		-	-	-
<b>TOTAL - 1750</b>	<b>-</b>	<b>-</b>	<b>9,000</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL - ALL FUNDS</b>	<b>52,013,896</b>	<b>68,955,026</b>	<b>41,842,501</b>		<b>70,055,397</b>	<b>72,134,048</b>	<b>3,179,022</b>

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

Revised estimates were based upon data available at April 30, 2022.

### 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. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Pension Obligation Bonds, is designated for this purpose.

**Basis for Estimate:** Estimate is based upon projections received from our sales tax consultants and represents the excess over debt service due on the 2021 Pension Obligation Bonds for the fiscal year.

#### 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, 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.

<b>Property Tax Loss Relief</b>	<p><b>Description:</b> The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.</p> <p><b>Basis for Estimate:</b> Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.</p>
<b>Greyhound Transcenter Lease</b>	<p><b>Description:</b> Greyhound Lines, Inc. leases a single bus bay at the Montclair Transcenter from the City in accordance with Agreement No. 21-66. The contract provides for a lease term of 5 years ending in February 2027 with two five-year options to extend.</p> <p><b>Basis for Estimate:</b> Estimate is based upon the current Greyhound Lines, Inc. Agreement.</p>
	<p><b>Court Fines Description:</b> Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>
<b>Parking Citations</b>	<p><b>Description:</b> Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for previous twelve months.</p>
<b>Special Police Services</b>	<p><b>Description:</b> Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>
<b>Fire Department Service Fees</b>	<p><b>Description:</b> Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience.</p>
<b>Rubbish Collection Fees</b>	<p><b>Description:</b> Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.</p> <p><b>Basis for Estimate:</b> Estimate is based on actual collection experience.</p>
<b>Zoning/Subdivision Fees</b>	<p><b>Description:</b> Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.</p> <p><b>Basis for Estimate:</b> Estimate is obtained from the City Planning Division.</p>
<b>Recreation Fees</b>	<p><b>Description:</b> The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for the most recent twelve months plus an expected decrease due to the COVID-19 pandemic.</p>
<b>Program Costs-Reimbursed</b>	<p><b>Description:</b> The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.</p> <p><b>Basis for Estimate:</b> Estimate is based upon City's anticipated participation.</p>
<b>Service Center Fees</b>	<p><b>Description:</b> Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.</p> <p><b>Basis for Estimate:</b> Estimate is based upon actual collection experience for twelve months.</p>

**Plan Checking Fees**

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

**Basis for Estimate:** Estimate is partially based upon plan or map checking services.

**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 Director of Community Development. 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.

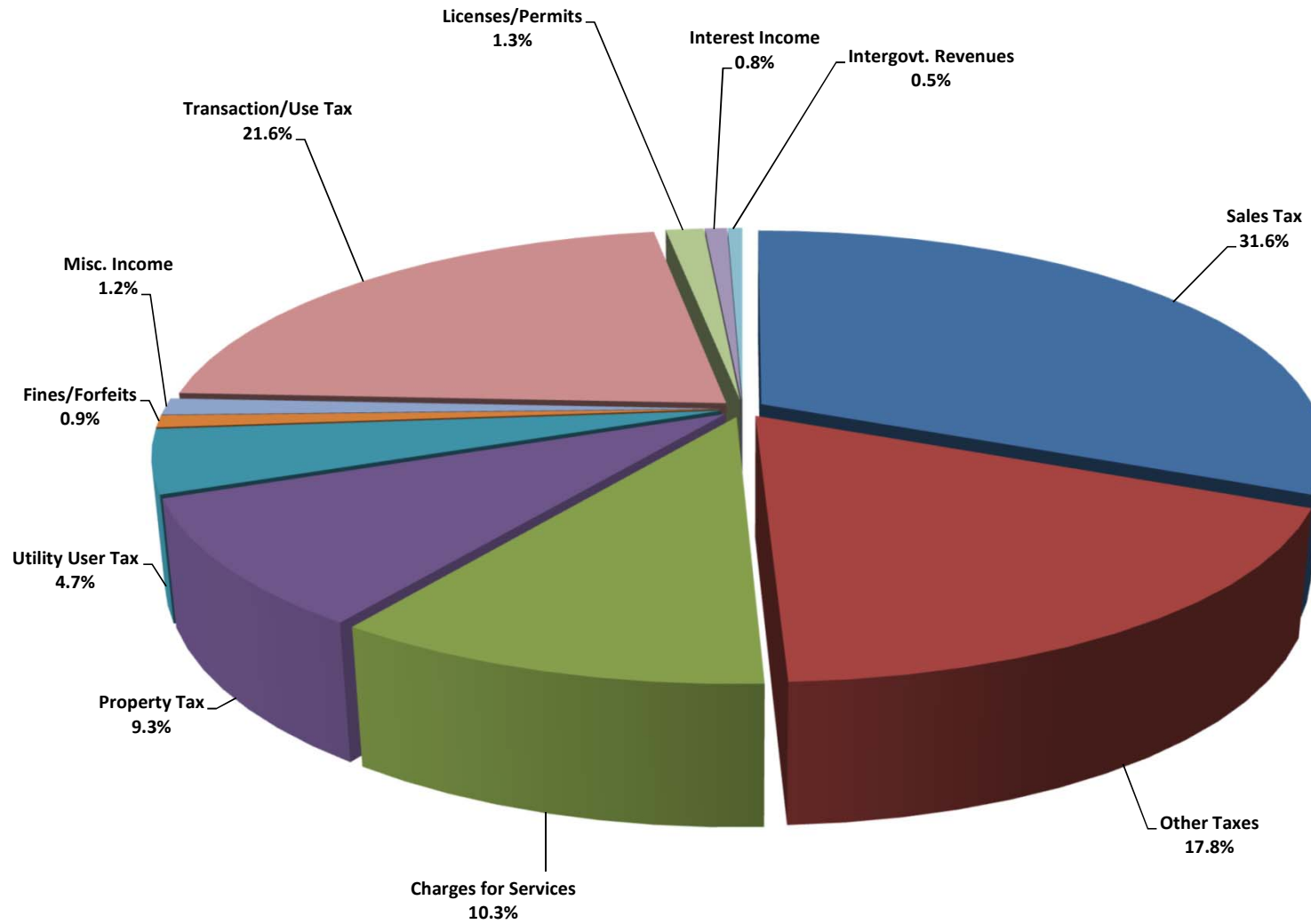
### Sewer Availability Fees

**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  
2022-23 General Fund Revenues  
By Source**

**Total Budget - \$38,611,863**



# *Operating Expenditures Budgets*

**CITY OF MONTCLAIR**  
**OPERATING BUDGETS - TOTALS BY FUND**  
**FISCAL YEARS 2021-22 THROUGH 2022-23**

<b>FUND</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
General Fund	28,730,780	32,064,243	32,591,823
Gas Tax	1,003,172	1,355,989	870,137
Traffic Safety Fund	100,000	100,000	100,000
Park Maintenance	48,075	89,252	60,140
Park Development	0	0	0
C.D.B.G.	225,227	417,497	73,724
Air Quality Improvement Trust	150,000	10,000	40,000
Senior Nutrition Fund	177,644	178,721	200,542
American Rescue Plan	0	645,045	0
Prop 30/SB 109	0	0	0
SB 509 Public Safety	384,588	525,795	789,447
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	210,600	210,600	109,512
State Supplemental Law Enforcement	100,000	100,000	349,997
Used Oil Recycling Grant	3,800	3,800	3,800
Homeless Emergency Aid Program Fund	117,000	0	0
Homeless Assist Preven Fund	0	107,254	109,879
After-School Program Grant Fund	1,225,613	1,784,806	1,503,207
OTS Grant	24,298	0	0
City of Hope	1,000	1,000	700
OMSD Immunization Grant	34,044	0	0
Kaiser Permanente Grant	0	5,089	0
OMSD Resource Center Grant	14,500	28,500	28,500
Senior Support Services Grant	10,000	10,000	40,000
Healthy Communities Strategic Plan	18,790	18,027	16,451
ASES Supplemental	125,000	119,846	125,000
Hope thru Housing	53,134	0	0
EMS - Paramedic	82,880	38,750	58,515
Economic Development Fund	1,072,099	1,053,422	171,260
Successor Agency Bond Proceeds	600,000	300,000	200,000
2021 Lease Revenue Bond Proceeds	0	0	86,981
2014 Refunding Bonds	0	0	0
Sewer Operating Fund	4,738,902	4,918,007	5,335,222
Sewer Replacement	1,000	1,000	1,000
Sewer Capital Assets	73,556	73,556	73,556
CFD 2011-1 - Paseos/Alexan	118,072	113,072	154,629
CFD 2011-2 - Arrow Station	45,782	40,782	44,861
Burrtec Pavement Impact Fees	150,000	0	0
General Plan Update Fee	55,000	55,000	55,000
Equipment Replacement	10,000	346,975	185,200
<b>TOTAL</b>	<b>39,705,556</b>	<b>44,717,028</b>	<b>43,380,083</b>

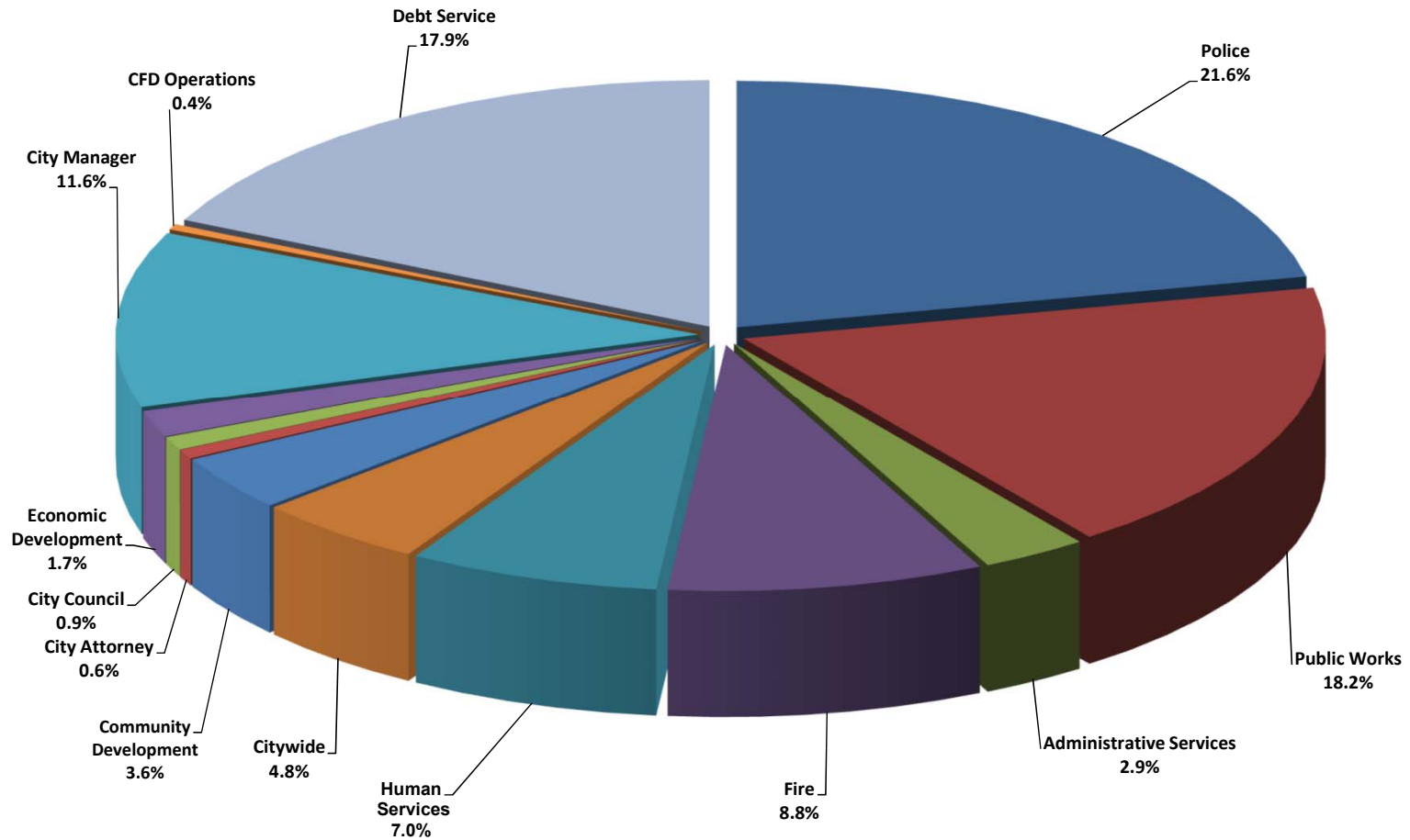
**CITY OF MONTCLAIR  
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS  
FISCAL YEARS 2018-19 THROUGH 2022-23**

	Budgeted 2018-19	Budgeted 2019-20	Budgeted 2020-21	Budgeted 2021-22	Budgeted 2022-23
City Council	\$ 354,922	\$ 479,648	\$ 305,313	\$ 403,516	\$ 464,715
City Manager	341,285	4,598,414	5,271,237	4,900,500	6,090,660
Administrative Services	5,401,640	1,310,381	1,149,424	1,326,737	1,544,405
Human Services	2,895,315	3,108,290	2,656,982	3,715,040	3,665,355
Police	9,607,944	9,675,799	9,444,399	11,353,788	11,431,818
Fire	3,571,138	4,429,878	4,433,939	4,331,827	4,612,920
Public Works	7,502,616	8,168,855	7,891,939	9,916,710	9,601,126
Community Development	1,423,298	1,565,667	1,437,040	1,599,823	1,918,915
Economic Development	1,549,315	1,902,142	1,809,906	1,386,638	917,566
City Attorney	281,235	321,114	283,053	304,937	321,236
Citywide	6,582,039	7,339,889	7,438,915	8,247,481	2,511,877
CFD Operations	168,854	168,854	153,854	153,854	199,490
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 39,679,601</b>	<b>\$ 43,068,931</b>	<b>\$ 42,276,001</b>	<b>\$ 47,640,851</b>	<b>43,280,083</b>
Debt Service	2,594,887	2,594,587	2,590,762	5,190,387	9,419,989
<b>TOTAL BUDGET w/DEBT SERVICE</b>	<b>\$ 42,274,488</b>	<b>\$ 45,663,518</b>	<b>\$ 44,866,763</b>	<b>\$ 52,831,238</b>	<b>52,700,072</b>

NOTE: FY 2021-22 Budget includes all appropriations and capital projects authorized through May 17, 2022.  
Appropriations for FY 2018-19 through 2020-21 represent final recorded budgets.

**City of Montclair  
2022-23 Operating Budget  
By Department**

**Total Budget - \$52,700,072**

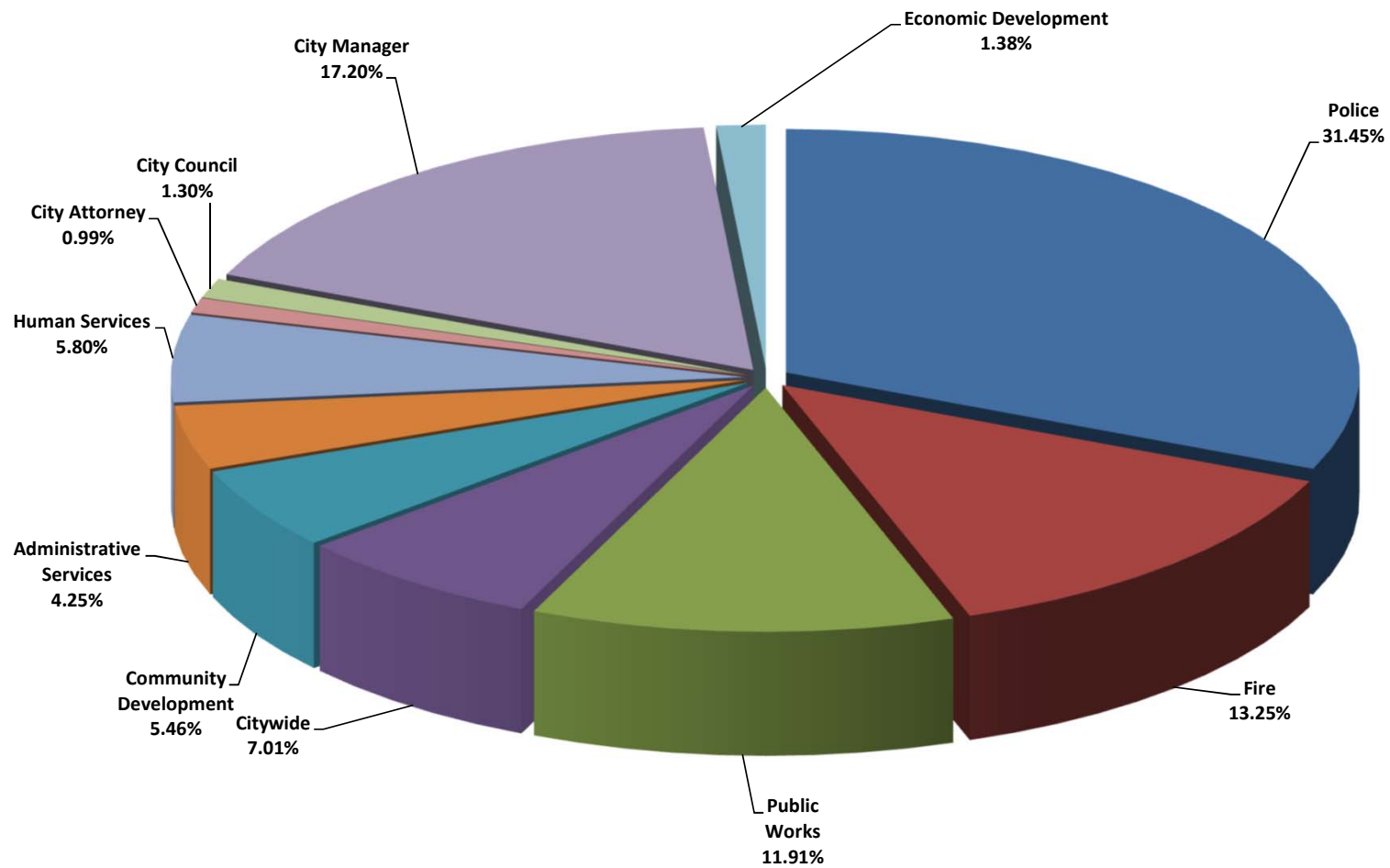


**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY FUND  
FISCAL YEAR 2022-23**

	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	422,967	5,605,210	1,385,873	1,889,317	10,252,121	4,317,946	3,882,334	1,779,036	451,306	321,236	2,284,477	-	32,591,823
Gas Tax	-	3,000	-	-	-	-	679,137	-	-	-	188,000	-	870,137
Park Maintenance	-	-	-	-	-	-	60,140	-	-	-	-	-	60,140
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	15,000	-	-	28,724	30,000	-	-	-	-	73,724
Air Quality Improvement Trust	-	-	-	-	-	-	-	-	40,000	-	-	-	40,000
Senior Nutrition Fund	-	-	-	200,542	-	-	-	-	-	-	-	-	200,542
American Rescue Plan	-	-	-	-	-	-	-	-	-	-	-	-	0
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	552,988	236,459	-	-	-	-	-	-	789,447
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	109,512	-	-	-	-	-	-	-	109,512
State Supplemental	-	-	-	-	349,997	-	-	-	-	-	-	-	349,997
Used Oil Grant	-	3,800	-	-	-	-	-	-	-	-	-	-	3,800
Homeless Emergency Aid Program	-	-	-	-	-	-	-	-	-	-	-	-	0
Homeless Assist Preven	-	-	-	-	-	-	-	109,879	-	-	-	-	109,879
After-School Program Fund	-	65,617	49,245	1,349,845	-	-	-	-	-	-	38,500	-	1,503,207
OTS Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
City of Hope	-	-	-	700	-	-	-	-	-	-	-	-	700
Safety Department Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Resource Center	-	-	-	28,500	-	-	-	-	-	-	-	-	28,500
Sr Support Services Gran	-	-	-	40,000	-	-	-	-	-	-	-	-	40,000
Healthy Comm Strategic Plan	-	-	-	16,451	-	-	-	-	-	-	-	-	16,451
ASES Supplemental Fund	-	-	-	125,000	-	-	-	-	-	-	-	-	125,000
Hope through Housing	-	-	-	-	-	-	-	-	-	-	-	-	0
EMS-Paramedic	-	-	-	-	-	58,515	-	-	-	-	-	-	58,515
Economic Development	-	-	-	-	-	-	-	-	171,260	-	-	-	171,260
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	200,000	-	-	-	200,000
2021 Lease Revenue Bond Proceer	-	-	-	-	-	-	86,981	-	-	-	-	-	86,981
Sewer Operating	41,748	412,033	109,287	-	-	-	4,771,254	-	-	-	900	-	5,335,222
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	73,556	-	-	-	-	-	73,556
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	154,629	154,629
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	44,861	44,861
Pavement Impact Fee Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
General Plan Update Fee	-	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Equipment Replacement	-	-	-	-	167,200	-	18,000	-	-	-	-	-	185,200
<b>Total</b>	<b>464,715</b>	<b>6,090,660</b>	<b>1,544,405</b>	<b>3,665,355</b>	<b>11,431,818</b>	<b>4,612,920</b>	<b>9,601,126</b>	<b>1,918,915</b>	<b>917,566</b>	<b>321,236</b>	<b>2,511,877</b>	<b>199,490</b>	<b>43,280,083</b>

**City of Montclair  
2022-23 General Fund Operating Budget  
By Department**

**Total Budget - \$32,591,823**





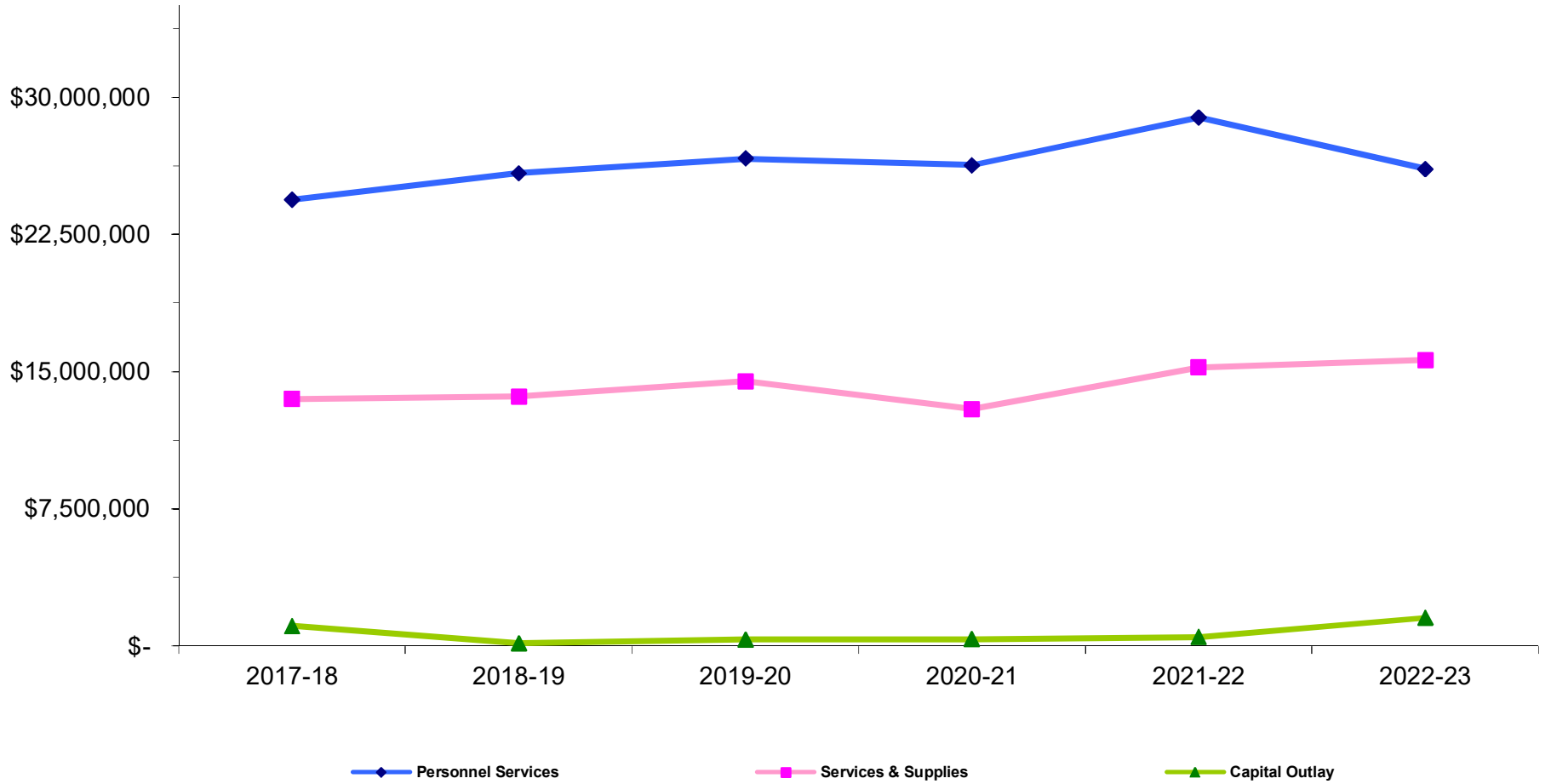
**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY OBJECT CLASS  
FISCAL YEAR 2022-23**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 162,715	\$ 302,000	\$ -	\$ 464,715
City Manager	17.68	2,231,248	3,572,912	286,500	6,090,660
Administrative Services	7.03	858,032	686,373	-	1,544,405
Human Services	16.00	2,723,655	936,800	4,900	3,665,355
Police	76.50	9,678,527	1,338,794	414,497	11,431,818
Fire	22.50	3,777,390	681,590	153,940	4,612,920
Public Works	41.00	3,565,702	5,407,567	627,857	9,601,126
Community Development	15.00	1,606,149	297,766	15,000	1,918,915
Economic Development	2.80	451,306	426,260	40,000	917,566
City Attorney	0.00	131,236	190,000	-	321,236
Citywide	0.00	838,377	1,673,500	-	2,511,877
Community Facility Districts	0.00	68,840	130,650	-	199,490
Total Operating Expenditures	198.51 *	\$ 26,093,177	\$ 15,644,212	\$ 1,542,694	\$ 43,280,083
Debt Service		-	-	-	9,419,989
Total Expenditures		<u>\$ 26,093,177</u>	<u>\$ 15,644,212</u>	<u>\$ 1,542,694</u>	<u>\$ 52,700,072</u>

\* Full-Time Employees by Entity:

City	198.51
SRDA	0.49
MHC	<u>0.00</u>
	199.00

# CITY OF MONTCLAIR Operating Budgets 2017-18 to 2022-23 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 2020-21</u>	<u>Adopted 2021-22</u>	<u>Adopted 2022-23</u>
<b>City Council</b>	0.00	0.00	0.00
<b>City Manager</b>			
City Manager	2.33	0.70	2.13
Information Technology	4.00	5.00	6.00
Financial Services	10.85	10.25	8.00
Solid Waste	1.75	1.75	1.55
	18.93	17.70	17.68
<b>Administrative Services</b>			
Administration	0.15	0.15	0.15
City Clerk	0.98	2.28	3.48
Personnel/Risk Management	2.80	2.80	2.80
Central Services	0.10	0.80	0.60
<b>Department Total</b>	4.03	6.03	7.03
<b>Human Services</b>			
Recreation	4.30	4.30	8.25
Clinic	1.25	1.25	1.25
Senior Citizens	1.00	1.00	2.00
Nutritional Meals	0.00	0.00	0.00
Family & Health Education	0.75	0.75	0.75
After School Program	6.70	3.70	3.75
<b>Department Total</b>	14.00	11.00	16.00
<b>Police</b>			
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	9.00
Uniform Patrol	43.00	43.00	43.00
Communications	8.00	10.00	10.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
<b>Department Total</b>	73.50	75.50	76.50
<b>Fire</b>			
Administration	1.50	1.50	1.50
Emergency Services	21.00	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
<b>Department Total</b>	22.50	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 2020-21</u>	<u>Adopted 2021-22</u>	<u>Adopted 2022-23</u>
<b>Public Works</b>			
Management & Construction	3.00	2.80	3.15
Public Works Inspection	0.80	0.80	0.80
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.60	1.10	2.15
Street Maintenance	3.40	4.30	4.83
Signing & Painting	1.10	1.10	1.15
Street Sweeping	2.10	2.10	2.15
Park Maintenance	2.82	4.62	5.68
Tree Maintenance	0.10	0.10	0.15
Irrigation	0.00	0.00	1.00
Vehicle Maintenance	0.95	1.70	1.75
Sewer Maintenance	7.98	11.23	10.89
Building Maintenance	1.55	1.55	1.75
Heating & Air Conditioning	1.25	1.25	1.30
Janitorial Services	3.20	3.20	4.20
<b>Department Total</b>	<b>29.90</b>	<b>35.90</b>	<b>41.00</b>
<b>Community Development</b>			
Planning Commission	0.00	0.00	0.00
Administration	1.00	1.00	1.00
Current Planning	1.55	2.20	3.00
Advance Planning	0.75	1.00	1.00
Field Inspection	1.25	2.00	1.00
Plan Check	0.65	0.90	1.00
Operations	0.90	0.90	1.00
Fire Prevention Bureau	1.00	0.00	0.00
General Code Enforcement	5.00	6.00	4.00
Special Ops Code Enforcement	0.00	0.00	3.00
<b>Department Total</b>	<b>12.10</b>	<b>14.00</b>	<b>15.00</b>
<b>Economic Development</b>	<b>2.70</b>	<b>4.98</b>	<b>2.80</b>
<b>City Attorney</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total - All Departments</b>	<b>177.66</b>	<b>187.61</b>	<b>198.51</b>

(SRDA - 0.49 & MHC - 0.00)

# *Budget Resolution*

RESOLUTION NO. 22-3365

A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MONTCLAIR ADOPTING THE  
FISCAL YEAR 2022-23 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2022-23 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 22, 2022.

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 2022-23.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2022-23 for all outstanding purchase orders and unexecuted contracts as of June 30, 2022, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2022-23 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2022.

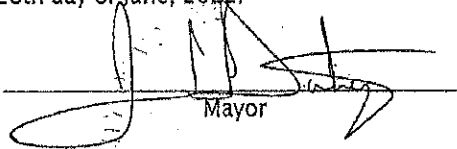
BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2022-23 for all grants included in the adopted budget that have not been completed as of June 30, 2022.


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 28th day of June, 2022.

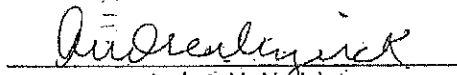
ATTEST:

  
\_\_\_\_\_  
Mayor

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

I, Andrea M. Myrick, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 22-3365 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 28th day of June, 2022, and that it was adopted by the following vote, to-wit:

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

  
\_\_\_\_\_  
Andrea M. Myrick  
City Clerk

## *Article 13-B Disclosures*

**CITY OF MONTCLAIR  
ARTICLE 13-B DISCLOSURES  
FISCAL YEAR 2022-23**

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 2022-23 is \$502,706,166.

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 2022-23 is \$25,872,363 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 32,591,823
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 800,000	
Licenses & Permits	509,425	
Fines & Forfeits	348,800	
POST Reimbursements	20,000	
Other Intergovernmental Reimbursements	177,600	
Charges for Services	3,989,725	
Miscellaneous		
Rental Income	198,000	
Other	575,910	
Transfers-In - Traffic Safety	100,000	
	\$ 6,719,460	\$ 6,719,460
Appropriations Budget Financed by Taxes		\$ 25,872,363

**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	158,800	162,715	162,715	162,715
Services and Supplies	244,716	273,816	302,000	302,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>403,516</b>	<b>436,531</b>	<b>464,715</b>	<b>464,715</b>

<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)
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### Source of Funds

General Fund	354,581	378,511	422,967	422,967
Economic Development Fund	16,137	16,272	0	0
Sewer Operating Fund	8,068	8,135	8,135	8,135
Sewer Operating Fund – Indirect Staff Charges	24,730	33,613	33,613	33,613
<b>Total</b>	<b>403,516</b>	<b>436,531</b>	<b>464,715</b>	<b>464,715</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** City Council

**Program:** 4101 City Council

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<b><u>Part-Time</u></b>							
Mayor	1.00	1.00	1.00	1.00	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					86,864	86,864	86,864
PERS Benefit Costs					5,747	5,747	5,747
Total Benefit Costs					92,611	92,611	92,611
<b>TOTAL</b>					<b>162,715</b>	<b>162,715</b>	<b>162,715</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Council		4101 City Council

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### **Work Program**

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise as necessary all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager.
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.

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### **Personnel Services – \$162,715**

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 – \$92,611.

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### **Services and Supplies – \$273,816**

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 – \$30,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** City Council

**Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<b><u>CONFERENCES/SEMINARS</u></b>			\$13,800
		<b><u>League of California Cities</u></b>			
		Annual Conference and Exposition (\$500 each X 4 = \$2,000)	Sacramento, CA	September 2022	
		Legislative Action Days (\$800 each X 2 = \$1,600)	Sacramento, CA	April 2023	
		<b><u>National League of Cities</u></b>			
		Annual Congressional City Conference (\$2,900 each X 3 = \$8,700)	Washington, DC	March 2023	
		<b><u>San Bernardino County</u></b>			
		City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2023	
	Mayor and City Council	<b><u>WORKSHOPS</u></b>			
		<b><u>League of California Cities</u></b>			
		Workshops	Various	TBA	\$1,000

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

**Department:** City Council

**Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<b><u>LOCAL TRAVEL &amp; MEETINGS</u></b>			
		Local conferences and meetings including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	\$1,000
	Mayor and City Council	<b><u>SPECIAL</u></b>			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community 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
<b>Total:</b>					<b>\$23,100</b>

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

**Department:** City Council

**Program:** 4101 City Council

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	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.	<b><u>ETHICS TRAINING (AB 1234)</u></b>  Assembly Bill No. 1234 requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics law and applies not only to the governing body of a local agency, but also commissions, committees boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 and training within one year of assuming office. Officials must repeat ethics training very two years. Ethics training was last provided in Fall 2020 and is again scheduled for Fall 2022.  As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the “Local Ethics Training Program,” a free interactive training course available at the following website: <a href="http://localethics.fppc.ca.gov/login.aspx">http://localethics.fppc.ca.gov/login.aspx</a> . This is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City’s Human Resources Division. The training program/website does not retain a copy of the certificate	Montclair	Fall 2023	\$2,000
<b>Total:</b>					<b>\$2,000</b>

***(\$2,500 approved in Adopted Budget)***



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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500  
                 Inland Valley Daily Bulletin, \$350  
                 Miscellaneous expenditures for books and periodicals, \$150

52090      PUBLICATION AND ADVERTISING – \$32,000  
                 Miscellaneous advertising related to City Council programs, \$2,000  
                 Reports to the community, \$30,000

52110      COMMUNITY BENEFITS – \$30,000  
                 Contributions to community groups, \$15,000  
                 Contribution for community events, \$13,000  
                 Emergency relief/assistance, \$2,000

52120      DUES AND MEMBERSHIPS – \$28,316 **(\$61,000 approved in Adopted Budget)**  
                 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  
                 San Gabriel Valley Council of Governments (SGVCOG), \$30,000 **(Moved from Program 4202)**  
                 Provision for increases, \$2,000 **(\$4,684 approved in Adopted Budget)**

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

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

52130      TRAVEL AND MEETINGS – \$23,100

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

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 **(\$2,500 approved in Adopted Budget)**

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

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 – \$30,000

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

Yard Signs, \$5,000

*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	1,629,854	2,001,597	2,231,248	2,231,248
Services and Supplies	3,132,275	3,608,812	3,572,912	3,572,912
Capital Outlay	187,203	286,500	286,500	286,500
<b>Total</b>	<b>4,949,332</b>	<b>5,896,909</b>	<b>6,090,660</b>	<b>6,090,660</b>

<b>Personnel Authorized</b>	16.70 (FT)	18.70 (FT)	17.68 (FT)	17.68 (FT)
	3.00 (PTB)	3.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	4.00 (PT)	4.00 (PT)	2.00 (PT)	2.00 (PT)

### Department Distribution

City Manager	384,857	440,802	597,228	597,228
Information Technology Services	1,182,610	1,497,145	1,457,383	1,457,383
Financial Services	707,277	794,795	871,772	871,772
Solid Waste Disposal	2,674,588	3,164,167	3,164,277	3,164,277
<b>Total</b>	<b>4,949,332</b>	<b>5,896,909</b>	<b>6,090,660</b>	<b>6,090,660</b>

### Source of Funds

General Fund	4,494,656	5,411,541	5,605,210	5,605,210
Gas Tax Fund	2,000	3,000	3,000	3,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	3,800	3,800	3,800	3,800
After-School Program – Indirect Staff Charges	47,897	65,617	65,617	65,617
Sewer Operating Fund	245,872	240,775	240,857	240,857
Sewer Operating Fund – Indirect Staff Charges	154,107	171,176	171,176	171,176
<b>Total</b>	<b>4,949,332</b>	<b>5,896,909</b>	<b>6,090,660</b>	<b>6,090,660</b>

## 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	0.20	0.20	0.20	0.20	30,564	30,564	30,564
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	145,536	145,536	145,536
Finance Manager	1.00	1.00	1.00	1.00	0	0	0
Director of Information Tech	1.00	1.00	1.00	1.00	152,820	152,820	152,820
Information Technology Analyst	2.00	2.00	2.00	2.00	195,080	184,156	184,156
Sr. Info Tech Specialist	1.00	1.00	1.00	1.00	76,697	76,697	76,697
Information Tech Specialist	1.00	2.00	2.00	2.00	133,657	133,657	133,657
Assistant to the City Manager	0.00	1.00	1.00	1.00	65,226	104,796	104,796
Senior Accountant	1.00	1.00	1.00	1.00	70,562	70,562	70,562
Payroll Analyst	1.00	1.00	1.00	1.00	71,136	71,136	71,136
Accountant	1.00	1.00	0.00	0.00	0	0	0
Junior Accountant	3.00	3.00	2.00	2.00	125,208	125,208	125,208
Accounting Specialist	2.00	2.00	2.00	2.00	102,694	102,694	102,694
Customer Svc. Rep./Office	2.00	2.00	2.00	2.00	83,032	83,527	83,527
CFD Admin Costs					-6,188	-6,188	-6,188
<b>Part-Time Benefitted</b>							
Systems Specialist	2.00	2.00	1.00	1.00	39,115	39,115	39,115
Information Tech Specialist	1.00	1.00	1.00	1.00	53,738	53,738	53,738
<b>Part-Time</b>							
Accounting Specialist	2.00	2.00	2.00	2.00	81,230	81,230	81,230
Senior Intern	2.00	2.00	0.00	0.00	29,503	0	0
<b>Full Time</b>	18.20	20.20	18.20	18.20	1,510,272	1,539,413	1,539,413
Admin other Departments	-1.50	-1.50	-0.52	-0.52	-248,435	-82,304	-82,304
<b>Total FT Positions/Salaries</b>	16.70	18.70	17.68	17.68	1,261,837	1,457,109	1,457,109
Part Time Benefitted	3.00	3.00	2.00	2.00	92,853	92,853	92,853
Part Time	4.00	4.00	2.00	2.00	110,733	81,230	81,230
Additional Pay					2,700	2,700	2,700
Overtime					11,100	11,100	11,100
<b>Total Salaries &amp; Wages</b>					1,476,523	1,642,292	1,642,292
Benefit Costs					405,633	404,265	404,265
PERS Benefit Costs					211,055	213,163	213,163
Benefit Costs other Depts					-91,614	-28,472	-28,472
<b>Total Benefit Costs</b>					525,074	588,956	588,956
<b>TOTAL</b>					<b>2,001,597</b>	<b>2,231,248</b>	<b>2,231,248</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4202**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	213,546	305,633	504,559	504,559
Services and Supplies	171,311	135,169	92,669	92,669
Capital Outlay	0	0	0	0
<b>Total</b>	<b>384,857</b>	<b>440,802</b>	<b>597,228</b>	<b>597,228</b>
<b>Personnel Authorized</b>	0.70 (FT)	1.70 (FT)	2.13 (FT)	2.13 (FT)

**Source of Funds**

General Fund	290,821	344,211	500,637	500,637
Sewer Operating Fund	70,557	71,039	71,039	71,039
Sewer Operating Fund – Indirect Staff Charges	23,479	25,552	25,552	25,552
<b>Total</b>	<b>384,857</b>	<b>440,802</b>	<b>597,228</b>	<b>597,228</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4202 City Manager

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### **Work Program**

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's strategic planning process.
3. Lead City departments to achieve common and uncommon goals and objectives for the community.
4. Respond to policy directives established by the City Council.
5. Manage and coordinate programs directly supervised by the City Manager/Executive Director.
6. Develop timely and analytical approaches for resolving issues facing the community.
7. Develop procedures that effectively deal with mandates imposed by the state and federal governments.
8. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
9. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
10. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
11. Where possible establish proactive, not reactive, approaches to community and organizational issues.
12. Prepare and submit to the City Council annual budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
13. Coordinate disaster recovery efforts during episodes that may require such attention.
14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
15. Administer the City's day-to-day business operations.
16. Work with San Gabriel Valley Council of Governments regarding housing and transportation.
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.

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### **Personnel Services – \$305,633**

Salary requests are for: City Manager/Executive Director Office of General Services (0.50) – \$129,030; Director of Economic Development (0.20) – \$30,564; Assistant to the City Manager (1.00) – \$65,226. Cost allocations are as follows: full-time salaries – \$224,820; benefit costs – \$80,813.

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### **Services and Supplies – \$135,169**

Funding requested is for: books and publications – \$519; community benefits – \$10,000; dues and memberships – \$31,900; travel and meetings – \$10,850; mileage/auto allowance – \$11,400; special consulting services – \$52,500; special contract services – \$15,000; miscellaneous expenditures – \$3,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** City Manager

**Program:** 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Assistant to the City Manager	<b><u>California Public Employee Labor</u></b> Relations Association Annual Conference (\$2,200 each X 3 = \$6,600)	Monterey, CA	November 2022	\$6,600
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Assistant to the City Manager	<b><u>San Bernardino County</u></b> City/County Conference (\$500 each X 3 = \$1,500)	Lake Arrowhead, CA	April 2023	\$1,500
52130	Janet Kulbeck, Director of Finance Accounting Specialists Customer Service Representatives	<b><u>Finance Miscellaneous Meetings</u></b> 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	<b><u>Miscellaneous</u></b> Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$1,000
				<b>Total:</b>	<b>\$10,850</b>



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

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$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 – \$31,900 ***(Only \$1,900 approved in Adopted Budget)***

San Gabriel Valley Council of Governments, \$30,000 ***(Moved to Program 4101)***  
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 – \$10,850

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

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**

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**Department:** City Manager

**Program:** 4202 City Manager

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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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	690,141	921,267	874,905	874,905
Services and Supplies	309,466	289,378	295,978	295,978
Capital Outlay	183,003	286,500	286,500	286,500
<b>Total</b>	<b>1,182,610</b>	<b>1,497,145</b>	<b>1,457,383</b>	<b>1,457,383</b>

<b>Personnel Authorized</b>				
	5.00 (FT)	6.00 (FT)	6.00 (FT)	6.00 (FT)
	3.00 (PTB)	3.00 (PTB)	2.00 (PTB)	2.00 (PTB)
	2.00 (PT)	2.00 (PT)	0.00 (PT)	0.00 (PT)

**Source of Funds**

General Fund	1,084,051	1,373,112	1,333,350	1,333,350
After-School Program – Indirect Staff Charges	26,443	38,528	38,528	38,528
Sewer Operating Fund – Indirect Staff Charges	72,116	85,505	85,505	85,505
<b>Total</b>	<b>1,182,610</b>	<b>1,497,145</b>	<b>1,457,383</b>	<b>1,457,383</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4203 Information Technology Services

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### **Work Program**

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue archiving of 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.

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### **Personnel Services – \$921,267**

Salary requests are for: Director of Information Technology (1.00) – \$152,820; Information Technology Analyst (2.00) – \$195,080; Senior Information Technology Specialist (1.00) – \$76,697; Information Technology Specialist (2.00) – \$133,657; Information Technology System Technician (1.00/part-time benefitted) – \$53,738; Systems Specialist (2.00/part-time benefitted) – \$39,115; Senior Intern (2.00/part-time) – \$29,503. Cost allocations are as follows: full-time salaries – \$558,254; part-time benefitted salaries – \$92,853; part-time salaries – \$29,503; overtime – \$5,000; benefit costs – \$235,657.

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### **Services and Supplies – \$289,378**

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$7,800; special contract services – \$213,978; small equipment – \$20,700.

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### **Capital Outlay – \$286,500**

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$24,000; Server Components and Upgrades – \$25,000; Police Department Copier – \$20,000; Copiers for City Hall – \$55,000; Fire Due Software – \$4,500; Mobile Data Computers – \$150,000

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**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

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

51100 UNIFORMS – \$900 (**Only \$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 (**\$15,000 approved in Adopted Budget**)

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

52450 SPECIAL CONTRACT SERVICES – \$213,978

Frontier FIOS Point to Point TLS connectivity for City Hall, Police, City Yard locations (\$600 per month), \$7,200 annually  
Frontier FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually  
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually  
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually  
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually  
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

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

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

Continued on next page

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

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**Department:** City Manager

**Program:** 4203 Information Technology Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

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

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

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

**Department:** City Manager

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for twenty (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 Components and Upgrades	The current server hardware has aged over the years 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 the servers to faster processors and more advanced hardware will keep the network infrastructure reliable and keep pace with the long-term computing demands of the City.	\$25,000
62010	Police Department Copier	The Police Department copiers located in the Records Division and Detective Bureau are beyond repair and are in need of replacement. Both copiers are over eight years old and are no longer covered by warranty. The maintenance on the copiers are no longer covered due to a lack of available parts.  Sharp color copiers offer stunning color output with exceptional ease of use. They are proven to be reliable and cost-effective compared to other competing brands in the market. The model best suited for the Police Department is the Sharp MX-8081 networked multifunctional color copier. It prints 50 pages per minute (PPM) with automatic duplexing capabilities. The copier is equipped with four paper drawers offering 3,350 sheets full capacity.	\$20,000
62010	Copiers for City Hall	The copier in the mail room (Ricoh 8120s) and the lobby (Sharp MX 7150) were purchased over six years ago and are showing signs of wear and tear. Both copiers are frequently breaking down during use and repairs are becoming more difficult due to unavailable parts resulting in longer delays for repairs on both copiers. The copiers are used heavily by all departments for their daily printing, copying, and scanning needs.	\$55,000



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

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
		The new Ricoh 8320s copier for the mailroom is capable of printing 136 PPM with hole punch, and staple finishers. It is a mid-size production copier machine with a maximum monthly impression of up to 1,000,000, making it more than capable to handle any large printing job. The Sharp MX 8081 will replace the color copier in the lobby area. The Sharp MX 8081 copier prints full color at 80 PPM and produces high-quality color prints. The Sharp MX 8081 is equipped with extra capacity paper trays for large format printing including stapler finishers.	
62010	First Due Software	The Community Development Department wants to procure the First Due fire inspection software. First Due is an application that is being implemented by ConFire (San Bernardino County Fire Dispatch), which serves as the Montclair FD dispatch entity. The intent of using First Due is to establish a standardized platform for pre-fire planning by firefighters. Pre-fire planning provides valuable information about each building, construction type, building features, fire department access, layout, utilities, fire protection systems, business activities, and other information, all for the purpose of making firefighting operations more effective. The standardization of this type of information allows different fire agencies to respond across jurisdictional boundaries and be more effective in combating fires. Data from a variety of sources is used to populate First Due. First Due will allow a much greater opportunity to capture the necessary data: Various inspection types (complaint, business license, State Fire Clearance, etc.), building fire suppression and fire alarm features, operational permits, and associated conditions that the City Fire Marshal issues.	\$4,500
62010	Mobile Data Computers for PD	The Montclair Police Department's Mobile Data Computers (MDC) are critical to the operation of the police force. The MDCs allow police officers to connect to the Montclair CAD RMS system as well as Department of Justice (DOJ) databases to retrieve background investigative information out in the field while in their police vehicles.  Currently, the MDCs are over seven years old and no longer covered by warranty. The existing models are Getac V110 tablets with 11" displays running on outdated Intel processors. The MDC units are used every day and are a critical function to the operation of the police department. Getac has released a new and improved line of ruggedized tablets called the Getac B360. It features the latest specification from Intel with an improved bigger 13" display. Pricing for the Getac B360 is \$5,000 each, and the requested amount covers thirty MDC units at the police department.	\$150,000
<b>Total:</b>			<b>\$286,500</b>

## 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	565,847	631,495	708,472	708,472
Services and Supplies	137,230	163,300	163,300	163,300
Capital Outlay	4,200	0	0	0
<b>Total</b>	<b>707,277</b>	<b>794,795</b>	<b>871,772</b>	<b>871,772</b>

<b>Personnel Authorized</b>	9.45 (FT) 0.80 (PT)	9.45 (FT) 0.80 (PT)	8.00 (FT) 0.80 (PT)	8.00 (FT) 0.80 (PT)
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### Source of Funds

General Fund	624,311	693,591	770,568	770,568
Gas Tax Fund	2,000	3,000	3,000	3,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
After-School Program – Indirect Staff Charges	21,454	27,089	27,089	27,089
Sewer Operating Fund	0	9,996	9,996	9,996
Sewer Operating Fund – Indirect Staff Charges	58,512	60,119	60,119	60,119
<b>Total</b>	<b>707,277</b>	<b>794,795</b>	<b>871,772</b>	<b>871,772</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4204 Financial Services

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### **Work Program**

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

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### **Personnel Services – \$631,495**

Salary requests are for: Director of Finance (0.40) – \$58,214; Senior Accountant (1.00) – \$70,562; Payroll Analyst (1.00) – \$64,022; Junior Accountant (2.70) – \$106,427; Accounting Specialist (1.80) – \$91,496; Customer Service Representative/Office Specialist (0.80) – \$32,510; Accounting Specialist (0.80/part-time) – \$32,508; Admin other departments – <\$6,188>. Cost allocations are as follows: full-time salaries – \$417,043; part-time salaries – \$32,508; additional pay – \$2,700; overtime – \$6,000; benefit costs – \$173,244.

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### **Services and Supplies – \$163,300**

Funding requested is for: books and publications – \$300; maintenance-office equipment – \$100; mileage/auto allowance – \$7,800; special consulting services – \$11,000; audit fees – \$54,800; collection agency fees – \$500; bank fees and charges – \$27,000; CalCard reward program – <\$7,000>; special contract services – \$65,000; miscellaneous expenditures – \$3,800.

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### **Capital Outlay**

No funding requested.

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

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**Department:** City Manager

**Program:** 4204 Financial Services

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$300  
*American Payroll Association Basic Guide to Payroll, \$300*
- 52010      MAINTENANCE – OFFICE EQUIPMENT – \$100  
Miscellaneous repairs.
- 52190      SPECIAL CONSULTING SERVICES – \$11,000  
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000  
Street report submission service (Gas Tax Fund), \$3,000
- 52220      AUDIT FEES – \$54,800  
Annual audit service fees (City) (General Fund – \$46,800; DOJ Fund – \$1,000), \$47,800  
GASB 68 Reporting Fee, \$7,000
- 52240      COLLECTION AGENCY FEES – \$500  
Enforcement/collection of delinquent tax and service payments.
- 52280      BANK FEES & CHARGES – \$27,000  
Monthly bank fees and charges.
- 52281      CALCARD INCENTIVE PAYMENTS – <\$7,000>  
CalCard reward program.

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

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**Department:** City Manager

**Program:** 4204 Financial Services

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Object  
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$65,000  Merchant Services (credit card processing), \$53,000 Armored transport depository services, \$12,000
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,800  Miscellaneous expenditures.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4205**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	160,320	143,202	143,312	143,312
Services and Supplies	2,514,268	3,020,965	3,020,965	3,020,965
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,674,588</b>	<b>3,164,167</b>	<b>3,164,277</b>	<b>3,164,277</b>

<b>Personnel Authorized</b>	1.55 (FT) 1.20 (PT)	1.55 (FT) 1.20 (PT)	1.55 (FT) 1.20 (PT)	1.55 (FT) 1.20 (PT)
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**Source of Funds**

General Fund	2,495,473	3,000,627	3,000,655	3,000,655
Recycling Grant Fund	3,800	3,800	3,800	3,800
Sewer Operating Fund	175,315	159,740	159,822	159,822
<b>Total</b>	<b>2,674,588</b>	<b>3,164,167</b>	<b>3,164,277</b>	<b>3,164,277</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Manager		4205 Solid Waste Disposal

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### **Work Program**

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
  2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
  3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
  4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
  5. Administer residential, commercial, school, and City facilities recycling programs.
  6. Track diversion of refuse to ensure State compliance with commercial and residential recycling requirements.
  7. Administer the residential refuse household-rate discount program for senior households.
  8. Administer applicable grant programs.
  9. Assist the Director of Finance 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.
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### **Personnel Services – \$143,202**

Salary requests are for: Accounting Specialist (0.20) – \$11,198; Customer Service Representatives (1.20) – \$50,522; Accounting Specialist (1.20/part-time) – \$48,722. Cost allocations are as follows: full-time salaries – \$61,720; part-time salaries – \$48,722; overtime – \$100; benefit costs – \$32,660.

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### **Services and Supplies – \$3,020,965**

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,900,000; special contract services – \$58,265; bad-debt expenses – \$1,500; special billing services – \$57,000; miscellaneous expenditures – \$400.

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### **Capital Outlay**

No funding requested.

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

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**Department:** City Manager

**Program:** 4205 Solid Waste Disposal

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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 – \$2,900,000

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 – <\$2,900,000>

Reimbursement from residents for refuse collection.

52450      SPECIAL CONTRACT SERVICES – \$58,265

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$29,132; General Fund – \$29,133).

52810      BAD-DEBT EXPENSES – \$1,500

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

52930      SPECIAL BILLING SERVICES – \$57,000

Utility billing service with DataProse (Sewer Operating Fund – \$28,500; General Fund – \$28,500).

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	709,044	770,512	858,032	858,032
Services and Supplies	617,693	718,968	686,373	686,373
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,326,737</b>	<b>1,489,480</b>	<b>1,544,405</b>	<b>1,544,405</b>

<b>Personnel Authorized</b>	6.03 (FT) 2.00 (PT)	6.03 (FT) 2.00 (PT)	7.03 (FT) 2.00 (PT)	7.03 (FT) 2.00 (PT)
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### Department Distribution

Administration	72,655	77,836	75,741	75,741
City Clerk	267,979	397,264	484,784	484,784
Personnel/Risk Management	499,676	509,474	513,474	513,474
Central Services	486,427	504,906	470,406	470,406
<b>Total</b>	<b>1,326,737</b>	<b>1,489,480</b>	<b>1,544,405</b>	<b>1,544,405</b>

### Source of Funds

General Fund	1,181,678	1,330,948	1,385,873	1,385,873
After-School Program – Indirect Staff Charges	38,918	49,245	49,245	49,245
Sewer Operating Fund – Indirect Staff Charges	106,141	109,287	109,287	109,287
<b>Total</b>	<b>1,326,737</b>	<b>1,489,480</b>	<b>1,544,405</b>	<b>1,544,405</b>

**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	176,904	176,904	176,904
City Clerk	1.00	1.00	1.00	1.00	107,844	107,844	107,844
Deputy City Clerk	0.00	0.00	1.00	1.00	0	65,226	65,226
Employment & Personnel Coor	1.00	1.00	1.00	1.00	65,478	65,478	65,478
Benefits Coordinator	1.00	1.00	1.00	1.00	74,400	74,400	74,400
Administrative Specialist	1.00	1.00	1.00	1.00	49,301	49,301	49,301
Office Specialist	1.00	1.00	1.00	1.00	42,265	42,265	42,265

**Part-Time**

Office Specialist	1.00	1.00	1.00	1.00	28,869	28,869	28,869
Senior Intern	1.00	1.00	1.00	1.00	16,390	16,390	16,390

Full Time	6.05	6.05	7.05	7.05	529,095	594,321	594,321
Admin other Departments	-0.02	-0.02	-0.02	-0.02	-2,157	-2,157	-2,157
Total FT Positions/Salaries	6.03	6.03	7.03	7.03	526,938	592,164	592,164
Part Time	2.00	2.00	2.00	2.00	45,259	45,259	45,259
Overtime					2,000	2,000	2,000
Total Salaries & Wages					574,197	639,423	639,423
Benefit Costs					138,545	154,943	154,943
PERS Benefit Costs					58,571	64,467	64,467
Benefit Costs other Depts					-801	-801	-801
Total Benefit Costs					196,315	218,609	218,609
<b>TOTAL</b>					<b>770,512</b>	<b>858,032</b>	<b>858,032</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4311**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	43,160	45,491	45,491	45,491
Services and Supplies	29,495	32,345	30,250	30,250
Capital Outlay	0	0	0	0
<b>Total</b>	<b>72,655</b>	<b>77,836</b>	<b>75,741</b>	<b>75,741</b>
<b>Personnel Authorized</b>	0.15 (FT)	0.15 (FT)	0.15 (FT)	0.15 (FT)

**Source of Funds**

General Fund	44,961	68,877	66,782	66,782
After-School Program – Indirect Staff Charges	7,430	2,783	2,783	2,783
Sewer Operating Fund – Indirect Staff Charges	20,264	6,176	6,176	6,176
<b>Total</b>	<b>72,655</b>	<b>77,836</b>	<b>75,741</b>	<b>75,741</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4311 Administration

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### **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.
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### **Personnel Services – \$45,491**

Salary requests are for: City Manager (0.05) – \$12,903; Director of Administrative Services/Human Services (0.10) \$17,690. Cost allocations are as follows: full-time salaries – \$30,593; benefit costs – \$14,898.

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### **Services and Supplies – \$32,345**

Funding requested is for: books and publications – \$500; office supplies – direct – \$250; dues and memberships – \$1,445; travel and meetings – \$9,500; 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.

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### **Capital Outlay**

No funding requested.

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

**Department:** Administrative Services

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Jon Hamilton, Director of Administrative Services/ Human Resources	<b><u>CalPERS Educational Forum</u></b> Annual Conference	TBA	November 2022	\$1,500
	Jon Hamilton, Director of Administrative Services/ Human Resources	<b><u>League of California Cities</u></b> City Attorney Annual Conference	TBA	May 2023	\$1,500
	Andrea Myrick, City Clerk	<b><u>League of California Cities</u></b> City Clerks New Law and Elections Seminar	TBA	December 2022	\$1,500
52130	Andrea Myrick, City Clerk	<b><u>City Clerks Association of California</u></b> 2023 Annual Conference	TBA	April 2023	\$1,000
52130	All City of Montclair Attendees	<b><u>City of Montclair</u></b> State of the City Address – 2023	City of Montclair	October 2022	\$1,500
52130	Jon Hamilton, Director of Administrative Services/ Human Resources Tanya Kresback, Employment and Personnel Coordinator Leslie Phillips, Benefits Coordinator	<b><u>Miscellaneous Meetings</u></b> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops	TBA	TBA	\$1,000
52130	Tanya Kresback, Employment and Personnel Coordinator	Training Conference/ Course	TBA	TBA	\$1,500
				<b>Total:</b>	<b>\$9,500</b>
<b><i>(Only \$8,000 approved in Adopted Budget)</i></b>					

**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	<b><u>Special Training/Miscellaneous Training</u></b>  Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,000
				<b>Total:</b>	<b>\$1,000</b>

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

**Department:** Administrative Services

**Program:** 4311 Administration

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500 ***(Only \$150 approved in Adopted Budget)***

Miscellaneous Leadership titles.  
City Attorney Handbook.

51060      OFFICE SUPPLIES – DIRECT – \$250

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

52120      DUES AND MEMBERSHIPS – \$1,445 ***(Only \$1,200 approved in Adopted Budget)***

*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 – \$9,500 ***(Only \$8,000 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**

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**Department:** Administrative Services

**Program:** 4311 Administration

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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**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	232,829	267,664	355,184	355,184
Services and Supplies	35,150	129,600	129,600	129,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>267,979</b>	<b>397,264</b>	<b>484,784</b>	<b>484,784</b>

<b>Personnel Authorized</b>	2.48 (FT) 1.00 (PT)	2.48 (FT) 1.00 (PT)	3.48 (FT) 1.00 (PT)	3.48 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	239,687	364,222	451,742	451,742
After-School Program – Indirect Staff Charges	7,593	10,264	10,264	10,264
Sewer Operating Fund – Indirect Staff Charges	20,708	22,778	22,778	22,778
<b>Total</b>	<b>267,979</b>	<b>397,264</b>	<b>484,784</b>	<b>484,784</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4314 City Clerk

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### **Work Program**

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

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### **Personnel Services – \$267,664**

Salary requests are for: City Clerk (0.98) – \$105,687; Administrative Specialist (0.50) – \$24,651; Office Specialist (1.00) – \$42,265; Office Specialist (0.50/part-time) – \$14,435; Senior Intern (0.50/part-time) – \$8,195. Cost allocations are as follows: full-time salaries – \$172,603; part-time salaries – \$22,630; overtime – \$1,000; benefit costs – \$71,431.

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### **Services and Supplies – \$129,600**

Funding requested is for: books and publications – \$7,500; election supplies/services – \$50,000; publication and advertising – \$8,000; mileage/auto allowance – \$100; special contract services – \$62,000; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4314 City Clerk

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$7,500

Montclair Municipal Code Book Supplements, \$5,000 (Cannabis Ordinance)  
Annual fee for online Montclair Municipal Code (MuniCode), \$1,500  
Miscellaneous books and periodicals, \$1,000

51070      ELECTION SUPPLIES/SERVICES – \$50,000

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting the 2022 General Election and other unscheduled elections.

52090      PUBLICATION AND ADVERTISING – \$8,000

Publication of legal notices:  
    Public Hearings, \$5,000  
    Elections, \$3,000

52140      MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450      SPECIAL CONTRACT SERVICES – \$62,000

Contract services for off-site records storage all departments (Corodata), \$3,500  
Online Public Records Portal, \$3,500  
Electronic Records Management System Consultant, \$50,000  
Electronic Filing System for FPPC (Netfile) \$5,000

52990      MISCELLANEOUS EXPENDITURES – \$2,000

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4315**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	355,363	374,636	374,636	374,636
Services and Supplies	144,313	134,838	138,838	138,838
Capital Outlay	0	0	0	0
<b>Total</b>	<b>499,676</b>	<b>509,474</b>	<b>513,474</b>	<b>513,474</b>
<b>Personnel Authorized</b>	2.80 (FT)	2.80 (FT)	2.80 (FT)	2.80 (FT)

**Source of Funds**

General Fund	454,199	449,467	453,467	453,467
After-School Program – Indirect Staff Charges	12,201	18,640	18,640	18,640
Sewer Operating Fund – Indirect Staff Charges	33,276	41,367	41,367	41,367
<b>Total</b>	<b>499,676</b>	<b>509,474</b>	<b>513,474</b>	<b>513,474</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

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### **Work Program**

1. Implement and update personnel/risk management procedures and policies to ensure employee welfare and compliance with applicable laws.
  2. Conduct recruitments and promotions utilizing fair employment practices, job-related evaluation criteria, and equal opportunity guidelines.
  3. Assist departments in the handling of disciplinary/grievance cases to ensure proper due process and documentation procedures are followed, and to protect both the City's and employees' rights.
  4. Protect human, financial, physical, and natural resources against the effects of accidental loss through the prudent application of appropriate and legitimate risk management techniques.
  5. Coordinate, monitor, and take appropriate actions in order to expedite the processing of claims (Workers' Compensation, liability, unemployment, etc.) and protect the City's interests.
  6. Coordinate and conduct training workshops/programs promoting increased productivity, safety, supervisory skill, morale, and employee development.
  7. Assist departments in the handling of harassment and discrimination complaints to ensure proper investigation is undertaken and appropriate and necessary corrective actions are pursued.
  8. Coordinate and manage the City's safety program to ensure compliance with state and federal laws and to provide a safe working environment. Facilitate Safety Committee meetings and projects.
  9. Coordinate and manage the City's employee benefits program in compliance with applicable state/federal laws.
  10. Coordinate and supervise the City's labor negotiation process; meet with labor group representatives to discuss terms related to working conditions; seek to negotiate MOU provisions requiring employees to pay the member contribution component of the CalPERS pension benefit.
  11. Administer the City's ergonomic program.
  12. Administer the Springbrook Human Resources software module.
  13. Provide representation to special boards and groups on matters related to insurance, wages and benefits, and other personnel- and risk management-related issues.
  14. Assist with facilitating employee-related cost-reduction measures during periods of fiscal stress.
  15. Facilitate implementation of GASB 45 requirements.
  16. Conduct audit of real property assets.
  17. Assist the City Manager in addressing CalPERS-related cost increases.
  18. Ensure compliance with the Public Employee Pension Reform Act of 2013 (PEPRA).
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### **Personnel Services – \$374,636**

Salary requests are for: Director of Administrative Services/Human Resources (0.80) – \$141,523; Benefits Coordinator (1.00) – \$74,400; Employment and Personnel Coordinator (1.00) – \$65,478. Cost allocations are as follows: full-time salaries – \$281,401; overtime – \$500; benefit costs – \$92,735.

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### **Services and Supplies – \$134,838**

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 – \$15,000; personnel testing – \$5,000; fingerprints and credit bureau fees – \$3,500; psychological exams – \$8,000; ADA expenditures – \$1,000; miscellaneous expenditures – \$500.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$1,525  
*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**

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

52490      PSYCHOLOGICAL ASSISTANCE – \$15,000

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

52510      MEDICAL EXAMINATIONS – \$15,000 **(\$18,000 approved in Adopted Budget)**

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

52520      PERSONNEL TESTING – \$5,000 **(\$6,000 approved in Adopted Budget)**

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

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

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

52590      PSYCHOLOGICAL EXAMS – \$8,000

Psychological exams for new employee applicants.

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**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	77,692	82,721	82,721	82,721
Services and Supplies	408,735	422,185	387,685	387,685
Capital Outlay	0	0	0	0
<b>Total</b>	<b>486,427</b>	<b>504,906</b>	<b>470,406</b>	<b>470,406</b>
<b>Personnel Authorized</b>	0.60 (FT) 1.00 (PT)	0.60 (FT) 1.00 (PT)	0.60 (FT) 1.00 (PT)	0.60 (FT) 1.00 (PT)

**Source of Funds**

General Fund	442,840	448,382	413,882	413,882
After-School Program – Indirect Staff Charges	11,694	17,558	17,558	17,558
Sewer Operating Fund – Indirect Staff Charges	31,893	38,966	38,966	38,966
<b>Total</b>	<b>486,427</b>	<b>504,906</b>	<b>470,406</b>	<b>470,406</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4317 Central Services

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### **Work Program**

1. Evaluate P.C.–based central stores inventory systems for maintenance, ordering, distribution, and tracking of supplies.
  2. Administer the City's franchise agreement with 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.
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### **Personnel Services – \$82,721**

Salary requests are for: Director of Administrative Services/Human Resources (0.10) – \$17,691; Administrative Specialist (0.50) – \$24,650; Office Specialist (0.50/part-time) – \$14,434; Senior Intern (0.50/part-time) – \$8,195. Cost allocations are as follows: full-time salaries – \$42,341; part-time salaries – \$22,629; overtime – \$500; benefit costs – \$17,251.

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### **Services and Supplies – \$422,185**

Funding requested is for: books and publications – \$185; office supplies – indirect – \$58,000; license/permits/certificates – \$2,000; maintenance – office equipment and furniture – \$20,000; publication and advertising – \$30,500; animal control services – \$285,000; special contract services – \$3,500; rent – land/buildings – \$12,000; rent – private equipment – \$1,500; small equipment – \$1,500; miscellaneous expenditures – \$8,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$185

*Electronic Internet Publications (Various)*

51050      OFFICE SUPPLIES – INDIRECT – \$58,000

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

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

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$600

GoDaddy, \$75

Provision for increases, \$125

52010      MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$20,000 ***(Only \$10,000 approved in Adopted Budget)***

Ricoh/Aficio 8120S digital copier system (main City Hall copier system), \$5,000 ***(Not approved in Adopted Budget)***

SHARP digital copier system maintenance (City Hall Main Lobby), \$5,000 ***(Not approved in Adopted Budget)***

Excess copier charges for all copier systems, \$3,500

Neopost IS-460 automatic mail machine with scale, \$1,000

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

Audio/visual equipment maintenance (Citywide), \$1,950

Ricoh C801, \$1,500

Unanticipated adjustments, \$750

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

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

- 52090      PUBLICATION AND ADVERTISING – \$30,500 ***(Only \$5,000 approved in Adopted Budget)***  
Specialized printing needs, die cuts, layouts, and design development, \$2,500  
Civic Publications Community Newsletter, \$28,000
- 52430      ANIMAL CONTROL SERVICES – \$285,000  
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 ***(\$9,000 approved in Adopted Budget)***  
Parking permit decals, \$500  
U.S. and California State flags, \$1,500  
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	2,538,228	2,783,901	2,723,655	2,723,655
Services and Supplies	1,116,812	999,500	936,800	936,800
Capital Outlay	0	4,900	4,900	4,900
<b>Total</b>	<b>3,655,040</b>	<b>3,788,301</b>	<b>3,665,355</b>	<b>3,665,355</b>

<b>Personnel Authorized</b>	12.00 (FT) 127.00 (PT)	12.00 (FT) 127.00 (PT)	16.00 (FT) 119.00 (PT)	16.00 (FT) 119.00 (PT)
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### Department Distribution

Recreation	1,175,904	1,528,124	1,633,391	1,633,391
Clinic	72,884	77,274	77,274	77,274
Senior Citizens	132,080	166,059	198,444	198,444
Nutritional Meals	478,535	241,140	206,559	206,559
Family and Health Education	91,736	82,117	82,117	82,117
After-School Program	1,703,901	1,693,587	1,467,570	1,467,570
<b>Total</b>	<b>3,655,040</b>	<b>3,788,301</b>	<b>3,665,355</b>	<b>3,665,355</b>

### Source of Funds

General Fund	1,454,948	1,786,246	1,889,317	1,889,317
Community Dev Block Grant Fund	236,776	15,000	15,000	15,000
DAAS Grant/Donations	171,279	200,542	200,542	200,542
After-School Program Grant Fund	1,589,575	1,575,862	1,349,845	1,349,845
City of Hope	1,000	700	700	700
Kaiser Permanente Foundation	5,089	0	0	0
OMSD Resource Center Grant	28,500	28,500	28,500	28,500
Senior Support Services Grant	30,000	40,000	40,000	40,000
Healthy Comm. Strategic Plan	18,027	16,451	16,451	16,451
ASES Supplemental Grant Fund	119,846	125,000	125,000	125,000
<b>Total</b>	<b>3,655,040</b>	<b>3,788,301</b>	<b>3,665,355</b>	<b>3,665,355</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Human Services

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Human Services	1.00	1.00	1.00	1.00	176,904	176,904	176,904
Asst. Director of Human Svcs	0.00	0.00	1.00	1.00	0	117,576	117,576
Recreation Manager	0.00	0.00	1.00	1.00	0	78,560	78,560
Community Services Supervisor	0.00	0.00	1.00	1.00	0	63,228	63,228
Sr. Recreation Supervisor	2.00	2.00	0.00	0.00	138,204	0	0
MAP Supervisor	1.00	1.00	1.00	1.00	63,543	65,088	65,088
MAP Coordinator	2.00	2.00	2.00	2.00	110,102	116,976	116,976
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	55,142	55,142	55,142
Health Education Specialist	1.00	1.00	1.00	1.00	50,528	50,528	50,528
Sr. Management Analyst	1.00	1.00	0.00	0.00	90,721	0	0
Administrative Analyst	0.00	0.00	1.00	1.00	0	65,545	65,545
Administrative Specialist	1.00	1.00	1.00	1.00	56,556	56,556	56,556
Medical Clinic Specialist	1.00	1.00	1.00	1.00	0	0	0
Human Services Specialist	1.00	1.00	0.00	0.00	50,981	0	0
Recreation Coordinator	0.00	0.00	4.00	4.00	0	184,692	184,692
<b>Part-Time</b>							
Data Entry Clerk	1.00	1.00	0.00	0.00	24,822	0	0
Customer Svc Rep/Office Spec	0.00	0.00	3.00	3.00	0	86,226	86,226
Facility Coordinator	3.00	3.00	0.00	0.00	53,186	0	0
Summer/Winter Personnel	43.00	43.00	43.00	43.00	323,854	240,000	240,000
Health Education Intern	1.00	1.00	1.00	1.00	17,004	17,004	17,004
Nutrition Site Manager	1.00	1.00	1.00	1.00	25,696	25,696	25,696
Kitchen Assistant	1.00	1.00	1.00	1.00	16,900	16,900	16,900
Senior Learning Leader	11.00	11.00	11.00	11.00	351,505	392,799	392,799
Learning Leader	55.00	55.00	55.00	55.00	560,790	369,046	369,046
Junior Intern	2.00	2.00	2.00	2.00	22,568	22,568	22,568
Transportation Coordinator	2.00	2.00	2.00	2.00	31,436	31,436	31,436
Mini-School Coordinator	1.00	1.00	0.00	0.00	0	0	0
Senior Recreation Specialist	4.00	4.00	0.00	0.00	135,080	0	0
Recreation Specialist	2.00	2.00	0.00	0.00	0	0	0
Full Time	12.00	12.00	16.00	16.00	792,681	1,030,795	1,030,795
Part Time	127.00	127.00	119.00	119.00	1,562,841	1,201,675	1,201,675
Total Salaries & Wages					2,355,522	2,232,470	2,232,470
Benefit Costs					324,078	369,935	369,935
PERS Benefit Costs					104,301	121,250	121,250
Total Benefit Costs					428,379	491,185	491,185
<b>TOTAL</b>					<b>2,783,901</b>	<b>2,723,655</b>	<b>2,723,655</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4381**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	910,635	1,086,526	1,254,493	1,254,493
Services and Supplies	265,269	436,698	373,998	373,998
Capital Outlay	0	4,900	4,900	4,900
<b>Total</b>	<b>1,175,904</b>	<b>1,528,124</b>	<b>1,633,391</b>	<b>1,633,391</b>
<b>Personnel Authorized</b>	4.30 (FT) 53.00 (PT)	4.50 (FT) 53.00 (PT)	8.25 (FT) 48.00 (PT)	8.25 (FT) 48.00 (PT)

**Source of Funds**

General Fund	1,140,901	1,491,366	1,596,633	1,596,633
DAAS Grant/Donations	983	983	983	983
After-School Program Grant Fund	5,520	7,275	7,275	7,275
OMSD Resource Center Grant	28,500	28,500	28,500	28,500
<b>Total</b>	<b>1,175,904</b>	<b>1,528,124</b>	<b>1,633,391</b>	<b>1,633,391</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4381 Recreation

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$1,086,526**

Salary requests are for: Director of Human Services (1.00) – \$176,904; Senior Recreation Supervisor (1.50) – \$100,716; Sr. Management Analyst (1.00) – \$90,721; Administrative Specialist (1.00) – \$56,556; Facility Coordinator (3.00/part-time) – \$53,186; Summer/Winter Personnel (43.00/part-time) – \$323,854; Junior Intern (2.00/part-time) – \$22,568; Senior Recreation Specialist (2.00/part-time) – \$70,834. Cost allocations are as follows: full-time salaries – \$424,897; part-time salaries – \$470,442; benefit costs – \$191,187.

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### **Services and Supplies – \$436,698**

Funding requested is for: program supplies – \$73,700; maintenance – other equipment – \$1,400; publication and advertising – \$28,500; community benefits – \$30,000; dues and memberships – \$2,500; travel and meetings – \$7,500; mileage/auto allowance – \$7,800; Community Activities Commission – \$33,750; performing art services – \$10,000; special contract services – \$134,280; vocational training – \$5,168; cellular phone expense – \$775; reimbursed program costs – \$61,625; CAC stipends – \$3,500; miscellaneous expenditures – \$36,200.

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### **Capital Outlay – \$4,900**

Funding requested is for: one leg curl machine.

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

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Five (5) Human Services Dept. Staff	CPRS Annual Conference	Long Beach, CA	Spring 2023	\$6,000
					<b>(General Fund sub-total: \$6,000)</b>
52130	Three (3) Human Services Dept. Staff	California Expanded Learning Symposium	Fresno, CA	Spring 2023	\$1,500
					<b>(After-School Program Grant sub-total: \$1,500)</b>
<b>Total:</b>					<b>\$7,500</b>

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

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	14 Part-Time Staff	CPR and First Aid Training	Montclair, CA	2022-2023	\$910
<b>(General Fund sub-total: \$910)</b>					
52540	1 Part-Time Staff	Food Managers Certification	Montclair, CA	Fall 2023	\$169
52540	1 Part-Time Staff	Food Handlers Certification	Montclair, CA	Fall 2023	\$22
52540	36 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2023	\$792
<b>(DAAS Grant sub-total: \$983)</b>					
52540	45 Part-Time Staff	CPR and First Aid Training	Montclair, CA	2022-2023	\$2,925
52540	3 Full-time staff	Inland Empire Expanded Learning	TBA	Spring 2023	\$350
<b>(After-School Program Grant sub-total: \$3,275)</b>					
				<b>Total:</b>	<b>\$5,168</b>

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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

51130      PROGRAM SUPPLIES – \$73,700 *(Only \$70,000 approved in Adopted Budget)*

Special event supplies, \$7,800  
Dashing through Montclair, \$1,200  
Part-time staff shirts, sweaters/jackets, \$4,600  
Full-time staff shirts, sweaters/jackets, \$2,000  
Teen and youth programs, \$9,500  
Country Fair Jamboree, \$40,000  
Summer kick-off, \$600  
Movie license, \$8,000

52050      MAINTENANCE – OTHER EQUIPMENT – \$1,400

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

52090      PUBLICATION AND ADVERTISING – \$28,500 *(Only \$22,000 approved in Adopted Budget)*

Costs for production of the Human Services Department brochures (3) (Printing, design, and layout), \$25,000  
Special event post-cards, \$3,000  
Printing costs for youth programs, \$500

52110      COMMUNITY BENEFITS – \$30,000

Contributions to local service agencies.

52120      DUES AND MEMBERSHIPS – \$2,500

California Parks and Recreation Society, SCMAF, ASA/National Council on Aging, Community Health Association of Inland Southern Region.

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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

52130      TRAVEL AND MEETINGS – \$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 – \$33,750 ***(Only \$21,250 approved in Adopted Budget)***

Holiday events, \$20,000 ***(Only \$7,500 approved in Adopted Budget)***

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

Veterans Day banners, \$7,000

Shirts, \$250

52310      PERFORMING ART SERVICES – \$10,000

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

52450      SPECIAL CONTRACT SERVICES – \$134,280 ***(Only \$94,280 approved in Adopted Budget)***

Cost of grant writing services, \$120,000 ***(Only \$80,000 approved in Adopted Budget)***

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League and Youth Volleyball League, \$12,240

Weight room cable television service, \$1,200

Internet hot spot service, \$840

52540      VOCATIONAL TRAINING – \$5,168

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$910; DAAS Grant – \$983; After-School Program Grant – \$3,275)

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

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

52850      CELLULAR PHONE EXPENSE – \$775

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

52870      REIMBURSED PROGRAM COSTS – \$61,625

Program costs that will be reimbursed through fees:

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

Vermont Systems maintenance fee, \$5,000

Summer day camp (shirts, trips, snacks, supplies, awards), \$9,000

Summer recreation program (shirts, trips, snacks, supplies, awards), \$6,625

Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$14,125

Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$10,625

Adult basketball (shirts, awards), \$1,875

Adult volleyball (shirts, awards), \$1,875

Youth performances, \$2,500 (After-School Program Grant)

52871      REIMBURSED PROGRAM COSTS – <\$61,625>

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

52920      CAC STIPENDS – \$3,500

52990      MISCELLANEOUS EXPENDITURES – \$36,200

Volunteer expenses, \$1,000

Miscellaneous program expenses, \$2,000

Large storage container purchase, \$4,700

Family Resource Center miscellaneous expenses, \$28,500 (OMSD Resource Center Grant)

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

**Department:** Human Services

**Program:** 4381 Recreation

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Leg Curl Machine	The current Leg Curl Machine in the Recreation Center Weight Room is broken and not able to be repaired. A new Leg Curl Machine is requested from a nationwide retailer. The Leg Curl Machine is used to bulk and strengthen the hamstring and quadriceps muscles.	\$4,900
			<b>Total: \$4,900</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4382**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	17,348	18,488	18,488	18,488
Services and Supplies	55,536	58,786	58,786	58,786
Capital Outlay	0	0	0	0
<b>Total</b>	<b>72,884</b>	<b>77,274</b>	<b>77,274</b>	<b>77,274</b>

<b>Personnel Authorized</b>	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)
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**Source of Funds**

General Fund	72,884	77,274	77,274	77,274
<b>Total</b>	<b>72,884</b>	<b>77,274</b>	<b>77,274</b>	<b>77,274</b>



## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4382 Clinic

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### **Work Program**

Offer health services through an osteopathic manipulative medicine clinic with Doctor of Osteopathic Medicine Students from Western University of Health sciences while continuing to offer health and physical education programs, case management services, along with assistance and referrals to community agencies and services. In addition, continue partnerships and relationships with community social services agencies, mental health clinics and public safety groups and serving as a training center for medical students and mental health clinicians.

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### **Units of Measure**

1. The medical clinic sees over 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.
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### **Personnel Services – \$18,488**

Salary requests are for: Health Education Specialist (0.25) – \$12,632. Cost allocations are as follows: full-time salaries – \$12,632; benefit costs – \$5,856.

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### **Services and Supplies – \$58,786**

Funding requested is for: program supplies – \$1,750; materials–recycle/clean–up – \$3,500; special contract services – \$50,136; stipends – \$2,800; miscellaneous expenditures – \$600.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4382 Clinic

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Object  
Number

51130      PROGRAM SUPPLIES – \$1,750

Medical clinic supplies, \$1,000

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 – \$2,800

Medical Clinic Consejera, \$2,500

Volunteer Student Coordinator, \$300

52990      MISCELLANEOUS EXPENDITURES – \$600

Volunteer expenses, \$500

Certificates/awards, \$100

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4383**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	112,730	145,059	177,444	177,444
Services and Supplies	19,350	21,000	21,000	21,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>132,080</b>	<b>166,059</b>	<b>198,444</b>	<b>198,444</b>

<b>Personnel Authorized</b>	1.00 (FT) 2.00 (PT)	1.00 (FT) 3.00 (PT)	2.00 (FT) 2.00 (PT)	2.00 (FT) 2.00 (PT)
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**Source of Funds**

General Fund	87,080	111,059	143,444	143,444
Community Dev Block Grant Fund	15,000	15,000	15,000	15,000
Senior Support Services Grant	30,000	40,000	40,000	40,000
<b>Total</b>	<b>132,080</b>	<b>166,059</b>	<b>198,444</b>	<b>198,444</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4383 Senior Citizens

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**Work Program**

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

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**Units of Measure**

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

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**Personnel Services – \$145,059**

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$55,142; Transportation Coordinators (2.00/part-time) – \$31,436; Senior Recreation Specialist (1.00) – \$32,123. Cost allocations are as follows: full-time salaries – \$55,142; part-time salaries – \$63,559; benefit costs – \$26,358.

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**Services and Supplies – \$21,000**

Funding requested is for: program supplies – \$6,000; special contract services – \$10,000; miscellaneous expenditures – \$5,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4383 Senior Citizens

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Object  
Number

51130	<u>PROGRAM SUPPLIES</u> – \$6,000 Food distribution supplies, \$3,000 Helium tank refills, \$900 (DAAS IIIB Senior Supportive Services) Senior special event and activity supplies, \$2,100 (DAAS IIIB Senior Supportive Services)
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$10,000 Program speakers, entertainment, \$7,000 (DAAS IIIB Senior Supportive Services) Case Manager, \$3,000
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$5,000 Annual Volunteer Recognition Dinner, \$2,300 Volunteer expenses, \$700 Montclair Walkers program expenses, \$500 Community Health fair, \$500 Intergenerational program, \$500 Miscellaneous program expenses, \$500

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4384**

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

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**Program Description**

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

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	122,709	99,490	64,909	64,909
Services and Supplies	355,826	141,650	141,650	141,650
Capital Outlay	0	0	0	0
<b>Total</b>	<b>478,535</b>	<b>241,140</b>	<b>206,559</b>	<b>206,559</b>

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<b>Personnel Authorized</b>	5.00 (PT)	4.00 (PT)	3.00 (PT)	3.00 (PT)
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**Source of Funds**

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General Fund	86,463	41,581	7,000	7,000
Community Dev Block Grant Fund	221,776	0	0	0
DAAS Grant/Donations	170,296	199,559	199,559	199,559
<b>Total</b>	<b>478,535</b>	<b>241,140</b>	<b>206,559</b>	<b>206,559</b>

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## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4384 Nutritional Meals

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### **Work Program**

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

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### **Units of Measure**

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

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### **Personnel Services – \$99,490**

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$25,696; Kitchen Assistant (1.00/part-time) – \$16,900; Health Education Intern (0.50/part-time) – \$17,004; Senior Recreation Specialist (1.00/part-time) – \$32,123. Cost allocations are as follows: part-time salaries – \$91,723; benefit costs – \$7,767.

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### **Services and Supplies – \$141,650**

Funding requested is for: program supplies – \$7,500; special consulting services – \$3,100; special contracting services – \$115,350; raw food – \$6,500; reimbursed program costs – \$7,000; miscellaneous expenditures – \$2,200.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4384 Nutritional Meals

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Object  
Number

51130      PROGRAM SUPPLIES – \$7,500  
Non–food consumable supplies. (DAAS Grant)

52190      SPECIAL CONSULTING SERVICES – \$3,100  
Consultant fees for Dietitian. (DAAS Grant)

52450      SPECIAL CONTRACTING SERVICES – \$115,350  
Catered food costs. (DAAS Grant)

52451      RAW FOOD – \$6,500  
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/WellSky 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**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	60,620	55,466	55,466	55,466
Services and Supplies	31,116	26,651	26,651	26,651
Capital Outlay	0	0	0	0
<b>Total</b>	<b>91,736</b>	<b>82,117</b>	<b>82,117</b>	<b>82,117</b>
<b>Personnel Authorized</b>	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

**Source of Funds**

General Fund	67,620	64,966	64,966	64,966
City of Hope	1,000	700	700	700
Kaiser Permanente Foundation	5,089	0	0	0
Healthy Comm. Strategic Plan	18,027	16,451	16,451	16,451
<b>Total</b>	<b>91,736</b>	<b>82,117</b>	<b>82,117</b>	<b>82,117</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4385 Family and Health Education

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### **Work Program**

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.

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### **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 – \$55,466**

Salary requests are for: Health Education Specialist (0.75) – \$37,896. Cost allocations are as follows: full-time salaries – \$37,896; benefit costs – \$17,570.

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### **Services and Supplies – \$26,651**

Funding requested is for: program supplies – \$16,340; publication and advertising – \$500; stipend/classroom assistance – \$7,811; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4385 Family and Health Education

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Object  
Number

51130      PROGRAM SUPPLIES – \$16,340

Community health, \$9,340 (Healthy Community Strategic Plan)  
Community Garden and Fruit Park materials, \$7,000

52090      PUBLICATION AND ADVERTISING – \$500

Community health programming.

52921      STIPEND – CLASSROOM ASSISTANCE – \$7,811

*Consejeras* (City of Hope – \$700; Healthy Community Strategic Plan – \$7,111)

52990      MISCELLANEOUS EXPENDITURES – \$2,000

Healthy Montclair activity supplies and refreshments.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4387**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,314,186	1,378,872	1,152,855	1,152,855
Services and Supplies	389,715	314,715	314,715	314,715
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,703,901</b>	<b>1,693,587</b>	<b>1,467,570</b>	<b>1,467,570</b>
<b>Personnel Authorized</b>	4.70 (FT) 67.00 (PT)	4.50 (FT) 67.00 (PT)	3.75 (FT) 66.00 (PT)	3.75 (FT) 66.00 (PT)

**Source of Funds**

After-School Program Grant Fund	1,584,055	1,568,587	1,342,570	1,342,570
ASES Supplemental Grant Fund	119,846	125,000	125,000	125,000
<b>Total</b>	<b>1,703,901</b>	<b>1,693,587</b>	<b>1,467,570</b>	<b>1,467,570</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		4387 After-School Program

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### **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 and ASES Supplemental funds offers enrichment programs, homework assistance, physical education, and recreation activities.

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### **Units of Measure**

The Expanded Learning Program provides services to over 1,000 students in kindergarten through eighth grade at 11 sites.

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### **Personnel Services – \$1,378,872**

Salary requests are for: Senior Recreation Supervisor (0.70) – \$37,488; Senior Learning Coordinator (1.00) – \$63,543; Assistant Senior Learning Coordinator (2.00) – \$110,102; Human Services Specialist (1.00) – \$50,981; Data Entry Clerk (1.00/part-time) – \$24,822; Senior Learning Leader (11.00/part-time) – \$351,505; Learning Leaders/Substitute Learning Leader (55.00/part-time) – \$560,790. Cost allocations are as follows: full-time salaries – \$262,114; part-time salaries – \$937,117; benefit costs – \$179,641.

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### **Services and Supplies – \$314,715**

Funding requested is for: uniforms – \$8,000; program supplies – \$85,000; publication and advertising – \$10,000; special contract services – \$205,000; cellular phone expense – \$6,715.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Human Services

**Program:** 4387 After School Program

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Object  
Number

51100	<u>UNIFORMS</u> – \$8,000 Staff uniforms. (After-School Program Grant)
51130	<u>PROGRAM SUPPLIES</u> – \$85,000 Expanded Learning Program supplies. (After-School Program Grant – \$75,000, ASES Supplemental Grant – \$10,000)
52090	<u>PUBLICATION AND ADVERTISING</u> – \$10,000 Expanded Learning Program advertising materials. (After-School Program Grant)
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$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	<u>CELLULAR PHONE EXPENSE</u> – \$6,715 Cost for cell phone services. (After-School Program Grant)

*Police Department*

## DEPARTMENT BUDGET SUMMARY

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### Department

Police

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### Overview

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

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,461,227	10,011,091	9,678,527	9,678,527
Services and Supplies	1,333,334	1,404,489	1,338,794	1,338,794
Capital Outlay	516,975	414,497	414,497	414,497
<b>Total</b>	<b>11,311,536</b>	<b>11,830,077</b>	<b>11,431,818</b>	<b>11,431,818</b>

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<b>Personnel Authorized</b>	75.50 (FT) 24.00 (PT)	76.50 (FT) 24.00 (PT)	76.50 (FT) 19.00 (PT)	76.50 (FT) 19.00 (PT)
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### Department Distribution

Administration	463,669	553,412	557,112	557,112
Support Services	739,160	759,238	755,938	755,938
Technical Services	367,278	455,931	433,811	433,811
Records Bureau	511,577	681,217	678,217	678,217
Investigations	1,203,745	1,486,899	1,486,399	1,486,399
Uniform Patrol	7,019,641	6,739,771	6,412,796	6,412,796
Communications	854,057	996,454	950,390	950,390
Volunteer Services	60,218	61,918	61,918	61,918
Emergency Preparedness	92,191	95,237	95,237	95,237
<b>Total</b>	<b>11,311,536</b>	<b>11,830,077</b>	<b>11,431,818</b>	<b>11,431,818</b>

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### Source of Funds

General Fund	9,965,221	10,880,510	10,252,121	10,252,121
Prop 30 / AB 109	62,724	0	0	0
SB 509 Public Safety Fund	308,841	325,558	552,988	552,988
Federal Forfeiture Fund – DOJ	110,000	0	0	0
State Forfeiture – 15% Set Aside	5,500	0	0	0
School District Grant Fund	210,600	109,512	109,512	109,512
COPS ELEAS Grant Fund	100,000	100,000	349,997	349,997
Bureau of Justice Assistance	13,020	0	0	0
Safety Dept. Grants	318,655	0	0	0
Equipment Replacement Fund	216,975	414,497	167,200	167,200
<b>Total</b>	<b>11,311,536</b>	<b>11,830,077</b>	<b>11,431,818</b>	<b>11,431,818</b>

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**DETAIL OF SALARIES AND WAGES**

**Department:** Police

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
		Dept	City Mgr		Dept	City Mgr	Adopted
	Current	Request	Recom	Final	Request	Recom	Budget
<b><u>Sworn</u></b>							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	222,432	222,432	222,432
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-111,216	-111,216	-111,216
	0.50	0.50	0.50	0.50	111,216	111,216	111,216
Captain	1.00	1.00	1.00	1.00	170,580	170,580	170,580
Lieutenant	3.00	3.00	3.00	3.00	447,444	447,444	447,444
Sergeant	8.00	8.00	8.00	8.00	929,795	929,795	929,795
Officer	41.00	41.00	41.00	41.00	3,453,212	3,453,212	3,453,212
Admin other Depts - CFDs					-15,870	-15,870	-15,870
<b><u>Civilian</u></b>							
Police Services Supervisor	1.00	1.00	1.00	1.00	80,484	80,484	80,484
Administrative Aide	2.00	2.00	2.00	2.00	127,464	127,464	127,464
Administrative Specialist	1.00	1.00	1.00	1.00	56,556	56,556	56,556
Crime Analyst	0.00	1.00	1.00	1.00	65,226	65,226	65,226
Police Dispatch Supervisor	2.00	2.00	2.00	2.00	169,080	169,080	169,080
Police Services Specialist	6.00	6.00	6.00	6.00	295,344	295,344	295,344
Dispatcher	8.00	8.00	8.00	8.00	480,532	476,444	476,444
Property Custody Clerk	1.00	1.00	1.00	1.00	49,465	49,465	49,465
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	48,315	48,315	48,315
Admin other Depts - CFDs					-6,188	-6,188	-6,188
<b><u>Part-Time</u></b>							
Reserve Officer	11.00	11.00	6.00	6.00	26,400	26,400	26,400
Police Cadet	9.00	9.00	9.00	9.00	103,420	103,420	103,420
Data Entry Clerk	2.00	2.00	2.00	2.00	31,562	31,562	31,562
Dispatch (Relief)	1.00	1.00	1.00	1.00	20,000	0	0
Police Background Investigator	1.00	1.00	1.00	1.00	55,676	55,676	55,676
Full Time	76.00	77.00	77.00	77.00	6,595,929	6,591,841	6,591,841
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-133,274	-133,274	-133,274
Total FT Positions/Salaries	75.50	76.50	76.50	76.50	6,462,655	6,458,567	6,458,567
Part Time	24.00	24.00	19.00	19.00	237,058	217,058	217,058
Additional Pay					125,220	125,220	125,220
Overtime					806,500	500,000	500,000
Total Salaries & Wages					7,631,433	7,300,845	7,300,845
Benefit Costs					1,404,642	1,403,036	1,403,036
PERS Benefit Costs					1,019,214	1,018,844	1,018,844
Benefit Costs other Depts					-44,198	-44,198	-44,198
Total Benefit Costs					2,379,658	2,377,682	2,377,682
<b>TOTAL</b>					<b>10,011,091</b>	<b>9,678,527</b>	<b>9,678,527</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4421**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	226,983	243,283	243,283	243,283
Services and Supplies	236,686	260,579	264,279	264,279
Capital Outlay	0	49,550	49,550	49,550
<b>Total</b>	<b>463,669</b>	<b>553,412</b>	<b>557,112</b>	<b>557,112</b>
<b>Personnel Authorized</b>	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

**Source of Funds**

General Fund	252,823	288,549	281,649	281,649
SB 509 Public Safety Fund	205,346	215,313	225,913	225,913
State Forfeiture – 15% Set Aside	5,500	0	0	0
COPS ELEAS Grant Fund	0	0	49,550	49,550
Equipment Replacement Fund	0	49,550	0	0
<b>Total</b>	<b>463,669</b>	<b>553,412</b>	<b>557,112</b>	<b>557,112</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4421 Administration

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### **Work Program**

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

### **Units of Measure**

1. Measured by the activity and productivity of 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.
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### **Personnel Services – \$243,283**

Salary requests are for: Executive Director of Public Safety (0.50) – \$111,216; Administrative Aide (1.00) – \$63,732; Admin Other Departments – CFDs – <\$6,188>. Cost allocations are as follows: full-time salaries – \$168,760; additional pay – \$900; overtime – \$1,000; benefit costs – \$72,623.

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### **Services and Supplies – \$260,579**

Funding requested is for: books and publications – \$100; dues and memberships – \$2,825; travel and meetings – \$5,100; special contract services – \$223,877; educational grants – \$2,500; small equipment – \$12,490; cellular phone expenses – \$10,687; miscellaneous expenditures – \$3,000.

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### **Capital Outlay – \$49,550**

Funding is requested for: one administrative vehicle – \$42,800; emergency equipment for one administrative vehicle – \$6,750.

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

**Department:** Police

**Program:** 4421 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	TBA	\$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2022	\$1,000
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2023	\$2,400
52130	Executive Director of Public Safety	Legislative Day	Sacramento, CA	March 2023	\$1,300
52130	Police Department Staff	Attendance at Awards Banquets	TBA <i>(Moved from 4422-52990)</i>	TBA	\$400
52130	Police Department Staff	Montclair Chamber Breakfasts	TBA <i>(Moved from 4422-52990)</i>	TBA	\$400
<b>Total:</b>					<b>\$5,100</b>

*(Only \$4,800 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 – \$2,825

San Bernardino County Police Chiefs' and Sheriff Association, \$500

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), \$140

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

California Chapter of the National Emergency Number Association, Inc. (CALNENA), \$285

National Association of Chiefs of Police (NACOP), \$60

52130      TRAVEL AND MEETING EXPENSES – \$5,100 ***(Only \$4,800 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 – \$223,877 ***(\$227,877 approved in Adopted Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,000 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes Computer-Aided Dispatch [CAD], Records Management System [RMS], and all connections, customer service, maintenance, and data lake), \$117,454 (SB 509 Fund)

Annual contract for policy and procedural manual update and Daily Training Bulletins, \$9,959 (SB 509 Fund)

Annual contract for Daily Training Bulletin management services, \$2,900 (SB 509 Fund)

Annual subscription for specialized comprehensive law enforcement application software with LEFTA Systems, \$6,600 ***(Moved to SB509 Fund)***

WeTip Annual Membership, \$1,964

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

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

52530      EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52690      SMALL EQUIPMENT – \$12,490

Chairs for Records personnel (1 @ \$1,120 each; 1 @ \$890 each; 1 @ \$1,050 each), \$3,060

Chairs for Administrative personnel and the Administrative Conference Room (17 @ \$450 each), \$7,650

Miscellaneous chairs for the police station (1 @ \$820 each; 1 @ \$600 each; 1 @ \$360 each), \$1,780

52850      CELLULAR PHONE EXPENSES – \$10,687

Cellular phone service (24 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers and an Information Technology Analyst.

52990      MISCELLANEOUS EXPENDITURES – \$3,000

Department award presentation items.

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

**Department:** Police

**Program:** 4421 Administration

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	Administration Vehicle	One of the vehicles assigned to Administration is in need of replacement, Unit #404, which is a 2016 Ford Interceptor Utility. This vehicle has high mileage and a history of collision damage. It has had several issues with the steering system, transmission, and the PTU has been replaced. The City mechanic reviewed and approved this replacement recommendation. The Department is requesting to purchase one 2023 Ford Interceptor Utility. (Equipment Replacement Fund) <b><i>(Moved to Fund 1149 – COPS ELEAS Grant)</i></b>	\$42,800
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one administrative vehicle. (Equipment Replacement Fund) <b><i>(Moved to Fund 1149 – COPS ELEAS Grant)</i></b>	\$6,750
<b>Total:</b>			<b>\$49,550</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4422**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	728,570	748,103	745,603	745,603
Services and Supplies	10,590	11,135	10,335	10,335
Capital Outlay	0	0	0	0
<b>Total</b>	<b>739,160</b>	<b>759,238</b>	<b>755,938</b>	<b>755,938</b>
<b>Personnel Authorized</b>	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	731,710	751,688	748,388	748,388
SB 509 Public Safety Fund	7,450	7,550	7,550	7,550
<b>Total</b>	<b>739,160</b>	<b>759,238</b>	<b>755,938</b>	<b>755,938</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4422 Support Services

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### **Work Program**

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

### **Units of Measure**

1. Maintain contractual agreements and range use for allied law enforcement agencies.
  2. Provide appropriate training for 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 – \$748,103**

Salary requests are for: Captain (1.00) – \$170,580; Lieutenant (1.00) – \$149,148; Police Officer (1.00) – \$92,892; Administrative Aide (1.00) – \$63,732; Police Background Investigator (1.00/part-time) – \$55,676. Cost allocations are as follows: full-time salaries – \$476,352; part-time salaries – \$55,676; additional pay – \$1,200; overtime – \$5,500; benefit costs – \$209,375.

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### **Services and Supplies – \$11,135**

Funding requested is for: books and publications – \$1,785; special contract services – \$7,550; miscellaneous expenditures – \$1,800.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4422 Support Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,785

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,200  
Penal code books (7 @ \$75 each), \$525  
Vehicle code books (2 @ \$30 each), \$60

52450      SPECIAL CONTRACT SERVICES – \$7,550

Training Management System annual software maintenance, \$750 (SB 509 Fund)  
PUMA software maintenance, \$4,200 (SB 509 Fund)  
Transcription services, \$2,600 (SB 509 Fund)

52990      MISCELLANEOUS EXPENDITURES – \$1,800 ***(Only \$1,000 approved in Adopted Budget)***

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, attendance at awards banquets and Montclair Chamber breakfasts ***(Moved to 4421-52130)***, special mailings, and refreshments for Department hosted meetings.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4423**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	173,178	201,276	201,276	201,276
Services and Supplies	194,100	254,655	232,535	232,535
Capital Outlay	0	0	0	0
<b>Total</b>	<b>367,278</b>	<b>455,931</b>	<b>433,811</b>	<b>433,811</b>

<b>Personnel Authorized</b>	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	342,778	426,796	404,676	404,676
SB 509 Public Safety Fund	24,500	29,135	29,135	29,135
<b>Total</b>	<b>367,278</b>	<b>455,931</b>	<b>433,811</b>	<b>433,811</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		4423 Technical Services

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### **Work Program**

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

### **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 – \$201,276**

Salary requests are for: Sergeant (0.50) – \$61,740; Police Cadet (9.00/part-time) – \$103,420. Cost allocations are as follows: full-time salaries – \$61,740; part-time salaries – \$103,420; additional pay – \$1,770; benefit costs – \$34,346.

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### **Services and Supplies – \$254,655**

Funding requested is for: program supplies – \$24,120; special contract services – \$200,000; postage – \$200; small equipment – \$29,135; miscellaneous expenditures – \$1,200.

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### **Capital Outlay**

No funding requested.

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

**Department:** Police

**Program:** 4423 Technical Services

Object  
Number

51130      PROGRAM SUPPLIES – \$24,120 (*Only \$17,000 approved in Adopted Budget*)

Laminating supplies, supplies for first aid bags, flares, 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

Hand sanitizer, latex gloves, disinfectant spray and wipes, face masks and respirators, chlorine dioxide disinfectant solutions, and isopropyl alcohol, \$8,000

Replacement batteries for patrol rifles, \$220

Replacement batteries for digital recorders, cameras, and various office equipment, \$750

Replacement batteries for the Mobile Field Force powered air purifying respirators (15 @ \$205 each), \$3,075

Replacement batteries for radars (2 @ \$180 each), \$360

Replacement batteries for lidars (4 @ \$160 each), \$640

Electrodes for automated external defibrillators (15 infant @ \$145 each and 20 adult @ \$35 each), \$2,875

TASER batteries (10 @ \$80 each), \$800

Bag valve masks (25 adult @ \$20 each), \$500

Chest seals (20 @ \$20 each), \$400

52450      SPECIAL CONTRACT SERVICES – \$200,000 (*Only \$185,000 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 – \$29,135 (SB 509 Fund)

TASER holsters (10 @ \$71 each), \$710

TASER devices (10 @ \$1,220 each), \$12,200

TASER cartridges (100 @ \$40 each), \$4,000

Impress charger (10 @ \$175 each), \$1,750

Digital voice recorders (10 @ \$440 each), \$4,400

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

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**Department:** Police

**Program:** 4423 Technical Services

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Object  
Number

52690	<u>SMALL EQUIPMENT</u> – continued  Digital cameras (10 @ \$165 each), \$1,650 Helmet bags (20 @ \$30 each), \$600 Ballistic helmet repair parts, \$200 Motorola short antennas (20 @ \$25 each), \$500 Preliminary alcohol screening device (1 @ \$725 each), \$725 Spike strips (4 @ \$600 each), \$2,400
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$1,200  Key duplication, \$400 Auto detailing services for eight Police Department vehicles, \$800

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4424**

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

**Program Description**

This program is responsible for providing support services in the 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	498,577	666,217	666,217	666,217
Services and Supplies	13,000	15,000	12,000	12,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>511,577</b>	<b>681,217</b>	<b>678,217</b>	<b>678,217</b>

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

General Fund	511,577	681,217	678,217	678,217
<b>Total</b>	<b>511,577</b>	<b>681,217</b>	<b>678,217</b>	<b>678,217</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4424 Records

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### **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 5,230 police reports involving 1,470 arrests and 945 FI cards processed annually.
  3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 1,215 notice to appear citations; 10,000 – 12,000 parking citations; and 230 administrative review documents processed annually.
  4. Process false alarm activation notices daily. Approximately 1,145 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 – \$666,217**

Salary requests are for: Police Services Supervisor (1.00) – \$80,484; Police Services Specialist (6.00) – \$295,344; Receptionist/Office Specialist (1.00) – \$48,315; Data Entry Clerk (2.00/part-time) – \$31,562. Cost allocations are as follows: full-time salaries – \$424,143; part-time salaries – \$31,562; additional pay – \$3,480; overtime – \$20,000; benefit costs – \$187,032.

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### **Services and Supplies – \$15,000**

Funding requested is for: office supplies – direct – \$12,000; maintenance – office equipment and furniture – \$3,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4424 Records

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Object  
Number

51060      OFFICE SUPPLIES – DIRECT – \$12,000

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 EQUIPMENT AND FURNITURE – \$3,000 *(Not approved in Adopted Budget)*

Service contract on photocopier machine, including toner.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4425**

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

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**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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,054,845	1,172,012	1,172,012	1,172,012
Services and Supplies	110,400	214,440	213,940	213,940
Capital Outlay	38,500	100,447	100,447	100,447
<b>Total</b>	<b>1,203,745</b>	<b>1,486,899</b>	<b>1,486,399</b>	<b>1,486,399</b>

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<b>Personnel Authorized</b>	8.00 (FT)	9.00 (FT)	9.00 (FT)	9.00 (FT)
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**Source of Funds**

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General Fund	1,102,545	1,322,722	1,215,712	1,215,712
SB 509 Public Safety Fund	62,700	63,730	170,240	170,240
COPS ELEAS Grant Fund	0	0	100,447	100,447
Equipment Replacement Fund	38,500	100,447	0	0
<b>Total</b>	<b>1,203,745</b>	<b>1,486,899</b>	<b>1,486,399</b>	<b>1,486,399</b>

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## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4425 Investigations

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### **Work Program**

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

### **Units of Measure**

1. Maintain and process evidence and property for approximately 5,230 crime reports, resulting in approximately 2,200 individual items annually.
  2. Provide monthly range training for 55 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 – \$1,172,012**

Salary requests are for: Sergeant (1.00) – \$123,480; Police Officer (5.00) – \$464,460; Administrative Specialist (1.00) – \$56,556; Crime Analyst (1.00) – \$65,226; Property Custody Clerk (1.00) – \$49,465. Cost allocations are as follows: full-time salaries – \$759,187; additional pay – \$18,060; overtime – \$100,000; benefit costs – \$294,765.

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### **Services and Supplies – \$214,440**

Funding requested is for: range supplies – \$20,500; program supplies – \$6,000; maintenance – office equipment and furniture – \$500; data processing – \$2,600; special investigations – \$6,500; special contract services – \$170,240; medical services – \$5,000; miscellaneous expenditures – \$3,100.

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### **Capital Outlay – \$100,447**

Funding is requested for: two investigations vehicles – \$86,947; emergency equipment for two investigations vehicles – \$13,500.

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

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**Department:** Police

**Program:** 4425 Investigations

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Object  
Number

51040      RANGE SUPPLIES – \$20,500

Range supplies including targets, ammunition, cleaning equipment, \$16,000  
Range ammunition for mandated short-barrel rifle training for new officers (9 @ \$500), \$4,500

51130      PROGRAM SUPPLIES – \$6,000

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.

52010      MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$500 ***(Not approved in Adopted Budget)***

Service contract on photocopier machine, including toner.

52250      DATA PROCESSING – \$2,600

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

52440      SPECIAL INVESTIGATIONS – \$6,500

Confidential informant funds, \$4,500  
Extraditions from other law enforcement jurisdictions, \$1,000  
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

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

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**Department:** Police

**Program:** 4425 Investigations

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$170,240

Annual Cal-ID contract, \$46,800 (SB 509 Fund)

Leica laser scanning forensic mapping system annual software subscription services with Precision Survey Supply, LLC, \$8,550 (SB 509 Fund)

Yearly contract with Vigilant Solutions, LLC for access to license plate recognition (LPR) data, \$8,380 (SB 509 Fund)

Annual subscription for facial recognition software platform access with AFR Engine, \$5,000 ***(Moved to SB 509 Fund)***

Annual subscription to monitor two mobile GPS tracking units with LiveView GPS Inc., \$1,010 ***(Moved to SB 509 Fund)***

Annual tracking service fee for two electronic stakeout tracker systems with 3SI Security Systems, Inc., \$500 ***(Moved to SB 509 Fund)***

Yearly lease of 40 automated license plate reader cameras with Flock Group, Inc., \$100,000 ***(Moved to SB 509 Fund)***

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	Two vehicles currently assigned to Investigations are in need of replacement—Unit #453 and Unit #456. Unit #453 is a 2013 Ford Interceptor Utility, which has high mileage from being a former narcotics investigation vehicle. It has a history of issues with the exhaust system and engine cooling system, the interior is significantly worn. Unit #456 is a 2011 Chevrolet Caprice, which is over 10 years old and has had numerous issues since it was purchased. Components to the engine cooling system have been replaced, there have been multiple leaks at the window and door seals, and it has a faulty tensioner pulley. The manufacturer stopped production on this vehicle shortly after it was purchased, and now parts are scarce, difficult to find, and costly. The City mechanic reviewed and approved these replacement recommendations. The Department is requesting to purchase one 2023 Ford Edge SE (\$42,691) and one 2023 Chevrolet Blazer 2LT (\$44,256). (Equipment Replacement Fund) <b><i>(Moved to COPS ELEAS Grant Fund)</i></b>	\$86,947
62050	Emergency Vehicle Conversion	Emergency equipment and installation for two investigations vehicles (2 @ \$6,750 each). (Equipment Replacement Fund) <b><i>(Moved to COPS ELEAS Grant Fund)</i></b>	\$13,500
<b>Total:</b>			<b>\$100,447</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4426**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	5,806,948	5,848,756	5,564,756	5,564,756
Services and Supplies	734,218	626,515	583,540	583,540
Capital Outlay	478,475	264,500	264,500	264,500
<b>Total</b>	<b>7,019,641</b>	<b>6,739,771</b>	<b>6,412,796</b>	<b>6,412,796</b>

<b>Personnel Authorized</b>	43.00 (FT)	43.00 (FT)	43.00 (FT)	43.00 (FT)
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**Source of Funds**

General Fund	6,035,342	6,261,529	5,821,534	5,821,534
Prop 30 / AB 109	62,724	0	0	0
SB 509 Public Safety Fund	3,845	4,230	114,550	114,550
Forfeiture Fund – Federal	110,000	0	0	0
School District Grant Fund	210,600	109,512	109,512	109,512
COPS ELEAS Grant Fund	100,000	100,000	200,000	200,000
Safety Dept. Grants	318,655	0	0	0
Equipment Replacement Fund	178,475	264,500	167,200	167,200
<b>Total</b>	<b>7,019,641</b>	<b>6,739,771</b>	<b>6,412,796</b>	<b>6,412,796</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Field Services	4426 Uniform Patrol

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### Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
  2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
  3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
  4. Deploy the Special Enforcement Team, School Resource Officer, Traffic Enforcement Bureau, and Community Relations Division.
- 

### Units of Measure

1. Respond to Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
  2. Reduce total number of traffic collisions (568) 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 (1,806) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
  5. Increase self-initiated narcotic investigations by 2%.
- 

### Personnel Services – \$5,848,756

Salary requests are for: Lieutenant (2.00) – \$298,296; Sergeant (6.00) – \$682,835; Police Officer (35.00) – \$2,895,860; Admin Other Departments – CFDs – <\$15,870>. Cost allocations are as follows: full-time salaries – \$3,861,121; additional pay – \$70,740; overtime – \$600,000; benefit costs – \$1,316,895.

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### Services and Supplies – \$626,515

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$32,000; ballistic vest reimbursement – <\$8,250>; program supplies – \$5,600; personnel protective equipment – \$26,810; gasoline – \$160,000; diesel fuel – \$18,000; maintenance – transportation and work equipment – \$7,500; maintenance – other equipment – \$13,550; special contract services – \$235,250; medical services – \$60,000; vocational training – \$32,400; personnel training – \$35,565; small equipment – \$5,290; recruitment expense – \$2,200.

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### Capital Outlay – \$499,700

Funding is requested for: four patrol vehicles – \$167,200; emergency equipment for four patrol vehicles – \$97,300; 70 body-worn cameras – \$235,200.

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Police Officers and Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$1,700
52540	TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee	Basic Police Academy (Tuition/EVOC, uniform, range ammunition)	San Bernardino, CA	TBA	\$30,000
52540	M. Butler, Administrative Aide	Renew Notary Public commission (California bond, E&O insurance, livescan fingerprinting, application photo, and notary supplies)	TBA	TBA	\$700
				<b>Total:</b>	<b>\$32,400</b>

***(Only \$30,000 approved in Adopted Budget)***

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

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	Supervisors, Field Training Officers (12)	Legal Update (4 hours)	Fontana, CA	December 2022	\$1,440
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$2,400
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 in addition to POST mandated Driver Training, Arrest and Control, Firearms, Use of Force, Strategic Communications, and Implicit Bias and Community Policing	TBA	TBA	\$10,000
52570	A. Graziano, Sergeant M. Zerr, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$600
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$900
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$525

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

**Department:** Police

**Program:** 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	A. Baeza, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Morrison, Police Officer M. Hidalgo, Police Officer D. Mireles, Police Officer S. Herrera, Police Officer A. Barrera, Police Officer E. Zamora, Police Officer T. Mondrala, Police Officer D. Santoro, Police Officer J. Yoteco, Police Officer A. Stevens, Police Officer C. Maldonado, Police Officer A. Santamaria, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$4,500
52570	A. St. John, Detective A. Riedell, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	A. St. John, Police Officer FTO A. del Rio, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$400
52570	E. Rivera, Sergeant (3 sessions)	Supervisory Leadership Institute	Orange, CA	TBA	\$2,400
52570	M. Huerta, Sergeant TBA, Sergeant TBA, Sergeant	POST Supervisory Course	Riverside, CA	TBA	\$3,900
52570	TBA, Police Officer TBA, Police Officer	Motorcycle Training	San Bernardino, CA	TBA	\$3,000
				<b>Total:</b>	<b>\$35,565</b>

***(Only \$32,000 approved in Adopted Budget)***

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

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$300  
Various critical incident support books.
- 51030      PRISONER MEALS – \$300  
Meals for detainees.
- 51100      UNIFORMS – \$32,000 *(Only \$30,000 approved in Adopted Budget)*  
Administrative Services uniforms, \$400  
Support Services uniforms, \$800  
Technical Services uniforms, including cadet uniforms, \$1,000  
Records Bureau uniforms, \$1,500  
Investigations Bureau uniforms, \$500  
Communication Services uniforms, \$2,450  
Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000  
Uniform Patrol uniforms and patches, \$18,000  
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, \$1,100
- 51101      BALLISTIC VEST REIMBURSEMENT – <\$8,250>  
Reimbursement through grants for a portion of the ballistic body armor.
- 51130      PROGRAM SUPPLIES – \$5,600  
Inert Pepperball rounds for less lethal training, \$675  
Bean bags for less lethal training, \$925  
40mm less lethal rounds and CN gas, \$4,000

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

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

- 51140      PERSONNEL PROTECTIVE EQUIPMENT – \$26,810 ***(Only \$21,000 approved in Adopted Budget)***  
Concealable ballistic body armor (21 @ \$1,100 each), \$23,100  
Tactical vest carriers (7 @ \$530 each), \$3,710
- 51500      GASOLINE – \$160,000 ***(Only \$153,000 approved in Adopted Budget)***  
Gasoline used in the operation of patrol and fire vehicles.
- 51510      DIESEL FUEL – \$18,000 ***(Only \$15,000 approved in Adopted Budget)***  
Diesel fuel used in the operation of fire vehicles and the police generator.
- 52030      MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$7,500 ***(Only \$3,000 approved in Adopted Budget)***  
Routine maintenance of two police motorcycles, \$3,000  
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500
- 52050      MAINTENANCE – OTHER EQUIPMENT – \$13,550 ***(Only \$9,100 approved in Adopted Budget)***  
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  
Less lethal shotgun foregrip and stock repairs, \$5,550  
General maintenance of range ventilation system, \$4,450 ***(Not approved in Adopted Budget)***
- 52450      SPECIAL CONTRACT SERVICES – \$235,250 ***(Only \$225,000 approved in Adopted Budget)***  
Contract security for Montclair Transcenter, \$218,000  
Watchguard annual redactive software maintenance, \$1,095 (SB 509 Fund)  
Watchguard annual evidence library software maintenance, \$3,135 (SB 509 Fund)  
Annual fee for LexisNexis Desk Officer Online Reporting System (DORS), \$13,020 ***(Moved to SB 509 Fund)***

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

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**Department:** Police

**Program:** 4426 Uniform Patrol

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Object  
Number

52460      MEDICAL SERVICES – \$60,000

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

52540      VOCATIONAL TRAINING – \$32,400 (***Only \$30,000 approved in Adopted Budget***)

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 – \$35,565 (***Only \$32,000 approved in Adopted Budget***)

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

52690      SMALL EQUIPMENT – \$5,290

Belt keepers (8 @ \$25 each), \$200

Handcuff cases (4 @ \$40 each), \$160

Magazine holders (8 @ \$55 each), \$440

HT holder (2 @ \$45 each), \$90

Baton ring (3 @ \$10 each), \$30

Sam Browne Belts (12 @ \$60 each), \$720

Handcuffs (5 @ \$35 each), \$175

Pepper spray (one case of 25), \$375

Active shooter clips (10 @ \$10 each), \$100

Holsters (20 @ \$150 each), \$3,000

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	<p>The Department currently has four patrol vehicles that are in need of replacement: a 2013 Ford Interceptor Utility vehicle (Unit #413) and three 2016 Ford Interceptor Utility vehicles (Units #414, #420, and #424). Unit #413 is the oldest Interceptor Utility in the fleet. It was approved for replacement in the FY 2021-22 Budget; however, it was kept in service one additional year due to another patrol vehicle that was involved in a collision and taken out of service. This vehicle has high mileage and has had significant costly repairs including an engine rebuild, PTO replacement, and emissions repairs. It was a prior K-9 Unit and thus has significant interior wear from this prior use. Unit #414 has the highest mileage in the fleet of Interceptor Utility vehicles, it has been involved in several traffic collisions, and the interior is significantly worn. The transmission PTO has been replaced as well as several major parts from the air conditioning system and the cooling system. Unit #420 has the second highest mileage in the fleet, it has also been involved in several traffic collisions, and the interior is significantly worn. The throttle body has been replaced as well as several major parts from the exhaust system and the suspension system. Unit #424 has high mileage and the interior is significantly worn. It has had several issues with the exhaust system leading to replacement of the transmission mounts, and it has had major components of the charging system replaced. All four of these vehicles are no longer covered under the factory warranty, making repairs costly. The City mechanic reviewed and approved these replacement recommendations. The Department is requesting to purchase four new 2023 Ford Interceptor Utility vehicles (4 @ \$41,800 each). (Equipment Replacement Fund)</p>	\$167,200
62050	Emergency Vehicle Conversion	<p>Emergency equipment and installation for four new patrol vehicles (4 @ \$24,325 each). (Equipment Replacement Fund) <b><i>(Moved to SB 509 Fund)</i></b></p>	\$97,300
<b>Total:</b>			<b>\$264,500</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4427**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	847,562	989,084	943,020	943,020
Services and Supplies	6,495	7,370	7,370	7,370
Capital Outlay	0	0	0	0
<b>Total</b>	<b>854,057</b>	<b>996,454</b>	<b>950,390</b>	<b>950,390</b>
<b>Personnel Authorized</b>	10.00 (FT) 1.00 (PT)	10.00 (FT) 1.00 (PT)	10.00 (FT) 1.00 (PT)	10.00 (FT) 1.00 (PT)

**Source of Funds**

General Fund	849,057	990,854	944,790	944,790
SB 509 Public Safety Fund	5,000	5,600	5,600	5,600
<b>Total</b>	<b>854,057</b>	<b>996,454</b>	<b>950,390</b>	<b>950,390</b>



## PROGRAM BUDGET SUMMARY – 2

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

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### **Work Program**

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

### **Units of Measure**

1. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 78,337 calls for service. Of those calls, approximately 16,268 are 9-1-1; 41,962 are non-emergency calls; and 7,579 are officer initiated.
  2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 20,107 outbound calls initiated by dispatch personnel annually.
  3. Of the total calls received into the dispatch center 37,217 resulted in a documented entry into the CAD system.
  4. Exchange information with outside agencies to help facilitate approximately 329 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 2.5 minutes and Priority Two calls for service within 15 minutes.
  7. Complete all CLETS transactions within State and Federal mandated time frames.
- 

### **Personnel Services – \$989,084**

Salary requests are for: Police Dispatch Supervisor (2.00) – \$169,080; Dispatcher (8.00) – \$480,532; Dispatcher (1.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$649,612; part-time salaries – \$20,000; additional pay – \$3,300; overtime – \$80,000; benefit costs – \$236,172.

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### **Services and Supplies – \$7,370**

Funding requested is for: special contract services – \$5,600; small equipment – \$1,770.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4427 Communications

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Object  
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$5,600  Contract with Language Line Services, Inc. for foreign language translation. (SB 509 Fund)
52690	<u>SMALL EQUIPMENT</u> – \$1,770  Replacement of worn communications console headsets, \$400 Wireless and wired headset adaptors, \$460 Wireless adaptor base, \$425 In-line mute switches, \$85 Disinfectant wipes, \$400

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4428**

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

**Program Description**

This program is responsible for providing support services to the Department through Reserve Officers, Police Volunteers, and Chaplains. Personnel in this program conduct police services during high school sporting events and public events at City facilities as well as conduct special traffic enforcement, including holiday traffic control.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	52,418	52,418	52,418	52,418
Services and Supplies	7,800	9,500	9,500	9,500
Capital Outlay	0	0	0	0
<b>Total</b>	<b>60,218</b>	<b>61,918</b>	<b>61,918</b>	<b>61,918</b>

<b>Personnel Authorized</b>	11.00 (PT)	11.00 (PT)	6.00 (PT)	6.00 (PT)
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**Source of Funds**

General Fund	60,218	61,918	61,918	61,918
<b>Total</b>	<b>60,218</b>	<b>61,918</b>	<b>61,918</b>	<b>61,918</b>

## PROGRAM BUDGET SUMMARY – 2

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

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### **Work Program**

1. Maintain and coordinate a Reserve Officer Program.
  2. Maintain and coordinate a Chaplain Program.
  3. Conduct 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 Officer (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.

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### **Services and Supplies – \$9,500**

Funding requested is for: vocational training – \$5,500; miscellaneous expenditures – \$4,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** Police

**Program:** 4428 Volunteer Services

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Reserve Officers (4)	Reserve Officer Training Conference to satisfy POST mandated training requirement	TBA	August 2022	\$5,500
				<b>Total:</b>	<b>\$5,500</b>

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

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**Department:** Police

**Program:** 4428 Volunteer Services

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Object  
Number

52540      VOCATIONAL TRAINING – \$5,500

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

52990      MISCELLANEOUS EXPENDITURES – \$4,000

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$3,000  
Materials and refreshments for meetings and workshops for the Chaplain Program, \$1,000

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4429**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	72,146	89,942	89,942	89,942
Services and Supplies	20,045	5,295	5,295	5,295
Capital Outlay	0	0	0	0
<b>Total</b>	<b>92,191</b>	<b>95,237</b>	<b>95,237</b>	<b>95,237</b>

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

General Fund	79,171	95,237	95,237	95,237
Bureau of Justice Assistance	13,020	0	0	0
<b>Total</b>	<b>92,191</b>	<b>95,237</b>	<b>95,237</b>	<b>95,237</b>

## PROGRAM BUDGET SUMMARY – 2

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

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### **Work Program**

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

### **Units of Measure**

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

### **Personnel Services – \$89,942**

Salary requests are for: Sergeant (0.50) – \$61,740. Cost allocations are as follows: full-time salaries – \$61,740; additional pay – \$1,770; benefit costs – \$26,432.

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### **Services and Supplies – \$5,295**

Funding requested is for: program supplies – \$1,800; miscellaneous expenditures – \$3,495.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Police

**Program:** 4429 Emergency Preparedness

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Object  
Number

51130      PROGRAM SUPPLIES – \$1,800

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$1,500

EOC supplies, enhancements, and updates, \$300

52990      MISCELLANEOUS EXPENDITURES – \$3,495

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.), \$500

Public education materials, props, and advertisements, \$300

Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

CPR training and supplies for 30 City employees, \$100

Emergency preparedness go-bag supplies, \$300

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

*Fire Department*

## DEPARTMENT BUDGET SUMMARY

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### Department

Fire

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### Overview

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

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,636,639	4,227,390	3,777,390	3,777,390
Services and Supplies	640,461	780,941	681,590	681,590
Capital Outlay	54,727	268,260	153,940	153,940
<b>Total</b>	<b>4,331,827</b>	<b>5,276,591</b>	<b>4,612,920</b>	<b>4,612,920</b>

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<b>Personnel Authorized</b>	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)

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### Department Distribution

Administration	425,685	491,007	489,507	489,507
Emergency Services	3,785,982	4,538,190	3,904,910	3,904,910
Personnel Development	66,160	46,819	39,248	39,248
Buildings and Grounds	13,250	24,800	27,800	27,800
Emergency Medical Services	40,750	175,775	151,455	151,455
<b>Total</b>	<b>4,331,827</b>	<b>5,276,591</b>	<b>4,612,920</b>	<b>4,612,920</b>

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### Source of Funds

General Fund	4,050,564	4,908,617	4,317,946	4,317,946
SB 509 Public Safety Fund	225,936	232,459	236,459	236,459
Safety Department Grants	14,577	0	0	0
EMS - Paramedic Fund	40,750	58,515	58,515	58,515
Equipment Replacement Fund	0	77,000	0	0
<b>Total</b>	<b>4,331,827</b>	<b>5,276,591</b>	<b>4,612,920</b>	<b>4,612,920</b>

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## DETAIL OF SALARIES AND WAGES

**Department:** Fire

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Avels	0.50	0.50	0.50	0.50	111,216	111,216	111,216
Deputy Fire Chief	1.00	1.00	1.00	1.00	148,540	148,540	148,540
Fire Battalion Chief	3.00	3.00	3.00	3.00	376,036	376,036	376,036
Fire Captain	6.00	6.00	6.00	6.00	647,641	647,641	647,641
Fire Engineer	6.00	6.00	6.00	6.00	514,412	514,412	514,412
Firefighter	6.00	6.00	6.00	6.00	466,684	466,684	466,684
Admin other Depts - CFDs					-15,870	-15,870	-15,870
Admin other Depts - CFDs					-6,187	-6,187	-6,187
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00	1.00	49,238	49,238	49,238
<b><u>Part-Time</u></b>							
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	37,149	37,149	37,149
Full Time	22.50	22.50	22.50	22.50	2,264,529	2,264,529	2,264,529
Admin other Departments					-22,057	-22,057	-22,057
Total FT Positions/Salaries					2,242,472	2,242,472	2,242,472
Part Time Benefitted	1.00	1.00	1.00	1.00	49,238	49,238	49,238
Part Time	1.00	1.00	1.00	1.00	37,149	37,149	37,149
Additional Pay					53,565	53,565	53,565
Overtime					950,000	500,000	500,000
Total Salaries & Wages					3,332,424	2,882,424	2,882,424
Benefit Costs					415,216	415,216	415,216
PERS Benefit Costs					479,750	479,750	479,750
Total Benefit Costs					894,966	894,966	894,966
<b>TOTAL</b>					<b>4,227,390</b>	<b>3,777,390</b>	<b>3,777,390</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4531**

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

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	407,139	476,338	476,338	476,338
Services and Supplies	18,546	14,669	13,169	13,169
Capital Outlay	0	0	0	0
<b>Total</b>	<b>425,685</b>	<b>491,007</b>	<b>489,507</b>	<b>489,507</b>
<b>Personnel Authorized</b>	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	418,203	491,007	489,507	489,507
SB 509 Public Safety	7,482	0	0	0
<b>Total</b>	<b>425,685</b>	<b>491,007</b>	<b>489,507</b>	<b>489,507</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4531 Administration

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**Work Program**

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

**Units of Measure**

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

**Personnel Services – \$476,338**

Salary requests are for: Executive Director of Public Safety (0.50) – \$111,216; Deputy Fire Chief (1.00) – \$148,540; Administrative Technician (1.00/part-time benefitted) – \$49,238; Receptionist/Office Specialist (1.00/part-time) – \$37,149. Cost allocations are as follows: full-time salaries – \$259,756; part-time benefitted salaries – \$49,238; part-time salaries – \$37,149; admin other departments – <\$6,187>; benefit costs – \$136,382.

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**Services and Supplies – \$14,669**

Funding requested is for: dues and memberships – \$1,075; travel and meetings – \$3,325; special contract services – \$1,000; cellular phone expense – \$5,769; miscellaneous expenditures – \$3,500.

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**Capital Outlay**

No funding requested.

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

**Department:** Fire

**Program:** 4531 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$75
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 2023	\$25
52130	Battalion Chief	San Bernardino County Operations Officers Association	Local	Monthly	\$50
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$150
52130	Fire Department Employees (4)	Chamber of Commerce Police Recognition Luncheon	Local	May 2023	\$200
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2023	\$2,500
<b>Total:</b>					<b>\$3,325</b>

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

**Department:** Fire

**Program:** 4531 Administration

Object  
Number

52120      DUES AND MEMBERSHIPS – \$1,075

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

California Emergency Services Association (CESA)	\$100
California Fire Chiefs Association	\$400
National Fire Protection Association (NFPA)	\$200
San Bernardino County EMS Officers Association	\$ 75
San Bernardino County Fire Chiefs Association	\$ 75
San Bernardino County HazMat Responders Association	\$ 75
San Bernardino County Training Officers Association	\$ 75
West End Quality Improvement Committee	\$ 75

52130      TRAVEL AND MEETINGS – \$3,325

Attendance at conferences and meetings – for details see "Worksheets – Justification of Conference and In–Service Training Request Schedule A – Travel and Meetings."

52450      SPECIAL CONTRACT SERVICES – \$1,000

Transcription services and other related expenses for administrative investigations.

52850      CELLULAR PHONE EXPENSE – \$5,769

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 6	Engine 151A	\$ 6	iPad Laptop 1	\$460
Medic Engine 151	\$475	Battalion Chief Dierck	\$485	iPad Laptop 2	\$460
Medic Engine 152	\$470	Deputy Fire Chief Pohl	\$550	EPCR Laptop 3	\$460
Medic Squad 151	\$ 6	Battalion Chief Nicoll	\$525	EPCR Laptop 4	\$460
OES 331	\$ 6	Battalion Chief Dowser	\$480	Modem 1	\$460
				Modem 2	\$460

52990      MISCELLANEOUS EXPENDITURES – \$3,500 (*Only \$2,000 approved in Adopted Budget*)

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$2,000



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4533**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	3,229,500	3,751,052	3,301,052	3,301,052
Services and Supplies	534,405	638,638	545,358	545,358
Capital Outlay	22,077	148,500	58,500	58,500
<b>Total</b>	<b>3,785,982</b>	<b>4,538,190</b>	<b>3,904,910</b>	<b>3,904,910</b>
<b>Personnel Authorized</b>	21.00 (FT)	21.00 (FT)	21.00 (FT)	21.00 (FT)

**Source of Funds**

General Fund	3,552,951	4,228,731	3,668,451	3,668,451
SB 509 Public Safety Fund	218,454	232,459	236,459	236,459
Safety Department Grants	14,577	0	0	0
Equipment Replacement Fund	0	77,000	0	0
<b>Total</b>	<b>3,785,982</b>	<b>4,538,190</b>	<b>3,904,910</b>	<b>3,904,910</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4533 Emergency Services

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### Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
  2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
  3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
- 

### Units of Measure

	<u>2020</u>	<u>2021</u>	Estimate <u>2022</u>
Total number of calls for service	4,834	4,667	4,800
Arrival within 8 minutes of call	86%	84%	87%
Average EMS response time	6 min 20 sec	6 min 31 sec	6 min 30 sec
Average Fire response time	7 min 01 sec	7 min 12 sec	7 min 00 sec

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### Personnel Services – \$3,751,052

Salary requests are for: Fire Battalion Chief (3.00) – \$376,036; Fire Captain (6.00) – \$647,641; Fire Engineer (6.00) – \$514,412; Firefighter (6.00) – \$466,684. Cost allocations are as follows: full-time salaries – \$2,004,773; admin other departments – <\$15,870>; additional pay – \$53,565; overtime – \$950,000; benefit costs – \$758,584.

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### Services and Supplies – \$638,638

Funding requested is for: books and publications – \$500; office supplies – direct – \$1,000; uniforms – \$40,570; personnel protective equipment – \$150,210; materials – communications – \$7,400; materials – misc. maintenance and repair – \$13,000; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$25,000; emergency communication services – \$244,918; special contract services – \$123,800; medical examinations – \$6,300; small equipment – \$20,140; miscellaneous expenditures – \$3,500

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### Capital Outlay – \$148,500

Funding requested is for: one Deputy Fire Chief Vehicle – \$56,500; emergency equipment for one Deputy Fire Chief Vehicle – \$6,000; new emergency equipment for the Medic Squad – \$14,500; SCBA bottles – \$13,000; Tablet Command/First Due Hardware – \$28,500; hose replacement – \$30,000.

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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

Technical reference materials.

51060      OFFICE SUPPLIES – DIRECT – \$1,000

Shift calendars.

51100      UNIFORMS – \$40,570 ***(Only \$25,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 28 personnel (28 suppression @ \$450 each), \$12,600

Class A uniform purchase (per MOU) – Rank and File (18 @ \$565 each), \$10,170

Class A Uniform purchase (per MOU) – Chief Officers (4 @ \$950 each), \$3,800

Badge repair and replacement (current employees), \$500

Class B uniforms (new hires and current employees), \$13,500

51140      PERSONNEL PROTECTIVE EQUIPMENT – \$150,210 ***(Only \$75,000 approved in Adopted Budget)***

Wildland PPE (new hires and current employees), \$22,428

Structural firefighting PPE (new hires), \$86,856

Structural firefighting turnout replacement (3 @ \$4,707 each), \$14,121

PPE repair, cleaning and replacement, \$4,000

Fire shelters (upgrade to NWCG required retro-fit and required to be correctly sized to fit existing personnel, 19 @ \$650 each), \$12,350

Web gear (existing employees to be issued and correctly sized, 19 @ \$370 each), \$7,030

Wildland helmets (19 @ \$75 each), \$1,425

Miscellaneous items (flashlights, hose straps, suspenders, goggles, Nomex hoods, helmets, gloves, gear bags, etc.), \$2,000

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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

51310      MATERIALS – COMMUNICATIONS– \$7,400 ***(Only \$5,000 approved in Adopted Budget)***

Radio headset replacement (6 @ \$400 each), \$2,400  
Antennas, speakers, lapel microphones, and various radio replacement parts, \$2,000  
Batteries for portable radios, pagers, and other equipment, \$2,000  
Hardware and software for radio programming, \$1,000

51410      MATERIALS – MISC. MAINTENANCE AND REPAIR – \$13,000

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$6,500  
Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$2,500  
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.

52050      MAINTENANCE – OTHER EQUIPMENT – \$25,000 ***(Only \$22,000 approved in Adopted Budget)***

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, and 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  
Annual NFPA required fire hose testing, \$4,000  
Annual OSHA required fit testing for personnel SCBA face masks and P100 respirators, \$3,000

Continued on next page

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

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – continued

Annual OSHA required testing/service for SCBA filling machine, \$2,000  
Annual OSHA required fire ladder testing (apparatus ladders and aerial), \$4,000  
Annual required apparatus fire extinguisher inspection/servicing/replacement, \$2,000  
Repair ground ladders, \$1,500 ***(Moved from 52690)***

52330      EMERGENCY COMMUNICATION SERVICES – \$244,918

Agreement with CONFIRE for dispatch and IT support, (General Fund – \$122,459; SB 509 Fund – \$122,459)

52450      SPECIAL CONTRACT SERVICES – \$123,800 ***(\$127,800 approved in Adopted Budget)***

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,000 (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  
Vector Solutions Crewsense (Department staffing software), \$2,500  
Vector Solutions Check-It (inventory management, ICEMA, and OSHA compliance improvement software), \$1,800  
Lexipol Policy Manual contract service, \$8,000

52510      MEDICAL EXAMINATIONS – \$6,300 ***(Only \$4,600 approved in Adopted Budget)***

State mandated Hazardous Materials Team member physicals, \$2,100  
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (28 @ \$150 each), \$4,200

52690      SMALL EQUIPMENT – \$20,140 ***(Only \$20,740 approved in Adopted Budget)***

Chain saw blades (4 @ \$360 each), \$1,440  
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

Continued on next page

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

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**Department:** Fire

**Program:** 4533 Emergency Services

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Object  
Number

52690      SMALL EQUIPMENT – continued

Various specialized US&R tools and equipment, \$3,000

Various wildland appliances and adapters, \$1,500

Firefighting/support tools to outfit Medic Squad 151, \$5,000 ***(Not approved in Adopted Budget)***

Various SCBA parts, equipment, and bottles, \$3,000 ***(\$8,600 approved in Adopted Budget)***

Replace ground ladders (2 @ \$1,250 each), \$4,000 ***(Only \$2,500 approved in Adopted Budget)***

Repair ground ladders, \$1,500 ***(Moved to 52050)***

52990      MISCELLANEOUS EXPENDITURES – \$3,500

Emergency scene food and rehabilitation provisions, \$1,000

Engine cleaning supplies, \$300

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$1,500

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62020	Deputy Fire Chief Vehicle	<p>The vehicle currently assigned to the Deputy Fire Chief is in need of replacement, Unit #76-06, which is a 2006 Ford Crown Victoria. This vehicle is 16 years old with approximately 75,000 miles. It 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 Department is requesting to purchase one 2023 Ford F-150 4x4 Super Crew Cab. This new vehicle will be equipped with emergency lights and siren and radio communication equipment. It will also be capable of carrying all necessary equipment to run an incident should the Battalion Chief be tied up on other incidents. (Equipment Replacement Fund)</p> <p style="text-align: center;"><b><i>(Not approved in Adopted Budget)</i></b></p>	\$56,500
62030	SCBA Bottles	<p>Medic Squad 151 is in need of an additional 9 MSA SCBA bottles to support potential long or extended incidents within the City. The Squad not only provides emergency medical service throughout the City, but it also provides a support and logistical function. The current vehicle includes all racks required to house the appropriate sized bottles. Without an adequate inventory of SCBA bottles stored within the racks, this vehicle will potentially be left without the support bottles required for supporting firefighting operations.</p> <p style="text-align: center;"><b><i>(Not approved in Adopted Budget)</i></b></p>	\$13,000
62030	Hose Replacement	<p>The current hose inventory within the Department ranges in age and has reached a point where a large percentage of the in-service fire hose is over 20 years old and in some cases up to 33 years old. This hose poses a threat of failure on a fire scene, which would put incident personnel at risk and compromise the emergency operation. This hose acquirement would bring the Department hose inventory to less than 20 years old.</p>	\$30,000

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62040	Tablet Command/ First Due Hardware	Currently, the Fire Department utilizes a Microsoft Windows-based GETAC Mobile Data Computer system for call response and dispatch communication. This system unfortunately lacks functionality and shareability on the fire ground in terms of incident command and communication between assisting agencies. Thus, the Department is requesting to purchase Tablet Command Software and First Due Hardware. The response dynamics between the City of Montclair and adjoining cities demands heavy reliance on automatic aid resources, and this hardware/software change would bring the Department in line with the remainder of the assisting agencies in terms of incident command and communication. Currently, all of the surrounding cities utilize Tablet Command Software for incident management. It also assists with personnel accountability on fire incidents, reducing the chances of lost firefighters and potential injury or death. Furthermore, this hardware would allow Fire personnel to leverage the First Due software required to perform occupancy inspections for prevention related activities as well as pre-fire planning. The hardware included in this retro-fit would include Cradle-Point modems on all apparatus, the required iPads acquired through CONFIRE dispatch services, as well as the installation costs and hardware to mount and protect the devices. The cost includes an annual service fee, which would also be included in subsequent budgets. (The Cradle-Point modems are required for static IP address fulfillment on mobile equipment and required for CONFIRE dispatch).	\$28,500
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one Deputy Fire Chief vehicle. (Equipment Replacement Fund)  <i>(Not approved in Adopted Budget)</i>	\$6,000
62050	Emergency Vehicle Conversion	The current emergency lights on the Medic Squad are outdated with older halogen bulb technology, which can drain the battery when idling at an emergency incident with the warning lights activated. The Department is requesting new emergency lighting with LED technology that uses far less amperage and is brighter, making the Medic Squad more visible when responding to incidents. (Equipment Replacement Fund)  <i>(Not approved in Adopted Budget)</i>	\$14,500
<b>Total:</b>			<b>\$148,500</b>
<i>(Only \$58,500 approved in Adopted Budget)</i>			



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4534**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Personnel Development

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	33,510	46,819	39,248	39,248
Capital Outlay	32,650	0	0	0
<b>Total</b>	<b>66,160</b>	<b>46,819</b>	<b>39,248</b>	<b>39,248</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	66,160	46,819	39,248	39,248
<b>Total</b>	<b>66,160</b>	<b>46,819</b>	<b>39,248</b>	<b>39,248</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4534 Personnel Development

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### **Work Program**

1. Provide annual training with automatic–aid cities.
  2. Maintain monthly training records.
  3. Provide necessary training for required certifications and recertifications.
  4. Provide hazardous materials and urban search and rescue training for fire personnel.
  5. Maintain level of certification in Emergency Medical Technician 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.
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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$46,819**

Funding requested is for: books and publications – \$1,000; program supplies – \$4,800; special contract services – \$3,448; vocational training – \$37,571.

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### **Capital Outlay**

No funding requested.

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	K. Bumanlag, Firefighter/Paramedic R. Barron, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Trng. Center	October 2022	\$1,600
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2023	\$3,000
52540	S. Boehm, Fire Captain J. Gross, Firefighter/Paramedic I. Jaquez, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino County FD North Net Fire Trng. Center	August 2022	\$4,380
52540	D. Mistretta, Fire Captain I. Duewell, Fire Captain J. Gross, Firefighter/Paramedic I. Jaquez, Firefighter/Paramedic J. Chapman, Firefighter/Paramedic J. Metz, Firefighter/Paramedic R. Barron, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic	Emergency Vehicle Operator Course (EVOC)	Devore, CA	September 2022	\$2,760
52540	A. Vasquez, Fire Engineer R. Barron, Firefighter/Paramedic K. Bumanlag, Firefighter/Paramedic D. Mistretta, Fire Captain	Rescue Systems II Confine Space Rescue Tech	San Bernardino County FD North Net Fire Training, Center	September 2022	\$3,070

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	TBA, HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	April 2023	\$6,400
52540	TBA, Fire Engineer	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 2022	\$550
52540	R. Vidal, Fire Engineer R. Estrada, Fire Engineer D. Plant, 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 2023	\$1,500
52540	Fire Department Employees	Firehouse World Training Conference	San Diego, CA	September 2022	\$2,500
52540	T. Dowser, Battalion Chief R. Dierck, Battalion Chief T. Nicoll, Battalion Chief	Executive Fire 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	November 2022	\$6,750

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

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	A. Vazquez, Fire Engineer I. Duwell, Fire Captain R. Barron, Firefighter/Paramedic	Rio Hondo Truck Academy	Rio Hondo College	TBA 2023	\$5,061
<b>Total:</b>					<b>\$37,571</b>

*(Only \$30,000 approved in Adopted Budget)*

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

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**Department:** Fire

**Program:** 4534 Personnel Development

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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 \$4,800

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), \$1,600  
OSB plywood (1/2") for roof-training prop (100 @ \$32 each), \$3,200

52450      SPECIAL CONTRACT SERVICES – \$3,448

Agreement with Target Solutions for on-line OSHA mandated training.

52540      VOCATIONAL TRAINING – \$37,571 (***Only \$30,000 approved in Adopted Budget***)

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

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4536**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Buildings & Grounds

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	13,250	22,300	25,300	25,300
Capital Outlay	0	2,500	2,500	2,500
<b>Total</b>	<b>13,250</b>	<b>24,800</b>	<b>27,800</b>	<b>27,800</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	13,250	24,800	27,800	27,800
<b>Total</b>	<b>13,250</b>	<b>24,800</b>	<b>27,800</b>	<b>27,800</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4536 Buildings & Grounds

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### **Work Program**

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

### **Units of Measure**

	<u>2021</u>	<u>2022</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$22,300**

Funding requested is for: household expenses – \$15,700; license/permits/certificates – \$1,800; maintenance–other equipment – \$3,300; small equipment – \$1,000; miscellaneous expenditures – \$500.

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### **Capital Outlay – \$2,500**

Funding is requested for: One ice machine.

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

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**Department:** Fire

**Program:** 4536 Buildings & Grounds

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Object  
Number

51110      HOUSEHOLD EXPENSES – \$15,700

Dry cleaning (strike team sleeping bags), \$300  
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,200  
Day room recliners (3 @ \$1,200 each), \$3,600  
New vacuums to replace 20-year-old units (3 @ \$200 each), \$600  
Mattress/box spring replacements for broken and stained units (6 mattresses and 2 box springs), \$3,000  
New mattress bed spreads to replace 20-year-old comforters, \$2,000  
Kitchen chairs for Station 151 and Station 152 (20 @ \$100 each), \$2,000  
PPE locker for Battalion Chiefs, \$3,000

51150      LICENSE/PERMITS/CERTIFICATES – \$1,800 (***\$4,800 approved in Adopted Budget***)

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.  
Annual pump tests (5 @ \$600 each), \$3,000 (***Moved from 4656-51150***)

52050      MAINTENANCE – OTHER EQUIPMENT – \$3,300

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, Plymovent, 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 – \$500

Emergency station generator fuel.

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

**Department:** Fire

**Program:** 4536 Buildings and Grounds

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Ice Machine	Fire Station 152 currently lacks an ice machine to fill daily rehabilitation ice chests each morning in anticipation of emergency activity. This ice machine would provide the necessary cold drinks for emergency personnel on fire scenes reducing the risk of overstressing firefighters and reducing injury/hospitalization.	\$2,500
<b>Total:</b>			<b>\$2,500</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4539**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Medical Services

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**Program Description**

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

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	40,750	58,515	58,515	58,515
Capital Outlay	0	117,260	92,940	92,940
<b>Total</b>	<b>40,750</b>	<b>175,775</b>	<b>151,455</b>	<b>151,455</b>

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<b>Personnel Authorized</b>	0	0	0	0
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**Source of Funds**

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General Fund	0	117,260	92,940	92,940
EMS Paramedic Fund	40,750	58,515	58,515	58,515
<b>Total</b>	<b>40,750</b>	<b>175,775</b>	<b>151,455</b>	<b>151,455</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		4539 Emergency Medical Services

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### **Work Program**

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

### **Units of Measure**

	<u>2019</u>	<u>2020</u>	<u>2021</u>	Estimate <u>2022</u>
Total number of ALS calls	1,708	2,003	2,003	2,050
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	2,440	2,279	2,279	2,279

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$58,515**

Funding requested is for: books and publications – \$500; office supplies – direct – \$200; program supplies – \$15,000; license/permits/certificates – \$8,000; maintenance – other equipment – \$2,000; special contract services – \$20,175; small equipment – \$12,640.

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### **Capital Outlay – \$117,260**

Funding requested is for: Lucas 3 Chest Compression Systems – \$66,210; LifePak 15 Version 4 cardiac monitor and defibrillator – \$44,300; King Vision aBlade model video laryngoscopes – \$6,750.

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

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

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

51060      OFFICE SUPPLIES – DIRECT – \$200

O1A Report forms.

51130      PROGRAM SUPPLIES – \$15,000

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$12,500  
Medical oxygen, \$2,500

51150      LICENSE/PERMITS/CERTIFICATES – \$8,000

ICEMA annual authorization application fee, \$2,500  
ALS unit annual inspection fees (4 @ \$500 each), \$2,000  
ICEMA EMT–P certification fees (8 @ \$100 each), \$800  
State EMT–P certification fees (8 @ \$275 each), \$2,200  
ICEMA EMT Re–cert (4 EMT's @ \$125 each), \$500

52050      MAINTENANCE – OTHER EQUIPMENT – \$2,000

Maintenance of EMS tools and equipment.

52450      SPECIAL CONTRACT SERVICES – \$20,175

Billing service for the collection of Paramedic Service Fees, \$7,680  
Service Agreements for inspection and maintenance of three (3) Life–Pak 15 Version 1 cardiac monitor/defibrillators and four (4) Life–Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$7,475

Continued on next page

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

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

---

Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

Service agreement for LifePak 15 cardiac monitor and defibrillator, \$1,930

Service agreement for Lifenet modems, \$310

Annual access fee for Handtevy Mobile, medication management software, \$1,590

Initial customization and set-up fee for Handtevy Mobile, \$1,190

52690      SMALL EQUIPMENT – \$12,640

First-aid supplies for all City departments, \$500

Pulse oximeter sensors (20 @ \$90 each), \$1,800

Intraosseous infusion needle, \$750

EZ IO intraosseous power driver and case, \$700

Lifenet modem for LifePak 15 defibrillator, \$1,300

Replacement King-Vision blades, \$365

Little Anne QCPR 4-Pack CPR mannequins, \$1,200

Little Junior QPCPR 4-Pack CPR mannequins, \$1,100

Little Baby QPCPR 4-Pack CPR mannequins, \$1,150

Handtevy pediatric equipment bags (3 @ \$545 each), \$1,635

Handtevy medication and equipment guide, \$940

Meret medical equipment bag kits for Medic Squad 151 and Medic Engine 152 (2 @ \$600 each), \$1,200

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

Department: Fire

Program: 4539 Emergency Medical Services

Object Code	Item	Justification	Cost
62050	Lucas 3 Chest Compression System	<p>The Department responded to 83 cardiac arrest incidents in 2021—the vast majority of which involved the performance of CPR and advanced life support. High quality chest compressions with minimal interruptions (less than 3 times) has been identified by the American Heart Association (AHA) as being the single most important factor influencing survival in cardiac arrest situations. Currently, AHA guidelines call for a rotation of personnel performing chest compressions at least every two minutes to maintain high quality compressions, as compression quality has been shown to decrease significantly after this, even among skilled personnel. Rotating personnel every two minutes also results in numerous interruptions of chest compressions during the course of an incident. The Lucas 3 Chest Compression System addresses both of these issues. It is placed on the patient by Fire Department personnel upon determination of cardiac arrest, and maintains uninterrupted, high-quality compressions throughout the incident and transport to the hospital. The Department is requesting to purchase three of the Lucas systems—one for each of the front-line fire engines/truck and one for the Medic Squad. The cost includes an annual service fee, which would also be included in subsequent budgets.</p> <p style="text-align: center;"><b><i>(Only \$44,140 approved in Adopted Budget)</i></b></p>	\$66,210
62050	LifePak 15 Version 4 Cardiac Monitor and Defibrillator	<p>The Department currently has three LifePak 15 Version 1 cardiac monitor/defibrillators. They are reaching the end of their rated service life and need to be replaced. The Department is requesting to purchase one this fiscal year, and one each for the next two fiscal years. In addition, a LifePak 15 needs to be purchased for the Medic Squad to allow all units to remain in paramedic service should a cardiac monitor need to be taken out of service for maintenance or in the event of a mechanical failure. This would allow personnel to rotate one of the older cardiac monitors into the role of a backup.</p>	\$44,300

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

**Department:** Fire

**Program:** 4539 Emergency Medical Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	King Vision aBlade Model Video Laryngoscope	The Department is requesting to purchase three King Vision aBlade model video laryngoscopes to outfit the two front-line fire engines/truck and the Medic Squad. Video laryngoscopes greatly improve the success rate of placing advanced airways in critical patients. They also place the paramedic farther from the patient's mouth during the procedure, which is the recommended method of placing an advanced airway during the COVID pandemic. The Department currently has two older model King Vision video laryngoscopes; however, the image quality on these is subpar compared to the newer technology, they are showing wear that affect the ability to keep them in service, and thus need to be replaced. A third video laryngoscope needs to be purchased for the Medic Squad. All three laryngoscopes need to be of the same model (aBlade) for compatibility in training/field use and in purchasing the disposable blades, etc. (3 @ \$2,250 each)	\$6,750
<i>(Only \$4,500 approved in Adopted Budget)</i>			
			<b>Total: \$117,260</b>

*(Only \$92,940 approved in Adopted Budget)*



# *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. Oversee goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Operations Assistant Manager), and Building and Grounds Maintenance Division (Facilities/Maintenance Assistant Manager).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,099,567	3,507,651	3,565,702	3,565,702
Services and Supplies	6,127,324	5,594,679	5,334,011	5,334,011
Capital Outlay	172,000	709,857	627,857	627,857
Sewer Depreciation	73,556	73,556	73,556	73,556
<b>Total</b>	<b>9,472,447</b>	<b>9,885,743</b>	<b>9,601,126</b>	<b>9,601,126</b>
<b>Personnel Authorized</b>	39.90 (FT) 9.00 (PT)	39.90 (FT) 9.00 (PT)	41.00 (FT) 4.00 (PT)	41.00 (FT) 4.00 (PT)
<b>Divisional Distribution</b>				
Engineering	728,420	856,394	845,814	845,814
Street Maintenance	1,609,690	1,800,930	1,740,771	1,740,771
Park Maintenance	702,945	693,287	659,406	659,406
Irrigation	0	126,131	101,543	101,543
Vehicle Maintenance	502,022	471,623	459,223	459,223
Sewer Maintenance	4,150,444	4,862,410	4,845,810	4,845,810
Building Maintenance	1,778,926	1,074,968	948,559	948,559
<b>Total</b>	<b>9,472,447</b>	<b>9,885,743</b>	<b>9,601,126</b>	<b>9,601,126</b>
<b>Source of Funds</b>				
General Fund	3,216,941	3,529,760	3,882,334	3,882,334
Gas Tax Fund	1,111,514	1,313,228	679,137	679,137
Park Maintenance Fund	89,252	46,640	60,140	60,140
Community Dev Block Grant Fund	30,062	28,724	28,724	28,724
Air Quality Improvement Fund	10,000	0	0	0
American Rescue Plan	645,045	0	0	0
Public Works Department Grants	3,451	0	0	0
2021 Lease Revenue Bonds	85,738	86,981	86,981	86,981
Sewer Operating Fund	4,075,888	4,787,854	4,771,254	4,771,254
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	73,556	73,556	73,556
Equipment Replacement Fund	130,000	18,000	18,000	18,000
<b>Total</b>	<b>9,472,447</b>	<b>9,885,743</b>	<b>9,601,126</b>	<b>9,601,126</b>

**DETAIL OF SALARIES AND WAGES**

**Department:** Public Works

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
	Director of Public Works	1.00	1.00	1.00	1.00	175,372	175,372
Admin other Depts					-17,537	0	0
Project Manager	1.00	1.00	1.00	1.00	0	71,843	71,843
PW Facilities/Maint Asst Mgr	1.00	1.00	1.00	1.00	85,738	85,738	85,738
PW Operations Asst Manager	1.00	1.00	1.00	1.00	90,021	90,021	90,021
Engineering Division Manager	1.00	1.00	1.00	1.00	109,140	109,140	109,140
Associate Engineer	1.00	1.00	1.00	1.00	85,853	87,799	87,799
Sr. Public Works Inspector	1.00	1.00	1.00	1.00	83,194	83,194	83,194
Environmental Comp Coor	1.00	1.00	0.00	0.00	0	0	0
Facilities Specialist	1.00	1.00	1.00	1.00	70,911	70,911	70,911
Senior Leadworker	1.00	1.00	1.00	1.00	69,624	69,624	69,624
Leadworker Maintenance	3.00	3.00	3.00	3.00	179,078	179,078	179,078
Irrigation Leadworker	1.00	1.00	1.00	1.00	60,051	51,560	51,560
Motor Sweeper Operator	2.00	2.00	2.00	2.00	112,235	112,235	112,235
Admin from other Depts					-2,300	-2,300	-2,300
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	91,686	91,686	91,686
Equipment Mechanic	1.00	1.00	1.00	1.00	60,020	60,020	60,020
Sr. Maintenance Worker	3.00	3.00	0.00	0.00	166,896	0	0
Maintenance Worker	8.00	8.00	14.00	14.00	389,518	657,604	657,604
Admin from other Depts					-8,800	-8,800	-8,800
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	44,681	44,681	44,681
Admin from other Depts					-1,250	-1,250	-1,250
NPDES Coordinator	1.00	1.00	0.00	0.00	0	0	0
NPDES Inspector	1.00	1.00	1.00	1.00	63,472	63,472	63,472
Building Maint Technician	1.00	1.00	1.00	1.00	50,917	50,917	50,917
Administrative Specialist	1.00	1.00	1.00	1.00	52,035	52,035	52,035
Office Specialist	1.00	1.00	1.00	1.00	45,650	45,650	45,650
Custodian	4.00	4.00	4.00	4.00	173,848	173,848	173,848
Public Works Admin CFD Reimb					-6,187	-6,187	-6,187
<b>Part-Time</b>							
City Engineer Consultant	1.00	1.00	1.00	1.00	85,738	85,738	85,738
Maintenance Worker	4.00	4.00	0.00	0.00	165,672	0	0
Senior Intern	1.00	1.00	1.00	1.00	16,910	16,910	16,910
Custodian	1.00	1.00	0.00	0.00	0	0	0
Graffiti Abatement Worker	1.00	1.00	1.00	1.00	0	0	0
Senior Leadworker	1.00	1.00	1.00	1.00	33,024	16,512	16,512
Full Time	40.00	40.00	41.00	41.00	2,259,940	2,426,428	2,426,428
Admin other Departments	-0.10	-0.10	0.00	0.00	-36,074	-18,537	-18,537
Total FT Positions/Salaries	39.90	39.90	41.00	41.00	2,223,866	2,407,891	2,407,891
Part Time	9.00	9.00	4.00	4.00	301,344	119,160	119,160
Overtime					64,800	64,800	64,800
Total Salaries & Wages					2,590,010	2,591,851	2,591,851
Benefit Costs					680,733	716,516	716,516
PERS Benefit Costs					242,285	257,335	257,335
Benefit Costs other Depts					-5,377	0	0
Total Benefit Costs					917,641	973,851	973,851
<b>TOTAL</b>					<b>3,507,651</b>	<b>3,565,702</b>	<b>3,565,702</b>

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Engineering

### Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	451,707	487,019	574,229	574,229
Services and Supplies	276,713	367,375	269,585	269,585
Capital Outlay	0	2,000	2,000	2,000
<b>Total</b>	<b>728,420</b>	<b>856,394</b>	<b>845,814</b>	<b>845,814</b>

<b>Personnel Authorized</b>	4.15 (FT) 1.00 (PT)	4.15 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)	4.00 (FT) 1.00 (PT)
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### Department Distribution

Management & Construction	440,647	468,245	546,665	546,665
Public Works Inspection	86,444	111,691	111,691	111,691
Traffic Safety Engineering	201,329	276,458	187,458	187,458
<b>Total</b>	<b>728,420</b>	<b>856,394</b>	<b>845,814</b>	<b>845,814</b>

### Source of Funds

General Fund	453,231	504,413	582,833	582,833
Gas Tax Fund	186,000	265,000	176,000	176,000
Public Works Department Grants	3,451	0	0	0
2021 Lease Revenue Bonds	85,738	86,981	86,981	86,981
<b>Total</b>	<b>728,420</b>	<b>856,394</b>	<b>845,814</b>	<b>845,814</b>

## 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	353,385	363,870	451,080	451,080
Services and Supplies	87,262	102,375	93,585	93,585
Capital Outlay	0	2,000	2,000	2,000
<b>Total</b>	<b>440,647</b>	<b>468,245</b>	<b>546,665</b>	<b>546,665</b>
<b>Personnel Authorized</b>	3.30 (FT) 1.00 (PT)	3.30 (FT) 1.00 (PT)	3.15 (FT) 1.00 (PT)	3.15 (FT) 1.00 (PT)

### Source of Funds

General Fund	354,909	381,264	459,684	459,684
2021 Lease Revenue Bonds	85,738	86,981	86,981	86,981
<b>Total</b>	<b>440,647</b>	<b>468,245</b>	<b>546,665</b>	<b>546,665</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2020-2021</u>	<u>1st 6 Mos. 2021-2022</u>	<u>Estimate 2022-2023</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 – \$363,870**

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,537; Engineering Division Manager (0.70) – \$76,398; Assistant Engineer (0.70) – \$60,097; NPDES Inspector (0.25) – \$15,868; Administrative Specialist (0.60) – \$31,221; City Engineer Consultant (1.00/part-time) – \$85,738. Cost allocations are as follows: full-time salaries – \$201,121; admin other departments – <\$6,187>; part-time salaries – \$85,738; overtime – \$2,200; benefit costs – \$80,998.

**Services and Supplies – \$102,375**

Funding requested is for: books and publications – \$200; uniforms – \$1,500; program supplies – \$750; license/permits/certificates – \$3,710; dues and memberships – \$1,450; travel and meetings – \$4,500; mileage/auto allowance – \$2,730; special consulting services – \$7,000; plan check service – \$100,000; plan check service – reimbursement - <\$100,000>; special lab testing – \$1,000; special contract services – \$70,640; vocational training – \$1,700; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

**Capital Outlay – \$2,000**

Funding requested is for: Office furniture for the Director of Public Works/City Engineer.

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

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	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	Summer 2022	\$2,000
52130	Monica Heredia, Director of Public Works/City Engineer	American Public Works Association (APWA) PWX 2022 offers educational sessions that address current public works issues as well as ongoing challenges.	Charlotte, NC	August 28-31, 2022	\$2,500
				<b>Total</b>	<b>\$4,500</b>

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

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est Expense</b>
52540	Steve Stanton, 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 available to assist the City in developing project management skills.	Various San Bernardino County and Southern California locations	Periodically	\$300
52540	James Diaz, Senior Public Works Inspector	Seminars, classes and training sessions 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 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	\$300
52540	Nadia Paz, Administrative Specialist	Seminars, classes, and training sessions available to assist the City in developing office skills and management.	Various San Bernardino County locations	Periodically	\$300
				<b>Total:</b>	<b>\$1,700</b>



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

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$200

Public Works Standards and Specifications for Public Works Construction “Greenbook” (3) copies

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 – \$3,710

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	Professional License Renewal	\$ 200
Samantha Contreras, NPDES Inspector	CWEA Environmental Compliance Inspector Grade 1 Exam	\$ 360
Annual Permit	SWRCB WDR Annual Permit	\$3,150

52120      DUES AND MEMBERSHIPS – \$1,450 ***(Only \$1,000 approved in Adopted Budget)***

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	City & County Engineers Association Membership	\$ 200
Steve Stanton, Engineering Division Manager	CWEA Annual Membership	\$ 400
Steve Stanton, Engineering Division Manager	MSA Membership	\$ 225
James Diaz, Public Works Inspector	American Public Works Association Membership	\$ 225
Samantha Contreras, NPDES Inspector	CWEA Annual Membership	\$ 400

52130      TRAVEL AND MEETINGS – \$4,500

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 \$5,000 approved in Adopted Budget)*

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2022, 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 Management 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

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**

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$70,640 *(Only \$65,000 approved in Adopted Budget)*

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 – \$19,022

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 – \$26,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989\*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

\*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT – \$4,000

New fee being implemented – 21% surcharge fee Section 13260 Water Code.

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**

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**Department:** Public Works

**Program:** 4641 Management and Construction

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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 – \$1,700

    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

    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.

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

**Department:** Public Works

**Program:** 4641 Management & Construction

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Office Desk	The current desk for the Director of Public Works is not ergonomic. It is about two inches higher than normal. The oversize desk and printer cabinet are not functional. A U-shape desk with a credenza would be ergonomical and an efficient workspace.	\$2,000
			<b>Total: \$2,000</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4642**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	Inspection

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	86,444	111,691	111,691	111,691
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>86,444</b>	<b>111,691</b>	<b>111,691</b>	<b>111,691</b>

<b>Personnel Authorized</b>	0.80 (FT)	0.80 (FT)	0.80 (FT)	0.80 (FT)
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**Source of Funds**

General Fund	86,444	111,691	111,691	111,691
<b>Total</b>	<b>86,444</b>	<b>111,691</b>	<b>111,691</b>	<b>111,691</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	4642 Inspection

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### **Work Program**

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

### **Units of Measure**

	<u>2020-2021</u>	<u>1st 6 mos. 2021-2022</u>	<u>Estimate 2022-2023</u>
Subdivision public improvement inspections	200	100	200
Private development improvement inspections	50	30	50
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	100	50	100

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### **Personnel Services – \$111,691**

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,537; Senior Public Works Inspector (0.70) – \$58,236. Cost allocations are as follows: full-time salaries – \$75,773; overtime – \$3,600; benefit costs – \$32,318.

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### **Services and Supplies**

No funding requested.

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### **Capital Outlay**

No funding requested.

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**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4644**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Engineering	Traffic Safety Engineering

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	11,878	11,458	11,458	11,458
Services and Supplies	189,451	265,000	176,000	176,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>201,329</b>	<b>276,458</b>	<b>187,458</b>	<b>187,458</b>

<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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**Source of Funds**

General Fund	11,878	11,458	11,458	11,458
Gas Tax Fund	186,000	265,000	176,000	176,000
Public Works Department Grants	3,451	0	0	0
<b>Total</b>	<b>201,329</b>	<b>276,458</b>	<b>187,458</b>	<b>187,458</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

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### **Work Program**

1. Maintain accident record system.
  2. Conduct studies and investigations relative to traffic safety.
  3. Respond to citizen requests regarding traffic operations.
  4. Implement signing and striping projects to improve safety and facilitate traffic flow.
  5. Oversee maintenance and operation of traffic signals.
  6. Conduct traffic counts and speed surveys.
  7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
  8. Participation in SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
  9. Review development impacts on transportation and traffic.
- 

### **Units of Measure**

	<u>2020-2021</u>	<u>1st 6 mos. 2021-2022</u>	<u>Estimate 2022-2023</u>
Developments reviewed	10	5	10
Signals maintained	45	47	50
Reports, studies, investigations	1	5	5
Citizen requests	40	15	35
Traffic Counts	20	0	10

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### **Personnel Services – \$11,458**

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$8,769. Cost allocations are as follows: full-time salaries – \$8,769; benefit costs – \$2,689.

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### **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.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4644 Traffic Safety Engineering

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Object  
Number

52040      MAINTENANCE – TRAFFIC SIGNALS – \$50,000

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 \$90,000 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. ***(Not approved in Adopted Budget)*** (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

<b>Department</b>	<b>Division</b>
Public Works	Streets

### Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	690,688	712,248	703,089	703,089
Services and Supplies	874,002	1,047,082	1,003,082	1,003,082
Capital Outlay	45,000	41,600	34,600	34,600
<b>Total</b>	<b>1,609,690</b>	<b>1,800,930</b>	<b>1,740,771</b>	<b>1,740,771</b>

<b>Personnel Authorized</b>	9.29 (FT) 2.47 (PT)	9.29 (FT) 2.47 (PT)	10.28 (FT) 1.15 (PT)	10.28 (FT) 1.15 (PT)
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### Department Distribution

Graffiti Abatement	129,499	94,521	94,521	94,521
Street Maintenance	1,182,632	1,358,718	1,320,559	1,320,559
Signing & Painting	129,383	161,250	143,250	143,250
Street Sweeping	168,176	186,441	182,441	182,441
<b>Total</b>	<b>1,609,690</b>	<b>1,800,930</b>	<b>1,740,771</b>	<b>1,740,771</b>

### Source of Funds

General Fund	609,114	723,978	1,208,910	1,208,910
Gas Tax Fund	925,514	1,048,228	503,137	503,137
Community Dev Block Grant Fund	30,062	28,724	28,724	28,724
Equipment Replacement Fund	45,000	0	0	0
<b>Total</b>	<b>1,609,690</b>	<b>1,800,930</b>	<b>1,740,771</b>	<b>1,740,771</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4645**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Graffiti Abatement

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	71,599	80,321	80,321	80,321
Services and Supplies	12,900	14,200	14,200	14,200
Capital Outlay	45,000	0	0	0
<b>Total</b>	<b>129,499</b>	<b>94,521</b>	<b>94,521</b>	<b>94,521</b>

<b>Personnel Authorized</b>	2.15 (FT) 1.00 (PT)	2.15 (FT) 1.00 (PT)	2.15 (FT) 1.00 (PT)	2.15 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	54,437	65,797	65,797	65,797
Community Dev Block Grant Fund	30,062	28,724	28,724	28,724
Equipment Replacement Fund	45,000	0	0	0
<b>Total</b>	<b>129,499</b>	<b>94,521</b>	<b>94,521</b>	<b>94,521</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4645 Graffiti Abatement

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### **Work Program**

1. Removal of graffiti from public and private property by City crews.
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### **Units of Measure**

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	<u>2020-21</u>	1st 6 mos. <u>2021-22</u>	Estimated <u>2022-23</u>
Locations graffiti abated	2,933	1,165	3,000

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### **Personnel Services – \$80,321**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Graffiti Abatement Worker (2.00) – \$44,681. Cost allocations are as follows: full-time salaries – \$56,144; admin other departments – <\$1,250>; overtime – \$700; benefit costs – \$24,727.

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### **Services and Supplies – \$14,200**

Funding requested is for: uniforms – \$2,200; program supplies – \$2,000; materials – miscellaneous maintenance and repair – \$10,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4645 Graffiti Abatement

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Object  
Number

51100      UNIFORMS – \$2,200

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130      PROGRAM SUPPLIES – \$2,000

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)

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4646**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Street Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	383,030	371,336	362,177	362,177
Services and Supplies	799,602	945,782	923,782	923,782
Capital Outlay	0	41,600	34,600	34,600
<b>Total</b>	<b>1,182,632</b>	<b>1,358,718</b>	<b>1,320,559</b>	<b>1,320,559</b>
<b>Personnel Authorized</b>	3.84 (FT) 1.47 (PT)	3.84 (FT) 1.47 (PT)	4.83 (FT) 0.15 (PT)	4.83 (FT) 0.15 (PT)

**Source of Funds**

General Fund	500,246	594,274	876,012	876,012
Gas Tax Fund	682,386	764,444	444,547	444,547
<b>Total</b>	<b>1,182,632</b>	<b>1,358,718</b>	<b>1,320,559</b>	<b>1,320,559</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4646 Street Maintenance

**Work Program**

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

**Units of Measure**

	<u>2020–21</u>	1st 6 mos. <u>2021–22</u>	Estimate <u>2022–23</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 – \$371,336**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) – \$6,962; Leadworker Maintenance (0.75) – \$45,859; Senior Maintenance Worker (0.99) – \$55,077; Maintenance Worker (1.80) – \$85,002; Office Specialist (0.15) – \$6,848; Senior Leadworker (0.15/part-time) – \$4,954; Maintenance Worker (1.32/part-time) – \$54,672. Cost allocations are as follows: full-time salaries – \$204,249; part-time salaries – \$59,626; overtime – \$15,000; benefit costs – \$92,461.

**Services and Supplies – \$945,782**

Funding requested is for: uniforms – \$7,250; program supplies – \$2,500; license/permits/certificates – \$2,300; materials – asphalt mix – \$21,100; materials – cement/sand/gravel – \$7,000; materials – weed chemicals – \$3,000; materials – miscellaneous maintenance and repair – \$18,400; dues and memberships – \$1,460; street lighting – \$400,000; special contract services – \$455,022; educational grants – \$3,000; vocational training – \$22,250; rent – equipment – \$2,500.

**Capital Outlay – \$41,600**

Funding requested is for: Graco Line Lazer V3900 – \$12,000; Bull 240 Industrial HEPA Concrete Vacuum – \$12,000; walk behind roller for the asphalt truck – \$16,000; landscape trailer for street crew – \$1,600.



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

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,250
52540	Division Personnel	Attendance of miscellaneous courses and seminars on 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. (Six employees @ \$3,000)	City Yard	Varies	\$18,000
52540	Division Personnel	PAPA classes for continuing education hours to maintain certificates	Southern California	Varies	\$1,500
				<b>Total:</b>	<b>\$22,250</b>

**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 (General Fund – \$400; Gas Tax Fund – \$2,100)

Shovels, hoes, rakes, picks, brooms, etc., \$1,000

Rain gear for four new employees, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,500

51150      LICENSE/PERMITS/CERTIFICATES – \$2,300

Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.

51350      MATERIALS – ASPHALT MIX – \$21,100 (General Fund – \$2,000; Gas Tax Fund – \$19,100) ***(Only \$15,000 approved in Adopted Budget) (General Fund – \$1,500; Gas Tax Fund – \$13,500)***

Asphalt and crack sealing material to make street repairs as needed throughout the City, \$12,900

Pothole Mix, \$2,800

Romasol – (2) 55 gallon drums, \$5,400

51360      MATERIALS – CEMENT/SAND/GRAVEL – \$7,000 (General Fund – \$700; Gas Tax Fund -\$6,300)

Cement (bagged), sand and gravel, \$1,300

Five truckloads of cement @ 9.5 yards each truckload, \$5,700

51400      MATERIALS – WEED CHEMICALS – \$3,000 (General Fund – \$500; Gas Tax Fund – \$2,500)

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 longer.

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

- 51410     MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$18,400 ***(Only \$13,000 approved in Adopted Budget)***  
 (General Fund – \$1,500; Gas Tax Fund – \$16,900) ***(General Fund – \$1,500; Gas Tax Fund – \$11,500)***
- Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$13,000
- Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera Elementary School on Monte Vista, \$5,400  
***(Not approved in Adopted Budget)***
- 52120     DUES AND MEMBERSHIPS – \$1,460
- |                                |                               |        |
|--------------------------------|-------------------------------|--------|
| Leadworker, Maintenance Worker | CDPR Exam Fee                 | \$ 160 |
| Leadworker, Maintenance Worker | PAPA Membership               | \$ 100 |
| Leadworker, Maintenance Worker | PAPA QAL/QAC Test Preparation | \$ 400 |
| Division Personnel             | MSA Dues                      | \$ 800 |
- 52340     STREET LIGHTING – \$400,000 ***(Only \$390,000 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 – \$455,022 (General Fund – \$50,000; Gas Tax Fund – \$405,022)
- Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000
- Landscaping for the existing median islands and parkways, \$318,837
- Contract with West Coast Arborists for tree maintenance services in Grid 3 (1,084 trees @ \$70.65/tree) and miscellaneous tree trimming and removal, \$101,585
- Annual Palm tree trimming, \$9,600
- 52530     EDUCATIONAL GRANTS – \$3,000 ***(Only \$2,500 approved in Adopted Budget)***
- Per MOUs, education grants are provided to employees for education-related expenses.

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

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**Department:** Public Works

**Program:** 4646 Street Maintenance

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Object  
Number

52540      VOCATIONAL TRAINING – \$22,250

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.

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

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object Code	Item	Justification	Cost
62050	Graco Line Lazer V3900	Standard line striper will be used to stripe lane lines, parking lot lines, and curbs.	\$12,000
62050	Bull 240 Industrial HEPA Concrete Vacuum	HEPA vacuum for use while grinding concrete as required by AQMD. <i>(Only \$5,000 approved in Adopted Budget)</i>	\$12,000
62050	Walk Behind Roller for Unit 311 Asphalt Truck	Walk behind roller for asphalt paving. The previous City owned walk behind roller that was used with the asphalt truck for smaller asphalt repairs was not repairable and was disposed.	\$16,000
62050	Landscape Trailer for Street Crew	Replacement trailer for Unit 516, a homemade small trailer from 1969 with inadequate sized tires for major thoroughfares. We are requesting a six foot trailer to be used for transporting the concrete saw, sidewalk grinder and other Street Maintenance machinery for day to day operations.	\$1,600
<b>Total:</b>			<b>\$41,600</b>

*(Only \$34,600 approved in Adopted Budget)*

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4650**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Signing & Painting

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	78,683	89,450	89,450	89,450
Services and Supplies	50,700	71,800	53,800	53,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>129,383</b>	<b>161,250</b>	<b>143,250</b>	<b>143,250</b>
<b>Personnel Authorized</b>	1.15 (FT)	1.15 (FT)	1.15 (FT)	1.15 (FT)

**Source of Funds**

General Fund	27,154	32,179	94,830	94,830
Gas Tax Fund	102,229	129,071	48,420	48,420
<b>Total</b>	<b>129,383</b>	<b>161,250</b>	<b>143,250</b>	<b>143,250</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4650 Signing & Painting

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### **Work Program**

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

### **Units of Measure**

	<u>2020–21</u>	1st 6 mos. <u>2021–22</u>	Estimate <u>2022–23</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

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### **Personnel Services – \$89,450**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Maintenance Worker (1.00) – \$50,613. Cost allocations are as follows: full-time salaries – \$62,076; overtime – \$2,000; benefit costs – \$25,374.

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### **Services and Supplies – \$71,800**

Funding requested is for: program supplies – \$800; materials – traffic striping – \$12,000; materials – street signs – \$48,000; materials – miscellaneous maintenance and repairs – \$6,000; special contract services – \$5,000.

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### **Capital Outlay**

No funding requested.

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

**Department:** Public Works

**Program:** 4650 Signing & Painting

Object  
Number

51130      PROGRAM SUPPLIES – \$800

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 – \$80; Gas Tax Fund – \$720)

51330      MATERIALS – TRAFFIC STRIPING – \$12,000 ***(Only \$4,000 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 – \$400; Gas Tax Fund – \$3,600)***

51340      MATERIALS – STREET SIGNS – \$48,000 ***(Only \$40,000 approved in Adopted Budget)***

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$20,000.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

    Overhead Mounted Street Name Signs (6 @ \$500), \$3,000

    Replacement pole mounted street name signs (200 @ \$125), \$25,000

(General Fund – \$4,800; Gas Tax Fund – \$43,200) ***(General Fund – \$4,000; Gas Tax Fund – \$36,000)***

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$6,000 ***(Only \$5,000 approved in Adopted Budget)***

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$600; Gas Tax Fund – \$5,400)  
***(General Fund – \$500; Gas Tax Fund – \$4,500)***

52450      SPECIAL CONTRACT SERVICES – \$5,000 ***(Only \$4,000 approved in Adopted Budget)***

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.  
(General Fund – \$500; Gas Tax Fund – \$4,500) ***(General Fund – \$400; Gas Tax Fund – \$3,600)***



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4651**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Street Sweeping

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	157,376	171,141	171,141	171,141
Services and Supplies	10,800	15,300	11,300	11,300
Capital Outlay	0	0	0	0
<b>Total</b>	<b>168,176</b>	<b>186,441</b>	<b>182,441</b>	<b>182,441</b>
<b>Personnel Authorized</b>	2.15 (FT)	2.15 (FT)	2.15 (FT)	2.15 (FT)

**Source of Funds**

General Fund	27,277	31,728	172,271	172,271
Gas Tax Fund	140,899	154,713	10,170	10,170
<b>Total</b>	<b>168,176</b>	<b>186,441</b>	<b>182,441</b>	<b>182,441</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	4651 Street Sweeping

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### **Work Program**

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

### **Units of Measure**

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	<u>2020–21</u>	1st 6 mos. <u>2021–22</u>	Estimate <u>2022–23</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	0	2

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### **Personnel Services – \$171,141**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Motor Sweeper Operator (2.00) – \$112,235. Cost allocations are as follows: full-time salaries – 123,698; admin other departments – <\$2,300>; overtime – \$1,000; benefit costs – \$48,743.

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### **Services and Supplies – \$15,300**

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

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4651 Street Sweeping

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Object  
Number

51130      PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.  
(General Fund – \$30; Gas Tax Fund – \$270)

51370      MATERIALS – STREET SWEEPING – \$15,000 (*Only \$11,000 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 – \$1,100; Gas Tax Fund – \$9,900*)

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Park Maintenance

### Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	410,093	433,474	426,981	426,981
Services and Supplies	212,852	259,813	232,425	232,425
Capital Outlay	80,000	0	0	0
<b>Total</b>	<b>702,945</b>	<b>693,287</b>	<b>659,406</b>	<b>659,406</b>

<b>Personnel Authorized</b>	4.84 (FT) 1.32 (PT)	4.84 (FT) 1.32 (PT)	5.83 (FT) 0.00 (PT)	5.83 (FT) 0.00 (PT)
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### Department Distribution

Park Maintenance	615,423	598,414	564,533	564,533
Tree Maintenance	87,522	94,873	94,873	94,873
<b>Total</b>	<b>702,945</b>	<b>693,287</b>	<b>659,406</b>	<b>659,406</b>

### Source of Funds

General Fund	573,693	646,647	618,266	618,266
Park Maintenance Fund	89,252	46,640	41,140	41,140
Equipment Replacement Fund	40,000	0	0	0
<b>Total</b>	<b>702,945</b>	<b>693,287</b>	<b>659,406</b>	<b>659,406</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4652**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	Park Maintenance

**Program Description**

Maintain all City parks, median islands, parkways, fire stations, and other City owned facilities in a well-groomed and aesthetically pleasing appearance.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	397,021	416,836	410,343	410,343
Services and Supplies	138,402	181,578	154,190	154,190
Capital Outlay	80,000	0	0	0
<b>Total</b>	<b>615,423</b>	<b>598,414</b>	<b>564,533</b>	<b>564,533</b>
<b>Personnel Authorized</b>	4.69 (FT) 1.32 (PT)	4.69 (FT) 1.32 (PT)	5.68 (FT) 0.00 (PT)	5.68 (FT) 0.00 (PT)

**Source of Funds**

General Fund	486,171	551,774	523,393	523,393
Park Maintenance Fund	89,252	46,640	41,140	41,140
Equipment Replacement Fund	40,000	0	0	0
<b>Total</b>	<b>615,423</b>	<b>598,414</b>	<b>564,533</b>	<b>564,533</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	4652 Park Maintenance

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### **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**

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	<u>2020–21</u>	1st 6 mos. <u>2021–22</u>	Estimate <u>2022–23</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
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

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### **Personnel Services – \$416,836**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) – \$6,962; Leadworker Maintenance (0.90) – \$54,046; Senior Maintenance Worker (0.99) – \$55,077; Maintenance Worker (2.55) – \$124,896; Office Specialist (0.10) – \$4,565; Maintenance Worker (1.32/part-time) – \$54,672. Cost allocations are as follows: full-time salaries – \$250,047; part-time salaries – \$54,672; admin other departments – <\$8,800>; overtime – \$15,000; benefit costs – \$105,917.

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### **Services and Supplies – \$181,578**

Funding requested is for: uniforms – \$5,000; program supplies – \$2,700; materials – fertilizer – \$4,000; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$36,490; travel & meetings – \$1,500; special contract services – \$121,888; rent – equipment – \$850; small equipment – \$2,150; miscellaneous expenditures – \$5,000.

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### **Capital Outlay**

No funding requested.

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**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4652 Park Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Richard Herrera, Leadworker - Maintenance	Attend the 2021 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. (Park Maintenance Fund)	TBA	November 2022	\$1,500
				<b>Total:</b>	<b>\$1,500</b>

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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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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 – \$2,700  
Shovels, hoes, rakes, brooms, pruners, etc., \$1,100  
Work gloves, eye and ear protection, rain gear, etc., \$900  
Socket set and drill set, \$700
- 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 – \$36,490 (Park Maintenance Fund) ***(Only \$30,990 approved in Adopted Budget)***  
Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$7,000  
Playground fiber 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  
Wood chips (41 yards), \$5,000  
Ballfield brick dust (15 yards), clay, drying agent, homebases, \$4,490  
Ballfield fence netting for Golden Girls, \$7,000 ***(Only \$1,500 approved in Adopted Budget)***



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

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**Department:** Public Works

**Program:** 4652 Park Maintenance

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Object  
Number

- 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 – \$121,888 *(Only \$100,000 approved in Adopted Budget)*  
  
Police Department Facility landscape, Transcenter landscape and MFRC House, \$100,188  
Gopher control at City Facilities, \$10,300  
Pest Commander, \$11,400
- 52640      RENT – EQUIPMENT – \$850  
  
Rental of private equipment from local vendors such as walk behind aerators, sod cutters and dethatches.
- 52690      SMALL EQUIPMENT – \$2,150  
  
Replacement of two Backpack blowers, \$1,200  
Replacement of one chain saw 25", \$600  
Replacement of one chain saw 18", \$350
- 52990      MISCELLANEOUS EXPENDITURES – \$5,000 (Park Maintenance Fund)  
  
Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4653**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	Tree Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	13,072	16,638	16,638	16,638
Services and Supplies	74,450	78,235	78,235	78,235
Capital Outlay	0	0	0	0
<b>Total</b>	<b>87,522</b>	<b>94,873</b>	<b>94,873</b>	<b>94,873</b>
<b>Personnel Authorized</b>	0.15 (FT)	0.15 (FT)	0.15 (FT)	0.15 (FT)

**Source of Funds**

General Fund	87,522	94,873	94,873	94,873
<b>Total</b>	<b>87,522</b>	<b>94,873</b>	<b>94,873</b>	<b>94,873</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Park Maintenance	4653 Tree Maintenance

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### **Work Program**

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

### **Units of Measure**

	<u>2020-21</u>	<u>1st 6 mos. 2021-22</u>	<u>Estimate 2022-23</u>
Trees trimmed	829	139	2,000
Trees removed	38	12	50
Trees replaced	2	0	50
Tree roots pruned	2	0	10
Trees sprayed	0	0	15

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### **Personnel Services – \$16,638**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962. Cost allocations are as follows: full-time salaries – \$11,463; overtime – \$800; benefit costs – \$4,375.

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### **Services and Supplies – \$78,235**

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$76,585; rent – equipment – \$1,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4653 Tree Maintenance

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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 – \$76,585

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 3, which includes 1,084 trees; services include tree trimming, tree removal, spraying and planting.

52640      RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4654**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works		Irrigation

**Program Description**

Maintain the irrigation systems for all City parks and other City-owned facilities.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	82,081	72,663	72,663
Services and Supplies	0	44,050	28,880	28,880
Capital Outlay	0	0	0	0
<b>Total</b>	<b>0</b>	<b>126,131</b>	<b>101,543</b>	<b>101,543</b>

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

General Fund	0	126,131	82,543	82,543
Park Maintenance Fund	0	0	19,000	19,000
<b>Total</b>	<b>0</b>	<b>126,131</b>	<b>101,543</b>	<b>101,543</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works		4654 Irrigation Maintenance

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### **Work Program**

1. Maintain irrigation system for all City parks and City owned facilities.
  2. Test and certify all City owned backflow devices annually.
- 

### **Units of Measure**

	<u>2020-21</u>	1st 6 mos. <u>2021-22</u>	Estimate <u>2022-23</u>
Backflow devices	150	0	150
Irrigation valves	392	392	392
Controllers/timers	84	84	84
City parks/facilities/medians	108	108	108
Hours expended in the repair of Irrigation systems citywide	2,080	1,040	2,080

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### **Personnel Services – \$82,081**

Funding requested if for: Irrigation Specialist (1.00) – \$60,051. Cost allocations are as follows: full-time salaries – \$60,051; benefit costs – \$22,030.

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### **Services and Supplies – \$44,050**

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$36,300; special contract services – \$6,000; rent – equipment – \$1,500.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Public Works

**Program:** 4654 Irrigation Maintenance

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Object  
Number

51130      PROGRAM SUPPLIES – \$250

Pumps, hand tools, saws, shovels, etc.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,300 *(Only \$21,300 approved in Adopted Budget)*  
*(General Fund – \$2,130; Park Maintenance Fund – \$19,000)*

Sprinklers, solenoids, valve wire, valve boxes, batteries, irrigation pipe, glue, shutoff valves, \$15,000

Three new backflow devices, \$5,400

Eight new irrigation timers per year, \$6,400

Twenty-five new valves per year, \$7,500

Backflow cages, \$2,000

52450      SPECIAL CONTRACT SERVICES – \$6,000

Basic Backflow to test 150 backflow devices throughout the city for 2023.

52640      RENT – EQUIPMENT – \$1,500

Rental of a trencher.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4656**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Vehicle Maintenance	Vehicle Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	161,707	175,098	175,098	175,098
Services and Supplies	293,315	278,525	266,125	266,125
Capital Outlay	47,000	18,000	18,000	18,000
<b>Total</b>	<b>502,022</b>	<b>471,623</b>	<b>459,223</b>	<b>459,223</b>
<b>Personnel Authorized</b>	1.75 (FT)	1.75 (FT)	1.75 (FT)	1.75 (FT)

**Source of Funds**

General Fund	447,022	453,623	441,223	441,223
Air Quality Improvement Fund	10,000	0	0	0
Equipment Replacement Fund	45,000	18,000	18,000	18,000
<b>Total</b>	<b>502,022</b>	<b>471,623</b>	<b>459,223</b>	<b>459,223</b>



**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2020–21</u>	1st 6 mos. <u>2021–22</u>	Estimate <u>2022–23</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 – \$175,098**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Equipment Maintenance Supervisor (0.75) – \$68,765; Equipment Mechanic (0.75) – \$45,015; Office Specialist (0.10) – \$4,565. Cost allocations are as follows: full-time salaries – \$129,808; overtime – \$1,000; benefit costs – \$44,290.

**Services and Supplies – \$278,525**

Funding requested is for: books and publications – \$4,000; program supplies – \$3,200; license/permits/certificates – \$6,475; materials – transportation/work equipment – \$75,000; gasoline – \$60,000; diesel fuel – \$25,000; oil and lubricants – \$5,000; propane – \$15,000; compressed natural gas – \$25,000; maintenance – transportation/work equipment – \$45,000; maintenance – other equipment – \$8,300; special contract services – \$2,000; vocational training – \$2,700; shop towel services – \$1,000; small equipment – \$850.

**Capital Outlay – \$18,000**

Funding requested is for: one stake bed and lift gate.

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

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Attendance at Fire Mechanics Academy to maintain current technician certificates, 40 hour course	Southern California	Varies	\$1,000
52540	Division Personnel	CNG Safety and Maintenance Training Class for technicians servicing CNG vehicles	Southern California	Varies	\$1,200
52540	Division Personnel	CNG Sweeper Operator and Technician Course	Southern California	Varies	\$500
				<b>Total:</b>	<b>\$2,700</b>

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$4,000 ***(Only \$3,000 approved in Adopted Budget)***

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 – \$6,475 ***(Only \$2,375 approved in Adopted Budget)***

EPA ID Verification fee, \$450  
S.C.A.Q.M.D. Emissions fee, \$375  
San Bernardino County Fire CUPA Annual Permit, \$1,250  
San Bernardino County Above Ground Fuel System Fee, \$300  
Ground ladder certification for fire engines (277 feet of ladder), \$1,100 ***(Moved to 4533-52050)***  
Annual pump tests (5 @ \$600 each), \$3,000 ***(Moved to 4536-51150)***

51320      MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000 ***(Only \$72,000 approved in Adopted Budget)***

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

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

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

51500      GASOLINE – \$60,000 ***(\$65,000 approved in Adopted Budget)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510      DIESEL FUEL – \$25,000

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 ***(\$6,000 approved in Adopted Budget)***

Oil and lubricants to service the City fleet, including fire apparatus.

51530      PROPANE – \$15,000 ***(\$16,000 approved in Adopted Budget)***

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

51540      COMPRESSED NATURAL GAS – \$25,000 ***(Only \$16,000 approved in Adopted Budget)***

Compressed natural gas for various vehicles in the City fleet.

52030      MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$45,000

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**

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**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

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Object  
Number

- 52050      MAINTENANCE – OTHER EQUIPMENT – \$8,300 *(Only \$6,000 approved in Adopted Budget)*
- Annual certification of the ladder truck aerial apparatus, \$1,500 *(Moved to 4536-52050)*  
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.
- 52540      VOCATIONAL TRAINING - \$2,700
- Attendance at vocational training classes – for details see “Worksheet – Justification of Conference and in-Service Training Request Schedule A – Vocational Training
- 52680      SHOP TOWEL SERVICES – \$1,000
- Shop towel and fender cover weekly cleaning services.
- 52690      SMALL EQUIPMENT – \$850
- 4-ton Floor Jack, \$250  
Metal Chop Saw, \$600

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

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Stake Bed and Lift Gate	The Fleet Division is seeking authorization to purchase a stake bed and lift gate for a 1991 GMC truck that was given to the City Yard by the Fire Department. The stake bed and lift gate will convert the fire department truck from a breathing apparatus truck to a City Yard fleet truck in the Street Division. This truck will be used to lift and haul heavy trash and debris from city streets. (Equipment Replacement Fund)	\$18,000
<b>Total:</b>			<b>\$18,000</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4669**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Sewer	Sewer Maintenance

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	961,294	1,019,268	1,030,288	1,030,288
Services and Supplies	3,115,594	3,201,364	3,173,744	3,173,744
Capital Outlay	0	568,222	568,222	568,222
Sewer Depreciation	73,556	73,556	73,556	73,556
<b>Total</b>	<b>4,150,444</b>	<b>4,862,410</b>	<b>4,845,810</b>	<b>4,845,810</b>

<b>Personnel Authorized</b>	11.62 (FT) 2.36 (PT)	11.62 (FT) 2.36 (PT)	10.89 (FT) 1.00 (PT)	10.89 (FT) 1.00 (PT)
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**Source of Funds**

Sewer Operating Fund	4,075,888	4,787,854	4,771,254	4,771,254
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	73,556	73,556	73,556
<b>Total</b>	<b>4,150,444</b>	<b>4,862,410</b>	<b>4,845,810</b>	<b>4,845,810</b>

**PROGRAM BUDGET SUMMARY – 2**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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>2020-21</u>	<u>1st 6 mos. 2021-22</u>	<u>Estimate 2022-23</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 – \$1,019,268**

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$113,992; Public Works Operations Assistant Manager (0.65) – \$58,514; Senior Leadworker (0.30) – \$20,890; Engineering Division Manager (0.30) – \$32,742; Assistant Engineer (0.30) – \$25,756; Senior Public Works Inspector (0.30) – \$24,958; Leadworker Maintenance (1.35) – \$79,173; Senior Maintenance Worker (1.02) – \$56,742; Maintenance Worker (2.65) – \$129,007; Equipment Maintenance Supervisor (0.25) – \$22,921; Equipment Mechanic (0.25) – \$15,005; NPDES Inspector (0.75) – \$47,604; Administrative Specialist (0.40) – \$20,814; Office Specialist (0.40) – \$18,260; Maintenance Worker (1.36/part-time) – \$56,328; Senior Intern (1.00/part-time) – \$16,910. Cost allocations are as follows: full-time salaries – \$666,378; part-time salaries – \$73,238; overtime – \$11,500; benefit costs – \$268,152.

**Services and Supplies – \$3,274,920**

Funding requested is for: books and publications – \$400; uniforms – \$3,000; program supplies – \$3,200; license/permits/certificates – \$5,870; 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 – \$8,850; dues and memberships – \$1,300; travel and meetings – \$5,600; mileage/auto allowance – \$5,070; sewer processing – \$3,119,340; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$3,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$73,556; cellular phone expense – \$1,284.

**Capital Outlay – \$568,222**

Funding is requested for: one 2022 or 2023 Combo Sewer Truck.



**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Alex Cardona, Public Works Operations Assistant Manager Public Works Staff James Diaz, Senior Public Works Inspector	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	\$600
52130	Alex Cardona, Public Works Operations Assistant 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 2022	\$2,000
52130	Alex Cardona, Public Works Operations Assistant Manager Mathew Paradis, Public Works Facilities/ Maintenance Assistant Manager Leadworker Maintenance	Attend the Annual California Water Environmental Association (CWEA) 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 2022	\$3,000
				<b>TOTAL</b>	<b>\$5,600</b>

***(Only \$2,600 approved in Adopted Budget)***

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

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Required continuing education hours for pesticide application licenses.	Southern California	Varies	\$500
52540	Division Personnel	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	Leadworker Maintenance	Training to obtain National Association of Sewer Service Companies (NASSCO) certificate for Sewer Master Planning purposes.	Las Vegas, NV	August 2022	\$1,000
				<b>Total:</b>	<b>\$3,000</b>

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400 ***(Only \$200 approved in Adopted Budget)***

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

51100      UNIFORMS – \$3,000 ***(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 – \$5,870 ***(Only \$4,000 approved in Adopted Budget)***

– California Water Environmental Association certificates for:

Public Works Operations Assistant Manager Cardona, \$300

Leadworker, \$300

Maintenance Worker, \$300

– Qualified Applicators Certificate renewal fees for:

Public Works Operations Assistant Manager Cardona, \$100

Public Works Facilities/Maintenance Assistant Manager Paradis, \$100

Leadworker, \$100

Maintenance Worker, \$100

– California Department Pesticide Regulations Exam Fee for:

Public Works Facilities/Maintenance Assistant Manager Paradis, \$80

Leadworker, \$80

Maintenance Worker, \$80

Maintenance Worker, \$80

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

– PAPA Membership

Public Works Operations Assistant Manager Cardona, \$50

Public Works Facilities/Maintenance Assistant Manager Paradis, \$50

Facilities Specialist Escalante, \$50

Leadworker, \$50

Maintenance Worker, \$50

Maintenance Worker, \$50

– PAPA QAL/QAC Test Preparation

Public Works Facilities/Maintenance Assistant Manager Paradis, \$200

Leadworker, \$200

Maintenance Worker, \$200

Maintenance Worker, \$200

– 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.

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 (**Only \$500 approved in Adopted Budget**)

Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

51510      DIESEL FUEL – \$15,000 ***(Only \$7,500 approved in Adopted Budget)***

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 ***(\$2,000 approved in Adopted Budget)***

Compressed natural gas for various vehicles in the City fleet.

52050      MAINTENANCE – OTHER EQUIPMENT – \$8,850 ***(Only \$5,000 approved in Adopted Budget)***

Six-hundred foot hose for Jetter Truck, \$1,750

Three Debris Catch Buckets, \$1,100

Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000

Outside repairs, \$2,500

Storm Drain Placards, \$2,500

52120      DUES AND MEMBERSHIPS – \$1,300

Membership in the Maintenance Superintendents Association for Public Works Operations Assistant Manager Cardona, Facilities Specialist, Escalante, Leadworker Sewers, Maintenance Worker Sewers, \$300

Membership to California Water Environmental Association for Public Works Operations Assistant Manager Cardona, Leadworker Sewers, and two Maintenance Workers, \$1,000

52130      TRAVEL AND MEETINGS – \$5,600 ***(Only \$2,600 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.”

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52410      SEWER PROCESSING – \$3,119,340

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2021/22 fiscal year with 147,000 E.D.U.'s at \$21.22 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.

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 **(Only \$5,000 approved in Adopted Budget)**

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 2022 to October 2023, \$2,000

Sanitary Sewer Management Plan (SSMP) annual update by consultant, \$1,000 (Sewer Replacement Fund)

Software program for FOG and Pretreatment inspection monitoring and data storage, \$6,000

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

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52530      EDUCATIONAL GRANTS – \$2,500

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

52540      VOCATIONAL TRAINING – \$3,000

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 (*Only \$100 approved in Adopted Budget*)

Two manhole lifters.

52760      DEPRECIATION EXPENSE – \$73,556

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

52850      CELLULAR PHONE EXPENSE – \$1,284

Cellular phone charges for personnel assigned to this division.

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

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Combo Sewer Truck	The Sewer Division is seeking to purchase a new combo sewer truck. The current combo sewer truck, a 2004 International, is not compliant with the AQMD and after January 1, 2023 it can no longer be driven on any California roadway. (Sewer Operating Fund)	\$568,222
<b>Total:</b>			<b>\$568,222</b>



## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Public Works	Building Maintenance

### Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	424,078	598,463	583,354	583,354
Services and Supplies	1,354,848	396,470	360,170	360,170
Capital Outlay	0	80,035	5,035	5,035
<b>Total</b>	<b>1,778,926</b>	<b>1,074,968</b>	<b>948,559</b>	<b>948,559</b>

<b>Personnel Authorized</b>	7.25 (FT) 1.85 (PT)	7.25 (FT) 1.85 (PT)	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)
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### Department Distribution

Bldg. Maint. Services	1,299,353	471,672	373,063	373,063
Heating and A/C Services	122,044	160,598	157,598	157,598
Janitorial Services	357,529	442,698	417,898	417,898
<b>Total</b>	<b>1,778,926</b>	<b>1,074,968</b>	<b>948,559</b>	<b>948,559</b>

### Source of Funds

General Fund	1,133,881	1,074,968	948,559	948,559
American Rescue Plan	645,045	0	0	0
<b>Total</b>	<b>1,778,926</b>	<b>1,074,968</b>	<b>948,559</b>	<b>948,559</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4691**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Building Maintenance Services

**Program Description**

Maintain all public facilities in a safe and attractive manner.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	119,423	197,852	182,743	182,743
Services and Supplies	1,179,930	198,820	190,320	190,320
Capital Outlay	0	75,000	0	0
<b>Total</b>	<b>1,299,353</b>	<b>471,672</b>	<b>373,063</b>	<b>373,063</b>

<b>Personnel Authorized</b>	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)
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**Source of Funds**

General Fund	654,308	471,672	373,063	373,063
American Rescue Plan Fund	645,045	0	0	0
<b>Total</b>	<b>1,299,353</b>	<b>471,672</b>	<b>373,063</b>	<b>373,063</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4691 Building Maint. Services

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**Work Program**

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

	<u>2020-21</u>	1st 6 mos. <u>2021-22</u>	Estimate <u>2022-23</u>
General Building Maintenance	19	19	19

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**Personnel Services – \$197,852**

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.55) – \$47,156; Facilities Specialist (0.55) – \$39,001; Building Maintenance Technician (0.55) – \$28,004; Office Specialist (0.10) – \$4,565; Senior Leadworker (0.85/part-time) – \$28,070; Cost allocations are as follows: full-time salaries – \$118,726; part-time salaries – \$28,070; overtime – \$4,500; benefit costs – \$46,556.

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**Services and Supplies – \$198,820**

Funding requested is for: uniforms – \$4,440; program supplies – \$2,000; license/permits/certificates – \$4,910; materials buildings – \$138,410; maintenance – other equipment – \$31,060; special contract services – \$16,000; rent – equipment – \$2,000.

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**Capital Outlay – \$75,000**

Funding requested is for: Fire Alarm Control Panel for the Police Facility.

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

51100      UNIFORMS – \$4,440 *(Only \$2,000 approved in Adopted Budget)*

Rental and cleaning of uniforms, \$2,340  
Purchase of work boots for Division Personnel, \$2,100

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 – \$4,910

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  
Annual Certified United Program Agency (CUPA) fee for Police Facility above ground fuel storage tanks, \$910

51300      MATERIALS - BUILDINGS – \$138,410

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

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$21,500

1. LED and Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Splash Pad – Seasonal UV Light service, filter media, tile replacement, chemicals, and personnel on call (annually), \$10,500
3. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,000
4. Refinish gymnasium floor, stage and racquetball courts (annually), \$5,000

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

ECONOMIC DEVELOPMENT – \$22,910

1. Thirty 10.2' LED Lit Pole Mount – Shooting Star

POLICE DEPARTMENT – \$60,000

1. Replace shooting range evaporative cooler center section

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$4,000

1. Install new drinking fountain in the Youth Center

52050 MAINTENANCE – OTHER EQUIPMENT – \$31,060 ***(Only \$25,000 approved in Adopted Budget)***

Annual fire extinguisher service, and recharge of extinguishers as needed, \$3,000

Biannual FM200 required service – \$2,850

Youth Center – IT Server Room, \$650

Police Facility – Dispatch Center, Server Room and UPS Room, \$2,200

Annual Pre Action Fire Sprinkler Service – \$2,610

Police Facility, \$1,300

Youth Center, \$660

Fire Station 1, \$650

Annual Fire Alarm Inspection – \$3,500

Police Facility, \$2,100

Youth Center, \$700

Senior Center, \$700

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

Annual Fire Door Drop Test – \$1,900

Senior Center, \$500

City Hall, \$900

Community Center, \$500

Biannual Range Hood Inspection – \$1,125

Senior Center, \$375

Community Center, \$375

Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$2,500

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 Center

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts – \$8,375

Preventative maintenance and/or repairs to 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 – \$2,200

- Police Department (3 doors)
- City Hall (2 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Center (1 door)
- Montclair Library (1 door)

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

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$16,000

Monthly pest control service for all City facilities.

52640      RENT – EQUIPMENT – \$2,000

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

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

**Department:** Public Works

**Program:** 4691 Building Maintenance

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Fire Alarm Control Panel	The current fire alarm control panel for the Police Facility was installed in 2008. The panel failed and was replaced in 2015 and is now four years past its service life. Replacement devices are no longer manufactured and any available replacement devices on the market costs approximately \$500 per device. If the main control panel fails again, there are no replacement panels available for purchase from the manufacturer and any issues will leave the Police Facility unprotected. The proposed system will be the newest system by Siemens, Model FC924.	\$75,000
<b>Total:</b>			<b>\$75,000</b>

*(Not approved in Adopted Budget)*



**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4692**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Heating & Air Conditioning

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	87,894	123,448	123,448	123,448
Services and Supplies	34,150	37,150	34,150	34,150
Capital Outlay	0	0	0	0
<b>Total</b>	<b>122,044</b>	<b>160,598</b>	<b>157,598</b>	<b>157,598</b>
<b>Personnel Authorized</b>	1.30 (FT)	1.30 (FT)	1.30 (FT)	1.30 (FT)

**Source of Funds**

General Fund	122,044	160,598	157,598	157,598
<b>Total</b>	<b>122,044</b>	<b>160,598</b>	<b>157,598</b>	<b>157,598</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4692 Heating & Air Conditioning

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### **Work Program**

1. Perform preventative maintenance.
  2. Repair air handlers and condensing units as needed.
  3. Provide compressor and motor repairs as needed.
  4. Controls and electrical repairs as needed.
  5. Provide emergency repairs as needed.
  6. Repair ice machines and water coolers as needed.
- 

### **Units of Measure**

	<u>2020–21</u>	<u>1st 6 mos. 2021–22</u>	<u>Estimate 2022–23</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	91	91	91
Exhaust Fans	41	41	41
Ice Machines and Refrigerators	23	23	23

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### **Personnel Services – \$123,448**

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.40) – \$34,295; Facilities Specialist (0.40) – \$28,364; Building Maintenance Technician (0.40) – \$20,367; Office Specialist (0.10) – \$4,565. Cost allocations are as follows: full-time salaries – \$87,591; overtime – \$3,000; benefit costs – \$32,857.

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### **Services and Supplies – \$37,150**

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$22,000; maintenance – other equipment – \$14,650.

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### **Capital Outlay**

No funding requested.

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

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**Department:** 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 – \$14,650 ***(Only \$11,650 approved in Adopted Budget)***

Maintenance of four hot water boilers located at the Library (1), Fire Station 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 1 (1), and the Police Facility (2), by an outside contractor, \$2,650

Biannual service of nine ice machines in all City facilities, \$7,000

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4693**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Janitorial Services

**Program Description**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	216,761	277,163	277,163	277,163
Services and Supplies	140,768	160,500	135,700	135,700
Capital Outlay	0	5,035	5,035	5,035
<b>Total</b>	<b>357,529</b>	<b>442,698</b>	<b>417,898</b>	<b>417,898</b>

<b>Personnel Authorized</b>	4.20 (FT) 1.00 (PT)	4.20 (FT) 1.00 (PT)	4.20 (FT) 0.00 (PT)	4.20 (FT) 0.00 (PT)
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**Source of Funds**

General Fund	357,529	442,698	417,898	417,898
<b>Total</b>	<b>357,529</b>	<b>442,698</b>	<b>417,898</b>	<b>417,898</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	4693 Janitorial Services

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### **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**

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	<u>2020-21</u>	1st 6 mos. <u>2021-22</u>	Estimate <u>2022-23</u>
City Facilities (buildings)	10	10	10

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### **Personnel Services – \$277,163**

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.05) – \$4,287; Facilities Specialist (0.05) – \$3,546; Building Maintenance Technician (0.05) – \$2,546; Custodian (4.00) – \$173,848; Office Specialist (0.05) – \$2,282. Cost allocations are as follows: full-time salaries – \$186,509; overtime – \$4,500; benefit costs – \$86,154.

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### **Services and Supplies – \$160,500**

Funding requested is for: custodial supplies – \$56,500; program supplies – \$1,200; special contract services – \$102,800.

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### **Capital Outlay – \$5,035**

Funding requested is for: one 20 inch auto scrubber.

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

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**Department:** Public Works

**Program:** 4693 Janitorial Services

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Object  
Number

51090      CUSTODIAL SUPPLIES – \$56,500

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, and Ballfields (4) - \$50,000  
Rags, dust mops, urinal mats, urinal screens - \$6,500

51130      PROGRAM SUPPLIES – \$1,200

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

52450      SPECIAL CONTRACT SERVICES – \$102,800 ***(Only \$78,000 approved in Adopted Budget)***

Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000 ***(Only \$2,000 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 \$76,000 approved in Adopted Budget)***

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

**Department:** Public Works

**Program:** 4693 Janitorial Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Floor Scrubber	The current auto scrubber was manufactured in 2004. It is currently in need of repair and due to its age repair parts are no longer available. The auto scrubber is used to clean the floors in City Hall, Community Center, Youth Center, Recreation Center and Senior Center. The auto scrubber is also used to strip and wax the floors in City Hall and the Recreation Center. Most of the other floor surfaces have a slip resistant epoxy coating that cannot be mopped by traditional means. Dirt and grime becomes trapped in the valleys between the marble chips that create the slip resistant peaks and does not come out by simply mopping.	\$5,035
<b>Total:</b>			<b>\$5,035</b>

# *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	1,365,907	1,463,515	1,606,149	1,606,149
Services and Supplies	147,115	299,266	297,766	297,766
Capital Outlay	94,876	15,000	15,000	15,000
<b>Total</b>	<b>1,607,898</b>	<b>1,777,781</b>	<b>1,918,915</b>	<b>1,918,915</b>

<b>Personnel Authorized</b>	12.80 (FT) 10.00 (PT)	13.80 (FT) 10.00 (PT)	15.00 (FT) 10.00 (PT)	15.00 (FT) 10.00 (PT)
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### Department Distribution

Planning Commission	8,075	8,075	8,075	8,075
Administration	94,971	105,246	105,246	105,246
Planning	379,848	400,775	517,386	517,386
Building	335,325	363,595	393,018	393,018
Fire Prevention Bureau	500	107,100	107,100	107,100
General Code Enforcement Unit	789,179	392,641	389,241	389,241
Special Ops Code Enforcement Unit	0	400,349	398,849	398,849
<b>Total</b>	<b>1,607,898</b>	<b>1,777,781</b>	<b>1,918,915</b>	<b>1,918,915</b>

### Source of Funds

General Fund	1,255,109	1,637,902	1,779,036	1,779,036
Community Dev Block Grant Fund	150,659	30,000	30,000	30,000
Homeless Housing Assist Prev	107,254	109,879	109,879	109,879
Equipment Replacement Fund	94,876	0	0	0
<b>Total</b>	<b>1,607,898</b>	<b>1,777,781</b>	<b>1,918,915</b>	<b>1,918,915</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Community Developmen	1.00	1.00	1.00	1.00	171,499	171,499	171,499
Building Official	1.00	1.00	1.00	1.00	124,272	124,272	124,272
Senior Planner	1.00	1.00	1.00	1.00	91,242	91,242	91,242
Associate Planner	1.00	1.00	1.00	1.00	73,252	60,745	60,745
Assistant Planner	1.00	1.00	1.00	1.00	63,228	52,433	52,433
Plans Examiner	1.00	1.00	1.00	1.00	91,686	91,686	91,686
Building Inspector	1.00	1.00	1.00	1.00	68,015	68,015	68,015
Asst Code Enforcement Manager	1.00	1.00	1.00	1.00	92,935	92,935	92,935
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	88,780	88,780	88,780
Community Compliance Specialist	4.00	4.00	4.00	4.00	254,730	258,652	258,652
Code Enforcement Officer	0.00	1.00	1.00	1.00	0	0	0
Administrative Secretary	1.00	1.00	1.00	1.00	56,556	56,556	56,556
<b><u>Part-Time</u></b>							
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	7,200	0	0
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	1,176,195	1,156,815	1,156,815
Admin other Departments	-1.20	-1.20	0.00	0.00	-130,118	0	0
Total FT Positions/Salaries	12.80	13.80	15.00	15.00	1,046,077	1,156,815	1,156,815
Part Time	10.00	10.00	10.00	10.00	14,700	7,500	7,500
Overtime					20,382	20,382	20,382
Additional Pay					900	900	900
Total Salaries & Wages					1,082,059	1,185,597	1,185,597
Benefit Costs					277,279	271,267	271,267
PERS Benefit Costs					151,038	149,285	149,285
Benefit Costs other Depts					-46,861	0	0
Total Benefit Costs					381,456	420,552	420,552
<b>TOTAL</b>					<b>1,463,515</b>	<b>1,606,149</b>	<b>1,606,149</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4760**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Planning Commission

**Program Description**

Planning Commission reviews and makes decisions on various development proposals involving land use and design review entitlement matters. The Planning Commission will also review and make recommendations to the City Council on cases involving proposed subdivision maps, ordinances, and new or amendments to the Montclair General Plan, various Specific Plans, and the Zoning Code.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	8,075	8,075	8,075	8,075
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>
<b>Personnel Authorized</b>	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
<b>Total</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4760 Planning Commission

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**Work Program**

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.

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**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 – 10 meetings  
    2022 – 3 meetings (as of 04/01/22)

In Fiscal Year 2020-21 the frequency of scheduled Planning Commission meetings was revised to one (1) meeting per month instead of two (2) meetings per month. This adjustment reflects the actual frequency of held meetings and allows 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 2021:**

2 – Precise Plans of Design	0 – Specific Plan Amendment (recommendation to CC)
8 – Conditional Use Permits	1 – Code Amendments/Ordinance (recommendation to CC)
0 – Sign Program	1 – Tentative Parcel or Tract Maps
0 – Variances	0 – Zone Change (recommendation to CC)

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**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.

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**Services and Supplies**

No funding requested.

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**Capital Outlay**

No funding requested.

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**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4761**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		Administration

**Program Description**

This program is responsible for coordinating 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	78,760	81,430	81,430	81,430
Services and Supplies	16,211	19,816	19,816	19,816
Capital Outlay	0	4,000	4,000	4,000
<b>Total</b>	<b>94,971</b>	<b>105,246</b>	<b>105,246</b>	<b>105,246</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	94,971	105,246	105,246	105,246
<b>Total</b>	<b>94,971</b>	<b>105,246</b>	<b>105,246</b>	<b>105,246</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4761 Administration

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### **Work Program**

1. 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 the City website, and packet distribution.
  2. Distribute documents and maps as requested annually by the public.
  3. Maintain department files.
- 

### **Personnel Services – \$81,430**

Salary request is for: Administrative Secretary (1.00) – \$56,556. Cost allocations are as follows: full-time salaries – \$56,556; overtime – \$500; benefit costs – \$24,374.

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### **Services and Supplies – \$19,816**

Funding requested is for: books and publications – \$150; dues and memberships – \$845; mileage/auto allowance – \$7,800; vocational training – \$5,400; cellular phone service – \$5,321; miscellaneous expenditures – \$300.

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### **Capital Outlay – \$4,000**

Funding requested is for: conference room furniture.

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

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Silvia Gutierrez, Senior Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Vacant, Associate Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Vacant, Assistant Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$600
52540	Michael Dorsey, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$600
52540	Rudy Arensdorff, Building Inspector	Maintain competency in related fields	TBA	TBA	\$600
52540	Gabe Fondario, Asst Code Enforcement Manager	Maintain competency in related fields	TBA	TBA	\$400
52540	Robert Hargett, Code Enforcement Supervisor	Maintain competency in related fields	TBA	TBA	\$400
52540	Denise Ortiz, Community Compliance Specialist Alan Romansky, Community Compliance Specialist Vacant, Community Compliance Specialist Vacant, Community Compliance Specialist	Maintain competency in related fields	TBA	TBA	\$1,600
				<b>Total:</b>	<b>\$5,400</b>

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

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**Department:** Community Development

**Program:** 4761 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

52120      DUES AND MEMBERSHIPS – \$845

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, \$570 (6 officers @ \$95 each).

52540      VOCATIONAL TRAINING – \$5,400

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 – \$5,321

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field.

52990      MISCELLANEOUS EXPENDITURES – \$300

Small contingency account for unexpected expenditures.



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

**Department:** Community Development

**Program:** 4761 Administration

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Conference Room Furniture	Furnish new conference room in Community Development area with six (6) new conference table chairs, one (1) credenza table to hold computer equipment, one (1) whiteboard, one (1) door, four (4) ceiling light fixtures, and one (1) interior partition wall. Replace three (3) worn-out chairs in other areas of the department.	\$4,000
<b>Total:</b>			<b>\$4,000</b>

## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Community Development	Planning

### Overview

Review all proposed development proposals 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. Further, the Planning Division anticipates, responds to, and prepares 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	370,048	390,975	507,586	507,586
Services and Supplies	9,800	9,800	9,800	9,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>379,848</b>	<b>400,775</b>	<b>517,386</b>	<b>517,386</b>

<b>Personnel Authorized</b>	3.00 (FT)	3.00 (FT)	4.00 (FT)	4.00 (FT)
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### Department Distribution

Current Planning	245,415	258,306	382,654	382,654
Advance Planning	134,433	142,469	134,732	134,732
<b>Total</b>	<b>379,848</b>	<b>400,775</b>	<b>517,386</b>	<b>517,386</b>

### Source of Funds

General Fund	379,848	400,775	517,386	517,386
<b>Total</b>	<b>379,848</b>	<b>400,775</b>	<b>517,386</b>	<b>517,386</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4762**

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

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	243,615	256,506	380,854	380,854
Services and Supplies	1,800	1,800	1,800	1,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>245,415</b>	<b>258,306</b>	<b>382,654</b>	<b>382,654</b>
<b>Personnel Authorized</b>	2.00 (FT)	2.00 (FT)	3.00 (FT)	3.00 (FT)

**Source of Funds**

General Fund	245,415	258,306	382,654	382,654
<b>Total</b>	<b>245,415</b>	<b>258,306</b>	<b>382,654</b>	<b>382,654</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4762 Current Planning

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**Work Program**

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

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**Units of Measure**

1. Serve as secretary to Planning Commission.
  2. Provide 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 internal coordination among Planning, Building, Code Enforcement and Fire Prevention Bureau division functions.
  8. Coordinate with Public Works Department with respect to subdivision and associated street improvements, Water Quality Management Plans, sewers, etc.
  9. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
  10. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
- 

**Personnel Services – \$256,506**

Salary requests are for: Director of Community Development (0.25) – \$42,874; Senior Planner (0.55) – \$59,308; Associate Planner (0.55) – \$47,614; Assistant Planner (0.65) – \$41,098. Cost allocations are as follows: full-time salaries – \$190,894; overtime – \$1,250; additional pay – \$675; benefit costs – \$63,687.

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**Services and Supplies – \$1,800**

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

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**Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4762 Current Planning

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090      PUBLICATION AND ADVERTISING – \$5,500

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091      PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990      MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4763**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Advance Planning

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**Program Description**

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

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	126,433	134,469	126,732	126,732
Services and Supplies	8,000	8,000	8,000	8,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>134,433</b>	<b>142,469</b>	<b>134,732</b>	<b>134,732</b>

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

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General Fund	134,433	142,469	134,732	134,732
<b>Total</b>	<b>134,433</b>	<b>142,469</b>	<b>134,732</b>	<b>134,732</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	4763 Advance Planning

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### **Work Program**

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

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### **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 – \$134,469**

Salary requests are for: Director of Community Development (0.25) – \$42,875; Senior Planner (0.25) - \$22,810; Associate Planner (0.25) – \$18,313; Assistant Planner (0.25) – \$15,807. Cost allocations are as follows: full-time salaries – \$99,805; overtime – \$200; additional pay – \$225; benefit costs – \$34,239.

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### **Services and Supplies – \$8,000**

Funding requested is for: City portion of LAFCO's annual funding – \$8,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4763 Advance Planning

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Object  
Number

52320      ANNEXATIONS – \$8,000

The City's estimated share of LAFCO's annual budget allocation.



## DIVISION BUDGET SUMMARY

<b>Department</b>	<b>Division</b>
Community Development	Building

### Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	333,725	358,145	387,568	387,568
Services and Supplies	1,600	5,450	5,450	5,450
Capital Outlay	0	0	0	0
<b>Total</b>	<b>335,325</b>	<b>363,595</b>	<b>393,018</b>	<b>393,018</b>

<b>Personnel Authorized</b>	2.80 (FT) 0.50 (PT)	2.80 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)
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### Department Distribution

Field Inspection	118,499	94,395	94,395	94,395
Plan Check	65,848	110,202	122,115	122,115
Operations	150,978	158,998	176,508	176,508
<b>Total</b>	<b>335,325</b>	<b>363,595</b>	<b>393,018</b>	<b>393,018</b>

### Source of Funds

General Fund	335,325	363,595	393,018	393,018
<b>Total</b>	<b>335,325</b>	<b>363,595</b>	<b>393,018</b>	<b>393,018</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4764**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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. Issues building permits and documents inspections. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	117,299	91,845	91,845	91,845
Services and Supplies	1,200	2,550	2,550	2,550
Capital Outlay	0	0	0	0
<b>Total</b>	<b>118,499</b>	<b>94,395</b>	<b>94,395</b>	<b>94,395</b>

<b>Personnel Authorized</b>	1.25 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)
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**Source of Funds**

General Fund	118,499	94,395	94,395	94,395
<b>Total</b>	<b>118,499</b>	<b>94,395</b>	<b>94,395</b>	<b>94,395</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4764 Field Inspection

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### **Work Program**

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Issues building permits and maintains records of completed building inspections.

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### **Units of Measure**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
Inspections made	2,636	2,949	2,870	3,015	3,308	2,794

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### **Personnel Services – \$91,845**

Salary requests are for: Building Inspector (1.00) – \$68,015. Cost allocations are as follows: full-time salaries – \$68,015; overtime – \$932; benefit costs – \$22,898.

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### **Services and Supplies – \$2,550**

Funding requested is for: books and publications – \$1,400; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$400; miscellaneous expenditures – \$150.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4764 Field Inspection

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,400

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 – \$400

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**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Plan Check

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**Program Description**

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	65,598	108,702	120,615	120,615
Services and Supplies	250	1,500	1,500	1,500
Capital Outlay	0	0	0	0
<b>Total</b>	<b>65,848</b>	<b>110,202</b>	<b>122,115</b>	<b>122,115</b>

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<b>Personnel Authorized</b>	0.65 (FT)	0.90 (FT)	1.00 (FT)	1.00 (FT)
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**Source of Funds**

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General Fund	65,848	110,202	122,115	122,115
<b>Total</b>	<b>65,848</b>	<b>110,202</b>	<b>122,115</b>	<b>122,115</b>

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## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4765 Plan Check

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### **Work Program**

Provide for the community to improve life, health and building safety by checking proposed construction plans 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.

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### **Units of Measure**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
Plans Checked	485	383	532	405	547	560
Permits Issued	801	778	689	747	726	731

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### **Personnel Services – \$108,702**

Salary requests are for: Plans Examiner (0.90) – \$82,517. Cost allocations are as follows: full-time salaries – \$82,517; overtime – \$1,500; benefit costs – \$24,685.

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### **Services and Supplies – \$1,500**

Funding requested is for: books and publications – \$1,400; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; plan check reimbursement - <\$35,000>; small equipment – \$100.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4765 Plan Check

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,400

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Operations

**Program Description**

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	150,828	157,598	175,108	175,108
Services and Supplies	150	1,400	1,400	1,400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>150,978</b>	<b>158,998</b>	<b>176,508</b>	<b>176,508</b>
<b>Personnel Authorized</b>	0.90 (FT)	0.90 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	150,978	158,998	176,508	176,508
<b>Total</b>	<b>150,978</b>	<b>158,998</b>	<b>176,508</b>	<b>176,508</b>



**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	4766 Operations

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**Work Program**

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
  2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
  3. Assist and/or advise the 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>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
Permit Valuation	\$50,158,960	\$68,317,503	\$58,583,592	\$27,585,328	\$26,105,269

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**Personnel Services – \$157,598**

Salary requests are for: Building Official/Code Enforcement Manager (0.90) – \$111,845; Cost allocations are as follows: full-time salaries – \$111,845; benefit costs – \$45,753.

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**Services and Supplies – \$1,400**

Funding requested is for: books and publications – \$1,400.

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**Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4766 Operations

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,400

Code books and training manuals.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4767**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	Fire Prevention Bureau

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**Program Description**

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations 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.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	500	107,100	107,100	107,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>500</b>	<b>107,100</b>	<b>107,100</b>	<b>107,100</b>

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<b>Personnel Authorized</b>	0	0	0	0
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**Source of Funds**

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General Fund	500	107,100	107,100	107,100
<b>Total</b>	<b>500</b>	<b>107,100</b>	<b>107,100</b>	<b>107,100</b>

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**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	4767 Fire Prevention Bureau

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**Work Program**

1. Administer Fire Prevention Inspections.
  2. Provide Plan Review for commercial and residential construction, design review for plans going through an Administrative review, 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 business License Inspection program.
- 

**Units of Measure**

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	<u>2020</u>	<u>2021</u>
Inspections Completed	510	918
Plans Reviewed	150	168
Fire Investigation Responses	10	5
Weed Abatement Actions	35	0

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**Personnel Services**

No funding requested.

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**Services and Supplies – \$107,100**

Funding requested is for: plan check/inspection service – \$65,000; plan check service reimbursement <65,000>; special contract services - \$106,600; small equipment – \$200; miscellaneous expenditures – \$300.

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**Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

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Object  
Number

52270      PLAN CHECK SERVICE – \$65,000

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 – <\$65,000>

Reimbursement to the City for plan check services.

52450      SPECIAL CONTRACT SERVICES – 106,600

Inspection services of a Deputy Fire Marshal.

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**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		General Code Enforcement Unit

**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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	575,299	365,141	361,741	361,741
Services and Supplies	119,004	16,500	16,500	16,500
Capital Outlay	94,876	11,000	11,000	11,000
<b>Total</b>	<b>789,179</b>	<b>392,641</b>	<b>389,241</b>	<b>389,241</b>
<b>Personnel Authorized</b>	6.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)

**Source of Funds**

General Fund	436,390	362,641	359,241	359,241
Community Dev Block Grant Fund	150,659	30,000	30,000	30,000
Homeless Housing Assist Prev.	107,254	0	0	0
Equipment Replacement Fund	94,876	0	0	0
<b>Total</b>	<b>789,179</b>	<b>392,641</b>	<b>389,241</b>	<b>389,241</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4768 Code Enforcement

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**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. Responds to residents with municipal, health and safety, and code concerns.
- 

**Units of Measure**

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Abandoned Vehicle Abatement	111	114	149
Administrative Citations	143	108	45
Love Montclair Cleanups	5	0	1
Clean-Up and Secure	28	178	27
Complaints	1,037	675	1,474
Foreclosures	16	69	374
Graffiti Abatement	55	105	418
Notices to Appear	24	138	22
Notices of Violation	887	730	480
Violations Abated by Owner	767	557	694
Illegal Signs Removed	1,408	310	963
Inspections	1,794	1,161	1,815
5-Star Inspection	478	5	156

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**Personnel Services – \$365,141**

Salary requests are for: Community Compliance Specialist (4.00) – \$254,730; Reserve Code Enforcement Officer (4.00/part-time) – \$7,200. Cost allocations are as follows: full-time salaries – \$254,730; part-time salaries – \$7,200; overtime – \$12,000; benefit costs – \$91,211.

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**Services and Supplies – \$16,500**

Funding requested is for: books and publications – \$500; uniforms – \$5,000; materials – recycle/cleanup – \$7,000; small equipment – \$1,000; miscellaneous expenditures – \$3,000.

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**Capital Outlay – \$15,000**

Funding requested is for: cubicle office furniture.

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

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**Department:** Community Development

**Program:** 4768 Code Enforcement

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100      UNIFORMS – \$5,000

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51430      MATERIALS – RECYCLE/CLEANUP – \$7,000

Cost of neighborhood C.A.U.T.I.O.N. cleanups.

52690      SMALL EQUIPMENT – \$1,000

Various small tools, gloves, lock up cabinet and equipment as needed for field, vehicles and enforcement activities.

52990      MISCELLANEOUS EXPENDITURES – \$3,000

Printing costs for administrative citation forms and official postings, other miscellaneous expenses for Code Enforcement activities.



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

**Department:** Community Development

**Program:** 4768 General Code Enforcement Unit

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Cubicle Office Furniture	Purchase and installation of four (4) cubicles and four (4) chairs for the Code Enforcement office. Purchase two (2) additional chairs to replace worn-out chairs in other areas of the department.	\$11,000
<b>Total:</b>			<b>\$11,000</b>

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 4769**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		Special Ops Code Enforcement Unit

**Program Description**

In July of 2021, City Manager Edward Starr created the City's "Special Operations Unit", a specialized unit operating under the auspices of the City's Community Development Department. The unit was explicitly designed to address quality of life issues throughout the community, with an emphasis on high profile public nuisance activities and/or crimes determined to be detrimental to the life, health, property, and/or safety of public. Although Homelessness is top priority for the newly created Unit, the Unit also targets high profile present-day crimes and/or business operations occurring throughout the community, including, but not limited to, illegal marijuana dispensaries and grows, illegal massage establishments, illegal gaming establishments, and other similar and/or illegal operations. The objective of the unit is to take a pro-active/community-based approach to problem solving, including, but not limited to, collaboration between agencies and organizations, community outreach, education, engagement, individual customized care, innovative enforcement remedies, and the use of all restorative actions and/or resources to resolve self-destructive personal behaviors and/or traits amongst our homeless community.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	259,749	259,749	259,749
Services and Supplies	0	140,600	139,100	139,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>0</b>	<b>400,349</b>	<b>398,849</b>	<b>398,849</b>
<b>Personnel Authorized</b>	0.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)

**Source of Funds**

General Fund	0	290,470	288,970	288,970
Homeless Housing Assist Prev.	0	109,879	109,879	109,879
<b>Total</b>	<b>0</b>	<b>400,349</b>	<b>398,849</b>	<b>398,849</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		4769 Special Ops Code Enforcement Unit

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**Work Program**

1. Address Homelessness throughout the City in accordance with established policies, procedures and practices.
  2. Address illegal business operations, including, but not limited to, illegal marijuana dispensaries, grows, massage establishments, and gaming establishments.
  3. Use all available enforcement remedies and/or resources to resolve nuisance related activities and/or crimes occurring throughout the City.
- 

**Units of Measure**

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	Estimated <u>2022-23</u>
Homeless Individuals Served	332	350	390	425
Homeless Individuals Housed	7	34	15	30
Homeless Enforcement Hours	1,394	2,269	2,300	3,000

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**Personnel Services – \$259,749**

Salary requests are for: Asst. Code Enforcement Manager (1.00); \$92,935; Code Enforcement Supervisor (1.00) – \$88,780; Cost allocations are as follows: full-time salaries – \$181,715; overtime – \$4,000; benefit costs – \$74,034.

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**Services and Supplies – \$140,600**

Funding requested is for: books and publications – \$500; uniforms – \$1,200; materials - street signs – \$200; publication and advertising – \$200; street outreach supplies – \$10,000; special contract services – \$60,000; small equipment – \$4,500; rental assistance – \$64,000.

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**Capital Outlay**

No funding requested.

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

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**Department:** Community Development

**Program:** 4769 Special Ops Code Enforcement Unit

---

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100      UNIFORMS – \$1,200

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51340      MATERIALS – STREET SIGNS – \$200

Signage specific to Homelessness.

52090      MATERIALS – STREET SIGNS – \$200

Brochures, handouts, printing of Notice to Appear citation books.

52100      STREET OUTREACH SUPPLIES – \$10,000

Supplies for street outreach and navigation services including, but not limited to, transportation costs, motel vouchers, food, clothing, toiletries.

52450      SPECIAL CONTRACT SERVICES – \$60,000

Contract with Christian Development Center to provide Case Management Services to individuals or families experiencing or at risk of experiencing homelessness. (General Fund – \$14,121; Homeless Housing Assistance Prevention Fund – \$45,879)

52690      SMALL EQUIPMENT – \$4,500 **(Only \$3,000 approved in Adopted Budget)**

Equipment to safely carryout operations associated with homelessness (i.e. gloves, batons, pepper spray, misc. protective gear).

52880      RENTAL ASSISTANCE – \$64,000

Assistance provided to families/individuals who are homeless or are risk of homelessness, which may include rent, move-in monies, utilities, etc. (Homeless Housing Assistance Prevention Fund – Pending Grant Approval)

# *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	685,378	741,449	451,306	451,306
Services and Supplies	652,760	426,260	426,260	426,260
Capital Outlay	0	40,000	40,000	40,000
<b>Total</b>	<b>1,338,138</b>	<b>1,207,709</b>	<b>917,566</b>	<b>917,566</b>
<b>Personnel Authorized</b>	3.98 (FT) 1.00 (PT)	3.98 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)

### Source of Funds

General Fund	0	0	451,306	451,306
Air Quality Improvement Fund	0	40,000	40,000	40,000
LEAP Grant	150,000	0	0	0
Economic Development Fund	833,138	912,709	171,260	171,260
Successor Agency Bond Proceeds	300,000	200,000	200,000	200,000
General Plan Update Fee	55,000	55,000	55,000	55,000
<b>Total</b>	<b>1,338,138</b>	<b>1,207,709</b>	<b>917,566</b>	<b>917,566</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Economic Development

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
City Manager	0.33	0.33	0.00	0.00	85,160	0	0
Director of Finance	0.15	0.15	0.00	0.00	21,830	0	0
Director of Public Works	0.10	0.10	0.00	0.00	17,537	0	0
Director of Community Dev	0.50	0.50	0.00	0.00	85,749	0	0
Building Official	0.10	0.10	0.00	0.00	12,427	0	0
Senior Planner	0.10	0.10	0.00	0.00	9,124	0	0
Associate Planner	0.10	0.10	0.00	0.00	7,325	0	0
Assistant Planner	0.10	0.10	0.00	0.00	6,323	0	0
Plans Examiner	0.10	0.10	0.00	0.00	9,169	0	0
Director of Economic Developme	1.00	1.00	1.00	1.00	152,699	152,699	152,699
Admin to other Depts	-0.30	-0.30	-0.20	-0.20	-45,810	-30,540	-30,540
	0.70	0.70	0.80	0.80	106,889	122,159	122,159
Economic Services and							
Housing Manager	1.00	1.00	1.00	1.00	100,075	100,075	100,075
Admin to other Depts	-0.30	-0.30	0.00	0.00	-30,023	0	0
	0.70	0.70	1.00	1.00	70,052	100,075	100,075
Economic Promotion Coordinator	1.00	1.00	1.00	1.00	65,451	65,451	65,451
<b>Part-Time</b>							
Economic Development Consultat	1.00	1.00	1.00	1.00	60,413	60,413	60,413
Full Time							
Admin other Departments	-0.60	-0.60	-0.20	-0.20	-75,833	-30,540	-30,540
Total FT Positions/Salaries	3.98	3.98	2.80	2.80	497,036	287,685	287,685
Part Time	1.00	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	0	0
Total Salaries & Wages					559,079	349,998	349,998
Benefit Costs					123,925	72,093	72,093
PERS Benefit Costs					83,214	40,051	40,051
Benefit Costs other Depts					-24,769	-10,836	-10,836
Total Benefit Costs					182,370	101,308	101,308
<b>TOTAL</b>					<b>741,449</b>	<b>451,306</b>	<b>451,306</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Economic Development		4791 Administration

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### **Work Program**

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Oversee use of tax allocation bond funds from the former redevelopment agency.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist in the development and review of Draft Specific Plans.
19. Assist in the administration of the General Plan Update process and documentation.
20. 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.

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### **Personnel Services – \$741,449**

Salary requests are for: Director of Economic Development (0.70) – \$106,889; City Manager (0.33) – \$85,160; Director of Finance (0.15) – \$21,830; Director of Public Works (0.10) – \$17,537; Director of Community Development (0.50) – \$85,749; Building Official (0.10) – \$12,427; Senior Planner (0.10) – \$9,124; Associate Planner (0.10) – \$7,325; Assistant Planner (0.10) – \$6,323; Plans Examiner (0.10) – \$9,169; Economic Services and Housing Manager (0.70) – \$70,052; Economic Promotion Coordinator (1.00) – \$65,451; Economic Development Consultant (1.00/part-time) – \$60,413. Cost allocations are as follows: full-time salaries – \$497,036; part-time salaries – \$60,413; overtime – \$1,000; additional pay – \$630; benefit costs – \$182,370.

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### **Services and Supplies – \$426,260**

Funding requested is for: books and publications – \$100; publication and advertising – \$5,500; dues and memberships – \$2,650; travel and meetings – \$24,800; mileage/auto allowance – \$7,800; business development – \$860; special consulting services – \$1,500; general plan legal fees – \$55,000; special legal services – \$50,000; special contract services – \$246,500; educational grants – \$2,500; small equipment – \$1,000; cellular phone expense – \$1,200; miscellaneous expenditures – \$26,850.

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### **Capital Outlay – \$40,000**

Funding requested is for: one 2022 Toyota Highlander Hybrid vehicle

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

**Department:** Economic Development

**Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator	2022 International Council for Shopping Centers (ICSC)	San Diego, CA	September 2022	\$6,000
52130	Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator	2023 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 2023	\$6,000
52130	Mikey Fuentes, Director of Economic Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator	California Association for Local Economic Development (CAL ED) Conference	Long Beach, CA	August 2022	\$4,000

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

**Department:** Economic Development

**Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>Miscellaneous</u></b>					
52130	Thailin Martin, Economic Services and Housing Manager Amber Cruz, 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
				<b>Total:</b>	<b>\$24,800</b>

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

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**Department:** Economic Development

**Program:** 4791 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090      PUBLICATION AND ADVERTISING – \$5,500

Printing cost for *Available Properties in the City* booklet and other economic development publications.

52120      DUES AND MEMBERSHIPS – \$2,650

California Association for Local Economic Development (CALED), \$2,000  
International Council for Shopping Centers–memberships, \$550  
Unanticipated adjustments, \$100

52130      TRAVEL AND MEETINGS – \$24,800

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

52160      BUSINESS DEVELOPMENT – \$860

Constant contact subscription for email marketing, \$500  
CANVA subscription for social media posts, \$360

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**

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**Department:** Economic Development

**Program:** 4791 Administration

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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

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 – \$246,500

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

E-Homes Real Estate Property Listing Services, \$6,000

Consulting fee for Year 5 Update to the General Plan, \$200,000 (Successor Agency Bond Proceeds)

52530      EDUCATIONAL GRANTS – \$2,500

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

52690      SMALL EQUIPMENT – \$1,000

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$1,200

Cellular phone service for Department personnel.

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

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**Department:** Economic Development

**Program:** 4791 Administration

---

Object  
Number

52990      MISCELLANEOUS EXPENDITURES – \$26,850  
                 “State of the City” incidental expenditures for decorations, \$1,500  
                 Economic development promotional materials, \$12,000  
                 Booth space rental for ICSC Conferences, \$5,150  
                 Booth Backdrop and display, \$5,000  
                 Furniture/electrical rental at ICSC Conferences, \$2,400  
                 Participation in County Job Fair, \$400  
                 Miscellaneous supplies, \$400

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

**Department:** Economic Development

**Program:** 4791 Administration

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<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	2022 Toyota Highlander Hybrid	The Economic Development Department currently has one vehicle that is needed for replacement. The vehicle is a 2000 Toyota CNG that was originally purchased for use by The Montclair Housing Corporation. The vehicle is 23 years old and is need of replacement due to the age of the vehicle, significant wear and tear on the interior of the vehicle, and mechanical issues stemming from the vehicle being one of the first compressed CNG placed in production. The Economic Development Department is requesting to purchase one 2022 Toyota Highlander Hybrid. (Air Quality Improvement Fund)	\$40,000
<b>Total:</b>			<b>\$40,000</b>

*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	108,437	108,974	131,236	131,236
Services and Supplies	196,500	196,500	190,000	190,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>304,937</b>	<b>305,474</b>	<b>321,236</b>	<b>321,236</b>
<b>Personnel Authorized</b>	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	304,937	305,474	321,236	321,236
<b>Total</b>	<b>304,937</b>	<b>305,474</b>	<b>321,236</b>	<b>321,236</b>



## DETAIL OF SALARIES AND WAGES

**Department:** City Attorney

**Program:** 4801 City Attorney

<b>Classification</b>	<b>POSITION QUOTA</b>				<b>APPROPRIATIONS</b>		
	<b>Current</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Final</b>	<b>Dept Request</b>	<b>City Mgr Recom</b>	<b>Adopted Budget</b>
<b><u>Part-Time</u></b>							
City Attorney	1.00	1.00	1.00	1.00	76,800	96,000	96,000
Part Time	1.00	1.00	1.00	1.00	76,800	96,000	96,000
Benefit Costs					21,038	21,316	21,316
PERS Benefit Costs					11,136	13,920	13,920
Total Benefit Costs					32,174	35,236	35,236
<b>TOTAL</b>					<b>108,974</b>	<b>131,236</b>	<b>131,236</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Attorney		4801 City Attorney

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### **Work Program**

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
4. Review ordinances, agreements, resolutions, and all legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Advise on Workers' Compensation issues.
11. Advise on disciplinary actions.
12. Advise on disability retirement issues.
13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
14. Deputy City Attorney serves in the absence of the City Attorney.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
16. Provide direction on open meeting laws and California Public Records Act requests.

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### **Personnel Services – \$108,974**

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$32,174

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### **Services and Supplies – \$196,500**

Funding requested is for: legal services/court costs – \$156,500; special legal services – \$40,000.

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### **Capital Outlay**

No funding requested.

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

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**Department:** City Attorney

**Program:** 4801 City Attorney

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Object  
Number

52290      LEGAL SERVICES/COURT COSTS – \$156,500 ***(Only \$130,000 approved in Adopted Budget)***

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300      SPECIAL LEGAL SERVICES – \$40,000 ***(\$60,000 approved in Adopted Budget)***

Cost of additional services performed by City Attorney, the proposed hourly rate for general legal services is \$250 per hour. Hourly rate is not inclusive of retainer fee: \$8,000 per month for 42 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. Citywide appropriations include, but are not limited to,

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance
- Worker's Compensation Claims
- Postage

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	6,437,471	1,006,802	838,377	838,377
Services and Supplies	1,724,075	2,005,550	1,673,500	1,673,500
Capital Outlay	0	0	0	0
<b>Total</b>	<b>8,161,546</b>	<b>3,012,352</b>	<b>2,511,877</b>	<b>2,511,877</b>

<b>Personnel Authorized</b>	0	0	0	0
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### Source of Funds

General Fund	7,285,305	2,784,027	2,284,477	2,284,477
Gas Tax Fund	242,475	188,425	188,000	188,000
Senior Nutrition Fund	7,442	0	0	0
After-School Program Grant Fund	108,416	38,500	38,500	38,500
Economic Development Fund	204,147	500	0	0
Sewer Operating Fund	313,761	900	900	900
<b>Total</b>	<b>8,161,546</b>	<b>3,012,352</b>	<b>2,511,877</b>	<b>2,511,877</b>

## PROGRAM BUDGET SUMMARY – 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Citywide		4901 Citywide

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### **Work Program**

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are reviewed for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.
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### **Personnel Services – \$1,006,802**

Funding requested is for: Benefit Costs – \$1,006,802.

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### **Services and Supplies – \$2,005,550**

Funding requested is for: nuisance abatement – \$10,000; service awards – \$21,550; telephone service – \$22,000; electric service – \$475,000; natural gas service – \$40,000; water service – \$353,000; general city insurance – \$1,042,500; postage – \$40,000; 5326 San Bernardino upkeep – \$1,500.

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### **Capital Outlay**

No funding requested.

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

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**Department:** Citywide

**Program:** 4901 Citywide

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Object  
Number

52670      POSTAGE – \$40,000  
                 Postage for all City Departments.

# *CFD Operations*



## DEPARTMENT BUDGET SUMMARY

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### Department

CFD Operations

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### Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	62,604	68,840	68,840	68,840
Services and Supplies	91,250	130,650	130,650	130,650
<b>Total</b>	<b>153,854</b>	<b>199,490</b>	<b>199,490</b>	<b>199,490</b>

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<b>Personnel Authorized</b>	0	0	0	0
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### Department Distribution

CFD 2011-1 Paseos/Alexan	113,072	154,629	154,629	154,629
CFD 2011-2 Arrow Station	40,782	44,861	44,861	44,861
<b>Total</b>	<b>153,854</b>	<b>199,490</b>	<b>199,490</b>	<b>199,490</b>

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### Source of Funds

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CFD 2011-1 Fund – Paseos	113,072	154,629	154,629	154,629
CFD 2011-2 Fund – Arrow Station	40,782	44,861	44,861	44,861
<b>Total</b>	<b>153,854</b>	<b>199,490</b>	<b>199,490</b>	<b>199,490</b>

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## PROGRAM BUDGET SUMMARY – 1

**Program Number 5001**

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos/Alexan

### Program Description

With the development of the Paseos at Montclair, a Community Facilities District (CFD 2011-1) was established to assist with public safety and annual maintenance costs. Subsequent development projects were later annexed into CFD 2011-1 including Vista Court and Alexan-Kendry. Maintenance costs covered under CFD 2011-1 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-1 include costs related to providing police protection services and fire protection and suppression services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	48,322	53,154	53,154	53,154
Services and Supplies	64,750	101,475	101,475	101,475
Capital Outlay	0	0	0	0
<b>Total</b>	<b>113,072</b>	<b>154,629</b>	<b>154,629</b>	<b>154,629</b>
<b>Personnel Authorized</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Source of Funds

CFD 2011-1 Fund – Paseos/Alexan	113,072	154,629	154,629	154,629
<b>Total</b>	<b>113,072</b>	<b>154,629</b>	<b>154,629</b>	<b>154,629</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5001 CFD 2011–1 Paseos/Alexan

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**Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature, and any necessary repairs.
  2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
- 

**Units of Measure**

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	<u>2021–22</u>
Acres of parks and parkways maintained by maintenance contract	1.06

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**Personnel Services – \$53,154**

Salary requests are for: Finance Administration – \$4,125; Public Works Administration – \$4,125; Public Safety Administration – \$8,250; Police Services – \$12,552; Fire Services – \$12,552; Street Sweeping Services – \$2,000; Graffiti Removal Services – \$750; Maintenance Services – \$8,800. Cost allocations are as follows: full-time salaries – \$53,154.

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**Services and Supplies – \$101,475**

Funding requested is for: materials – buildings – \$2,200; materials – street signs – \$1,650; street lighting – \$33,000; special contract services – \$13,200; graffiti abatement – \$900; street maintenance – \$2,200; landscape maintenance – \$38,500; tree maintenance – \$2,750; street sweeping – \$2,400; maintenance contingency – \$4,675.

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**Capital Outlay**

No funding requested.

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

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**Department:** CFD Operations

**Program:** 5001 CFD 2011–1 Paseos/Alexan

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Object  
Number

51300      MATERIALS – BUILDINGS – \$2,200

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340      MATERIALS – STREET SIGNS – \$1,658

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 – \$33,000

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$13,200

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$900

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453      STREET MAINTENANCE – \$2,200

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454      LANDSCAPE MAINTENANCE – \$38,500

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455      TREE MAINTENANCE – \$2,750

Tree maintenance services in Grid 3.

52456      STREET SWEEPING – \$2,400

Services include weekly motorized street sweeping service.

**PROGRAM BUDGET SUMMARY – 1**

**Program Number 5002**

<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		CFD 2011-2 Arrow Station

**Program Description**

With the development of The District at Arrow Station, a Community Facilities District (CFD 2011-2) was established to assist with public safety and annual maintenance costs. Maintenance costs covered under CFD 2011-2 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-2 include costs related to providing police protection services and fire protection and suppression services.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	14,282	15,686	15,686	15,686
Services and Supplies	26,500	29,175	29,175	29,175
Capital Outlay	0	0	0	0
<b>Total</b>	<b>40,782</b>	<b>44,861</b>	<b>44,861</b>	<b>44,861</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

CFD 2011-2 Fund – Arrow Station	40,782	44,861	44,861	44,861
<b>Total</b>	<b>40,782</b>	<b>44,861</b>	<b>44,861</b>	<b>44,861</b>

**PROGRAM BUDGET SUMMARY – 2**

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<b>Department</b>	<b>Division</b>	<b>Program</b>
CFD Operations		5002 CFD 2011–2 Arrow Station

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**Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
  2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
- 

**Units of Measure**

	Estimate <u>2021–22</u>
Linear feet of parkways and retention basins within street right of way.	2,375

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**Personnel Services – \$15,686**

Salary requests are for: Finance Administration – \$2,063; Public Works Administration – \$2,063; Public Safety Administration – \$4,125; Police Services – \$3,318; Fire Services – \$3,318; Street Sweeping Services – \$300; Graffiti Removal Services – \$500. Cost allocations are as follows: full-time salaries – \$15,686.

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**Services and Supplies – \$29,175**

Funding requested is for: materials – street signs – \$550; street lighting – \$15,400; special contract services – \$8,800; graffiti abatement – \$600; street sweeping – \$250; maintenance contingency – \$3,575.

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**Capital Outlay**

No funding requested.

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

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**Department:** CFD Operations

**Program:** 5002 CFD 2011–2 Arrow Station

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Object  
Number

51340      MATERIALS – STREET SIGNS – \$550

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 – \$15,400

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$8,800

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$600

Services include removal of graffiti by sandblasting, painting or chemical removal.

52456      STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

# *Supplemental Information*



**Equipment Replacement Fund  
Analysis Funding Requirement  
as of June 1, 2022**

<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 6/1/22</u>
<b>FIRE DEPARTMENT</b>									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	20%	345,000	\$69,000
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	27%	362,000	\$97,740
* 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
<b>TOTAL FIRE</b>								<b>\$862,000</b>	<b>\$321,740</b>
<b>POLICE DEPARTMENT</b>									
<u>Patrol Vehicles</u>									
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	100%	22,000	\$22,000
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	100%	36,000	\$36,000
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	159622	06/21/11	23,147		23,147	3	100%	23,000	\$23,000
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, 2022**

<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 6/1/22</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	100%	37,000	\$37,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	25,000	\$25,000
<b>TOTAL POLICE</b>								<b>\$785,000</b>	<b>\$785,000</b>
<b><u>PUBLIC WORKS</u></b>									
2022 Chevrolet 2500 Dbl Cab	252725	03/31/22	45,542		45,542	5	0%	46,000	\$0
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	17%	12,000	\$2,040
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	80%	36,000	\$28,800
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	80%	52,000	\$41,600
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	100%	28,000	\$28,000
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	60%	56,000	\$33,600
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	70%	15,000	\$10,500
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	70%	3,000	\$2,100
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	67%	38,000	\$25,460
2012 Ford F450	82169	11/13/12	90,500		90,500	12	83%	91,000	\$75,530
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, 2022**

<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 6/1/22</u>
<b>Public Works Cont.</b>									
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
<b>TOTAL PUBLIC WORKS</b>								<b>\$1,222,000</b>	<b>\$1,092,630</b>
<b>OTHER DEPARTMENTS</b>									
* 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
<b>TOTAL OTHER DEPARTMENTS</b>								<b>\$117,000</b>	<b>\$117,000</b>
<b>TOTAL ALL DEPARTMENTS</b>			<b>2,772,844</b>	<b>210,689</b>	<b>2,983,533</b>			<b>2,986,000</b>	<b>2,316,370</b>

## GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

**ACCOUNTING SYSTEM.** The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

**ACCRUAL BASIS.** The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

**AGENCY FUND.** A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

**APPROPRIATION.** Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

**BUDGET.** A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

**CAPITAL IMPROVEMENT PROGRAM.** A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

**CAPITAL OUTLAY.** Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

**CAPITAL PROJECT FUND.** A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

**CASH BASIS.** A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

**DEBT SERVICE FUND.** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

**DEFICIT.** The excess of expenditures over actual revenues received during the budget year.

**ENCUMBRANCE.** An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

**ENTERPRISE FUND.** A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

**EXPENSES.** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

**FISCAL YEAR.** A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

**FIXED ASSETS.** Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

**FUND BALANCE.** The difference between assets and liabilities.

**FUND BALANCE - RESERVED.** That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

**GENERAL FUND.** The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

**INDIRECT STAFF CHARGES.** Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

**INFRASTRUCTURE.** Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

**INTERFUND TRANSFERS.** Transfers between funds are denoted as Transfers-Ins (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

**MODIFIED ACCRUAL BASIS.** The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

**OBJECT.** A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

**OPERATING BUDGET.** The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

**PROGRAM.** Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

**SPECIAL REVENUE FUND.** A fund used to account for resources which are legally restricted for specified purposes.

**TAXES.** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

**TRUST FUNDS.** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

## ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
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

## ACRONYMS

COBRA	Consolidated Omnibus Budget Reconciliation Act
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



## ACRONYMS

IRNET	Inland Regional Narcotics Enforcement Team
IVHS	Inland Valley Humane Society
JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
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

## ACRONYMS

SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation
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
<b>PART-TIME/HOURLY</b>					
Accounting Specialist	22.15	23.26	24.42	25.64	26.92
Administrative Aide	25.21	26.47	27.79	29.18	30.64
Administrative Secretary (Relief)	22.37	23.49	24.66	25.90	27.19
Administrative Technician (PTB)	22.37	23.49	24.66	25.90	27.19
City Attorney	6400	--	--	--	--
Code Enforcement Officer (Relief)	27.13	28.49	29.91	31.41	32.98
Community Building Supervisor	15.00	15.75	16.54	17.36	18.23
Community Development Consultant	--	--	--	--	93.21
Council Member	742	1150	--	--	--
Custodial Technician (PTB)	18.01	18.91	19.86	20.85	21.89
Custodian	18.91	19.86	20.86	21.89	22.99
Data Entry Clerk	15.96	16.76	17.60	18.48	19.40
Economic Development Consultant	--	--	--	62.93	66.10
Economic Development Coordinator	30.46	31.98	33.58	35.26	37.02
Engineering Aide (PTB)	15.31	16.08	16.88	17.72	18.61
Equipment Maintenance Technician (PTB)	23.05	24.20	25.41	26.68	28.02
Facility Coordinator	15.00	15.75	16.54	17.36	18.23
Fire Technician	15.56	16.33	17.15	18.01	18.91
Graffiti Abatement Aide	15.00	--	--	--	--
Graffiti Abatement Worker	20.35	21.36	22.43	23.56	24.73
Health Education Intern	15.85	16.64	17.47	18.34	19.26
Health Education Specialist [Grant]	17.24	--	--	--	--
Human Services Technician (PTB)	19.95	20.95	22.00	23.10	24.25
Information Technology Systems Technician (PTB)	26.53	27.86	29.25	30.71	32.25
Instructor	15.00	15.75	16.54	17.36	18.23
Interim Deputy Fire Chief	--	--	--	--	75.39
Junior Intern	15.00	15.75	16.54	17.36	18.23
Kitchen Assistant	15.00	15.75	16.54	17.36	18.23
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	23.48	24.65	25.89	27.18	28.54
Learning Leader [Grant]	17.00	17.85	18.74	19.68	20.66
Maintenance Technician (PTB)	20.35	21.36	22.43	23.56	24.73
Maintenance Worker	20.35	21.36	22.43	23.56	24.73
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	20.98	22.03	23.13	24.29	25.50
Mini-School Coordinator	15.46	16.23	17.04	17.90	18.79
NPDES/Environmental Compliance Technician (PTB)	26.19	27.50	28.87	30.31	31.83
Nutrition Site Manager	15.00	15.75	16.54	17.36	18.23
Office Specialist	19.25	20.21	21.22	22.28	23.39
Office Technician (PTB)	19.25	20.21	21.22	22.28	23.39
Park Leader	15.00	15.75	16.54	17.36	18.23
Park Maintenance Specialist	19.38	20.35	21.36	22.44	23.56
Personnel Services Technician (PTB)	26.39	27.72	29.10	30.55	32.08
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	15.56	16.33	17.15	18.01	18.91
Police Dispatcher (Relief)	25.91	27.21	28.56	29.99	31.49
Police Services Specialist (Relief)	19.94	20.94	21.99	23.09	24.24

Effective: (a) 9/27/2021, (b) 1/24/2022

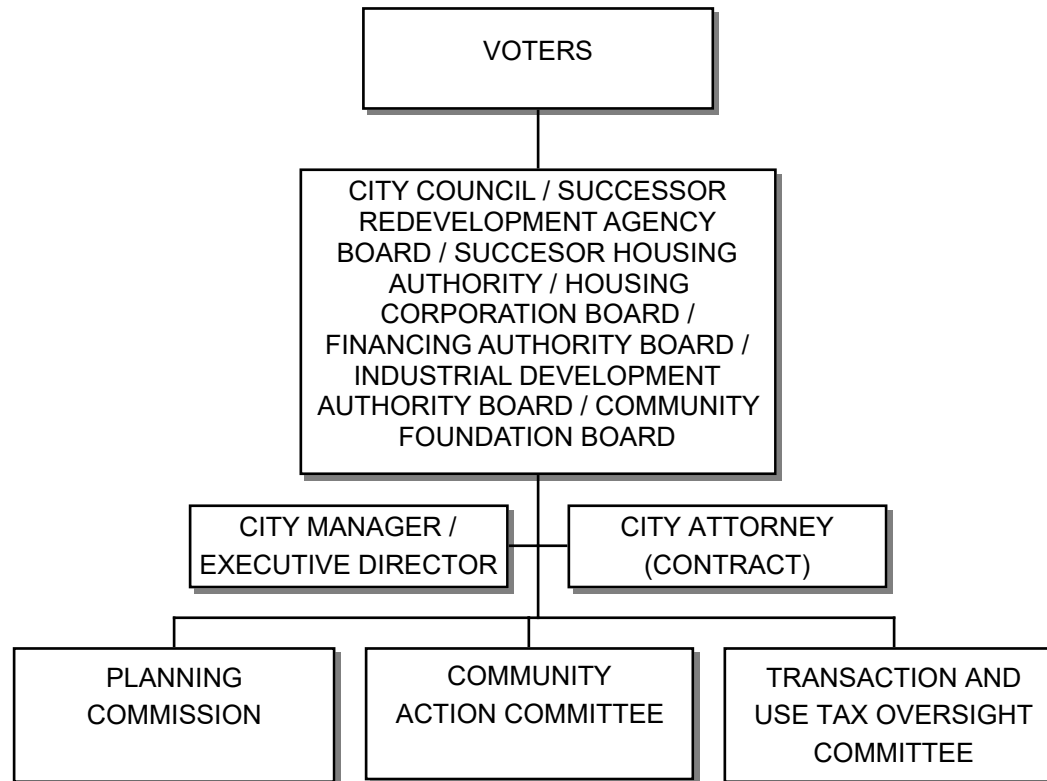
<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Program Aide	15.25	16.01	16.81	17.65	18.53
Property Custody Technician (PTB)	18.99	19.94	20.94	21.99	23.09
Public Works Consultant	--	--	--	--	74.09
Public Works Director/City Engineer	60.95	64.00	67.20	70.56	74.09
Receptionist/Office Specialist	18.80	19.74	20.73	21.76	22.85
Receptionist/Office Technician (PTB)	18.80	19.74	20.73	21.76	22.85
Recreation Intern	15.85	16.64	17.47	18.34	19.26
Recreation Leader	15.00	15.75	16.54	17.36	18.23
Recreation Specialist	15.15	15.91	16.70	17.54	18.41
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	600	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	300				
Reserve Police Sergeant	400				
Senior Intern	15.76	16.55	17.38	18.24	19.16
Senior Leadworker	28.30	29.71	31.20	32.76	34.40
Senior Learning Leader	21.19	22.25	23.36	24.53	25.76
Senior Police Cadet	18.09	19.00	19.95	20.94	21.99
Senior Recreation Leader	16.44	17.26	18.12	19.03	19.98
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	16.55	17.38	18.25	19.16	20.12
Systems Specialist (PTB)	19.31	20.28	21.29	22.35	23.47
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
<b>FULL-TIME</b>					
Accountant	4506	4731	4968	5216	5477
Accounting Specialist	3839	4031	4232	4444	4666
Administrative Aide	4369	4588	4817	5058	5311
Administrative Analyst	5303	5568	5847	6139	6446
Administrative Secretary	3877	4071	4275	4489	4713
Administrative Services Coordinator	4575	4804	5044	5296	5561
Administrative Specialist	3877	4071	4275	4489	4713
Assistant Code Enforcement Manager	7042	7394	7763	8151	8559
Assistant Director of Housing/Planning Manager	8520	8946	9393	9863	10356
Assistant Engineer	6777	7115	7471	7845	8237
Assistant Planner	4991	5240	5502	5777	6066
Assistant Public Works Manager	6053	6356	6674	7008	7358
Assistant Senior Learning Coordinator	3664	3848	4040	4242	4454
Associate Planner	5782	6071	6375	6693	7028
Benefits Coordinator	5101	5356	5624	5905	6200
Building Inspector	5003	5253	5516	5791	6081
Building Maintenance Supervisor	6356	6674	7008	7358	7726
Building Maintenance Technician	4019	4220	4431	4652	4885
Building Official/Code Enforcement Manager	8520	8946	9393	9863	10356
City Clerk (b)	7394	7763	8151	8559	8987
City Manager	--	--	19506	20481	21505
City Planner/Planning Manager	8520	8946	9393	9863	10356
Code Enforcement Officer	4703	4938	5185	5444	5716
Code Enforcement Supervisor	5923	6220	6531	6857	7200
Community Compliance Specialist	4785	5024	5275	5539	5816
Community Health Education Coordinator [Grant]	4503	4729	4965	5213	5474

Effective: (a) 9/27/2021, (b) 1/24/2022

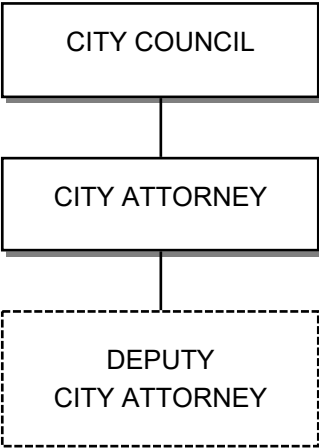
<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Custodian	3278	3442	3615	3795	3985
Customer Service Representative/Office Specialist	3304	3469	3643	3825	4016
Deputy City Clerk	4773	5011	5262	5525	5801
Deputy City Mgr/Exec Dir of Econ and Community Dev	13823	14514	15240	16002	16802
Deputy Dir. of Community & Economic Development	9798	10288	10803	11343	11910
Deputy Fire Chief	11181	11740	12327	12943	13590
Deputy Fire Marshal	6552	6880	7224	7585	7964
Diagnostic Specialist	4423	4644	4876	5120	5376
Director of Admin. Svcs. And Human Resources	12128	12735	13371	14040	14742
Director of Community Development	12128	12735	13371	14040	14742
Director of Economic Development/Housing	12128	12735	13371	14040	14742
Director of Finance	12128	12735	13371	14040	14742
Director of Human Services	--	12735	13371	14040	14742
Director of Information Technology	12128	12735	13371	14040	14742
Director of Public Works/City Engineer	12735	13372	14041	14743	15480
Econ. Dev. Coord./Housing Associate	5942	6239	6551	6878	7222
Economic Promotion Coordinator (a)	5101	5356	5624	5905	6200
Economic Services & Housing Manager	7768	8156	8564	8992	9442
Employment & Personnel Coordinator	4858	5101	5356	5624	5905
Engineering Division Manager	8520	8946	9393	9863	10356
Environmental Compliance Coordinator	4938	5185	5444	5716	6002
Environmental Control Specialist	4593	4823	5064	5317	5583
Equipment Maintenance Supervisor	6103	6408	6728	7065	7418
Equipment Mechanic	3995	4195	4405	4625	4856
Executive Director Office of Public Safety	15250	16012	16813	17653	18536
Facilities Specialist	4905	5150	5408	5678	5962
Finance Manager	8520	8946	9393	9863	10356
Finance Supervisor	7096	7451	7823	8214	8625
Fire Battalion Chief	9241	9704	10189	10698	11233
Fire Captain	7657	8040	8442	8864	9307
Fire Engineer	6283	6597	6927	7273	7637
Firefighter (Paramedic)	6041	6343	6660	6993	7343
GIS Specialist	5307	5573	5851	6144	6451
Graffiti Abatement Worker	3527	3703	3888	4083	4287
Health Education Specialist [Grant]	3363	3531	3708	3893	4088
Housing Associate	5241	5504	5779	6068	6371
Human Services Specialist	3458	3631	3812	4003	4203
Information Relations Officer	5101	5356	5624	5905	6200
Information Technology Analyst	7042	7394	7763	8151	8559
Information Technology Manager	8520	8946	9393	9863	10356
Information Technology Specialist	5307	5573	5851	6144	6451
Irrigation Specialist	4070	4273	4487	4711	4947
Junior Accountant	4292	4507	4732	4969	5217
Leadworker, Facilities	4070	4273	4487	4711	4947
Leadworker, Maintenance	4070	4273	4487	4711	4947
Maintenance Worker	3527	3703	3888	4083	4287
Medical Clinic Specialist	3636	3818	4009	4210	4420
Motor Sweeper Operator	3828	4019	4220	4431	4653
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	5185	5444	5716	6002	6302
NPDES/Environmental Compliance Inspector	4539	4766	5004	5254	5517
Office Specialist	3336	3503	3678	3862	4055
Payroll Analyst	5216	5477	5751	6038	6340
Personnel Services Coordinator	4575	4804	5044	5296	5561
Plans Examiner	6103	6408	6728	7065	7418
Police Captain	11695	12279	12893	13538	14215

<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Police Chief	15250	16012	16813	17653	18536
Police Dispatch Supervisor	5796	6086	6390	6710	7045
Police Dispatcher	4491	4716	4951	5199	5459
Police Lieutenant	10225	10737	11273	11837	12429
Police Officer	6369	6687	7021	7372	7741
Police Officer Trainee	5904	--	--	--	
Police Sergeant	8466	8889	9333	9800	10290
Police Services Specialist	3457	3630	3811	4002	4202
Police Services Supervisor	5518	5794	6083	6388	6707
Project Manager	5671	5954	6252	6565	6893
Property Custody Clerk	3292	3457	3630	3811	4002
Public Safety Admin. Svcs. Supervisor	8078	8482	8906	9351	9819
Public Works Facilities/Maintenance Assistant Manager	7048	7400	7770	8159	8566
Public Works Inspector	4905	5150	5408	5678	5962
Public Works Manager	8520	8946	9393	9863	10356
Public Works Operations Assistant Manager	7048	7400	7770	8159	8566
Receptionist/Office Specialist	3259	3422	3593	3772	3961
Recreation Supervisor	4230	4441	4663	4896	5141
Secretary	3515	3690	3875	4069	4272
Senior Accountant	5477	5751	6038	6340	6657
Senior Building Inspector	5812	6103	6408	6729	7065
Senior Citizens Supervisor	4230	4441	4663	4896	5141
Senior Code Enforcement Officer	5266	5529	5806	6096	6401
Senior Human Services Supervisor	4991	5240	5502	5777	6066
Senior Information Technology Specialist	5953	6251	6563	6891	7236
Senior Leadworker	4905	5150	5408	5678	5962
Senior Learning Coordinator	4230	4441	4663	4896	5141
Senior Management Analyst	7042	7394	7763	8151	8559
Senior Public Works Inspector	6053	6356	6674	7008	7358
Senior Recreation Supervisor	4991	5240	5502	5777	6066

# ORGANIZATION OF LOCAL GOVERNMENT

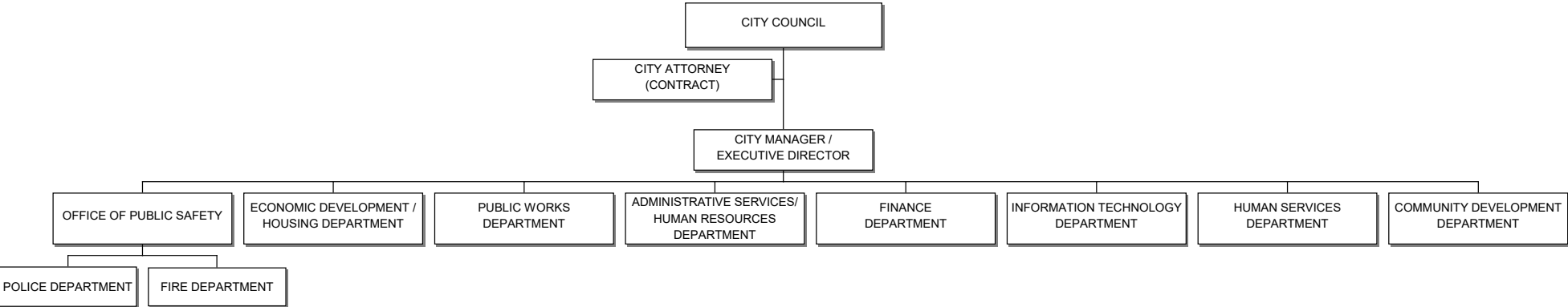


**OFFICE OF CITY ATTORNEY**





**DEPARTMENT ORGANIZATION**



# UNIVERSAL LEGEND

MANAGEMENT LEVEL  
CLASSIFICATION

NONMANAGEMENT LEVEL  
CLASSIFICATION

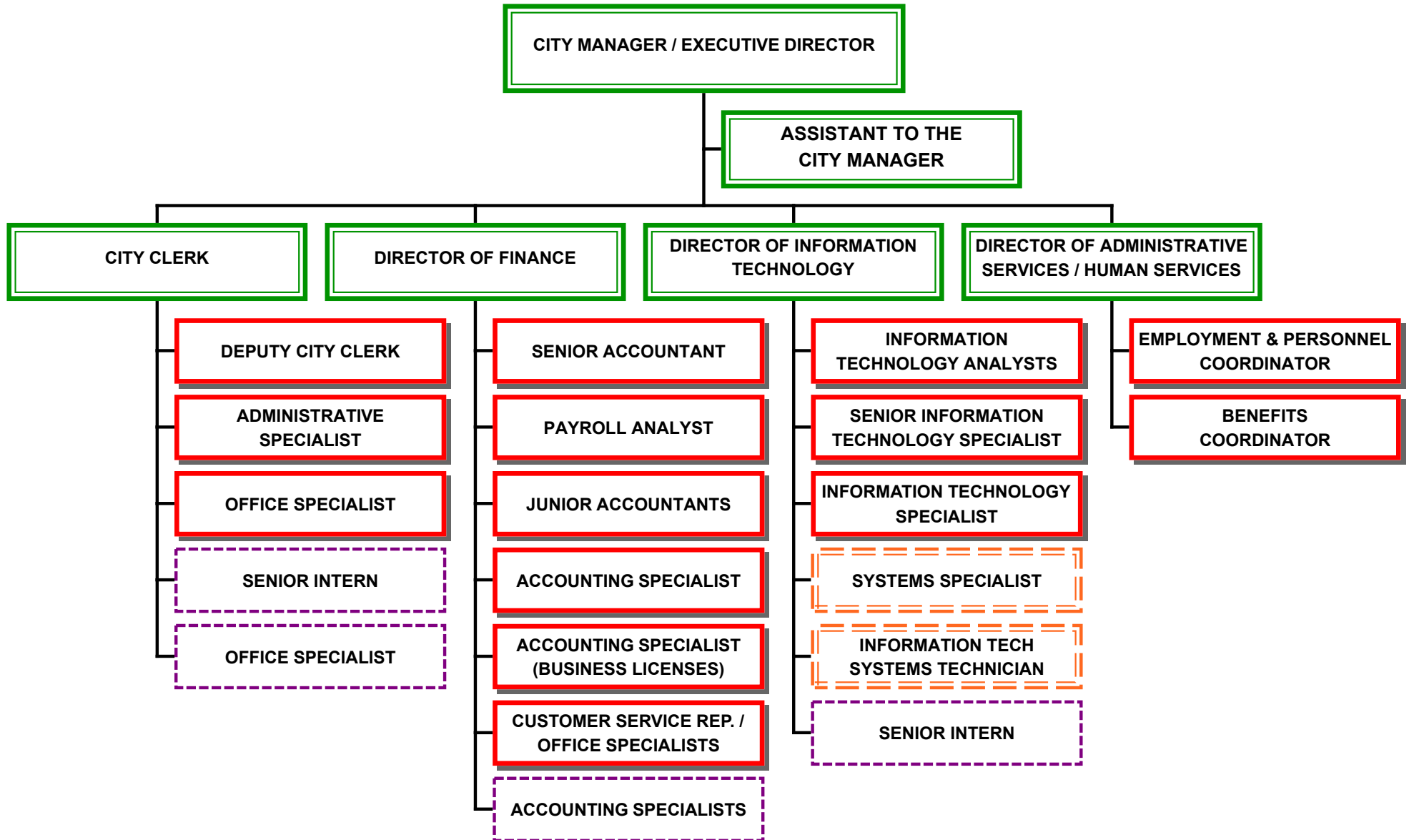
MANAGEMENT SAFETY  
CLASSIFICATION

NONMANAGEMENT SAFETY  
CLASSIFICATION

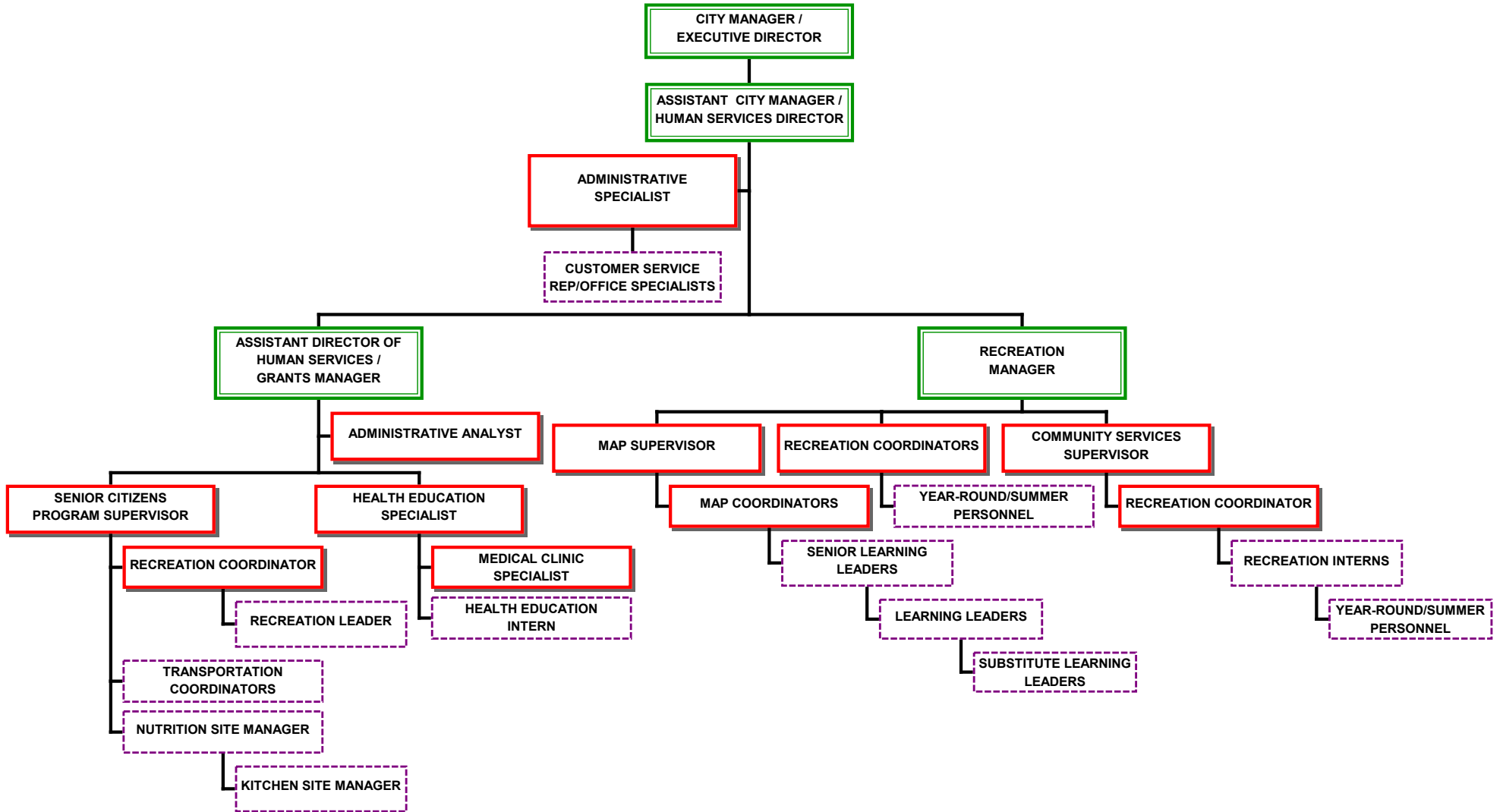
PART-TIME BENEFITTED  
CLASSIFICATION

TEMPORARY/PART-TIME/  
CONTRACT CLASSIFICATION

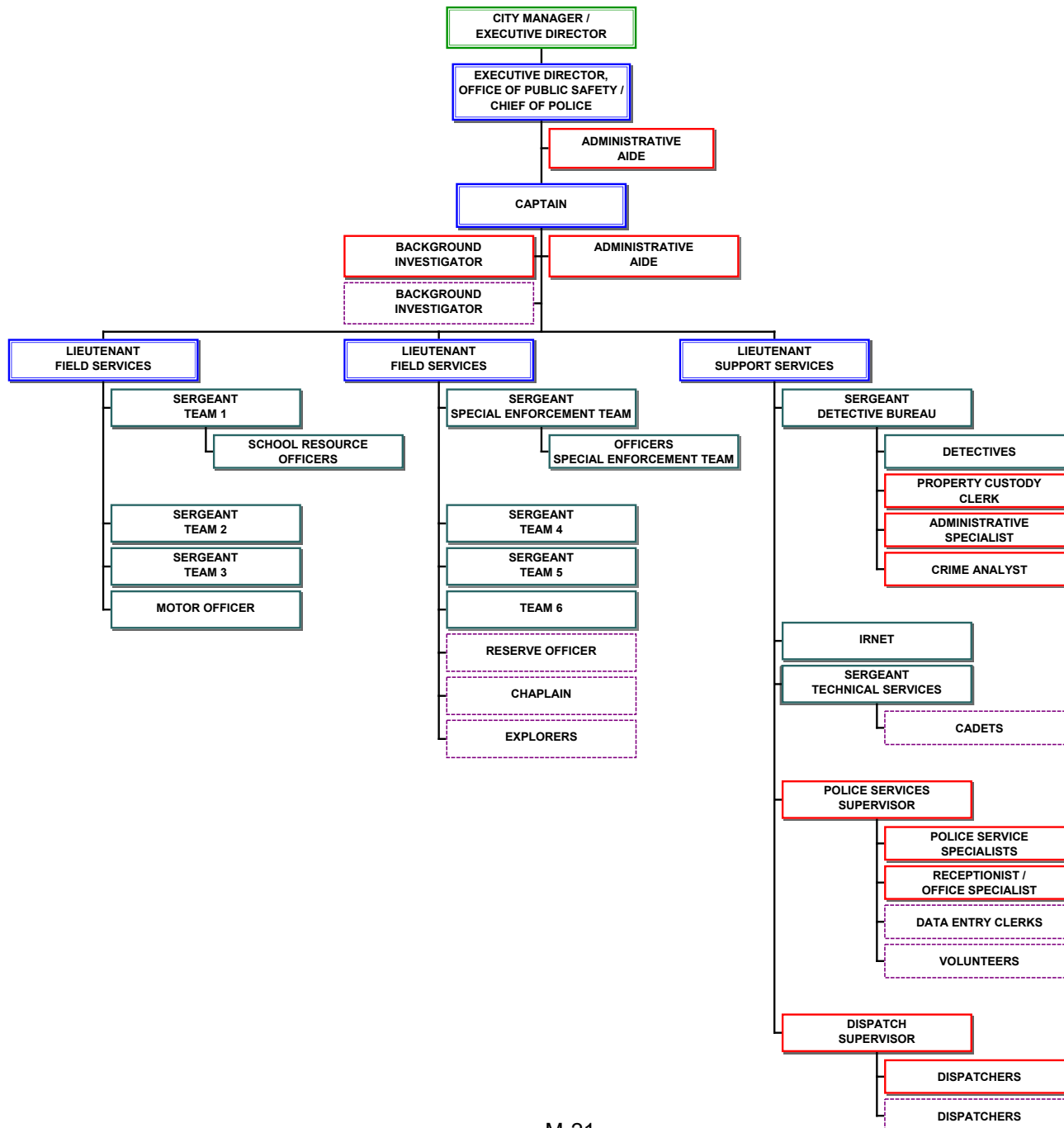
# CITY MANAGER DEPARTMENT



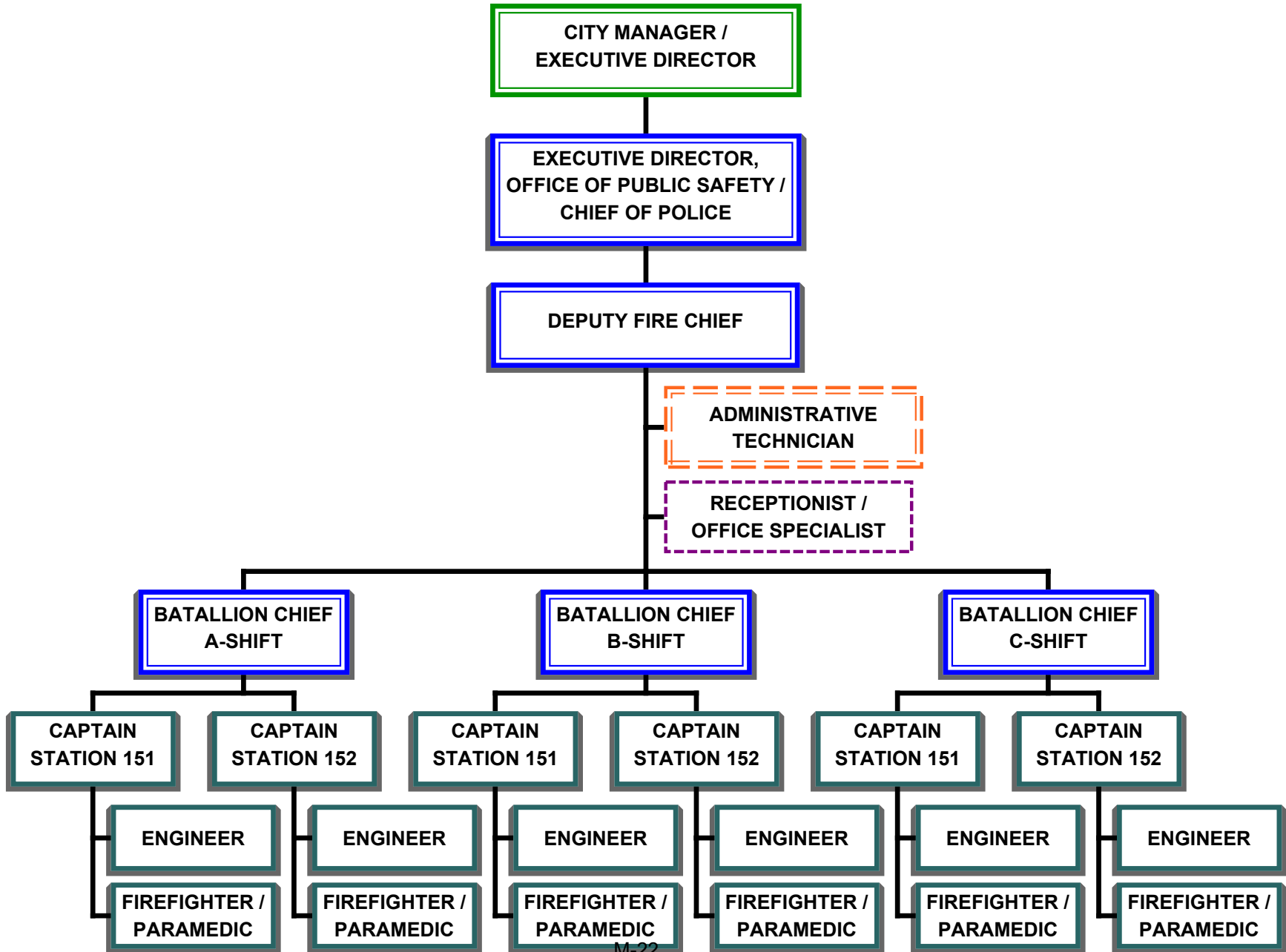
# HUMAN SERVICES DEPARTMENT



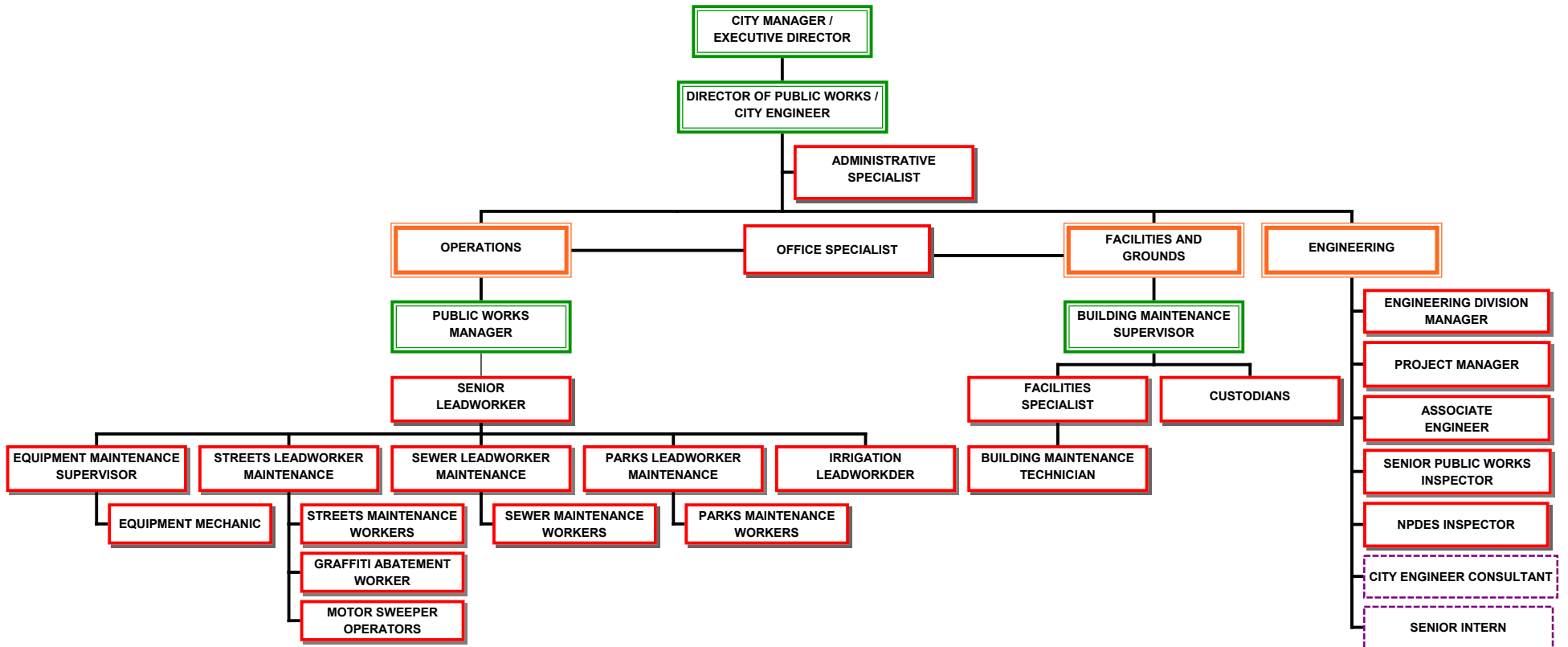
# POLICE DEPARTMENT



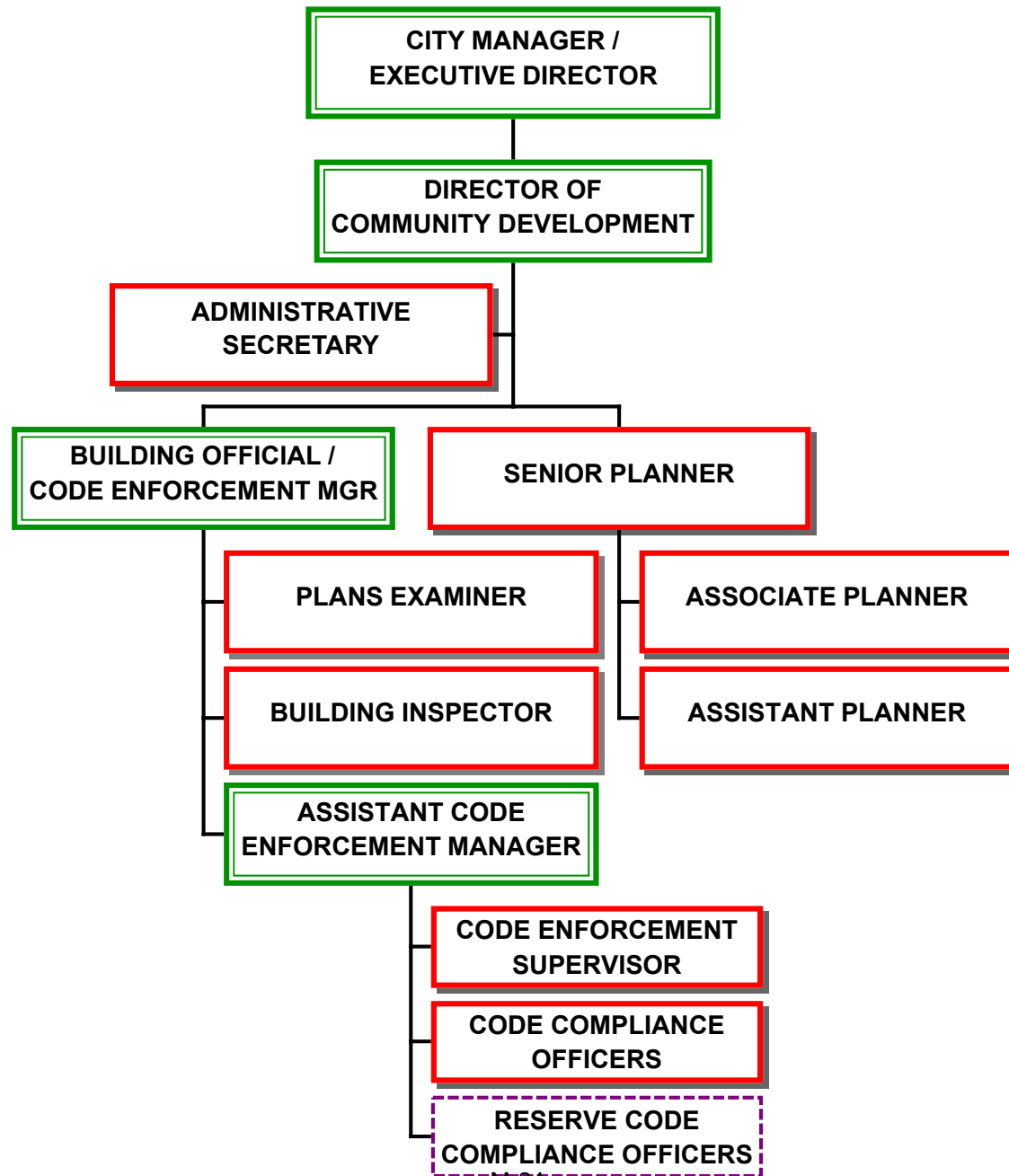
# FIRE DEPARTMENT



# PUBLIC WORKS DEPARTMENT

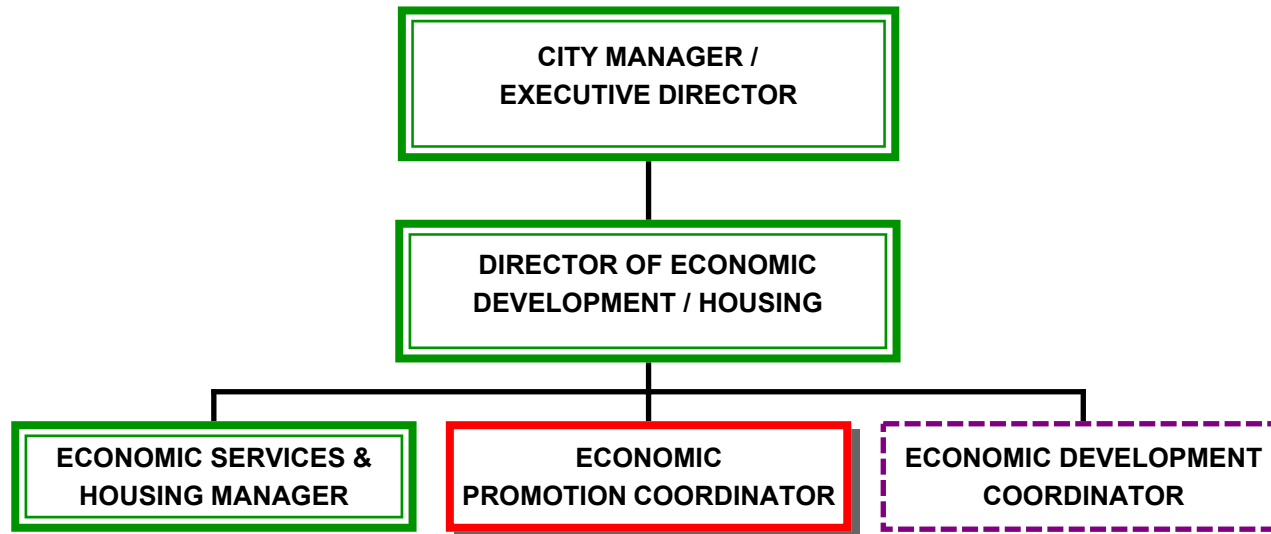


# COMMUNITY DEVELOPMENT DEPARTMENT





# ECONOMIC DEVELOPMENT/HOUSING DEPARTMENT



**City of Montclair  
FY 2022-23 Adopted Budget  
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