

ADOPTED BUDGET

Fiscal Year 2013-14

City of Montclair

City of Montclair
California

Montclair City Council

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

City Manager
Edward C. Starr

City of Montclair
FY 2013-14 ADOPTED BUDGET
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May 30, 2013

**Subject: CITY MANAGER'S FISCAL YEAR 2013-14 BUDGET MESSAGE
TO THE MONTCLAIR CITY COUNCIL**

To: Honorable Mayor and City Council

INTRODUCTION

Presented for your consideration is the *City of Montclair Fiscal Year 2013-14 Preliminary Budget*.

Fiscal Year 2013-14 Preliminary Operating Budget:

- The proposed Fiscal Year 2013-14 Total Operating Appropriations, All Funds, is \$34,698,996—an increase of \$643,804 when compared to the Fiscal Year 2012-13 Total Operating Appropriations, All Funds, of \$34,055,192
- ✓ The proposed Fiscal Year 2013-14 General Fund Operating Budget is \$24,687,911—a decrease of \$760,123 when compared to the Fiscal Year 2012-13 General Fund Operating Budget of \$25,448,034.
 - In addition, the Fiscal Year 2013-14 Preliminary Budget recommends the following transfers:
 - A transfer in of \$144,800 for the General Fund's contribution to the After School Grant Program
 - A transfer in of 141,000 from the Gas Tax and Traffic Safety Funds for applicable programs
 - A transfer in of \$300,000 to the Emergency Medical Services/Paramedic Fund to address the Program's previous negative fund balance
 - A transfer in of \$75,217 to the Contingency Fund - Equipment Replacement Reserve

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- A transfer out of \$135,000 from the Traffic Safety Fund to the General Fund for applicable programs
 - A transfer out of \$6,000 from the Gas Tax Fund to the General Fund for applicable programs
 - A transfer out of \$75,217 from the Public Safety Fund to the General Fund for vehicle acquisition
 - A transfer out of the Contingency Fund – Technology Reserve (\$100,000) and Building Maintenance Reserve (\$150,000) along with a transfer out from the General Operating Fund of \$50,000 to the Emergency Medical Services/Paramedic Fund to address the Program's previous negative fund balance
 - A transfer out of the General Operating Fund of \$144,800 for its contribution to the After School Grant Program
- The Fiscal Year 2013–14 General Fund Operating Budget, as presented, requires no transfer out from the Undesignated General Fund Reserve into the General Operating Fund to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations.

Fiscal Year 2013–14 Preliminary Estimated Revenue Budget:

- The proposed Fiscal Year 2013–14 Estimated Revenue Budget, All Funds, is \$35,000,640—an increase of \$623,931 above the Fiscal Year 2012–13 Estimated Revenue Budget, All Funds, of \$34,376,709. The Fiscal Year 2013–14 Estimated Revenue Budget also incorporates \$1,912,314 for debt service payment on the 2005 Issue of Lease Revenue Bonds.
 - ✓ The proposed Fiscal Year 2013–14 Estimated General Fund Revenue Budget is \$24,820,367—an increase of \$208,316 over the Fiscal Year 2012–13 Estimated General Fund Revenue Budget of \$24,612,051.
 - ✓ Based on Fiscal Year 2013–14 General Fund Revenue Estimates of \$24,820,367 and proposed General Fund Appropriations of \$24,687,911, the City Council will produce an estimated surplus of \$132,456 to be transferred to the Undesignated General Fund Reserve.

Fiscal Year 2013–14 Preliminary General Fund Operating Budget—Debt Service Fund (2005 Issue of Lease Revenue Bonds):

Debt Service Fund. Upon approving the Fiscal Year 2012–13 Preliminary Budget, City Council made the decision to annually allocate approximately \$1,916,000 in transactions and use tax revenue to a newly established Debt Service Fund—for Fiscal Year 2013–14, the proposed allocation is \$1,912,314. This annual allocation is sufficient to service debt on the 2005 Issue of Lease Revenue Bonds; furthermore, it

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provides assurance to credit raters and bond holders of the City's fiscal capacity to meet debt service obligations—a factor essential to maintaining and improving the City's bond rating.

For Fiscal Year 2013–14, estimated transactions and use tax revenues are \$1,945,162—an increase of \$59,786 above the Fiscal Year 2012–13 transactions and use tax revised estimate of \$1,916,101. Projected transactions and use tax revenues are adequate to meet the Fiscal Year 2013–14 incorporated payment of \$1,912,314 for debt service on the 2005 Issue of Lease Revenue Bonds. City Council Members will recall that funds from the 2005 Issue of Lease Revenue Bonds were used to finance construction of the Police Facility and Senior and Youth Centers.

Minus the \$1,912,314 allocation for debt service from the transactions and use tax revenue estimate of \$2,189,193, the projected surplus of \$276,879 is incorporated into the Fiscal Year 2013–14 General Fund Revenue Estimate.

The initial Fiscal Year 2012–13 transactions and use tax revenue estimate was \$2,185,000, and was based on a recovering market for automobile sales. Automobile sales have improved, nationwide; furthermore, the sale of automobiles in California has kept pace with the national average. However, the purchase of new automobiles by residents in the Inland Empire, including Montclair, continues to reflect the area's lethargic economic recovery. Accordingly, the Fiscal year 2012–13 transactions and use tax estimate was only slightly increased from the previous year's original estimate of \$2,185,000.

As consumer confidence in the local economy improves, the purchase of new automobiles registered to Montclair addresses is expected to increase—the Montclair Transactions and Use Tax Ordinance applies only to vehicles registered to Montclair addresses. For the short-term, City staff considers it prudent to project minimal transactions and use tax growth, reflecting a similar trend for other consumer-based sectors of the economy.

Allocating transactions and use tax revenue to the Debt Service Fund, as outlined herein, effectively removed debt service for the 2005 Issue of Lease Revenue Bonds as an obligation to the Fiscal Year 2012–13 General Fund Operating Budget, and all successor budgets, by placing it in a separate debt service account. It is important to realize, however, that annual debt payment remains an obligation of the Total Operating Budget, just as the associated transactions and use tax revenue remains a component of Total Estimated Revenue.

Removing debt service as an obligation to the General Fund Operation Budget was an important step in defining parameters for fiscal recovery. Had the total of estimated transactions and use tax revenues remained as a component of Estimated General Fund Revenues, the estimate would be sufficient to meet obligations of the General Fund Operating Budget without requirement for transfers in; however, annual debt service on the 2005 Issue of Lease Revenue Bonds would remain a budgetary concern requiring a transfer from the Undesignated General Fund Reserve.

Instead, the process outlined herein and initiated in Fiscal Year 2012–13 requires the General Fund Operating Budget to move closer to living within the General Fund

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Revenues Estimate, and clarifies any requirement for further enhancements to General Fund Revenues and/or reductions to the General Fund Operating Budget—a process considered essential as we move beyond the fiscal impacts of the Great Recession and continue to deal with a slow economic recovery. Segregating Transactions and Use Tax revenue for annual debt service should continue until the 2005 Issue of Lease Revenue Bonds is defeased in 2035.

From a budgetary perspective, it should be understood that annual allocation of dedicated and recurring tax revenue stemming from the City's transactions and use tax significantly minimizes concern related to annual debt service payments on the 2005 Issue of Lease Revenue Bonds. Any remaining balance in transactions and use tax earnings are incorporated into the General Fund Revenue estimate for general government operations. Alternatively, the City Council may consider refunding the 2005 Issue of Lease Revenue Bonds to take advantage of lower bond rates and increase bond assets for public works improvements. Refunding and bond assets could be achieved by dedicating all or additional transactions and use tax earnings toward debt service.

Refinancing the 2005 Issue of Lease Revenue Bonds. Refinancing the 2005 Issue of Lease Revenue Bonds would provide the City with new revenue to achieve capital improvement projects. City staff projects that refinancing the 2005 Issue of Lease Revenue Bonds, at current annual debt service requirements, would generate a minimum of \$3 million in new revenue based on current bond rates. Alternatively, using projected growth in transactions and use tax earnings for debt service could produce additional bond revenue to finance capital improvement projects. Bond revenue derived from refinancing the 2005 Issue of Lease Revenue Bonds would be determined based on bond rates at the time of refinancing and the revenue stream committed for annual debt service. City staff anticipates presenting alternative scenarios for generating bond revenue at a Fall 2013 Strategic Planning Session.

Undesignated General Fund Reserve:

City staff continues addressing a primary City Council objective: restoring the Undesignated General Fund Reserve to a healthy level—25 percent of the General Fund Operating Budget.

As of June 30, 2014, the projected Undesignated General Fund Reserve estimate is \$5,018,635—approximately 20.33 percent of the \$24,687,911 in proposed Fiscal Year 2013–14 General Fund Operating Appropriations. In contrast, the June 30, 2011 Undesignated General Fund Reserve estimate was \$3.229 million—approximately 12.6 percent of adopted General Fund Operating Appropriations; and the June 30, 2013 Undesignated General Fund Reserve estimate was \$4,439,979—approximately 17.3 percent of the adopted Fiscal Year 2012–13 General Fund Operating Appropriations.

During the Fiscal Year 2011–12 Preliminary Budget review process, the City Council established the following minimum threshold targets for the Undesignated General Fund Reserve:

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- ✓ \$3.9 million by June 30, 2012
- ✓ \$4.5 million by June 30, 2013
- ✓ \$5.5 million by June 30, 2015
- ✓ \$6.0 million by June 30, 2016

It is apparent the June 30, 2014 Undesignated General Fund Reserve estimate of \$5,018,635 meets and exceeds City Council's Undesignated General Fund Reserve minimum threshold target of \$4.5 million for June 30, 2013, and just misses the June 30, 2015 target of \$5.5 million by \$481,365. During Fiscal Year 2013–14, City staff will strive to achieve the June 30, 2015 target of \$5.5 million by July 1, 2014; thereafter, achieving and maintaining an Undesignated General Fund Reserve Estimate that represents no less than 25 percent of the General Fund Operating Budget may be accomplished by July 1, 2016.

Starting with Fiscal Year 2012–13, success in achieving minimum threshold targets for the Undesignated General Fund Reserve is attributed to a number of factors. Chief among ongoing efforts to restore the City and Undesignated General Fund Reserve to fiscal health include the following:

1. *Economic policies, practices, controls, and exercise of fiscal restraint pursued by the City Council, City Manager, Executive Directors and Department Heads for the current and last three budget cycles.* The management team maintained vigilance over all aspects of the budget process and expenditure authorizations including personnel, service and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
2. *Fiscal restraint, coupled with shifting General Fund expenditures to other available funds capable of supporting expenditure demands.* Positive fiscal development is successfully achieved despite the shift of personnel- and project-related costs of the former Montclair Redevelopment Agency to the City's General Fund

The process of reassigning Redevelopment Agency costs started in calendar year 2012 when adverse General Fund impacts were muted by achieving approximately \$2,011,518 in total personnel-related reductions (\$1,948,977 for the General Fund) for Fiscal Year 2012–13. Personnel-related reductions were achieved through attrition, involuntary reductions in force, and defunding vacant positions.

3. *Reductions in personnel.* Montclair experienced significant reductions in personnel, declining from a high of 231 total full-time personnel in Fiscal Year 2007–08 to 180 full-time funded positions for Fiscal Year 2013–14, including 174.90 employees paid by the City (General Fund, Sewer Fund, Gas Tax Fund, Economic Development Fund, and Grants), 2.80 employees paid by the Montclair Housing Corporation, and 2.30 employees paid by the Montclair Successor Redevelopment Agency.

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As of Fiscal Year 2013–14, annual savings related to reductions in personnel—a process initiated in Fiscal Year 2008–09—total approximately \$3.5 million.

4. *Requiring employees to pay a portion of the CalPERS Member Contribution.* The City Council significantly reduced personnel-related costs by requiring employees to pay 6 percent of member-related costs for enrollment in the California Public Employee Retirement System (CalPERS). As of the first pay period in June, 2013, all City employees, including employees represented by the Montclair Police Officers Association (MPOA), are paying a minimum of 6 percent of the Member Contribution.

Over the past several years, annual savings related to employees paying 6 percent of the CalPERS Member Contribution, excluding MPOA, totaled approximately \$562,313. Effective June 2013, MPOA-represented classifications agreed to pay the member contribution, producing additional annual savings of approximately \$199,543, for total annual savings of approximately \$761,856.

5. *Consolidation of funds.* Finance Department staff consolidated and/or eliminated certain funds and transferred asset balances to the Undesignated General Fund Reserve.
6. *Bookkeeping corrections.* Reimbursements owed to the Undesignated General Fund Reserve were completed, increasing Fund assets.
7. *Restriction on use of Undesignated General Fund Reserve assets.* Transfers out of the Undesignated General Fund Reserve have been restricted.
8. *Implementation of revenue enhancement measures.* During the course of Fiscal Years 2011–12 and 2012–13, the City Council directed implementation of a number of revenue enhancement measures designed to improve the City's General Fund revenue profile and increase available funding for program operations. That process is expected to continue into Fiscal Year 2013–14, when the City Council is asked to consider revisions to the Master User Fee Schedule and other proposed revenue enhancement actions.
9. *Recovery from elimination of the Montclair Redevelopment Agency as mandated by ABX1 26—the community redevelopment agency dissolution bill—and the California Supreme Court's decision on December 29, 2011, in California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.*

Elimination of community redevelopment agencies in February 2012 ended the Montclair Redevelopment Agency's control of approximately \$12 million in annual property tax increment and bond assets for debt service, public works projects, economic development, and operating costs. Property tax increment is now diverted exclusively for debt service and re-distribution to the State Treasury and local taxing agencies.

To date, the Montclair Successor Redevelopment Agency has re-distributed approximately \$13,519,596 to other taxing entities, as indicated below:

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**Montclair Successor Agency
Property Tax Increment Redistribution**

Total Distributions

LMIHF ¹ DDR ²	\$ 7,884,597
Other Funds DDR²	<u>\$ 7,876,440</u>
Subtotal Total To Tax Entities	<u>\$15,761,037</u>

City of Montclair Distributions

Montclair Share LMIHF¹ DDR²	\$ 1,121,301
Montclair Share Other Funds DDR²	<u>\$ 1,120,140</u>
Subtotal Montclair	<u>\$ 2,241,441</u>
DISTRIBUTIONS TO OTHER ENTITES	<u>\$13,519,596</u>

¹Low- and Moderate-Income Housing Fund (LMIHF)

²Due Diligence Review (DDR)

10. *Establishing an Economic Development Fund.* In Fiscal Year 2012-13, the Montclair City Council authorized creation of an Economic Development Fund, directing City staff to receive Montclair's distribution of property tax increment revenue to fund economic development programs. In addition, the Economic Development Fund would be used to fund operations of the newly established Economic Development Department, under guidance of the Executive Director, Office of Economic Development. Creation of the Economic Development Fund and Economic Development Department are intended to address the loss of the Montclair Redevelopment Agency, and ensure a process that allows the City of Montclair to continue a viable program for economic development in the community. The table on the following page, identifies Economic Development Fund assets:

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Economic Development Fund Assets

City of Montclair Distributions

Current Balance	\$ 1,759,192
Montclair Share Other Funds DDR¹	\$ 1,120,140
Montclair June 2013 Residual Payment	<u>\$ 310,232</u>
ECONOMIC DEVELOPMENT FUND BALANCE AS OF JULY 1, 2013:	<u>\$ 3,189,564</u>
ESTIMATED REVENUE FISCAL YEAR 2013-14	<u>\$ 800,000</u>

¹Due Diligence Review (DDR)

Economic Development Fund assets are designated for operation of the Economic Development Department and development of bond funds for future public works projects. As indicated above, Economic Development Fund balance as of July 1, 2103 is \$3,189,564.

The Montclair Successor Redevelopment Agency retains approximately \$14.2 million in bond reserves belonging to the former Montclair Redevelopment Agency. Retained bond proceeds can only be used for designated public works projects and cannot be re-distributed to taxing agencies.

The efforts described above have assisted the City Council and City staff to achieve the following significant and positive results:

- ✓ Restoration of the Undesignated General Fund Reserve to levels that meet and exceed minimum threshold targets established by the City Council;
- ✓ Resolve funding issues related to the 2005 Issue of Lease Revenue Bonds;
- ✓ Elimination of negative fund balances;
- ✓ Allowing the General Fund to absorb certain fiscal impacts stemming from loss of the Montclair Redevelopment Agency;
- ✓ Achieving surplus General Fund Revenues, vis-à-vis General Fund expenditures;
- ✓ Providing for alternative solutions for financing public facilities and infrastructure improvement projects following elimination of the Montclair Redevelopment Agency; and

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- ✓ Minimizing requirements to transfer Undesignated General Fund Reserves to balance the Fiscal Year 2013–14 General Fund Revenue Estimate with the General Fund Operating Budget.

Economic Recovery Strategies—General Fund Revenue Enhancements

At the February 1, 2011, Strategic Planning Session, a number of proposed revenue enhancement objectives were presented for City Council consideration. These objectives were designed to address the City's long-term structural deficit as it related to securing annual debt service on the 2005 Issue of Lease Revenue Bonds, adverse affects of the Great Recession, a slow economic recovery, and other fiscal concerns.

Securing a stable funding stream for debt service would provide capacity for the City to utilize future revenue growth for other general government purposes. To achieve this objective, the City Council, in Fiscal Year 2012–13, authorized a commitment of transactions and use tax revenue to secure annual debt service on the 2005 Issue of Lease Revenue Bonds. Estimated transactions and use tax revenues for Fiscal Year 2013–14 (approximately \$2,189,193) are sufficient to meet current debt service requirements on the 2005 Issue of Lease Revenue Bonds (\$1,912,314).

Providing for annual debt service on the 2005 Issue of Lease Revenue Bonds, facilitates the City Council's ability to focus on short- and long-term economic recovery strategies designed to address adverse impacts stemming from the economic recession; housing market crisis; climbing CalPERS employer pension contributions; high unemployment; loss of the Montclair Redevelopment Agency and low- and moderate-income housing funds; demand for growth in services; and fiscal demands placed on the Montclair government by other government agencies.

Starting in Fiscal Year 2011–12 and continuing to the present, the City Council pursued a number of economic recovery strategies to improve the City's General Fund Revenue profile.

Fiscal strategies with ongoing relevance to the City's evolving fiscal profile include the following:

- ✓ ***General Sanitation Fee—Residential.*** The general sanitation fee, discussed at the February 1, 2011 Strategic Planning Session, is a proposed rate component assessed to residential and commercial rate payers to reimburse for the cost of general community maintenance issues including graffiti abatement, alleyway maintenance, illegal dumping, property cleanup, sanitation services, and removal of abandoned bulky items in neighborhoods and alleyways.

Over the past decade, public facilities and residential and commercial neighborhoods throughout Montclair experienced increases in various forms of graffiti, window etching, vandalism, illegal dumping, and other forms of public abuse requiring significant redirection and expenditure of General Fund resources to provide abatement, sanitation, disposal, and cleanup services.

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The City Council examined various means to address these growing community problems, including a charge to property owners for graffiti abatement. However, residents and business operators see these issues as a government responsibility, and are resistant to paying for service-related calls. If issues such as graffiti, vandalism, and cleanup services are regarded as community problems, then the economic burden should also be shared by the community.

A minor portion of the costs related to general sanitation issues can be attributed to non-Montclair residents; however, a significant percentage of vandalism, graffiti, illegal dumping and other general sanitation-related activities are typically the product of community residents. To address one single issue—graffiti abatement—the City expends approximately \$200,000 annually in cleanup services and in excess of \$300,000 in code enforcement, Police investigation, and contract-related services.

Maintenance and cleanup of the community, contracting for specialized maintenance and investigation services, and disposal of illegally and inappropriately discarded and abandoned waste and household items are appropriately charged as special services delivered through solid waste and sanitation service programs. Residents typically presume abatement liabilities and responsibilities belong with the local government, and typically fail to abate such problems of their own accord.

In July 2011, the City Council approved a \$2.82 per month per household General Sanitation for residential customers, generating approximately \$305,880 annually.

Fiscal Year 2012–13 represented the first full year of revenue generated from this source.

Incorporated in Fiscal Year 2013–14 General Fund Revenue Estimate: \$305,880.

- ✓ ***Burrtec Waste Industries (Burrtec) Franchise Fee.*** In July 2011, the City Council approved an exclusive franchise agreement (Agreement No. 11-57) with Burrtec for solid waste services. The Agreement continues Burrtec services for a ten-year minimum period (through June 2021); provided for implementation of an automated greenwaste recycling program; allowed for an increase in the franchise fee from 4 percent to 10 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees; and provided for a new pavement impact fee equal to 3.5 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees.

Fiscal Year 2012–13 represented the first full year of revenue generated from this source.

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Incorporated in Fiscal Year 2013–14 General Fund Revenue Estimate: \$277,313.

- ✓ ***Burrtec Waste Industries (Burrtec) Pavement Impact Fee.*** In June 2011, the City Council approved an exclusive franchise agreement (Agreement No. 11-57) with Burrtec for solid waste services. The Agreement continues Burrtec services for a minimum ten-year period; provided for implementation of an automated greenwaste recycling program; allowed for an increase in the franchise fee from 4 percent to 10 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees; and provided for a new pavement impact fee equal to 3.5 percent of Burrtec's annual gross revenue from services to commercial, institutional, and industrial premises—exclusive of revenue from the sale of recyclable materials and disposal/processing tip fees—the pavement impact fee is related to wear and tear by Burrtec vehicles to City streets.

Fiscal Year 2012–13 represented the first full year of revenue generated from this source.

Incorporated in Fiscal Year 2013–14 Burrtec Pavement Impact Fund Revenue Estimate: \$45,000.

General Economic Growth Impacts on Fiscal Year 2013–14 General Fund Revenue Estimates:

- ✓ ***Economic Growth in the Local Economy.*** City staff projects continued sluggish economic growth in the local economy.

According to the Commerce Department, American consumers are spending nearly 10 percent more than they did in 2009—the peak of the Great Recession. In the first quarter of 2013, the average household spent approximately \$4,220 per month, up from \$3,870 in the same period in 2009. However, the jump in spending appears to be targeted toward everyday staples like groceries (up 17 percent) and gas (up 80 percent), more frequent restaurant visits (up 40 percent), healthcare (up 30 percent), and charitable donations (up 49 percent). Increased spending on both food and gas is driven by higher commodity prices; spending on health care grew rapidly, driven primarily by increases in health care premiums; restaurant spending is driven primarily by young people eating out more often; and Americans continue demonstrating support for charitable causes.

Major retailers continue to demonstrate weak performance. Nordstrom posted first quarter 2013 sales below expectations, forcing the high-end fashion chain to reduce sales forecasts for the year. Revenue increased 4.7 percent to \$2.75 billion; however, the company had anticipated a 5.5 percent gain.

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J.C. Penney widened its loss in the first quarter on a 16.4 percent plunge in revenue—the fifth straight quarter the company has posted massive losses. J.C. Penney, once considered a stable retailer, has experienced a tumultuous period under its former Chief Executive during his two years at the helm. Under his stewardship, revenue plunged more than 20 percent in each of the last four quarters, and 43,000 employees lost their jobs. Like many retailers, the company puts the blame on the economic landscape, the payroll tax increase, and persistently high unemployment that analysts say disproportionately hit customers of discount department stores. A change in management is expected to return the company to its traditional retail market and sales approach.

Costco reported a profit of \$537 million in the first quarter, up from \$394 million during the same period last year. In terms of sales, Costco posted U.S. comp sales, excluding gasoline inflation, of 5 percent.

Macy's, a positive performer throughout the economic recovery, said comparable sales rose 3.8 percent, slightly below expectations of 4 percent. The retailer operates Macy's and its high-end Bloomingdale's chains. Macy's has benefitted from steep declines at J.C. Penney. Only Nordstrom outperformed Macy's first quarter numbers.

Retail giant Wal-Mart Stores, Inc.'s first-quarter income crept up 1.1 percent; however, same-store sales, which measures sales at locations open at least one year, slid 1.4 percent—the company expected sales to be flat.

Similarly, Target Corp. posted first-quarter sales below projections. Sales at stores open more than a year declined 0.6% in the three months that ended in May 2013. Target has not experience a same-store sales decline since 2009. Target is the nation's second-largest retailer by sales behind Wal-Mart Stores, Inc.

Best Buy, the electronics retail chain, has apparently turned a corner. Holiday sales were better than expected, and Best Buy has narrowed its losses last quarter after several quarters of slipping earnings. A price-matching program with Internet retailers and other competitors has been made permanent, helping to boost fourth quarter sales by 11.2 percent. Price-matching has been designed to cut back on the “showroom” affect, when consumers try out products in brick and mortar stores, then buy them online at lower prices. Best Buy will also be opening Samsun mini-shops inside its U.S. stores. Long-term, the company plans to close its larger superstores and concentrate on smaller retail outlets. Best Buy has also announced it will close its stores in Europe.

Wall Street's stellar performance in recent years may positively impact unemployment rates and investments in the economy; however, it is not likely to have any significant impact on CalPERS employer rates due to expanding unfunded liabilities.

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The Consumer Reports Index, an overall measure of Americans' personal financial health showed consumer confidence is off to a sluggish start for 2013. The most pessimistic consumers remain Americans in household earning less than \$50,000, with an index rating of 45.6 percent—down from 50.0 percent in February 2012. Middle-income families (those making from \$50,000 to \$99,000) also declined to an index of 50.2 percent, down from 55.6 percent. The decline is attributed largely to financial difficulties for low and middle income households, including missed payment on major household bills (other than mortgage payments) and inability to afford medical care and medications.

Retail spending among wealthier consumers (households earning \$100,000 or more) is also stagnant according to the Consumer Reports Index. Consumer spending is not rebounding, and is not likely to see significant growth until job creation shows significant improvement. California did see a decline in its unemployment rate, dropping to 9 percent in April 2013. However, many Americans continue to believe the economy is shedding more jobs than it is creating.

Similarly, the April 2013 Consumer Confidence Index stands at 68.1 percent, down from 68.7 percent recorded in April 2012—the all-time low of 25.3 percent was recorded in February 2009. Economists use a Consumer Confidence Index of 90 percent to indicate a healthy economy. Consumer confidence has been challenged over recent months by such events as the fiscal cliff, restoration of the payroll tax (employee Social Security contribution) from 4 percent to 6 percent, and sequestration.

On a positive note, current Wall Street performance coupled with an improved housing market, economic progress in many parts of the world, and shrinking unemployment rates in the United States quell worries regarding a re-emergence of recessionary trends. However, the pace of economic growth in the United States remains slow and sporadic.

California's unemployment rate dropped to 9 percent in April 2013, down from 9.4 percent the month before. The last time the unemployment rate was below 9 percent was November 2008. Aside from the construction sector, which gained 7,400 positions, few industries in California are giving economist much to celebrate. The economy is very much in a stop-and-start recovery. In April, for instance, the information sector, professional and business services, and government sectors all posted declines in employment.

Much of the problem plaguing recovery in California and the nation is apparently related to the hesitancy of Americans to spend. Retail sales clearly remain sluggish, growing only 0.1 percent in May after a March decline. Most major retailers reported lower-than-expected earnings in the first quarter that ended April 30. The public is saving their money, and have not gained full confidence in the economy.

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Many consumers are seeing their home values rise and stock portfolios improve; but gridlock in Washington is causing many consumers to retreat, particularly baby boomers who are keeping money in the bank as they eye their upcoming retirement years. Stagnant wages for younger employees and those at the lower end of pay scales has also impacted spending.

The statistical area of Riverside and San Bernardino counties, which had an unemployment rate of 11.6 percent one year ago, saw its jobless rate drop to 9.6 percent in April; but unemployment is still above 15 percent in many California counties.

Economists believe 1.6 million Californians continue looking for work. At the same time, their unemployment benefits are shrinking and resources are being scaled back as the Federal government moves to complete sequestration reductions.

Economists predict the unemployment rate will continue to shrink as consumers gain confidence and spend more of their saving, and tourism in the state heats up for the summer. California could add up to 300,000 new jobs in the current year if the state's fiscal situation improves as projected.

Based on the above analysis, Fiscal Year 2013–14 economic growth forecasts for Montclair are minimal—a reflection of ongoing and projected stagnant growth in the local economy.

Montclair can expect to see economic improvement as the City moves forward with economic development as a central part of the community's forward motion—improvement that will stem from new housing developments in the community and significant improvements and additions within the Montclair Plaza proper and North Montclair. However, the full economic benefit from local improvements will not positively impact local revenues until succeeding fiscal years.

Incorporated into Fiscal Year 2013–14 General Fund Revenue Estimate is an Increase for Sales, Property and Transaction and Use Taxes of \$51,046.

Fiscal strategies to be finalized for full implementation effective July 2013:

- ✓ ***Negotiated Requirement for Employees to Assume Liability for a Portion of the CalPERS Member Contribution.*** At the February 1, 2011 Strategic Planning Session, the City Council stated its primary labor negotiations objective for Fiscal Year 2011–12: request employees permanently pick up a portion of the CalPERS' member contribution—formerly referred to as the Employer Paid Member Contribution (EPMC).

Until recently all employee groups, exclusive of members of the Montclair Police Officers Association (MPOA), have been required to pay at least 6 percent of the Member Contribution since July 2009.

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Due to stalled labor negotiations, formal action requiring employees represented by MPOA to pay 6 percent of the member contribution did not transpire until June 2013, when MPOA-represented classifications agreed to the contribution.

For safety employees, the CalPERS member contribution is 9 percent for Tier 1 and Tier 2 formulas (3% @ 50 and 3% @ 55) respectively; and approximately 12 percent for employees hired on or after January 1, 2013 under the 2.7 @ 57 formula, as mandated by the Public Employee Pension Reform Act of 2012 (PEPRA).

For miscellaneous employees, the member contribution is 8 percent for the 3% @ 60 formula, 7 percent for the 2% @ 60 formula; and 8 percent for the 2% @ 62 formula.

- a. Safety Employees. Under current contract provisions, Tier 1 (3% @ 50) Fire safety employees and Police safety management employees are required to permanently pick up 9 percent of the member contribution rate. Of this total, the first 3 percent pickup of the member contribution was negotiated as part of the City's migration to the 3% @ 50 formula in June 2005. An additional 6 percent pickup was permanently required in Fiscal Year 2011-12 as part of the City's effort to deal with the economic impacts of the Great Recession.

Effective January 1, 2013, and pursuant to provisions of PEPRA, new CalPERS safety employee hires are required to pay 50 percent of the normal cost range of the employer rate, up to 12 percent, inclusive of what is currently defined as the member contribution. Employees are not required to pay a share of the unfunded portion of the employer rate. New employees hired on or after January 1, 2013 are provided a defined benefit pension plan under PEPRA's new 2.7% @ 57 safety retirement formula.

Effective January 1, 2018, all safety members, including classic employees (employees with membership in the CalPERS system prior to January 1, 2013) with less than a six month break in service if re-entering CalPERS, are required to pay 50 percent of the normal cost range of the employer rate, up to 12 percent. In the event an employee labor group fails to negotiate terms of payment, the agency may mandate members of the employee group pay 50 percent of the normal cost range of the employer rate, up to 12 percent, plus a portion of the employer's contribution to the employer rate.

- b. Miscellaneous Employees. Under current contract provisions, Tier 1 (3% @ 60) Miscellaneous employees are required to permanently pick up 6 percent of the member contribution rate; employees hired under the 2% @ 60 formula (effective July 2010) are required to pay 6 to 7 percent of the member contribution rate, based on hiring date; and employees hired under PEPRA's new 2% @ 62

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formula are required to pay 50 percent of the normal cost range, up to 8 percent (currently, new hires would pay 6.25 percent). Starting in Fiscal Year 2011–12, Miscellaneous members were required to permanently pay at least 6 percent of the member contribution as part of the City's effort to deal with the economic impacts of the Great Recession.

Effective January 1, 2013, and pursuant to provisions of PEPRA, new CalPERS miscellaneous employee hires are required to pay 50 percent of the normal cost range of the employer rate, up to 8 percent, inclusive of what is currently defined as the member contribution. Employees are not required to pay a share of the unfunded portion of the employer rate. New hires are provided a defined benefit pension plan under PEPRA's new 2% @ 62 miscellaneous retirement formula.

Effective January 1, 2018, all miscellaneous members, including classic employees (employees with membership in the CalPERS system prior to January 1, 2013) with less than a six month break in service if re-entering CalPERS, are required to pay 50 percent of the normal cost range of the employer rate, up to 8 percent. In the event an employee labor group fails to negotiate terms of payment, the agency may mandate members of the employee group pay 50 percent of the normal cost range of the employer rate, up to 12 percent, plus a portion of the employer's contribution to the employer rate.

The following member contribution percentage pickup requirements indicate potential annual savings to the General Fund:

- 6 percent: \$761,856
- 5 percent: \$634,192
- 4 percent: \$506,804
- 3 percent: \$379,670
- 2 percent: \$251,852
- 1 percent: \$126,288

In Fiscal Year 2011–12, the City Council directed the City Manager to negotiate with employee bargaining groups, requiring represented members to pay 6 percent of the member contribution. By January 1, 2012, management employees, and employees represented by the San Bernardino Public Employees Association (SBPEA) and Montclair Fire Fighters Association (MFFA) were contributing to the CalPERS Member rate as directed by City Council. The City Council only recently mandated members of MPOA pay toward the MC.

Fiscal Year 2013–14 will represent the first full year all employees will be paying at least 6 percent of the CalPERS employer rate, producing annual cost savings of approximately \$761,856.

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Incorporated into the Fiscal Year 2013–14 General Fund Operating Budget: A \$199,543 reduction in General Fund expenditures related to MPOA–represented classifications paying 6 percent of the CalPERS Member Contribution.

Proposed fiscal strategies for producing additional revenue enhancements to the City's General Fund:

- ✓ ***General Fund Sanitation Fee—Commercial.*** The general sanitation fee, discussed at the February 1, 2011 Strategic Planning Session, is a proposed rate component assessed to residential and commercial rate payers to reimburse for the cost of general community maintenance issues including graffiti abatement, alleyway maintenance, illegal dumping, property cleanup, sanitation services, and removal of abandoned bulky items in neighborhoods and alleyways. Commercial operators typically presume abatement liabilities and responsibilities belong with the local government, and typically fail to abate such problems of their own accord.

A proposed commercial rate for the general sanitation fee was planned for presentation to the City Council during Fiscal Year 2012–13; however, Burrtec failed to request the anticipated rate increase for commercial user accounts.

City staff recently met with Burrtec officials to discuss adjustment to refuse and commercial rates—Burrtec announced its intention to seek commercial and refuse rate adjustments early in Fiscal Year 2013–14. Proposed increases to residential and commercial refuse rates will provide an opportunity to consider implementation of a General Fund Sanitation Fee for commercial refuse accounts.

Potential New Revenue. Projected new General Fund Revenue if a General Sanitation Fee is attached to commercial refuse accounts: approximately \$70,000.

- ✓ ***Utility Users Tax.*** At the February 1, 2011, Strategic Planning Session, the City Council discussed the feasibility of increasing the Utility Users Tax rate from the current 3.89 percent to the voter authorized rate of 4.74 percent—voters approved the 4.74 percent rate at the November 3, 1998, General Election. In that election, Montclair voters were asked if the Montclair Utility Users Tax should be repealed—voters overwhelmingly voted to maintain the tax.

In the analysis of Measure "M", the City Attorney stated: *"The passage of this measure ["M"] would affect existing law by repealing Montclair Ordinance No. 91–702, as amended. Ordinance No. 91–702, as amended, currently provides for a utility users tax of 4.74 percent on specified utilities, with an exemption for low-income residential users. In 1995, the original rate of 5 percent was reduced to 4.74 percent as a result of the City Council's adoption of an adjustment formula for*

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decreasing the utility users tax as sales tax revenues increase. The defeat of this Measure ["M"] would have no effect on existing law and would leave Ordinance No. 91-702, as amended, in full force and effect. The passage of this Measure would repeal Ordinance No. 91-702, as amended, in its entirety."

Based on the "analysis" language, the City Attorney opined that the City Council has legal authority to raise the Utility Users Tax up to the voter-authorized rate of 4.74 percent. The City Council could determine a "need and necessity" due to the lingering effects of the Great Recession, significant reductions to the City's operating budget, including public safety, and slower than anticipated economic recovery. To minimize the long-term impact on taxpayers, the City Council could mandate annual review of the rate increase and require re-justification for annual renewal.

At this point, City staff believes that through stringent fiscal policies and fiscal discipline, the City Council prudently avoided increasing to the Utility Users Tax up to the voter-authorized rate of 4.74 percent. Prospectively, the City Council may elect to consider an increase to the Utility Users Tax rate as part of an effort to establish a dedicated revenue stream for public facilities and infrastructure improvement projects, thereby circumventing the loss of funding capacity provided through the former Montclair Redevelopment Agency. This effort can be achieved by the following:

- a. Dedicating the revenue stream from any increase in the Utility Users Tax to the Economic Development Fund; or
- b. Dedicating the revenue stream from any increase in the Utility Users Tax to pay for debt service on economic development-related bonds.

Increasing the Utility Users Tax to the voter-authorized rate of 4.74 percent would provide an opportunity to enhance the Economic Development Fund, established by the City Council in Fiscal Year 2012-13. The Economic Development Fund serves as a funding source for the Office of Economic Development and its charge to find alternative means to achieve roadway, infrastructure, and facilities improvements.

Potential New Revenue. Projected new Economic Development Fund revenue if the current Utility Users Tax rate is increased from 3.89 percent to 4.74 percent: approximately \$500,000 to \$600,000 annually.

- ✓ ***Revisions to Master User Fee Schedule.*** In October 2011-12, the City Council conducted a workshop regarding a study completed by Wohlford Consulting related to the City's Master User Fee Rate Schedule. The study recommended user fee adjustments in a number of categories. City staff

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recently completed a comprehensive analysis of the study's recommendations and conducted a survey of cities throughout the region to determine appropriate user fees. The City Council is in the process of deliberating on a revised Master User Fee Rate Schedule and new rates are expected to be in place in July 2013.

Potential New Revenue. Projected new General Fund Revenues for Fiscal Year 2013-14—\$50,000 to \$150,000 annually.

- ✓ ***Fiscal Year General Fund Revenue Carryover.*** Each fiscal year the General Fund Reserve typically receives a carryover of unspent General Fund appropriations from the previous year's General Fund Operating Budget. The carryover varies from year-to-year, but is typically in excess of \$250,000. Approximately \$500,000 in unspent General Fund Revenue from Fiscal Year 2011-12 has been allocated the Undesignated General Fund Reserve, allowing the City to achieve success in raising the Undesignated General Fund Reserve threshold above \$5 million. Unspent General Fund Revenue from Fiscal Year 2012-13 will also be allocated to the Undesignated General Fund Reserve to meet a \$5.5 million threshold objective by July 1, 2014.

Potential Revenue Retention. Minimum estimated carryover of unexpended General Fund Operating Revenues from Fiscal Year 2012-13 into Fiscal Year 2013-14: \$400,000.

- ✓ ***Unanticipated Personnel Savings.*** Unanticipated savings are likely to occur from vacancies related to employee attrition. In recent years, the City's practice was to fill positions only where absolutely necessary and appropriate, based on the following requirements:
 - a. Addressing scope of work and/or federal/state mandates;
 - b. In the interest of the public safety and welfare;
 - c. It is determined a position is essential to organizational operations; or
 - d. To relieve extraordinary burdens placed on other employees.

Through an ongoing process of organizational downsizing, the City has achieved a threshold balance where further reductions in personnel are no longer necessary except as they may relate to a declining need for the labor of a specific position; achieve reductions in CalPERS pension costs; proposed consolidation efforts; or recommendations to outsource services to achieve optimum performance as it relates to scales of efficiency, enhanced service achievement, and revenue production for the purpose of achieving balanced budgets, economic development, and facilities and infrastructure improvement.

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Accordingly, the City Manager recommends the City Council consider revising current employment strategy to allow the general practice of recruiting for vacated employment positions as they occur.

Potential Savings to the Fiscal Year 2013–14 General Fund Operating Budget: Unknown.

- ✓ ***ABX1 26-Related Property Tax Increment Re-Distribution to City.*** Dissolution of the former Montclair Redevelopment Agency is expected to produce approximately \$800,000 in annual property tax increment revenue accruing to the newly established Economic Development Fund, and administered by the Economic Development Department.

In Fiscal Year 2012–13, the City Council endorsed a plan to allocate property tax increment from the former Montclair Redevelopment Agency to an Economic Development Fund. The Economic Development Department serves as successor to the former Montclair Redevelopment Agency for the purpose of generating economic development within the community. City staff recommends a continuation of the process to allocate property tax increment revenue to the Economic Development Fund within the General Fund Reserve for future development activities and improvements to facilities and infrastructure.

**Projected Fiscal Year 2013–14 Property Tax Increment Revenue:
\$800,000**

- ✓ ***Property Tax Administration Fee Reduction.*** In 2012, the California Supreme Court, ruling in *City of Alhambra et al. v. County of Los Angeles*, ruled for cities challenging the method of calculation used by most counties for property tax administration fees (PTAFs). By statute, counties are responsible for the administration of local property taxes including the assessment, collection and distribution of tax revenues. Counties are also authorized to impose a property tax administration fee on each public agency within their respective borders.

The PTAF is based on an apportionment of the amount of property tax revenue allocated to each entity—i.e., the administrative cost apportionment factor—which includes the actual cost of administration plus surcharge components. The Legislature determined, however, that property tax revenues allocated from cities and other public agencies to county Educational Revenue Augmentation Funds (ERAFs) are exempt from the PTAF—the Legislature reasoned that since cities and counties are not recipients of property tax dollars re-directed to ERAFs, it was inappropriate to assess the PTAF against these revenues. ERAFs were first established in 1991 to shift a portion of the state’s constitutional obligation to fund education, pursuant to Proposition 98, on to local governments.

Under the Court’s ruling, Montclair and other cities throughout the state stand to receive a refund of excessive property tax administration fees. However, last week, the County of Los Angeles asked the California

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Supreme Court to revisit its decision in *City of Alhambra v. County of Los Angeles*.

It should be noted that the Court failed to settle the period of retroactivity related to refunding excessive PTAFs to cities. Cities argue they should be reimbursed back to Fiscal Year 2006–07, when counties first started collecting excessive PTAFs; counties argue they should only be required to go back one year; and statute of limitation laws provide that counties may be required to go back three years.

The Court was also silent on how much interest should be paid to cities related to the excessive property tax administration fees. Cities argue for a 7 percent interest rate; however, counties argue for a smaller interest rate—perhaps as low as 1 percent. Some counties are also taking the position that unless a city entered into a tolling agreement, they are not eligible for a refund. Tolling agreements have the effect of tolling or suspending time restrictions imposed by statute of limitations legislation.

San Bernardino County officials agreed to end the practice and refund to cities in the County a portion of PTAF revenue. The County Treasury has sufficient funds set aside to reimburse cities for the principle, but not interest on excessive PTAFs. County leaders may also promote settlement agreements with cities to resolve the PTAF issue. County officials may presume they have some leverage to reach settlement with cities if appeals by the County of Los Angeles drag the matter through courts for the next several years. Understandably, many cities are anxious to identify new operating funds.

In April 2013, the City Council agreed to accept an offer from the County of San Bernardino to settle the PTAF issue by accepting a refund of approximately \$217,000 and this was received in May 2013. PTAF fees collected in Montclair subject to the decision in *City of Alhambra et al. v. County of Los Angeles* totals approximately \$70,000 annually.

Projected New General Fund Revenue for Fiscal Year 2013–14: \$70,000 (incorporated in Fiscal Year 2013–14 Property Tax Revenue estimate).

- ✓ ***Strategies Related to Organizational Structure.*** In October 2012, the City released a request for proposals regarding the outsourcing of fire protection services. The San Bernardino County Fire District (County Fire) and California Department of Forestry and Fire Protection (CAL FIRE) responded, indicating the City could achieve approximately \$1 million in annual savings by outsourcing fire protection services.

In February 2013, after an extensive vetting process, CAL FIRE withdrew, citing the lack of contiguous state responsibility areas (SRAs) to Montclair's border. The County Fire proposal remains viable, pending a final determination from CalPERS as to the City's cost related to unfunded liability for fire personnel. Initial projections indicate the cost

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to withdraw from CalPERS would cost approximately \$50 million. However, the City's position is that integrating with County Fire is not a withdrawal from CalPERS; rather, the City's pension plan for fire personnel would go "inactive." The cost of an "inactive" plan remains uncertain; City staff, however, anticipates the cost will be approximately \$12 million, and would be serviced at the rate of approximately \$1 million annually until the debt is defeased.

Concurrently, the City Managers of Montclair and Upland remain actively involved in discussions related to service delivery concepts for deploying Dispatch- and Fire-related services in order to achieve a cost-effective advantage for each jurisdiction, while concurrently maintaining current or improved levels of fire protection service deployment.

Talks with the City of Upland regarding the sharing of command staff services or the merging of Upland and Montclair Fire Departments into a JPA were suspended after CAL FIRE and County Fire issued their respective proposals. After release of the CAL FIRE and County Fire proposals, employee labor groups in Upland apparently agreed to requests for reductions in employee benefits. Accordingly, the City of Upland withdrew from the outsourcing process.

In April 2013, Montclair and Upland City Managers met again to discuss command staff sharing and other alternatives related to fire service delivery. In renewing talks, Montclair took the initiative to propose two concepts that would facilitate a merging of fire services to achieve economy of scale and expansion of service capacity:

- a. **Command Staff Sharing.** Under the command staff sharing concept, the cities of Montclair and Upland would share 1 Fire Chief, 1 to 2 Deputy Fire Chiefs, 3 Battalion Chiefs (Division Chiefs in Montclair), 1 Deputy Fire Marshal and, to the extent possible, non-safety administrative office staff.

Effectively, command staff sharing would ultimately allow both agencies to share economic savings related to the reduction of management staffing between their jointly operated fire services.

- b. **Suspension of Operating/Service Boundaries.** Via the structure of a joint memorandum of understanding (MOU) approved by Montclair and Upland's respective City Councils, both agencies would suspend their service boundaries, operating instead as one fire service entity. Entering into an MOU would eliminate the need to establish a joint powers authority (JPA)—a cumbersome process that could take up to an estimated 12 months to achieve. Forming a JPA would also face opposition from labor units fearful of seeing reductions in wages and benefits, and potentially losing employment privileges.

Under terms of a cooperative MOU, each agency would retain their respective employment wage and benefit packages for members of

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their respective labor units. Wage and benefit costs for command staff would be proportionately shared based on a number of factors, including the number of operational fire stations, apparatus, and personnel.

For Montclair, a significant benefit would be the ability to share a larger organizational response capacity with the City of Upland for fire service calls. Entering into an MOU with the City of Upland allowing for shared service coverage would expand the capacity of the Upland and Montclair Fire Departments to 5 full-service engine companies and 1 truck company. Under this scenario, Montclair migrates to a 3:3 staffing configuration for Engine Companies 151 and 152, with personnel working a 48/96 work shift. Both Montclair and Upland would rely on each other for mutual fire service support without regard to boundaries—both agencies respond as though they are operating under one jurisdictional authority. Under this agreement format, Montclair may realize annual savings of \$600,000 to \$1 million.

In the event that negotiations with County Fire do not result in transition to that agency for fire-protection services, City staff considers an agreement with the City of Upland, as defined herein, to be a viable solution to achieving economies within Montclair's fire service, while providing the community with a superior fire service response capacity.

Potential Savings to the Fiscal Year 2013–14 General Fund Operating Budget: \$600,000 to \$1 million.

Summary of General Fund Revenue Enhancements

Revenue enhancements/savings incorporated in Fiscal Year 2013–14 General Fund Revenue Estimate:

- ✓ **General Sanitation Fee—Residential: \$305,880**
- ✓ **Burrtec Franchise Fee: \$277,313**
- ✓ **Economic Growth in Local Economy (Includes PTAF reduction)—\$51,046**
- ✓ **MPOA Member Contribution—\$199,543**

ESTIMATED TOTAL: \$833,782

ACHIEVED REVENUE ENHANCEMENTS ENABLED THE CITY COUNCIL TO FULLY BALANCE THE PROPOSED FISCAL YEAR 2013–14 GENERAL FUND BUDGET WITHOUT BORROWING FROM UNDESIGNATED GENERAL FUND RESERVES. CITY COUNCIL MEMBERS WILL RECALL

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THAT THE FISCAL YEAR 2012–13 BUDGET WAS BALANCED ONLY AFTER BORROWING APPROXIMATELY \$750,000 FROM THE UNDESIGNATED GENERAL FUND RESERVE.

ACHIEVED REVENUE ENHANCEMENTS ALSO ENABLED THE CITY TO ELIMINATE REMAINING NEGATIVE FUND BALANCES, IMPROVE FUND BALANCES IN SPECIAL FUNDS IN THE GENERAL FUND RESERVE, AND INCREASED THE UNDESIGNATED GENERAL FUND RESERVE ABOVE \$5 MILLION AS OF JUNE 30, 2014.

Economic Development Fund Property Tax Increment Revenue

- ✓ **Economic Development Fund Property Tax Increment Revenue—\$800,000**

Proposed/potential fiscal strategies for producing additional revenue enhancements to the General Fund:

- ✓ **General Sanitation Fee—Commercial: \$70,000**
- ✓ **Utility Users Tax Adjustment: \$500,000**
- ✓ **Master User Fee Schedule Adjustments: \$75,000**
- ✓ **General Fund Revenue Carryover—\$400,000**
- ✓ **Fire Protection Consolidation—\$600,000**

ESTIMATED TOTAL: \$1,645,000

GENERAL FUND RESERVE SPECIAL PURPOSE FUNDS

ECONOMIC DEVELOPMENT FUND

UNDESIGNATED GENERAL FUND RESERVE

Over the past 17 years, prudent planning on behalf of the City Council has allowed Montclair to set aside a portion of the General fund Reserve for special purposes, including specified and potential liabilities, equipment replacement, mandates, and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities and long-term programs/projects minimizes the direct impact to annual General Fund Operating Budgets when expenditures are required.

In recent years, however, the financial crisis engulfing the nation and the local region severely restricted Montclair's ability to designate General Fund Revenue to Special

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Funds. As the City moves beyond the Great Recession, efforts will be made to restore every fund and account within the General Fund Reserve to acceptable, healthy levels.

A Debt Service Fund was established in Fiscal Year 2012–13 and is referenced on the *Combined Sources & Uses Statement for Fiscal Year 2013–14*. Note that the Debt Service Fund is not a Special Purpose Fund within the General Fund Reserve; however, it replaced the 2005 Issue of Lease Revenue Bonds Defeasement Fund that was formerly a designated Special Purpose Fund within the General Fund Reserve.

The Economic Development Fund was established in Fiscal Year 2012–13 and is referenced on the *Combined Sources & Uses Statement for Fiscal Year 2013–14*. Note that the Economic Development Fund is not a Special Purpose Fund within the General Fund Reserve; however, it is listed here to provide a focused understanding of total available General Fund Reserves.

The Undesignated General Fund Reserve (Contingency Fund) is discussed earlier in the City Manager's Budget Message. The Undesignated General Fund Reserve is not a Special Purpose Fund; it is, however, a primary component of the General Fund Reserve and is listed here to provide a focused understanding of total available General Fund Reserves.

For Fiscal Year 2013–14, the following Reserve Funds are maintained in the Contingency Fund and make up the General Fund Reserves. These are recommended for retention, with funding levels/draw-downs/adjustments as indicated as of June 30, 2014.

- *Post-Employment Leave Liability Fund.* Incorporated in the *Fiscal Year 2013–14 Preliminary Budget* is \$1 million for post-employment leave liability. Since Fiscal Year 1999–2000, the City has set aside funds in the General Fund Reserve for post-employment leave liabilities. When an employee separates or retires from service, the City is required to cash out certain earned leave balances.

For example, over the past decade, pre- and post-employment cash-outs of accrued leave increased to address the growing number of retirements now experienced by the City's ageing employee population.

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

Outsourcing fire protection services could produce a significant draw-down on the *Post-Employment Leave Liability Fund*.

The *Fiscal Year 2013–14 Preliminary Budget* retains \$1 million for future leave-related liabilities.

- *Montclair Employees' Home Acquisition Assistance Program (ME-HAAP).* The *Fiscal Year 2013–14 Preliminary Budget* incorporates no funding for the *Montclair Employees' Home Acquisition Assistance Program*. The program is under suspension due to fiscal weaknesses in the economy—the City Council suspended ME-HAAP until General Fund revenues stabilize and demonstrate

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sustainable, long-term growth. This Special Fund 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.

The *Fiscal Year 2013-14 Preliminary Budget* retains no funds for *ME-HAAP*.

- *GASB 45 Retiree Medical Liabilities Fund*. Incorporated in the *Fiscal Year 2013-14 Preliminary Budget* is a carryover of \$2 million for the Government Accounting Standards Board Statement Number 45 (GASB 45) retiree medical liabilities mandate. The Fiscal Year 2013-14 Preliminary Budget recommends a transfer of \$343,395 from the *GASB 45 Retiree Medical Liabilities Reserve Fund* to the General Fund Operating Budget, for a General Fund Reserve balance of \$1,656,605. The *GASB 45 Retiree Medical Liabilities Fund* will be restored to \$2 million on an annual basis, as allowed by the availability of General Fund revenues.

GASB 45 requires employers who have committed to paying for Other Post-Employment Benefits (OPEBs) to acknowledge future liabilities. In Fiscal Year 2011-12, the City completed an actuarial evaluation of GASB 45 Post-Employment Retirement Benefits to comply with the requirements of GASB 45. Results of the GASB 45 actuarial evaluation were presented at a January 2013 City Council Workshop. Based on the completed analysis, the City's OPEB liabilities over the next 30 years are estimated to cost approximately \$13 million. The *GASB 45 Retiree Medical Liabilities Fund* was created in Fiscal Year 2006-07.

The City Council may also consider using the GASB 45 Retiree Medical Liabilities Fund to address unanticipated increases in the CalPERS employer rate.

The *Fiscal Year 2013-14 Preliminary Budget* retains \$2 million for *OPEB* liabilities. The *Fiscal Year 2013-14 Preliminary Budget* recommends a corresponding transfer of approximately \$343,395 to the General Fund Operating Budget to fund Retiree Medical Costs, leaving a General Fund Reserve balance of \$1,656,605.

Technology Account. 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 fund unanticipated and planned, major technology upgrades.

Incorporated in the *Fiscal Year 2013-14 Preliminary Budget* is a carryover of \$400,000 in the General Fund Reserve for technology acquisition, plus a transfer out of \$66,683 to the Fiscal Year 2013-14 General Fund Operating Budget to fund various Information Technology capital outlay requirements, for a total General Fund Reserve balance of \$333,317.

- *Equipment Replacement Fund*. Incorporated in the *Fiscal Year 2013-14 Preliminary Budget* is a carryover of \$1,644,633, plus a transfer of 75,217 from Fiscal Year 2013-14 SB 509 revenue estimates, for a total of \$1,719,850 in the General Fund Reserve for the purchase of major equipment/rolling stock. The Fiscal Year 2013-14 Preliminary Operating Budget recommends a transfer out of

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\$124,683 to the Fiscal Year 2013–14 General Fund Operating Budget to fund various capital outlay requirements for equipment, leaving a total General Fund Reserve balance of \$1,595,167 in the Equipment Replacement Fund as of June 30, 2014

In a typical year, transfers into the *Equipment Replacement Fund* are comprised of two components: the first represents a General Fund transfer to bring net assets to the net funding requirement; the second component represents transfers from the SB 509 allocation to fully fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory. For example, in Fiscal Year 2013–14, the Equipment Replacement Fund will be required to fund the replacement of police vehicles and provide approximately \$42,000 in matching local moneys to fund acquisition of a new fire engine, as required by a grant authorized by the Federal Emergency Management Agency (FEMA).

The *Fiscal Year 2013–14 Preliminary Budget* retains \$1,719,850 for equipment purchases. The *Fiscal Year 2013–14 Preliminary Budget* recommends a corresponding transfer of approximately \$124,683 to the General Fund Operating Budget to fund equipment purchases, leaving a General Fund Reserve balance of \$1,595,167.

- *Refuse Fee Impound Fund.* The Refuse Fee Impound Fund is currently utilized to subsidize the monthly household refuse rate for qualifying Montclair residents over the age of 60. When the Refuse Impound Fund is depleted, the City Council has directed staff to terminate the subsidy program.

The *Fiscal Year 2013–14 Preliminary Budget* retains \$76,008 in the Refuse Fee Impound Fund.

- *Self-Insurance Fund.* This fund is established to address City-related self-insurance retention liabilities.

The *Fiscal Year 2013–14 Preliminary Budget* retains \$980,991 for self-insurance.

- *Building Maintenance Fund.* This fund is established to facilitate required improvements to City facilities.

The Fiscal Year 2013-14 Preliminary Budget retains \$420,307 for building maintenance.

- *Unanticipated Personnel Adjustment Fund.* This fund is used to address unanticipated personnel-related cost adjustments, including unanticipated CalPERS employee rate increases.

The *Fiscal Year 2013–14 Preliminary Budget* retains \$600,000 for unanticipated personnel-related cost adjustments.

- *Contingency Reserve Fund.* The Contingency Reserve Fund is used to for unanticipated expenditures during the fiscal year.

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The *Fiscal Year 2013–14 Preliminary Budget* retains \$100,000 in the Contingency Reserve Fund.

Total estimated General Fund Reserve Special Purpose Funds projected for June 30, 2014, including Budgetary Contingency Reserve Fund: \$6,762,395.

- **Economic Development Fund. Incorporated in the Fiscal Year 2013–14 Preliminary Budget is \$3,189,564.**

The Economic Development Fund was established in Fiscal Year 2012–13, and is funded by the City’s share of redistributed property tax increment from the former Montclair Redevelopment Agency. The Economic Development fund is used promote economic development, fund the Economic Development Department, and serve as a viable revenue stream for debt service on City of Montclair economic development bonds.

In addition to available funds in the Economic Development Fund, the Montclair Successor Redevelopment Agency retains approximately \$14,160,644 million in bond proceeds for economic development projects.

- **Undesignated General Fund Reserve. Incorporated in the Fiscal Year 2013–14 Preliminary Budget is \$5,018,635 in the Undesignated General Operating Fund.**

The table below, summarizes available development resources exclusive of potential resources applicable to refunding of Lease Revenue Bonding.

Available Development Resources

Source	Estimated Fund Balance as of June 30, 2014
Economic Development Fund	\$ 3,840,440
Successor Agency Bond Proceeds	14,160,144
Total Available For Development	\$18,000,584

ESTIMATED REVENUE BUDGET

The proposed Fiscal Year 2013–14 General Fund Estimated Revenue Budget is \$24,820,367—the revised Fiscal Year 2012–13 General Fund Estimated Revenue Budget is \$24,612,051.

Fiscal Year 2013–14 Total Estimated Revenues, All Funds, is \$35,000,640—the Fiscal Year 2012–13 revised Total Estimated Revenues, All Funds, is \$34,541,809. The difference of \$458,831 between budget years is attributed to the following significant adjustments:

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General Fund

- \$51,046 increase in sales, property and transactions and use taxes.
- \$84,000 increase in charges for services—primarily due to increases in General Sanitation and Plan Checking fees.
- \$110,930 decrease in licenses and permits—marking a return to normal revenue patterns after the spike in building permits drawn by the Paseos Project.
- \$150,000 decrease in intergovernmental revenue—related to decline in the Motor Vehicle In-Lieu Tax.
- \$110,000 increase in fines and forfeitures—related to increases in Court Fines and Police Department citations.
- \$233,500 increase in Miscellaneous Revenue related to Montclair Successor Agency reimbursement to the City for administrative expenses, plus additional investment interest income.

All Other Fund Accounts

- \$113,000 decrease in the Gas Tax Fund—estimate based on annualizing current revenue trends.
- \$173,450 increase in State and Federal Asset forfeiture funds.
- \$123,171 decrease in State funding for the “First 5” grant program.
- \$800,000 in new revenues—representing the City’s share of property tax increment stemming from the State’s elimination of community redevelopment agencies in February 2012. Funds are to be used for economic development and have been placed in the Economic Development Fund.
- \$565,343 decrease in Developer Impact Fees—representing an adjustment due to having the Paseos Project Developer Impact Fees in the prior year.

OPERATING APPROPRIATIONS

- Total proposed Operating Appropriations, All Funds, for Fiscal Year 2013–14, is \$34,698,996.
- Proposed General Fund Operating Appropriations for Fiscal Year 2013–14 is \$24,687,911, plus transfers out of \$194,800 from other funds, for Total Uses of \$24,882,711.

Restrictions to Fiscal Year 2012–13 Appropriations Requests. In developing the *Fiscal Year 2013–14 Preliminary Budget*, each department was directed to submit expenditure requests demonstrating minimal growth for services, supplies, and capital outlay. This request was based on the following factors:

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- Fiscal caution stemming from the following:
 - ✓The region's slow economic recovery from the Great Recession
 - ✓Property tax declines related to collapse of the housing/mortgage market
 - ✓Minimal economic development in the community
 - ✓Weak consumer confidence
- A decision by the California Supreme Court on December 29, 2011, in *California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.*, sustaining elimination of California's community redevelopment agencies. In that decision, the Court determined ABX1 26, the community redevelopment agency "dissolution" bill, is a proper exercise of the state's legislative power, inclusive of authority to create and dissolve community redevelopment agencies. Concurrently, the High Court overturned ABX1 27, a bill that would have allowed community redevelopment agencies to continue, provided they agree to make annual payments to offset state General Fund-related education costs.
- Expansion of retail competition from neighboring communities.
- Significant declines in construction and housing starts, and a movement of construction workers to other employment fields.
- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds to help reduce the state's chronic deficit problems; fund education; and pay back to cities local sales tax (*triple flip*) and VLF dollars diverted to the state General Fund.

Fiscal Year 2013-14 operating expenditures reflect a concerted effort to achieve the following:

- Thoroughly examine each department's budget requests;
- Eliminate unnecessary services and supplies expenditures;
- Eliminate negative fund balances;
- Provide for the annual bond payment on the 2005 Issue of Lease Revenue Bonds;
- Establish a viable economic development program by establishing an Economic Development Fund;
- Restore health to the City's Undesignated General Fund Reserve;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants; and

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- Control capital outlay requests.

Reductions to Fiscal Year 2013–14 Department Requests

Department submitted appropriation requests for Fiscal Year 2013–14 totaled:

- Operating Appropriations, All Funds: \$35,531,098
- General Fund: \$27,899,489

After review of submitted Fiscal Year 2013–14 Department appropriation requests, the City Manager produced the following appropriations reductions:

- Operating Appropriations, All Funds: \$34,698,996—a reduction of \$832,102
- General Fund: \$24,687,911—a reduction of \$3,211,578

Personnel Services

The City's proposed Operating Budget includes funding for a total of 180 full-time positions, including the following:

- 174.90 full-time General Fund positions (General Fund, Gas Tax Fund, Sewer Fund, Economic Development, and grants);
- 2.80 full-time employees paid by the Montclair Housing Corporation; and
- 2.30 full-time employees paid by the Montclair Successor Redevelopment Agency.

The Fiscal Year 2013–14 Preliminary Budget includes the following appropriations for Personnel Services:

- *All Funds.* The *Fiscal Year 2013-14 Preliminary Budget* includes \$21,256,211 for Total Personnel Services, All Funds. Based on 180 full-time positions, Personnel Services represents approximately 61.3 percent of the Fiscal Year 2013–14 Preliminary Budget, Total Operating Appropriations (\$34,698,996).
- *General Fund.* The *Fiscal Year 2013-14 Preliminary Budget* includes \$17,584,478 for Personnel Services, General Fund appropriations. Based on 174.90 full-time General Fund positions, Personnel Services represents approximately 71.2 percent of the Fiscal Year 2013–14 Preliminary Budget, General Fund Operating Appropriations (\$24,687,911).

Since Fiscal Year 2007–08, the City has realized a significant decline in personnel—dropping from a high of 231 full-time employees to 180 full-time employees in the *Fiscal Year 2013-14 Preliminary Budget*. The reduction in employees stems from a number of coping actions related to dissolution of community redevelopment agencies and the Great Recession. Personnel reduction actions include voluntary attrition; a hiring freeze (except for positions deemed essential for operations); involuntary

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reductions in force; and defunding vacant positions. Estimated personnel-related savings associated with the Great Recession and loss of the Montclair Redevelopment Agency total approximately \$3.5 million annually.

CalPERS Employer Rates. The City anticipates continued annual increases in the CalPERS employer rate. The employer rate increase for Fiscal Year 2013-14 is approximately \$153,235—substantial increases are anticipated starting in Fiscal Year 2015-16, when CalPERS moves to fully fund all unfunded liability over 30 years.

In April 2013, the CalPERS Board of Director approved new actuarial policies that will have a significant impact on participating employers. The policies are designed to return CalPERS to fully funded status over the next 30 years, but will increase costs for participating employers. Some estimates indicate that employer contributions will rise by almost 50% over a five-year period beginning with the 2015/2016 fiscal year. Employee contributions, however, will not be impacted by this change.

CalPERS reports the majority of pension plans are underfunded by 20% to 35% on average, and the prospects only look worse with liabilities increasing faster than assets accrue. As a result, changes to the 15-year rolling asset smoothing period (adopted in 2004 to address volatile employer contribution rates) and the rolling 30-year amortization period were recommended in order to accelerate progress towards the goal of attaining fully funded status. The new policies adopt a five-year asset smoothing period and a fixed 30-year amortization period.

CalPERS indicated the new policies would prevent dramatic increases in employer contribution rates during years of extreme fluctuations in investment returns, such as the 2008/2009 fiscal year, and will keep changes in rates to a reasonable level during other years. The new 30-year fixed amortization period will begin with a projected 5-year ramp up of employer rates starting in Fiscal Year 20-15-16; followed by a 20-year period of stabilized rates; and concluding with a 5-year period of ramped down rates.

Actual employer rate increases will ultimately depend on the employer's current contribution rates and asset to liability ratios. Montclair is in a risk pool with other agencies in the state and shares what is considered high asset to liability ratios.

Predictably, it is estimated that employers with lower Asset Volatility Ratios (AVR) will experience lower rate increases than those with higher ratios. For example, CalPERS estimates that an employer with an AVR of 4 will experience a total increase over a five-year period of 5.5% while an employer with an AVR of 8 will experience a total increase over a five-year period of 11%. Montclair's AVR is 8.6 for safety members and 7.3 for miscellaneous members.

The Fiscal Year 2013-14 Preliminary Budget includes the following personnel, services and supplies and capital outlay funding allocations, by Department:

City Manager's Fiscal Year 2013-14 Budget Message to the City Council

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	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>City Council</u>	\$124,013	\$203,911	\$0	\$327,924
<u>City Manager Department</u>	\$127,319	\$90,850	\$0	\$218,169
<u>Administrative Services Department</u>				
Administration	\$152,550	\$37,890	\$0	\$190,440
Finance	550,355	127,420	0	677,775
Solid Waste	73,781	2,199,554	0	2,273,335
City Clerk	91,195	23,000	0	114,195
Personnel	308,262	90,900	0	399,162
Information Technology.	411,664	213,162	142,511	767,337
Central Services	14,427	328,537	0	342,964
Total	\$1,602,234	\$3,020,463	\$142,511	\$4,765,208
<u>Human Services</u>				
Recreation	\$2,065,267	\$286,028	\$0	\$2,351,295
Service Center	42,571	85,980	0	128,551
Senior Citizens	99,796	6,625	0	106,421
Nutritional Meals	74,033	84,362	0	158,395
Health Education	75,343	11,375	0	86,718
Family Education	109,838	87,850	0	197,688
Total	\$2,466,848	\$562,220	\$0	\$3,029,068
<u>Police Department</u>				
Administration	\$198,128	\$166,863	\$0	\$364,991
Support	452,591	6,400	0	458,991
Technical Services	129,849	126,825	0	256,674
Records	539,700	15,800	0	555,500
Investigations	1,297,323	72,742	0	1,370,065
Uniform Patrol	5,022,216	420,715	74,833	5,517,764
Communications	622,314	3,205	0	625,519
Volunteer Services	89,018	5,100	0	94,118
Total	\$8,351,139	\$817,650	\$74,833	\$9,243,622
<u>Fire Department</u>				
Administration	\$405,428	\$7,645	\$0	\$413,073
Fire Prevention	125,292	5,720	0	131,012
Emergency Services	3,345,183	313,554	14,475	3,673,212
Personnel Development	0	18,480	0	18,480
Equipment Maintenance	0	6,900	0	6,900
Buildings/Grounds	0	8,600	0	8,600
Emergency Preparation	32,558	2,040	0	34,598
EMS-Paramedics	248,080	39,422	8,740	296,242
Total	\$4,156,541	\$402,361	\$23,215	\$4,582,117

City Manager's Fiscal Year 2013-14 Budget Message to the City Council

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	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>Public Works</u>				
<u>Engineering</u>				
Management	\$273,174	\$146,492	\$0	\$419,666
P. W. Inspection	123,558	0	0	123,558
Traffic Safety	9,210	152,956		162,166
Subtotal	<u>\$405,942</u>	<u>\$299,448</u>	<u>\$0</u>	<u>\$705,390</u>
<u>Street Maintenance</u>				
Graffiti	\$131,915	\$31,748	\$0	\$163,663
Street Maintenance	227,907	66,950	30,000	324,857
Signing/Painting	79,242	34,570	66,500	180,312
Street Sweeping	150,178	12,200	0	162,378
Subtotal	<u>\$589,242</u>	<u>\$145,468</u>	<u>\$96,500</u>	<u>\$831,210</u>
<u>Park Maintenance</u>				
Park Maintenance	\$294,881	\$407,370	\$40,200	\$742,451
Tree Maintenance	14,061	85,650	0	99,711
Subtotal	<u>\$308,942</u>	<u>\$493,020</u>	<u>\$40,200</u>	<u>\$842,162</u>
<u>Vehicle Maintenance</u>				
	\$128,967	\$262,105	\$0	\$391,072
<u>Sewer Maintenance</u>				
	\$644,713	\$2,089,695	\$0	\$2,734,408
<u>Building Maintenance</u>				
Building Maintenance	\$93,660	\$94,025	\$3,000	\$190,685
Heating & A/C	82,806	19,500	0	102,306
Janitorial	24,653	208,400	0	233,053
Subtotal	<u>\$201,119</u>	<u>\$321,925</u>	<u>\$3,000</u>	<u>\$526,044</u>
Total Public Works	\$2,278,925	\$3,611,661	\$139,700	\$6,030,286
<u>Community Development</u>				
Planning Commission	\$16,150	\$0	\$0	\$16,150
Administration	220,962	50,500	27,000	298,462
Current Planning	246,038	1,100	0	247,138
Advance Planning	55,902	5,600	0	61,502
Field Inspection	99,821	2,500	0	102,321
Plan Check	63,892	26,000	0	89,892
Operations	135,638	1,000	0	136,638
Code Enforcement	255,371	2,500	0	257,871
Total	<u>\$1,093,774</u>	<u>\$89,200</u>	<u>\$27,000</u>	<u>\$1,209,974</u>
<u>Economic Development</u>				
Administration	\$113,124	\$102,950	\$0	\$216,074
<u>City Attorney</u>	<u>\$29,449</u>	<u>\$405,000</u>	<u>\$0</u>	<u>\$434,449</u>
<u>Citywide Department</u>	<u>\$724,041</u>	<u>\$2,005,750</u>	<u>\$0</u>	<u>\$2,729,791</u>
Total for City	<u><u>\$21,067,407</u></u>	<u><u>\$11,312,016</u></u>	<u><u>\$407,259</u></u>	<u><u>\$32,786,682</u></u>

The Fiscal Year 2013-14 Preliminary Budget incorporates the following Capital Outlay Budget requests, by Department:

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- **Administrative Services Department. \$142,511**, including: \$4,000 for LCD Monitors; \$20,000 for desktop computers; \$5,530 for Microsoft Office 360 user license; \$29,995 for Council Chambers Microphone system upgrade; \$30,136 for VMWare VCenter “cloud” network platform; \$3,500 for AMAG Gate Access for City Yard; \$5,000 for panic alarms at City facilities; \$4,500 for Microsoft MapPoint software and license; \$35,250 for DOJ mandated upgrade to mobile data computers; \$4,600 for AMAG Security upgrade at City facilities.
- **Police Department. \$74,833**, including: \$30,833 for one 2014 Ford Explorer Police Interceptor; \$31,500 for one 2014 Ford Explorer Police Utility Detective Model; \$12,500 for emergency equipment and installation.
- **Fire Department. \$23,215**, including: \$3,000 for two Honda Portable Generators; \$9,200 for four Bendix King portable radios; \$2,275 for one VHF mobile radio; \$8,740 for four Panasonic CF-19 convertible laptop computers.
- **Public Works Department. \$139,700**, including: \$30,000 for one 2.5 ton asphalt roller; \$66,500 for one sign truck; \$40,200 for one ¾ ton truck; \$3,000 for one 52 inch table saw
- **Community Development Department. \$27,000**, for one 2013 Honda Civic Hybrid sedan.
- **Human Services Division. No Capital Outlay Requests.**
- **Economic Development Department. No Capital Outlay Requests.**
- **City Attorney. No Capital Outlay Requests.**
- **Citywide. No Capital Outlay Requests.**

MONTCLAIR PLAZA

In early 2011, CW Capital Asset Management Partners announced Montclair Plaza is under new management and ownership. Commercial real estate firm Cushman & Wakefield took over general property management responsibilities for Montclair Plaza—the firm's investment division, CW Capital Asset Management Partners established development priorities and plans to underwrite spending on physical improvements; Spinoso Real Estate Group was recruited to provide specialized services and handle leasing, marketing, and promotions; and ownership of the property reverted to a group of lenders behind the property's senior mortgage.

The stated goal of the new management/ownership team is to improve the property, attract desirable tenants to better serve Montclair Plaza shoppers, and potentially position the property for sale within the next several years. City staff has been advised that a conceptual development plan has been finalized and the project is expected to move forward over the next year.

Under general direction of Cushman & Wakefield, the change in ownership and management represented a completely new structure and vision for Montclair Plaza, with immediate capital to initiate infrastructure and tenant improvements as well as

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develop and implement a long-term vision for returning Montclair Plaza to a position of retail prominence.

Prior to designation of Cushman & Wakefield as property manager, management and leasing for Montclair Plaza had been handled in house by Chicago-based GGP, which owned the property since the early 1990s. GGP declared bankruptcy in April 2009 and Montclair Plaza reverted to control and management under CW Capital Asset Management Partners. Cushman & Wakefield had been selected to manage the property because the company specializes in distressed asset services, providing recovery solutions designed to mitigate further deterioration and maximize the property's economic and physical health.

Spinoso Real Estate Group, a real estate services firm based in New York, was selected to manage leasing and development opportunities for Montclair Plaza. Carmen Spinoso, the principal partner, has over 20 years experience in providing a wide range of personalized services for the leasing, development, and redevelopment of commercial real estate. The company has successful experience in managing over 40 million square feet of enclosed mall space.

General Manager Larry Martin departed Montclair Plaza shortly after the property transferred to the trust to assume a new position within GGP. The current management team is led by General Manager Scott Lewis.

Spinoso Real Estate Group has now succeeded Cushman & Wakefield as the property manager for Montclair Plaza—Mr. Spinoso and his team will continue to provide stewardship over leasing and asset development/redevelopment. Staff has made repeated efforts to schedule a presentation by Carmen Spinoso, President of Spinoso Real Estate Group, before the City Council; however, Mr. Spinoso had been reluctant to speak publicly of Montclair Plaza's development plans until tenants were secured for new spaces.

In May 2013, the conceptual scope of the Montclair Plaza development plan was released at the International Conference of Shopping Centers (ICSC) in Las Vegas—therefore, scheduling a presentation may now be practical since the veil of secrecy around the plan has been lifted.

The plan calls for demolition of the former Macy's building and General Tires store; parking lot ingress/egress improvements; new signage; tenant assistance; an upscale multi-screen theater featuring an IMAX screen; redevelopment of Montclair Plaza North; general upgrades to the Montclair Plaza proper; and addition of upscale and popular retailers and restaurants. Once efforts are coordinated with Spinoso Real Estate Group, City staff will move forward with developing plans for roadway and median improvements to areas contiguous to Montclair Plaza.

City staff anticipates proposed changes will produce a significant positive impact for Montclair Plaza and the City's sales tax base. GGP had made significant improvements to the mall interior prior to its bankruptcy filing; however, plans for exterior improvement and demolition of the former Macy's building were placed on hold immediately after the filing.

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In April 2012, the City Council adopted an ordinance authorizing the display of super-graphics around the north, east, and south elevations of the former Macy's building to advertise upcoming changes to the Montclair Plaza property and draw attention to the shops, stores, and restaurants offered to the public. The graphic is expected to remain in place until demolition of the former Macy's building moves forward.

City staff is committed to working with Spinoso Real Estate Group to ensure Montclair Plaza re-emerges as a successful and viable retail enterprise. City Council members will be advised of continuing efforts related to Montclair Plaza; and staff will be working with Spinoso Real Estate Group to develop a City Council workshop to review short-term and long-term solutions addressing the property's future.

CONCLUSION

As presented to the City Council for consideration, the *Fiscal Year 2013-14 Preliminary Budget* is a successful compromise budget utilizing a number of funds to achieve balance. Growth in General Fund revenues has been stagnant, requiring a concerted effort to maintain services, programs, and personnel through a coordinated use of fiscal assets.

The *Fiscal Year 2013-14 Preliminary Budget* technically "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 growth, reduce employee-related benefit obligations, and otherwise achieve fiscal stability to meet declining or stagnant revenues.

The *Fiscal Year 2013-14 Preliminary Budget* does not require a transfer of funds from the Undesignated General Fund Reserve to achieve balance between the General Fund Operating Budget and Available General Fund Revenue Budget. Furthermore, City staff has achieved extraordinary success in restoring the Undesignated General Fund Reserve to a fiscally sound balance of \$5,018,635, representing approximately 20.33 percent of the Fiscal Year 2013-14 General Fund Operating Budget.

The *Fiscal Year 2013-14 Preliminary Budget* continues a number of revenue enhancement measures, plus new proposals designed to promote the City's long-term fiscal health. Coupled with minor but consistent improvements within other economic sectors, Fiscal Year 2013-14 should initiate the promise of a brighter economic future for the Montclair community. This statement does not mean Montclair can return to the less austere budgets presented earlier this decade.

Led by a fiscally responsible City Council, the organization has come to recognize the matrix of a "New Economy." Effectively, the public demands local government agencies provide efficient public services, without a significant diminution in service levels despite dwindling resources. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations. Our concentration, as we move forward, is to achieve this community expectation.

The *Fiscal Year 2013-14 Preliminary Budget*, as presented is fair, reasonable, balanced, coherent, and effective. The Montclair City Council and City staff strived

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over recent years to find an equilibrium that addresses public, organizational, and employee needs. The *Fiscal Year 2013-14 Preliminary Budget* meets these objectives.

We note with historical pride the City Council is typically presented with a responsible, reasonable, honest, and manageable budget designed to address the needs of the organization and community, coupled with appropriate fiscal restraint. In the course of the current and last three budget cycles, the disciplined expenditure of revenues served the City well in weathering the Great Recession; and that same vigilance now allows the City of Montclair to enter the horizon of a more stable fiscal future.

City staff's ongoing goal is to continue with development of sound fiscal policies, allowing us to meet the growing and evolving needs of the community. I firmly believe that with the leadership demonstrated by Montclair's City Council, we are achieving a superior level of fiscal integrity and stability.

The economic recession experienced in recent years required both voluntary and involuntary reductions in personnel and a measure of economic sacrifice from City employees in order to avoid deep cuts to service programs. City Council Members regret the requirement in 2012 to impose an involuntary reduction in the labor force as mandated by the passage of ABX1 26, its abolishment of the Montclair Redevelopment Agency, and the corresponding loss of approximately \$12 million in annual property tax increment. Concurrently, the City Council is grateful to employees for the economic sacrifices made necessary to maintain service programs and achieve success in the budgetary process.

There has been some improvement to the local economy over the past fiscal year, but progress has been slow and halting. The economic story of the day recommends a steady, consistent, and stable economic pace. Many cities continue to cope with strained resources, declining revenues, and the looming threat of fiscal uncertainty. However, with the fiscally responsible measures pursued over the past several years, the Montclair City Council is moving the community forward at a slow but steady pace.

During the early stages of the Great Recession, the City's management team struggled but managed to produce balanced, operational budgets despite seeing Available General Fund Reserves decline below \$4 million and General Fund Revenues decline by more than \$5 million annually. Fortunately, with the cooperation of some employee bargaining groups to accept responsibility for contributing to City-provided retirement funds and the implementation of restrictive but sound fiscal management policies, Montclair avoided the precipice of economic disaster. Regrettably, this record of performance was challenged by the California Supreme Court's decision in *California Redevelopment Association et al., v. Ana Matosantos, as Director, et al.*—a decision invalidating the existence of California's community redevelopment agencies.

For Montclair, loss of the former Montclair Redevelopment Agency denied the City of approximately \$12 million in annual property tax increment, plus growth, used for a number of public purposes including pass-through payments to support local schools and other tax agencies; development of low- and moderate-income housing; and bond payment revenue to support local public works and public facility/infrastructure construction projects.

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Despite the loss of its redevelopment agency, the City of Montclair will continue to evolve as a fiscally responsible and sound public agency committed to providing a wide array of public services to the community, and re-establishing the economic capacity to achieve economic development.

The City Council and City staff are committed to exercising sound fiscal practices; maintaining, to the extent possible, the current strength of personnel and adjusting that strength as appropriate; realigning Departments, duties, and functional responsibilities to maintain an efficient and responsive organization; and routinely examining processes for producing revenues and controlling expenditures.

Producing a leaner, efficient, and cost-effective organization is providing, and will provide Montclair with the fiscal capacity to weather the loss of redevelopment and lingering affects of a recession that appears to have produced a stagnant economic recovery.

Municipalities can expect to see only limited fiscal growth over the next several years, and many California agencies should not expect to see General Fund revenues reach their respective 2007 actuals any earlier than 2017 or later. The decline in redevelopment activity will produce fewer construction jobs and generally impact the pace of economic recovery. Until new reform legislation is produced that re-opens redevelopment opportunities, California cities must continue to face the uncertainty that comes with the state's unwise decision to repress the dynamic economic activity derived from the vital participation of redevelopment agencies as engines for economic growth.

As the organization moves into a new year, the Montclair City Council embraces the challenges offered by the economic paradigm confronting municipalities—a paradigm requiring a conservative stewardship over fiduciary responsibilities, including greater restraint toward personnel-related costs—the largest economic component in Montclair's General Fund Operating Budget. Concurrent with its need to proactively address this new economic reality, the City Council is committed to maintaining a balance between its commitment to the organization and its people, and maintenance of its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each employee for providing exceptional service to the Montclair community.

I thank City staff for their efforts in putting together the proposed *Fiscal Year 2013-14 Preliminary Budget*. The management team and I look forward to answering any questions City Council Members may have regarding the proposed Preliminary Budget and the City's program of services.

ECS:DP:MP:JK/ap

Sincerely,



Edward C. Starr
City Manager

HISTORY OF MONTCLAIR

The history of Montclair, as with other communities in Southern California, is rich and colorful. Serrano Indians were the earliest known inhabitants of the land that is now Montclair. The name "Serrano," a broad term applied to the band of Native Americans who inhabited the area around the San Gabriel Mountains, is derived from Spanish and means "mountaineers," or more specifically "those of the Sierra." These early inhabitants built a village on the banks of a sycamore tree-lined creek that flowed along a route that is now Mills Avenue.

Like many Southern California Native American Indian bands, the Serrano were incorporated into the Franciscan mission system. Once missionized, they were forced to converse in Spanish and adopt European farming techniques. The process of missionizing resulted in the loss of nearly all early evidence of their aboriginal culture. The entire Serrano population at the time of European contact was small, perhaps as low as 1,500. The tribe had no chief, and subtribes often fought each other. Census information indicates that fewer than 250 Serrano ancestors survive today.

In 1774, Captain Juan Bautista de Anza, in his exploratory expedition from Mexico to California, named that sycamore tree-lined creek "Arroyo de los Alisos," the *Stream of the Sycamores*—later renamed *San Antonio Creek*. Legend has it that Captain de Anza carved his initials on the trunk of a large sycamore standing along the creek bank. This exploratory trip by Anza was the first sizeable land expedition by Europeans into what is now present-day California. The expedition opened a 2,200-mile route across the southwest deserts, and so impressed the Spanish Viceroy in Mexico City that Anza was ordered to return with a colonizing army.

Anza returned to the area in January 1776 as part of the famous trek that established the *Juan Bautista de Anza Trail*. Anza had successfully opened up Alta California (present-day California) for settlement and missions. The trail from Arizona to northern California was considered a strategic link to the northwest frontier of Spain's empire and its claim to California and the territory's important west coast harbors. A revolt of Yuma Indians in 1781 closed the *Juan Bautista de Anza Trail*, and the Spanish never reopened it, isolating Alta California from the Spanish government in Mexico.

Accompanying Anza on his 1774 expedition was a Franciscan priest named Francisco Garcés. In his treks throughout California, Garcés traveled thousands of miles searching for mission sites. In 1771, he established the route followed by Anza in 1774. Garcés also made first contact with an estimated 24,500 Native American Indians in California and Arizona. He was killed in the Yuma Revolt of 1781.

The Montclair area also served as a point along the *Old Spanish Trail*, an early trade route linking Santa Fe, New Mexico with Pueblo de los Angeles (Los Angeles). Sections of this route were used for trade, emigration and the transportation of mules, horses, and Native American Indian slaves. The *Trail's* heyday was between

1830 and 1848. After the *Mexican War of 1846-1848* competing routes blazed by America's *Army of the West* ended use of the *Trail*.

Up until the 1890s, Montclair was little more than grazing land and a watering hole. In 1897, Mrs. Edward Fraser was instrumental in founding "The Township of Marquette," giving the area its first modern name. This signaled the beginning of land development and the formation of a viable community.

In the early 1900s, Emil Firth, a Los Angeles land developer, named a 1,000-acre land tract (the future site of the City of Montclair) "Monte Vista." All of the tracts were laid out in 10-, 20-, and 40-acre lots with special financing terms to entice the planting of orchards and construction of homes. Settlers moved in shortly after the tract opened in 1907, and the first "modern" settlement within the tract was called Narod. Buildings that made up the settlement included a large orange-packing house, a dry goods store, a hotel, and the Little White Church of Narod.

It was during this period that the Narod area emerged as a contributing component of Southern California's economically important citrus industry. Citrus groves dotted the landscape—the scent of orange and lemon blossoms filling the air. Oranges and lemons had become symbols of promise to Southern California orchard farmers—as powerful as the Gold Rush, though without the popular image of quick riches; and for the state, the citrus industry was its first economic dynamo, financially more important than the discovery of gold at Sutter's Mill.

Citrus fruit, however, had not always been a visceral part of the Southern California desert landscape. Citrus plants originated in China and first arrived in the Americas with the second voyage of Christopher Columbus to the New World. It took another 300 years before oranges were brought to California to be cultivated in 1804 at the San Gabriel Mission. But it was the arrival of a mutant, seedless navel orange plant from Brazil in 1873 that revolutionized the region's citrus industry. The mutant navel orange plant found Southern California soil and weather to its liking; and navel orchards thrived to meet a growing national demand for the fruit. Within 20 years, the navel orange had transformed the deserts of Southern California into a Mediterranean oasis.

The completion of three rail lines through the region opened Southern California's citrus market to the rest of the country. The orange was remaking the terrain and the state's economy. Pioneers moved into the area to establish grove farms and participate in the new industry. George H. Reeder, a native to Narod, and son of one of the citrus industry's first navel orange growers, lived his entire life at the Reeder family grove home on Holt Avenue with his wife, Hazel. The Reeder family continued providing quality navel oranges to the area's citrus packing houses until the industry was hit hard after World War II by smog, soaring real-estate prices, a burgeoning population, freeways, and vandalism. Today, the bulk of the navel crop is grown in California's Central Valley, with only a few thousand grove acres remaining in the Inland Empire.

The Monte Vista Land Tract experienced a population boom after World War II—like most southland areas, people replaced citrus groves. Veterans receiving G.I. benefits for home purchases moved into the area to buy from the abundant supply of

affordable housing that was being mass produced by developers. As the population grew, local residents opposed to annexation by a neighboring city formed the Monte Vista Improvement Association with the objective of incorporating the Monte Vista Land Tract. Residents were asked to vote on the incorporation proposal in the April 1956 election.

Incorporation of the City of Monte Vista was approved by a vote of 682 to 455. Members of the first City Council included James West, a post control operator and orange grower; Paul Frame, a real estate broker and builder; Miller Buchanan, a poultryman; Glen Wolf, the proprietor of an equipment sales and rental business; and Dana Panky, a minister. On the date of incorporation (April 25, 1956) the City of Monte Vista had a total population of 8,008 spread over 4.2 square miles. On April 28, 1956, the City Council appointed Henry Busch to serve as City Attorney; and on the following May 1st, the City Council determined that its meeting place would be a building owned by Mr. Phil Hurst at 5326 San Bernardino Avenue. This building, the site of a former butcher shop, was in good condition and had a room large enough for a few employees and small City Council meetings. The City Council set Tuesday, May 8, 1956, as its first official meeting date, with subsequent sessions to be the first and third Monday of each month. Councilman West, with the help of his family, loaded his pickup truck with a couple of rattan tables and eight chairs from his house and took them to the new City Hall to serve as the Council dais. Tween Stone loaned the new city some folding chairs from his mortuary for the audience, and he brought an American flag to the first meeting.

Monte Vista's municipal government made many advances during the first year of its incorporation. A master street-lighting plan was designed; zoning ordinances were passed; provisions were made for the City's streets to be swept; engineering data gathered; and a City recreation program started. Ben Smith was appointed Chief of Police; and shortly afterward, a staff of four patrolmen and one female dispatcher were hired. At the end of its first year of existence, the City of Monte Vista had ten full-time employees.

The first Fire Department serving the Monte Vista Land Tract was established by the San Bernardino County Board of Supervisors years earlier in 1948. In 1949, a \$50,000 bond issue was approved to construct a fire station and buy equipment. In 1950, the fire station was completed and housed two fire trucks. Three full-time firefighters were employed, and 13 men were paid "by the call." Montclair established its own municipal Fire Department in 1964.

During the City's first years of operation, the federal government refused to open a post office in the community because a town with the same name already existed in Northern California. On April 8, 1958, the citizens of the City of Monte Vista rectified the problem by voting to change the town's name to "Montclair." On July 1, 1958, a branch post office was opened in the Mayfair Market on Central Avenue. Residents were notified to change their return addresses as of September 1, 1958, and mail was distributed through the Ontario Plaza Branch Post Office on Mountain Avenue. In 1964, the post office was relocated to its own building on Benito Street where it stands today. Over the next two decades, postal delivery problems continued because of overlapping zip codes shared with the cities of Pomona and Ontario. This problem was finally resolved in the late 1980's when the U.S. Postal Service

agreed to a single zip code for all of Montclair and the unincorporated areas in the City's sphere of influence.

As early as 1953, the residents of Montclair had the forethought to negotiate a lease-purchase of land on the southeast corner of Benito Street and Fremont Avenue for a Civic Center. On the property was an orange grove used to generate revenue for the lease payments. On April 25, 1964, a new Montclair Civic Center was dedicated. The complex housed the City's Administrative offices and Police Department. The library was the second building completed on the Civic Center property.

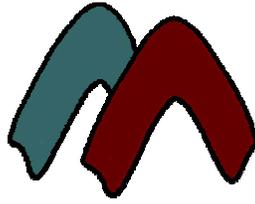
Since 1952, the County branch library had been located at Monte Vista Elementary School and was open only two days a week. The new library met the community's growing demand for this service. Today, the Montclair Branch Library provides traditional services, DVD rentals, vital document services, marriage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

An important element for community and family life is basic education for children. A growing population required the construction of schools in quick succession. Vernon Junior High School opened in 1956; Margarita Elementary School opened in 1958; and Lehigh Elementary School and Montclair High School followed in 1959. By 1963, Monte Vista Elementary School and Montclair High School needed additions, and Serrano Junior High was built on the west side. State regulations forced the closure of Margarita Elementary School in the late 1990's; however, two new elementary schools, Howard and Ramona, opened to address school-age population requirements.

During its early years, Montclair struggled to find a greater tax base to pay for the services offered to residents. In 1964, land developers approached the City with the answer to its revenue concerns—a regional shopping center. Three years later, the first building permits were issued; and on August 3, 1968, 15,000 people attended a Preview Ball for the new mall which contained 875,000 square feet of store space, three major department stores, 64 smaller shops, and parking for 5,000 cars. During its first year of operation, the mall increased the City's sales tax revenues by more than 30 percent. Today, Montclair Plaza continues to be one of the most successful regional shopping centers in Southern California.

Now, 50 years after its incorporation, Montclair is a thriving full-service City with a population representative of the ethnic and cultural diversity that is characteristic of Southern California. Although the early years of Montclair were not without its growing pains, this small city has proven it can survive, prosper, and be a leader in the Inland Empire.

William V. Donaldson, Montclair City Administrator from 1960-1965, clearly identified the source of Montclair's fortitude when he said, "*The record of the growth of the Montclair area is one that was written by its many dedicated citizens. The transformation from orange groves to a growing city is one of which we can all be proud. It is often easy to forget the sacrifices the citizens have made to affect this change. I think the idea of recording our past so that we may not in the future forget these sacrifices is an excellent one.*"



City of Montclair Demographic Profile 2013

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 979,254 and an average household income of \$82,132.



Transcenter

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



Police Facility

ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.

The City of Montclair is a full-service City with an 85.13 full-time Police Department staff and a 42.17 full-time Fire Department staff. The 43.19 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 22.20 full-time Human Services Division staff administers recreational programs for residents of all



Fire Station No. 1



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

Skate Park

The Montclair Splash Pad is open Memorial Day through Labor Day, Monday through Sunday, 10:00 a.m. to 6:00 p.m. It is located in Alma Hofman Park, located east of the Civic Center. The 1,963-square-foot splash pad is a zero-depth aquatic recreational feature that contains ground-mounted elements that spray water when activated by motion sensors connected to each of the individual elements.



Montclair Splash Pad



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

Youth Center

The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Fridays from 9:00 a.m. to 1:00 p.m.



Senior Center

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

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

Population: 37,311

Area: 5.54 square miles

DEMOGRAPHICS Population, Income, & Race	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
2012 Population	179,612	470,327	979,254
2017 Population Estimate	185,737	478,921	1,006,550
2017 Households Population	55,681	133,283	282,728
2012 Ave. Persons Per Households	3.21	3.45	3.37
2012 Average Household Income	\$66,333	\$69,569	\$82,132
2012 Median Household Income	\$51,055	\$52,448	\$64,935
2012 Median Age	31.6	31.6	33.8
2012 Total Households	54,258	134,165	285,456
2012 Households @ \$50,000 to \$74,999	11,308 (21%)	26,671 (20%)	55,563 (19%)
2012 Households @ \$75,000 to \$99,999	6,185 (11%)	16,110 (12%)	41,769 (15%)
2012 Households @ \$100,000 to \$149,999	7,134 (13%)	18,043 (13%)	53,081 (19%)
White	55.9%	55.2%	55.70%
Black	6.5%	5.6%	6.0%
Asian & Pacific Islander	7.7%	7.3%	13.0%
Hispanic Origin	59.0%	61.7%	49.40%
Traffic Counts	Total Intersection Volume		Year Count Taken
Central Ave. & Moreno St.	38,416		2011
Central Ave. & Holt Blvd.	16,020		2011
Central Ave. & Arrow Hwy.	24,372		2011
Monte Vista Ave. & I-10 Freeway	264,385		2010
Central Ave. & E Montclair Plaza Ln	37,310		2011
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
Higher 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”

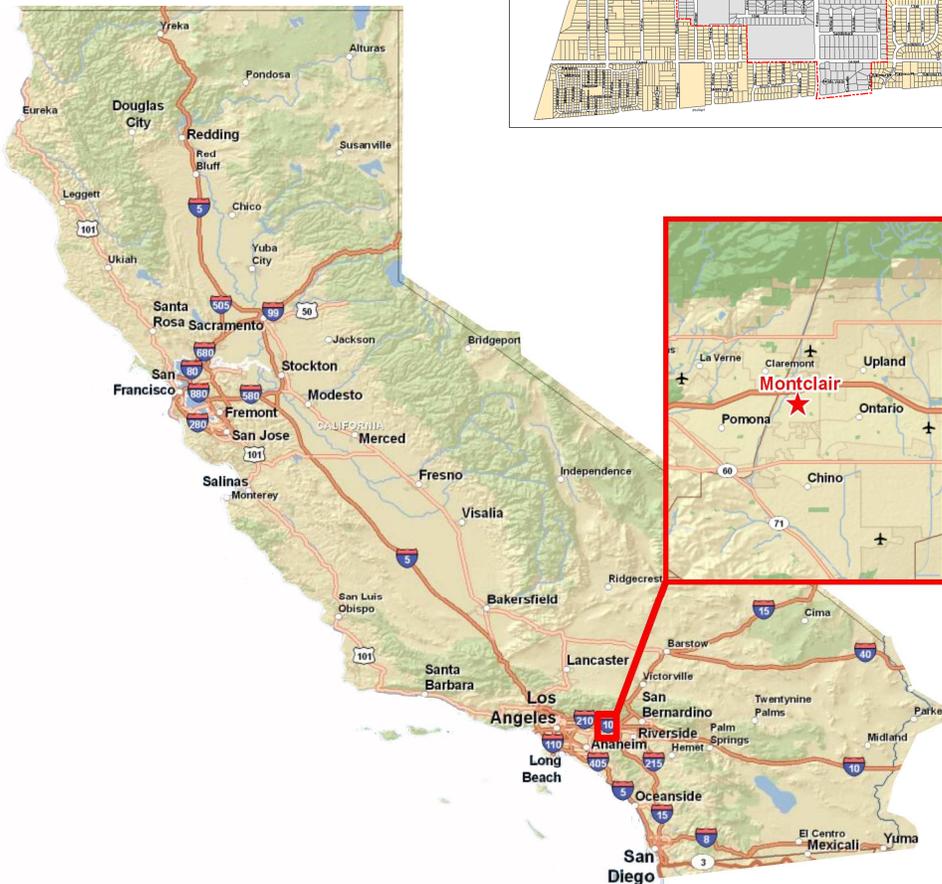
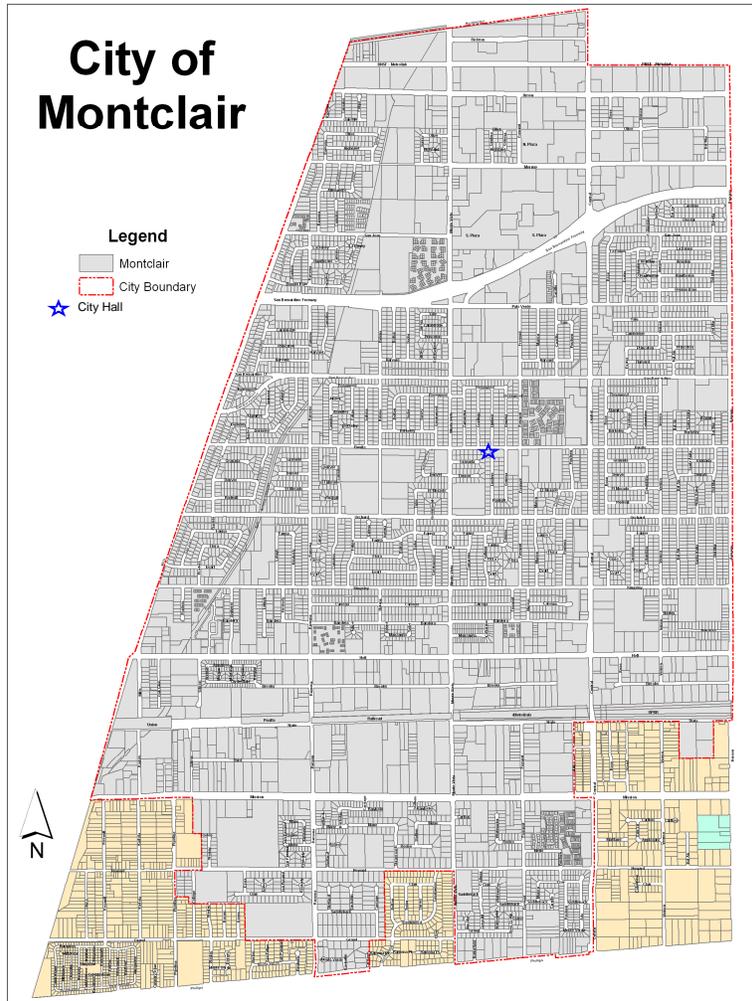
City Hall
5111 Benito Street
Montclair, CA 91763

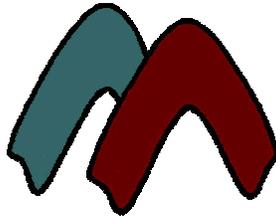
(909) 626-8571

www.cityofmontclair.org

Population: 37,311

Area: 5.54 square miles





MONTCLAIR

Budget Development Timeline Fiscal Year 2013-14

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 12, 2013	Mid-year Budget Review
March 11, 2013 - March 14, 2013	Distribution of budget packets to all departments
April 11, 2013	Departmental-operating budget requests are due
April 30, 2013 - May 8, 2013	Management departmental budget sessions
May 20, 2013	Complete changes to departmental budgets
June 12, 2013	Budget review by City Council
June 17, 2013	City Council adopts budget by resolution

BUDGET SUMMARIES

**CITY OF MONTCLAIR
COMBINED SOURCES & USES STATEMENT
FISCAL YEAR 2013-14**

		SOURCES				USES				Estimated Unreserved Fund Balance/ Retained Earnings July 1, 2013
		Estimated Unreserved Fund Balance/ Retained Earnings July 1, 2013	Estimated Revenue	Transfers In	TOTAL SOURCES	Operating Appropriations	Capital Improvement Appropriations	Transfers Out	TOTAL USES	Estimated Unreserved Fund Balance/ Retained Earnings June 30, 2014
1001	General Fund	4,939,979	(1) 24,820,367	141,000	29,901,346	24,687,911	0	194,800	24,882,711	5,018,635
Special Revenue Funds										
1102	Gas Tax Fund	763,035	876,000	0	1,639,035	1,616,634	0	6,000	1,622,634	16,401
1104	Measure I Fund	1,117,817	530,000	0	1,647,817	0	0	0	0	1,647,817
1110	Traffic Safety Fund	792	135,000	0	135,792	0	0	135,000	135,000	792
1112	Disability Access Fee	687	750	0	1,437	0	0	0	0	1,437
1131	Park Development Fund	459,512	41,000	0	500,512	13,200	0	0	13,200	487,312
1132	CDBG Fund	(229,450)	300,000	0	70,550	38,204	0	0	38,204	32,346
1135	Air Quality Improvement Fund	107,225	42,000	0	149,225	57,000	0	0	57,000	92,225
1138	Senior Nutrition Fund	(22,412)	121,204	0	98,792	121,204	0	0	121,204	(22,412)
1140	Asset Forfeiture Fund- State	88,141	90,000	0	178,141	0	0	0	0	178,141
1141	Prop 30/SB 109 Fund	37,960	38,000	0	75,960	0	0	0	0	75,960
1143	Public Safety Fund	(20,901)	270,000	0	249,099	173,884	0	75,217	249,101	(2)
1144	Federal Asset Forfeiture Fund- DOJ	24,641	60,000	0	84,641	1,000	0	0	1,000	83,641
1146	State Asset Forfeiture 15% Setaside Fund	41,703	25,000	0	66,703	0	0	0	0	66,703
1148	School District Grant Fund	32,000	64,000	0	96,000	64,000	0	0	64,000	32,000
1149	State Supp. Local Law Enforce. Fund	201,620	100,000	0	301,620	0	0	0	0	301,620
1150	Local Law Enforcement Block Grant	8,207	0	0	8,207	0	0	0	0	8,207
1151	Crime Prevention Fund	9,954	700	0	10,654	0	0	0	0	10,654
1152	Recycling Block Grant Fund	22,638	10,000	0	32,638	5,000	0	0	5,000	27,638
1160	Afterschool Program (ASES) Fund	180,443	1,485,353	144,800	1,810,596	1,630,153	0	0	1,630,153	180,443
1161	Champions for Change Fund	(10,021)	17,273	0	7,252	17,273	0	0	17,273	(10,021)
1162	First 5 Fund	32,662	170,259	0	202,921	170,259	0	0	170,259	32,662
1163	Fire Department Grant Funds	575	0	0	575	0	0	0	0	575
1164	Human Services Grant Funds	45,020	114,920	0	159,940	114,920	0	0	114,920	45,020
1180	EMS- Paramedic Fund	(314,558)	115,000	300,000	100,442	296,242	0	0	296,242	(195,800)
1206	Economic Development	3,189,564	800,000	0	3,989,564	149,124	0	0	149,124	3,840,440
1740	Developer Impact Fees - Local	22,192	11,000	0	33,192	0	0	0	0	33,192
1741	Developer Impact Fees - Regional	650,219	25,000	0	675,219	0	0	0	0	675,219
1742	Burrtec Pavement Impact Fees	58,083	45,000	0	103,083	0	0	0	0	103,083
1744	Utility Undergrounding In Lieu	46,883	60,000	0	106,883	0	0	0	0	106,883
1745	General Plan Update Fees	43,713	5,000	0	48,713	0	0	0	0	48,713
1758	Youth Sponsorship Fund	77,753	13,000	0	90,753	0	0	0	0	90,753
	Total	6,665,696	5,565,459	444,800	12,675,955	4,468,097	0	216,217	4,684,314	7,991,641
Capital Project Funds										
1751	Infrastructure Fund	1,174,673	0	0	1,174,673	0	0	0	0	1,174,673
	Total	1,174,673	0	0	1,174,673	0	0	0	0	1,174,673
Debt Service Funds										
1301	2005 Lease Revenue Bonds	1,930,580	1,912,314	0	3,842,894	1,912,314	0	0	1,912,314	1,930,580
	Total	1,930,580	1,912,314	0	3,842,894	1,912,314	0	0	1,912,314	1,930,580
Enterprise Funds										
1501	Sewer Operating Fund	458,586	2,702,500	0	3,161,086	3,095,913	0	0	3,095,913	65,173
	Total	458,586	2,702,500	0	3,161,086	3,095,913	0	0	3,095,913	65,173
Reserve Funds										
	Contingency Fund	7,595,931	(1) 0	75,217	7,671,148	534,761	0	250,000	784,761	6,886,387
	Total	7,595,931	0	75,217	7,671,148	534,761	0	250,000	784,761	6,886,387
	TOTAL - ALL FUNDS	22,765,445	35,000,640	661,017	58,427,102	34,698,996	0	661,017	35,360,013	23,067,089

Notes:

(1) Fund Balance estimated utilizing fund balance from 6/30/12 financial audit of \$12,747,056 and then removing utilizations of \$211,146 of reserves which occurred during fiscal year 2012-13.

**NOTES TO THE CITY'S COMBINED
SOURCES & USES STATEMENT**

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	135,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund".
Public Safety Fund	Contingency Fund	75,217	Projected available balance to fund prior years equipment needs of public safety which were funded by the Equipment Replacement Reserve Fund.
General Fund	Afterschool (ASES) Fund	144,800	General Fund contribution to the ASES Afterschool Program.
Contingency Fund	EMS Paramedic Fund	250,000	Transfers of \$150,000 from Technology Reserve Fund, \$100,000 from Building Maintenance Reserve Fund and \$50,000 from Undesignated portion of General Fund to fund previous years operating deficits.
General Operating Fund	EMS Paramedic Fund	50,000	
	TOTAL	<u>\$ 661,017</u>	

CITY OF MONTCLAIR FISCAL YEAR 2013-14 BUDGET

FUND DESCRIPTIONS

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

BASIS OF ACCOUNTING

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

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

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

The City's General Fund proposed expenditures budget is \$24,686,373, which represents approximately seventy-one percent of the City's total operating budget. Major revenue sources of the General Fund include property taxes, 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.

The City Council has approved a 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 monies present in this reserve requires specific authorization from the City Council. Also, monies are segregated (assigned) within the Contingency portion of the General Fund to specific areas to provide future resources to fund those activities. The fund equity of the General Operating Fund represents this reserve and it exceeds the limit specified in the City's reserve policy.

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 (1102) 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.

Measure I Fund (1104) San Bernardino County voters approved passage of Measure I authorizing the San Bernardino County Transportation Authority to impose a one-half cent sales tax to finance transportation improvement and traffic management programs. Cities are apportioned the "local share" of Measure I moneys on a per capita basis and in accordance with a transportation plan and capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino 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 (1110) Vehicle Code Section 42200 provides that fines and forfeitures which a city receives as a result of arrests by city officers for Vehicle Code violations must be deposited in a special fund entitled the "Traffic Safety Fund." 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 as expenditures there, for the above prescribed uses, far exceed the annual revenues of the Traffic Safety Fund.

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

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

C.D.B.G. Fund (1132) The Federal Community Development Block Grant (CDBG) program provides cities with grant moneys which generally must be expended 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.

Air Quality Improvement Trust Fund (1135) 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 (1138) The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant 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 (1140) 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.

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

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

Federal Asset Forfeiture Fund - DOJ (1144) & Treasury (1147) Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Moneys distributed to the City are pursuant to the asset forfeiture laws and are only available for purposes of financing the Police Department's annual budget. Current law requires that Federal asset forfeiture 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 (1146) 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.

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

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

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

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

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

After School (ASES) Grant Fund (1160) This grant fund was established to segregate the afterschool program grant that tracks multiple funding sources and expenditures as required by the granting agencies.

Champions for Change Grant Fund (1161) 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 lifestyles. This fund accounts for those monies in accordance with grant guidelines.

Human Services First 5 Grant Fund (1162) The focus of First 5 California is to educate parents and caregivers about the important role they play in their children's first years. Services and support are designed to ensure that more children are born healthy and reach their full potential. This fund segregates First 5 program grants that require specific matching and tracking of revenues and expenditures as required by the granting agency.

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

Human Services Grant Fund (1164) This fund to segregates various grants received by the Human Services Division that require specific matching and tracking of revenues and expenditures as required by the granting entities.

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

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

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

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

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

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

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 (1301) 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 2013-14, the annual principal and interest lease payment is \$1,912,314, payable from General Fund resources. As part of the bond issuance process, the City's transaction and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2012-13, the City has budgeted only transaction and use taxes in excess of the annual debt service requirement in the General Fund and has budgeted the remainder of these taxes in the 2005 Lease Revenue Bonds Fund. The annual principal and interest lease payments will continue to be approximately \$1.9 million dollars annually for the remaining life of this bond issue. 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 are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, Special Assessment Funds, and Trust Funds).

Economic Development Fund (1206) Due to the elimination of the City's redevelopment agency, the City receives a property tax share of monies paid by the Successor Agency (accomplishing the liquidation of the former redevelopment agency) to the various taxing entities and from future tax increment that is redistributed to the various taxing entities in excess of enforceable obligations. Since the City will have to perform economic development utilizing its own resources in the future, these monies have been segregated for the purpose of economic development within the City.

Infrastructure Fund (1751) This fund will accomplish major capital projects of the City. It will receive transfers from the various accounting funds that are providing resources to accomplish the project and will utilize those to fund the expenditures to be incurred in actually constructing the project. This will allow individual capital projects to be tracked and will provide a full accounting of the funding sources and expenditures incurred.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

Trust and agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governments units, and/or other funds. The City uses expendable trust funds to account for assets, generally transferred in from the General Fund, which have been earmarked for specific programs.

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

Montclair Youth Sponsorship Fund (1758) 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.

REVENUES

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>Annualized</u>	<u>13-14 Estimate</u>	<u>Increase (Decrease)</u>
<u>GENERAL FUND</u>						
1001 GENERAL FUND	25,162,629	24,612,551	15,460,105	23,896,453	24,820,367	207,816
<u>REVENUE FUNDS</u>						
1102 GAS TAX FUND	1,219,915	989,000	566,317	852,712	876,000	(113,000)
1104 MEASURE I FUND	816,089	515,250	318,894	546,675	530,000	14,750
1110 TRAFFIC SAFETY FUND	134,390	180,150	90,872	136,308	135,000	(45,150)
1112 DISABILITY ACCESS FEE FUND	0	0	529	705	750	750
1131 PARK DEVELOPMENT FUND	443,440	40,400	76,713	90,976	41,000	600
1132 C.D.B.G. FUND	291,573	285,828	190,376	285,564	300,000	14,172
1135 AIR QUALITY IMPROVEMENT FUND	46,538	42,050	21,518	43,036	42,000	(50)
1138 SENIOR NUTRITION FUND	122,822	127,000	86,963	130,490	121,204	(5,796)
1140 ASSET FORFEITURE FUND - STATE	242	0	73,230	97,640	90,000	90,000
1141 PROP 30/SB 109	0	0	37,960	37,960	38,000	38,000
1143 SB 509 PUBLIC SAFETY FUND	266,387	250,100	167,053	286,377	270,000	19,900
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	23,224	1,500	45,210	60,280	60,000	58,500
1146 SECTION 11489 SUBFUND	65	50	22,390	29,853	25,000	24,950
1148 SCHOOL DISTRICT GRANT FUND	64,000	64,000	32,000	64,000	64,000	0
1149 STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	365,105	161,714	362,540	372,759	100,000	(61,714)
1150 LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	19,203	14,622	14,622	14,622	0	(14,622)
1151 P.C. 1202.5 CRIME PREVENTION FUND	662	900	470	705	700	(200)
1152 RECYCLING BLOCK GRANT FUND	21,006	15,000	43	15,709	10,000	(5,000)
1160 AFTER SCHOOL PROGRAM FUND	1,405,852	1,384,990	1,120,034	1,384,881	1,485,353	100,363
1161 CHAMPIONS FOR CHANGES FUND	49,829	58,000	0	0	17,273	(40,727)
1162 FIRST 5 FUND	128,341	293,430	35,192	164,830	170,259	(123,171)
1163 SAFETY DEPARTMENT GRANT FUND	91,758	40,430	49,700	49,700	0	(40,430)
1164 HUMAN SERVICES GRANT FUND	42,037	0	39,822	48,013	114,920	114,920
1180 E.M.S. - PARAMEDIC FUND	195,169	196,000	81,201	106,759	115,000	(81,000)
1206 ECONOMIC DEVELOPMENT FUND	0	0	1,759,192	2,859,192	800,000	800,000

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>Annualized</u>	<u>13-14 Estimate</u>	<u>Increase (Decrease)</u>
1740 DEVELOPER IMPACT FEES - LOCAL	13,025	184,927	7,817	10,423	11,000	(173,927)
1741 DEVELOPER IMPACT FEES - REGION	29,457	416,416	17,592	23,456	25,000	(391,416)
1742 BURRTEC PAVEMENT IMPACT FEES	24,421	54,000	21,742	43,484	45,000	(9,000)
1744 UTILITY UNDERGROUNDING IN-LEIU	0	0	46,883	62,511	60,000	60,000
1745 GENERAL PLAN UPDATE FEES	0	0	3,654	4,872	5,000	5,000
BOND PRODEED FUNDS (1250-1265)	17,265	0	0	0	0	0
<u>DEBT SERVICE FUND</u>						
1301 2005 LEASE REVENUE BOND FUND	0	1,916,101	1,296,449	1,944,674	1,912,314	(3,787)
<u>ENTERPRISE FUND</u>						
1501 SEWER MAINTENANCE FUND	2,615,444	2,567,900	2,246,244	2,695,493	2,685,000	117,100
1704 SEWER EXPANSION FEE FUND	1,075	0	14,637	17,564	17,500	17,500
<u>TRUST FUNDS</u>						
1750 EQUIPMENT REPLACEMENT FUND	10,518	18,500	(4,921)	(4,921)	0	(18,500)
1751 INFRASTRUCTURE FUND	281,750	0	180,858	180,858	0	0
1757 REFUSE PROGRAM IMPOUND FUND	1	0	0	0	0	0
1758 YOUTH SPONSORSHIP FUND	3,663	11,000	13,443	17,924	13,000	2,000
1755 CONTINGENCY FUND	3,146,123	100,000	(3,015)	(3,015)	0	(100,000)
1759 CITY FACILITIES IMPROVEMENT FUND	(3)	0	0	0	0	0
TOTAL REVENUE - ALL FUNDS	<u>37,053,015</u>	<u>34,541,809</u>	<u>24,494,329</u>	<u>36,569,522</u>	<u>35,000,640</u>	<u>458,831</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted Budget</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>12-13 Estimated/ Annualized</u>	<u>12-13 Revised Increase (Decrease)</u>	<u>13-14 Estimate</u>	<u>13-14 Budget Increase (Decrease)</u>
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,118,077	2,300,000	1,531,665	2,297,498	(2,502)	2,459,398	159,398
Property - Unsecured	89,722	91,700	92,624	92,624	924	94,476	2,776
Property Tax in Lieu of VLF (HdL)	2,731,399	2,689,750	1,381,100	2,762,200	72,450	2,762,200	72,450
Sales & Use (HdL)	7,711,357	7,970,813	5,181,312	7,771,968	(198,845)	7,994,038	23,225
Sales Tax Compensation (HdL)	2,526,543	2,776,789	1,372,306	2,744,612	(32,177)	2,698,227	(78,562)
Transaction & Use Tax (HdL)	1,885,376	268,899	0	0	(268,899)	276,879	7,980
Prop Tax Pass Thru from SRED	128,767	100,000	61,693	100,000	0	130,000	30,000
Transient Occupancy	30,678	32,000	14,373	28,746	(3,254)	29,321	(2,679)
Property Transfer	65,914	75,000	39,323	58,985	(16,015)	60,000	(15,000)
Franchise	628,707	710,000	513,572	684,763	(25,237)	698,458	(11,542)
Business License	644,133	687,000	532,014	709,352	22,352	700,000	13,000
Utility Users	1,661,290	1,800,000	1,124,818	1,499,757	(300,243)	1,650,000	(150,000)
Total Taxes	20,221,963	19,501,951	11,844,800	18,750,505	(751,446)	19,552,997	51,046
Licenses and Permits							
Alarm Permits	800	800	925	1,233	433	1,100	300
Bicycle & Other Permits	7	50	5	7	(43)	20	(30)
Building Permits	477,575	300,000	133,250	177,667	(122,333)	175,000	(125,000)
Moving Permits	3,434	4,000	3,033	4,044	44	4,000	0
Yard Sale Permits	11,200	12,000	4,324	5,765	(6,235)	6,000	(6,000)
Construction Permits	53,289	20,000	32,008	42,677	22,677	40,000	20,000
Encroachment Permits	175	400	25	33	(367)	200	(200)
Gun Dealer Permits	25	50	0	0	(50)	50	0
Total Licenses and Permits	546,505	337,300	173,570	231,426	(105,874)	226,370	(110,930)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	0	170,000	19,241	19,241	(150,759)	20,000	(150,000)
Property Tax Loss Relief	30,094	30,000	14,842	29,684	(316)	30,000	0
Police Officer Training Reimbursement	22,691	20,000	7,355	11,033	(8,967)	15,000	(5,000)
SB 90 Claim Reimbursement	18,697	40,000	22,978	30,637	(9,363)	35,000	(5,000)
FEMA Reimbursements	5,962	0	0	0	0	0	0
OES Reimbursements	39,573	0	0	0	0	0	0
RDA Graffiti Program Reimb.	26,751	0	0	0	0	0	0
WESTNET Reimbursements	74,030	0	21,068	21,068	21,068	0	0
Total Intergovernmental Revenues	217,798	260,000	85,484	111,663	(148,337)	100,000	(160,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted Budget</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>12-13 Estimated/ Annualized</u>	<u>12-13 Revised Increase (Decrease)</u>	<u>13-14 Estimate</u>	<u>13-14 Budget Increase (Decrease)</u>
Fines and Forfeitures							
Court Fines	27,560	30,000	50,158	75,237	45,237	75,000	45,000
Parking Citations	107,694	125,000	74,731	112,097	(12,903)	125,000	0
False Alarms	10,548	15,000	10,850	14,467	(533)	15,000	0
Restitution	4,233	5,000	2,235	2,980	(2,020)	4,000	(1,000)
Evidence Forfeitures	96	5,000	0	0	(5,000)	5,000	0
Auto Repo Fees	1,275	1,500	1,020	1,360	(140)	1,500	0
Vehicle Release Fees	56,325	50,000	34,100	45,467	(4,533)	50,000	0
Administrative Citations	55,957	90,000	64,472	85,963	(4,037)	90,000	0
OPTS Vehicle Impound Fees	489,991	475,000	345,884	461,179	(13,821)	475,000	0
PD Citations	20,465	0	51,474	68,632	68,632	65,000	65,000
PW/CD Citations	700	0	900	1,200	1,200	1,200	1,200
Total Fines and Forfeits	<u>774,844</u>	<u>796,500</u>	<u>635,824</u>	<u>868,582</u>	<u>72,082</u>	<u>906,700</u>	<u>110,200</u>
Charges for Services							
Sale of Printed Materials	672	1,500	740	987	(513)	1,000	(500)
Notary Fees	100	200	120	160	(40)	200	0
Special Police Services	69,501	90,000	81,480	108,640	18,640	100,000	10,000
Fingerprints	8,695	12,000	4,215	5,620	(6,380)	6,000	(6,000)
Fire Department Service Fees	5,690	10,000	8,170	10,893	893	10,000	0
Engineering Fees	0	2,500	0	0	(2,500)	2,500	0
Rubbish Collect/Gen Sanitation Fees	2,595,317	2,855,000	1,879,074	2,818,611	(36,389)	2,900,000	45,000
Zoning/Subdivision Fees	45,010	40,000	31,342	41,789	1,789	40,000	0
Plan Checking Fees	109,884	120,000	118,218	157,624	37,624	150,000	30,000
Recreation Fees	33,275	35,000	31,723	42,297	7,297	40,000	5,000
Service Center Fees	14,945	15,000	9,722	12,963	(2,037)	15,000	0
Program Costs - Reimbursed	44,327	40,000	26,762	35,683	(4,317)	40,000	0
Family Fun Festival	3,279	5,000	0	0	(5,000)	5,000	0
Human Services Classes	6,727	7,500	6,124	8,165	665	8,000	500
Total Charges for Services	<u>2,937,422</u>	<u>3,233,700</u>	<u>2,197,690</u>	<u>3,243,432</u>	<u>9,732</u>	<u>3,317,700</u>	<u>84,000</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted Budget</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>12-13 Estimated/ Annualized</u>	<u>12-13 Revised Increase (Decrease)</u>	<u>13-14 Estimate</u>	<u>13-14 Budget Increase (Decrease)</u>
Miscellaneous Revenue							
Interest Income	51,974	30,000	44,175	58,900	28,900	100,000	70,000
Net change FV - investments/LAIF	912	0	(8,712)	-8,712	(8,712)	0	0
Library Rentals	59,496	60,000	44,622	59,496	(504)	60,000	0
Cash over/short	35	0	(7)	-7	(7)	0	0
Sale of merchandise	4	0	0	0	0	0	0
Police Auction	8,932	5,000	11,151	14,868	9,868	15,000	10,000
Vending Machine Proceeds	0	0	446	595	595	500	500
Anniversary Book Sales/Postcards	100	200	120	160	(40)	200	0
Insurance Recoveries	80	0	0	0	0	0	0
Reimbursed Expenditures	81,178	150,000	201,380	268,507	118,507	250,000	100,000
Print Ad Notice Reimbursement	2,286	5,000	0	0	(5,000)	5,000	0
Special Event Reimbursement	128	400	0	0	(400)	400	0
Emergency Response Reimb	2,808	300	2,378	3,171	2,871	3,000	2,700
Donations & Contributions	1,592	6,500	5,400	7,200	700	6,500	0
Booking Fee Reimbursement	160	1,000	0	0	(1,000)	0	(1,000)
Cell Tower Rental	69,667	65,000	64,568	77,482	12,482	75,000	10,000
Grant - Other	10,000	0	0	0	0	0	0
Other Miscellaneous revenue	164,086	145,000	148,032	197,376	52,376	190,000	45,000
Police Range Revenue	9,909	11,000	5,856	7,808	(3,192)	9,000	(2,000)
E-waste Recycling	0	1,700	0	0	(1,700)	1,500	(200)
Youth Center memberships	750	2,000	50	67	(1,933)	500	(1,500)
Mini School snacks	0	0	554	665	665	0	0
Youth Center snacks	0	0	(141)	-169	(169)	0	0
Basketball snacks	0	0	2,865	3,438	3,438	0	0
Total Miscellaneous Revenue	464,097	483,100	522,737	690,845	207,745	716,600	233,500
TOTAL - 1001	25,162,629	24,612,551	15,460,105	23,896,453	(716,098)	24,820,367	207,816

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted Budget</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>12-13 Estimated/ Annualized</u>	<u>12-13 Revised Increase (Decrease)</u>	<u>13-14 Estimate</u>	<u>13-14 Budget Increase (Decrease)</u>
GAS TAX FUND - 1102							
Section 2106	120,140	125,000	77,896	116,844	(8,156)	120,000	(5,000)
Section 2107	245,134	260,000	172,027	258,041	(1,959)	260,000	0
Section 2107.5	6,000	6,000	0	0	(6,000)	6,000	0
Section 2103 - Fuel Tax Swap	504,740	410,000	218,470	327,705	(82,295)	330,000	(80,000)
Section 2105	170,785	175,000	104,395	156,593	(18,407)	160,000	(15,000)
Interest Income	18,116	13,000	(6,471)	-6,471	(19,471)	0	(13,000)
Reimbursed Expenditures	155,000	0	0	0	0	0	0
TOTAL - 1102	1,219,915	989,000	566,317	852,712	(136,288)	876,000	(113,000)
MEASURE I FUND - 1104							
Measure I Sales - Local	510,566	515,000	318,894	546,675	31,675	530,000	15,000
Gov't Grants - Other	298,330	0	0	0	0	0	0
Interest Income	885	250	0	0	(250)	0	(250)
Reimbursed Expenditures	6,308	0	0	0	0	0	0
TOTAL - 1104	816,089	515,250	318,894	546,675	31,425	530,000	14,750
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	60,592	60,000	42,934	64,401	4,401	60,000	0
Other C.V.C. Fines	73,553	120,000	47,938	71,907	(48,093)	75,000	(45,000)
Interest Income	245	150	0	0	(150)	0	(150)
TOTAL - 1110	134,390	180,150	90,872	136,308	(43,842)	135,000	(45,150)
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	0	0	529	705	705	750	750
TOTAL - 1112	0	0	529	705	705	750	750
PARK DEVELOPMENT FUND - 1131							
Interest Income	485	400	0	0	(400)	0	(400)
Rental Income	15,000	15,000	5,000	15,000	0	15,000	0
Reimbursed Expenditures	402,500	0	0	0	0	0	0
"Quimby Act" Fees	2,800	0	50,400	50,400	50,400	0	0
Cellular Antenna Site Rental	22,655	25,000	21,313	25,576	576	26,000	1,000
TOTAL - 1131	443,440	40,400	76,713	90,976	50,576	41,000	600

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2011-2012 THROUGH 2013-2014**

	<u>11-12 Audited</u>	<u>12-13 Adopted Budget</u>	<u>12-13 Actual Thru 4/16/13</u>	<u>12-13 Estimated/ Annualized</u>	<u>12-13 Revised Increase (Decrease)</u>	<u>13-14 Estimate</u>	<u>13-14 Budget Increase (Decrease)</u>
C.D.B.G. FUND - 1132							
CDBG Revenue	280,880	285,828	190,376	285,564	(264)	300,000	14,172
Reimbursed Expenditures	<u>10,693</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL - 1132	291,573	285,828	190,376	285,564	(264)	300,000	14,172
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	46,446	42,000	21,518	43,036	1,036	42,000	0
Interest Income	<u>92</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>(50)</u>	<u>0</u>	<u>(50)</u>
TOTAL - 1135	46,538	42,050	21,518	43,036	986	42,000	(50)
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1	79,252	85,000	48,368	82,917	(2,083)	86,204	1,204
Nutritional Meals USDA	11,625	11,000	9,448	12,597	1,597	0	(11,000)
Contributions/Donations	<u>31,945</u>	<u>31,000</u>	<u>29,147</u>	<u>34,976</u>	<u>3,976</u>	<u>35,000</u>	<u>4,000</u>
TOTAL - 1138	122,822	127,000	86,963	130,490	3,490	121,204	(5,796)
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	237	0	73,230	97,640	97,640	90,000	90,000
Interest Income	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL - 1140	242	0	73,230	97,640	97,640	90,000	90,000
PROP 30/SB 109 FUND - 1141							
Prop 30/SB 109	<u>0</u>	<u>0</u>	<u>37,960</u>	<u>37,960</u>	<u>37,960</u>	<u>38,000</u>	<u>38,000</u>
TOTAL - 1141	0	0	37,960	37,960	37,960	38,000	38,000
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	266,387	250,000	167,053	286,377	36,377	270,000	20,000
Contributions/Donations	0	0	0	0	0	0	0
Interest Income	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>
TOTAL - 1143	266,387	250,100	167,053	286,377	36,277	270,000	19,900

**CITY OF MONTCLAIR
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FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	23,219	1,500	45,210	60,280	58,780	60,000	58,500
Interest Income	5	0	0	0	0	0	0
TOTAL - 1144	23,224	1,500	45,210	60,280	58,780	60,000	58,500
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	0	0	22,390	29,853	29,853	25,000	25,000
Reimbursed Expenditures	42	0	0	0	0	0	0
Interest Income	23	50	0	0	(50)	0	(50)
TOTAL - 1146	65	50	22,390	29,853	29,803	25,000	24,950
SCHOOL DISTRICT GRANT FUND - 1148							
Chaffey HSD Reimb. - Safe Schools	64,000	64,000	32,000	64,000	0	64,000	0
TOTAL - 1148	64,000	64,000	32,000	64,000	0	64,000	0
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	100,067	100,000	89,781	100,000	0	100,000	0
Interest Income	103	50	0	0	(50)	0	(50)
COPS Hiring Grant	264,935	61,664	272,759	272,759	211,095	0	(61,664)
TOTAL - 1149	365,105	161,714	362,540	372,759	211,045	100,000	(61,714)
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	19,080	14,622	14,622	14,622	0	0	(14,622)
Interest Income	123	0	0	0	0	0	0
TOTAL - 1150	19,203	14,622	14,622	14,622	0	0	(14,622)
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	650	900	470	705	(195)	700	(200)
Interest Income	12	0	0	0	0	0	0
TOTAL - 1151	662	900	470	705	(195)	700	(200)

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RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,852	10,000	(20)	10,646	646	10,000	0
Govt. Grant - Other	10,102	5,000	0	5,000	0	0	(5,000)
Interest Income	52	0	0	0	0	0	0
Misc Revenue	0	0	63	63	63	0	0
TOTAL - 1152	21,006	15,000	43	15,709	709	10,000	(5,000)
AFTER SCHOOL PROGRAM FUND - 1160							
ASES/ASES Supplemental	1,322,566	1,284,562	1,027,650	1,284,562	0	1,450,683	166,121
Government Grants - 21st Century Grant	44,626	65,758	68,579	68,579	2,821	0	(65,758)
Cont/Donations Hope thru Housing	38,660	34,670	23,805	31,740	(2,930)	34,670	0
TOTAL - 1160	1,405,852	1,384,990	1,120,034	1,384,881	(109)	1,485,353	100,363
CHAMPIONS FOR CHANGE FUND - 1161							
Grant Revenue (Por La Vida)	49,829	58,000	0	0	(58,000)	17,273	(40,727)
Other Misc Revenue	0	0	0	0	0	0	0
TOTAL - 1161	49,829	58,000	0	0	(58,000)	17,273	(40,727)
HUMAN SERVICES FIRST 5 FUND - 1162							
Healthy Cities Grant	0	90,500	13,272	90,500	0	0	(90,500)
ESI Obesity Grant	0	74,330	21,920	74,330	0	0	(74,330)
Government Grants - First 5	128,341	128,600	0	0	(128,600)	170,259	41,659
TOTAL - 1162	128,341	293,430	35,192	164,830	(128,600)	170,259	(123,171)
SAFETY DEPARTMENT GRANTS - 1163							
FEMA - LifePak 15 revenue	80,956	0	0	0	0	0	0
SBCO EMPG Reimbursement	10,800	0	0	0	0	0	0
Interest Income	2	0	0	0	0	0	0
CA 2010 Homeland Security Grant		2,811	2,811	2,811	0	0	(2,811)
CA FY 11 Homeland Security Grant		3,281	3,281	3,281	0	0	(3,281)
CA Homeland Security Grant		21,538	21,538	21,538	0	0	(21,538)
CA FY 11 Homeland Security Grant		12,800	12,800	12,800	0	0	(12,800)
CA Homeland Security Grant		0	9,270	9,270	9,270	0	0
TOTAL - 1163	91,758	40,430	49,700	49,700	9,270	0	(40,430)

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HUMAN SERVICES GRANTS - 1164							
Mt Baldy United Way	15,037	0	7,340	14,680	14,680	15,000	15,000
OMSD Immunization Grant	27,000	0	0	0	0	70,000	70,000
Kaiser Permanente Grant	0	0	15,000	15,000	15,000	20,000	20,000
OMSD Resource Center Grant	0	0	4,000	4,000	4,000	3,000	3,000
Community Clinic Assoc Grant	0	0	8,333	8,333	8,333	0	0
Senior Support Svcs Title IIIB Grant	0	0	5,149	6,000	6,000	6,920	6,920
TOTAL - 1164	42,037	0	39,822	48,013	48,013	114,920	114,920
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	21,646	20,000	11,343	15,124	(4,876)	16,000	(4,000)
First Responder Services	73,357	87,000	58,265	77,687	(9,313)	80,000	(7,000)
Vehicle Fluid Recovery Program	5,729	14,000	0	0	(14,000)	0	(14,000)
Contributions/Donations	20,000	0	0	0	0	0	0
Training Reimbursement	74,437	75,000	7,065	9,420	(65,580)	15,000	(60,000)
Other Misc Revenue	0	0	4,528	4,528	4,528	4,000	4,000
TOTAL - 1180	195,169	196,000	81,201	106,759	(89,241)	115,000	(81,000)
RAMONA AVE GS - FUND 1202							
TEA 21 grant	80,765	0	0	0	0	0	0
Interest Income	(157)	0	0	0	0	0	0
TOTAL - 1202	80,608	0	0	0	0	0	0
ECONOMIC DEVELOPMENT FUND - 1206							
RDA distribution	0	0	1,759,192	2,859,192	2,859,192	800,000	800,000
TOTAL - 1206	0	0	1,759,192	2,859,192	2,859,192	800,000	800,000
BOND PROCEED FUNDS (1250 - 1265)							
Transferred back to Successor Agency in FY 12/13							
Contribution - Other Governments(RDA)	0	0	0	0	0	0	0
Interest Income	17,265	0	0	0	0	0	0
TOTAL - 1250 thru 1265	17,265	0	0	0	0	0	0
2005 LEASE REVENUE BOND FUND - 1301							
Transaction/Use Tax Debt Service	0	1,916,101	1,296,449	1,944,674	28,573	1,912,314	(3,787)
Interest Income	0	0	0	0	0	0	0
TOTAL - 1301	0	1,916,101	1,296,449	1,944,674	28,573	1,912,314	(3,787)

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SEWER MAINTENANCE FUND - 1501							
Sewer Maintenance Fees	2,611,542	2,560,000	2,171,915	2,606,298	46,298	2,600,000	40,000
Sewer Availability Fees	2,243	2,400	74,329	89,195	86,795	85,000	82,600
Interest Income	850	5,000	0	0	(5,000)	0	(5,000)
Interest - Sewer Development Fees	809	500	0	0	(500)	0	(500)
TOTAL - 1501	2,615,444	2,567,900	2,246,244	2,695,493	127,593	2,685,000	117,100
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	0	0	14,637	17,564	17,564	17,500	17,500
Interest Income	1,075	0	0	0	0	0	0
TOTAL - 1704	1,075	0	14,637	17,564	17,564	17,500	17,500
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	13,025	184,927	7,817	10,423	(174,504)	11,000	(173,927)
TOTAL - 1740	13,025	184,927	7,817	10,423	(174,504)	11,000	(173,927)
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	29,457	416,416	17,592	23,456	(392,960)	25,000	(391,416)
TOTAL - 1741	29,457	416,416	17,592	23,456	(392,960)	25,000	(391,416)
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	24,421	54,000	21,742	43,484	(10,516)	45,000	(9,000)
TOTAL - 1742	24,421	54,000	21,742	43,484	(10,516)	45,000	(9,000)
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in lieu fees	0	0	46,883	62,511	62,511	60,000	60,000
TOTAL - 1744	0	0	46,883	62,511	62,511	60,000	60,000
GENERAL PLAN UPDATE FEES (LP) - 1745							
General plan update fees	0	0	3,654	4,872	4,872	5,000	5,000
TOTAL - 1745	0	0	3,654	4,872	4,872	5,000	5,000

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EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property	0	10,000	0	0	(10,000)	0	(10,000)
E.R.F. Interest Income	10,518	8,500	(4,921)	(4,921)	(13,421)	0	(8,500)
TOTAL - 1750	10,518	18,500	(4,921)	(4,921)	(23,421)	0	(18,500)
INFRASTRUCTURE FUND - 1751							
Sanbag reimbursements	243,993	0	0	0	0	0	0
Prop 1B Funds	0	0	180,000	180,000	180,000	0	0
Misc. Revenue/Reimb expenses	37,757	0	858	858	858	0	0
Project Funding/expense	0	0	0	0	0	0	0
TOTAL - 1751	281,750	0	180,858	180,858	180,858	0	0
CONTINGENCY FUND - 1755							
Reimbursed Expenditures	3,031,387	0	0	0	0	0	0
Interest Income	114,736	100,000	(3,015)	-3,015	(103,015)	0	(100,000)
TOTAL - 1755	3,146,123	100,000	(3,015)	(3,015)	(103,015)	0	(100,000)
REFUSE PROGRAM IMPOUND FUND - 1757							
Senior citizen refuse subsidy	1	0	0	0	0	0	0
TOTAL - 1757	1	0	0	0	0	0	0
YOUTH SPONSORSHIP FUND - 1758							
Interest Income	(3,392)	3,000	5,677	7,569	4,569	5,000	2,000
Contributions/Donations	7,055	8,000	7,766	10,355	2,355	8,000	0
TOTAL - 1758	3,663	11,000	13,443	17,924	6,924	13,000	2,000
CITY FACILITIES IMPROVEMENT FUND - 1759							
Interest Income	(3)	0	0	0	0	0	0
TOTAL CITY FACILITIES IMPROVEMENT	(3)	0	0	0	0	0	0
	<u>37,133,623</u>	<u>34,541,809</u>	<u>24,494,329</u>	<u>36,569,522</u>	<u>2,027,713</u>	<u>35,000,640</u>	<u>458,831</u>

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

Adopted FY 2012-13 budget includes adjustments authorized by City Council on February 12, 2013. FY 2012-13 revised estimates were based upon data available at March 31, 2013.

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 2013-14 estimate is based on information received from our property tax consultants.

Property Taxes - Unsecured

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

Basis for Estimates FY 2013-14 estimates are based upon City's share of \$1 unsecured property tax levy received in prior fiscal year.

Sales and Use Tax

Description In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, the State of California imposes a 7.75% sales and use tax on taxable sales in the City. The City's General Fund receives 1% of the 7.75% levy. Of the remainder 75% is allocated to 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 (1%) 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 FY 2013-14 estimate is based upon projections received from our sales tax consultants.

Sales Tax Compensation

Description Effective July 1, 2004, as indicated above, the General Fund's sales tax of 1% was 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 14 years.

Basis for Estimates FY 2013-14 estimate is based upon projections received from our sales tax consultants.

Transaction and Use Tax

Description On November 2, 2004, the electorate of the City approved Measure F, authorizing a 0.25 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered 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. This use tax, while not pledged specifically for use in repaying interest and principal on the 2005 Public Facilities Bonds, is designated for this purpose.

	<p><u>Basis for Estimates</u> FY 2013-14 estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2005 Public Facilities Bonds for the fiscal year.</p>
Transient Occupancy Tax	<p><u>Description</u> 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.</p> <p><u>Basis for Estimates</u> FY 2013-14 estimate is based upon the City's actual collection experience for the previous fiscal year.</p>
Property Transfer Tax	<p><u>Description</u> 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.</p> <p><u>Basis for Estimates</u> FY 2013-14 estimate is based upon the City's actual collection experience for the previous fiscal year.</p>
Franchise Fees	<p><u>Description</u> 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.</p> <p><u>Basis for Estimates</u> FY 2013-14 estimates are based upon the prior fiscal year with the exception of the Burrtec franchise which increased from 4% to 10%.</p>
Business License Tax	<p><u>Description</u> The business license tax is imposed on businesses for the privilege of conducting business within the City and is regulated by Section 37101 of the Government Code and Section 16000 et seq. of the Business and Professions Code.</p> <p><u>Basis for Estimates</u> The FY 2013-14 amount is based upon prior year experience and has been adjusted for an increase in the business license fee for Burrtec which will occur in FY 2012-13.</p>
Utility Users Tax	<p><u>Description</u> Montclair imposes a 3.89% tax on the consumers of electric, gas, water and telephone services. Very low income and low income households are exempt from the tax.</p> <p><u>Basis for Estimates</u> The FY 2013-14 amount is based upon prior year experience and recognizes a modest increase as indicated in the economy discussed above.</p>
Building Permits	<p><u>Description</u> Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130 and 19132.3 of the Health and Safety Code. The amount of fees charged shall not exceed the reasonable costs borne by the City in issuing the permits and conducting the related enforcement program.</p> <p><u>Basis for Estimates</u> FY 2013-14 estimate is based upon current budget projections provided by the Building Official.</p>
Alarm Permits	<p><u>Description</u> Montclair requires a one-time alarm permit fee of \$25 for any person or business that has an alarm system on any premises within the City pursuant to City Ordinance No. 99-791.</p> <p><u>Basis for Estimates</u> The FY 2013-14 estimate is based upon prior year experience.</p>
Construction Permits	<p><u>Description</u> Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.</p> <p><u>Basis for Estimates</u> The FY 2013-14 estimate is based upon prior year experience.</p>

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 The FY 2013-14 amount is based upon prior year experience and the indication that it will resume during FY 2013-14.

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 2012-13 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2013-14 estimate assumes no change to current budget.

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 2012-13 and FY 2013-14 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 2013-14 estimate is based upon actual collection experience for twelve months ending March 31, 2013.

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 2012-13 and FY 2013-14 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 abatement.

Basis for Estimates FY 2012-13 and FY 2013-14 estimates 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 2013-14 estimates are based on actual collection experience, reduction due to bad debts, and monthly rates of \$25.36 for residents and \$20.29 for seniors which became effective September 1, 2011. 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 2012-13 revised estimate and the FY 2013-14 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 2012-13 and FY 2013-14 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 2013-14 estimate is based upon City's anticipated participation charged to account 1001-4381-52870-400.

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 2012-13 and FY 2013-14 estimates are based upon actual collection experience for twelve months.

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 2013-14 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 2013-14 is based on an assumed average interest rate of 1.0 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.

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 \$14,874. This amount is subject to annual adjustment for cost of utilities.

Basis for Estimates FY 2013-14 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 2013-14 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 2012-13 and FY 2013-14 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 2012-13 and FY 2013-14 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 2012-13 and FY 2013-14 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 2012-13 and FY 2013-14 estimates are based on information obtained from the State Controller's Office.

Gas Tax - Section 2103

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

Basis for Estimates FY 2012-13 and FY 2013-14 estimates are based on information obtained from the State Controller's Office.

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 2012-13 estimate is based upon actual collection experience. FY 2013-14 estimate anticipates a modest percentage increase over FY 2012-13.

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 2013-14 estimate is based on actual collection experience.

Other C.V.C. Fines

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

Basis for Estimates FY 2013-14 estimate is based upon current collection experience.

PARK DEVELOPMENT FUND

Quimby Act Fees

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

Basis for Estimates FY 2013-14 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 2013-14 estimate is 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 2013-14 estimate is based upon a rental agreement with Crown Castle USA Inc.

C.D.B.G. FUND

Grant Revenues

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

Basis for Estimates FY 2013-14 estimates are based upon projected expenditures provided by the Community Development Director. The CDBG Fund is operated on a cost reimbursement basis.

AIR QUALITY IMPROVEMENT TRUST FUND

AB 2766 Vehicle Registration Fees

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

Basis for Estimates FY 2013-14 estimate is based upon the City's current collection experience.

STATE ASSET FORFEITURE FUND

Forfeited Money/Property

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

Basis for Estimates FY 2012-13 and FY 2013-14 estimates are based upon the City's current collection experience.

PROP 30/SB 109

Parolee/Probationers

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

Basis for Estimates FY 2013-14 estimates are based upon the City's current collection experience.

FEDERAL ASSET FORFEITURE FUND

Forfeited Money/Property

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

Basis for Estimates FY 2012-13 and FY 2013-14 estimates are based upon the City's current collection experience.

STATE FORFEITURE - 15% SET-ASIDE

Public awareness/education

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

Basis for Estimates FY 2012-13 and FY 2013-14 estimates are based upon the City's current collection experience.

PUBLIC SAFETY FUND

Proposition 172 Sales Tax

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

Basis for Estimates FY 2013-14 estimate anticipates a slight increase over FY 2012-13.

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 2013-14 estimate is based reflected participation rates from prior years.

First Responder Fees

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

Basis for Estimates FY 2013-14 estimate is based on the projections from Wittman Enterprises, LLC for emergency medical billing services.

SEWER MAINTENANCE FUND

Sewer Maintenance Fees

Description The sewer maintenance fee is established by ordinance and is set at a rate sufficient to cover operating expenses necessary to maintain the City's sewer system and to provide for an emergency reserve. 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. Resolution No. 07-0890 increased the rate to \$18.46 effective July 1, 2010. The rate is expected to increase to \$20.42 effective July 1, 2013.

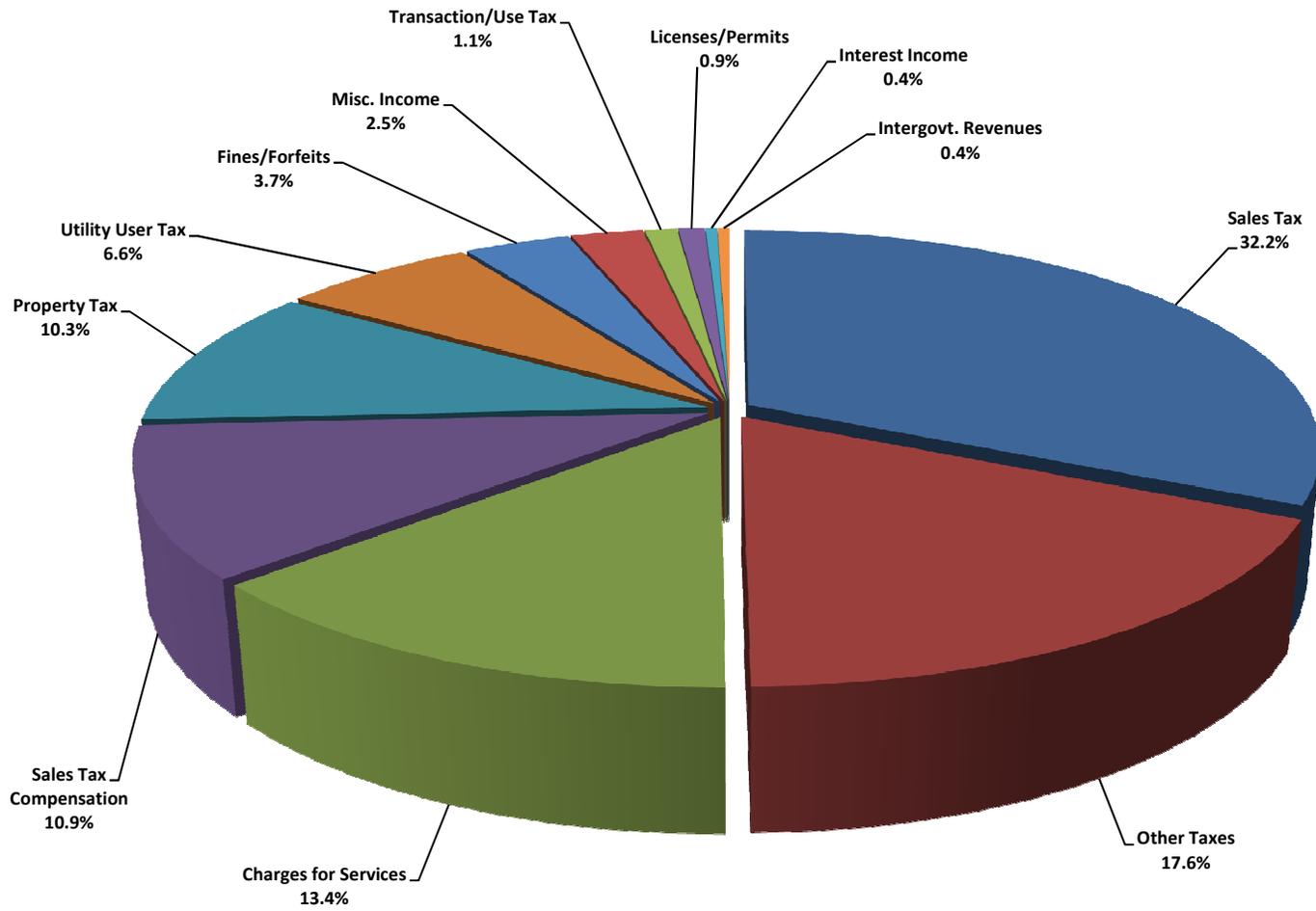
Basis for Estimates FY 2013-14 estimates are based on the monthly rate of \$20.42.

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 2013-14 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

CITY OF MONTCLAIR
2013-14 General Fund Revenues
By Source
Total Budget - \$24,820,367



**OPERATING
EXPENDITURES
BUDGETS**

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2010-11 THROUGH 2012-13

FUND	FY 2011-12	FY 2012-13	FY 2013-14
General Fund	25,572,212	25,448,034	24,687,911
Gas Tax	935,375	1,498,040	1,616,634
Park Development	13,200	13,200	13,200
C.D.B.G.	59,169	42,874	38,204
Air Quality Improvement Trust	12,000	20,000	57,000
Senior Nutrition Fund	136,528	137,281	121,204
"Prop 172" Public Safety	492,681	56,496	173,884
Federal Asset Forfeiture	1,000	1,000	1,000
School District Grant	64,000	64,000	64,000
State Supplemental Law Enforcement	203,722	95,300	0
LLE Block Grant	0	0	0
Used Oil Recycling Grant	5,000	5,000	5,000
After School Program Fund	1,850,558	1,572,440	1,630,153
Champions for Change	69,449	68,769	17,273
First 5 Fund	124,720	103,011	170,259
Human Services Grant Funds	0	0	114,920
EMS - Paramedic	88,332	289,783	296,242
Economic Development Fund	0	0	149,124
2005 Lease Revenue Bonds	1,912,901	1,916,101	1,912,314
Sewer Maintenance	2,427,430	2,531,608	3,095,913
Equipment Replacement	134,292	192,255	124,683
Refuse Impound	69,464	0	0
TOTAL	34,172,033	34,055,192	34,288,918

Note: This report does not reflect the Indirect Staff Charges which total 194,038 for FY 2013-14.

**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2009-10 THROUGH 2013-14**

	Budgeted 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
City Council	319,189	\$ 303,956	\$ 291,921	\$ 302,134	\$ 308,228
City Manager	299,762	141,706	226,750	293,965	199,297
Administrative Services	5,025,744	4,709,276	4,667,404	4,696,654	4,609,738
Human Services	0	0	3,418,378	3,073,399	3,029,068
Police	11,084,766	10,357,492	10,664,323	10,428,583	9,243,622
Fire	5,674,065	5,579,925	5,624,733	5,232,648	4,582,117
Public Works	6,918,766	6,789,107	6,586,923	6,896,538	6,030,286
Community Development	3,735,457	3,891,021	1,078,872	1,149,974	1,209,974
Economic Development	0	0	0	0	216,074
City Attorney	218,393	208,706	358,743	578,764	434,449
Citywide	0	0	0	0	2,729,791
TOTAL OPERATING BUDGET	\$ 33,276,142	\$ 31,981,189	\$ 32,918,047	\$ 32,652,659	\$ 32,592,644
Debt Service (1301)	0	0	0	1,916,101	1,912,314
TOTAL BUDGET w/DEBT SERVICE	33,276,142	31,981,189	32,918,047	34,568,760	34,504,958

NOTE: FY 2012-13 Budget includes all appropriations authorized through May 20, 2013.
Appropriations for FY 2009-10 through 2011-12 represent final recorded budgets.

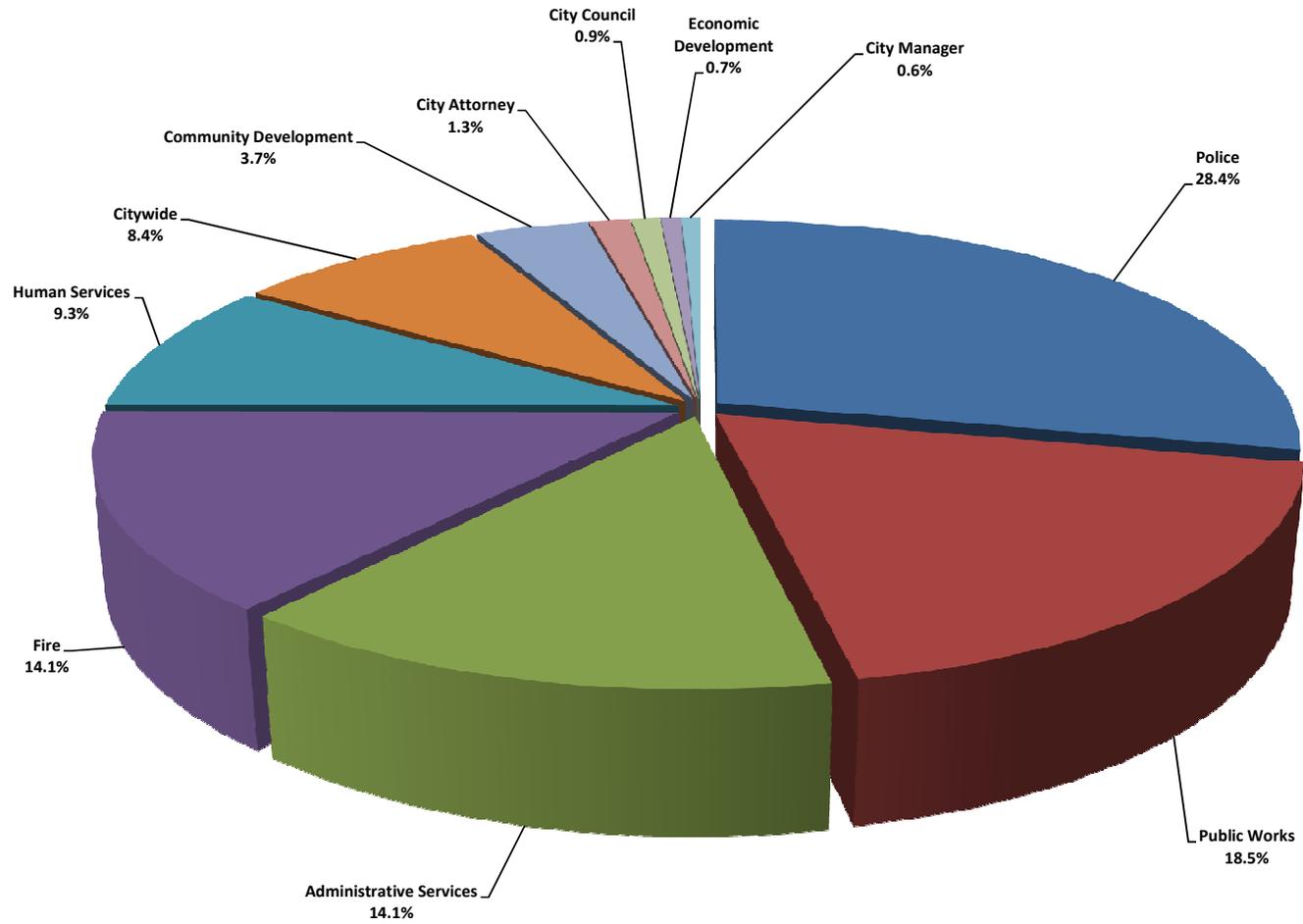
This does not reflect the Indirect Staff Charges.

CITY OF MONTCLAIR

2013-14 Operating Budget

By Department

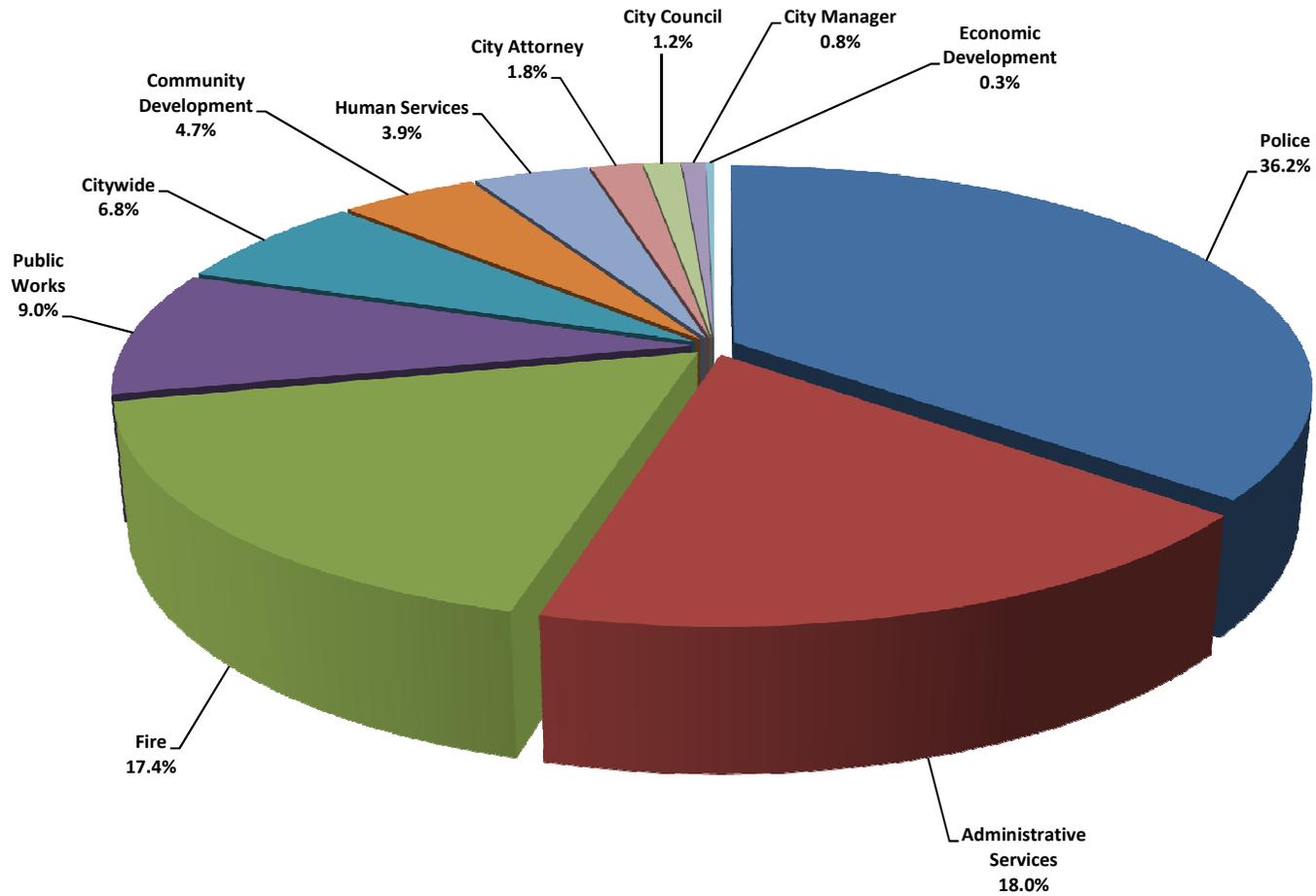
Total Budget - \$32,592,644



**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2013-14**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	Debt Service	City Total	Indirect Staff Charges	Grand Total
General Fund	308,228	199,297	4,439,634	965,244	8,930,905	4,285,875	2,228,605	1,152,974	66,950	434,449	1,675,750		24,687,911	-	24,687,911
Gas Tax			1,600				976,034				639,000		1,616,634	-	1,616,634
Traffic Enforcement													0	-	0
Park Development							13,200						13,200	-	13,200
C.D.B.G.				10,015			28,189						38,204	-	38,204
Air Quality Improvement Trust								57,000					57,000	-	57,000
DAAS Grant Fund				121,204									121,204	-	121,204
State Asset Forfeiture													0	-	0
"Prop. 172" Public Safety					173,884								173,884	-	173,884
Federal Asset Forfeiture			1,000										1,000	-	1,000
OMSD Grant					64,000								64,000	-	64,000
State Supplemental Law Enforcement													0	-	0
Used Oil Grant			5,000										5,000	-	5,000
Afterschool Program				1,630,153									1,630,153	-	1,630,153
Champions for Change				17,273									17,273	-	17,273
First 5 Grant				170,259									170,259	-	170,259
Human Services Grant Fund				114,920									114,920	-	114,920
E.M.S. - Paramedic						296,242							296,242	-	296,242
Economic Development									149,124				149,124	-	149,124
2005 Lease Revenue Bond												1,912,314	1,912,314	-	1,912,314
Sewer Maintenance			95,821				2,734,408				71,646		2,901,875	-	2,901,875
Equipment Replacement					74,833		49,850						124,683	-	124,683
Technology Reserve			66,683										66,683	-	66,683
GASB 45											343,395		343,395	-	343,395
TOTAL - CITY	308,228	199,297	4,609,738	3,029,068	9,243,622	4,582,117	6,030,286	1,209,974	216,074	434,449	2,729,791	1,912,314	34,504,958	-	34,504,958
Indirect Staff Charges															
Sewer Fund	19,696	18,872	155,470										194,038	(194,038)	0
Other Agencies - RDA	0	0	0										0	0	0
	19,696	18,872	155,470	-	-	-	-	-	-	-	-	-	194,038	(194,038)	-
TOTAL - CITY/OTHER AGENCIES	327,924	218,169	4,765,208	3,029,068	9,243,622	4,582,117	6,030,286	1,209,974	216,074	434,449	2,729,791	1,912,314	34,698,996	(194,038)	34,504,958

CITY OF MONTCLAIR
2013-14 General Fund Operating Budget
By Department
Total Budget - \$24,687,911



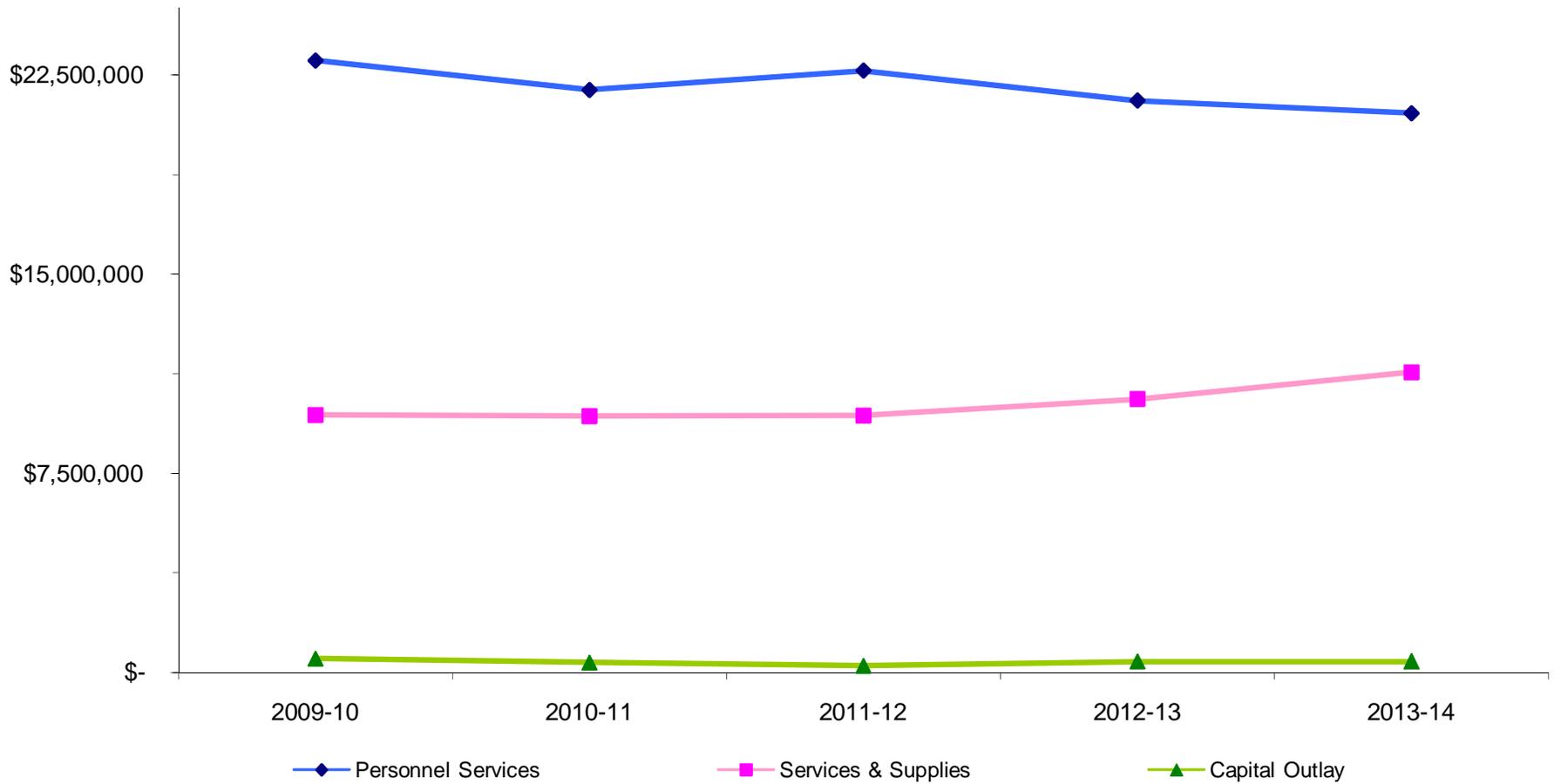
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2013-14**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Indirect Staff Charges</u>	<u>Total</u>
City Council	0.00	\$ 124,013	\$ 203,911	\$ 0	\$ (19,696)	\$ 308,228
City Manager	0.40	127,319	90,850	0	(18,872)	199,297
Administrative Services	18.15	1,602,234	3,020,463	142,511	(155,470)	4,609,738
Human Services	19.00	2,466,848	562,220	0	0	3,029,068
Police	70.50	8,351,139	817,650	74,833	0	9,243,622
Fire	30.50	4,156,541	402,361	23,215	0	4,582,117
Public Works	25.15	2,278,925	3,611,661	139,700	0	6,030,286
Community Development	10.15	1,093,774	89,200	27,000	0	1,209,974
Economic Development	1.05	113,124	102,950	0	0	216,074
City Attorney	0.00	29,449	405,000	0	0	434,449
Citywide	<u>0.00</u>	<u>724,041</u>	<u>2,005,750</u>	<u>0</u>	<u>0</u>	<u>2,729,791</u>
Sub-totals	174.90 *	\$ 21,067,407	11,312,016	407,259	(194,038)	32,592,644
Debt Service						<u>1,912,314</u>
TOTAL OPERATING BUDGET		<u>21,067,407</u>	<u>11,312,016</u>	<u>407,259</u>	<u>(194,038)</u>	<u>34,504,958</u>

* Full-Time Employees:

City	174.90
RDA	2.30
MHC	<u>2.80</u>
	180.00

CITY OF MONTCLAIR
Operating Budgets 2009-10 to 2013-14
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2013-14 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14
City Council	0.00	0.00	0.00
City Manager	0.30	0.30	0.40
Administrative Services			
Administration	1.45	1.55	1.45
Financial Services	5.65	7.33	10.80
Solid Waste	2.15	2.15	1.20
City Clerk	2.15	2.03	2.50
Personnel/Risk Management	3.00	3.00	3.00
Information Technology	3.60	4.00	4.00
Central Services	1.00	1.00	0.25
Records Retention	0.45	0.45	0.00
Department Total	19.45	21.51	23.20
Human Services			
Recreation	18.05	18.05	17.60
Service Center	1.25	0.75	0.50
Senior Citizens	1.05	1.40	1.15
Nutritional Meals	0.45	0.60	0.35
Health Education	1.20	1.20	1.20
Family Education	0.20	0.20	1.20
Department Total	22.20	22.20	22.00
Police			
Administration	2.13	2.13	2.00
Support Services	1.70	1.70	3.40
Technical Services	0.00	0.00	0.00
Records	9.15	10.15	7.20
Investigations	12.40	12.40	11.00
Uniform Patrol	49.50	48.50	41.40
Communications	9.15	9.15	7.00
Volunteer Services	0.10	0.10	0.00
Department Total	84.13	84.13	72.00
Fire			
Administration	2.12	2.12	3.50
Fire Prevention	5.50	6.50	2.50
Emergency Services	28.17	31.17	28.17
Personnel Development	1.00	1.00	0.00
Equipment Maintenance	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.50
Emergency Preparedness	0.50	0.50	0.00
EMS-Paramedics	0.83	0.83	0.83
Department Total	38.12	42.12	35.50

**CITY OF MONTCLAIR
 FY 2013-14 Adopted Budget
 SUMMARY OF AUTHORIZED
 FULL TIME POSITIONS BY DEPARTMENT**

Department	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14
Public Works			
Engineering Management	2.50	4.89	2.86
Public Works Inspection	1.00	1.05	1.05
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	2.20	2.20	2.10
Street Maintenance	5.45	8.15	6.15
Signing & Painting	1.20	2.20	2.10
Street Sweeping	2.20	2.20	2.10
Park Maintenance	6.55	5.70	5.30
Tree Maintenance	0.20	0.20	0.10
Vehicle Maintenance	2.20	2.20	2.00
Sewer Maintenance	10.20	7.50	7.49
Building Maintenance	0.95	0.95	0.95
Heating & Air Conditioning	0.80	0.80	0.80
Janitorial Services	5.10	5.10	0.10
Department Total	40.60	43.19	33.15
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.10	1.10	1.75
Current Planning	1.95	1.95	1.90
Advance Planning	1.25	1.25	0.50
Field Inspection	2.00	2.00	1.25
Plan Check	1.00	1.00	0.75
Operations	1.00	1.00	1.00
Code Enforcement	2.00	3.50	3.00
Department Total	10.30	11.30	10.15
City Attorney	0.00	0.00	0.00
Total - All Departments	192.90	202.55	196.40

(SRDA - 2.30 & MHC - 2.80)

BUDGET RESOLUTION

RESOLUTION NO. 13-2992

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTCLAIR ADOPTING THE
FISCAL YEAR 2013-14 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2013-14 including all proposed expenditures, estimated revenues, and estimated fund balances; and

WHEREAS, a copy of the proposed budget is on file in the City Clerk's office for inspection by the public; and

WHEREAS, the City Council duly reviewed the proposed budget at a meeting open to the public on June 12, 2013.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair does hereby adopt the proposed budget as the Annual Budget for Fiscal Year 2013-14.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2014-15 for all outstanding purchase orders and unexecuted contracts as of June 30, 2014, for which a valid appropriation exists.

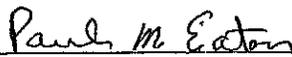
BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2014-15 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2014.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2014-15 for all grants included in the adopted budget that have not been completed as of June 30, 2014.

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.

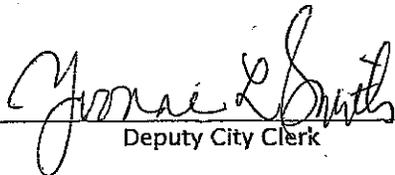
BE IT FURTHER RESOLVED that except for personnel cost-of-living adjustments, which are governed by approved Memorandums of Understanding and Agreements, all expenditures from the Contingency Reserve Fund must be expressly authorized by the City Council.

APPROVED AND ADOPTED this 17th day of June, 2013



Mayor

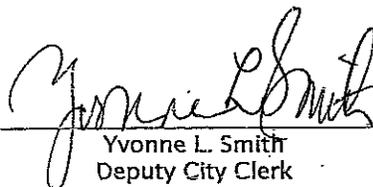
ATTEST:



Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 13-2992 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 17th day of June, 2013, and that it was adopted by the following vote, to-wit:

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



Yvonne L. Smith
Deputy City Clerk

ARTICLE 13-B DISCLOSURES

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2013-14**

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 2013-14 is \$321,537,021.

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 2013-14 is \$19,047,683 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 24,687,911
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 698,458	
Licenses & Permits	226,370	
Fines & Forfeits	906,700	
POST Reimbursements	15,000	
Other Intergovernmental Reimbursements	85,000	
Charges for Services	3,317,700	
Miscellaneous		
Rental Income	60,000	
Other	190,000	
Transfers-In ¹	141,000	5,640,228
Appropriations Budget Financed by Taxes		<u>\$ 19,047,683</u>

¹ Includes \$6,000 from Gas Tax Fund and \$135,000 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."

**DEPARTMENTAL
OPERATING
BUDGETS**

CITY COUNCIL

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

The Mayor and City Council Members are elected at-large to 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 Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	130,990	123,998	124,013	124,013
Services and Supplies	190,995	225,581	203,911	203,911
Capital Outlay	0	0	0	0
Total	321,985	349,579	327,924	327,924

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

General Fund	302,134	329,883	308,228	308,228
Sewer Maintenance Fund – Indirect Staff Charges	19,851	19,696	19,696	19,696
Total	321,985	349,579	327,924	327,924

DETAIL OF SALARIES AND WAGES

Department: City Council

Program: 4101 City Council

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
<u>Part Time</u>							
Mayor	1.00	1.00	1.00	1.00	12,504	12,504	12,504
Council Members	4.00	4.00	4.00	4.00	35,616	35,616	35,616
Part Time	5.00	5.00	5.00	5.00	48,120	48,120	48,120
Benefit Costs					75,878	75,893	75,893
TOTAL					123,998	124,013	124,013

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. Periodically review the performance of the City Manager/Executive Director, Office of General Services.
 7. Respond to legislative initiatives impacting local government operations.
 8. Consider alternative funding mechanisms for programs, services, and projects.
 9. Facilitate public input into the local political process.
 10. Annually report to the community on the state of the City.
 11. Oversee the performance of the City Attorney.
 12. Oversee advisory bodies including the Planning Commission, Community Action Committee, and other Council-established oversight committees.
 13. Reorganize City Council standing committees after each biannual election.
 14. In addition to City Council duties, act as the Board of Directors for the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Financing Authority, and Montclair Community Foundation.
 15. Support goals related to historical preservation.
 16. Serve as final authority on labor negotiations and personnel/disciplinary actions.
 17. Serve on City Council subcommittees.
 18. Address evolving issues related to the City's Successor Redevelopment Agency and pension reform.
 19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
 20. Evaluate/consider outsourcing of various City services.
-

Personnel Services – \$123,998

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; benefit costs – \$75,878.

Services and Supplies – \$225,581

Funding requested is for: books and publications – \$246; publication and advertising - \$9,500; community benefits – \$36,000; dues and memberships – \$25,391; travel and meetings – \$25,670; mileage/auto allowance – \$19,824; special consulting services – \$89,000; vocational training – \$2,500; small equipment – \$450; cellular phone expense – \$1,800; miscellaneous expenditures – \$15,200.

Capital Outlay

No funding requested.

CITY MANAGER

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Manager		4202 City Manager

Overview

The City Manager/Executive Director, Office of General Services, 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/Executive 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, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager/Executive Director monitors the performance of the City Attorney and directly supervises heads of each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	193,367	127,478	127,319	127,319
Services and Supplies	116,017	102,850	90,850	90,850
Capital Outlay	0	0	0	0
Total	309,384	230,328	218,169	218,169

Personnel Authorized	0.30 (FT)	0.40 (FT)	0.40 (FT)	0.40 (FT)
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Source of Funds

General Fund	293,965	211,456	199,297	199,297
Sewer Maint. Fund – Indirect Staff Charges	15,419	18,872	18,872	18,872
Total	309,384	230,328	218,169	218,169

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Executive Director Office of General Services	0.30	1.00	1.00	1.00	219,996	219,996	219,996
Admin other Depts		-0.60	-0.60	-0.60	-131,998	-131,998	-131,998
Full Time	0.30	0.40	0.40	0.40	87,998	87,998	87,998
Overtime					0	0	0
Total Salaries & Wages					87,998	87,998	87,998
Benefit Costs					98,699	98,302	98,302
Benefit Costs other Depts					-59,219	-58,981	-58,981
Total Benefit Costs					39,480	39,321	39,321
TOTAL					127,478	127,319	127,319

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's 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/Executive Director.
6. Develop timely and analytical approaches for resolving issues facing the community.
7. Develop procedures that effectively deal with mandates imposed by the state 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, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
13. Coordinate disaster recovery efforts during episodes that may require such attention.
14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
15. Administer the City's day-to-day business.
16. Oversee the Public Information Officer program.
17. Oversee the legislative advocate program.
18. Direct completion of specified Capital Improvement Plan (CIP) projects.
19. Continue to address and resolve fiscal issues related to the economic downturn; and implement strategic planning policy recommendations approved by the City Council for Fiscal Year 2011-12.
20. Address ongoing issues related to (1) elimination of the Montclair Redevelopment Agency; and (2) pension-related costs, policies, and practices.

Personnel Services – \$127,478

Salary requests are for: City Manager/Public Safety Director (.40) – \$87,998. Cost allocations are as follows: full-time salaries – \$87,998; benefit costs – \$39,480.

Services and Supplies – \$102,850

Funding requested is for: books and publications – \$225; community benefits – \$20,000; dues and memberships – \$4,725; travel and meetings – \$10,300; mileage/auto allowance – \$11,400; special consulting services – \$42,500; special contract services – \$8,000; small equipment – \$350; cellular phone expense – \$600; miscellaneous expenditures – \$4,750.

Capital Outlay

No funding requested.

ADMINISTRATIVE SERVICES

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,560,766	1,683,716	1,602,234	1,602,234
Services and Supplies	3,136,163	3,034,563	3,020,463	3,020,463
Capital Outlay	126,671	208,943	142,511	142,511
Total	4,823,600	4,927,222	4,765,208	4,765,208

Personnel Authorized	22.51 (FT) 9.00 (PT)	20.15 (FT) 5.00 (PT)	21.15 (FT) 5.00 (PT)	21.15 (FT) 5.00 (PT)
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Department Distribution

Administration	117,927	194,139	190,440	190,440
Financial Services	657,827	728,361	677,775	677,775
Solid Waste	2,275,386	2,276,427	2,273,335	2,273,335
City Clerk	161,841	114,902	114,195	114,195
Personnel/Risk Mgmt.	426,771	416,555	399,162	399,162
Information Tech. Services	762,628	811,054	767,337	767,337
Central Services	421,220	385,784	342,964	342,964
Total	4,823,600	4,927,222	4,765,208	4,765,208

Source of Funds

General Fund	4,545,932	4,666,771	4,506,317	4,506,317
Gas Tax Fund	1,600	1,600	1,600	1,600
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	5,000	5,000	5,000	5,000
Sewer Maint. – Indirect Staff Chgs.	173,211	155,470	155,470	155,470
Sewer Maint. Fund	96,857	97,381	95,821	95,821
Total	4,823,600	4,927,222	4,765,208	4,765,208

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - Starr	0.15	0.20	0.20	0.20	43,999	43,999	43,999
Finance Director	0.00	1.00	1.00	1.00	136,638	136,638	136,638
Assistant Finance Director	0.90	0.00	0.00	0.00	0	0	0
Personnel Officer	1.00	1.00	1.00	1.00	101,196	101,196	101,196
City Clerk	1.00	1.00	1.00	1.00	0	0	0
Deputy City Clerk	0.88	1.00	1.00	1.00	57,720	57,720	57,720
Accounting Supervisor	1.00	0.00	0.00	0.00	0	0	0
Finance Supervisor	0.00	0.00	1.00	1.00	0	71,532	71,532
Senior Accountant	0.43	1.00	1.00	1.00	66,228	0	0
Accountant	0.00	1.00	1.00	1.00	54,492	54,492	54,492
Administrative Analyst	1.00	1.00	1.00	1.00	54,066	52,752	52,752
Personnel Services Coordinator	1.00	1.00	1.00	1.00	55,320	55,320	55,320
Benefits Coordinator	1.00	1.00	1.00	1.00	55,320	55,320	55,320
Junior Accountant	0.45	1.00	1.00	1.00	49,584	5,000	5,000
Accounting Specialist	4.70	5.00	5.00	5.00	228,672	228,672	228,672
Information Tech. Supervisor	1.00	1.00	1.00	1.00	82,368	82,368	82,368
GIS Specialist	1.00	1.00	1.00	1.00	64,176	64,176	64,176
Sr. Information Tech. Specialist	1.00	1.00	1.00	1.00	71,988	71,988	71,988
Information Tech. Technician	1.00	1.00	1.00	1.00	55,564	55,564	55,564
Departmental Secretary	1.00	0.00	0.00	0.00	0	0	0
Administrative Specialist	0.00	1.00	1.00	1.00	39,534	38,568	38,568
Customer Svc. Rep.	2.00	2.00	2.00	2.00	79,896	79,896	79,896
Office Specialist	2.00	0.00	0.00	0.00	0	0	0
Part Time							
Acting Finance Director	1.00	0.00	0.00	0.00	0	0	0
Personnel Officer	1.00	1.00	1.00	1.00	5,819	5,819	5,819
Junior Accountant	1.00	0.00	0.00	0.00	0	0	0
Accounting Specialist	1.00	0.00	0.00	0.00	0	0	0
Senior Intern	1.00	1.00	1.00	1.00	20,920	20,920	20,920
Junior Intern	2.00	2.00	2.00	2.00	14,180	0	0
Systems Specialist	1.00	1.00	1.00	1.00	0	0	0
Curatorial Assistant	1.00	0.00	0.00	0.00	0	0	0
Full Time	22.51	22.20	23.20	23.20	1,296,761	1,255,201	1,255,201
Admin other Departments		-2.05	-2.05	-2.05	-159,388	-161,244	-161,244
Total FT Positions/Salaries		20.15	21.15	21.15	1,137,373	1,093,957	1,093,957
Part Time	9.00	5.00	5.00	5.00	40,919	26,739	26,739
Additional Pay					0	0	0
Overtime					12,650	12,650	12,650
Total Salaries & Wages					1,190,942	1,133,346	1,133,346
Benefit Costs					558,940	535,196	535,196
Benefit Costs other Depts					-66,166	-66,308	-66,308
Total Benefit Costs					492,774	468,888	468,888
TOTAL					1,683,716	1,602,234	1,602,234

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

The City Manager/Executive Director 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	83,003	154,649	152,550	152,550
Services and Supplies	34,924	39,490	37,890	37,890
Capital Outlay	0	0	0	0
Total	117,927	194,139	190,440	190,440

Personnel Authorized	1.80 (FT) 1.00 (PT)	1.45 (FT) 0.00 (PT)	1.45 (FT) 0.00 (PT)	1.45 (FT) 0.00 (PT)
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Source of Funds

General Fund	109,053	185,715	182,016	182,016
Sewer Maint. Fund – Indirect Staff Charges	7,674	7,224	7,224	7,224
Recycling Grant Fund	1,200	1,200	1,200	1,200
Total	117,927	194,139	190,440	190,440

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, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
 - b. Capital Improvement Program Plan
 - c. Investment Policies
 - d. Monthly Treasury and Warrant Reports for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation
2. Oversee management of the Administration, Finance, Solid Waste, City Clerk/Records Retention, Personnel/Risk Management, Information Technology, and Central Services programs.
3. Develop the annual Business Plan and Reorganization Report; promote the organization's goals and objectives as established by the City Council.
4. Track legislative proposals and changes relevant to municipal agencies.
5. Oversee development of the City's history-related programs.
6. Oversee the City's E-government services and Internet services.
7. Promote development of North Montclair and improvements to Montclair Plaza.
8. Identify means to refinance the 2005 Issue of Lease Revenue Bonds to facilitate infrastructure improvements and capital projects; improve the General Fund Reserve balance; develop new revenue sources; and evaluate outsourcing alternatives.

Personnel Services – \$154,649

Salary requests are for: City Manager (.20) – \$43,999; Administrative Analyst (1.00) – 54,066; Administrative Specialist (.25) – 9,884. Cost allocations are as follows: full-time salaries – \$107,949; overtime – \$300; benefit costs – \$46,400.

Services and Supplies – \$39,490

Funding requested is for: books and publications – \$200; office supplies – direct – \$250; uniforms – \$800; dues and memberships – \$3,140; travel and meetings – \$11,300 (\$10,100 – General Fund; \$1,200 – Recycling Grant Fund); mileage/auto allowance – \$11,400; educational grants – \$2,600; vocational training – \$4,550; small equipment – \$350; cellular phone expense – \$900; miscellaneous expenditures – \$4,000.

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	513,932	612,441	550,355	550,355
Services and Supplies	143,895	115,920	127,420	127,420
Capital Outlay	0	0	0	0
Total	657,827	728,361	677,775	677,775

Personnel Authorized	7.33 (FT) 3.00 (PT)	6.20 (FT) 0.00 (PT)	7.20 (FT) 0.00 (PT)	7.20 (FT) 0.00 (PT)
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Source of Funds

General Fund	613,558	685,634	635,048	635,048
Gas Tax Fund	1,600	1,600	1,600	1,600
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Sewer Maint. Fund – Indirect Staff Charges	41,669	40,127	40,127	40,127
Total	657,827	728,361	677,775	677,775

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, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Division 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, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor Montclair Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Provide essential assistance to the Montclair Oversight Board to the Successor Redevelopment Agency and Successor Housing Authority.

Personnel Services – \$612,441

Salary requests are for: Finance Director (.45) – \$61,487; Senior Accountant (.65) – \$43,048; Accountant (.40) – \$21,797; Junior Accountant (1.00) – \$49,584; Accounting Specialist (4.60) – \$210,096; Customer Service Representative/Office Specialist (.90) – \$35,953. Cost allocations are as follows: full-time salaries – \$421,965; overtime – \$5,000; benefit costs – \$185,476.

Services and Supplies – \$115,920

Funding requested is for: books and publications – \$3,270; maintenance (office equipment) – \$100; mileage/auto allowance – \$100; special consulting services – \$9,850 (\$8,250 – General Fund; \$1,600 – Gas Tax Fund); auditing services – \$60,000 (\$59,000 – General Fund; \$1,000 – DOJ Fund); collection agency fees – \$350; data processing/service bureau – \$3,500; special contract services – \$21,000; small equipment – \$750; bad-debt expense – \$2,000; miscellaneous expenditures – \$15,000.

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; and administers the liens assessment process for uncollected refuse and sewer fees.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	73,746	73,873	73,781	73,781
Services and Supplies	2,201,640	2,202,554	2,199,554	2,199,554
Capital Outlay	0	0	0	0
Total	2,275,386	2,276,427	2,273,335	2,273,335

Personnel Authorized	2.15 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	2,174,729	2,175,246	2,173,714	2,173,714
Sewer Maintenance Fund	96,857	97,381	95,821	95,821
Recycling Grant Fund	3,800	3,800	3,800	3,800
Total	2,275,386	2,276,427	2,273,335	2,273,335

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4313 Solid Waste

Work Program

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
 2. Implement new commercial refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
 3. Administer the automated refuse collection and disposal program. Complete integration of greenwaste disposal into the City's automated collection program.
 4. Administer and operate the City's Utility Billing System; coordinate billing services with Springbrook and CSG International (formerly 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 Finance Director in supervising relevant programs.
 10. Consider scenarios for transferring utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Consider scenarios for transferring the utility lien process to Burrtec—at a cost savings to the City.
 12. Oversee collection of solid waste-related franchise fee, administrative fee, general sanitation fee, and pavement impact fee.
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Personnel Services – \$73,873

Salary requests are for: Customer Services Representative (1.10) – \$43,943; Accounting Specialist (0.10) – \$4,644. Cost allocations are as follows: full-time salaries – \$48,587; overtime – \$100; Benefit costs – \$25,186.

Services and Supplies – \$2,202,554

Funding requested is for: license/permits/certificates – \$300; publication and advertising – \$3,800; mileage/auto allowance – \$100; residential refuse collection – \$2,100,000; special contract services – \$48,354; bad-debt expenses – \$7,000; special billing services – \$42,000; miscellaneous expenditures – \$1,000.

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; provides information and support to City Council, City Manager, Department Heads, staff, and the public; coordinates and maintains a records management system including indexing of City Council minutes, ordinances, resolutions, and agreements; administers the Laserfiche Document Imaging system for digital storage and retrieval of documents; responds to requests for research of records; coordinates development of Citywide records retention programs; administers the records archival program; and coordinates placement of City Clerk–related information on the City’s Web page.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	120,620	91,902	91,195	91,195
Services and Supplies	41,221	23,000	23,000	23,000
Capital Outlay	0	0	0	0
Total	161,841	114,902	114,195	114,195
Personnel Authorized	2.73 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)

Source of Funds

General Fund	148,584	105,030	104,323	104,323
Sewer Maint. Fund – Indirect Staff Charges	13,257	9,872	9,872	9,872
Total	161,841	114,902	114,195	114,195

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents; post such documents to the City's Web page for public access.
 2. Facilitate local elections; maintain campaign guides for City Council candidates.
 3. Coordinate Fair Political Practices Commission filings for elected and appointed officials.
 4. Provide information and support to City Council, City Manager, Department Heads, staff, and the public.
 5. Coordinate codification of the Montclair Municipal Code; post City Codes to the City's webpage for employee and public access; and encourage employee use of California Codes on the Internet.
 6. Develop, review, and enforce document preparation and retention standards.
 7. Maintain standards for development of contracts, reports, and official documents.
 8. Maintain records of City Council meetings.
 9. Oversee the Laserfiche Document Imaging Program.
 10. Serve as Recording Secretary at meetings of the City Council, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Finance Authority, and Community Foundation.
 11. Ensure compliance with open-meeting requirements of the Ralph M. Brown Act.
 12. Coordinate meetings of the City Council and advisory bodies.
 13. Ensure proper posting/advertisement of meetings.
 14. Coordinate development of Citywide records retention schedules; maintain records management/retrieval/archival systems; and maintain an index of City Council minutes, ordinances, resolutions, and agendas.
 15. Provide document research as requested by departments.
 16. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
 17. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.
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Personnel Services – \$91,902

Salary requests are for: City Clerk (1.00) – unfunded; Deputy City Clerk (.75) – \$43,290; Administrative Specialist (.50) – \$19,767. Cost allocations are as follows: full-time salaries – \$63,057; overtime – \$850; benefit costs – \$27,995.

Services and Supplies – \$23,000

Funding requested is for: books and publications – \$3,900; election supplies/services – \$5,000; publication and advertising – \$6,000; mileage/auto allowance – \$100; special contract services – \$7,000; miscellaneous expenditures – \$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	312,681	308,655	308,262	308,262
Services and Supplies	114,090	107,900	90,900	90,900
Capital Outlay	0	0	0	0
Total	426,771	416,555	399,162	399,162

Personnel Authorized	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)
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Source of Funds

General Fund	396,042	390,522	373,129	373,129
Sewer Maint. Fund – Indirect Staff Charges	30,729	26,033	26,033	26,033
Total	426,771	416,555	399,162	399,162

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

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

Personnel Services – \$308,655

Salary requests are for: Personnel Officer (1.00) – \$101,196; Benefits Coordinator (1.00) – \$55,320; Personnel Services Coordinator (1.00) – \$55,320; Personnel Officer (1.00/part-time) – \$5,819. Cost allocations are as follows: full-time salaries – \$211,836; part-time salaries – \$5,819; overtime – \$300; benefit costs – \$90,700.

Services and Supplies – \$107,900

Funding requested is for: books and publications – \$2,000; publication and advertising – \$8,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$5,000; audit fees – \$12,000; special contract services – \$42,000; psychological assistance – \$15,000; medical examinations – \$9,000; personnel testing – \$2,000; fingerprints and credit bureau fees – \$3,000; psychological exams – \$5,500; ADA expenditures – \$2,000; miscellaneous expenditures – \$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, email, 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	397,640	427,456	411,664	411,664
Services and Supplies	251,230	217,162	213,162	213,162
Capital Outlay	113,758	166,436	142,511	142,511
Total	762,628	811,054	767,337	767,337
Personnel Authorized	5.00 (FT) 3.00 (PT)	4.00 (FT) 4.00 (PT)	4.00 (FT) 4.00 (PT)	4.00 (FT) 4.00 (PT)

Source of Funds

General Fund	712,662	764,534	720,817	720,817
Sewer Maint. Fund – Indirect Staff Charges	49,966	46,520	46,520	46,520
Total	762,628	811,054	767,337	767,337

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 email messages.
3. Maintain local and wide area networks for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City website/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/email access.
8. Maintain the Laserfiche document imaging system and promote Citywide document imaging.
9. Maintain and enhance the Citywide GIS system.
10. Integrate state-of-the-art technology for all City facilities.
11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
12. Provide creative IT solutions in support of City activities.
13. Oversee a total redesign of the existing City website.
14. Provide for facilities-wide monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
15. Maintain the Reeder Ranch website.
16. Migrate IT servers to "cloud" platforms.

Personnel Services – \$427,456

Salary requests are for: Information Technology Supervisor (1.00) – \$82,368; Senior Information Technology Specialist (1.00) – \$71,988; GIS Specialist (1.00) – \$64,176; Information Technology Technician (1.00) – \$55,564; Systems Specialist (1.00/part-time) – unfunded; Senior Intern (1.00/part-time) – \$20,920; Junior Intern (2.00/part-time) – \$14,180/1.00 unfunded. Cost allocations are as follows: full-time salaries – \$274,096; part-time salaries – \$35,100; overtime – \$6,000; benefit costs – \$112,260.

Services and Supplies – \$217,162

Funding requested is for: office supplies - indirect – \$36,000; maintenance - office equipment and furniture – \$8,000; mileage/auto allowance – \$100; special contract services – \$122,074; small equipment – \$14,300.

Capital Outlay – \$166,436

Funding requested is for: LCD monitors – \$4,000; desktop computers – \$20,000; Microsoft Office 365 – \$5,530; Council Chambers microphone upgrades – \$29,995; VMware VCenter – \$30,136; HP Z6200 plotter – \$12,000; AMAG gate access/City Yard – \$3,500; panic alarm buttons – \$5,000; vehicle prox systems – \$5,000; Microsoft MapPoint software and license – \$4,500; mobile data computer upgrades – \$35,250; AMAG security professional upgrade – \$4,600; GIS GeoXH handheld device – \$6,925.

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	59,144	14,740	14,427	14,427
Services and Supplies	349,163	328,537	328,537	328,537
Capital Outlay	12,913	42,507	0	0
Total	421,220	385,784	342,964	342,964

Personnel Authorized	1.50 (FT)	0.25 (FT)	0.25 (FT)	0.25 (FT)
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Source of Funds

General Fund	391,304	360,090	317,270	317,270
Sewer Maint. Fund – Indirect Staff Charges	29,916	25,694	25,694	25,694
Total	421,220	385,784	342,964	342,964

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. Administer parking lot agreement with First United Methodist Church; seek to expand existing parking lot through contract negotiations; or negotiate terms for purchasing church buildings and land.
 4. Manage the City's office equipment maintenance/replacement program. Provide oversight and maintenance support for office equipment.
 5. Administer the animal control services agreement with IVHS; evaluate requirements for rate adjustments and additional licensing programs.
 6. Manage PEG access services and associated programming requirements.
 7. As required, conduct citizen surveys on designated issues.
 8. Provide direction and oversight for development, publication, and distribution of newsletters as required by the City Council.
 9. Evaluate new vendors and service programs for office equipment.
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Personnel Services – \$14,740

Salary requests are for: Administrative Specialist (0.25) – \$9,883. Cost allocations are as follows: full-time salaries – \$9,883; overtime – \$100; benefit costs – \$4,757.

Services and Supplies – \$328,537

Funding requested is for: books and publications – \$185; office supplies – indirect – \$98,000; license/permits/certificates – \$645; maintenance – office equipment and furniture – \$17,899; publication and advertising – \$6,000; animal control services – \$138,500; special contract services – \$3,072; rent – land or buildings – \$7,800; rent – private equipment – \$3,136; postage – \$40,000; small equipment – \$2,000; miscellaneous expenditures – \$11,300.

Capital Outlay – \$42,507

Funding requested is for: Neopost DS-75 folder/insertor – \$12,507; Holiday decorations – \$30,000.

HUMAN SERVICES

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

Provide the following services and opportunities for Montclair residents: recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues; community education and leisure classes; physical education activities and programs; special event programming; after-school program that provides academic assistance, enrichment programs, and physical education activities at 12 Montclair sites; staff, supervise, and provide various programs at the City's Youth Center; general medical and case management services; development, implementation, and coordination of educational, social, and recreational programs to meet the diverse and changing needs of the senior citizen population at the City's Senior Center and other community sites; serve as an advocate for the needs of seniors; well-balanced nutritional meal service five days a week for seniors; promotion of a health education program (Por La Vida) to encourage health and well-being through the training and sharing of information to Latina women and their families; health and education programs and case management for families with children 5 years of age and younger.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,358,261	2,416,562	2,466,848	2,466,848
Services and Supplies	652,819	435,545	562,220	562,220
Capital Outlay	0	5,000	0	0
Total	3,011,080	2,857,107	3,029,068	3,029,068

Personnel Authorized	22.20 (FT) 106.00 (PT)	21.00 (FT) 96.00 (PT)	22.00 (FT) 97.00 (PT)	22.00 (FT) 97.00 (PT)
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Department Distribution

Recreation	2,330,804	2,211,061	2,351,295	2,351,295
Service Center	194,694	131,194	128,551	128,551
Senior Citizens	154,294	138,149	106,421	106,421
Nutritional Meals	183,548	181,020	158,395	158,395
Health Education	70,569	69,534	86,718	86,718
Family Education	77,171	126,149	197,688	197,688
Total	3,011,080	2,857,107	3,029,068	3,029,068

Source of Funds

General Fund	1,101,573	1,291,957	965,244	965,244
Community Dev. Block Grant	10,724	10,015	10,015	10,015
DAAS Grant/Donations	136,881	128,182	121,204	121,204
ASES Grant/GF Transfer	1,281,972	1,129,205	1,448,093	1,448,093
ASES Supplemental Grant	147,390	147,351	147,390	147,390
Champions for Change Grant	67,884	17,272	17,273	17,273
First Five Grant	95,128	3,600	170,259	170,259
Hope Through Housing	34,670	34,275	34,670	34,670
Inland Empire United Way	21,600	0	15,000	15,000
OMSD Immunizations Grant	27,500	30,000	70,000	70,000
OMSD Resource Center Grant	0	0	3,000	3,000
Senior Support Services Grant	0	0	6,920	6,920
Kaiser Permanente Grant	0	0	20,000	20,000
21st CCCLC	65,758	65,250	0	0
Healthy Cities Sponsorship	20,000	0	0	0
Total	3,011,080	2,857,107	3,029,068	3,029,068

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Director	0.20	0.00	0.00	0.00	0	0	0
Director of Human Svcs Division	0.00	0.00	1.00	1.00	0	95400	95400
Asst. Director of Human Svcs.	1.00	1.00	0.00	0.00	84,240	0	0
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	59,772	59,772	59,772
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	58,350	58,350	58,350
Comm. Health Education Coord.	1.00	1.00	1.00	1.00	45,486	0	0
Office Specialist	1.00	1.00	1.00	1.00	39,948	39,948	39,948
Resource Analyst	1.00	0.00	1.00	1.00	0	50,058	50,058
Sr. Learning Coordinator	1.00	1.00	1.00	1.00	0	0	0
Learning Coordinator	11.00	11.00	11.00	11.00	447,993	447,993	447,993
Sr. Citizens Program Specialist	1.00	1.00	1.00	1.00	41,700	41,700	41,700
Recreation Supervisor	2.00	0.00	0.00	0.00	0	0	0
Health Education Specialist	1.00	1.00	1.00	1.00	40,272	40,272	40,272
Recreation Coordinator	0.00	2.00	2.00	2.00	70,500	70,500	70,500
Part Time							
Office Specialist/Program Aide	1.00	1.00	1.00	1.00	28,774	28,774	28,774
Facility Coordinator	3.00	4.00	4.00	4.00	37,118	34,936	34,936
Summer/Winter Personnel	17.00	18.00	18.00	18.00	116,581	118,136	118,136
Community Building Supervisor	1.00	1.00	1.00	1.00	0	0	0
Program Aide	1.00	1.00	1.00	1.00	21,029	21,029	21,029
Medical Clinic Coordinator	1.00	1.00	1.00	1.00	39,000	39,000	39,000
Medical Clinic Specialist	1.00	1.00	1.00	1.00	9,635	9,635	9,635
Health Education Intern	0.00	1.00	2.00	2.00	0	34,538	34,538
Sr. Recreation Specialist	2.00	0.00	0.00	0.00	0	0	0
Nutrition Site Manager	1.00	1.00	1.00	1.00	14,227	13,753	13,753
Kitchen Assistant	1.00	1.00	1.00	1.00	7,488	7,488	7,488
Learning Leader	64.00	58.00	58.00	58.00	659,500	656,980	656,980
Junior Intern	0.00	1.00	1.00	1.00	9,454	9,454	9,454
Transportation Coordinator	1.00	1.00	1.00	1.00	24,258	22,641	22,641
Transportation Coord. (relief)	2.00	2.00	2.00	2.00	3,000	3,000	3,000
Mini-School Coordinator	1.00	1.00	1.00	1.00	12,407	12,407	12,407
Recreation Specialist	2.00	2.00	2.00	2.00	22,048	22,048	22,048
Asst Nutrition Site Manager	1.00	1.00	1.00	1.00	0	0	0
After School Program Aides	6.00	0.00	0.00	0.00	0	0	0
Full Time	22.20	21.00	22.00	22.00	888,261	903,993	903,993
Part Time	106.00	96.00	97.00	97.00	1,004,519	1,033,819	1,033,819
Additional Pay					900	900	900
Overtime							
Total Salaries & Wages					1,893,680	1,938,712	1,938,712
Benefit Costs					522,882	528,136	528,136
TOTAL					2,416,562	2,466,848	2,466,848

PROGRAM BUDGET SUMMARY - 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

Provides recreational programs for all ages to meet social, physical, leisure and educational needs through youth and adult sports leagues, community education and leisure classes, physical education activities and programs, special event programming and an after school program which provides academic assistance, enrichment programs and physical education activities at 12 Montclair sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,961,907	1,952,846	2,065,267	2,065,267
Services and Supplies	368,897	253,215	286,028	286,028
Capital Outlay	0	5,000	0	0
Total	2,330,804	2,211,061	2,351,295	2,351,295
Personnel Authorized	17.05 (FT) 97.00 (PT)	16.65 (FT) 85.00 (PT)	17.60 (FT) 85.00 (PT)	17.60 (FT) 85.00 (PT)

Source of Funds

General Fund	796,514	831,500	714,742	714,742
ASES Grant	1,281,972	1,129,205	1,448,093	1,448,093
ASES Supplemental	147,390	147,351	147,390	147,390
Hope Through Housing	34,670	34,275	34,670	34,670
21 st CCCLC	65,758	65,250	0	0
First Five Grant	0	0	3,000	3,000
OMSD Resource Center Grant	4,500	3,000	3,000	3,000
DAAS Grant	0	400	400	400
Total	2,330,804	2,211,061	2,351,295	2,351,295

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4381 Recreation

Work Program

Offers community special events, sports and physical activity programs and leagues, enrichment and leisure classes for youth through seniors, youth and teen programming, summer camp programs and an after school program.

Units of Measure

1. Recreational programs provide activities, programs and services for approximately 300,000 participants annually.
 2. The After-School Program, provided in partnership with the After School Education and Safety (ASES), and Hope Through Housing grants, offers homework assistance, enrichment programs and physical education and recreation activities to over 1,200 students in kindergarten through eighth grade at 12 sites.
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Personnel Services - \$1,952,846

Salary requests are for: Assistant Human Services Director (.25) - \$21,060; Senior Human Services Supervisor (1.00) - \$59,772; Senior Recreation Supervisor (1.00) - \$58,350; Office Specialist (.40) - \$15,979; Senior Learning Coordinator (1.00) – unfunded; Learning Coordinators (11.00) - \$447,993; Recreation Coordinators (2.00) - \$70,500; Program Specialist/Office Specialist (1.00/part-time) – unfunded; Facility Coordinators (4.00/part-time) - \$37,118; Summer/Winter Personnel (17.00/part-time) - \$102,886; Community Building Supervisor (1.00/part-time) – unfunded. Junior Intern (1.00/part-time) - \$9,454; Learning Leaders (58.00/part-time) - \$659,500; Mini-School Coordinator (1.00/part-time) - \$12,407; Recreation Specialists (2.00/part-time) - \$22,048. Cost allocations are as follows: full-time salaries - \$673,654; part-time salaries - \$872,187; benefit costs - \$407,005.

Services and Supplies - \$253,215

Funding requested is for: books and publications - \$260; uniforms - \$3,000; program supplies - \$119,100; maintenance and other equipment - \$450; publication and advertising - \$25,525; community benefits - \$10,000; dues and membership - \$2,000, mileage/auto allowance - \$50; Community Action Committee - \$13,750; performing art services - \$5,000; special contract services - \$19,025; vocational training - \$4,665; postage - \$8,000; cellular phone expense - \$2,650; reimbursed program costs - \$29,400; miscellaneous expenditures - \$10,250.

Capital Outlay - \$5,000

Funding requested is for: Inflatable, outdoor movie screen to provide the community with movie nights in the park.

PROGRAM BUDGET SUMMARY - 1

Program Number 4382

Department	Division	Program
Human Services		Service Center

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	66,624	58,230	42,571	42,571
Services and Supplies	128,070	72,964	85,980	85,980
Capital Outlay	0	0	0	0
Total	194,694	131,194	128,551	128,551

Personnel Authorized	0.75 (FT) 1.00 (PT)	0.55 (FT) 1.00 (PT)	0.50 (FT) 1.00 (PT)	0.50 (FT) 1.00 (PT)
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Source of Funds

General Fund	113,022	104,194	88,535	88,535
First Five Grant Fund	17,957	0	0	0
Healthy Cities Sponsorship	19,115	0	0	0
Inland Empire United Way	21,600	0	12,000	12,000
OMSD Immunization Grant	23,000	27,000	28,016	28,016
Total	194,694	131,194	128,551	128,551

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Human Services	4382 Service Center

Work Program

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

Units of Measure

1. The medical clinic sees over 2,000 patients annually and serves as a training center for medical students.
 2. Community education and physical programs serve over 3,500 participants annually.
 3. A yearly health fair, which averages over 500 attendees, offers flu shots for a nominal fee and free hearing, structural, blood pressure, as well as information on medical and social programs.
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Personnel Services - \$58,230

Salary requests are for: Assistant Human Services Director (.25) - \$21,060; Office Specialist (.30) - \$11,984; Medical Clinic Specialist (1.00/part-time) - \$9,635. Cost allocations are as follows: full-time salaries - \$33,044; part-time salaries - \$9,635; benefit costs - \$15,551.

Services and Supplies - \$72,964

Funding requested is for: program supplies - \$13,078; materials-recycle/clean-up - \$5,500; special contract services - \$50,136; stipends - \$3,650; miscellaneous expenditures - \$600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4383

Department	Division	Program
Human Services		Senior Citizens

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	136,149	131,524	99,796	99,796
Services and Supplies	18,145	6,625	6,625	6,625
Capital Outlay	0	0	0	0
Total	154,294	138,149	106,421	106,421
Personnel Authorized	1.40 (FT) 3.00 (PT)	1.40 (FT) 3.00 (PT)	1.15 (FT) 3.00 (PT)	1.15 (FT) 3.00 (PT)

Source of Funds

General Fund	136,670	128,134	89,486	89,486
Community Dev. Block Grant	10,724	10,015	10,015	10,015
DAAS Grant Fund	6,900	0	6,920	6,920
Total	154,294	138,149	106,421	106,421

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4383 Senior Citizens

Work Program

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

Units of Measure

The Senior Citizens Program provides activities, education, and services out of the Senior Center to approximately 27,500 participants annually.

Personnel Services - \$131,524

Salary requests are for: Assistant Director of Human Services (.25) - \$21,060; Office Specialist (.30) - \$11,985; Senior Citizens Program Specialist (.85) - \$35,445; Transportation Coordinator (1.00/part-time) - \$24,258; Transportation Coordinators (relief) (2.00/part-time) - \$3,000. Cost allocations: full-time salaries - \$68,490; part-time salaries - \$27,258; additional pay - \$765; benefit costs - \$35,011.

Services and Supplies - \$6,625

Funding requested is for: program supplies - \$675; special contract services - \$1,500; miscellaneous expenditures - \$4,450.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4384

Department	Division	Program
Human Services		Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	89,896	90,254	74,033	74,033
Services and Supplies	93,652	90,766	84,362	84,362
Capital Outlay	0	0	0	0
Total	183,548	181,020	158,395	158,395
Personnel Authorized	0.60 (FT) 4.00 (PT)	0.40 (FT) 4.00 (PT)	0.35 (FT) 4.00 (PT)	0.35 (FT) 4.00 (PT)

Source of Funds				
General Fund	53,567	53,238	37,591	37,591
DAAS Grant	129,981	127,782	120,804	120,804
Total	183,548	181,020	158,395	158,395

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4384 Nutritional Meals

Work Program

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

Units of Measure

The Senior Citizens Lunch Program offers a nutritious lunch each weekday to seniors ages 60 and older. The County of San Bernardino Department of Aging and Adult Services (DAAS) provides additional funding that allows the program to serve 18,500 meals annually.

Personnel Services - \$90,254

Salary requests are for: Assistant Director of Human Services (.25) - \$21,060; Senior Citizens Program Specialist (.15) - \$6,255; 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) - unfunded. Cost allocations are as follows: full-time salaries - \$27,315; part-time salaries - \$42,744; additional pay - \$135; benefit costs - \$20,060.

Services and Supplies - \$90,766

Funding requested is for: special consulting services - \$2,232; special contract services - \$77,879; miscellaneous expenditures - \$10,655.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4385

Department	Division	Program
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	60,844	61,159	75,343	75,343
Services and Supplies	9,725	8,375	11,375	11,375
Capital Outlay	0	0	0	0
Total	70,569	69,534	86,718	86,718

Personnel Authorized	2.20 (FT)	1.00 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	1,800	52,262	20,633	20,633
Champions for Change Grant	67,884	17,272	17,273	17,273
First Five Grant	885	0	45,812	45,812
Inland Empire United Way	0	0	3,000	3,000
Total	70,569	69,534	86,718	86,718

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4385 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.
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Personnel Services - \$61,159

Salary requests are for: Health Education Specialist (1.00) - \$40,272. Cost allocations are as follows: full-time salaries - \$40,272; benefit costs - \$20,887.

Services and Supplies - \$8,375

Funding requested is for: special contract services - \$4,300; stipends - \$2,475; miscellaneous expenditures - \$1,600.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4386

Department	Division	Program
Human Services		Family Education

Program Description

The First Five Grant provides health and education programs for those families with children 0-5 years of age.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	42,841	122,549	109,838	109,838
Services and Supplies	34,330	3,600	87,850	87,850
Capital Outlay	0	0	0	0
Total	77,171	126,149	197,688	197,688

Personnel Authorized	0.20 (FT) 1.00 (PT)	1.00 (FT) 3.00 (PT)	1.20 (FT) 4.00 (PT)	1.20 (FT) 4.00 (PT)
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Source of Funds

General Fund	0	56,727	14,257	14,257
First Five Grant	77,171	3,600	121,447	121,447
OMSD Immunizations Grant	0	0	41,984	41,984
Kaiser Permanente Grant	0	0	20,000	20,000
Total	77,171	126,149	197,688	197,688

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4386 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 grant.

Units of Measure

The First Five program will provide obesity prevention services to the community.

Personnel Services - \$122,549

Salary requests are for: Community Health Education Coordinator (1.00) - \$45,486; Summer/Winter Personnel (1.00/part-time) - \$13,695; Medical Clinic Coordinator (1.00/part-time) - \$39,000. Cost allocations are as follows: full-time salaries - \$45,486; part-time salaries - \$52,695; benefit costs - \$24,368.

Services and Supplies - \$3,600

Funding requested is for: program supplies - \$1,600; stipends - \$1,000; miscellaneous expenditures - \$1,000.

Capital Outlay

No funding requested.

**POLICE
DEPARTMENT**

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,219,347	8,905,403	8,351,139	8,351,139
Services and Supplies	1,065,205	877,560	817,650	817,650
Capital Outlay	113,930	171,666	74,833	74,833
Total	10,398,482	9,954,629	9,243,622	9,243,622

Personnel Authorized	85.13 (FT) 34.00 (PT)	73.00 (FT) 25.00 (PT)	71.00 (FT) 25.00 (PT)	71.00 (FT) 25.00 (PT)
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Department Distribution

Administration	650,370	391,701	364,991	364,991
Support Services	361,029	470,777	458,991	458,991
Technical Services	216,059	295,500	256,674	256,674
Records Bureau	700,578	621,825	555,500	555,500
Investigations	1,381,910	1,402,620	1,370,065	1,370,065
Uniform Patrol	6,320,527	5,985,437	5,517,764	5,517,764
Communications	636,730	692,651	625,519	625,519
Volunteer Services	131,279	94,118	94,118	94,118
Total	10,398,482	9,954,629	9,243,622	9,243,622

Source of Funds

General Fund	9,969,956	9,668,467	8,930,905	8,930,905
SB 509 Public Safety Fund	56,496	56,496	173,884	173,884
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	195,300	0	0	0
Equipment Replacement Fund	112,730	140,166	74,833	74,833
State Asset Forfeiture Fund	0	25,500	0	0
Total	10,398,482	9,954,629	9,243,622	9,243,622

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Public Safety Dir.	0.13	0.00	0.00	0.00	0	0	0
Sworn							
Executive Dir Public Safety	1.00	1.00	1.00	0.00	179,148	147,384	147,384
Admin from other Depts		-0.50	-0.50	-0.50	-89,574	-73,692	-73,692
		0.50	0.50	-0.50	89,574	73,692	73,692
Captain	1.00	1.00	1.00	1.00	136,615	125,100	125,100
Lieutenant	3.00	3.00	3.00	3.00	228,840	332,628	332,628
Sergeant	8.00	8.00	7.00	7.00	769,913	688,733	688,733
Officer	45.00	41.00	41.00	41.00	2,923,561	2,874,495	2,874,495
Civilian							
Admin Supervisor-Public Safety	0.00	1.00	1.00	1.00	80,448	80,448	80,448
Records Supervisor	1.00	1.00	0.00	0.00	56,274	0	0
Police Services Supervisor	0.00	0.00	1.00	1.00	0	56,274	56,274
Dispatch Supervisor	1.00	1.00	0.00	0.00	52,254	0	0
Secretary to Exec Dir Pub Safet	1.00	1.00	1.00	1.00	55,704	55,704	55,704
Secretary	1.00	0.00	0.00	0.00	0	0	0
Administrative Aide	2.00	1.00	1.00	1.00	52,836	52,836	52,836
Administrative Specialist	0.00	1.00	1.00	1.00	46,884	46,884	46,884
Police Svcs. Specialist	7.00	6.00	5.00	5.00	248,400	207,000	207,000
Dispatcher	8.00	7.00	7.00	7.00	355,749	355,749	355,749
Community Svcs. Officer	4.00	0.00	0.00	0.00	0	0	0
Receptionist/Office Spec.	1.00	1.00	1.00	1.00	39,024	39,024	39,024
Evidence Clerk	1.00	0.00	1.00	1.00	0	33,246	33,246
Part Time							
Technical Services Specialist	3.00	2.00	2.00	2.00	61,068	48,856	48,856
Reserve	15.00	11.00	11.00	11.00	12,300	12,300	12,300
Cadets	5.00	5.00	5.00	5.00	72,337	72,337	72,337
Police Cadet - Temp Assignmen	1.00	0.00	0.00	0.00	0	0	0
Evidence Clerk	0.00	1.00	0.00	0.00	31,617	0	0
Technical Cadet	1.00	0.00	0.00	0.00	0	0	0
Data Entry Clerk	2.00	2.00	2.00	2.00	35,724	35,724	35,724
Dispatch (relief)	3.00	3.00	3.00	3.00	15,000	25,000	25,000
Police Svcs. Specialist	3.00	0.00	0.00	0.00	0	0	0
Volunteer Svcs. Coord.	1.00	1.00	1.00	1.00	37,118	37,118	37,118
Full Time	85.13	73.50	71.50	70.50	5,225,650	5,095,505	5,095,505
Admin other Departments		-0.50	-0.50	-0.50	-89,574	-73,692	-73,692
Total FT Positions/Salaries		73.00	71.00	70.00	5,136,076	5,021,813	5,021,813
Part Time	34.00	25.00	24.00	24.00	265,164	231,335	231,335
Additional Pay					86,884	86,884	86,884
Overtime					554,700	454,700	454,700
Total Salaries & Wages					6,042,824	5,794,732	5,794,732
Benefit Costs					2,915,601	2,600,665	2,600,665
Benefit Costs other Depts					-53,022	-44,258	-44,258
Total Benefit Costs					2,862,579	2,556,407	2,556,407
TOTAL					8,905,403	8,351,139	8,351,139

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	473,448	222,878	198,128	198,128
Services and Supplies	176,922	168,823	166,863	166,863
Capital Outlay	0	0	0	0
Total	650,370	391,701	364,991	364,991
Personnel Authorized	2.13 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	593,874	335,205	230,129	230,129
SB 509 Public Safety Fund	56,496	56,496	134,862	134,862
Total	650,370	391,701	364,991	364,991

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.
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Units of Measure

1. Measured by the activity and productivity of 99 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 99 employees.
-

Personnel Services – \$222,878

Salary requests are for: Executive Director of Public Safety (.50) – \$89,574; Secretary to Executive Director of Public Safety (1.00) – \$55,704. Cost allocations are as follows: full-time salaries – \$145,278; benefit costs – \$77,600.

Services and Supplies – \$168,823

Funding requested is for: books and publications – \$100; dues and memberships – \$2,840; travel and meetings – \$5,365; cellular phone – \$11,695; special contract services – \$145,923; educational grants – \$2,500; miscellaneous expenditures – \$400.

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, Investigations, 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	348,669	461,221	452,591	452,591
Services and Supplies	12,360	7,556	6,400	6,400
Capital Outlay	0	2,000	0	0
Total	361,029	470,777	458,991	458,991
Personnel Authorized	2.40 (FT)	3.40 (FT)	3.40 (FT)	3.40 (FT)

Source of Funds

General Fund	361,029	470,777	458,991	458,991
Total	361,029	470,777	458,991	458,991

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.
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Units of Measure

1. Maintain contractual agreements and range use for allied law enforcement agencies.
 2. Provide appropriate training for 99 employees.
 3. Audit and maintain Department training records for 99 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.
 9. Manage departmental grants.
-

Personnel Services – \$461,221

Salary requests are for: Captain (.40) – \$54,646; Lieutenant (1.00) – \$114,420; Administrative Supervisor-Public Safety (1.00) – \$80,448; Administrative Aide (1.00) – \$52,836. Cost allocations are as follows: full-time salaries – \$302,350; benefit costs – \$158,871.

Services and Supplies – \$7,556

Funding requested is for: books and publications – \$2,056; special contract services – \$3,600; small equipment – \$300; miscellaneous expenditures – \$1,600.

Capital Outlay – \$2,000

Funding requested is for: One commercial-grade ice maker for the employee break room - \$2,000.

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; conducting pre-employment investigations for cadet applicants; and overseeing the vehicle impound lot.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	81,637	142,995	129,849	129,849
Services and Supplies	134,422	148,505	126,825	126,825
Capital Outlay	0	4,000	0	0
Total	216,059	295,500	256,674	256,674

Personnel Authorized	8.00 (PT)	7.00 (PT)	7.00 (PT)	7.00 (PT)
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Source of Funds

General Fund	216,059	295,500	256,674	256,674
Total	216,059	295,500	256,674	256,674

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.
 7. Supervise vehicle impound lot.
-

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue 5,176 parking enforcement citations.
 3. Process approximately 2,480 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.
 7. Wash Police and City vehicles.
 8. Oversee bi-weekly vehicle auctions.
-

Personnel Services – \$142,995

Salary requests are for: Technical Services Specialist (2.00/part-time) – \$61,068; Police Cadets (5.00/part-time) – \$72,337. Cost allocations are as follows: part-time salaries – \$133,405; benefit costs – \$9,590.

Services and Supplies – \$148,505

Funding requested is for: program supplies – \$5,000; special contract services – \$116,500; small equipment – \$25,755; miscellaneous expenditures – \$1,250.

Capital Outlay – \$4,000

Funding requested is for: One equipment storage shed for the impound lot.

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 the police impound lot; clerical operations, report transcription, and computer data entry and retrieval; maintaining record security; releasing information pursuant to legal authority and subpoena; performing document imaging; retention and destruction of records; supplying information in the form of statistical reports; processing FI cards and pawn slips; providing customer service; processing false alarm activation notices for billing; processing notice to appear citations, parking citations, administrative citations, and related administrative review and hearing documents; sealing records pursuant to court order; scheduling applicant live-scan fingerprint appointments; and overseeing training, system access, and periodic audit of in-house and law enforcement databases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	669,001	606,025	539,700	539,700
Services and Supplies	31,577	15,800	15,800	15,800
Capital Outlay	0	0	0	0
Total	700,578	621,825	555,500	555,500

Personnel Authorized	9.20 (FT) 7.00 (PT)	8.20 (FT) 2.00 (PT)	7.20 (FT) 2.00 (PT)	7.20 (FT) 2.00 (PT)
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Source of Funds

General Fund	700,578	621,825	555,500	555,500
Total	700,578	621,825	555,500	555,500

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Support Services	4424 Records Bureau

Work Program

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

Units of Measure

1. Process approximately 525 police impound lot records annually and provide related support functions.
 2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 6,020 police reports involving 2,250 arrests and 1,425 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 8,900 citations and 400 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 985 notices processed annually.
 5. Process approximately 6,000 requests for information and copies of records received annually.
 6. Scan police reports for retention weekly. Approximately 10 hours of scanning accomplished weekly.
 7. Process CLETS entries, data entry, and documentation for approximately 1,870 vehicle records annually.
 8. Provide live-scan fingerprint appointment scheduling services during business hours five days per week. Approximately 2,480 appointments scheduled annually.
 9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement data base use pursuant to system requirements. Reports and audits are completed by required deadlines.
 10. Staff the Records Bureau seven days per week. The Records Bureau is staffed 362 days per year.
-

Personnel Services – \$606,025

Salary requests are for: Captain (.20) – \$27,323; Records Supervisor (1.00) – \$56,274; Police Services Specialists (6.00) – \$248,400; Receptionist/Office Specialist (1.00) – \$39,024; Data Entry Clerk (2.00/part-time) – \$35,724. Cost allocations are as follows: full-time salaries – \$371,021; part-time salaries – \$35,724; additional pay – \$2,820; overtime – \$10,500; benefit costs – \$185,960.

Services and Supplies – \$15,800

Funding requested is for: office supplies – direct – \$9,000; maintenance – office machines and furniture – \$6,050; small equipment - \$750.

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	1,272,778	1,326,978	1,297,323	1,297,323
Services and Supplies	107,932	75,642	72,742	72,742
Capital Outlay	1,200	0	0	0
Total	1,381,910	1,402,620	1,370,065	1,370,065

Personnel Authorized	12.00 (FT) 0.00 (PT)	10.00 (FT) 1.00 (PT)	11.00 (FT) 0.00 (PT)	11.00 (FT) 0.00 (PT)
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Source of Funds

General Fund	1,381,910	1,402,620	1,331,043	1,331,043
SB509 Public Safety Fund	0	0	39,022	39,022
Total	1,381,910	1,402,620	1,370,065	1,370,065

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 2,600 crime reports and approximately 14,000 individual items annually.
 2. Provide monthly range training for 52 officers and 8 reserve officers. Of the 12 range training sessions, 6 are mandatory.
 3. Strive for 10% case clearance on cases assigned to the unit for additional follow-up.
 4. Increase self initiated narcotic investigations by 5%.
-

Personnel Services – \$1,326,978

Salary requests are for: Sergeant (1.00) – \$98,676; Police Officers (8.00) – \$593,952; Administrative Specialist (1.00) – \$46,884; Evidence Clerk (1.00/part-time) – \$31,617. Cost allocations are as follows: full-time salaries – \$739,512; part-time salaries – \$31,617; additional pay – \$12,355; overtime – \$99,600; benefit costs – \$443,894.

Services and Supplies – \$75,642

Funding requested is for: range supplies – \$15,000; program supplies – \$2,400; maintenance – office equipment – \$2,800; data processing – \$1,800; special contract services – \$40,647; medical services – \$9,500; small equipment – \$1,545; miscellaneous expenditures – \$1,950.

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, traffic related activities, and narcotic interdiction.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	5,641,082	5,369,992	5,022,216	5,022,216
Services and Supplies	566,715	449,779	420,715	420,715
Capital Outlay	112,730	165,666	74,833	74,833
Total	6,320,527	5,985,437	5,517,764	5,517,764
Personnel Authorized	50.40 (FT)	42.40 (FT)	41.40 (FT)	41.40 (FT)

Source of Funds

General Fund	5,948,497	5,755,771	5,378,931	5,378,931
State Asset Forfeiture Fund	0	25,500	0	0
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	195,300	0	0	0
Equipment Replacement Fund	112,730	140,166	74,833	74,833
Total	6,320,527	5,985,437	5,517,764	5,517,764

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4426 Uniform Patrol

Work Program

1. Respond to community requests for police services and engage in proactive patrol activities.
 2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
 3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
 4. Deploy the Crime Suppression Unit, School Resource Officer, Traffic Enforcement Bureau, and a Narcotic Interdiction Investigator.
-

Units of Measure

1. Response to Priority One calls for service decreased from 5 minutes to 4 minutes and Priority Two calls for service decreased from 6 minutes to 5 minutes.
 2. Reduce total number of traffic collisions (460) 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 (2,124) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
-

Personnel Services – \$5,369,992

Salary requests are for: Captain (.40) – \$54,646; Lieutenant (2.00) – \$114,420; Sergeants (7.00) – \$671,237; Police Officers (31.00) – \$2,207,449; Police Officers (in-lieu) (2.00) – \$122,160. Cost allocations are as follows: full-time salaries – \$3,169,912; overtime – \$363,600; additional pay – \$51,649; benefit costs – \$1,784,831.

Services and Supplies – \$449,779

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$27,140; program supplies – \$300; gasoline – \$175,000; diesel fuel – \$14,000; maintenance – other equipment – \$20,500; special contract services – \$150,000; medical services – \$23,000; towing and storage – \$500; vocational training – \$5,565; personnel training – \$29,924; small equipment – \$650; miscellaneous expenditures – \$2,600.

Capital Outlay – \$165,666

Funding requested is for: Two administrative vehicles – \$61,666; one patrol vehicle – \$31,500; two West End Narcotic Enforcement Team vehicles – \$50,000; installation of emergency equipment for two administrative vehicles – \$6,000; emergency equipment for one patrol vehicle – \$9,500; emergency equipment for two WESTNET vehicles \$7,000.

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, Police impound lot, and the Montclair Police Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	608,983	686,296	622,314	622,314
Services and Supplies	27,747	6,355	3,205	3,205
Capital Outlay	0	0	0	0
Total	636,730	692,651	625,519	625,519

Personnel Authorized	9.00 (FT) 3.00 (PT)	8.00 (FT) 3.00 (PT)	7.00 (FT) 3.00 (PT)	7.00 (FT) 3.00 (PT)
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Source of Funds

General Fund	636,730	692,651	625,519	625,519
Total	636,730	692,651	625,519	625,519

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 37,440 calls for service annually.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service. Process approximately 37,440 calls for service annually.
 3. Exchange information with outside agencies to help facilitate approximately 750 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 1.4 minutes and Priority Two calls for service within 11 minutes.
 6. Complete all CLETS entries within state and federal mandated time frames.
-

Personnel Services – \$686,296

Salary requests are for: Dispatch Supervisor (1.00) – \$52,254; Dispatchers (7.00) – \$355,749; Dispatchers (3.00/part-time) – \$15,000. Cost allocations are as follows: full-time salaries – \$408,003; part-time salaries – \$15,000; additional pay – \$3,480; overtime – \$76,000; benefit costs – \$183,813.

Services and Supplies – \$6,355

Funding requested is for: books and publications – \$100; maintenance – communications equipment – \$1,500; special contract services – \$800; small equipment – \$3,955.

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	123,749	89,018	89,018	89,018
Services and Supplies	7,530	5,100	5,100	5,100
Capital Outlay	0	0	0	0
Total	131,279	94,118	94,118	94,118
Personnel Authorized	16.00 (PT)	12.00 (PT)	12.00 (PT)	12.00 (PT)

Source of Funds

General Fund	131,279	94,118	94,118	94,118
Total	131,279	94,118	94,118	94,118

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 – \$89,018

Salary requests are for: Volunteer Services Coordinator (1.00/part-time) – \$37,118; Reserve Police Officers (11.00/part-time) – \$12,300; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$49,418; additional pay – \$16,580; overtime – \$5,000; benefit costs – \$18,020.

Services and Supplies – \$5,100

Funding requested is for: vocational training – \$3,500; miscellaneous expenditures – \$1,600.

Capital Outlay

No funding requested.

FIRE DEPARTMENT

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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,671,216	4,655,681	4,156,541	4,156,541
Services and Supplies	534,048	444,969	402,361	402,361
Capital Outlay	8,492	481,215	23,215	23,215
Total	5,213,756	5,581,865	4,582,117	4,582,117

Personnel Authorized	42.12 (FT) 2.00 (PT)	39.50 (FT) 3.00 (PT)	32.50 (FT) 1.00 (PT)	32.50 (FT) 1.00 (PT)
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Department Distribution

Administration	534,116	457,551	413,073	413,073
Fire Prevention	246,006	248,354	131,012	131,012
Emergency Services	3,822,433	4,495,153	3,673,212	3,673,212
Personnel Development	221,750	23,255	18,480	18,480
Equipment Maintenance	7,550	8,730	6,900	6,900
Buildings and Grounds	56,368	12,800	8,600	8,600
Emergency Preparedness	35,750	33,792	34,598	34,598
Emergency Medical Services	289,783	302,230	296,242	296,242
Total	5,213,756	5,581,865	4,582,117	4,582,117

Source of Funds

General Fund	4,923,973	5,212,135	4,285,875	4,285,875
EMS - Paramedic Fund	289,783	302,230	296,242	296,242
Equipment Replacement Fund	0	67,500	0	0
Total	5,213,756	5,581,865	4,582,117	4,582,117

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Public Safety Dir.	0.12	0.00	0.00	0.00	0	0	0
Admin from other Depts - deMoet	0.00	0.50	0.50	0.50	89,574	73,692	73,692
Fire Chief	1.00	1.00	1.00	1.00	0	0	0
Deputy Fire Chief	1.00	1.00	1.00	1.00	130,007	119,148	119,148
Fire Division Chief	3.00	2.00	2.00	2.00	217,428	217,428	217,428
Fire Captain	6.00	6.00	6.00	6.00	440,070	515,562	515,562
Admin Spv / Deputy Fire Marshal	1.00	1.00	0.00	0.00	95,400	0	0
Fire Engineer	9.00	9.00	6.00	6.00	499,216	437,200	437,200
Senior Firefighter	3.00	3.00	0.00	0.00	66,576	0	0
Firefighter	12.00	12.00	12.00	12.00	603,126	707,454	707,454
Admin. Svcs. Officer	1.00	0.00	0.00	0.00	0	0	0
Deputy Fire Marshall	0.00	0.00	1.00	1.00	0	64,560	64,560
Senior Fire Inspector	1.00	1.00	0.00	0.00	0	0	0
Fire Inspector/Investigator	1.00	1.00	1.00	1.00	56,316	0	0
Administrative Specialist	1.00	0.00	0.00	0.00	0	0	0
Administrative Aide	0.00	1.00	2.00	2.00	52,836	96,300	96,300
Secretary/Emergency Svcs. Coord.	1.00	1.00	0.00	0.00	42,096	0	0
Receptionist/Office Specialist	1.00	0.00	0.00	0.00	0	0	0
<u>Part Time</u>							
Fire Captain	0.00	1.00	0.00	0.00	30,875	0	0
Fire Engineer	0.00	1.00	0.00	0.00	24,749	0	0
Fire Technician	1.00	0.00	0.00	0.00	0	0	0
Receptionist/Off Specialist	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Full Time	42.12	39.50	32.50	32.50	2,292,645	2,231,344	2,231,344
Part Time	2.00	3.00	1.00	1.00	79,710	24,086	24,086
Additional Pay					135,950	135,950	135,950
Overtime					783,000	400,000	400,000
Total Salaries & Wages					3,291,305	2,791,380	2,791,380
Benefit Costs					1,364,376	1,365,161	1,365,161
TOTAL					4,655,681	4,156,541	4,156,541

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	517,751	449,906	405,428	405,428
Services and Supplies	16,365	7,645	7,645	7,645
Capital Outlay	0	0	0	0
Total	534,116	457,551	413,073	413,073
Personnel Authorized	2.12 (FT)	3.50 (FT)	3.50 (FT)	3.50 (FT)

Source of Funds

General Fund	534,116	457,551	413,073	413,073
Total	534,116	457,551	413,073	413,073

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 – \$449,906

Salary requests are for: Admin. from other Departments – Jones (0.50) - \$89,574; Fire Chief (1.00) – unfunded; Deputy Fire Chief (1.00) - \$130,007; Administrative Aide (1.00) – \$52,836. Cost allocations are as follows: full-time salaries – \$272,417; overtime – \$500; benefit costs – \$176,989.

Services and Supplies – \$7,645

Funding requested is for: dues and memberships –\$1,000; travel and meetings – \$1,345; cellular phone expenses – \$2,000; miscellaneous expenditures – \$3,300.

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	229,380	242,204	125,292	125,292
Services and Supplies	16,626	6,150	5,720	5,720
Capital Outlay	0	0	0	0
Total	246,006	248,354	131,012	131,012
Personnel Authorized	6.50 (FT)	3.50 (FT)	2.50 (FT)	2.50 (FT)

Source of Funds

General Fund	246,006	248,354	131,012	131,012
Total	246,006	248,354	131,012	131,012

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>2011</u>	<u>2012</u>	Estimate <u>2013</u>
Inspections Completed	342	803	800
Plans Reviewed	122	161	150
Fire Investigation Responses	120	26	30
Weed Abatement Actions	86	167	150
Class Presentations	33	24	30

Personnel Services – \$242,204

Salary requests are for: Administrative Supervisor/Deputy Fire Marshal (1.00) – \$95,400; Senior Fire Inspector (1.00) – Unfunded; Fire Inspector/Investigator (1.00) – \$56,316; Secretary/Emergency Svcs. Coord. (0.50) – \$21,048. Cost allocations are as follows: full-time salaries – \$172,764; additional pay – \$900; overtime – \$2,500; benefit costs – \$66,040.

Services and Supplies – \$6,150

Funding requested is for: books and publications – \$1,200; publication and advertising – \$1,850; plan checking services - \$2,000; small equipment – \$200; miscellaneous expenditures – \$900.

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	3,440,413	3,683,569	3,345,183	3,345,183
Services and Supplies	373,528	339,109	313,554	313,554
Capital Outlay	8,492	472,475	14,475	14,475
Total	3,822,433	4,495,153	3,673,212	3,673,212
Personnel Authorized	31.17 (FT) 2.00 (PT)	31.17 (FT) 3.00 (PT)	25.17 (FT) 1.00 (PT)	25.17 (FT) 1.00 (PT)

Source of Funds

General Fund	3,822,433	4,427,653	3,673,212	3,673,212
Equipment Replacement Fund	0	67,500	0	0
Total	3,822,433	4,495,153	3,673,212	3,673,212

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>2011</u>	<u>2012</u>	Estimate <u>2013</u>
Total number of calls for service	3,586	3,954	3,976
Arrival within 6.0 minutes of call	76%	76%	76%
Arrival within 7.0 minutes of call	89%	89%	89%
Arrival within 8.0 minutes of call	95%	95%	95%
EMT recertification hours	720	720	720
Haz Mat FRO recertification hours	240	240	240

Personnel Services – \$3,683,569

Salary requests are for: Fire Division Chief (1.17) – \$122,798; Fire Captains (6.00) – \$440,070; Fire Engineers (9.00) – \$499,216; Senior Firefighters (3) - \$66,576; Firefighters (12.00) – \$603,126 (3.00 unfunded); Fire Captain (1.00/part-time) - \$30,875; Fire Engineer (1.00/part-time) - \$24,749; Receptionist/Office Specialist – (1.00/part-time) – \$24,086. Cost allocations are as follows: full-time salaries – \$1,731,786; part-time salaries – \$79,710; additional pay – \$55,600; overtime – \$780,000; benefit costs – \$1,036,473.

Services and Supplies – \$339,109

Funding requested is for: books and publications – \$300; office supplies – direct – \$475; uniforms – \$20,930; personal protective equipment - \$34,500; materials - communications - \$4,450; maintenance - communication equipment – \$1,600; maintenance - other equipment – \$3,780; emergency communication services – \$182,961; special contract services – \$73,763; medical examinations – \$4,300; small equipment – \$11,550; miscellaneous expenditures – \$500.

Capital Outlay – \$472,475

Funding requested is for: one KME Renegade triple combination pumper – \$450,000; two Honda portable generators with light kits - \$3,000; four Bendix King portable radios - \$9,200; one mobile (unit) radio - \$2,275; four Emergency alarm call boxes for Fire Station Nos.1 and 2 - \$8,000.

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	203,036	0	0	0
Services and Supplies	18,714	23,255	18,480	18,480
Capital Outlay	0	0	0	0
Total	221,750	23,255	18,480	18,480
Personnel Authorized	1.00 (FT)	0.00 (FT)	0.00 (FT)	0.00 (FT)

Source of Funds

General Fund	221,750	23,255	18,480	18,480
Total	221,750	23,255	18,480	18,480

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>2011-12</u>	<u>Estimate 2012-13</u>	<u>Estimate 2013-14</u>
Automatic-Aid Training Classes	12	12	12
Annual Training Records	690	650	650
Completed Certification Hours	4,500	4,200	4,200
Hazardous Materials Training Hours	250	250	250

Personnel Services – \$0

Salary requests are for: Fire Division Chief (1.00) – unfunded.

Services and Supplies – \$23,255

Funding requested is for: books and publications – \$400; program supplies – \$1,230; vocational training – \$18,775; small equipment - \$2,850.

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	7,550	8,730	6,900	6,900
Capital Outlay	0	0	0	0
Total	7,550	8,730	6,900	6,900
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	7,550	8,730	6,900	6,900
Total	7,550	8,730	6,900	6,900

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>2011-12</u>	<u>2012-13</u>	Estimate <u>2013-14</u>
Monthly Apparatus/Vehicle Logs	192	192	192
Apparatus Maintenance Training Hours	110	110	110
Equipment Maintenance Hours	730	730	730

Personnel Services – \$0

Services and Supplies – \$8,730

Funding requested is for: materials - miscellaneous maintenance and repair – \$1,000; gasoline – \$680; diesel fuel – \$500; oils and lubricants – \$250; maintenance - other equipment – \$4,700; small equipment – \$1,000; miscellaneous expenditures – \$600.

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	56,368	12,800	8,600	8,600
Capital Outlay	0	0	0	0
Total	56,368	12,800	8,600	8,600
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	56,368	12,800	8,600	8,600
Total	56,368	12,800	8,600	8,600

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>2011-12</u>	<u>2012-13</u>	<u>Estimate 2013-14</u>
Fire Stations	2	2	2
Training Tower	1	1	1
Annual Needs Assessment Inspection	1	1	1

Personnel Services – \$0

Services and Supplies – \$12,800

Funding requested is for: household expenses – \$8,300; license/permits/certificates – \$1,000; maintenance-other equipment – \$1,500; small equipment – \$1,300; miscellaneous expenditures – \$700.

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 simulations by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	32,563	31,752	32,558	32,558
Services and Supplies	3,187	2,040	2,040	2,040
Capital Outlay	0	0	0	0
Total	35,750	33,792	34,598	34,598
Personnel Authorized	.50 (FT)	.50 (FT)	.50 (FT)	.50 (FT)

Source of Funds

General Fund	35,750	33,792	34,598	34,598
Total	35,750	33,792	34,598	34,598

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4537 Emergency Preparedness

Work Program

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

Units of Measure

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

Personnel Services – \$31,752

Salary requests are for: Secretary/Emergency Svcs. Coordinator (.50) – \$21,048. Cost allocations are as follows: full-time salaries – \$21,048; benefit costs – \$10,704.

Services and Supplies – \$2,040

Funding requested is for: program supplies – \$1,050; miscellaneous expenditures – \$990.

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	248,073	248,250	248,080	248,080
Services and Supplies	41,710	45,240	39,422	39,422
Capital Outlay	0	8,740	8,740	8,740
Total	289,783	302,230	296,242	296,242
Personnel Authorized	.83 (FT)	.83 (FT)	.83 (FT)	.83 (FT)

Source of Funds

EMS Paramedic Fund	289,783	302,230	296,242	296,242
Total	289,783	302,230	296,242	296,242

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	<u>2011-12</u>	<u>Estimate 2012-13</u>
➤ 80% response times under 8 minutes	95%	96%
➤ 90% response times under 9 minutes	96%	98%
Continuous Education Hours for Nine Paramedics	216	216
Current and Accurate Medical Records on file	2,581	2,828

Personnel Services – \$248,250

Salary requests are for: Fire Division Chief (.83) – \$94,630. Cost allocations are as follows: full-time salaries - \$94,630; additional pay – paramedic stipends – \$79,450; benefit costs – \$74,170.

Services and Supplies – \$45,240

Funding requested is for: books and publications – \$100; office supplies - direct – \$500; program supplies – \$9,225; license/permits/certificates – \$5,915; maintenance - other equipment – \$500; special contract services – \$27,000; small equipment – \$2,000.

Capital Outlay – \$8,740

Funding requested is for: four Panasonic CF-19 convertible laptop computers - \$8,740.

PUBLIC WORKS

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering Division (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	2,486,353	2,302,412	2,278,925	2,278,925
Services and Supplies	4,240,485	3,909,506	3,611,661	3,611,661
Capital Outlay	165,500	566,840	139,700	139,700
Total	6,892,338	6,778,758	6,030,286	6,030,286

Personnel Authorized	43.19 (FT) 7.00 (PT)	32.15 (FT) 8.00 (PT)	32.15 (FT) 8.00 (PT)	32.15 (FT) 8.00 (PT)
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Divisional Distribution				
Engineering	1,225,607	717,552	705,390	705,390
Street Maintenance	980,087	993,576	831,210	831,210
Park Maintenance	1,214,496	1,034,865	842,162	842,162
Vehicle Maintenance	491,184	503,426	391,072	391,072
Sewer Maintenance	2,434,751	2,925,016	2,734,408	2,734,408
Building Maintenance	546,213	604,323	526,044	526,044
Total	6,892,338	6,778,758	6,030,286	6,030,286

Source of Funds				
General Fund	2,830,272	2,481,192	2,228,605	2,228,605
Gas Tax Fund	1,496,440	1,179,061	976,034	976,034
Park Development Fund	19,200	13,200	13,200	13,200
Community Block Grant Fund	32,150	28,189	28,189	28,189
Sewer Maintenance	2,434,751	2,925,016	2,734,408	2,734,408
Equipment Replacement Fund	79,525	152,100	49,850	49,850
Total	6,892,338	6,778,758	6,030,286	6,030,286

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - Staats	0.19	0.15	0.15	0.15	24,853	24,853	24,853
Public Works Director	0.00	1.00	1.00	1.00	132,567	132,567	132,567
City Engineer	1.00	0.00	0.00	0.00	0	0	0
Project Manager	1.00	1.00	1.00	1.00	67,920	67,920	67,920
Public Works Supt.	1.00	1.00	1.00	1.00	95,284	95,284	95,284
Asst. Public Works Supt.	1.00	0.00	0.00	0.00	0	0	0
Housing Associate	1.00	0.00	0.00	0.00	0	0	0
Economic Development Coordir	1.00	0.00	0.00	0.00	0	0	0
Public Works Inspector	1.00	1.00	1.00	1.00	58,752	58,752	58,752
Environmental Manager	1.00	1.00	1.00	1.00	69,252	69,252	69,252
Environmental Control Spec.	1.00	0.00	0.00	0.00	0	0	0
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	95,436	95,436	95,436
Lead Worker/Maint.	3.00	3.00	3.00	3.00	138,594	139,050	139,050
Motor Sweeper Operator	2.00	2.00	2.00	2.00	91,680	91,680	91,680
Administrative Specialist	1.00	1.00	1.00	1.00	46,884	46,884	46,884
Lead/Fire Equip Mechanic	1.00	1.00	1.00	1.00	54,060	56,892	56,892
Equipment Mechanic	1.00	1.00	1.00	1.00	0	0	0
Maintenance Worker	13.00	13.00	13.00	13.00	295,680	289,062	289,062
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	84,480	77,862	77,862
Lead Custodian	1.00	0.00	0.00	0.00	0	0	0
Custodian	4.00	0.00	0.00	0.00	0	0	0
Secretary	1.00	0.00	0.00	0.00	0	0	0
NPDES Coordinator	1.00	0.00	0.00	0.00	0	0	0
NPDES/Environmental Compliance Inspector	2.00	2.00	2.00	2.00	102,940	97,656	97,656
Bldg. Maint. Technician	1.00	1.00	1.00	1.00	48,132	48,132	48,132
Part Time							
Mechanic Aide	1.00	1.00	1.00	1.00	32,288	32,288	32,288
Custodian	1.00	0.00	0.00	0.00	0	0	0
Senior Custodian	0.00	1.00	1.00	1.00	17,368	13,026	13,026
Office Specialist	1.00	1.00	1.00	1.00	32,802	32,802	32,802
Maintenance Worker	2.00	4.00	4.00	4.00	97,260	99,892	99,892
Maintenance Worker (Relief)	1.00	0.00	0.00	0.00	0	0	0
Senior Intern	1.00	1.00	1.00	1.00	11,471	11,471	11,471
Full Time	43.19	32.15	32.15	32.15	1,406,514	1,391,282	1,391,282
Part Time	7.00	8.00	8.00	8.00	191,189	189,479	189,479
Overtime					53,300	53,300	53,300
Additional Pay					900	900	900
Total Salaries & Wages					1,651,903	1,634,961	1,634,961
Benefit Costs					650,509	643,964	643,964
TOTAL					2,302,412	2,278,925	2,278,925

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	494,581	409,704	405,942	405,942
Services and Supplies	731,026	307,848	299,448	299,448
Capital Outlay	0	0	0	0
Total	1,225,607	717,552	705,390	705,390

Personnel Authorized	5.99 (FT)	3.96 (FT)	3.96 (FT)	3.96 (FT)
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Department Distribution

Management & Construction	549,109	431,683	419,666	419,666
Public Works Inspection	122,106	123,693	123,558	123,558
Traffic Safety Engineering	554,392	162,176	162,166	162,166
Total	1,225,607	717,552	705,390	705,390

Source of Funds

General Fund	716,407	600,096	587,934	587,934
Gas Tax Fund	509,200	117,456	117,456	117,456
Total	1,225,607	717,552	705,390	705,390

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	367,302	276,791	273,174	273,174
Services and Supplies	181,807	154,892	146,492	146,492
Capital Outlay	0	0	0	0
Total	549,109	431,683	419,666	419,666
Personnel Authorized	4.89 (FT)	2.86 (FT)	2.86 (FT)	2.86 (FT)

Source of Funds

General Fund	549,109	431,683	419,666	419,666
Total	549,109	431,683	419,666	419,666

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

1. Manage and administer the programs and activities of the division.
 2. Pursue State and Federal grants and other funding for capital improvements.
 3. Represent the department at City Council, Planning Commission and various committee meetings.
 4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
 5. Design and administer Public Works capital improvement projects.
 6. Prepare feasibility studies and respond to citizen requests.
 7. Maintain records and record drawings for Public Works Improvements.
 8. Represent City at various meetings with other cities and regional agencies.
 9. Monitor erosion and sediment issues associated with construction activities.
 10. Perform restaurant inspections related to sanitary sewers/Administer sewage pretreatment program.
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Units of Measure

	<u>2011-2012</u>	<u>1st 6 Mos. 2012-2013</u>	<u>Estimate 2013-2014</u>
Public Works Improvements	10	5	10
Citizen Requests	200	100	200
Studies	0	0	1
Plan Check Capital Improvements	10	4	10
Plan Check Private Development	10	5	10
Plan Check Tract Maps	2	1	3
Plan Check Parcel Maps	1	0	2
Plan Check Lot Merger/Line Adjustment	1	1	2
Review of WQMPs	4	4	10

Personnel Services - \$276,791

Salary requests are for: Admin from other Depts – Staats (0.01) - \$1,657; Public Works Director (0.40) - \$53,027; Project Manager (0.85) - \$57,732; Administrative Specialist (0.60) - \$28,130; Environmental Compliance Inspector (1.00) - \$51,470. Cost allocations are as follows: full-time salaries - \$192,016; overtime - \$2,000; benefit costs - \$82,775.

Services and Supplies - \$154,892

Funding requested is for: books and publications - \$500; program supplies - \$500; license/permits/certificates - \$785; dues and memberships - \$1,145; travel and meetings - \$5,900; mileage/auto allowance - \$5,460; special consulting services - \$19,000; plan check services - \$55,000; special lab testing - \$1,000; special contract services - \$60,002; vocational training - \$650; cellular phone expense - \$3,750; miscellaneous expenditures - \$1,200.

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 for works within public rights of way; provide inspection of Public Works capital improvement projects, public improvements within subdivisions, and public improvements by private developments; provide inspection of work by utility companies within public rights of way; provide on-site inspection of grading when requested by the Building Division; and provide inspection services as requested by other departments.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	118,755	123,693	123,558	123,558
Services and Supplies	3,351	0	0	0
Capital Outlay	0	0	0	0
Total	122,106	123,693	123,558	123,558

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

General Fund	122,106	123,693	123,558	123,558
Total	122,106	123,693	123,558	123,558

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>2011-2012</u>	<u>1st 6 mos. 2012-2013</u>	<u>Estimate 2013-2014</u>
Subdivision public improvement inspections	80	50	90
Private development improvement inspections	20	15	30
Public works improvement inspections performed	150	70	150
Public utilities inspections performed	50	40	75

Personnel Services - \$123,693

Salary requests are for: Public Works Director (.25) - \$33,142; Public Works Inspector (.80) - \$47,002. Cost allocations are as follows: full-time salaries - \$80,144; overtime - \$10,000; benefit costs - \$33,549.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,524	9,220	9,210	9,210
Services and Supplies	545,868	152,956	152,956	152,956
Capital Outlay	0	0	0	0
Total	554,392	162,176	162,166	162,166
Personnel Authorized	.05 (FT)	.05 (FT)	.05 (FT)	.05 (FT)

Source of Funds

General Fund	45,192	44,720	44,710	44,710
Gas Tax Fund	509,200	117,456	117,456	117,456
Total	554,392	162,176	162,166	162,166

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>2011-2012</u>	<u>1st 6 mos. 2012-2013</u>	<u>Estimate 2013-2014</u>
Developments reviewed	2	0	4
Signals maintained	44	44	44
Reports, studies, investigations	1	0	1
Citizen requests	30	20	40
Traffic Counts	0	2	20

Personnel Services - \$9,220

Salary requests are for: Public Works Director (.05) - \$6,628. Cost allocations are as follows: full-time salaries - \$6,628; benefit costs - \$2,592.

Services and Supplies - \$152,956

Funding requested is for: routine traffic signal maintenance - \$27,456; extraordinary traffic signal maintenance - \$85,000; architectural and engineering services - \$35,000; small equipment - \$5,000; miscellaneous expenditures - \$500.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Street

Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	722,341	600,618	589,242	589,242
Services and Supplies	167,246	205,958	145,468	145,468
Capital Outlay	90,500	187,000	96,500	96,500
Total	980,087	993,576	831,210	831,210

Personnel Authorized	14.75 (FT) 1.30 (PT)	11.45 (FT) 2.05 (PT)	11.45 (FT) 2.05 (PT)	11.45 (FT) 2.05 (PT)
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Department Distribution

Graffiti Abatement	187,130	172,517	163,663	163,663
Street Maintenance	397,756	478,081	324,857	324,857
Signing & Painting	215,658	180,409	180,312	180,312
Street Sweeping	179,543	162,569	162,378	162,378
Total	980,087	993,576	831,210	831,210

Source of Funds

General Fund	346,643	328,882	295,470	295,470
Gas Tax Fund	596,769	611,005	497,901	497,901
Community Development				
Block Grant Fund	32,150	28,189	28,189	28,189
Equipment Replacement Fund	4,525	25,500	9,650	9,650
Total	980,087	993,576	831,210	831,210

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	146,125	140,769	131,915	131,915
Services and Supplies	41,005	31,748	31,748	31,748
Capital Outlay	0	0	0	0
Total	187,130	172,517	163,663	163,663
Personnel Authorized	2.20 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	154,980	144,328	135,474	135,474
Community Development Block Grant Fund	32,150	28,189	28,189	28,189
Total	187,130	172,517	163,663	163,663

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>2011-12</u>	<u>1st 6 mos. 2012-13</u>	<u>Estimated 2013-14</u>
Locations graffiti abated	9,183	4,541	10,000

Personnel Services - \$140,769

Salary requests are for: Public Works Superintendent (.10) - \$9,528; Assistant Public Works Superintendent (.10) - unfunded; Graffiti Abatement Workers (2.00) - \$84,480. Cost allocations are as follows: full-time salaries - \$94,008; overtime - \$300; benefit cost - \$46,461.

Services and Supplies - \$31,748

Funding requested is for: uniforms - \$1,498; program supplies - \$250; materials – maintenance and repair - \$30,000.

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	331,844	230,141	227,907	227,907
Services and Supplies	65,912	127,440	66,950	66,950
Capital Outlay	0	120,500	30,000	30,000
Total	397,756	478,081	324,857	324,857

Personnel Authorized	8.15 (FT) 1.30 (PT)	5.15 (FT) 2.05 (PT)	5.15 (FT) 2.05 (PT)	5.15 (FT) 2.05 (PT)
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Source of Funds

General Fund	101,808	133,447	108,949	108,949
Gas Tax Fund	295,948	325,784	212,908	212,908
Equipment Replacement Fund		18,850	3,000	3,000
Total	397,756	478,081	324,857	324,857

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>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</u>
Tons of asphaltic concrete placed	64	10	100
Pounds of crack seal placed	4,500	2,250	20,000
Square footage of sidewalk removed and replaced	2,200	500	2,500
Remove and replace curb and gutter (lin. ft.)	40	20	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services - \$230,141

Salary requests are for: Public Works Superintendent (.15) - \$14,293; Leadworker (1.00) - \$48,744; Maintenance Workers (4.00) - \$42,240; Maintenance Workers (1.75/part-time) - \$40,381; Office Specialist (.30/part-time) - \$9,841. Cost allocations are as follows: full-time salaries - \$105,277; part-time salaries - \$50,222; overtime - \$21,500; benefit costs - \$53,142.

Services and Supplies - \$127,440

Funding requested is for: uniforms - \$14,000; program supplies - \$2,000; license/permits/certificates - \$3,090; asphalt - \$40,200; cement - \$47,000; weed chemicals - \$1,500; miscellaneous repair materials - \$12,000; dues and memberships - \$150; travel and meeting expenses - \$1,600; educational grants - \$1,300; vocational training - \$3,000; rental of private equipment - \$400; small equipment - \$1,200.

Capital Outlay - \$120,500

Funding requested is for: One 2.5 Ton asphalt roller which would replace the walk behind Asphalt roller that is 17 years old - \$30,000; concrete finisher to assist with concrete finishing of large slabs and hard to reach areas - \$2,500; One 1 ton dump truck. - \$52,000; Christmas Decorations for street lights around shopping centers - \$36,000.

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	88,860	79,339	79,242	79,242
Services and Supplies	36,298	34,570	34,570	34,570
Capital Outlay	90,500	66,500	66,500	66,500
Total	215,658	180,409	180,312	180,312

Personnel Authorized	2.20 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)
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Source of Funds

General Fund	36,313	22,949	22,924	22,924
Gas Tax Fund	174,820	150,810	150,738	150,738
Equipment Replacement Fund	4,525	6,650	6,650	6,650
Total	215,658	180,409	180,312	180,312

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 biennially.
 3. Paint traffic legends throughout the City on a biennial or as-needed basis.
-

Units of Measure

	<u>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</u>
Maintain signs	600	335	750
Fabricate signs	175	80	160
Stripe miles of street	0	60	100
Stencil traffic legends	760	80	480

Personnel Services - \$79,339

Salary requests are for: Public Works Superintendent (.10) - \$9,528; Maintenance Worker (1.00) - \$42,240. Cost allocations are as follows: full-time salaries - \$51,768; overtime - \$2,250; benefit costs - \$25,321.

Services and Supplies - \$34,570

Funding requested is for: program supplies - \$270; traffic striping materials - \$11,500; traffic signs - \$20,300; materials – maintenance and repairs - \$2,000; special contract services - \$500.

Capital Outlay - \$66,500

Funding requested is for: One replacement sign truck with aerial boom.

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	155,512	150,369	150,178	150,178
Services and Supplies	24,031	12,200	12,200	12,200
Capital Outlay	0	0	0	0
Total	179,543	162,569	162,378	162,378

Personnel Authorized	2.20 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)
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Source of Funds

General Fund	53,542	28,158	28,123	28,123
Gas Tax Fund	126,001	134,411	134,255	134,255
Total	179,543	162,569	162,378	162,378

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>2011-12</u>	<u>1st 6 mos. 2012-13</u>	<u>Estimate 2013-14</u>
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	1	1	1

Personnel Services - \$150,369

Salary requests are for: Public Works Superintendent (.10) - \$9,528; Motor Sweeper Operators (2.00) - \$91,680. Cost allocations are as follows: full-time salaries - \$101,208; overtime - \$1,000; benefit costs - \$48,161.

Services and Supplies - \$12,200

Funding requested is for: program supplies - \$200; materials - street sweeping - \$12,000.

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	296,279	308,245	308,942	308,942
Services and Supplies	843,217	600,020	493,020	493,020
Capital Outlay	75,000	126,600	40,200	40,200
Total	1,214,496	1,034,865	842,162	842,162

Personnel Authorized	5.90 (FT) 1.30 (PT)	5.40 (FT) 2.30 (PT)	5.40 (FT) 2.30 (PT)	5.40 (FT) 2.30 (PT)
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Department Distribution

Park Maintenance	1,121,392	888,937	742,451	742,451
Tree Maintenance	93,104	145,928	99,711	99,711
Total	1,214,496	1,034,865	842,162	842,162

Source of Funds

General Fund	729,825	444,465	428,085	428,085
Gas Tax Fund	390,471	450,600	360,677	360,677
Park Development Fund	19,200	13,200	13,200	13,200
Equipment Replacement Fund	75,000	126,600	40,200	40,200
Total	1,214,496	1,034,865	842,162	842,162

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	281,268	294,167	294,881	294,881
Services and Supplies	765,124	514,370	407,370	407,370
Capital Outlay	75,000	80,400	40,200	40,200
Total	1,121,392	888,937	742,451	742,451
Personnel Authorized	5.70 (FT) 1.30 (PT)	5.30 (FT) 2.30 (PT)	5.30 (FT) 2.30 (PT)	5.30 (FT) 2.30 (PT)

Source of Funds

General Fund	701,721	409,737	393,374	393,374
Gas Tax Fund	325,471	385,600	295,677	295,677
Park Development Fund	19,200	13,200	13,200	13,200
Equipment Replacement Fund	75,000	80,400	40,200	40,200
Total	1,121,392	888,937	742,451	742,451

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>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</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	18.94	18.94	18.94

Personnel Services - \$294,167

Salary requests are for: Facilities and Grounds Superintendent (.15) - \$14,315; Leadworker (1.00) - \$48,744; Maintenance Workers (4.15) - \$90,816; Office Specialist (.30/part-time) - \$9,841; Maintenance Workers (2.00/part-time) - \$48,630. Cost allocations are as follows: full-time salaries - \$153,875; part-time salaries - \$58,471; overtime - \$4,500; benefit costs - \$77,321.

Services and Supplies - \$514,370

Funding requested is for: program supplies - \$2,000; license/permits/certificates - \$150; sprinkler parts - \$15,000; fertilizers - \$2,000; weed chemicals - \$2,000; repair materials - \$14,000; special contract services - \$465,120; private equipment rentals - \$900; rental property upkeep - \$10,000; miscellaneous expenditures - \$3,200.

Capital Outlay - \$80,400

Funding requested is for: Two 3/4 ton pick up trucks.

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	15,011	14,078	14,061	14,061
Services and Supplies	78,093	85,650	85,650	85,650
Capital Outlay	0	46,200	0	0
Total	93,104	145,928	99,711	99,711
Personnel Authorized	.20 (FT)	.10 (FT)	.10 (FT)	.10 (FT)

Source of Funds

General Fund	28,104	34,728	34,711	34,711
Gas Tax Fund	65,000	65,000	65,000	65,000
Equipment Replacement Fund	0	46,200	0	0
Total	93,104	145,928	99,711	99,711

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>2010-11</u>	<u>1st 6 mos. 2011-12</u>	<u>Estimate 2012-13</u>
Trees trimmed	1,219	35	1,250
Trees removed	40	16	50
Trees replaced	32	7	50
Tree roots pruned	0	0	10
Trees sprayed	3	2	5

Personnel Services - \$14,078

Salary requests are for: Public Woks Superintendent (.10) - \$9,528. Cost allocations are as follows: full-time salaries - \$9,528; overtime - \$500; benefit costs - \$4,050.

Services and Supplies - \$85,650

Funding requested is for: program supplies - \$250; materials - \$400; special contract services - \$85,000.

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 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	168,737	125,821	128,967	128,967
Services and Supplies	322,447	307,605	262,105	262,105
Capital Outlay	0	70,000	0	0
Total	491,184	503,426	391,072	391,072
Personnel Authorized	2.20 (FT) 1.10 (PT)	2.00 (FT) 1.10 (PT)	2.00 (FT) 1.10 (PT)	2.00 (FT) 1.10 (PT)

Source of Funds

General Fund	491,184	503,426	391,072	391,072
Total	491,184	503,426	391,072	391,072

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.
 2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment in the most efficient manner possible.
-

Units of Measure

	<u>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</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 - \$125,821

Salary requests are for: Public Works Superintendent (.10) - \$9,528; Lead Mechanic (.95) - \$51,357; Equipment Mechanic (.95) - unfunded; Office Specialist (.10/part-time) - \$3,280; Mechanic Aide (1.00/part-time) - \$32,288. Cost allocations are as follows: full time salaries - \$60,885; part-time salaries - \$35,568; overtime - \$1,500; benefit costs - \$27,868.

Services and Supplies - \$307,605

Funding requested is for: books and publications - \$2,000; program supplies - \$3,625; license/permits/certificates - \$8,130; repair materials - \$85,000; gasoline - \$70,000; diesel fuel - \$42,500; oil and lubricants - \$7,000; propane - \$21,000; compressed natural gas - \$6,000; work equipment maintenance - \$50,000; other equipment maintenance - \$5,500; special contract services - \$6,250; shop towel service - \$600.

Capital Outlay - \$70,000

Funding requested is for: Fuel Management system for the City Yards due to system being old and replacement parts are unavailable. This price also includes install of a Fuel Management system at the Police Department which currently has no accountability for fuel usage.

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	540,026	652,126	644,713	644,713
Services and Supplies	1,894,725	2,092,650	2,089,695	2,089,695
Capital Outlay	0	180,240	0	0
Total	2,434,751	2,925,016	2,734,408	2,734,408
Personnel Authorized	7.50 (FT) 1.30 (PT)	7.49 (FT) 1.55 (PT)	7.49 (FT) 1.55 (PT)	7.49 (FT) 1.55 (PT)

Source of Funds

Sewer Maintenance Fund	2,434,751	2,925,016	2,734,408	2,734,408
Total	2,434,751	2,925,016	2,734,408	2,734,408

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>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</u>
Sewer main maintained (feet)	800,000	300,000	600,000
Sewer main televised and inspected (feet)	25,000	5,000	10,000
Manholes inspected and maintained (each)	2,400	1,000	2,200
Repair of sewer main (feet)	0	0	0
Blockage requests (each)	10	10	20
Facility Pretreatment Inspections	150	75	150

Personnel Services - \$652,126

Salary requests are for: Admin from other Depts. – Staats (.14) - \$23,196; Public Works Director (.30) - \$39,770; Public Works Superintendent (.35) - \$33,351; Environmental Manager (1.00) - \$69,252; Lead Worker/Maintenance (1.00) - \$41,106; Maintenance Workers (2.85) - \$120,384; Project Manager (.15) - \$10,188; Public Works Inspector (.20) - \$11,750; Administrative Specialist (.40) - \$18,754; Lead Mechanic (.05) - \$2,703; Equipment Mechanic (.05) - unfunded; NPDES Environmental Compliance Inspector (1.00) - \$51,470; Maintenance Worker (.25/part-time) - \$8,249; Office Specialist (.30/part-time) - \$9,840; Senior Intern (1.00 part-time) \$11,471; Cost allocations are as follows: full-time salaries - \$421,924; part-time salaries - \$29,560; overtime - \$8,500; additional pay - \$900; benefit costs - \$191,242.

Services and Supplies - \$2,092,650

Funding requested is for: books and publications - \$500; uniforms - \$3,500; program supplies - \$2,500; license/permits/certificates - \$3,050; materials-transportation/work equipment - \$5,000; chemicals - \$2,000; materials – maintenance and repairs - \$1,200; gasoline - \$2,000; diesel fuel - \$10,000; oil and lubricants - \$1,000; compressed natural gas - \$1,000; maintenance - other equipment - \$7,250; dues and memberships - \$1,275; travel and meetings - \$3,155; auto allowance - \$2,340; sewer processing - \$1,950,120; special lab testing - \$6,000; special contract services - \$6,300; educational grants - \$1,300; vocational training - \$2,060; rent of private equipment - \$13,000; postage - \$250; small equipment - \$650; depreciation expense - \$65,800; cellular phone expense - \$1,400.

Capital Outlay - \$180,240

Funding requested is for: 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	264,389	205,898	201,119	201,119
Services and Supplies	281,824	395,425	321,925	321,925
Capital Outlay	0	3,000	3,000	3,000
Total	546,213	604,323	526,044	526,044

Personnel Authorized	6.85 (FT) 2.00 (PT)	1.85 (FT) 1.00 (PT)	1.85 (FT) 1.00 (PT)	1.85 (FT) 1.00 (PT)
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Department Distribution

Bldg. Maint. Services	210,262	264,270	190,685	190,685
Heating and A/C Services	112,430	102,378	102,306	102,306
Janitorial Services	223,521	237,675	233,053	233,053
Total	546,213	604,323	526,044	526,044

Source of Funds

General Fund	546,213	604,323	526,044	526,044
Total	546,213	604,323	526,044	526,044

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	117,397	93,745	93,660	93,660
Services and Supplies	92,865	167,525	94,025	94,025
Capital Outlay	0	3,000	3,000	3,000
Total	210,262	264,270	190,685	190,685
Personnel Authorized	.95 (FT) .50 (PT)	.95 (FT) .00 (PT)	.95 (FT) .00 (PT)	.95 (FT) .00 (PT)

Source of Funds

General Fund	210,262	264,270	190,685	190,685
Total	210,262	264,270	190,685	190,685

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>2011-12</u>	<u>1st 6 mos. 2012-13</u>	<u>Estimate 2013-14</u>
General Building Maintenance	17	17	17

Personnel Services - \$93,745

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$38,174; Building Maintenance Technician (.55) - \$26,473. Cost allocations are as follows: full-time salaries - \$64,647; overtime - \$500; benefit costs - \$28,598.

Services and Supplies - \$167,525

Funding requested is for: program supplies - \$2,100; license/permits/certificates - \$2,325; materials - \$122,800; maintenance other equipment - \$25,300; special contract services - \$13,000; rent private equipment - \$2,000.

Capital Outlay - \$3,000

Funding requested is for: One 52" Saw Stop Table Saw.

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	88,153	82,878	82,806	82,806
Services and Supplies	24,277	19,500	19,500	19,500
Capital Outlay	0	0	0	0
Total	112,430	102,378	102,306	102,306
Personnel Authorized	.80 (FT)	.80 (FT)	.80 (FT)	.80 (FT)

Source of Funds

General Fund	112,430	102,378	102,306	102,306
Total	112,430	102,378	102,306	102,306

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>2011-12</u>	<u>1st 6 mos. 2012-13</u>	<u>Estimate 2013-14</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	87	91	91
Exhaust Fans	35	41	44
Ice Machines and Refrigerators	16	22	22

Personnel Services - \$82,878

Salary requests are for: Facilities and Grounds Superintendent (.40) - \$38,174; Building Maintenance Technician (.40) - \$19,253. Cost allocations are as follows: full-time salaries - \$57,427; overtime - \$250; benefit costs - \$25,201.

Services and Supplies - \$19,500

Funding requested is for: program supplies - \$500; materials, miscellaneous maintenance and repairs - \$16,000; maintenance other equipment - \$3,000.

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	58,839	29,275	24,653	24,653
Services and Supplies	164,682	208,400	208,400	208,400
Capital Outlay	0	0	0	0
Total	223,521	237,675	233,053	233,053
Personnel Authorized	5.10 (FT) 1.50 (PT)	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)

Source of Funds

General Fund	223,521	237,675	233,053	233,053
Total	223,521	237,675	233,053	233,053

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>2011-12</u>	1st 6 mos. <u>2012-13</u>	Estimate <u>2013-14</u>
City Facilities (buildings)	11	11	11

Personnel Services - \$29,275

Salary requests are for: Facilities and Grounds Superintendent (.05) - \$4,773; Building Maintenance Technician (.05) - \$2,406; Senior Custodian (1.00/part-time) - \$17,368. Cost allocations are as follows: full-time salaries - \$7,179; part-time salaries - \$17,368; overtime - \$500; benefit costs - \$4,228.

Services and Supplies - \$208,400

Funding requested is for: custodial supplies - \$30,000; program supplies - \$400; special contract services - \$178,000.

Capital Outlay

No funding requested.

COMMUNITY DEVELOPMENT

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,038,165	1,094,977	1,093,774	1,093,774
Services and Supplies	111,809	89,200	89,200	89,200
Capital Outlay	0	27,000	27,000	27,000
Total	1,149,974	1,211,177	1,209,974	1,209,974

Personnel Authorized	12.00 (FT) 10.00 (PT)	10.15 (FT) 9.00 (PT)	10.15 (FT) 9.00 (PT)	10.15 (FT) 9.00 (PT)
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Department Distribution

Planning Commission	16,576	16,150	16,150	16,150
Administration	203,311	297,398	298,462	298,462
Planning	287,872	308,833	308,640	308,640
Building	342,465	329,240	328,851	328,851
Code Enforcement	299,750	259,556	257,871	257,871
Total	1,149,974	1,211,177	1,209,974	1,209,974

Source of Funds

General Fund	1,127,824	1,154,177	1,152,974	1,152,974
Community Dev. Block Grant	0	0	0	0
Air Quality Improvement Fund	20,000	30,000	30,000	30,000
AB 2766 Subvention Fund	0	27,000	27,000	27,000
DAAS Grant Fund	400	0	0	0
ASES Grant Fund	1,750	0	0	0
Total	1,149,974	1,211,177	1,209,974	1,209,974

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - Staats	0.00	0.15	0.15	0.15	24,853	24,853	24,853
Director	1.00	1.00	1.00	1.00	139,968	139,968	139,968
City Planner	1.00	1.00	1.00	1.00	95,400	95,400	95,400
Building Official	1.00	1.00	1.00	1.00	95,580	95,580	95,580
Associate Planner	1.00	1.00	1.00	1.00	61,314	61,314	61,314
Assistant Planner	1.00	0.00	0.00	0.00	0	0	0
Senior Bldg. Inspector	1.00	0.00	0.00	0.00	0	0	0
Plans Examiner	0.00	1.00	1.00	1.00	63,144	63,144	63,144
Building Inspector	2.00	1.00	1.00	1.00	50,514	50,514	50,514
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	63,072	63,072	63,072
Code Enforcement Officer	2.00	2.00	2.00	2.00	112,632	112,632	112,632
Administrative Secretary	1.00	1.00	1.00	1.00	46,884	46,884	46,884

Part Time

Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	2,400	2,400	2,400
Planning Commissioner	5.00	5.00	5.00	5.00	15,000	15,000	15,000
Junior Intern	1.00	0.00	0.00	0.00	0	0	0

Full Time	12.00	10.15	10.15	10.15	753,361	753,361	753,361
Part Time	10.00	9.00	9.00	9.00	17,400	17,400	17,400
Overtime					4,000	4,000	4,000
Additional Pay					900	900	900
Total Salaries & Wages					775,661	775,661	775,661
Benefit Costs					319,316	318,113	318,113

TOTAL

H-2

1,094,977 1,093,774 1,093,774

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	16,150	16,150	16,150
Services and Supplies	346	0	0	0
Capital Outlay	0	0	0	0
Total	16,576	16,150	16,150	16,150
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	16,576	16,150	16,150	16,150
Total	16,576	16,150	16,150	16,150

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	4 General Plan Amendments
10 Conditional Use Permits	2 Variances
2 Tentative Parcel Maps	1 Zone Change
2 Tentative Tract Maps	

Personnel Services - \$16,150

Salary requests are for: Planning Commissioners (5.00/part-time) - \$15,000. Cost allocations are as follows: part-time salaries - \$15,000; benefit costs - \$1,150.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4761

Department	Division	Program
Community Development	Planning/Building/Code Enforcement	Administration

Program Description

Effectively coordinate the Planning, Building, Code Enforcement, 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	159,244	221,248	220,962	220,962
Services and Supplies	44,067	49,150	50,500	50,500
Capital Outlay	0	27,000	27,000	27,000
Total	203,311	297,398	298,462	298,462

Personnel Authorized	1.10 (FT)	1.75 (FT)	1.75 (FT)	1.75 (FT)
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Source of Funds

General Fund	181,161	240,398	241,462	241,462
Air Quality Improvement Fund	20,000	30,000	30,000	30,000
AB 2766 Subvention Fund	0	27,000	27,000	27,000
DAAS Grant Fund	400	0	0	0
ASES Grant Fund	1,750	0	0	0
Total	203,311	297,398	298,462	298,462

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning/Building/Code Enforcement	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 among Planning, Building and Code Enforcement division 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.
-

Units of Measure

1. Minimum of 16 Planning Commission meetings annually (each involves agenda distribution, preparation of displays, graphics, transcription and distribution of minutes, and posting of agendas and minutes on City website).
 2. Regular bi-monthly executive staff meetings and City Council meetings.
 3. Departmental staff meetings at least once a month to maintain open communication on ongoing developments.
 4. Distribute approximately 300 documents and 50 maps requested annually by the public.
 5. Participate in 16 Housing Improvement Task Force meetings and 2-4 Foundation Area owner meetings.
-

Personnel Services - \$221,248

Salary requests are for: Deputy City Manager (.15) - \$24,853; Community Development Director (.60) - \$83,981; Administrative Secretary (1.00) - \$46,884. Cost allocations are as follows: full-time salaries - \$155,718; benefit costs - \$65,530.

Services and Supplies - \$49,150

Funding requested is for: books and publications - \$100; dues and memberships - \$1,475; travel and meetings - \$4,000; mileage/auto allowance - \$7,800; educational grants - \$2,000; vocational training - \$3,450; cellular phone service - \$175; miscellaneous expenditures - \$150; Air Quality Improvement Program - \$30,000.

Capital Outlay - \$27,000

Funding requested is for: replacement vehicle for Code Enforcement - \$27,000 (AB 2766 Subvention Fund)

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

Review all proposed development to ensure compliance and implementation with the adopted General Plan, Montclair Municipal Code, specific plans, and other applicable plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of the City; anticipate and prepare for the City's future physical, economic, aesthetic, and social needs through the systematic collection of relevant statistical data, empirical information, institutional experience, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	271,163	302,133	301,940	301,940
Services and Supplies	16,709	6,700	6,700	6,700
Capital Outlay	0	0	0	0
Total	287,872	308,833	308,640	308,640

Personnel Authorized	3.40 (FT) 1.00 (PT)	2.40 (FT) 0.00 (PT)	2.40 (FT) 0.00 (PT)	2.40 (FT) 0.00 (PT)
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Department Distribution

Current	192,522	247,309	247,138	247,138
Advance	95,350	61,524	61,502	61,502
Total	287,872	308,833	308,640	308,640

Source of Funds

General Fund	287,872	308,833	308,640	308,640
Total	287,872	308,833	308,640	308,640

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	184,670	246,209	246,038	246,038
Services and Supplies	7,852	1,100	1,100	1,100
Capital Outlay	0	0	0	0
Total	192,522	247,309	247,138	247,138
Personnel Authorized	2.15 (FT)	1.90 (FT)	1.90 (FT)	1.90 (FT)

Source of Funds

General Fund	192,522	247,309	247,138	247,138
Total	192,522	247,309	247,138	247,138

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 16 Planning Commission meetings per year.
 2. Approximately 35 Development Review Committee meetings.
 3. Annual caseload of current development applications.
-

Personnel Services - \$246,209

Salary requests are for: Community Development Director (.40) - \$55,987; City Planner (.75) - \$71,550; Associate Planner (.75) - \$45,986. Cost allocations are as follows: full-time salaries - \$173,523; benefit costs - \$72,686.

Services and Supplies - \$1,100

Funding requested is for: books and publications - \$200; publication and advertising - \$3,000, less print ad reimbursement - <\$2,200>; miscellaneous expenditures - \$100.

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	86,493	55,924	55,902	55,902
Services and Supplies	8,857	5,600	5,600	5,600
Capital Outlay	0	0	0	0
Total	95,350	61,524	61,502	61,502
Personnel Authorized	1.25 (FT) 1.00 (PT)	0.50 (FT) 0.00 (PT)	0.50 (FT) 0.00 (PT)	0.50 (FT) 0.00 (PT)

Source of Funds

General Fund	95,350	61,524	61,502	61,502
Total	95,350	61,524	61,502	61,502

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, including the 2014-2021 Housing Element update.
 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 - \$55,924

Salary requests are for: City Planner (.25) - \$23,850; Associate Planner (.25) – \$15,328. Cost allocations are as follows: full-time salaries - \$39,178; benefit costs - \$16,746.

Services and Supplies - \$5,600

Funding requested is for: City portion of LAFCO's annual funding - \$5,600.

Capital Outlay

No funding requested.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	302,247	299,740	299,351	299,351
Services and Supplies	40,218	29,500	29,500	29,500
Capital Outlay	0	0	0	0
Total	342,465	329,240	328,851	328,851

Personnel Authorized	4.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
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Department Distribution

Field Inspection	127,304	102,453	102,321	102,321
Plan Check	68,503	89,977	89,892	89,892
Operations	146,658	136,810	136,638	136,638
Total	342,465	329,240	328,851	328,851

Source of Funds

General Fund	342,465	329,240	328,851	328,851
Total	342,465	329,240	328,851	328,851

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	122,289	99,953	99,821	99,821
Services and Supplies	5,015	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total	127,304	102,453	102,321	102,321
Personnel Authorized	2.00 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	127,304	102,453	102,321	102,321
Total	127,304	102,453	102,321	102,321

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>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>
Inspections made	3,985	2,839	2,846	3,397	2,741	1,885

Personnel Services - \$99,953

Salary requests are for: Plans Examiner (.50) - \$31,572; Building Inspector (.75) - \$37,886. Cost allocations are as follows: full-time salaries - \$69,458; overtime - \$1,000; benefit costs - \$29,495.

Services and Supplies - \$2,500

Funding requested is for: books and publications - \$1,000; uniforms - \$600; small equipment - \$650; 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	37,110	63,977	63,892	63,892
Services and Supplies	31,393	26,000	26,000	26,000
Capital Outlay	0	0	0	0
Total	68,503	89,977	89,892	89,892
Personnel Authorized	1.00 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	68,503	89,977	89,892	89,892
Total	68,503	89,977	89,892	89,892

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>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>
Plans Checked	446	477	364	394	336	302
Permits Issued	1,154	824	600	646	704	601

Personnel Services - \$63,977

Salary requests are for: Plans Examiner (.50) - \$31,572; Building Inspector (.25) - \$12,628. Cost allocations are as follows: full-time salaries - \$44,200; overtime - \$1,000; benefit costs - \$18,777.

Services and Supplies - \$26,000

Funding requested is for: books and publications - \$1,000; plan checking services - \$25,000.

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	142,848	135,810	135,638	135,638
Services and Supplies	3,810	1,000	1,000	1,000
Capital Outlay	0	0	0	0
Total	146,658	136,810	136,638	136,638
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	146,658	136,810	136,638	136,638
Total	146,658	136,810	136,638	136,638

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

Fiscal Year	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>
Permit Valuation	\$70,263,637	\$43,115,917	\$21,306,973	\$32,946,049	\$6,495,644	\$63,607,644

Personnel Services - \$135,810

Salary requests are for: Building Official (1.00) - \$95,580. Cost allocations are as follows: full-time salaries - \$95,580; benefit costs - \$40,230.

Services and Supplies - \$1,000

Funding requested is for: books and publications - \$1,000

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4768

Department	Division	Program
Community Development	Code Enforcement	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	289,281	255,706	255,371	255,371
Services and Supplies	10,469	3,850	2,500	2,500
Capital Outlay	0	0	0	0
Total	299,750	259,556	257,871	257,871

Personnel Authorized	3.50 (FT) 4.00 (PT)	3.00 (FT) 4.00 (PT)	3.00 (FT) 4.00 (PT)	3.00 (FT) 4.00 (PT)
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Source of Funds

General Fund	299,750	259,556	257,871	257,871
Total	299,750	259,556	257,871	257,871

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Code Enforcement	4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
 2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
 3. Document new contacts and all initial abatement activities conducted.
 4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
 5. Remove all illegal signs.
 6. Conduct neighborhood cleanups (C.A.U.T.I.O.N. cleanups).
 7. Ensure that graffiti is removed from private property.
-

Units of Measure

	<u>2011-12</u>	Year to Date <u>2012-13</u>	Estimated <u>2013-14</u>
Abandoned Vehicle Abatement	237	144	200
Administrative Citations	231	74	95
C.A.U.T.I.O.N. Cleanups	2	1	2
Clean-Up and Secure	96	53	70
Complaints	1,250	823	1,100
Foreclosures	83	43	55
Graffiti Abatement	39	3	10
Illegal Signs Removed	6,038	4,065	5,500
Inspections	1,191	897	1,200
Notices to Appear	20	15	20
Notices of Violation	967	669	900
Violations Abated by Owner	898	579	775

Personnel Services - \$255,706

Salary requests are for: Senior Code Enforcement Officer (1.00) - \$63,072; Code Enforcement Officer (2.00) - \$112,632; Reserve Code Enforcement Officer (4.00/part-time) - \$2,400. Cost allocations are as follows: full-time salaries - \$175,704; part-time salaries - \$2,400; overtime - \$2,000; benefit costs - \$75,602.

Services and Supplies - \$3,850

Funding requested is for: books and publications - \$150; uniforms - \$600; small equipment - \$250; cellular phone expense - \$1,350; miscellaneous expenditures - \$1,500.

Capital Outlay

No funding requested.

ECONOMIC DEVELOPMENT

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development		4791 Administration

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liaison to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

The Office of Economic Development did not appear in the Fiscal Year 2012-13 Budget. Employee costs and costs for services and supplies related to the former functions of the City of Montclair Redevelopment Agency were shown in the Public Works budget, City Manager's budget, City Council budget, and Housing Corporation budget. In the proposed Fiscal Year 2013-14 Budget, salaries for four employees are included. However, salary costs for the Assistant Director of Housing and Administrative Aide are born by the Montclair Housing Corporation. Salary costs for the Deputy City Manager/Executive Director of Economic Development are substantially born by the Successor Redevelopment Agency with the Montclair Housing Corporation making a contribution along with former Redevelopment Agency bond proceeds and the General Fund. The only position fully funded by the General Fund is the position of Economic Development Coordinator.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	113,243	113,124	113,124
Services and Supplies	0	125,450	102,950	102,950
Capital Outlay	0	0	0	0
Total	0	238,693	216,074	216,074

Personnel Authorized	0.00 (FT)	1.05 (FT)	1.05 (FT)	1.05 (FT)
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Source of Funds

General Fund	0	227,357	66,950	66,950
RDA –Tax Allocation Funds	0	11,336	149,124	149,124
Total	0	238,693	216,074	216,074

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Deputy CM/Exec Dir Econ Dev	0.00	1.00	1.00	1.00	165,684	165,684	165,684
Admin to other Depts		-0.95	-0.95	-0.95	-157,400	-157,400	-157,400
		0.05	0.05	0.05	8,284	8,284	8,284
Asst Director of Housing	0.00	1.00	1.00	1.00	95,340	95,340	95,340
Admin to other Depts		-1.00	-1.00	-1.00	-95,340	-95,340	-95,340
		0.00	0.00	0.00	0	0	0
Economic Development Coor	0.00	1.00	1.00	1.00	73,140	73,140	73,140
Administrative Aide	0.00	1.00	1.00	1.00	49,858	49,858	49,858
Admin to other Depts		-1.00	-1.00	-1.00	-49,858	-49,858	-49,858
		0.00	0.00	0.00	0	0	0
Full Time	0.00	4.00	4.00	4.00	384,022	384,022	384,022
Admin other Departments		-2.95	-2.95	-2.95	-302,598	-302,598	-302,598
Total FT Positions/Salaries		1.05	1.05	1.05	81,424	81,424	81,424
Overtime					0	0	0
Additional Pay					0	0	0
Total Salaries & Wages					81,424	81,424	81,424
Benefit Costs					151,401	150,731	150,731
Benefit Costs other Depts					-119,582	-119,031	-119,031
TOTAL					113,243	113,124	113,124

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development		4791 Administration

Work Program

1. Serve as staff to the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council, Oversight Board, Housing Authority Board of Directors and Housing Corporation Board of Directors annual or quarterly budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Identify projects for use of tax allocation bond funds pending their availability from the State through the Due Diligence Review process.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist the organization on finding and writing grants for specified projects.
19. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
20. Assist in efforts to address and resolve fiscal issues related to the economic downturn and the elimination of redevelopment.

Personnel Services – \$113,243

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.05) – \$8,284; Economic Development Coordinator (1.00) – \$73,140. Cost allocations are as follows: full-time salaries – \$81,424; benefit costs – \$31,819.

Services and Supplies – \$125,450

Funding requested is for: books and publications – \$100; publication and advertising – \$6,500; community benefits – \$1,500; dues and memberships – \$2,200; travel and meetings – \$19,500; mileage/auto allowance – \$7,800; special consulting services – \$5,000; special legal services – \$30,000; special contract services – \$37,500; cellular phone expense – \$350; miscellaneous expenditures – \$15,000.

Capital Outlay

No funding requested.

CITY ATTORNEY

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.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	27,987	29,449	29,449	29,449
Services and Supplies	550,777	405,000	405,000	405,000
Capital Outlay	0	0	0	0
Total	578,764	434,449	434,449	434,449
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	578,764	434,449	434,449	434,449
Total	578,764	434,449	434,449	434,449

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
<u>Part Time</u>							
City Attorney	1.00	1.00	1.00	1.00	14,400	14,400	14,400

Part Time	1.00	1.00	1.00	1.00	14,400	14,400	14,400
Benefit Costs					15,049	15,049	15,049
TOTAL					29,449	29,449	29,449

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law 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.

Personnel Services – \$29,449

Salary requests are for: City Attorney (1.00/part-time) – \$14,400. Cost allocations are as follows: part-time wages – \$14,400; benefit costs – \$15,049.

Services and Supplies – \$405,000

Funding requested is for: legal services/court costs – \$300,000; special legal services – \$105,000.

Capital Outlay

No funding requested.

CITYWIDE

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- Street Lighting Costs
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	936,041	724,041	724,041
Services and Supplies	0	2,031,250	2,005,750	2,005,750
Capital Outlay	0	0	0	0
Total	0	2,967,291	2,729,791	2,729,791
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	0	2,256,645	2,019,145	2,019,145
Gas Tax Fund	0	639,000	639,000	639,000
Sewer Maintenance Fund	0	71,646	71,646	71,646
Total	0	2,967,291	2,729,791	2,729,791

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Citywide		4901 Citywide

Work Program

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are review for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.

Personnel Services – \$936,041

Funding requested is for: Benefit Costs - \$936,041.

Services and Supplies – \$2,031,250

Funding requested is for: service awards – \$4,700; streetlights – \$550,000; telephone service - \$28,000; electric service – \$399,000; natural gas service – \$20,000; water service – \$285,000; general city insurance – \$744,550.

Capital Outlay

No funding requested.

SUPPLEMENTAL INFORMATION

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2013**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/13</u>
FIRE DEPARTMENT									
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	38,000	\$38,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	29,000	\$29,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	31,000	\$31,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	87%	57,000	\$49,590
TOTAL FIRE								\$184,000	\$176,590
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	33%	29,000	\$9,570
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	33%	33,000	\$10,890
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	33%	33,000	\$10,890
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	33%	28,000	\$9,240
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	67%	30,000	\$20,100
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	67%	30,000	\$20,100
2011 Ford Crown Victoria	175656	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	175654	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	175653	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	175651	08/02/11	22,936		22,936	3	67%	24,000	\$16,080
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	67%	25,000	\$16,750
2011 Ford Crown Victoria	112182	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112183	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112184	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2011 Ford Crown Victoria	112185	11/04/10	22,738		22,738	3	100%	24,000	\$24,000
2008 Ford Crown Victoria	150426	04/08/09	24,424	6,500	30,924	3	100%	32,000	\$32,000
2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	31,000	\$31,000
2008 Ford Crown Victoria	150468	07/21/08	23,513	6,500	30,013	3	100%	31,000	\$31,000
2007 Ford Crown Victoria	145985	08/20/07	24,020	6,500	30,520	3	100%	32,000	\$32,000
2007 Ford Crown Victoria	145982	08/20/07	24,020	6,500	30,520	3	100%	32,000	\$32,000
2006 Ford Crown Victoria	123867	03/06/06	23,208	6,500	29,708	3	100%	31,000	\$31,000
2006 Ford Crown Victoria	123868	03/06/06	23,208	6,500	29,708	3	100%	31,000	\$31,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2013**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/13</u>
<u>Police Cont.</u>									
2004 Ford Crown Victoria	104657	09/17/03	23,092		23,092	3	100%	25,000	\$25,000
<u>Other</u>									
2003 Chevy Impala	348116	04/24/03	19,309		19,309	7	100%	22,000	\$22,000
2002 Dodge Dakota	676419	06/02/02	21,753		21,753	7	100%	25,000	\$25,000
2005 Ford Taurus (replace thru 1135)	160393	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
2005 Ford Taurus	160407	12/22/05	23,912	1,000	24,912	3	100%	26,000	\$26,000
TOTAL POLICE								\$843,000	\$685,020
<u>PUBLIC WORKS</u>									
2012 Ford F450	82169	11/13/12	90,500		90,500	12	8%	115,000	\$9,200
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	50%	73,000	\$36,500
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	58%	39,000	\$22,620
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	58%	36,000	\$20,880
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	75%	38,000	\$28,500
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	75%	38,000	\$28,500
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	83%	3,500	\$2,905
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	83%	3,500	\$2,905
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	83%	29,000	\$24,070
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	83%	26,000	\$21,580
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	92%	27,000	\$24,840
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	73%	83,000	\$60,590
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	31,000	\$31,000
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	139,000	\$139,000
1999 Chevy Truck w/service body	053989	08/01/99	24,140		24,140	12	100%	31,000	\$31,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	102,000	\$102,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	21,000	\$21,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	31,000	\$31,000
1993 Chevy 3/4 Ton	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	100%	6,000	\$6,000
Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	20,000	\$20,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	100%	13,000	\$13,000
Stencil Truck	11777	01/01/93	40,566		40,566	15	100%	55,000	\$55,000
Chevy-Dump Truck	109792	04/01/85	37,062		37,062	15	100%	50,000	\$50,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2013**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 5/1/13</u>
Public Works Cont.									
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	42,000	\$42,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	\$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	53%	84,000	\$44,520
Striper	71785	09/19/05	54,895		54,895	15	53%	74,000	\$39,220
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	72,000	\$72,000
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	21,000	\$21,000
TOTAL PUBLIC WORKS								\$1,475,000	\$1,172,830
OTHER DEPARTMENTS									
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	7	100%	29,000	\$29,000
2002 Chevy Truck ** (CD)	29199	03/02/02	22,717		22,717	7	100%	26,000	\$26,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	7	100%	25,000	\$25,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	7	100%	21,000	\$21,000
City Manager Vehicle *	-	-	-		-	5	100%	22,000	\$22,000
TOTAL OTHER DEPARTMENTS								\$152,000	\$152,000
TOTAL ALL DEPARTMENTS			2,159,709	82,500	2,242,209			2,654,000	2,186,440

GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

AGENCY FUND. A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

APPROPRIATION. Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

BUDGET. A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

CAPITAL IMPROVEMENT PROGRAM. A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

CAPITAL OUTLAY. Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

CAPITAL PROJECT FUND. A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions (Source: GAAFR)

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

DEFICIT. The excess of expenditures over actual revenues received during the budget year.

ENCUMBRANCE. An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

ENTERPRISE FUND. A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the 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
SGVLR	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
CLEAR	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

CITY OF MONTCLAIR SALARY SCHEDULE

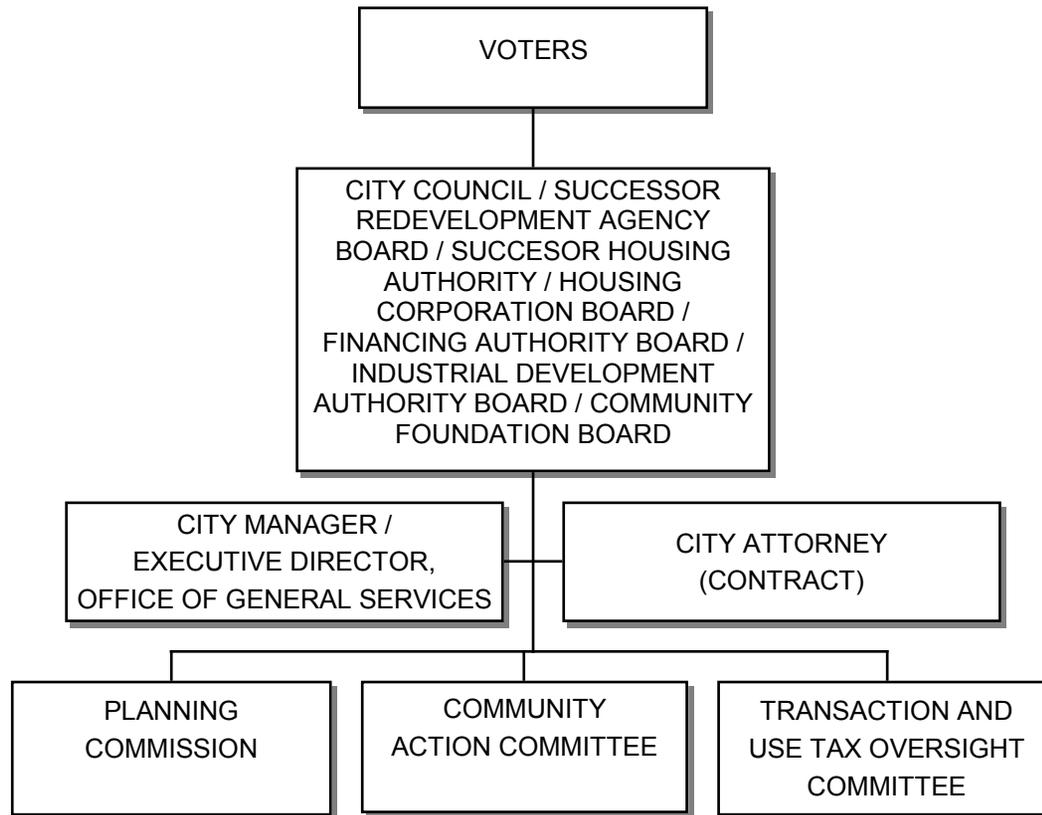
ALPHA RANGE LISTING

Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist	18.38	19.30	20.26	21.27	22.33
Administrative Aide	20.90	21.94	23.04	24.19	25.40
Administrative Secretary (Relief)	18.55	19.48	20.45	21.47	22.54
City Attorney	1200	--	--	--	--
City Clerk	38.19	40.10	42.11	44.22	46.43
Code Enforcement Officer (Relief)	22.28	23.39	24.56	25.79	27.08
Community Building Supervisor	8.63	9.06	9.51	9.99	10.49
Council Member	742	--	--	--	--
Curatorial Assistant	10.00	15.00	--	--	--
Custodian	14.60	15.33	16.10	16.90	17.74
Data Entry Clerk	11.45	--	--	--	--
Economic Development Coordinator	29.85	31.34	32.91	34.56	36.29
Engineering Aide	11.71	--	--	--	--
Evidence Clerk	15.59	16.37	17.19	18.05	18.95
Facility Coordinator	9.51	9.99	10.49	--	--
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide	8.58	--	--	--	--
Health Education Intern	14.79				
Health Education Specialist [Grant]	15.88	--	--	--	--
Instructor	8.67	9.10	9.56	10.04	10.54
Junior Accountant	19.61	20.59	21.62	22.70	23.84
Junior Intern	9.09	9.54	10.02	10.52	11.05
Kitchen Assistant	8.00	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Learning Coordinator [Grant]	16.53	17.36	18.23	19.14	20.10
Learning Leader [Grant]	12.10	12.70	13.33	14.00	14.70
Maintenance Worker (Part-Time)	16.70	17.54	18.42	19.34	20.31
Mayor	1042	--	--	--	--
Mechanic Aide	16.34	17.16	18.02	18.92	19.87
Medical Clinic Coordinator	25.00	26.00	27.00	--	--
Medical Clinic Specialist	15.44	16.21	17.02	17.87	18.76
Mini-School Coordinator	10.82	11.36	11.93	12.53	13.16
Nutrition Site Manager	9.12	--	--	--	--
Office Specialist	15.81	16.60	17.43	18.30	19.21
Personnel Officer	40.02	42.02	44.12	46.33	48.65
Planning Commissioner	250	--	--	--	--
Police Cadet	10.88	11.42	11.99	12.59	--
Police Dispatcher (Relief)	20.69	21.72	22.81	23.95	25.15
Police Officer	29.36	30.83	32.37	33.99	35.69
Police Services Specialist (Relief)	16.37	17.19	18.05	18.95	19.90
Program Aide	10.93	--	--	--	--
Receptionist/Office Specialist	15.44	16.21	17.02	17.87	18.76
Recreation Intern	14.79	--	--	--	--
Recreation Leader	8.23	8.64	9.07	9.52	10.00
Recreation Specialist	10.10	10.60	11.13	11.69	12.27
Reserve Code Enforcement Officer	50	--	--	--	--
Reserve Police Captain	200	--	--	--	--
Reserve Police Officer	75				
Reserve Police Sergeant	100				

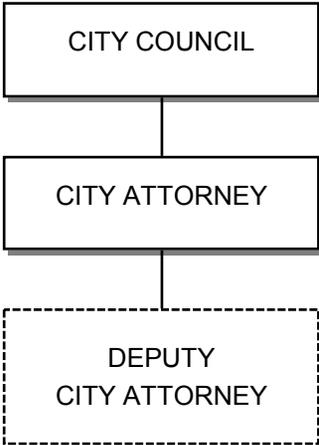
Classification	A	B	C	D	E	
Senior Intern	11.03	11.58	12.16	12.77	13.41	
Senior Recreation Leader	9.12	9.58	10.06	10.56	11.09	
Senior Recreation Specialist	15.44	16.21	17.02	17.87	18.76	
Sports Coordinator	15.55	16.33	17.15	18.01	18.91	
Systems Specialist	16.50	17.32	18.19	19.10	20.05	
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69	
Transportation Coordinator	15.55	16.33	17.15	18.01	18.91	
Volunteer Services Coordinator (Modified Duty)	29.36	30.83	32.37	33.99	35.69	
FULL-TIME						
Accountant	3736	3923	4119	4325	4541	
Accounting Specialist	3184	3343	3510	3686	3870	
Accounting Supervisor	5339	5605	5886	6180	6489	
Admin. Supervisor - Public Safety	6540	6868	7211	7571	7950	
Administrative Aide	3622	3803	3994	4193	4403	
Administrative Analyst	4396	4615	4846	5089	5343	
Administrative Secretary	3214	3375	3544	3721	3907	
Administrative Specialist	3214	3375	3544	3721	3907	
Assistant Director of Housing (b)	6536	6863	7206	7567	7945	
Assistant Director of Human Services	5775	6064	6367	6686	7020	
Assistant Finance Director	6578	6906	7252	7614	7995	
Assistant Planner	4098	4303	4518	4744	4981	
Assistant Public Works Superintendent	4673	4907	5152	5410	5680	
Associate Planner	4748	4985	5234	5496	5771	
Benefits Coordinator	3793	3982	4181	4390	4610	
Building Inspector	4107	4312	4528	4754	4992	
Building Maintenance Supervisor	5502	5777	6066	6370	6688	
Building Maintenance Technician	3300	3465	3638	3820	4011	
Building Official	6553	6880	7224	7586	7965	
Check Processor/Court Liaison Officer (Modified Duty)	5090	5345	5612	5892	6187	
City Clerk	6621	6952	7300	7665	8048	
City Engineer	7789	8179	8588	9017	9468	
City Manager	--	--	13667	16000	18333	
City Planner	6540	6868	7211	7571	7950	
Code Enforcement Officer	3861	4054	4257	4470	4693	
Community Health Education Coordinator [Grant]	3698	3883	4077	4281	4495	
Community Service Officer	2883	3027	3178	3337	3504	
Custodian	2529	2655	2788	2928	3074	
Customer Service Representative/Office Specialist	2739	2876	3020	3170	3329	
Departmental Secretary	3546	3723	3909	4105	4310	
Deputy City Clerk	3957	4155	4363	4581	4810	
Deputy City Manager, Exec. Dir. Office of Econ. Dev. (a)	11359	11927	12523	13150	13807	
Deputy City Manager/Director of Administrative Services	--	--	--	--	13667	
Deputy Fire Chief	9456	9929	10425	10947	11494	
Deputy Fire Marshal	5380	5649	5931	6228	6539	
Diagnostic Specialist	3632	3814	4005	4205	4415	
Director of Community Development	--	--	10580	11109	11664	
Economic Development Coordinator	5175	5434	5705	5990	6290	
Environmental Control Specialist	3772	3961	4159	4367	4585	
Environmental Manager	4748	4985	5234	5496	5771	
Equipment Maintenance Supervisor	4666	4900	5145	5402	5672	
Equipment Mechanic	3280	3444	3616	3797	3987	
Evidence Clerk	2703	2838	2980	3129	3285	
Executive Director Office of Public Safety (a)	12282	12896	13541	14218	14929	
Facilities and Grounds Superintendent	6543	6870	7214	7574	7953	
Finance Director	I -12	--	--	10580	11109	11664

Classification	A	B	C	D	E
Fire Captain	6291	6606	6936	7283	7647
Fire Chief	--	--	11954	12551	13179
Fire Division Chief	7817	8207	8618	9049	9501
Fire Engineer	5042	5294	5559	5837	6129
Fire Inspector	4107	4312	4528	4754	4992
Firefighter	4347	4565	4793	5032	5284
GIS Specialist	4400	4620	4851	5093	5348
Graffiti Abatement Worker	2896	3041	3193	3352	3520
Health Education Specialist [Grant]	2761	2899	3044	3196	3356
Information Technology Specialist	4400	4620	4851	5093	5348
Information Technology Supervisor	5647	5929	6226	6537	6864
Information Technology Technician	3812	4003	4203	4413	4634
Junior Accountant	3399	3569	3748	3935	4132
Lead Custodian	3071	3225	3386	3555	3733
Lead Mechanic	3706	3892	4086	4290	4505
Leadworker, Maintenance	3342	3509	3684	3869	4062
Learning Coordinator [Grant]	2866	3010	3160	3318	3484
Maintenance Worker	2896	3041	3193	3352	3520
Motor Sweeper Operator	3143	3300	3465	3638	3820
National Pollutant Discharge Elimination System (NPDES) Coord.	3632	3814	4005	4205	4415
NPDES/Environmental Compliance Inspector	3632	3814	4005	4205	4415
Office Specialist	2739	2876	3020	3170	3329
Personnel Officer	6938	7285	7649	8031	8433
Personnel Services Coordinator	3793	3982	4181	4390	4610
Police Captain	9456	9929	10425	10947	11494
Police Dispatch Supervisor	4248	4461	4684	4918	5164
Police Dispatcher	3586	3765	3954	4151	4359
Police Lieutenant	7844	8237	8649	9081	9535
Police Officer	5090	5345	5612	5892	6187
Police Officer Trainee	4848	--	--	--	--
Police Records Supervisor	4575	4804	5044	5296	5561
Police Records/Desk Officer (Modified Duty)	5090	5345	5612	5892	6187
Police Sergeant	6765	7103	7459	7831	8223
Police Services Specialist	2838	2980	3129	3286	3450
Project Manager	4657	4889	5134	5390	5660
Public Works Director (c)	--	--	10580	11109	11664
Public Works Inspector	4028	4229	4441	4663	4896
Public Works Superintendent	6543	6870	7214	7574	7953
Receptionist/Office Specialist	2675	2809	2950	3097	3252
Recreation Supervisor	3473	3647	3829	4021	4222
Redevelopment & Housing Associate	4748	4985	5234	5496	5771
Resource Analyst	4070	4273	4487	4711	4947
Secretary	2886	3030	3182	3341	3508
Secretary to the City Manager	3819	4010	4210	4421	4642
Senior Accountant	4541	4768	5006	5256	5519
Senior Building Inspector	4657	4889	5134	5390	5660
Senior Citizens Program Specialist	2859	3002	3152	3310	3475
Senior Code Enforcement Officer	4324	4540	4767	5006	5256
Senior Fire Inspector	4324	4540	4767	5006	5256
Senior Human Services Supervisor	4098	4303	4518	4744	4981
Senior Information Technology Specialist	4935	5182	5441	5713	5999
Senior Learning Coordinator	3473	3647	3829	4021	4222
Senior Recreation Supervisor	4098	4303	4518	4744	4981
Support Analyst	4036	4238	4450	4672	4906
Support Coordinator (Modified Duty)	5090	5345	5612	5892	6187
Systems Specialist	2859	3002	3152	3310	3475

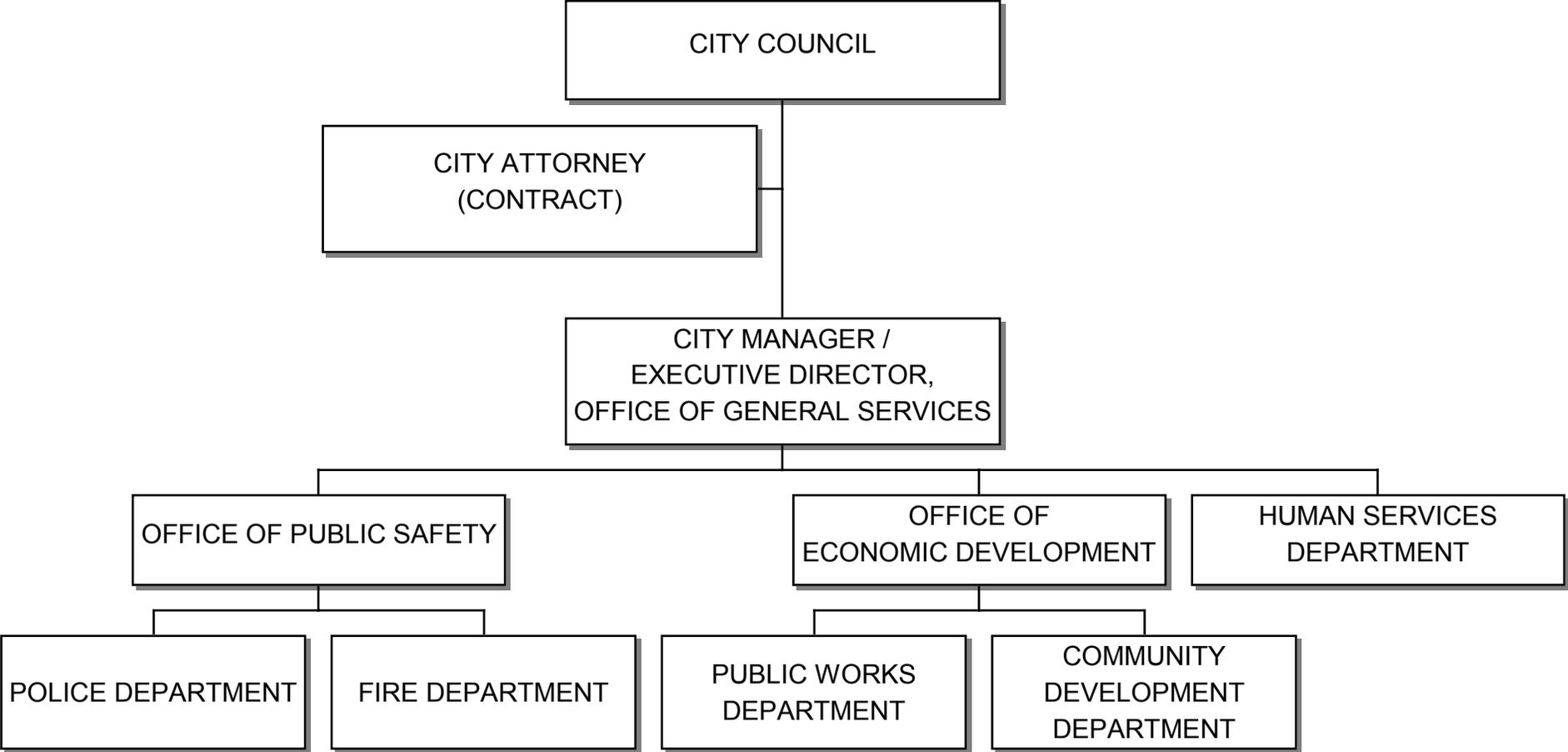
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL
CLASSIFICATION

NONMANAGEMENT LEVEL
CLASSIFICATION

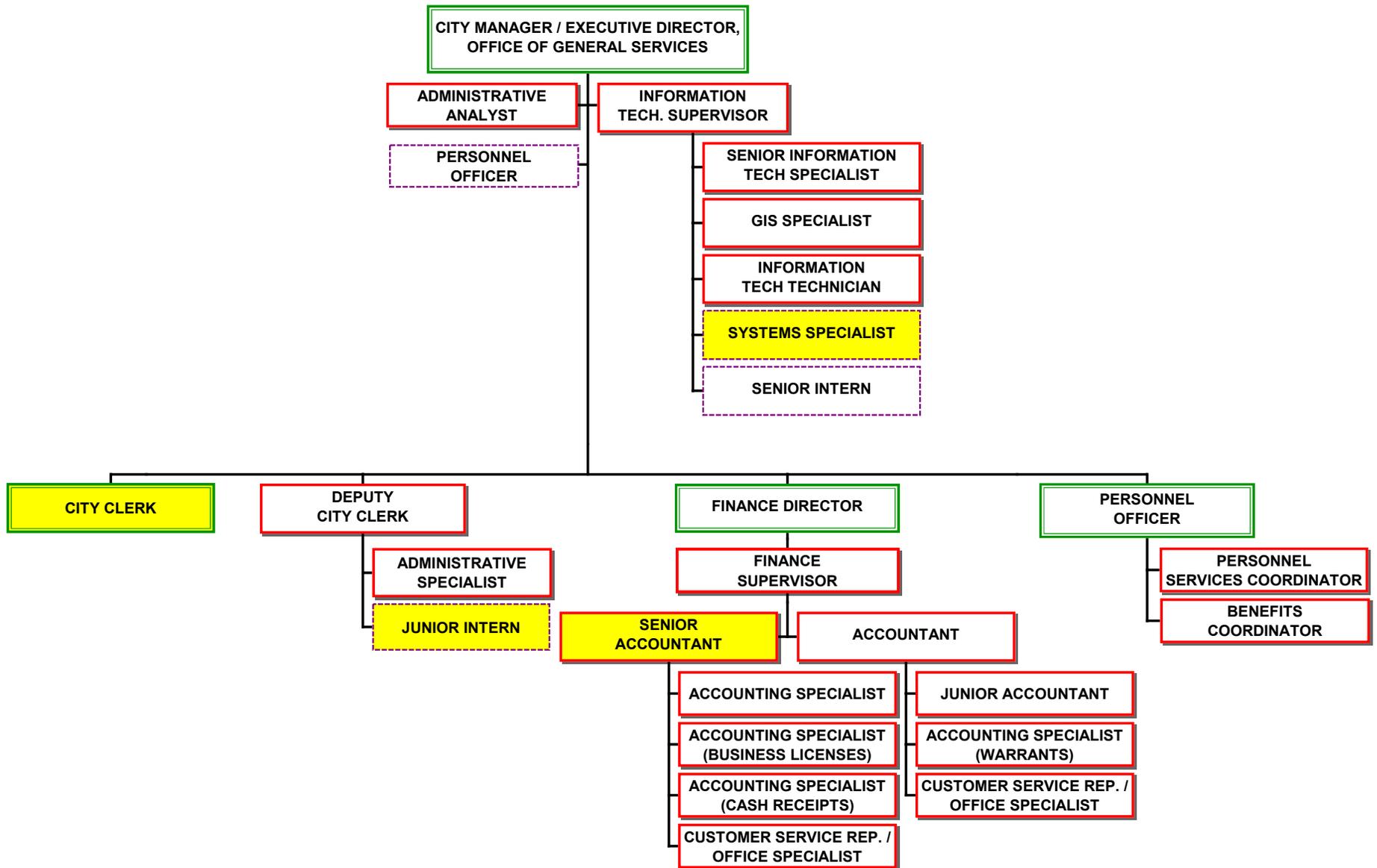
MANAGEMENT SAFETY
CLASSIFICATION

NONMANAGEMENT SAFETY
CLASSIFICATION

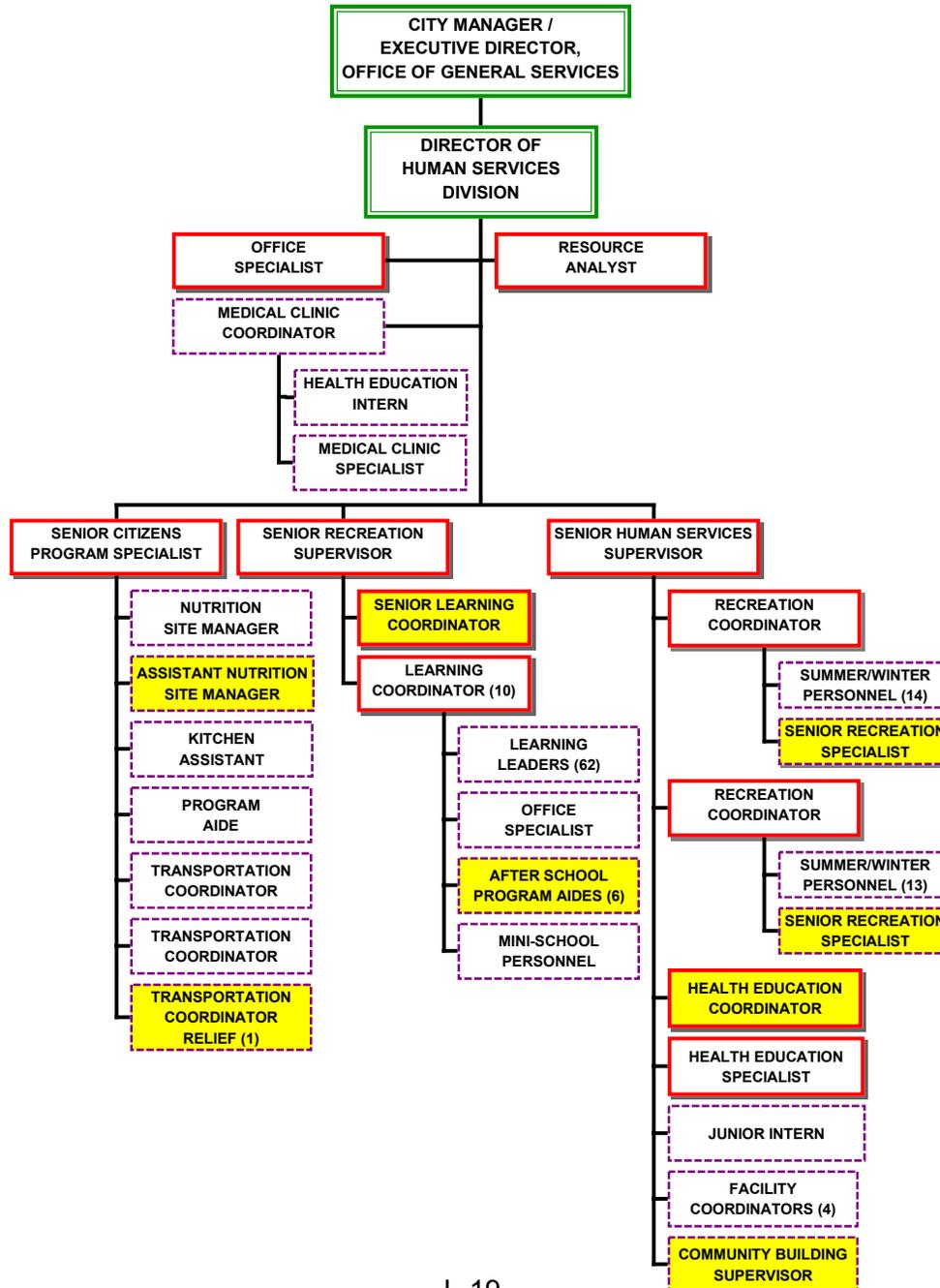
TEMPORARY/PART-TIME/
CONTRACT CLASSIFICATION

UNFUNDED POSITIONS

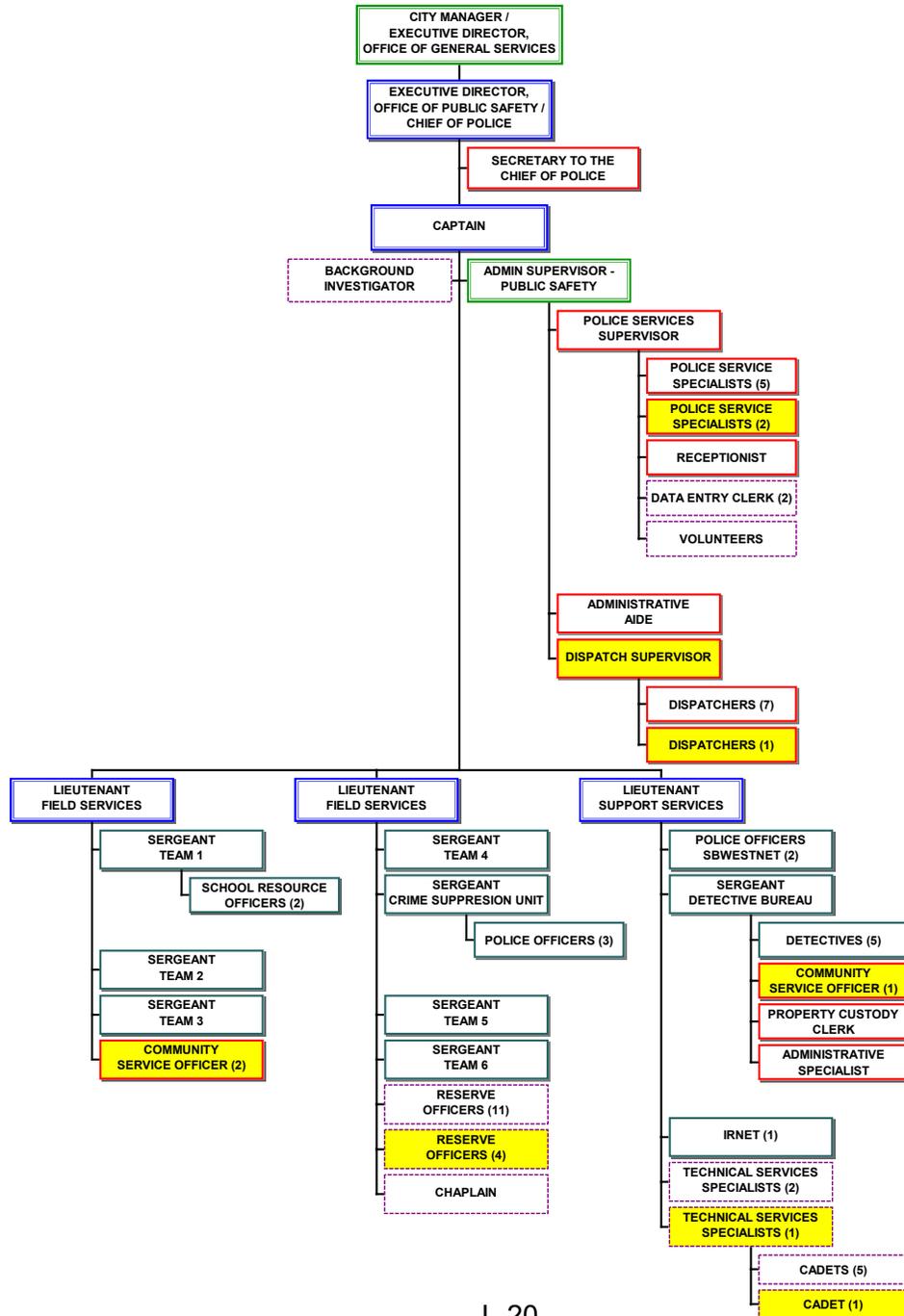
CITY MANAGER / ADMINISTRATIVE SERVICES DEPARTMENT



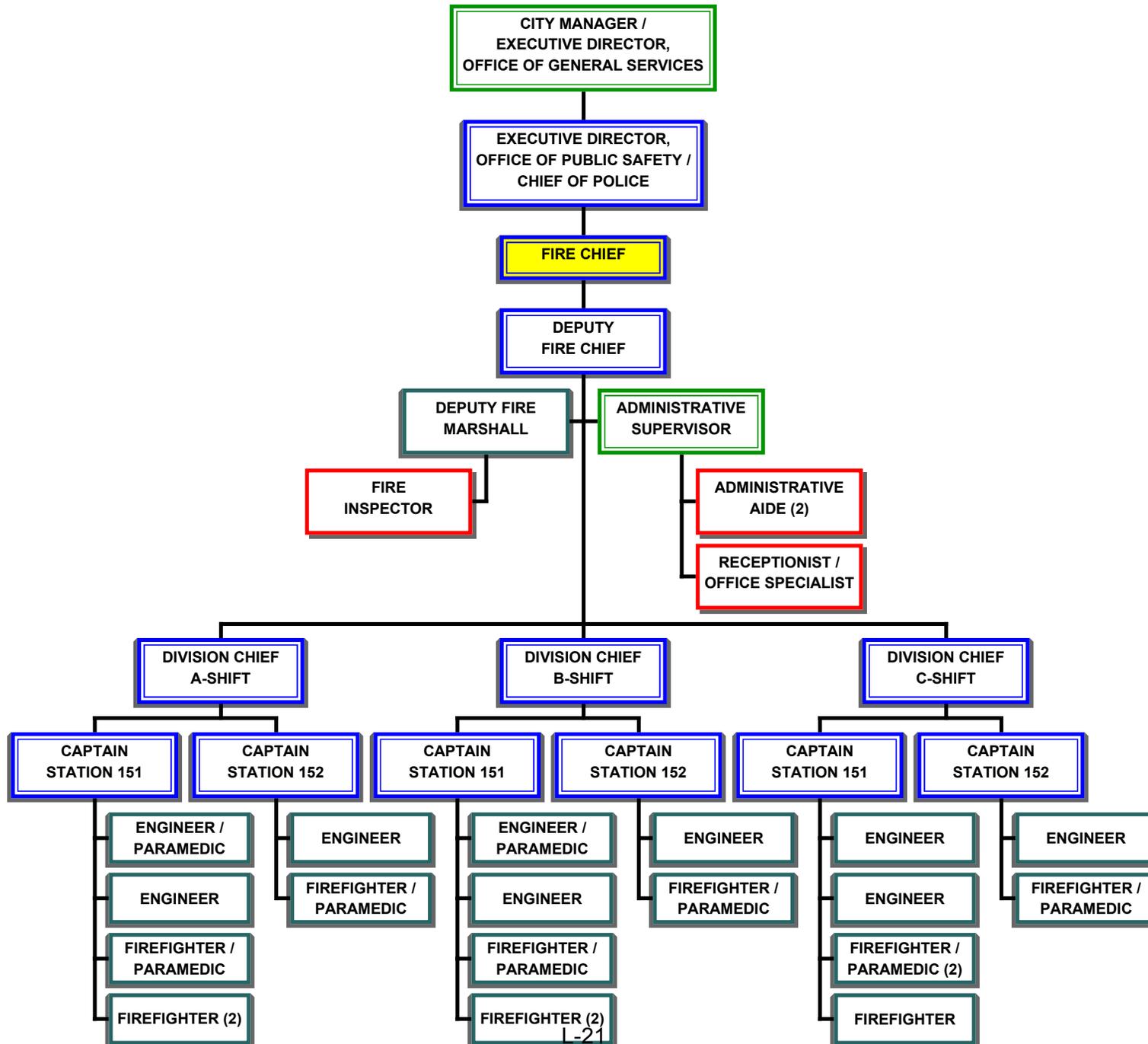
HUMAN SERVICES DIVISION



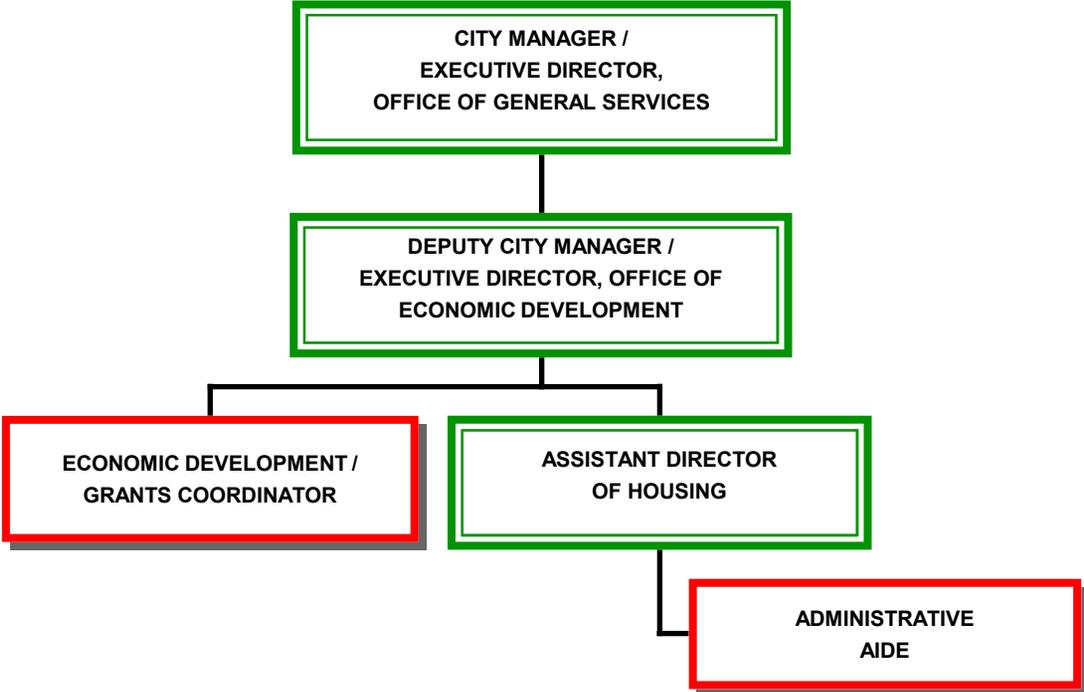
POLICE DEPARTMENT



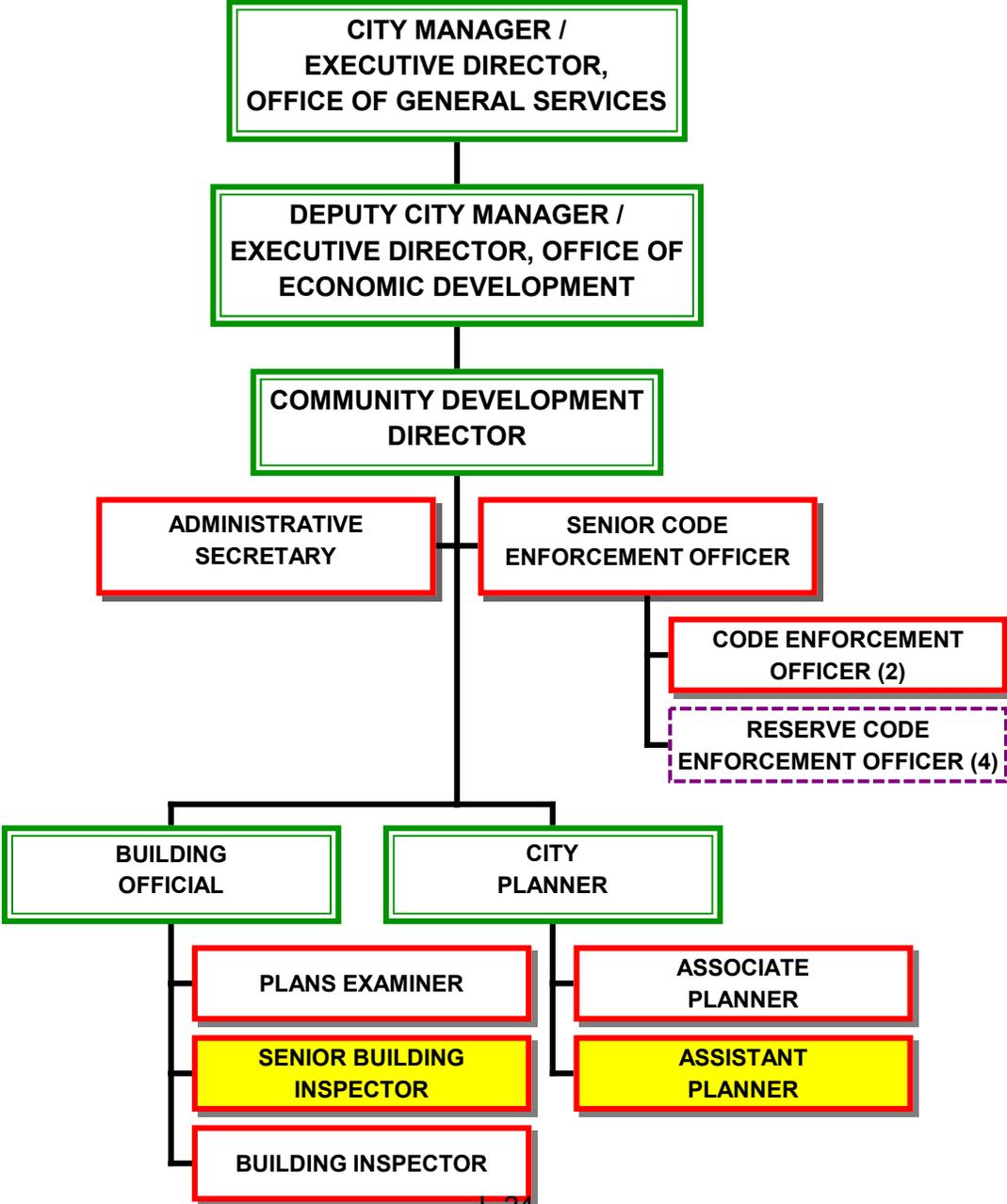
FIRE DEPARTMENT



OFFICE OF ECONOMIC DEVELOPMENT



COMMUNITY DEVELOPMENT DEPARTMENT



**City of Montclair
FY 2013-14 Adopted Budget
INDEX**

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