

ADOPTED BUDGET

Fiscal Year 2010-11

City of Montclair

City of Montclair
California

Montclair City Council

Paul M. Eaton, Mayor
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California Society of Municipal Finance Officers

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For

Excellence in Operating Budgeting

Fiscal Year 2009-2010

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

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February 18, 2010



to

Thomas Fil
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

City of Montclair
FY 2010-11 ADOPTED BUDGET
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City Manager's Budget Message to the City Council

Fiscal Year 2010-11 Preliminary Budget

Honorable Mayor and City Council:

INTRODUCTION

OPERATING BUDGET. Transmitted for your consideration is the *City of Montclair Fiscal Year 2010-11 Preliminary Budget*. The total Operating Budget for Fiscal Year 2010-11 is \$33,591,305; total projected revenues are \$31,469,321. The total General Fund portion of the Operating Budget is \$25,341,434. However, projected General Fund earnings are \$24,476,850.

To produce a balance between General Fund operating expenses and General Fund earnings, City staff is recommending an \$864,584 minimum reduction in personnel-related expenditures. The recommended reduction in personnel expenditures would be achieved as follows:

- ✓ Successful negotiations with management employees and specified employee labor groups to achieve personnel-related cost reductions—for labor groups affected by City proposals, the labor negotiator projects an estimated 9.85 percent reduction in personnel-related costs derived from implementation of a furlough program and a reduction in the City's contribution to the employer paid member contribution (EPMC)—a pension fund cost component paid to the California Public Employees Retirement System (CalPERS). Achieving these personnel-related reductions would produce the necessary savings required to achieve a balanced Operating Budget.

City Council members are advised that failure to achieve proposed personnel-related cost-reduction objectives through negotiations may require implementation of the following measures:

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- Under direction of legal counsel, unilateral implementation of personnel-related cost-reduction objectives by the City Council;
- Under direction of the City Council, immediate development and implementation of a layoff plan;
- Under direction of the City Council, commencement of negotiations with outside vendors for the purpose of contracting services—ultimately resulting in the layoff of personnel; or
- Under direction of the City Council, severe reductions in service levels and programs of services—likely to result in the layoff of personnel.

GENERAL FUND UNRESERVED FUND BALANCE. The General Fund Unreserved Fund Balance is projected to increase from \$3,785,000 as of July 1, 2010, to approximately \$4,425,000 by June 30, 2011. To achieve this increase, the Administrative Services Department anticipates the carryover of approximately \$640,000 from the Fiscal Year 2009-10 General Fund portion of the Operating Budget into Fiscal Year 2010-11.

The projected return of \$640,000 to the General Fund Unreserved Fund in Fiscal Year 2010-11 is significantly below an earlier projection of \$2.25 million—this earlier estimate is equivalent to the \$2.25 million borrowed from the General Fund Unreserved Fund to balance the General Fund portion of the Fiscal Year 2009-10 Operating Budget.

In past years, the City consistently maintained a General Fund Unreserved Fund balance equal to 25 percent or greater of the General Fund portion of the Operating Budget; the projected General Fund Unreserved Fund balance at end of year Fiscal Year 2009-10 is estimated at approximately 15 percent—the City Council has an established policy of maintaining a minimum 15 percent threshold.

The General Fund Unreserved Fund functions as a savings account and is used to meet unanticipated emergency expenditures, provide investment capital, establish liquidity for cash flow, and establish a sound fiscal posture for favorable bond ratings and interest-related assessments. The General Fund Unreserved Fund is not a recurring revenue fund and cannot, therefore, be used to maintain ongoing operational costs—moneys expended from this fund are permanently lost unless restored by a deposit of new money.

To balance the Fiscal Year 2009-10 Budget, the City Council authorized borrowing \$2.25 million from the General Fund Unreserved Fund, with the commitment that borrowed funds would be restored—borrowing funds dropped the General Fund Unreserved Fund from approximately \$5.5 million at end of

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year Fiscal Year 2008-09 to approximately \$3.2 million as of July 1, 2009, adjusted to \$3.785 million as of July 1, 2010. However, due to a series of unanticipated and unbudgeted expenditures, the capacity to restore borrowed funds to the unreserved General Fund Reserve has been seriously eroded. Until the City's Finance Division closes out the budget for Fiscal Year 2009-10, it is difficult to estimate the full amount of restoration to be achieved. Preliminary estimates indicate the total is not likely to exceed \$640,000—should this estimate be achieved, the General Fund Unreserved Fund balance will increase to an estimated \$4,425,000 at end of year for Fiscal Year 2010-11, or 18 percent of the General Fund portion of the Fiscal Year 2010-11 Operating Budget.

Had the full \$2.25 million borrowed to balance the Fiscal Year 2009-10 Operating Budget been restored to the General Fund Unreserved Fund, the balance would have climbed to approximately 22 percent of the General Fund portion of the Operating Budget for Fiscal Year 2010-11. Restoration of the full \$2.25 million to the General Fund Unreserved Fund is unlikely to be achieved for the immediate future.

Restoring the General Fund Unreserved Fund to a healthy balance of 25 percent of the General Fund portion of the Operating Budget will require successive years of new tax growth. However, such action must be tempered with the need to annually set aside \$1.93 million in new tax growth for defeasement of the Lease Revenue Bonds Issue of 2005. These competitive requirements will further restrict the short-term capacity of the City to increase allocations to the General Fund Operating Budget until such time that new tax growth exceeds the requirement to annually fund bond payments and restore the General Fund Unreserved Fund to 25 percent of the General Fund Estimated Revenue Budget. Reaching this objective is essential to the City's long-term fiscal health and serves as a guarantee for fiscal solvency.

FISCAL YEAR 2010-11 BUDGET PREPARATION CHALLENGES. The inability to fully restore borrowed funds to the General Fund Unreserved Fund is only one of the difficulties City staff faced in developing the Fiscal Year 2010-11 Operating Budget. Other difficulties included:

1. Reducing approximately \$26.8 million in requested General Fund expenditures down to approximately \$24.5 million—the equivalent of projected General Fund earnings;
2. Produce an Operating Budget that addresses all priority needs of the City;
3. Produce an Operating Budget that maintains service programs;
4. Set aside \$1.93 million annually for defeasement of the Lease Revenue Bonds Issue of 2005; and

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5. Maintain, to the extent possible, the integrity of all personnel-related costs.

During preparation of the Fiscal Year 2010-11 Preliminary Budget, each City department struggled to produce a budget fair to the operational integrity of its service programs, but cognizant of the need to reduce overall expenditures. Once proposed department budgets were submitted, the task for the Administrative Services Department was to bring \$26.8 million in department-requested General Fund operating expenses down to \$24.5 million for Fiscal Year 2010-11—equivalent to projected General Fund revenue earnings for Fiscal Year 2010-11.

As City staff moved through the budget development process, it became apparent that it would not be possible to fully achieve each of the five objectives identified above without taking prudent, reasonable, and proactive steps.

Through a combination of the following steps and fund transfers, City staff achieved a reduction of approximately \$1.4 million below Fiscal Year 2010-11 department-related budget requests of \$26.8 million, leaving an unaddressed balance of approximately \$900,000.

- ✓ Vacant positions historically funded by the General Fund were unfunded. Furthermore, City staff recommends continuation of a policy initiated in Fiscal year 2008-09 to retain vacancies upon employee attrition—only positions deemed mission-critical or necessary to maintain stability and/or a minimum threshold level for staffing requirements would be recommended for recruitment.
- ✓ Reallocation of qualifying personnel-related salaries from the General Fund to the Montclair Redevelopment Agency and/or Montclair Housing Corporation;
- ✓ Reallocation of qualifying Public Works Department activities from the General Fund to the Gas Tax Fund; and
- ✓ Reallocation of qualifying public safety activities from the General Fund to the SB 509 Public Safety Fund.

Note: The transfer of General Fund operating expenses to the Redevelopment Agency was possible despite the fact the agency was obligated to make a \$4.2 million payment to the state in Fiscal Year 2009-10 under provisions of Assembly Bill 26 4X to fund Supplemental Education Revenue Augmentation Funds (SERAF)—an additional SERAF payment of approximately \$650,000 is due in Fiscal Year 2010-11.

Finally, to produce a \$24.5 million General Fund component of the total Operating Budget for Fiscal Year 2010-11, it became apparent City staff would have to achieve personnel-related savings of approximately \$900,000. These

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savings could only be achieved by personnel-related reductions, as discussed above under “**OPERATING BUDGET.**”

Upon completion of these major steps in the budget development process, the only major issue requiring redress is short- and long-term funding of payments for the 2005 Issue of Lease Revenue Bonds.

BOND DEFEASEMENT. As indicated earlier in this message, the City is required to set aside \$1.93 million annually in General Fund earnings for defeasement of the 2005 Issue of Lease Revenue Bonds to pay for capital construction projects—the payment schedule runs through 2035. Effectively, this requirement reduces available General Fund earnings for general government operational costs by \$1.93 million, annually. For example, if the City's General Fund revenue earnings in Fiscal Year 2010-11 post at \$24.5 million—as projected—and no funding source other than General Fund earnings are available to meet payment obligations, then technically \$22.57 million is actually available to fund operational components of the General Fund Estimated Revenue Budget.

In recent years, annual bond defeasement payments have been achieved in two ways:

- ✓ The use of accumulating interest from bond moneys on deposit in the City's various investment vehicles. However, with the majority of bond funds now spent, interest from bonds as a revenue source is no longer available.
- ✓ Carryover of funds from annual budgets, deposited into the General Fund Unreserved Fund for the purpose of making bond defeasement payments. However, with successive annual decreases in General Fund Operating Budgets, carryover has been minimized and any future carryover balance will now be used to restore the General Fund Unreserved Fund to a healthy balance to avoid any future cash flow, emergency, and funding crisis that could prove calamitous to City operations.
- ✓ Reliance on the General Fund Unreserved Fund to make up any deficiency on annual bond defeasement payments.

Starting with Fiscal Year 2008-09, fund sources cited above were no longer available to meet annual bond payments, producing a paramount and ongoing need to address this annual obligation by absorbing annual defeasement costs into the General Fund portion of the Operating Budget. Accordingly, a special fund account was established for bond defeasement, and available funds identified for placement in the fund. These funds were secured from a number of sources, including unspent General Fund contingencies for capital-related

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projects. This process ensured adequate bond defeasement capacity through Fiscal year 2009-10.

Addressing the payment of bonds for Fiscal Year 2010-11 presented a continuation of this fiscal concern. In revisiting this challenge, the immediate and primary objective related to this long-term obligation to the General Fund is minimizing any significant and adverse impact on organizational operations, community services, and personnel. To that end, a short-term plan has been developed: Special funds have been identified that can secure payment on bonds through Fiscal Year 2011-12, and provide for the first payment due in Fiscal Year 2012-13. After that point, bond payments must be secured solely by the General Fund. The special funds identified are the remaining proceeds from the 2005 Issue of Lease Revenue Bonds. Use of these proceeds for this purpose has been cleared by the bond trustee—these funds cannot be used for general government operations, including personnel-related costs and, unless utilized immediately for additional capital construction would, in any event, have reverted back to the bond trustee for an immediate, one-time bond payment.

The long-term burden of bond payments on the General Fund means that future growth in the General Fund portion of the Operating Budget will necessarily be impacted. A long-term bond defeasement account within the General Fund will be established, and the Administrative Services Department will progressively secure General Fund revenues for placement in that account until the annual transfer of \$1.93 million for bond payments becomes transparent to General Fund operations. Over time, as tax-related earnings increase and defeasement of bonds is safely secured, the City can experience growth in annual General Fund Operating Budgets.

ACHIEVING A BALANCED BUDGET. The strategies discussed thus far are essential components of a strategic plan for fiscal solvency and viability. In the short term, these strategies will maintain an effective organizational operation; in the long term, they will promote the return of fiscal integrity and an organization that can sustain itself in the face of a remodeled fiscal matrix for the public sector.

If labor negotiations are successfully concluded and anticipated activities, fund transfers, personnel-related savings, and other cost-reduction measures are satisfactorily incorporated into the proposed Fiscal Year 2010-11 Operating Budget, the City will have achieved a major balance point during the nation's worst economic downturn since the Great Depression.

As submitted, the Fiscal year 2010-11 Preliminary Budget contains no recommendation for layoff of City personnel, either full-time or part-time. This achievement is regarded as an extraordinary outcome during a time when General Fund revenues continue to experience a deep and long-term precipitous decline that first began in Fiscal Year 2006-07.

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Furthermore, the Fiscal Year 2010-11 Preliminary Budget does not currently incorporate or include recommendations or proposals for any new taxes or increases in existing taxes for Montclair residents or businesses. This outcome was achieved despite pressure from stakeholders in the City's budget process.

The proposed Fiscal Year 2010-11 Operating Budget "lives within its means"—a common refrain often heard in today's political and fiscal landscape used to emphasize that federal, state, and local governments must eliminate unnecessary expenditures, control excessive spending habits, reduce employee-related benefit obligations, and otherwise achieve fiscal stability to meet shrinking revenues.

City staff notes, with some historical pride, that the City Council is annually presented with a responsible, reasonable, honest, and manageable budget that addresses the actual needs of the organization and community with appropriate fiscal restraint. The astute expenditure of revenues served the City well at withstanding recessionary cycles, and that same reserve now allows the City of Montclair to avoid the abyss of fiscal catastrophe that looms over each municipal agency in this on-going fiscal crisis.

SPECIAL FUNDS: Prudent planning on behalf of the City Council has allowed Montclair to set aside a portion of available reserves for special fund/account purposes, including unfunded liabilities and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities and long-term programs/projects minimizes the direct impact to the General Fund when expenditures are required.

The continued financial crisis has, however, severely restricted the inflow of revenues; therefore, City staff is recommending a second year of departure from the past practice of annually setting funds aside for future liabilities, with the exception of the 2005 Lease Revenue Bond Payment Fund discussed earlier in this message; SB 509 transfers to the Equipment Replacement Fund for future acquisition of public safety rolling stock; and a transfer from the General Fund to the Contingency Account.

The 2005 Lease Revenue Bonds were issued in May of 2005, and bond payments were typically shown as a component of the transfer-out section of the General Fund in each fiscal year. Funds designated for the City's annual debt service payment are now being identified separately in the 2005 Lease Revenue Bond Payment Fund within the Contingency Fund—a practice which effectively began in Fiscal Year 2009-10; although securing funding sources for this purpose actually dates back to Fiscal Year 2008-09.

Segregating debt service payment is prudent and fiscally responsible, particularly when considering the on-going economic crisis enveloping the City. Segregation of debt payment funds demonstrates to vendors, the bond trustee, and other third

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parties holding liabilities against the City that Montclair has sufficient funds in reserve for annual payment on the bond. Reserving funds for this purpose reduces fear that Montclair might default on upcoming debt service payments.

For the next two fiscal years, funding for the 2005 Lease Revenue Payment Fund will be based on reserve proceeds from the 2005 Issue of Lease Revenue Bonds. Concurrently, City staff recommends building up the fund for future payments from the General Fund until such payments become a transparent component of General Fund-related operations—at that point, total transfers in a given year to the 2005 Lease Revenue Bond Fund will be limited to the next fiscal year's debt service payment. By this process, the City Council clearly establishes that funding annual payment for the 2005 Issue of Lease Revenue Bonds remains a "first" priority.

The following special purpose funds and Contingency Fund set-asides are incorporated in the Fiscal Year 2010-11 Preliminary Budget.

- ✓ **Leave Liability.** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a carryover of \$1,160,000 for post-employment leave liability. Since Fiscal Year 1999-2000, the City has set aside funds in the Contingency Fund's Leave Liability account for post-employment leave liabilities. When an employee separates or retires from service, the City is required to cash out certain earned leave balances.

In recent years, post-employment cash-outs have increased to address the growing number of retirements now experienced by the City's ageing employee population. City Council-approved labor agreements also authorized a number of modifications to post-employment leave conversions; for example, beginning with Fiscal Year 2004-05, employees retiring from service may convert available sick leave, at a 2:1 ratio, to a lump-sum cash-out payment. The percentage of funding set aside for post-employment leave liabilities is approximately 54 percent of total liability. No additional transfer is recommended in Fiscal Year 2010-11.

Establishing this fund has eliminated undue financial burdens on the Operating Budget that may result from normal or unusual attrition in current and future years.

- ✓ **Montclair Employees' Home Acquisition Assistance Program (ME-HAAP).** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is the carryover of \$72,500 for the *Montclair Employees' Home Acquisition Assistance Program* in the Contingency Fund. This account was established during Fiscal Year 2002-03 as an incentive-based program designed to encourage members of all employee classifications to buy homes in the City of Montclair.

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During the 2006 Strategic Planning Session, the City Council increased the maximum forgivable loan amount of \$10,000 for the purchase of a home in Montclair to \$25,000, effective May 1, 2006. Furthermore, the program has been restructured to provide mortgage payment assistance through a "buydown account." ME-HAAP's use of General Fund revenues allows for a program that does not impose household income caps, geographical limitations, or urban-neighborhood requirements. The current program is not available to members of the City Council and employees who are currently homeowners in the City. Three employees have taken advantage of this incentive-based program since its date of inception.

For the second consecutive year, the City Council is requested to suspend ME-HAAP for new applicants until General Fund revenues stabilize and demonstrate sustainable growth.

- ✓ ***Emergency Energy Cost Fund.*** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a carryover of \$50,000 in the Contingency Fund for unanticipated energy cost adjustments. This account, formerly named "Emergency Utility Cost Fund," was originally established in Fiscal Year 2001-02 for unanticipated utility cost adjustments related to California's energy crisis. The name was broadened in Fiscal Year 2004-05 to make emergency funding available for other energy-related programs experiencing unanticipated cost increases, including motor-fuel products.
- ✓ ***GASB 45 Retiree-Medical Liabilities.*** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a carryover of \$2,500,000 in the Contingency Fund for the Government Accounting Standards Board Statement Number 45 (GASB 45) retiree-medical liabilities. GASB 45 requires employers who have committed to paying for retiree health benefits to acknowledge the future liability. The GASB 45 Retiree-Medical Liabilities Fund was created in Fiscal Year 2006-07.
- ✓ ***Technology Account.*** Incorporated in the *Fiscal Year 2010-11 Preliminary Budget* is a carryover of \$380,915 in the Contingency Fund for technology acquisition. The Technology Account was established in Fiscal Year 1999-2000 in preparation for unknown impacts stemming from the "Year 2000" computer-code glitch widely anticipated to impact computer hardware/software systems nationwide. The account is now used to set aside funds for future, major-technology upgrade projects. The Fiscal Year 2010-11 Preliminary Budget incorporates no transfer of funds into the Contingency Fund for future, major-technology upgrades.
- ✓ ***Emergency Disaster Relief Fund.*** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a carryover of \$50,000 in the

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Contingency Fund for emergency disaster relief. The Emergency Disaster Relief Fund was created in Fiscal Year 2006-07 to create an emergency disaster relief fund used for relief assistance during the operational phase of a natural or manmade disaster/emergency in the City of Montclair.

- ✓ **Equipment Replacement Fund.** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a transfer of \$58,651 from the SB 509 Public Safety Fund to the Equipment Replacement Fund for future acquisition of rolling stock. The transfer amount is comprised of two components: the first represents the annual transfer to bring net assets to the net funding requirement; the second component represents the fourth in a series of annual transfers designed to fully fund the actual replacement value of all eligible public safety rolling stock and associated equipment in the City's inventory.
- ✓ **2005 Lease Revenue Bond Payment Fund.** Incorporated in the *Fiscal Year 2010-11 Preliminary Budget* is the fund segregating moneys designated for annual debt service payment on the 2005 Issue of Lease Revenue Bonds. Segregation of money in this fund will reassure vendors, the bond trustee, and other third parties holding a liability against the City that Montclair has sufficient funds for payment of annual and upcoming bond debt service payments. The Fiscal Year 2010-11 debt service payment is \$1.93 million—adequate funds are set aside for this payment.
- ✓ **Contingency Account.** Incorporated in the Fiscal Year 2010-11 Preliminary Budget is a transfer of \$100,000 from the General Fund to the Contingency Account for unanticipated expenditures during the fiscal year.

FISCAL/LEGISLATIVE/POLITICAL CHALLENGES

In the following sections of this budget message, I discuss challenges to, and key components of, the City's Budget.

As City Council Members consider the Fiscal Year 2010-11 Preliminary Budget, I draw your attention to several legislative, economic, and political issues facing California's local governments including sales taxes; motor vehicle license fees; property taxes; the State Educational Revenue Augmentation Fund (ERAF); and local government fiscal relief.

PROPOSITION 1A (2004)

Local governments provide a number of public services including fire and police protection, street improvements, and recreation and park programs. The City

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pays for these programs from local taxes, fees, user charges, state and federal aid, and other sources.

Three tax revenue sources that play a major role in local government finances are the local sales tax, property tax, and Vehicle License Fee (VLF). The State Constitution, voter-approved initiatives, and statutes give the State Legislature authority over these revenue sources including the authority to change tax rates, define items subject to taxation, and determine the distribution of tax revenues among local governments, schools and community college districts, and special districts.

During the last few decades, the state government has routinely exercised its authority over local tax revenues by redirecting local funds to the State Treasury to address a recurring series of state budget revenue shortfalls. Proposition 1A (2004) was formulated by a consortium of local leaders, the Governor, and agencies representing local governments to curb the Legislature's penchant for taking local tax revenues.

What is Proposition 1A (2004)? Proposition 1A (2004) is an amendment to the California State Constitution passed by California voters on November 2, 2004, with 83.7 percent of the vote. The measure was intended to restore predictability and stability to local government budgets by imposing the following revenue safeguards:

- ✓ Strengthen prohibitions against unfunded state mandates by requiring California legislators to take the following actions:
 - Suspend a mandate or appropriate the necessary funds in the budget to reimburse local governments for all costs of complying with the mandate, including costs carried over from prior years.
 - Reimburse local governments when mandating that local government assume a greater percentage of the financial responsibility for a program or service previously shared with the state.
 - Repay amounts owed to local governments for mandate costs incurred prior to Fiscal Year 2004-05—the base year for Proposition 1A (2004).

Proposition 1A (2004) does not apply to mandates affecting local schools or mandates related to employee relations and collective bargaining. The measure also expands the definition of state mandate to include transfer of responsibility of a program for which the state previously had full or partial responsibility.

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- ✓ Protect local sales tax revenues by prohibiting the State Legislature from taking any action that would:
 - Reduce the local Bradley Burns Uniform Sales & Use Tax rate or alter its method of allocation. The lone exception is to comply with federal law or an interstate compact. Generally, revenue from the 1 percent Bradley Burns Local Sales and Use Tax is allocated to the city or county in which the sale occurs. Proposition 1A (2004) prohibits the Legislature from reducing the local sales tax rate or changing the method of allocation of local sales tax revenues. Proposition 1A (2004) does, however, permit the Legislature to change the method of allocation in order to comply with federal law or an interstate compact.
- ✓ Prohibit decreasing VLF revenue from the current 0.65 percent rate without providing replacement funding to cities and counties. California Constitution Article XI Section 15 requires that VLF revenue be allocated to cities and counties. The state may charge for administrative costs (operation of the Department of Motor Vehicles and collection services provided by the State Controller) and the Legislature retains the power to change state law allocating the VLF among cities and counties.

The Legislature temporarily raised the VLF for two years effective May 19, 2009, to 1.15 percent of a vehicle's value—Proposition 1A (2009) on the May 19, 2009 ballot would have extended the increase until June 30, 2013 but California voters sent a resounding “No” vote on this tax increase defeating the measure by approximately 65 percent. The original 0.65 percent will stay at the local level. The VLF increase of 0.50 percent will be allocated as follows:

- 0.35 percent to the state's general fund; and
 - 0.15 percent transferred to the Local Safety and Protections Account established in the Transportation Tax Fund.
- ✓ Prohibit the Legislature from reducing the share of property tax revenues going to cities, counties, and special districts and shifting those shares to schools or any other non-local government function. However, the Legislature may alter the allocation of property taxes among cities, counties, and special districts within a county with two-third approval in each house.

Under specific conditions, the Legislature may suspend the property tax revenue protection provisions of Proposition 1A (2004):

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- Beginning with Fiscal Year 2008-09, the State Legislature may "borrow" not more than 8 percent (currently about \$2.25 billion statewide) of total local property tax revenues if:
 - The Governor issues a proclamation of "severe fiscal hardship" for the state;
 - The Legislature enacts an urgency statute suspending Proposition 1A (2004) property tax protection with a two-third vote of each house; and
 - The Legislature enacts a law providing for full repayment of the "borrowed funds" plus interest within three years.

The Legislature may not enact such a suspension more than twice in any ten-year period and may only do so if:

- The \$1.22 billion Fiscal Year 2003-04 VLF Backfill Gap Loan (Revenue and Taxation Code Sec. 10754.11) has been repaid—the state has repaid this obligation; and
 - Any previous borrowing under provisions of Proposition 1A (2004) have been repaid—there are no outstanding debts under Proposition 1A (2004).
- ✓ Prohibit the state from failing to reimburse to cities and counties the one-quarter percent local sales tax shifted under the *triple flip*—under the *triple flip*, revenues are transferred to the State Treasury and local governments are reimbursed out of the Education Revenue Augmentation Fund (ERAF).
- What is the *triple flip*? In March 2004 California voters approved Proposition 57, the California Economic Recovery Bond Act. Legislative provisions implementing Proposition 57 provide for a swapping of one-quarter percent of local sales tax revenues to be used by the state to repay the economic recovery bonds, effective July 1, 2004. The so called *triple flip* consists of:
 - Reducing the Bradley Burns Local Sales and Use Tax rate for local governments by one-quarter percent and increasing the state portion by one-quarter percent to fund fiscal recovery bond repayment;
 - Replacing lost funding for cities and counties with additional local property tax allocations from the ERAF; and

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- Replacing lost ERAF money for local schools with state general fund money.

Proposition 1A (2004) prohibits the Legislature from extending this reduction in local authority to impose the full 1 percent Bradley Burns Sales and Use Tax rate beyond the period necessary to repay the Proposition 57 bonds—bond payment is projected to continue through 2014.

Reimbursement to cities, counties, and special districts is constitutionally protected under the *triple flip*.

- ✓ Prohibit the state from restricting the authority of a local government to impose a transactions and use tax pursuant to Revenue and Taxation Code Section 7251, or altering the method of allocation of these tax revenues. Montclair voters approved a 0.25 percent transactions and use tax in November 2004.

In late April 2009, the City of Montclair was notified by the League of California Cities that the Governor and Legislature were preparing to implement the Proposition 1A (2004) property tax shift if the package of budget measures presented to voters at the May 19, 2009 Special Election failed to garner the necessary votes for passage—the measures failed.

Pursuant to Proposition 1A (2004), Governor Schwarzenegger declared a "state of extreme fiscal emergency" and the shift to the State Treasury of 8 percent of each agency's property tax revenues commenced. The formula for determining the Proposition 1A (2004) "loan" to the state was based on each agency's portion of annual property tax assessed values and any property tax backfills such as the sales tax compensation ("*triple flip*") and motor vehicle in-lieu. For the City of Montclair, the loan to the state was \$647,742. The Fiscal Year 2009-10 property tax revenue estimate has been reduced for the amount of the state Proposition 1A (2004) "loan."

If there is any consolation regarding the enactment of the "loan" provision of Proposition 1A (2004), it is that the state must fully repay the "borrowed funds" plus interest, within three years and the state cannot raid agency's property tax revenues until these "borrowed funds" are repaid.

PROPOSITION 1A (2004) SECURITIZATION PROGRAM

Proposition 1A (2004) was passed by California voters in 2004 to ensure local property tax and sales tax revenues remain with local government thereby safeguarding funding for local services. Provisions can only be suspended if the Governor declares a fiscal necessity and two-thirds of the Legislature concur.

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The emergency suspension of Proposition 1A (2004) was passed by the Legislature as ABX4 14 and ABX4 15 as part of the 2009-10 budget package on July 28, 2009, and signed by the Governor. Provisions of the bills allow the State to borrow 8% of the amount of property tax revenue apportioned to cities, counties and special districts. The state is required to repay those obligations, plus interest, by June 30, 2013.

On October 19, 2009, the Governor signed Senate Bill 67 (SB67) which provided for a few critical changes to the enacted legislation, including but not limited to providing for: financing to occur in November 2009; county auditor certification of amount of Prop 1A (2004) receivable; tax-exempt structure; California Communities as the only issuer; more flexibility on bond structure (interest payments, state payment date and redemption features); sales among local agencies; and revision to the hardship mechanism.

Authorized under ABX4 14 and ABX4 15, the Proposition 1A (2004) Securitization Program was instituted by California Communities to enable Local Agencies to sell their respective Proposition 1A (2004) Receivables to California Communities, as clarified by SB67.

Under the Securitization Program, California Communities simultaneously purchased the Proposition 1A (2004) Receivables, issued bonds ("Prop 1A (2004) Bonds") and provided each local agency with cash proceeds in two equal installments, on January 15, 2010 and May 3, 2010 (to coincide with the dates the State shifted property tax from local agencies). The purchase price paid to the local agencies was equal to 100% of the amount of the property tax reduction. All transaction costs of issuance and interest are borne by the State of California. Participating local agencies have no obligation for bond payments and no credit exposure to the State.

When the City of Montclair sold its Proposition 1A (2004) Receivable under the Proposition 1A (2004) Securitization Program, California Communities pledged the City of Montclair's Proposition 1A (2004) Receivable to secure the repayment of a corresponding amount of the Prop 1A (2004) Bonds. The City of Montclair's sale of its Proposition 1A (2004) Receivable is irrevocable. Bondholders have no recourse to the City of Montclair if the State fails to make Proposition 1A (2004) repayments.

California Statewide Communities Development Authority ("California Communities") is a joint powers authority sponsored by the California State Association of Counties and the League of California Cities. The member agencies of California Communities include approximately 230 cities and 54 counties throughout California. The City of Montclair is a member of the California Communities.

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The benefits to the City of Montclair for participating in the Proposition 1A (2004) Securitization Program included:

- Immediate cash relief. The sale of the City of Montclair's Proposition 1A (2004) Receivable provided the City of Montclair with 100% of its Proposition 1A (2004) Receivable in two equal installments, on January 15, 2010 and May 3, 2010.
- Mitigated impact of 8% property tax withholding in January and May 2010. Per ABX4 14 and ABX4 15 and clean-up legislation SB 67, the state withheld 8% of property tax receivables that were due to Cities, Counties, and Special Districts under Proposition 1A (2004). The financing outlined that bond proceeds be distributed to coincide with dates the state would be shifting property taxes from local agencies.
- All costs of financing borne by the State of California. The City of Montclair did not have to pay any interest cost or costs of issuance in connection with its participation.
- No obligation on Bonds. The City of Montclair has no obligation with respect to the payment of bonds nor any reporting, disclosure or other compliance obligations associated with the bonds.

The total amount the City of Montclair received under the Proposition 1A (2004) Securitization Program is \$647,742. On January 19, 2010, the City received the first installment of its Proposition 1A (2004) Receivable of \$323,871 and on May 6, 2010, the City received the second and final installment of its Proposition 1A (2004) Receivable under the Proposition 1A (2004) Securitization Program of \$323,871.

LOCAL TAXPAYER, PUBLIC SAFETY AND TRANSPORTATION PROTECTION ACT

It is now apparent that Proposition 1A (2004) has not fulfilled its promise to local governments to protect local revenues from state incursion. The recent transfer of \$1.7 billion from local redevelopment agencies, including \$4.2 million from Montclair, with a second payment due in Fiscal Year 2010-11, is evidence of the need for additional protection.

Accordingly, a statewide local revenue protection effort is being spearheaded by a coalition calling itself Californians to Protect Local Taxpayers and Vital Services. The group collected signatures to qualify the *Local Taxpayer, Public Safety and Transportation Protection Act* for California's November 2010 Statewide General Election ballot. If passed, proponents say this constitutional amendment would prevent the state from diverting, borrowing, or taking funds

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that are currently dedicated to local governments. The measure would also prevent the state from diverting gas tax revenues that voters have dedicated to transportation and transit improvements and services.

Following are major provisions of the constitutional amendment:

- Revokes the state's ability to borrow local government property tax funds (currently authorized by Proposition 1A (2004)). It is unclear how the measure would affect the diversion of local property tax revenues to county Education Revenue Augmentation Funds (ERAFs).
- Prohibits the state from borrowing Proposition 42 (gas tax) funds which voters have dedicated to transportation and mass transit.
- Prohibits the state from taking or borrowing the Highway User Tax (HUTA) on gasoline. These revenues are to fund city, county, and state road, highway, transit, and other transportation improvements and services.
- Prevents the state from redirecting or diverting locally levied taxes including parcel taxes, sales taxes, utility user taxes, transient occupancy taxes, and other locally imposed taxes that are currently passed by local governments and/or their voters and dedicated to cities, counties, and special districts.
- Prohibits the state from taking, borrowing, or redirecting existing funding for public transit, including existing taxes on gas and "spillover" funds dedicated to the Public Transportation Account.
- Adds additional constitutional protections to prevent the state from raiding redevelopment funds or shifting redevelopment funds to other state purposes.

Proponents say this measure is needed because, over the past several years, the state has passed budgets that diverted or borrowed billions of dollars in local government, transportation, and redevelopment funds.

In Fiscal Year 2009-2010, for example, the state diverted from Montclair approximately \$670,000 in property taxes and delayed \$650,000 in gas tax funds to address California's recurring budget crisis.

Under the *triple flip* (Propositions 57 and 58), the state also diverts 25 percent of sales tax revenues to the State General Fund, backfilling local governments with moneys from ERAFs. Montclair's estimated *triple flip* diversion and backfill for Fiscal Year 2009-10 is approximately \$2.4 million.

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Started in 1992, ERAFs have been fully funded by local government property taxes and were designed to allow the state to avoid a component of its fiscal obligation to fund state education programs by shifting this burden to local entities. Over the years, however, the state severely distorted this original purpose and now uses ERAFs as augmentation accounts to refund to local governments a number of local revenue shifts to the State Treasury, including the vehicle license fee (VLF) backfill (in 2000, the state significantly reduced the VLF—a local government revenue source—promising to backfill lost revenues with a shift from the ERAF); and *triple flip* (the state diverts 25 percent of local sales tax revenues to the State Treasury and reimburses local governments from the ERAF).

Since 1992, the state has diverted approximately \$90 billion in local property tax revenues to county ERAF accounts, including \$7.6 billion in Fiscal Year 2009-10. Montclair's estimated annual property tax diversion to the County ERAF is approximately \$1.1 million. Declines in property values are now reducing the flow of property tax dollars into county ERAFs up-and-down the state. The ERAF pool in at least one county has become insolvent. Only guarantees from the State Treasury saved municipal agencies in that county from bankruptcy.

Proponents of the *Local Taxpayer, Public Safety, and Transportation Protection Act* have collected over a million signatures to qualify the initiative for the November 2010 ballot.

SALES TAXES

Sales tax revenues represent approximately 39 percent of Montclair's General Fund Estimated Revenue Budget. Prior to Fiscal Year 2004-05, this revenue source represented over 50 percent of the General Fund revenue estimate.

In March 2004, California voters approved the *Economic Recovery Act* (Propositions 57 and 58—commonly referred to as *the triple flip*), authorizing Sacramento to divert 25 percent of each city's annual sales tax revenues to the State Treasury effective July 1, 2004. This diversion is used to fund the state's \$15 billion deficit-reducing bond issuance. The reallocation of sales tax revenues is expected to continue until the deficit-reducing bond issuance is fully financed—approximately 9 to 13 years.

State officials agreed to reimburse local governments dollar-for-dollar by backfilling lost sales tax revenues with county-pooled property tax moneys in the ERAF. Montclair's estimated backfill for Fiscal Year 2010-11 is \$2,390,750. For purposes of charting revenue projections against previous years, sales tax revenues and the backfill will be combined. Together, these revenue projections represent 39.1 percent of the General Fund Estimated Revenue Budget.

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The Fiscal Year 2009-10 combined sales tax and sales tax compensation (*the triple flip*) revenue estimate is \$8,834,271. Actual receipts through March 31, 2010, include the holiday quarter and reflect a 6.7 percent decrease over the same nine-month period in Fiscal Year 2008-09. The projected estimate anticipates an overall 7 percent decrease in sales receipts over Fiscal Year 2008-09.

The Fiscal Year 2010-11 combined sales tax and sales tax compensation estimate is \$9,562,750, an increase of 2 percent over the estimate for Fiscal Year 2008-09 (\$8,834,271). This increased estimate is based on the following factors:

- ✓ A 2 percent estimated increase related to a leveling of the economic downturn in the local economy, as indicated by recent reports pointing to a rise in consumer confidence related to retail sales and improvements to the housing market and mortgage industry.
- ✓ Economic reports indicating the Inland Empire's economy is beginning to demonstrate minor benefit from the federal economic stimulus package.

Retail Impacts From New, Regional Centers. In past decades, Montclair's revenue stream successfully weathered cyclical downward trends in the national, state, and local economies—including the recession of the early 1990s—and managed to experience modest sales tax growth in the face of increasing retail competition from malls and other retail outlet openings in neighboring communities.

In recent years, however, sales tax earnings stabilized as consumers were met with growing options beyond Montclair's borders. This expansion in commercial competition produced negative pressure on the City's regional position as per capita leader in sales tax revenues, clearly establishing that future sales tax growth would be minimal without expansive development of the City's commercial base. For this reason, City staff worked to develop a North Montclair Downtown Specific Plan and push for renovation of the Montclair Plaza. Unfortunately, glacially-slow progress with Plaza owners and fear by developers of a looming economic downturn tempered interest and commitment for commercial expansion and improvements. City staff is pleased to note, however, that development activity in the Inland Empire is starting to reoccur. After a prolonged period of no development, the County of San Bernardino now reports minor interest in significant development projects, including the proposed Merlone Geier project in Montclair.

In Fiscal Year 2006-07, the City's revenue tax base realized the first real impacts of commercial competition stemming from the cumulative impact of massive retail outlet openings including Ontario Mill in Ontario, Victoria Garden in

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Rancho Cucamonga, the Colonias Crossroads Mall in Upland, the Shoppes in Chino Hills, and other neighborhood retail centers.

The increase in competition represented the first apparent decline in Montclair's sales tax revenues since the economic recession of the early 1990s. To address this decline, the City Council reduced General Fund operating budgets for services and supplies and capital outlay, and scaled back plans for projects that rely on General Fund revenues.

Initial impacts from early decline of the City's sales and transactions and use tax revenues were modest—an estimated 8 percent—but significantly less than the 55 percent annual reduction in sales tax earnings predicted in the City-commissioned Husing study. The 2002 report prepared by Economist Dr. John Husing, anticipated significant erosion of the customer base within Montclair Plaza's market area.

Dr. Husing speculated that development of neighboring malls, including Victoria Gardens, would compete directly with Montclair Plaza, challenging the City's future sales tax revenue base. The Husing Report also anticipated that construction of the 210 Freeway from San Dimas to the I-15 Freeway would divert traffic volume away from the I-10 corridor, providing easier access to competing malls.

Even though a 55 percent decline in Montclair sales tax revenues did not materialize as predicted by the Husing Report, an economic impact from competing regional centers cannot be denied. Shoppers are embracing the open air experience offered by newer, regional malls and shying away from Montclair's traditional enclosed mall. Open-air lifestyle centers also offer outdoor entertainment to compliment the consumer's shopping experience—an area that the Montclair Plaza has been unable to capitalize on—as of this date.

In conclusion, there does appear to be increasing erosion to the customer/market base for retail businesses in Montclair, but this erosion may be the result of a variety of factors that go beyond assumptions made in the Husing Report. Competition and traffic circulation are certainly contributing factors, but economic changes and shifts in demographics may play more significant roles. These factors make it more difficult for City staff to promote development that would produce dramatic changes designed to curb the ebb of economic resources stemming directly from forces of competition.

Economic competition is a major component of the City's projected, long-term downturn in revenues; and one that will be difficult to counter over time. However, the staggering and almost sudden decline in City revenues stems directly from the economic crisis that emerged in the latter half of calendar year 2007, when the nation and the region witnessed the beginning of a severe

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recession many economists expect will continue through 2011; and others predict will continue through 2012, particularly for hard-hit areas like the Inland Empire.

Keep in mind that any economic recovery for the City would necessarily include an extended period of time to climb back from the string of declines in nearly every revenue category; with some categories, such as property tax earnings, taking years to recover as a result of the slow pace associated with growth in home values and commercial properties—typically, significant growth in property taxes occur only when properties are sold and reappraised.

TRANSACTIONS AND USE TAXES

When California's legislators proposed *the triple flip*, they incorporated into law a prohibition against local increases in the sales tax rate—an effort designed to prevent efforts to circumvent the local impact of sales tax diversions by the state. However, in one of Governor Davis' last administrative actions before his recall from office he signed into law SB 566, modifying community requirements for instituting a transactions and use tax.

Prior to SB 566, a municipality had to lobby the Legislature with justifications for instituting a local transactions and use tax. SB 566 eliminated that restriction and allows implementation of a local transactions and use tax law if the following conditions are met:

- ✓ The local governing body, by majority vote (or two-thirds vote in the case of a special tax), agrees to institute a transactions and use tax; and
- ✓ By majority vote (or two-thirds vote in the case of a special tax), the local electorate approves a transactions and use tax measure (for general government purposes).

Transactions and use taxes are applied in the following ways:

- ✓ On merchandise sold and delivered within the City by retailers located within the City;
- ✓ On merchandise sold by retailers located outside the City for use in the City;
- ✓ On retailers located outside the City but considered to be engaged in business in the City (e.g., an agent for a business taking orders, selling, delivering, installing, or assembling product within the City);
- ✓ On the purchase of vehicles, vessels, or aircraft to customers who register them to an address located in the City; and

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- ✓ Lease payments received for leased property used by the lessee in the City.

During the City Council's strategic planning session in 2003, direction was given to staff to develop new revenue sources that would provide some level of economic cushion during periods of economic slowdown. Alternative funding sources would also enable the City to pursue new projects, including construction of a new Police facility and senior and youth centers.

To meet the City Council's direction, staff proposed seeking voter approval of a 0.25 percent transactions and use tax. On November 2, 2004, Montclair voters approved **Measure "F"**—the ***Transactions and Use Tax Law of the City of Montclair***—with over 63 percent of the popular vote.

Montclair's Transactions and Use Tax law went into effect on April 1, 2005, raising the City's taxable sales rate to 8 percent.

For Fiscal Year 2009-10, the Transactions and Use Tax revenue estimate is \$1,717,000. Through March 31, 2010, the City received \$1,039,296 and appears on track to achieve the budget estimate. The Fiscal Year 2010-11 Transaction and Use Tax revenue estimate is \$1,750,000 and assumes a 2 percent increase over the Fiscal Year 2009-10 estimate—an increase directly related to improvements in the local economy.

California's April 2009 Sales Tax Adjustment: The statewide additional one percent taxable sales rate that went into effect April 1, 2009, raised Montclair's taxable sales rate to 9 percent. As of April 1, 2005, the state's portion of the sales tax is 8.25 percent, consisting of:

- ✓ 5.0 percent for the state general fund;
- ✓ 0.25 percent for the state general fund effective 2004 (shifted from Bradley-Burns local tax);
- ✓ 0.50 percent distributed to local health/welfare programs;
- ✓ 0.50 percent distributed to local public safety programs;
- ✓ 0.75 percent Bradley-Burns tax, returned to the local jurisdiction where the sale occurred (this tax was 1 percent prior to 2004, when 0.25 percent was shifted to the state);
- ✓ 0.25 percent Bradley-Burns tax returned to the county where the sale occurred for transportation purposes; and
- ✓ 1.00 percent increase effective April 1, 2009, to the state general fund.

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Local governments can add up to 2 percent in local add-on sales taxes; a 0.5 percent transactions and use tax is common—approximately 76 cities in California have adopted a transactions and use tax—Montclair's rate is 0.25 percent.

Prior to April 1, 2009, the average local add-on sales tax was 0.71 percent, leading to an average state sales tax of 7.96 percent, the fifth highest state-local average in the nation. With the recent 1 percent increase, California now has the highest nation's highest sales tax rate.

Considering California has the nation's highest sales tax rate, and arguably more economic activity per capita, the state's low sales tax collections are a sign that California's high tax rate applies only to a narrow category of items. A 2003 study on sales tax breadth estimated that California's sales tax applies to just 34.7 percent of goods and services, below the national median of 43.3 percent.

California's low sales tax collection rate is indicative of a process called "exemption creep"—a state legislative approval process whereby more and more consumer goods are exempt from sales taxes, producing a combined negative effect of \$11 billion on the state's General Fund, with residual impact on local sales tax earnings.

California, by a significant margin, also has the nation's highest number of commercial items exempt from the sales tax. Many economists believe exemption creep is directly responsible for the growth in California's sales tax rate from 4% in 1963 to the nation's highest at 8.25%, with a maximum tax rate of 10.75%. Higher tax rates do not discourage sales, but do discourage growth in sales over the long-term.

VEHICLE LICENSE FEES

The Vehicle License Fee (VLF) is an annual fee on the ownership of a registered vehicle. Over the past 12 years, the history of VLF revenue collections has developed into one of the more onerous components of the state-local government relationship.

As part of the state's 1998 budget agreement, the VLF was reduced by 25 percent, with the potential for future reductions or offsets, up to 67.5 percent—depending on growth in the state's general fund—this maximum reduction was achieved in 2000. However, in the face of unrelenting criticism from local governments, Sacramento agreed to "backfill" to cities and counties all lost VLF revenue, plus growth, from the state general fund.

As part of the state's 2000 budget agreement, vehicle owners received the equivalent of a 67.5 percent reduction in the VLF at the time of renewal starting in calendar year 2001. Initially, the reduction was paid out as a 32.5 percent rebate on the registration payment and as a 35 percent credit on the VLF owed.

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Starting in January 2002, the state granted vehicle owners a permanent 67.5 percent offset in their annual license fee.

Section 10754 of the Revenue and Taxation Code requires the California Department of Motor Vehicles and Department of Housing and Community Development, as appropriate, to reduce the VLF offsets and restore the VLF "during any period in which insufficient moneys are available to be transferred from the general fund to fully fund the offsets."

On June 20, 2003, Steven Peace, the Davis administration's Director of Finance, ordered the Department of Motor Vehicles (DMV) to stop the backfill process. This directive ended the transfer of general fund money into the Motor Vehicle Fund for the VLF backfill and, at the same time, increased vehicle license fees paid by motorists to their pre-1999 level. This latter action raised a significant outcry from the public and served as the catalyst for recalling Governor Davis.

Ultimately, the VLF reduction for motorists was permanently restored by Governor Schwarzenegger and the backfill was restored to local agencies, but only for the duration of Fiscal Year 2003-04, less a first quarter payment (for Montclair, this payment totaled \$581,737)—deferred until August 15, 2006, by AB 1768. As a show of good faith, the 2005 Budget Act repaid the deferred \$1.186 billion to local governments. Montclair received the full \$581,737 in September 2005.

As part of an agreement between Governor Schwarzenegger and various advocates of local agencies including the League of California Cities, California State Association of Counties, California Special Districts' Association, and California Redevelopment Association the current effective VLF rate of 0.65 percent (the pre-1999 rate was 2 percent of a vehicle's value) was to be placed in the State Constitution as the maximum rate. With the passage of Proposition 1A (2004), this new cap and elimination of the VLF backfill program to cities and counties became law.

As part of the compromise agreement for Governor Schwarzenegger's support of Proposition 1A (2004), and in addition to the permanent reduction in the VLF cap, cities and counties agreed to a formula that diverted to the State Treasury an additional one-third of annual VLF revenues for Fiscal Years 2004-05 and 2005-06 to assist in balancing the state budget.

The Governor's two-year budget plan for Fiscal Years 2004-05 and 2005-06 offered a temporary replacement for lost VLF revenues by returning property tax moneys from each county's ERAF to local agencies, dollar-for-dollar. Obviously, this redistribution of local moneys was a "shell game." Using the ERAF to refund VLF and sales tax loans is a slap to the local public sector. The state government is simply requiring local governments to "loan" money to the State Treasury and fund the repayment of these "loans" by shifting local moneys to the

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ERAF; and the ERAF, in turn, is designated by Sacramento as the source for repayment of funds "borrowed" from local agencies.

Effective May 19, 2009, new legislation authorized the Department of Motor Vehicles (DMV) to temporarily increase the VLF from 0.65 percent to 1.15 percent. The increase is approximately \$5.00 for each \$1,000 in vehicle value.

The VLF revenue of 0.65 percent will continue to be distributed to cities and counties and deposited into the Local Revenue Account and Motor Vehicle License Fee Account in the Transportation Tax Fund. The increase in the VLF rate will continue through June 30, 2011, and is part of the Legislature's budget plan to reduce the state's recurring and burgeoning deficits. The failure of Proposition 1A (2009) on the May 19, 2009 Special Election ballot eliminated the option to extend the VLF increase until June 30, 2013.

The VLF increase of 0.50 percent will be allocated as follows:

- ✓ 0.35 percent to the state's general fund; and
- ✓ 0.15 percent transferred to the Local Safety and Protection Account established in the Transportation Tax Fund.

For Fiscal Year 2009-10 and 2010-11, the VLF backfill has been reclassified to a separate account in the property tax section entitled "Property Tax in Lieu of VLF." The VLF backfill is a significant local government revenue source. In Fiscal Year 2010-11, City staff projects receiving approximately \$2.756 million in Property Tax in Lieu of VLF; in Fiscal Year 2009-10, end of year receipts for VLF are expected to post at \$2,783,819. Clearly, without the state backfill the 67.5 percent VLF offset, which has been adjusted annually for the growth in property values, would represent a significant loss to the City's General Fund.

PROPERTY TAXES—EDUCATIONAL REVENUE AUGMENTATION FUND

A fourth major component of Montclair's revenue budget is the property tax. The significance of this tax to Montclair would be greater if the state government did not annually divert approximately \$1,159,597 in Montclair's property tax revenues to the state ERAF—a diversion of local tax revenues that first began in 1992. Prior to the state's ERAF diversion, property taxes constituted 15 percent of total City revenues; in the current budget, this revenue source represents only 9.8 percent of General Fund revenues.

As part of a compromise agreement for Governor Schwarzenegger's support of Proposition 1A (2004), and in addition to the ongoing shift of local property tax revenues to the ERAF, cities and counties agreed to a formula that diverts additional property tax revenues to the ERAF (ERAF III) in Fiscal Years 2004-05

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and 2005-06 to assist the state in balancing the budget. The additional annual shift from Montclair was \$506,268 in Fiscal Years 2004-05 and 2005-06.

Increasing the property tax shift was part of the Governor's larger effort requiring local governments to participate in his two-year budget plan for returning the state to fiscal solvency. For cities, this plan represented a \$700 million shift of revenues over two years, distributed as follows:

- One-third from vehicle license fee revenues;
- One-third from local property taxes; and
- One-third from each city's share of sales tax revenues.

No local agency had a total contribution of more than 4 percent or less than 2 percent of their general fund revenues.

Community redevelopment agencies were also required to pay \$250 million in tax increment into the ERAF for Fiscal Years 2004-05 and 2005-06—the impact on the Montclair Redevelopment Agency (RDA) was \$1.1 million.

In Fiscal Year 2009-10, the state won a judicial ruling requiring a new transfer of \$1.7 billion to Supplemental Education Revenue Augmentation Funds (SERAF), to replace a portion of the state's obligation to education. In May 2010, the City's redevelopment agency transferred approximately \$4.2 million to the state, with a second payment of approximately \$650,000 due in Fiscal Year 2010-11.

Also included in the budget plan agreement was language that would hold cities responsible for obligations their redevelopment agencies are unable to meet because of other contractual obligations, such as bonded indebtedness.

The ERAF is an accounting mechanism established by the Legislature in the early 1990s to transfer approximately \$3.7 billion annually in property taxes from cities, counties, and special districts to public schools in order to benefit the state's general fund. To resolve its budget problems, the Legislature, in 1992 (under AB 8), renounced a portion of its obligation under Article XVI, Section 8 (b) of the California Constitution to finance public schools with moneys from the state's General Fund.

To fund its unmet constitutional obligation, the Legislature established special accounts called Educational Revenue Augmentation Funds—ERAFs—within each county treasury, funded by the diversion of local property tax revenues. Since Fiscal Years 1992-93 through 2009-10, local government agencies have lost approximately \$90 billion in property tax dollars to state-sponsored ERAFs.

This depletion of local property tax revenues transferred the budget crisis of the early 1990s from Sacramento to every California county, city, town, and district.

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The League of California Cities and California State Association of Counties (CSAC) challenged the state's legal authority to establish the locally funded ERAFs, but lost on appeal when the California Supreme Court ruled the state's action is based on a provision in Proposition 13 providing that property taxes shall be "apportioned according to law."

The latest assault on local government property taxes occurred when Governor Schwarzenegger announced and declared in his *2009 May Budget Revise* that California is in a "state of severe fiscal hardship," triggering a process under Proposition 1A (2004) allowing state borrowing of up to 8 percent of local government property tax revenues to help close a projected \$25 billion revenue shortfall in the State Treasury for Fiscal Year 2009-10. The announcement came after the state's tax-related measures (Propositions 1A, 1B, 1C, 1D, and 1E) appearing on the May 19, 2009, Special Election Ballot, were rejected by voters—only Proposition 1F, restricting salaries for legislators, won. The Fiscal Year 2009-10 impact on Montclair was \$647,742.

FISCAL WATCH – GENERAL FUND CASH INFLOWS AND OUTFLOWS

In a period of financial crisis, it is important to understand what makes up the General Fund available reserves.

There exists a misconception that available reserves are comprised solely of cash and investments. Fund balance for government funds are comprised of current assets less current liabilities. General Fund available reserves are that portion of fund balance not designated or reserved for a particular purpose.

Montclair's General Fund available reserve is comprised of cash; investments; account, note, and other receivables; less account and other payables; deposits; and deferred revenue. Excluding cash and investments, other current assets would take a number of months to convert to liquid asset.

Because the City's available reserves base is shrinking, attention should be focused on spending patterns over the course of the next fiscal year. Along with declining revenues experienced this past year, the City's General Fund saw cash and investments temporarily shrink from \$5,067,841 reported as of July 1, 2009 to \$19,783 reported as of March 31, 2010. This temporary but dramatic drop in cash and investments is directly related to the following: (1) the shrinking revenue base the City is experiencing as a result of the current economic crisis; and (2) delayed and deferred payments from the state, county, and other agencies.

To counteract continuing, fluctuating, and sustained declines to the City's cash budget, the City Council is asked to consider directing the exercise of extreme caution when City staff considers the following types of expenditures that may impact cash flow:

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- ✓ **Reimbursement Basis Expenditures:** Any expenditure that requires the City to upfront a significant portion of money months prior to reimbursements received.
- ✓ **New Capital Projects Not Currently Funded:** Any new capital project not incorporated in Fiscal Year 2010-11 or in prior years should be deferred until economic conditions improve. Capital projects require a significant use of cash over the life of the project. Exceptions should be given to capital projects totally funded by either 2005 Lease Revenue Bond proceeds or the Redevelopment Agency.
- ✓ **New Agreements With Significant Costs:** New City agreements that require a significant use of cash should be entered into cautiously. New agreements within this category should be delayed or deferred, if possible, until economic conditions improve.
- ✓ **Grants With Significant Costs:** Grants with significant costs should be avoided in this upcoming year if the only funding method is based on a reimbursement basis. Until economic conditions improve and, whenever possible, grants should be prepaid instead of on a reimbursement basis.
- ✓ **Use of City Personnel for Non-City Assistance:** Caution should be the order-of-the-day when assigning or committing personnel to mutual aid assignments, and should first be cleared through the City Manager. The City is generally required to pay upfront for the cost of mutual aid assignments—caution should be used to minimize the immediate drawdown to the City's cash. Current experience demonstrates that these types of reimbursements are subject to delay as a cost saving measure, with payment delayed to a future quarter.

Adherence to the above recommendations would ensure available cash flow to sustain routine and anticipated governmental operations. Operating outside these recommendations would potentially produce sudden and negative drawdowns on cash assets, exposing the City to unnecessary liabilities.

LOCAL GOVERNMENT FISCAL RELIEF—THE GOVERNOR'S 2010 MAY BUDGET REVISE

The state continues to experience long-term fiscal problems, with current estimates placing the Fiscal Year 2010-11 revenue shortfall at \$19.1 billion; and when the State Treasury experiences fiscal problems, legislators in Sacramento possess an uncanny ability to make those problems a matter of local concern.

During much of the past two decades up to present day, the skill and ability to realign revenues and expenditures as the means to address a long succession of

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revenue shortfalls consistently eludes legislative leaders—a reality contributing heavily to the state's current estimated \$19.1 billion revenue shortfall.

Governor Schwarzenegger, in his 2010 May Revise, proposed a combination of cost-reductions, borrowing from other state funds, reallocating of state revenues, deferral of costs to future fiscal years, and one-time sale of state assets.

Based on the 2010 May Revise, local governments can expect to be impacted by the following proposed state budget actions:

- ✓ **Reduce the Healthy Families Program:** Reduced funding for the Healthy Families Program. Projected savings assume the program would lower caseload for families with incomes up to 250 percent of poverty to 200 percent of poverty. Also included is the elimination of the vision benefit component of the program along with an increase in cost sharing by participants.

This program provides low-cost health insurance (complete medical, dental, and vision) for children between the ages of 1 and 19, based upon residency and other eligibility requirements. The Montclair Human Services Division has assisted eligible families in obtaining this benefit.

- ✓ **Transportation Fuel Taxes:** Eliminating the sales tax on fuel and increasing the excise tax on gasoline by 10.8 cents to partially replace these revenues. This action is expected to achieve \$1.8 billion in state General Fund savings.

Under current law, the sales tax on fuel provides the revenues that fund Proposition 42. Revenues from the excise tax on gasoline have substantial constitutional protections but are not subject to the same legal restrictions as sales taxes on fuels. Since the revenues that flowed to Proposition 42 were state General Fund revenues, the elimination of these revenues reduces the Proposition 98 guarantee due to schools.

- ✓ **State Mandate Reimbursements:** A one-time expenditure reduction by suspending most mandates not related to elections, law enforcement, or property taxes, consistent with the mandate suspensions included in the Amended 2009- Budget Act.

Also included is a proposal for a one-time reduction of \$95 million by deferring the 2010-11 payment of mandates obligation for costs incurred prior to 2004-05, which are statutorily required to be completed by 2020-21. The balance will be refinanced over the remaining payment period.

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- ✓ **Trailer Fee Revenue Backfill:** Eliminate funding of the backfill for Vehicle License Fee revenues related to a state-driven change in the manner in which weight-based fees are assessed for commercial truck trailers.

The Governor's 2010 May Revise represents a beginning, but incomplete step, toward the state's necessary realignment of expenditures and revenues. The May Revise does attempt to cut expenditures, but still relies significantly on transfers, loans, and deferrals to address California's operating deficit. The need to effectively address the ongoing operating deficit has thus far eluded Governor Schwarzenegger and legislators, and the solution on how to "overhaul state government" remains unanswered in the midst of the worst economic crisis since the Great Depression.

PENDING LEGISLATIVE ACTION IMPACT ON FISCAL YEAR 2010-11 PRELIMINARY BUDGET

The Preliminary Budget for Fiscal Year 2010-11 does not incorporate any increases or reductions to revenue that may occur pursuant to pending legislative deliberations on the State Budget. Any necessary revisions stemming from Sacramento's budget deliberations will be accounted for during the Midyear Budget Review process. The Preliminary Budget does, however, incorporate cost adjustments related to known impacts because of recent or past state and federal actions.

BUSINESS PLAN

The City Council suspended strategic planning and Business Plan development for Fiscal Year 2009-10 due to imposed cost reduction measures. However, the following discussion on strategic plan components is presented for reference and historical context, and includes minor updates.

In January 2002, the City engaged the Government Finance Officers Association (GFOA) to prepare a long-term financial and strategic plan that mitigates the impact of potential revenue shortfalls, focuses on and/or enhances available revenue sources, addresses concerns related to competition from emerging shopping malls, and examines state action on local revenues. Evolving out of the planning process is an annual Business Plan outlining strategic priorities and goals. In developing the Business Plan and annual modifications thereto, the City Council prioritized strategic issues facing the City.

A comprehensive analysis of progress on priorities contained in the Business Plan was last provided to the City Council on June 26, 2008, at the

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2008 Strategic Planning Session. Following is a capsulization of major and strategic priorities identified by the City Council:

I. STRATEGIC PRIORITY NO. 1—FINANCIAL POSITION

Goal 1—Emergency Medical Service (EMS) Funding Sources

The Montclair Fire Department Emergency Medical Services (EMS) Program was established in calendar year 2002 for the purpose of enhancing first responder medical emergency services. Since inception, the City Manager required that direct, program-related costs were to be funded with revenue from the EMS subscription program and EMS-billable receipts.

This directive is based on the nature of the EMS Program as a user fee-based service: General Fund revenues are not intended for user fee-based program costs except as they are used for certain equipment costs, benefits, and regular and overtime earnings that have a common purpose with nonuser fee-based activities. The Fire Department proposed and is currently pursuing specific programs designed to address program revenue shortfalls, including priority focus on the following:

- Implementation of a Vehicle Fluid Spill Cost Recovery Program
- Marketing plan to increase EMS subscription membership
- Increase current subscription fee and consider elimination of exemption criteria

II. STRATEGIC PRIORITY NO. 1—FINANCIAL POSITION

Goal 2—Maximize Development and Redevelopment Opportunities in North Montclair

The City Council adopted the North Montclair Downtown Plan on May 15, 2006. At that time, several developers were in the process of preparing plans for development within the North Montclair Downtown Plan area. Owners of the former Sam's Club site, M & H Properties, Inc., sought approval of a 290-unit housing project for the site. The approval for the project was granted by the Planning Commission on January 14, 2008, and by the City Council on February 19, 2008. M & H Properties, Inc., indicated its intention to sell the entitlements to a developer. However, because of trends and indications of a significant economic downturn in the housing market, M & H Properties, Inc., experienced difficulty in promoting the sale of the project. M& H reorganized as Merlone Geier

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Partners LLC and submitted to the City a tentative tract map and precise plan of design for construction of a 385 unit residential development to be known as The Paseos at Montclair North. The City Council approved the project on May 17, 2010.

The residential community is planned for construction on 15 acres at the northeast corner of Monte Vista Avenue and Moreno Street. The development will consist of two- and three-story buildings and extensive community facilities. The centerpieces of the development will be a 3/4-acre linear park and a distinctive community building with leasing offices, meeting rooms, a fitness center, and a theater, among other amenities. The buildings on the interior of the site would be designed around landscaped courtyards, each with a unique architecture, color, and design theme. The City Council's action culminated a year-long effort that included numerous meetings and exchanges of information and plans between the development team and staff; two tours of residential projects in Orange County that exemplified the quality, character, and level of amenities proposed for the project; and detailed presentations to the Planning Commission and City Council.

The applicant needs to execute specific development agreements with the City and obtain formal approval for the public park plan from the City Council. City staff anticipates the project will be submitted into plan check before the end of 2010.

The proposed Merlone Geier project indicates that current economic conditions may have produced a positive, long-term impact for redevelopment of North Montclair. Patience and vigilance will ensure that high quality development products are achieved. The presence of vacant land in the North Montclair Downtown Plan area is an enormous asset that facilitates future mixed-use development standards established in the Plan. It is worth noting that developers of Victoria Gardens Mall regret not incorporating a residential mixed-use component in their original design and development plans.

III. STRATEGIC PRIORITY NO. 1—FINANCIAL POSITION

Goal 3—Reexamine User Fees

At the 2003 Strategic Planning Session, the City Council directed development of a uniform policy for establishing and recovering user fees, and directed that such fees were to be consolidated into a single Master User Fee Resolution. The Master User Fee Schedule is reviewed annually by City staff and recommendations for fee adjustments and/or proposed new fees are submitted by resolution to the City Council in

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November of each year for consideration. It is estimated that this revised policy has generated in excess of \$700,000 in additional revenues since inception. Certain fees, such as refuse rates and other independent fees that are based on contract provisions, are submitted separately for consideration. The City Council also directed that a comprehensive cost-allocation plan and user fee study be considered approximately every five years. In early 2008, a contract was awarded to Wohlford Consulting for a cost-allocation plan and comprehensive user fee analysis.

Chad Wohlford, President of Wohlford Consulting, is expected to complete his report in summer 2010. A full report is expected for presentation to the City Council at an adjourned joint special meeting of the City Council/ Redevelopment Agency Board of Directors in September 2010.

IV. STRATEGIC PRIORITY NO. 1—FINANCIAL POSITION

Goal 4—Diversify Businesses and Retail Stores to Create Better Job Prospects and Protect City Revenue Against Shifts in the Local Economy Structure

The Montclair Municipal Code does not provide City staff with the ability to decline certain businesses or retailers unless they fail to meet the use requirements of that particular zone. City staff currently works with developers, property owners, businesses, and retailers to locate and market property sites. Inventory tools designed to help interested parties locate available properties in Montclair are found online at the "Available Property Inventory" page on the City's website, and through materials distributed by staff at trade shows.

For its size, Montclair is unique in providing a diverse range of retail stores with different price points; a diverse range of restaurants from national chains to small independent restaurants; and a mix of auto dealers selling new and/or used vehicles. Montclair is also home to a recreational vehicle dealership; boat dealership; a number of auto repair businesses; and a variety of small industrial and office users. There are, however, no large industrial users or large corporate businesses in Montclair. Nonetheless, when compared to surrounding cities of similar size, including Claremont and La Verne, Montclair clearly hosts a greater diversity of businesses, retailers, and industrial users.

The existing diversity of businesses in Montclair minimizes the need for the City/ Redevelopment Agency to attract specific types of retailers or business to the City. However, if the City Council desires to attract a particular business segment, City staff would welcome the opportunity to develop parameters for Council consideration. **This objective has been discontinued.**

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V. STRATEGIC PRIORITY NO. 2—HOUSING/RETAIL DEVELOPMENT STRATEGY

Goal 1—Continue Implementation of the San Antonio Gateway Plan

For many years, the Housing Improvement Task Force Action Plan referenced the San Antonio Gateway [a business and residential corridor generally located between Holt Boulevard to Kingsley Street, and east from Mills Avenue to Amherst Avenue] as an area that possessed great potential for revitalizing southern Montclair's multifamily neighborhoods.

Current and completed projects include:

- *National Community Renaissance of California (National CORE) [formerly Southern California Housing Development Corporation (SCHDC)]: Montclair Family Project—San Antonio Vista Apartments*
- *National CORE – San Marino Senior Apartments Project*
- *National CORE—50-Unit Family Project*
- *Bellafina—The Taylor Woodrow Project*
- *Montclair Housing Corporation: Amherst Avenue Properties*

A detailed analysis of housing projects is contained in the Executive Director's Fiscal Year 2010-11 Budget Message to the Redevelopment Agency Board of Directors.

VI. STRATEGIC PRIORITY NO. 3—CITY IMAGE

Goal 1—Develop a More Aggressive Graffiti Strategy

Graffiti abatement continues to be a major priority of the City Council. Incidents of this visual blight are on the rise in Southern California, and vandals are becoming increasingly more sophisticated in the manner in which they apply their marks and the way in which they challenge communities, law enforcement agencies, and graffiti abatement workers. To effectively combat this growing nuisance the City Council, in 2008, adopted a comprehensive graffiti abatement ordinance. A task force was also established to discuss and develop abatement protocols. Because of the severe economic downturn, certain elements of the City's graffiti abatement program are on hold because of cost-related factors.

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VII. STRATEGIC PRIORITY NO. 3—CITY IMAGE

Goal 2 —Continue Streetscape/Other Capital Improvements

➤ *Palo Verde Street Median Island*

Landscape plans for Moreno Street, Central Avenue, Monte Vista Avenue, and Palo Verde Street were placed on hiatus, awaiting announcement by General Growth Properties (GGP) regarding rehabilitation plans for the Montclair Plaza. However, with construction of the Palo Verde Street Storm Project completed in early 2008, plans for revitalization and addition of landscaped medians on Palo Verde Street were resurrected and completed. The RDA appropriated \$1 million for Palo Verde Street landscape improvements.

➤ *Mission Boulevard Improvements*

Phase 4 Mission Boulevard Improvements were completed in Fiscal Year 2007-08. Construction on Phases 5 and 6 are in the final stage of completion; and Phase 7 of the Mission Boulevard Improvement Project, extending improvements west of Ramona Avenue to Pipeline Avenue is currently under review by CalTrans.

In June 2008, the Redevelopment Agency Board of Directors authorized the issuance of Tax Allocation Notes in the Mission Boulevard Joint Redevelopment Project Areas. Proceeds from the Notes were approximately \$7.4 million, and a portion will be used in conjunction with \$500,000 in federal High Priority Project Funds to construct Phase 7 of the Mission Boulevard Improvement Project.

Phase 8 of the Mission Boulevard Improvement Project is now entering its pre-construction meeting phase and is likely to begin construction in July 2010. Plans for Phase 9 of the Mission Boulevard Improvement Project have been submitted to CalTRANS for final clearance prior to submission for bid. Phase 8 would extend improvements Ada Avenue to Benson Avenue; Phase 9 would complete improvements from Pipeline Avenue to the county line.

VIII. STRATEGIC PRIORITY NO. 3—CITY IMAGE

Goal 3—Entry Beautification

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As with median island landscape improvements in North Montclair, the schedule for installation of new entry/monument signs is disrupted by the holding pattern for GGP's landscape project around Montclair Plaza. The entry sign for the Monte Vista Avenue and Palo Verde Street location will be considered as a part of the Palo Verde Street Landscape Improvement Project. The status of monument signage at other locations would be dependent on available funding for related projects; e.g., monument signs on Mission Boulevard are a component of funding for the Mission Boulevard Improvement Project.

IX. STRATEGIC PRIORITY NOS. 4 AND 5—YOUTH, SENIOR, AND POLICE FACILITIES

Goal 1—Complete Police Facility and Begin Active Planning for Youth and Senior Facilities

The Montclair Police facility was dedicated on June 12, 2008. Bids for construction of the Police facility were awarded by the City Council on September 5, 2006, at a cost of approximately \$31 million. In addition to Measure F bond issue proceeds (2005 Lease Revenue Bond) and other fund sources, the RDA Board of Directors authorized issuance of bonds in Redevelopment Project Area No. V on September 5, 2006, to raise \$2 million in tax allocation bond proceeds toward the cost of the facility.

On August 6, 2007, tax exempt tax allocation bonds were refunded in Redevelopment Project Area No. III. The purpose of the refunding was to raise approximately \$6 million for the Construction of Police Department Facility Project and to free up a similar amount of Measure F bond issue proceeds to assist with financing the Senior and Youth Centers Projects. The Redevelopment Agency contributed approximately \$10.7 million toward construction of the facility.

Conceptual plans prepared by WLC Architects for the Youth and Senior Centers were presented to the City Council in 2007. The original plans for the Senior Center called for reuse of the existing gymnasium for senior activities and construction of an outdoor basketball facility. However, this plan was revised to retain the current gymnasium and construct an addition to the existing Community Center to accommodate senior citizen/community activities. An agreement with WLC Architects for design of the Senior Center was presented for City Council consideration in June 2008. Completion of the Senior Center is expected in mid- to late-fall 2010.

On February 4, 2008, the City Council approved an agreement with WLC Architects for design of the Youth Center. Construction of the Youth

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Center began in March 2009, shortly after Police Department personnel vacated the current facility. Bid opening for the Senior Center occurred in July 2009. The total estimated cost of the Senior and Youth Centers Projects is approximately \$7.3 million. The Youth Center opened to the public on February 1, 2010.

X. STRATEGIC PRIORITY NO. 6—RAILROAD GRADE SEPARATIONS

Goal 1—Ramona Avenue/Union Pacific Grade Separation Project

Work on the Ramona Avenue Grade Separation Project (GSP) continued throughout 2007, and Caltrans certified that all right-of-way required for the project had been obtained. City staff is now awaiting authorization from Caltrans to advertise for bid.

On Friday, May 2, 2008, City staff received authorization from the California Department of Financing to proceed with construction of the Ramona Avenue GSP. The estimated project cost as indicated in the authorization agreement is \$16,046,300. Construction on the project started in August 2008 and was completed in May 2010.

XII. STRATEGIC PRIORITY NO. 6—RAILROAD GRADE SEPARATIONS

Goal 2—Monte Vista Avenue/Union Pacific Grade Separation Project

Throughout 2007 and 2008 City staff continued to work on right-of-way acquisition regarding the Monte Vista Avenue GSP. State environmental clearance has been obtained and design for the project is complete, subject to modifications that may be necessary for right-of-way acquisition. Right-of-way acquisition is expected to exceed the amount of money currently available through State Traffic Congestion Relief Program funds. The total cost of the project is anticipated to exceed \$30 million.

City staff secured \$5 million from the California Public Utilities Commission Grade Separation Program for the Monte Vista Avenue GSP. SANBAG proposes to fund the balance of the project using federal monies after right-of-way acquisition is completed with State Traffic Congestion Relief Program funds. Senator Boxer has submitted a \$3 million request to the Senate Appropriations Committee on Transportation-HUD Appropriations Act for Fiscal Year 2010-11. The Senate is not expected to consider the bill before July if it considers it at all before the mid-term elections in November 2010. The project is not expected to begin construction any earlier than 2012.

XII. STRATEGIC PRIORITY NO. 7—ISLAND ANNEXATIONS

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Goal 2—Annexation Feasibility Study

At the 2007 strategic planning session, the City Council approved conducting a fiscal impact analysis related to the annexation of unincorporated areas within the Sphere of Influence. The City Council requested the study to more accurately weigh the cost of providing municipal services to these areas as compared to the amount of revenue generated by property taxes and other sources of income.

In early 2008, the City Council approved an agreement with MuniFinancial, Inc., to conduct an annexation feasibility study. A workshop presentation of the feasibility study was conducted in 2009. The "East Island" was the primary area of study, with the "Greenwood Island" and "Southwest Island" delineated as optional areas for analysis.

XIII. STRATEGIC PRIORITY NO. 10—ENSURE ONGOING VIABILITY OF THE MONTCLAIR PLAZA

Goal 1—Ensure Ongoing Viability of the Montclair Plaza

General Growth Properties (GGP), one of the largest mall operators in the nation, filed for Chapter 11 bankruptcy protection on April 16, 2009, in one of the biggest commercial real estate collapses in United States' history. Despite bargaining for months with its creditors, GGP faced dwindling options for handling its more than \$25 billion in debt, largely in the form of short-term mortgages that will come due by next year. The company had been severely wounded by the trouble in the financial markets, wreaking havoc on GGP's ability to refinance that debt.

The filing by GGP included most of the company's malls, which will continue to operate. General Growth's reorganization efforts will likely focus on selling off properties. GGP suspended its stock dividend, cut its workforce by 20 percent and stopped virtually all new development. At this time, the company has determined to hold on to its Montclair property.

The Wall Street Journal and many other retail trade publications have reported US Bankruptcy Judge Allan Gropper approved, on May 7, 2010, a \$6.5 billion recapitalization offer for General Growth Properties (GGP) from a group led by Brookfield Asset Management Inc., as the "stalking horse bid," establishing it as the one others must top to become the winning owner of GGP later this year. The judge ignored a massive bid raise by Simon Property Group (Simon) at the last minute to acquire GGP. Simon offered \$20 per share to take over GGP, even though GGP stock has not been that price since late 2008. Brookfield pledged to

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bring GGP out of bankruptcy by purchasing GGP stock at \$10.50 per share, resulting in a \$6.5 billion equity investment and a \$2 billion capital backstop offer.

The Brookfield-led plan was favored by GGP over the bid from Simon. GGP said concerns about antitrust issues had stymied negotiations with Simon. A merged Simon and GGP would have owned half of the most lucrative malls in the United States. Simon issued a statement saying it was out of the entire GGP acquisition process. However, Judge Gropper told Simon's lawyers at the May 7 hearing he hoped Simon would "reconsider its position" and continue its pursuit of GGP but noted, "that's entirely its call."

In May 2010, City staff participated in the International Council of Shopping Centers (ICSC) annual conference (ReCon) in Las Vegas. During the conference, staff met with Erika Plummer, senior leasing representative with General Growth Properties (GGP), to ascertain the status of the vacant buildings at Montclair Plaza. Despite GGP's focus on emerging from bankruptcy, Ms. Plummer indicated she is continuing to execute lease agreements for spaces inside the Plaza, including diligent attempts to fill gaps in the Food Court. She added a deal is close for a restaurant on the former site of the Texaco station at Monte Vista Avenue and South Plaza Lane, and GGP is continuing to review options for the former Macy's building at the east end of the Plaza.

Prior to filing a bankruptcy action, GGP completed major components of an interior remodel plan for the Montclair Plaza.

➤ *Montclair Plaza Remodel.* In January 2008 GGP began its interior remodel of Montclair Plaza—exterior improvements are indefinitely on hold. GGP awarded the contract for interior renovation to Culp Construction Company of Irvine. The interior renovation completed, for the most part, in January 2009, included three areas of the Montclair Plaza:

- The Food Court was to be converted into a dining experience that creates a distinct destination for customers. However, a number of units remain vacant, and future progress appears to depend on the outcome of GGP's filing for bankruptcy protection.
- The Center Court focuses on "community" by providing softened lighting; a new color palette; upgraded architectural details and materials; enhanced flooring; seating and ceiling upgrades; and a contemporary elevator design to accentuate the grand space.

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- The overall interior of the Montclair Plaza features increased visibility and stylish finishes, creating a more sophisticated shopping environment.
- *Remodel of Nordstrom.* Remodeling of the Nordstrom store began in January 2008 and was completed in November 2008. Changes occurring in the store included installation of new floor tile and carpeting, updating dressing rooms, expansion of floor space for merchandise, enhancement of lighting treatments, and a remodel of Nordstrom Café.
- *Macy's Demolition.* Staff met with GGP Vice President of Development Ron Malnar on February 20, 2008. At the time of that meeting, Mr. Malnar indicated that plans for demolition of the former Macy's building and construction of new retail space on that site were tentatively approved by GGP management. GGP had a 50 percent equity partner for financing construction of the new retail space. The equity partner, New York State Pension Fund, approved the project but was delaying it pending the outcome of negotiations with GGP concerning another project unrelated to Montclair Plaza—the New York State Pension Fund would not provide financial backing for the Montclair project until the unrelated matter was resolved. Upon completion of its negotiations with the New York Pension Fund, GGP intended to begin demolition of the former Macy's store.

Due to GGP filing for Chapter 11 bankruptcy protection, City staff is now uncertain when GGP will demolish the former Macy's store—the filing of bankruptcy by GGP is likely to delay demolition for some time. This news is discouraging in so far as it limits the visibility of the Montclair Plaza remodel primarily to interior spaces.

Nonetheless, City staff believes it important for the short-term economic viability of the Montclair Plaza for GGP to move forward sooner, rather than later, on external improvements to the Montclair Plaza. External demonstrations of the current renovation are an indication of commitment, growth, and improvements that are visible to motorists passing on the I-10 Freeway. Furthermore, visual changes engender shopper curiosity and interest. To the extent possible, City staff will continue to engage with GGP to encourage development of a timeline for demolition of the former Macy's store.

- *Montclair Plaza Development: Long Range.* At the February 20, 2008 meeting with Mr. Malnar, City staff was provided with a sneak preview of several conceptual long-range plans related to redevelopment of the Montclair Plaza. The plans were impressive

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and consistent with, and compatible to the North Montclair Downtown Plan. The conceptual plans presented by Mr. Malnar had not, at that time, been reviewed by GGP management. Progress on long-range plans is obviously impacted by the filing for bankruptcy by GGP in April 2009. All plans are on hold due to GGP filing for Chapter 11 bankruptcy protection.

- *Montclair Plaza Remerchandising.* Concurrent with its remodel of the Montclair Plaza, GGP stepped up leasing and remerchandising efforts to improve the store mix. New stores currently operating at the Plaza include Champs Sports, Aldo Shoes, Foot Locker, and Coach.
- *Montclair Plaza Landscaping Project.* The Montclair Redevelopment Agency financed a landscaping project on GGP properties located on the southwest corner of Central Avenue and Moreno Street and the northeast corner of Montclair Plaza Drive Street and Monte Vista Avenue. The project provides perimeter landscaping of the parcels at both of these highly visible corners, vastly improving their appearance. The City will provide ongoing maintenance of the landscaped berms until the locations are permanently developed.

In developing the City's Business Plan, the City Council expressed a need to link the strategic goals and priorities into the annual budget process. A schedule has been developed and included in the Fiscal Year 2010-11 Preliminary Budget that establishes funding requirements and ties relevant components of the Business Plan element to the budgetary process. A detailed examination of the Business Plan and related strategic priorities is contained in the ***Progress Report on 2008 Strategic Priorities, Goals, and Objectives*** and in the Executive Director's Fiscal Year 2010-11 Budget Message to the Redevelopment Agency Board of Directors.

ESTIMATED REVENUES

The Statement of Actual and Estimated Revenues included in the Fiscal Year 2010-11 Preliminary Budget reflects a decrease of \$13,155,189. The decrease is due primarily to slowing of the economy, the completion of major grant projects, the expiration of several grant revenues, completion of the Ramona Avenue Grade separation project, and a low interest rate environment. If grant programs become available or are renewable, the City would reapply for available revenues.

The proposed General Fund Estimated Revenue Budget is \$24,476,850 (the revised current year budget is \$23,624,667). Proposed Total Estimated

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Revenues for all funds is \$31,469,321 (the revised current year budget is \$44,624,510). The difference of \$13,155,189 between budget years is attributed to the following:

General Fund

- ✓ \$1,367,402 increase in taxes related to conclusion during Fiscal Year 2009-10 of the one-time adjustment to the amount estimated for Sales Tax Compensation (“Triple Flip”) and the one-time diversion of 8 percent of property tax revenue to the state.
- ✓ \$111,000 decrease in licenses and permits related primarily to decreased building activity in Montclair. This is the third straight year of building decreases after experiencing seven consecutive years in which building activity generated at least \$400,000 in fees. Building activity is expected to decrease to \$203,000 in Fiscal Year 2010-11.
- ✓ \$177,973 decrease in intergovernmental revenue primarily related to the decrease in government grants and reimbursements.
- ✓ \$226,846 decrease in miscellaneous revenue primarily related to a decrease in interest income related to a continued low interest earning environment and conclusion of reimbursement from other agencies.

All Other Fund Accounts

- ✓ \$366,007 increase in the Gas Tax Fund. This increase is primarily attributed to traffic congestion relief program funds expected in Fiscal Year 2010-11.
- ✓ \$395,000 decrease in the Park Development Fund. This decrease is primarily attributed to a San Bernardino County Grant expected to be received in Fiscal Year 2009-10.
- ✓ \$100,060 decrease in State Supplemental Law Enforcement Fund (AB 3229) revenue. The City expects to receive an unknown level of funding during Fiscal Year 2010-11.
- ✓ \$133,327 decrease in Local Law Enforcement Block Grant (AB 3229) revenue. The City expects to receive an unknown level of funding during Fiscal Year 2010-11.
- ✓ \$5,894,951 decrease in the Ramona Ave. Grade Separation Fund related to government grants associated with this project.
- ✓ \$6,500,000 decrease in the Monte Vista Grade Separation Fund related to traffic congestion relief funds related to this project.

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- ✓ \$1,000,000 decrease in the Senior/Youth Centers Fund because of a San Bernardino County Special Project grant for the Senior/Youth Centers.
- ✓ \$148,000 decrease in the City Facilities Improvement Fund because of San Bernardino WestNet contribution for construction of their new location in the Montclair Police Facility.

OPERATING BUDGET

The Operating Budget includes all expenditures except those costs incurred to maintain the City's infrastructure and acquire certain major equipment systems. The total proposed Operating Budget, including all funds for Fiscal Year 2010-11, is \$33,591,305; this figure is net of \$188,537 paid by the Montclair Redevelopment Agency for indirect staff service charges. The Operating Budget for the General Fund totals \$25,365,567.

In developing the Fiscal Year 2010-11 Preliminary Budget, each department was directed to submit approximately a five percent reduction over current authorizations in expenditures for services and supplies and capital outlay. This request was based on the following factors:

- ✓ The state's ongoing fiscal crisis;
- ✓ The diversion of local revenues to help reduce the state's chronic deficit problems;
- ✓ Competition from emerging shopping centers in the local area; and
- ✓ The most severe fiscal crisis since the Great Depression.

Fiscal Year 2010-11 operating expenditures reflect a concerted effort to achieve the following:

- ✓ Thoroughly examine each department's budget requests;
- ✓ Eliminate unnecessary services and supplies expenditures;
- ✓ Reallocate General Fund expenditures to other appropriate funds;
- ✓ Allocate appropriate staff service charges to the Redevelopment Agency and Montclair Housing Corporation; and
- ✓ Restrict capital outlay requests.

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After this process was completed, the Administrative Services Department produced \$1,194,889 in total General Fund savings/reductions/redistributions, and \$620,992 in actual savings for all funds. The Administrative Services Department reduced services and supplies and capital outlay requests for all funds to \$10,036,693 (current authorization is \$10,533,337)—an achieved savings of \$496,644, or 4.71 percent.

The extent of effort to control capital outlay costs is evidenced by the following practices:

- ✓ Vehicle purchases in the proposed Preliminary Budget are scrutinized;
- ✓ City policies related to vehicle assignments are routinely reevaluated; and
- ✓ Procedures related to the Equipment Replacement Fund have been revised.

Vehicle Purchases: The Fiscal Year 2010-11 Preliminary Budget contains a recommendation to purchase five new vehicles as noted below:

- ✓ Police Department Budget: There is a recommendation to purchase four police vehicles to replace four patrol vehicles with high mileage and significant mechanical problems.
- ✓ Public Works Budget: There is a recommendation to purchase a Sewer Inspection Vehicle with inspection system to replace a 23 year old vehicle (sewer system equipment on the vehicle was replaced 13 years ago) with a history of continuous breakdowns.

It is important to note that over seventy percent of Montclair's current fleet is five years or older. Continual deferral of replacement vehicle purchases may ultimately result in increased vehicle operation and maintenance costs.

Contingency Account: Funding for the Contingency Account in Fiscal Year 2010-11 will continue at the same level as in Fiscal Year 2009-10: \$100,000 for unanticipated expenditures during the fiscal year. The City Manager anticipates this funding level should be adequate for unanticipated General Fund costs.

Personnel Services: The Operating Budgets for the City, Redevelopment Agency, and Montclair Housing Corporation include funding for 226 full-time positions.

- ✓ The City's proposed Operating Budget includes funding for 215.10 full-time positions: 187.82 full-time positions are paid for by the General Fund and 27.28 full-time positions are paid for by other funds;

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- ✓ 8.70 full-time positions are included in the Redevelopment Agency Budget; and
- ✓ 2.20 positions are included in the Montclair Housing Corporation Budget.

As in the past, the Redevelopment Agency and the Montclair Housing Corporation Budgets will be presented separately from the City's Budget.

The Total Cost for Personnel Services is \$21,944,496. This total reflects a decrease of \$1,325,186 over the current Fiscal Year 2009-10 Personnel Services Budget. Personnel Services represent approximately 70 percent of the Fiscal Year 2010-11 Preliminary Budget; it is prudent to point out the following major causes contributing to this decrease:

- ✓ Frozen, vacant personnel cost savings represent \$1,805,146—\$1,197,765 related to salaries and \$607,381 related to benefits associated with the frozen positions.
- ✓ Overtime costs for Fiscal Year 2010-11 are \$873,704—a decrease of \$85,822 over the current fiscal year. The decrease is related to restrictions on overtime budgets.

The above mentioned causes for the reduction of personnel services costs are incorporated in the Fiscal Year 2010-11 Preliminary Budget. As referenced in the introduction of this budget message, staff also anticipates savings related to successful negotiation of a furlough program and a reduction in the City's employer paid member contribution

Services and Supplies: **The Services and Supplies Budget is \$9,655,093.** This number reflects a decrease of \$304,388 when compared to the Fiscal Year 2009-10 Preliminary Services and Supplies Budget.

Notable changes in the Fiscal Year 2010-11 Services and Supplies Budget include the following:

- ✓ **Information Technology Services.** Most computer and peripheral accessories, technology, and services are now budgeted in the Information Technology Division in the Administrative Services Department. This change will permit a uniform program for computer equipment and accessories purchases throughout the City. This will also ensure the City is purchasing state-of-the-art technology at the most competitive prices available.
- ✓ **Uniform Costs.** All uniform costs are now budgeted in the respective departments/programs as outlined below:
 - Police Department – Uniform Patrol Program (4426)

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- Fire Department – Emergency Services Program (4533)
 - Public Works Department – Street Maintenance Program (4646), Graffiti Abatement Program (4645), and Sewer Maintenance Program (4669)
 - Administrative Services Department – Administration Program (4311)
 - Community Development Department – Senior Citizens Program (4783)
- ✓ **Vocational/Personnel Training.** All vocational and personnel training budgets have been relocated under selected programs. This change allows for easier monitoring and controlling of vocational and personnel training costs. Vocational and personnel training budgets are located as follows:
- Office of the City Manager – City Manager Program (4202)
 - Administrative Services Department – Administration Program (4311)
 - Police Department – Uniform Patrol Program (4426)
 - Fire Department – Personnel Development Program (4534)
 - Redevelopment/Public Works Department – Management & Construction Program (4641), Street Maintenance Program (4646), and Sewer Maintenance Program (4669)
 - Community Development Department – Administration Program (4761)
- ✓ **Dues and Membership Costs.** All dues and membership costs are now budgeted in the respective departments/programs as outlined below. This change allows for easier monitoring and controlling of dues and membership costs.
- City Council – City Council Program (4101)
 - Office of the City Manager – City Manager Program (4202)
 - Administrative Services Department – Administration Program (4311)
 - Police Department – Administration Program (4421)

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- Fire Department – Administration Program (4531)
- Redevelopment/Public Works Department – Management & Construction Program (4641) and Sewer Maintenance Program (4669)
- Community Development Department – Administration Program (4761)
- City Attorney Department – City Attorney Program (4801)

The major Services and Supplies Budget requests in the Fiscal Year 2010-11 Preliminary Budget include:

- ✓ **City Council:** \$10,000 for contribution to Reeder Heritage Foundation; \$10,000 for State of the City production and consulting services; \$43,500 for legislative consulting services; \$15,000 for strategic planning services.
- ✓ **Office of the City Manager:** \$5,000 for services related to the lease revenue bonds, public facilities projects, architectural services, and survey instruments; \$10,000 for community oriented events.
- ✓ **Administrative Services Department:** \$38,400 for annual audit services; \$14,000 for credit card processing fees for all City payment locations; \$15,000 for election supplies and services; \$45,400 for self-insurance contract services; \$177,410 for contract services for all city technology equipment; \$132,500 for animal control services.
- ✓ **Police Department:** \$152,930 for special contract services primarily related to communication equipment; \$115,000 for the annual school crossing guard contract at 14 intersections throughout the City; \$91,500 for contract security services for the Montclair Transcenter.
- ✓ **Fire Department:** \$162,426 for emergency communications services; \$4,125 for the SHARPS program; \$20,000 for paramedic billing services.
- ✓ **Public Works Department:** \$39,808 for the graffiti abatement program; \$40,900 for the National Pollutant Discharge Elimination System Municipal Storm Water Program; \$270,780 for median islands and parkways maintenance services; \$70,000 for tree maintenance services, including tree trimming, removal and planting; \$69,300 for improvements and enhancements to City facilities
- ✓ **Community Development Department:** \$30,000 for plan checking consulting services; \$15,000 for Family Fun Festival; \$114,050 for special contract services for senior nutritional meals program, \$148,000 for the

June 10, 2010

First 5 program to provide for early childhood education and intervention programs for Montclair children and their families.

Capital Outlay: The Capital Outlay Budget for Fiscal Year 2010-11 is \$381,600. This amount represents an increase of \$192,256 when compared to the Preliminary Budget for Fiscal Year 2009-10. Significant Capital Outlay Budget requests are as follows:

- ✓ **Police Department:** \$123,600 for the purchase of four patrol vehicles and vehicle equipment—funded from the Equipment Replacement Fund.
- ✓ **Public Works Department:** \$162,000 for the purchase of a sewer inspection vehicle equipped with a sewer inspection system—funded from the Sewer Maintenance Fund.
- ✓ **Administrative Services Department:** \$10,000 for the City's share of the Inland Valley Humane Society Animal Shelter renovation and expansion; \$22,000 for three copiers systems for Human Services, Fire Station No. 1, and City Yard; \$64,000 for information technology upgrades including the following: \$15,000 audio-video upgrade for the council chambers; \$20,000 for replacement of 20 desktop computers; \$20,000 for an intranet portal to allow easy access for sharing and managing document across the organization; \$5,000 for data cable needs throughout the organization.

CAPITAL IMPROVEMENT PLAN

In accordance with the City's five-year capital improvement plan, I am proposing for Fiscal Year 2010-11 a total of \$500,000 be appropriated to finance capital projects, including the following:

- ✓ **Cycle II, Phase VII – Asphalt Overlay on Residential Streets (Gas Tax Fund – \$500,000).** Project would place an asphalt overlay on residential streets generally bounded by Central Avenue on the west, Orchard Street on the north, Benson Avenue on the east, and State Street on the south.

Montclair currently has a number of capital improvement projects that are currently under construction. One project directly impacting a large segment of the community is the Senior Centers.

Montclair Senior Center

The Montclair Senior Center Project is a new facility located in the Montclair Civic Center, adjacent to the former Police Department facility on Benito Street and connecting to the existing Community Center. The facilities will include a senior dining room, meeting/activity rooms, new restrooms, staff

June 10, 2010

offices, and a kitchen. The 8,000-square-foot addition will also include an additional 4,000 square feet of building renovation to the Community Center. The Montclair Senior Center is expected to be completed by mid- to late-2010.

DEBT SERVICE

In May 2005, the City, in a joint powers agreement with the Montclair Financing Authority, issued \$31,300,000 in lease revenue bonds for the construction of a new Police station, Senior Center, and Youth Center. This action committed the City to make annual lease payments until October 2035. During Fiscal Year 2009-10, the scheduled annual principal and interest lease payment was \$1,920,426. For Fiscal Year 2010-11, the annual principal and interest lease payment is \$1,916,601. For Fiscal Year 2011-12 and thereafter, the annual principal and interest lease payments will continue to be approximately \$1.9 million. The net interest cost on the issue is 4.63 percent. The bonds are administered by the City's trustee, The Bank of New York Trust Company, N.A.

CONCLUSION

The Preliminary Budget, as presented for Fiscal Year 2010-11, requires no expenditure of General Fund Unreserved Funds if the City is successful in negotiating or imposing personnel-related cost-reduction measures as proposed. If the City is unsuccessful at implementing proposed cost-reduction measures, the General Fund revenue estimate falls short of General Fund expenditures by \$888,717, requiring expenditure of available reserves. New spending of available reserves is not recommended. Montclair's General Fund Unreserved Fund has reached a low-point in its recent history. It currently represents approximately 15 percent of the General Fund portion of the Operating Budget. While this number is considered a safe reserve, it cannot easily be replenished in this down economy when moneys are borrowed from the General Fund Unreserved Fund. Borrowing funds at this time would lower the fund below the 15 percent threshold margin recommended by the City Council. With the many uncertainties in the current economy, additional borrowing could conceivably move the City closer to a position of insolvency should an emergency situation occur that requires a significant use of General Fund Unreserved Funds.

My ongoing goal is to continue with development of healthy fiscal policies that demonstrate Montclair's resilient ability to weather adverse economic times and, at the same time, meet the growing and changing needs of the community. I firmly believe that with the leadership of the Montclair City Council, we can and have achieved a superior level of fiscal integrity and stability.

There is some evidence the recessionary cycle may be abating, but recovery will be slow in developing. Coping with this fiscal crisis will, for the most part, be based on solutions we as a municipal agency arrive at.

City Manager's Budget Message to the City Council

June 10, 2010

I would like to thank City staff for their efforts in putting together the Fiscal Year 2010-11 Preliminary Budget. The employees of the City of Montclair and I look forward to answering any questions you might have regarding the budget document and the City's program of services.

Sincerely,

Edward C. Starr
Acting 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 Reeders 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.

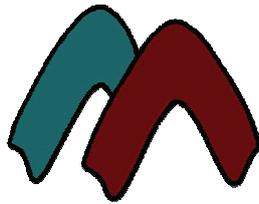
Since 1952, the County branch library had been located at Monte Vista Elementary School and was open only two days a week. The new library met the community's growing demand for this service. Today, the Montclair Branch Library provides traditional services, DVD rentals, vital document services, marriage 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 2010

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

The centerpiece of North Montclair is the Montclair Plaza, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 969,402 and an average household income of \$86,527.



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



Kids Station

Los Angeles and San Bernardino Station. The Transcenter is a master planned regional transportation hub, with a regional Metrolink station, a park-and-ride facility, and the Kids Station, an on-site day care facility. It accommodates approximately 1,600 commuter vehicles and includes a 1.6 acre service commercial area.



Police Facility

The City of Montclair is a full-service City with an 84.13 full-time Police Department staff and a 40.62 full-time Fire Department staff. The 38.60 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including



Fire Station No. 1

maintaining 78.16 acres in 13 parks. The 18.05 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood educa

tion, 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.



Skate Park

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.

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

The Montclair Splash Pad is open Memorial Day through Labor Day, Monday through Sunday, 10:00 a.m. to 6 p.m. It is located in Alma Hofman Park, located east of the Montclair Civic Center.



Montclair Splash Pad



Youth Center

On February 2010, the Montclair Youth Center opened for business. The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday through Friday, 2:00 p.m. to 6:00 p.m.

The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation beginning Monday, November 1, 2010, will be Monday through Thursday from 8 a.m. to 7 p.m. and Fridays from 9 a.m. to 1 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: 37,535

Area: 5.53 square miles

DEMOGRAPHICS Population, Income, & Race	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Daytime Employment	88,435	186,378	
Population 2010 Estimate	174,627	450,613	969,402
Households 2010 Estimate	52,473	129,585	280,209
Ave. Persons Per Households 2010	3.26	3.43	3.33
Average Households Income 2010	\$69,195	\$72,035	\$86,527
Avg. Family Households Income 2010	\$76,077	\$78,956	\$94,489
Median Age 2010	31.72	31.38	32.29
AFHI @ \$50,000 to \$74,999	8,703 (22%)	22,036 (21%)	44,108 (20%)
AFHI @ \$75,000 to \$99,999	5,883 (15%)	15,461 (15%)	36,664 (17%)
AFHI @ \$100,000 to \$149,999	5,978 (11%)	16,630 (12%)	49,295 (17%)
White	47.75%	47.71%	50.68%
Black	6.43%	5.73%	6.33%
Asian & Pacific Islander	7.05%	6.41%	11.30%
Hispanic Origin	58.33%	60.34%	48.37%
Traffic Counts	Total Intersection Volume		Year Count Taken
Central Ave. & Moreno St.	56,796		2002
Central Ave. & Holt Blvd.	67,398		2002
Monte Vista Ave. & Arrow Hwy.	49,118		2003
Monte Vista Ave. & I-10 Freeway	41,266		2002
Central Ave. & I-10 Freeway	49,509		2002
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
John Wayne International Airport	38 miles	Orange County Beach Cities	35 miles
Port of Long Beach	48 miles	San Diego County Beach Cities	85 miles
Port of Los Angeles	53 miles	Lake Arrowhead	55 miles
Higher Educational Opportunities within 25 Minutes			
California State University, San Bernardino	San Bernardino Valley College		
California State Polytechnic University, Pomona	Mount San Antonio College, Walnut		
University of California, Riverside	Chaffey Community College, R. Cucamonga		
5 Undergraduate & 2 Graduate Colleges @ Claremont:	Chapman University, Ontario		
Pomona, Claremont McKenna, Harvey Mudd, Pitzer, and Scripps	Claremont Graduate University & Keck Graduate Institute of Applied Life Sciences		

CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

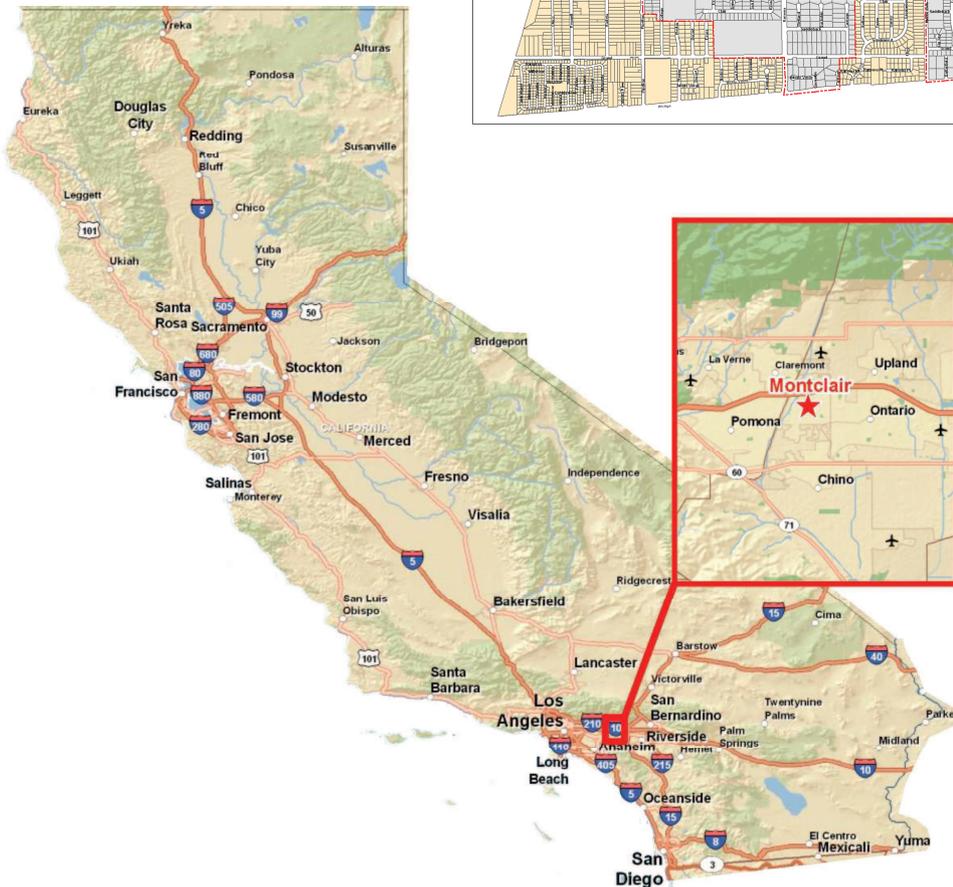
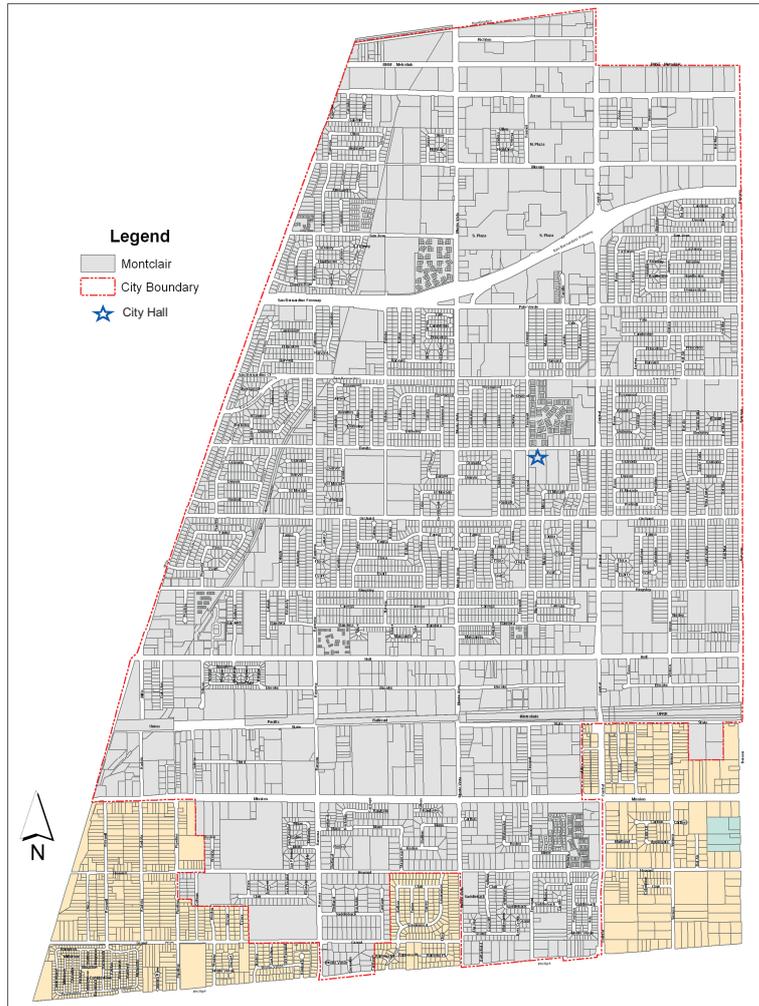
City Hall
5111 Benito Street
Montclair, CA 91763

(909) 626-8571

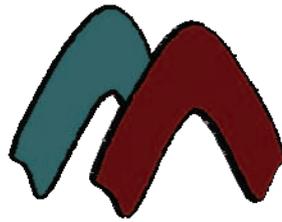
www.montclair.ca.us

Population: 37,017

Area: 5.53 square



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MONTCLAIR

Budget Development Timeline

Fiscal Year 2010-11

The budget process begins in January with staff reviewing all current authorized personnel positions, their allocations to various programs, and their respective funding sources. In late January, the Personnel Services Budget Job Allocation worksheets, listing all current authorized personnel positions, are distributed to the various departments for their review, budgetary changes in personnel allocations, and staffing needs. Once this information is returned to the Finance Division in late February, staff prepares all departmental Personnel Services Budgets. Concurrently, staff is also preparing the general City overhead cost information. During the Mid-year Budget Review in February, the City Council establishes parameters for the development of the budget. In mid March, the budget packets, including the budget worksheets and the parameters for the development of the budget, are distributed to all departments. During April, all departments return their budget requests to the Finance Division. In early May, the City Manager and key budgetary personnel meet with each respective department during the management departmental budget sessions to review all operating budget requests for possible adjustment. All budgetary adjustments are incorporated into the preliminary budget. In June, the City Manager presents the budget to the City Council for their review. On the second City Council meeting in June, the City Council adopts the budget by resolution.

Key Budget Dates:

February 16, 2010	Mid-year Budget Review
March 15, 2010 - March 18, 2010	Distribution of budget packets to all departments
April 15, 2010	Departmental-operating budget requests are due
May 3, 2010 - May 13, 2010	Management departmental budget sessions
May 24, 2010	Complete changes to departmental budgets
June 15, 2010	Budget review by City Council
June 21, 2010	City Council adopts budget by resolution

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		SOURCES					USES				
Estimated	Unreserved	Retained Earnings/	Estimated	Transfers	RDA	TOTAL	Operating	Capital	Transfers	Loans	TOTAL
Fund Balance/ July 1, 2010	Fund Balance/ July 1, 2010	July 1, 2010	Revenue	In	Loan Principal Repayments	SOURCES	Appropriations	Improvement Appropriations	Out	to the RDA	USES
001	General Fund	\$3,785,000	\$24,476,850	\$391,000	\$2,578,721	\$3,123,157	\$25,365,567	\$0	\$0	\$2,583,000	\$27,948,567
Special Revenue Funds											
102	Gas Tax Fund	\$1,945,000	\$978,168	\$0	\$0	\$2,923,168	\$832,906	\$500,000	\$6,000	\$0	\$1,338,906
104	Measure I Fund	795,000	412,000	0	0	1,207,000	0	0	0	0	0
1110	Traffic Safety Fund	0	385,000	0	0	385,000	0	0	385,000	0	385,000
1112	Automated Traffic Enforcement	(398,837)	0	0	0	(398,837)	0	0	0	0	0
131	Park Development Fund	1,163,127	107,500	0	0	1,270,627	13,200	0	0	0	13,200
132	CDBG Fund	0	86,742	0	0	86,742	86,742	0	0	0	86,742
135	Air Quality Improvement Fund	58,000	43,100	0	0	101,100	12,703	0	0	0	12,703
138	Older Americans Act Fund	67,942	121,666	0	0	189,608	189,608	0	0	0	189,608
140	Asset Forfeiture Fund- State	8,800	0	0	0	8,800	0	0	0	0	0
143	Public Safety Fund	139,600	274,600	0	0	414,200	303,883	0	58,651	0	362,534
144	Federal Asset Forfeiture Fund- DOJ	0	1,000	0	0	1,000	1,000	0	0	0	1,000
146	Section 11489 Fund	20,800	50	0	0	20,850	0	0	0	0	0
147	Federal Asset Forfeit. Fund- Treasury	200	0	0	0	200	0	0	0	0	0
148	School District Grant Fund	0	64,000	0	0	64,000	63,869	0	0	0	63,869
149	State Supp. Local Law Enforce. Fund	169,432	0	0	0	169,432	169,432	0	0	0	169,432
151	Crime Prevention Fund	9,800	1,030	0	0	10,830	0	0	0	0	0
152	Recycling Block Grant Fund	0	9,000	0	0	9,000	5,000	0	0	0	5,000
160	Human Services Grant Fund	875,300	1,298,605	0	0	2,173,905	1,309,444	0	0	0	1,309,444
161	California Nutrition Network Fund	0	66,679	0	0	66,679	66,679	0	0	0	66,679
162	Human Services Special Revenue Fund	0	160,765	0	0	160,765	150,046	0	0	0	150,046
180	EMS- Paramedic Fund	(169,000)	247,800	0	0	78,800	247,800	0	0	0	247,800
Total		\$4,685,164	\$4,257,705	\$0	\$0	\$8,942,869	\$3,452,312	\$500,000	\$449,651	\$0	\$4,401,963
Debt Service Funds											
301	2005 Lease Revenue Bonds	\$1,930,580	\$1,000	\$1,913,601	\$0	\$3,845,181	\$1,913,601	\$0	\$0	\$0	\$1,913,601
Total		\$1,930,580	\$1,000	\$1,913,601	\$0	\$3,845,181	\$1,913,601	\$0	\$0	\$0	\$1,913,601
Enterprise Funds											
501	Sewer Maintenance Fund	\$960,535	\$2,469,692	\$0	\$0	\$3,430,227	\$2,659,151	\$0	\$0	\$0	\$2,659,151
Total		\$960,535	\$2,469,692	\$0	\$0	\$3,430,227	\$2,659,151	\$0	\$0	\$0	\$2,659,151
Trust Funds											
750	Equipment Replacement Fund	\$1,498,000	\$20,000	\$58,651	\$0	\$1,576,651	\$123,600	\$0	\$0	\$0	\$123,600
751	Infrastructure Fund	105,000	12,000	0	0	117,000	0	0	0	0	0
755	Contingency Fund	8,822,000	100,000	0	0	8,922,000	0	0	1,913,601	0	1,913,601
757	Refuse Impound Fund	0	77,074	0	0	77,074	77,074	0	0	0	77,074
758	Youth Sponsorship Fund	85,000	25,000	0	0	110,000	0	0	0	0	0
759	City Facilities Improvement Fund	158,000	30,000	0	0	188,000	0	0	0	0	0
Total		\$10,668,000	\$264,074	\$58,651	\$0	\$10,990,725	\$200,674	\$0	\$1,913,601	\$0	\$2,114,275
TOTAL - ALL FUNDS		\$22,029,279	\$31,469,321	\$2,363,252	\$2,578,721	\$58,440,573	\$33,591,305	\$500,000	\$2,363,252	\$2,583,000	\$39,037,557

NOTES TO THE CITY'S COMBINED SOURCES & USES STATEMENT

1. Unreserved fund balance represents net assets which are available for appropriation as of the balance sheet date. The only significant "reserved" fund balance accounts used by the City are for loans to the Redevelopment Agency, loans issued to employees pursuant to the Employee Computer Purchase Program and for encumbered purchase orders and contracts, and for the 2005 Lease Revenue Bond Reserve Account of \$1,930,580.
2. Although technically part of General Fund unreserved fund balance, moneys set aside for workers' compensation and general liability self-insurance claims are excluded from the sources and uses statement. According to the City's third-party administrators, the estimated liabilities for workers' compensation and general liability claims as of March 31, 2010 are \$333,312 and \$88,609 respectively.
3. Trust 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 governmental units, and/or other funds" (source: National Council of Governmental Accounting's Statement No. 1). The City uses trust funds to account for resources from the General Fund which have been set aside for specific purposes.
4. Operating appropriations represent total appropriations attributable to the City and do not reflect appropriations properly attributable to another fund. The proper accounting for reimbursements is to record an expenditure or expense in the reimbursing fund and a reduction of expenditure in the reimbursed fund. This is the case for the RDA which is reimbursing the General Fund for indirect staff charges for \$188,537.
5. TRANSFERS-IN/TRANSFERS-OUT

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Gas Tax	General Fund	\$ 6,000	Reimbursement for administrative costs.
Traffic Safety	General Fund	385,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund".
Contingency Fund	2005 Lease Revenue Bond	1,913,601	Annual debt service payment.
Public Safety Fund	E.R.F.	58,651	Transfer to continue funding vehicles previously purchased by Public Safety Fund due to funding change to the E.R.F. to include city rolling stock and its related equipment.
TOTAL		<u>\$ 2,363,252</u>	

CITY OF MONTCLAIR

FISCAL YEAR 2010-11 BUDGET

FUND DESCRIPTIONS

Unlike the private sector, governmental budgeting and financial reporting is based upon fund accounting. As defined by the Government Finance Officers Association, 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."

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 where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

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

Budgets for the City's fiduciary funds (Expendable Trust Funds and Agency Funds) are prepared on the basis consistent with the fund's accounting measurement objective. Both the City's Expendable Trust Funds and Agency Funds are prepared on a modified accrual basis.

Below are descriptions for the funds included in the City's Fiscal Year 2010-11 Budget.

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund (001) 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. Because the budget cycle is paramount, general fund accounting is based on the flow of financial resources principle. Under this principle, 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.

For Fiscal Year 2010-11, the City's General Fund proposed expenditures budget is \$25,365,567, which represents approximately seventy-six percent of the City's total operating budget. The General Fund provides financing for 187.82 of the City's 215.10 full-time positions. Major revenue sources credited to the General Fund include the property tax, sales tax, and utility users tax. Detail information related to all General Fund revenue sources is included in the Statement of Estimated Revenues and related notes thereto (pages 9-27).

On April 19, 1993, City Council approved an emergency reserve policy for the City's General Fund. The policy sets the level of reserve funding at \$3 million which must be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of moneys credited to the emergency reserve requires specific authorization from the City Council. Also, moneys are set aside in the General Fund to meet the self-insurance portion (deductible) of workers' compensation and general liability claims brought against the City. The amount of reserve funding for this purpose is based upon the estimated future liability as determined by the City's third-party claims administrators, Colen and Lee and Carl Warren & Company. No portion of the moneys set aside for self-insurance is reflected in any of the budget summary schedules.

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 (102) Gas Tax moneys allocated to local governments in accordance with California Streets and Highways Code Sections 2105, 2106, 2107 and 2107.5 are required to be deposited in a special revenue fund. By law, the funds are restricted to expenditures for the construction, improvement and maintenance of the public streets and roads system. Further, revenues allocated pursuant to Section 2107.5 must be used to defray engineering and administrative expenses. Exclusive of the 2107.5 revenues, it is the City's normal policy to allocate all Gas Tax funds to projects included in the five-year capital improvement program. For FY 2009-10, some allowable operating costs have been charged to this fund equal to the amount of revenue expected to be received.

Measure I Fund (104) In November 1989, 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 for a period not to exceed twenty years. Cities are apportioned the "local share" of Measure I moneys on a per capita basis and in accordance with a twenty-year transportation plan and a five-year capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino Associated Government's (SANBAG) five-year and twenty-year plans. In the past, Montclair was allocated regional moneys for the Montclair Multi-Modal Transit Center and the Monte Vista Avenue Extension projects.

Traffic Safety Fund (110) Vehicle Code Section 42200 provides that fines and forfeitures which a city receives as a result of arrests by city officers for Vehicle Code violations must be deposited in a special fund entitled the "Traffic Safety Fund." Moneys credited to the Traffic Safety Fund can only be used for traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges and culverts within the city. Moneys deposited to the fund cannot be used to pay police officer salaries. It is City policy to transfer all Traffic Safety Fund revenues at year-end to the General Fund; it is understood that General Fund expenditures for the above prescribed uses far exceed the annual revenues credited to the Traffic Safety Fund.

"Quimby" Park Development Fund (131) 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 (132) The Federal Community Development Block Grant (CDBG) program provides cities with grant moneys which generally must be expended within low and moderate income target areas for essential community development and housing purposes. Montclair receives its share of CDBG moneys via the San Bernardino County's Department of Economic and Community Development in accordance with a cooperation agreement which has been in effect the past **thirty** years.

Air Quality Improvement Trust Fund (135) In September 1990, Governor Deukmejian signed Assembly Bill 2766 into law which provided for an increase in the motor vehicle registration fee for the purpose of financing programs designed to reduce mobile source air pollution. Cities are allocated approximately 40 percent of the revenues collected, provided a resolution has been adopted setting forth the city's intention to spend the moneys on air pollution reduction programs which are consistent with the California Clean Air Act of 1988, or with a plan proposed pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code.

Older Americans Act Fund (138) The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant moneys pursuant to the Act via contract with the County of San Bernardino. The funds are used to help pay for health care services in the Medical Clinic for senior citizens, ages 60 and over, for "Senior Sitter", a program to provide in-home supportive services, and the senior nutritional meals program.

State Asset Forfeiture Fund (140) State law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Moneys distributed to Montclair pursuant to the asset forfeiture laws may only be used for law enforcement programs.

Public Safety Fund (143) 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 five percent of the tax based upon their proportionate share of the net property tax loss resulting from the State's Fiscal Year 1993-94 Budget. Current law provides that cities must maintain Fiscal Year 1992-93 expenditure levels to be allocated Proposition 172 moneys.

Federal Asset Forfeiture Fund - DOJ (144) Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Moneys distributed to Montclair pursuant to the asset forfeiture laws are only available to the Police Department for purposes of financing their annual budget. Current law requires that Federal asset forfeiture moneys received from the Department of Justice be segregated from forfeiture moneys received from the United States Treasury Department and all other resources of the Police Department, including moneys/assets received pursuant to State asset forfeiture laws.

Section 11489 Subfund (146) Health & Safety Code Section 11489 provides that fifteen percent of State asset forfeiture moneys/assets be deposited to a special fund which shall be used for the sole purpose of funding programs designed to combat drug abuse and divert gang activity. The moneys deposited to this fund shall not be used to supplant any state or local funds that would normally be used for same purpose.

Federal Asset Forfeiture Fund - Treasury (147) Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Moneys distributed to Montclair pursuant to the asset forfeiture

laws are only available to the Police Department for purposes of financing their annual budget. Current law requires that Federal asset forfeiture moneys received from the United States Treasury Department be segregated from forfeiture moneys received from the Department of Justice and all other resources of the Police Department, including moneys/assets received pursuant to State asset forfeiture laws.

School District Grant Fund (148) The Ontario-Montclair School District had agreed to finance salaries and benefits for the Drug Abuse Resistance Effort (D.A.R.E.) officer by annual agreement. Prior to Fiscal Year 2002-03, Chaffey Joint Union High School District has agreed to finance salaries and benefits for the Safe School Zone officers program.

State Supplemental Law Enforcement Fund (149) 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.

Local Law Enforcement Block Grand Fund (150) 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.

Recycling Block Grant Fund (152) 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.

Human Services Grant Fund (160) This grant fund was established to segregate miscellaneous grants that require specific matching and tracking of revenues and expenditures as required by the granting agency.

California Nutrition Network Grant Fund (161) The State of California Department of Health Services Cancer Prevention and Nutrition Section provides grants to local agencies to promote healthy eating and a physically active lifestyle among lower income Californians.

Human Services Special Revenue Fund (162) This grant fund was established to segregate miscellaneous grants that require specific matching and tracking of revenues and expenditures as required by the granting agency.

EMS Paramedic Fund (180) The Fire Department desires to enter into a contract with the local ambulance provider to subsidize the expense of enhancing the Fire Department's current level of emergency medical service. This fund was established to ensure the program was self-sustaining.

DEBT SERVICE FUNDS

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City has only one debt service fund

established for the Montclair Financing Authority Lease Revenue Bonds (Public Facilities Projects) Issue of 2005.

2005 Lease Revenue Bonds Fund In May 2005, the City, in a joint powers agreement with the Montclair Financing Authority, issued \$31,300,000 in Lease Revenue Bonds for the construction of a new police station, senior center, and youth center. This action committed the City to make annual lease payments until October 2035. For Fiscal Year 2010-11, the annual principal and interest lease payment is \$1,913,601, payable from the General Fund. For Fiscal Year 2011-12 and thereafter, the annual principal and interest lease payments will continue to be approximately \$1.9 million dollars. The net interest cost on the issue is 4.63 percent. The bonds are administered by the City's trustee, The Bank of New York Trust Company, N.A.

CAPITAL PROJECT FUNDS

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).

Senior/Youth Center Fund (205) The Senior/Youth Center Fund is created to account for the major renovation of the existing Police headquarters to accommodate a new youth center and the Community Center to better accommodate its use as a senior center.

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 (501) 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 five-year capital improvement program. Effective with Fiscal Year 1993-94 the sewer use fee has been set at a rate sufficient to leave \$1.5 million in net financial assets in reserve. The reserve fund will be used to finance any extraordinary repairs to the sewer system, which are not covered under the current insurance policy, and to provide for the replacement of equipment charged to the fund.

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.

Equipment Replacement Fund (750) The Equipment Replacement Fund was established to assure moneys would be available to replace vehicles on a scheduled

basis. The amount of cash and assets in the fund is equal to the depreciation on the vehicles, restated at current market value.

Infrastructure Fund (751) The Infrastructure Fund was established in FY 1983-84 to assure that a portion of General Fund moneys were set aside for capital projects.

Contingency Fund (755) The Contingency Fund has been reestablished to account for moneys which are set aside for employee post employment costs, computer technology upgrades, future retirement liability, and other potential but not determinable events.

Rubbish Collection Impound Fund (757) The Rubbish Collection Impound Fund was established in FY 1991-92 to account for moneys which are set aside for trash recycling program expenditures and/or subsidization of the residential rubbish collection fee.

Montclair Youth Sponsorship Fund (758) On July 17, 1995, City Council approved Agreement No. 95-46 which provided for the City's membership in the California Community Foundation and the establishment of the Montclair Youth Sponsorship Fund. A contribution of \$10,000 from the Baldy View Races Special Event Account was initially deposited to the fund and is to be used to 1) provide scholarships for youth recreational purposes, 2) fund operation of youth programs conducted by the City of Montclair Human Services Division, 3) provide services by the Montclair Counseling and Medical Clinic, and 4) provide for other uses and purposes serving the youth of Montclair.

City Facilities Improvement Fund (759) The City Facilities Improvement Fund was established during FY 2000-01 to assure that a portion of General Fund moneys was set aside for capital improvements to various city buildings and facilities. Expenditures from this fund are scheduled in the City's five-year Capital Improvement Program.

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11**

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	<u>Increase (Decrease)</u>
GENERAL FUND	28,408,739	25,589,741	13,181,137	23,411,779	23,624,667	24,476,850	852,183
SPECIAL REVENUE FUNDS							
GAS TAX FUND	708,208	996,019	363,566	699,200	612,161	978,168	366,007
MEASURE I FUND	669,353	445,538	278,051	482,500	403,300	412,000	8,700
TRAFFIC SAFETY FUND	284,809	212,820	83,170	385,000	385,000	385,000	0
AUTOMATED TRAFFIC ENFORCEMENT FUND	354,882	96,036	29,833	125,000	40,000	0	(40,000)
PARK DEVELOPMENT FUND	150,695	132,923	474,332	94,000	488,300	107,500	(380,800)
C.D.B.G. FUND	400,652	373,365	57,305	135,150	350,535	86,742	(263,793)
AIR QUALITY IMPROVEMENT FUND	54,697	42,604	20,276	56,900	43,050	43,100	50
OLDER AMERICANS ACT FUND	73,988	100,332	66,060	188,256	121,943	121,666	(277)
ASSET FORFEITURE FUND - STATE	12	1,095	0	0	0	0	0
PUBLIC SAFETY FUND	299,599	254,966	116,796	274,600	274,600	274,600	0
FEDERAL ASSET FORFEITURE FUND - DOJ	0	0	0	1,000	0	1,000	1,000
SECTION 11489 SUBFUND	80	15	1	150	50	50	0
FEDERAL ASSET FORFEITURE FUND - TREASURY	1	0	0	0	0	0	0
SCHOOL DISTRICT GRANT FUND	174,664	138,336	57,000	326,543	171,000	64,000	(107,000)
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	101,901	79,178	72,279	0	100,050	0	(100,050)
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	22,181	0	133,279	0	133,327	0	(133,327)
P.C. 1202.5 CRIME PREVENTION FUND	425	750	672	430	1,000	1,030	30
RECYCLING BLOCK GRANT FUND	19,045	9,613	0	20,200	15,800	9,000	(6,800)

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11**

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	<u>Increase (Decrease)</u>
<u>SPECIAL REVENUE FUNDS (continued)</u>							
HUMAN SERVICES GRANT FUND	1,389,696	1,688,018	616,694	1,076,983	1,260,743	1,298,605	37,862
CALIFORNIA NUTRITION NETWORK GRANT FUND	32,934	14,380	64,941	73,742	111,112	66,679	(44,433)
HUMAN SERVICES SPECIAL REVENUE FUND	100,807	91,033	85,418	90,797	94,909	160,765	65,856
E.M.S. - PARAMEDIC FUND	158,890	194,331	108,591	236,800	183,303	247,800	64,497
<u>CAPITAL PROJECT FUND</u>							
RAMONA GRADE SEPARATION	0	6,832,940	3,103,209	0	5,894,951	0	(5,894,951)
MONTE VISTA AVE. GRADE SEPARATION	118,077	723,035	6,090,802	0	6,500,000	0	(6,500,000)
POLICE FACILITY FUND	107,797	2,623,203	35,372	0	35,372	0	(35,372)
SENIOR/YOUTH CENTERS FUND	0	0	0	0	1,000,000	0	(1,000,000)
<u>DEBT SERVICE FUND</u>							
2005 LEASE REVENUE BOND FUND	1,044,675	51,085	0	1,000	0	1,000	1,000
<u>ENTERPRISE FUND</u>							
SEWER MAINTENANCE FUND	2,066,621	2,391,120	1,697,475	2,482,500	2,439,692	2,469,692	30,000
<u>TRUST FUNDS</u>							
EQUIPMENT REPLACEMENT FUND	42,215	31,779	12,747	20,000	24,545	20,000	(4,545)
INFRASTRUCTURE FUND	589,540	2,829	9,520	500	12,000	12,000	0
REFUSE PROGRAM IMPOUND FUND	37	(17)	(34)	115,500	100	77,074	76,974
YOUTH SPONSORSHIP FUND	12,218	(9,195)	0	11,800	25,000	25,000	0
CONTINGENCY FUND	94,892	180,007	54,788	100,000	100,000	100,000	0
CITY FACILITIES IMPROVEMENT FUND	30,636	1,851	154,365	30,000	178,000	30,000	(148,000)
TOTAL REVENUE - ALL FUNDS	37,512,966	43,289,730	26,967,645	30,440,330	44,624,510	31,469,321	(13,155,189)

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

GENERAL FUND	07-08 Audited	08-09 Audited	09-10 Actual Thru 3/31/10	09-10 Adopted	09-10 Revised	10-11 Estimate	Increase (Decrease)
Taxes							
Property - Secured	2,333,193	2,345,807	989,306	1,651,258	1,651,258	2,276,000	624,742
Property - Unsecured	117,589	90,219	88,065	118,000	118,000	118,000	0
Property Tax in Lieu of VLF	0	0	0	0	0	2,756,000	(27,819)
Sales & Use	8,989,364	7,392,674	3,975,470	7,083,000	7,083,000	7,172,000	89,000
Sales Tax Compensation	3,181,085	2,687,437	626,836	1,751,271	1,751,271	2,390,750	639,479
Transaction & Use Tax	2,148,845	1,797,738	1,039,296	1,717,000	1,717,000	1,750,000	33,000
Transient Occupancy	37,604	33,474	15,927	38,000	38,000	38,000	0
Property Transfer	83,036	76,817	47,855	86,000	70,000	70,000	0
Franchise	569,454	660,364	154,168	591,000	603,000	607,000	4,000
Business License	813,446	718,228	450,189	720,000	655,000	650,000	(5,000)
Utility Users	1,954,717	1,865,474	1,347,473	1,934,000	2,078,000	2,088,000	10,000
Total Taxes	20,228,333	17,668,232	8,734,585	15,689,529	18,548,348	19,915,750	1,367,402
Licenses and Permits							
Building Permits	733,524	380,497	294,992	260,000	339,000	203,000	(136,000)
Alarm Permits	1,200	775	650	1,500	1,500	1,500	0
Bicycle & Other Permits	2	14	2	50	50	50	0
Moving Permits	6,116	4,226	2,886	7,000	7,000	7,000	0
Yard Sale Permits	8,942	11,345	7,320	11,000	11,000	11,000	0
Construction Permits	49,838	19,569	16,610	25,000	25,000	50,000	25,000
Encroachment Permits	275	250	150	400	400	400	0
Gun Dealer Permits	25	25	0	50	50	50	0
Total Licenses and Permits	799,922	416,701	322,610	305,000	384,000	273,000	(111,000)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	2,938,499	3,024,487	1,432,418	2,988,839	102,505	105,000	2,495
Property Tax Loss Relief	31,938	27,960	14,106	30,000	30,000	30,000	0
Police Officer Training Reimbursement	15,002	34,634	4,694	20,960	15,000	18,175	3,175
Contributions- Other Govts./Bulletproof Vests	8,429	0	0	0	0	0	0
SB 90 Claim Reimbursement	27,498	18,526	13,879	40,000	40,000	40,000	0
TEA 21 Grant	0	0	107,143	0	107,143	0	(107,143)
FEMA Grant	0	0	0	0	0	0	0
FEMA Reimbursements	93,606	72,447	0	0	0	0	0
OES Reimbursements	179,017	62,562	41,901	67,500	67,500	0	(67,500)

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11**

	07-08 Audited	08-09 Audited	09-10 Actual Thru 3/31/10	09-10 Adopted	09-10 Revised	10-11 Estimate	Increase (Decrease)
Intergovernmental Revenues (cont'd)							
RDA Graffiti Program Reimb.	50,702	52,076	33,816	55,000	55,000	55,000	0
WESTNET Reimbursements	97,625	80,337	15,643	80,000	80,000	80,000	0
Local Government Relief	0	0	0	0	0	0	0
Government Grants - CMAQ Grant	32,574	9,075	6,950	9,000	9,000	0	(9,000)
Govt Grant-State Homeland Security Grant	0	0	0	0	0	0	0
Total Intergovernmental Revenues	3,474,890	3,382,104	1,670,550	3,291,299	506,148	328,175	(177,973)
Fines and Forfeitures							
Court Fines	34,000	33,231	64,911	60,000	75,000	75,000	0
Parking Citations	167,081	112,381	75,203	170,000	115,000	115,000	0
False Alarms	20,153	16,458	7,020	20,000	20,000	20,000	0
Resitution	1,574	4,568	3,590	4,500	4,500	4,500	0
Evidence Forfeitures	4,265	4,831	2,327	5,000	5,000	5,000	0
Vehicle Release Fees	70,700	59,500	32,100	75,000	75,000	75,000	0
Administrative Citations	1,730	2,480	16,453	2,000	25,000	25,000	0
Auto Repo Fees	1,570	1,047	1,020	1,500	1,500	1,500	0
OPTS Vehicle Impound Fees	87,527	83,564	47,108	100,000	100,000	100,000	0
Total Fines and Forfeits	388,600	318,060	249,732	438,000	421,000	421,000	0
Charges for Services							
Special Police Services	93,339	77,329	60,224	90,000	90,000	90,000	0
Fire Department Service Fees	18,587	12,171	6,897	25,000	20,000	20,000	0
Engineering Fees	0	5	0	2,500	2,500	2,500	0
Rubbish Collection Fees	2,148,024	2,339,755	1,704,863	2,350,000	2,350,000	2,350,000	0
Zoning/Subdivision Fees	78,157	55,809	58,578	68,000	65,000	60,000	(5,000)
Recreation Fees	51,117	42,116	32,590	60,000	60,000	60,000	0
Program Costs- Reimbursed	43,093	53,629	22,873	25,000	25,000	25,600	600
Service Center Fees	10,509	10,801	12,826	10,000	15,000	20,000	5,000
Administrative Service Fee	0	0	0	30,000	0	0	0
Plan Checking Fees	111,916	40,579	21,136	60,000	60,000	60,000	0
General Plan Update/Maint.	11,710	0	0	5,000	0	0	0
Sale of Printed Materials	1,011	800	928	1,500	1,500	1,500	0

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11**

	07-08 Audited	08-09 Audited	09-10 Actual Thru 3/31/10	09-10 Adopted	09-10 Revised	10-11 Estimate	Increase (Decrease)
Charges for Services (cont'd)							
Notary Fees	55	90	120	250	250	250	0
Fingerprints	13,417	10,625	8,525	15,000	15,000	15,000	0
Family Fun Festival	5,043	4,465	0	0	5,000	5,000	0
Total Charges for Services	2,585,978	2,648,174	1,929,560	2,742,250	2,709,250	2,709,850	600
Miscellaneous Revenue							
Interest Income	374,460	176,040	5,528	175,000	175,000	200,000	25,000
Interest - Loans to RDA	340,450	224,325	36,324	346,440	408,996	300,000	(108,996)
Library Rentals	76,542	59,496	44,622	61,000	61,000	61,000	0
Other-SANBAG	0	0	0	91,500	91,500	22,875	(68,625)
Other-San Bernardino Co Radio Reimb.	0	0	0	54,061	54,061	0	(54,061)
Other-Target	0	0	2,000	0	2,000	0	(2,000)
Other-Kaiser Permanente/Montclair Medical Clinic	0	0	12,000	0	12,000	0	(12,000)
Other-Kids Come First	0	0	6,964	0	6,964	0	(6,964)
Sale of City Property	2,664	0	0	10,000	10,000	10,000	0
Vending Machine Proceeds	4,027	2,659	1,213	4,000	4,000	4,000	0
Anniversary Book Sales	200	140	40	200	200	200	0
Donations & Contributions	1,500	5,000	762	5,000	5,000	5,000	0
Insurance Recoveries	23,285	270	0	0	0	0	0
Reimbursed Expenditures	8,452	566,562	56,254	90,000	90,000	90,000	0
Police Range Revenue	0	1,510	2,340	3,500	3,500	3,500	0
E-waste recycling	0	0	740	0	1,000	1,000	0
Youth Center memberships	0	0	575	0	700	1,500	800
Other	99,436	120,468	104,738	105,000	130,000	130,000	0
Total Miscellaneous Revenue	931,016	1,156,470	274,100	945,701	1,055,921	829,075	(226,846)
TOTAL GENERAL FUND	28,408,739	25,589,741	13,181,137	23,411,779	23,624,667	24,476,850	852,183
GAS TAX FUND							
Section 2105	216,485	198,671	115,923	218,400	197,367	196,484	(883)
Section 2106	138,250	126,082	74,107	143,600	125,865	125,302	(563)
Section 2107	289,694	264,421	156,770	291,200	262,929	261,753	(1,176)
Section 2107.5	6,000	6,000	6,000	6,000	6,000	6,000	0
Other Gov't Grant-Safe Route to Schools	0	0	0	0	0	0	0
Other Gov't Grant-Office of Traffic Safety	1,650	0	0	0	0	0	0
Traffic Congestion Relief Program Funds	0	313,102	0	0	0	368,629	368,629
State-OES Reimbursement	0	0	0	0	0	0	0
FEEMA Reimbursement	0	0	0	0	0	0	0
Interest Income	56,129	87,743	10,766	40,000	20,000	20,000	0
TOTAL GAS FUND	708,208	996,019	363,566	699,200	612,161	978,168	366,007

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	07-08 Audited	08-09 Audited	09-10 Actual Thru 3/31/10	09-10 Adopted	09-10 Revised	10-11 Estimate	Increase (Decrease)
MEASURE I FUND							
Measure I Sales - Local	585,647	432,006	278,085	480,000	403,000	411,000	8,000
Measure I Sales - Regional	0	13,249	0	0	0	0	
Interest Income	83,706	283	(34)	2,500	300	1,000	700
TOTAL MEASURE I FUND	669,353	445,538	278,051	482,500	403,300	412,000	8,700
TRAFFIC SAFETY FUND							
C.V.C. Parking Citations	101,452	82,010	15,835	90,000	90,000	90,000	0
Other C.V.C. Fines	182,358	130,555	67,326	294,000	294,000	294,000	0
Interest Income	999	255	9	1,000	1,000	1,000	0
TOTAL TRAFFIC SAFETY FUND	284,809	212,820	83,170	385,000	385,000	385,000	0
AUTOMATED TRAFFIC ENFORCEMENT FUND							
Other C.V.C. Fines	125,362	96,036	29,833	125,000	40,000	0	(40,000)
Reimbursed Expenditures	229,520	0	0	0	0	0	0
TOTAL AUTOMATED TRAFFIC ENFORCEMENT FUND	354,882	96,036	29,833	125,000	40,000	0	(40,000)
PARK DEVELOPMENT FUND							
"Quimby Act" Fees	84,000	95,200	445,200	56,000	56,000	70,000	14,000
Govt. Grants - San Bernardino Co. Grant	36,737	0	0	0	395,000	0	(395,000)
Rental Income	3,333	15,000	10,075	15,000	15,000	15,000	0
Cellular Antenna Site Rental	22,855	21,990	18,947	22,000	22,000	22,000	0
Interest Income	3,770	733	110	1,000	300	500	200
TOTAL PARK DEVELOPMENT FUND	150,695	132,923	474,332	94,000	488,300	107,500	(380,800)
C.D.B.G. FUND							
Grant Revenue	400,652	373,365	57,305	135,150	350,535	86,742	(263,793)
TOTAL C.D.B.G. FUND	400,652	373,365	57,305	135,150	350,535	86,742	(263,793)

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	<u>Increase (Decrease)</u>
AIR QUALITY IMPROVEMENT FUND							
Vehicle Registration Fees	54,643	42,571	20,273	56,700	43,000	43,000	0
Interest Income	54	33	3	200	50	100	50
TOTAL AIR QUALITY IMPROVEMENT FUND	54,697	42,604	20,276	56,900	43,050	43,100	50
OLDER AMERICANS ACT FUND							
Nutritional Meals IIIC1	33,834	53,176	36,792	117,063	82,063	81,430	(633)
Nutritional Meals USDA	11,110	9,837	8,890	32,224	12,224	12,580	356
Contributions/Donations	29,044	29,329	20,378	38,969	27,656	27,656	0
Govt Grants - Senior Program	0	7,990	0	0	0	0	0
TOTAL OLDER AMERICANS ACT FUND	73,988	100,332	66,060	188,256	121,943	121,666	(277)
ASSET FORFEITURE FUND - STATE							
Forfeited Money/Property	0	1,034	0	0	0	0	0
Interest Income	12	61	0	0	0	0	0
TOTAL ASSET FORFEITURE FUND - STATE	12	1,095	0	0	0	0	0
PUBLIC SAFETY FUND							
Proposition 172 Sales Tax	297,555	251,436	116,778	273,600	273,600	273,600	0
Sale of City Property	0	3,000	0	0	0	0	0
Interest Income	2,044	530	18	1,000	1,000	1,000	0
TOTAL PUBLIC SAFETY FUND	299,599	254,966	116,796	274,600	274,600	274,600	0
FEDERAL ASSET FORFEITURE FUND - DOJ							
Forfeited Money/Property	0	0	0	1,000	0	1,000	1,000
TOTAL FEDERAL ASSET FORFEITURE FUND - DOJ	0	0	0	1,000	0	1,000	1,000

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	Increase (Decrease)
SECTION 11489 SUBFUND							
Interest Income	80	15	1	150	50	50	0
TOTAL SECTION 11489 SUBFUND	80	15	1	150	50	50	0
FEDERAL ASSET FORFEITURE FUND - TREASURY							
Interest Income	1	0	0	0	0	0	0
TOTAL FEDERAL ASSET FORFEITURE FUND - TREASURY	1	0	0	0	0	0	0
SCHOOL DISTRICT GRANT FUND							
Chaffey HSD Reimb.-Safe Schools	64,000	64,000	32,000	64,000	64,000	64,000	0
O.M.S.D. Grant Revenue	110,664	74,336	25,000	262,543	107,000	0	(107,000)
TOTAL SCHOOL DISTRICT GRANT FUND	174,664	138,336	57,000	326,543	171,000	64,000	(107,000)
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND							
AB 3229 Revenue	101,502	79,136	72,276	0	100,000	0	(100,000)
Interest Income	399	42	3	0	50	0	(50)
TOTAL STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	101,901	79,178	72,279	0	100,050	0	(100,050)
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND							
Law Enforcement Block Grant	22,175	0	133,277	0	133,277	0	(133,277)
Interest Income	6	0	2	0	50	0	(50)
TOTAL LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	22,181	0	133,279	0	133,327	0	(133,327)
P.C. 1202.5 CRIME PREVENTION FUND							
P.C. 1202.5 Fines	397	744	672	400	1,000	1,000	0
Interest Income	28	6	0	30	0	30	30
TOTAL CRIME PREVENTION FUND	425	750	672	430	1,000	1,030	30

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	07-08 Audited	08-09 Audited	09-10 Actual Thru 3/31/10	09-10 Adopted	09-10 Revised	10-11 Estimate	Increase (Decrease)
RECYCLING BLOCK GRANT FUND							
Govt. Grant - Beverage Container Recycling	9,474	9,607	0	10,200	5,300	0	(5,300)
Used Oil Block Grant	9,530	0	0	9,900	10,500	9,000	(1,500)
Interest Earnings	41	6	0	100	0	0	0
	19,045	9,613	0	20,200	15,800	9,000	(6,800)
TOTAL RECYCLING BLOCK GRANT FUND							
HUMAN SERVICES GRANT FUND							
Contributions-Other Gov't	1,270,723	1,561,705	467,702	1,012,819	1,012,819	1,298,605	285,786
Govt. Grants-21st Century Grant	0	22,313	90,186	64,164	134,812	0	(134,812)
Govt. Grants-Calif. Council for Humanities	0	9,000	0	0	0	0	0
Govt. Grants-Safe Schools	23,000	0	0	0	0	0	0
Govt. Grants-OMSD School Readiness	90,000	0	0	0	0	0	0
Contribution/Donations	0	26,250	24,750	0	45,000	0	(45,000)
Grants- American Cancer Society	2,400	0	0	0	0	0	0
Grants- United Way	0	68,750	34,056	0	68,112	0	(68,112)
Reimbursed Program Costs	825	0	0	0	0	0	0
Interest Income	2,748	0	0	0	0	0	0
	1,389,696	1,688,018	616,694	1,076,983	1,260,743	1,298,605	37,862
TOTAL HUMAN SERVICES GRANT FUND							
CALIFORNIA NUTRITION GRANT FUND							
Grant Revenue	32,934	14,380	64,941	73,742	111,112	66,679	(44,433)
	32,934	14,380	64,941	73,742	111,112	66,679	(44,433)
HUMAN SERVICES SPECIAL REVENUE FUND							
Govt. Grants-First 5	100,807	91,033	85,418	90,797	94,909	160,765	65,856
	100,807	91,033	85,418	90,797	94,909	160,765	65,856
TOTAL HUMAN SERVICES SPECIAL REVENUE FUND							
	100,807	91,033	85,418	90,797	94,909	160,765	65,856

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	<u>Increase (Decrease)</u>
E.M.S. - PARAMEDIC FUND							
Subscription Fees	20,790	18,772	11,698	25,500	20,000	25,500	5,500
First Responder Services	113,441	93,733	58,117	106,000	100,000	106,000	6,000
Vehicle Fluid Recovery Program	0	9,983	9,768	80,000	20,000	80,000	60,000
Contributions/Donations	830	10,360	10,200	10,000	10,200	11,000	800
Training Reimbursement	15,630	53,326	18,808	15,000	25,000	25,000	0
Govt. Grants-Homeland Security Grant	8,103	8,157	0	0	8,103	0	(8,103)
Interest Income	96	0	0	300	0	300	300
TOTAL E.M.S. - PARAMEDIC FUND	158,890	194,331	108,591	236,800	183,303	247,800	64,497
RAMONA AVE. GRADE SEPARATION							
Interest Income	0	1,281	92	0	150	0	(150)
Contribution-Other Governments(RDA)	0	0	0	0	0	0	0
TEA 21/CMAQ	0	6,831,659	3,103,117	0	5,894,801	0	(5,894,801)
TOTAL RAMONA GRADE SEPARATION	0	6,832,940	3,103,209	0	5,894,951	0	(5,894,951)
MONTE VISTA AVE. GRADE SEPARATION							
Govt. Grants - Traffic Congestion Relief	118,077	723,035	6,090,802	0	6,500,000	0	(6,500,000)
TOTAL MONTE VISTA GRADE SEPARATION	118,077	723,035	6,090,802	0	6,500,000	0	(6,500,000)
POLICE FACILITY CAPITAL PROJECT FUND							
Grants - Other/SCE	0	18,088	0	0	0	0	0
Grants - Homeland Security Grant	0	0	35,372	0	35,372	0	(35,372)
Reimbursed Expenditures	107,797	2,605,115	0	0	0	0	0
TOTAL POLICE FACILITY FUND	107,797	2,623,203	35,372	0	35,372	0	(35,372)
SENIOR/YOUTH CENTERS FUND							
Govt. Grants - San Bernardino Co. Grant	0	0	0	0	1,000,000	0	(1,000,000)
TOTAL SENIOR/YOUTH CENTERS FUND	0	0	0	0	1,000,000	0	(1,000,000)

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	Increase (Decrease)
2005 LEASE REVENUE BOND FUND							
Interest Income	1,044,675	51,085	0	1,000	0	1,000	1,000
TOTAL 2005 LEASE REVENUE BOND FUND	1,044,675	51,085	0	1,000	0	1,000	1,000
SEWER MAINTENANCE FUND							
Sewer Maintenance Fees	2,034,730	2,370,651	1,687,717	2,399,000	2,399,000	2,399,000	0
Sewer Availability Fees	997	3,646	1,608	2,500	1,692	1,692	0
Interest Income	30,566	(35,547)	8,129	52,000	10,000	40,000	30,000
Interest - Sewer Development Fees	328	52,299	21	29,000	29,000	29,000	0
Reimbursed Expenditures	0	71	0	0	0	0	0
Other	0	0	0	0	0	0	0
TOTAL SEWER MAINT. FUND	2,066,621	2,391,120	1,697,475	2,482,500	2,439,692	2,469,692	30,000
CAPITAL MAINTENANCE FUNDS							
E.R.F. Sale of City of Property	16,251	2,533	4,545	0	4,545	0	(4,545)
E.R.F. Interest Income	25,964	29,246	8,202	20,000	20,000	20,000	0
Infrastructure Fund-Prop 1B Bond Funds	589,040	0	0	0	0	0	0
Infrastructure Fund Interest Income	500	2,829	9,520	500	12,000	12,000	0
TOTAL CAPITAL MAINTENANCE FUNDS	631,755	34,608	22,267	20,500	36,545	32,000	(4,545)
REFUSE PROGRAM IMPOUND FUND							
Miscellaneous Income	0	0	0	105,500	0	76,074	76,074
Interest Income	37	(17)	(34)	10,000	100	1,000	900
TOTAL REFUSE PROGRAM IMPOUND FUND	37	(17)	(34)	115,500	100	77,074	76,974
YOUTH SPONSORSHIP FUND							
Interest Income	0	(17,616)	0	1,800	15,000	15,000	0
Contributions/Donations	12,218	8,421	0	10,000	10,000	10,000	0
TOTAL YOUTH SPONSORSHIP FUND	12,218	(9,195)	0	11,800	25,000	25,000	0

NOTE: 09-10 Adopted column reflects adjustments authorized up to March 31, 2010.

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2007-2008 THROUGH 2010-11**

	<u>07-08 Audited</u>	<u>08-09 Audited</u>	<u>09-10 Actual Thru 3/31/10</u>	<u>09-10 Adopted</u>	<u>09-10 Revised</u>	<u>10-11 Estimate</u>	<u>Increase (Decrease)</u>
CONTINGENCY FUND							
Interest Income	94,892	180,007	54,788	100,000	100,000	100,000	0
TOTAL CONTINGENCY FUND	94,892	180,007	54,788	100,000	100,000	100,000	0
CITY FACILITIES IMPROVEMENT FUND							
Contributions-Other Govts/Westnet	0	0	148,000	0	148,000	0	(148,000)
Interest Income	30,636	1,851	6,365	30,000	30,000	30,000	0
TOTAL CITY FACILITIES IMPROVEMENT	30,636	1,851	154,365	30,000	178,000	30,000	(148,000)
	<u>37,512,966</u>	<u>43,289,730</u>	<u>26,967,645</u>	<u>30,440,330</u>	<u>44,624,510</u>	<u>31,469,321</u>	<u>(13,155,189)</u>

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

Adopted FY 2009-10 budget includes adjustments authorized by City Council on February 16, 2010. FY 2009-10 revised estimates were based upon data available at March 31, 2010.

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 Estimates FY 2009-10 estimate is based on San Bernardino County property tax estimates, a 5.4 percent decrease over FY 2008-09 due to anticipated foreclosures per the City's property tax consultant, and a reduction of 8 percent of all property tax received as a Proposition 1A property tax transfer to the State of \$647,742. FY 2010-11 estimate is based on San Bernardino County property tax estimates with a 1 percent decrease, a continuation of the 5.4 percent decrease over FY 2008-09 due to anticipated foreclosures per the City's property tax consultant, and the restoration of the reduction of 8 percent of all property tax received as a Proposition 1A property tax transfer to the State of \$647,742 included in FY 2009-10.

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 Estimates FY 2009-10 and FY 2010-11 estimates are based upon City's share of \$1 unsecured property tax levy furnished by San Bernardino County.

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, .75% is allocated to SANBAG for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State. Effective July 1, 2004, the City's General Fund portion was reduced to .75% with the remaining .25% being reallocated to the State to help fund the State's \$15 million deficit reducing bond issuance. The reallocation of sales tax revenue is expected to continue until the deficit reducing bond issuance is fully financed which is predicted to be approximately 9 to 14 years.

Basis for Estimates Actual receipts through March 31, 2010 include the holiday quarter and reflect a 6.7 percent decrease over the same nine month period in FY 2008-09 when adjusted for the .25 percent diversion of sales tax revenue to the state. FY 2009-10 estimate anticipates an overall 7 percent decrease in sales tax receipts over FY 2008-09. FY 2010-11 estimate reflects a 2 percent increase due to a leveling off of the erosion in the economy with an anticipated increase over 2009-10 and a .25% reduction due to the diversion of sales tax as dictated by the State.

Sales Tax Compensation

Description Effective July 1, 2004, the City's General Fund sales tax allocation of 1% of the 7.75% levy portion was reduced to .75% with the remaining .25% being reallocated to the State to help fund the State's \$15 million deficit reducing bond issuance. To make sure local governments remain financially whole as a result of the reallocation, the State reimburses local governments dollar-for-dollar by backfilling the .25% loss with property tax money in the Educational Revenue Augmentation Fund (ERAF). The amount received as backfill from ERAF will be based solely on sales tax generation and does not reflect property tax growth. The backfill payments will be paid semiannually in January and May. The reallocation of sales tax revenue and the ERAF backfill is expected to continue until the deficit reducing bond issuance is fully financed which is predicted to be approximately 9 to 13 years.

Basis for Estimates FY 2009-10 estimate is based on information received from the State of California Department of Finance. FY 2010-11 estimate is based on .25% of the gross estimated sales tax revenue for the City.

Transaction and Use Tax

Description On November 2, 2004, the electorate of the City approved Measure F, authorizing a 0.25 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered with 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.

Basis for Estimates FY 2009-10 estimate reflects three quarters of actual collection experience and anticipated revenue for the last quarter of the current fiscal year. FY 2010-11 estimate is based on prior year experience, our consultants estimate, and reflects a 2 percent increase due to a leveling off of the erosion in the economy with an anticipated increase over 2009-10.

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 Estimates FY 2009-10 estimate and FY 2010-11 estimate are based upon City's actual collection experience for the most recent four quarters.

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 Estimates Balance as of March 31, 2010 reflects eight monthly allocations only. FY 2009-10 revised estimate and FY 2010-11 estimate are based upon collection experience over the last four quarters.

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, Time Warner Cable, Verizon, and Burrtec Waste Industries, Inc.

Basis for Estimates FY 2009-10 revised estimate is primarily due to Verizon, the newest payer of franchise fees to the City of Montclair. FY 2010-11 estimate is based on Calendar Year 2009 actuals from Southern California Gas, Southern California Edison, Time Warner Cable, Golden State Water Company, Verizon, and Burrtec Waste Industries.

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 Estimates City has received \$450,189 in business license taxes as of March 31, 2010. This amount reflects a 14 percent decrease over the same period in FY 2008-09. FY 2010-11 estimate is based on current budget projection, a continued erosion of the reported effects of the economy, and compliance monitoring.

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 Estimates The FY 2009-10 revised estimate reflects an increase in various miscellaneous payers. The FY 2010-11 estimate reflects a modest increase due to increase in gas prices effective April 1, 2010.

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 Estimates FY 2009-10 revised estimate and FY 2010-11 estimate are 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 Estimates The FY 2009-10 estimate reflects the results of the continuing effort to audit businesses and residential homes within the City with alarm systems. FY 2010-11 estimate reflects continuing efforts to review businesses and residential homes within the City who have alarm systems and anticipated new permits for new owner occupied residences/businesses due to property turnovers.

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 Estimates FY 2009-10 estimate is based on prior history. FY 2010-11 estimate is based on prior history adjusted for new construction related to improvements on Mission Blvd., Montclair Plaza construction, and new construction on the corner of Monte Vista and Moreno Street.

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 the California's 1998 budget agreement, the VLF was originally reduced by 25%, with the potential for future reductions or offsets, up to 67.5% depending on growth in the state's General Fund. Under the state's backfill plan, cities and counties were to continue receiving the same revenues as under prior law, with the reduced VLF offset replaced by the state's General Fund. This replacement component is known as the "VLF backfill." For renewals starting in calendar year 2001, vehicle owners received the maximum 67.5% reduction in vehicle license fees. As part of the state 2004 Budget, the "backfill" from the state's General Fund was replaced with County property tax moneys in (ERAF funds) payable in January and May of each year.

Basis for Estimates FY 2009-10 revised estimate reflects VLF funds only. The VLF swap is relocated under the property tax section in accordance with generally accepted accounting principals. FY 2010-11 estimate reflects a 2 percent increase in the VLF base amount related to the annual growth in the assessed valuation in the City.

Property Tax Loss Relief

Description The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.

Basis for Estimates FY 2009-10 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2010-11 estimate assumes no change to current budget.

P.O.S.T. Reimbursements

Description The Commission on Peace Officer Standards and Training reimburses cities for a portion of expenditures incurred by police officers while attending POST approved training courses.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon recent collection experience and peace officer standards and training courses located in the Police Department's budget.

S.B. 90 Reimbursements

Description Legislation passed in 1972 provides that the State will reimburse cities for mandated costs. The requirement was made part of the Constitution in 1979 after approval of Proposition 4. Prior to FY 2002-03, the City had received reimbursement for treasurer's reports, fire fighter clothing, domestic violence and missing person reports and for the costs incurred in claiming the SB 90 reimbursements. In November of 2004, voters approved Proposition 1A, a constitutional amendment for local government finances. Proposition 1A required that a mandate be either fully funded or suspend the mandate's requirement for the fiscal year. FY 2002-03, FY 2003-04, and FY 2004-05 mandated reimbursements were deferred with interest to future fiscal years.

Basis for Estimates FY 2009-10 estimate is based on actual payments received through March 31 and estimated reimbursements. FY 2010-11 estimate is based upon anticipated reimbursements in accordance with Proposition 1A.

Court Fines

Description Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon actual collection experience for twelve months.

Parking Citations

Description Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.

Basis for Estimates FY 2008-09 revised estimate and FY 2009-10 estimate are based upon actual collection experience for twelve months ending March 31, 2010.

Special Police Services

Description Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon actual collection experience.

Fire Department Service Fees

Description Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.

Basis for Estimates FY 2009-10 revised estimate and FY 2010-11 estimate are based upon actual collection experience for twelve months.

Rubbish Collection Fees

Description Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based on actual collection experience, reduction due to bad debts, and a monthly rates of \$22.51 for residents and \$18.01 for seniors which became effective July 1, 2009 in accordance with Ordinance No. 07-2681. The senior citizen discounts were authorized by City Council, June 21, 1993 and were increased to 20% on January 18, 2000.

Zoning/Subdivision Fees

Description Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.

Basis for Estimates FY 2009-10 revised estimate and the FY 2010-11 estimate were obtained from the City Planning Division.

Recreation Fees

Description The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon actual collection experience for the most recent twelve months plus an expected increase due to a greater exposure via the internet of Human Services' recreational activities.

Program Costs-Reimbursed

Description The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.

Basis for Estimates FY 2010-11 estimate is based upon City's anticipated participation charged to account 1001-4781-528700-400.

Service Center Fees

Description Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.

Basis for Estimates FY 2009-10 revised estimate and FY 2010-11 estimate are based upon actual collection experience for twelve months. FY 2010-11 estimate assumes an increase related to increased demand.

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 Estimates FY 2010-11 estimate is partially based upon plan or map checking services charged to account 1001-4641-52270-400.

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 Estimates FY 2010-11 is based on an assumed average interest rate of 2.5 percent on governmental securities, certificate of deposits, and 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.

Interest - Loans to RDA

Description The City loans funds to the redevelopment agency to finance both operating and capital project expenditures. The interest rate on the loans is 12 percent which is the maximum rate permitted by law. Loans are repaid when property tax increment becomes available in the redevelopment agency project areas.

Basis for Estimates FY 2009-10 revised estimate is based upon calculation of interest on all loan balances outstanding as of December 2009. FY 2010-11 is based upon loan repayment estimates and current outstanding balances.

Library Rentals

Description San Bernardino County leases the library building from the City in accordance with SB Co. Agmt. No. 07-147. The contract provides for a lease term of 10 years ending in October 2017 with two five-year options to extend. Lease agreement quarter rent is currently \$15,250. This amount is subject to annual adjustment for cost of utilities.

Basis for Estimates FY 2010-11 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 Estimates FY 2010-11 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 Estimates FY 2009-10 and FY 2010-11 estimates are 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 monthly a fixed apportionment of \$400. Taxes received pursuant to Section 2106 are restricted to street purpose expenditures.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are 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 \$.0259 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 Estimates FY 2009-10 and FY 2010-11 estimates are 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 Estimates FY 2009-10 and FY 2010-11 estimates are based upon amounts authorized by Section 2107.5 of the Streets and Highways Code.

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 Program adopted by resolution of the local jurisdiction.

Basis for Estimates FY 2009-09 estimate is based upon actual collection experience. FY 2010-11 estimate is anticipates a 2 percent increase over FY 2009-10.

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 Estimates FY 2009-10 revised estimate and FY 2010-11 estimate reflect a State regulation which prohibits issuance of tickets for expired registration on parked vehicles and 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 Estimates FY 2009-10 and FY 2010-11 estimates are 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 Estimates FY 2010-11 estimate was obtained from the City Planning Division.

Rental Income

Description Includes rental payments on residence at 11244 Vernon Avenue purchased by the City in 1991.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon a month to month rental agreement of \$1,250 with property tenant.

Cellular Ant. Site Rental

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

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are 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 expenditure for housing, public safety and economic development within low-income target areas.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based upon projected expenditures during the respective fiscal years. The CDBG Fund is

operated on a cost reimbursement basis. FY 2009-10 includes \$35,000 for Graffiti Abatement, \$72,000 for Vernon Sidewalk Improvements, \$20,000 for Pedestrian Ramp and Sidewalk Improvements, and \$8,150 for the bus transportation program. FY 2010-11 estimate includes \$55,000 for Graffiti Abatement and \$31,742 for the bus transportation program.

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 Estimates FY 2009-10 and FY 2010-11 estimates are 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 Estimates FY 2009-10 and FY 2010-11 estimates are zero because the City has not received notice of significant asset forfeiture revenues allocable to the City.

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 Estimates FY 2010-11 estimates anticipate no growth over FY 2009-10.

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 Estimates FY 2010-11 estimate is based upon an estimate of 900 subscribers at the current rate of \$24 per household. The estimate also includes 29 businesses with 15 employees or less at \$50 per year and 12 businesses with 16 employees or more at \$100 per year.

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 residence at no cost.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are 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. Ordinance No. 07-890 increased the rate to \$13.29 effective July 1, 2007. Prior to Fiscal Year 2007-08 the rate was \$9.54 since January 1, 1993. Ordinance No. 07-2681 increased the

rate to \$15.67 effective July 1, 2009. In accordance with Ordinance No. 07-890, the rate will increase to \$16.23 effective July1, 2010.

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based on the monthly rate of \$15.67 and \$16.23, respectively.

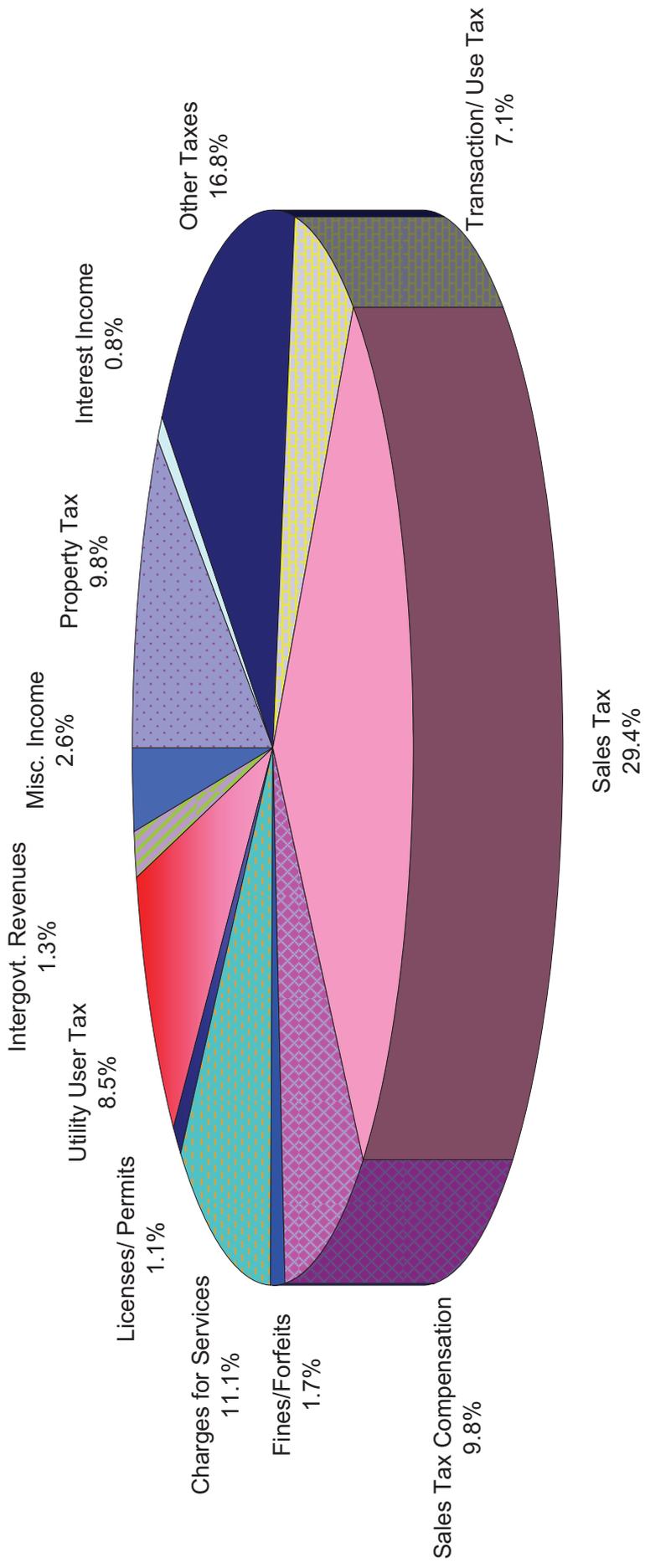
Sewer Availability Fees

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

Basis for Estimates FY 2009-10 and FY 2010-11 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

CITY OF MONTCLAIR
2010-11 General Fund Revenues
By Source

Total Budget - \$24,476,850



CITY OF MONTCLAIR
 CAPITAL IMPROVEMENT BUDGET
 FISCAL YEAR 2010-11

	FUNDING SOURCE
	TOTAL APPROPRIATION

Project #	Description	Gas Tax	Measure I	Park Development	City Facilities	Other Funds	All Funds
<u>Street Improvements</u>							
1-07-3	Cycle II, Phase VII - Asphalt Overlay	500,000	0	-	-	0	500,000
	Total Street Improvements	500,000	0	0	0	0	500,000
TOTAL CAPITAL IMPROVEMENTS BUDGET		500,000	0	0	0	0	500,000

**CITY OF MONTCLAIR
CAPITAL IMPROVEMENT BUDGET
FISCAL YEAR 2010-11**

PROJECT #	PROJECT TITLE	PROJECT DESCRIPTIONS
1-07-3	Cycle II, Phase VII - Asphalt Overlay	This project would place an asphalt overlay on residential streets generally bounded by Central Avenue on the west, Orchard Street on the north, Benson Avenue on the east, and State Street on the south.

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2008-09 THROUGH 2010-11

FUND	FY 2008-09	FY 2009-10	FY 2010-11
General Fund	29,205,526	26,408,843	25,265,567
Gas Tax	1,600	753,768	832,906
Traffic Enforcement	252,000	252,000	0
Park Development	13,200	13,200	13,200
C.D.B.G.	48,150	43,150	86,742
Air Quality Improvement Trust	6,866	56,841	12,703
Older American	115,409	188,256	189,608
OCJP Fund	0	0	0
"Prop 172" Public Safety	149,759	468,781	303,883
Federal Asset Forfeiture	1,000	1,000	1,000
Asset Forfeiture - Treasury	0	0	0
School District Grant	314,547	326,543	63,869
State Supplemental Law Enforcement	0	0	169,432
LLE Block Grant	0	0	0
Used Oil Recycling Grant	20,200	20,200	5,000
Human Services Grant	1,697,750	1,076,983	1,309,444
California Nutrition Grant	73,897	73,742	66,679
Human Services Special Revenue	92,797	90,797	150,046
EMS - Paramedic	132,454	236,544	247,800
Sewer Maintenance	2,382,003	2,608,505	2,659,151
Equipment Replacement	84,860	225,000	123,600
Refuse Impound	142,569	115,401	77,074
TOTAL	34,734,587	32,959,554	31,577,704

Note: This report does not reflect the Indirect Staff Charges which total 403,485 for FY 2010-11.

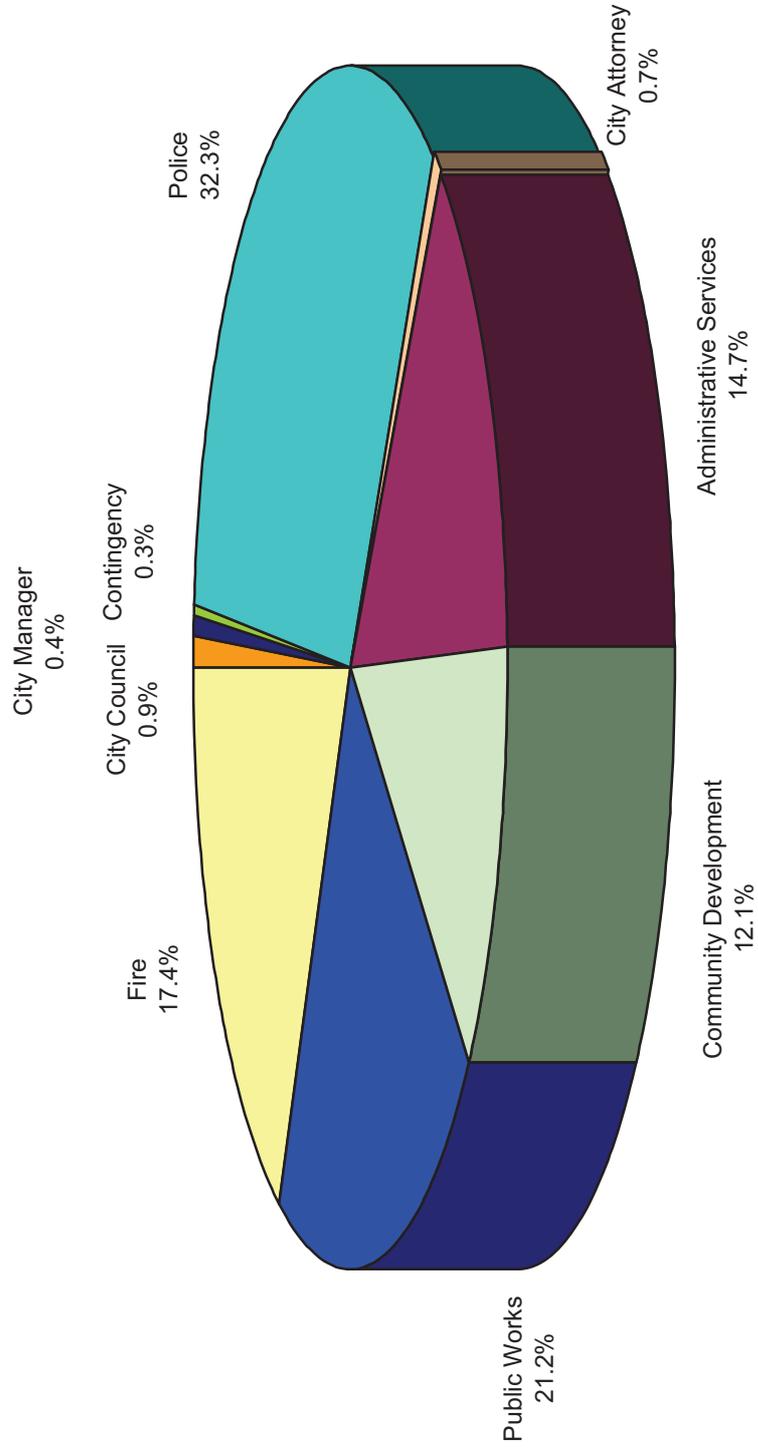
CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2006-07 THROUGH 2010-11

	Budgeted 2006-07	Budgeted 2007-08	Budgeted 2008-09	Budgeted 2009-10	Budgeted 2010-11
City Council	\$ 551,273	\$ 451,422	\$ 415,965	\$ 319,189	\$ 303,956
City Manager	314,241	356,899	351,776	299,762	141,706
Administrative Services	5,371,574	5,373,579	5,481,439	5,025,744	4,709,276
Police	10,878,985	11,396,558	11,197,401	11,180,465	10,357,492
Fire	6,087,421	6,253,687	6,039,635	5,674,065	5,579,925
Public Works	6,599,601	6,956,967	6,944,326	6,918,766	6,789,107
Community Development	3,387,594	4,637,618	4,442,246	3,735,457	3,891,021
City Attorney	255,115	230,302	216,621	218,393	208,706
Contingency	300,000	300,000	200,000	100,000	100,000
TOTAL OPERATING BUDGET	\$ 33,745,804	\$ 35,957,032	\$ 35,289,409	\$ 33,471,841	\$ 32,081,189

NOTE: FY 2009-10 Budget includes all appropriations authorized through March 31, 2010. Appropriations for FY 2006-07 through 2008-09 represent final recorded budgets.

**CITY OF MONTCLAIR
2010-11 Operating Budget
By Department**

Total Budget - \$32,081,189



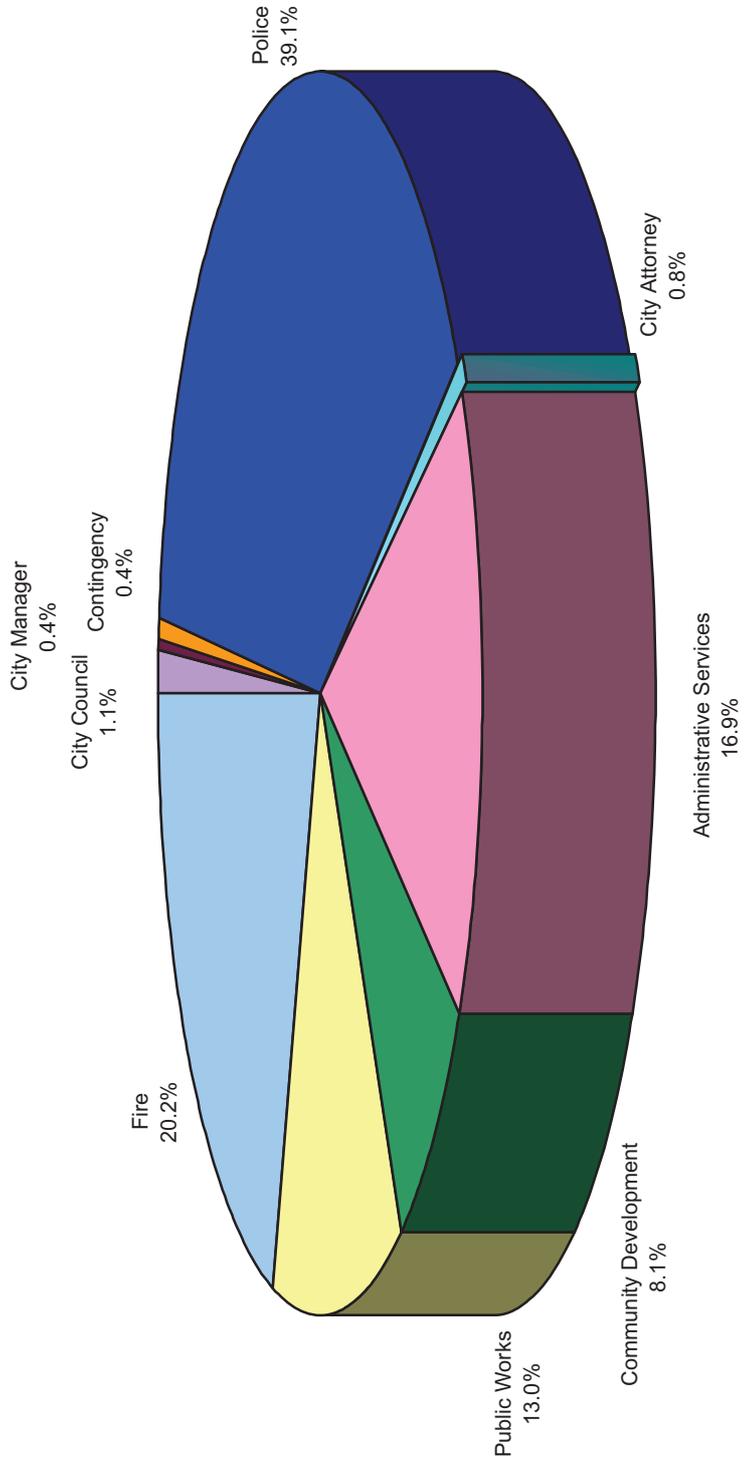
Note: This does not reflect the Indirect Staff Charges.

**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2010-11**

	City Council	City Manager	Admin. Services	Police	Fire	Public Works	Community Development	City Attorney	Contingency	City/RDA Total	Indirect Staff Charges	Grand Total
General Fund	270,441	110,231	4,262,514	9,912,491	5,112,217	3,303,406	2,061,428	208,706	100,000	25,341,434	-	25,341,434
Gas Tax			1,600			831,306				832,906	-	832,906
Traffic Enforcement										0	-	0
Park Development						13,200				13,200	-	13,200
C.D.B.G.						55,000	31,742			86,742	-	86,742
Air Quality Improvement Trust							12,703			12,703	-	12,703
Older American							189,608			189,608	-	189,608
OC-JP Fund										0	-	0
"Prop. 172" Public Safety				88,100	215,783					303,883	-	303,883
Federal Asset Forfeiture			1,000							1,000	-	1,000
OMSD Grant				63,869						63,869	-	63,869
State Supplemental Law Enforcement				169,432						169,432	-	169,432
LLE Block Grant										0	-	0
Recycling Block Grant Fund			5,000							5,000	-	5,000
Energy Efficiency Block Grant Fund							24,133			24,133	-	24,133
Human Services Grant							1,309,444			1,309,444	-	1,309,444
California Nutrition Grant Fund							66,679			66,679	-	66,679
Human Services Special Revenue							150,046			150,046	-	150,046
E.M.S. - Paramedic								247,800		247,800	-	247,800
Sewer Maintenance			72,956			2,586,195				2,659,151	-	2,659,151
Equipment Replacement				123,600						123,600	-	123,600
Refuse Impound										77,074	-	77,074
TOTAL - CITY	270,441	110,231	4,416,019	10,357,492	5,579,925	6,789,107	3,845,783	208,706	100,000	31,677,704	-	31,677,704
Indirect Staff Charges												
Sewer Fund	20,109	18,885	175,954	-	-	-	-	-	-	214,948	(214,948)	-
Other Agencies - RDA	13,406	12,590	117,303	-	-	-	45,238	-	-	188,537	(188,537)	-
	33,515	31,475	293,257	-	-	-	45,238	-	-	403,485	(403,485)	-
TOTAL - CITY/OTHER AGENCIES	303,956	141,706	4,709,276	10,357,492	5,579,925	6,789,107	3,891,021	208,706	100,000	32,081,189	(403,485)	31,677,704

CITY OF MONTCLAIR 2010-11 General Fund Operating Budget By Department

Total Budget - \$25,341,434



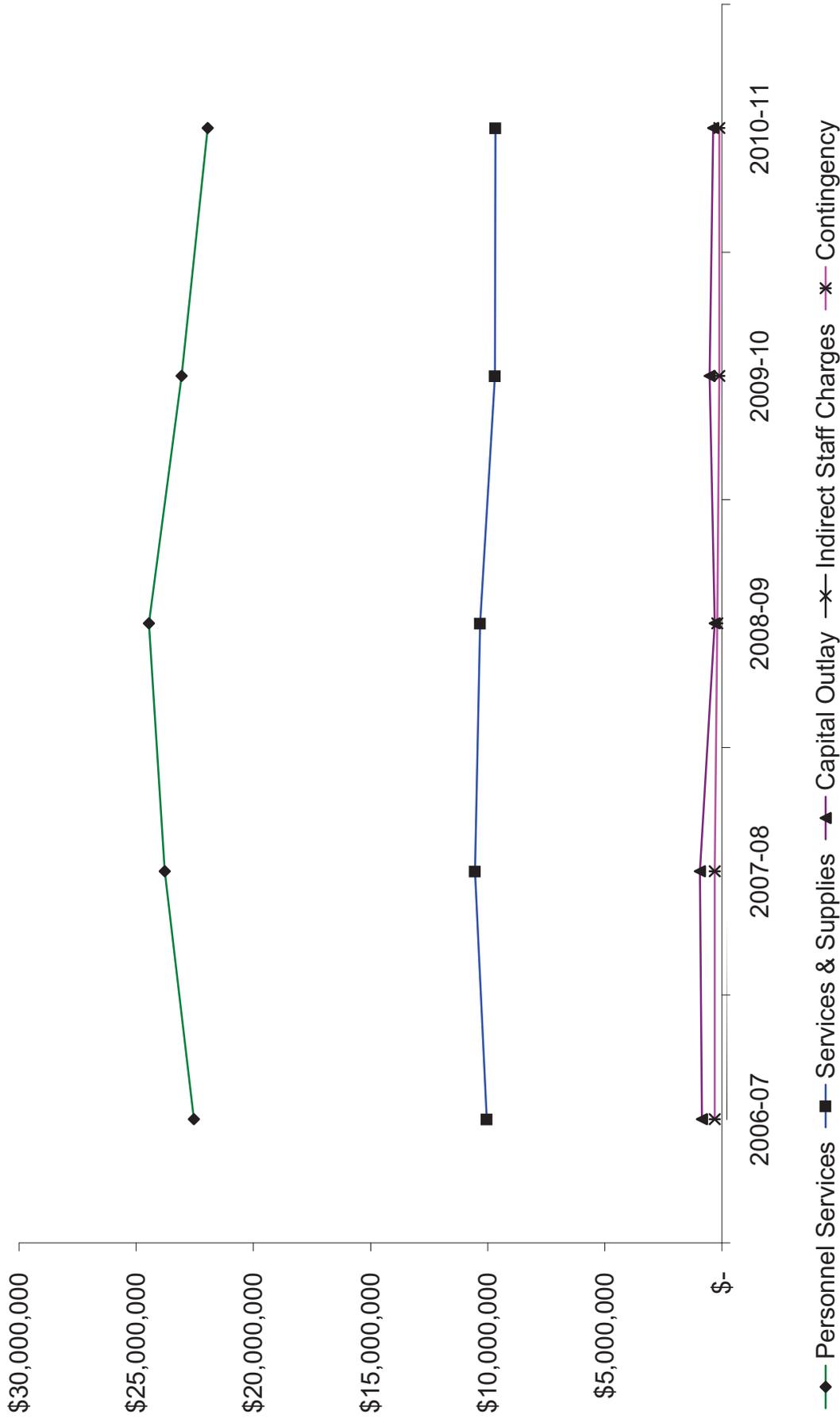
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2010-11**

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Indirect Staff Charges	Total
City Council	0.00	\$ 125,737	\$ 178,219	\$ 0	\$ (33,515)	\$ 270,441
City Manager	0.30	99,201	42,505	0	(31,475)	110,231
Administrative Services	20.45	1,716,078	2,897,198	96,000	(293,257)	4,416,019
Police	84.13	9,161,680	1,072,212	123,600		10,357,492
Fire	40.62	5,053,784	526,141	0		5,579,925
Public Works	38.60	2,856,851	3,770,256	162,000	(45,238)	6,789,107
Community Development	31.00	2,903,559	987,462	0		3,845,783
City Attorney	0.00	27,606	181,100	0		208,706
Sub-totals	215.10 *	\$ 21,944,496	9,655,093	381,600	(403,485)	31,577,704
Contingency						100,000
TOTAL OPERATING BUDGET		21,944,496	9,655,093	381,600	(403,485)	31,677,704

* Full-Time Employees:

City	215.10
RDA	8.70
MHC	2.20
	<u>226.00</u>

CITY OF MONTCLAIR
Operating Budgets 2006-07 to 2010-11
Annual Increase (Decrease) By Object Class



**CITY OF MONTCLAIR
FY 2010-11 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT**

<u>Department</u>	<u>Adopted 2008-09</u>	<u>Adopted 2009-10</u>	<u>Adopted 2010-11</u>
City Council	0.00	0.00	0.00
City Manager	1.50	1.50	0.30
Administrative Services			
Administration	1.28	1.25	1.25
Financial Services	6.47	5.95	5.65
Solid Waste	3.12	3.15	2.15
City Clerk	1.50	1.50	1.45
Personnel/Risk Management	3.90	4.00	4.80
Information Technology	3.80	3.80	3.60
Central Services	1.10	1.05	1.00
Records Retention	0.55	0.55	0.55
Department Total	21.72	21.25	20.45
Police			
Administration	2.13	2.13	2.13
Support Services	1.75	1.75	1.70
Technical Services	1.25	1.25	0.00
Records	10.10	10.10	9.15
Investigations	12.65	12.65	12.40
Uniform Patrol	48.70	48.70	49.50
Communications	9.30	9.30	9.15
Volunteer Services	0.25	0.25	0.10
Department Total	86.13	86.13	84.13
Fire			
Administration	2.12	2.12	2.12
Fire Prevention	3.10	2.60	4.60
Emergency Services	29.00	29.00	28.17
Personnel Development	0.67	0.67	1.00
Equipment Maintenance	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
Code Enforcement	5.40	4.90	3.40
EMS-Paramedics	0.83	0.83	0.83
Department Total	41.62	40.62	40.62

**CITY OF MONTCLAIR
FY 2010-11 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT**

<u>Department</u>	<u>Adopted 2008-09</u>	<u>Adopted 2009-10</u>	<u>Adopted 2010-11</u>
Public Works			
Engineering Management	1.55	1.55	2.50
Public Works Inspection	1.05	1.05	1.00
Traffic Safety Engineering	0.10	0.10	0.05
Graffiti Abatement	2.20	2.20	2.20
Street Maintenance	6.85	6.45	5.55
Signing & Painting	1.20	1.20	1.20
Street Sweeping	2.15	2.15	2.20
Park Maintenance	6.45	6.45	6.55
Tree Maintenance	0.15	0.15	0.20
Vehicle Maintenance	2.20	2.20	2.20
Sewer Maintenance	7.70	8.10	8.10
Building Maintenance	1.15	1.15	0.95
Heating & Air Conditioning	0.85	0.85	0.80
Janitorial Services	5.15	5.15	5.10
Department Total	38.75	38.75	38.60
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.85	1.85	1.60
Current Planning	1.95	1.95	2.45
Advance Planning	1.00	1.00	0.75
Field Inspection	1.75	2.00	2.00
Plan Check	0.75	1.00	1.00
Operations	1.00	1.00	1.00
Recreation	14.05	15.05	18.05
Service Center	1.45	1.25	1.25
Senior Citizens	1.25	1.05	1.05
Nutritional Meals	0.65	0.45	0.45
Health Education	1.40	1.20	1.20
Children/Family Comm.	1.40	1.20	0.20
Department Total	28.50	29.00	31.00
City Attorney	0.00	0.00	0.00
Total - All Departments	218.22	217.25	215.10

(RDA - 8.70 & MHC - 2.20)

RESOLUTION NO. 10-2848

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2010-11 BUDGET

WHEREAS, the City Manager has submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2010-11 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 has duly reviewed the proposed budget at a meeting open to the public on June 21, 2010.

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 2010-11.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2011-12 for all outstanding purchase orders and unexecuted contracts as of June 30, 2011, for which a valid appropriation exists.

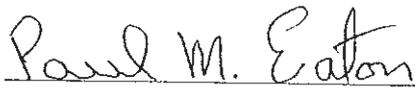
BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2011-12 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2011.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2011-12 for all grants included in the adopted budget that have not been completed as of June 30, 2011.

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

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

APPROVED AND ADOPTED this 21st day of June, 2010



Mayor

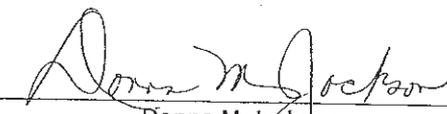
ATTEST:



City Clerk

I, Donna M. Jackson, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 10-2848 was duly adopted by the City Council of said city and was approved by the Mayor of said City at a regular meeting of said City Council, held on the 21st day of June, 2010, and that it was adopted by the following vote, to-wit:

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



Donna M. Jackson
City Clerk

CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2010-11

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 2010-11 is \$275,174,414.

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 2010-11 is \$20,649,542 and is supported by the analysis below.

General Fund Appropriations Budget		\$	25,365,567
Less: Estimated Non-Proceeds of Taxes			
Franchises	\$		607,000
Licenses & Permits			273,000
Fines & Forfeits			421,000
POST Reimbursements			18,175
Other Intergovernmental Reimbursements			95,000
Charges for Services			2,709,850
Miscellaneous			
Rental Income			61,000
Sale of City Property			10,000
Other			130,000
Transfers-In ¹			391,000
			4,716,025
Appropriations Budget Financed by Taxes			\$ 20,649,542

¹ Includes \$6,000 from Gas Tax Fund and \$385,000 from Traffic Safety Fund.

NOTE: Legislation governing implementation of Article 13-B defines subventions from the State (e.g. Motor Vehicle In-Lieu Taxes, Homeowner's Property Tax Relief) and interest earned on taxes and subventions as "proceeds of taxes."

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

The Mayor and City Council Members are elected at-large to sit as the legislative body of the City; develop public policy; promote public welfare; pursue interests of the public; establish organizational goals; authorize fiscal priorities; supervise the services of the City Attorney and day-to-day performance of the City Manager; represent the City's interests before regional, state, and federal agencies; adopt appropriate legislative initiatives; and serve as Directors of the Redevelopment Agency, Housing Corporation, and Finance Authority.

For Fiscal Year 2010-11, the City Council Program is projected to achieve a 7.4 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10; and a 4.8 percent overall reduction.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	126,675	125,737	125,737	125,737
Services and Supplies	192,514	178,219	178,219	178,219
Capital Outlay	0	0	0	0
Total	319,189	303,956	303,956	303,956

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

General Fund	280,504	270,441	270,441	270,441
RDA - Indirect Staff Charges	14,975	13,406	13,406	13,406
Sewer Maintenance Fund – Indirect Staff Charges	23,710	20,109	20,109	20,109
Total	319,189	303,956	303,956	303,956

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the Council; 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. Annually 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 Action Committee, and other Council-established oversight committees.
13. Reorganize City Council standing committees after each biannual election.
14. In addition to City Council duties, act as the Board of Directors for the Redevelopment Agency, 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 actions.
17. Serve on City Council subcommittees.
18. Achieve a minimum 5 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10.

Personnel Services - \$125,737

Salary requests are for: Mayor (1.00) - \$12,504; Council Members (4.00) - \$35,616. Cost allocations are as follows: part-time salaries - \$48,120; benefits - \$77,617.

Services and Supplies - \$178,219

Funding requested is for: service awards - \$1,400; books and periodicals - \$241; publication and advertising - \$2,500; community benefits - \$24,000; dues and memberships - \$20,491; travel and meetings - \$19,920; mileage/auto allowance - \$7,800; special consulting services - \$58,500; telephone service - \$849; electric service - \$6,727; natural gas service - \$248; special contract services - \$15,000; vocational training - \$2,500; general liability insurance - \$1,696; other insurance - \$1,947; small equipment - \$300; cellular phone service - \$1,400; miscellaneous expenditures - \$12,700.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Manager		4202 City Manager

Overview

The City Manager/Public Safety Director 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/Public Safety Director implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, RDA, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Redevelopment Agency, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager/Public Safety Director monitors the performance of the City Attorney and directly supervises heads of each City department.

For Fiscal Year 2010-11, the City Manager Program is projected to achieve a 17.0 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10; and a 52.7 percent overall reduction.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	248,552	99,201	99,201	99,201
Services and Supplies	46,210	42,505	42,505	42,505
Capital Outlay	5,000	0	0	0
Total	299,762	141,706	141,706	141,706

Personnel Authorized	1.50 (FT)	.30 (FT)	.30 (FT)	.30 (FT)
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Source of Funds

General Fund	267,047	110,231	110,231	110,231
RDA - Indirect Staff Charges	12,664	12,590	12,590	12,590
Sewer Maint. Fund - Indirect Staff Charges	20,051	18,885	18,885	18,885
Total	299,762	141,706	141,706	141,706

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Serve as the City, RDA, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's annual 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/Public Safety 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 government.
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, Redevelopment Agency, 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.
16. Oversee development and construction of new senior and youth centers.
17. Oversee the Public Information Officer program.
18. Oversee the legislative advocate program.
19. Direct completion of specified Capital Improvement Plan (CIP) projects.
20. Achieve a minimum 5 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10.

Personnel Services - \$99,201

Salary requests are for: City Manager/Public Safety Director (.30) - \$65,999. Cost allocations are as follows: full-time salaries - \$65,999; benefits - \$33,202.

Services and Supplies - \$42,505

Funding requested is for: books and periodicals - \$195; community benefits - \$10,000; dues and memberships - \$1,160; travel and meetings - \$7,000; mileage/auto allowance - \$5,478; special consulting services - \$5,000; telephone service - \$889; electric service - \$450; natural gas service - \$16; special contract services - \$5,000; general liability - \$1,595; other insurance - \$2,572; small equipment - \$350; cellular phone - \$550; miscellaneous - \$2,250.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

The Administrative Services Department consists of eight separate programs: (1) Administration provides general management oversight of the Department and assists the City Manager with day-to-day management of the organization; (2) Finance addresses the organization's fiduciary obligations, provides appropriate fiscal management, offers traditional finance-related services, and produces budget-related documents—including annual budgets, capital improvement plans, and investment policies for the City, Redevelopment Agency, and Housing Corporation; (3) Solid Waste administers utility billing services, recycling programs, and refuse-related services; (4) City Clerk provides election services and preparation of City Council agendas/minutes; (5) Personnel/Risk Management oversees recruitments, labor relations, claims and risk management administration, employee training and wellness, and benefits administration; (6) Information Technology provides for technological needs including research/assessment/development, multi-media services, and hardware/software/network maintenance; (7) Central Services provides for community-related contract services, office equipment maintenance, duplication and mail services, and office supplies; and (8) Records Retention manages document retention/archiving/destruction services.

For Fiscal Year 2010-11, the Administrative Services Department is projected to achieve a 5.7 percent overall reduction in personnel, travel and training, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,005,760	1,716,078	1,716,078	1,716,078
Services and Supplies	2,936,484	2,896,138	2,897,198	2,897,198
Capital Outlay	111,701	138,890	96,000	96,000
Total	5,053,945	4,751,106	4,709,276	4,709,276
Personnel Authorized	22.30 (FT) 9.00 (PT)	20.45 (FT) 8.00 (PT)	20.45 (FT) 8.00 (PT)	20.45 (FT) 8.00 (PT)
Department Distribution				
Administration	165,492	113,288	111,548	111,548
Financial Services	640,782	603,690	603,690	603,690
Solid Waste	2,232,826	2,061,705	2,061,705	2,061,705
City Clerk	191,464	179,850	179,850	179,850
Personnel/Risk Mgmt.	539,587	499,224	499,224	499,224
Information Tech. Services	755,465	741,256	714,956	714,956
Central Services	443,143	465,676	451,886	451,886
Records Retention	85,186	86,417	86,417	86,417
Total	5,053,945	4,751,106	4,709,276	4,709,276
Source of Funds				
General Fund	4,427,701	4,304,344	4,262,514	4,262,514
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,600	1,600	1,600	1,600
RDA - Indirect Staff Charges	116,368	117,303	117,303	117,303
Sewer Maint. - Indirect Staff Chgs.	184,250	175,954	175,954	175,954
Sewer Maint. Fund	190,925	72,956	72,956	72,956
Refuse Impound Fund	111,901	72,949	72,949	72,949
Recycling Grant Fund	20,200	5,000	5,000	5,000
Total	5,053,945	4,751,106	4,709,276	4,709,276

PROGRAM BUDGET SUMMARY - 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	118,009	64,597	64,597	64,597
Services and Supplies	47,483	48,691	46,951	46,951
Capital Outlay	0	0	0	0
Total	165,492	113,288	111,548	111,548

Personnel Authorized	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)	1.25 (FT) 1.00 (PT)
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Source of Funds

General Fund	142,726	94,711	92,971	92,971
RDA - Indirect Staff Charges	7,961	6,951	6,951	6,951
Sewer Maint. Fund - Indirect Staff Charges	12,605	10,426	10,426	10,426
Recycling Grant Fund	2,200	1,200	1,200	1,200
Total	165,492	113,288	111,548	111,548

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

1. Coordinate preparation of various finance-related documents, including the following:
 - a. Annual Budgets for the City, RDA, and Housing Corporation
 - b. Capital Improvement Program document
 - c. Investment Policy
 - d. Monthly Treasury and Warrant Reports for City, RDA, and Housing Corporation
2. Oversee management of the Administration, Finance, Solid Waste, City Clerk, Personnel/Risk Management, Information Technology, Central Services, and Records Retention programs.
3. Develop the annual Business Plan and Reorganization Report; 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.

Personnel Services - \$64,597

Salary requests are for: City Manager (.15) - \$32,999; Administrative Analyst (.90) - unfunded; Administrative Specialist (.20) - \$9,377; Curatorial Assistant (1.00/part-time) - \$5,200. Cost allocations are as follows: full-time salaries - \$42,376; part time salaries - \$5,200; benefit costs - \$17,021.

Services and Supplies - \$48,691

Funding requested is for: service awards - \$1,800; books and periodicals - \$380; office supplies - direct - \$500; uniforms - \$800; dues and memberships - \$3,135; travel and meetings - \$6,850 (\$5,650 - General Fund; \$1,200 - Recycling Grand Fund); mileage/auto allowance - \$21,084; telephone service - \$104; electric service - \$282; natural gas service - \$10; educational grant - \$2,600; vocational training - \$3,800; general liability insurance - \$999; other insurance - \$1,147; small equipment - \$350; cellular phone - \$3,350; miscellaneous - \$1,500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4312

Department	Division	Program
Administrative Services		Financial Services

Program Description

Responsibilities of the Finance Division include: the investment and safeguarding of City funds; preparation of the annual City, RDA, and Housing Corporation operating budgets and capital improvement program; accounts payable, accounts receivable, fixed assets, and payroll functions; business licensing and utility billing; 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	541,150	496,149	496,149	496,149
Services and Supplies	99,632	107,541	107,541	107,541
Capital Outlay	0	0	0	0
Total	640,782	603,690	603,690	603,690

Personnel Authorized	5.95 (FT) 3.00 (PT)	5.65 (FT) 2.00 (PT)	5.65 (FT) 2.00 (PT)	5.65 (FT) 2.00 (PT)
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Source of Funds

General Fund	572,119	533,808	533,808	533,808
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,600	1,600	1,600	1,600
RDA - Indirect Staff Charges	25,573	26,913	26,913	26,913
Sewer Maint. Fund - Indirect Staff Charges	40,490	40,369	40,369	40,369
Total	640,782	603,690	603,690	603,690

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4312 Financial Services

Work Program

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
 2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Redevelopment Agency, 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 in maintaining modules of the Springbrook Finance software suite.
 9. Review and periodically revise the City Purchasing Manual.
 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, Redevelopment Agency, and Housing Corporation.
 11. Follow generally accepted accounting standards and principles; provide for implementation of GASB OPEBS, including GASB 45.
 12. Complete installation of a Citywide point-of-sale cash receipt system.
-

Personnel Services - \$496,149

Salary requests are for: Assistant Finance Director (.50) - \$47,970; Senior Accountant (.40) - \$26,491; Junior Accountant (.40) - \$19,834; Accounting Specialist (3.45) - \$152,793; Customer Service Rep./Office Specialist (.90) - \$35,152; Junior Accountant (1.00/part-time) - \$24,794; Accounting Specialist (1.00/part-time) - \$37,275. Cost allocations are as follows: full-time salaries - \$282,240; part-time salaries - \$62,069; overtime - \$4,500; benefits - \$147,340.

Services and Supplies - \$107,541

Funding requested is for: books and periodicals - \$3,170; maintenance (office equipment) - \$200; mileage/auto allowance - \$100; special consulting services - \$9,850; auditing services - \$38,400; collection agency fees - \$325; data processing/service bureau - \$3,500; telephone service - \$694; electric service - \$1,887; natural gas - \$67; special contract services - \$18,800; general liability - \$6,693; other insurance - \$15,905; small equipment - \$1,750; bad-debt expense - \$2,000; miscellaneous - \$4,200.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste

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 AB 939 compliance; 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 lien/assessment process for uncollected refuse and sewer fees.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	230,925	77,352	77,352	77,352
Services and Supplies	2,001,901	1,984,353	1,984,353	1,984,353
Capital Outlay	0	0	0	0
Total	2,232,826	2,061,705	2,061,705	2,061,705

Personnel Authorized	3.15 (FT)	2.15 (FT)	2.15 (FT)	2.15 (FT)
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Source of Funds

General Fund	1,912,000	1,912,000	1,912,000	1,912,000
Sewer Maintenance Fund	190,925	72,956	72,956	72,956
Refuse Impound Fund	111,901	72,949	72,949	72,949
Recycling Grant Fund	18,000	3,800	3,800	3,800
Total	2,232,826	2,061,705	2,061,705	2,061,705

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4313 Solid Waste

Work Program

1. Administer the City's lien/assessment process for uncollected refuse and sewer fees.
2. Implement new refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
3. Administer the automated refuse collection and disposal program. Evaluate integration of greenwaste disposal into the automated collection program.
4. Administer and operate the City's Utility Billing system; coordinate billing services with Springbrook and DataProse.
5. Administer residential, commercial, school, and City facilities recycling programs.
6. Track diversion of refuse to ensure AB 939 compliance.
7. Administer the residential refuse household-rate discount program for senior households.
8. Administer applicable grant programs.
9. Assist the Assistant Finance Director in supervising relevant programs.

Personnel Services - \$77,352

Salary requests are for: Customer Services Representative (1.10) - \$43,854; Accounting Specialist (1.05) - \$4,644. Cost allocations are as follows: full-time salaries - \$48,498; overtime - \$1,000; benefits - \$27,854.

Services and Supplies - \$1,984,353

Funding requested is for: publication and advertising - \$3,800; mileage/auto allowance - \$300; telephone service - \$108; electric service - \$294; natural gas service - \$10; residential refuse collection - \$1,912,000; special contract services - \$46,000; general liability insurance - \$1,043; other insurance - \$1,498; bad debt expenses - \$3,000; special billing services - \$16,000; miscellaneous expenditures - \$300.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

The City Clerk Program coordinates development and distribution of City Council agendas, minutes, and related documents; oversees a document-maintenance/destruction program; oversees a program for electronic storage of documents; ensures that Fair Political Practices Commission filing requirements are met; facilitates local elections; coordinates updates of the Montclair Municipal Code; develops and analyzes various surveys; and provides information and support to City Council, City Manager, Department Heads, staff, and the public.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	159,064	151,163	151,163	151,163
Services and Supplies	32,400	28,687	28,687	28,687
Capital Outlay	0	0	0	0
Total	191,464	179,850	179,850	179,850

Personnel Authorized	1.50 (FT)	1.45 (FT)	1.45 (FT)	1.45 (FT)
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Source of Funds

General Fund	172,146	159,747	159,747	159,747
RDA - Indirect Staff Charges	7,478	8,041	8,041	8,041
Sewer Maint. Fund - Indirect Staff Charges	11,840	12,062	12,062	12,062
Total	191,464	179,850	179,850	179,850

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents; post such documents to the City's webpage for public access.
2. Facilitate local elections; 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.
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, Redevelopment Agency, 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. Encourage employee utilization of California Codes on the Internet.

Personnel Services - \$151,163

Salary requests are for: City Clerk (.75) - \$66,011; Departmental Secretary (.70) - \$35,078. Cost allocations are as follows: full-time salaries - \$101,089; overtime - \$200; benefits - \$49,874.

Services and Supplies - \$28,687

Funding requested is for: books and periodicals - \$3,500; election supplies/services - \$15,000; publication and advertising - \$4,000; telephone service - \$212; electricity - \$575; natural gas - \$20; general liability insurance - \$2,039; other insurance - \$2,341; miscellaneous - \$1,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	421,912	387,734	387,734	387,734
Services and Supplies	117,675	111,490	111,490	111,490
Capital Outlay	0	0	0	0
Total	539,587	499,224	499,224	499,224

Personnel Authorized	5.00 (FT) 2.00 (PT)	4.80 (FT) 1.00 (PT)	4.80 (FT) 1.00 (PT)	4.80 (FT) 1.00 (PT)
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Source of Funds

General Fund	486,781	442,567	442,567	442,567
RDA - Indirect Staff Charges	20,441	22,663	22,663	22,663
Sewer Maint. Fund - Indirect Staff Charges	32,365	33,994	33,994	33,994
Total	539,587	499,224	499,224	499,224

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

1. Implement and update personnel/risk management procedures and policies to ensure employee welfare and compliance with applicable laws.
2. Conduct recruitments and promotions utilizing fair employment practices, job-related evaluation criteria, and equal opportunity guidelines.
3. Assist departments in the handling of disciplinary/grievance cases to ensure proper due process and documentation procedures are followed, and to protect both the City's and employees' rights.
4. Protect human, financial, physical, and natural resources against the effects of accidental loss through the prudent application of appropriate and legitimate risk management techniques.
5. Coordinate, monitor, and take appropriate actions in order to expedite the processing of claims (Workers' Compensation, liability, unemployment, etc.) and protect the City's interests.
6. Coordinate and conduct training workshops/programs promoting increased productivity, safety, supervisory skill, morale, and employee development.
7. Assist departments in the handling of harassment and discrimination complaints to ensure proper investigation is undertaken and appropriate and necessary corrective actions are pursued.
8. Coordinate and manage the City's safety program to ensure compliance with state and federal laws and to provide a safe working environment. Facilitate Safety Committee meetings and projects.
9. Coordinate and manage the City's employee benefits program in compliance with applicable state and federal laws.
10. Coordinate and participate in the City's labor relations process.
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.

Personnel Services - \$387,734

Salary requests are for: Personnel Officer (1.00) - \$101,196; Benefits Coordinator (1.00) - \$55,320; Personnel Services Coordinator (1.00) - \$55,320; Administrative Specialist (.80) - \$37,507; Personnel Officer (1.00/part-time) - \$12,649. Cost allocations are as follows: full-time salaries - \$249,343; part-time salaries - \$12,649; overtime - \$500; benefits - \$125,242.

Services and Supplies - \$111,490

Funding requested is for: books and periodicals - \$2,000; publication and advertising - \$9,500; mileage/auto allowance - \$100; labor relations - \$250; special consulting services - \$5,000; telephone service - \$560; electric service - \$1,523; natural gas service - \$54; special contract services - \$45,400; psychological assistance - \$14,000; medical examinations - \$9,000; personnel testing - \$3,000; fingerprints and credit bureau fees - \$2,000; psychological exams - \$3,500; general liability insurance - \$5,402; other insurance - \$6,201; ADA expenditures - \$2,000; and miscellaneous - \$2,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4316

Department	Division	Program
Administrative Services		Information Technology Services

Program Description

The Information Technology Services Program provides full-service support designed to accommodate the organization's computer hardware, software, e-mail, LAN, 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 WEB/E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	389,828	401,279	401,279	401,279
Services and Supplies	263,936	249,677	249,677	249,677
Capital Outlay	101,701	90,300	64,000	64,000
Total	755,465	741,256	714,956	714,956
Personnel Authorized	3.80 (FT) 1.00 (PT)	3.60 (FT) 2.00 (PT)	3.60 (FT) 2.00 (PT)	3.60 (FT) 2.00 (PT)

Source of Funds

General Fund	673,847	664,893	638,593	638,593
RDA - Indirect Staff Charges	31,594	30,545	30,545	30,545
Sewer Maint. Fund - Indirect Staff Charges	50,024	45,818	45,818	45,818
Total	755,465	741,256	714,956	714,956

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4316 Information Tech. Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue long-term archiving of e-mail messages.
3. Maintain a comprehensive LAN Network and WAN for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City Web page/E-government site, including GIS mapping, overlays, and economic development modules.
6. Maintain a computer hardware/software maintenance program.
7. Enforce policies and procedures for computer assets, telecommunications, and Internet/e-mail access.
8. Maintain the Laserfiche document imaging system and promote Citywide document imaging.
9. Maintain and enhance the Citywide GIS system.
10. Implement wireless video monitoring for Civic Center facilities, including the new youth and senior center 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. Finalize a seamless transition of Information Technology offices to the new youth facility.
14. Finalize the seamless transition to a new suite of Finance software.
15. Prepare for technology needs of the new senior center.

Personnel Services - \$401,279

Salary requests are for: Information Technology Supervisor (.90) - \$74,131; Senior Information Technology Specialist (.90) - \$64,789; GIS Specialist (.90) - \$57,758; Information Technology Technician (.90) - \$47,623; Systems Specialist (1.00/part-time) - \$27,456; Junior Intern (1.00/part-time) - \$15,631. Cost allocations are as follows: full-time salaries - 244,301; part-time salaries - \$43,087; overtime - \$6,500; benefits - \$107,391.

Services and Supplies - \$249,677

Funding requested is for: office supplies - indirect - \$32,000; maintenance-office equipment and furniture - \$7,000; mileage/auto allowance - \$100; telephone service - \$5,980; electric service - \$1,526; natural gas service - \$54; special contract services - \$177,410; general liability insurance - \$5,413; other insurance - \$6,214; small equipment - \$13,980.

Capital Outlay - \$90,300

Funding requested is for: Mitel VoIP call accounting system - \$4,800; Mitel VoIP ACD call distribution agent - \$4,500; SharePoint intranet portal - \$20,000; multimedia equipment/Conference Room South - \$25,000; LCD monitors - \$4,000; desktop computers - \$20,000; network cabling - \$5,000; office furniture - \$4,000; multimedia equipment/MFD - \$3,000.

PROGRAM BUDGET SUMMARY - 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	68,383	60,344	60,344	60,344
Services and Supplies	364,760	356,742	359,542	359,542
Capital Outlay	10,000	48,590	32,000	32,000
Total	443,143	465,676	451,886	451,886

Personnel Authorized	1.05 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
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Source of Funds

General Fund	390,832	419,146	405,356	405,356
RDA - Indirect Staff Charges	20,249	18,612	18,612	18,612
Sewer Maint. Fund - Indirect Staff Charges	32,062	27,918	27,918	27,918
Total	443,143	465,676	451,886	451,886

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

1. Evaluate P.C.-based central-stores inventory systems for future acquisition.
2. Administer the City's franchise agreement with Time-Warner, Inc., Verizon, 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. Provide support services for the new Police facility and youth center; prepare to provide support services for the new senior center, scheduled to open in Fall 2010.
4. Manage the City's office equipment maintenance/replacement program. Provide oversight and maintenance support for office equipment.
5. Review current animal-control services and evaluate requirements for rate adjustments and a cat-licensing program.
6. Develop plans for management of 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 "Montclair in Review" as required by the City Council.
9. Evaluate new vendors and service programs for cell phone service.

Personnel Services - \$60,344

Salary requests are for: Office Specialist (1.00) - \$39,948. Cost allocations are as follows: full-time salaries - \$39,948; overtime - \$100; benefits - \$20,296.

Services and Supplies - \$356,742

Funding requested is for: books and periodicals - \$185; office supplies - indirect - \$98,000; license/permits/certificates - \$305; maintenance-office equipment and furniture - \$12,749; publication and advertising - \$6,000; telephone service - \$84; electric service - \$29,989; natural gas service - \$5,293; animal control services - \$132,500; special contract services - \$2,030; rent-land or buildings - \$4,680; rent - private equipment - \$3,278; general liability insurance - \$814; other insurance - \$935; postage - \$49,000; small equipment - \$2,400; and miscellaneous expenditures - \$8,500.

Capital Outlay - \$48,590

Funding requested is for: Kyocera TASKalfa copier systems (3 each) - \$25,090; Priority Mailing System - \$13,500; City's prorated share for expansion of IVHS - \$10,000.

PROGRAM BUDGET SUMMARY - 1

Program Number 4318

Department	Division	Program
Administrative Services		Records Retention

Program Description

The Records Retention Program coordinates and maintains a records management system including indexing of City Council minutes, ordinances, resolutions, and agreements; administering the Laserfiche Document Imaging system for digital storage and retrieval of documents; responding to requests for research of records; coordinating development of Citywide records retention programs; administering the records archival program; and coordinating placement of City Clerk-related information on the City's Web page.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	76,489	77,460	77,460	77,460
Services and Supplies	8,697	8,957	8,957	8,957
Capital Outlay	0	0	0	0
Total	85,186	86,417	86,417	86,417

Personnel Authorized	.55 (FT) 2.00 (PT)	.55 (FT) 2.00 (PT)	.55 (FT) 2.00 (PT)	.55 (FT) 2.00 (PT)
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Source of Funds

General Fund	77,250	77,472	77,472	77,472
RDA - Indirect Staff Charges	3,072	3,578	3,578	3,578
Sewer Maint. Fund - Indirect Staff Charges	4,864	5,367	5,367	5,367
Total	85,186	86,417	86,417	86,417

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4318 Records Retention

Work Program

1. Coordinate and provide for public access to official documents on the City's Web page, including City Council agendas and minutes.
 2. Coordinate development of Citywide records retention schedules.
 3. Coordinate and maintain records management/retrieval/archival systems.
 4. Maintain an index of City Council minutes, ordinances, resolutions, and agreements.
 5. Provide document research as requested by departments.
 6. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
 7. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.
-

Personnel Services - \$77,460

Salary requests are for: City Clerk (.25) - \$22,003; Departmental Secretary (.30) - \$15,034; Junior Intern (1.00/part-time) - \$9,454; Senior Intern (1.00/part-time) - \$11,471. Cost allocations are as follows: full-time salaries - \$37,037; part-time salaries - \$20,925; benefits - \$19,498.

Services and Supplies - \$8,957

Funding requested is for: telephone service - \$108; electric service - \$295; natural gas service - \$10; special contract services - \$6,300; general liability insurance - \$1,045; other insurance - \$1,199.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,861,407	9,161,680	9,161,680	9,161,680
Services and Supplies	1,430,330	1,109,117	1,072,212	1,072,212
Capital Outlay	195,100	123,600	123,600	123,600
Total	11,486,837	10,394,397	10,357,492	10,357,492

Personnel Authorized	85.13 (FT) 32.00 (PT)	84.13 (FT) 32.00 (PT)	84.13 (FT) 32.00 (PT)	84.13 (FT) 32.00 (PT)
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Department Distribution

Administration	607,624	570,656	565,496	565,496
Support Services	231,985	236,559	233,079	233,079
Technical Services	432,610	316,909	315,909	315,909
Records Bureau	812,106	674,482	671,682	671,682
Investigations	1,556,988	1,514,982	1,514,282	1,514,282
Uniform Patrol	7,020,720	6,187,051	6,163,286	6,163,286
Communications	676,040	765,957	765,957	765,957
Volunteer Services	148,764	127,801	127,801	127,801
Total	11,486,837	10,394,397	10,357,492	10,357,492

Source of Funds

General Fund	10,418,561	10,012,496	9,912,491	9,912,491
SB 509 Public Safety Fund	261,111	25,000	88,100	88,100
School District Grant Fund	326,543	63,869	63,869	63,869
Automated Traffic Enforcement	252,000	0	0	0
Equipment Replacement Fund	0	123,600	123,600	123,600
Supp. Law Enf. Services Fund	95,345	169,432	169,432	169,432
Justice Assistance Grant	133,277	0	0	0
Total	11,486,837	10,394,397	10,357,492	10,357,492

PROGRAM BUDGET SUMMARY - 1

Program Number 4421

Department	Division	Program
Police	Administrative Services	Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	369,034	377,999	377,999	377,999
Services and Supplies	238,590	192,657	187,497	187,497
Capital Outlay	0	0	0	0
Total	607,624	570,656	565,496	565,496

Personnel Authorized	2.13 (FT)	2.13 (FT)	2.13 (FT)	2.13 (FT)
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Source of Funds

General Fund	531,113	570,656	502,396	502,396
SB 509 Public Safety Fund	76,511	0	63,100	63,100
Total	607,624	570,656	565,496	565,496

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Administrative Services	4421 Administration

Work Program

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

Units of Measure

1. Measured by the activity and productivity of 116 employees in all eight Department programs.
 2. Attend City Council and City Staff meetings, weekly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
 3. Attend at least two law enforcement and/or community events and forums upon request.
 4. Update policy and procedural manual annually to incorporate legislative changes and Department directives.
 5. Process and review payroll bi-weekly for 116 employees.
-

Personnel Services - \$377,999

Salary requests are for: City Manager/Public Safety Director (.13) - \$28,599; Chief of Police (1.00) - \$153,085; Secretary to Chief of Police (1.00) - \$55,704. Cost allocations are as follows: full-time salaries - \$237,388; benefit costs - \$140,611.

Services and Supplies - \$192,657

Funding requested is for: service awards - \$12,700; educational grants - \$5,000; books and periodicals - \$100; dues and memberships - \$2,535; travel and meetings - \$2,025; telephone service - \$542; electric service - \$4,810; natural gas service - \$651; general liability insurance - \$4,388; other insurance - \$2,976; cellular phone - \$3,700; special contract services - \$152,930; miscellaneous expenditures - \$300.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4422

Department	Division	Program
Police	Support Services	Support Services

Program Description

This program is responsible for the coordination and management of Support Services, Technical Services, Records Bureau, Volunteer Services, 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, as well as providing support services for all Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	215,499	220,307	220,307	220,307
Services and Supplies	16,486	16,252	12,772	12,772
Capital Outlay	0	0	0	0
Total	231,985	236,559	233,079	233,079
Personnel Authorized	1.75 (FT)	1.70 (FT)	1.70 (FT)	1.70 (FT)

Source of Funds

General Fund	226,985	236,559	233,079	233,079
Supp. Law Enf. Services Fund	5,000	0	0	0
Total	231,985	236,559	233,079	233,079

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4422 Support Services

Work Program

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

Units of Measure

1. Maintain contractual agreements and range use for four allied law enforcement agencies.
 2. Provide appropriate training for 85 employees.
 3. Audit and maintain Department training records for 85 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 and Investigations.
-

Personnel Services - \$220,307

Salary requests are for: Deputy Police Chief (.20) - \$25,636; Lieutenant (.50) - \$57,210; Administrative Aide (1.00) - \$52,836. Cost allocations are as follows: full-time salaries - \$135,682; benefit costs - \$84,625.

Services and Supplies - \$16,252

Funding requested is for: books and periodicals - \$2,115; telephone service - \$308; electric service - \$2,734; natural gas service - \$370; general liability insurance - \$2,494; other insurance - \$1,691; special contract services - \$2,075; small equipment - \$3,465; miscellaneous expenditures - \$1,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4423

Department	Division	Program
Police	Support Services	Technical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	280,028	186,148	186,148	186,148
Services and Supplies	148,782	130,761	129,761	129,761
Capital Outlay	3,800	0	0	0
Total	432,610	316,909	315,909	315,909

Personnel Authorized	1.25 (FT) 8.00 (PT)	0.00 (FT) 8.00 (PT)	0.00 (FT) 8.00 (PT)	0.00 (FT) 8.00 (PT)
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Source of Funds

General Fund	413,310	316,909	315,909	315,909
Justice Assistance Grant	19,300	0	0	0
Total	432,610	316,909	315,909	315,909

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4423 Technical Services

Work Program

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

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue 8,078 parking enforcement citations.
 3. Process approximately 3,300 Live Scan fingerprint applicants annually.
 4. Take 16 vehicles for service monthly.
 5. Take 20 vehicles for cleaning weekly.
 6. Schedule and direct daily activities of five cadets.
-

Personnel Services - \$198,108

Salary requests are for: Technical Services Specialist (2.00/part-time) \$74,236; Police Cadets (6.00/part-time) - \$88,660. Cost allocations are as follows: part-time salaries - \$162,896; overtime - \$500; benefit costs - \$34,712.

Services and Supplies - \$130,761

Funding requested is for: program supplies - \$5,000; small equipment - \$3,430; telephone service - \$277; electric service - \$2,458; natural gas service - \$333; special contract services - \$115,000; general liability insurance - \$2,242; other insurance - \$1,521; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4424

Department	Division	Program
Police	Support Services	Records Bureau

Program Description

This program is responsible for providing support services in the area 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, 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 data bases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	776,264	636,899	636,899	636,899
Services and Supplies	35,842	37,583	34,783	34,783
Capital Outlay	0	0	0	0
Total	812,106	674,482	671,682	671,682

Personnel Authorized	10.10 (FT) 5.00 (PT)	9.15 (FT) 5.00 (PT)	9.15 (FT) 5.00 (PT)	9.15 (FT) 5.00 (PT)
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Source of Funds

General Fund	792,106	674,482	671,682	671,682
Justice Assistance Grant	20,000	0	0	0
Total	812,106	674,482	671,682	671,682

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4424 Records Bureau

Work Program

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

Units of Measure

1. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 6,811 police reports, 1,975 FI cards, and 7,800 pawn slips processed annually.
 2. Process citations and parking citation administrative review documents within one week of receipt. Approximately 13,990 citations and 520 administrative review documents processed annually.
 3. Process false alarm activation notices daily. Approximately 1,519 notices processed annually.
 4. Process requests for information and copies of records received daily. Approximately 7,000 requests processed annually.
 5. Scan police reports for retention weekly. Approximately 28 hours of scanning accomplished weekly.
 6. Process stored, impounded, repossessed, stolen, and recovered vehicle records daily. Approximately 3,700 records processed annually.
 7. Provide live-scan fingerprint appointment scheduling services during business hours five days per week. Approximately 3,300 appointments scheduled annually.
 8. Prepare State mandated statistical reports monthly and conduct audits of law enforcement data base use pursuant to system requirements. Reports and audits completed by required deadlines.
 9. Provide public contact personnel seven days per week. Records Bureau staffed 362 days per year.
-

Personnel Services - \$636,899

Salary requests are for: Deputy Police Chief (.15) - \$19,227; Records Supervisor (1.00) - \$66,732; Police Services Specialists (7.00) - \$246,400; Receptionist/Office Specialist (1.00) - \$39,024; Police Cadet (1.00/part-time) - \$19,640; Data Entry Clerk (1.00/part-time) - \$3,000; Police Services Specialists (3.00/part-time) - \$19,000. Cost allocations are as follows: full-time salaries - \$371,383; part-time salaries - \$41,640; additional pay - \$3,420; overtime - \$12,500; benefit costs - \$207,956.

Services and Supplies - \$37,583

Funding requested is for: office supplies - indirect - \$300; office supplies - direct - \$11,500; maintenance and service contracts on office equipment - \$3,820; telephone service - \$891; liability insurance - \$7,209; other insurance - \$4,890; electrical service - \$7,903; natural gas service - \$1,070.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4425

Department	Division	Program
Police	Support Services	Investigations

Program Description

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement, strive for case clearances, tracking and enforcement of sex and narcotics registrants, and prepare cases for presentation to the District Attorney's office for successful prosecution.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,418,458	1,386,446	1,386,446	1,386,446
Services and Supplies	124,330	128,536	127,836	127,836
Capital Outlay	14,200	0	0	0
Total	1,556,988	1,514,982	1,514,282	1,514,282

Personnel Authorized	12.65 (FT)	12.40 (FT)	12.40 (FT)	12.40 (FT)
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Source of Funds

General Fund	1,522,788	1,489,982	1,489,282	1,489,282
SB 509 Public Safety Fund	20,000	25,000	25,000	25,000
Justice Assistance Grant	14,200	0	0	0
Total	1,556,988	1,514,982	1,514,282	1,514,282

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4425 Investigations

Work Program

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

Units of Measure

1. Maintain and process evidence and property for approximately 2,580 crime reports and approximately 12,940 individual items annually.
 2. Provide monthly range training for 57 officers and 7 reserve officers. Of the 12 range training sessions, 4 are mandatory.
 3. Investigate approximately 700 cases annually for filing with the District Attorney's office.
 4. Investigate 103 drug related cases annually.
 5. Increase number of investigative personnel by one full-time position.
 6. Conduct 2 narcotic and sex registrant sweeps annually.
 7. Increase self initiated narcotic investigations by 5%.
-

Personnel Services - \$1,386,446

Salary requests are for: Lieutenant (.40) - \$45,768; Sergeant (1.00) - \$99,663; Police Officers (7.00) - \$495,379; Secretary (1.00) - unfunded; Administrative Aide (1.00) - \$52,836; Community Service Officer (1.00) - \$42,048; Evidence Clerk (1.00) - \$39,420. Cost allocations are as follows: full-time salaries - \$775,114; additional pay - \$12,413; overtime - \$50,000; benefit costs - \$548,919.

Services and Supplies - \$128,536

Funding requested is for: range supplies - \$13,000; photo supplies - \$500; program supplies - \$2,400; data processing - \$1,200; telephone service - \$1,830; electric service - \$16,217; natural gas service - \$2,195; special contract services - \$38,815; West End Narcotics Task Force - \$25,000; medical services - \$1,500; general liability insurance - \$14,794; other insurance - \$10,035; small equipment - \$300; miscellaneous expenditures - \$750.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	6,037,478	5,511,415	5,511,415	5,511,415
Services and Supplies	811,342	552,036	528,271	528,271
Capital Outlay	171,900	123,600	123,600	123,600
Total	7,020,720	6,187,051	6,163,286	6,163,286
Personnel Authorized	48.70 (FT) 2.00 (PT)	49.50 (FT) 0.00 (PT)	49.50 (FT) 0.00 (PT)	49.50 (FT) 0.00 (PT)

Source of Funds

General Fund	6,117,655	5,830,150	5,806,385	5,806,385
School District Grant Fund	326,543	63,869	63,869	63,869
Automated Traffic Enforcement	252,000	0	0	0
Equipment Replacement Fund	0	123,600	123,600	123,600
SB 509 Public Safety Fund	164,600	0	0	0
Supp. Law Enf. Services Fund	90,345	169,432	169,432	169,432
Justice Assistance Grant	69,577	0	0	0
Total	7,020,720	6,187,051	6,163,286	6,163,286

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4426 Uniform Patrol

Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
 2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
 3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
 4. Re-establish full deployment in the Crime Suppression Unit (one additional officer), School Resource Officer (one additional officer) and Traffic Enforcement Bureau (one additional officer).
-

Units of Measure

1. Respond to Priority One calls for service within 5 minutes and Priority Two calls for service within 6 minutes.
 2. Reduce total number of traffic collisions (586) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 3% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (2,575) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
-

Personnel Services - \$5,511,415

Salary requests are for: Deputy Police Chief (.50) - \$64,090; Lieutenant (2.00) - \$211,896; Sergeants (6.00) - \$565,520; Police Officers (36.00) - \$2,210,637; Police Officers in lieu (2.00) - \$123,382; Community Service Officers (3.00) - \$84,096. Cost allocations are as follows: full-time salaries - \$3,259,621; overtime - \$300,000; additional pay - \$56,550; benefit costs - \$1,895,244.

Services and Supplies - \$552,036

Funding requested is for: books and periodicals - \$300; prisoner meals - \$300; uniforms - \$25,800; program supplies - \$300; maintenance of other equipment - \$23,340; telephone service - \$7,884; electric service - \$72,901; natural gas service - \$9,462; general liability insurance - \$68,119; other insurance - \$43,255; special contract services - \$91,500; medical services - \$15,000; vocational training - \$1,700; personnel training - \$18,175; small equipment - \$500; towing and storage - \$500; gasoline - \$150,000; diesel fuel - \$23,000.

Capital Outlay - \$123,600

Funding requested is for: Four Ford Crown Victoria Police Interceptor sedans - \$96,800; emergency equipment for four new patrol vehicles - \$26,800.

PROGRAM BUDGET SUMMARY - 1

Program Number 4427

Department	Division	Program
Police	Field Services	Communications

Program Description

This program is responsible for providing a 24-hour-a-day public safety answering point and communications system for community requests for emergency services, including the entry of information into the California Law Enforcement Telecommunications System and its numerous systems, and the monitoring of video surveillance cameras located at the Montclair Transcenter and the Montclair Police Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	620,520	719,443	719,443	719,443
Services and Supplies	50,320	46,514	46,514	46,514
Capital Outlay	5,200	0	0	0
Total	676,040	765,957	765,957	765,957

Personnel Authorized	9.30 (FT) 3.00 (PT)	9.15 (FT) 3.00 (PT)	9.15 (FT) 3.00 (PT)	9.15 (FT) 3.00 (PT)
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Source of Funds

General Fund	665,840	765,957	765,957	765,957
Justice Assistance Grant	10,200	0	0	0
Total	676,040	765,957	765,957	765,957

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

1. Provide 24-hour-a-day telecommunications service for the community.
 2. Provide communication support to all Department programs.
 3. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants.
 4. Utilize technical systems to provide law enforcement support for field personnel.
 5. 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 staffed 365 days per year. Process approximately 41,910 calls for service annually.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service. Process approximately 41,910 calls for service annually.
 3. Exchange information with outside agencies to help facilitate approximately 700 warrant arrests annually.
 4. Monitor and continuous use of seven technical computer systems at each of the three dispatch consoles.
 5. Dispatch Priority One calls for service within 1.5 minutes and Priority Two calls for service within 10 minutes.
 6. Complete all CLETS entries within state and federal mandated time frames.
-

Personnel Services - \$719,443

Salary requests are for: Deputy Chief of Police (.15) - \$19,227; Dispatch Supervisor (1.00) - \$10,000; Dispatchers (8.00) - \$412,184; Dispatchers (3.00/part-time) - \$5,000. Cost allocations are as follows: full-time salaries - \$441,411; part-time salaries - \$5,000; additional pay - \$3,960; overtime - \$50,000; benefit costs - \$219,072.

Services and Supplies - \$46,514

Funding requested is for: books and periodicals - \$100; small equipment - \$800; special contract services - \$300; telephone service - \$21,511; electric service - \$8,927; natural gas service - \$1,208; general liability insurance - \$8,144; other insurance - \$5,524.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4428

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	144,126	123,023	123,023	123,023
Services and Supplies	4,638	4,778	4,778	4,778
Capital Outlay	0	0	0	0
Total	148,764	127,801	127,801	127,801

Personnel Authorized	.25 (FT) 16.00 (PT)	.10 (FT) 16.00 (PT)	.10 (FT) 16.00 (PT)	.10 (FT) 16.00 (PT)
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Source of Funds

General Fund	148,764	127,801	127,801	127,801
Total	148,764	127,801	127,801	127,801

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4428 Volunteer Services

Work Program

1. Maintain and coordinate a Reserve Officer Program.
 2. Maintain and coordinate a Chaplain Program.
 3. Conduct pre-employment investigations on new Department personnel.
-

Units of Measure

1. Ensure minimum service of 25 hours per month is worked by each Reserve Officer.
 2. Ensure service of 20 hours per month is donated by each Chaplain.
 3. Pre-employment investigations completed within four months of commencement.
-

Personnel Services - \$123,023

Salary requests are for: Lieutenant (.10) - \$11,442; Volunteer Services Coordinator (1.00/part-time) - \$37,118; Reserve Police Officers (15.00/part-time) - \$11,400; and Police Chaplains. Cost allocations are as follows: full-time salaries - \$11,442; part-time salaries - \$48,518; additional pay - \$16,580; overtime - \$2,000; benefit costs - \$44,483.

Services and Supplies - \$4,778

Funding requested is for: telephone service - \$194; electric service - \$1,719; natural gas service - \$233; general liability insurance - \$1,568; other insurance - \$1,064.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

Fire: Save lives and property through a coordinated commitment to education, prevention, planning, enforcement, and training; to organize and direct the resources necessary to eliminate or mitigate hazards and dangers when they occur.

Code Enforcement: Improve lives and property through a coordinated commitment to education and enforcement; to take aggressive mitigation actions to eliminate blight.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,274,159	5,053,784	5,053,784	5,053,784
Services and Supplies	557,838	589,420	526,141	526,141
Capital Outlay	0	0	0	0
Total	5,831,997	5,643,204	5,579,925	5,579,925

Personnel Authorized	40.62 (FT) 5.00 (PT)	40.62 (FT) 6.00 (PT)	40.62 (FT) 6.00 (PT)	40.62 (FT) 6.00 (PT)
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Department Distribution

Administration	413,055	442,833	442,208	442,208
Fire Prevention	307,100	407,640	407,140	407,140
Emergency Services	4,123,266	3,794,263	3,756,840	3,756,840
Personnel Development	94,985	196,204	188,455	188,455
Equipment Maintenance	45,850	58,392	46,850	46,850
Buildings and Grounds	74,850	58,738	55,498	55,498
Emergency Preparedness	58,841	37,203	36,803	36,803
Code Enforcement	441,030	363,217	361,417	361,417
Emergency Medical Services	273,020	284,714	284,714	284,714
Total	5,831,997	5,643,204	5,579,925	5,579,925

Source of Funds

General Fund	5,376,351	5,175,496	5,112,217	5,112,217
Refuse Impound Account	3,500	4,125	4,125	4,125
EMS - Paramedic Fund	236,544	85,707	247,800	247,800
SB 509 Public Safety Fund	215,602	377,876	215,783	215,783
Total	5,831,997	5,643,204	5,579,925	5,579,925

PROGRAM BUDGET SUMMARY - 1

Program Number 4531

Department	Division	Program
Fire		Administration

Program Description

Set direction and provide leadership for the successful implementation of policy and procedures necessary for the effective performance of Fire Department activities.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	392,330	426,401	426,401	426,401
Services and Supplies	20,725	16,432	15,807	15,807
Capital Outlay	0	0	0	0
Total	413,055	442,833	442,208	442,208

Personnel Authorized	2.12 (FT)	2.12 (FT)	2.12 (FT)	2.12 (FT)
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Source of Funds

General Fund	413,055	442,833	442,208	442,208
Total	413,055	442,833	442,208	442,208

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4531 Administration

Work Program

1. Provide direction and leadership to allow for the attainment of individual program goals.
 2. Provide liaison between the Fire Department and other City departments.
 3. Provide liaison between the Montclair Fire Department and other private and public entities.
-

Units of Measure

1. The successful completion of individual program goals.
 2. An increase in productivity within current staffing levels.
 3. Establish and maintain productive working relationships with other City departments as well as public and private entities.
-

Personnel Services - \$426,401

Salary requests are for: City Manager/Public Safety Director (.12) - \$26,400; Fire Chief (1.00) - \$158,148; Administrative Specialist (1.00) - \$46,884. Cost allocations are as follows: full-time salaries - \$231,432; overtime - \$1,000; benefit costs - \$193,969.

Services and Supplies - \$16,432

Funding requested is for: service awards - \$1,500; publication and advertising - \$200; dues and memberships - \$1,400; travel and meetings - \$1,600; telephone service - \$643; general liability insurance - \$6,508; other insurance - \$81; cellular phone - \$3,000; miscellaneous expenditures - \$1,500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4532

Department	Division	Program
Fire	Fire Marshal's Office	Fire Prevention

Program Description

Continue to improve the fire and disaster safety of Montclair's citizens and businesses through a coordinated use of applicable code development, code enforcement, and department public education subprograms.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	298,805	397,479	397,479	397,479
Services and Supplies	8,295	10,161	9,661	9,661
Capital Outlay	0	0	0	0
Total	307,100	407,640	407,140	407,140
Personnel Authorized	2.60 (FT)	4.60 (FT)	4.60 (FT)	4.60 (FT)

Source of Funds

General Fund	307,100	407,640	407,140	407,140
Total	307,100	407,640	407,140	407,140

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire	Fire Marshal's Office	4532 Fire Prevention

Work Program

1. Complete all assigned Fire Prevention inspections.
 2. Review all development plans submitted to this division.
 3. Respond when dispatched or requested to any fire to determine the cause and origin.
 4. In order to reduce the possibility of vegetation fires, send out letters for weed abatement compliance.
 5. Coordinate fire safety presentations to first-grade classes in each City public elementary school.
-

Units of Measure

	<u>2008-09</u>	Year to Date <u>2009-10</u>	Estimate <u>2010-11</u>
Inspections Completed	195	54	310
Plans Reviewed	47	38	45
Fire Investigation Responses	49	42	70
Weed Abatement Actions	26	26	26
Class Presentations	41	36	40

Personnel Services - \$397,479

Salary requests are for: Deputy Fire Chief (.50) - \$60,576; Deputy Fire Marshal (1.00) - \$78,468; Senior Fire Inspector (1.00) - \$63,072; Code Enforcement Officer (.60) - \$33,790; Administrative Services Officer (1.00) - unfunded; Receptionist/Office Specialist (.50) - unfunded. Cost allocations are as follows: full-time salaries - \$235,906; additional pay - \$900; overtime - \$5,000; benefit costs - \$155,673.

Services and Supplies - \$10,161

Funding requested is for: books and periodicals - \$900; publication and advertising - \$2,300; telephone service - \$600; general liability insurance - \$5,937; other insurance - \$74; miscellaneous expenditures - \$350.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4533

Department	Division	Program
Fire		Emergency Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,805,663	3,437,804	3,437,804	3,437,804
Services and Supplies	317,603	356,459	319,036	319,036
Capital Outlay	0	0	0	0
Total	4,123,266	3,794,263	3,756,840	3,756,840
Personnel Authorized	29.00 (FT) 1.00 (PT)	28.17 (FT) 1.00 (PT)	28.17 (FT) 1.00 (PT)	28.17 (FT) 1.00 (PT)

Source of Funds

General Fund	3,944,140	3,615,394	3,577,971	3,577,971
SB 509 Public Safety Fund	179,126	178,869	178,869	178,869
Total	4,123,266	3,794,263	3,756,840	3,756,840

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
 2. Maintain the response time of the first arriving suppression/rescue unit to: (1) 70% of all emergencies within 6 minutes; (2) 90% of all emergencies within 7 minutes; and (3) 95% of all emergencies within 8 minutes of time of alarm.
 3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
-

Units of Measure

	<u>2008</u>	<u>2009</u>	<u>Estimate</u> <u>2010</u>
Total number of calls for service	3,903	3,671	3,700
Arrival within 6.0 minutes of call	74%	65%	65%
Arrival within 7.0 minutes of call	89%	83%	83%
Arrival within 8.0 minutes of call	97%	91%	91%
EMT recertification hours	720	720	720
Haz Mat FRO recertification hours	240	240	240

Personnel Services - \$3,437,804

Salary requests are for: Division Chief (1.17) - \$123,047; Captains (6.00) - \$531,493; Engineers (9.00) - \$636,038; Firefighters (12.00) - \$532,208; Fire Technician (1.00/part-time) - unfunded. Cost allocations are as follows:
full-time salaries - \$1,822,786; part-time salaries - unfunded; additional pay - \$600; overtime - \$380,000; benefit costs - \$1,234,418.

Services and Supplies - \$356,459

Funding requested is for: books and periodicals - \$300; office supplies - direct - \$650; uniforms - \$17,150; personnel protective equipment - \$16,484; materials/communications - \$5,650; maintenance/communication equipment - \$30,044; maintenance/other equipment - \$1,000; emergency communication services - \$162,426; telephone service - \$5,303; special contract services - \$16,443; medical examinations - \$4,300; general liability insurance - \$52,415; other insurance - \$39,699; small equipment - \$4,095; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	80,526	173,980	173,980	173,980
Services and Supplies	14,459	22,224	14,475	14,475
Capital Outlay	0	0	0	0
Total	94,985	196,204	188,455	188,455
Personnel Authorized	.67 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	94,985	196,204	188,455	188,455
Total	94,985	196,204	188,455	188,455

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic-aid cities.
 2. Maintain monthly training records.
 3. Provide necessary training for required certifications and recertifications.
 4. Provide hazardous materials and urban search and rescue training for fire personnel.
-

Units of Measure

	<u>2008-09</u>	<u>Estimate 2009-10</u>	<u>Estimate 2010-11</u>
Automatic-Aid Training Classes	12	12	12
Annual Training Records	4,300	4,500	4,200
Completed Certification Hours	7,500	7,500	7,200
Hazardous Materials Training Hours	270	280	250

Personnel Services - \$173,980

Salary requests are for: Fire Division Chief (1.00) - \$104,149. Cost allocations are as follows: full-time salaries - \$104,149; benefit costs - \$69,831.

Services and Supplies - \$22,224

Funding requested is for: books and periodicals - \$400; program supplies - \$1,230; telephone service - \$262; vocational training - \$17,749; general liability insurance - \$2,551; other insurance - \$32.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4535

Department	Division	Program
Fire		Equipment Maintenance

Program Description

Maintain all Fire Department equipment in a condition that will maximize life expectancy and ensure operation at all times.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	45,850	58,392	46,850	46,850
Capital Outlay	0	0	0	0
Total	45,850	58,392	46,850	46,850

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	45,850	58,392	46,850	46,850
Total	45,850	58,392	46,850	46,850

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4535 Equipment Maintenance

Work Program

1. Preventive maintenance program adhering to National Fire Protection Association (NFPA) guidelines for all department equipment.
 2. Provide and maintain accurate equipment maintenance records and reports.
 3. Provide preventive maintenance training to all suppression personnel.
-

Units of Measure

	<u>2008-09</u>	<u>Estimate 2009-10</u>	<u>Estimate 2010-11</u>
Semi-Annual Fire Engine Maintenance	8	8	8
Annual Fire Engine Pump Tests	4	4	4
Annual Fire Engine Ladder Tests	4	4	4
Monthly Apparatus/Vehicle Logs	60	240	240
Apparatus Maintenance Training Hours	112	126	110
Equipment Maintenance Hours	730	730	730

Personnel Services - \$0

Services and Supplies - \$58,392

Funding requested is for: materials for transportation/work equipment - \$7,000; miscellaneous materials for maintenance and repair of transportation/work equipment - \$600; gasoline for strike team responses - \$200; diesel fuel for strike team responses - \$300; oils and lubricants - \$250; maintenance of transportation/work equipment - \$44,342; maintenance of other equipment - \$4,700; small equipment - \$500; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4536

Department	Division	Program
Fire		Buildings & Grounds

Program Description

Maintain all Fire Department facilities in a clean, efficient, functional, and safe condition. Observe and conform with all state and federal mandates as they relate to public accessibility.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	74,850	58,738	55,498	55,498
Capital Outlay	0	0	0	0
Total	74,850	58,738	55,498	55,498

Personnel Authorized	0	0	0	0
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Source of Funds

General Fund	74,850	58,738	55,498	55,498
Total	74,850	58,738	55,498	55,498

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

1. Maintain all fire facilities at a level that provides a safe and clean environment by working with other departments that provide supplies and support.
 2. Provide janitorial services to maintain fire facilities in a safe and clean manner.
 3. Routinely inspect the interior and exterior of all fire facilities.
-

Units of Measure

	<u>2008-09</u>	<u>2009-10</u>	<u>Estimate</u> <u>2010-11</u>
Fire Stations	2	2	2
Training Tower	1	1	1
Annual Needs Assessment Inspection	1	1	1

Personnel Services - \$0

Services and Supplies - \$58,738

Funding requested is for: household expenses - \$6,540; licenses/permits/certificates - \$1,000; maintenance of other equipment - \$2,000; electric service - \$40,271; natural gas service - \$4,227; water service - \$3,700; small equipment - \$500; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4537

Department	Division	Program
Fire		Emergency Preparedness

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	53,245	31,615	31,615	31,615
Services and Supplies	5,596	5,588	5,188	5,188
Capital Outlay	0	0	0	0
Total	58,841	37,203	36,803	36,803
Personnel Authorized	.50 (FT)	.50 (FT)	.50 (FT)	.50 (FT)

Source of Funds

General Fund	58,841	37,203	36,803	36,803
Total	58,841	37,203	36,803	36,803

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4537 Emergency Preparedness

Work Program

1. Integration of the State and Federal guidelines for response to, and recovery from, a disaster.
 2. Coordinate the citywide effort toward maintenance of the multihazard functional plan.
 3. Continue the education of all City employees about their respective roles in Disaster Preparedness and to maintain compliance with the National Incident Management System (NIMS).
 4. Develop and administer comprehensive disaster drills and exercises.
 5. Maintain Emergency Operations Center in such a way as to enhance the effective and efficient management of disasters.
-

Units of Measure

1. Maintain relationship with California Emergency Management Agency (CalEMA) through all common forums.
 2. Review and update of Emergency Operations Plan every three years.
 3. Critical evaluation of disaster drills.
 4. EOC design that meets the needs of the City as identified through disaster drills and training.
-

Personnel Services - \$31,615

Salary requests are for: Secretary/Emergency Svcs. Coordinator (.50) - \$19,847. Cost allocations are as follows: full-time salaries - \$19,847; benefit costs - \$11,768.

Services and Supplies - \$5,588

Funding requested is for: special consulting services - \$3,500; small equipment - \$200; telephone service - \$48; general liability insurance - \$435; other insurance - \$5; miscellaneous expenditures - \$1,400.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4538

Department	Division	Program
Fire	Fire Marshal's Office	Code Enforcement

Program Description

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	427,046	349,394	349,394	349,394
Services and Supplies	13,984	13,823	12,023	12,023
Capital Outlay	0	0	0	0
Total	441,030	363,217	361,417	361,417

Personnel Authorized	4.90 (FT) 4.00 (PT)	3.40 (FT) 5.00 (PT)	3.40 (FT) 5.00 (PT)	3.40 (FT) 5.00 (PT)
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Source of Funds

General Fund	437,530	359,092	357,292	357,292
Refuse Impound Fund	3,500	4,125	4,125	4,125
Total	441,030	363,217	361,417	361,417

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire	Fire Marshal's Office	4538 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a biweekly schedule to monitor conformance with applicable codes.
 2. Document new contacts and all initial abatement activities conducted.
 3. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
 4. Remove all illegal signs.
 5. Conduct neighborhood cleanups (C.A.U.T.I.O.N. cleanups).
 6. Remove all graffiti from private property.
-

Units of Measure

	<u>2008-09</u>	<u>Year to Date 2009-10</u>	<u>Estimate 2010-11</u>
Scheduled Surveys Completed	72	54	72
New Case Computer Entries	1,000	775	969
Abandoned Vehicle Abatement	420	275	344
Illegal Signs Removed	7,324	5,754	7,193
C.A.U.T.I.O.N. Cleanups	2	0	0
Graffiti Removed	103	49	62

Personnel Services - \$349,394

Salary requests are for: Deputy Fire Chief (.50) - \$60,576; Senior Code Enforcement Officer (1.00) - \$63,072; Code Enforcement Officer (1.40) - \$78,842; Receptionist/Office Specialist (.50) - unfunded; Reserve Code Enforcement Officer (4.00/part-time) - \$2,400; Receptionist/Office Specialist (1.00/part-time) - \$24,086. Cost allocations are as follows: full-time salaries - \$202,490; part-time salaries - \$26,486; overtime - \$4,500; benefit costs - \$115,918.

Services and Supplies - \$13,823

Funding requested is for: books and periodicals - \$300; license/permits/certificates - \$250; recycle materials - \$4,125; telephone service - \$527; general liability insurance - \$5,206; other insurance - \$65; small equipment - \$250; miscellaneous expenditures - \$3,100.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

Provides a program that maintains Emergency Medical Technician and Paramedic training, certifications, and medical supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	216,544	237,111	237,111	237,111
Services and Supplies	56,476	47,603	47,603	47,603
Capital Outlay	0	0	0	0
Total	273,020	284,714	284,714	284,714

Personnel Authorized	.83 (FT)	.83 (FT)	.83 (FT)	.83 (FT)
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Source of Funds

EMS Paramedic Fund	236,544	85,707	247,800	247,800
SB 509 Public Safety Fund	36,476	199,007	36,914	36,914
Total	273,020	284,714	284,714	284,714

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

1. Respond and provide advanced life support emergency medical services to the community in accordance with the National Fire Protection Association (NFPA) 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

Response Target Ranges	July 1, 2008, to June 30, 2009	Estimate July 1, 2009, to June 30, 2010
➤ 80% response times under 8 minutes	94%	95%
➤ 90% response times under 9 minutes	97%	97%
	<u>2008-09</u>	<u>2009-10</u>
Continuous Education Hours for Nine Paramedics	216	216
Current and Accurate Medical Records on file	2,616	2,421

Personnel Services - \$237,111

Salary requests are for: Fire Division Chief (.83) - \$92,266. Cost allocations are as follows: full-time salaries - \$92,266; additional pay - paramedic stipends - \$79,450; benefit costs - \$65,395.

Services and Supplies - \$47,603

Funding requested is for: books and periodicals - \$300; office supplies - \$1,400; program supplies - \$8,725; license/permits/certificates - \$3,795; maintenance of other equipment - \$1,000; telephone service - \$358; special contract services - \$23,925; general liability insurance - \$3,556; other insurance - \$44; small equipment - \$4,500.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (City Engineer), Street/Vehicle/Sewer Maintenance Division (Public Works Superintendent), and Building and Grounds Maintenance Division (Building and Grounds Maintenance Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,917,501	2,856,851	2,856,851	2,856,851
Services and Supplies	3,760,560	3,879,289	3,770,256	3,770,256
Capital Outlay	275,000	500,940	162,000	162,000
Total	6,953,061	7,237,080	6,789,107	6,789,107

Personnel Authorized	38.60 (FT) 4.00 (PT)	38.60 (FT) 4.00 (PT)	38.60 (FT) 4.00 (PT)	38.60 (FT) 4.00 (PT)
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Divisional Distribution

Engineering	835,078	997,126	981,957	981,957
Street Maintenance	1,348,835	1,039,278	942,058	942,058
Park Maintenance	1,223,346	1,329,137	1,243,537	1,243,537
Vehicle Maintenance	442,358	408,451	389,576	389,576
Sewer Maintenance	2,417,580	2,770,004	2,586,195	2,586,195
Building Maintenance	685,864	693,084	645,784	645,784
Total	6,953,061	7,237,080	6,789,107	6,789,107

Source of Funds

General Fund	3,430,113	4,262,176	3,303,406	3,303,406
Gas Tax Fund	782,168	0	831,306	831,306
Park Development Fund	13,200	13,200	13,200	13,200
Community Block Grant Fund	35,000	55,000	55,000	55,000
Air Quality Improvement Fund	50,000	0	0	0
Sewer Maintenance	2,417,580	2,770,004	2,586,195	2,586,195
Refuse Fee Impound Fund	225,000	0	0	0
Equipment Replacement Fund	0	136,700	0	0
Total	6,953,061	7,237,080	6,789,107	6,789,107

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System 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	287,876	356,627	356,627	356,627
Services and Supplies	547,202	640,499	625,330	625,330
Capital Outlay	0	0	0	0
Total	835,078	997,126	981,957	981,957

Personnel Authorized	2.55 (FT)	3.55 (FT)	3.55 (FT)	3.55 (FT)
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Department Distribution

Management & Construction	225,133	359,464	344,295	344,295
Public Works Inspection	121,018	119,123	119,123	119,123
Traffic Safety Engineering	488,927	518,539	518,539	518,539
Total	835,078	997,126	981,957	981,957

Source of Funds

General Fund	398,610	997,126	540,445	540,445
Gas Tax Fund	436,468	0	441,512	441,512
Total	835,078	997,126	981,957	981,957

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 SANBAG; 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	155,162	232,728	232,728	232,728
Services and Supplies	69,971	126,736	111,567	111,567
Capital Outlay	0	0	0	0
Total	225,133	359,464	344,295	344,295

Personnel Authorized	1.50 (FT)	2.50 (FT)	2.50 (FT)	2.50 (FT)
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Source of Funds

General Fund	225,133	359,464	344,295	344,295
Total	225,133	359,464	344,295	344,295

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

1. Manage and administer the programs and activities of the division.
 2. Pursue State and Federal grants and other funding for capital improvements.
 3. Represent the department at City Council, Planning Commission and various committee meetings.
 4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, 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.
-

Units of Measure

	<u>2008-2009</u>	<u>1st 6 Mos. 2009-2010</u>	<u>Estimate 2010-2011</u>
Public Works Improvements	10	5	10
Citizen Requests	400	200	400
Studies	0	0	1
Plan Check Capital Improvements	10	5	10
Plan Check Private Development	11	5	12
Plan Check Tract Maps	2	1	2
Plan Check Parcel Maps	2	2	4
Plan Check Lot Merger/Line Adjustment	2	1	2
Review of WQMPs	0	0	5

Personnel Services - \$232,728

Salary requests are for: Public Works Director (.05) - \$7,684; City Engineer (.20) - \$22,723; Project Manager (.85) - \$57,732; Administrative Specialist (.40) - \$17,471; Environmental Compliance Inspector (1.00) - \$52,224. Cost allocations are as follows: full-time salaries - \$157,834; overtime - \$2,000; additional pay - \$450; benefit costs - \$72,444.

Services and Supplies - \$126,736

Funding requested is for: books and periodicals - \$400; program supplies - \$1,000; license/permits/certificates - \$312; dues and memberships - \$1,304; travel and meetings - \$2,150; auto allowance - \$3,900; special consulting services - \$9,000; plan checking services - \$40,000; telephone service - \$326; electric service - \$1,028; natural gas service - \$38; special lab testing - \$1,000; special contract services - \$53,365; vocational training - \$500; general liability insurance - \$3,139; other insurance - \$3,604; small equipment - \$170; cellular phone - \$5,000; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Inspection

Program Description

Issue Public Works construction permits; provide inspection of Public Works capital improvement projects, public improvements within subdivisions, and public improvements by private developments; provide on-site inspection of grading when requested by the Building Division; and provide inspection services as requested by other departments.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	116,903	115,100	115,100	115,100
Services and Supplies	4,115	4,023	4,023	4,023
Capital Outlay	0	0	0	0
Total	121,018	119,123	119,123	119,123

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

General Fund	121,018	119,123	119,123	119,123
Total	121,018	119,123	119,123	119,123

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

1. Inspect public works projects.
 2. Inspect development-related work within the public right-of-way.
 3. Inspect utility company related work within the public right-of-way.
 4. Issue permits for work performed within the public right-of-way.
 5. Provide project management of public works projects.
 6. Provide on-site grading inspection at request of Building Division.
 7. Provide inspection assistance for other departments.
-

Units of Measure

	<u>2008-2009</u>	<u>1st 6 mos. 2009-2010</u>	<u>Estimate 2010-2011</u>
Subdivision public improvement inspections	75	30	75
Private development improvement inspections	10	10	20
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	80	40	100

Personnel Services - \$115,100

Salary requests are for: City Engineer (.20) - \$22,723; Public Works Inspector (.80) - \$47,002. Cost allocations are as follows: full-time salaries - \$69,725; overtime - \$12,500; benefit costs - \$32,875.

Services and Supplies - \$4,023

Funding requested is for: telephone service - \$161; electric service - \$508; natural gas service - \$19; general liability insurance - \$1,553; other insurance - \$1,782.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

Oversee the maintenance of traffic signals, signal coordination and timing, and street lighting system; provide for the implementation of proper safety standards and devices to ensure that the City street system functions in a safe manner; and prepare and review traffic engineering studies. Coordinate traffic and transportation issues with surrounding and regional agencies. Maintain Highway Performance Monitoring System (HPMS) program database required by state and federal governments. Prepare speed surveys as required in accordance with state law.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	15,811	8,799	8,799	8,799
Services and Supplies	473,116	509,740	509,740	509,740
Capital Outlay	0	0	0	0
Total	488,927	518,539	518,539	518,539
Personnel Authorized	.05 (FT)	.05 (FT)	.05 (FT)	.05 (FT)

Source of Funds

General Fund	52,459	518,539	77,027	77,027
Gas Tax Fund	436,468	0	441,512	441,512
Total	488,927	518,539	518,539	518,539

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

Work Program

1. Maintain accident record system.
 2. Conduct studies and investigations relative to traffic safety.
 3. Respond to citizen requests regarding traffic operations.
 4. Implement signing and striping projects to improve safety and facilitate traffic flow.
 5. Oversee maintenance and operation of traffic signals.
 6. Conduct traffic counts and speed surveys.
 7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
 8. Participation in SANBAG 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>2008-2009</u>	<u>1st. 6 mos. 2009-2010</u>	<u>Estimate 2010-2011</u>
Developments reviewed	5	3	5
Signals maintained	41	42	44
Reports, studies, investigations	1	0	1
Citizen requests	30	15	30

Personnel Services - \$8,799

Salary requests are for: City Engineer (.05) - \$5,681. Cost allocations are as follows: full-time salaries - \$5,681; benefit costs - \$3,118.

Services and Supplies - \$509,740

Funding requested is for: routine traffic signal maintenance - \$28,512; extraordinary traffic signal maintenance- \$40,000; architectural and engineering services - \$30,000; street lighting - \$373,000; telephone service - \$1,044; electric service - \$36,428; natural gas service - \$1; general liability insurance - \$119; other insurance - \$136; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Street

Overview

Maintain the City infrastructure through managing 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	825,993	773,564	773,564	773,564
Services and Supplies	247,842	175,214	168,494	168,494
Capital Outlay	275,000	90,500	0	0
Total	1,348,835	1,039,278	942,058	942,058

Personnel Authorized	12.00 (FT) .30 (PT)	11.15 (FT) .30 (PT)	11.15 (FT) .30 (PT)	11.15 (FT) .30 (PT)
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Department Distribution

Graffiti Abatement	187,724	184,944	184,944	184,944
Street Maintenance	579,500	461,016	454,296	454,296
Signing & Painting	130,051	214,085	123,585	123,585
Street Sweeping	451,560	179,233	179,233	179,233
Total	1,348,835	1,039,278	942,058	942,058

Source of Funds

General Fund	985,985	893,778	835,458	835,458
Community Development				
Block Grant Fund	35,000	55,000	55,000	55,000
Equipment Replacement Fund	225,000	90,500	0	0
Gas Tax Fund	52,850	0	51,600	51,600
Air Quality Improvement				
Trust Fund	50,000	0	0	0
Total	1,348,835	1,039,278	942,058	942,058

PROGRAM BUDGET SUMMARY - 1

Program Number 4645

Department	Division	Program
Public Works	Street	Graffiti Abatement

Program Description

Remove graffiti from public property and selected locations on residential and commercial structures throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	147,754	145,136	145,136	145,136
Services and Supplies	39,970	39,808	39,808	39,808
Capital Outlay	0	0	0	0
Total	187,724	184,944	184,944	184,944

Personnel Authorized	2.20 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)
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Source of Funds

General Fund	152,724	129,944	129,944	129,944
Community Development Block Grant Fund	35,000	55,000	55,000	55,000
Total	187,724	184,944	184,944	184,944

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4645 Graffiti Abatement

Work Program

1. Remove graffiti from public and private property by City crews.

Units of Measure

	<u>2008-09</u>	<u>1st 6 mos. 2009-10</u>	<u>Estimated 2010-11</u>
Locations graffiti abated	9,913	4,972	9,950

Personnel Services - \$145,136

Salary requests are for: Public Works Superintendent (.10) - \$8,048; Assistant Public Works Superintendent (.10) – unfunded; Graffiti Abatement Workers (2.00) - \$84,480. Cost allocations are as follows: full-time salaries - \$92,528; overtime - \$300; benefit costs - \$52,308.

Services and Supplies - \$39,808

Funding requested is for: uniforms - \$700; materials - \$30,000; telephone service - \$488; electric service - \$383; natural gas service - \$65; general liability insurance - \$7,945; other insurance - \$27; program supplies - \$200.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4646

Department	Division	Program
Public Works	Street	Street Maintenance

Program Description

Provide a safe travelway for both pedestrian and vehicular traffic by making repairs to streets, sidewalks, maintaining flood control facilities, controlling weed growth and repairing fencing in the public right-of-way, and picking up abandoned shopping carts and debris from City streets and alleys.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	435,099	384,676	384,676	384,676
Services and Supplies	144,401	76,340	69,620	69,620
Capital Outlay	0	0	0	0
Total	579,500	461,016	454,296	454,296

Personnel Authorized	6.45 (FT) .30 (PT)	5.55 (FT) .30 (PT)	5.55 (FT) .30 (PT)	5.55 (FT) .30 (PT)
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Source of Funds

General Fund	556,050	461,016	431,496	431,496
Gas Tax Fund	23,450	0	22,800	22,800
Total	579,500	461,016	454,296	454,296

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	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.
 6. Enforce compliance of laws regulating the National Pollution Discharge Elimination System.
-

Units of Measure

	<u>2008-09</u>	1st. 6 mos. <u>2009-10</u>	Estimate <u>2010-11</u>
Tons of asphaltic concrete placed	142	80	200
Pounds of crack seal placed	13,500	760	10,000
Square footage of sidewalk removed and replaced	771	34	5,000
Remove and replace curb and gutter (lin. ft.)	116	74	100
Flood control facilities maintained (lin. ft.)	21,270	21,270	21,270

Personnel Services - \$384,676

Salary requests are for: Public Works Superintendent (.15) - \$12,072; Assistant Public Works Superintendent (.10) - unfunded; Leadworker (1.00) - \$48,744; Maintenance Workers (4.00) - \$167,717; Secretary (.30) - unfunded; Office Specialist (.30/part-time) - \$9,372. Cost allocations are as follows: full-time salaries - \$228,533; part time salaries - \$9,372; overtime - \$16,500; benefit costs - \$130,001; additional pay - \$270.

Services and Supplies - \$76,340

Funding requests is for: service awards - \$700; uniforms - \$10,000; program supplies - \$2,000; license/permits/certificates - \$3,140; asphalt - \$9,000; cement - \$1,800; weed chemicals - \$500; miscellaneous repair materials - \$12,000; dues and memberships - \$335; telephone service - \$1,294; electric service - \$1,014; natural gas service - \$173; refuse disposal - \$500; special contract services - \$500; educational grants - \$3,900; vocational training - \$6,480; rental of private equipment - \$400; general liability insurance - \$21,050; other insurance - \$1,554.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4650

Department	Division	Program
Public Works	Street	Signing & Painting

Program Description

Move pedestrian and vehicle traffic on City streets in a safe manner by an effective maintenance program of striping, legend painting, and replacing and updating signs throughout the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	93,462	88,239	88,239	88,239
Services and Supplies	36,589	35,346	35,346	35,346
Capital Outlay	0	90,500	0	0
Total	130,051	214,085	123,585	123,585

Personnel Authorized	1.20 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	100,651	123,585	94,785	94,785
Equipment Replacement Fund	0	90,500	0	0
Gas Tax Fund	29,400	0	28,800	28,800
Total	130,051	214,085	123,585	123,585

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4650 Signing & Painting

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
 2. Paint traffic striping annually.
 3. Paint traffic legends throughout the City on an annual or as-needed basis.
-

Units of Measure

	<u>2008-09</u>	1st. 6 mos. <u>2009-10</u>	Estimate <u>2010-11</u>
Maintain signs	760	335	600
Fabricate signs	260	105	175
Stripe miles of street	83	83	83
Stencil traffic legends	760	240	480

Personnel Services - \$88,239

Salary requests are for: Public Works Superintendent (.10) - \$8,048; Assistant Public Works Superintendent (.10) – unfunded; Maintenance Worker (1.00) - \$42,240. Cost allocations are as follows: full-time salaries - \$50,288; overtime - \$2,250; benefit costs - \$35,701.

Services and Supplies - \$35,346

Funding requested is for: program supplies - \$270; traffic striping materials - \$11,500; traffic signs - \$15,300; materials - \$2,000; telephone service - \$297; electric service - \$233; natural gas service - \$40; special contract services - \$500; general liability insurance - \$4,834; other insurance - \$372.

Capital Outlay - \$90,500

Funding requested is for: one stencil truck.

PROGRAM BUDGET SUMMARY - 1

Program Number 4651

Department	Division	Program
Public Works	Street	Street Sweeping

Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	149,678	155,513	155,513	155,513
Services and Supplies	26,882	23,720	23,720	23,720
Capital Outlay	275,000	0	0	0
Total	451,560	179,233	179,233	179,233

Personnel Authorized	2.15 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)
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Source of Funds

General Fund	176,560	179,233	179,233	179,233
Equipment Replacement Fund	225,000	0	0	0
Air Quality Improvement Trust Fund	50,000	0	0	0
Total	451,560	179,233	179,233	179,233

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street	4651 Street Sweeping

Work Program

1. Sweep main roadways, residential streets, and alleys weekly, and the Montclair Transcenter bi-monthly.
 2. Respond to requests for special sweeping after traffic accidents, spills, etc.
-

Units of Measure

	<u>2008-09</u>	<u>1st. 6 mos. 2009-10</u>	<u>Estimate 2010-11</u>
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	1	0	1

Personnel Services - \$155,513

Salary requests are for: Public Works Superintendent (.10) - \$8,048; Assistant Public Works Superintendent - (.10) - unfunded; Street Sweeper Operators (2.00) - \$91,680. Cost allocations are as follows: full-time salaries - \$99,728; overtime - \$1,000; benefits costs - \$54,785.

Services and Supplies - \$23,720

Funding requested is for: program supplies - \$200; materials - street sweeping - \$10,000; telephone service - \$523; electric service - \$410; natural gas service - \$70; general liability insurance - \$8,513; other insurance - \$4,004.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

Maintain all City trees, parks, facilities and other landscaped areas in a safe and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	424,601	447,952	447,952	447,952
Services and Supplies	798,745	812,985	795,585	795,585
Capital Outlay	0	68,200	0	0
Total	1,223,346	1,329,137	1,243,537	1,243,537

Personnel Authorized	6.60 (FT) .30 (PT)	6.75 (FT) .30 (PT)	6.75 (FT) .30 (PT)	6.75 (FT) .30 (PT)
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Department Distribution

Park Maintenance	1,097,868	1,181,236	1,156,836	1,156,836
Tree Maintenance	125,478	147,901	86,701	86,701
Total	1,223,346	1,329,137	1,243,537	1,243,537

Source of Funds

General Fund	917,296	1,269,737	892,143	892,143
Gas Tax Fund	292,850	0	338,194	338,194
Park Development Fund	13,200	13,200	13,200	13,200
Equipment Replacement Fund	0	46,200	0	0
Total	1,223,346	1,329,137	1,243,537	1,243,537

PROGRAM BUDGET SUMMARY - 1

Program Number 4652

Department	Division	Program
Public Works	Park Maintenance	Park Maintenance

Program Description

Maintain all City parks, median islands, parkways, fire stations, and other facilities in a well groomed and aesthetically pleasing appearance to the citizens of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	406,876	434,387	434,387	434,387
Services and Supplies	690,992	724,849	722,449	722,449
Capital Outlay	0	22,000	0	0
Total	1,097,868	1,181,236	1,156,836	1,156,836
Personnel Authorized	6.45 (FT) .30 (PT)	6.55 (FT) .30 (PT)	6.55 (FT) .30 (PT)	6.55 (FT) .30 (PT)

Source of Funds

General Fund	891,818	1,168,036	870,442	870,442
Gas Tax Fund	192,850	0	273,194	273,194
Park Development Fund	13,200	13,200	13,200	13,200
Total	1,097,868	1,181,236	1,156,836	1,156,836

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Park Maintenance	4652 Park Maintenance

Work Program

1. Perform maintenance activities including, but not limited to the turf, ball fields, landscaped areas, playgrounds, park equipment, parking lots, irrigation systems and any necessary repairs.
 2. Maintain landscaped median islands, parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2008-09</u>	<u>1st 6 mos. 2009-10</u>	<u>Estimate 2010-11</u>
Acres of parks and facilities maintained	78.16	78.16	78.16
Acres of parks and facilities mowed	40.38	40.38	40.38
Hours expended in the repair of irrigation systems citywide	1,800	900	1,800
Acres of median islands, parkways and bike trails maintained by maintenance contract	15.60	18.94	18.94

Personnel Services - \$434,387

Salary requests are for: Facilities and Grounds Superintendent (.15) - \$12,991; Assistant Public Works Superintendent (.10) – unfunded; Leadworker (1.00) - \$48,744; Maintenance Workers (5.00) - \$206,078; Office Specialist (.30/part-time) - \$9,372. Cost allocations are as follows: full-time salaries - \$267,813; part-time salaries - \$9,372; overtime - \$3,500; additional pay \$270; benefit costs - \$153,432.

Services and Supplies - \$712,849

Funding requested is for: program supplies - \$2,000; license/permits/certificates - \$50; sprinkler parts - \$13,500; fertilizers - \$2,000; weed chemicals - \$1,000; repair materials - \$14,400; special contract services - \$408,198; private equipment rentals - \$900; rental property upkeep - \$10,000; miscellaneous expenditures - \$3,200; telephone service - \$607; electric service - \$61,875; natural gas service - \$194; water service - \$169,986; general liability insurance - \$23,733; other insurance - \$1,206.

Capital Outlay - \$22,000

Funding requested is for: one riding lawn mower.

PROGRAM BUDGET SUMMARY - 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	17,725	13,565	13,565	13,565
Services and Supplies	107,753	88,136	73,136	73,136
Capital Outlay	0	46,200	0	0
Total	125,478	147,901	86,701	86,701

Personnel Authorized	.15 (FT)	.20 (FT)	.20 (FT)	.20 (FT)
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Source of Funds

General Fund	25,478	101,701	21,701	21,701
Gas Tax Fund	100,000	0	65,000	65,000
Equipment Replacement Fund	0	46,200	0	0
Total	125,478	147,901	86,701	86,701

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

Work Program

1. Maintain trees at City facilities and at City parks.
 2. Trim trees in the public right-of-way.
 3. Replace dead or damaged trees.
 4. Prune roots where feasible to prevent hardscape damage.
-

Units of Measure

	<u>2008-09</u>	<u>1st 6 mos.</u> <u>2009-10</u>	<u>Estimate</u> <u>2010-11</u>
Trees trimmed	1,219	644	900
Trees removed	60	27	40
Trees replaced	28	27	40
Tree roots pruned	0	1	2
Trees sprayed	0	0	5

Personnel Services - \$13,565

Salary requests are for: Public Woks Superintendent (.10) - \$8,048; Assistant Public Works Superintendent (.10)- unfunded. Cost allocations are as follows: full-time salaries - \$8,048; overtime - \$500; benefit costs - \$5,017.

Services and Supplies - \$88,136

Funding requested is for: miscellaneous expenditures - \$250; materials - \$400; special contract services - \$85,000; telephone service - \$46; electric service - \$36; natural gas service - \$6; general liability insurance - \$750; other insurance - \$1,648.

Capital Outlay - \$46,200

Funding is requested for: One replacement Vermeer wood chipper.

PROGRAM BUDGET SUMMARY - 1

Program Number 4656

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance

Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Police and Fire Department vehicles (except pumper trucks) to ensure that they function properly and are safe for the user.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	191,048	166,039	166,039	166,039
Services and Supplies	251,310	242,412	223,537	223,537
Capital Outlay	0	0	0	0
Total	442,358	408,451	389,576	389,576

Personnel Authorized	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)	2.20 (FT) 1.10 (PT)
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Source of Funds

General Fund	442,358	408,451	389,576	389,576
Total	442,358	408,451	389,576	389,576

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment on a scheduled basis. (Excluding Fire Pumper trucks).
2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment in the most efficient manner possible. (Excluding Fire Pumper trucks).

Units of Measure

	<u>2008-09</u>	1st. 6 mos. <u>2009-10</u>	Estimate <u>2010-11</u>
Number of vehicle services performed	320	160	320
Number of vehicle repairs performed	220	110	220
Number of equipment services performed	180	90	180
Number of equipment repairs performed	100	50	100

Personnel Services - \$166,039

Salary requests are for: Public Works Superintendent (.10) - \$8,048; Assistant Public Works Superintendent (.10) – unfunded; Lead Mechanic (.95) - \$51,357; Equipment Mechanic (.95) - \$45,452; Secretary (.10) – unfunded; Office Specialist (.10/part-time) - \$3,124; Mechanic Aide (1.00/part-time) - unfunded. Cost allocations are as follows: full time salaries - \$104,857; part-time salaries - \$3,124; overtime - \$500; additional pay - \$270; benefit costs - \$57,288.

Services and Supplies - \$242,412

Funding requested is for: books and periodicals - \$2,000; program supplies - \$1,500; repair materials - \$80,000; license/permits/certificates - \$2,375; gasoline - \$45,000; diesel fuel - \$27,500; oil and lubricants - \$6,000; propane - \$10,675; compressed natural gas - \$5,000; work equipment maintenance - \$35,000; other equipment maintenance - \$3,600; telephone service - \$558; electric service - \$5,817; natural gas service - \$992; special contract services - \$5,175; general liability insurance - \$9,089; other insurance - \$31; shop towel service - \$750; small equipment - \$ 1,350.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4669

Department	Division	Program
Public Works	Sewer	Sewer Maintenance

Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	667,565	654,174	654,174	654,174
Services and Supplies	1,750,015	1,773,590	1,770,021	1,770,021
Capital Outlay	0	342,240	162,000	162,000
Total	2,417,580	2,770,004	2,586,195	2,586,195

Personnel Authorized	8.10 (FT) 1.30 (PT)	8.10 (FT) 1.30 (PT)	8.10 (FT) 1.30 (PT)	8.10 (FT) 1.30 (PT)
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Source of Funds

Sewer Maintenance Fund	2,417,580	2,770,004	2,586,195	2,586,195
Total	2,417,580	2,770,004	2,586,195	2,586,195

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

Work Program

1. Maintain, televise, and inspect main line sewers.
 2. Inspect and maintain manholes.
 3. Make repairs on main line sewers.
 4. Respond to main line sewer blockages.
 5. Enforce compliance of laws regulating usage of sewer collection system.
-

Units of Measure

	<u>2008-09</u>	1st 6 mos. <u>2009-10</u>	Estimate <u>2010-11</u>
Sewer main maintained (feet)	900,000	450,000	900,000
Sewer main televised and inspected (feet)	81,960	42,901	84,000
Manholes inspected and maintained (each)	2,500	1,350	2,500
Repair of sewer main (feet)	0	0	0
Blockage requests (each)	0	6	15
Facility Pretreatment Inspections	160	150	150

Personnel Services - \$654,174

Salary requests are for: Public Works Director (.15) - \$23,053; Assistant Public Works Superintendent (.30) - unfunded; City Engineer (.25) - \$28,404; Public Works Superintendent (.35) - \$28,166; Environmental Manager (1.00) - \$69,252; Environmental Control Specialist (1.00) - \$55,020; Maintenance Workers (3.00) - \$123,199; Project Manager (.15) - \$10,188; Public Works Inspector (.20) - \$11,750; Administrative Specialist (.30) - \$13,104; Lead Mechanic (.05) - \$2,703; Equipment Mechanic (.05) - \$2,392; NPDES/Environmental Compliance Inspector (1.00) - \$52,224; Secretary (.30) - unfunded; Office Specialist (.30/part-time) - \$9,373. Cost allocations are as follows: full-time salaries - \$419,455; part-time salaries - \$9,373; overtime - \$8,500; additional pay - \$1,440; benefit costs - \$215,406.

Services and Supplies - \$1,773,590

Funding requested is for: service awards - \$100; books and publications - \$300; uniforms - \$1,250; program supplies - \$2,500; license/permits/certificates - \$2,729; chemicals - \$2,000; repair materials - \$1,200; dues and memberships - \$1,492; travel and meetings - \$2,480; telephone service - \$2,200; electric service - \$1,724; natural gas service - \$294; sewer processing - \$1,605,000; sewer testing - \$7,000; special contract services - \$4,500; educational grants - \$2,600; vocational training - \$2,910; rent of private equipment - \$13,000; general liability insurance - \$35,805; other insurance - \$15,456; postage - \$200; small equipment - \$2,500; cellular phone expenditures - \$3,000; other equipment maintenance - \$2,250; depreciation expense - \$61,100.

Capital Outlay - \$342,240

Funding requested is for: One color television sewer inspection system and one sewer hydro Jetter vehicle.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	520,418	458,495	458,495	458,495
Services and Supplies	165,446	234,589	187,289	187,289
Capital Outlay	0	0	0	0
Total	685,864	693,084	645,784	645,784

Personnel Authorized	7.15 (FT)	6.85 (FT)	6.85 (FT)	6.85 (FT)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Department Distribution

Bldg. Maint. Services	190,178	226,458	202,308	202,308
Heating and A/C Services	108,329	115,154	108,154	108,154
Janitorial Services	387,357	351,472	335,322	335,322
Total	685,864	693,084	645,784	645,784

Source of Funds

General Fund	685,864	693,084	645,784	645,784
Total	685,864	693,084	645,784	645,784

PROGRAM BUDGET SUMMARY - 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maintenance Services

Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	110,670	96,765	96,765	96,765
Services and Supplies	79,508	129,693	105,543	105,543
Capital Outlay	0	0	0	0
Total	190,178	226,458	202,308	202,308

Personnel Authorized	1.15 (FT)	.95 (FT)	.95 (FT)	.95 (FT)
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Source of Funds

General Fund	190,178	226,458	202,308	202,308
Total	190,178	226,458	202,308	202,308

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4691 Bldg. Maint. Services

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
 2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
 3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
 4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
 5. Miscellaneous: Use for any function not reported in the above activities.
-

Units of Measure

	<u>2008-09</u>	<u>1st 6 mos. 2009-10</u>	<u>Estimate 2010-11</u>
General Building Maintenance	15	17	17

Personnel Services - \$96,765

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$34,642; Building Maintenance Technician (.55) - \$26,473. Cost allocations are as follows: full-time salaries - \$61,115; overtime - \$500; benefit costs - \$35,150.

Services and Supplies - \$129,693

Funding requested is for: program supplies - \$1,500; license/permits/certificates - \$650; materials - \$89,700; maintenance other equipment - \$21,500; special contract services - \$11,000; rent private equipment - \$2,000; telephone service - \$134; electric service - \$422; natural gas service - \$16; general liability insurance - \$1,290; other insurance - \$1,481.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	82,474	84,732	84,732	84,732
Services and Supplies	25,855	30,422	23,422	23,422
Capital Outlay	0	0	0	0
Total	108,329	115,154	108,154	108,154

Personnel Authorized	.85 (FT)	.80 (FT)	.80 (FT)	.80 (FT)
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Source of Funds

General Fund	108,329	115,154	108,154	108,154
Total	108,329	115,154	108,154	108,154

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating & Air Conditioning Services

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>2008-09</u>	<u>1st 6 mos. 2009-10</u>	<u>Estimate 2010-11</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	83	87	91
Exhaust Fans	32	35	41
Ice Machines and Refrigerators	14	16	22

Personnel Services - \$84,732

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$34,642; Building Maintenance Technician (.40) - \$19,253. Cost allocations are as follows: full-time salaries - \$53,895; overtime - \$250; benefit costs - \$30,587.

Services and Supplies - \$30,422

Funding requested is for: program supplies - \$500; materials, miscellaneous maintenance and repairs - \$20,000; maintenance other equipment - \$7,000; telephone service - \$117; electric service - \$369; natural gas service - \$14; general liability insurance - \$1,127; other insurance - \$1,295.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4693

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	327,274	276,998	276,998	276,998
Services and Supplies	60,083	74,474	58,324	58,324
Capital Outlay	0	0	0	0
Total	387,357	351,472	335,322	335,322

Personnel Authorized	5.15 (FT) 1.00 (PT)	5.10 (FT) 1.00 (PT)	5.10 (FT) 1.00 (PT)	5.10 (FT) 1.00 (PT)
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Source of Funds

General Fund	387,357	351,472	335,322	335,322
Total	387,357	351,472	335,322	335,322

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

Work Program

1. Floor care: vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
 2. Window cleaning: washing, etc.
 3. Room Care: dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
 4. Miscellaneous: used for any functions not reported in above activities.
-

Units of Measure

	<u>2008-09</u>	1st 6 mos. <u>2009-10</u>	Estimate <u>2010-11</u>
City Facilities (buildings)	9	9	10

Personnel Services - \$276,998

Salary requests are for: Facilities and Grounds Superintendent (.05) - \$4,329; Building Maintenance Technician (.05) - \$2,406; Lead Custodian (1.00) - \$44,796; Custodians (4.00) - \$104,124; Custodian (1.00/part-time) - \$22,776. Cost allocations are as follows: full-time salaries - \$155,655; part-time salaries - \$22,776; overtime - \$3,000; benefit costs - \$95,567.

Services and Supplies - \$74,474

Funding requested is for: custodial supplies - \$50,000; program supplies - \$6,800; special contract services - \$6,500; small equipment - \$1,500; telephone service - \$387; electric service - \$1,222; natural gas service - \$44; general liability insurance - \$3,735; other insurance - \$4,286.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department	Division
Community Development	Planning/Building/Human Services

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. Community Development also includes a wide range of community-based human services by providing programs of service and information to enhance the overall quality of life for the Montclair community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,890,312	2,903,559	2,903,559	2,903,559
Services and Supplies	845,445	1,018,467	987,462	987,462
Capital Outlay	0	0	0	0
Total	3,735,757	3,922,026	3,891,021	3,891,021

Personnel Authorized	30.00 (FT) 130.00 (PT)	31.00 (FT) 137.00 (PT)	31.00 (FT) 137.00 (PT)	31.00 (FT) 137.00 (PT)
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Department Distribution

Planning Commission	16,651	16,783	16,783	16,783
Administration	267,179	266,439	264,709	264,709
Current Planning	234,165	193,448	192,448	192,448
Advance Planning	122,506	88,261	88,261	88,261
Field Inspection	174,882	140,753	140,753	140,753
Plan Check	125,146	79,948	79,948	79,948
Operations	136,582	150,100	150,100	150,100
Recreation	1,860,670	2,188,027	2,170,527	2,170,527
Service Center	167,336	170,587	167,487	167,487
Senior Citizens	142,858	143,041	135,366	135,366
Nutritional Meals	230,100	236,360	236,360	236,360
Health Education	89,528	84,034	84,034	84,034
Family Education	168,154	164,245	164,245	164,245
Total	3,735,757	3,922,026	3,891,021	3,891,021

Source of Funds

General Fund	2,250,419	2,092,433	2,061,428	2,061,428
Community Dev Block Grant	8,150	31,742	31,742	31,742
Air Quality Improvement Fund	6,841	12,703	12,703	12,703
Older American Grant Fund	188,256	189,608	189,608	189,608
Human Services Grant Fund	1,077,283	1,309,444	1,309,444	1,309,444
California Nutrition Grant Fund	73,742	66,679	66,679	66,679
Human Svcs Special Rev. Fund	90,797	150,046	150,046	150,046
2010 Energy Efficiency and Conservation Block Grant Fund	0	24,133	24,133	24,133
RDA - Indirect Staff Charges	40,269	45,238	45,238	45,238
Total	3,735,757	3,922,026	3,891,021	3,891,021

PROGRAM BUDGET SUMMARY - 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Review and make decisions or recommendations to the City Council regarding land use entitlement matters and to make recommendations regarding the Montclair General Plan and various Specific Plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,230	16,370	16,370	16,370
Services and Supplies	421	413	413	413
Capital Outlay	0	0	0	0
Total	16,651	16,783	16,783	16,783

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

General Fund	16,053	16,084	16,084	16,084
RDA - Indirect Staff Charges	598	699	699	699
Total	16,651	16,783	16,783	16,783

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Consider current and advance planning proposals, comply with applicable planning laws, provide any necessary training and/or maintenance of skills, and to maintain knowledge of planning laws and practices affecting the Planning Commission.

Units of Measure

15 Precise Plans of Design	2 General Plan Amendments
8 Conditional Use Permits	2 Variances
4 Tentative Parcel Maps	2 County Referrals
2 Tentative Tract Maps	2 Special Reports
2 Zone Changes	0 Annexations

Personnel Services - \$16,370

Salary requests are for: Planning Commissioners (5.00/part-time) - \$15,000.
Cost allocations are as follows: part-time salaries - \$15,000; benefit costs - \$1,370.

Services and Supplies - \$413

Funding requested is for: telephone service - \$23; general liability insurance - \$137; other insurance - \$253.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4761

Department	Division	Program
Community Development	Planning/Building/Human Services	Administration

Program Description

Effectively coordinate the Planning, Building, and Human Services Divisions' functions within the department and among other departments with the goal of producing a safe, healthy City, as well as aesthetically pleasing development within the community, while continuing to improve the efficiency of the Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	208,732	200,329	200,329	200,329
Services and Supplies	58,447	66,110	64,380	64,380
Capital Outlay	0	0	0	0
Total	267,179	266,439	264,709	264,709

Personnel Authorized	1.85 (FT)	1.60 (FT)	1.60 (FT)	1.60 (FT)
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Source of Funds

General Fund	220,719	212,534	210,804	210,804
Air Quality Improvement Fund	6,841	12,703	12,703	12,703
Older American Grant Fund	900	400	400	400
Human Services Grant Fund	26,025	25,550	25,550	25,550
California Nutrition Grant Fund	1,418	639	639	639
Human Services Special Rev. Fund	1,046	1,046	1,046	1,046
2010 Energy Efficiency and Conservation Block Grant Fund	0	2,360	2,360	2,360
RDA - Indirect Staff Charges	10,230	11,207	11,207	11,207
Total	267,179	266,439	264,709	264,709

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning/Building/Human Services	4761 Administration

Work Program

1. Serve as secretary to Planning Commission.
 2. Provide staff assistance to the City Council and City Manager.
 3. Maintain coordination between Planning, Building, and Human Services Divisions' functions.
 4. Maintain coordinated communication among departments, other City departments, Chamber of Commerce, volunteers, public service agencies, and the community.
 5. Continue to revise record keeping and procedural systems for more efficiency and improved public service.
 6. Maintain adequate level of public information, including reviewing and updating the City's website on a regular basis.
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Units of Measure

1. Minimum of 20 Planning Commission meetings annually (each involves agenda distribution, preparation of displays, graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website).
 2. Regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Monthly departmental staff meetings with Code Enforcement to discuss matters of mutual interest/concern.
 5. Distribute approximately 500 documents and 75 maps requested annually by the public.
 6. Participate in 20 Housing Improvement Task Force meetings and 2-4 Foundation Area owner meetings.
-

Personnel Services - \$200,329

Salary requests are for: Community Development Director (.60) - \$83,981; Administrative Secretary (1.00) - \$46,884. Cost allocations are as follows: full-time salaries - \$130,865; overtime - \$138; benefit costs - \$69,326.

Services and Supplies - \$66,110

Funding requested is for: service awards - \$1,800; books and periodicals - \$100; travel and meetings - \$20,439; dues and memberships - \$2,330; mileage/auto allowance - \$7,800; special consulting services - \$1,000; telephone service - \$280; electric service - \$1,498; natural gas service - \$51; vocational training - \$11,171; general liability insurance - \$1,639; other insurance - \$3,102; cellular phone - \$2,800; miscellaneous expenditures - \$100; Air Quality Improvement Program - \$12,000.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current

Program Description

Review all proposed development to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	223,053	179,512	179,512	179,512
Services and Supplies	11,112	13,936	12,936	12,936
Capital Outlay	0	0	0	0
Total	234,165	193,448	192,448	192,448

Personnel Authorized	1.95 (FT)	2.45 (FT)	2.45 (FT)	2.45 (FT)
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Source of Funds

General Fund	225,710	183,613	182,613	182,613
RDA - Indirect Staff Charges	8,455	9,835	9,835	9,835
Total	234,165	193,448	192,448	192,448

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4762 Current

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

1. Minimum of 20 Planning Commission meetings per year.
 2. Approximately 40 Development Review Committee meetings.
 3. Participate in 12 Community Development/Code Enforcement meetings annually to share information of mutual interest/concern and coordinate multi-departmental activities.
 4. Annual caseload of current development applications.
-

Personnel Services - \$179,512

Salary requests are for: Community Development Director (.20) - \$27,994; City Planner (.75) - \$71,550; Assistant Planner (.50) - \$24,588. Cost allocations are as follows: full-time salaries - \$124,132; overtime - \$552; benefit costs - \$54,828.

Services and Supplies - \$13,936

Funding requested is for: books and periodicals - \$100; publication and advertising - \$8,000; telephone service - \$251; electric service - \$1,240; natural gas service - \$47; general liability service - \$1,469; other insurance - \$2,779; miscellaneous expenditures - \$50.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance

Program Description

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	110,551	79,558	79,558	79,558
Services and Supplies	11,955	8,703	8,703	8,703
Capital Outlay	0	0	0	0
Total	122,506	88,261	88,261	88,261
Personnel Authorized	1.00 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)	.75 (FT) 1.00 (PT)

Source of Funds

General Fund	118,032	83,116	83,116	83,116
RDA - Indirect Staff Charges	4,474	5,145	5,145	5,145
Total	122,506	88,261	88,261	88,261

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4763 Advance

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Units of Measure

1. Amendment and coordination of Specific Plans.
 2. Amendment of adopted General Plan as necessary.
 3. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 4. Participation on the Housing Improvement Task Force.
-

Personnel Services - \$79,558

Salary requests are for: City Planner (.25) - \$23,850; Assistant Planner (.50) - \$24,588; Junior Intern (1.00/part-time) - \$9,454. Cost allocations are as follows: full-time salaries - \$48,438; part-time salaries - \$9,454; overtime - \$414; benefit costs - \$21,252.

Services and Supplies - \$8,703

Funding requested is for: City portion of LAFCO's annual funding - \$6,138; telephone service - \$111; electric service - \$550; natural gas service - \$21; general liability insurance - \$651; other insurance - \$1,232.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4764

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

Provide professional inspection services for all privately-owned construction projects within the City. Revise handouts to reflect current code requirements. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	169,127	134,987	134,987	134,987
Services and Supplies	5,755	5,766	5,766	5,766
Capital Outlay	0	0	0	0
Total	174,882	140,753	140,753	140,753

Personnel Authorized	1.50 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)
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Source of Funds

General Fund	168,355	112,363	112,363	112,363
2010 Energy Efficiency and Conservation Block Grant Fund	0	21,041	21,041	21,041
RDA - Indirect Staff Charges	6,527	7,349	7,349	7,349
Total	174,882	140,753	140,753	140,753

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for the community to improve life, health, and fire safety by inspecting projects at various stages of construction. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Maintain records of completed building inspections.

Units of Measure

	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
Inspections made	3,190	3,689	4,006	3,985	2,839	2,846

Personnel Services - \$134,987

Salary requests are for: Senior Building Inspector (.50) - unfunded; Building Inspector (1.50) - \$89,856. Cost allocations are as follows: full-time salaries - \$89,856; overtime - \$2,000; benefit costs - \$43,131. Personnel services for this program in the amount of \$20,675 are provided by the 2010 Energy Efficiency and Conservation Block Grant Fund.

Services and Supplies - \$5,766

Funding requested is for: books and periodicals - \$941; telephone service - \$192; electric service - \$948; natural gas service - \$36; general liability insurance - \$1,123; other insurance - \$2,126; small equipment - \$150; miscellaneous expenditures - \$250.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	101,503	46,925	46,925	46,925
Services and Supplies	23,643	33,023	33,023	33,023
Capital Outlay	0	0	0	0
Total	125,146	79,948	79,948	79,948

Personnel Authorized	.50 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
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Source of Funds

General Fund	120,242	74,324	74,324	74,324
2010 Energy Efficiency and Conservation Block Grant Fund	0	366	366	366
RDA - Indirect Staff Charges	4,904	5,258	5,258	5,258
Total	125,146	79,948	79,948	79,948

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide for the community to improve life, health and fire safety by checking proposed construction plans against minimum standards required by various codes adopted by the City Council, and conditions imposed by the Planning Commission and/or City Council.

Units of Measure

	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
Plans Checked	427	416	453	446	477	364
Permits Issued	1370	1280	1410	1154	824	600

Personnel Services - \$46,925

Salary requests are for: Senior Building Inspector (.50) - unfunded; Building Inspector (.50) - \$29,952. Cost allocations are as follows: full-time salaries - \$29,952; overtime - \$1,000; benefit costs - \$15,973.

Services and Supplies - \$33,023

Funding requested is for: books and periodicals - \$941; plan checking services - \$30,000; telephone service - \$90; electric service - \$446; natural gas service - \$17; general liability insurance - \$529; other insurance - \$1,000

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4766

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	131,987	144,502	144,502	144,502
Services and Supplies	4,595	5,598	5,598	5,598
Capital Outlay	0	0	0	0
Total	136,582	150,100	150,100	150,100
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	131,501	143,989	143,989	143,989
2010 Energy Efficiency and Conservation Block Grant Fund	0	366	366	366
RDA - Indirect Staff Charges	5,081	5,745	5,745	5,745
Total	136,582	150,100	150,100	150,100

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding codes.
 2. Effectively supervise the functions of the Building Division.
 3. Assist and/or advise the Director.
 4. Represent the Building Division at meetings.
 5. Maintain records.
 6. Recommend adoption of current codes.
 7. Train and supervise inspectors.
-

Units of Measure

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
Permit Valuation	27,366,612	67,138,364	70,263,637	43,115,917	21,306,973

Personnel Services - \$144,502

Salary requests are for: Building Official (1.00) - \$95,580. Cost allocations are as follows: full-time salaries - \$95,580; benefit costs - \$48,922.

Services and Supplies - \$5,598

Funding requested is for: books and periodicals - \$941; telephone service - \$202; electric service - \$998; natural gas service - \$37; general liability insurance - \$1,182; other insurance - \$2,238

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4781

Department	Division	Program
Community Development	Human Services	Recreation

Program Description

Provide a diverse initiative that fulfills the needs of all age groups through leisure activities, youth and adult sports leagues, preschool education programs, community enrichment classes, and the After-School education program that consists of academic assistance, enrichment programs, and recreational activities at 11 Montclair sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,491,616	1,689,377	1,689,377	1,689,377
Services and Supplies	369,054	498,650	481,150	481,150
Capital Outlay	0	0	0	0
Total	1,860,670	2,188,027	2,170,527	2,170,527

Personnel Authorized	17.05 (FT) 118.00 (PT)	18.05 (FT) 124.00 (PT)	18.05 (FT) 124.00 (PT)	18.05 (FT) 124.00 (PT)
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Source of Funds

General Fund	873,876	904,133	886,633	886,633
Human Services Grant Fund	986,794	1,283,894	1,283,894	1,283,894
Total	1,860,670	2,188,027	2,170,527	2,170,527

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4781 Recreation

Work Program

Provide recreation programs, encourage physical fitness, and offer a wide range of youth activities, including day camps, after school programs, intergenerational programs, teen activities, and sports camps. Offer a variety of special event programming for the community throughout the year.

Units of Measure

1. The recreation program provides activities and services to approximately 300,000 participants annually.
 2. The After School Program provided through the After School Education and Safety (ASES) Grant offers recreation opportunities, homework assistance, and enrichment activities to over 1,300 children at 11 school sites.
-

Personnel Services - \$1,689,377

Salary requests are for: Community Development Director (.20) - \$27,993; Assistant Human Services Director (.25) - \$21,060; Senior Human Services Supervisor (1.00) - \$56,476; Senior Recreation Supervisor (1.00) - \$49,176; Office Specialist (.40) - \$14,874; Resource Analyst (.20) - \$10,533; Sr. Learning Coordinator (1.00) - \$44,947; Learning Coordinators (11.00) - \$442,577; Recreation Supervisors (2.00) - \$94,124; Community Health Education Coordinator (1.00) - unfunded; Office Specialist (1.00/part-time) - \$30,212; Facility Coordinators (6.00/part-time) - \$39,000; summer-winter personnel (27.00/part-time) - \$70,000; Community Building Supervisor (1.00/part-time) - \$3,000; Learning Leaders (80.00/part-time) - \$257,308; Mini-School Coordinator (1.00/part-time) - \$12,407; Recreation Specialists (2.00/part-time) - \$22,048; After-School Program Aides (6.00/part-time) - \$40,920. Cost allocations are as follows: full-time salaries - \$761,760; part-time salaries - \$474,895; benefit costs - \$452,722.

Services and Supplies - \$498,650

Funding requested is for: books and periodicals - \$200; program supplies - \$103,400; maintenance and other equipment - \$250; publication and advertising - \$17,500; community benefits - \$10,000; mileage/auto allowance - \$150; Community Action Committee - \$20,750; performing artist services - \$2,500; telephone service - \$2,981; electric service - \$56,084; natural gas service - \$3,229; special contract services - \$35,000; general liability insurance - \$19,110; other insurance - \$192,746; postage - \$6,000; reimbursed program cost - \$25,600; miscellaneous expenditures - \$3,150.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4782

Department	Division	Program
Community Development	Human Services	Service Center

Program Description

Provide professional medical services and case management to all people of the community with emphasis on educational health programs and problem-solving techniques dealing with the health risks and critical issues in society.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	89,898	96,414	96,414	96,414
Services and Supplies	77,438	74,173	71,073	71,073
Capital Outlay	0	0	0	0
Total	167,336	170,587	167,487	167,487

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

General Fund	167,336	170,587	167,487	167,487
Total	167,336	170,587	167,487	167,487

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4782 Service Center

Work Program

Continue providing educational, medical, and case management services to all segments of our community. Organize, coordinate, and establish programs, classes, and seminars for youth and adults in the medical and social service areas, as well as provide assistance and referrals to community agencies. Continue our involvement with social service agencies, mental health clinics, and law enforcement groups. Provide continual training for medical students and mental health clinicians.

Units of Measure

1. The Service Center program sees over 1,000 medical patients annually.
 2. A variety of community education and exercise programs are provided with over 3,500 annual participants.
 3. A yearly Health Fair, which averages over 500 attendees, offers free health screenings including vision tests and flu shots, and provides attendees with educational materials about various medical programs.
-

Personnel Services - \$96,414

Salary requests are for: Assistant Human Services Director (.25) - \$21,060; Office Specialist (.30) - \$11,156; Resource Analyst (.20) - \$10,533; Sr. Citizens Program Specialist (.50) - \$20,850. Cost allocations are as follows: full-time salaries - \$63,599; additional pay - \$450; benefit costs - \$32,365.

Services and Supplies - \$74,173

Funding requested is for: books and periodicals - \$100; program supplies - \$3,100; telephone service - \$135; electric service - \$6,889; natural gas service - \$600; special contract services - \$50,136; general liability insurance - \$5,789; other insurance - \$6,724; stipends - \$100; miscellaneous expenditures - \$600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4783

Department	Division	Program
Community Development	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 citizens in our community; serve as an advocate and participate in policy-making processes related to elderly citizens.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	110,845	117,274	117,274	117,274
Services and Supplies	32,013	25,767	18,092	18,092
Capital Outlay	0	0	0	0
Total	142,858	143,041	135,366	135,366

Personnel Authorized	1.05 (FT) 3.00 (PT)	1.05 (FT) 3.00 (PT)	1.05 (FT) 3.00 (PT)	1.05 (FT) 3.00 (PT)
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Source of Funds

General Fund	133,508	111,299	103,624	103,624
Older American Grant Fund	1,200	0	0	0
Community Dev. Block Grant	8,150	31,742	31,742	31,742
Total	142,858	143,041	135,366	135,366

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4783 Senior Citizens

Work Program

Serve as an advocate in the areas of legal, financial, medical, mental health, and transportation services. Develop a comprehensive program to assist older adults with successful aging.

Units of Measure

The Senior Citizens Program provides activities, education, and services to approximately 27,500 participants annually.

Personnel Services - \$117,274

Salary requests are for: Assistant Human Services Director (.25) - \$21,060; Office Specialist (.30) - \$11,155; Senior Citizens Program Specialist (.50) - \$20,850; Transportation Coordinator (1.00/part-time) - \$24,258; Transportation Coordinators (relief) (2.00/part-time) - \$6,000. Cost allocations: full-time salaries - \$53,065; part-time salaries - \$30,258; additional pay - \$450; benefit costs - \$33,501.

Services and Supplies - \$25,767

Funding requested is for: program supplies - \$675; telephone service - \$164; electric service - \$7,384; natural gas service - \$463; special contract services - \$3,300; general liability insurance - \$960; other insurance - \$9,121; miscellaneous expenditures - \$3,700.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4784

Department	Division	Program
Community Development	Human Services	Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	91,649	108,957	108,957	108,957
Services and Supplies	138,451	127,403	127,403	127,403
Capital Outlay	0	0	0	0
Total	230,100	236,360	236,360	236,360

Personnel Authorized	.45 (FT) 3.00 (PT)	.45 (FT) 4.00 (PT)	.45 (FT) 4.00 (PT)	.45 (FT) 4.00 (PT)
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Source of Funds

General Fund	43,944	47,152	47,152	47,152
Older American Grant Fund	186,156	189,208	189,208	189,208
Total	230,100	236,360	236,360	236,360

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4784 Nutritional Meals

Work Program

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

Units of Measure

The Senior Citizens Lunch Program offers a nutritious lunch each weekday to seniors ages 60 and older. The County of San Bernardino Department of Aging and Adult Services provides additional funding that allows the program to serve 17,232 meals annually.

Personnel Services - \$108,957

Salary requests are for: Assistant Director of Human Services (.25) - \$21,060; Resource Analyst (.20) - \$10,533; Program Aide (1.00/part-time) - \$21,029; Nutrition Site Manager (1.00/part-time) - \$14,227; Kitchen Assistant (1.00/part-time) - \$7,488; Assistant Nutrition Site Manager (1.00/part-time) - \$12,480. Cost allocations are as follows: full-time salaries - \$31,593; part-time salaries - \$55,224; benefit costs - \$22,140.

Services and Supplies - \$127,403

Funding requested is for: special consulting services - \$2,000; special contract services - \$114,050; miscellaneous expenditures - \$11,353.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4785

Department	Division	Program
Community Development	Human Services	Health Education

Program Description

Por La Vida is a health education program to promote health and well-being through the training and sharing of information to Latina women and their families in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	67,018	74,109	74,109	74,109
Services and Supplies	22,510	9,925	9,925	9,925
Capital Outlay	0	0	0	0
Total	89,528	84,034	84,034	84,034

Personnel Authorized	1.40 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	17,204	17,994	17,994	17,994
California Nutrition Grant Fund	72,324	66,040	66,040	66,040
Total	89,528	84,034	84,034	84,034

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4785 Health Education

Work Program

Por La Vida is a program that promotes healthful lifestyles and the mission of which is to strengthen the health and well-being of the Latino community. Por La Vida trains Montclair Latinas to become *consejeras*, which loosely translates to "advisor." These *consejeras* give presentations through a social network to share their knowledge. A Healthy Lifestyle program established through the Champions for Change is an expansion of Por La Vida that encourages healthful eating and physically active lifestyle choices.

Units of Measure

1. An increased knowledge of healthy lifestyle choices and parenting skills by Por La Vida *consejeras*, lay health workers, and participants.
 2. Improve access to health-related resources for primary care, healthy food, physical activities and community resources.
 3. Promote healthy eating and lifestyle choices through behavior-specific activities such as nutrition classes, food demonstrations, tours of food markets, and informative workshops.
-

Personnel Services - \$74,109

Salary requests are for: Resource Analyst (.20) - \$10,533; Health Education Specialist (1.00) - \$37,957. Cost allocations are as follows: full-time salaries - \$48,490; benefit costs - \$25,619.

Services and Supplies - \$9,925

Funding requested is for: special contract services - \$4,300; stipends - \$3,650; miscellaneous expenditures - \$1,975.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4786

Department	Division	Program
Community Development	Human Services	Family Education

Program Description

The First Five Grant provides health and education programs including case management for those families with children 0-5 years of age.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	78,103	15,245	15,245	15,245
Services and Supplies	90,051	149,000	149,000	149,000
Capital Outlay	0	0	0	0
Total	168,154	164,245	164,245	164,245

Personnel Authorized	.20 (FT)	.20 (FT)	.20 (FT)	.20 (PT)
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Source of Funds

General Fund	13,939	15,245	15,245	15,245
Human Services Grant Fund	64,464	0	0	0
Human Svcs. Special Rev. Fund	89,751	149,000	149,000	149,000
Total	168,154	164,245	164,245	164,245

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4786 Family Education

-

Work Program

First Five provides prevention and intervention health and education programs for children 0-5 years of age. The City of Montclair is the fiscal receiver of the First Five case management grant and will subcontract with Bilingual Family Counseling Services.

Units of Measure

First Five Case Management program will provide case management services to 110 children and families.

Personnel Services - \$15,245

Salary requests are for: Resource Analyst (.20) - \$10,535. Cost allocations are as follows: full-time salaries - \$10,535; benefit costs - \$4,710.

Services and Supplies - \$149,000

Funding requested is for: special contract services - \$148,000; miscellaneous expenditures - \$1,000.

Capital Outlay

No funding requested.

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney considers, reviews, and provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

For Fiscal Year 2010-11, the City Attorney Program is projected to achieve a 5.1 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10; and a 4.4 percent overall reduction.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	27,593	27,606	27,606	27,606
Services and Supplies	190,800	181,100	181,100	181,100
Capital Outlay	0	0	0	0
Total	218,393	208,706	208,706	208,706
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	218,393	208,706	208,706	208,706
Total	218,393	208,706	208,706	208,706

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City; advise City Council and staff on legal matters.
2. Represent the City in administrative law and civil court actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
4. Review ordinances, agreements, resolutions, and all legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council 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. Achieve a minimum 5 percent reduction in travel, services and supplies, and capital outlay expenditures when compared to Fiscal Year 2009-10.

Personnel Services - \$27,606

Salary requests are for: City Attorney (1.00/part-time) - \$14,00. Cost allocations are as follows: part-time wages - \$14,400; benefits - \$13,206.

Services and Supplies - \$181,100

Funding requested is for: service awards - \$300; legal services/court costs - \$100,000; special legal services - \$80,000; general liability insurance - \$372; other insurance - \$428.

Capital Outlay

No funding requested.

**Equipment Replacement Fund
Analysis Funding Requirement
as of July 1, 2010**

<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 7/1/10</u>
FIRE DEPARTMENT									
2006 Ford Crown Victoria	157279	09/04/07	19,551	2,900	22,451	7	43%	25,000	\$10,750
2007 Chevy Impala	138107	09/04/07	18,467	2,900	21,367	7	43%	24,000	\$10,320
2007 Ford Escape	A03332	09/04/07	19,551	2,900	22,451	7	43%	25,000	\$10,750
* 2006 Ford F250 4x2 w/ Lift	B61975	12/05/05	20,000	6,500	26,500	7	71%	31,000	\$22,010
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	71%	31,000	\$22,010
* 2005 Ford Escape Hybrid	B36432	11/21/05	20,000	6,500	26,500	7	71%	31,000	\$22,010
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	86%	39,000	\$33,540
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	29,000	\$29,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	32,000	\$32,000
2002 Chevy Truck **	295199	03/02/02	22,717		22,717	7	100%	27,000	\$27,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	67%	61,000	\$40,870
1995 Chevy Caprice	159690	07/01/95	19,190		19,190	7	100%	23,000	\$23,000
1994 Chevy Caprice	156461	04/01/94	15,645		15,645	7	100%	19,000	\$19,000
TOTAL FIRE								\$397,000	\$302,260
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2008 Ford Crown Victoria	150426	04/08/09	24,424	6,500	30,924	3	33%	33,000	\$10,890
2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	67%	32,000	\$21,440
2008 Ford Crown Victoria	150468	07/21/08	23,513	6,500	30,013	3	67%	32,000	\$21,440
2007 Ford Crown Victoria	145985	08/20/07	24,020	6,500	30,520	3	100%	33,000	\$33,000
2007 Ford Crown Victoria	145984	08/20/07	24,020	6,500	30,520	3	100%	33,000	\$33,000
2007 Ford Crown Victoria	145983	08/20/07	24,020	6,500	30,520	3	100%	33,000	\$33,000
2007 Ford Crown Victoria	145982	08/20/07	24,020	6,500	30,520	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	160002	10/16/06	23,970	6,500	30,470	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	160007	10/16/06	23,970	6,500	30,470	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	160009	10/16/06	23,970	6,500	30,470	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	160005	10/16/06	23,970	6,500	30,470	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	160006	10/16/06	23,970	6,500	30,470	3	100%	33,000	\$33,000
2006 Ford Crown Victoria	123867	03/06/06	23,208	6,500	29,708	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	123868	03/06/06	23,208	6,500	29,708	3	100%	32,000	\$32,000
2004 Ford Crown Victoria	104660	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2004 Ford Crown Victoria	104659	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2004 Ford Crown Victoria	104658	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2004 Ford Crown Victoria	104657	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2004 Ford Crown Victoria	104655	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
2003 Ford Crown Victoria	174009	02/18/03	23,495		23,495	3	100%	25,000	\$25,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of July 1, 2010**

<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 7/1/10</u>
<u>Police Cont.</u>									
2003 Ford Crown Victoria	171952	01/06/03	23,495		23,495	3	100%	25,000	\$25,000
<u>Other</u>									
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	23,000	\$23,000
2002 Chevy TrailBlazer	445674	04/01/02	27,867		27,867	7	100%	33,000	\$33,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	26,000	\$26,000
2005 Ford Taurus	160393	12/22/05	23,912	1,000	24,912	3	100%	27,000	\$27,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	27,000	\$27,000
2005 Ford Taurus	160407	12/22/05	23,912	1,000	24,912	3	100%	27,000	\$27,000
TOTAL POLICE								\$763,000	\$741,880
<u>PUBLIC WORKS</u>									
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	25%	74,000	\$18,500
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	33%	39,000	\$12,870
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	33%	36,000	\$11,880
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	50%	38,000	\$19,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	50%	38,000	\$19,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	58%	3,500	\$2,030
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	58%	3,500	\$2,030
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	58%	29,000	\$16,820
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	58%	26,000	\$15,080
2003 Tymco Sweeper **	565366	11/04/02	105,000		105,000	8	100%	123,000	\$123,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	67%	27,000	\$18,090
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	53%	83,000	\$43,990
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	75%	31,000	\$23,250
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	139,000	\$139,000
1999 Chevy Truck w/service body	053989	08/01/99	24,140		24,140	12	92%	31,000	\$28,520
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	102,000	\$102,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	21,000	\$21,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	31,000	\$31,000
1993 Chevy 3/4 Ton	180139	03/01/93	17,092		17,092	12	100%	22,000	\$22,000
1993 Chevy 3/4 Ton	179098	03/01/93	17,092		17,092	12	100%	22,000	\$22,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	80%	6,000	\$4,800
Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	20,000	\$20,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	70%	13,000	\$9,100
Sweeper 1996	041002	02/01/96	103,525		103,525	8	100%	121,000	\$121,000
Stencil Truck	11777	01/01/93	40,566		40,566	15	100%	55,000	\$55,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of July 1, 2010**

<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 7/1/10</u>
Public Works Cont.									
Chevy-Dump Truck	109792	04/01/85	37,062		37,062	15	100%	50,000	\$50,000
Ground Master Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	42,000	\$42,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	\$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	33%	84,000	\$27,720
Roller, Essick	2129	10/01/86	8,847		8,847	12	100%	11,000	\$11,000
Striper	71785	09/19/05	54,895		54,895	15	33%	74,000	\$24,420
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	93%	72,000	\$66,960
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	21,000	\$21,000
TOTAL PUBLIC WORKS								\$1,493,000	\$1,149,060
OTHER DEPARTMENTS									
1996 Dodge Intrepid	101813	07/01/96	21,000		21,000	7	100%	24,000	\$24,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	7	100%	25,000	\$25,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	7	100%	21,000	\$21,000
City Manager Vehicle *	-	-	-		-	5	100%	22,000	\$22,000
TOTAL OTHER DEPARTMENTS			2,124,395	128,000	2,252,395			\$92,000	\$92,000
TOTAL ALL DEPARTMENTS								2,745,000	2,285,200

* Amount financed by Equipment Replacement Fund (75%); Redevelopment Agency (25%)

** Partially Funded by Equipment Replacement. Remaining Funding from Public Safety Fund

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 BUDGET. The portion of the annual budget which includes appropriations for major infrastructure expenditures and select equipment acquisitions.

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 Redevelopment Agency and the Sewer Maintenance Fund.

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, that 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:

Administration

ADA	Americans with Disabilities Act
AIDS	Auto Immune Deficiency Syndrome
ASCAP	American Society of Composers, Authors and Publishers
ASTD	American Society for Training and Development
CAC	Community Action Committee
CalPACS	California Public Agency Compensation Survey
CALPELRA	California Public Employers Labor Relations Association
CMRTA	California Municipal Revenue and Tax Association
CMTA	California Municipal Treasurers' Association
COBRA	Consolidated Omnibus Budget Reconciliation Act
CRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Services
ERAF	Educational Revenue Augmentation Fund
ESRI	Environmental Systems Research Institute
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HTCIA	High Technology Crime Investigation Association
IAPMA	Inland Area Personnel Management Association
ICMA	International City/County Management Association
IPMA	International Personnel Management Association
IVHS	Inland Valley Humane Society
LAN	Local Area Network
MISAC	Municipal Information Systems Association of California
MMASC	Municipal Management Association of Southern California
OPEBS	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PERS	Public Employees Retirement System
POS	Point of Sale
RDA	City of Montclair Redevelopment Agency
SBOE	State Board of Equalization

ACRONYMS

Administration (continued)

SCAG	Southern California Association of Governments
SCAN-NATOA	States of California and Nevada Chapter-National Association of Telecommunications Officers and Advisors
SCPLRC	Southern California Public Labor Relations Committee
SCPMA	Southern California Personnel Management Association
SGVLRG	San Gabriel Valley Labor Relations Committee
TBA	To be announced
URISA	Urban and Regional Information Systems Association
VoIP	Voice over Internet Protocol
WAN	Wide Area Network

Police Department

ARPOC	Annual Reserve Police Officers Conference
CAD/RMS	Computer Aided Dispatch/Records Management System
CAPE	California Association for Property and Evidence
CCUG	California Law Enforcement Telecommunication System Users Group
CEB	Central Equipment Bank
CFCIA	California Financial Crimes Investigators Association
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
COP	Community Oriented Policing
CPOA	California Peace Officers Association
CPT	Continuing Professional Training
CRA	California Rangemasters' Association
CSULB	California State University Long Beach
DOJ	Department of Justice
HTCIA	Hi-Tech Crime Investigators' Association
MDC	Mobile Data Computer
NACOP	National Association of Citizens on Patrol
NCIC	National Crime Information Center
POST	Police Officer Standards and Training
SEM	Security Engineered Machinery
SRO	School Resource Officers
SWAT	Special Weapons and Tactics
VIP	Volunteer in Policing
WCSG	West Covina Service Group
WECA	West End Communication Authority
WESTNET	West End Narcotics Enforcement Team

ACRONYMS

Fire Department

AAGIE	Apartment Association Greater Inland Empire
ACLS	Advanced Cardiac Life Support
AED	Automatic External Defibrillator
ALS	Advanced Life Support
AQMD	Air Quality Management District
CACEO	California Association of Code Enforcement Officers
CCAI	California Conference for Arson Investigators
CEO	Code Enforcement Officer
CFCA	California Fire Chiefs Association
CPAT	Candidate Physical Ability Test
CSTI	California Specialized Training Institute
EMA	Emergency Management Assistance
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EVOC	Emergency Vehicle Operations Course
FEMA	Federal Emergency Management Agency
ICEMA	Inland Counties Emergency Medical Agency
IFSTA	International Fire Service Training Association
MRE	Meals Ready to Eat
NFPA	National Fire Protection Association
NIMS	National Incident Management System
OES	Office of Emergency Services
OIA	Ontario International Airport
OSHA	Occupational Safety and Health Act
PALS	Pediatric Advanced Life Support
QA/AI	Quality Assurance/Quality Improvement
SCACEO	Southern California Association of Code Enforcement Officials
USAR	Urban Search and Rescue

Public Works

ASCE	American Society of Civil Engineers
CNG	Compressed Natural Gas
CPR	Cardiopulmonary Resuscitation
CWEA	California Water Environment Association
DBE	Disadvantaged Business Enterprise
HPMS	Highway Performance Monitoring System
HVAC	Heating, Ventilation, Air-Conditioning
LED	Light Emitting Diode
MSDS	Material Safety Data Sheet
NPDES	National Pollutant Discharge Elimination System

ACRONYMS

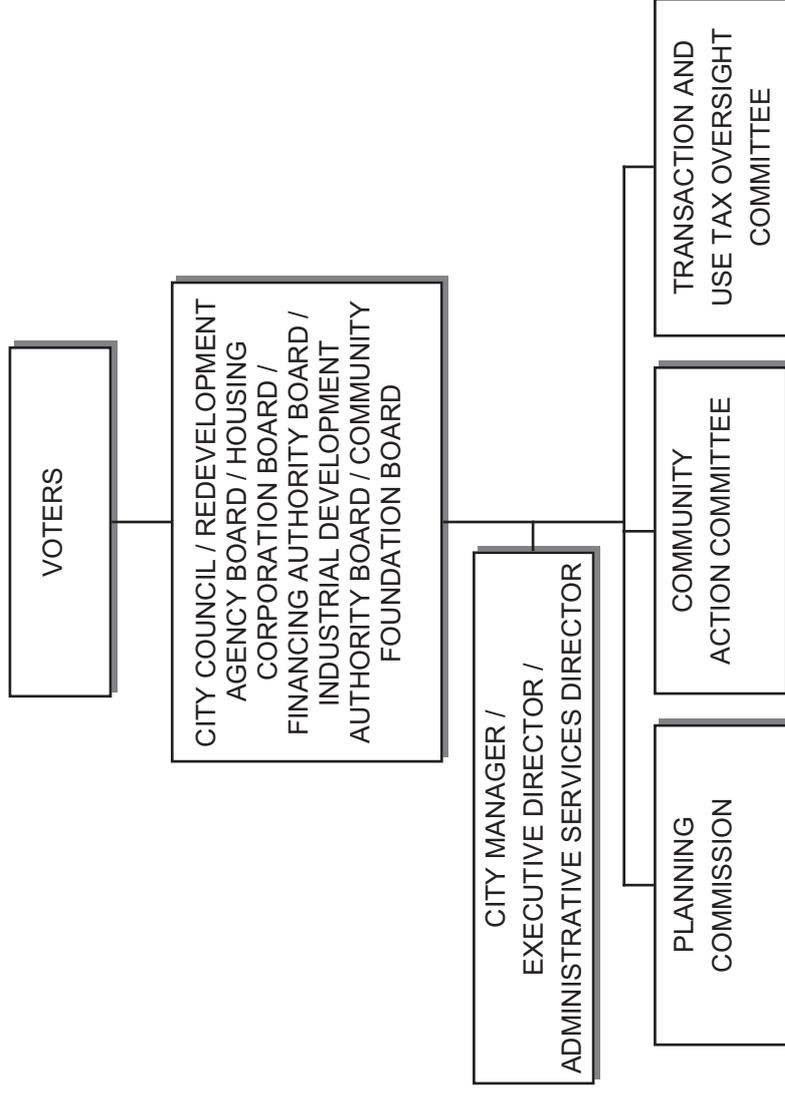
Public Works (continued)

OES	Office of Emergency Services
PAPA	Pesticide Applicators Professional Association
RCRA	Resource Conservation and Recovery Act
RSES	Refrigeration Service Engineers Society
SANBAG	San Bernardino Associated Governments
SCAQMD	South Coast Air Quality Management District
USA	Underground Service Alert

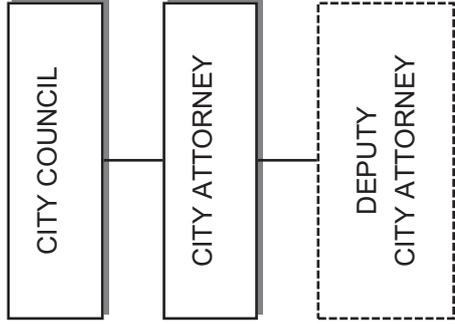
Community Development

CALBO	California Building Officials
CalSAC	California School-Age Consortium
CPRS	California Parks and Recreation Society
ESRI	Environmental Systems Research Institute
IAPMO	International Association of Plumbing and Mechanical Officials
ICBO	International Conference of Building Officials
ICC	International Code Chapter
LAFCO	Local Agency Formation Commission
NAEYC	National Association for Education of Young Children
SAMS	Senior Assistance Management System
SCMAF	Southern California Municipal Athletic Federation

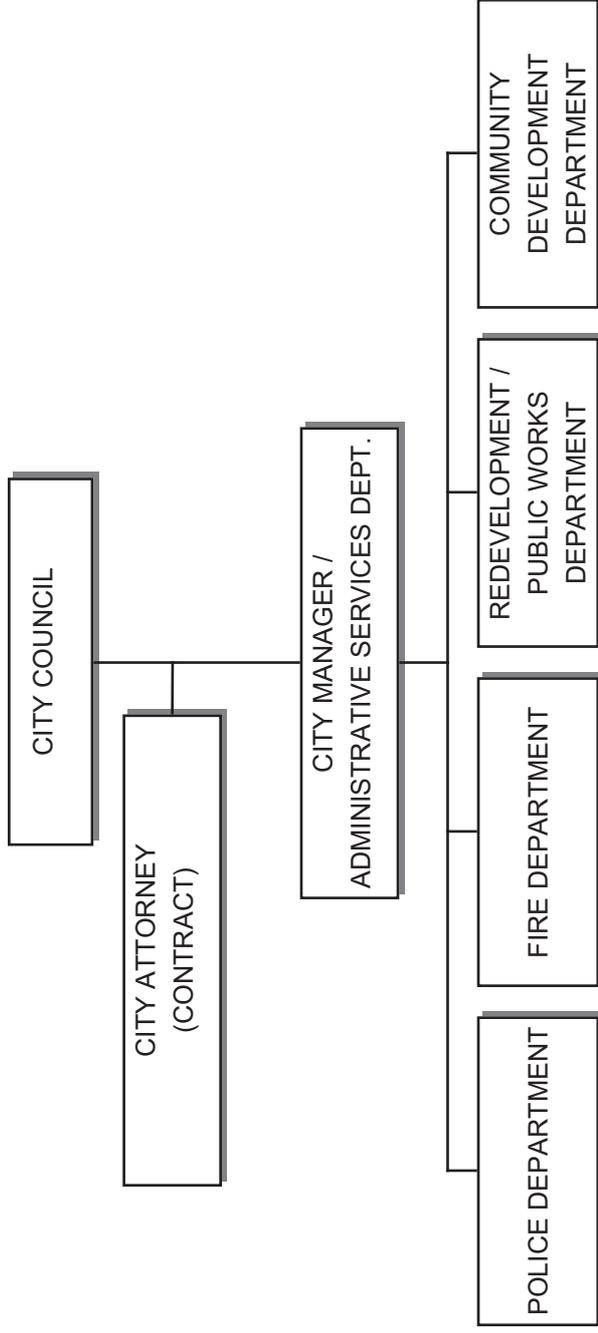
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

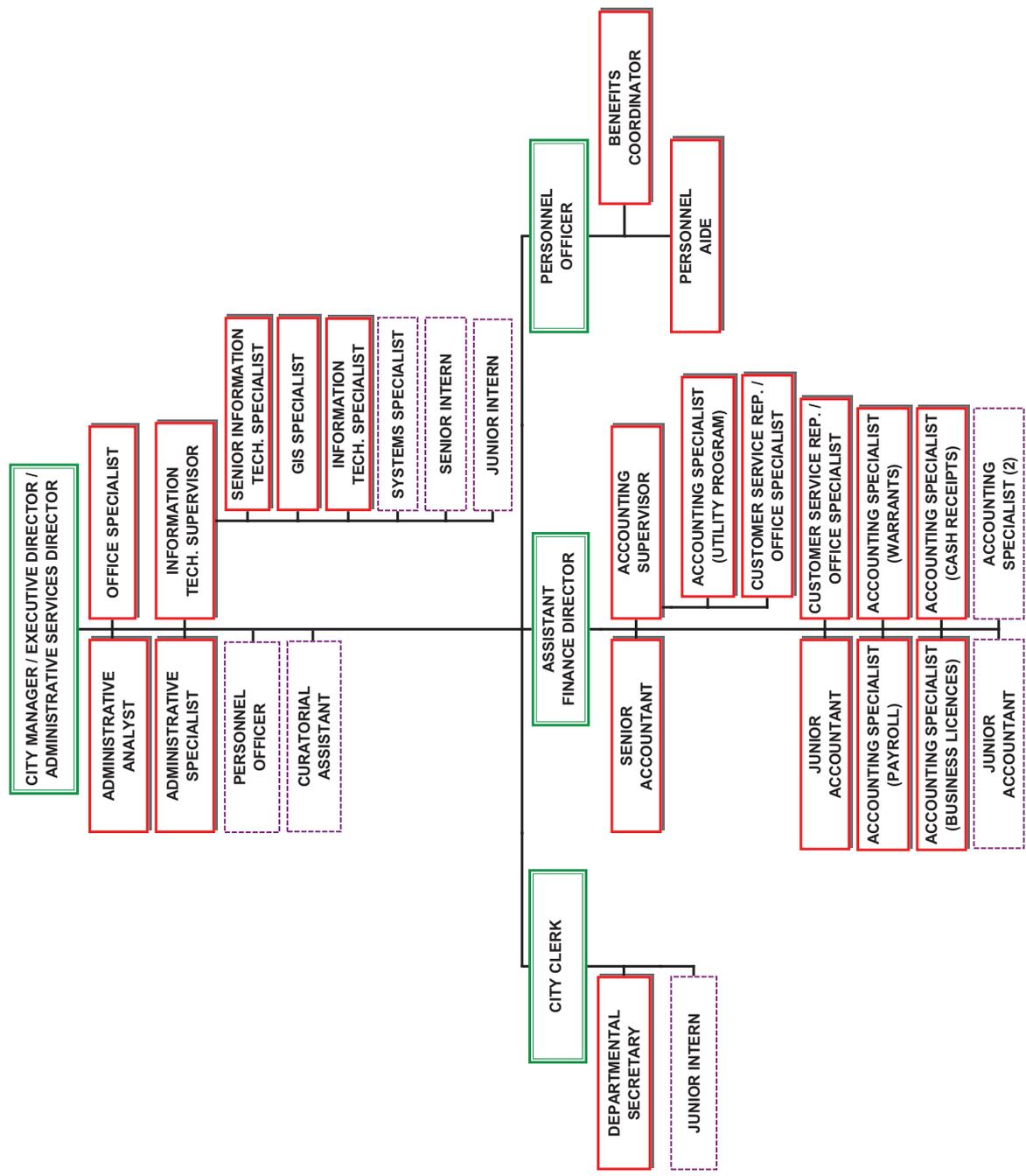
NONMANAGEMENT LEVEL
CLASSIFICATION

MANAGEMENT SAFETY
CLASSIFICATION

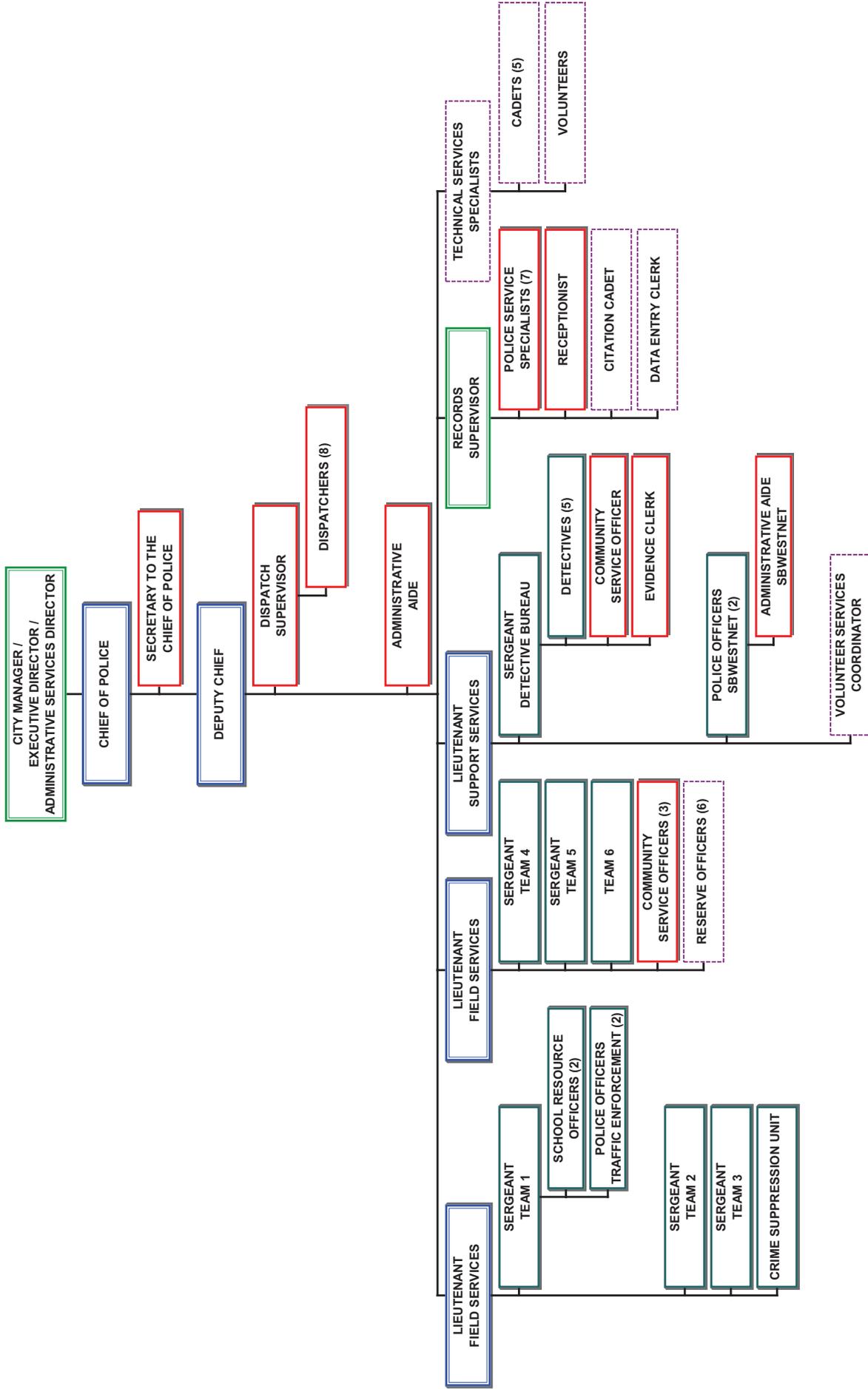
NONMANAGEMENT SAFETY
CLASSIFICATION

TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

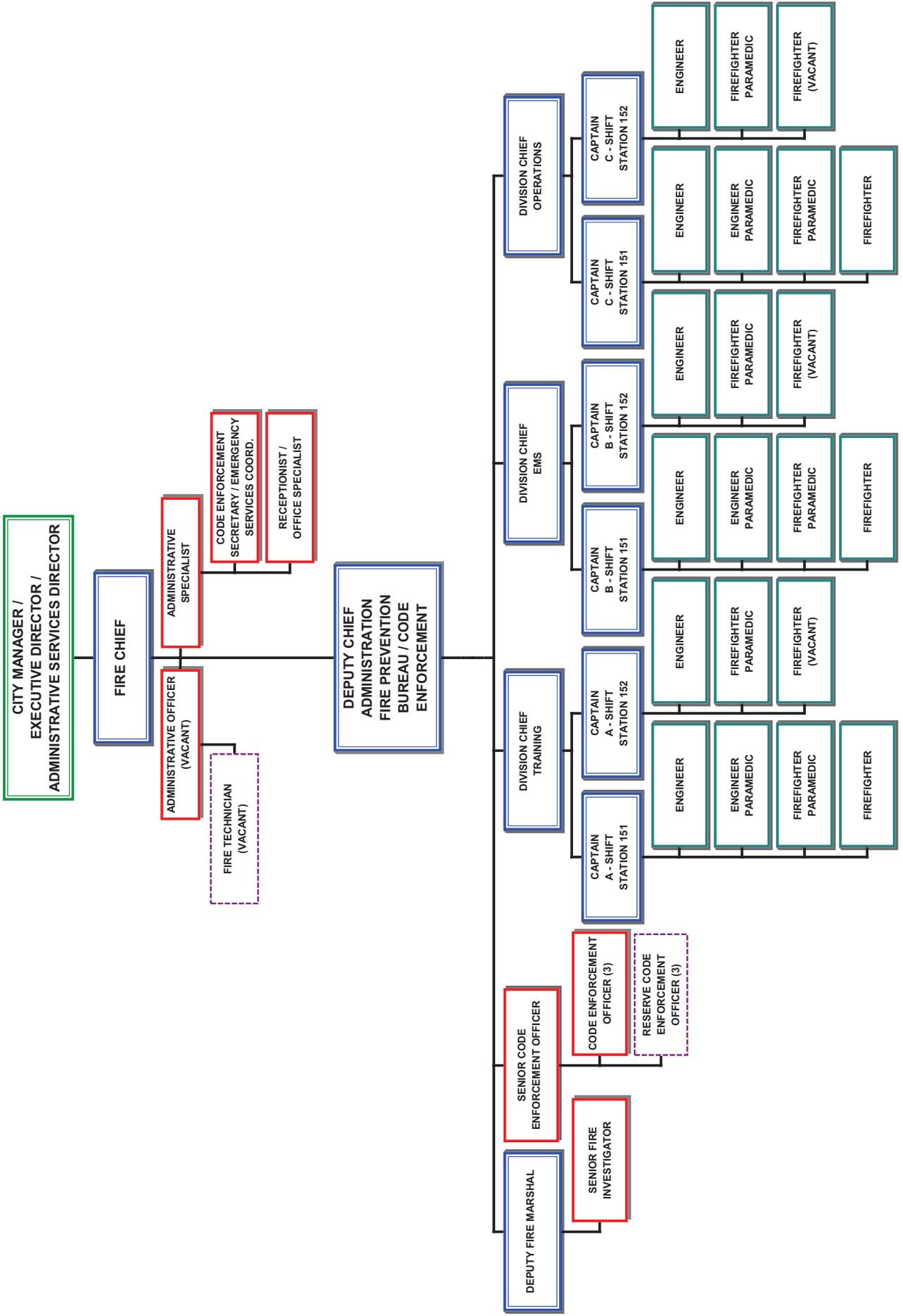
CITY MANAGER / ADMINISTRATIVE SERVICES DEPARTMENT



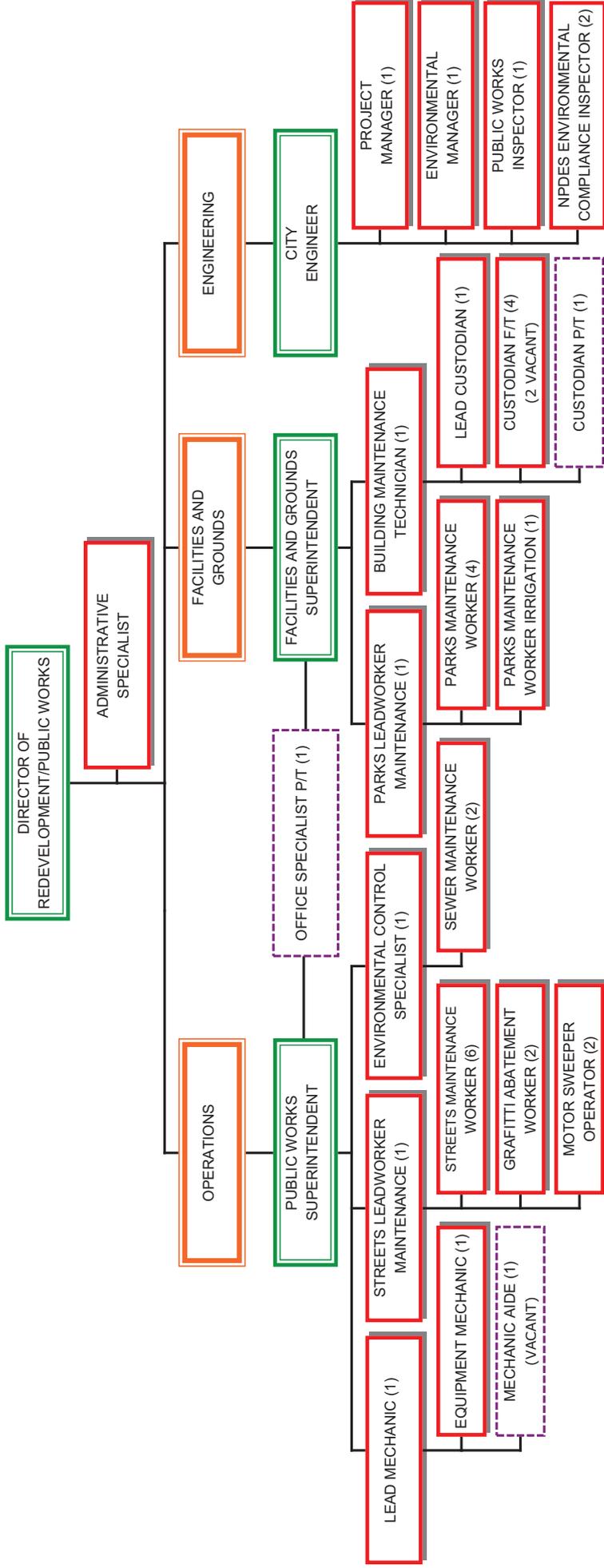
POLICE DEPARTMENT



FIRE DEPARTMENT



PUBLIC WORKS DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT

