ADOPTED BUDGET

Fiscal Year 2014-15

City of Montclair

City of Montclair
California

Montclair City Council

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

City Manager
Edward C. Starr

City of Montclair
FY 2014-15 ADOPTED BUDGET
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June 4, 2014

Subject: **CITY MANAGER'S FISCAL YEAR 2014-15 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 2014-15 Preliminary Budget*.

Fiscal Year 2014-15 Preliminary Operating Budget:

- The proposed Fiscal Year 2014-15 Total Operating Appropriations, All Funds, is $34,705,382—a increase of $6,386 when compared to the Fiscal Year 2013-14 Total Operating Appropriations, All Funds, of $34,698,996.
    - ✓ The proposed Fiscal Year 2013-14 General Fund Operating Budget is $24,597,663 a decrease of $90,248 when compared to the Fiscal Year 2013-14 General Fund Operating Budget of $24,687,911.
        - In addition, the Fiscal Year 2014-15 Preliminary Budget recommends the following transfers:
            - A transfer in of $47,473 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 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 the General Operating Fund of $47,473 for its contribution to the After School Grant Program

- The Fiscal Year 2014–15 General Fund Operating Budget, as presented, requires no transfer out from the Undesignated General Fund Reserve into the General Operating Fund for general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations.

Fiscal Year 2014–15 Preliminary Estimated Revenue Budget:

- The proposed Fiscal Year 2014–15 Estimated Revenue Budget, All Funds, is $35,837,726—an increase of $837,086 above the Fiscal Year 2013–14 Estimated Revenue Budget, All Funds, of $35,000,640. The Fiscal Year 2014–15 Estimated Revenue Budget also incorporates $1,913,814 for debt service payment on the 2005 Issue of Lease Revenue Bonds.

  - ✓ The proposed Fiscal Year 2014–15 Estimated General Fund Revenue Budget is $25,026,950—an increase of $206,583 over the Fiscal Year 2013–14 Estimated General Fund Revenue Budget of $24,820,367.

  - ✓ Based on Fiscal Year 2014–15 General Fund Revenue Estimates of $25,026,950 and proposed General Fund Appropriations of $24,597,663, City staff anticipates producing a total revenue excess of $429,287. However, consistent with recent past years, retiree medical costs (Other Post–Employment Benefits or OPEBS) have been funded by reserves in the amount of $384,177. Therefore, the projected revenue excess is revised downward to a surplus of $45,110.

    The use of reserves for OPEBS impacts the City Council's present ability to increase the General Fund Operating Fund Reserve Balance to $5.5 million as of June 30, 2015. However, the City Manager proposes review and reconsideration of the General Fund Operating Fund Balance and General Fund Special Purposes Fund Balances at the February 2015 Midyear Budget Review. The City Manager anticipates adjustments to General Fund reserve balances may be possible at that time allowing the City Council to achieve a June 30, 2015 projected target of $5.5 million in the General Fund Operating Fund Reserve Balance.

Fiscal Year 2014–15 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 $1.9 million in transactions and use tax revenue to a Debt Service Fund—for Fiscal Year 2014–15, the proposed allocation is $1,913,814. This annual allocation is sufficient to service debt on the *2005 Issue of Lease Revenue Bonds*; furthermore, this annual allocation 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 2014–15, estimated transactions and use tax revenues are $1,971,672—an increase of $26,510 above the Fiscal Year 2013–14 transactions and use tax revised estimate of $1,945,162. Projected transactions and use tax revenues are adequate to meet the Fiscal Year 2014–15 incorporated payment of $1,913,814 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 $1,913,814 allocation for debt service from the transactions and use tax revenue estimate of $1,971,672, the projected surplus of $57,858 is incorporated into the Fiscal Year 2014–15 General Fund Revenue Estimate.

Annually allocating transactions and use tax revenue to the separate 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. 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.

Segregating transactions and use tax revenue for annual debt service should continue until the *2005 Issue of Lease Revenue Bonds* is repaid—the current year of maturity is 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.

During the April 24, 2014 Strategic Planning Session, the City Council considered refunding the *2005 Issue of Lease Revenue Bonds* to take advantage of lower bond rates and to provide resources for public works improvements.

Refinancing the 2005 Issue of Lease Revenue Bonds. Based on current coupon rates in the bond market, the Finance Director projects that refinancing the *2005 Issue of Lease Revenue Bonds* could reduce the annual payment on debt service by approximately $300,000. Alternatively, by applying the reduction in debt service and other monies toward annual debt service, the City Council could generate additional bonding capacity for capital improvement projects.

Bond revenue derived from refinancing the *2005 Issue of Lease Revenue Bonds* would be determined based on actual bond rates at the time of refinancing and the revenue stream committed for annual debt service. The City Manager will prepare for City Council consideration a separate action recommendation related to refinancing the 2005 Issue of Lease Revene Bonds. Initial projections suggest the City Council could achieve in excess of $17 million in new bonding capacity for facilities improvement.

General Fund Reserves:

City staff continues addressing a primary City Council objective: restoring the Undesignated General Fund Reserve to a healthy level—a minimum 25 percent of the General Fund Operating Budget. As of June 30, 2015, the General Fund's Operating Fund Reserve Balance estimate is projected to be $5,208,425—approximately 21.2 percent of the $24,597,663 in proposed Fiscal Year 2014-15 General Fund Operating Appropriations. In contrast, as indicated in **Table 1**, below, recent fiscal year Reserve Balance totals were as follows:

Table 1

General Fund's Operating Fund Reserve Balance
Fiscal Years 2010-11 thru 2013-14

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
2013-14	$ 5,018,635	$ 24,687,911	20.3%
2012-13	$ 4,439,979	$ 25,448,034	17.4%
2011-12	$ 3,442,188	$ 25,572,212	13.5%
2010-11	$ 3,283,004	$ 25,365,567	12.9%

During the Fiscal Year 2011-12 Preliminary Budget review process, the City Council established the following minimum threshold targets for the General Fund's Operating Fund Reserve Balance:

- $3.9 million by June 30, 2012
- $4.5 million by June 30, 2013
- $5.0 million by June 30, 2014
- $5.5 million by June 30, 2015
- $6.0 million by June 30, 2016

The June 30, 2014 General Fund's Operating Fund Reserve Balance estimate of $5,018,635 exceeds the City Council's General Fund Operating Fund Reserve Balance minimum threshold target of $5.0 million; however, the June 30, 2015 estimated balance of $5,208,425 is currently projected to be below the minimum threshold target of $5.5 million for June 30, 2015. As indicated above under the ***Fiscal Year 2014-15 Preliminary Estimated Revenue Budget*** discussion, reevaluation of the General Fund's Operating Fund Reserve Balance will be conducted at the February 2015 Midyear Budget Review. The City Manager anticipates an upward adjustment of the Reserve Balance at that time.

In the event the $5.5 million threshold is not achieved by June 30, 2015, during Fiscal Year 2015-2016, City staff will strive to achieve the June 30, 2015 target of $5.5 million and approach the June 30, 2016 target of $6.0 million. Thereafter, City staff

will strive to maintain a General Fund Operating Fund Reserve Balance estimate that represents no less than 25 percent of the General Fund Operating Budget.

Success in achieving or approaching minimum threshold targets for the General Fund's Operating Fund Reserve Balance is attributed to a number of factors, including 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 four 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 has been successfully achieved despite a slow economic recovery and the shift of personnel- and project-related costs of the former Montclair Redevelopment Agency and a portion of administrative costs of the Successor Redevelopment Agency to the City's General Fund.

   The process of reassigning Redevelopment Agency-related costs started in calendar year 2012 when adverse General Fund impacts were muted by personnel-related reductions—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 182 full-time funded positions for Fiscal Year 2013-14, including 178.25 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 .95 employees paid by the Montclair Successor Redevelopment Agency.

   For Fiscal Year 2014-15, the total number of full-time personnel is projected to decline from 182 to 175—primarily a result of staffing reductions related to command staff sharing and expansion of mutual aid between the cities of Montclair and Upland. The City Manager projects an annual General Fund savings of approximately $472,000 related to Fire Department personnel adjustments; however, as discussed in the following subsection "4", CalPERS pension costs are effectively consuming most of the surplus growth in the General Fund.

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).

Regrettably, the positive fiscal impact of this action has been erased by consecutive decisions of the CalPERS Board of Directors to substantially increase employer pension rates through a series of policy decisions. These policy decisions, including the following, are expected to dramatically and annually increase employer pension rates thru Fiscal Year 2019–2020:

- ✓ Lower annual estimates on CalPERS investment earnings/asset reallocation. In 2012, CalPERS lowered its actuarial rate for earnings on investments from 7.75 percent to 7.5 percent, stepped in over two years.
    - o Montclair's Fiscal Year 2013–14 employer rate impact related to lowering estimated returns is approximately $323,000.
    - o Montclair's Fiscal Year 2014–15 employer rate impact related to lowering estimated returns is estimated to be $326,000.

  CalPERS is again discussing lowering the actuarial rate on investment earnings, this time from 7.5 percent to 7.25 percent—a change that could add an estimated $650,000 to $700,000 annually to the City's CalPERS employer rate payment.

- ✓ Adjust actuarial tables to reflect extended life and younger age and higher earnings at retirement. CalPERS recently completed an actuarial study of annuitant mortality. The study determined that annuitants are living longer, retiring younger, and retiring with higher incomes. In Fiscal Year 2015–16, Montclair anticipates employer rate increases of up to 5 percent.

- ✓ Increase employer rates for those agencies with safety members assigned to CalPERS risk pools. As early as Fiscal Year 2014–15, CalPERS anticipates adjusting employer rates for those agencies assigned to risk pools for safety members—municipal agencies with fewer than 100 safety employees are automatically assigned to risk pools. CalPERS considered between two different alternatives, and ultimately selected Alternative Number Two which produces the highest rate increases for impacted agencies. Montclair's estimated rate increase will be 4.9 percent.

- ✓ Judicial decisions declaring CalPERS a creditor to agencies filing for bankruptcy. At the City of Stockton bankruptcy hearing in May 2014, a CalPERS representative advised the court that if a decision were made declaring CalPERS a creditor, the pension fund would merely pass costs on to other contracted agencies. As of this writing, no court decision has been made that assigns CalPERS to creditor status; however, any such decision would further increase the employer pension rate paid by CalPERS contract agencies.

- ✓ Eliminating unfunded pension liabilities over a thirty-year period. In 2013, CalPERS made the decision to adopt a "direct" smoothing policy that would determine rate increases needed to reach a public employee

pension funding level of 100 percent over a 30-year fixed amortization period. The pressure on CalPERS and other public employee pension funds to address massive underfunding of pension systems has grown over the last decade, particularly during the aftermath of extensive public pension fund losses stemming from the Great Recession. To achieve full-funding over the 30-year fixed amortization period, the required employer rate increase for contracted agencies would be phased in over a five-year period, starting in Fiscal Year 2015-16. Employer rates would only be reduced after full funding of pension plans are achieved; and would thereafter be maintained at specified rates intended to ensure funding stability. Cities have been warned, however, to expect "rate shock" as employer pension rates climb through Fiscal Year 2019-2020. For Montclair, the reality of rate shock stemming from CalPERS' "direct" smoothing policy is expected to average 5 percent annually.

CalPERS argues its ultimate goal is to make pension rates more predictable for employers, avoid future rate shock, allow time to adjust budgets, and encourage employers to think about risks that could change rates. However, the underlying concern is that many agencies may be unable to afford a doubling of their pension contributions—an action that will force either steep reductions in services or a new round of bankruptcy filings.

The City Manager anticipates that by Fiscal Year 2019-2020, Montclair's annual employer rate could be up to $8 million—double the City's current annual employer pension payment of approximately $4 million ($3.8 million for the employer pension rate and $220,000 for the employer paid portion of the employee rate). Currently, the total annual CalPERS pension contribution, including the employer and employee portions, is approximately $4.833 million.

Increases to the employer rate compound, expanding exponentially the burden of each prior increase; thus, it is reasonable to estimate the current and proposed CalPERS employer rate increases will impose significant fiscal burdens on municipal agencies contracting with CalPERS for pension benefit administration.

5. *Consolidation of funds and accounting corrections.* Finance Department staff consolidated and/or eliminated certain funds and transferred asset balances to the Undesignated General Fund Reserve. Additionally, Reimbursements owed to the Undesignated General Fund Reserve were completed, increasing Fund assets.

6. *Restriction on use of Undesignated General Fund Reserve assets.* Transfers out of the Undesignated General Fund Reserve have been restricted.

7. *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 2014-15.

8. *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 dollars that previously comprised the "property tax increment" are 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 an estimated $19,765,007 to other taxing entities, as indicated in **Table 2**, below and on the following page:

Table 2

Montclair Successor Agency
Property Tax Increment Redistribution—All Taxing Agencies

Total Distributions	
LMIHF[1] DDR[2]	$ 7,884,597
Other Funds DDR[2]	$ 7,876,440
Residual Allocations	$ 7,585,316
Subtotal Total To Tax Entities	$ 23,346,353
City of Montclair Distributions	
Montclair Share LMIHF[1] DDR[2]	$ 1,121,301
Montclair Share Other Funds DDR[2]	$ 1,120,140
Residual Allocations	$ 1,339,904
Subtotal Montclair	$ 3,581,345
DISTRIBUTIONS TO OTHER ENTITES	$19,765,008

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

[2]Due Diligence Review (DDR)

9. *Establishing an Economic Development Fund.* In 2013, the Montclair City Council authorized creation of the Economic Development Department and an Economic Development Fund, directing City staff to receive Montclair's distribution share of property tax increment revenue to fund economic development programs and fund operation of the 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 Montclair's Redevelopment Agency, and ensure a process that allows the City of Montclair to continue a viable program for economic development and public works projects in the Montclair community. The Economic Development Fund's estimated fund balance as of July 1, 2014 is $4,076,762 and projected revenue for Fiscal Year 2014–15 is $800,000.

   The Montclair Successor Redevelopment Agency retains approximately $14.2 million in bond reserves that belonged 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 City Council's vision in creating the Economic Development Fund will soon be borne out as Montclair moves forward on the following actions:

   - ✓ Gold Line Extension to Montclair. In March 2014, the City Council Committed to advance to the Gold Line Construction Authority the San Bernardino Associated Governments' (SANBAG) 6 percent share ($2.16 million) of the cost to complete advanced engineering and environmental consulting work for Phase 2B of the Gold Line Extension from Azusa to Montclair. The City Council also tentatively agreed to advance up to $850,000 for SANBAG's administrative oversight costs.

   - ✓ Montclair Plaza District Improvements/CIM Group Assistance. At the April 24, 2014, Strategic Planning Session, the City Council indicated its intent to use Economic Development Fund assets and bond funds to complete infrastructure improvements in the North Montclair Plaza District; the City Council also directed City staff to work with CIM Group, owners of Montclair Plaza, to facilitate redevelopment of the Montclair Plaza proper, such cooperation to potentially include financial assistance.

Each of the efforts described above enabled the City Council and City staff to achieve the following significant and positive results:

- ✓ Restore the General Fund's Operating Fund Reserve Balance to levels that meet and approach minimum threshold targets established by the City Council;

- ✓ Resolve funding issues related to the 2005 Issue of Lease Revenue Bonds;

- ✓ Eliminate negative fund balances;
- ✓ Allow the General Fund to absorb certain fiscal impacts stemming from loss of the Montclair Redevelopment Agency;
- ✓ Achieve surplus General Fund Revenues, vis-à-vis General Fund expenditures;
- ✓ Provide for alternative solutions for financing public facilities and infrastructure improvement projects following elimination of the Montclair Redevelopment Agency; and
- ✓ Minimize requirements to transfer General Fund Reserves to balance the Fiscal Year 2014-15 General Fund Revenue Estimate with the General Fund Operating Budget.

GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS

ECONOMIC DEVELOPMENT FUND

AVAILABLE GENERAL FUND OPERATING RESOURCES

GENERAL FUND RESERVES – SPECIAL PURPOSE FUNDS

Over the past decade, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Fund's Fund Equity into reserves for special purposes including 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 Reserves for special purposes. As the City moves beyond the Great Recession, efforts are being made to restore every fund and account within the General Fund Reserve to acceptable, healthy levels to meet future liabilities and long-term objectives. It is important to realize, however, that funds set-aside for special purposes are not a recurring revenue source and cannot, therefore, be used to meet annual operating obligations.

For Fiscal Year 2014-15, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is $5,853,974. Note, however, that though the following discussion provides a description of each Special Purpose reserve component maintained, individual balances are not provided. City staff has determined that a more accurate estimate of available funding for each Special Purpose component can be presented during the Midyear Budget Review process in

February 2015—at that time, actual audited fund balances will be available and City staff can more accurately determine reserve balances for Special Purpose Funds and Undesignated General Fund Reserves.

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

- *CalPERS and Employee Post Benefits Fund.* This Special Purpose fund is new to the Fiscal Year 2014-15 Budget and represents the consolidation of two pre-existing Special Purpose Funds, plus the setting aside of funds for unanticipated CalPERS pension-related costs: The *Post-Employment Leave Liability Special Purpose Fund* was used to fund the cash-out of certain earned leave balances when an employee separates from City service; and the *GASB 45 Retiree Medical Liabilities Special Purpose Fund* was used to comply with the Government and Accounting Standards Board's (GASB) Statement No. 45 mandate related to setting aside funds to cover the cost of retiree medical liabilities.

  The *Post-Employment Leave Liability* and *GASB 45 Retiree Medical Liabilities Special Purpose Funds* are now consolidated into a single Special Purpose Fund which also incorporates funds for unanticipated CalPERS employer rate increases. Further discussion of these funding requirements follows:

  - ✓ Post-Employment Leave Liability. Memoranda of Understanding and employee contract agreements provide for the cashing out of accrued vacation leave upon separation or retirement, and a specified percentage of accrued sick leave upon retirement. Setting aside funding for this purpose helps to address the growing number of retirements now experienced by the City's ageing employee population. Special purpose funding can reduce or eliminate any potential and undue financial burdens on the General Fund Operating Budget that may result from unusual attrition in current and future years.

  - ✓ GASB 45 Retiree-Medical Liabilities—Other Post-Employment Benefits (OPEBS). Government Accounting Standards Board Statement No. 45 (GASB 45) is a mandate requiring employers who have committed to paying for Other Post-Employment Benefits (retiree-medical costs) to acknowledge future OPEB liabilities. In Fiscal Year 2011-12, City staff completed an actuarial evaluation of GASB 45 Post-Employment Retirement Benefits to comply with the requirements of GASB Statement No. 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 30-year period from 2012 to 2042 are estimated to cost approximately $13 million. As in previous fiscal years, this reserve has been utilized to provide funding for current retiree medical costs.

  - ✓ Unanticipated CalPERS employer costs. As discussed earlier in this Budget Message, the City has been experiencing and anticipates significant increases to CalPERS' pension-related costs. City staff also

recognizes that recent actions/statements by CalPERS has put every contracted agency on notice that CalPERS would pass on additional, unanticipated costs in order to maintain the solvency of the pension fund and the pensions for individual annuitants, including annuitants of cities filing for bankruptcy. These unanticipated adjustments could impose significant, new increases to the City's employer rate for pensions, requiring the infusion of unbudgeted funds to cover costs. The purpose of this fund is not to maintain CalPERS pension-related costs, including known increases, annually incorporated into the City Budget.

- *Technology Fund.* This Special Purpose Fund is used to fund unanticipated and planned major technology upgrades.

- *Equipment Replacement Fund.* This Special Purpose Fund is utilized for the purchase of major equipment/rolling stock. As resources are available, 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.

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

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

- *Unanticipated Personnel Adjustment Fund.* This Special Purpose Fund is used to address unanticipated personnel-related cost adjustments, other than unanticipated CalPERS employee rate increases discussed above.

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

Total current estimated General Fund Reserve Special Purpose Funds: **$5,853,974.**

ECONOMIC DEVELOPMENT FUND

- *Economic Development Fund.* **Incorporated in the Fiscal Year 2014-15 Preliminary Budget is $4,535,536 of the estimated fund balance for economic development.**

  The *Economic Development Fund* was established in Fiscal Year 2012-13, and is funded by the City's share of redistributed property tax—property tax increment that previously flowed to the former Montclair Redevelopment Agency. The Economic Development fund is used to promote economic development, fund the Economic Development Department, and serve as a viable revenue stream for debt service on City of Montclair economic development bonding.

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

Table 3, on the following page, summarizes available development resources including potential resources applicable to refunding the 2005 Lease Revenue Bonds and utilizing a portion of future Economic Development revenues.

Table 3

Available Development Resources

Source	Estimated Fund Balance as of June 30, 2015
Economic Development Fund	$ 4,535,536
Successor Agency Bond Proceeds	14,160,144
Potential Available Bond Proceeds (Refund 2005 Issue of Lease Revenue Bonds)	17,619,658
Total Available For Development	**$ 36,315,338**

AVAILABLE GENERAL FUND OPERATING RESOURCES

- Available General Fund Operating Fund Reserve Balance. **Incorporated in the Fiscal Year 2014-15 Preliminary Budget is $5,208,425 in the General Operating Fund Reserve Fund.**

ESTIMATED REVENUE BUDGET

The proposed Fiscal Year 2014-15 General Fund Estimated Revenue Budget is $25,026,950—the revised Fiscal Year 2013-14 General Fund Estimated Revenue Budget is $24,820,367.

Fiscal Year 2014-15 Total Estimated Revenues, All Funds, is $35,837,726—the Fiscal Year 2013-14 revised Total Estimated Revenues, All Funds, is $35,000,640. The difference of $837,086 between budget years is attributed to the following significant adjustments:

General Fund

- $114,675 increase in sales, property, business license and transactions and use taxes.
- $123,964 increase in charges for services—primarily due to increases in General Sanitation (Refuse) fees.

- $26,488 decrease in intergovernmental revenue—to bring estimates closer to actual collections.
- $44,192 decrease in fines and forfeitures—to bring estimates closer to actual collections.
- $54,497 decrease in Miscellaneous Revenue—related to Montclair Successor Agency reimbursement to the City for administrative expenses.

All Other Fund Accounts

- $187,000 increase in the Gas Tax Fund—estimate based on annualizing current revenue trends.
- $49,000 increase in Traffic Safety Fund—increases annualized for parking and other vehicle code fines.
- $100,000 decrease in Community Development Block Grant Fund—to bring estimates closer to actual collections.
- $22,000 decrease in E.M.S. Paramedic Fund—decrease in subscriptions and other reimbursements applicable to the program.
- $47,990 decrease in various Human Services grant funds—due to reductions in grant funding amounts.
- $468,500 increase in Sewer Maintenance Fund—due to increased water flows and recent Proposition 218 compliant rate increases to cover waste collection and processing charges.
- $220,000 increase in Sewer Expansion Fund—recognizes that portion of sewer fees collected for expansion of the sewer system, and not previously budgeted.

OPERATING APPROPRIATIONS

- Total proposed Operating Appropriations, All Funds, for Fiscal Year 2014–15, is $34,705,382.
- Proposed General Fund Operating Appropriations for Fiscal Year 2014–15 is $24,597,663 plus transfers out of $47,473 from other funds, for Total Uses of $24,645,136.

Restrictions to Fiscal Year 2014–15 Appropriations Requests. In developing the *Fiscal Year 2014–15 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:

- Fiscal caution stemming from the following:
  - ✓ The region's slow economic recovery from the Great Recession—sales tax revenues remain significantly below pre-Great Recession levels
  - ✓ Property tax declines related to collapse of the housing/mortgage market—property tax revenues remain significantly below pre-housing market collapse levels
  - ✓ Minimal economic development in the community—until the North Montclair Plaza District moves forward, City staff anticipates only modest economic development
  - ✓ Weak consumer confidence—consumer confidence remains cautionary
- Expansion of retail competition in neighboring communities.
- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds to help reduce the state's past, 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 2014-15 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
- Control capital outlay requests.

Reductions to Fiscal Year 2014-15 Department Requests

Department submitted appropriation requests for Fiscal Year 2014-15 totaled:

- Operating Appropriations, All Funds: $35,697,022
- General Fund: $27,352,611

After review of submitted Fiscal Year 2014-15 Department appropriation requests, the City Manager produced the following appropriations reductions:

- Operating Appropriations, All Funds: $34,705,382—a reduction of $991,640
- General Fund: $24,597,663—a reduction of $2,754,948

Personnel Services

The City's proposed Operating Budget includes funding for a total of 175 full-time positions, including the following:

- 171.25 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
- 0.95 full-time employees paid by the Montclair Successor Redevelopment Agency.

The Fiscal Year 2014-15 Preliminary Budget includes the following appropriations for Personnel Services:

- *All Funds.* The *Fiscal Year 2014-15 Preliminary Budget* includes $20,780,767 for Total Personnel Services, All Funds. Based on 175 full-time positions, Personnel Services represents approximately 60.1 percent of the Fiscal Year 2014-15 Preliminary Budget, Total Operating Appropriations ($34,705,382).
- *General Fund.* The *Fiscal Year 2014-15 Preliminary Budget* includes $17,446,889 for Personnel Services, General Fund appropriations. Based on 171.25 full-time General Fund positions, Personnel Services represents approximately 70.9 percent of the Fiscal Year 2014-15 Preliminary Budget, General Fund Operating Appropriations ($24,597,663).

Since Fiscal Year 2007-08, the City has realized a significant decline in personnel—dropping from a high of 231 full-time employees to 175 full-time employees in the *Fiscal Year 2014-15 Preliminary Budget*. The reduction in employees stems from a number of coping actions related to dissolution of community redevelopment agencies, the Great Recession, and consolidation of Fire Department-related services with the City of Upland.

Current and past Personnel-related reduction actions include voluntary attrition; hiring freeze (except for positions deemed essential for operations); involuntary reductions in force; contracting services; merging designated services with other agencies; and defunding vacant positions. Estimated personnel-related savings associated with the Great Recession and loss of the Montclair Redevelopment Agency total approximately $4 million annually; however, CalPERS employer rate increases over the past two years reduced total personnel savings by approximately $650,000, and future CalPERS

employer pension rate increases will, by 2020, effectively nullify the impact of all personnel-related savings achieved since the onset of the Great Recession.

The Fiscal Year 2014-15 Preliminary Budget includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 4** on the following pages:

Table 4

Fiscal Year 2014-15
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
City Council	$ 124,837	$ 163,816	$ -	$ 288,653
City Manager	186,651	99,250	-	285,901
Administrative Services Department				
Administration	175,149	36,880	-	212,029
Finance	658,298	129,350	-	787,648
Solid Waste	75,011	2,210,006	-	2,285,017
City Clerk	99,928	32,600	-	132,528
Personnel	312,852	107,400	-	420,252
Information Technology	435,266	206,610	136,700	778,576
Central Services	15,825	333,647	11,890	361,362
Total	1,772,329	3,056,493	148,590	4,977,412
Human Services				
Recreation	689,045	217,285	3,500	909,830
Clinic	70,621	97,861	-	168,482
Senior Citizens	115,456	6,125	-	121,581
Nutritional Meals	52,210	76,634	-	128,844
Health Education	62,223	29,500	-	91,723
Family Education	29,912	58,097	-	88,009
After School Program	1,370,499	75,857	-	1,446,356
Total	2,389,966	561,359	3,500	2,954,825
Police Department				
Administration	214,714	178,553	-	393,267
Support	604,358	9,891	-	614,249
Technical Services	130,384	138,010	-	268,394
Records	550,781	11,350	8,300	570,431
Investigations	1,275,347	69,952	-	1,345,299
Uniform Patrol	4,918,152	422,201	79,075	5,419,428
Communications	601,244	4,825	-	606,069
Volunteer Services	99,200	5,100	-	104,300
Total	$ 8,394,180	$ 839,882	$ 87,375	$ 9,321,437

Table 4 (Continued)

Fiscal Year 2014-15
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
Fire Department				
Administration	242,875	154,450	-	397,325
Fire Prevention	130,857	6,750	-	137,607
Emergency Services	2,833,441	311,728	63,439	3,208,608
Personnel Development	-	20,600	-	20,600
Equipment Maintenance	-	-	-	-
Buildings/Grounds	-	10,000	-	10,000
Emergency Preparation	34,193	2,940	-	37,133
EMS-Paramedics	255,883	39,525	-	295,408
Total	3,497,249	545,993	63,439	4,106,681
Public Works				
Engineering				
Management	279,119	143,739	-	422,858
Inspection	127,271	-	-	127,271
Traffic Safety	9,698	144,750	-	154,448
Subtotal	416,088	288,489	-	704,577
Street Maintenance				
Graffiti	143,381	21,848	15,000	180,229
Street Maintenance	228,543	60,425	-	288,968
Signing/Painting	80,835	37,600	78,000	196,435
Street Sweeping	152,964	10,300	-	163,264
Subtotal	605,723	130,173	93,000	828,896
Park Maintenance				
Park Maintenance	399,238	461,202	-	860,440
Tree Maintenance	14,351	95,650	-	110,001
Subtotal	413,589	556,852	-	970,441
Vehicle Maintenance	133,127	276,700	-	409,827
Sewer Maintenance	564,833	2,284,475	-	2,849,308
Building Maintenance				
Building Maintenance	95,430	147,050	32,500	274,980
Heating & A/C	77,462	20,700	-	98,162
Janitorial	25,038	191,900	-	216,938
Subtotal	197,930	359,650	32,500	590,080
Total	$ 2,331,290	$ 3,896,339	$ 125,500	$ 6,353,129

Table 4 (Continued)

Fiscal Year 2014-15
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
Community Development				
Planning Commission	16,150	-	-	16,150
Administration	196,379	32,790	-	229,169
Current Planning	253,635	1,250	-	254,885
Advance Planning	57,974	5,225	-	63,199
Field Inspection	107,584	2,250	-	109,834
Plan Check	69,129	25,300	-	94,429
Operations	138,699	300	-	138,999
Code Enforcement	288,528	2,450	-	290,978
Total	1,128,078	69,565	-	1,197,643
Economic Development				
Administration	188,226	161,000	-	349,226
City Attorney	29,844	313,000	-	342,844
Citywide Department	738,117	1,875,700	-	2,613,817
Total for City	$ 20,780,767	$ 11,582,397	$ 428,404	$ 32,791,568

The Fiscal Year 2014-15 Preliminary Budget incorporates the following Capital Outlay Budget requests, by Department:

- **Administrative Services Department. $148,590**, including:
  - $4,800 for LCD Monitors
  - $22,500 for desktop computers
  - $2,500 for server room uninterrupted power supply
  - $8,500 for Mitel PBX controller software upgrade and support
  - $3,200 for replacement of router services for mobile vehicle recorders applicable to police vehicles
  - $10,000 for network switch replacements which direct data between network devices
  - $2,000 for smart card authentication system to comply with Department of Justice mandate
  - $64,000 for 20 police unit's mobile data computer replacements
  - $3,200 for docking stations for mobile data computers on 4 police vehicles that require such
  - $16,000 for 5 fire unit's mobile data computer replacements
  - $11,890 for folder/inserter to replace existing envelope-inserting machine.

- **Human Services Department. $3,500,** including:

  - $2,000 for replacement of 8 tables
  - $1,500 for replacement of 3 athletic safety mats for use in youth and sports programming.

- **Police Department. $87,375,** including:

  - $8,300 for replacement of black-and-white photocopy machine
  - $31,500 for administrative vehicle to replace 2005 vehicle
  - $34,700 for patrol vehicle to replace 2005 vehicle
  - $12,875 to install emergency equipment on new vehicles acquired

- **Fire Department. $63,439,** including:

  - $59,269 for 18 self contained breathing apparatus and 1 fill station
  - $4,170 for 6 multi-purpose device for over-the-side and low-angle technical rescues

- **Public Works Department. $125,500**, including:

  - $15,000 for one Hydro Tek pressure washer to replace existing broken unit
  - $78,000 for a sign truck with aerial boom to replace an existing 1999 utility truck and to provide capabilities to assist with overhead signs, holiday decorations and banners
  - $32,500 for one ¾-ton pickup truck to replace existing vehicle which has major mechanical problems

- **Community Development Department. No Capital Outlay Requests**

- **Economic Development Department. No Capital Outlay Requests**

- **City Attorney. No Capital Outlay Requests**

- **Citywide. No Capital Outlay Requests**

CONCLUSION

As presented to the City Council for consideration, the *Fiscal Year 2014-15 Preliminary Budget* is a successful compromise budget utilizing a number of funds to achieve balance. Growth in General Fund revenues has been positive but slow, requiring a concerted effort to maintain services, programs, and personnel through a coordinated use of fiscal assets.

The *Fiscal Year 2014-15 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 2014-15 Preliminary Budget* does not require a transfer of funds from the General Fund Reserves to achieve balance between the General Fund Operating Budget and Available General Fund Revenue Budget. However, as with the Fiscal Year 2013-14 Budget, non-operating retiree medical costs of $384,177 are being paid from the *CalPERS and Employee Post Benefits Special Purpose Fund*. As to the available General Fund Operations Reserve Balance, City staff has achieved raising the balance to $5,208,425, representing approximately 21.2 percent of the Fiscal Year 2014-15 General Fund Operating Appropriations Budget.

The *Fiscal Year 2014-15 Preliminary Budget* continues a number of revenue enhancement measures. Coupled with minor but consistent improvements within other economic sectors, Fiscal Year 2014-15 should continue the promise of a brighter economic future for the Montclair community. However, CalPERS increases to the City's employer pension rate loom like a dark cloud over the horizon, testing the City's ability to grow its reserves, expand services, and maintain fiscal equilibrium. The promise of rising employer pension rates will require continued diligence in monitoring the City's fiscal profile to ensure financial stability is maintained.

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 2014-15 Preliminary Budget,* as presented is fair, reasonable, balanced, coherent, and effective. The Montclair City Council and City staff strived over recent years to find an equilibrium that addresses public, organizational, and employee needs. The *Fiscal Year 2014-15 Preliminary Budget* meets these objectives.

City staff notes with pride in its fiscal responsibility that 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 and discipline. In the course of the current and last four budget cycles, the controlled expenditure of revenues served the City well in weathering the Great Recession; and that same vigilance should equip Montclair to handle future fiscal challenges.

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, coupled with creative resolution to the City's fiscal challenges, 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 for infrastructure and development-related projects. 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; progress has, however, been slow. Furthermore, increasing CalPERS pension costs are seriously eroding the product of past efforts to produce fiscal savings and are presently requiring the commitment of revenue growth to meet obligations.

The economic story of the day continues recommending steady, consistent, and stable fiscal practices. 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.

For Montclair, loss of the former Montclair Redevelopment Agency denied the City approximately $12 million in annual property tax increment, plus growth. This loss has seriously eroded our ability to achieve facilities and infrastructure improvement, support economic development, and encourage construction of low- and moderate-income housing.

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. As we go forward, this commitment to economic development will manifest itself within the North Montclair Plaza District, including the City's commitment to assist CIM Group in redevelopment of the Montclair Plaza proper, roadway improvements in and around Montclair Plaza, and extension of Phase 2B of the Gold Line from Azusa to Montclair.

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 continue to provide Montclair with the fiscal capacity to weather the loss of redevelopment and the lingering effects of a recession that appears to have produced a stagnant economic recovery.

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 2014–15 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:DLP: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 Angelos (Los Angeles). Sections of this route were used for trade, emigration and the transportation of mules, horses, and Native American Indian slaves. The *Trail's* heyday was between

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Montclair
Demographic Profile 2014

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 $88,505.

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

The City of Montclair is a full-service City with a 73 full-time Police Department staff and a 30.5 full-time Fire Department staff. The 26.03 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 20 full-time Human Services Division staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.

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

Youth Center

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

The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation 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			
2013 Population & Income	**3-MILE Trade Area**	**5-MILE Trade Area**	**10-MILE Trade Area**
Population	180,347	459,817	948,688
Households	54,317	133,454	285,105
Families	39,763	101,822	221,267
Average Household Size	3.21	3.38	3.25
Median Age	31.9	32.1	34.1
Average Household Income	$71,164	$73,995	$88,505
Median Household Income	$53,322	$54,677	$69,017
Per Capital Income	$22,092	$21,909	$27,155
Median Net Worth	$51,457	$58,864	$110,543
Average Net Worth	$419,792	$469,107	$655,996
Households > $75,000	34.2%	35.8%	46.8%
Average Disposable Income	$55,843	$57,654	$67,440
Median Disposable Income	$44,683	$45,871	$55,235
Owner Occupied Housing Units	47.8% (57,730)	51.7% (141,596)	59.7% (300,720)
Renter Occupied Housing Units	46.3%	42.6%	35.1%
Consumer Spending (Spending Potential Index) National Average 100	100	104	124
2013 Workforce	**3 Mile**	**5 Mile**	**10 Mile**
Some College 25+ Population	22.9% (109,152)	21.6% (279,617)	23.4% (601,267)
With Degrees 25+	30%	27.9%	35.4%
Employment Totals 16+	75,948	192,775	424,600
White Collar 16+	53.1%	52.6%	60.8%
Blue Collar 16+	25.8%	27.3%	21.4%
Service 16+	21.1%	20.1%	17.8%
Race & Ethnicity	**3 Mile**	**5 Mile**	**10 Mile**
White	56.4%	55.2%	55.6%
Black	6.4%	5.7%	6.1%
Asian & Pacific Islander	7.7%	7.3%	12.7%
Hispanic Origin (any race)	58.6%	61.5%	50.1%
Other	28.5%	30.8%	24.7%

Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles

Higher Education Institutions within 25 Miles	
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario	CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont

CITY OF MONTCLAIR
"GATEWAY TO SAN BERNARDINO COUNTY"

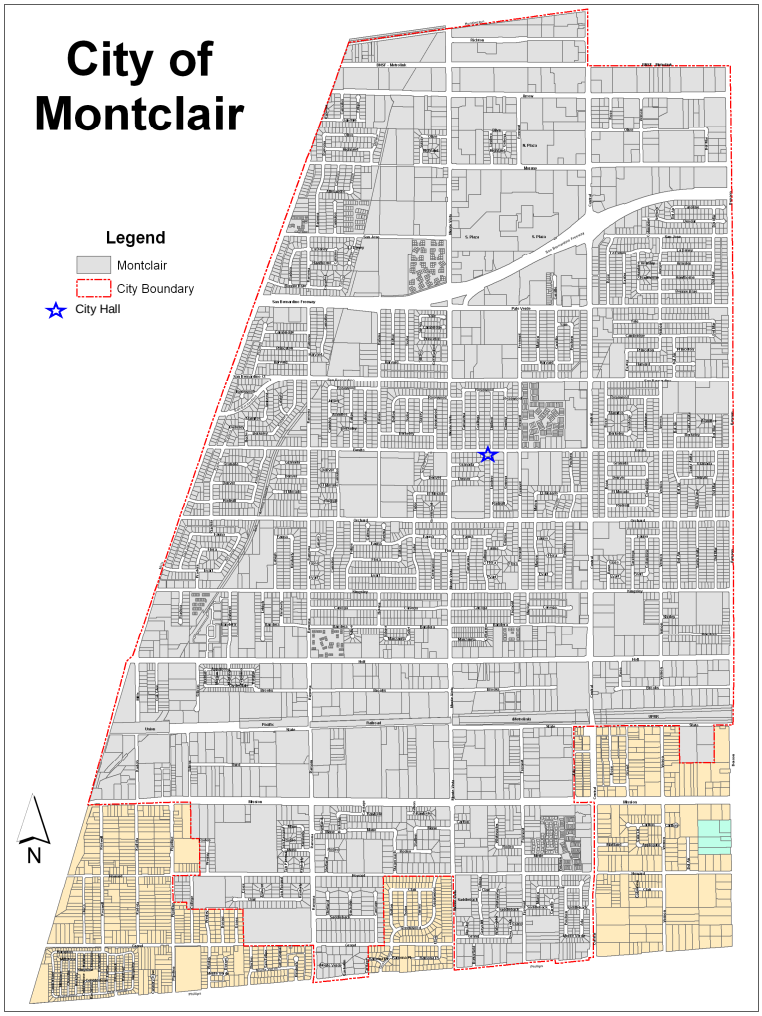
City Hall
5111 Benito Street
Montclair, CA 91763

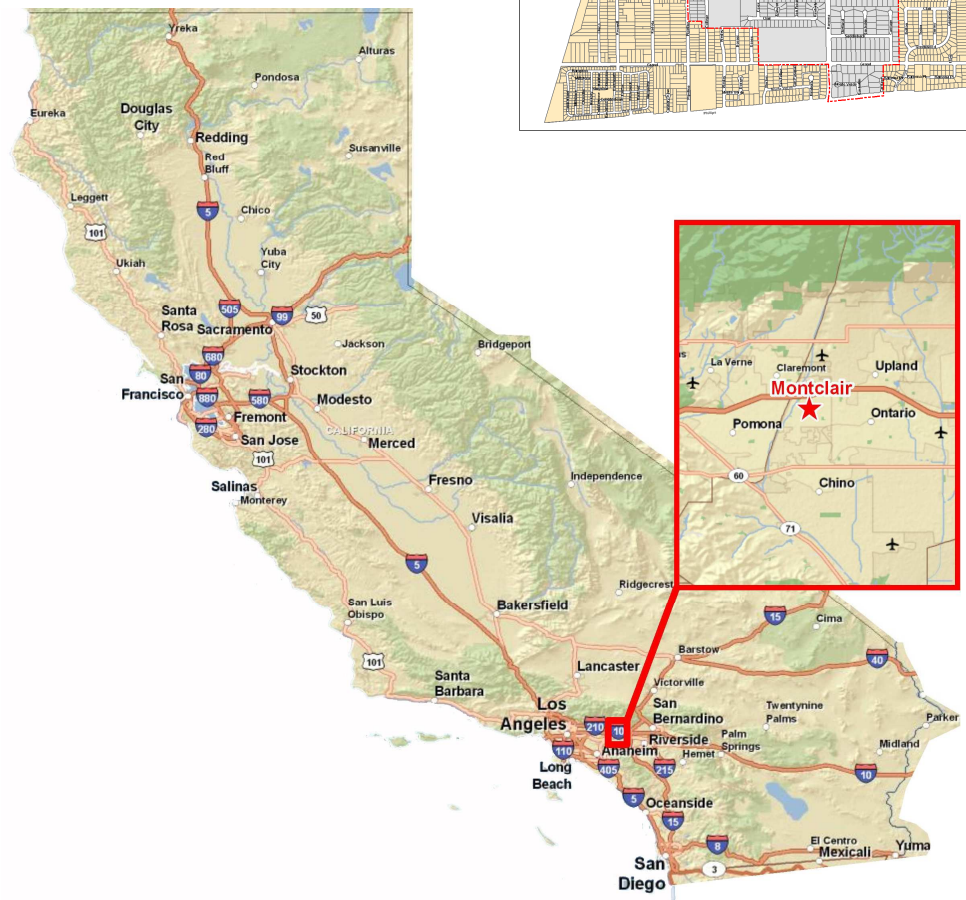
(909) 626-8571

www.cityofmontclair.org

Population: 37,311

Area: 5.54 square miles





MONTCLAIR

Budget Development Timeline
Fiscal Year 2014-15

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 11, 2014	Mid-year Budget Review
March 12, 2014	Distribution of budget packets to all departments
April 10, 2014	Departmental-operating budget requests are due
April 29, 2014 - May 7, 2014	Management departmental budget sessions
May 19, 2014	Complete changes to departmental budgets
June 11, 2014	Budget review by City Council
June 16, 2014	City Council adopts budget by resolution

Budget Summaries

CITY OF MONTCLAIR
COMBINED SOURCES & USES STATEMENT
FISCAL YEAR 2014-15

		SOURCES				USES			
		Estimated Fund Balance/ Retained Earnings July 1, 2014	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Estimated Fund Balance/ Retained Earnings June 30, 2015
1001	**General Operating Fund**	4,685,611 **(1)**	25,026,950	141,000	29,853,561	24,597,663	47,473	24,645,136	5,208,425 **(2)**
	Special Revenue Funds								
1102	Gas Tax Fund	627,302	1,063,000	-	1,690,302	1,330,474	6,000	1,336,474	353,828
1104	Measure I Fund	523,802	546,619	-	1,070,421	-	-	-	1,070,421
1110	Traffic Safety Fund	73,726	184,000	-	257,726	-	135,000	135,000	122,726
1112	Disability Access Fee	1,627	1,600	-	3,227	-	-	-	3,227
1131	Park Development Fund	409,350	52,300	-	461,650	15,000	-	15,000	446,650
1132	CDBG Fund	-	200,000	-	200,000	43,686	-	43,686	156,314
1135	Air Quality Improvement Fund	114,757	44,000	-	158,757	26,000	-	26,000	132,757
1138	Senior Nutrition Fund	-	125,204	-	125,204	110,056	-	110,056	15,148
1140	Asset Forfeiture Fund- State	36,978	10,000	-	46,978	-	-	-	46,978
1141	Prop 30/SB 109 Fund	70,313	38,000	-	108,313	70,000	-	70,000	38,313
1143	Public Safety Fund	78,963	300,000	-	378,963	363,618	-	363,618	15,345
1144	Federal Asset Forfeiture Fund- DOJ	83,316	60,000	-	143,316	1,000	-	1,000	142,316
1146	State Asset Forfeiture 15% Setaside Fund	43,755	1,500	-	45,255	-	-	-	45,255
1147	Federal Asset Forfeit. Fund- Treasury	863	-	-	863	-	-	-	863
1148	School District Grant Fund	32,000	64,000	-	96,000	64,000	-	64,000	32,000
1149	State Supp. Local Law Enforce. Fund	43,267	100,000	-	143,267	75,000	-	75,000	68,267
1150	Local Law Enforcement Block Grant	122	13,692	-	13,814	-	-	-	13,814
1151	Crime Prevention Fund	8,401	600	-	9,001	-	-	-	9,001
1152	Recycling Block Grant Fund	33,117	20,120	-	53,237	5,000	-	5,000	48,237
1160	Afterschool Program (ASES) Fund	-	1,155,903	47,473	1,203,376	1,203,376	-	1,203,376	-
1162	First 5 Fund	-	150,990	-	150,990	150,232	-	150,232	758
1163	Fire Department Grant Funds	-	6,454	-	6,454	-	-	-	6,454
1164	OMSD Immunization Grant	47,397	70,000	-	117,397	70,006	-	70,006	47,391
1165	Mt Baldy United Way	9,969	17,500	-	27,469	17,500	-	17,500	9,969
1166	Kaiser Permanente Grant	24,050	25,000	-	49,050	34,875	-	34,875	14,175
1167	Resource Center Grant - OMSD	-	3,000	-	3,000	3,000	-	3,000	-
1168	Title IIIB Sr Support Services	4,309	6,920	-	11,229	6,920	-	6,920	4,309
1169	Community Foundation Grant	5,448	-	-	5,448	-	-	-	5,448
1171	ASES Supplemental Grant	-	147,390	-	147,390	147,390	-	147,390	-
1172	Hope Through Housing Grant	-	34,670	-	34,670	34,670	-	34,670	-
1180	EMS- Paramedic Fund	(220,348)	93,000	-	(127,348)	295,408	-	295,408	(422,756)
1704	Sewer Expansion Fee Fund	42,068	30,000	-	72,068	-	-	-	72,068
1740	Developer Impact Fees - Local	242,572	15,000	-	257,572	-	-	-	257,572
1741	Developer Impact Fees - Regional	1,264,375	30,000	-	1,294,375	-	-	-	1,294,375
1742	Burrtec Pavement Impact Fees	109,967	50,000	-	159,967	-	-	-	159,967
1744	Utility Undergrounding In Lieu	46,883	50,000	-	96,883	-	-	-	96,883
1745	General Plan Update Fees	10,900	5,000	-	15,900	-	-	-	15,900
1758	Youth Sponsorship Fund	100,497	-	-	100,497	-	-	-	100,497
	Total	3,869,746	4,715,462	47,473	8,632,681	4,067,211	141,000	4,208,211	4,424,470
	Capital Project Funds								
1206	Economic Development	4,076,762	808,000	-	4,884,762	349,226	-	349,226	4,535,536
	Total	4,076,762	808,000	-	4,884,762	349,226	-	349,226	4,535,536
	Special Assessment Funds								
1601	Community Facilities District 2011-1	-	-	-	-	20,000	-	20,000	(20,000)
	Total	-	-	-	-	20,000	-	20,000	(20,000)
	Debt Service Funds								
1301	2005 Lease Revenue Bonds	1,930,580	1,913,814	-	3,844,394	1,913,814	-	1,913,814	1,930,580
	Total	1,930,580	1,913,814	-	3,844,394	1,913,814	-	1,913,814	1,930,580
	Enterprise Funds								
1501	Sewer Operating Fund	497,684	3,153,500	-	3,651,184	3,157,941	-	3,157,941	493,243
1502	Sewer Replacement Fund	1,166,412	220,000	-	1,386,412	-	-	-	1,386,412
1503	Sewer Capital Asset Fund	2,391,145	-	-	2,391,145	63,275	-	63,275	2,327,870
	Total	4,055,240	3,373,500	-	7,428,740	3,221,216	-	3,221,216	4,207,524
	Reserve Funds								
	Reserve Funds	6,390,226 **(1)**	-	-	6,390,226	536,252	-	536,252	5,853,974
	Total	6,390,226	-	-	6,390,226	536,252	-	536,252	5,853,974
	TOTAL - ALL FUNDS	**25,008,166**	**35,837,726**	**188,473**	**61,034,365**	**34,705,382**	**188,473**	**34,893,855**	**26,140,510**

Notes:

(1) Fund Balance has been estimated utilizing the June 30, 2013 financial audit amount of $11,638,707 and then removing reserve utilizations of $562,870 which occurred during fiscal year 2013-14.

(2) The General Operating Fund increased by $522,814; however, $384,177 of this was funding retiree medical costs from reserve funds and $93,527 was transfers from other funds. Therefore, the actual increase projected in the General Fund operations for 2014-15 is $45,110.

TRANSFERS IN AND OUT DETAILED DESCRIPTIONS
SOURCES & USES STATEMENT

FROM	TO	AMOUNT	PURPOSE
Gas Tax	General Operating Fund	$ 6,000	Reimbursement for administrative costs.
Traffic Safety	General Operating 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". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
General Operating Fund	Afterschool Program (ASES) Fund	47,473	The ASES Grant provids a 92.5% reimbursement of costs incurred for afterschool programs provided at various schools within the school district. It is anticipated that costs associated with this program will exceed this level of program reimbursement and thus the General Operating Fund will have to provide funding for those costs. This transfer provides that funding.
	TOTAL	**$ 188,473**	

CITY OF MONTCLAIR
FISCAL YEAR 2014-15 BUDGET

FUND DESCRIPTIONS

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

BASIS OF ACCOUNTING

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

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

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

The City's General Operating Fund proposed expenditures budget is $24,597,663, which represents approximately 71.2% of the City's total operating budget. Major revenue sources include property taxes, sales tax, and utility users tax. Detail information related to revenue sources is included in the Statement of Estimated Revenues and related notes thereto.

The City Council has established minimum threshold target polices for the City's General Operating Fund. The policy sets a target level of available funding at $5.5 million which should be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of monies present in this fund requires specific authorization from the City Council.

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

SPECIAL REVENUE FUNDS

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

Gas Tax Fund (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, Assembly Bill 2766 was signed into law which provided for an increase in the motor vehicle registration fee for the purpose of financing programs designed to reduce mobile source air pollution. Cities

are allocated approximately 40 percent of the revenues collected, provided a resolution has been adopted setting forth the city's intention to spend the 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 – Senior Nutrition Fund (1138) The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant 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 the same purpose.

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

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

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.

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

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

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

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

Developer Impact Fees (Local and Regional – 1740, 1741) These funds segregate the amount collected from developers to fund local and regional improvements. These

monies can only be used on specified approved projects and will accumulate until an amount is present to fund those projects.

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

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.

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.

SPECIAL ASSESSMENT FUNDS

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

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

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 $1,913,814, 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 Operating 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.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

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

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

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 2012-2013 THROUGH 2014-2015

		12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	Annualized	14-15 Estimate	Increase (Decrease)
GENERAL FUND							
1001	GENERAL FUND	24,122,761	24,904,916	14,526,599	24,696,159	25,026,950	122,034
REVENUE FUNDS							
1102	GAS TAX FUND	850,871	876,000	712,442	1,074,664	1,063,000	187,000
1104	MEASURE I FUND	545,677	530,000	329,139	564,238	546,619	16,619
1110	TRAFFIC SAFETY FUND	164,664	135,000	122,996	184,494	184,000	49,000
1112	DISABILITY ACCESS FEE FUND	897	750	1,240	1,653	1,600	850
1131	PARK DEVELOPMENT FUND	91,167	41,000	45,340	58,767	52,300	11,300
1132	C.D.B.G. FUND	345,200	300,000	165,678	201,678	200,000	(100,000)
1135	AIR QUALITY IMPROVEMENT FUND	45,427	42,000	21,746	43,492	44,000	2,000
1138	SENIOR NUTRITION FUND	119,624	121,204	83,664	128,970	125,204	4,000
1140	ASSET FORFEITURE FUND - STATE	86,079	90,000	3,392	4,523	10,000	(80,000)
1141	PROP 30/SB 109	38,155	38,000	37,960	37,960	38,000	0
1143	SB 509 PUBLIC SAFETY FUND	291,653	270,000	183,402	309,475	300,000	30,000
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	57,219	60,000	42,902	57,203	60,000	0
1146	SECTION 11489 SUBFUND	24,814	25,000	599	799	1,500	(23,500)
1147	ASSET FORFEITURE - TREASURY	863	0	0	0	0	0
1148	SCHOOL DISTRICT GRANT FUND	64,000	64,000	32,000	64,000	64,000	0
1149	STATE SUPPLEMENTAL LAW ENFORCEMENT FUND	373,817	100,000	76,845	100,000	100,000	0
1150	LOCAL LAW ENFORCEMENT BLOCK GRANT FUND	14,634	13,692	13,692	13,692	13,692	0
1151	P.C. 1202.5 CRIME PREVENTION FUND	740	700	385	578	600	(100)
1152	RECYCLING BLOCK GRANT FUND	10,805	10,000	10,301	10,353	20,120	10,120
1160	AFTER SCHOOL PROGRAM FUND	1,390,596	1,155,903	951,026	1,182,206	1,155,903	0
1161	CHAMPIONS FOR CHANGES FUND	53,899	13,254	10,939	10,939	0	(13,254)
1162	FIRST 5 FUND	128,822	180,018	47,565	180,018	150,990	(29,028)
1163	SAFETY DEPARTMENT GRANT FUND	49,129	6,454	0	0	6,454	0
1164	HUMAN SERVICES GRANT FUND	53,803	75,708	68,708	75,708	70,000	(5,708)
1165	MT BALDY UNITED WAY	0	17,500	13,122	17,500	17,500	0
1166	KAISER PERMANENTE GRANTS	0	10,000	10,000	10,000	25,000	15,000
1167	RESOURCE CENTER GRANTS	0	3,000	0	3,000	3,000	0
1168	TITLE IIIB SR SUPPORT SERVICES	0	6,920	3,379	6,920	6,920	0

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

		12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	Annualized	14-15 Estimate	Increase (Decrease)
1169	COMMUNITY FOUNDATION GRANT	0	10,000	10,000	10,000	0	(10,000)
1171	ASES SUPPLEMENTAL REVENUE	0	147,390	117,912	147,390	147,390	0
1172	HOPE THRU HOUSING	0	34,670	8,668	34,670	34,670	0
1180	E.M.S. - PARAMEDIC FUND	106,792	115,000	70,915	91,076	93,000	(22,000)
1206	ECONOMIC DEVELOPMENT FUND	3,224,569	800,000	373,286	800,000	808,000	8,000
1740	DEVELOPER IMPACT FEES - LOCAL	229,082	11,000	51,115	68,153	15,000	4,000
1741	DEVELOPER IMPACT FEES - REGION	515,918	25,000	115,830	154,440	30,000	5,000
1742	BURRTEC PAVEMENT IMPACT FEES	45,258	45,000	25,576	51,152	50,000	5,000
1744	UTILITY UNDERGROUNDING IN-LEIU	46,883	60,000	0	0	50,000	(10,000)
1745	GENERAL PLAN UPDATE FEES	4,185	5,000	3,661	4,881	5,000	0
	BOND PRODEED FUNDS (1250-1265)	0	0	0	0	0	0
DEBT SERVICE FUND							
1301	2005 LEASE REVENUE BOND FUND	1,916,102	1,912,314	1,149,267	1,913,814	1,913,814	1,500
ENTERPRISE FUND							
1501	SEWER MAINTENANCE FUND	2,936,776	2,685,000	2,525,777	3,149,661	3,153,500	468,500
1502	SEWER REPLACEMENT FUND	216,142	0	0	220,000	220,000	220,000
1704	SEWER EXPANSION FEE FUND	15,221	17,500	24,769	29,723	30,000	12,500
TRUST FUNDS							
1750	EQUIPMENT REPLACEMENT FUND	(4,921)	0	2,800	2,800	0	0
1757	REFUSE PROGRAM IMPOUND FUND	0	0	0	0	0	0
1758	YOUTH SPONSORSHIP FUND	27,981	0	17,106	22,808	0	0
1755	CONTINGENCY FUND	(3,015)	0	285	0	0	0
1759	CITY FACILITIES IMPROVEMENT FUND	0	0	0	0	0	0
1765	GF RESERVE-BUDGETARY CONTNGNCY FUND	8,563	0	0	0	0	0
	TOTAL REVENUE - ALL FUNDS	38,210,852	34,958,893	22,012,028	35,739,557	35,837,726	878,833

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,218,884	2,513,353	1,363,612	2,337,621	(175,732)	2,307,639	(205,714)
Property - Unsecured	92,560	94,476	97,135	97,135	2,659	99,078	4,602
Property Tax in Lieu of VLF (HdL)	2,762,201	2,827,823	1,413,911	2,827,822	(1)	2,828,000	177
Sales & Use (HdL)	8,016,980	8,230,861	4,777,225	8,189,529	(41,332)	8,437,054	206,193
Sales Tax Compensation (HdL)	2,675,827	2,743,470	1,372,326	2,744,652	1,182	2,825,500	82,030
Transaction & Use Tax (HdL)	49,657	92,759	0	57,858	(34,901)	57,858	(34,901)
Prop Tax Pass Thru from SRED	131,590	130,000	65,904	131,808	1,808	130,000	0
Transient Occupancy	28,628	26,386	14,273	28,546	2,160	28,000	1,614
Property Transfer	60,526	90,868	63,969	95,954	5,086	95,000	4,132
Franchise	693,312	698,458	187,158	695,000	(3,458)	695,000	(3,458)
Business License	685,542	700,000	514,102	685,469	(14,531)	685,000	(15,000)
Utility Users	1,642,282	1,700,000	1,183,863	1,775,795	75,795	1,775,000	75,000
Total Taxes	19,057,989	19,848,454	11,053,478	19,667,189	(181,265)	19,963,129	114,675
Licenses and Permits							
Alarm Permits	1,075	986	850	1,133	147	1,100	114
Bicycle & Other Permits	9	0	2	3	3	0	0
Building Permits	156,224	268,659	219,825	293,100	24,441	280,000	11,341
Moving Permits	4,021	6,473	5,326	7,101	628	7,000	527
Yard Sale Permits	6,554	6,638	5,292	7,056	418	7,000	362
Construction Permits	45,140	43,709	31,648	42,197	(1,512)	40,000	(3,709)
Encroachment Permits	75	394	265	353	(41)	350	(44)
Gun Dealer Permits	0	69	40	53	(16)	50	(19)
Total Licenses and Permits	213,098	326,928	263,248	350,996	24,068	335,500	8,572
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	19,241	31,848	15,924	15,924	(15,924)	17,000	(14,848)
Property Tax Loss Relief	29,543	29,688	14,844	29,688	0	29,700	12
Police Officer Training Reimbursement	17,632	16,628	8,703	17,406	778	15,000	(1,628)
SB 90 Claim Reimbursement	23,293	55,024	28,354	37,805	(17,219)	45,000	(10,024)
FEMA Reimbursements	0	0	0	0	0	0	0
OES Reimbursements	0	10,000	6,231	6,231	(3,769)	10,000	0
Total Intergovernmental Revenues	110,777	143,188	74,056	107,054	(36,134)	116,700	(26,488)

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
Fines and Forfeitures							
Court Fines	57,494	17,380	11,724	17,586	206	17,500	120
Parking Citations	111,275	103,596	62,931	94,397	(9,199)	95,000	(8,596)
False Alarms	18,390	16,300	8,250	11,000	(5,300)	11,000	(5,300)
Restitution	2,705	4,602	2,927	3,903	(699)	4,000	(602)
Evidence Forfeitures	0	1,584	794	1,059	(525)	1,000	(584)
Auto Repo Fees	1,305	1,500	1,020	1,360	(140)	1,400	(100)
Vehicle Release Fees	43,000	70,350	49,725	66,300	(4,050)	67,000	(3,350)
Administrative Citations	67,672	30,000	26,450	35,267	5,267	36,000	6,000
OPTS Vehicle Impound Fees	428,519	475,000	324,855	433,140	(41,860)	450,000	(25,000)
PD Citations	68,013	26,780	(3,544)	-4,725	(31,505)	20,000	(6,780)
PW/CD Citations	900	1,200	0	0	(1,200)	1,200	0
Total Fines and Forfeits	799,273	748,292	485,132	659,287	(89,005)	704,100	(44,192)
Charges for Services							
Sale of Printed Materials	974	538	771	1,028	490	900	362
Notary Fees	150	51	35	47	(4)	50	(1)
Special Police Services	94,240	100,534	69,687	83,624	(16,910)	85,000	(15,534)
Fingerprints	3,661	7,721	5,910	7,880	159	7,900	179
Fire Department Service Fees	10,198	13,080	9,280	12,373	(707)	13,000	(80)
Engineering Fees	0	0	0	0	0	0	0
Rubbish Collect/Gen Sanitation Fees	2,660,112	2,697,746	1,900,168	2,850,252	152,506	2,850,000	152,254
Zoning/Subdivision Fees	56,481	70,166	61,560	82,080	11,914	78,000	7,834
Plan Checking Fees	135,950	275,775	181,629	242,172	(33,603)	250,000	(25,775)
Recreation Fees	36,502	40,279	34,376	45,835	5,556	45,000	4,721
Service Center Fees	12,892	13,143	9,588	12,784	(359)	13,000	(143)
Program Costs - Reimbursed	42,720	37,498	27,323	36,431	(1,067)	37,000	(498)
Family Fun Festival	8,459	0	0	0	0	0	0
Human Services Classes	7,043	11,355	9,017	12,023	668	12,000	645
Total Charges for Services	3,069,382	3,267,886	2,309,344	3,386,529	118,643	3,391,850	123,964

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
Miscellaneous Revenue							
Interest Income	80,654	80,000	34,962	80,000	0	80,000	0
Net change FV - investments/LAIF	-167,995	0	0	0	0	0	0
Library Rentals	59,496	59,496	29,748	59,496	0	59,496	0
Cash over/short	-431	0	(15)	-15	(15)	0	0
Sale of merchandise	0	0	0	0	0	0	0
Police Auction	11,640	1,922	1,285	1,713	(209)	1,700	(222)
Vending Machine Proceeds	592	70	35	47	(23)	50	(20)
Anniversary Book Sales/Postcards	120	96	94	125	29	100	4
Insurance Recoveries	0	0	0	0	0	0	0
Reimbursed Expenditures	604,531	63,470	50,014	66,685	3,215	67,000	3,530
Print Ad Notice Reimbursement	0	0	0	0	0	0	0
Special Event Reimbursement	128	400	(128)	-171	(571)	200	(200)
Emergency Response Reimb	13,351	3,000	2,729	3,639	639	3,700	700
Donations & Contributions	5,400	1,000	500	667	(333)	700	(300)
Subpoena Witnees Reimbusement	0	0	82	109	109	125	125
Booking Fee Reimbursement	0	0	0	0	0	0	0
Cell Tower Rental	78,514	90,622	57,384	72,708	(17,914)	72,800	(17,822)
Other Miscellaneous revenue	177,051	232,292	137,167	192,000	(40,292)	192,000	(40,292)
Police Range Revenue	5,856	37,800	18,900	37,800	0	37,800	0
E-waste Recycling	0	0	0	0	0	0	0
Youth Center memberships	50	0	0	0	0	0	0
Mini School snacks	516	0	1,124	1,349	1,349	0	0
Youth Center snacks	58	0	3,077	3,692	3,692	0	0
Basketball snacks	2,711	0	4,383	5,260	5,260	0	0
Total Miscellaneous Revenue	872,242	570,168	341,341	525,104	(45,064)	515,671	(54,497)
TOTAL - 1001	**24,122,761**	**24,904,916**	**14,526,599**	**24,696,159**	**(208,757)**	**25,026,950**	**122,034**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
GAS TAX FUND - 1102							
Section 2106	121,472	120,000	81,771	122,657	2,657	122,000	2,000
Section 2107	266,121	260,000	179,758	269,637	9,637	270,000	10,000
Section 2107.5	6,000	6,000	0	6,000	0	6,000	0
Section 2103 - Fuel Tax Swap	294,885	330,000	341,312	511,968	181,968	500,000	170,000
Section 2105	162,404	160,000	109,601	164,402	4,402	165,000	5,000
Interest Income	1,609	0	0	0	0	0	0
Net Change FV-Investment	-1,620						
Reimbursed Expenditures	0	0	0	0	0	0	0
TOTAL - 1102	**850,871**	**876,000**	**712,442**	**1,074,664**	**198,664**	**1,063,000**	**187,000**
MEASURE I FUND - 1104							
Measure I Sales - Local	539,828	530,000	329,139	564,238	34,238	546,619	16,619
Gov't Grants - Other	0	0	0	0	0	0	0
Interest Income	5,849	0	0	0	0	0	0
Reimbursed Expenditures	0	0	0	0	0	0	0
TOTAL - 1104	**545,677**	**530,000**	**329,139**	**564,238**	**34,238**	**546,619**	**16,619**
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	76,568	60,000	40,644	60,966	966	61,000	1,000
Other C.V.C. Fines	88,096	75,000	82,352	123,528	48,528	123,000	48,000
Interest Income	0	0	0	0	0	0	0
TOTAL - 1110	**164,664**	**135,000**	**122,996**	**184,494**	**49,494**	**184,000**	**49,000**
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	897	750	1,240	1,653	903	1,600	850
TOTAL - 1112	**897**	**750**	**1,240**	**1,653**	**903**	**1,600**	**850**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
PARK DEVELOPMENT FUND - 1131							
Interest Income	0	0	0	0	0	0	0
Rental Income	15,125	15,000	6,375	15,300	300	15,300	300
Reimbursed Expenditures	0	0	0	0	0	0	0
"Quimby Act" Fees	50,400	0	16,800	16,800	16,800	10,000	10,000
Cellular Antenna Site Rental	25,642	26,000	22,165	26,667	667	27,000	1,000
TOTAL - 1131	**91,167**	**41,000**	**45,340**	**58,767**	**17,767**	**52,300**	**11,300**
C.D.B.G. FUND - 1132							
CDBG Revenue	345,200	300,000	165,678	201,678	(98,322)	200,000	(100,000)
Reimbursed Expenditures	0	0	0	0	0		0
TOTAL - 1132	**345,200**	**300,000**	**165,678**	**201,678**	**(98,322)**	**200,000**	**(100,000)**
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	44,830	42,000	21,746	43,492	1,492	44,000	2,000
Interest Income	597	0	0	0	0		0
TOTAL - 1135	**45,427**	**42,000**	**21,746**	**43,492**	**1,492**	**44,000**	**2,000**
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1	71,864	86,204	51,590	86,204	0	86,204	0
Nutritional Meals USDA	11,548	0	2,240	2,987	2,987	0	0
Contributions/Donations	36,212	35,000	29,834	39,779	4,779	39,000	4,000
TOTAL - 1138	**119,624**	**121,204**	**83,664**	**128,970**	**7,766**	**125,204**	**4,000**
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	85,738	90,000	3,392	4,523	(85,477)	10,000	(80,000)
Interest Income	341	0	0	0	0		0
TOTAL - 1140	**86,079**	**90,000**	**3,392**	**4,523**	**-85,477**	**10,000**	**(80,000)**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
PROP 30/SB 109 FUND - 1141							
Interest Income	195						
Prop 30/SB 109	37,960	38,000	37,960	37,960	(40)	38,000	0
TOTAL - 1141	**38,155**	**38,000**	**37,960**	**37,960**	**-40**	**38,000**	**0**
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	289,353	270,000	176,502	302,575	32,575	300,000	30,000
Sales of City Property	2,300	0	6,900	6,900	6,900	0	0
Contributions/Donations	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0
TOTAL - 1143	**291,653**	**270,000**	**183,402**	**309,475**	**39,475**	**300,000**	**30,000**
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	57,087	60,000	42,902	57,203	(2,797)	60,000	0
Interest Income	132	0	0	0	0		0
TOTAL - 1144	**57,219**	**60,000**	**42,902**	**57,203**	**-2,797**	**60,000**	**0**
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	24,598	25,000	599	799	(24,201)	1,500	(23,500)
Reimbursed Expenditures	0	0	0	0	0		0
Interest Income	216	0	0	0	0		0
TOTAL - 1146	**24,814**	**25,000**	**599**	**799**	**-24,201**	**1,500**	**(23,500)**
FED ASSET FORFEITURE-TREASURY - 1147							
Treasury-Fed Forfeitures	863	0	0	0	0	0	0
TOTAL - 1147	**863**	**0**	**0**	**0**	**0**	**0**	**0**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
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	100,021	100,000	76,845	100,000	0	100,000	0
Interest Income	1,037	0	0	0	0		0
Misc Revenue	272,759						
COPS Hiring Grant		0	0	0	0		0
TOTAL - 1149	**373,817**	**100,000**	**76,845**	**100,000**	**0**	**100,000**	**0**
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	14,622	13,692	13,692	13,692	0	13,692	0
Interest Income	12	0	0	0	0	0	0
TOTAL - 1150	**14,634**	**13,692**	**13,692**	**13,692**	**0**	**13,692**	**0**
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	688	700	385	578	(122)	600	(100)
Interest Income	52	0	0	0	0		0
TOTAL - 1151	**740**	**700**	**385**	**578**	**(122)**	**600**	**(100)**
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,626	10,000	(52)	0	(10,000)	10,000	0
Beverage Recycling Grant	0	0	10,234	10,234	10,234	10,000	10,000
Interest Income	116	0	0	0	0	0	0
Misc Revenue	63	0	119	119	119	120	120
TOTAL - 1152	**10,805**	**10,000**	**10,301**	**10,353**	**353**	**20,120**	**10,120**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
AFTER SCHOOL PROGRAM FUND - 1160							
ASES	1,284,562	1,155,903	924,723	1,155,903	0	1,155,903	0
Transfer in from-General Fund	0	0	0	0		0	
Govt. Grants-Other	0	0	0			0	
Government Grants - 21st Century Grant	68,579	0	26,303	26,303	26,303	0	0
Cont/Donations Hope thru Housing	37,455	0	0	0	0	0	0
TOTAL - 1160	**1,390,596**	**1,155,903**	**951,026**	**1,182,206**	**26,303**	**1,155,903**	**0**
CHAMPIONS FOR CHANGE FUND - 1161							
Grant Revenue (Por La Vida)	53,899	13,254	10,939	10,939	(2,315)	0	(13,254)
Transfer in from-General Fund	0	0	0			0	
Other Misc Revenue	0	0	0	0	0	0	0
TOTAL - 1161	**53,899**	**13,254**	**10,939**	**10,939**	**(2,315)**	**0**	**(13,254)**
HUMAN SERVICES FIRST 5 FUND - 1162							
Healthy Cities Grant	76,220	0	0	0	0	0	0
ESI Obesity Grant	52,602	0	0	0	0	0	0
Goverment Grants - Other		180,018	47,565	180,018	0	150,990	(29,028)
TOTAL - 1162	**128,822**	**180,018**	**47,565**	**180,018**	**0**	**150,990**	**(29,028)**
SAFETY DEPARTMENT GRANTS - 1163							
FEMA - LifePak 15 revenue		0	0	0	0	0	0
Hsec Reiumb-Command Trailer	0	6,454	0	0	(6,454)	6,454	0
SBCO EMPG Reimbursement		0	0	0	0	0	0
Interest Income		0	0	0	0	0	0
CA 2010 Homeland Security Grant	3,576	0	0	0	0	0	0
CA FY 11 Homeland Security Grant	3,281	0	0	0	0	0	0
CA Homeland Security Grant	20,291	0	0	0	0	0	0
CA FY 11 Homeland Security Grant	12,711	0	0	0	0	0	0
CA Homeland Security Grant	9,270	0	0	0	0	0	0
TOTAL - 1163	**49,129**	**6,454**	**0**	**0**	**(6,454)**	**6,454**	**0**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
HUMAN SERVICES GRANTS - 1164							
Mt Baldy United Way	17,550	0	0	0	0		0
OMSD Immunization Grant	0	70,000	63,000	70,000	0	70,000	0
Contributions/Donations		5,708	5,708	5,708	0	0	(5,708)
Kaiser Permanente Grant	15,000	0	0	0	0		0
OMSD Resource Center Grant	6,000	0	0	0	0		0
Community Clinic Assoc Grant	8,333	0	0	0	0		0
Senior Support Svcs Title IIIB Grant	6,920	0	0	0	0		0
TOTAL - 1164	**53,803**	**75,708**	**68,708**	**75,708**	**0**	**70,000**	**(5,708)**
MT BALDY UNITED WAY - 1165							
Contributions/Donations	0	17,500	13,122	17,500	0	17,500	0
TOTAL - 1165		**17,500**	**13,122**	**17,500**	**0**	**17,500**	**0**
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	0	**10,000**	10,000	10,000	0	25,000	15,000
TOTAL - 1166		**10,000**	**10,000**	**10,000**	**0**	**25,000**	**15,000**
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	0	**3,000**	0	3,000	0	3,000	0
TOTAL - 1167		**3,000**	**0**	**3,000**	**0**	**3,000**	**0**
TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	0	**6,920**	3,379	6,920	0	6,920	0
TOTAL - 1168		**6,920**	**3,379**	**6,920**	**0**	**6,920**	**0**
COMMUNITY FOUNDATION GRANT - 1169							
Community Foundation Revenue	0	**10,000**	10,000	10,000	0	0	(10,000)
TOTAL - 1169		**10,000**	**10,000**	**10,000**	**0**	**0**	**(10,000)**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
ASES SUPPLEMENTAL REVENUE - 1171							
ASES Supplemental Grant	0	147,390	117,912	147,390	0	147,390	0
TOTAL - 1171		**147,390**	**117,912**	**147,390**	**0**	**147,390**	**0**
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	0	34,670	8,668	34,670	0	34,670	0
TOTAL - 1172		**34,670**	**8,668**	**34,670**	**0**	**34,670**	**0**
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	18,352	16,000	9,757	13,009	(2,991)	13,000	(3,000)
Govt Grants-Other	0	0	1,809	0	0	0	0
First Responder Services	65,201	80,000	53,100	70,800	(9,200)	71,000	(9,000)
Vehicle Fluid Recovery Program	7,867	0	3,054	4,072	4,072	4,000	4,000
Contributions/Donations	0	0	0	0	0	0	0
Training Reimbursement	10,844	15,000	3,195	3,195	(11,805)	5,000	(10,000)
Other Misc Revenue	4,528	4,000	0	0	(4,000)		(4,000)
TOTAL - 1180	**106,792**	**115,000**	**70,915**	**91,076**	**(23,924)**	**93,000**	**(22,000)**
ECONOMIC DEVELOPMENT FUND - 1206							
RDA distribution	3,208,060	800,000	373,286	800,000	0	808,000	8,000
Interest Income	16,509	0					
TOTAL - 1206	**3,224,569**	**800,000**	**373,286**	**800,000**	**0**	**808,000**	**8,000**
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	0	0	0	0	0	0	0
TOTAL - 1250 thru 1265	**0**	**0**	**0**	**0**	**0**	**0**	**0**
2005 LEASE REVENUE BOND FUND - 1301							
Transaction/Use Tax Debt Service	1,916,101	1,912,314	1,149,267	1,913,814	1,500	1,913,814	1,500
Interest Income	1	0	0	0	0	0	0
TOTAL - 1301	**1,916,102**	**1,912,314**	**1,149,267**	**1,913,814**	**1,500**	**1,913,814**	**1,500**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less expansion fees	2,862,085	2,600,000	2,524,621	3,146,161	546,161	3,150,000	550,000
Sewer Availability Fees	74,691	85,000	1,156	3,500	(81,500)	3,500	(81,500)
Interest Income		0	0	0	0	0	0
Interest - Sewer Development Fees		0	0	0	0	0	0
TOTAL - 1501	**2,936,776**	**2,685,000**	**2,525,777**	**3,149,661**	**464,661**	**3,153,500**	**468,500**
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	216,142	0	0	220,000	220,000	220,000	220,000
Interest Income	0	0	0	0	0		0
TOTAL - 1502	**216,142**	**0**	**0**	**220,000**	**220,000**	**220,000**	**220,000**
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	15,138	17,500	24,769	29,723	12,223	30,000	12,500
Interest Income	83	0	0	0	0		0
TOTAL - 1704	**15,221**	**17,500**	**24,769**	**29,723**	**12,223**	**30,000**	**12,500**
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	229,082	11,000	51,115	68,153	57,153	15,000	4,000
TOTAL - 1740	**229,082**	**11,000**	**51,115**	**68,153**	**57,153**	**15,000**	**4,000**
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	515,918	25,000	115,830	154,440	129,440	30,000	5,000
TOTAL - 1741	**515,918**	**25,000**	**115,830**	**154,440**	**129,440**	**30,000**	**5,000**
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	45,258	45,000	25,576	51,152	6,152	50,000	5,000
TOTAL - 1742	**45,258**	**45,000**	**25,576**	**51,152**	**6,152**	**50,000**	**5,000**
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in lieu fees	46,883	60,000	0	0	(60,000)	50,000	(10,000)
TOTAL - 1744	**46,883**	**60,000**	**0**	**0**	**(60,000)**	**50,000**	**(10,000)**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2012-2013 THROUGH 2014-2015

	12-13 Audited	13-14 Budget as of 4/9/14	13-14 Actual Thru 4/9/14	13-14 Estimated/ Annualized	13-14 Revised Increase (Decrease)	14-15 Estimate	14-15 Budget Increase (Decrease)
GENERAL PLAN UPDATE FEES (LP) - 1745							
General plan update fees	4,185	5,000	3,661	4,881	(119)	5,000	0
TOTAL - 1745	**4,185**	**5,000**	**3,661**	**4,881**	**(119)**	**5,000**	**0**
EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property		0	2,800	2,800	2,800	0	0
Net Change FV-Investment	(1,800)						
E.R.F. Interest Income	(3,121)	0	0	0	0	0	0
TOTAL - 1750	**(4,921)**	**0**	**2,800**	**2,800**	**2,800**	**0**	**0**
CONTINGENCY FUND - 1755							
Reimbursed Expenditures		0	0	0	0	0	0
Net Change FV- Investment	(18,640)						
Interest Income	15,625	0	285	0	0	0	0
TOTAL - 1755	**(3,015)**	**0**	**285**	**0**	**0**	**0**	**0**
REFUSE PROGRAM IMPOUND FUND - 1757							
Senior citizen refuse subsidy	0	0	0	0	0	0	0
TOTAL - 1757	**0**	**0**	**0**	**0**	**0**	**0**	**0**
YOUTH SPONSORSHIP FUND - 1758							
Interest Income	9,975	0	9,245	12,327	12,327	0	0
Contributions/Donations	18,006	0	7,861	10,481	10,481	0	0
TOTAL - 1758	**27,981**	**0**	**17,106**	**22,808**	**22,808**	**0**	**0**
CITY FACILITIES IMPROVEMENT FUND - 1759							
Interest Income		0	0	0	0	0	0
TOTAL - 1759		**0**	**0**	**0**	**0**	**0**	**0**
GF RESERVE-BUDGETARY CONTNGNCY FUND - 1765							
Transfer in from-General Fund	8,563	0	0	0	0	0	0
TOTAL - 1765	**8,563**	**0**	**0**	**0**	**0**	**0**	**0**
	38,210,852	**34,958,893**	**22,012,028**	**35,739,557**	**780,664**	**35,837,726**	**878,833**

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

Adopted FY 2013-14 budget includes adjustments authorized by City Council on February 12, 2014. FY 2013-14 revised estimates were based upon data available at March 31, 2014.

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 2014-15 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 2014-15 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 2014-15 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 !% 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 2014-15 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.

Basis for Estimates FY 2014-15 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.

Transient Occupancy Tax

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

Basis for Estimates FY 2014-15 estimate is based upon the City's actual collection experience for the previous fiscal year.

Property Transfer Tax

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

Basis for Estimates FY 2014-15 estimate is based upon the City's actual collection experience for the previous fiscal year.

Franchise Fees

Description Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Time Warner Cable, Verizon, and Burrtec Waste Industries, Inc.

Basis for Estimates FY 2014-15 estimates are based upon the prior fiscal year with the exception of the Burrtec franchise which increased from 4% to 10%.

Business License Tax

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

Basis for Estimates The FY 2014-15 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 2013-14.

Utility Users Tax

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

Basis for Estimates The FY 2014-15 amount is based upon prior year experience and recognizes a modest increase as indicated in the economy discussed above.

Building Permits

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

Basis for Estimates FY 2014-15 estimate is based upon current budget projections provided by the Building Official.

Alarm Permits

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

Basis for Estimates The FY 2014-15 estimate is based upon prior year experience.

Construction Permits

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

Basis for Estimates The FY 2014-15 estimate is based upon prior year experience.

Motor Vehicle In-Lieu Tax

Description The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of 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 2014-15 amount is based upon prior year experience and the indication that it will continue during FY 2014-15.

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 2013-14 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2014-15 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 2013-14 and FY 2014-15 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, 2014.

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 2013-14 and FY 2014-15 estimates are based upon actual collection experience.

Fire Department Service Fees

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

Basis for Estimates FY 2013-14 and FY 2014-15 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 2014-15 estimates are based on actual collection experience, reduction due to bad debts, and monthly rates of $26.88 for residential, $32.94 for multifamily and $21.50 for seniors which became effective February 1, 2014. 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 2013-14 revised estimate and the FY 2014-15 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 2013-14 and FY 2014-15 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 2014-15 estimate is based upon City's anticipated participation charged to account 1001-4381-52870-400-00000.

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 2013-14 and FY 2014-15 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 2014-15 estimate is partially based upon plan or map checking services charged to account 1001-4641-52270-400-00000.

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 2014-15 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. Agreement No. 07-147. The contract provides for a lease term of 10 years ending in October 2017 with two five-year options to extend. Lease agreement quarter rent is currently $14,874. This amount is subject to annual adjustment for cost of utilities.

Basis for Estimates FY 2014-15 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 2014-15 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 2013-14 and FY 2014-15 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 2013-14 and FY 2014-15 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 $.00115 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 2013-14 and FY 2014-15 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 2013-14 and FY 2014-15 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 2013-14 and FY 2014-15 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 2013-14 estimate is based upon actual collection experience. FY 2014-15 estimate anticipates a modest percentage increase over FY 2013-14.

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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2013-14 and FY 2014-15 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 2014-15 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 2013-14 and FY 2014-15 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 2013-14 and FY 2014-15 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 2014-15 estimate anticipates a slight increase over FY 2013-14.

EMS – PARAMEDIC FUND

Subscription Fees

Description Residential and Business subscription fees were establish 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 2014-15 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 2014-15 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. The current rate is $20.42 and is expected to increase to $21.69 effective July 1, 2014.

Basis for Estimates FY 2014-15 estimates are based on the monthly rate of $21.69.

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.

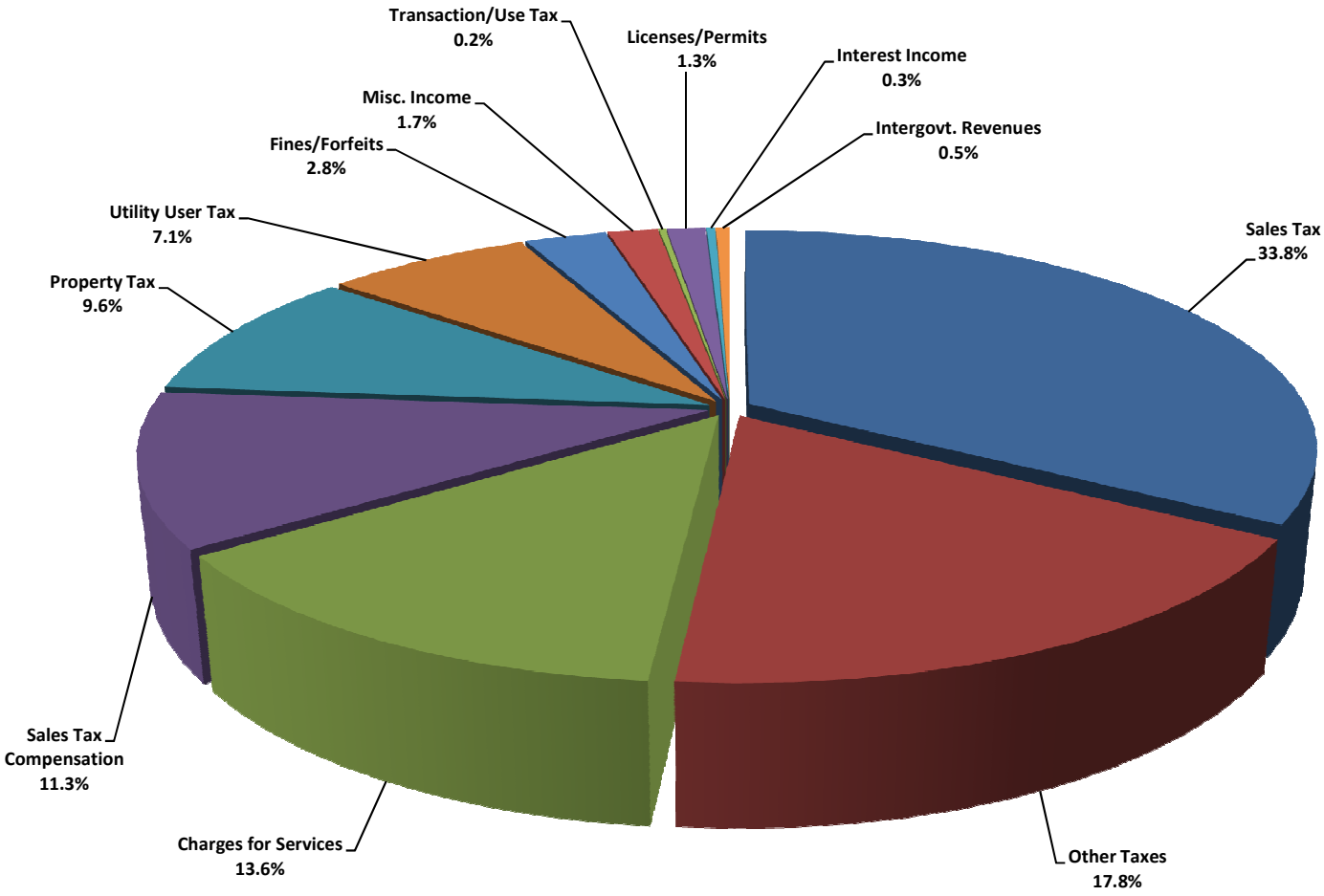
Basis for Estimates FY 2014-15 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

City of Montclair

2014-15 General Fund Revenues

By Source

Total Budget - $25,026,950



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2011-12 THROUGH 2014-15

FUND	FY 2012-13	FY 2013-14	FY 2014-15
General Fund	25,448,034	24,687,911	24,597,663
Gas Tax	1,498,040	1,616,634	1,330,474
Park Development	13,200	13,200	15,000
C.D.B.G.	42,874	38,204	43,686
Air Quality Improvement Trust	20,000	57,000	26,000
Senior Nutrition Fund	137,281	121,204	110,056
Prop 30/SB 109	0	0	70,000
"Prop 172" Public Safety	56,496	173,884	363,618
Federal Asset Forfeiture	1,000	1,000	1,000
School District Grant	64,000	64,000	64,000
State Supplemental Law Enforcement	95,300	0	75,000
Used Oil Recycling Grant	5,000	5,000	5,000
After School Program Fund	1,572,440	1,630,153	1,203,376
Champions for Change	68,769	17,273	0
First 5 Fund	103,011	170,259	150,232
Human Services Grant Funds	0	114,920	0
OMSD Immunization Grant	0	0	70,006
Mt. Baldy United Way	0	0	17,500
Kaiser Permanente	0	0	34,875
OMSD Resource Center Grant	0	0	3,000
Senior Support Services	0	0	6,920
ASES Supplemental	0	0	147,390
Hope thru Housing	0	0	34,670
EMS - Paramedic	289,783	296,242	295,408
Economic Development Fund	0	149,124	349,226
2005 Lease Revenue Bonds	1,916,101	1,912,314	1,913,814
Sewer Maintenance	2,531,608	3,095,913	3,157,941
Sewer Capital Assets	0	0	63,275
CFD 2011-1	0	0	20,000
Equipment Replacement	192,255	124,683	152,075
GASB 45	0	0	0
TOTAL	34,055,192	34,288,918	34,321,205

Note: This report does not reflect the Indirect Staff Charges which total 203,544 for FY 2014-15.

CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2010-11 THROUGH 2014-15

	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
City Council	$ 303,956	$ 291,921	$ 302,134	$ 308,228	$ 288,653
City Manager	141,706	226,750	293,965	199,297	285,901
Administrative Services	4,709,276	4,667,404	4,696,654	4,702,286	4,977,412
Human Services	0	3,418,378	3,073,399	2,979,800	2,954,825
Police	10,357,492	10,664,323	10,428,583	9,536,330	9,321,437
Fire	5,579,925	5,624,733	5,232,648	4,605,321	4,106,681
Public Works	6,789,107	6,586,923	6,896,538	6,834,294	6,556,673
Community Development	3,891,021	1,078,872	1,149,974	1,193,824	1,197,643
Economic Development	0	0	0	193,624	349,226
City Attorney	208,706	358,743	578,764	434,449	342,844
Citywide	0	0	0	2,729,791	2,613,817
TOTAL OPERATING BUDGET	$ $ 31,981,189	$ 32,918,047	$ 32,652,659	$ 33,717,244	32,995,112
Debt Service (1301)	0	0	1,916,101	1,912,314	1,913,814
TOTAL BUDGET w/DEBT SERVICE	31,981,189	32,918,047	34,568,760	35,629,558	34,908,926

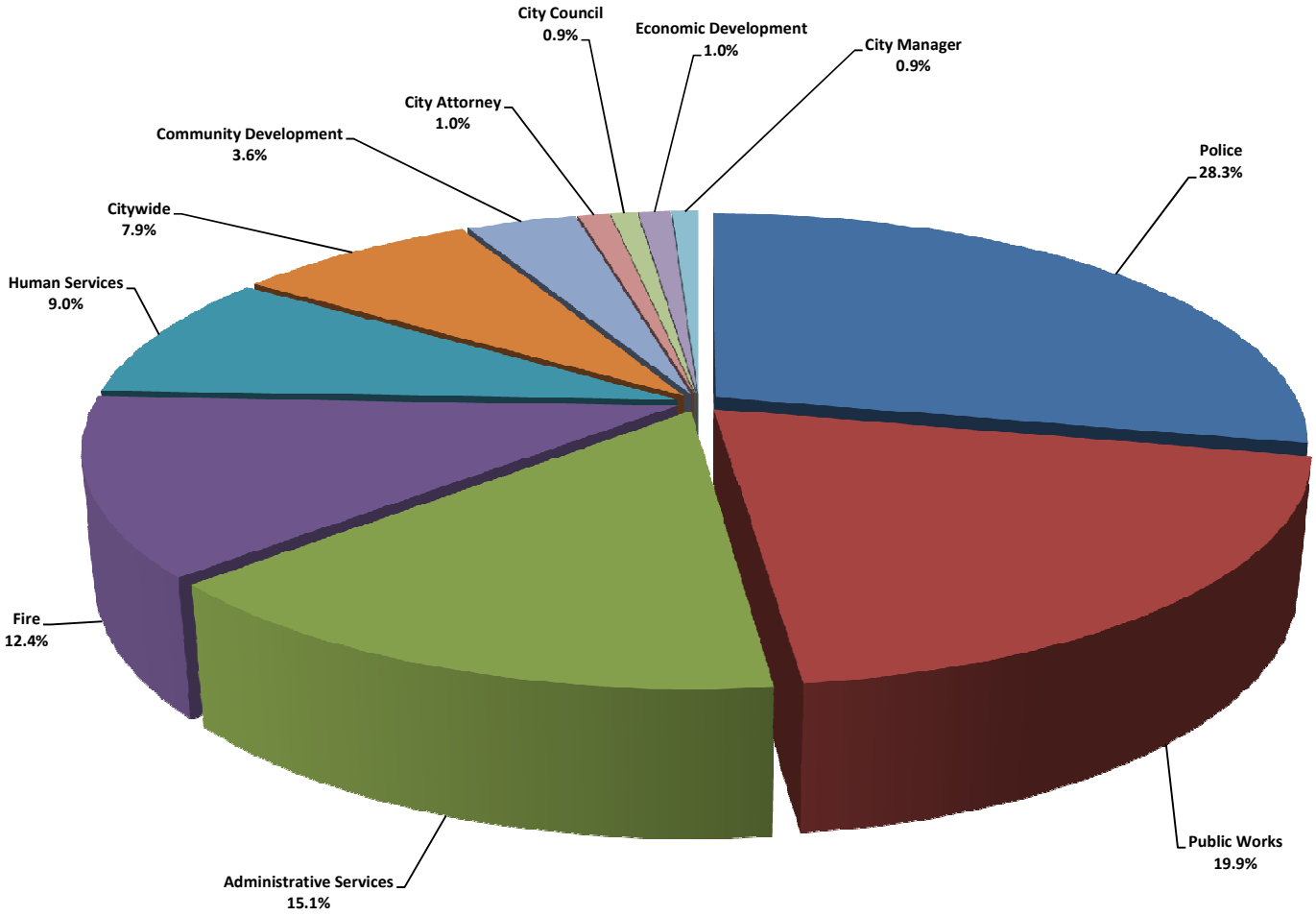
NOTE: FY 2013-14 Budget includes all appropriations and capital projects authorized through May 21, 2014.
Appropriations for FY 2010-11 through 2012-13 represent final recorded budgets.
This does not reflect the Indirect Staff Charges.

City of Montclair

2014-15 Operating Budget

By Department

Total Budget - $32,995,112



CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2014-15

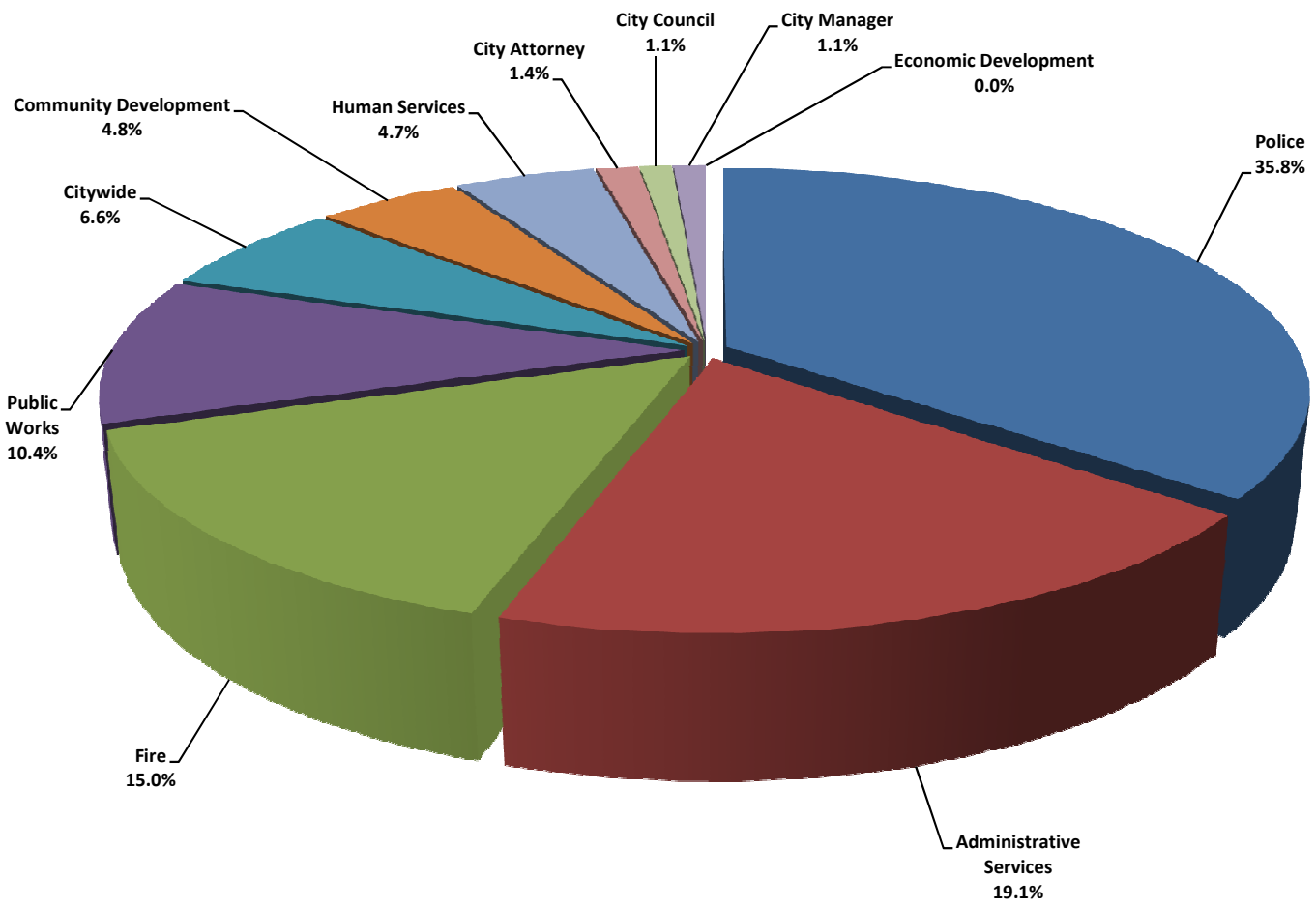
	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	Debt Service	City Total
General Fund	266,682	271,284	4,701,092	1,164,114	8,796,013	3,685,004	2,563,947	1,183,643		342,844	1,623,040		24,597,663
Gas Tax			1,600				788,874				540,000		1,330,474
Park Development							15,000						15,000
C.D.B.G.				12,686			31,000						43,686
Air Quality Improvement Trust							12,000	14,000					26,000
Senior Nutrition				110,056									110,056
Prop 30/SB 109					70,000								70,000
SB 509 Public Safety					237,349	126,269							363,618
Federal Asset Forfeiture			1,000										1,000
OMSD Grant					64,000								64,000
State Supplemental Law Enforcement					75,000								75,000
Used Oil Grant			5,000										5,000
Afterschool Program (ASES)				1,203,376									1,203,376
First 5 Grant				150,232									150,232
OMSD Immunization Grant				70,006									70,006
Mt. Baldy United Way				17,500									17,500
Kaiser Permanente				34,875									34,875
OMSD Resource Center Grant				3,000									3,000
Senior Support Services				6,920									6,920
ASES Supplemental				147,390									147,390
Hope thru Housing				34,670									34,670
E.M.S. - Paramedic						295,408							295,408
Economic Development									349,226				349,226
2005 Lease Revenue Bond												1,913,814	1,913,814
Sewer Maintenance			101,764				2,989,577				66,600		3,157,941
Sewer Capital Assets							63,275						63,275
Sewer Fund Indirect Staff charges	21,971	14,617	166,956										203,544
CFD 2011-1							20,000						20,000
Equipment Replacement					79,075		73,000						152,075
GASB 45											384,177		384,177
TOTAL - CITY	288,653	285,901	4,977,412	2,954,825	9,321,437	4,106,681	6,556,673	1,197,643	349,226	342,844	2,613,817	1,913,814	34,908,926

City of Montclair

2014-15 General Fund Operating Budget

By Department

Total Budget - $24,597,663



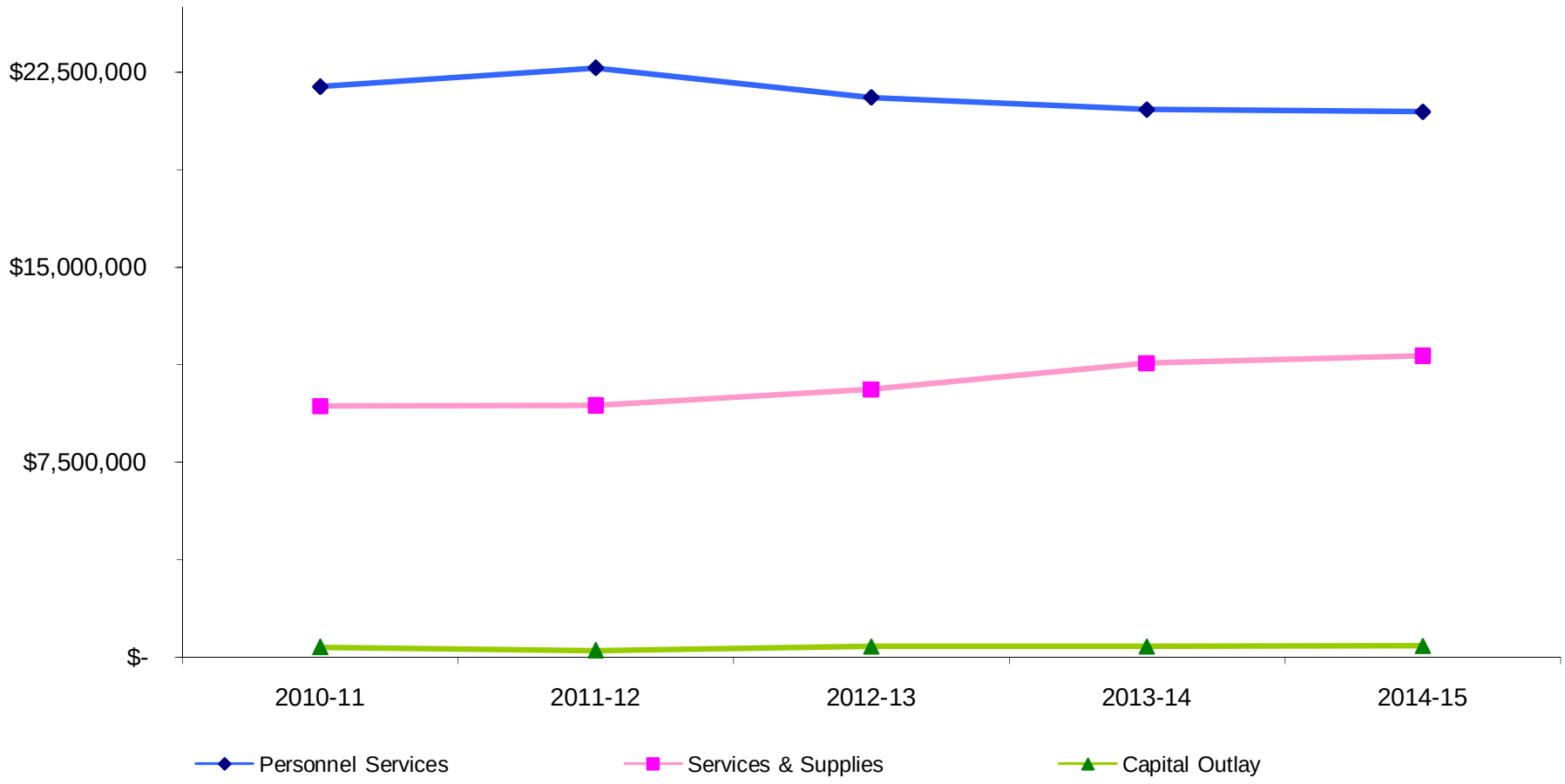
CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2014-15

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	0.00	$ 124,837	$ 163,816	$ 0	$ 288,653
City Manager	0.60	186,651	99,250	0	285,901
Administrative Services	19.10	1,772,329	3,056,493	148,590	4,977,412
Human Services	19.00	2,389,966	561,359	3,500	2,954,825
Police	72.50	8,394,180	839,882	87,375	9,321,437
Fire	24.50	3,497,249	545,993	63,439	4,106,681
Public Works	25.025	2,534,834	3,896,339	125,500	6,556,673
Community Development	10.025	1,128,078	69,565	0	1,197,643
Economic Development	0.50	188,226	161,000	0	349,226
City Attorney	0.00	29,844	313,000	0	342,844
Citywide	0.00	738,117	1,875,700	0	2,613,817
Sub-totals	171.25 *	$ 20,984,311	11,582,397	428,404	32,995,112
Debt Service					1,913,814
TOTAL OPERATING BUDGET		**20,984,311**	**11,582,397**	**428,404**	**34,908,926**

* Full-Time Employees:

City	171.25
SRDA	0.95
MHC	2.80
	175.00

CITY OF MONTCLAIR
Operating Budgets 2010-11 to 2014-15
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2014-15 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15
City Council	0.00	0.00	0.00
City Manager	0.30	0.40	0.60
Administrative Services			
Administration	1.55	1.45	1.5
Financial Services	7.33	10.80	6.20
Solid Waste	2.15	1.20	1.20
City Clerk	2.03	2.50	2.30
Personnel/Risk Management	3.00	3.00	3.00
Information Technology	4.00	4.00	4.00
Central Services	1.00	0.25	0.25
Records Retention	0.45	0.00	0.00
Department Total	21.51	23.20	18.45
Human Services			
Recreation	18.05	17.60	4.90
Clinic	0.75	0.50	0.50
Senior Citizens	1.40	1.15	1.15
Nutritional Meals	0.60	0.35	0.35
Health Education	1.20	1.20	1.20
Family Education	0.20	1.20	0.20
After School Program	0.00	0.00	11.70
Department Total	22.20	22.00	20.00
Police			
Administration	2.13	2.00	1.50
Support Services	1.70	3.40	4.00
Technical Services	0.00	0.00	0.00
Records	10.15	7.20	8.00
Investigations	12.40	11.00	11.00
Uniform Patrol	48.50	41.40	41.00
Communications	9.15	7.00	7.00
Volunteer Services	0.10	0.00	0.00
Department Total	84.13	72.00	72.50
Fire			
Administration	2.12	3.50	1.67
Fire Prevention	6.50	2.50	1.50
Emergency Services	31.17	28.17	26.00
Personnel Development	1.00	0.00	0.00
Equipment Maintenance	0.00	0.00	0.00
Buildings & Grounds	0.00	0.50	0.00
Emergency Preparedness	0.50	0.00	0.50
EMS-Paramedics	0.83	0.83	0.83
Department Total	42.12	35.50	30.50

CITY OF MONTCLAIR
FY 2014-15 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15
Public Works			
Engineering Management	4.89	2.86	2.85
Public Works Inspection	1.05	1.05	1.05
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	2.20	2.10	2.10
Street Maintenance	8.15	6.15	2.30
Signing & Painting	2.20	2.10	1.10
Street Sweeping	2.20	2.10	2.10
Park Maintenance	5.70	5.30	4.15
Tree Maintenance	0.20	0.10	0.10
Vehicle Maintenance	2.20	2.00	1.90
Sewer Maintenance	7.50	7.49	6.525
Building Maintenance	0.95	0.95	0.95
Heating & Air Conditioning	0.80	0.80	0.75
Janitorial Services	5.10	0.10	0.10
Department Total	43.19	33.15	26.025
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.10	1.75	1.625
Current Planning	1.95	1.90	1.90
Advance Planning	1.25	0.50	0.50
Field Inspection	2.00	1.25	1.25
Plan Check	1.00	0.75	0.75
Operations	1.00	1.00	1.00
Code Enforcement	3.50	3.00	3.00
Department Total	11.30	10.15	10.025
Economic Development	0.00	1.50	1.50
City Attorney	0.00	0.00	0.00
Total - All Departments	**224.75**	**197.90**	**179.60**

(SRDA - 0.95 & MHC - 2.80)

Budget Resolution

RESOLUTION NO. 14-3038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR ADOPTING THE FISCAL YEAR 2014-15 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2014-15 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 11, 2014.

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 2014-15.

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 16th day of June 2014.

Paul M. Eaton
Mayor

ATTEST:

Yvonne L. Smith
Deputy City Clerk

I, Yvonne L. Smith, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 14-3038 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 16th day of June, 2014, and that it was adopted by the following vote, to-wit:

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

Yvonne L. Smith
Yvonne L. Smith
Deputy City Clerk

Article 13-B Disclosures

CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2014-15

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 2014-15 is $323,299,706.

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 2014-15 is $18,962,017 and is supported by the analysis below.

General Fund Appropriations Budget		$ 24,597,663
Less: Estimated Non-Proceeds of Taxes		
Franchises	$ 695,000	
Licenses & Permits	335,500	
Fines & Forfeits	704,100	
POST Reimbursements	15,000	
Other Intergovernmental Reimbursements	101,700	
Charges for Services	3,391,850	
Miscellaneous		
Rental Income	59,496	
Other	192,000	
Transfers-In[1]	141,000	5,635,646
Appropriations Budget Financed by Taxes		$ 18,962,017

[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	124,013	124,837	124,837	124,837
Services and Supplies	203,911	218,416	163,816	163,816
Capital Outlay	0	0	0	0
Total	**327,924**	**343,253**	**288,653**	**288,653**
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	308,228	321,282	266,682	266,682
Sewer Maintenance Fund – Indirect Staff Charges	19,696	21,971	21,971	21,971
Total	**327,924**	**343,253**	**288,653**	**288,653**

DETAIL OF SALARIES AND WAGES

Department: City Council **Program:** 4101 City Council

	POSITION QUOTA				APPROPRIATIONS		
Classification	**Current**	**Dept. Request**	**Mgr. Recom.**	**Final**	**Dept. Request**	**Recom. by Mgr.**	**Adopted Budget**
Part Time							
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					76,717	76,717	76,717
TOTAL					**124,837**	**124,837**	**124,837**

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.
21. Actively engage SANBAG regarding Gold Line Extension to Montclair.

Personnel Services – $124,837

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 – $76,717.

Services and Supplies – $218,416

Funding requested is for: books and publications – $351; publication and advertising - $10,500; community benefits – $34,000; dues and memberships – $25,391; travel and meetings – $25,100; mileage/auto allowance – $19,824; special consulting services – $84,500; vocational training – $2,000; small equipment – $450; cellular phone expense – $1,100; miscellaneous expenditures – $15,200.

Capital Outlay

No funding requested.

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

Department: City Council **Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	**CONFERENCES/SEMINARS**			$ 22,800
		League of California Cities			
		Annual Conference and Exposition ($600 each X 4 = $2,400)	Los Angeles	Sept 3-5, 2014	
		Legislative Action Days ($600 each X 3 = $1,800)	Sacramento	April 23, 2015	
		National League of Cities			
		2014 Congress of Cities and Exposition ($2,900 each X 2 = $5,800)	Austin, TX	Nov 18-22, 2014	
		2015 Congressional City Conference ($2,900 each X 4 = $11,600)	Washington, D.C.	March 15-19, 2015	
		San Bernardino County			
		City/County Conference ($400 each X 3 = $1,200)	Lake Arrowhead	March, 2015	
	Mayor and City Council	**WORKSHOPS**			
		League of California Cities			
		Workshops	Various	TBA	$ 800

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

Department: City Council **Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	**LOCAL TRAVEL & MEETINGS**			
		Local conferences and meetings, legislative hearings, meetings with legislative advocates, and consultant meetings	Various	TBA	$ 500
	Mayor and City Council	**SPECIAL**			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Action Committee, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	$ 1,000
				Total:	**$ 25,100**

(Only $22,000 approved in Adopted Budget)

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

Department: City Council **Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Paul M. Eaton, Mayor Bill Ruh, Mayor Pro Tem Leonard Paulitz, City Council Member J. John Dutrey, City Council Member Carolyn Raft, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards	**ETHICS TRAINING (AB 1234)** State law (AB 1234) requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics law and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 training within one year of assuming office. Officials must repeat ethics training every two years. Ethics training was last provided in Fall 2012 and is again scheduled for Fall 2014. As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the "Local Ethics Training Program," a free interactive training course available at the following website: http://www.fppc.ca.gov/index.php?id=477. This is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City's Human Resources Division. The training program/web site does not retain a copy of the certificate.	Montclair	Fall 2014	$ 2,000
				Total:	**$ 2,000**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: City Council **Program:** 4101 City Council

Object Number	
51020	BOOKS AND PUBLICATIONS – $351
	Inland Valley Daily Bulletin, $306 Miscellaneous expenditures for books and periodicals, $45
52090	PUBLICATION AND ADVERTISING – $10,500 ***(Only $8,500 approved in Adopted Budget)***
	Miscellaneous advertising related to City Council programs, $1,000 Reports to the community, $9,500
52110	COMMUNITY BENEFITS – $34,000 ***(Only $27,000 approved in Adopted Budget)***
	Contribution to "Reeder Heritage Foundation," $15,000 Contributions to community groups, $15,000 Emergency relief/assistance, $4,000
52120	DUES AND MEMBERSHIPS – $25,391
	League of California Cities (LCC) membership, $13,500 LCC Inland Empire Division, $600 Southern California Association of Governments, $3,250 San Bernardino Associated Governments, $1,166 Friends of Ontario International Airport, $25 National League of Cities, $3,500 Costco/Sam's Club memberships, $400 MetroLink Toy Express, $2,500 Provision for increases, $450

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: City Council **Program:** 4101 City Council

Object Number	
52130	TRAVEL AND MEETINGS – $25,100 ***(Only $22,000 approved in Adopted Budget)***
	Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
52190	SPECIAL CONSULTING SERVICES – $84,500 ***(Only $42,000 approved in Adopted Budget)***
	David Turch & Associates (Agreement No. 00-91, for federal legislative advocate consulting services), $42,000 Dr. Gerald T. Gabris Management Consultants, $2,500 ***(Not approved in Adopted Budget)*** Lewis & Company, Inc., $22,000 ***(Not approved in Adopted Budget)*** GFOA Strategic Planning, $18,000 ***(Not approved in Adopted Budget)***
52540	VOCATIONAL TRAINING – $2,000
	Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
52690	SMALL EQUIPMENT – $450
	Replacement cellular phones (2 @ $225 each).
52850	CELLULAR PHONE EXPENSE – $1,000
	Expenditures related to use of cellular telephone service.
52990	MISCELLANEOUS EXPENDITURES – $15,200
	Expenditures for miscellaneous services and supplies: Special awards and certificates, $2,000 City Hall household-fund contribution, $5,000 City Council meeting refreshments, $1,700 "State of the City" incidental expenditures (invitations, $2,000; carpet rental/purchase, $1,500; decorations, $1,000; rental equipment, $1,500), $6,000 Miscellaneous supplies, $500

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	127,319	186,651	186,651	186,651
Services and Supplies	90,850	120,400	99,250	99,250
Capital Outlay	0	0	0	0
Total	**218,169**	**307,051**	**285,901**	**285,901**
Personnel Authorized	0.40 (FT)	0.60 (FT)	0.60 (FT)	0.60 (FT)

Source of Funds

General Fund	199,297	292,434	271,284	271,284
Sewer Maint. Fund – Indirect Staff Charges	18,872	14,617	14,617	14,617
Total	**218,169**	**307,051**	**285,901**	**285,901**

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager **Program:** 4202 City Manager

	POSITION QUOTA				APPROPRIATIONS		
Classification	**Current**	**Dept. Request**	**Mgr. Recom.**	**Final**	**Dept. Request**	**Recom. by Mgr.**	**Adopted Budget**
City Mgr./Executive Director Office of General Services	1.00	1.00	1.00	1.00	219,996	219,996	219,996
Admin other Depts	-0.60	-0.40	-0.40	-0.40	-87,998	-87,998	-87,998
Full Time	0.40	0.60	0.60	0.60	131,998	131,998	131,998
Overtime					0	0	0
Total Salaries & Wages					131,998	131,998	131,998
Benefit Costs					91,089	91,089	91,089
Benefit Costs other Depts					-36,436	-36,436	-36,436
Total Benefit Costs					54,653	54,653	54,653
TOTAL					**186,651**	**186,651**	**186,651**

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 operations.
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.
21. Work with SANBAG to facilitate extension of the Gold Line to Montclair.

Personnel Services – $186,651

Salary requests are for: City Manager/Executive Director Office of General Services (1.00) – $131,998. Cost allocations are as follows: full-time salaries – $131,998; benefit costs – $54,653.

Services and Supplies – $120,400

Funding requested is for: books and publications – $225; community benefits – $15,000; dues and memberships – $4,725; travel and meetings – $10,950; mileage/auto allowance – $11,400; special consulting services – $47,500; special contract services – $25,000; small equipment – $350; cellular phone expense – $500; miscellaneous expenditures – $4,750.

Capital Outlay

No funding requested.

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

Department: City Manager **Program:** 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		CONFERENCES/SEMINARS			
52130	Edward Starr, City Manager/Executive Director	**League of California Cities**			
		Annual Conference and Exposition	Los Angeles	Sept 3-5, 2014	$ 600
		City Managers Dept. Meeting	San Francisco	Jan 28-30, 2015	$ 2,000
		National League of Cities			
		2014 Congress of Cities and Exposition	Austin, TX	Nov 18-22, 2014	$ 2,900
		2015 Congressional City Conference	Washington, D.C.	March 15-19, 2015	$ 2,900
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Administrative Analyst	**San Bernardino County**			
		City/County Conference ($350 each X 2 = $700)	Lake Arrowhead	March, 2015	$ 700

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

Department: City Manager **Program:** 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mikey Fuentes, Administrative Analyst	Municipal Management Association of Southern California (MMASC)	Various	2014-2015	$ 1,000
52130	Edward Starr, City Manager Mikey Fuentes, Administrative Analyst	**Miscellaneous** Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			$ 850
				Total:	**$10,950**

(Only $8,300 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: City Manager **Program:** 4202 City Manager

Object Number

51020 BOOKS AND PUBLICATIONS – $225

Wall Street Journal.

52110 COMMUNITY BENEFITS – $15,000 ***(Only $12,000 approved in Adopted Budget)***

City contributions supporting employee and community oriented activities including holiday-related events (Memorial Day, Flag Day, Independence Day, etc.) and events supporting special programs, services, dedications, and festivals, $10,000
Online to College/Promise Scholars, $5,000

52120 DUES AND MEMBERSHIPS – $4,725

Inland Empire Division – League of California Cities, $250
City Management Foundation, $400
International City/County Management Association, $350
MMASC, $75
Metro Gold Line JPA Corridor, $3,500
Unanticipated adjustments, $150

52130 TRAVEL AND MEETINGS – $10,950 ***(Only $8,300 approved in Adopted Budget)***

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

52190 SPECIAL CONSULTING SERVICES – $47,500 ***(Only $42,000 approved in Adopted Budget)***

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, $5,000
The Counseling Team Services, $2,500
HDL sales, transactions and use tax, and property tax consulting services, $40,000

CITY OF MONTCLAIR

JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: City Manager **Program:** 4202 City Manager

Object Number	
52450	SPECIAL CONTRACT SERVICES – $25,000 ***(Only $15,000 approved in Adopted Budget)***
	Special services related to lease/general obligation revenue bonds, public facilities projects, architectural services for City facilities, survey instruments, development of Montclair Plaza, and other professional services.
52690	SMALL EQUIPMENT – $350
	Replacement cell phone.
52850	CELLULAR PHONE EXPENSE – $500
	Expenditures related to use of cellular telephone service.
52990	MISCELLANEOUS EXPENDITURES – $4,750
	Miscellaneous expenditures, including: Special awards, $750 Programs supporting organizational activities, $1,000 City promotional materials, $3,000

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	1,602,234	1,772,329	1,772,329	1,772,329
Services and Supplies	3,113,011	3,059,738	3,056,493	3,056,493
Capital Outlay	142,511	187,690	148,590	148,590
Total	**4,857,756**	**5,019,757**	**4,977,412**	**4,977,412**
Personnel Authorized	23.20 (FT) 5.00 (PT)	21.10 (FT) 4.00 (PT)	21.10 (FT) 4.00 (PT)	21.10 (FT) 4.00 (PT)
Department Distribution				
Administration	190,440	213,829	212,029	212,029
Financial Services	677,775	788,593	787,648	787,648
Solid Waste	2,300,423	2,285,017	2,285,017	2,285,017
City Clerk	114,195	132,528	132,528	132,528
Personnel/Risk Mgmt.	399,162	420,752	420,252	420,252
Information Tech. Services	832,797	817,676	778,576	778,576
Central Services	342,964	361,362	361,362	361,362
Total	**4,857,756**	**5,019,757**	**4,977,412**	**4,977,412**
Source of Funds				
General Fund	4,588,219	4,743,437	4,701,092	4,701,092
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	15,646	5,000	5,000	5,000
Sewer Maint. – Indirect Staff Chgs.	155,470	166,956	166,956	166,956
Sewer Maint. Fund	95,821	101,764	101,764	101,764
Total	**4,857,756**	**5,019,757**	**4,977,412**	**4,977,412**

DETAIL OF SALARIES AND WAGES

Department: Administrative Services **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - Starr	0.20	0.25	0.25	0.25	54,999	54,999	54,999
Finance Director	1.00	1.00	1.00	1.00	139,968	139,968	139,968
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	1.00	1.00	1.00	1.00	57,720	57,720	57,720
Finance Supervisor	1.00	1.00	1.00	1.00	71,532	71,532	71,532
Senior Accountant (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Accountant	1.00	1.00	1.00	1.00	54,492	54,492	54,492
Administrative Analyst	1.00	1.00	1.00	0.00	56,766	56,766	56,766
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	0.00	55,320	55,320	55,320
Junior Accountant	1.00	1.00	1.00	1.00	51,900	51,900	51,900
Accounting Specialist	5.00	4.00	4.00	4.00	184,380	184,380	184,380
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	0.00	55,608	55,608	55,608
Administrative Specialist	1.00	1.00	1.00	1.00	41,514	41,514	41,514
Customer Svc. Rep.	2.00	2.00	2.00	2.00	79,896	79,896	79,896
Part Time							
Personnel Officer	1.00	1.00	1.00	1.00	4,865	4,865	4,865
Senior Intern	1.00	1.00	1.00	1.00	0	0	0
Junior Intern	2.00	1.00	1.00	1.00	0	0	0
Systems Specialist	1.00	1.00	1.00	0.00	33,462	33,462	33,462
Full Time	23.20	22.25	22.25	19.25	1,279,143	1,279,143	1,279,143
Admin other Departments		-1.15	-1.15	-1.15	-89,094	-89,094	-89,094
Total FT Positions/Salaries		21.10	21.10	18.10	1,190,049	1,190,049	1,190,049
Part Time	5.00	4.00	4.00	3.00	38,327	38,327	38,327
Additional Pay					1,800	1,800	1,800
Overtime					12,400	12,400	12,400
Total Salaries & Wages					1,242,576	1,242,576	1,242,576
Benefit Costs					576,419	576,419	576,419
Benefit Costs other Depts					-46,666	-46,666	-46,666
Total Benefit Costs					529,753	529,753	529,753
TOTAL					**1,772,329**	**1,772,329**	**1,772,329**

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

The City Manager/Executive Director and managerial/supervisorial 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	152,550	175,149	175,149	175,149
Services and Supplies	37,890	38,680	36,880	36,880
Capital Outlay	0	0	0	0
Total	**190,440**	**213,829**	**212,029**	**212,029**
Personnel Authorized	1.45 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	182,016	199,870	198,070	198,070
Sewer Maint. Fund – Indirect Staff Charges	7,224	12,759	12,759	12,759
Recycling Grant Fund	1,200	1,200	1,200	1,200
Total	**190,440**	**213,829**	**212,029**	**212,029**

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.
4. Promote the organization's goals and objectives as established by the City Council.
5. Track legislative proposals and changes relevant to municipal agencies.
6. Oversee development of the City's history-related programs.
7. Oversee the City's E-government services and Internet services.
8. Promote development of North Montclair and improvements to Montclair Plaza.
9. 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.
10. Pursuant to City Council direction, implement Strategic Planning priorities.

Personnel Services – $175,149

Salary requests are for: City Manager (.25) – $54,999; Administrative Analyst (1.00) – 56,766; Administrative Specialist (.25) – 10,379. Cost allocations are as follows: full-time salaries – $122,144; overtime – $300; benefit costs – $52,705.

Services and Supplies – $38,680

Funding requested is for: books and publications – $200; office supplies – direct – $250; uniforms – $840; dues and memberships – $3,140; travel and meetings – $12,700 ($11,500 – General Fund; $1,200 – Recycling Grant Fund); mileage/auto allowance – $7,800; educational grants – $3,900; vocational training – $4,550; small equipment – $350; cellular phone expense – $950; miscellaneous expenditures – $4,000.

Capital Outlay

No funding requested.

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		CONFERENCES/SEMINARS			
52130	Gary Charleston, Personnel Officer	**California Public Employers Labor Relations Association** Annual Conference	Monterey	Nov 17-21, 2014	$ 2,100
	Don Parker, Finance Director	**League of California Cities** Municipal Finance Institute	Monterey	Dec 3-4, 2014	$ 1,200
		California Society of Municipal Finance Officers Annual Conference	Monterey	Feb 18-20, 2015	$ 1,200
	Don Parker, Finance Director Michael Piotrowski, Finance Supervisor Janet Kulbeck, Accountant Accounting Specialists Customer Service Representatives	**Miscellaneous Meetings** CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	$ 750
	Andrea Phillips, Administrative Specialist	**League of California Cities** City Clerks New Law and Elections Seminar	Monterey	Dec 3-5, 2014	$ 1,600

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		CONFERENCES/SEMINARS			
52130	Andrea Phillips, Administrative Specialist	**City Clerks Association of California**			
		Technical Training	Riverside	Sept 9-12, 2014	$ 1,000
		Quarterly Meetings	Various	Various	$ 1,000
		Miscellaneous Meetings	TBA	TBA	$ 150
	Janet Kulbeck, Accountant	**California Resource Recovery Association (CRRA)**			
		2014 Annual Conference (Recycling Grant Fund)	San Jose	Aug 3-6, 2014	$ 1,200
	All City of Montclair Attendees	**City of Montclair** State of the City Address – 2014	City of Montclair	Oct 2014	$ 1,500
52130	Gary Charleston, Personnel Officer Lisa Shannon, Personnel Services Coordinator Leslie Phillips, Benefits Coordinator	**Miscellaneous Meetings** CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management-Related Workshops	TBA	TBA	$ 1,000
				Total:	**$ 12,700**
				(General Fund:	**$ 11,500)**
				(Recycling Grant Fund:	**$ 1,200)**

(Only $10,900 approved in Adopted Budget)

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	**Liebert Cassidy Whitmore**			
		Inland Empire Consortium	Fontana	Quarterly	$ 1,300
	Ricky Tankersley, Senior Information Technology Specialist Steve Dague, GIS Specialist Robert Castillo, Information Technology Technician	**IT Service/Training Skill Development**	TBA	TBA	$ 1,500
52540	All City Personnel	**Special Training/Miscellaneous Training**			
		Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	$ 1,000
	Finance Department Personnel	Finance training classes	TBA	TBA	$ 750
				Total:	**$ 4,550**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4311 Administration

Object Number

51020 BOOKS AND PUBLICATIONS – $200

County and City Extra, $200.

51060 OFFICE SUPPLIES – DIRECT – $250

All Department Programs/Divisions: miscellaneous expenditures.

51100 UNIFORMS – $840

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ $210 per employee).

52120 DUES AND MEMBERSHIPS – $3,140

Administration:
CALPELRA, $335
SCAN-NATOA, $150

City Clerk
City Clerks Association of California, $300
International Institute of Municipal Clerks, $150

Information Technology
Association of Municipal Data Processing Managers

Finance:
California Municipal Treasurers Association, $155
California Society of Municipal Finance Officers, $440
Government Finance Officers Association, $360
California Municipal Revenue and Tax Association, $50

Personnel
G. Neil Certified Labor Law Service, $350
PERS Public Agency Coalition, $500
PARMA, $150

52130 TRAVEL AND MEETINGS – $12,700 ***(Only $10,900 approved in Adopted Budget)***

All Department Programs/Divisions: attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings." (General Fund – $11,500; Recycling Grant Fund – $1,200).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4311 Administration

Object Number	
52530	EDUCATIONAL GRANTS – $3,900
	All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 3 employees @ $1,300 each).
52540	VOCATIONAL TRAINING – $4,550
	All Department Programs/Divisions: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."
52690	SMALL EQUIPMENT – $350
	Replacement cellular phones.
52850	CELLULAR PHONE EXPENSE – $950
	Cellular phone service for Department personnel. All Department programs – exclusive of wireless data services (see 4316-52450).
52990	MISCELLANEOUS EXPENDITURES – $4,000
	Maintenance of historic photos/documents, $500 Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, $3,000 Unanticipated miscellaneous expenditures for Reeder Ranch/Hurst property archival storage site, $500

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	550,355	658,298	658,298	658,298
Services and Supplies	127,420	130,295	129,350	129,350
Capital Outlay	0	0	0	0
Total	**677,775**	**788,593**	**787,648**	**787,648**
Personnel Authorized	7.20 (FT)	6.20 (FT)	6.20 (FT)	6.20 (FT)

Source of Funds

General Fund	635,048	740,582	739,637	739,637
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	40,127	45,411	45,411	45,411
Total	**677,775**	**788,593**	**787,648**	**787,648**

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 with upgrading and maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor 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.
15. Interact with the state Department of Finance on Successor Agency-related matters.

Personnel Services – $658,298

Salary requests are for: Finance Director (.70) – $97,978; Finance Supervisor (.85) – $60,802; Accountant (.80) – $43,594; Junior Accountant (1.00) – $51,900; Accounting Specialist (3.60) – $165,804; Customer Service Representative/Office Specialist (.90) – $35,953. Cost allocations are as follows: full-time salaries – $456,031; overtime – $5,000; benefit costs – $195,467.

Services and Supplies – $130,295

Funding requested is for: books and publications – $2,945; maintenance (office equipment) – $100; mileage/auto allowance – $100; special consulting services – $9,850 ($8,250 – General Fund; $1,600 – Gas Tax Fund); auditing services – $57,000 ($56,000 – General Fund; $1,000 – DOJ Fund); collection agency fees – $350; data processing/service bureau – $3,500; bank fees and charges – $30,000; CalCard reward program – ($1,700); special contract services – $22,400; small equipment – $250; bad-debt expense – $2,000; miscellaneous expenditures – $3,500.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4312 Financial Services

Object Number	
51020	BOOKS AND PUBLICATIONS – $2,945 ***(Only $2,000 approved in Adopted Budget)***
	Governmental Accounting Standards Board Basic Plan, $180 *Fair Labor Standards Handbook*, $540 *Payroll Manager's Letter*, $350 *Federal Grants Management Handbook*, $390 *Governmental Accounting, Auditing, and Financial Reporting Review*, $110 *GAAP Guide*, $270 *Government Accounting & Financial Reporting Manual*, $210 *Keep Up to Date on Accounts Payable*, $300 *Keep Up to Date on Payroll*, $230 *American Payroll Association Basic Guide to Payroll*, $365
52010	MAINTENANCE – OFFICE EQUIPMENT – $100
	Miscellaneous repairs.
52140	MILEAGE/AUTO ALLOWANCE – $100
	Miscellaneous expenditure for business use of personal vehicle.
52190	SPECIAL CONSULTING SERVICES – $9,850
	Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, $8,250 Street report submission service (Gas Tax Fund), $1,600
52220	AUDITING SERVICES – $57,000
	Annual audit service fees (City, Successor Redevelopment Agency, and Successor Housing Authority) and GASB 34 implementation (General Fund – $56,000; DOJ Fund – $1,000).
52240	COLLECTION AGENCY FEES – $350
	Enforcement/collection of delinquent tax and service payments.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4312 Financial Services

Object Number	
52250	DATA PROCESSING/SERVICE BUREAU – $3,500
	American Appraisal Associates – service fee for insurable property values report.
52280	BANK FEES & CHARGES – $30,000
	Monthly bank fees and charges.
52281	CALCARD INCENTIVE PAYMENTS – ($1,700)
	CalCard reward program.
52450	SPECIAL CONTRACT SERVICES – $22,400
	Merchant Services (credit card processing), $17,000 Armored transport depository services, $5,400
52690	SMALL EQUIPMENT – $250
	Calculators (one @ $250)
52810	BAD-DEBT EXPENSE – $2,000
	Charge cost of uncollectible accounts – all departments.
52990	MISCELLANEOUS EXPENDITURES – $3,500
	Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste Disposal

Program Description

The Solid Waste Program administers the City's automated refuse collection/disposal program; administers residential, commercial, school, and City facilities recycling programs; administers the City's Utility Billing system; tracks diversion of refuse to ensure compliance with AB 939 and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	73,781	75,011	75,011	75,011
Services and Supplies	2,226,642	2,210,006	2,210,006	2,210,006
Capital Outlay	0	0	0	0
Total	**2,300,423**	**2,285,017**	**2,285,017**	**2,285,017**
Personnel Authorized	2.15 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)

Source of Funds

General Fund	2,190,156	2,179,453	2,179,453	2,179,453
Sewer Maintenance Fund	95,821	101,764	101,764	101,764
Recycling Grant Fund	14,446	3,800	3,800	3,800
Total	**2,300,423**	**2,285,017**	**2,285,017**	**2,285,017**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4313 Solid Waste Disposal

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 DataProse.
5. Administer residential, commercial, school, and City facilities recycling programs.
6. Track diversion of refuse to ensure AB 939 compliance and compliance with commercial and residential recycling requirements.
7. Administer the residential refuse household-rate discount program for senior households.
8. Administer applicable grant programs.
9. Assist the Finance 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.
13. Administer the City's anti-scavenging ordinance.

Personnel Services – $75,011

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 – $150; Benefit costs – $26,274.

Services and Supplies – $2,210,006

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 – $49,806; bad-debt expenses – $7,000; special billing services – $48,000; miscellaneous expenditures – $1,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4313 Solid Waste Disposal

Object Number	
51150	LICENSE/PERMITS/CERTIFICATES – $300
	Program-related licenses and permits (Sewer Maintenance Fund – $150; General Fund – $150).
52090	PUBLICATION AND ADVERTISING – $3,800
	Recycling Grant Fund expenditure (grant used for advertising of oil collection centers and for education programs for oil/oil filter recycling).
52140	MILEAGE/AUTO ALLOWANCE – $100
	Miscellaneous expenditure for business use of personal vehicle (Sewer Maintenance Fund – $50; General Fund – $50).
52390	RESIDENTIAL REFUSE COLLECTION – $2,100,000
	Contract costs for collection and disposal of residential refuse and for collection and transport of residential recyclables—refuse collection costs fully reimbursed to the General Fund by assessing residential refuse collection fees.
52450	SPECIAL CONTRACT SERVICES – $49,806
	Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Maintenance Fund – $24,903; General Fund – $24,903).
52810	BAD-DEBT EXPENSES – $7,000
	Charge costs of uncollectable utility accounts (Sewer Maintenance Fund – $3,500; General Fund – $3,500).
52930	SPECIAL BILLING SERVICES – $48,000
	Utility billing service with DataProse (Sewer Maintenance Fund – $24,000; General Fund – $24,000).
52990	MISCELLANEOUS EXPENDITURES – $1,000
	Unanticipated expenditures (Sewer Maintenance Fund – $500; General Fund – $500).

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	91,195	99,928	99,928	99,928
Services and Supplies	23,000	32,600	32,600	32,600
Capital Outlay	0	0	0	0
Total	**114,195**	**132,528**	**132,528**	**132,528**
Personnel Authorized	3.00 (FT)	2.30 (FT)	2.30 (FT)	2.30 (FT)

Source of Funds

General Fund	104,323	124,877	124,877	124,877
Sewer Maint. Fund – Indirect Staff Charges	9,872	7,651	7,651	7,651
Total	**114,195**	**132,528**	**132,528**	**132,528**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4314 City Clerk

Work Program

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

Personnel Services – $99,928

Salary requests are for: City Clerk (1.00) – unfunded; Deputy City Clerk (.80) – $46,176; Administrative Specialist (.50) – $20,757. Cost allocations are as follows: full-time salaries – $66,933; overtime – $1,500; benefit costs – $31,495.

Services and Supplies – $32,600

Funding requested is for: books and publications – $3,500; election supplies/services – $15,000; publication and advertising – $6,000; mileage/auto allowance – $100; special contract services – $7,000; miscellaneous expenditures – $1,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4314 City Clerk

Object Number	
51020	BOOKS AND PUBLICATIONS – $3,500
	Maintenance of *Montclair Municipal Code*, $3,300 Miscellaneous books and periodicals, $200
51070	ELECTION SUPPLIES/SERVICES – $15,000
	Costs related to forms, polling station supplies, San Bernardino County Registrar of Voters services, and other materials related to conducting elections.
52140	MILEAGE/ATO ALLOWANCE – $100
	Miscellaneous expenditures for business use of personal vehicle.
52090	PUBLICATION AND ADVERTISING – $6,000
	Publication of legal notices.
52450	SPECIAL CONTRACT SERVICES – $7,000
	Contract services for off-site records storage – all departments.
52990	MISCELLANEOUS EXPENDITURES – $1,000
	Miscellaneous supplies for City Council meetings, electoral services, and ballot and statement preparations for local elections.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	308,262	312,852	312,852	312,852
Services and Supplies	90,900	107,900	107,400	107,400
Capital Outlay	0	0	0	0
Total	**399,162**	**420,752**	**420,252**	**420,252**
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)

Source of Funds

General Fund	373,129	394,008	393,508	393,508
Sewer Maint. Fund – Indirect Staff Charges	26,033	26,744	26,744	26,744
Total	**399,162**	**420,752**	**420,252**	**420,252**

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 – $312,852

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) – $4,865. Cost allocations are as follows: full-time salaries – $211,836; part-time salaries – $4,865; overtime – $300; benefit costs – $95,851.

Services and Supplies – $107,900

Funding requested is for: books and publications – $2,000; publication and advertising – $8,500; mileage/auto allowance – $150; labor relations – $250; special consulting services – $5,000; audit fees – $12,000; special contract services – $42,000; psychological assistance – $13,000; medical examinations – $10,000; personnel testing – $2,500; fingerprints and credit bureau fees – $3,000; psychological exams – $6,000; ADA expenditures – $2,000; miscellaneous expenditures – $1,500.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4315 Personnel/Risk Management

Object Number

51020 BOOKS AND PUBLICATIONS – $2,000 ***(Only $1,500 approved in Adopted Budget)***

The Practical Guide to Employment Law, $195
California Employment Law Letter, $350
The Public Retirement Journal, $195
Practical Risk Management, $265
Top Health, $170
Jobs Available, $35
Public Employment Law Report, $160
Family and Medical Leave Guidebook, $275
California Public Sector Labor Relations, $125
University of California, Berkeley, Wellness Letter, $30
Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, and HIPAA), $200

52090 PUBLICATION AND ADVERTISING – $8,500

Personnel recruitment advertisements.

52140 MILEAGE/AUTO ALLOWANCE – $150

Mileage reimbursement for Personnel Officer, Personnel Services Coordinator, and Benefits Coordinator.

52150 LABOR RELATIONS – $250

Expenditures related to the meet and confer process with employee labor groups.

52190 SPECIAL CONSULTING SERVICES – $5,000

East Inland Empire Employment Relations Consortium, $2,500
Hearing officers for grievance/disciplinary hearings, $2,000
Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), $500

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4315 Personnel/Risk Management

Object Number	
52220	AUDIT FEES – $12,000
	Property appraisal/valuation study – Kessler Alair Insurance Broker (establishes current insurance value of real property assets for insurance valuation).
52450	SPECIAL CONTRACT SERVICES – $42,000
	Annual retainer fee for Carl Warren & Co. (City's third-party administrator for liability claims), $10,000 Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), $30,000 Transcription services, $2,000
52490	PSYCHOLOGICAL ASSISTANCE – $13,000
	Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
52510	MEDICAL EXAMINATIONS – $10,000
	Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.
52520	PERSONNEL TESTING – $2,500
	Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.
52560	FINGERPRINTS AND CREDIT BUREAU FEES – $3,000
	Fingerprint checks related to employment recruitments in compliance with state/federal requirements.
52590	PSYCHOLOGICAL EXAMS – $6,000
	Psychological exams for new employee applicants.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4315 Personnel/Risk Management

Object Number	
52840	ADA EXPENDITURES – $2,000
	ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.
52990	MISCELLANEOUS EXPENDITURES – $1,500
	Miscellaneous expenditures for unanticipated Personnel Division-related needs.

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 electronic data and technology 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	411,664	435,266	435,266	435,266
Services and Supplies	278,622	206,610	206,610	206,610
Capital Outlay	142,511	175,800	136,700	136,700
Total	**832,797**	**817,676**	**778,576**	**778,576**
Personnel Authorized	4.00 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)	4.00 (FT) 3.00 (PT)

Source of Funds

General Fund	786,277	766,264	727,164	727,164
Sewer Maint. Fund – Indirect Staff Charges	46,520	51,412	51,412	51,412
Total	**832,797**	**817,676**	**778,576**	**778,576**

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 archiving of email messages in compliance with federal, state, local, and case law.
3. Maintain local and wide area networks for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City website/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 a Citywide document imaging program.
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 and complete project in 2014.
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 – $435,266

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) – $55,608; Systems Specialist (1.00/part-time) – $33,462; Senior Intern (1.00/part-time) – unfunded; Junior Intern (1.00/part-time) – unfunded. Cost allocations are as follows: full-time salaries – $274,140; part-time salaries – $33,462; overtime – $5,000; benefit costs – $122,664.

Services and Supplies – $206,610

Funding requested is for: office supplies - indirect – $34,000; maintenance - office equipment and furniture – $8,000; mileage/auto allowance – $100; special contract services – $146,810; small equipment – $17,700.

Capital Outlay – $175,800

Funding requested is for: LCD monitors – $4,800; desktop computers – $22,500; UPS replacement – $2,500; Mitel support – $8,500; Cisco router – $3,200; HP Power-Over Ethernet switches – $10,000; wireless access points at MPD – $2,500; MPD tablets – $5,000; SmartCard HID programmer – $2,000; MPD Panasonic MDC tablets – $64,000; MFD Panasonic MDC tablets – $16,000; MDC docking stations – $3,200; Laserfiche license plus high speed scanner – $5,000; AMAG security upgrade – $4,600; wide-format plotter – $11,000; GIS license – $2,000; GeoXH handheld – $9,000.

Object Number

51050 OFFICE SUPPLIES – INDIRECT – $34,000

Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), $3,000
Media, forms, and stock related to Springbrook Finance Suite report requirements, $3,000
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), $4,000
Laser, laser color, and inkjet cartridges, $6,500
Various hardware and software enhancements/upgrades and license extensions, $13,500
Photo ID-card system supplies, $2,000
Miscellaneous IT office supplies, $2,000

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – $8,000

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

52140 MILEAGE/AUTO ALLOWANCE – $100

Reimbursement for Program personnel for use of personal vehicles for business purposes.

52450 SPECIAL CONTRACT SERVICES – $146,810

Verizon Fiber Connection Service Point-to-Point WAN service from City Hall to two off-site locations Police/Fire Station Nos. 1 and 2/City Yard, @ $900 per month for each fiber branch – $21,600 annually
Verizon FIOS Internet connectivity 50MB/20MB for all City facilities ($300 per month) – $3,600 annually
Time Warner TV service for Civic Center ($55 per month) – $660 annually
Verizon T1 Point-to-Point WAN access service between Montclair Police Department (MPD) and West Covina MDC CAD system ($350 per month) – $4,200 annually
Verizon High Speed Internet DSL/FIOS service to various locations (2 locations @ $50 each per month) – $1,200 annually
Verizon High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property ($60 per month per site/$240 monthly) – $2,880 annually

Continued on next page

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Number

52450 SPECIAL CONTRACT SERVICES – continued

Verizon Wireless data cards special contract service support (8 cards @ $40 each per month) – $3,840 annually
Verizon analog backup POTS lines for City Hall, MPD, Fire Station Nos. 1 and 2 (4 lines per site, at $100 monthly per location) – $4,800 annually
ASSI Security system MPD support and maintenance – $11,000 annually
CDMA wireless service for MPD MDCs (24 @ $50 per month per unit) – $14,400 annually
MPD/ San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH ($367 per quarter) – $1,468 annually
SourceOne email archiving maintenance and support – $2,429 annually
Verizon Internet service for MPD facility ($100 per month) – $1,200 annually
DataTree DocEdge for Code Enforcement ($100 per month) – $1,200 annually
DataQuick PropertyFinder annual portal access – $3,500 annually
GIS Arcinfo suite service maintenance and technical support – $2,400 annually
Cisco SMARTnet software updates – $1,000 annually
Cisco router technical support – $800 annually
HDL Code Enforcement software support – $3,800 annually
HDL Building Permits software support – $5,500 annually
Laserfiche maintenance support/City Hall – $5,500 annually
Laserfiche maintenance support/MPD – $4,500 annually
Trend Micro Client/Server Messaging Security maintenance – $2,121 annually
Costar Group, Inc – $4,118
ESRI Community Analyst – $2,495
ESRI ArcGIS EOC Maintenance – $2,000
Emergency Disaster Recovery off-site storage – $599 annually
Untangle Web Filter License – $900 annually
Deep Freeze Maintenance Fee – $600 annually
Springbrook Suite of Software maintenance and support – $32,500 annually

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Number	
52690	SMALL EQUIPMENT – $17,700

Printer rollers and replacement parts, $1,500
Printer replacement kits, $1,500; UPS battery backup units (15 @ $100 each), $1,500
Laserjet printers to replace Laserjet legacy printers (5 @ $300 each), $1,500
Cat 6 cables (6 boxes @ $200 each), $1,200
ID Card Program cards and special equipment needs, $1,500
Computer component upgrades, $1,500
Computer and network toolset, $500
Server component upgrades, $1,500
Barcode equipment for PD evidence, $1,500
Fire Station 151 network equipment rack, $1,000
Fire Station 151 lobby monitor, $1,000
City Hall front lobby monitor, $1,000
Dot matrix printer for CLETS/Fire dispatch, $1,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for thirty (30) 23-inch LCD monitors @ $160 each.	$ 4,800
62010	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate transition to Microsoft's current Windows operating and office systems; newer desktops are also more energy-efficient. Microsoft has announced that it will no longer provide security patches or technical support for the out-of-date operating system Windows XP. Without Microsoft support for Windows XP, not even anti-virus software will protect PCs that run the obsolete operating system. Hackers have been holding onto flaws in Windows XP and waiting to exploit them. Without critical Windows XP security updates, the City's computers may become vulnerable to harmful viruses, spyware, and other malicious software which can steal or damage business data and information. The recommendation is for thirty (30) desktop computers @ $750 each.	$ 22,500
62010	Server Room UPS Battery Replacement and Maintenance	The Uninterrupted Power Supply (UPS) in the Server Room requires replacement and maintenance. The UPS protects the physical and network server environment from threats to IT infrastructure availability. It provides a graceful shutdown of physical servers and virtual machines protecting data integrity and reduces system downtime when critical events such as extended power outages occur. Batteries are the most vulnerable part of a UPS. The UPS batteries for the City servers have not been replaced or maintained in over 5 years and have reached the end of their useful life period.	$ 2,500
62010	Mitel Support and Maintenace Software	The current Mitel PBX controller software is out-of-date and needs to be renewed. The City purchased the Mitel Voice-Over-IP system over 6 years ago and the warranty expired in 2012. Renewing maintenance and support for the Mitel PBX will allow for a new software version with enhanced features, allowing the City to retain the system for several more years.	$ 8,500

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	Replacement Router / Firewall	The Cisco router for the Mobile Vehicle Recorders (MVR) in City police vehicles requires replacement. The current Cisco router is an older model that fails to meet current security standards. The router also fails to provide adequate bandwidth for video signals, which are vital to MVR capabilities. A replacement Cisco router will provide for better management of network security protocols to allow or deny applications across the network. A new Cisco router will also offer up to 1.2 gigabits per second of throughput, and features solid-state hard disks for speedy logging, reporting and storage in support of next-generation data.	$ 3,200
62010	HP Power-Over-Ethernet (POE) network modules	Network switches are the building blocks of all business communications, from data to voice and video to wireless access. Network switches connect computers, printers, phones, and servers, enabling networked devices to communicate with each other efficiently. Through information sharing and resource allocation, switches are cost-effective and promote employee productivity. Currently, the City's network switches have no more port capability and require network modules to allow additional devices to connect to the City's network. These network modules will give the City's network flexibility and expansion capability to continue growing and increasing City services.	$ 10,000
62010	Building Wireless Access Points	The Police Department is requesting wireless access points to make it easier to connect mobile devices to the network. Wireless LAN allows staff to move around offices and different floors without losing network connectivity. Wireless access points will help control the cost for network cabling and provide the public access to internet Wi-Fi connectivity. ***(Not approved in Adopted Budget)***	$ 2,500
62010	Police Administration Tablets	Police Administration Staff are requesting tablets to enhance productivity when staff are in and out of the office. Tablets allow staff members connective mobility, enhancing their ability to multitask, edit and share data efficiently, and create, schedule and manage projects, people, and resources. The recommendation is for ten (10) tablets at $500 each. ***(Not approved in Adopted Budget)***	$ 5,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	SmartCard HID iClass Programmer	The Department of Justice (DOJ) is mandating that all safety personnel with access to DOJ records be assigned a 2-way authentication factor when logging into DOJ-connected computer systems. To achieve this mandate, the IT Division proposes implementing a SmartCard authentication system. The SmartCard system will work in conjunction with the existing Prox Technology system for access to security-protected City buildings. Implementation of SmartCard procedures requires the purchase of an HID iClass SmartCard programmer to program iClass codes for SmartCards.	$ 2,000
62010	Panasonic CF-19 Toughbook Police Mobile Data Computer (MDC) Upgrade	Mobile Data Computers (MDCs) in the Police Department have exceeded their normal life expectancy and utilize the Windows® XP operating system, which Microsoft no longer supports. This lack of Microsoft support creates a vulnerability to attacks from outside sources that could impact system operability and lead to weaknesses in the City's vaunted data security systems. These weaknesses may also challenge the City's ability to meet DOJ regulatory obligations related to records security and accessibility to nationwide criminal database systems. In addition, MDC replacement parts are difficult to locate and the units routinely suffer from malfunctions. The request is to replace twenty (20) Police Department MDC units at a cost of approximately $3,200 per unit.	$ 64,000
62010	Panasonic CF-19 Toughbook Fire Mobile Data Computer (MDC) Upgrade	Montclair Fire Engines are equipped with Mobile Data Computers (MDCs) linked via a cell aircard to the Ontario Dispatch Center and for access to CAD information and mapping. Fire Department personnel use MDCs to show current alarms within the jurisdiction, street maps, vehicle locations and tracking, routes of travel, and hydrant locations. MDCs are also used to complete fire and emergency medical service (EMS) reports in the field. Existing MDCs have been maintained through joint partnership with the City of Ontario Fire Department for hardware and software repair. With the recent consolidation of fire services between Montclair and Upland, and a stated intent to migrate to the County of San Bernardino for joint dispatch services, the City will be required to transition to replacement MDC units compatible with joint agency operations. The request is to replace existing MDCs with five (5) new replacement units at a cost of approximately $3,200 per unit.	$ 16,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	MDC Docking Stations	Police Department vehicles equipped with MDC units require installation of docking stations. The following four Police Department vehicles require MDCs to be installed: CSU vehicle, PD Trailer, and two Cadet vehicles used for parking violation enforcement. The recommendation is to purchase four (4) docking stations at a cost of approximately $800 per unit.	$ 3,200
62010	Laserfiche Additional License plus Canon Image FORMULA DR-603C High Speed Document Scanner	Continued expansion of the Laserfiche system will enable each department to electronically archive records, documents, maps, plans, and other hardcopy materials. The current proposal would extend the Laserfiche records management system to the Fire Department. Fire Department personnel would scan abatement notices, various fire permits, inspection notices, and other essential documents. The recommendation is for one (1) additional license at a cost of approximately $1,500 annually, plus a high performance Canon Image FORMULA DR 603C scanner at a cost of approximately $3,500. ***(Not approved in Adopted Budget)***	$ 5,000
62010	AMAG Security Professional Upgrade	The AMAG Security System is the City's deployed electronic security/intrusion detection system used for access to City facilities through doors and gates, and for control of security cameras. AMAG also provides centralized programming of access ID cards, smart cards, and electronic door locks. The proposed upgrade offers new modules, features and dynamic enhancements that significantly improve functionality, reliability, security and compatibility. ***(Not approved in Adopted Budget)***	$ 4,600
62010	HP DesignJet or Canon iPF 8400 42 inch Wide-Format Reproduction Plotter	The Ricoh Plotter used by the Community Development and Public Works Departments has been without warranty and maintenance for several years. It is used frequently to print plans and maps for regular business duties. Servicing the plotter is expensive and replacement parts are difficult to locate. The Ricoh plotter is used to print building and public works plan documents and scan plans for archiving in BidAmerica and other software. In addition to surpassing the end of its functional life, the plotter is not compatible with Microsoft's current Windows® operating system. A new HP DesignJet/Canon 42 inch plotter would offer significantly improved printing and scanning capability, improved functionality and come standard with color printing and scanning. The added functions and efficiency will improve staff's ability to archive and reproduce documents. ***(Not approved in Adopted Budget)***	$ 11,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4316 Information Technology Services

Object Code	Item	Justification	Cost
62010	GIS Additional license	During the past year, the Police Department launched a new GIS system to conduct crime analysis, map crime locations/types, and produce daily hot sheets to aid Police personnel with their duties. Captured statistical data includes grand theft auto, graffiti incidents, burglaries, car accidents, etc. Acquisition of an additional license for the Detective Bureau will bring the City to compliance for GIS software used at the Police Department. ***(Not approved in Adopted Budget)***	$ 2,000
62010	Trimble GeoXH Handheld with floodlight	The City maintains a handheld GPS device to enhance GIS data collection throughout the community. The device is aging and is experiencing a number of technical problems that have proven costly to repair. Replacing the GPS device would enable the Information Technology Division to continue and extend capabilities for the mobile collection of GIS-related data. A new GPS device would also allow for enhanced processing speeds, improved functionality, and inclusion of photos for direct reference to collected GPS data. Additionally, it will allow photos to be taken and attached to GPS data. The GPS handheld device collects data points of fire hydrants, storm water lines, street signs, and other physical GEO features for use within the GIS database. In consideration of the number of GIS projects planned for Public Works and other departments, a new Trimble GeoXH handheld with floodlight would allow for greater efficiency, improved accuracy, and a reduction in time per project. The estimated cost includes a four (4) year extended warranty for $855, plus list price of $7,695. ***(Not approved in Adopted Budget)***	$ 9,000
		(Only $136,700 approved in Adopted Budget)	**Total: $175,800**

PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	14,427	15,825	15,825	15,825
Services and Supplies	328,537	333,647	333,647	333,647
Capital Outlay	0	11,890	11,890	11,890
Total	**342,964**	**361,362**	**361,362**	**361,362**
Personnel Authorized	0.25 (FT)	0.25 (FT)	0.25 (FT)	0.25 (FT)

Source of Funds

General Fund	317,270	338,383	338,383	338,383
Sewer Maint. Fund – Indirect Staff Charges	25,694	22,979	22,979	22,979
Total	**342,964**	**361,362**	**361,362**	**361,362**

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

1. Evaluate P.C.–based central stores inventory systems for maintenance, ordering, distribution, and tracking of supplies.
2. Administer the City's franchise agreement with 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 and negotiate successor terms; 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.

Personnel Services – $15,825

Salary requests are for: Administrative Specialist (0.25) – $10,378. Cost allocations are as follows: full-time salaries – $10,378; overtime – $150; benefit costs – $5,297.

Services and Supplies – $333,647

Funding requested is for: books and publications – $185; office supplies – indirect – $98,000; license/permits/ certificates – $1,874; maintenance – office equipment and furniture – $15,280; publication and advertising – $5,000; animal control services – $146,000; 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 – $11,890

Funding requested is for: Neopost DS-75 folder/inserter – $11,890.

Department: Administrative Services **Program:** 4317 Central Services

Object Number

51020 BOOKS AND PUBLICATIONS – $185

Better Buys for Business, $150
Consumer Reports, $35

51050 OFFICE SUPPLIES – INDIRECT – $98,000

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

51150 LICENSE/PERMITS/CERTIFICATES – $1,874

Funding for ASCAP license, $325
BMI license, $320
MPLC license, $554
SESAC license, $600
GoDaddy, $75

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – $15,280

Cost of services for the maintenance and repair of office equipment and furniture:
Ricoh/Aficio MP1350 digital copier system w/binder and punch maintenance – SN L5780300020 (key copier system/City Hall), $4,860
Canon imageRUNNER 7086 digital copier system maintenance – SN 21KKZ63700 (City Hall), $2,230
Xerox WorkCentre 4250F copier (Youth Center), $300
HP CM4540F Color MFP (Senior Center, Human Services, Fire Station No. 1, City Yard at $450 each), $1,800
Excess copier charges for all copier systems, $2,000
Neopost IS-460 automatic mail machine with scale, $1,350
Neopost SI-68 folder and inserter, $1,700
Burtronics fax machine (City Hall), $290
Typewriter maintenance (Citywide), $250
Fax machine maintenance (Citywide), $250
Audio/visual equipment maintenance (Citywide), $250

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4317 Central Services

Object Number	
52090	PUBLICATION AND ADVERTISING – $5,000
	Specialized printing needs, die cuts, layouts, and design development.
52430	ANIMAL CONTROL SERVICES – $146,000
	Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
52450	SPECIAL CONTRACT SERVICES – $3,072
	Shred-it document destruction services, $1,512 Mijac alarm (Hurst property, Reeder property, Resource Center, and Kids' Station), $1,560
52630	RENT – LAND/BUILDINGS – $7,800
	Annual rent payment for United Methodist Church parking lot (calculated @ 12 X $650 = $7,800).
52640	RENT – PRIVATE EQUIPMENT – $3,136
	Rental agreement on Neopost postage meter/carrier insurance, $1,416 Meter rate change protection, $220 Audio/video equipment rental for special events, $1,500
52670	POSTAGE – $40,000
	Indirect postage expenditure (all City departments).
52690	SMALL EQUIPMENT – $2,000
	Replacement phones, all departments.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4317 Central Services

Object Number	
52990	MISCELLANEOUS EXPENDITURES – $11,300

Expenditures for miscellaneous services and supplies:
Parking permit decals, $700
City presentation pins, $1,500
U.S. and California state flags, $2,800
Promotional merchandise, $1,300
City Hall household miscellaneous, $5,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Administrative Services **Program:** 4317 Central Services

Object Code	Item	Justification	Cost
62010	Neopost DS-75 Folder/Inserter	The proposed Neopost DS-75 folder/inserter would replace the existing Neopost SI-68 folder/inserter, purchased in Fiscal Year 2002-03. The existing machine is twelve years old, exceeding normal life expectancy, and the envelope-inserting mechanism is inoperable. The SI-68 has been without warranty and maintenance for several years because Neopost does not maintain machines past their life expectancy and the City has recently received notification from Neopost that parts for the SI-68 will no longer be manufactured. A functioning folder/inserter is vital to the City's utility billing program—the folder/inserter is also utilized by other departments for related mailings; therefore, to guarantee operational capacity to meet demands of the utility billing program and other City departments, staff recommends replacement of the existing folder/inserter during Fiscal Year 2014-15. The estimated purchase price of $11,890 includes sales tax and delivery/installation for the DS-75 folder/inserter, and maintenance is free for the first year—thereafter, annual maintenance is $2,028 for the following four consecutive years.	$11,890
		Total:	**$11,890**

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	2,412,653	2,564,636	2,389,966	2,389,966
Services and Supplies	535,137	590,797	561,359	561,359
Capital Outlay	0	56,600	3,500	3,500
Total	**2,947,790**	**3,212,033**	**2,954,825**	**2,954,825**
Personnel Authorized	20.00 (FT) 95.00 (PT)	20.00 (FT) 123.00 (PT)	20.00 (FT) 123.00 (PT)	20.00 (FT) 123.00 (PT)
Department Distribution				
Recreation	718,468	969,779	909,830	909,830
Service Center	221,352	182,742	168,482	168,482
Senior Citizens	106,421	122,081	121,581	121,581
Nutritional Meals	147,057	143,104	128,844	128,844
Health Education	100,516	105,983	91,723	91,723
Family Education	138,704	102,266	88,009	88,009
After-School Program	1,515,272	1,586,078	1,446,356	1,446,356
Total	**2,947,790**	**3,212,033**	**2,954,825**	**2,954,825**
Source of Funds				
General Fund	1,142,553	1,167,726	1,164,114	1,164,114
Community Dev. Block Grant	10,741	12,686	12,686	12,686
Air Quality Improvement Trust	0	53,100	0	0
DAAS Grant/Donations	109,466	110,056	110,056	110,056
ASES Grant	1,155,903	1,404,018	1,203,376	1,203,376
ASES Supplemental Grant	147,390	147,390	147,390	147,390
Champions for Change Grant	13,254	0	0	0
First Five Grant	176,663	150,086	150,232	150,232
OMSD Immunizations Grant	89,065	70,006	70,006	70,006
Inland Empire United Way	22,577	17,500	17,500	17,500
Kaiser Permanente Grant	24,175	34,875	34,875	34,875
OMSD Resource Center Grant	4,413	3,000	3,000	3,000
Senior Support Services Grant	6,920	6,920	6,920	6,920
Community Foundation Grant	10,000	0	0	0
Hope through Housing	34,670	34,670	34,670	34,670
Total	**2,947,790**	**3,212,033**	**2,954,825**	**2,954,825**

DETAIL OF SALARIES AND WAGES

Department: Human Services **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Director of Human Svcs Division	1.00	1.00	1.00	1.00	93,012	120,912	120,912
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	59,772	59,772	59,772
Office Specialist	1.00	1.00	1.00	1.00	39,948	39,948	39,948
Resource Analyst	1.00	1.00	1.00	1.00	50,058	0	0
Learning Coordinator	11.00	11.00	11.00	11.00	449,811	443,259	443,259
Sr. Citizens Program Specialist	1.00	1.00	1.00	1.00	41,700	41,700	41,700
Health Education Specialist	1.00	1.00	1.00	1.00	40,272	40,272	40,272
Recreation Coordinator	2.00	2.00	2.00	2.00	73,890	73,890	73,890
Part Time							
Office Specialist	1.00	1.00	1.00	1.00	27,596	27,596	27,596
Facility Coordinator	4.00	4.00	4.00	4.00	32,469	32,469	32,469
Summer/Winter Personnel	18.00	46.00	46.00	46.00	205,497	185,000	185,000
Program Aide	1.00	1.00	1.00	1.00	16,482	16,482	16,482
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	2.00	1.00	1.00	1.00	19,227	19,227	19,227
Nutrition Site Manager	1.00	1.00	1.00	1.00	13,753	13,753	13,753
Kitchen Assistant	1.00	1.00	1.00	1.00	7,488	7,488	7,488
Learning Leader	58.00	58.00	58.00	58.00	656,980	567,184	567,184
Junior Intern	1.00	2.00	2.00	2.00	9,453	9,453	9,453
Transportation Coordinator	2.00	2.00	2.00	2.00	27,492	27,492	27,492
Transportation Coord. (relief)	1.00	1.00	1.00	1.00	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
Full Time	20.00	20.00	20.00	20.00	908,235	879,525	879,525
Part Time	95.00	123.00	123.00	123.00	1,102,527	992,234	992,234
Additional Pay					900	900	900
Overtime							
Total Salaries & Wages					2,011,662	1,872,659	1,872,659
Benefit Costs					552,974	517,307	517,307
TOTAL					**2,564,636**	**2,389,966**	**2,389,966**

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, and special event programming.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	591,142	688,999	689,045	689,045
Services and Supplies	127,326	224,180	217,285	217,285
Capital Outlay	0	56,600	3,500	3,500
Total	**718,468**	**969,779**	**909,830**	**909,830**
Personnel Authorized	5.60 (FT) 25.00 (PT)	4.90 (FT) 53.00 (PT)	4.90 (FT) 53.00 (PT)	4.90 (FT) 53.00 (PT)

Source of Funds

General Fund	714,742	912,609	905,760	905,760
Community Dev Block Grant	726	0	0	0
Air Quality Improvement Trust	0	53,100	0	0
DAAS Grant	0	1,070	1,070	1,070
OMSD Resource Center Grant	3,000	3,000	3,000	3,000
Total	**718,468**	**969,779**	**909,830**	**909,830**

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 and summer camp programs.

Units of Measure

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

Personnel Services - $688,999

Salary requests are for: Human Services Director (1.00) - $93,012; Senior Human Services Supervisor (1.00) - $59,772; Senior Recreation Supervisor (.30) - $17,932; Office Specialist (.40) - $15,979; Resource Analyst (.20) - $10,012; Recreation Coordinators (2.00) - $73,890; Facility Coordinators (4.00/part-time) - $32,469; Summer/Winter Personnel (46.00/part-time) - $188,438; Junior Interns (2.00/part-time) - $9,453; 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 - $270,597; part-time salaries - $264,815; benefit costs - $153,587.

Services and Supplies - $224,180

Funding requested is for: books and publications - $260; program supplies - $35,550; maintenance and other equipment - $450; publication and advertising - $21,000; community benefits - $10,000; dues and membership - $2,360; travel and meetings - $2,500; mileage/auto allowance - $50; Community Action Committee - $13,750; special consulting services - $80,000; performing art services - $5,000; special contract services - $9,700; vocational training - $1,835; postage - $8,000; small equipment - $2,300; cellular phone expense - $425; reimbursed program costs - $25,000; miscellaneous expenditures - $6,000.

Capital Outlay - $56,600

Funding requested is for: eight (8) rectangular 8x3 banquet tables - $2,000; 2014 Toyota Hybrid Highlander - $53,100; three (3) athletic safety mats - $1,500.

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

Department: Human Services **Program:** 4381 Recreation

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Two (2) Human Services Dept. Staff	CPRS Annual Conference	Sacramento	Spring 2015	$2,500
				Total:	**$2,500**

(Only $2,000 approved in Adopted Budget)

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

Department: Human Services **Program:** 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Fernando Saltos, Recreation Coordinator	CPRS Fall Forum	TBA	Fall 2014	$50
52540	Thailin Gavilanes, Recreation Coordinator	CPRS Fall Forum	TBA	Fall 2014	$50
52540	Fernando Saltos, Recreation Coordinator	(2) CPRS Seminars	TBA	2014-2015	$60
52540	Thailin Gavilanes, Recreation Coordinator	(2) CPRS Seminars	TBA	2014-2015	$60
52540	Ester Vargas-Pipersky, Program Spec.	Adult Protective Services Workshop	Ontario	Spring 2015	$135
52540	Marcia Richter, Director of Human Services	(2) Liebert, Cassidy Seminars	Fontana	TBA	$62
52540	Michelle Castillo, Sr. Human Svcs. Supervisor	(2) Liebert, Cassidy Seminars	Fontana	TBA	$62
52540	Laura Floyd-Cole, Sr. Recreation Supervisor	(2) Liebert, Cassidy Seminars	Fontana	TBA	$62
52540	Fernando Saltos, Recreation Coordinator	(2) Liebert, Cassidy Seminars	Fontana	TBA	$62
52540	Thailin Gavilanes, Recreation Coordinator	(2) Liebert, Cassidy Seminars	Fontana	TBA	$62
52540	30 Part-Time Staff	CPR and First Aid Training	TBA	TBA	$100

(General Fund sub-total: $765)

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

Department: Human Services **Program:** 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair	Spring 2015	$770
52540	2 Nutrition Managers	Food Handlers Certification	Montclair	Spring 2015	$300
				(DAAS Grant sub-total:	***$1,070)***

Total: $1,835

(General Fund: $765)
(DAAS Grant: $1,070)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4381 Recreation

Object Number

51020 BOOKS AND PUBLICATIONS - $260

Subscription to Inland Valley Daily Bulletin.

51130 PROGRAM SUPPLIES - $35,550 ***(Only $33,550 approved in Adopted Budget)***

Special event supplies, $3,000
Staff shirts, $1,200
Teen and youth program supplies, $6,750
Country Fair Jamboree, $20,000
Summer kick-off, $600
Mini-school supplies, $4,000 ***(Only $2,000 approved in Adopted Budget)***

52050 MAINTENANCE – OTHER EQUIPMENT - $450

Tune and repair two pianos.

52090 PUBLICATION AND ADVERTISING - $21,000 ***(Only $20,525 approved in Adopted Budget)***

Costs for production of the Human Services Department brochures (3) and post cards.

52110 COMMUNITY BENEFITS - $10,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS - $2,720 ***(Only $2,100 approved in Adopted Budget)***

California Parks and Recreation Society, SCMAF, Healthy Cities, ASA/National Council on Aging, California Association of Nutrition Directors and Executives, Community Clinic Association of San Bernardino, CPR dues (General Fund, $2,360; After-School Grants/ASES, $360 – please see 4387-52120 for the After-School Grant portion).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4381 Recreation

Object Number

52130 TRAVEL AND MEETING EXPENSES - $2,500 ***(Only $2,000 approved in Adopted Budget)***

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

52140 MILEAGE/AUTO ALLOWANCE - $50

Employee use of personal autos for City business.

52170 COMMUNITY ACTION COMMITTEE - $13,750

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

52190 SPECIAL CONSULTING SERVICES - $80,000

Contract with YMCA for administration of grants.

52310 PERFORMING ART SERVICES - $5,000 ***(Only $4,000 approved in Adopted Budget)***

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

52450 SPECIAL CONTRACT SERVICES - $9,700

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League, $7,500
Annual RecTrac software maintenance, $2,200

52540 VOCATIONAL TRAINING - $1,835

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4381 Recreation

Object Number

52670 POSTAGE - $8,000 ***(Only $5,700 approved in Adopted Budget)***

Postage for Human Services Department brochure and mail house services.

52690 SMALL EQUIPMENT - $2,300

Four (4) collapsible canopies, $900
One (1) recumbent exercise bike, $800
Five (5) decorative easels, $600

52850 CELLULAR PHONE EXPENSE - $425

Cost for cell phone services for Human Services Department.

52870 REIMBURSED PROGRAM COSTS - $25,000

Program costs that will be reimbursed through fees: Summer camp (shirts, trips, snacks, supplies, awards), $6,000
Summer playgrounds (shirts, trips, snacks, supplies, awards), $5,300
Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), $6,100
Adult basketball (shirts, awards), $1,300
Adult volleyball (shirts, awards), $1,300
Mini-school photos and snacks, $5,000

52990 MISCELLANEOUS - $6,000

Volunteer expenses, $1,000
Miscellaneous program expenses, $2,000
Family Resource Center miscellaneous expenses, $3,000 (OMSD Grant)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Human Services **Program:** 4381 Recreation

Object Code	Item	Justification	Cost
62010	Eight (8) Rectangular 8x3 Banquet Tables	Replace eight (8) worn tables removed from use due to safety hazard.	$2,000
62020	2014 Toyota Hybrid Highlander	Replace unit 107 due to CNG tank issues. ***(Not approved in Adopted Budget)***	$53,100
62050	Three (3) Safety Mats	Replace three (3) athletic safety mats for use in youth and sports programming.	$1,500
		Total:	**$56,600**

(Only $3,500 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4382

Department	Division	Program
Human Services		Clinic

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	84,555	84,881	70,621	70,621
Services and Supplies	136,797	97,861	97,861	97,861
Capital Outlay	0	0	0	0
Total	**221,352**	**182,742**	**168,482**	**168,482**
Personnel Authorized	0.50 (FT) 2.00 (PT)	0.50 (FT) 2.00 (PT)	0.50 (FT) 2.00 (PT)	0.50 (FT) 2.00 (PT)

Source of Funds

General Fund	88,535	89,861	75,601	75,601
OMSD Immunization Grant	89,065	70,006	70,006	70,006
Inland Empire United Way	19,577	13,000	13,000	13,000
Kaiser Permanente Grant	24,175	9,875	9,875	9,875
Total	**221,352**	**182,742**	**168,482**	**168,482**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4382 Clinic

Work Program

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

Units of Measure

1. The medical clinic sees over 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.

Personnel Services - $84,881

Salary requests are for: Office Specialist (.30) - $11,984; Resource Analyst (.20) - $10,012; Medical Clinic Specialist (1.00/part-time) - $9,635; Medical Clinic Coordinator (1.00/part-time) - $39,000. Cost allocations are as follows: full-time salaries - $21,996; part-time salaries - $48,635; benefit costs - $14,250.

Services and Supplies - $97,861

Funding requested is for: program supplies - $14,775; materials-recycle/clean-up - $6,500; special contract services - $67,436; stipends - $7,550; miscellaneous expenditures - $1,600.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4382 Clinic

Object Number	
51130	PROGRAM SUPPLIES - $14,775
	Medical clinic and immunization supplies, $13,600 (OMSD Grant) Medical clinic vouchers, $500 (OMSD Grant) Por La Vida program supplies, $675 (Kaiser Grant)
51430	MATERIALS – RECYCLE/CLEAN-UP - $6,500
	Community Sharps Disposal Program supplies and hazardous waste services.
52450	SPECIAL CONTRACT SERVICES - $67,436
	Contract services in partnership with the Ontario-Montclair School District to fund a case manager, $50,136 Bilingual Family Counseling Services, $13,000 (United Way Grant) Por La Vida contract services, $4,300 (Kaiser Grant)
52920	STIPENDS - $7,550
	Medical Consejera, $3,550 (OMSD Grant) Volunteer Student Coordinator, $100 Por La Vida stipends, $3,900 (Kaiser Grant)
52990	MISCELLANEOUS EXPENDITURES - $1,600
	Volunteer expenses, $500 Certificates/awards, $100 Por La Vida miscellaneous expenses, $1,000 (Kaiser Grant)

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	99,796	115,456	115,456	115,456
Services and Supplies	6,625	6,625	6,125	6,125
Capital Outlay	0	0	0	0
Total	**106,421**	**122,081**	**121,581**	**121,581**
Personnel Authorized	1.15 (FT) 3.00 (PT)	1.15 (FT) 4.00 (PT)	1.15 (FT) 4.00 (PT)	1.15 (FT) 4.00 (PT)

Source of Funds

General Fund	89,486	102,475	101,975	101,975
Community Dev. Block Grant	10,015	12,686	12,686	12,686
Senior Support Services Grant	6,920	6,920	6,920	6,920
Total	**106,421**	**122,081**	**121,581**	**121,581**

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 - $115,456

Salary requests are for: - Office Specialist (.30) - $11,985; Senior Citizens Program Specialist (.85) - $35,445; Summer/Winter Personnel (1.00/part-time) - $8,500; Transportation Coordinators (2.00/part-time) - $27,492; Transportation Coordinator (relief) (1.00/part-time) - $3,000. Cost allocations: full-time salaries - $47,430; part-time salaries - $38,992; additional pay - $765; benefit costs - $28,269.

Services and Supplies - $6,625

Funding requested is for: program supplies - $500; special contract services - $1,000; small equipment - $700; miscellaneous expenditures - $4,425.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4383 Senior Citizens

Object Number	
51130	PROGRAM SUPPLIES - $500
	Craft and presentation materials.
52450	SPECIAL CONTRACT SERVICES - $1,000
	Special program speakers and entertainment.
52690	SMALL EQUIPMENT - $700 ***(Only $200 approved in Adopted Budget)***
	Industrial coffee maker/server.
52990	MISCELLANEOUS EXPENDITURES - $4,425
	Annual Volunteer Recognition Dinner, $2,300 Volunteer expenses, $700 Montclair Walkers' program expenses, $750 Community Health/Information Fair intergenerational programs, $350 Miscellaneous program expenses, $325

PROGRAM BUDGET SUMMARY - 1

Program Number 4384

Department	Division	Program
Human Services		Nutritional Meals

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	72,878	66,470	52,210	52,210
Services and Supplies	74,179	76,634	76,634	76,634
Capital Outlay	0	0	0	0
Total	**147,057**	**143,104**	**128,844**	**128,844**
Personnel Authorized	0.35 (FT) 3.00 (PT)	0.35 (FT) 3.00 (PT)	0.35 (FT) 3.00 (PT)	0.35 (FT) 3.00 (PT)

Source of Funds

General Fund	37,591	34,118	19,858	19,858
DAAS Grant/Donations	109,466	108,986	108,986	108,986
Total	**147,057**	**143,104**	**128,844**	**128,844**

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 - $66,470

Salary requests are for: Resource Analyst (.20) - $10,012; Senior Citizens Program Specialist (.15) - $6,255; Program Aide (1.00/part-time) - $16,482; Nutrition Site Manager (1.00/part-time) - $13,753; Kitchen Assistant (1.00/part-time) - $7,488. Cost allocations are as follows: full-time salaries - $16,267; part-time salaries - $37,723; additional pay - $135; benefit costs - $12,345.
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Services and Supplies - $76,634

Funding requested is for: program supplies - $5,400; special consulting services - $2,232; special contract services - $65,000; miscellaneous expenditures - $4,002.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4384 Nutritional Meals

Object Number	
51130	PROGRAM SUPPLIES - $5,400
	Consumable supplies, (DAAS Grant)
52190	SPECIAL CONSULTING SERVICES - $2,232
	Consultant fees for Dietitian (DAAS Grant)
52450	SPECIAL CONTRACTING SERVICES - $65,000
	Catering costs (DAAS Grant).
52990	MISCELLANEOUS EXPENDITURES - $4,002
	San Bernardino County Health Permit, $580 (DAAS Grant) Non-Consumable supplies, $2,400 (DAAS Grant) SAMS License, $1,022 (DAAS Grant)

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	73,206	76,483	62,223	62,223
Services and Supplies	27,310	29,500	29,500	29,500
Capital Outlay	0	0	0	0
Total	**100,516**	**105,983**	**91,723**	**91,723**
Personnel Authorized	1.20 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)

Source of Funds

General Fund	20,633	14,406	0	0
Champions for Change Grant	13,254	0	0	0
First Five Grant	52,216	62,077	62,223	62,223
Inland Empire United Way	3,000	4,500	4,500	4,500
Kaiser Permanente Grant	0	25,000	25,000	25,000
OMSD Resource Center Grant	1,413	0	0	0
Community Foundation Grant	10,000	0	0	0
Total	**100,516**	**105,983**	**91,723**	**91,723**

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 strengthens 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. This healthy lifestyle program helps increase access to health education classes held in the community.

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 to over 500 community members through behavior-specific activities such as nutrition classes, food demonstrations, tours of food markets, and informative workshops.

Personnel Services - $76,483

Salary requests are for: Resource Analyst (.20) - $10,012; Health Education Specialist (1.00) - $40,272. Cost allocations are as follows: full-time salaries - $50,284; benefit costs - $26,199.

Services and Supplies - $29,500

Funding requested is for: office supplies - $1,000; program supplies - $14,000; publication and advertising - $2,400; special contract services - $4,100; postage - $1,000; stipend/classroom assistance - $6,000; miscellaneous expenditures - $1,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4385 Health Education

Object Number	
51060	OFFICE SUPPLIES - DIRECT - $1,000
	Supplies for Program Manager and Dietician to conduct administrative functions of the program (Kaiser Grant).
51130	PROGRAM SUPPLIES - $14,000
	Program supplies for nutrition educational activities, trainings, and workshops (Kaiser Grant).
52090	PUBLICATION AND ADVERTISING - $2,400
	Program outreach and publication of materials (Kaiser and Inland Empire United Way Grants).
52450	SPECIAL CONTRACT SERVICES - $4,100
	Educators, instructors, chef demonstrations, and workshops (Kaiser and Inland Empire United Way Grants).
52670	POSTAGE - $1,000
	Postage for Health Education publications and mail house services (Inland Empire United Way Grant).
52921	STIPEND – CLASSROOM ASSISTANCE - $6,000
	Consejeras (Kaiser Grant).
52990	MISCELLANEOUS EXPENDITURES - $1,000
	Meeting supplies and refreshments (Kaiser Grant).

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	47,854	44,169	29,912	29,912
Services and Supplies	90,850	58,097	58,097	58,097
Capital Outlay	0	0	0	0
Total	**138,704**	**102,266**	**88,009**	**88,009**
Personnel Authorized	1.20 (FT) 3.00 (PT)	1.20 (FT) 2.00 (PT)	0.20 (FT) 2.00 (PT)	0.20 (FT) 2.00 (PT)

Source of Funds

General Fund	14,257	14,257	0	0
First Five Grant	124,447	88,009	88,009	88,009
Total	**138,704**	**102,266**	**88,009**	**88,009**

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 assist in development and implementation of Healthy Montclair activities.

Personnel Services - $44,169

Salary requests are for: Resource Analyst (.20) - $10,010; Summer/Winter Personnel (1.00/part-time) - $8,559; Health Education Intern (1.00/part-time) - $19,227. Cost allocations are as follows: full-time salaries - $10,010; part-time salaries - $27,786; benefit costs - $6,373.

Services and Supplies - $58,097

Funding requested is for: office supplies/direct - $2,500; program supplies - $21,130; publication and advertising - $2,850; mileage/auto allowance - $225; special contract services - $20,000; postage - $650; stipends - $500; stipends/participant support - $7,500; miscellaneous expenditures - $2,742.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4386 Family Education

Object Number	
51060	OFFICE SUPPLIES – DIRECT - $2,500
	Supplies for Program Administrator and Program Coordinator of the First Five Grant to conduct administrative functions of the program (First Five Grant).
51130	PROGRAM SUPPLIES - $21,130
	Community Garden program materials (First Five Grant).
52090	PUBLICATION AND ADVERTISING - $2,850
	Advertisements and outreach for the Healthy Cities Coalition, Healthy Living Program, and Health Summit, $500 (First Five Grant) Publication of materials pertaining to the project implementation and instruction, $2,350 (First Five Grant)
52140	MILEAGE/AUTO ALLOWANCE - $225
	Mileage reimbursement (First Five Grant).
52450	SPECIAL CONTRACT SERVICES - $20,000
	Contract with a Community Garden Intern to continue overseeing development of the community garden and fruit park in Montclair (First Five Grant).
52670	POSTAGE - $650
	Postage for invitations to organizations eligible to participate in the Healthy Cities Coalition (First Five Grant).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4386 Family Education

Object Number	
52920	STIPENDS - $500
	Bilingual interpreters (First Five Grant).
52921	STIPENDS/PARTICIPANT SUPPORT - $7,500
	Farmers Market Vouchers for Healthy Living Program participants (First Five Grant).
52990	MISCELLANEOUS EXPENDITURES - $2,742
	Food expenses for classes and meetings (First Five Grant).

PROGRAM BUDGET SUMMARY - 1

Program Number 4387

Department	Division	Program
Human Services		After School Program

Program Description

The After-School Program provides academic assistance, enrichment and recreation activities to over 1,200 students in kindergarten through eighth grade at 12 school sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,443,222	1,488,178	1,370,499	1,370,499
Services and Supplies	72,050	97,900	75,857	75,857
Capital Outlay	0	0	0	0
Total	**1,515,272**	**1,586,078**	**1,446,356**	**1,446,356**
Personnel Authorized	11.00 (FT) 59.00 (PT)	11.70 (FT) 59.00 (PT)	11.70 (FT) 59.00 (PT)	11.70 (FT) 59.00 (PT)

Source of Funds

General Fund	177,309	0	60,920	60,920
ASES Grant	1,155,903	1,404,018	1,203,376	1,203,376
ASES Supplemental	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	**1,515,272**	**1,586,078**	**1,446,356**	**1,446,356**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4387 After School Program

Work Program

The After-School program provides services to over 1,200 students in kindergarten through eighth grade at 12 school sites.

Units of Measure

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.

Personnel Services - $1,488,178

Salary requests are for: Senior Recreation Supervisor (.70) - $41,840; Senior Learning Coordinator (1.00) - unfunded; Learning Coordinators (11.00) - $449,811; Program Coordinator/Office Specialist (1.00/part-time) - $27,596; Learning Leaders (58.00/part-time) - $656,980. Cost allocations are as follows: full-time salaries - $491,651; part-time salaries - $684,576; benefit costs - $311,951.

Services and Supplies - $97,900

Funding requested is for: uniforms - $1,000; program supplies - $79,055; publication and advertising - $2,550; dues and memberships - $360; special contract services - $10,390; vocational training - $2,500; cellular phone expense - $2,045.

Capital Outlay

No funding requested.

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

Department: Human Services **Program:** 4387 After School Program

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	After-School Program Staff	After-School Training	TBA	TBA	$2,500
				Total:	**$2,500**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Human Services **Program:** 4387 After School Program

Object Number	
51100	UNIFORMS - $1,000
	Uniforms purchased for After-School Program (After-School Grants/ASES).
51130	PROGRAM SUPPLIES - $79,055 ***(Only $57,347 approved in Adopted Budget)***
	After-School supplies (After-School Grants/ASES, $55,455; ASES Supplemental, $15,000; Hope through Housing, $8,600).
52090	PUBLICATION AND ADVERTISING - $2,550
	After-School publications (After-School Grants/ASES, $2,000; ASES Supplemental, $500; Hope through Housing, $50).
52120	DUES AND MEMBERSHIPS - $360
	Please see 4381-52120 for item description.
52450	SPECIAL CONTRACT SERVICES - $10,390
	After-School Presenters/Speakers/Instructors (After-School Grants/ASES, $3,390; ASES Supplemental, $5,000; Hope through Housing, $2,000).
52540	VOCATIONAL TRAINING - $2,500
	Attendance at vocational training classes – for details see “Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.
52850	CELLULAR PHONE EXPENSE - $2,045 ***(Only $1,710 approved in Adopted Budget)***
	Cost for cell phone services for the After-School Program.

Police Department

DEPARTMENT BUDGET SUMMARY

Department

Police

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,479,139	8,726,161	8,394,180	8,394,180
Services and Supplies	940,997	867,827	839,882	839,882
Capital Outlay	88,525	90,075	87,375	87,375
Total	**9,508,661**	**9,684,063**	**9,321,437**	**9,321,437**
Personnel Authorized	72.00 (FT) 24.00 (PT)	72.50 (FT) 24.00 (PT)	72.50 (FT) 24.00 (PT)	72.50 (FT) 24.00 (PT)
Department Distribution				
Administration	387,858	398,187	393,267	393,267
Support Services	461,191	616,849	614,249	614,249
Technical Services	256,674	270,894	268,394	268,394
Records Bureau	555,500	576,281	570,431	570,431
Investigations	1,390,065	1,388,431	1,345,299	1,345,299
Uniform Patrol	5,729,736	5,702,392	5,419,428	5,419,428
Communications	625,519	599,469	606,069	606,069
Volunteer Services	102,118	131,560	104,300	104,300
Total	**9,508,661**	**9,684,063**	**9,321,437**	**9,321,437**
Source of Funds				
General Fund	9,056,369	9,355,419	8,796,013	8,796,013
State Asset Forfeiture Fund	816	0	0	0
Prop 30 / SB 109	0	0	70,000	70,000
SB 509 Public Safety Fund	196,751	185,569	237,349	237,349
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	100,000	0	75,000	75,000
Justice Assistance Grant Fund	13,692	0	0	0
Crime Prevention Fund	2,200	0	0	0
Equipment Replacement Fund	74,833	79,075	79,075	79,075
Total	**9,508,661**	**9,684,063**	**9,321,437**	**9,321,437**

DETAIL OF SALARIES AND WAGES

Department: Police **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Sworn							
Executive Dir Public Safety	1.00	1.00	1.00	1.00	162,492	162,492	162,492
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-81,246	-81,246	-81,246
	0.50	0.50	0.50	0.50	81,246	81,246	81,246
Captain	1.00	1.00	1.00	1.00	128,441	128,441	128,441
Lieutenant	3.00	3.00	3.00	3.00	332,280	332,280	332,280
Sergeant	7.00	7.00	7.00	7.00	667,128	632,136	632,136
Officer	41.00	41.00	41.00	41.00	2,921,075	2,827,931	2,827,931
Civilian							
Admin Supervisor-Public Safety	1.00	1.00	1.00	1.00	87,180	87,180	87,180
Police Services Supervisor	1.00	1.00	1.00	1.00	59,520	59,520	59,520
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	55,704	55,704	55,704
Administrative Aide	1.00	1.00	1.00	1.00	52,836	52,836	52,836
Administrative Specialist	1.00	1.00	1.00	1.00	46,884	46,884	46,884
Police Svcs. Specialist	5.00	6.00	6.00	6.00	241,908	241,908	241,908
Dispatcher	7.00	7.00	7.00	7.00	351,399	351,399	351,399
Receptionist/Office Spec.	1.00	1.00	1.00	1.00	32,904	32,904	32,904
Property Custody Clerk	1.00	1.00	1.00	1.00	34,908	34,908	34,908
Part Time							
Technical Services Specialist	2.00	2.00	2.00	2.00	48,856	48,856	48,856
Reserve	11.00	11.00	11.00	11.00	24,600	18,600	18,600
Cadets	5.00	5.00	5.00	5.00	72,337	72,337	72,337
Data Entry Clerk	2.00	1.00	1.00	1.00	17,862	17,862	17,862
Dispatch (Relief)	3.00	4.00	4.00	4.00	25,000	25,000	25,000
Volunteer Svcs. Coord.	1.00	1.00	1.00	1.00	37,118	37,118	37,118
Full Time	72.00	73.00	73.00	73.00	5,174,659	5,046,523	5,046,523
Admin other Departments		-0.50	-0.50	-0.50	-81,246	-81,246	-81,246
Total FT Positions/Salaries		72.50	72.50	72.50	5,093,413	4,965,277	4,965,277
Part Time	24.00	24.00	24.00	24.00	225,773	219,773	219,773
Additional Pay					107,381	90,981	90,981
Overtime					621,520	472,500	472,500
Total Salaries & Wages					6,048,087	5,748,531	5,748,531
Benefit Costs					2,727,765	2,695,340	2,695,340
Benefit Costs other Depts					-49,691	-49,691	-49,691
Total Benefit Costs					2,678,074	2,645,649	2,645,649
TOTAL					**8,726,161**	**8,394,180**	**8,394,180**

PROGRAM BUDGET SUMMARY - 1

Program Number 4421

Department	Division	Program
Police		Administration

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	198,128	216,734	214,714	214,714
Services and Supplies	189,730	181,453	178,553	178,553
Capital Outlay	0	0	0	0
Total	**387,858**	**398,187**	**393,267**	**393,267**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	230,129	251,795	246,875	246,875
SB 509 Public Safety Fund	157,729	146,392	146,392	146,392
Total	**387,858**	**398,187**	**393,267**	**393,267**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police		4421 Administration

Work Program

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

Units of Measure

1. Measured by the activity and productivity of 96 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 96 employees.

Personnel Services – $216,734

Salary requests are for: Executive Director of Public Safety (.50) – $81,246; Secretary to Executive Director of Public Safety (1.00) – $55,704. Cost allocations are as follows: full-time salaries – $136,950; overtime – $4,020; benefit costs – $75,764.

Services and Supplies – $181,453

Funding requested is for: books and publications – $100; dues and memberships – $2,587; travel and meetings – $4,165; cellular phone – $10,900; special contract services – $160,801; educational grants – $2,500; miscellaneous expenditures – $400.

Capital Outlay

No funding requested.

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

Department: Police **Program:** 4421 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	Monthly	$400
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	TBA	TBA	$575
52130	Executive Director of Public Safety	Firefighters' Recognition Breakfast	Montclair Fire Station No. 1	Nov 2014	$375
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	TBA	$2,365
52130	Executive Director of Public Safety	Legislative Day	Sacramento	TBA	$450
				Total:	**$4,165**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4421 Administration

Object Number

51020 BOOKS AND PERIODICALS - $100

Management and supervisory books and publications.

52120 DUES AND MEMBERSHIPS - $2,587

San Bernardino County Police Chiefs' and Sheriff Association, $250
California Peace Officers' Association (Chief of Police, Captain, three Lieutenants), $625
California Police Chiefs' Association (Chief of Police, Captain), $725
California Law Enforcement Association of Records Supervisors (CLEARS), $50
Computerized California Law Enforcement Telecommunication System Users Group (CCUG), $75
California Association of Property and Evidence, $45
International Association of Property and Evidence, $50
West Covina Users' Group, $35
California Narcotic Officers' Association, $75
California Notary Public Commission, $657

52130 TRAVEL AND MEETINGS - $4,165

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

52450 SPECIAL CONTRACT SERVICES - $160,801 ***(Only $157,901 approved in Adopted Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios - $68,026 (SB509 Public Safety Fund)
West Covina Service Group (WCSG) software support (includes mainframe lease $28,301; Computer-Aided Dispatch and Records Management System CAD/RMS/externals interface maintenance $34,311; frame relay $583; MDC interface maintenance $6,010; CLETS $4,244; software licensing and maintenance $4,917), $78,366 (SB509 Public Safety Fund)

Continued on next page

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4421 Administration

Object Number

52450 SPECIAL CONTRACT SERVICES - continued

Contract with Graffiti Tracker, $6,000
Annual contract for policy and procedural manual update, $3,200
San Bernardino County Sheriff's Automated System for CLETS, NLETS, and CNI, $2,900 ***(Moved to 4316-52450)***
Satellite phone subscription, $432
WeTip Annual Membership, $1,877

52530 EDUCATIONAL GRANTS - $2,500

Educational grants for employees returning to college.

52850 CELLULAR PHONE EXPENSE - $10,900

Cellular phone service (22 phones) for supervisory, investigatory and administrative police communications.

52990 MISCELLANEOUS EXPENDITURES - $400

Department award presentation items.

PROGRAM BUDGET SUMMARY - 1

Program Number 4422

Department	Division	Program
Police		Support Services

Program Description

This program is responsible for the coordination and management of Support Services, Technical Services, Investigations, Communications, Records Bureau, 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, coordinating personnel and vocational training; as well as providing support services for all Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	452,591	604,958	604,358	604,358
Services and Supplies	8,600	11,891	9,891	9,891
Capital Outlay	0	0	0	0
Total	**461,191**	**616,849**	**614,249**	**614,249**
Personnel Authorized	3.40 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)

Source of Funds

General Fund	458,991	616,849	614,249	614,249
Crime Prevention Fund	2,200	0	0	0
Total	**461,191**	**616,849**	**614,249**	**614,249**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police		4422 Support Services

Work Program

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

Units of Measure

1. Maintain contractual agreements and range use for allied law enforcement agencies.
2. Provide appropriate training for 96 employees.
3. Audit and maintain Department training records for 96 employees.
4. Maintain agency compliance with State and City mandates for training.
5. Complete quality mandated internal affairs investigations and pre-employment investigations within four months of assignment.
6. Complete an accurate and timely submission of the annual budget and operate within budgeted funds.
7. Perform product research, purchasing, audit, and invoice processing on a daily basis.
8. Monitor the quality of services provided by Technical Services, Investigations, Records Bureau, and Communications.
9. Manage departmental grants.

Personnel Services – $604,958

Salary requests are for: Captain (1.00) – $128,441; Lieutenant (1.00) – $114,420; Administrative Supervisor-Public Safety (1.00) – $87,180; Administrative Aide (1.00) – $52,836. Cost allocations are as follows: full-time salaries – $382,877; additional pay – $600; benefit costs – $221,481.

Services and Supplies – $11,891

Funding requested is for: books and publications – $1,691; special contract services – $8,600; miscellaneous expenditures – $1,600.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS - $1,691

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, $1,200
California Peace Officers' Association training bulletins and legal updates, $255
Penal code books (7 @ $30 each), $210
Vehicle code books (2 @ $13 each), $26

52450 SPECIAL CONTRACT SERVICES - $8,600 ***(Only $6,600 approved in Adopted Budget)***

Training Management System annual software maintenance, $600
PUMA software maintenance $3,000
Transcription services, $5,000 ***(Only $3,000 approved in Adopted Budget)***

52990 MISCELLANEOUS EXPENDITURES - $1,600

Expenditures for miscellaneous services and supplies (includes health department inspection of detention facility, EPA identification number fee, attendance at Montclair Chamber breakfasts, scheduling software updates, software program for departmental forms, special mailings, automated enforcement trial preparation supplies, and refreshments for Department hosted meetings).

PROGRAM BUDGET SUMMARY - 1

Program Number 4423

Department	Division	Program
Police		Technical Services

Program Description

Personnel in this program are responsible for providing support services for the Department in the areas of research and purchasing of vehicles, radios, and other necessary equipment for the Department; 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	129,849	130,384	130,384	130,384
Services and Supplies	126,825	140,510	138,010	138,010
Capital Outlay	0	0	0	0
Total	**256,674**	**270,894**	**268,394**	**268,394**
Personnel Authorized	7.00 (PT)	7.00 (PT)	7.00 (PT)	7.00 (PT)

Source of Funds

General Fund	256,674	270,894	268,394	268,394
Total	**256,674**	**270,894**	**268,394**	**268,394**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police		4423 Technical Services

Work Program

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

Units of Measure

1. Availability of serviceable Department equipment.
2. Issue 5,813 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.
9. Process lien sale paperwork and auction sales of approximately 460 impounded vehicles annually.

Personnel Services – $130,384

Salary requests are for: Technical Services Specialist (2.00/part-time) – $48,856; Police Cadets (5.00/part-time) – $72,337. Cost allocations are as follows: part-time salaries – $121,193; benefit costs – $9,191.

Services and Supplies – $140,510

Funding requested is for: program supplies – $5,000; license/permits/certificates – $650; special contract services – $125,245; small equipment – $8,415; miscellaneous expenditures – $1,200.

Capital Outlay

No Funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4423 Technical Services

Object Number

51130 PROGRAM SUPPLIES - $5,000

Laminating supplies, supplies for first aid bags, hand sanitizer, flares, latex gloves, narcotics test kits, premix solution and mouth pieces for preliminary alcohol screening devices, Webril handi-pads for Live Scan machine, gunshot residue kits, marking paint and chalk, and miscellaneous supplies for patrol cars and impound lot.

51150 LICENSE/PERMITS/CERTIFICATES - $650

Fuel tank inspection fees.

52450 SPECIAL CONTRACT SERVICES - $125,245 ***(Only $123,745 approved in Adopted Budget)***

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, $122,245
Service contract with 3M for maintenance of two automated license plate readers, $3,000 ***(Only $1,500 approved in Adopted Budget)***

52690 SMALL EQUIPMENT - $8,415 ***(Only $7,415 approved in Adopted Budget)***

Power supplies, strobe lights, light bar motors, miscellaneous police vehicle emergency equipment repair parts, $1,500
Pepper spray replacement used by officers in the course of their duties (10 @ $15 each), $150
Replacement Surefire batteries for patrol MP5 rifles, $52
Replacement hand held radio batteries (25 @ $83 each), $2,075
Replacement batteries for digital recorders, cameras, and various office equipment, $300
Electrodes for automated external defibrillators (5 infant @ $125 each and 10 adult @ $30 each), $925
Pelican 8060 LED flashlights (3 @ $167 each), $501
Taser cartridges (112 @ $26 each), $2,912

52990 MISCELLANEOUS EXPENDITURES - $1,200

Patrol vehicle key duplication, $200
Shipping fees, $200
Auto detailing services for 8 administrative and patrol vehicles, $800

PROGRAM BUDGET SUMMARY - 1

Program Number 4424

Department	Division	Program
Police		Records

Program Description

This program is responsible for providing support services in the 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	539,700	553,281	550,781	550,781
Services and Supplies	15,800	12,000	11,350	11,350
Capital Outlay	0	11,000	8,300	8,300
Total	**555,500**	**576,281**	**570,431**	**570,431**
Personnel Authorized	7.20 (FT) 2.00 (PT)	8.00 (FT) 1.00 (PT)	8.00 (FT) 1.00 (PT)	8.00 (FT) 1.00 (PT)

Source of Funds

General Fund	555,500	576,281	570,431	570,431
Total	**555,500**	**576,281**	**570,431**	**570,431**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police		4424 Records

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 460 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 5,687 police reports involving 1,975 arrests and 1,220 FI cards processed annually.
3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 9,581 citations and 400 administrative review documents processed annually.
4. Process false alarm activation notices daily. Approximately 1,072 notices processed annually.
5. Process approximately 5,200 requests for information and copies of records received annually.
6. Scan police reports for retention weekly. Approximately 4 hours of scanning accomplished weekly.
7. Process CLETS entries, data entry, and documentation for approximately 2,058 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 – $553,281

Salary requests are for: Police Services Supervisor (1.00) – $59,520; Police Services Specialists (6.00) – $241,908; Receptionist/Office Specialist (1.00) – $32,904; Data Entry Clerk (1.00/part-time) – $17,862. Cost allocations are as follows: full-time salaries – $334,332; part-time salaries – $17,862; additional pay – $2,580; overtime – $25,000; benefit costs – $173,507.

Services and Supplies – $12,000

Funding requested is for: office supplies – direct – $9,000; maintenance – office machines and furniture – $3,000.

Capital Outlay - $11,000

Funding requested is for: one high-capacity photocopy machine - $11,000.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4424 Records

Object
Number

51060 OFFICE SUPPLIES – DIRECT - $9,000

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports.

52010 MAINTENANCE – OFFICE MACHINES AND FURNITURE - $3,000 ***(Only $2,350 approved in Adopted Budget)***

Annual preventative maintenance, repair, and parts for high capacity shredder, $650
Service contract on photocopy machine, including toner, $2,350 ***(Only $1,700 approved in Adopted Budget)***

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Police **Program:** 4424 Records

Object Code	Item	Justification	Cost
62050	Photocopy Machine	One high-capacity black-and-white photocopy machine to replace eight-year-old machine that has reached the end of its service life.	$11,000
		Total:	**$11,000**

(Only $8,300 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4425

Department	Division	Program
Police		Investigations

Program Description

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement, strive for case clearances, 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	1,317,323	1,317,979	1,275,347	1,275,347
Services and Supplies	72,742	70,452	69,952	69,952
Capital Outlay	0	0	0	0
Total	**1,390,065**	**1,388,431**	**1,345,299**	**1,345,299**
Personnel Authorized	11.00 (FT)	11.00 (FT)	11.00 (FT)	11.00 (FT)

Source of Funds

General Fund	1,351,043	1,349,254	1,306,122	1,306,122
SB509 Public Safety Fund	39,022	39,177	39,177	39,177
Total	**1,390,065**	**1,388,431**	**1,345,299**	**1,345,299**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police		4425 Investigations

Work Program

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

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 53 officers and 6 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 – $1,317,979

Salary requests are for: Sergeant (1.00) – $98,676; Police Officers (8.00) – $592,684; Administrative Specialist (1.00) – $46,884; Property Custody Clerk (1.00) – $34,908. Cost allocations are as follows: full-time salaries – $773,152; additional pay – $6,840; overtime – $114,100; benefit costs – $423,887.

Services and Supplies – $70,452

Funding requested is for: range supplies – $15,000; program supplies – $3,000; maintenance – office equipment – $1,000; data processing – $1,300; special contract services – $40,802; medical services – $7,400; miscellaneous expenditures – $1,950.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4425 Investigations

Object Number

51040 RANGE SUPPLIES - $15,000

Range supplies including targets, ammunition, cleaning equipment.

51130 PROGRAM SUPPLIES - $3,000 ***(Only $2,500 approved in Adopted Budget)***

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, various fingerprint brushes, powders, and lifting tapes; evidence tags; security seals; evidence box sealing tape; drying locker pre-filters; drying locker cabinet tags; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.

52010 MAINTENANCE – OFFICE EQUIPMENT - $1,000

Maintenance of photocopy machine for Investigations.

52250 DATA PROCESSING - $1,300

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

52450 SPECIAL CONTRACT SERVICES - $40,802

Annual Cal-ID contract $39,177 (SB509 Public Safety Fund); advanced cell tracking systems, $825
Secure View maintenance and support contract, $800

52460 MEDICAL SERVICES - $7,400

Services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services (annual contract $5,000; individual case assessment 8 @ $300).

52990 MISCELLANEOUS EXPENDITURES - $1,950

Electronic cell phone data warrants, $475
Facial composite sketches, $275
Confidential informant funds, $1,200

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	5,122,216	5,181,721	4,918,152	4,918,152
Services and Supplies	518,995	441,596	422,201	422,201
Capital Outlay	88,525	79,075	79,075	79,075
Total	**5,729,736**	**5,702,392**	**5,419,428**	**5,419,428**
Personnel Authorized	41.40 (FT)	41.00 (FT)	41.00 (FT)	41.00 (FT)

Source of Funds

General Fund	5,476,395	5,559,317	5,079,573	5,079,573
State Asset Forfeiture Fund	816	0	0	0
Prop 30 / SB 109	0	0	70,000	70,000
SB509 Public Safety Fund	0	0	51,780	51,780
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	100,000	0	75,000	75,000
Justice Assistance Grant	13,692	0	0	0,
Equipment Replacement Fund	74,833	79,075	79,075	79,075
Total	**5,729,736**	**5,702,392**	**5,419,428**	**5,419,428**

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 within 4 minutes and Priority Two calls for service within 5 minutes.
2. Reduce total number of traffic collisions (445) 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 (2,002) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.

Personnel Services – $5,181,721

Salary requests are for: Lieutenant (2.00) – $217,860; Sergeants (6.00) – $568,452; Police Officers (33.00) – $2,328,391. Cost allocations are as follows: full-time salaries – $3,114,703; overtime – $430,000; additional pay – $53,631; benefit costs – $1,583,387.

Services and Supplies – $441,596

Funding requested is for: books and publications – $300; prisoner meals – $300; uniforms – $31,135; program supplies – $300; gasoline – $170,000; diesel fuel – $13,000; maintenance – other equipment – $69,780; special contract services – $102,000; medical services – $21,000; towing and storage – $500; vocational training – $4,360; personnel training – $25,260; small equipment – $1,061; miscellaneous expenditures – $2,600.

Capital Outlay – $79,075

Funding requested is for: One administrative vehicle – $31,500; one patrol vehicle – $34,700; installation of emergency equipment for one administrative – $3,000; emergency equipment for one patrol vehicle – $9,875.

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

Department: Police **Program:** 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Police Officers, Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	$1,650
52540	G. Perez, Detective	CSAR Conference	TBA	TBA	$1,500
52540	R. Perez, Detective G. Perez, Detective	Detective Symposium (24 hours)	Universal City	March 2015	$1,210
				Total:	**$4,360**

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

Department: Police **Program:** 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	Sergeant (TBA) Sergeant (TBA)	Supervisory Course	Riverside	TBA	$460
52570	Supervisors, Field Training Officers (6)	Legal Update (4 hours)	Corona	Dec 2014	$600
52570	C. Mair, Police Officer	School Resource Officer	Corona	July 2014	$400
52570	J. Reed, Lieutenant	POST Managers' Workshop	San Diego	Sept 2014	$860
52570	F. Ayala, Dispatcher	Communications Training Officer	Riverside	TBA	$360
52570	R. Davis, Police Serv. Specialist	Records Training Course	Anaheim	TBA	$620
52570	J. Minook, Detective G. Perez, Detective	Adv. Interview & Interrogation	Riverside	TBA	$800
52570	Police Dispatchers (Various)	Dispatch Training (CPT) Various Courses (8 hours)	TBA	TBA	$1,000
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses (8 hours)	San Bernardino	TBA	$3,000
52570	R. Avels, Captain	Budgeting for Police Departments	Dana Point	TBA	$900
52570	A. Holloway, Detective B. Martin, Detective R. Perez, Detective	Basic Interview & Interrogation	Riverside	TBA	$450

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

Department: Police **Program:** 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	M. Borra, Sergeant J. Michel, Sergeant M. Zerr, Sergeant	OIS Supervisor Responsibility	Corona	TBA	$810
52570	A. Holloway, Detective A. Graziano, Police Officer R. Pipersky, Police Officer	Driving / Force Option (PSP)	Riverside	TBA	$550
52570	M. Zerr, Sergeant J. Michel, Sergeant	Internal Affairs Investigations	Riverside	June 2015	$650
52570	J. Minook, Detective D. Taylor, Police Officer	Arrest & Control Update (PSP)	San Bernardino	TBA	$160
52570	K. Hurd, Police Officer J. Aguilar, Police Officer N. Lopez, Police Officer K. Kelley, Police Officer B. Hansen, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino	TBA	$1,600
52570	Sergeant (TBA) Sergeant (TBA)	Supervisory Course	San Bernardino	TBA	$460
52570	R. Perez, Detective G. Perez, Detective A. Holloway, Detective B. Martin, Detective J. Minook, Detective	Basic Homicide Investigation	Anaheim	TBA	$3,750

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4426 Uniform Patrol

Object Number

51020 BOOKS AND PUBLICATIONS - $300

Various leadership/supervisory books, $100
Computer forensics books and periodicals, $200

51030 PRISONER MEALS AND MUG SHOTS - $300

Meals for detainees.

51100 UNIFORMS - $31,135 ***(Only $26,000 approved in Adopted Budget)***

Administrative Services uniforms, $500
Support Services uniforms, $600
Technical Services including cadet uniforms, $1,000
Records Bureau uniforms, $1,000
Investigations Bureau uniforms, $2,250
Communication Services uniforms, $1,000
Volunteer Services including volunteers and reserve officer uniforms, $2,250
Uniform Patrol uniforms and patches, $9,250
Alternate duty uniforms (30 @ $120 each), $3,600
Concealable ballistic body armor (8 @ $845 each), $6,760
Tactical vest carriers (6 @ $325 each), $1,950
Uniform work boots for patrol officers (10 @ $75 each), $750
Uniform work boots for reserve officers (3 @ $75 each), $225

51130 PROGRAM SUPPLIES - $300

Supplies for simunitions weapons.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4426 Uniform Patrol

Object Number

51500 GASOLINE - $170,000

Gasoline used in the operation of patrol and fire vehicles.

51510 DIESEL FUEL - $13,000

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

52050 MAINTENANCE – OTHER EQUIPMENT - $69,780 ***(Only $59,780 approved in Adopted Message)***

Maintenance of radar/lidar guns, preliminary alcohol screening devices, live scan machine, fire suppression equipment, blood alcohol level intoximeters, in-car cameras, mobile data computers, tasers, and digital voice recorders, pepperball gun repairs, $8,000

Comprehensive cleaning of shooting range in preparation for use of lead-free ammunition and subsequent maintenance (cleaning of all surfaces; wet-wipe cleaning; spraying of lead encapsulate on surfaces that cannot be wet-washed; lead decontamination of ventilation duct work; removal, disposal, and replacement (labor) of rubber bullet trap berm; removal of lead projectiles; removal and disposal of lead contaminated filters), $40,000

Replacement of rubber bullet trap berm, $14,500

Filter replacement and general maintenance, $4,850

Quarterly lead sampling, $2,430

52450 SPECIAL CONTRACT SERVICES - $102,000

Contract security for Montclair Transcenter.

52460 MEDICAL SERVICES - $21,000 ***(Only $20,000 approved in Adopted Budget)***

Prisoner blood withdrawals, blood alcohol kits, and drug screens.

52470 TOWING AND STORAGE - $500

Vehicles towed for evidence processing.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4426 Uniform Patrol

Object Number

52540 VOCATIONAL TRAINING - $4,360

Attendance at vocational training classes for all department programs - for detail see "Worksheet - Justification of Conference and In-Service Training Request Schedule B - Vocational Training."

52570 PERSONNEL TRAINING / POLICE - $31,710 ***(Only $22,000 approved in Adopted Budget)***

Attendance at Police Officer Standards and Training (P.O.S.T.) training classes for all department programs - for detail see "Worksheet - Justification of Conference and In-Service Training Request Schedule B - Vocational Training."

52690 SMALL EQUIPMENT - $1,061

Simunitions training cartridges for active shooter training, $600
Infant CPR manikin, $461

52990 MISCELLANEOUS EXPENDITURES - $2,600

Expenses for special operations including operations under AB 109 - Public Safety Realignment.

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

Department: Police **Program:** 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	R. Avels, Captain	Role of the Police Chief	Pasadena	Sept 2014	$700
52570	Police Officer (TBA) Police Officer (TBA)	Field Training Officer	TBA	TBA	$580
52570	Police Officer (TBA) Police Officer (TBA)	Less-Lethal Instructors' Course	Riverside	Aug 2014	$2,000
52570	R. Goble, Police Officer J. Riedell, Police Officer K. Kelley, Police Officer	Active Shooter Response / Schools	Riverside	TBA	$260
52570	Police Officer (TBA)	Defensive Tactics Instructor	Belmont	TBA	$2,660
52570	Police Officer (TBA)	Taser Instructors' Course	TBA	TBA	$380
52570	J. Minook, Detective J. Altig, Police Officer M. Lang, Police Officer	Advanced Traffic Collision Course	San Bernardino	Dec 2014	$650
52570	B. Cypher, Police Officer	Patrol Rifle Instructors' Course	TBA	TBA	$600
				Total:	**$25,260**

(Only $22,000 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Police **Program:** 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62020	Administrative Vehicle	Replace one 2005 Ford Taurus which has 140,000 miles on it. The vehicle's interior is in poor condition, it smells of burning oil, and the transmission was replaced in 2011. The replacement vehicle would be a 2015 Ford Explorer Police Interceptor Utility Detective Model.	$31,500
	Patrol Vehicle	Replace one 2005 Ford Crown Victoria. The vehicle is in poor condition and has a history of electrical problems. The vehicle has body damage with paint coming off in large sections, and the transmission was replaced twice. This vehicle would be replaced with a 2015 Ford Explorer Police Utility Vehicle.	$34,700
62050	Emergency Vehicle Conversion	Installation of emergency equipment will be completed by West Coast Lights & Sirens. Emergency equipment installation for the administrative and detective bureau vehicles is $3,000 each	$3,000
		Emergency equipment and installation for one patrol vehicle.	$9,875
		Total:	**$79,075**

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	622,314	594,644	601,244	601,244
Services and Supplies	3,205	4,825	4,825	4,825
Capital Outlay	0	0	0	0
Total	**625,519**	**599,469**	**606,069**	**606,069**
Personnel Authorized	7.00 (FT) 3.00 (PT)	7.00 (FT) 4.00 (PT)	7.00 (FT) 4.00 (PT)	7.00 (FT) 4.00 (PT)

Source of Funds

General Fund	625,519	599,469	606,069	606,069
Total	**625,519**	**599,469**	**606,069**	**606,069**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Police	Field Services	4427 Communications

Work Program

1. Serve as Primary Safety Answering Point (PSAP) for 9-1-1 police and fire calls 24-hours per day, seven days per week.
2. Provide 24-hour-per-day telecommunications service for the community.
3. Provide communication support to all Department programs.
4. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants and radio broadcasts.
5. Utilize technical systems to provide law enforcement support for field personnel.
6. Provide prompt response times for 9-1-1 and non-emergency calls for service.

Units of Measure

1. Answer and provide appropriate police response for approximately 8,600 9-1-1 calls per year.
2. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, processing approximately 37,517 calls for service annually.
3. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service. Process approximately 37,517 calls for service annually.
4. Exchange information with outside agencies to help facilitate approximately 410 warrant arrests annually.
5. Monitoring and continuous use of twelve technical computer systems and multiple radio channels in the Communication Center and at each dispatch console.
6. Dispatch Priority One calls for service within 1.4 minutes and Priority Two calls for service within 11 minutes.
7. Complete all CLETS transactions within state and federal mandated time frames.

Personnel Services – $594,644

Salary requests are for: Dispatchers (7.00) – $351,399; Dispatchers (4.00/part-time) – $25,000. Cost allocations are as follows: full-time salaries – $351,399; part-time salaries – $25,000; additional pay – $3,930; overtime – $43,400; benefit costs – $170,915.

Services and Supplies – $4,825

Funding requested is for: maintenance – communications equipment – $2,200; special contract services – $1,200; small equipment – $1,425.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4427 Communications

Object
Number

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT - $2,200

Maintenance of Higher Ground voice logging equipment.

52450 SPECIAL CONTRACT SERVICES - $1,200

Contract with Language Line Services, Inc. for foreign language translation.

52690 SMALL EQUIPMENT - $1,425

Replacement of worn communications console headsets, $375
Wireless and wired headset adaptors, $400
Wireless adaptor base, $59
In-line mute switches, $60

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	97,018	126,460	99,200	99,200
Services and Supplies	5,100	5,100	5,100	5,100
Capital Outlay	0	0	0	0
Total	**102,118**	**131,560**	**104,300**	**104,300**
Personnel Authorized	12.00 (PT)	12.00 (PT)	12.00 (PT)	12.00 (PT)

Source of Funds

General Fund	102,118	131,560	104,300	104,300
Total	**102,118**	**131,560**	**104,300**	**104,300**

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 – $126,460

Salary requests are for: Volunteer Services Coordinator (1.00/part-time) – $37,118; Reserve Police Officers (11.00/part-time) – $24,600; and Police Chaplains. Cost allocations are as follows: part-time salaries – $61,718; additional pay – $39,800; overtime – $5,000; benefit costs – $19,942.

Services and Supplies – $5,100

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

Capital Outlay

No funding requested.

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

Department: Police **Program:** 4428 Volunteer Services

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Reserve Police Officers (4)	Reserve Officer Training Conference	San Diego	Aug 2014	$3,500
				Total:	**$3,500**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING - $3,500

Attendance at vocational training classes for Reserve Police Officers - for detail see "Worksheet - Justification of Conference and In-Service Training Request Schedule B - Vocational Training."

52990 MISCELLANEOUS EXPENDITURES - $1,600

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon.

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	4,156,541	4,149,685	3,497,249	3,497,249
Services and Supplies	410,059	602,359	545,993	545,993
Capital Outlay	31,962	61,069	63,439	63,439
Total	**4,598,562**	**4,813,113**	**4,106,681**	**4,106,681**
Personnel Authorized	30.50 (FT) 1.00 (PT)	30.50 (FT) 1.00 (PT)	30.50 (FT) 1.00 (PT)	30.50 (FT) 1.00 (PT)
Department Distribution				
Administration	413,073	406,552	397,325	397,325
Fire Prevention	131,012	137,607	137,607	137,607
Emergency Services	3,687,847	3,867,770	3,208,608	3,208,608
Personnel Development	18,480	21,500	20,600	20,600
Equipment Maintenance	6,900	12,900	0	0
Buildings and Grounds	8,600	13,400	10,000	10,000
Emergency Preparedness	34,598	37,883	37,133	37,133
Emergency Medical Services	298,052	315,501	295,408	295,408
Total	**4,598,562**	**4,813,113**	**4,106,681**	**4,106,681**
Source of Funds				
General Fund	4,300,510	4,497,612	3,685,004	3,685,004
SB 509 Public Safety Fund	0	0	126,269	126,269
EMS - Paramedic Fund	298,052	315,501	295,408	295,408
Total	**4,598,562**	**4,813,113**	**4,106,681**	**4,106,681**

DETAIL OF SALARIES AND WAGES

Department: Fire **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - deMoet	0.50	0.50	0.50	0.50	81,246	81,246	81,246
Deputy Fire Chief (Acting)	1.00	1.00	1.00	1.00	114,012	119,713	119,713
Fire Battalion Chief	2.00	2.00	2.00	2.00	213,079	213,079	213,079
Fire Captain	6.00	6.00	6.00	6.00	530,520	516,302	516,302
Fire Engineer	6.00	9.00	9.00	9.00	592,402	410,890	410,890
Firefighter	12.00	9.00	9.00	9.00	511,254	354,762	354,762
Deputy Fire Marshal	1.00	1.00	1.00	1.00	66,981	66,981	66,981
Administrative Aide	2.00	2.00	2.00	2.00	97,930	97,930	97,930
Part Time							
Receptionist/Off Specialist	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Full Time	30.50	30.50	30.50	30.50	2,207,424	1,860,903	1,860,903
Part Time	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Additional Pay					135,050	130,865	130,865
Overtime					571,500	383,000	383,000
Total Salaries & Wages					2,938,060	2,398,854	2,398,854
Benefit Costs					1,211,625	1,098,395	1,098,395
TOTAL					**4,149,685**	**3,497,249**	**3,497,249**

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	405,428	241,216	242,875	242,875
Services and Supplies	7,645	165,336	154,450	154,450
Capital Outlay	0	0	0	0
Total	**413,073**	**406,552**	**397,325**	**397,325**
Personnel Authorized	2.50 (FT)	1.67 (FT)	1.67 (FT)	1.67 (FT)

Source of Funds

General Fund	413,073	406,552	397,325	397,325
Total	**413,073**	**406,552**	**397,325**	**397,325**

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 – $241,216

Salary requests are for: Admin. from other Departments – deMoet (0.50) - $81,246; Fire Battalion Chief (Acting Deputy Chief) (0.17) - $19,382; Administrative Aide (1.00) – $52,836. Cost allocations are as follows: full-time salaries – $153,464; overtime – $500; benefit costs – $87,252.

Services and Supplies – $165,336

Funding requested is for: shared Fire expenses with Upland - $145,000; dues and memberships – $1,418; travel and meetings – $3,638; special contract services - $10,330; cellular phone expenses – $3,450; miscellaneous expenditures – $1,500.

Capital Outlay

No funding requested.

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

Department: Fire **Program:** 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	David Pohl, Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	$50
52130	Richard Mayhew, Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	$50
52130	Richard Mayhew, Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	$50
52130	Richard Mayhew, Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	$200
52130	Richard Mayhew, Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2015	$25
52130	Scott Sherwood, Deputy Fire Marshal	San Bernardino County Fire Prevention Officers Association	San Bernardino County	Monthly	$50
52130	Steve Jackson, Acting Deputy Chief	West End Operations Officers Association	Local	Monthly	$50
52130	Richard Mayhew, Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	$120
52130	Table Sponsor	State of the City	Local	October 2014	$500
52130	Fire Department Employees (5)	Chamber of Commerce Police Recognition Lunch	Local	May 2015	$225
52130	Fire Department Employees (5)	Mayor’s Prayer Luncheon	Local	May 2015	$75

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

Department: Fire **Program:** 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs	May 2015	$1,400
52130	Scott Sherwood, Deputy Fire Marshal	California Conference of Arson Investigators Seminar	San Luis Obispo	November 2014	$843
				Total:	**$3,638**

(Only $2,500 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4531 Administration

Object Number

52000 SHARED FIRE EXPENSES WITH UPLAND - $145,000

Agreement with City of Upland for shared personnel costs of Fire Chief Richard Mayhew (33%), $75,000
Fire Marshal Chris Hayes (33%), $70,000

52120 DUES AND MEMBERSHIPS - $1,418 ***(Only $1,000 approved in Adopted Budget)***

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

California Conference of Arson Investigators	$ 70
California Emergency Services Association (CESA)	$ 75
California Fire Chiefs Association	$375
National Fire Protection Association (NFPA)	$165
San Bernardino County EMS Officers Association	$ 90
San Bernardino County Fire Chiefs Association	$150
San Bernardino County Fire Prevention Officers Association	$100
San Bernardino County HazMat Responders Association	$ 55
San Bernardino County Training Officers Association	$ 50
SoCal Interoperability Network	$288

52130 TRAVEL AND MEETING EXPENSES - $3,638 ***(Only $2,500 approved in Adopted Budget)***

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4531 Administration

52450 SPECIAL CONTRACT SERVICES - $10,330 ***(Only $1,000 approved in Adopted Budget)***

Transcription services and other related expenses for administrative investigations, $1,000
Integration of Montclair Fire personnel into Upland Fire's existing *Tele-Staff* system database for on-line employee scheduling services, $9,330
(Not approved in Adopted Budget)

52850 CELLULAR PHONE EXPENSES - $3,450

Funds for three (3) cellular telephones and six (6) smartphones:

Command Vehicle 1915	$ 10	Engine 151A	$ 20
Medic Engine 151	$650	Deputy Fire Marshal Sherwood	$600
Medic Squad 151	$300	Battalion Chief Crouch	$600
Medic Engine 152	$650	Battalion Chief Pohl	$600
OES 331	$ 20		

52990 MISCELLANEOUS EXPENDITURES - $1,500

Fire Prevention Week Open House, $1,000
Other miscellaneous expenditures not provided for elsewhere in this budget, $500

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	125,292	130,857	130,857	130,857
Services and Supplies	5,720	6,750	6,750	6,750
Capital Outlay	0	0	0	0
Total	**131,012**	**137,607**	**137,607**	**137,607**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	131,012	137,607	137,607	137,607
Total	**131,012**	**137,607**	**137,607**	**137,607**

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

	2012	2013	Estimate 2014
Inspections Completed	803	760	820
Plans Reviewed	161	116	220
Fire Investigation Responses	26	37	25
Weed Abatement Actions	167	97	100
Class Presentations	24	30	30

Personnel Services – $130,857

Salary requests are for: Deputy Fire Marshal (1.00) – $66,981; Administrative Aide (0.50) – $22,547.
Cost allocations are as follows: full-time salaries – $89,528; overtime – $2,500; benefit costs – $38,829.

Services and Supplies – $6,750

Funding requested is for: books and publications – $1,800; publication and advertising – $1,850; plan checking services - $2,000; small equipment – $200; miscellaneous expenditures – $900.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4532 Fire Prevention

Object Number	
51020	BOOKS AND PUBLICATIONS - $1,800
	Maintain NFPA reference codes (updates and amendments for 2013 National Fire Code).
52090	PUBLICATION AND ADVERTISING - $1,850
	Provide funds for the printing of public education and fire prevention materials, $1,600 4th of July enforcement efforts for the Zero Tolerance Fireworks Program, $250
52270	PLAN CHECK SERVICES - $2,000
	Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.
52690	SMALL EQUIPMENT - $200
	Miscellaneous small equipment items not provided for elsewhere in this budget.
52990	MISCELLANEOUS EXPENDITURES - $900
	Promotional fire helmets and various expenditures for public relations items, $500 Supplies and material for use in the investigation of fires and the preservation of evidence, $250 Various expenditures for the Fire Prevention Bureau, $150

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	3,345,183	3,472,943	2,833,441	2,833,441
Services and Supplies	321,252	333,758	311,728	311,728
Capital Outlay	21,412	61,069	63,439	63,439
Total	**3,687,847**	**3,867,770**	**3,208,608**	**3,208,608**
Personnel Authorized	25.17 (FT) 1.00 (PT)	26.00 (FT) 1.00 (PT)	26.00 (FT) 1.00 (PT)	26.00 (FT) 1.00 (PT)

Source of Funds

General Fund	3,687,847	3,867,770	3,082,339	3,082,339
SB 509 Public Safety Fund	0	0	126,269	126,269
Total	**3,687,847**	**3,867,770**	**3,208,608**	**3,208,608**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4533 Emergency Services

Work Program

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.

Units of Measure

	2012	2013	Estimate 2014
Total number of calls for service	3,954	3,976	4,020
Arrival within 8.0 minutes of call	95%	95%	93%
Average EMS response time	5 min 40 sec	5 min 5 sec	5 min 58 sec
Average Fire response time	6 min 8 sec	5 min 59 sec	6 min 9 sec
EMT recertification hours	720	720	720
Haz Mat FRO recertification hours	240	240	240

Personnel Services – $3,472,943

Salary requests are for: Fire Battalion Chief (2.00) – $213,079; Fire Captains (6.00) – $530,520; Fire Engineers (9.00) – $592,402; Firefighters (9.00) – $511,254; Receptionist/Office Specialist – (1.00/part-time) – $24,086. Cost allocations are as follows: full-time salaries – $1,847,255; part-time salaries – $24,086; additional pay – $55,600; overtime – $550,000; benefit costs – $996,002.

Services and Supplies – $333,758

Funding requested is for: books and publications – $250; office supplies – direct – $500; uniforms – $ 20,730; personnel protective equipment - $34,500; materials - communications - $5,500; materials - misc. maintenance and repair - $8,600; maintenance - communication equipment – $1,600; maintenance - other equipment – $2,300; emergency communication services – $178,177; special contract services – $73,851; medical examinations – $4,300; small equipment – $2,950; miscellaneous expenditures – $500.

Capital Outlay – $61,069

Funding requested is for: eighteen Self-Contained Breathing Apparatus (SCBA) with accessories and one fill station (will be purchased with funds from the FY13 AFG Program if approved and matched with funds from the City's General Fund) - $59,269; one piston water intake valve for 2014 type-1 KME pumper - $1,800.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4533 Emergency Services

Object Number	
51020	BOOKS AND PUBLICATIONS - $250
	Technical reference materials, $50 Thomas Guide map-book updates, $200
51060	OFFICE SUPPLIES - DIRECT - $500
	Shift calendars.
51100	UNIFORMS - $20,730 ***(Only $14,000 approved in Adopted Budget)***
	Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ $500 each), $13,500 Approved work uniforms/attire for Deputy Fire Marshal, $500 Approved work uniform/attire for ESC, $250 Class A uniform purchase (6 new hires @ $700 each), $4,200 Badge repair and replacement, $800 Reserve Firefighter Class B uniforms (shirts and pants) (5 @ $200 each), $1,000 Reserve Firefighter Class B belts (9 @ $20 each), $180 Reserve Firefighter uniform t-shirts (18 @ $13.89 each), $250 Reserve Firefighter name tags (9 @ $5.56 each), $50
51140	PERSONNEL PROTECTIVE EQUIPMENT - $34,500 ***(Only $17,000 approved in Adopted Budget)***
	Brush gear (4 @ $250 each), $1,000 Turnout coat and pants scheduled replacement (5 sets @ $2,000 each), $10,000 Turnout boots (8 @ $325 each), $2,600 Safety/station boot replacement (18 @ $120 each), $2,160

Continued on next page

Department: Fire **Program:** 4533 Emergency Services

Object Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – continued

Helmet repair and replacement, $550
Gloves, work and fire type, $1,750
Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), $950
Wildland safety boots (4 @ $285 each), $1,140
Maintenance/repairs for turnouts and brush gear, $900
Reserve Firefighter structure helmets (9 @ $180 each), $1,620
Reserve Firefighter leather helmet shields (9 @ $50 each), $450
Reserve Firefighter turnout coats (4 @ $1,300 each), $5,200
Reserve Firefighter turnout pants (4 @ $700 each), $2,800
Reserve Firefighter turnout boots (7 @ $200 a pair), $1,400
Reserve Firefighter structure hoods (9 @ $30 each), $270
Reserve Firefighter brush jackets (9 @ $100 each), $900
Reserve Firefighter structure gloves (9 @ $65 a pair), $585
Reserve Firefighter training gloves (9 @ $8.33 each), $75
Reserve Firefighter equipment bags (5 @ $30 each), $150

51310 MATERIALS - COMMUNICATIONS - $5,500 ***(Only $4,000 approved in Adopted Budget)***

Radio headset replacement, $1,800
Antennas, speakers, lapel microphones, and various radio replacement parts, $1,100
Batteries for portable radios, pagers, and other equipment, $2,400
Hardware and software for radio programming, $200

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4533 Emergency Services

Object Number

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR - $8,600 ***($9,600 approved in Adopted Budget)***

Tools, fittings, adapters, Class A and fire encapsulator agent (foam), and expendable supplies used on emergency apparatus, $5,000
Fire hose repair and replacement for fire engines (5 @ $500 each), $2,500
Urban Search and Rescue equipment maintenance and repair, $500
Replacement of rescue ropes (life-lines), $600
Miscellaneous equipment parts and maintenance (includes needed upholstery repairs to worn seats in fire engines), $1,000
(Moved from 4535-51410)

52020 MAINTENANCE - COMMUNICATIONS EQUIPMENT - $1,600

Parts and labor costs for radio equipment maintenance, $300
Annual service contract for ten 900 MHz County dispatch pagers, $1,300

52050 MAINTENANCE - OTHER EQUIPMENT - $2,300 ($3,500 approved in City Manager's Budget)

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, $1,800
Quarterly calibration of three air monitors as required by OSHA, $500
Pressure cylinder parts, $400 ***(Moved from 4535-52050)***
Nozzle repairs and parts, $300 ***(Moved from 4535-52050)***
Maintenance and filters for breathing air refill station, $1,000 ***(Moved from 4535-52050)***
Repair of small tools and testing equipment, $500 ***(Moved from 4535-52050)***

52330 EMERGENCY COMMUNICATION SERVICES - $177,609

Agreement with CONFIRE for dispatch and IT support, $174,609
Zoll Rescuenet Maintenance, $3,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4533 Emergency Services

Object Number

52450 SPECIAL CONTRACT SERVICES - $73,851

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, $57,000 (SB509 Fund)
Costs shared with Ontario, Upland, Chino, and Rancho Cucamonga Fire Departments - Bomb Squad services, $6,851
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), $10,000 (SB509 Fund)

52510 MEDICAL EXAMINATIONS - $4,300

State mandated Hazardous Materials Team member physicals (3 @ $600 each), $1,800
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (25 @ $100 each), $2,500

52690 SMALL EQUIPMENT - $2,950 ***($3,950 approved in Adopted Budget)***

Chain saw blades (6 @ $100 each), $600
Air safety monitor with calibration kit, $1,350
Replacement of unit flashlights with chargers (4 @ $250), $1,000
Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, $500 ***(Moved from 4535-52690)***
Various specialized US&R tools and equipment, $500 ***(Moved from 4535-52690)***

52990 MISCELLANEOUS EXPENDITURES - $500 ***($1,000 approved in Adopted Budget)***

Emergency scene food and rehabilitation provisions, $500
Engine cleaning supplies, $300 ***(Moved from 4535-52990)***
Waxes, polishes, etc., $300 ***(Moved from 4535-52990)***

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Fire **Program:** 4533 Emergency Services

Object Code	Item	Justification	Cost
62030	Multi-Purpose Device	Used for over-the-side and low-angle technical rescues – 6 @ $695 ***(Moved from 4535-52690)***	$4,170
62050	(18) Self Contained Breathing Apparatus With Accessories and (1) Fill Station	Replaces aging Self-Contained Breathing Apparatus (SCBA) that is nearing its 15-year shelf life in 2016. Replaces Fill Station that is out of compliance per OSHA 1910.134(i)(7) because it does not have a carbon monoxide alarm to monitor carbon monoxide levels. The City will obtain 18 SCBAs with accessories for all fire suppression personnel and one (1) fill station for Fire Station No. 151. This equipment will be purchased with funds from the Fiscal Year 2013 Assistance to Firefighters Grant (AFG) if awarded. The Cities of Montclair, Ontario, Rancho Cucamonga, and Upland collectively applied for the grant. Under the provisions of the grant, the Federal share is $2,000,000, and the Applicant share is $592,691. The Applicant Share will be divided into four portions based on the percentage of equipment requested by each of the four jurisdictions. Montclair's portion of the Applicant Share would be ten percent (10%) or $59,269.10. Montclair requested $272,118.11 worth of equipment as part of the grant application's total budget. (SB509 Fund)	$59,269
		Total:	**$63,439**

PROGRAM BUDGET SUMMARY - 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	18,480	21,500	20,600	20,600
Capital Outlay	0	0	0	0
Total	**18,480**	**21,500**	**20,600**	**20,600**
Personnel Authorized	0	0	0	

Source of Funds

General Fund	18,480	21,500	20,600	20,600
Total	**18,480**	**21,500**	**20,600**	**20,600**

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

	2012	2013	Estimate 2014
Automatic-Aid Training Classes	12	12	12
Annual Training Records	650	650	650
Completed Certification Hours	4,200	4,200	4,200
Hazardous Materials Training Hours	250	250	250

Personnel Services

No funding requested.

Services and Supplies – $21,500

Funding requested is for: books and publications – $850; program supplies – $1,650; special contract services - $3,500; vocational training – $14,850; miscellaneous expenditures - $650.

Capital Outlay

No funding requested.

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Current and new US&R Team Members	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino Co. FD North Net Fire Trng. Center	January 2015	$2,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino Co.	April 2015	$900
52540	FF Boehm and two new hires	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino Co. FD North Net Fire Trng. Center	March 2015	$1,500
52540	All Strike Team Leaders, and Strike Team Leader trainees: DC S. Jackson, BC Crouch, BC Pohl, and Captain Mora	Strike Team Leader update (mandatory)	Local	April 2015	$200
52540	Two new hires	Emergency Vehicle Operator Course (EVOC)	Devore	May 2015	$550
52540	Train and certify two new members for US&R Team: Eng. Vidal, FF Colby and FF Brooks	Rescue Systems II Confine Space Rescue Tech.	San Bernardino Co. FD North Net Fire Trng. Center	February 2015	$2,500

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

Department: Fire **Program:** 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Haz Mat Team members: BC Pohl, Captain Mora, and Eng. Holloway	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2014	$600
52540	FFs Boehm and Brooks	Driver/Operator 1A California State Fire Marshal certified course required for promoted personnel or those preparing to promote; also required for new personnel to receive DMV Firefighter Endorsement; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	October 2014	$900
52540	Eng. Babayan, FFs Boehm, Brooks, and Ciszek	Driver/Operator 1B California State Fire Marshal certified course required for promoted personnel or those preparing to promote; class outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	February 2015	$1,200

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Engineers Holloway, Ward, Garcia and Vidal; FFs Ciszek and Matheson	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	January 2015	$1,500
52540	Deputy Chief Jackson; Bat. Chiefs Crouch and Pohl; Captains Dowser and Mora	Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Santa Ana College	March 2015	$1,500
52540	Fire Department Employees (4)	Firehouse World Training Conference	San Diego	February 2015	$1,500
				Total:	**$14,850**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4534 Personnel Development

Object Number	
51020	BOOKS AND PUBLICATIONS - $850 ***(Only $600 approved in Adopted Budget)***
	Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.
51130	PROGRAM SUPPLIES - $1,650
	Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), $750 CDX plywood (1/2") for roof-training prop (50 @ $18 each), $900
52450	SPECIAL CONTRACT SERVICES - $3,500
	Agreement with Target Solutions for on-line OSHA mandated training.
52540	VOCATIONAL TRAINING - $14,850
	Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B - Vocational Training."
52990	MISCELLANEOUS EXPENDITURES - $650 ***(Not approved in Adopted Budget)***
	Cost associated with promotional and entry-level exams, $500 ***(Inlcuded in 4315-52520 budget)*** Other miscellaneous expenditures for the Personnel Development Program, $150

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	6,900	12,900	0	0
Capital Outlay	0	0	0	0
Total	**6,900**	**12,900**	**0**	**0**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	6,900	12,900	0	0
Total	**6,900**	**12,900**	**0**	**0**

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

	2012	2013	Estimate 2014
Monthly Apparatus/Vehicle Logs	192	192	192
Apparatus Maintenance Training Hours	110	110	110
Equipment Maintenance Hours	730	730	730

Personnel Services

No funding requested

Services and Supplies – $12,900

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 – $5,170; miscellaneous expenditures – $600.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4535 Equipment Maintenance

Object Number	
51410	MATERIALS - MISCELLANEOUS MAINTENANCE AND REPAIR - $1,000 ***(Moved to 4533-51410)***
	Miscellaneous equipment parts and maintenance (includes needed upholstery repairs to worn seats in fire engines).
51500	GASOLINE - $680 ***(Not approved in Adopted Budget)***
	Fuel costs incurred while en route to emergency strike team assignments, $300 ***(Included in 4656-51500 budget)*** Fuel costs for Holmatro extrication tools, chain saws, and rotary saws (MotoMix), $380 ***(Included in 4656-51500 budget)***
51510	DIESEL FUEL - $500 ***(Not approved in Adopted Budget)***
	Fuel costs incurred while en route to emergency strike team assignments, $300 ***(Included in 4656-51510 budget)*** Fuel costs for station generators, $200 ***(Included in 4656-51510 budget)***
51520	OILS AND LUBRICANTS - $250 ***(Not approved in Adopted Budget)***
	Oil and lubricant costs to maintain various pieces of equipment. ***(Included in 4656-51520 budget)***
52050	MAINTENANCE - OTHER EQUIPMENT - $4,700 ***(Only $2,200 approved in Adopted Budget)***
	Repair and replacement parts for self-contained breathing apparatus, $2,500 ***(Not approved in Adopted Budget)*** Pressure cylinder parts, $400 ***(Moved to 4533-52050)*** Nozzle repairs and parts, $300 ***(Moved to 4533-52050)*** Maintenance and filters for breathing air refill station, $1,000 ***(Moved to 4533-52050)*** Repair of small tools and testing equipment, $500 ***(Moved to 4533-52050)***

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4535 Equipment Maintenance

Object Number	
52690	SMALL EQUIPMENT - $5,170 ***(Moved to Program 4533)***
	Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, $500 ***(Moved to 4533-52690)***
	Multi-Purpose Device for over-the-side and low-angle technical rescue (6 @ $695 each), $4,170 ***(Moved to 4533-62030)***
	Various specialized US&R tools and equipment, $500 ***(Moved to 4533-52690)***
52990	MISCELLANEOUS EXPENDITURES - $600 ***(Only $500 approved in Adopted Budget)***
	Engine cleaning supplies, $300 ***(Moved to 4533-52990)***
	Waxes, polishes, etc., $300 ***(Moved to 4533-52990)***

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	8,600	13,400	10,000	10,000
Capital Outlay	0	0	0	0
Total	**8,600**	**13,400**	**10,000**	**10,000**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	8,600	13,400	10,000	10,000
Total	**8,600**	**13,400**	**10,000**	**10,000**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4536 Buildings & Grounds

Work Program

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

Units of Measure

	2012	2013	2014
Fire Stations	2	2	2
Training Tower	1	1	1
Annual Needs Assessment Inspection	1	1	1

Personnel Services

No funding requested.

Services and Supplies – $13,400

Funding requested is for: household expenses – $2,800; license/permits/certificates – $1,000; maintenance-other equipment – $1,500; special contract services - $6,900; small equipment – $500; miscellaneous expenditures – $700.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4536 Buildings & Grounds

Object Number	
51110	HOUSEHOLD EXPENSES - $2,800
	Dry cleaning (strike team sleeping bags), $200 Kitchen appliances, dishes, utensils, plumbing supplies, etc., $500 Mattress and box springs (7 @ $300 each), $2,100
51150	LICENSE/PERMITS/CERTIFICATES - $1,000
	Annual licenses, permits, and certificate fees mandated by Air Quality Management District (AQMD), Occupational Safety and Health Act (OSHA), County of San Bernardino, and the State of California.
52050	MAINTENANCE - OTHER EQUIPMENT - $1,500 ***(Only $1,000 approved in Adopted Budget)***
	Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.
52450	SPECIAL CONTRACT SERVICES - $6,900 ***(Only $4,000 approved in Adopted Budget)***
	Agreement with Braun Linen for laundry service and towels.
52690	SMALL EQUIPMENT - $500
	Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screw drivers, clamps, brooms, etc.).
52990	MISCELLANEOUS EXPENDITURES - $700
	Annual service of fire extinguishers.

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	32,558	34,193	34,193	34,193
Services and Supplies	2,040	3,690	2,940	2,940
Capital Outlay	0	0	0	0
Total	**34,598**	**37,883**	**37,133**	**37,133**
Personnel Authorized	.50 (FT)	.50 (FT)	.50 (FT)	.50 (FT)

Source of Funds

General Fund	34,598	37,883	37,133	37,133
Total	**34,598**	**37,883**	**37,133**	**37,133**

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. Evaluation of emergency management trainings, exercises, and public outreach events.
4. Monitor EOC design to ensure that it meets the needs of the City.
5. Participate on the San Bernardino County Operational Area Coordinating Council (OACC).
6. Complete grant performance reports and reimbursement requests.

Personnel Services – $34,193

Salary requests are for: Administrative Aide (.50) – $21,732. Cost allocations are as follows: full-time salaries – $22,547; benefit costs – $11,646.

Services and Supplies – $3,690

Funding requested is for: program supplies – $2,150; miscellaneous expenditures – $1,540.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4537 Emergency Preparedness

Object Number	
51130	PROGRAM SUPPLIES - $2,150 ***(Only $1,400 approved in Adopted Budget)***
	Emergency water, $950 (This water will be available for EOC responders during emergency situations when other water sources are unavailable) ***(Only $200 approved in Adopted Budget)***
	Amateur radio base station, $900 (This radio will be assigned to Fire Station No. 152 to compliment the West End Digital Data System.)
	EOC supplies, enhancements, and updates, $300.
52990	MISCELLANEOUS EXPENDITURES - $1,540
	Annual satellite telephone service, $540 (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations.)
	Public education materials, props, and advertisements, $300
	Desk for amateur radio base station at Fire Station No. 151, $40
	Chair for amateur radio desk, $150
	Other miscellaneous expenditures for the Emergency Preparedness Program, $150

PROGRAM BUDGET SUMMARY - 1

Program Number 4539

Department	Division	Program
Fire		EMS - Paramedics

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	248,080	270,476	255,883	255,883
Services and Supplies	39,422	45,025	39,525	39,525
Capital Outlay	10,550	0	0	0
Total	**298,052**	**315,501**	**295,408**	**295,408**
Personnel Authorized	.83 (FT)	.83 (FT)	.83 (FT)	.83 (FT)

Source of Funds

EMS Paramedic Fund	298,052	315,501	295,408	295,408
Total	**298,052**	**315,501**	**295,408**	**295,408**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4539 EMS - Paramedics

Work Program

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

Units of Measure

	2013	Estimate 2014
Total number of ALS calls	2,335	2,372
Continuous Education Hours for Nine Paramedics	216	216
Current and Accurate Medical Records on file	2,828	2,900

Personnel Services – $270,476

Salary requests are for: Fire Battalion Chief (.83) – $94,630. Cost allocations are as follows: full-time salaries - $94,630; overtime - $18,500; additional pay (paramedic stipends) – $79,450; benefit costs – $77,896.

Services and Supplies – $45,025

Funding requested is for: books and publications – $100; office supplies - direct – $500; program supplies – $9,500; license/permits/certificates – $5,075; maintenance - other equipment – $500; special contract services – $26,500; small equipment – $2,850.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4539 EMS - Paramedics

Object Number	
51020	BOOKS AND PUBLICATIONS - $100
	Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.
51060	OFFICE SUPPLIES – DIRECT - $500
	O1A report forms.
51130	PROGRAM SUPPLIES - $9,500
	Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, $7,775 Medical oxygen, $1,725
51150	LICENSE/PERMITS/CERTIFICATES - $5,075
	ICEMA annual authorization application fee, $2,100 ALS unit inspection fees (4 @ $400 each), $1,600 ICEMA EMT-P certification fees (5 @ $75 each), $375 State EMT-P certification fees (5 @ $200 each), $1,000
52050	MAINTENANCE – OTHER EQUIPMENT - $500
	Maintenance of EMS tools and equipment.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4539 EMS - Paramedics

Object Number	
52450	SPECIAL CONTRACT SERVICES - $26,500 ***(Only $21,000 approved in Adopted Budget)***
	Billing service for the collection of Paramedic Service Fees, $20,000
	Service agreements for inspection and maintenance of one Life-Pak 12 and three Life-Pak 15 cardiac monitor/defibrillators and five Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, $6,500
52690	SMALL EQUIPMENT - $2,850
	Various tools and hardware that cannot be exchanged, $1,000
	First-aid supplies for all City departments, $1,000
	New CPR manikins, $850

Public Works

DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,278,925	2,381,656	2,331,290	2,331,290
Services and Supplies	3,733,631	4,042,349	3,896,339	3,896,339
Capital Outlay	239,700	604,950	125,500	125,500
Indirect Staff Charges	194,038	203,544	203,544	203,544
Total	**6,446,294**	**7,232,499**	**6,556,673**	**6,556,673**
Personnel Authorized	32.15 (FT) 8.00 (PT)	27.03 (FT) 7.00 (PT)	26.03 (FT) 9.00 (PT)	26.03 (FT) 9.00 (PT)
Divisional Distribution				
Engineering	735,390	719,127	704,577	704,577
Street Maintenance	868,180	1,040,504	828,896	828,896
Park Maintenance	942,162	985,507	970,441	970,441
Vehicle Maintenance	391,072	548,151	409,827	409,827
Sewer Maintenance	2,928,446	3,244,080	3,052,852	3,052,852
Building Maintenance	581,044	695,130	590,080	590,080
Total	**6,446,294**	**7,232,499**	**6,556,673**	**6,556,673**
Source of Funds				
General Fund	2,295,575	2,869,224	2,563,947	2,563,947
Gas Tax Fund	1,031,034	894,195	788,874	788,874
Park Development Fund	113,200	15,000	15,000	15,000
Community Block Grant Fund	28,189	31,000	31,000	31,000
Sewer Maintenance Fund	2,928,446	3,244,080	2,989,577	2,989,577
Sewer Capital Replacement Fund	0	0	63,275	63,275
CFD 2011-1 Fund	0	0	20,000	20,000
Equipment Replacement Fund	49,850	167,000	73,000	73,000
AQMD AB 2766 Fund	0	12,000	12,000	12,000
Total	**6,446,294**	**7,232,499**	**6,556,673**	**6,556,673**

DETAIL OF SALARIES AND WAGES

Department: Public Works **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Admin from other Depts - Staats	0.15	0.025	0.025	0.025	4,142	4,142	4,142
Public Works Director	1.00	1.00	1.00	1.00	135,861	135,861	135,861
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	95,436	95,436	95,436
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
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	138,435	138,435	138,435
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	59,736	59,736	59,736
Equipment Mechanic	1.00	1.00	1.00	1.00	41,784	0	0
Maintenance Worker	13.00	8.00	7.00	7.00	305,009	269,387	269,387
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	84,480	84,480	84,480
NPDES Inspector	2.00	2.00	2.00	2.00	99,837	99,837	99,837
Bldg Maintenance Technician	1.00	0.00	0.00	0.00	0	0	0
Facilities Specialist	0.00	1.00	1.00	1.00	49,542	49,542	49,542
Part Time							
Mechanic Aide	1.00	1.00	1.00	1.00	32,288	33,908	33,908
Senior Custodian	1.00	1.00	1.00	1.00	13,026	13,026	13,026
Office Specialist	1.00	1.00	1.00	1.00	34,442	36,161	36,161
Maintenance Worker	4.00	3.00	5.00	5.00	83,366	141,996	141,996
Senior Intern	1.00	1.00	1.00	1.00	11,471	11,471	11,471
Full Time	32.15	27.03	26.03	26.03	1,444,186	1,366,780	1,366,780
Part Time	8.00	7.00	9.00	9.00	174,593	236,562	236,562
Overtime					56,300	56,300	56,300
Additional Pay					900	900	900
Total Salaries & Wages					1,675,979	1,660,542	1,660,542
Benefit Costs					705,677	670,748	670,748
TOTAL					**2,381,656**	**2,331,290**	**2,331,290**

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	405,942	416,088	416,088	416,088
Services and Supplies	329,448	303,039	288,489	288,489
Capital Outlay	0	0	0	0
Total	**735,390**	**719,127**	**704,577**	**704,577**
Personnel Authorized	3.96 (FT)	3.95 (FT)	3.95 (FT)	3.95 (FT)
Department Distribution				
Management & Construction	419,666	436,658	422,858	422,858
Public Works Inspection	123,558	127,271	127,271	127,271
Traffic Safety Engineering	192,166	155,198	154,448	154,448
Total	**735,390**	**719,127**	**704,577**	**704,577**
Source of Funds				
General Fund	587,934	608,627	594,827	594,827
Gas Tax Fund	147,456	110,500	109,750	109,750
Total	**735,390**	**719,127**	**704,577**	**704,577**

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	273,174	279,119	279,119	279,119
Services and Supplies	146,492	157,539	143,739	143,739
Capital Outlay	0	0	0	0
Total	**419,666**	**436,658**	**422,858**	**422,858**
Personnel Authorized	2.86 (FT)	2.85 (FT)	2.85 (FT)	2.85 (FT)

Source of Funds

General Fund	419,666	436,658	422,858	422,858
Total	**419,666**	**436,658**	**422,858**	**422,858**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

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

Units of Measure

	2012-2013	1st 6 Mos. 2013-2014	Estimate 2014-2015
Public Works Improvements	8	4	10
Citizen Requests	150	50	150
Studies	0	1	1
Plan Check Capital Improvements	8	4	10
Plan Check Private Development	10	5	10
Plan Check Tract Maps	1	0	3
Plan Check Parcel Maps	0	0	2
Plan Check Lot Merger/Line Adjustment	1	1	2
Review of WQMPs	8	6	15

Personnel Services - $279,119

Salary requests are for: Public Works Director (0.40) - $54,344; Project Manager (0.85) - $57,732; Administrative Specialist (0.60) - $28,130; NPDES Inspector (1.00) - $49,919. Cost allocations are as follows: full-time salaries - $190,125; overtime - $2,500; benefit costs - $86,494.

Services and Supplies - $157,539

Funding requested is for: books and publications - $700; program supplies - $700; license/permits/certificates - $760; dues and memberships - $1,170; travel and meetings - $7,800; auto allowance - $5,460; special consulting services - $14,000; plan check services - $55,000; special lab testing - $820; special contract services - $65,874; vocational training - $1,300; cellular phone - $2,755; miscellaneous expenditures - $1,200.

Capital Outlay

No funding requested.

WORK SHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS

Department: Public Works **Program:** 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael C. Hudson, Public Works Dir.	Quarterly Luncheon meetings with Monte Vista Water District.	Montclair	Quarterly	$50
	Steve Stanton, Project Manager				$50
	Jim Diaz, Public Works Inspector				$50
	Xavier Mendez, Public Works Sup.				$50
	Alicia Johnson, Admin. Spec.				$50
	Mike McGehee, Fac./Grounds Super.				$50
52130	Michael C. Hudson, Public Works Dir.	Luncheon meetings and workshop refreshments with various community groups, consultants, West Valley Traffic Engineers Association, West End City Engineers Association, and other agencies.	Montclair and San Bernardino/Los Angeles County locations	Irregular	$200
52130	Joe Rosales, NPDES. Inspector	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' various certifications.	Las Vegas, Nevada	Fall 2014	$650
	Wendy Hsiao, NPDES Inspector				$650

WORK SHEET - JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – TRAVEL & MEETINGS

Department: Public Works **Program:** 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Joe Rosales, NPDES Inspector Wendy Hsiao, NPDES Inspector	California Stormwater Quality Association Conference - This conference focuses on stormwater issues such as Federal and State NPDES Regulations, Permits, and Policies; Sustainable Development; Stormwater Treatment; Source Control; Industrial and Advanced Construction Stormwater Management; Modifying Public Behavior; Program Assessment; and Scientific Advances. This seminar also provides continuing education hours for both Grade 1 Environmental Inspector and Grade 2 Collection Systems.	Garden Grove, CA	Fall 2014	$1,500 $1,500
52130	Joe Rosales, NPDES Inspector Wendy Hsiao, NPDES Inspector	Pretreatment, Pollution Prevention, and Storm Water Conference (P3S) - The P3S Conference offers the required Continuing Education Units required to maintain certifications of Environmental Compliance Inspectors and Collection Systems. The P3S Conference provides information on changing technology and practices, laws, and regulations.	Uncertain at this time, but probably in Southern California	Date not yet set	$1,500 $1,500
				Total	**$7,800**

(Only $5,000 approved in Adopted Budget)

WORK SHEET - JUSTIFICATION OF CONFERENCE AND IN-SERVICE TRAINING REQUEST SCHEDULE B – VOCATIONAL TRAINING

Department: Public Works **Program:** 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est Expense
52540	Steve Stanton, Project Manager	Seminars, classes and training sessions are available to assist the City in developing project management skills.	Various San Bernardino County and Southern California locations	Periodically	$200
52540	James Diaz, Public Works Insp.	Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	$200
52540	Alicia Johnson, Admin. Spec.	Training for Caltrans and federal processes associated with federal grants.	Various San Bernardino County locations	Periodically	$100
52540	Wendy Hsiao, NPDES Inspector	Seminars, classes and training sessions are available to assist the City in developing storm water inspection skills. Also, a requirement of Wendy's last appraisal was to improve technical writing skills and business English.	Various San Bernardino County locations	Periodically	$800
				Total:	**$1,300**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4641 Management and Construction

Object Number

51020 BOOKS AND PUBLICATIONS - $700

The 2015 edition of the Standard Specifications for Public Works Construction is due to be released in March 2015; and other updates to standards and specifications.

51130 PROGRAM SUPPLIES - $700

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections.

51150 LICENSE/PERMITS/CERTIFICATES - $760

Personnel	Description	Cost
Joe Rosales, NPDES Inspector	Grade 1 Environmental Compliance Inspector Certificate	$80
Joe Rosales, NPDES Inspector	Grade 2 Collection Systems Maintenance	$85
Joe Rosales, NPDES Inspector	Certified Erosion, Sediment, and Storm Water Inspector	$75
Joe Rosales, NPDES Inspector	Certified Municipal Separate Storm Sewer System Specialist	$75
Wendy Hsiao, NPDES Inspector	Grade 2 Environmental Compliance Inspector Exam	$280
Wendy Hsiao, NPDES Inspector	Grade 1 Environmental Compliance Inspector Certificate	$80
Wendy Hsiao, NPDES Inspector	Grade 2 Environmental Compliance Inspector Certificate	$85

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4641 Management and Construction

Object Number

52120 DUES AND MEMBERSHIPS - $1,170

Personnel	Description	Cost
Michael C. Hudson, Public Works Director	Membership in American Society of Civil Engineers (ASCE)	$400
Michael C. Hudson, Public Works Director	Membership in American Public Works Association	$185
Jim Diaz, Public Works Inspector	Membership in American Public Works Association	$185
Wendy Hsiao, NPDES Inspector	California Water Environment Association	$150
Joe Rosales, NPDES Inspector	California Water Environment Association	$150
Joe Rosales, NPDES Inspector	California Stormwater Quality Association	$100

52130 TRAVEL AND MEETINGS - $7,800 ***(Only $5,000 approved in Adopted Budget)***

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

52140 MILEAGE/AUTO ALLOWANCE - $5,460

Auto allowance for Public Works Director.

52190 SPECIAL CONSULTING SERVICES - $14,000 ***(Only $8,000 approved in Adopted Budget)***

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2014, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include restrooms/shower modifications to the Recreation Building, the Monte Vista Avenue/Union Pacific Grade Separation project, and the Central Avenue/Union Pacific Grade Separation Project, $2,000

Develop American with Disability Act Transition Plan - City needs to determine where ADA upgrades are required and develop implementation plans, $10,000

Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plats, minor design work and plan preparation, and special studies, $2,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4641 Management and Construction

Object Number

52270 PLAN CHECK SERVICE - $55,000 ***(Only $50,000 approved in Adopted Budget)***

Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Management Plan goals ($30,000) and develop conditions of approval ($25,000).

52420 SPECIAL LAB TESTING - $820

The City Yard is considered an industrial facility due to its fueling station and auto repair shop. The City is required to abide by the state's industrial permit regulations, one of which includes sampling storm water runoff in at least two places a minimum of three times between October 1st and May 1st. It is anticipated that testing costs will be $500.

The NPDES Permit requires the City of Montclair to have an Illicit Discharge Detection Elimination program (IDDE) as part of the Dry Weather Flow Bacteria Total Maximum Daily Load (TMDL). The purpose of the IDDE program is to prevent discharges to our storm drain system that may contain bacteria. A part of this IDDE program is to take a sample at outfalls along the San Antonio Channel, and if necessary, the outfalls in the West State Street Channel. If a discharge is observed from an outfall and the discharge is suspected of carrying pollutants, the discharge will be sampled for that specific outfall. The constituents to be sampled are ammonia, pH, temperature and Total Suspended Solids (TSS). All but one constituent can be sampled out in the field and that is TSS. It is estimated that the cost of a laboratory conducting a TSS analysis is $40.00 per sample. The City of Montclair has 33 outfalls, but not all outfalls will have a discharge and not all outfalls that do have a discharge will need to be sampled. It is assumed that 25% of outfalls will be required to be sampled. Therefore, approximately eight outfalls will be sampled for TSS at a cost of $40 dollars each, coming to a total of $320.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES - $65,874

UNDERGROUND SERVICE ALERT - $2,200

Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is $1.50 per notification. The City averages approximately 120 notifications per month.

NPDES - $44,055

The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.40 percent of the overall $1,952,563 budget. The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS - $19,619

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of $16,214*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, $3,405, along with the fees.

*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low as was the case for FY2013/14. The budget amount requested is based on the state's estimate plus an additional 5%.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4641 Management and Construction

Object
Number

52540 VOCATIONAL TRAINING - $1,300

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

52850 CELLULAR PHONE EXPENDITURES - $2,755

Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.

52990 MISCELLANEOUS EXPENDITURES - $1,200

Anticipated miscellaneous expenditures include purchase of Disadvantaged Business Enterprise advertisements; special permits and filing fees not otherwise chargeable to other accounts; padlocks, hanging files, Microflex Latex Exam Gloves, Kimberly Clark X60 Wipers; marking paint; various buffer solutions and tracer dyes used in testing storm water runoff; manhole cover hooks; etc.

PROGRAM BUDGET SUMMARY - 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Public Works 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	123,558	127,271	127,271	127,271
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	**123,558**	**127,271**	**127,271**	**127,271**
Personnel Authorized	1.05 (FT)	1.05 (FT)	1.05 (FT)	1.05 (FT)

Source of Funds

General Fund	123,558	127,271	127,271	127,271
Total	**123,558**	**127,271**	**127,271**	**127,271**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4642 Public Works 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

	2012-2013	1st 6 mos. 2013-2014	Estimate 2014-2015
Subdivision public improvement inspections	75	60	100
Private development improvement inspections	15	30	75
Public works improvement inspections performed	140	80	160
Public utilities inspections performed	50	40	90

Personnel Services - $127,271

Salary requests are for: City Engineer (.25) - $33,965; Public Works Inspector (.80) - $47,002. Cost allocations are as follows: full-time salaries - $80,967; overtime - $10,000; benefit costs - $36,304.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,210	9,698	9,698	9,698
Services and Supplies	182,956	145,500	144,750	144,750
Capital Outlay	0	0	0	0
Total	**192,166**	**155,198**	**154,448**	**154,448**
Personnel Authorized	.05 (FT)	.05 (FT)	.05 (FT)	.05 (FT)

Source of Funds

General Fund	44,710	44,698	44,698	44,698
Gas Tax Fund	147,456	110,500	109,750	109,750
Total	**192,166**	**155,198**	**154,448**	**154,448**

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

	2012-2013	1st 6 mos. 2013-2014	Estimate 2014-2015
Developments reviewed	2	0	4
Signals maintained	44	44	44
Reports, studies, investigations	1	0	1
Citizen requests	40	25	40
Traffic Counts	0	10	50

Personnel Services - $9,698

Salary requests are for: Public Works Director/City Engineer (.05) - $6,793. Cost allocations are as follows: full-time salaries - $6,793; benefit costs - $2,905.

Services and Supplies - $145,500

Funding requested is for: routine traffic signal maintenance - $29,000; extraordinary traffic signal maintenance - $80,000; architectural and engineering services - $35,000; miscellaneous expenditures - $1,500

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4644 Traffic Safety Engineering

Object Number

52040 MAINTENANCE – ROUTINE TRAFFIC SIGNALS - $29,000

Monthly routine and preventative maintenance checks of the City's 44 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County. Signal maintenance for City-owned signal systems is currently provided by Aegis ITS at a rate of $52.00 per month per signalized intersection. Aegis ITS and its predecessor, Team Econolite, have been providing signal maintenance services for the City since July 2003. No rate change is anticipated for fiscal year 2014/2015. (Gas Tax Fund)

52060 MAINTENANCE – EXTRAORDINARY TRAFFIC SIGNALS - $80,000

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, LED lights, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately $3,900 or $45,000 per year. Staff anticipates a need to replace an electric service at the Mills Avenue and Kingsley Street intersection at a cost of approximately $15,000. It is also anticipated that several new traffic loops will have to be cut at a cost not exceeding $5,000 for the year. There may also a need to purchase as many as four traffic signal controllers at an estimated cost of $15,000 total. (Gas Tax Fund)

52260 ARCHITECTURAL AND ENGINEERING SERVICES - $35,000

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, updating the City's transportation development impact fee to comply with SANBAG's NEXUS requirements, and miscellaneous traffic engineering services.

52990 MISCELLANEOUS EXPENDITURES - $1,500 ***(Only $750 approved in Adopted Budget)***

Traffic counter supplies as necessary including road tubes, clamps, cleats, tape, concrete nails, batteries, and air switches necessary to maintain the City's traffic counting program. (Gas Tax Fund)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	589,242	663,841	605,723	605,723
Services and Supplies	182,438	150,963	130,173	130,173
Capital Outlay	96,500	225,700	93,000	93,000
Total	**868,180**	**1,040,504**	**828,896**	**828,896**
Personnel Authorized	11.45 (FT) 2.05 (PT)	8.60 (FT) 1.80 (PT)	7.60 (FT) 1.80 (PT)	7.60 (FT) 1.80 (PT)
Department Distribution				
Graffiti Abatement	163,663	195,229	180,229	180,229
Street Maintenance	361,827	411,370	288,968	288,968
Signing & Painting	180,312	268,641	196,435	196,435
Street Sweeping	162,378	165,264	163,264	163,264
Total	**868,180**	**1,040,504**	**828,896**	**828,896**
Source of Funds				
General Fund	307,440	440,803	377,066	377,066
Gas Tax Fund	522,901	482,401	377,830	377,830
Community Development Block Grant Fund	28,189	31,000	31,000	31,000
Equipment Replacement Fund	9,650	86,300	43,000	43,000
Total	**868,180**	**1,040,504**	**828,896**	**828,896**

PROGRAM BUDGET SUMMARY - 1

Program Number 4645

Department	Division	Program
Public Works	Streets	Graffiti Abatement

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	131,915	143,381	143,381	143,381
Services and Supplies	31,748	21,848	21,848	21,848
Capital Outlay	0	30,000	15,000	15,000
Total	**163,663**	**195,229**	**180,229**	**180,229**
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	135,474	145,229	145,229	145,229
Community Development Block Grant Fund	28,189	31,000	31,000	31,000
Equipment Replacement Fund	0	19,000	4,000	4,000
Total	**163,663**	**195,229**	**180,229**	**180,229**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Streets	4645 Graffiti Abatement

Work Program

1. Removal of graffiti from public and private property by City crews.

Units of Measure

	2012-13	1st 6 mos. 2013-14	Estimated 2014-15
Locations graffiti abated	8,809	4,571	9,000

Personnel Services - $143,381

Salary requests are for: Public Works Superintendent (.10) - $9,544; Graffiti Abatement Workers (2.00) - $84,480. Cost allocations are as follows: full-time salaries - $94,024; overtime - $300; benefit costs - $49,057.

Services and Supplies - $21,848

Funding requested is for: uniforms - $1,498; program supplies - $350; materials – maintenance and repair - $20,000.

Capital Outlay - $30,000

Funding requested is for: Two replacement Trailer Mounted Pressure Washers with Steam and Sand attachments for Graffiti Abatement.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4645 Graffiti Abatement

Object Number	
51100	UNIFORMS - $1,498
	Provide and launder uniforms and purchase work boots for personnel assigned to this division.
51130	PROGRAM SUPPLIES - $350
	Work gloves, safety goggles, rain gear, etc., used by personnel in this division.
51410	MATERIALS - MAINTENANCE AND REPAIR - $20,000
	Paint, brushes, rollers, sealer, rags, etc., that would be used in removing graffiti throughout the City.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4645 Graffiti Abatement

Object Code	Item	Justification	Cost
62020	One Hydro Tek Pressure Washer	Replacement of the existing 2002 HydroTek pressure washer Unit 436. The existing pressure washer needs to have the water tank replaced due to a crack in the plastic. The rear axles are worn and need replacement and the frame is showing signs of fatigue.	$15,000
62020	One Hydro Tek Pressure Washer	Replacement of the existing 2002 HydroTek pressure washer Unit 414. The existing pressure washer needs to have the steam heating element replaced. The rear axles and tongue are worn and need replacement and the frame is showing signs of fatigue.	$15,000
		Total:	**$30,000**

(Only $15,000 approved in Adopted Budget)
($11,000 CDBG Fund - $4,000 Equipment Replacement Fund)

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	227,907	231,955	228,543	228,543
Services and Supplies	103,920	76,715	60,425	60,425
Capital Outlay	30,000	102,700	0	0
Total	**361,827**	**411,370**	**288,968**	**288,968**
Personnel Authorized	5.15 (FT) 2.05 (PT)	2.30 (FT) 1.80 (PT)	2.30 (FT) 1.80 (PT)	2.30 (FT) 1.80 (PT)

Source of Funds

General Fund	120,919	182,387	174,281	174,281
Gas Tax Fund	237,908	170,983	114,687	114,687
Equipment Replacement Fund	3,000	58,000	0	0
Total	**361,827**	**411,370**	**288,968**	**288,968**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

Work Program

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.
6. Enforce compliance of laws regulating the National Pollution Discharge Elimination System.

Units of Measure

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
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 - $231,955

Salary requests are for: Public Works Superintendent (.15) - $14,315; Leadworker (1.00) - $45,953; Maintenance Workers (1.15) - $42,814; Maintenance Workers (1.50/part-time) - $41,684; Office Specialist (.30/part-time) - $10,333. Cost allocations are as follows: full-time salaries - $103,082; part-time salaries - $52,017; overtime - $21,500; benefit costs - $55,356.

Services and Supplies - $76,715

Funding requested is for: uniforms - $11,300; program supplies - $2,000; license/permits/certificates - $2,290; asphalt - $15,000; cement - $15,000; weed chemicals - $1,500; miscellaneous repair materials - $19,000; dues and memberships - $125; travel and meeting expenses - $1,400; educational grants - $1,300; vocational training - $7,000; rental of private equipment - $400; small equipment - $400.

Capital Outlay - $102,700

Funding requested is for: One 1 ton dump truck. - $58,000; One Rammer Compactor - $4,200; One concrete finisher to assist with concrete finishing of large slabs and hard to reach areas - $2,500; Christmas Decorations for street lights around shopping centers - $38,000.

WORK SHEET – JUSTIFICATION OF CONFERENCE AND IN – SERVICE TRAINING REQUEST SCHEDULE A – TRAVEL AND MEETINGS

Department: Public Works **Program:** 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Alex Cardona, Leadworker	Attend the 2015 America Concrete Institute for the flat work finishing, exam and certification.	Las Vegas, NV	February 2015	$1,400
				Total:	**$1,400**

(Not approved in Adopted Budget)

WORK SHEET – JUSTIFICATION OF CONFERENCE AND IN-SERVICE TRAINING REQUEST SCHEDULE B - VOCATIONAL TRAINING

Department: Public Works **Program:** 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	$750
52540	Division Personnel	Provide annual training and update for M.S.D.S. Program	City Yard	Varies	$750
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Irrigation, Turf Management, Asphalt Maintenance, Traffic Control, Fire Mechanic courses; Concrete Basics, Carpentry, etc.	Southern California	Varies	$3,000
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ $1,250)	City Yard	Varies	$2,500
				Total:	**$7,000**

(Only $5,500 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Number

51100 UNIFORMS - $11,300 ***(Only $10,300 approved in Adopted Budget)***

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

51130 PROGRAM SUPPLIES - $2,000

Shovels, hoes, rakes, picks, brooms, etc., $1,000
Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, $1,000

51150 LICENSE/PERMITS/CERTIFICATES - $2,290 ***(Only $2,000 approved in Adopted Budget)***

Employee	Licenses/Certificates	Amount
Alex Cardona, Leadworker	Qualified Applicators Certificates	$350
Ron Barron, Maintenance Worker	Qualified Applicators Certificates	$220
Chad Quidor, Leadworker	Qualified Applicators Certificates	$300
Edward Molitor, Maintenance Worker	Qualified Applicators Certificates	$220
Brandon Lane, Maintenance Worker	Backflow Certification Course and License	$1,200

51350 ASPHALT - $15,000 ***(Only $11,500 approved in Adopted Budget)***

Asphalt and crack sealing material to make street repairs as needed throughout the City (General Fund $1,000, Gas Tax Fund $10,500).

51360 CEMENT, SAND AND GRAVEL – $15,000 ***(Only $8,500 approved in Adopted Budget)***

Cement, sand and gravel to make repairs as needed to concrete sidewalks and drive approaches throughout the City (General Fund $1,000, Gas Tax Fund $7,500).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Number	
51400	WEED CHEMICALS - $1,500
	Chemicals to control weeds in streets and rights-of-way through-out the City.
51410	MISCELLANEOUS MAINTENANCE AND REPAIRS - $19,000 ***(Only $16,900 approved in Adopted Budget)***
	Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, $12,000 Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, $7,000
52120	DUES AND MEMBERSHIPS - $125
	Xavier Mendez, Public Works Superintendent National Arbor Day Foundations dues
52130	TRAVEL AND MEETING EXPENSES - $1,400 ***(Not approved in Adopted Budget)***
	Attendance at conference and meetings – for detail see “Worksheet – Schedule A – Travel and Meetings.”
52530	EDUCATIONAL GRANTS - $1,300
	Per MOUs, education grants are provided to employees for education-related expenses.
52540	VOCATIONAL TRAINING - $7,000 ***(Only $5,500 approved in Adopted Budget)***
	Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”
52640	RENT PRIVATE EQUIPMENT - $400
	Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City-owned equipment failure.
52690	SMALL EQUIPMENT - $400
	Replacement of a weed eater.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Code	Item	Justification	Cost
62020	One 1-Ton Dump Truck	This vehicle will replace the existing 1993 GMC 1-Ton dump truck. The existing unit needs to have the dash replaced and the pump for the dump bed replaced or rebuilt due to pump having insufficient power when lifting heavy loads. The engine is burning oil and will need to have the heads replaced or rebuilt if parts are available. The interior is shot and needs to be replaced. This vehicle had an expected life of 12 years and is now going on its 21st year of service.	$58,000
62030	One Rammer Compactor	For compacting base material before placing asphalt or concrete. Existing compactor has a blown engine and parts for this machine are no longer available due to its age.	$4,200
62030	Concrete Finisher	To assist with concrete finishing of large slabs and hard to reach areas. This will assist with proper flow and grades for drainage and the American Disabilities Act requirements in maintaining proper slopes.	$2,500
62050	Christmas Street Decorations	Replacement of the existing Christmas decorations that are now 12 years old and need to be replaced. This request comes from the City Manager to look into prices for replacement decorations that would fit on existing brackets and hardware along with utilizing the existing TAPA devices. This price also includes replacement of 25 TAPA devices that are no longer working.	$38,000
		Total:	**$102,700**

(Not approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing & Painting

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	79,242	135,541	80,835	80,835
Services and Supplies	34,570	40,100	37,600	37,600
Capital Outlay	66,500	93,000	78,000	78,000
Total	**180,312**	**268,641**	**196,435**	**196,435**
Personnel Authorized	2.10 (FT)	2.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	22,924	83,295	27,864	27,864
Gas Tax Fund	150,738	176,046	129,571	129,571
Equipment Replacement Fund	6,650	9,300	39,000	39,000
Total	**180,312**	**268,641**	**196,435**	**196,435**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Streets	4650 Signing & Painting

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
2. Paint traffic striping biennially.
3. Paint traffic legends throughout the City on a biennial or as-needed basis.
4. Replace and maintain all Raised Pavement Markers throughout the City on an as-needed basis.

Units of Measure

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
Maintain signs	2,850	1,655	3,000
Fabricate signs	225	130	250
Stripe miles of street	65	5	75
Stencil traffic legends	695	665	850
Raised Pavement Markers	703	846	1,200

Personnel Services - $135,541

Salary requests are for: Public Works Superintendent (.10) - $9,544; Maintenance Worker (2.00) - $77,862. Cost allocations are as follows: full-time salaries - $87,406; overtime - $2,250; benefit costs - $45,885.

Services and Supplies - $40,100

Funding requested is for: program supplies - $300; traffic striping materials - $11,500; traffic signs - $25,800; materials – maintenance and repairs - $2,000; special contract services - $500.

Capital Outlay - $93,000

Funding requested is for: One replacement sign truck with aerial boom - $78,000, One Message/Arrow Board for traffic control and information - $15,000.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4650 Signing & Painting

Object Number

51130 PROGRAM SUPPLIES – $300

Work gloves and safety equipment as well as small tools such as cutting blades, shovels, brooms, drill bits, etc. used by personnel in the Division.

51330 MATERIALS - TRAFFIC STRIPING – $11,500 ***(Only $9,000 approved in Adopted Budget)***

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint's reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used.

51340 MATERIALS - STREET SIGNS – $25,800

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc., $20,000. This amount also includes the cost of metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

Overhead Mounted Street Name Signs (8 @ $437.50), $3,500
Replacement pole mounted street name signs (25 @ $92), $2,300

51410 MATERIALS - MAINTENANCE REPAIRS – $2,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement.

52450 SPECIAL CONTRACT SERVICES – $500

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4650 Signing and Painting

Object Code	Item	Justification	Cost
62020	One Sign Truck	Replacement of the existing 1999 Chevrolet Utility Bed Truck. The existing unit needs a brake system and the suspension system replaced or rebuilt. The power steering box and ladder rack need to be replaced due to broken or worn parts. The existing unit is 15 years old and parts are difficult to obtain. The vehicle would have an aerial boom to assist with overhead signs and when city yard personnel set out U.S. Flags for holidays and setting up banners for the Chamber, Human Services and Holiday decorations annually. This Unit was approved in the 2013-14 budget, due to limited stock and a price increase it was decided to hold off until the next fiscal year. (Gas Tax Fund $39,000 – Equipment Replacement Fund $39,000)	$78,000
62020	One Message Arrow Board	Replace one of the existing 1993 Arrow Master Light Boards. This unit is used for warning vehicle traffic of upcoming street work or hazards. The existing unit needs all new batteries and a new circuit control board. Parts are no longer available. We have two of these units and have been using one for parts as they break. The replacement Message/Arrow Board could be used for all Departments during special events throughout the City. ***(Not approved in Adopted Budget)***	$15,000
			Total: $93,000

(Only $78,000 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	150,178	152,964	152,964	152,964
Services and Supplies	12,200	12,300	10,300	10,300
Capital Outlay	0	0	0	0
Total	**162,378**	**165,264**	**163,264**	**163,264**
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	28,123	29,892	29,692	29,692
Gas Tax Fund	134,255	135,372	133,572	133,572
Total	**162,378**	**165,264**	**163,264**	**163,264**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Streets	4651 Street Sweeping

Work Program

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

Units of Measure

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	1	2	2

Personnel Services - $152,964

Salary requests are for: Public Works Superintendent (.10) - $9,544; Motor Sweeper Operators (2.00) - $91,680. Cost allocations are as follows: full-time salaries - $101,224; overtime - $1,000; benefit costs - $50,740.

Services and Supplies - $12,300

Funding requested is for: program supplies - $300; materials - street sweeping - $12,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES - $300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.

51370 MATERIALS - STREET SWEEPING - $12,000 ***(Only $9,000 approved in Adopted Budget)***

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes and miscellaneous parts for the street sweepers. Alternative fuel sweeper is now out of warranty as of December 2012, additional funds will be needed for alternative fuel parts which are more costly. We will also be upgrading the water misters on the two older sweepers to help with dust control while sweeping.

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	308,942	345,955	413,589	413,589
Services and Supplies	493,020	558,852	556,852	556,852
Capital Outlay	140,200	80,700	0	0
Total	**942,162**	**985,507**	**970,441**	**970,441**
Personnel Authorized	5.40 (FT) 2.30 (PT)	4.25 (FT) 1.80 (PT)	4.25 (FT) 3.80 (PT)	4.25 (FT) 3.80 (PT)
Department Distribution				
Park Maintenance	842,451	827,306	860,440	860,440
Tree Maintenance	99,711	158,201	110,001	110,001
Total	**942,162**	**985,507**	**970,441**	**970,441**
Source of Funds				
General Fund	428,085	588,513	634,147	634,147
Gas Tax Fund	360,677	301,294	301,294	301,294
Park Development Fund	113,200	15,000	15,000	15,000
CFD 2011-1 Fund	0	0	20,000	20,000
Equipment Replacement Fund	40,200	80,700	0	0
Total	**942,162**	**985,507**	**970,441**	**970,441**

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	294,881	331,604	399,238	399,238
Services and Supplies	407,370	463,202	461,202	461,202
Capital Outlay	140,200	32,500	0	0
Total	**842,451**	**827,306**	**860,440**	**860,440**
Personnel Authorized	5.30 (FT) 2.30 (PT)	4.15 (FT) 1.80 (PT)	4.15 (FT) 3.80 (PT)	4.15 (FT) 3.80 (PT)

Source of Funds

General Fund	393,374	553,512	599,146	599,146
Gas Tax Fund	295,677	226,294	226,294	226,294
Park Development Fund	113,200	15,000	15,000	15,000
CFD 2011-1 Fund	0	0	20,000	20,000
Equipment Replacement Fund	40,200	32,500	0	0
Total	**842,451**	**827,306**	**860,440**	**860,440**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
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 - $331,604

Salary requests are for: Facilities and Grounds Superintendent (.15) - $14,315; Leadworker (1.00) - $48,744; Maintenance Workers (3.00) - $115,635; Office Specialist (.30/part-time) - $10,333; Maintenance Workers (1.50/part-time) - $41,682. Cost allocations are as follows: full-time salaries - $178,694; part-time salaries - $52,015; overtime - $7,000; benefit costs - $93,895.

Services and Supplies - $463,202

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 - $19,000; special contract services - $407,152; private equipment rentals - $900; rental property upkeep - $10,000; miscellaneous expenditures - $5,000.

Capital Outlay - $32,500

Funding requested is for: One 3/4 ton pick up truck.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4652 Park Maintenance

Object Number	
51130	PROGRAM SUPPLIES - $2,000
	Shovels, hoes, rakes, brooms, pruners, etc., $1,100 Work gloves, eye and ear protection, rain gear, etc., $900
51150	LICENSE/PERMITS/CERTIFICATES - $150
	Backflow License renewal for Maintenance Worker, Ruben Gutierrez.
51380	MATERIALS - SPRINKLER PARTS - $15,000
	Materials to maintain the City Parks Irrigation Systems. Items include: Plastic pipe and glue, sprinklers, valves, solenoids, risers, valve wire, valve boxes, etc.
51390	MATERIALS - FERTILIZERS - $2,000
	Fertilizer for City parks and facilities.
51400	MATERIALS – WEED CHEMICALS - $2,000
	Chemicals to control weeds at City parks and facilities.
51410	MISCELLANEOUS MAINTENANCE AND REPAIR - $19,000 ***(Only $17,000 approved in Adopted Budget)***
	Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., $12,000 Playground fiber material to bring playground safety material back into safe levels, $4,000 Replacement trash cans at various parks, $3,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4652 Park Maintenance

Object Number	
52450	SPECIAL CONTRACT SERVICES - $407,152
	Landscaping for the existing median islands, parkways, Police facility landscape and Transcenter landscape and Por La Vida House ($24,586 per month), $295,032 Montclair Skate Park and Park Restroom ($3,950 per month), $47,400 Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, $35,000 Gopher control at City Facilities ($810 per month), $9,720 Paseos Park and Parkway Maintenance, $20,000 (CFD 2011-1 Fund)
52640	RENT – PRIVATE EQUIPMENT - $900
	Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.
52890	RENTAL PROPERTY UPKEEP - $10,000
	Maintenance and upkeep for the rental property located at 11244 Vernon Avenue, which is scheduled to be the future location of a city park.
52990	MISCELLANEOUS EXPENDITURES - $5,000
	Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4652 Park Maintenance

Object Code	Item	Justification	Cost
62020	One 3/4 Ton Pick Up Truck	This truck will replace unit 214. Unit 214 is one of the two oldest trucks in the fleet. Unit 214 had the transmission replaced in 2003 and has had regular maintenance for all of its 20 years of service. This vehicle's interior is falling apart and is definitely showing its age.	$32,500
		Total:	**$32,500**

(Not approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	14,061	14,351	14,351	14,351
Services and Supplies	85,650	95,650	95,650	95,650
Capital Outlay	0	48,200	0	0
Total	**99,711**	**158,201**	**110,001**	**110,001**
Personnel Authorized	.10 (FT)	.10 (FT)	.10 (FT)	.10 (FT)

Source of Funds

General Fund	34,711	35,001	35,001	35,001
Gas Tax Fund	65,000	75,000	75,000	75,000
Equipment Replacement Fund	0	48,200	0	0
Total	**99,711**	**158,201**	**110,001**	**110,001**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
Trees trimmed	1,053	63	1,500
Trees removed	136	100	50
Trees replaced	10	8	50
Tree roots pruned	6	0	10
Trees sprayed	0	205	0

Personnel Services - $14,351

Salary requests are for: Public Works Superintendent (.10) - $9,544. Cost allocations are as follows: full-time salaries - $9,544; overtime - $500; benefit costs - $4,307.

Services and Supplies - $95,650

Funding requested is for: program supplies - $250; materials - $400; special contract services - $95,000.

Capital Outlay - $48,200

Funding is requested for: One replacement Vermeer wood chipper.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4653 Tree Maintenance

Object Number	
51130	PROGRAM SUPPLIES - $250
	Sharpening stones, pruners, rakes, etc.
51410	MATERIALS - MAINTENANCE AND REPAIR - $400
	Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.
52450	SPECIAL CONTRACT SERVICES - $95,000
	Contract with West Coast Arborist for tree maintenance services in Grid 5. Services include tree trimming, tree removal, spraying and planting.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4653 Tree Maintenance

Object Code	Item	Justification	Cost
62020	Vermeer Wood Chipper Model BC-1500 Non Winch Chipper	This vehicle engine burns excessive oil and needs to be replaced. This vehicle is 26 years old and parts are difficult to obtain. Over the years safety devices have been improved substantially and the overall performance of the 1985 unit is not considered to be qualified for current safety requirements. New tree chipper equipment now comes with a bottom feed stop bar and an upper feed control bar which makes the operation a much safer unit.	$48,200
		Total:	**$48,200**

(Not approved in Adopted Budget)

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	128,967	187,331	133,127	133,127
Services and Supplies	262,105	290,820	276,700	276,700
Capital Outlay	0	70,000	0	0
Total	**391,072**	**548,151**	**409,827**	**409,827**
Personnel Authorized	2.00 (FT) 1.10 (PT)	1.90 (FT) 1.10 (PT)	1.90 (FT) 1.10 (PT)	1.90 (FT) 1.10 (PT)

Source of Funds

General Fund	391,072	536,151	397,827	397,827
AQMD AB2766 Fund	0	12,000	12,000	12,000
Total	**391,072**	**548,151**	**409,827**	**409,827**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
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 - $187,331

Salary requests are for: Public Works Superintendent (.10) - $9,544; Lead/Fire Mechanic (.90) - $53,762; Equipment Mechanic (.90) – $37,606; Office Specialist (.10/part-time) - $3,444; Mechanic Aide (1.00/part-time) - $32,288. Cost allocations are as follows: full time salaries - $100,912; part-time salaries - $35,732; overtime - $1,500; benefit costs - $49,187.

Services and Supplies - $290,820

Funding requested is for: books and publications - $2,000; program supplies - $3,500; license/permits/certificates - $7,320; repair materials - $75,000; gasoline - $65,000; diesel fuel - $32,500; oil and lubricants - $6,000; propane - $20,000; compressed natural gas - $5,000; work equipment maintenance - $61,800; other equipment maintenance - $5,850; special contract services - $6,250; shop towel service - $600.

Capital Outlay - $70,000

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Number

51020 BOOKS AND PUBLICATIONS - $2,000

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., $1,500

Shop manuals, $500

51130 PROGRAM SUPPLIES - $3,500

Gloves, eye protection, etc. used by Division Personnel, $400

Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screw drivers, sockets, etc., $1,500

Specific tools for maintenance on the Fire pumper trucks will need to be purchased; ½ inch torque wrench for OEM specifications 40 to 250 Ft. Lbs., $385

Compact Lithium-ion Drill/Driver wrench for installation and removal of various brackets and equipment on Police and Fire Vehicles, $365

Bi-annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, $850

51150 LICENSE/PERMITS/CERTIFICATES - $7,320 ***(Only $6,500 approved in Adopted Budget)***

EPA ID Verification fee, $350

Above Ground Fuel Tank Pressure Test fee for PD and City Yard (2 @ $1,200 each), $2,400

S.C.A.Q.M.D. Emissions fee, $280

San Bernardino County Fire CUPA Annual Permit, $1,250

San Bernardino County Above Ground Fuel System Fee, $240

Ground ladder certification for fire engines (4 @ $200 each), $800

Annual pump tests (4 @ $500 each), $2,000

51320 MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $75,000

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Number	
51500	GASOLINE - $65,000
	Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.
51510	DIESEL FUEL - $32,500
	Diesel fuel for equipment used in the Public Works and Fire Department, $30,000 Diesel Tax Return Fee, $2,500
51520	OIL AND LUBRICANTS - $6,000
	Oil and lubricants to service the City fleet, including fire apparatus.
51530	PROPANE - $20,000 ***(Only $17,000 approved in Adopted Budget)***
	Propane for equipment used in the Public Works Department, $1,000 Propane for new LPG Sweeper, $19,000
51540	COMPRESSED NATURAL GAS - $5,000
	Compressed natural gas for various vehicles in the City fleet.
52030	MAINTENANCE - TRANSPORTATION AND WORK EQUIPMENT - $61,800 ***(Only $57,000 approved in Adopted Budget)***
	Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines, $45,000 Replacement of Drive Cables on Tree Truck Unit #308, $4,800 Replace Expired CNG tanks on a 2000 Toyota Camry and a 2000 Ford F150 Truck paid with AQMD AB2766 Funds 1135, $12,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Number	
52050	MAINTENANCE - OTHER EQUIPMENT - $5,850
	Annual certification of the overhead crane in the City Garage, $375 Annual safety inspection of the aerial tree truck, $375 Annual wheel balancing machine calibration, $400 Annual inspection and certification of the above ground fuel tank leak alert system, $550 Miscellaneous repair to fuel dispensers, $2,500 Annual Safety Inspection of the Genie Scissor Lift for the City Yard, $350 Annual Opacity Tests on Diesel Trucks, $600 Safety Inspection for CNG Fuel Tanks Testing, $700
52450	SPECIAL CONTRACT SERVICES - $6,250 ***(Only $750 approved in Adopted Budget)***
	Disposal of used oil, oil filters, and used antifreeze, to comply with the State and County regulations, $750 Service agreement for the automated fuel system at the City Yard, $5,500 (Pending approval of New Fuel Management System) ***(Not Approved in Adopted Budget)***
52680	SHOP TOWEL SERVICES - $600
	Shop towel and fender cover weekly cleaning services.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Code	Item	Justification	Cost
62020	Fuel Management System for City Yards and Police Station	Replace the existing fuel management system at the City Yard due to parts for system are no longer available. The wire system is having some problems with connecting to the software program. The new system would integrate with the Police Station which does not have any fuel management at this time. The proposed system would allow Public Works to monitor both systems and allow all Departments to fill up at either facility and at the end of each month we would be able to break down the actual fuel consumptions per Department. This would also allow the Police Department to fill up at the City Yard and do perimeter checks at the same time. There are multiple other advantages that we would be able to utilize and help the Fleet Division become more efficient. Both I.T. and Public Works worked on the development of this project.	$70,000
		Total:	**$70,000**

(Not approved in Adopted Budget)

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	644,713	570,511	564,833	564,833
Services and Supplies	2,089,695	2,284,475	2,284,475	2,284,475
Capital Outlay	0	185,550	0	0
Indirect Staff Charges	194,038	203,544	203,544	203,544
Total	**2,928,446**	**3,244,080**	**3,052,852**	**3,052,852**
Personnel Authorized	7.49 (FT) 1.55 (PT)	6.53 (FT) 1.30 (PT)	6.53 (FT) 1.30 (PT)	6.53 (FT) 1.30 (PT)

Source of Funds

Sewer Maintenance Fund	2,928,446	3,244,080	2,989,577	2,989,577
Sewer Capital Replacement Fund	0	0	63,275	63,275
Total	**2,928,446**	**3,244,080**	**3,052,852**	**3,052,852**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
Sewer main maintained (feet)	450,000	250,000	450,000
Sewer main televised and inspected (feet)	15,000	12,500	20,000
Manholes inspected and maintained (each)	2,350	1,800	2,500
Repair of sewer main (feet)	0	10	25
Blockage requests (each)	26	14	30
Facility Pretreatment Inspections	500	250	500

Personnel Services - $570,511

Salary requests are for: Admin from other Depts. – Staats (.025) - $4,142; Public Works Director (.30) - $40,759; Public Works Superintendent (.35) - $33,401; Facilities & Grounds Superintendent (.05) - $4,772; Environmental Manager (1.00) - $69,252; Public Works Inspector (.20) - $11,750; Lead Worker/Maintenance (1.00) - $43,738; Maintenance Workers (1.85) - $68,698; Lead/Fire Mechanic (.10) - $5,974; Equipment Mechanic (.10) - $4,178; Administrative Specialist (.40) - $18,754; NPDES Environmental Compliance Inspector (1.00) - $49,918; Project Manager (.15) - $10,188; Office Specialist (.30/part-time) - $10,332; Senior Intern (1.00 part-time) $11,471.
Cost allocations are as follows: full-time salaries - $365,524; part-time salaries - $21,803; overtime - $8,500; additional pay - $900; benefit costs - $173,784.

Services and Supplies - $2,284,475

Funding requested is for: books and publications - $250; uniforms - $2,000; program supplies - $2,700; license/permits/certificates - $3,110; materials-transportation/work equipment - $5,000; weed 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 - $1,600; travel and meetings - $2,690; auto allowance - $2,340; sewer processing - $2,144,110; special lab testing - $6,000; special contract services - $6,300; educational grants - $1,300; vocational training - $4,305; rent of private equipment - $13,000; postage - $250; small equipment - $650; depreciation expense - $63,275; cellular phone expense - $1,145.

Capital Outlay - $185,550

Funding requested is for: One sewer hydro Jetter vehicle

WORK SHEET – JUSTIFICATION OF CONFERENCE AND IN – SERVICE TRAINING REQUEST SCHEDULE A – TRAVEL AND MEETINGS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Xavier Mendez, Public Works Superintendent	Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside county areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc.	Local Municipalities in San Bernardino and Riverside County	Monthly	$240
52130	Xavier Mendez, Public Works Superintendent	Attend the Annual Maintenance Superintendent Association's Conference and Equipment Show. This conference includes seminars on subjects such as: time management, supervision, employee discipline, pavement management, etc. Also, exhibits of equipment and various materials used in sewer maintenance are available to attendees of the Conference.	Sacramento, California	Fall 2014	$1,650
52130	Nicole Greene, Environmental Manager	Attend the Annual California Water Environmental Association Conference and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations.	Las Vegas	2014-15	$800
				Total:	**$2,690**

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

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	The funds requested would be used for division personnel to attend continuing education hours for pesticide application licenses.	Southern California	Varies	$480
52540	Division Personnel	The funds requested would be used for division personnel to attend CWEA training of various required courses related to Public Works Sewer Maintenance.	Various	Varies	$500
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	$400
52540	Division Personnel	Provide annual training for MSDS program.	City Yard	Varies	$250
52540	Nicole Greene Environmental Manager	Attend Sewer related classes and seminars.	Various	Varies	$175
52540	Division Personnel	Training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ $1,250)	City Yard	Varies	$2,500
				Total:	**$4,305**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number	
51020	BOOKS AND PUBLICATIONS - $250
	Books and periodicals relating to sewer maintenance program.
51100	UNIFORMS - $2,000
	Safety toe work boots and uniforms for personnel assigned to this division.
51130	PROGRAM SUPPLIES - $2,700
	Gloves, eye protection, coveralls, antiseptic soap, etc., $1,200 Miscellaneous hand tools such as sockets, pliers, wrenches, etc., $1,000 Print educational forms and flyers for residential/commercial, $500
51150	LICENSE/PERMITS/CERTIFICATES - $3,110
	- California Water Environmental Association certificates for: Public Works Superintendent, Mendez - $250 Environmental Manager, Greene - $250 Maintenance Worker, Chavez - $200 Leadworker, Houston - $200 - Qualified Applicators Certificate renewal fees for: Maintenance Worker, Ross - $70 Leadworker, Houston - $70 Public Works Superintendent, Mendez - $70 - Annual fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR) - $2,000
51320	MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $5,000
	To Maintain Sewer Fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number	
51400	MATERIAL – CHEMICALS - $2,000
	Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.
51410	MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR - $1,200
	Clay pipe fittings, latex tubing, and buffing solutions etc.
51500	GASOLINE - $2,000
	Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
51510	DIESEL FUEL - $10,000
	Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
51520	OIL AND LUBRICANTS - $1,000
	Oil and lubricants used in the Sewer Division of the Public Works Department.
51540	COMPRESSED NATURAL GAS - $1,000
	Compressed natural gas for various vehicles in the City fleet.
52050	MAINTENANCE – OTHER EQUIPMENT - $7,250
	Annual check and service on the gas detector, calibration gas, constituent sensors, NiCad batteries and waste water samplers used in this Division, $2,250 Outside repairs, $5,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number

52120 DUES AND MEMBERSHIPS - $1,600

Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworker, Alex Cardona and Facilities and Grounds Superintendent, Michael McGehee, $150

Membership to California Water Environmental Association for Public Works Superintendent Mendez, Environmental Compliance Inspector Rosales, Environmental Compliance Inspector, Hsiao, Environmental Manager, Greene, Leadworker, Houston and Maintenance Worker Chavez, $900

Membership to the Southern California Association of Publicly Owned Treatment Works for the City of Montclair, $550

52130 TRAVEL AND MEETINGS - $2,690

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

52140 AUTO ALLOWANCE - $2,340

Auto allowance for Public Works Director/City Engineer.

52410 SEWER PROCESSING - $2,144,110

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 149,000 E.D.U.'s at $14.39 per equivalent dwelling unit.

52420 SPECIAL LAB TESTING - $6,000

This account is budgeted to finance the monthly, bi-monthly and semi-annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING - $4,000

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points.

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number

2) SPECIAL TESTING - $1,000

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

3) COMPLIANCE MONITORING - $1,000

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

52450 SPECIAL CONTRACT SERVICES - $6,300

Special contract services by vendors for sewer mainline incidents, $1,000
Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, $3,500
Granite XP Software Support Plan for Video Camera System November 2013 to October 2014, $1,800

52530 EDUCATIONAL GRANTS - $1,300

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

52540 VOCATIONAL TRAINING - $4,305

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

52640 RENT - PRIVATE EQUIPMENT - $13,000

Rental of two portable restrooms placed at the Montclair Transcenter for public use.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number	
52670	POSTAGE - $250
	Mailing of sewer related information.
52690	SMALL EQUIPMENT - $650
	One manhole lifter.
52760	DEPRECIATION EXPENSE - $63,275
	Projected sewer line and sewer equipment depreciation.
52850	CELLULAR PHONE EXPENSE - $1,145
	Cellular phone charges for personnel assigned to this division.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Code	Item	Justification	Cost
62020	One Sewer Hydro Jetter Vehicle	Replacement of one 1991 GMC Sewer Jetter truck, license # E358647, VIN # 1GDP7H1JXMJ512439, purchased in 1991. This vehicle's primary engine smokes and burns excessive oil and needs to be replaced or rebuilt. The hydraulic water pumps and compressors were recently rebuilt due to pressure drops. This vehicle is 23 years old and parts are extremely difficult to obtain. It is necessary to have a good running hydro jetter to maintain the City's Sewer Mainlines.	$185,550
			$185,550

(Not approved in Adopted Budget)

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	201,119	197,930	197,930	197,930
Services and Supplies	376,925	454,200	359,650	359,650
Capital Outlay	3,000	43,000	32,500	32,500
Total	**581,044**	**695,130**	**590,080**	**590,080**
Personnel Authorized	1.85 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.00 (PT)
Department Distribution				
Bldg. Maint. Services	245,685	363,530	274,980	274,980
Heating and A/C Services	102,306	98,162	98,162	98,162
Janitorial Services	233,053	233,438	216,938	216,938
Total	**581,044**	**695,130**	**590,080**	**590,080**
Source of Funds				
General Fund	581,044	695,130	560,080	560,080
Equipment Replacement Fund	0	0	30,000	30,000
Total	**581,044**	**695,130**	**590,080**	**590,080**

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	93,660	95,430	95,430	95,430
Services and Supplies	149,025	225,100	147,050	147,050
Capital Outlay	3,000	43,000	32,500	32,500
Total	**245,685**	**363,530**	**274,980**	**274,980**
Personnel Authorized	.95 (FT)	.95 (FT)	.95 (FT)	.95 (FT)

Source of Funds

General Fund	245,685	363,530	244,980	244,980
Equipment Replacement Fund	0	0	30,000	30,000
Total	**245,685**	**363,530**	**274,980**	**274,980**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
General Building Maintenance	17	17	17

Personnel Services - $95,430

Salary requests are for: Facilities and Grounds Superintendent (.40) - $38,174; Facilities Specialist (.55) - $27,248. Cost allocations are as follows: full-time salaries - $65,422; overtime - $500; benefit costs - $29,508.

Services and Supplies - $225,100

Funding requested is for: program supplies - $2,300; license/permits/certificates - $2,450; materials - $175,800; maintenance other equipment - $27,550; special contract services - $15,000; rent private equipment - $2,000.

Capital Outlay - $43,000

Funding requested is for: One Scissor Lift - $30,000; One Portable Mitre Saw and stand - $3,000; Bike Racks capable of holding 11 bicycles - $10,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4691 Building Maintenance Services

Object Number

51130 PROGRAM SUPPLIES - $2,300

Gloves, safety glasses and other special equipment needed within the program, $500
Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, $1,000
One dust collector, $800

51150 LICENSE/PERMITS/CERTIFICATES - $2,450

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room, $1,600
Required annual elevator permit from the State of California for the elevator in the Police Facility, $250
Annual public pool permit for Splash Pad, $600

51300 MATERIALS - BUILDINGS - $175,800 ***(Only $100,800 approved in Adopted Budget)***

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

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION - $91,300

1. Fluorescent lamps and ballasts used as replacements in all facilities - $5,000
2. Painting of the gymnasium, and corridors in the Community Center - $4,000
3. Refinishing of the gymnasium floor and three racquetball courts - $5,000
4. Paint exterior of Golden Girls snack bar - $3,000
5. Paint exterior of Saratoga Park snack bar - $4,000
6. Key software for maintaining all city keys - $3,300

Object
Number

7. New counter tops for Fire Station 2 locker room - $5,000 ***(Not approved in Adopted Budget)***
8. Replace fascia at Golden Girls snack bar - $2,000
9. Rebuild north staircase at Saratoga Park - $3,000
10. Paint exterior of Kingsley Ball field tower and snack bar - $3,000
11. Refinishing of the Senior Center wood floor - $2,500
12. Retrofit racquetball courts with LED lamps - $1,200
13. Complete the following work left undone when Fruit Orchard was installed at Sunset Park. Install mow curb around Fruit Orchard $5,000, redesign irrigation system, remove excess mulch, replant sod where excess sod was removed $2,500 - $7,500
14. Apply new concrete coating to outdoor basketball court at Alma Hofman Park - $5,000
15. Apply new concrete coating to tennis courts at Alma Hofman Park - $10,000 ***(Not approved in Adopted Budget)***
16. Purchase and install security devices to prevent metal theft at various locations around city - $10,000
17. Refurbish 20 trash cans at Trans Center - $6,000
18. Refurbish seating at Trans Center as required $400 each - $4,800
19. Purchase 1 new electronic lock for the Police Department Plaza Precinct - $2,000 ***(Not approved in Adopted Budget)***
20. Add new electrical transformer to feed gate operators at Police Facility. Existing power is inadequate causing gates to stay open and stop functioning - $5,000 ***(Not approved in Adopted Budget)***

COMMUNITY DEVELOPMENT – $3,000

1. Rehabilitate and/or reface building directional signs located around the Civic Center - $2,000 ***(Not approved in Adopted Budget)***
2. Remove and replace spandrel glass panel in front of Montclair City Hall that currently has a sign mounted to it - $1,000 ***(Not approved in Adopted Budget)***

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4691 Building Maintenance Services

Object Number

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – $51,500

1. Renovate kitchen at Fire Station 2 due to recent water leak - $50,000 ***(Not approved in Adopted Budget)***
2. Replace damaged vertical blinds at Fire Station 2 - $1,500

HUMAN SERVICES DIVISION – No Items Requested

52050 MAINTENANCE - OTHER EQUIPMENT - $27,550 ***(Only $26,000 approved in Adopted Budget)***

Annual fire extinguisher service, and for recharge of extinguishers as needed - $1,000

Biannual FM200 required service
Youth Center - IT Server Room - $500
Police Facility - Dispatch Center, Server Room and UPS Room - $1,000

Annual Pre Action Fire Sprinkler Service
Police Facility - $1,000
Youth Center - $300

Annual Fire Alarm Inspection and Repair
Police Facility - $2,000
Youth Center - $500
Diagnose and repair ground fault in fire alarm system at Police Department - $2,500
Senior Center - $700

Annual Fire Door Drop Test
Senior Center - $100
City Hall - $200
Community Center - $100

Department: Public Works **Program:** 4691 Building Maintenance Services

Object
Number

Biannual Range Hood Inspection
Senior Center - $250
Community Center - $250
Kingsley Park Snack Bar - $250

Overhead Door Maintenance
Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility - $2,000.

Elevator Maintenance
Monthly required maintenance of the elevator at the Police Facility - $3,000

Generator Maintenance Contracts
Preventative maintenance and/or repairs on the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators - $9,900.

Automatic Door Maintenance and Repairs - $2,000
Police Department (3 doors)
City Hall (2 doors)
Youth Center (1 door)
Senior Center (3 doors)
Community Center (3 doors)
Recreation Facility (1 door)
Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES - $15,000 ***(Only $13,500 approved in Adopted Budget)***

Monthly pest control service for all City facilities including spot treatments for termites and bee removal.

52640 RENT PRIVATE EQUIPMENT - $2,000

Rental of private equipment to reach the high roof areas of the Police Facility for emergency repairs.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4691 Building Maintenance Services

Object Code	Item	Justification	Cost
62030	One Scissor Lift	Replace Unit 437, a 1998 Genie Scissor Lift. This piece of equipment was purchased used in 2003 for $6,137.44. The scissor lift is used mainly indoors to service light fixtures in the Senior Center, Gym, and Police Facility that are not reachable with conventional ladders. Occasionally the scissor lift is used outdoors to service light fixtures that cannot be reached using the boom truck. The scissor lift has regular maintenance, but due to its age and number of hours on this piece of equipment, it is quickly becoming unusable. The scissor lift moves extremely slowly and needs someone to push it from behind when climbing the slightest grade. Often times two workers are needed to be on the lift at one time and the unit barely makes it up to its highest point of travel. (Equipment Replacement Fund)	$30,000
62030	One Kapex Miter Saw set and portable stand	Currently the Building Maintenance Division does not have a miter saw. On numerous occasions we have needed a miter saw and have had to leave the job site and head back to the City Yard to use the radial arm saw. The radial arm saw works but is not as accurate as it needs to be. Having to leave the job site to drive back to the City Yard wastes time. Sometimes multiple cuts are required to get the perfect fit. Having a portable miter saw would be a great time saver and provide more professional results. ***(Not approved in Adopted Budget)***	$3,000
62050	Bike Rack capable of holding at least 11 bikes	Metro Link has requested that the City of Montclair install bikes racks at the Transcenter. There are numerous options ranging from as little as $1,000 up to as much as $10,000. Bikes are currently chained to the fence on the train platform. ***(Only $2,500 approved in Adopted Budget)***	$10,000
		Total:	**$43,000**

(Only $32,500 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	82,806	77,462	77,462	77,462
Services and Supplies	19,500	20,700	20,700	20,700
Capital Outlay	0	0	0	0
Total	**102,306**	**98,162**	**98,162**	**98,162**
Personnel Authorized	.80 (FT)	.75 (FT)	.75 (FT)	.75 (FT)

Source of Funds

General Fund	102,306	98,162	98,162	98,162
Total	**102,306**	**98,162**	**98,162**	**98,162**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating & Air Conditioning

Work Program

1. Perform preventative maintenance.
2. Repair air handlers and condensing units as needed.
3. Provide compressor and motor repairs as needed.
4. Controls and electrical repairs as needed.
5. Provide emergency repairs as needed.
6. Repair ice machines and water coolers as needed.

Units of Measure

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
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 - $77,462

Salary requests are for: Facilities and Grounds Superintendent (.35) - $33,403; Facilities Specialist (.40) - $19,817. Cost allocations are as follows: full-time salaries - $53,220; overtime - $250; benefit costs - $23,992.

Services and Supplies - $20,700

Funding requested is for: program supplies - $500; materials, miscellaneous maintenance and repairs - $16,000; maintenance other equipment - $4,200.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4692 Heating & Air Conditioning

Object Number	
51130	PROGRAM SUPPLIES - $500
	Small hand tools and other special equipment to be used within the program.
51410	MATERIALS - MISCELLANEOUS MAINTENANCE AND REPAIRS - $16,000
	Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.
52050	MAINTENANCE - OTHER EQUIPMENT - $4,200
	Maintenance of four hot water boilers located at the Library (1), Fire Station No. 1 (1), and the Police Department (2), by an outside contractor, $3,000 Update boiler control software at Police Facility, $1,200

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	24,653	25,038	25,038	25,038
Services and Supplies	208,400	208,400	191,900	191,900
Capital Outlay	0	0	0	0
Total	**233,053**	**233,438**	**216,938**	**216,938**
Personnel Authorized	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)

Source of Funds

General Fund	233,053	233,438	216,938	216,938
Total	**233,053**	**233,438**	**216,938**	**216,938**

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

	2012-13	1st 6 mos. 2013-14	Estimate 2014-15
City Facilities (buildings)	11	11	11

Personnel Services - $25,038

Salary requests are for: Facilities and Grounds Superintendent (.05) - $4,772; Facilities Specialist (.05) - $2,477; Senior Custodian (1.00/part-time) - $13,026. Cost allocations are as follows: full-time salaries - $7,249 part-time salaries - $13,026; overtime - $500; benefit costs - $4,263.

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.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4693 Janitorial Services

Object Number	
51090	CUSTODIAL SUPPLIES - $30,000
	Custodial supplies for all City facilities.
51130	PROGRAM SUPPLIES - $400
	Small hand tools and other special equipment to be used within the program.
52450	SPECIAL CONTRACT SERVICES - $178,000 ***(Only $161,500 approved in Adopted Budget)***
	Carpet cleaning in various City facilities once per year by a carpet cleaning company, $3,000 ***(Only $1,500 approved in Adopted Budget)***
	Contract janitorial services for cleaning of six Civic Center Buildings, Kids Station on Richton Street, and the Police Facility, $175,000 ***(Only $160,000 approved in Adopted Budget)***

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,093,774	1,138,078	1,128,078	1,128,078
Services and Supplies	89,200	70,465	69,565	69,565
Capital Outlay	27,000	0	0	0
Total	**1,209,974**	**1,208,543**	**1,197,643**	**1,197,643**
Personnel Authorized	10.15 (FT) 9.00 (PT)	10.025 (FT) 10.00 (PT)	10.025 (FT) 10.00 (PT)	10.025 (FT) 10.00 (PT)
Department Distribution				
Planning Commission	16,150	16,150	16,150	16,150
Administration	298,462	230,069	229,169	229,169
Planning	308,640	318,084	318,084	318,084
Building	328,851	343,262	343,262	343,262
Code Enforcement	257,871	300,978	290,978	290,978
Total	**1,209,974**	**1,208,543**	**1,197,643**	**1,197,643**
Source of Funds				
General Fund	1,152,974	1,194,543	1,183,643	1,183,643
Air Quality Improvement Fund	30,000	14,000	14,000	14,000
AB 2766 Subvention Fund	27,000	0	0	0
Total	**1,209,974**	**1,208,543**	**1,197,643**	**1,197,643**

DETAIL OF SALARIES AND WAGES

Department: Community Development **Program:** Department Summary

	POSITION QUOTA				APPROPRIATIONS		
Classification	**Current**	**Dept. Request**	**Mgr. Recom.**	**Final**	**Dept. Request**	**Recom. by Mgr.**	**Adopted Budget**
Admin from other Depts - Staats	0.15	0.025	0.025	0.025	4,142	4,142	4,142
Director	1.00	1.00	1.00	1.00	139,968	139,968	139,968
City Planner	1.00	1.00	1.00	0.00	95,400	95,400	95,400
Building Official	1.00	1.00	1.00	0.00	95,580	95,580	95,580
Associate Planner	1.00	1.00	1.00	1.00	64,380	64,380	64,380
Plans Examiner	1.00	1.00	1.00	1.00	67,956	67,956	67,956
Building Inspector	1.00	1.00	1.00	1.00	53,472	53,472	53,472
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							
Code Enforcement Officer	0.00	1.00	1.00	1.00	23,171	23,171	23,171
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	0.00	15,000	15,000	15,000
Full Time	10.15	10.025	10.025	8.025	743,486	743,486	743,486
Part Time	9.00	10.00	10.00	5.00	40,571	40,571	40,571
Overtime					17,000	7,000	0
Additional Pay					900	900	900
Total Salaries & Wages					801,957	791,957	784,957
Benefit Costs					336,121	336,121	336,121
TOTAL					**1,138,078**	**1,128,078**	**1,121,078**

PROGRAM BUDGET SUMMARY - 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Review and make decisions or recommendations to the City Council regarding land use and design review entitlement matters and to make recommendations regarding the Montclair General Plan and various Specific Plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,150	16,150	16,150	16,150
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	**16,150**	**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	16,150	16,150	16,150	16,150
Total	**16,150**	**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

10 Precise Plans of Design	2 General Plan Amendments
10 Conditional Use Permits	2 Code Amendments
2 Tentative Parcel Maps	2 Variances
2 Tentative Tract Maps	1 Zone Change

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		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	220,962	196,379	196,379	196,379
Services and Supplies	50,500	33,690	32,790	32,790
Capital Outlay	27,000	0	0	0
Total	**298,462**	**230,069**	**229,169**	**229,169**
Personnel Authorized	1.75 (FT)	1.625 (FT)	1.625 (FT)	1.625 (FT)

Source of Funds

General Fund	241,462	216,069	215,169	215,169
Air Quality Improvement Fund	30,000	14,000	14,000	14,000
AB 2766 Subvention Fund	27,000	0	0	0
Total	**298,462**	**230,069**	**229,169**	**229,169**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development		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 250 documents and 30 maps requested annually by the public.
5. Participate in Housing Improvement Task Force meetings as needed.

Personnel Services - $196,379

Salary requests are for: Deputy City Manager (.025) - $4,142; Community Development Director (.60) - $83,981; Administrative Secretary (1.00) - $46,884. Cost allocations are as follows: full-time salaries - $135,007; benefit costs - $61,372.

Services and Supplies - $33,690

Funding requested is for: books and publications - $150; dues and memberships - $1,500; travel and meetings - $4,700; mileage/auto allowance - $7,800; educational grants - $1,500; vocational training - $3,450; cellular phone service - $440; miscellaneous expenditures - $150; Air Quality Improvement Program - $14,000.

Capital Outlay

No funding requested.

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

Department: Community Development **Program:** 4761 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Silvia Gutiérrez, Associate Planner	APA California Chapter Conference	Anaheim	September 2014	$700
52130	Steve Lustro, Comm. Dev. Director	APA California Chapter Conference	Anaheim	September 2014	$700
52130	Three (3) Planning Commissioners	Planning Commissioners Academy	Southern California	March 2015	$1,800
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Monterey	March 2015	$1,500
				Total:	**$4,700**

(Only $4,000 approved in Adopted Budget)

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

Department: Community Development **Program:** 4761 Administration

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	$650
52540	Dennis McGehee, Plans Examiner	Maintain competency in related fields	TBA	TBA	$650
52540	Michael Dorsey, Building Inspector	Maintain competency in related fields	TBA	TBA	$650
52540	Gabe Fondario, Senior Code Enf. Officer	Maintain competency in related fields	TBA	TBA	$700
52540	Jacqueline Andrade, Code Enf. Officer	Maintain competency in related fields	TBA	TBA	$400
52540	Robert Hargett, Code Enf. Officer	Maintain competency in related fields	TBA	TBA	$400
				Total:	**$3,450**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4761 Administration

Object Number

51020 BOOKS AND PUBLICATIONS - $150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

51120 REGULATION XV EXPENSES - $14,000

Rideshare incentives for employees, including fuel and car washes (Air Quality Improvement Trust Fund).

52120 DUES AND MEMBERSHIPS - $1,500

Dues and memberships from all department programs as follows:
Planning – American Planning Association and American Institute of Certified Planners (AICP), $700
Building – International Code Council, California Building Officials, International Association of Electrical Inspectors, local chapters of Building Officials, $500
Code Enforcement – California Association of Code Enforcement Officers, $300

52130 TRAVEL AND MEETINGS - $4,700 ***(Only $4,000 approved in Adopted Budget)***

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

52530 EDUCATIONAL GRANTS - $1,500 ***(Only $1,300 approved in Adopted Budget)***

Tuition reimbursement for Community Development staff who register for and successfully pass classes directly related to their respective job duties.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4761 Administration

Object Number	
52540	VOCATIONAL TRAINING - $3,450
	All Department Programs: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."
52850	CELLULAR PHONE EXPENSE - $440
	Ongoing cellular phone expenses. Cell phones are used in lieu of 800 MHz walkie-talkie radios for communication.
52990	MISCELLANEOUS EXPENDITURES - $150
	Small contingency account for unexpected expenditures.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	301,940	311,609	311,069	311,069
Services and Supplies	6,700	6,475	6,475	6,475
Capital Outlay	0	0	0	0
Total	**308,640**	**318,084**	**318,084**	**318,084**
Personnel Authorized	2.40 (FT)	2.40 (FT)	2.40 (FT)	2.40 (FT)
Department Distribution				
Current	247,138	254,885	254,885	254,885
Advance	61,502	63,199	63,199	63,199
Total	**308,640**	**318,084**	**318,084**	**318,084**
Source of Funds				
General Fund	308,640	318,084	318,084	318,084
Total	**308,640**	**318,084**	**318,084**	**318,084**

PROGRAM BUDGET SUMMARY - 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

Review all proposed development to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	246,038	253,635	253,635	253,635
Services and Supplies	1,100	1,250	1,250	1,250
Capital Outlay	0	0	0	0
Total	**247,138**	**254,885**	**254,885**	**254,885**
Personnel Authorized	1.90 (FT)	1.90 (FT)	1.90 (FT)	1.90 (FT)

Source of Funds

General Fund	247,138	254,885	254,885	254,885
Total	**247,138**	**254,885**	**254,885**	**254,885**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4762 Current Planning

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

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

Personnel Services - $253,635

Salary requests are for: Community Development Director (.40) - $55,987; City Planner (.75) - $71,550; Associate Planner (.75) – $48,285. Cost allocations are as follows: full-time salaries - $175,822; additional pay - $675; benefit costs - $77,138.

Services and Supplies - $1,250

Funding requested is for: books and publications - $150; publication and advertising - $3,500, less print ad reimbursement – <$2,500>; miscellaneous expenditures - $100.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4762 Current Planning

Object Number	
51020	BOOKS AND PUBLICATIONS - $150
	Miscellaneous planning-related books and updates on current planning law necessary to adequately review and analyze applications.
52090	PUBLICATION AND ADVERTISING - $3,500
	Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.
52091	PRINT AD REIMBURSEMENT - <$2,500>
	Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.
52990	MISCELLANEOUS EXPENDITURES - $100
	Small contingency account to cover unexpected nominal expenses.

PROGRAM BUDGET SUMMARY - 1

Program Number 4763

Department	Division	Program
Community Development	Planning	Advance Planning

Program Description

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	55,902	57,974	57,974	57,974
Services and Supplies	5,600	5,225	5,225	5,225
Capital Outlay	0	0	0	0
Total	**61,502**	**63,199**	**63,199**	**63,199**
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	61,502	63,199	63,199	63,199
Total	**61,502**	**63,199**	**63,199**	**63,199**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development	Planning	4763 Advance Planning

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long range plans.

Units of Measure

1. Amendment and coordination of Specific Plans.
2. Processing of Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
3. Participation on the Housing Improvement Task Force as needed.

Personnel Services - $57,974

Salary requests are for: City Planner (.25) - $23,850; Associate Planner (.25) – $16,095. Cost allocations are as follows: full-time salaries - $39,945; additional pay - $225; benefit costs - $17,804.

Services and Supplies - $5,225

Funding requested is for: City portion of LAFCO's annual funding - $5,225.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4763 Advance Planning

Object Number	
52320	ANNEXATIONS - $5,225
	The City's estimated share of LAFCO's annual budget allocation.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; 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	299,351	315,412	315,412	315,412
Services and Supplies	29,500	27,850	27,850	27,850
Capital Outlay	0	0	0	0
Total	**328,851**	**343,262**	**343,262**	**343,262**
Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
Department Distribution				
Field Inspection	102,321	109,834	109,834	109,834
Plan Check	89,892	94,429	94,429	94,429
Operations	136,638	138,999	138,999	138,999
Total	**328,851**	**343,262**	**343,262**	**343,262**
Source of Funds				
General Fund	328,851	343,262	343,262	343,262
Total	**328,851**	**343,262**	**343,262**	**343,262**

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	99,821	107,584	107,584	107,584
Services and Supplies	2,500	2,250	2,250	2,250
Capital Outlay	0	0	0	0
Total	**102,321**	**109,834**	**109,834**	**109,834**
Personnel Authorized	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	102,321	109,834	109,834	109,834
Total	**102,321**	**109,834**	**109,834**	**109,834**

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

	07-08	08-09	09-10	10-11	11-12	12-13
Inspections made	2,839	2,846	3,397	2,741	1,885	3,567

Personnel Services - $107,584

Salary requests are for: Plans Examiner (.50) - $33,978; Building Inspector (.75) - $40,104. Cost allocations are as follows: full-time salaries - $74,082; overtime - $1,000; benefit costs - $32,502.

Services and Supplies - $2,250

Funding requested is for: books and publications - $300; uniforms - $600; small equipment - $1,100; miscellaneous expenditures - $250.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4764 Field Inspection

Object Number	
51020	BOOKS AND PUBLICATIONS - $300
	New code books and training manuals.
51100	UNIFORMS - $600
	Annual replacement of work shirts and shoes.
52690	SMALL EQUIPMENT - $1,100
	Funds are requested for a "smart" level, safety equipment, small tools and vehicle safety equipment.
52990	MISCELLANEOUS EXPENDITURES - $250
	Small contingency account for unexpected expenditures.

PROGRAM BUDGET SUMMARY - 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	63,892	69,129	69,129	69,129
Services and Supplies	26,000	25,300	25,300	25,300
Capital Outlay	0	0	0	0
Total	**89,892**	**94,429**	**94,429**	**94,429**
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	89,892	94,429	94,429	94,429
Total	**89,892**	**94,429**	**94,429**	**94,429**

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

	07-08	08-09	09-10	10-11	11-12	12-13
Plans Checked	477	364	394	336	302	217
Permits Issued	824	600	646	704	601	684

Personnel Services - $69,129

Salary requests are for: Plans Examiner (.50) - $33,978; Building Inspector (.25) - $13,368. Cost allocations are as follows: full-time salaries - $47,346; overtime - $1,000; benefit costs - $20,783.

Services and Supplies - $25,300

Funding requested is for: books and publications - $300; plan checking services - $25,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4765 Plan Check

Object Number	
51020	BOOKS AND PUBLICATIONS - $300
	New code books and training manuals.
51160	ELECTRONIC ARCHIVING - $650
	Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.
51161	ELECTRONIC ARCHIVING REIMBURSEMENT - <$650>
	Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.
52270	PLAN CHECK SERVICE - $25,000
	The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

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	135,638	138,699	138,699	138,699
Services and Supplies	1,000	300	300	300
Capital Outlay	0	0	0	0
Total	**136,638**	**138,999**	**138,999**	**138,999**
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	136,638	138,999	138,999	138,999
Total	**136,638**	**138,999**	**138,999**	**138,999**

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	07-08	08-09	09-10	10-11	11-12	12-13
Permit Valuation	$43,115,917	$21,306,973	$32,946,049	$6,495,644	$63,607,644	$10,719,339

Personnel Services - $138,699

Salary requests are for: Building Official (1.00) - $95,580. Cost allocations are as follows: full-time salaries - $95,580; benefit costs - $43,119.

Services and Supplies - $300

Funding requested is for: books and publications - $300

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4766 Operations

Object Number	
51020	BOOKS AND PUBLICATIONS - $300
	New code books and training manuals.

PROGRAM BUDGET SUMMARY - 1

Program Number 4768

Department	Division	Program
Community Development		Code Enforcement

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	255,371	298,528	288,528	288,528
Services and Supplies	2,500	2,450	2,450	2,450
Capital Outlay	0	0	0	0
Total	**257,871**	**300,978**	**290,978**	**290,978**
Personnel Authorized	3.00 (FT) 4.00 (PT)	3.00 (FT) 5.00 (PT)	3.00 (FT) 5.00 (PT)	3.00 (FT) 5.00 (PT)

Source of Funds

General Fund	257,871	300,978	290,978	290,978
Total	**257,871**	**300,978**	**290,978**	**290,978**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Community Development		4768 Code Enforcement

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
3. Document new contacts and all initial abatement activities conducted.
4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
5. Remove all illegal signs.
6. Conduct neighborhood cleanups (C.A.U.T.I.O.N. cleanups).
7. Ensure that graffiti is removed from private property.

Units of Measure

	2012-13	Year to Date 2013-14 (as of 3/31/14)	Estimated 2014-15
Abandoned Vehicle Abatement	173	62	80
Administrative Citations	89	122	150
C.A.U.T.I.O.N. Cleanups	1	0	1
Clean-Up and Secure	68	43	55
Complaints	1,183	731	1,000
Foreclosures	53	19	25
Graffiti Abatement	20	20	30
Illegal Signs Removed	5,080	2,648	3,500
Inspections	1,262	889	1,100
Notices to Appear	20	7	20
Notices of Violation	913	612	800
Violations Abated by Owner	825	462	650

Personnel Services - $298,528

Salary requests are for: Senior Code Enforcement Officer (1.00) - $63,072; Code Enforcement Officer (2.00) - $112,632; Code Enforcement Officer (1.00/part-time) - $23,171; Reserve Code Enforcement Officer (4.00/part-time) - $2,400. Cost allocations are as follows: full-time salaries - $175,704; part-time salaries - $25,571; overtime - $15,000; benefit costs - $82,253.

Services and Supplies - $2,450

Funding requested is for: books and publications - $150; uniforms - $600; small equipment - $200; miscellaneous expenditures - $1,500.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4768 Code Enforcement

Object Number	
51020	BOOKS AND PUBLICATIONS - $150
	Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.
51100	UNIFORMS - $600
	Replacement of uniform polo shirts, pants, jackets, and shoes as necessary.
52690	SMALL EQUIPMENT - $200
	Funding is requested for various small tools and equipment as needed.
52990	MISCELLANEOUS EXPENDITURES - $1,500
	Printing costs for reprints of administrative citation forms and official postings.

Economic Development

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development		4791 Administration

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

The Office of Economic Development did not appear in the City Budget until FY 2013-14. In FY 2012-13, 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 2014-15 Budget, salaries for three full time employees are included. However, salary costs for the Assistant Director of Housing and the Housing Associate are born by the Montclair Housing Corporation. Salary costs for the Deputy City Manager/Executive Director of Economic Development are also 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 positions fully funded by the General Fund are the part time positions of Economic Development Coordinator. The full time position of Economic Development Coordinator will remain unfilled.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	113,124	188,226	188,226	188,226
Services and Supplies	147,450	161,000	161,000	161,000
Capital Outlay	0	0	0	0
Total	**260,574**	**349,226**	**349,226**	**349,226**
Personnel Authorized	1.50 (FT) 1.00 (PT)	1.50 (FT) 2.00 (PT)	1.50 (FT) 2.00 (PT)	1.50 (FT) 2.00 (PT)

Source of Funds

General Fund	66,950	40,050	0	0
Economic Development Fund	193,624	309,176	349,226	349,226
Total	**260,574**	**349,226**	**349,226**	**349,226**

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 – $188,226

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.5) – $82,842; Economic Development Coordinator (2.00/part-time) – $68,786. Cost allocations are as follows: full-time salaries – $82,842; part-time salaries – $68,786; benefit costs – $36,598.

Services and Supplies – $161,000

Funding requested is for: books and publications – $100; publication and advertising – $5,000; dues and memberships – $1,750; travel and meetings – $15,000; mileage/auto allowance – $7,800; special consulting services – $35,000; special legal services – $35,000; special contract services – $47,500; cellular phone expense – $350; miscellaneous expenditures – $13,500.

Capital Outlay

No funding requested.

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

Department: Economic Development **Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		CONFERENCES/SEMINARS			
52130	E. Starr City Manager M. Staats Deputy City Manager/Executive Director-Economic Development S. Lustro, Community Development Director M. Flores, Economic Development Coordinator M. Diaz, City Planner	2014 International Council for Shopping Centers (ICSC)	San Diego	Oct 1-3, 2014	$5,200
52130	M. Staats Deputy City Manager/Executive Director Economic Development S. Lustro Community Development Director M. Flores Economic Development Coordinator M. Diaz City Planner	2014 International Council for Shopping Centers (ICSC)	Las Vegas	May 16-19, 2015	$7,100

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

Department: Economic Development **Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	M. Staats, Deputy City Manager/Executive Director-Economic Development	**Miscellaneous** Other Conferences and meetings; webinars on legislation and economic development financing; consultant meetings refreshments/meals for Oversight Board Meetings; Chamber events; CoStar workshops			$2,700
				Total:	**$15,000**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Economic Development **Program:** 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – $100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – $5,000

Printing cost for *Available Properties in the City* properties booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – $1,750

California Association for Local Economic Development (CALED), $950
International Council for Shopping Centers-memberships, $700
Unanticipated adjustments, $100

52130 TRAVEL AND MEETINGS – $15,000

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

52190 SPECIAL CONSULTING SERVICES – $35,000

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Economic Development **Program:** 4791 Administration

Object
Number

52300 SPECIAL LEGAL SERVICES – $35,000

Services of special counsel which may be needed relating to Development Agreements or economic development financial transactions.

52450 SPECIAL CONTRACT SERVICES – $47,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, $2,500 - annual subscription fee
Contract with Group 1 Productions for “State of the City” video production, $20,000
Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, $15,000
Contract services for the provision of new graphic design and graphic materials for "City of Montclair" display panels and brochure for use at trade show events, $10,000

52850 CELLULAR PHONE EXPENSE – $350

Expenditures related to use of cellular telephone service.

52990 MISCELLANEOUS EXPENDITURES – $13,500

Miscellaneous expenditures, including: “State of the City” incidental expenditures such as rental equipment or decorations, $4,000
Economic development promotional materials, $9,000
Miscellaneous supplies, $500

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	29,449	29,844	29,844	29,844
Services and Supplies	405,000	398,000	313,000	313,000
Capital Outlay	0	0	0	0
Total	**434,449**	**427,844**	**342,844**	**342,844**
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	434,449	427,844	342,844	342,844
Total	**434,449**	**427,844**	**342,844**	**342,844**

DETAIL OF SALARIES AND WAGES

Department: City Attorney **Program:** 4801 City Attorney

	POSITION QUOTA				APPROPRIATIONS		
Classification	**Current**	**Dept. Request**	**Mgr. Recom.**	**Final**	**Dept. Request**	**Recom. by Mgr.**	**Adopted Budget**
Part Time							
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					15,444	15,444	15,444
TOTAL					**29,844**	**29,844**	**29,844**

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 – $29,844

Salary requests are for: City Attorney (1.00/part-time) – $14,400. Cost allocations are as follows: part-time wages – $14,400; benefit costs – $15,444.

Services and Supplies – $398,000

Funding requested is for: legal services/court costs – $290,000; special legal services – $108,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: City Attorney **Program:** 4801 City Attorney

Object Number	
52290	LEGAL SERVICES/COURT COSTS – $290,000 ***(Only $215,000 approved in Adopted Budget)***
	Cost of services performed by outside attorneys and consultants.
52300	SPECIAL LEGAL SERVICES – $108,000 ***(Only $98,000 approved in Adopted Budget)***
	Cost of additional services performed by City Attorney—per Agreement No. 03-19 (2-10-2003), the hourly rate for general legal services is $210 per hour. Hourly rate is not inclusive of retainer fee: $1,200 per month for eight hours of billable time.

Citywide Department

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and therefore are controlled in total for the City. Items of this nature include the following:

- Retiree Costs
- Service Awards
- 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	724,041	1,173,940	738,117	738,117
Services and Supplies	2,005,750	1,925,700	1,875,700	1,875,700
Capital Outlay	0	0	0	0
Total	**2,729,791**	**3,099,640**	**2,613,817**	**2,613,817**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	2,019,145	2,443,040	1,623,040	1,623,040
Gas Tax Fund	639,000	590,000	540,000	540,000
Sewer Maintenance Fund	71,646	66,600	66,600	66,600
GASB 45 Fund	0	0	384,177	384,177
Total	**2,729,791**	**3,099,640**	**2,613,817**	**2,613,817**

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 – $1,173,940

Funding requested is for: Benefit Costs - $1,173,940.

Services and Supplies – $1,925,700

Funding requested is for: service awards – $16,700; streetlights – $450,000; telephone service - $30,000; electric service – $450,000; natural gas service – $25,000; water service – $285,000; general city insurance – $669,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Citywide **Program:** 4901 Citywide

Object Number	
52340	STREET LIGHTING - $450,000 ***(Only $400,000 approved in Adopted Budget)***

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

Supplemental Information

Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2014

Vehicle	V.I.N.	Purchase Date	Vehicle Purchase Price	Accessories Purchase Price	Total Purchase Price	Estimated Service Life	Percent Depreciated	Est. Current Replacement Cost	Funding Requirement at 5/1/13
Police Cont.									
2004 Ford Crown Victoria	104657	09/17/03	23,092		23,092	3	100%	25,000	$25,000
Other									
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								**$811,000**	**$750,310**
PUBLIC WORKS									
2012 Ford F450	82169	11/13/12	90,500		90,500	12	17%	115,000	$19,550
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	58%	73,000	$42,340
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	67%	39,000	$26,130
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	67%	36,000	$24,120
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	83%	38,000	$31,540
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	83%	38,000	$31,540
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	92%	3,500	$3,220
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	92%	3,500	$3,220
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	92%	29,000	$26,680
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	92%	26,000	$23,920
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	100%	27,000	$27,000
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	80%	83,000	$66,400
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	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
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, 2014

Vehicle	V.I.N.	Purchase Date	Vehicle Purchase Price	Accessories Purchase Price	Total Purchase Price	Estimated Service Life	Percent Depreciated	Est. Current Replacement Cost	Funding Requirement at 5/1/13
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	60%	84,000	$50,400
Striper	71785	09/19/05	54,895		54,895	15	60%	74,000	$44,400
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								**$1,398,000**	**$1,149,460**
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			**2,083,959**	**69,500**	**2,153,459**			**2,545,000**	**2,231,780**

Equipment Replacement Fund
Analysis Funding Requirement
as of May 1, 2014

Vehicle	V.I.N.	Purchase Date	Vehicle Purchase Price	Accessories Purchase Price	Total Purchase Price	Estimated Service Life	Percent Depreciated	Est. Current Replacement Cost	Funding Requirement at 5/1/13
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	93%	57,000	$53,010
TOTAL FIRE								**$184,000**	**$180,010**
POLICE DEPARTMENT									
Patrol Vehicles									
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	33%	30,000	$9,900
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	67%	29,000	$19,430
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	67%	33,000	$22,110
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	67%	33,000	$22,110
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	67%	28,000	$18,760
2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	30,000	$30,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	30,000	$30,000
2011 Ford Crown Victoria	175656	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	175655	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	175654	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	175653	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	175652	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	175651	08/02/11	22,936		22,936	3	100%	24,000	$24,000
2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	25,000	$25,000
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

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 changes. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund.

INFRASTRUCTURE. Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

INTERFUND TRANSFERS. Transfers between funds are denoted as Transfers-Ins (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

OBJECT. A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

OPERATING BUDGET. The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

PROGRAM. Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

SPECIAL REVENUE FUND. A fund used to account for resources which are legally restricted for specified purposes.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.

ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

AAGIE	Apartment Association Greater Inland Empire
ACLS	Advanced Cardiac Life Support
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AICP	American Institute of Certified Planners
AIDS	Auto Immune Deficiency Syndrome
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
ARPOC	Annual Reserve Police Officers Conference
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
ASTD	American Society for Training and Development
BMI	Broadcast Music, Inc.
CAC	Community Action Committee
CACEO	California Association of Code Enforcement Officers
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
CalPACS	California Public Agency Compensation Survey
CALPELRA	California Public Employers Labor Relations Association
CalSAC	California School-Age Consortium
CAPE	California Association for Property and Evidence
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCAI	California Conference for Arson Investigators
CCUG	California Law Enforcement Telecommunication System Users Group
CEB	Central Equipment Bank
CEO	Code Enforcement Officer
CESA	California Emergency Services Association
CFCA	California Fire Chiefs Association
CFCIA	California Financial Crimes Investigators Association
CFED	California Fire Education and Disaster
CICCS	California Incident Command Certification System
CIP	Capital Improvement Plan
CLEARS	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
CMRTA	California Municipal Revenue and Tax Association
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas

ACRONYMS

CNI	Central Name Index
COBRA	Consolidated Omnibus Budget Reconciliation Act
CONFIRE	Consolidated Fire Agencies of the East Valley
COP	Community Oriented Policing
CPAT	Candidate Physical Ability Test
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRA	California Rangemasters' Association
CRRA	California Resource Recovery Association
CSAR	Canine Search and Recovery
CSMFO	California Society of Municipal Finance Officers
CSTI	California Specialized Training Institute
CSULB	California State University Long Beach
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DBE	Disadvantaged Business Enterprise
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMA	Emergency Management Assistance
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
ESRI	Environmental Systems Research Institute
EVOC	Emergency Vehicle Operations Course
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
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
HPMS	Highway Performance Monitoring System
HTCIA	High Technology Crime Investigation Association

ACRONYMS

HVAC	Heating, Ventilation, Air-Conditioning
IAPMA	Inland Area Personnel Management Association
IAPMO	International Association of Plumbing and Mechanical Officials
ICBO	International Conference of Building Officials
ICC	International Code Chapter
ICEMA	Inland Counties Emergency Medical Agency
ICMA	International City/County Management Association
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IFSTA	International Fire Service Training Association
IPMA	International Personnel Management Association
IVHS	Inland Valley Humane Society
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LED	Light Emitting Diode
MDC	Mobile Data Computer
MISAC	Municipal Information Systems Association of California
MMASC	Municipal Management Association of Southern California
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
MRE	Meals Ready to Eat
MSDS	Material Safety Data Sheet
NACOP	National Association of Citizens on Patrol
NAEYC	National Association for Education of Young Children
NCIC	National Crime Information Center
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NLETS	National Law Enforcement Telecommunications System
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OEM	Original Equipment Manufacturer
OES	Office of Emergency Services
OIA	Ontario International Airport
OMSD	Ontario-Montclair School District
OPEBS	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
PALS	Pediatric Advanced Life Support
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PERS	Public Employees Retirement System
POST	Police Officer Standards and Training
PSAP	Primary Safety Answering Point

ACRONYMS

QA/AI	Quality Assurance/Quality Improvement
RCRA	Resource Conservation and Recovery Act
RSES	Refrigeration Service Engineers Society
SAMS	Senior Assistance Management System
SANBAG	San Bernardino Associated Governments
SBOE	State Board of Equalization
SCACEO	Southern California Association of Code Enforcement Officials
SCAG	Southern California Association of Governments
SCAN-NATOA	States of California and Nevada Chapter-National Association of Telecommunications Officers and Advisors
SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation
SCPLRC	Southern California Public Labor Relations Committee
SCPMA	Southern California Personnel Management Association
SEM	Security Engineered Machinery
SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SGVLRC	San Gabriel Valley Labor Relations Committee
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SRO	School Resource Officers
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
TBA	To be announced
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
URISA	Urban and Regional Information Systems Association
US&R	Urban Search and Rescue
USA	Underground Service Alert
VIP	Volunteer in Policing
VoIP	Voice over Internet Protocol
WAN	Wide Area Network
WCSG	West Covina Service Group
WECA	West End Communication Authority
WESTNET	West End Narcotics Enforcement Team

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	--	--	--	--
Code Enforcement Officer (Relief)	22.28	23.39	24.56	25.79	27.08
Community Building Supervisor (b)	9.00	9.45	9.92	10.42	10.94
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	--	--	--	--
Facility Coordinator	9.51	9.99	10.49	--	--
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide (b)	9.00	--	--	--	--
Health Education Intern	14.79				
Health Education Specialist [Grant]	15.88	--	--	--	--
Instructor (b)	9.00	9.45	9.92	10.42	10.94
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 (b)	9.00	--	--	--	--
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
Park Leader (b)	9.00	9.45	9.92	10.42	10.94
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 Services Specialist (Relief)	16.37	17.19	18.05	18.95	19.90
Program Aide	10.93	--	--	--	--
Property Custody Clerk	15.59	16.37	17.19	18.05	18.95
Receptionist/Office Specialist	15.44	16.21	17.02	17.87	18.76
Recreation Intern	14.79	--	--	--	--
Recreation Leader (b)	9.00	9.45	9.92	10.42	10.94
Recreation Specialist	10.10	10.60	11.13	11.69	12.27
Reserve Code Enforcement Officer	50	--	--	--	--
Reserve Police Captain (a)	400	--	--	--	--
Reserve Police Officer (a)	150				
Reserve Police Sergeant (a)	200				
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

Effective: (a) 7-1-14
Effective: (b) 6-30-14

Revised 7-1-14

Classification	A	B	C	D	E
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	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
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.	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
Director of Human Services	6540	6868	7211	7571	7950
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
Executive Director Office of Public Safety	12282	12896	13541	14218	14929
Facilities and Grounds Superintendent	6543	6870	7214	7574	7953
Facilities Specialist	4028	4229	4441	4663	4896
Finance Director	--	--	10580	11109	11664
Finance Supervisor	4904	5149	5407	5677	5961
Fire Battalion Chief	7817	8207	8618	9049	9501
Fire Captain	6291	6606	6936	7283	7647
Fire Chief	--	--	11954	12551	13179
Fire Engineer	5042	5294	5559	5837	6129

Effective: (a) 7-1-14
Effective: (b) 6-30-14

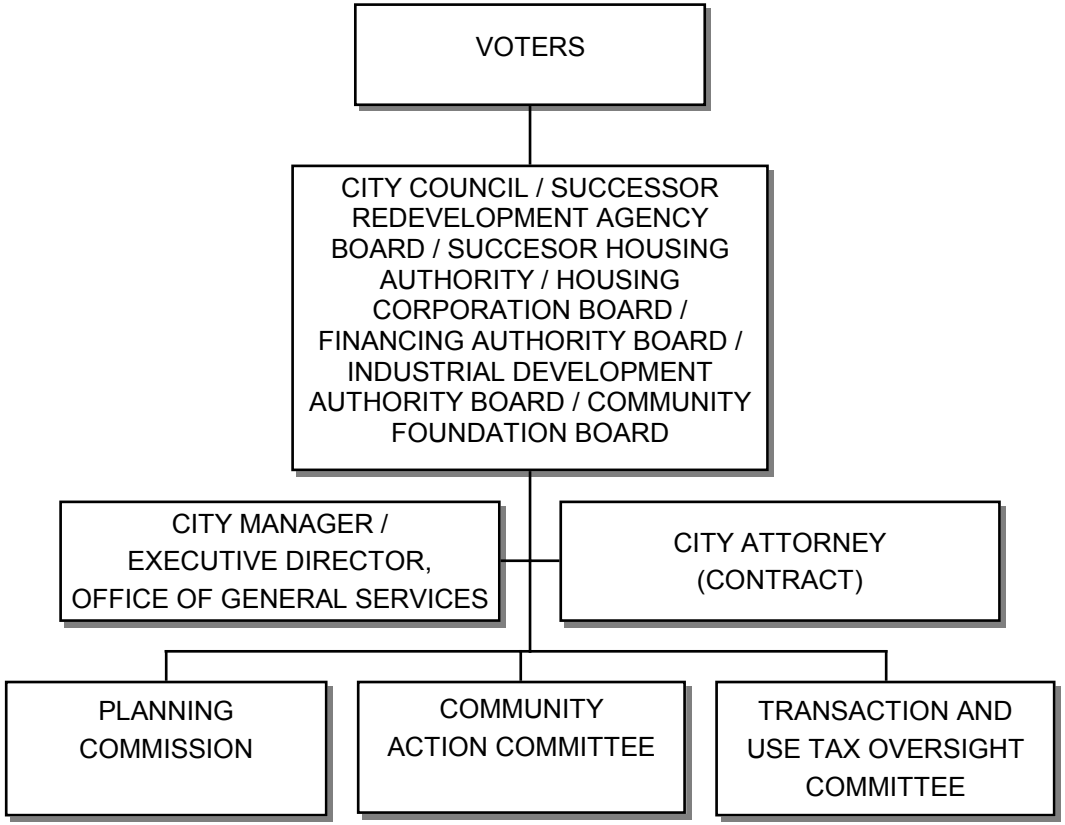
Revised 7-1-14

Classification	A	B	C	D	E
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
Housing Associate (a)	4748	4985	5234	5496	5771
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	3558	3736	3923	4119	4325
Lead/Fire Equipment Mechanic	4095	4300	4515	4741	4978
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
Plans Examiner	5011	5262	5525	5801	6091
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/Desk Officer (Modified Duty)	5090	5345	5612	5892	6187
Police Sergeant	6765	7103	7459	7831	8223
Police Services Specialist	2838	2980	3129	3286	3450
Police Services Supervisor	4575	4804	5044	5296	5561
Project Manager	4657	4889	5134	5390	5660
Property Custody Clerk	2703	2838	2980	3129	3285
Public Works Director	--	--	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 Coordinator	2866	3010	3160	3318	3484
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
Secretary to the Exec. Dir. Office of Public Safety	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

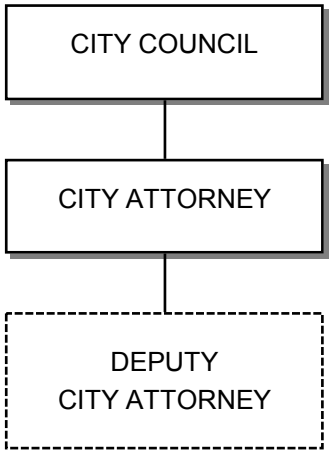
Effective: (a) 7-1-14
Effective: (b) 6-30-14

Revised 7-1-14

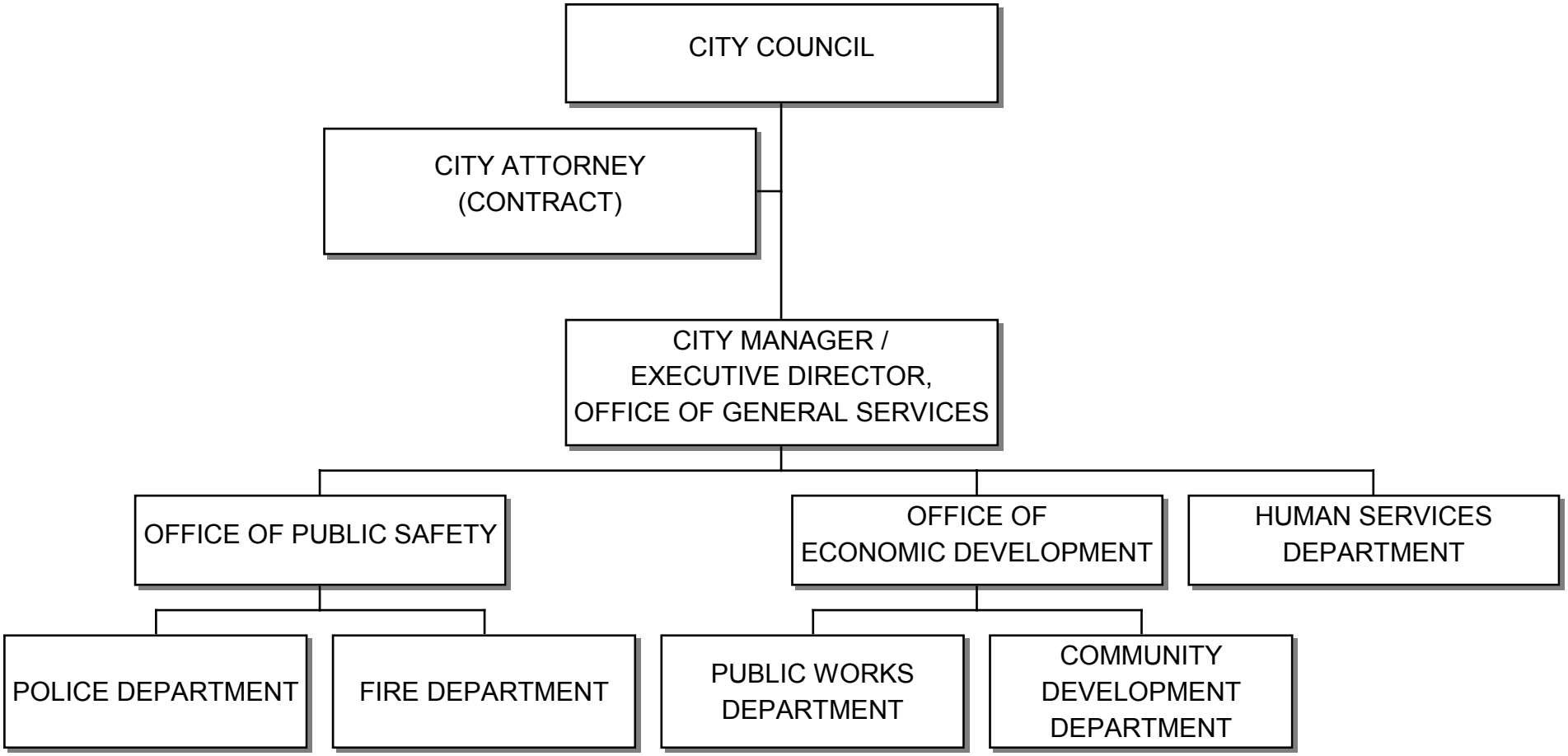
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL CLASSIFICATION

NONMANAGEMENT LEVEL CLASSIFICATION

MANAGEMENT SAFETY CLASSIFICATION

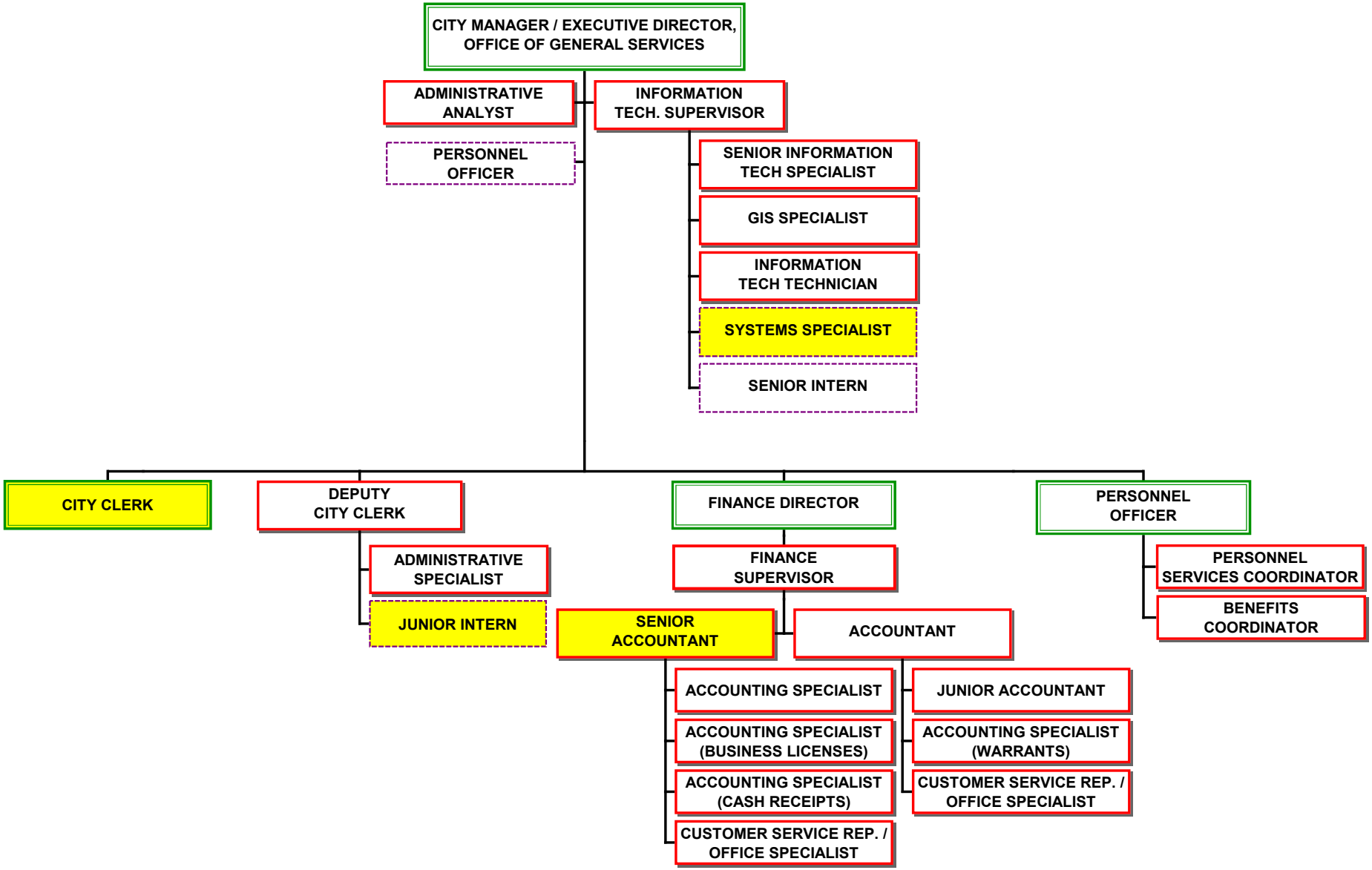
NONMANAGEMENT SAFETY CLASSIFICATION

SHARED PERSONNEL WITH UPLAND FIRE

TEMPORARY/PART-TIME/ CONTRACT CLASSIFICATION

UNFUNDED POSITIONS

CITY MANAGER / ADMINISTRATIVE SERVICES DEPARTMENT



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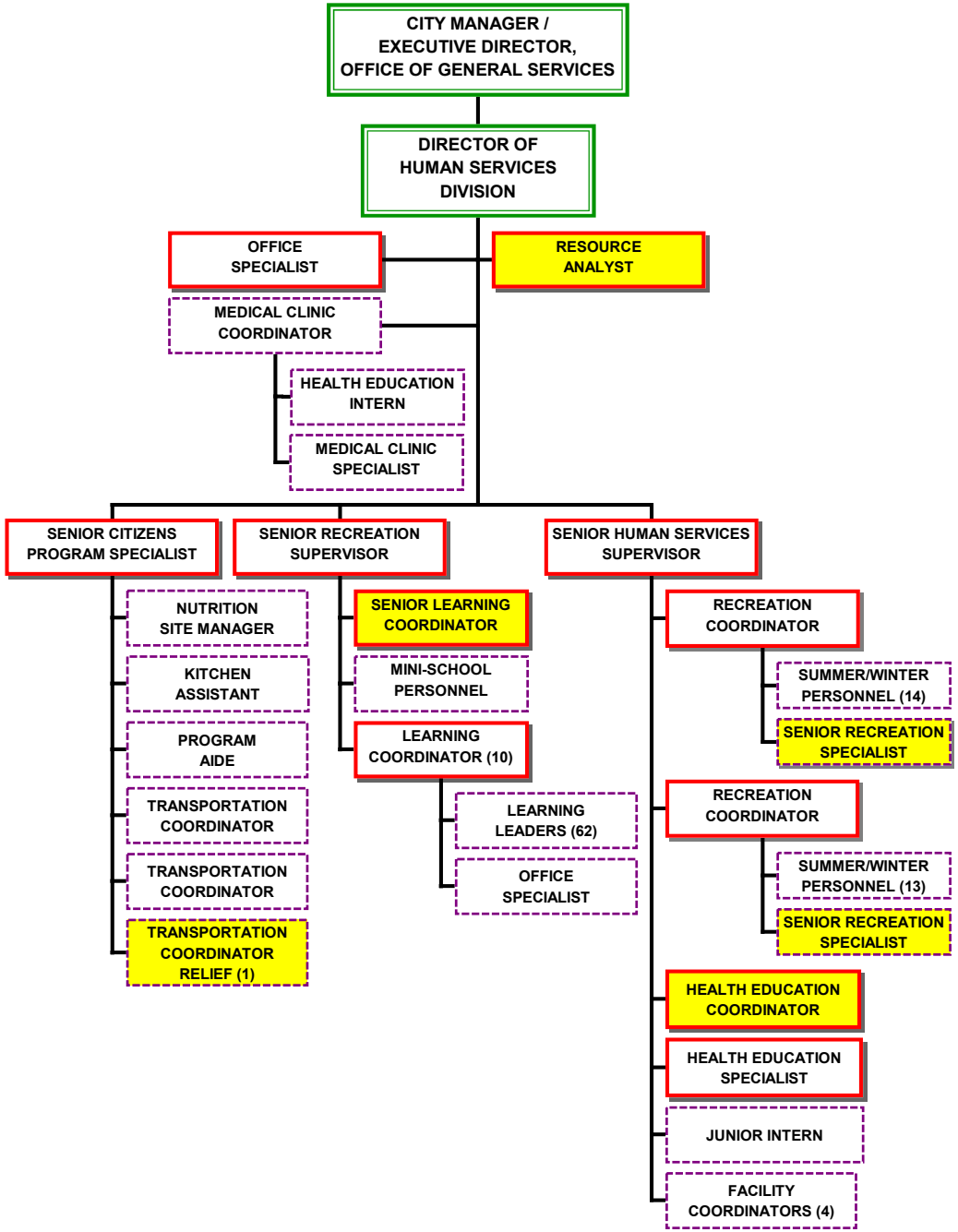
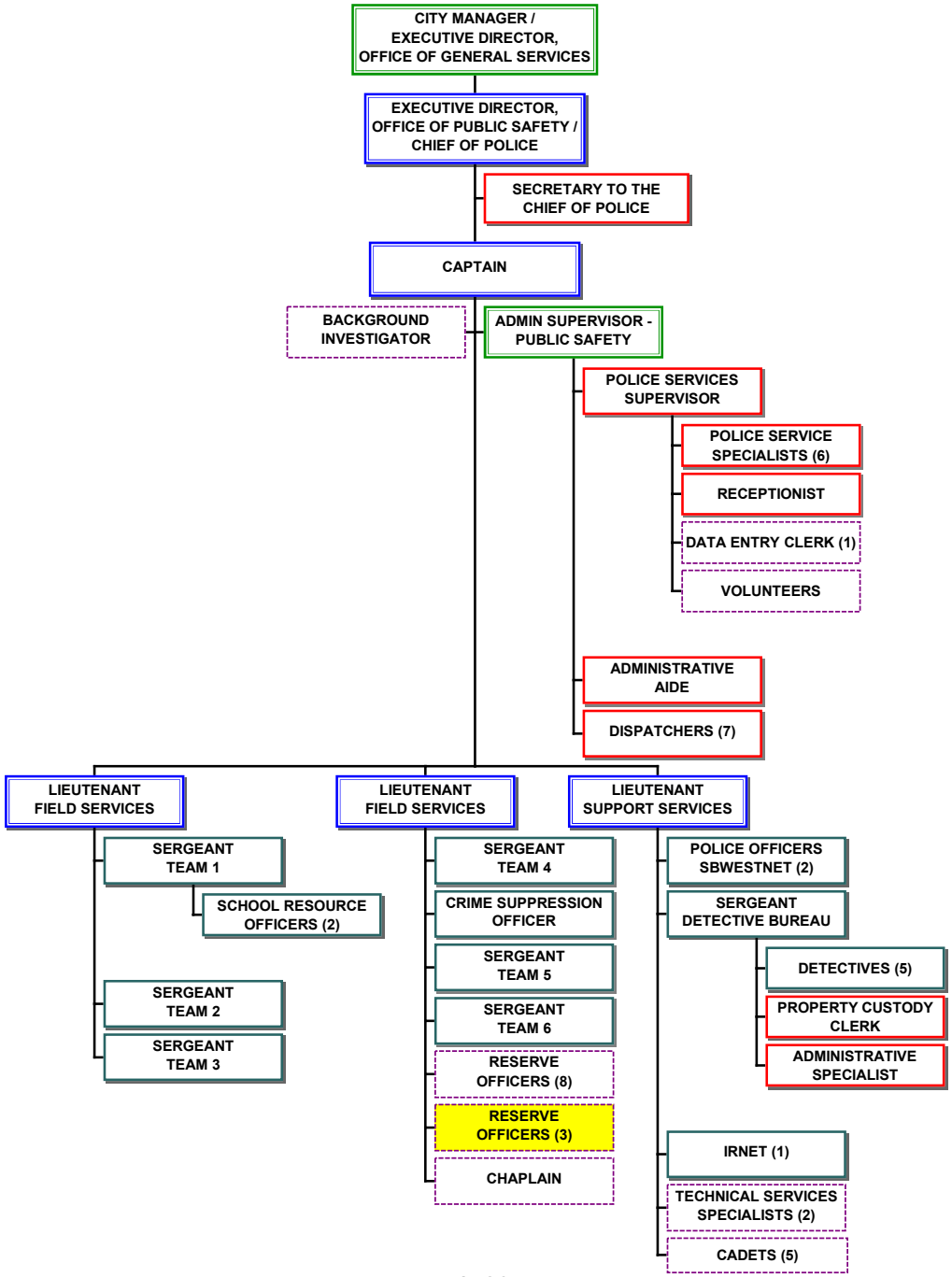
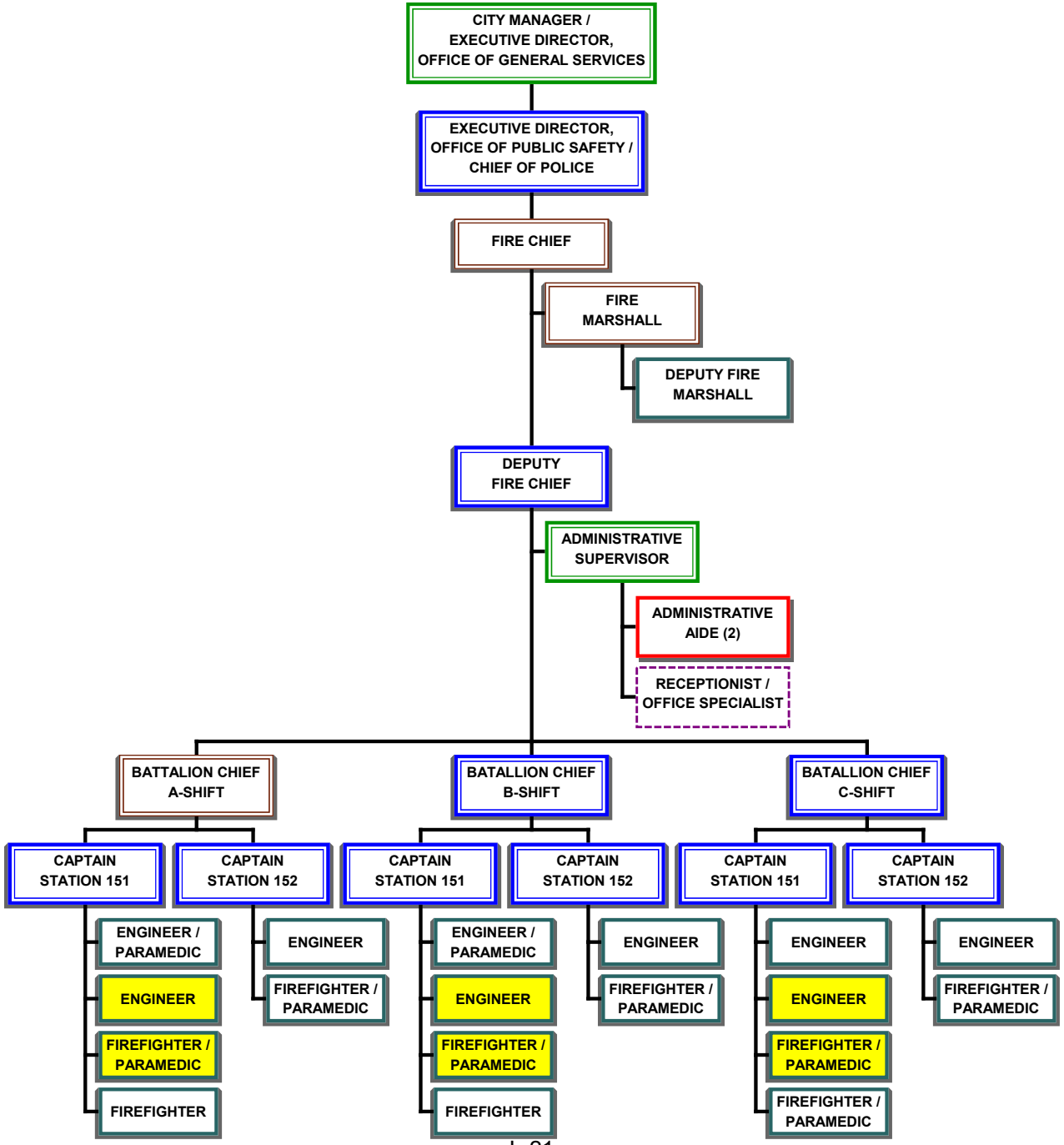


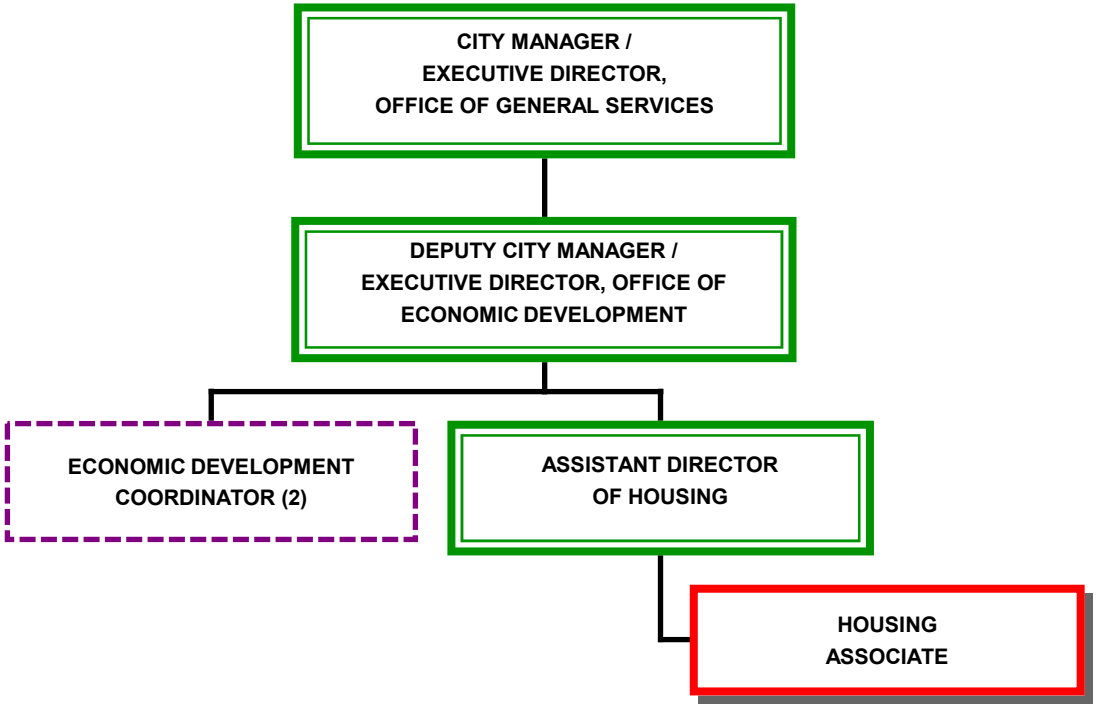
POLICE DEPARTMENT



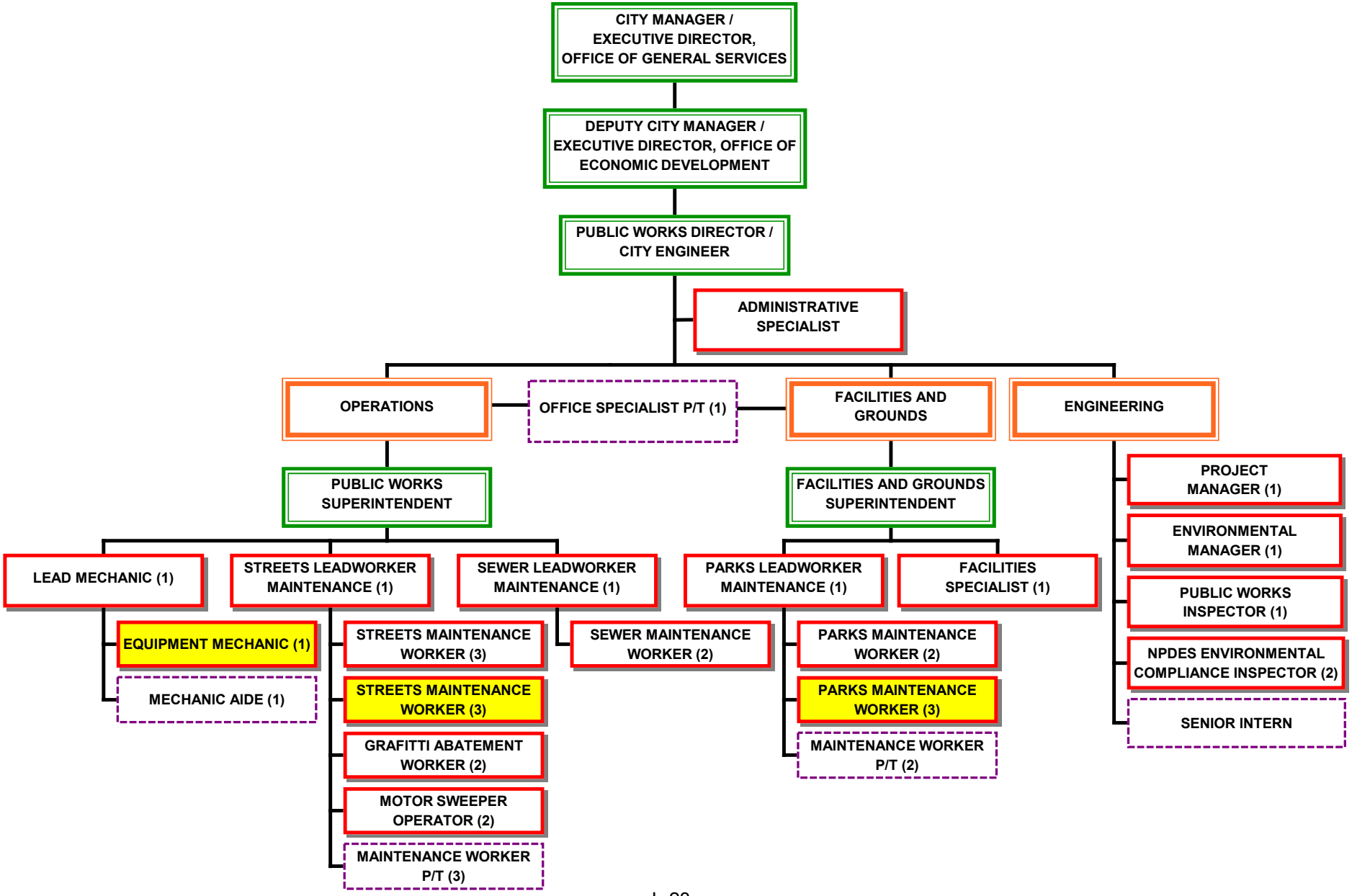
FIRE DEPARTMENT



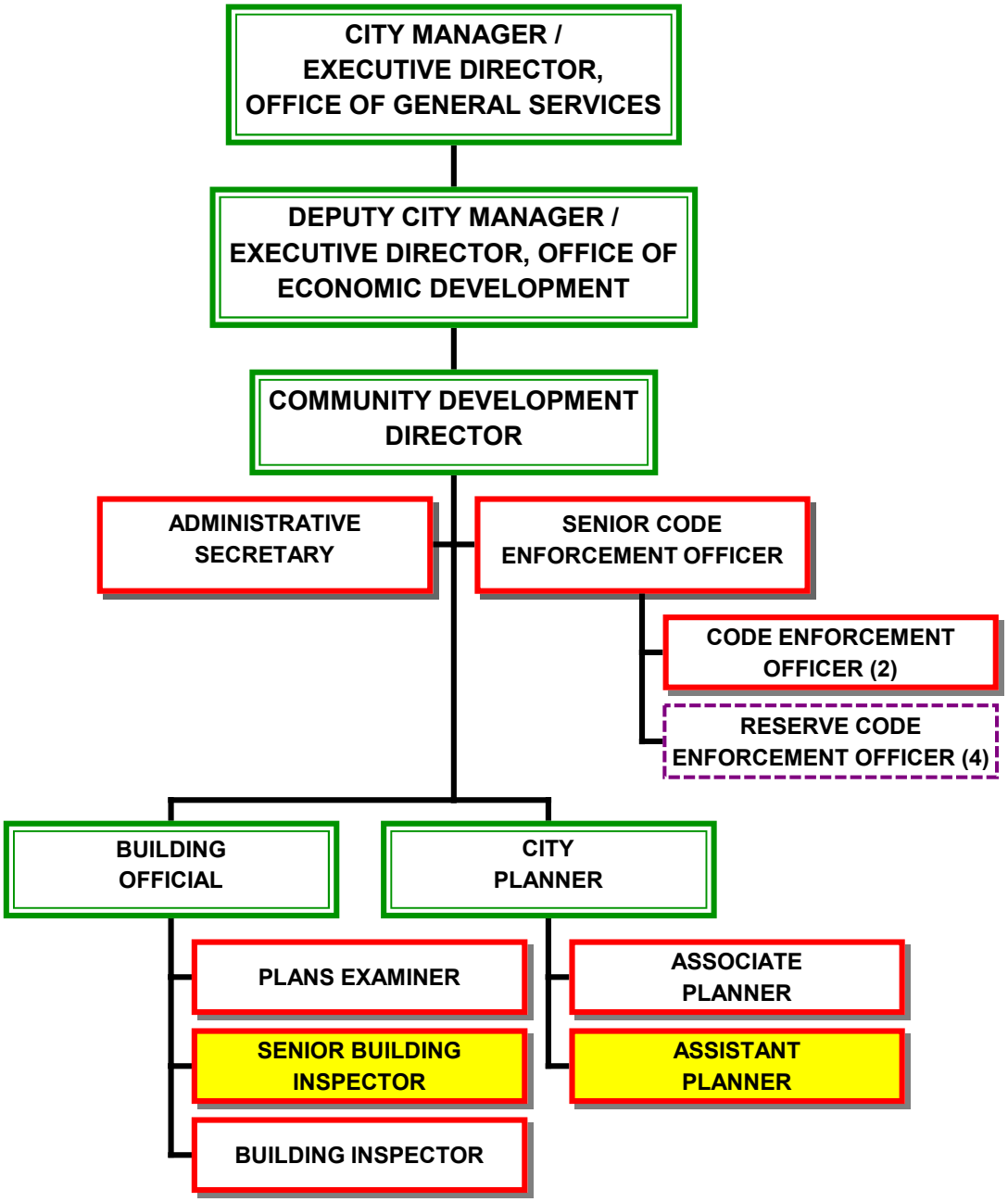
OFFICE OF ECONOMIC DEVELOPMENT



PUBLIC WORKS DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT



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