ADOPTED BUDGET

Fiscal Year 2015-16

City of Montclair

City of Montclair
California

Montclair City Council

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

City Manager
Edward C. Starr

City of Montclair
FY 2015-16 ADOPTED BUDGET
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MONTCLAIR

May 28, 2015

Subject: **CITY MANAGER'S FISCAL YEAR 2015-16 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 2015-16 Preliminary Budget*.

Fiscal Year 2015-16 Preliminary Operating Budget:

- The proposed Fiscal Year 2015-16 Total Operating Appropriations, All Funds, is $37,229,840—an increase of $2,524,458 when compared to the Fiscal Year 2014-15 Total Operating Appropriations, All Funds, of $34,705,382;
  - ✓ The proposed Fiscal Year 2015-16 General Fund Operating Budget is $26,437,292 an increase of $1,839,629 when compared to the Fiscal Year 2014-15 General Fund Operating Budget of $24,597,663.
    - In addition, the Fiscal Year 2015-16 Preliminary Budget recommends the following transfers:

To	From	Purpose	Transfer In	Transfer Out
General Fund	Gas Tax and Traffic Safety Funds	Applicable program costs	$ 306,000	
General Fund	Traffic Safety Fund	Applicable program costs		$ 300,000
General Fund	Gas Tax Fund	Applicable program costs		$ 6,000
General Fund	General Fund - Retiree Medical Liability Reserve	Fund a portion of retiree medical costs	$ 68,753	$ 68,753
General Fund - Equipment Replacement Reserve	Public Safety Fund	Public safety equipment contribution	$ 75,000	$ 75,000
	Total Transfers		$ 449,753	$ 449,753

CITY OF MONTCLAIR
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Mayor Paul M. Eaton • Mayor Pro Tem Carolyn Raft • Council members: Bill Ruh, J. John Dutrey, Trisha Martinez • City Manager Edward C. Starr

- The Fiscal Year 2015–16 General Fund Operating Budget, as presented, requires no transfers out from the General Fund Undesignated Reserves into the General Operating Fund for general operating purposes to achieve a balance between projected General Fund Revenues and General Fund Operating Appropriations. However, as indicated above and discussed below under ***Fiscal Year 2015–16 Preliminary Estimated Revenue Budget***, $68,753 in Special Fund transfers to cover retiree medical costs are proposed—this transfer is in a significantly reduced amount when compared to similar recommendations in previous fiscal years.

- Furthermore, while the proposed General Operating Fund does increase by $306,000 over the prior fiscal year, this increase is solely due to $306,000 in transfers from other funds—thus, the deficit is covered by reserve transfers as indicated above.

Fiscal Year 2015–16 Preliminary Estimated Revenue Budget:

➢ The proposed Fiscal Year 2015–16 Estimated Revenue Budget, All Funds, is $38,445,207—an increase of $2,607,481 above the Fiscal Year 2014–15 Estimated Revenue Budget, All Funds, of $35,837,726. The Fiscal Year 2015–16 Estimated Revenue Budget also incorporates $2,600,188 in transaction and use taxes and residual redevelopment taxes for debt service payment on the *2014 Issue of Lease Revenue Bonds*—remaining transaction and use tax and residual redevelopment tax balances have been budgeted in the General Fund for general operations and economic development.

✓ The proposed Fiscal Year 2015–16 Estimated General Fund Revenue Budget is $26,377,766—an increase of $1,350,816 over the Fiscal Year 2014–15 Estimated General Fund Revenue Budget of $25,026,950.

✓ Based on Fiscal Year 2015–16 General Fund Revenue Estimates of $26,377,766 and proposed General Fund Appropriations of $26,437,292, City staff anticipates producing a total revenue deficit of $59,526 for Fiscal Year 2015–16.

Consistent with past practice, retiree medical costs (OPEBS) were funded by a transfer from Special Funds—in Fiscal Year 2014–15, approximately $384,177 was transferred from the Special Fund Retiree Medical Liability Reserve to the General Operating Fund; however, for Fiscal Year 2015–16, only $68,753 in transfers is required to complete the retiree medical funding requirement, representing a reduction of $315,424 in reserve utilization when compared to the previous year.

The slow pace of economic recovery, combined with use of reserves for OPEBS, impacts the City Council's present ability to increase the General Fund Operating Fund Reserve Balance to $6.0 million as of June 30, 2016. However, the City Manager proposes review and reconsideration of the General Fund Operating Fund Balance and General Fund Special Purposes Fund Balance at the Midyear Budget Review to consider any appropriate

adjustments. Based on legislative clean-up and termination of the Triple-Flip takeaway of local sales tax revenues and a one-time true-up to Fiscal Year 2015-16 sales tax revenues stemming from the phase-out of the Triple-Flip, 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, 2016 projected target of $6.0 million in the General Fund Operating Fund Reserve Balance.

Fiscal Year 2015-16 Preliminary General Fund Operating Budget—Debt Service Fund (2014 Issue of Lease Revenue Bonds):

Debt Service Fund. In past budget actions, the City Council made the decision to annually allocate approximately $2.6 million in transactions and use tax and residual redevelopment revenues to a Debt Service Fund—for Fiscal Year 2015-16, the proposed allocation is $2,600,188. This annual allocation is sufficient to service debt on the *2014 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 2015-16, estimated transactions and use tax revenues are $2,010,000—an increase of $38,328 above the Fiscal Year 2014-15 estimate of $1,971,672. Additionally, estimated residual redevelopment property tax revenues are $900,000—an increase of $92,000 above the Fiscal Year 2014-15 estimate of $808,000. These revenues are adequate to meet the Fiscal Year 2015-16 incorporated payment of $2,600,188 for debt service on the *2014 Issue of Lease Revenue Bonds*.

The revenue estimates in excess of the debt service requirements, amounting to $38,328 for transaction and use taxes and $92,000 for residual redevelopment property taxes, have been budgeted in the General Fund and Economic Development Fund, respectively.

Annually allocating transactions and use tax revenue to the separate Debt Service Fund, as outlined herein, effectively removed debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment 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 taxes along with residual redevelopment property tax revenues for annual debt service should continue until the *2014 Issue of Lease Revenue Bonds* is repaid—the current year of maturity is 2045.

From a budgetary perspective, it should be understood that annual allocation of dedicated and recurring tax revenue stemming from these revenue sources minimizes concern related to annual debt service payments on the *2014 Issue of Lease Revenue Bonds*.

City Council Members will recall that the *2014 Issue of Lease Revenue Bonds* retired the *2005 Issue of Lease Revenue Bonds* (discussed below) which, along with Redevelopment

Agency bond funds, were used to finance construction of the Police Facility and Senior and Youth Centers. The *2014 Issue of Lease Revenue Bonds* will be used to fund a number of public works projects and other projects as determined by the City Council.

In November 2014, the City refunded the *2005 Issue of Lease Revenue Bonds* by issuing *2014 Lease Revenue Bonds* to take advantage of lower bond rates and to provide resources for public works improvements. This refunding retired the *2005 Issue of Lease Revenue Bonds* and provided $22,083,879, of which $21,426,970 is currently available, for public works and facilities improvements.

Because bond refunding was completed in the middle of the prior fiscal year, Fiscal Year 2014-15 debt service on the new *2014 Issue of Lease Revenue Bonds* was accomplished with use of residual redevelopment property taxes, only. This allowed a one-time increase in transaction and use taxes to the General Operating Fund in the amount of $500,000 for Fiscal Year 2014-15. Since this adjustment does not represent a recurring revenue source, it has not been included in the attached revenue budget, but is reflected in the estimated July 1, 2015 balance.

General Operating Fund Reserve Balance:

City staff continues addressing a primary City Council objective: restoring the General Operating Fund Reserve Balance (hereafter called General Operating Fund Balance) to a healthy level—a minimum 25 percent of the General Operating Fund's Budget. As of June 30, 2016, the General Operating Fund Balance estimate is projected to be $5,616,395—approximately 21.2 percent of the $26,437,292 in the proposed Fiscal Year 2015-16 General Operating Fund's Appropriations. In contrast, as indicated in **Table 1**, below, recent fiscal year General Operating Fund Balance totals were as follows:

Table 1

General Operating Fund Balance
Fiscal Years 2010-11 thru 2014-15

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
2014-15	$ 5,208,425	$ 24,597,663	21.2%
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 Operating Fund 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, 2016 General Fund's Operating Fund Balance estimate of $5,616,395 exceeds the City Council's General Fund Operating Fund Balance minimum threshold target of $5.5 million for June 30, 2015; however, this balance is below the minimum threshold target of $6.0 million for June 30, 2016. As indicated above under the ***Fiscal Year 2015-16 Preliminary Estimated Revenue Budget*** discussion, reevaluation of the General Fund's Operating Fund Balance will be conducted at the Midyear Budget Review; at that time, City staff projects a positive adjustment up to the $6.0 million threshold for June 30, 2016.

City staff will continue striving to achieve the target of $6.0 million in the General Fund Operating Fund Balance. Thereafter, City staff will strive to maintain a General Fund Operating Fund 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 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 five 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 172 full-time funded positions for Fiscal Year 2015-16, including employees paid by the City (General Fund, Sewer Fund, Gas Tax Fund, Economic Development Fund, and Grants), employees paid by the Montclair Housing Corporation, and employees paid by the Montclair Successor Redevelopment Agency. The proposed Budget also incorporates three part-time benefitted positions, as previously authorized by the City Council. Employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security for pension-related benefits.

4. *Requiring employees to pay a portion of the CalPERS Member Contribution.* The City Council significantly reduced personnel-related costs by requiring all employees to minimally pay 6 percent of member-related costs for enrollment in the California Public Employee Retirement System (CalPERS)—the actual employee contribution is based on a number of factors including pension formula, date of hire, negotiated terms for the employee contribution, and provisions of the California Public Employee Pension Reform Act of 2012 (PEPRA).

   Regrettably, the positive fiscal impact derived from the action of employees contributing toward the CalPERS member rate has been erased by consecutive decisions of the CalPERS Board of Directors to substantially increase employer pension rates through a series of policy decisions. Effectively, CalPERS policy decisions have dramatically increased the City's Fiscal Year 2015-16 costs and will continue to annually increase employer pension rates thru Fiscal Year 2019-2020, when the employer rate is expected to stabilize.

   In recent years, CalPERS adjusted various actuarial valuation approaches and methodologies for assessing and collecting employer contributions. Cities have been monitoring the potential effect of these decisions, and were told by CalPERS to expect increases for Fiscal Year 2015-16 ranging from 5% to 10% over prior years. However, CalPERS rates for Montclair for Fiscal Year 2015-16 represented an unprecedented, cumulative increase of 53.71% over previous year costs. This increase, estimated to cost $1,596,427 for Fiscal Year 2015-16, was projected to escalate in consecutive years, at least through Fiscal Year 2019-2020.

   Dismayed by the projected employer rate increases, City staff immediately initiated discussions with CalPERS actuaries, including CalPERS' Chief Actuary, indicating that such an increase would severely impact the financial position of the City's General Fund.

   Based on the City's firm and unrelenting actions, the City Manager and Finance Director were invited to appear before the CalPERS Board of Directors to discuss Montclair's position regarding proposed rate increases; however, due to time constraints, CalPERS' actuary staff changed direction and instead asked the City to transmit a positional letter to the CalPERS Board of Directors, protesting the proposed rate impacts—the letter was to be presented to the Board and placed into the Record.

   In the letter, the City strongly urged the CalPERS Board to adopt a revised *Implementation of Amortization Policy – Rate Restructuring* plan at its Board Meeting of May 19, 2015. City staff noted that Montclair would be severely impacted by CalPERS' New Pooling Structure, implemented by the Board on May 21, 2014. Proposed rates would pose an unsustainable financial burden for the City—a burden further exacerbated by Montclair's slow pace of recovery from the Great Recession. It was further emphasized that proposed rate increases of the magnitude defined by CalPERS would severely reduce, eliminate or setback Montclair's fiscal recovery and severely limit the City's ability to generate economic development to promote fiscal recovery.

Effectively, to withstand proposed rate projections would require that Montclair commit all future revenue growth to this purpose, further reduce personnel and services and, in Fiscal Year 2015-16 alone, allocate approximately 20 percent of the City's General Fund revenue budget for pension-related costs.

Working with the City's CalPERS Plan Actuary, alternative payment schedules were developed that promised to help alleviate the serious consequences proposed rate increases would have on City finances. Montclair's CalPERS actuary advised that the revised Rate Restructuring Policy, if adopted by the Board, would help to re-balance Montclair's Amortization Schedule to a more stable payment pattern which would provide for modest increases initially, thus allowing for Montclair to achieve a greater degree of financial recovery before larger increases are imposed. The combined effects of this plan would provide the City with the necessary time to achieve economic recovery without deferring costs too far into the future.

In expressing the magnitude of Montclair's concern, City staff discussed ongoing efforts to weather the Great Recession and the loss of redevelopment by reducing expenditures to match revenues. It was emphasized that by adopting the proposed rate restructuring plan, the Board would enable Montclair to sustain operations for the benefit of employees, residents and the business community; gain fiscal traction by promoting and experiencing economic recovery from the Great Recession; appropriately direct resources to a range of local municipal operations; meet obligations to debt holders; and sustain the City's long-term commitment to fund employee pension benefits.

In response to the City's deliberate actions to force reconsideration of proposed rates, CalPERS established new amortization policies for Montclair, delaying full implementation of proposed rate increases for a few years until revenue recovery is sufficient to allow the City to fully fund rate increases, including any postponed rate adjustments. City staff is pleased to report that revised amortizations have resulted in a reduction of the originally required CalPERS employer rate contributions for Fiscal Year 2015-16 by $693,617.

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

6. *Restriction on use of Undesignated General Fund Reserve assets.* Transfers out of General Fund Reserves have been restricted for all but essential purposes as authorized by the City Council.

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 has produced positive results for the City's General

Fund, resulting in annual increases in designated revenues sources. City staff will continue exploring and recommending to the City Council other options designed to enhance revenues for Fiscal Year 2015-16.

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 $24,115,419 to other taxing entities, as indicated in **Table 2**, below:

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	$ 12,710,110
Subtotal Total Distributions	$ 28,471,147
City of Montclair Distributions	
LMIHF[1] DDR[2]	$ 1,121,301
Other Funds DDR[2]	$ 1,120,140
Residual Allocations	$ 2,114,287
Subtotal City of Montclair	$ 4,355,728
Distributions to Other Taxing Entities	$ 24,115,419

[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 designated to receive Montclair's distribution share of property tax increment revenue (in excess of the *2014 Lease Revenue Bond* requirements) 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, 2016 is $3,391,716, and projected revenue for Fiscal Year 2015-16 is $162,159.

In addition, the City received approximately $14.2 million in bond reserves belonging to the former Montclair Redevelopment Agency for use on public works, infrastructure and facilities improvement projects. The Department of Finance has sanctioned the transfer of these bond reserves to the City—retained bond proceeds can only be used for designated public works projects, and cannot be redistributed 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' (SanBAGs') 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 SanBAGs' administrative oversight costs. At a regularly scheduled meeting in July or August 2015, the SanBAG Board of Directors is expected to consider a reimbursement agreement for all Gold Line-related costs—the Montclair City Council will be asked to consider approval of the reimbursement agreement at its meeting of June 15, 2015.

- ✓ 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 (proposed by CIM Group to be renamed "Montclair Place"), to facilitate redevelopment of the Montclair Plaza proper, such cooperation to potentially include financial assistance.

  Over the course of the past year, City staff worked with CIM Group, City consultants and special legal counsel to comply with the California Environmental Quality Act (CEQA) process. Environmental and project issues were addressed and A Mitigated Negative Declaration (MND) was issued, with public review and comment completed on April 6, 2015. The last day to file a challenge on the Montclair Plaza Expansion MND passed on May 28, 2015, with no cases filed in San Bernardino Superior Court to

challenge the MND. Therefore, according to the Public Resources Code, the MND is conclusively presumed to comply with CEQA. City staff will continue meeting with CIM Group representatives to review and finalize plans, identify public works projects in North Montclair that facilitate, enhance and improve access within the Montclair Plaza District.

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

- ✓ Restore the General Operating Fund's Fund Reserve Balance to levels that meet and approach minimum threshold targets established by the City Council;
- ✓ 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 2015-16 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 Special Purpose Funds are not directly tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations.

For Fiscal Year 2015-16, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is $5,041,202. The following Reserve Funds make up the General Fund's Reserves and are recommended for retention:

- *Equipment Replacement Reserve.* This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As resources are available, transfers into the *Equipment Replacement Reserve* 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 Retentions.* This Special Purpose Reserve is established to address City-related self-insurance retention liabilities.

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

- *CalPERS and Employee Post Benefits.* As discussed earlier in this *City Manager's Budget Message*, the City has been experiencing and anticipates significant increases to CalPERS' pension-related costs—planned budgeting for these anticipated and known (and unknown) cost increases is essential to the City's fiscal operations, fiscal solvency, fiduciary responsibilities and avoidance of penalties related to any inability to meet payment obligations. City staff also recognizes that recent actions and 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.

- *Retiree Medical Liability Reserve.* Government Accounting Standards Board Statement No. 45 (GASB 45) is a mandate requiring employers who have committed to paying for Other Post-Employment Benefits/OPEBs (retiree-medical costs) to acknowledge their 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—a new actuarial evaluation will be conducted in Fiscal Year 2015-16/Fiscal Year 2016-17. 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. In previous fiscal years and as proposed for Fiscal Year 2015-16, this reserve has been utilized to provide funding for current retiree medical costs.

- *Unanticipated Personnel Adjustment.* This Special Purpose Reserve is used to address unanticipated personnel-related cost adjustments, other than unanticipated CalPERS employee rate increases discussed above.
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required improvements to City facilities.
- *Contingency Reserve.* The *Contingency Reserve* is used for unanticipated non-personnel expenditures during the fiscal year.

Total current estimated General Fund Reserve – Special Purpose Funds: **$5,041,202 as detailed in the synopsis, below:**

Chart of Special Purpose Reserve Funds

As of July 1, 2015

Special Purpose Reserves:	
Equipment Replacement	$ 1,459,955
Self-Insurance Retentions	750,000
Technology Enhancements	200,000
CalPERS and Employee Post Benefits	1,300,000
Retiree Medical Liability	581,247
Unanticipated Personnel Adjustment	500,000
Building Maintenance	200,000
Contingency	50,000
Total	$ 5,041,202

ECONOMIC DEVELOPMENT FUND

Economic Development Fund. **Incorporated in the Fiscal Year 2015-16 Preliminary Budget is $3,391,716 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 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—*the 2014 Issue of Lease Revenue Bonds.*

In addition to available funds in the Economic Development Fund, the City of Montclair has received $14.2 million in prior unspent redevelopment bond proceeds, which can be used for economic development/infrastructure projects.

Table 3, below, summarizes available development resources.

Table 3

Available Development Resources

Source	Available Balances	
Economic Development Fund	$	3,391,716
Redevelopment Agency Bond Proceeds	$	14,243,954
2014 Lease Revenue Bond Proceeds	$	21,426,970
Total Available For Development	$	39,062,640

ESTIMATED REVENUE BUDGET

The proposed Fiscal Year 2015-16 General Fund Estimated Revenue Budget is $26,377,766 —the revised Fiscal Year 2014-15 General Fund Estimated Revenue Budget is $25,612,259.

Fiscal Year 2015-16 Total Estimated Revenues, All Funds, is $38,445,207—the Fiscal Year 2014-15 revised Total Estimated Revenues, All Funds, is $36,589,971. The difference of $1,855,236 between budget years is attributed to the following significant adjustments:

General Fund

- $443,622 increase in sales, property, business license and transactions and use taxes.
- $50,875 increase in charges for services—primarily due to increases in General Sanitation (Refuse) and Zoning fees.
- $280,950 increase in fines and forfeitures—primarily due to increased vehicle impound fees.

All Other Fund Accounts

- $94,160 increase in the Gas Tax Fund—estimate based on annualizing current revenue trends.
- $21,000 increase in Traffic Safety Fund—increase annualized for parking and other vehicle code fines.
- $264,000 increase in Park Development Fund—recognizes additional fees due to increased development.

- $460,000 increase in Community Development Block Grant Fund—recognizes increased allocations.
- $84,281 decrease in various Human Services Grant funding—due to reductions in available grant funding amounts.
- $187,520 decrease in various Safety Department Grant funding—due to reductions in available grant funding amounts.
- $134,472 increase in Office of Traffic Safety Grant—due to new grant opportunity under Safe Routes to School Program.
- $34,500 decrease in E.M.S. Paramedic Fund—decrease in subscriptions and other reimbursements applicable to the program.
- $106,760 increase in CFD 2011-1 (Maintenance, Public Safety) District—due to establishment of this facilities district which will collect property tax special assessments from the Paseos at Montclair housing development project to fund maintenance and public safety costs applicable to the project.
- $32,649 increase in CFD 2011-2 (Maintenance, Public Safety) District—due to establishment of this facilities district which will collect property tax special assessments from the Arrow Station at Montclair housing development project to fund maintenance and public safety costs applicable to the project.
- $185,000 increase in Local and Regional Developer Impact Fees—due to increased development.
- $20,000 increase in pavement impact fees due to a full year of assessment.
- $36,621 increase in transaction and use taxes and redevelopment property taxes available for debt service on the *2014 Issue of Lease Revenue Bonds*.

OPERATING APPROPRIATIONS

- Total proposed Operating Appropriations, All Funds, for Fiscal Year 2015-16, is $37,229,840.
- Proposed General Fund Operating Appropriations for Fiscal Year 2015-16 is $26,437,292.

Restrictions to Fiscal Year 2015-16 Appropriations Requests. In developing the *Fiscal Year 2015-16 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.
- ✓ Slowly improving economic development in the community—the City is seeing some modest levels of economic development throughout the community, including the Shoppes at Montclair (on Central Avenue, south of the I-10 Freeway) and two housing development projects in North Montclair (The Paseos and Arrow Station); however, until CIM Group, owner of Montclair Plaza, moves forward on its plans for retail development, City staff anticipates Montclair will continue seeing only modest levels of economic development.
- ✓ Weak consumer confidence—consumer confidence remains cautionary, although some analysts indicate a realignment of tastes and wants is transforming America's shopping preferences.
- ✓ Substantial increases in CalPERS employer contribution rates for upcoming fiscal years.

- Expansion of retail competition in neighboring communities.
- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds (ERAFS) for the following purposes: (1) help reduce the state's past, chronic deficit problems; (2) fund public education; and (3) backfill VLF dollars diverted to the state General Fund.

Fiscal Year 2015-16 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 *2014 Issue of Lease Revenue Bonds*;
- Establish a viable economic development/infrastructure 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 2015-16 Department Requests

Department submitted appropriation requests for Fiscal Year 2015-16 totaled:

- Operating Appropriations, All Funds: $37,078,471
- General Fund: $29,091,315

After review of submitted Fiscal Year 2015-16 Department appropriation requests, the City Manager produced the following appropriations reductions:

- Operating Appropriations, All Funds (exclusive of debt service): $34,629,652—a reduction of $2,448,819
- General Fund: $26,377,766—a reduction of $2,713,549

Personnel Services

The City's proposed Operating Budget includes funding for a total of 172 full-time positions, including the following:

- 168.11 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
- 1.09 full-time employees paid by the Montclair Successor Redevelopment Agency.

The City's proposed Operating Budget includes funding for a total of 3 part-time General Fund benefitted positions, including the following:

- Three part-time General Fund benefitted positions assigned to various Departments/Programs. Part-time benefitted positions work approximately 38-hours per week, receive pro-rated benefits and are enrolled in Social Security for retirement benefits. The City Council authorized the use of part-time benefitted positions, where practical, to achieve reductions to wage and benefit/retirement-related costs.

  Part-time benefitted positions cannot be offered to employees vested with CalPERS; therefore, part-time benefitted positions are generally applicable only for entry-level classifications and positions that do not require a minimum 40 hour work week—positions that include public safety classifications, management classifications (including classifications not subject to the Fair Labor Standards Act), and classifications subject to schedule overlaps during each 24-hour work period (e.g., Police Dispatchers).

  Part-time benefitted positions will only be considered when new entry-level positions are established and/or upon employee attrition. The City Manager will evaluate continuation of part-time benefitted positions after an appropriate study period to determine effectiveness and retention of the program.

The Fiscal Year 2015-16 Preliminary Budget includes the following appropriations for Personnel Services:

- *All Funds.* The *Fiscal Year 2015-16 Preliminary Budget* includes $22,188,481 for Total Personnel Services, All Funds. Based on 172 full-time positions and 3 part-time benefitted positions, Personnel Services represents approximately 64.1 percent of the Fiscal Year 2015-16 Preliminary Budget, Total Operating Appropriations (exclusive of debt service) ($34,629,652).

- *General Fund.* The *Fiscal Year 2015-16 Preliminary Budget* includes $19,158,136 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 72.5 percent of the Fiscal Year 2015-16 Preliminary Budget, General Fund Operating Appropriations ($26,437,292).

Since Fiscal Year 2007-08, the City has realized a significant decline in personnel—declining from a high of 231 full-time employees to 172 full-time employees and 3 part-time benefitted employees in the *Fiscal Year 2015-16 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; a 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 substantially, and future CalPERS employer pension rate increases could, by 2020, effectively nullify the impact of all personnel-related savings achieved since the onset of the Great Recession.

The Fiscal Year 2015-16 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 2015-16
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
City Council	$ 124,920	$ 166,850	$ –	$ 291,770
City Manager	190,958	99,650	–	290,608
Administrative Services Department				
Administration	172,879	37,755	–	210,634
Finance	661,491	126,970	–	788,461
Solid Waste	103,382	2,244,706	–	2,348,088
City Clerk	119,211	20,300	–	139,511
Personnel	317,847	107,400	–	425,247
Information Technology	357,618	213,379	165,370	736,367
Central Services	14,024	335,917	–	349,941
Total	1,746,452	3,086,427	165,370	4,998,249
Human Services				
Recreation	759,433	240,315	–	999,748
Clinic	52,356	89,286	–	141,642
Senior Citizens	100,127	6,525	–	106,652
Nutritional Meals	55,691	124,383	–	180,074
Health Education	63,972	76,500	–	140,472
Family Education	31,334	35,375	–	66,709
After School Program	1,302,682	97,905	–	1,400,587
Total	2,365,595	670,289	–	3,035,884
Police Department				
Administration	954,666	167,548	–	1,122,214
Support	540,044	9,755	–	549,799
Technical Services	82,122	133,200	–	215,322
Records	573,178	11,650	–	584,828
Investigations	902,300	71,961	2,323	976,584
Uniform Patrol	4,727,366	317,439	–	5,044,805
Communications	676,745	5,605	–	682,350
Volunteer Services	126,613	5,100	–	131,713
Total	$ 8,583,034	$ 722,258	$ 2,323	$ 9,307,615

Table 4 (Continued)

Fiscal Year 2015-16
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
Fire Department				
Administration	1,036,206	163,935	–	1,200,141
Fire Prevention	140,300	5,650	–	145,950
Emergency Services	2,595,174	319,380	7,084	2,921,638
Personnel Development	–	20,300	–	20,300
Buildings/Grounds	–	7,950	1,000	8,950
Emergency Preparation	36,789	3,990	–	40,779
EMS–Paramedics	49,680	44,455	–	94,135
Total	3,858,149	565,660	8,084	4,431,893
Public Works				
Engineering				
Management	345,844	153,585	–	499,429
Inspection	131,677	–	–	131,677
Traffic Safety	10,215	132,000	–	142,215
Subtotal	487,736	285,585	–	773,321
Street Maintenance				
Graffiti	147,784	23,288	15,000	186,072
Street Maintenance	277,921	79,012	–	356,933
Signing/Painting	83,024	34,800	3,800	121,624
Street Sweeping	157,136	12,905	–	170,041
Subtotal	665,865	150,005	18,800	834,670
Park Maintenance				
Park Maintenance	333,559	508,608	–	842,167
Tree Maintenance	14,713	127,070	–	141,783
Subtotal	348,272	635,678	–	983,950
Vehicle Maintenance	157,352	263,550	62,500	483,402
Sewer Maintenance	852,901	2,630,772	2,600	3,486,273
Building Maintenance				
Building Maintenance	108,797	117,950	–	226,747
Heating & A/C	80,743	19,000	–	99,743
Janitorial	209,668	47,400	–	257,068
Subtotal	399,208	184,350	–	583,558
Total	$ 2,911,334	$ 4,149,940	$ 83,900	$ 7,145,174

Table 4 (Continued)

Fiscal Year 2015-16
Budget Allocations, By Department

	Personnel	Supplies	Capital Outlay	Total
Community Development				
Planning Commission	16,150	–	–	16,150
Administration	201,631	33,885	–	235,516
Current Planning	263,279	1,850	–	265,129
Advance Planning	60,489	5,615	–	66,104
Field Inspection	115,232	1,450	–	116,682
Plan Check	74,011	30,300	–	104,311
Operations	142,326	300	–	142,626
Code Enforcement	291,771	7,650	–	299,421
Total	1,164,889	81,050	–	1,245,939
Economic Development				
Administration	145,795	166,320	–	312,115
City Attorney	31,755	270,000	–	301,755
Citywide Department	1,065,600	2,203,050	–	3,268,650
Debt Service Costs				$ 2,600,188
Total Departmental	$ 22,188,481	$ 12,181,494	$ 259,677	$ 34,629,652
Total Appropriations				$ 37,229,840

The Fiscal Year 2015-16 Preliminary Budget incorporates the following Capital Outlay Budget requests, by Department:

- **Administrative Services Department. $165,370**, including:
  - $4,000 LCD Monitors -All Depts.
  - $16,000 Desktop Computers -All Depts.
  - $34,844 Data Storge -All Depts.
  - $19,022 Backup and Replication Storage -All Depts.
  - $6,150 Accounting and Human Resources Database -Admin. Dept.
  - $7,669 Business Meetings and Presentation Software -All Depts.
  - $1,285 FireZone Software -Fire Training, Post-Incident Critiques, and Investigation Software -Fire Dept.
  - $2,000 Rioch GPS Digital Camera replacement -Public Works Dept.
  - $2,400 Network Switch -All Depts.
  - $6,000 Color Inkjet Plotter -Community Development Dept.
  - $17,500 Wide-Format Plotter -Public Works Dept.
  - $37,500 Ricoh Digital Copier/Printer/Scanner -All Depts.
  - $11,000 Handheld GPS Device and Software -IT Dept.

- **Police Department. $2,323,** including:
  - $2,323 Photocopy Machine

- **Fire Department. $8,084,** including:
  - $5,284 Telescoping Master Stream Monitor and Base
  - $1,800 Aluminum Shelving for Unit No. 82-14
  - $1,000 Turnout Gear Lockers Modification

- **Public Works Department. $83,900**, including:
  - $15,000 Hydro Tek Pressure Washer
  - $3,800 Arrow Master Light Board
  - $53,000 Fuel Management System
  - $9,500 Rotary 2-Post Automotive Lift
  - $2,600 Arrow Board for Rear Traffic

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

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

- **Human Services Department. No Capital Outlay Requests**

- **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 2015-16 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 2015-16 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 2015-16 Preliminary Budget* does not require a transfer of funds from General Fund Reserves to achieve balance between the General Operating Fund's Budgeted Revenues and Appropriations. However, as with previous annual budgets, non-operating retiree medical costs of $68,753 are being funded from the *Retiree Medical Liability Special Purpose Reserve*. As to the available General Operating Fund's Fund Balance, City staff has achieved raising the balance to $5,607,168, representing approximately 21.2 percent of the Fiscal Year 2015-16 General Operating Fund's Appropriations Budget. Furthermore, the City Manager anticipates an adjustment to the General Operating Fund's Fund Balance at Midyear Budget Review in February 2016.

The *Fiscal Year 2015-16 Preliminary Budget* continues a number of revenue enhancement measures. Coupled with minor but consistent improvements within other economic sectors, Fiscal Year 2015-16 should continue the promise of a brighter economic future for the Montclair community. However, CalPERS increases to the City's employer pension rates still loom like a dark cloud over the horizon, testing the City's ability to grow its reserves, expand services and maintain fiscal equilibrium. Thus far, the City has met this challenge by producing a budget that incorporates the largest employer pension rates the City has ever faced. 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 Montclair 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 or limited resources. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations. Our concentration over the past several years, and as we move forward, is to accomplish this community expectation.

The *Fiscal Year 2015-16 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 2015-16 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 five 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, drastic and alarming increases in 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 pension 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 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 throughout North Montclair, 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.

In relation to the need to strengthen the personnel base and maintain an efficient and responsive organization, City staff routinely evaluates organizational requirements, developments and fiscal capacity. For example, during the Fiscal Year 2014-15 budget cycle, the City implemented several changes in the Police Department, including the re-introduction of Police Motor-Officers for traffic control; part-time benefitted positions were introduced to control benefit-related costs; and additional, part-time Maintenance Workers were hired to address special projects and a number of street/park-maintenance issues, including litter control at the Montclair Transcenter.

The City must also plan for employee succession, identifying and encouraging promotional advancement where appropriate, and establishing positions that lead to succession. For example, the Public Works Department Budget incorporates a Deputy Public Works Director classification. This position is new to the City, and will be filled through a recruitment for a candidate to succeed the current Public Works Director, who intends to retire in 2016. Due to the extent of public works projects currently underway and being planned for, and the need to expose a succeeding Public Works Director to these projects in advance of the incumbents planned retirement, the proposed Fiscal Year 2015-16 Personnel Budget incorporates a temporary Deputy Public Works Director for approximately six months. The Information Technology Supervisor and Administrative Analyst in the Administrative Services Department are also recommended for position reclassification to recognize the integration of the incumbents into expanded roles as the Department and City Manager continue to take on expanded responsibilities and more complex assignments.

Routine re-evaluation also requires the City to consider past actions that transferred certain services to third-party providers. For example, two years ago, to reduce costs, the City eliminated in-house janitorial services and contracted for third-party custodial maintenance. Upon re-evaluation and restructuring of elements of the City's former in-house janitorial program, City staff has determined that the program can be brought back in-house with greater control and expanded service at little to no additional cost above current outsourcing costs.

Concurrently, the City continues to evaluate outside funding opportunities to defray General Fund and other fund-related costs. For example, several departments are pursuing grant opportunities:

- In Fiscal Year 2015-16, the Police Department will pursue federal grants for a body-camera program for Police Officers; grants for body armor; and a COPS Hiring Program grant to create a Trust in Policing Program (TIPP) that will include two Police Officers, working with the Crime Suppression Unit, to focus on President Obama's "Building Trust" program, designed to promote fair and impartial policing, transparency, and other "trust" related issues.

- The Human Service Department will concentrate on developing grant/funding opportunities to defray costs related to the recent expansion of the On Line to College program at Montclair High School.

- The Public Works Department will pursue grants related to the replacement of ornamental turf on median islands.

- The Administrative Services/Finance Departments approached Burrtec Waste Industries, the City's franchise service for solid waste disposal, to ask for assistance to defray costs related to litter control—in response, Burrtec has tentatively agreed to offset all or a portion of the cost to operate the City's street sweeping program, thereby freeing up Gas Tax funds for other purposes. Burrtec has also agreed to provide partial funding related to enforcement of the City's anti-scavenging ordinance.

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 2015-16 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 2015

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 955,823 and an average household income of $89,321.

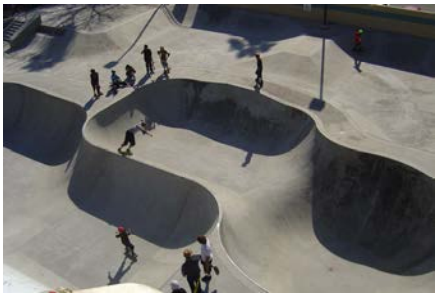
Transcenter

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 74 full-time Police Department staff and a 23.5 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 13 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.

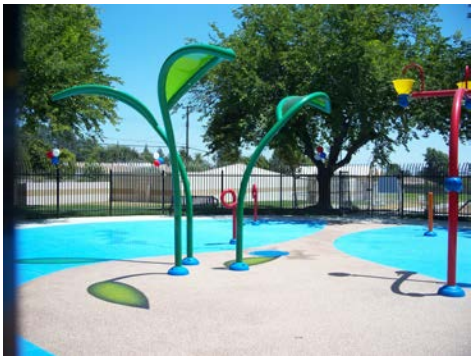
Fire Station No. 1



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, on Saturday and Sunday, 12:00 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			
2015 Population & Income	**3-MILE Trade Area**	**5-MILE Trade Area**	**10-MILE Trade Area**
Population	181,388	461,924	955,823
Households	54,702	134,344	287,988
Families	39,763	101,822	221,267
Average Household Size	3.20	3.37	3.24
Median Age	32.2	32.5	34.5
Average Household Income	$70,593	$73,813	$89,321
Median Household Income	$53,060	$54,268	$67,626
Per Capital Income	$21,846	$21,857	$27,421
2014 Median Net Worth	$51,457	$58,864	$110,543
2014 Average Net Worth	$419,792	$469,107	$655,996
Households > $75,000	34.4%	35.6%	46.0%
Average Household Disposable Income	$56,563	$58,551	$69,193
Median Household Disposable Income	$44,795	$45,980	$55,223
Owner Occupied Housing Units	47.3% (58,301)	51.3% (142,574)	59.8% (302,069)
Renter Occupied Housing Units	46.5%	42.9%	35.6%
2014 Consumer Spending (Spending Potential Index) National Average 100	100	104	124
2013 Workforce	**3 Mile**	**5 Mile**	**10 Mile**
Some College 25+ Population	22.5% (111,160)	21.7% (284,736)	23.6% (615,481)
With Degrees 25+	29.7%	28.5%	36.5%
Employment Totals 16+	78,478	199,259	439,804
White Collar 16+	53.1%	52.6%	60.9%
Blue Collar 16+	26.4%	27.8%	21.8%
Service 16+	20.5%	19.5%	17.3%
Race & Ethnicity	**3 Mile**	**5 Mile**	**10 Mile**
Population by Race/Ethnicity	181,388	461,925	955,823
White	55.8%	54.7%	54.9%
Black	6.4%	5.6%	6.0%
Am. Indian, Asian & Pacific Islander	9.0.%	8.6%	13.9%
Hispanic Origin (any race)	59.3%	62.2%	50.8%
Other	28.9%	31.1%	25.0%
Diversity Index	83.4	83.7	83.9

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"

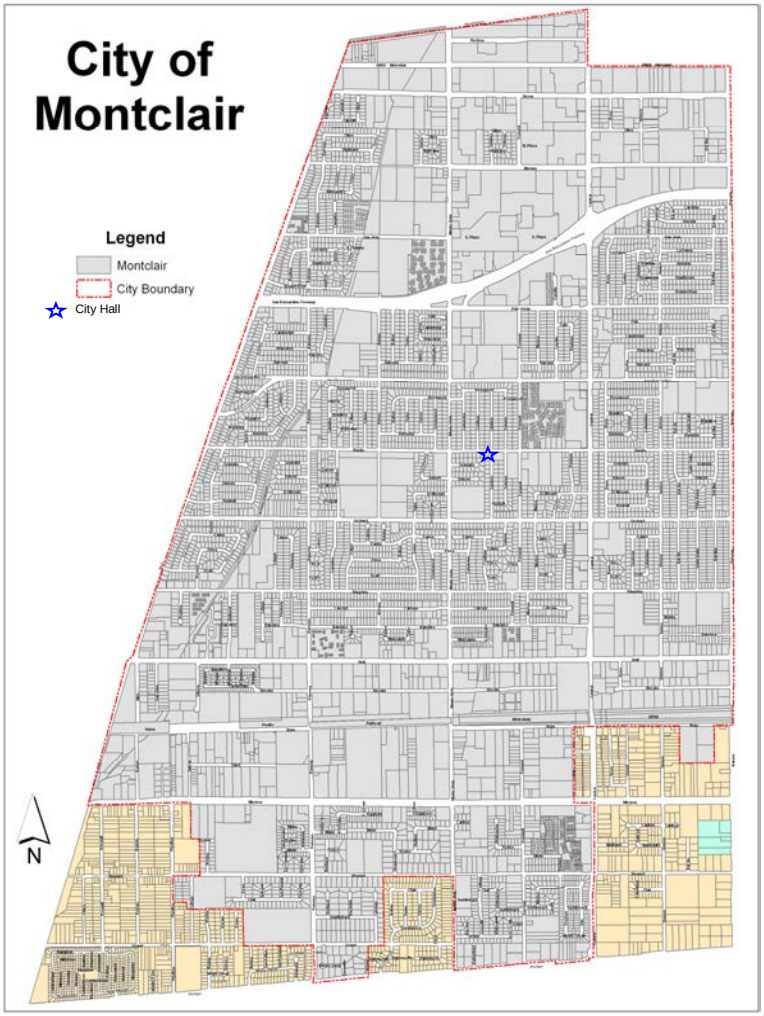
City Hall
5111 Benito Street
Montclair, CA 91763

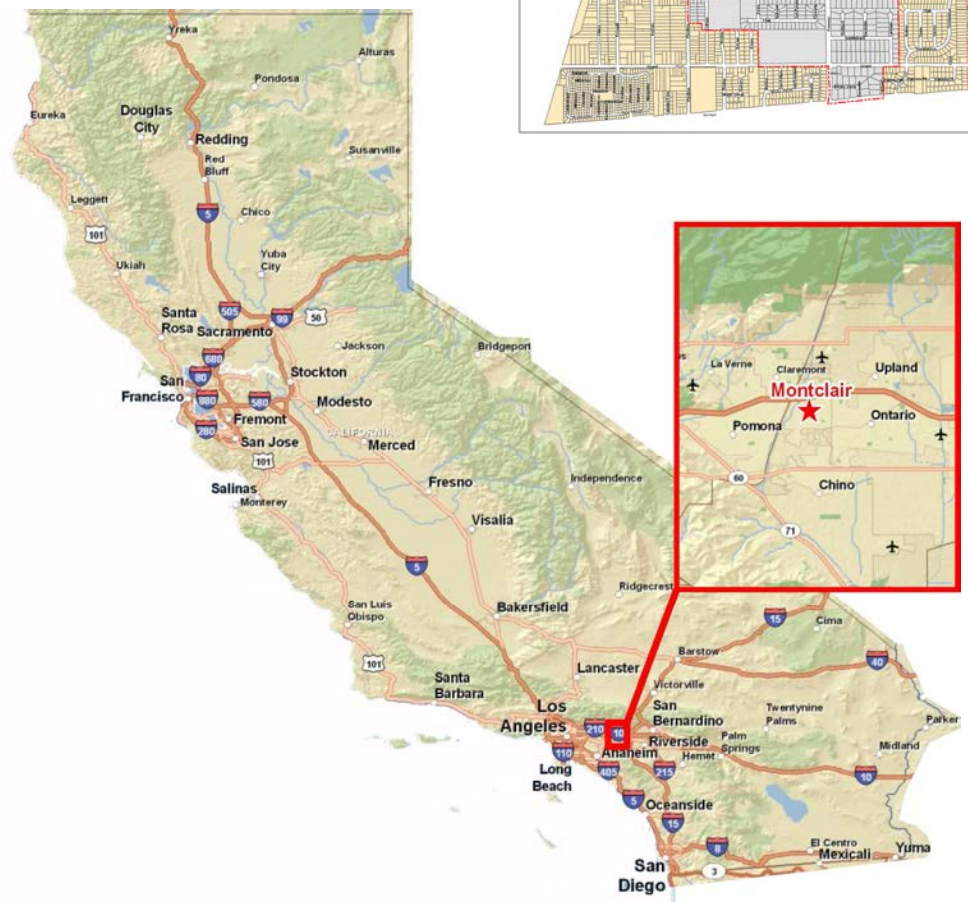
(909) 626-8571

www.cityofmontclair.org

Population: 37,311

Area: 5.54 square miles





MONTCLAIR

Budget Development Timeline
Fiscal Year 2015-16

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

Key Budget Dates:

February 12, 2015	Mid-year Budget Review
March 11, 2015	Distribution of budget packets to all departments
April 09, 2015	Departmental-operating budget requests are due
April 28, 2015 - May 6, 2015	Management departmental budget sessions
May 18, 2015	Complete changes to departmental budgets
June 10, 2015	Budget review by City Council
June 15, 2015	City Council adopts budget by resolution

Budget Summaries

CITY OF MONTCLAIR
COMBINED SOURCES & USES STATEMENT
FISCAL YEAR 2015-16

		SOURCES				USES			
		Estimated Fund Balance/ Retained Earnings July 1, 2015	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Estimated Fund Balance/ Retained Earnings June 30, 2016
1001	**General Operating Fund**	5,301,168 **(1)**	26,377,766	374,753	32,053,687	26,437,292	-	26,437,292	5,616,395 **(2)**
	Special Revenue Funds								
1102	Gas Tax Fund	184,479	1,157,160	-	1,341,639	1,313,334	6,000	1,319,334	22,305
1104	Measure I Fund	1,041,198	553,348	-	1,594,546	-	-	-	1,594,546
1110	Traffic Safety Fund	154,096	205,000	-	359,096	-	300,000	300,000	59,096
1112	Disability Access Fee	2,551	1,650	-	4,201	-	-	-	4,201
1130	Park Maintenance Fund	17,793	42,300		60,093	10,000			
1131	Park Development Fund	482,267	274,000	-	756,267	15,000	-	15,000	741,267
1132	CDBG Fund	-	660,000	-	660,000	41,145	-	41,145	618,855
1135	Air Quality Improvement Fund	128,052	44,436	-	172,488	16,000	-	16,000	156,488
1138	Senior Nutrition Fund	12,677	170,275	-	182,952	170,275	-	170,275	12,677
1140	Asset Forfeiture Fund- State	50,081	15,166	-	65,247	-	-	-	65,247
1141	Prop 30/SB 109 Fund	111,759	60,373	-	172,132	-	-	-	172,132
1143	Public Safety Fund	48,481	290,000	-	338,481	250,539	75,000	325,539	12,942
1144	Federal Asset Forfeiture Fund- DOJ	115,730	30,394	-	146,124	1,000	-	1,000	145,124
1146	State Asset Forfeiture 15% Setaside Fund	42,306	2,651	-	44,957	-	-	-	44,957
1147	Federal Asset Forfeit. Fund- Treasury	867	3	-	870	-	-	-	870
1148	School District Grant Fund	-	64,000	-	64,000	64,000	-	64,000	-
1149	Citizens Option for Public Safety (COPS) Grant	114,560	100,337	-	214,897	100,000	-	100,000	114,897
1150	Local Law Enforcement Block Grant	122	14,611	-	14,733	-	-	-	14,733
1151	Crime Prevention Fund	5,604	518	-	6,122	-	-	-	6,122
1152	Recycling Block Grant Fund	32,648	20,184	-	52,832	5,000	-	5,000	47,832
1160	Afterschool Program (ASES) Fund	-	1,155,903	-	1,155,903	1,155,903	-	1,155,903	-
1162	First 5 Fund	-	66,709	-	66,709	66,709	-	66,709	-
1163	Safety Department Grant Funds	-	-	-	-	-	-	-	-
1164	OMSD Immunization Grant	32,819	74,000	-	106,819	83,006	-	83,006	23,813
1165	Mt Baldy United Way	14,997	7,500	-	22,497	19,000	-	19,000	3,497
1166	Kaiser Permanente Grant	12,306	10,000	-	22,306	-	-	-	22,306
1167	Resource Center Grant - OMSD	-	3,000	-	3,000	3,000	-	3,000	-
1168	Title IIIB Sr Support Services	-	6,920	-	6,920	6,920	-	6,920	-
1170	Office of Traffic Safety Grant	-	134,472	-	134,472	134,472	-	134,472	-
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	(6,451)	58,500	-	52,049	94,135	-	94,135	(42,086)
1704	Sewer Expansion Fee Fund	64,528	27,215	-	91,743	-	-	-	91,743
1740	Developer Impact Fees - Local	210,605	80,000	-	290,605	-	-	-	290,605
1741	Developer Impact Fees - Regional	1,431,073	150,000	-	1,581,073	-	-	-	1,581,073
1742	Burrtec Pavement Impact Fees	180,443	70,000	-	250,443	-	-	-	250,443
1744	Utility Undergrounding In Lieu	208,816	50,000	-	258,816	-	-	-	258,816
1745	General Plan Update Fees	18,766	8,000	-	26,766	-	-	-	26,766
	Total	4,713,173	5,790,685	-	10,503,858	3,731,498	381,000	4,102,498	6,341,267
	Capital Project Funds								
1206	Economic Development	3,541,672	162,159	-	3,703,831	312,115	-	312,115	3,391,716
	Total	3,541,672	162,159	-	3,703,831	312,115	-	312,115	3,391,716
	Special Assessment Funds								
1601	Community Facilities District 2011-1 - Paseos	11,762	106,760	-	118,522	98,522	-	98,522	20,000
1602	Community Facilities District 2011-2 - Arrow Sta.	-	32,649	-	32,649	27,649	-	27,649	5,000
	Total	11,762	139,409	-	151,171	126,171	-	126,171	25,000
	Debt Service Funds								
1302	2014 Refunding Bonds	-	2,600,188	-	2,600,188	2,600,188	-	2,600,188	-
	Total	-	2,600,188	-	2,600,188	2,600,188	-	2,600,188	-
	Enterprise Funds								
1501	Sewer Operating Fund	1,408,236	3,155,000	-	4,563,236	3,752,260	-	3,752,260	810,976
1502	Sewer Replacement Fund	1,370,316	220,000	-	1,590,316	135,000	-	135,000	1,455,316
1503	Sewer Capital Asset Fund	2,327,934	-	-	2,327,934	63,271	-	63,271	2,264,663
	Total	5,106,486	3,375,000	-	8,481,486	3,950,531	-	3,950,531	4,530,955
	Reserve Funds								
	Reserve Funds	5,107,000 **(1)**	-	75,000	5,182,000	72,045	68,753	140,798	5,041,202
	Total	5,107,000	-	75,000	5,182,000	72,045	68,753	140,798	5,041,202
	TOTAL - ALL FUNDS	**23,781,261**	**38,445,207**	**449,753**	**62,676,221**	**37,229,840**	**449,753**	**37,669,593**	**24,946,535**

Notes:

(1) Fund Balance has been estimated utilizing the June 30, 2014 financial audit amount of $10,866,984 and then removing reserve utilizations of $458,816 which occurred during fiscal year 2014-15.

(2) The General Operating Fund increased by $306,000 due to non-operating transfers in from other funds. In the prior fiscal year reserves funded retiree medical costs amounting to $384,177; however, in this budget $68,753 was required to cover those costs. Retiree medical costs were estimated to be $400,000 for fiscal year 2015-16.

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	300,000	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.
Public Safety Fund	Equipment Replacement Fund	75,000	Safety Department contribution of Public Safety funds to be used for replacement of Police/Fire vehicles and safety equipment.
City Reserve Funds	General Operating Fund	68,753	Necessary transfer of reserves to offset retiree medical costs in the FY 15/16 budget.
	TOTAL	**$ 449,753**	

CITY OF MONTCLAIR
FISCAL YEAR 2015-16 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.

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 $6.0 million which should be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of monies present in this fund requires specific authorization from the City Council.

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

SPECIAL REVENUE FUNDS

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

Gas Tax Fund (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.

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

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

Human Services Grant Funds (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. Up to $750,000 of these monies have been internally allocated for debt service on the City's 2014 Montclair Financing Authority Lease Revenue Refunding Bonds. Therefore, only the amounts in excess of that requirement have been budgeted here.

SPECIAL ASSESSMENT FUNDS

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

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

Community Facilities District 2011-2 (1602) This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Arrow Station project.

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City has only one active debt service fund established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014.

2014 Lease Revenue Refunding Bonds Debt Service Fund (1302) In November 2014, the City, through the Montclair Financing Authority, refunded the $31,300,000 in Lease Revenue Bonds which were used for the construction of a new police station, senior

center, and youth center by issuing $45,000,000 Refunding Bonds. The additional proceeds received through this issuance are budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until October 2045.

For Fiscal Year 2015-16, the annual principal and interest lease payment is $2,600,188, payable from General Fund resources. Internally, the City has committed up to $750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues Therefore, effective Fiscal Year 2015-16, the City has budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately $2.6 million dollars annually for the remaining life of this bond issue.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

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

FIDUCIARY FUNDS

TRUST AND AGENCY FUNDS

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

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

Revenues

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

		13-14 Audited	Budget as of 3/18/15	14-15 Actual Thru 4/1/15	Annualized	15-16 Estimate	Increase (Decrease)
GENERAL FUND							
1001	GENERAL FUND	24,941,267	25,612,259	15,183,149	26,120,121	26,377,766	765,507
REVENUE FUNDS							
1102	GAS TAX FUND	1,175,921	1,063,000	610,168	1,042,877	1,157,160	94,160
1104	MEASURE I FUND	558,358	546,619	357,312	615,883	553,348	6,729
1110	TRAFFIC SAFETY FUND	204,364	184,000	140,300	219,079	205,000	21,000
1112	DISABILITY ACCESS FEE FUND	1,705	1,600	1,222	1,629	1,650	50
1131	PARK DEVELOPMENT FUND	58,427	52,300	134,052	227,762	316,300	264,000
1132	C.D.B.G. FUND	292,366	200,000	130,441	300,000	660,000	460,000
1135	AIR QUALITY IMPROVEMENT FUND	48,106	44,000	22,201	44,838	44,436	436
1138	SENIOR NUTRITION FUND	124,543	125,204	93,415	163,381	170,275	45,071
1140	ASSET FORFEITURE FUND - STATE	9,273	10,000	11,898	16,030	15,166	5,166
1141	PROP 30/SB 109	38,240	38,000	55,215	55,588	60,373	22,373
1143	SB 509 PUBLIC SAFETY FUND	309,412	300,000	167,075	286,343	290,000	(10,000)
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	103,986	60,000	23,856	31,457	30,394	(29,606)
1146	STATE FORFEITURE - 15% SETASIDE	1,779	1,500	2,100	2,951	2,651	1,151
1147	ASSET FORFEITURE - TREASURY	3	0	0	3	3	3
1148	SCHOOL DISTRICT GRANT FUND	64,000	64,000	32,000	64,000	64,000	0
1149	COPS ELEAS GRANT	100,563	100,000	86,390	100,337	100,337	337
1150	LLE BLOCK GRANT FUND	13,692	14,562	14,562	14,611	14,611	49
1151	P.C. 1202.5 CRIME PREVENTION FUND	596	600	336	522	518	(82)
1152	RECYCLING BLOCK GRANT FUND	21,140	20,120	10,107	10,237	20,184	64
1160	AFTER SCHOOL PROGRAM FUND	1,179,351	1,155,903	856,605	1,203,376	1,155,903	0
1161	CHAMPIONS FOR CHANGES FUND	10,939	0	0	0	0	0
1162	FIRST 5 FUND	151,780	150,990	82,968	150,990	66,709	(84,281)
1163	SAFETY DEPARTMENT GRANT FUND	6,454	187,520	59,860	154,337	0	(187,520)
1164	IMMUNIZATION GRANT - OMSD	75,708	70,000	60,167	74,167	74,000	4,000
1165	MT BALDY UNITED WAY	17,500	17,500	13,122	17,500	7,500	(10,000)
1166	KAISER PERMANENTE GRANTS	10,000	10,000	10,000	10,000	10,000	0
1167	RESOURCE CENTER GRANT (OMSD)	3,000	3,000	3,000	3,000	3,000	0
1168	TITLE IIIB SR SUPPORT SERVICES	5,623	6,920	6,262	6,920	6,920	0

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

		13-14 Audited	Budget as of 3/18/15	14-15 Actual Thru 4/1/15	Annualized	15-16 Estimate	Increase (Decrease)
1169	COMMUNITY FOUNDATION GRANT	0	0	0	0	134,472	134,472
1171	ASES SUPPLEMENTAL GRANT	147,390	147,390	103,173	147,390	147,390	0
1172	HOPE THRU HOUSING	36,674	34,670	31,742	34,670	34,670	0
1180	E.M.S. - PARAMEDIC FUND	91,676	93,000	42,911	57,214	58,500	(34,500)
1206	ECONOMIC DEVELOPMENT FUND	918,774	158,247	0	170,406	162,159	3,912
1601	CFD 2011-1 (Maint-PubSafety) FUND	0	0	63,983	127,966	106,760	106,760
1704	SEWER EXPANSION FEE FUND	26,384	30,000	21,847	26,431	27,215	(2,785)
1740	DEVELOPER IMPACT FEES - LOCAL	51,115	15,000	73,816	98,421	80,000	65,000
1741	DEVELOPER IMPACT FEES - REGION	115,830	30,000	166,699	222,265	150,000	120,000
1742	BURRTEC PAVEMENT IMPACT FEES	57,406	50,000	35,739	71,478	70,000	20,000
1744	UTILITY UNDERGROUNDING IN-LEIU	0	50,000	161,933	161,933	50,000	0
1745	GENERAL PLAN UPDATE FEES	4,860	5,000	6,361	8,481	8,000	3,000
DEBT SERVICE FUND							
1301	2005 LEASE REVENUE BOND FUND	1,912,313	1,913,814	1,176,968	1,333,613	0	(1,913,814)
1302	2014 REFUNDING BONDS	0	649,753	244,902	649,753	2,600,188	1,950,435
ENTERPRISE FUND							
1501	SEWER MAINTENANCE FUND	3,136,708	3,153,500	2,477,638	3,129,389	3,155,000	1,500
1502	SEWER REPLACEMENT FUND	221,932	220,000	0	220,000	220,000	0
TRUST FUNDS							
1750	EQUIPMENT REPLACEMENT FUND	1,823	0	0	0	0	0
1758	YOUTH SPONSORSHIP FUND	22,429	0	0	0	0	0
1765	GF RESERVE-BUDGETARY CONTNGNCY FUND	0	0	0	0	0	0
	TOTAL REVENUE - ALL FUNDS	36,273,410	36,589,971	22,775,495	37,397,349	38,412,558	1,822,587

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001							
Taxes							
Property - Secured	$ 2,393,868	2,307,639	1,387,343	2,378,302	70,663	2,350,000	42,361
Property - Unsecured	100,428	98,811	102,005	102,805	3,994	100,000	1,189
Property Tax in Lieu of VLF (HdL)	2,827,823	2,949,531	1,474,766	2,949,531	0	2,949,531	0
Sales & Use (HdL)	8,212,459	8,497,054	4,977,120	8,532,206	35,152	8,788,172	291,118
Sales Tax Compensation (HdL)	2,743,470	2,780,283	1,388,120	2,780,283	0	2,780,283	0
Transaction & Use Tax (HdL)	59,898	97,858	0	638,059	540,201	159,812	61,954
Prop Tax Pass Thru from SRED	133,900	130,000	78,499	130,000	0	150,000	20,000
Transient Occupancy	29,770	28,000	14,963	29,926	1,926	30,000	2,000
Property Transfer	187,963	85,000	53,159	79,739	(5,261)	80,000	(5,000)
Franchise	755,366	695,000	227,463	695,000	0	700,000	5,000
Business License	722,273	700,000	515,530	687,373	(12,627)	700,000	0
Utility Users	1,709,576	1,775,000	1,220,631	1,830,947	55,947	1,800,000	25,000
Total Taxes	19,876,794	20,144,176	11,439,599	20,834,171	689,995	20,587,798	443,622
Licenses and Permits							
Alarm Permits	1,150	1,500	1,475	1,967	467	1,900	400
Bicycle & Other Permits	3	5	6	8	3	5	0
Building Permits	281,959	375,000	273,033	364,044	(10,956)	350,000	(25,000)
Moving Permits	6,851	7,000	5,525	7,367	367	7,000	0
Yard Sale Permits	7,262	7,000	5,867	7,823	823	7,800	800
Construction Permits	49,045	100,000	88,245	117,660	17,660	110,000	10,000
Encroachment Permits	360	100	65	87	(13)	90	(10)
Gun Dealer Permits	40	50	25	33	(17)	35	(15)
Total Licenses and Permits	346,670	490,655	374,241	498,989	8,334	476,830	(13,825)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	15,924	15,382	15,382	15,382	0	15,382	0
Property Tax Loss Relief	29,688	29,700	14,397	28,794	(906)	29,700	0
Police Officer Training Reimbursement	12,165	15,000	8,076	10,768	(4,232)	11,000	(4,000)
SB 90 Claim Reimbursement	28,932	90,000	86,562	86,562	(3,438)	90,000	0
FEMA Reimbursements	0	0	0	0	0	0	0
OES Reimbursements	6,287	10,000	22,057	22,057	12,057	20,000	10,000
Total Intergovernmental Revenues	92,996	160,082	146,474	163,563	3,481	166,082	6,000

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	18,514	17,500	13,528	20,292	2,792	20,000	2,500
Parking Citations	90,657	95,000	32,107	55,041	(39,959)	60,000	(35,000)
False Alarms	9,700	11,000	7,550	10,067	(933)	10,000	(1,000)
Restitution	5,805	4,000	1,553	2,071	(1,929)	2,500	(1,500)
Evidence Forfeitures	794	1,000	524	699	(301)	700	(300)
Auto Repo Fees	1,410	1,750	1,365	1,820	70	1,800	50
Vehicle Release Fees	70,475	70,000	63,800	85,067	15,067	85,000	15,000
Administrative Citations	31,200	78,800	114,209	152,279	73,479	140,000	61,200
OPTS Vehicle Impound Fees	435,026	450,000	391,585	522,113	72,113	700,000	250,000
PD Citations	26,409	20,000	(26,457)	-26,457	(46,457)	10,000	(10,000)
PW/CD Citations	0	1,200	0	0	(1,200)	1,200	0
Total Fines and Forfeits	689,990	750,250	599,764	822,992	72,742	1,031,200	280,950
Charges for Services							
Sale of Printed Materials	911	500	198	264	(236)	275	(225)
Notary Fees	40	50	20	27	(23)	50	0
Special Police Services	83,193	85,000	63,495	76,194	(8,806)	75,000	(10,000)
Fingerprints	4,358	7,900	251	335	(7,565)		(7,900)
Fire Department Service Fees	12,800	20,000	13,701	18,268	(1,732)	20,000	0
Gen Sanitation Fees	38,232	40,000	51,450	68,600	28,600	100,000	60,000
Rubbish Collect	2,641,795	2,850,000	1,702,141	2,553,212	(296,788)	2,850,000	0
Zoning/Subdivision Fees	90,875	95,000	109,595	146,127	51,127	120,000	25,000
Plan Checking Fees	219,573	310,000	236,570	315,427	5,427	310,000	0
Recreation Fees	45,834	45,000	25,941	34,588	(10,412)	40,000	(5,000)
Service Center Fees	11,273	11,000	4,112	5,483	(5,517)	6,000	(5,000)
Program Costs - Reimbursed	40,989	40,000	23,909	31,879	(8,121)	35,000	(5,000)
Family Fun Festival	7,010	0	0	0	0	0	0
Human Services Classes	10,902	12,000	8,029	10,705	(1,295)	11,000	(1,000)
Total Charges for Services	3,207,785	3,516,450	2,239,412	3,261,109	(255,341)	3,567,325	50,875

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Pooled Interest Income	58,512	80,000	26,590	45,122	(34,878)	65,000	(15,000)
Net change FV - investments/LAIF	123,139	0	0	0	0	0	0
Library Rentals	59,496	59,496	29,748	59,496	0	59,496	0
Cash over/short	-10	0	(15)	-15	(15)	0	0
Police Auction	1,557	8,000	7,893	10,524	2,524	10,000	2,000
Vending Machine Proceeds	65	50	41	55	5	60	10
Anniversary Book Sales/Postcards	150	100	46	61	(39)	50	(50)
Reimbursed Expenditures	150,238	90,000	65,543	87,391	(2,609)	90,000	0
Special Event Reimbursement	-21	200	26	35	(165)	50	(150)
Emergency Response Reimb	4,010	3,700	2,136	2,848	(852)	3,000	(700)
Donations & Contributions	5,725	700	0	0	(700)	500	(200)
Subpoena Witnees Reimbusement	82	400	268	357	(43)	375	(25)
Cell Tower Rental	68,317	96,000	78,414	96,098	98	100,000	4,000
Other Miscellaneous revenue	223,146	192,000	155,118	206,824	14,824	200,000	8,000
Police Range Revenue	24,300	20,000	10,050	20,100	100	20,000	0
Mini School snacks	1,291	0	1,265	1,687	1,687	0	0
Youth Center snacks	2,578	0	3,022	4,029	4,029	0	0
Basketball snacks	4,457	0	3,514	4,685	4,685	0	0
Total Miscellaneous Revenue	727,032	550,646	383,659	539,297	(11,349)	548,531	(2,115)
TOTAL - 1001	**24,941,267**	**25,612,259**	**15,183,149**	**26,120,121**	**507,862**	**26,377,766**	**765,507**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102							
Section 2106	124,389	122,000	87,476	149,959	27,959	150,000	28,000
Section 2107	270,616	270,000	161,652	277,118	7,118	275,000	5,000
Section 2107.5	6,000	6,000	6,000	6,000	0	6,000	0
Section 2103 - Fuel Tax Swap	518,203	500,000	222,677	381,732	(118,268)	500,000	0
Section 2105	252,974	165,000	132,363	226,908	61,908	225,000	60,000
Interest Income	4,530	0	0	1,160	1,160	1,160	1,160
Net Change FV-Investment	-791						
TOTAL - 1102	**1,175,921**	**1,063,000**	**610,168**	**1,042,877**	**(20,123)**	**1,157,160**	**94,160**
MEASURE I FUND - 1104							
Measure I Sales - Local	555,767	546,619	357,312	612,535	65,916	550,000	3,381
Interest Income	2,362	0	0	3,348	3,348	3,348	3,348
Net Change FV-Investment	229	0	0	0	0	0	0
TOTAL - 1104	**558,358**	**546,619**	**357,312**	**615,883**	**69,264**	**553,348**	**6,729**
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	71,558	61,000	40,265	69,026	8,026	65,000	4,000
Other C.V.C. Fines	132,806	123,000	100,035	150,053	27,053	140,000	17,000
TOTAL - 1110	**204,364**	**184,000**	**140,300**	**219,079**	**35,079**	**205,000**	**21,000**
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	1,705	1,600	1,222	1,629	29	1,650	50
TOTAL - 1112	**1,705**	**1,600**	**1,222**	**1,629**	**29**	**1,650**	**50**
PARK DEVELOPMENT FUND - 1131							
Rental Income	15,381	15,300	10,200	15,300	0	15,300	0
Net Change FV-Investment	-422	0	0	0	0	0	0
"Quimby Act" Fees	16,800	10,000	100,800	184,800	174,800	274,000	264,000
Cellular Antenna Site Rental	26,668	27,000	23,052	27,662	662	27,000	0
TOTAL - 1131	**58,427**	**52,300**	**134,052**	**227,762**	**175,462**	**316,300**	**264,000**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
C.D.B.G. FUND - 1132							
CDBG Revenue	292,366	200,000	130,441	300,000	100,000	660,000	460,000
TOTAL - 1132	**292,366**	**200,000**	**130,441**	**300,000**	**100,000**	**660,000**	**460,000**
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	45,646	44,000	22,201	44,402	402	44,000	0
Net Change FV-Investment	-29	0	0			0	
Sale of City property	2,000	0	0			0	
Interest Income	489	0	0	436	436	436	436
TOTAL - 1135	**48,106**	**44,000**	**22,201**	**44,838**	**838**	**44,436**	**436**
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1	83,462	86,204	62,695	116,000	29,796	133,000	46,796
NSIP	2,240	0	2,684	10,000	10,000	12,000	12,000
Contributions/Donations	38,841	39,000	28,036	37,381	(1,619)	25,275	(13,725)
TOTAL - 1138	**124,543**	**125,204**	**93,415**	**163,381**	**38,177**	**170,275**	**45,071**
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	9,124	10,000	11,898	15,864	5,864	15,000	5,000
Net Change FV-Investment	-1	0	0	0	0	0	0
Interest Income	150	0	0	166	166	166	166
TOTAL - 1140	**9,273**	**10,000**	**11,898**	**16,030**	**6,030**	**15,166**	**5,166**
PROP 30/SB 109 FUND - 1141							
Interest Income	280	0	0	373	373	373	373
Prop 30/SB 109	37,960	38,000	55,215	55,215	17,215	60,000	22,000
TOTAL - 1141	**38,240**	**38,000**	**55,215**	**55,588**	**17,588**	**60,373**	**22,373**
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	306,761	300,000	166,975	286,243	(13,757)	290,000	(10,000)
Sales of City Property	2,800	0	0	0	0	0	0
Contributions/Donations	0	0	100	100	100	0	0
Net Change FV-Investment	-149	0		0	0	0	0
Interest Income	0	0		0	0	0	0
TOTAL - 1143	**309,412**	**300,000**	**167,075**	**286,343**	**-13,657**	**290,000**	**(10,000)**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	98,931	60,000	21,621	28,828	(31,172)	30,000	(30,000)
Sales of City Property	4,600	0	0	0	0	0	0
'Reimbursed expenditures	0	0	2,235	2,235	2,235	0	0
Interest Income	455	0	0	394	394	394	394
TOTAL - 1144	**103,986**	**60,000**	**23,856**	**31,457**	**-28,543**	**30,394**	**(29,606)**
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	1,610	1,500	2,100	2,800	1,300	2,500	1,000
Net Change FV-Investment	-6	0	0	0	0	0	0
Interest Income	175	0	0	151	151	151	151
TOTAL - 1146	**1,779**	**1,500**	**2,100**	**2,951**	**1,451**	**2,651**	**1,151**
FED ASSET FORFEITURE-TREASURY - 1147							
Interest Income				3	3	3	3
Treasury-Fed Forfeitures	3	0	0	0	0	0	0
TOTAL - 1147	**3**	**0**	**0**	**3**	**3**	**3**	**3**
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	100,026	100,000	86,390	100,000	0	100,000	0
Interest Income	613	0	0	337	337	337	337
Net Change FV-Investment	(76)	0	0	0	0	0	0
TOTAL - 1149	**100,563**	**100,000**	**86,390**	**100,337**	**337**	**100,337**	**337**
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	13,692	14,562	14,562	14,562	0	14,562	0
Interest Income	0	0	0	49	49	49	49
TOTAL - 1150	**13,692**	**14,562**	**14,562**	**14,611**	**49**	**14,611**	**49**

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	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	570	600	336	504	(96)	500	(100)
Net Change FV-Investment	(2)	0	0				
Interest Income	28	0	0	18	18	18	18
TOTAL - 1151	**596**	**600**	**336**	**522**	**(78)**	**518**	**(82)**
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	10,655	10,000	0	0	(10,000)	10,000	0
Beverage Recycling Grant	10,234	10,000	10,044	10,044	44	10,000	0
Interest Income	132	0	0	109	109	109	109
Misc Revenue	119	120	63	84	(36)	75	(45)
TOTAL - 1152	**21,140**	**20,120**	**10,107**	**10,237**	**(9,883)**	**20,184**	**64**
AFTER SCHOOL PROGRAM FUND - 1160							
ASES	1,155,903	1,155,903	809,132	1,155,903	0	1,155,903	0
Transfer in from-General Fund	0	0	47,473	47,473			
Govt. Grants-Other	23,448	0					
TOTAL - 1160	**1,179,351**	**1,155,903**	**856,605**	**1,203,376**	**0**	**1,155,903**	**0**
CHAMPIONS FOR CHANGE FUND - 1161							
Grant Revenue (Por La Vida)	10,939	0	0	0	0	0	0
Other Misc Revenue	0	0	0	0	0	0	0
TOTAL - 1161	**10,939**	**0**	**0**	**0**	**0**	**0**	**0**

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	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
HUMAN SERVICES FIRST 5 FUND - 1162							
First 5 Grant	151,780	150,990	82,968	150,990	0	66,709	(84,281)
TOTAL - 1162	**151,780**	**150,990**	**82,968**	**150,990**	**0**	**66,709**	**(84,281)**
SAFETY DEPARTMENT GRANTS - 1163							
Reimbursement - Laptops		9,303	9,285	9,285	(18)		(9,303)
Hsec Reiumb-Command Trailer	6,454	0		0	0		0
STEP - OTS Grant		145,052	50,575	145,052	0		(145,052)
HSGP FY 2014 - Agmt 14-103		10,589	0	0	(10,589)		(10,589)
HSGP FY 2014 - Agmt 14-106		13,050	0	0	(13,050)		(13,050)
EMPG 2014 - Agmt 14-57 Notebooks		9,526	0	0	(9,526)		(9,526)
TOTAL - 1163	**6,454**	**187,520**	**59,860**	**154,337**	**(33,183)**	**0**	**(187,520)**
OMSD Immunization Grant - 1164							
OMSD Immunization Grant	70,000	70,000	56,000	70,000	0	70,000	0
Contributions/Donations	5,708	0	4,167	4,167	4,167	4,000	4,000
TOTAL - 1164	**75,708**	**70,000**	**60,167**	**74,167**	**4,167**	**74,000**	**4,000**
MT BALDY UNITED WAY - 1165							
Mt Baldy United Way Revenue	17,500	17,500	13,122	17,500	0	7,500	(10,000)
TOTAL - 1165	**17,500**	**17,500**	**13,122**	**17,500**	**0**	**7,500**	**(10,000)**
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	10,000	**10,000**	10,000	10,000	0	10,000	0
TOTAL - 1166	**10,000**	**10,000**	**10,000**	**10,000**	**0**	**10,000**	**0**
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	3,000	**3,000**	3,000	3,000	0	3,000	0
TOTAL - 1167	**3,000**	**3,000**	**3,000**	**3,000**	**0**	**3,000**	**0**

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TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	5,623	**6,920**	6,262	6,920	0	6,920	0
TOTAL - 1168	**5,623**	**6,920**	**6,262**	**6,920**	**0**	**6,920**	**0**
OFFICE OF TRAFFIC SAFETY GRANT - 1170							
OTS - Safe routes to school revenue	0	**0**	0	0	0	134,472	134,472
TOTAL - 1170	**0**	**0**	**0**	**0**	**0**	**134,472**	**134,472**
ASES SUPPLEMENTAL REVENUE - 1171							
ASES Supplemental Grant	147,390	147,390	103,173	147,390	0	147,390	0
TOTAL - 1171	**147,390**	**147,390**	**103,173**	**147,390**	**0**	**147,390**	**0**
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	36,674	34,670	31,742	34,670	0	34,670	0
TOTAL - 1172	**36,674**	**34,670**	**31,742**	**34,670**	**0**	**34,670**	**0**
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	15,248	13,000	9,385	12,513	(487)	13,000	0
Govt Grants-Other	1,809	0		0	0		0
First Responder Services	64,849	71,000	23,460	31,280	(39,720)	32,000	(39,000)
Vehicle Fluid Recovery Program	3,369	4,000	6,805	9,073	5,073	9,000	5,000
Contributions/Donations	0	0	0	0	0	0	0
Training Reimbursement	6,401	5,000	3,261	4,348	(652)	4,500	(500)
TOTAL - 1180	**91,676**	**93,000**	**42,911**	**57,214**	**(35,786)**	**58,500**	**(34,500)**
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	902,765	158,247	0	158,247	0	150,000	(8,247)
Interest Income	16,009	0	0	12,159	12,159	12,159	12,159
TOTAL - 1206	**918,774**	**158,247**	**0**	**170,406**	**12,159**	**162,159**	**3,912**

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2005 LEASE REVENUE BOND FUND - 1301							
Transaction/Use Tax Debt Service	1,912,313	1,913,814	1,176,968	1,333,613	(580,201)	0	(1,913,814)
TOTAL - 1301	**1,912,313**	**1,913,814**	**1,176,968**	**1,333,613**	**(580,201)**	**0**	**(1,913,814)**
2014 REFUNDING BONDS - 1302							
Transaction/Use Taxes			0	0	0	1,850,188	1,850,188
RPTTF Property Taxes		649,753	244,902	649,753	0	750,000	100,247
TOTAL - 1302	**0**	**649,753**	**244,902**	**649,753**	**0**	**2,600,188**	**1,950,435**
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less expansion fees	3,135,528	3,150,000	2,473,541	3,124,473	(25,527)	3,150,000	0
Sewer Availability Fees	1,953	3,500	4,097	4,916	1,416	5,000	1,500
Net Change FV-Investment	(773)	0	0	0	0		0
TOTAL - 1501	**3,136,708**	**3,153,500**	**2,477,638**	**3,129,389**	**(24,111)**	**3,155,000**	**1,500**
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	221,932	220,000	0	220,000	0	220,000	0
TOTAL - 1502	**221,932**	**220,000**	**0**	**220,000**	**0**	**220,000**	**0**
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	**0**	0	63,983	127,966	127,966	106,760	106,760
TOTAL - 1601	**0**	**0**	**63,983**	**127,966**	**127,966**	**106,760**	**106,760**
CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	**0**	0	0	0	0	32,649	32,649
TOTAL - 1602	**0**	**0**	**0**	**0**	**0**	**32,649**	**32,649**
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	26,215	30,000	21,847	26,216	(3,784)	27,000	(3,000)
Interest Income	169	0	0	215	215	215	215
TOTAL - 1704	**26,384**	**30,000**	**21,847**	**26,431**	**(3,569)**	**27,215**	**(2,785)**

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STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016

	13-14 Audited	14-15 Revised Budget as of 3/18/15	14-15 Actual Thru 4/1/15	14-15 Estimated/ Annualized	14-15 Revised Increase (Decrease)	15-16 Estimate	Increase (Decrease) over Revised Budget
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	51,115	15,000	73,816	98,421	83,421	80,000	65,000
TOTAL - 1740	**51,115**	**15,000**	**73,816**	**98,421**	**83,421**	**80,000**	**65,000**
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	115,830	30,000	166,699	222,265	192,265	150,000	120,000
TOTAL - 1741	**115,830**	**30,000**	**166,699**	**222,265**	**192,265**	**150,000**	**120,000**
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	57,406	50,000	35,739	71,478	21,478	70,000	20,000
TOTAL - 1742	**57,406**	**50,000**	**35,739**	**71,478**	**21,478**	**70,000**	**20,000**
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in lieu fees	0	50,000	161,933	161,933	111,933	50,000	0
TOTAL - 1744	**0**	**50,000**	**161,933**	**161,933**	**111,933**	**50,000**	**0**
GENERAL PLAN UPDATE FEES (LP) - 1745							
General plan update fees	4,860	5,000	6,361	8,481	3,481	8,000	3,000
TOTAL - 1745	**4,860**	**5,000**	**6,361**	**8,481**	**3,481**	**8,000**	**3,000**
EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property	2,300	0	0	0	0	0	0
Net Change FV-Investment	(477)		0				
TOTAL - 1750	**1,823**	**0**	**0**	**0**	**0**	**0**	**0**
GF RESERVE-BUDGETARY CONTNGNCY FUND - 1765							
Contributions-Other Govts/Westnet				0			0
Transfer in from-General Fund	0	0	0	0	0	0	0
TOTAL - 1765	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	36,273,410	**36,589,971**	**22,775,495**	**37,397,349**	**759,905**	**38,445,207**	**1,855,236**

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

Adopted FY 2014-15 budget includes adjustments authorized by City Council on February 12, 2015. FY 2014-15 revised estimates were based upon data available at March 31, 2015.

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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2014 Public Facilities Bonds, is designated for this purpose.

Basis for Estimates FY 2015-16 estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2014 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 2015-16 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 2015-16 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 2015-16 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 2015-16 amount is based upon prior year experience and has been adjusted for an increase in the business license fee for Burrtec which occurred 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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2015-16 amount is based upon prior year experience and the indication that it will continue during FY 2015-16.

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 2014-15 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2015-16 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 2014-15 and FY 2015-16 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 2015-16 estimate is based upon actual collection experience for twelve months ending March 31, 2015.

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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2015-16 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 2014-15 revised estimate and the FY 2015-16 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 2014-15 and FY 2015-16 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 2015-16 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 2014-15 and FY 2015-16 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 2015-16 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 2015-16 is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.30% on LAIF deposits of pooled cash and is calculated on the average cash balances held by the City during the fiscal year. An accounting change pursuant to GASB #31 will not modify this estimate. GASB #31 gains and losses will be made to a separate account.

Library Rentals

Description San Bernardino County leases the library building from the City in accordance with 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 2015-16 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 2015-16 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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2014-15 estimate is based upon actual collection experience. FY 2015-16 estimate anticipates a modest percentage increase over FY 2014-15.

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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2015-16 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 2014-15 and FY 2015-16 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 2015-15 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 2014-15 and FY 2015-16 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 2014-15 and FY 2015-16 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 2015-16 estimate anticipates a slight increase over FY 2014-15.

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 2015-16 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 2015-16 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 $21.69 and is expected to increase to $23.48 effective July 1, 2015.

Basis for Estimates FY 2015-16 estimates are based on the monthly rate of $23.48.

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.

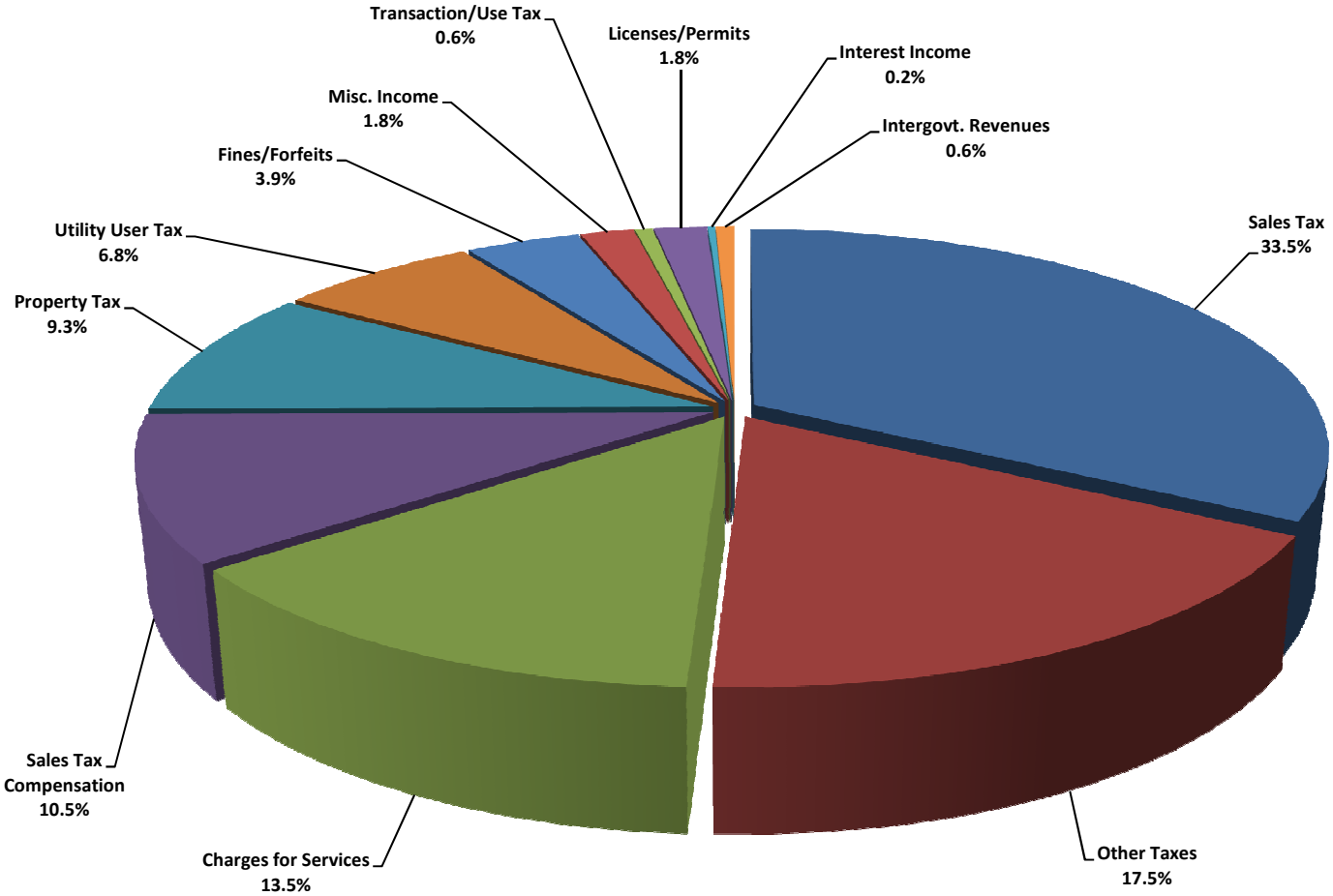
Basis for Estimates FY 2015-16 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

City of Montclair

2015-16 General Fund Revenues

By Source

Total Budget - $26,377,766



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2013-14 THROUGH 2015-16

FUND	FY 2013-14	FY 2014-15	FY 2015-16
General Fund	24,687,911	24,597,663	26,437,292
Gas Tax	1,616,634	1,330,474	1,313,334
Park Maintenance	0	0	10,000
Park Development	13,200	15,000	15,000
C.D.B.G.	38,204	43,686	41,145
Air Quality Improvement Trust	57,000	26,000	16,000
Senior Nutrition Fund	121,204	110,056	170,275
Prop 30/SB 109	0	70,000	0
SB 509 Public Safety	173,884	363,618	250,539
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	64,000	64,000	64,000
State Supplemental Law Enforcement	0	75,000	100,000
Used Oil Recycling Grant	5,000	5,000	5,000
After School Program Fund	1,630,153	1,203,376	1,155,903
Champions for Change	17,273	0	0
First 5 Fund	170,259	150,232	66,709
Human Services Grant Funds	114,920	0	0
OMSD Immunization Grant	0	70,006	83,006
Inland Empire United Way	0	17,500	19,000
Kaiser Permanente Grant	0	34,875	0
OMSD Resource Center Grant	0	3,000	3,000
Senior Support Services Grant	0	6,920	6,920
Office Transportation Services Grant	0	0	134,472
ASES Supplemental	0	147,390	147,390
Hope thru Housing	0	34,670	34,670
EMS - Paramedic	296,242	295,408	94,135
Economic Development Fund	149,124	349,226	312,115
2005 Lease Revenue Bonds	1,912,314	1,913,814	0
Sewer Maintenance	3,095,913	3,157,941	3,566,485
Sewer Replacement	0	0	135,000
Sewer Capital Assets	0	63,275	63,271
CFD 2011-1 - Paseos	0	20,000	98,522
CFD 2011-2 - Arrow Station	0	0	27,649
Equipment Replacement	124,683	152,075	72,045
GASB 45	0	0	0
TOTAL	34,288,918	34,321,205	34,443,877

Note: This report does not reflect the Indirect Staff Charges which total 185,775 for FY 2015-16.

CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2011-12 THROUGH 2015-16

	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15	Budgeted 2015-16
City Council	$ 291,921	$ 302,134	$ 308,228	$ 288,653	$ 291,770
City Manager	226,750	293,965	199,297	285,901	290,608
Administrative Services	4,667,404	4,696,654	4,702,286	4,977,412	4,998,249
Human Services	3,418,378	3,073,399	2,979,800	2,954,825	3,015,513
Police	10,664,323	10,428,583	9,536,330	9,321,437	9,307,615
Fire	5,624,733	5,232,648	4,605,321	4,106,681	4,431,893
Public Works	6,586,923	6,896,538	6,834,294	6,556,673	7,145,174
Community Development	1,078,872	1,149,974	1,193,824	1,197,643	1,245,939
Economic Development	0	0	193,624	349,226	312,115
City Attorney	358,743	578,764	434,449	342,844	301,755
Citywide	0	0	2,729,791	2,613,817	3,268,650
TOTAL OPERATING BUDGET	$ $ 32,918,047	$ 32,652,659	$ 33,717,244	$ 32,995,112	34,609,281
Debt Service	0	0	1,916,101	1,912,314	2,600,188
TOTAL BUDGET w/DEBT SERVICE	32,918,047	32,652,659	35,633,345	34,907,426	37,209,469

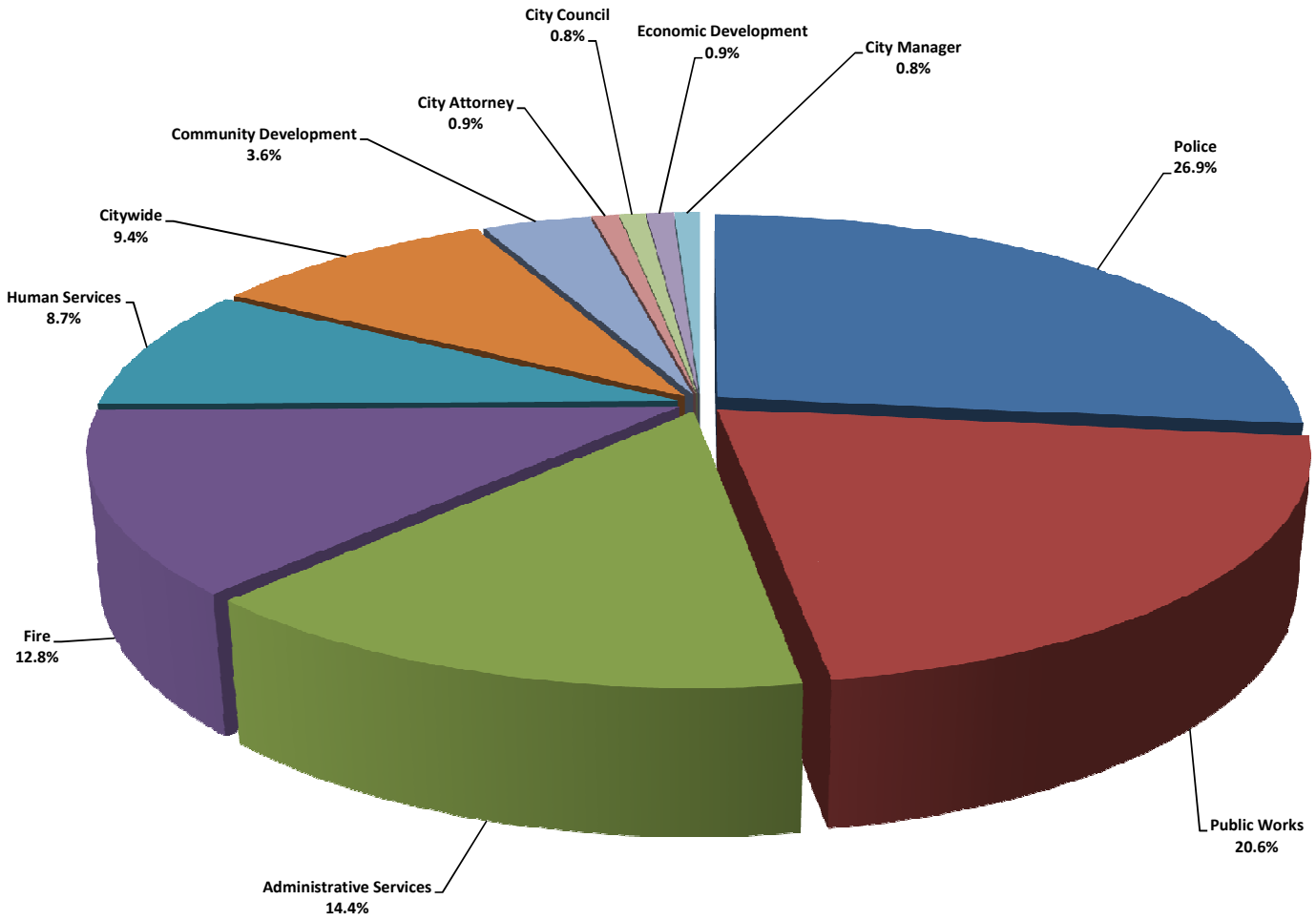
NOTE: FY 2014-15 Budget includes all appropriations and capital projects authorized through May 21, 2015.
Appropriations for FY 2011-12 through 2013-14 represent final recorded budgets.
This does not reflect the Indirect Staff Charges.

City of Montclair

2015-16 Operating Budget

By Department

Total Budget - $34,609,281



CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2015-16

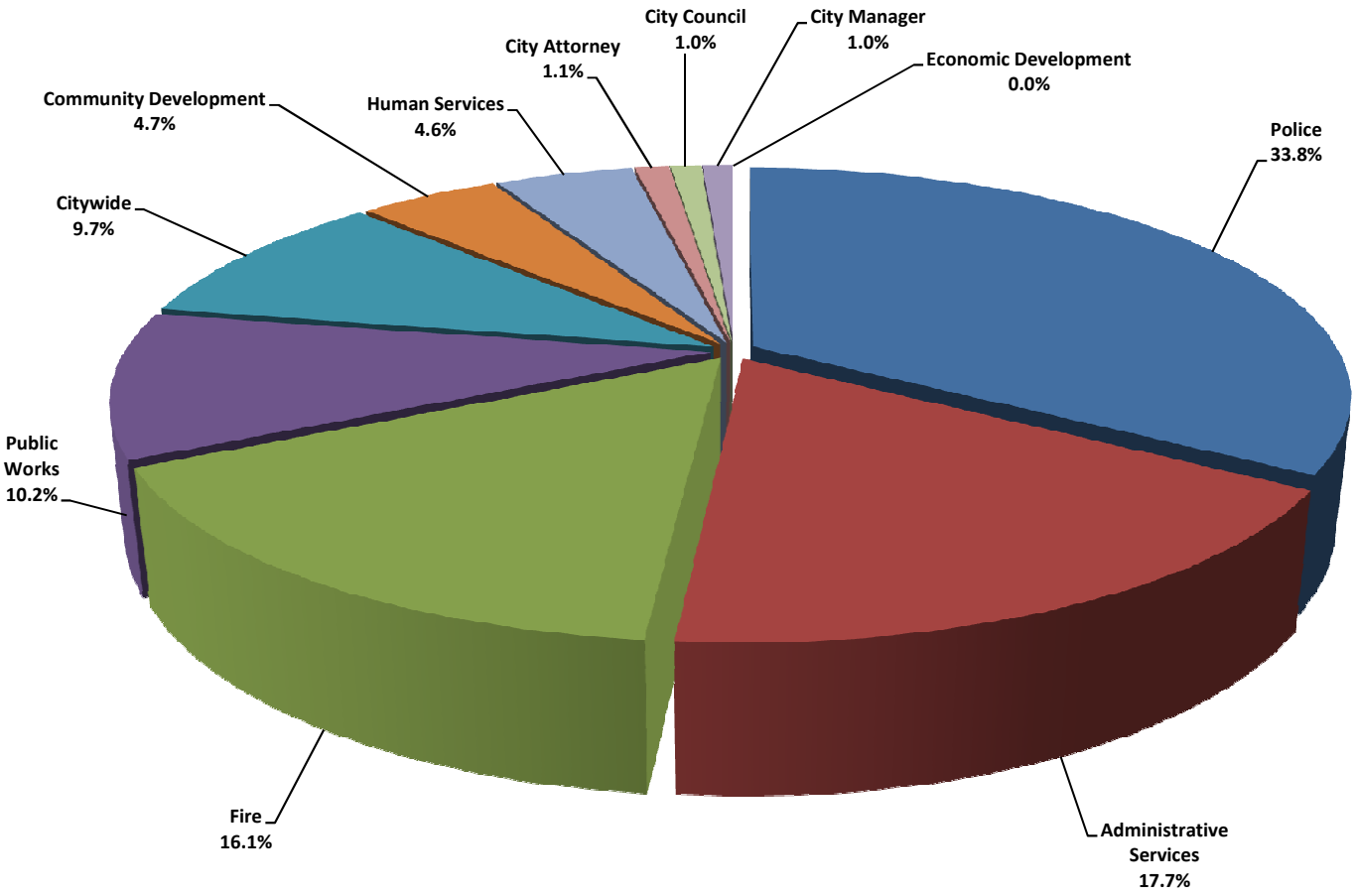
	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	City Total
General Fund	271,853	270,881	4,679,635	1,211,121	8,947,156	4,257,839	2,708,340	1,229,939		301,755	2,568,000	26,446,519
Gas Tax			1,600				771,734				540,000	1,313,334
Park Maintenance							10,000					10,000
Park Development							15,000					15,000
CDBG				12,645			28,500					41,145
Air Quality								16,000				16,000
Senior Nutrition				140,677								140,677
State Asset Forfeiture												0
OCJP Fund												0
SB 509 Public Safety					183,539	67,000						250,539
Fed Asset Forfeiture-DOJ			1,000									1,000
OMSD Grant Fund					64,000							64,000
State Supplemental					100,000							100,000
Used Oil Grant			5,000									5,000
After School Program Fund				1,155,903								1,155,903
First 5 Fund				66,709								66,709
OMSD Immunization Grant				83,006								83,006
Inland Empire United Way				19,000								19,000
Kaiser Permanente Grant												0
OMSD Resource Center				3,000								3,000
Sr Support Services Grant				6,920								6,920
Office Transportation Svcs				134,472								134,472
ASES Supplemental Fund				147,390								147,390
Hope through Housing				34,670								34,670
EMS-Paramedic						94,135						94,135
1206 Economic Development									312,115			312,115
Sewer Maintenance	19,917	19,727	311,014				3,288,002				113,600	3,752,260
Sewer Replacement							135,000					135,000
Sewer Capital Asset							63,271					63,271
CFD 2011-1 - Paseos					11,411	11,411	37,200				38,500	98,522
CFD 2011-2 - Arrow Station					1,509	1,508	16,082				8,550	27,649
Equipment Replacement							72,045					72,045
Total	291,770	290,608	4,998,249	3,015,513	9,307,615	4,431,893	7,145,174	1,245,939	312,115	301,755	3,268,650	34,609,281

City of Montclair

2015-16 General Fund Operating Budget

By Department

Total Budget - $26,446,519



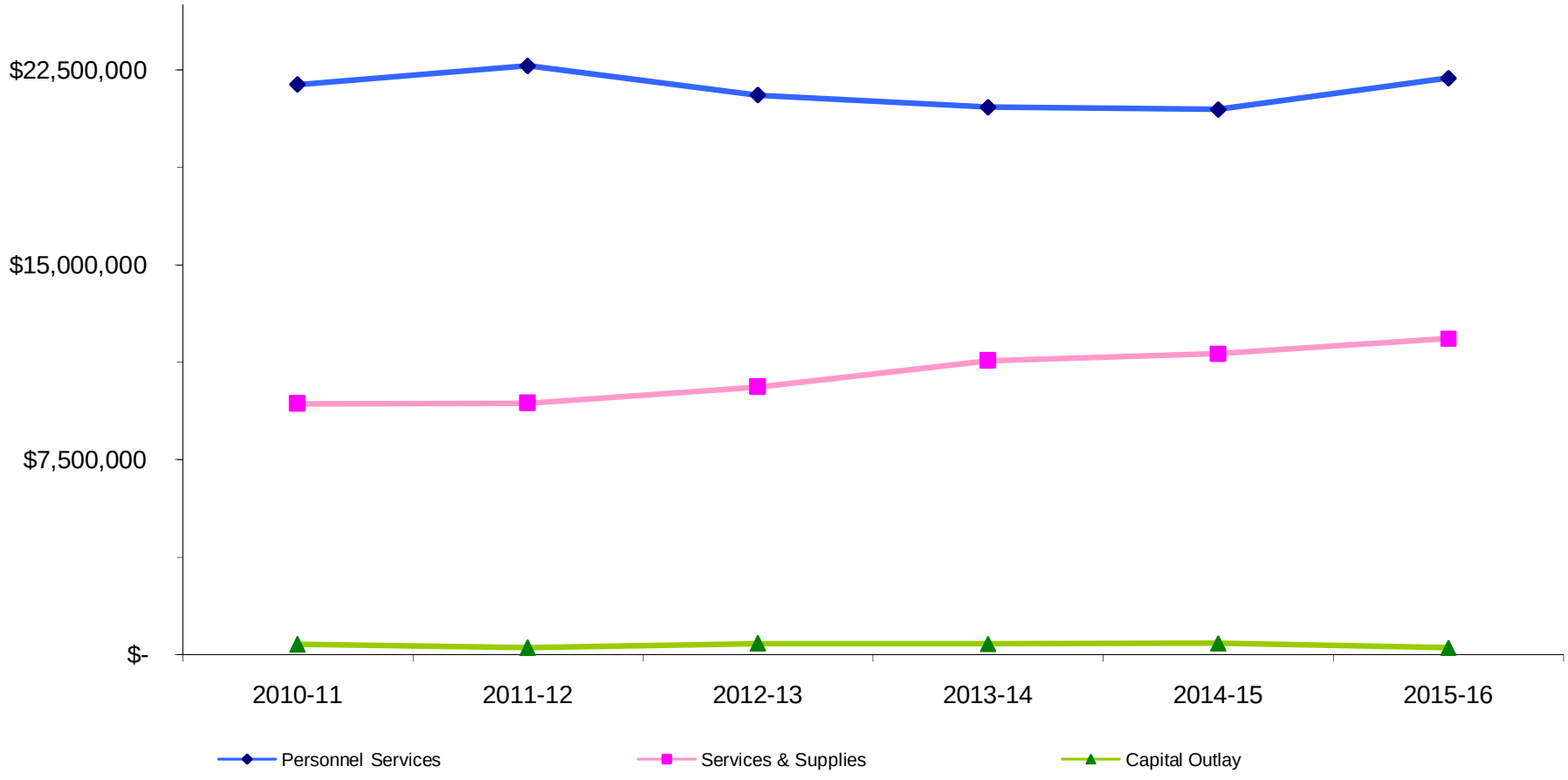
CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2015-16

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	0.00	$ 124,920	$ 166,850	$ 0	$ 291,770
City Manager	0.60	190,958	99,650	0	290,608
Administrative Services	22.01	1,746,452	3,086,427	165,370	4,998,249
Human Services	13.00	2,365,595	649,918	0	3,015,513
Police	73.50	8,583,034	722,258	2,323	9,307,615
Fire	23.50	3,858,149	565,660	8,084	4,431,893
Public Works	26.025	2,911,334	4,149,940	83,900	7,145,174
Community Development	9.025	1,164,889	81,050	0	1,245,939
Economic Development	0.45	145,795	166,320	0	312,115
City Attorney	0.00	31,755	270,000	0	301,755
Citywide	0.00	1,065,600	2,203,050	0	3,268,650
Sub-totals	168.11 *	$ 22,188,481	12,161,123	259,677	34,609,281
Debt Service					2,600,188
TOTAL OPERATING BUDGET		**22,188,481**	**12,161,123**	**259,677**	**37,209,469**

* Full-Time Employees:

City	168.11
SRDA	1.09
MHC	2.80
	172.00

CITY OF MONTCLAIR
Operating Budgets 2010-11 to 2015-16
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2015-16 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16
City Council	0.00	0.00	0.00
City Manager	0.30	0.60	0.60
Administrative Services			
Administration	1.55	1.50	1.50
Financial Services	7.33	6.20	8.76
Solid Waste	2.15	1.20	1.20
City Clerk	2.03	2.30	2.30
Personnel/Risk Management	3.00	3.00	3.00
Information Technology	4.00	4.00	5.00
Central Services	1.00	0.25	0.25
Records Retention	0.45	0.00	0.00
Department Total	21.51	18.45	22.01
Human Services			
Recreation	18.05	4.90	3.30
Clinic	0.75	0.50	0.00
Senior Citizens	1.40	1.15	0.85
Nutritional Meals	0.60	0.35	0.15
Health Education	1.20	1.20	1.00
Family Education	0.20	0.20	0.00
After School Program	0.00	11.70	7.70
Department Total	22.20	20.00	13.00
Police			
Administration	2.13	1.50	1.50
Support Services	1.70	4.00	4.00
Technical Services	0.00	0.00	0.00
Records	10.15	8.00	8.00
Investigations	12.40	11.00	9.00
Uniform Patrol	48.50	41.00	43.00
Communications	9.15	7.00	8.00
Volunteer Services	0.10	0.00	0.00
Department Total	84.13	72.50	73.50
Fire			
Administration	2.12	1.67	1.50
Fire Prevention	6.50	1.50	1.50
Emergency Services	31.17	26.00	20.00
Personnel Development	1.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
EMS-Paramedics	0.83	0.83	0
Department Total	42.12	30.50	23.50

CITY OF MONTCLAIR
FY 2015-16 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16
Public Works			
Engineering Management	4.89	2.85	3.85
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	2.30	2.45
Signing & Painting	2.20	1.10	1.10
Street Sweeping	2.20	2.10	2.10
Park Maintenance	5.70	4.15	2.30
Tree Maintenance	0.20	0.10	0.10
Vehicle Maintenance	2.20	1.90	1.00
Sewer Maintenance	7.50	6.525	7.125
Building Maintenance	0.95	0.95	0.95
Heating & Air Conditioning	0.80	0.75	0.75
Janitorial Services	5.10	0.10	1.10
Department Total	43.19	26.025	26.025
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.10	1.625	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	2.00
Department Total	11.30	10.025	9.025
Economic Development	0.00	1.50	0.45
City Attorney	0.00	0.00	0.00
Total - All Departments	**224.75**	**179.60**	**168.11**

(SRDA - 1.09 & MHC - 2.80)

Budget Resolution

RESOLUTION NO. 15-3081

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR ADOPTING THE FISCAL YEAR 2015-16 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2015-16 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 10, 2015.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montclair hereby adopts the proposed budget as the Annual Budget for Fiscal Year 2015-16.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2015-16 for all outstanding purchase orders and unexecuted contracts as of June 30, 2015, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2015-16 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2015.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2015-16 for all grants included in the adopted budget that have not been completed as of June 30, 2015.

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 15th day of June, 2015.

Paul M. Eaton
Mayor

ATTEST:

Andrea M. Phillips
Deputy City Clerk

I, Andrea M. Phillips, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 15-3081 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 15th day of June, 2015, and that it was adopted by the following vote, to-wit:

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

Andrea M. Phillips
Deputy City Clerk

Article 13-B Disclosures

CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2015-16

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 2015-16 is $345,786,377.

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 2015-16 is $19,939,586 and is supported by the analysis below.

General Fund Appropriations Budget		$ 26,446,519
Less: Estimated Non-Proceeds of Taxes		
Franchises	$ 700,000	
Licenses & Permits	476,830	
Fines & Forfeits	1,031,200	
POST Reimbursements	11,000	
Other Intergovernmental Reimbursements	155,082	
Charges for Services	3,567,325	
Miscellaneous		
Rental Income	59,496	
Other	200,000	
Transfers-In[1]	306,000	6,506,933
Appropriations Budget Financed by Taxes		$ 19,939,586

[1] Includes $6,000 from Gas Tax Fund and $300,000 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." Additionally, charges for services are not proceeds from taxes unless they exceed the cost of providing those services.

Departmental

Operating Budgets

City Council

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

The Mayor and City Council Members are elected at-large to serve as the legislative and governing body of the City. The City Council develops public policy; promotes public welfare; pursues interests of the public; establishes organizational goals; authorizes fiscal priorities; supervises the services of the City Attorney and day-to-day performance of the City Manager; represents the City's interests before regional, state, and federal agencies; adopts appropriate legislative initiatives; and serves as governing body of the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Public Financing Authority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	124,837	124,920	124,920	124,920
Services and Supplies	163,816	192,050	166,850	166,850
Capital Outlay	0	0	0	0
Total	**288,653**	**316,970**	**291,770**	**291,770**
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	266,682	297,053	271,853	271,853
Sewer Maintenance Fund – Indirect Staff Charges	21,971	19,917	19,917	19,917
Total	**288,653**	**316,970**	**291,770**	**291,770**

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					76,800	76,800	76,800
TOTAL					**124,920**	**124,920**	**124,920**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise as necessary all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager/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 public employee pension-related costs.
19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
20. Evaluate/consider outsourcing of various City services.
21. Actively engage SANBAG regarding Gold Line Extension to Montclair.
22. Prepare to wind down operations of the Successor Redevelopment Agency pursuant to state law.

Personnel Services – $124,920

Salary requests are for: Mayor (1.00) – $12,504; Council Members (4.00 @ $8,904 each) – $35,616. Cost allocations are as follows: part-time salaries – $48,120; benefit costs – $76,800.

Services and Supplies – $192,050

Funding requested is for: books and publications – $335; publication and advertising - $8,000; community benefits – $27,000; dues and memberships – $26,391; travel and meetings – $27,200; mileage/auto allowance – $19,824; special consulting services – $62,500; vocational training – $2,000; small equipment – $450; cellular phone expense – $850; miscellaneous expenditures – $17,500.

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**			$ 23,700
		League of California Cities			
		Annual Conference and Exposition ($800 each X 4 = $3,200)	San Jose	Sept. 30 – Oct. 2, 2015	
		Legislative Action Days ($800 each X 2 = $1,600)	Sacramento	April 29, 2016	
		National League of Cities			
		2015 Congress of Cities and Exposition ($2,900 each X 2 = $5,800)	Nashville, TN	Nov 4-7, 2015	
		2016 Congressional City Conference ($2,900 each X 4 = $11,600)	Washington, D.C.	March 5-9, 2016	
		San Bernardino County			
		City/County Conference ($500 each X 3 = $1,500)	Lake Arrowhead	March, 2016	
	Mayor and City Council	**WORKSHOPS**			
		League of California Cities			
		Workshops	Various	TBA	$ 1,000

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	**LOCAL TRAVEL & MEETINGS**			
		Local conferences and meetings, legislative hearings, meetings with legislative advocates, consultant meetings, CIM Group/Montclair Plaza	Various	TBA	$ 1,500
	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:	**$ 27,200**

(Only $25,000 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 Carolyn Raft, Mayor Pro Tem J. John Dutrey, City Council Member Bill Ruh, City Council Member Trisha Martinez, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards	**HARASSMENT PREVENTION TRAINING (AB 1825)** Assembly Bill No. 1825 requires employers who employ 50 or more persons to provide two hours of sexual harassment training every two years to supervisors, and imposes an ongoing obligation to train new supervisory personnel within six months of their assumption of a supervisory position. All supervisory employees must be provided the mandated training once every two years as a minimum threshold. Training—be it instructor–led training or online training—shall be effective and interactive and provided by a qualified trainer: either an attorney, professor, instructor, human resource professional, or harassment prevention consultant with at least two years of expertise in employment law and/or harassment prevention. A supervisor is defined to include any individual with the authority "to hire, transfer, suspend, lay–off, recall, promote, discharge, assign, reward, or discipline other employees, or other responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if…the exercise of that authority…requires use of independent judgment"	Montclair	Fall 2015	$ 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 – $335
	Inland Valley Daily Bulletin, $290 Miscellaneous expenditures for books and periodicals, $45
52090	PUBLICATION AND ADVERTISING – $8,000 ***(Only $5,000 approved in Adopted Budget)***
	Miscellaneous advertising related to City Council programs, $1,000 Reports to the community, $7,000
52110	COMMUNITY BENEFITS – $27,000 ***(Only $25,000 approved in Adopted Budget)***
	Contribution to "Reeder Heritage Foundation," $15,000 Contributions to community groups, $10,000 Emergency relief/assistance, $2,000
52120	DUES AND MEMBERSHIPS – $26,391
	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 Provision for increases, $450 Foothill Gold Line Extension JPA Corridor, $3,500

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52130	TRAVEL AND MEETINGS – $27,200 ***(Only $25,000 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 – $62,500 ***(Only $44,500 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 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 – $850
	Expenditures related to use of cellular telephone service.
52990	MISCELLANEOUS EXPENDITURES – $17,500
	Special awards and certificates, $2,000 City Hall household-fund contribution, $5,000 City Council meeting refreshments, $2,000 "State of the City" incidental expenditures (invitations, $2,000; carpet rental/purchase, $1,500; decorations/accessories, $1,500; rental equipment, $1,500), $6,500 Holiday Flag Program, $2,000

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	186,651	190,958	190,958	190,958
Services and Supplies	99,250	104,250	99,650	99,650
Capital Outlay	0	0	0	0
Total	**285,901**	**295,208**	**290,608**	**290,608**
Personnel Authorized	0.60 (FT)	0.60 (FT)	0.60 (FT)	0.60 (FT)

Source of Funds

General Fund	271,284	275,481	270,881	270,881
Sewer Maint. Fund – Indirect Staff Charges	14,617	19,727	19,727	19,727
Total	**285,901**	**295,208**	**290,608**	**290,608**

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	-0.40	-0.40	-0.40	-0.40	-87,998	-87,998	-87,998
Full Time	0.60	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					98,267	98,267	98,267
Benefit Costs other Depts					-39,307	-39,307	-39,307
Total Benefit Costs					58,960	58,960	58,960
TOTAL					**190,958**	**190,958**	**190,958**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's strategic planning process.
3. Lead City departments to achieve common and uncommon goals and objectives for the community.
4. Respond to policy directives established by the City Council.
5. Manage and coordinate programs directly supervised by the City Manager/Executive Director.
6. Develop timely and analytical approaches for resolving issues facing the community.
7. Develop procedures that effectively deal with mandates imposed by the state 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 pension-related costs, policies, and practices.
21. Work with SANBAG and the Foothill Extension Construction Authority to facilitate extension of the Gold Line to Montclair.
22. Work with CIM Group to redevelop Montclair Plaza.
23. Initiate changes to the City's sign ordinance.
24. Promote development within North Montclair and its vision for a transit district and high-density housing.

Personnel Services – $190,958

Salary requests are for: City Manager/Executive Director Office of General Services (0.60) – $131,998. Cost allocations are as follows: full-time salaries – $131,998; benefit costs – $58,960.

Services and Supplies – $104,250

Funding requested is for: books and publications – $225; community benefits – $12,000; dues and memberships – $900; travel and meetings – $13,100; mileage/auto allowance – $11,400; special consulting services – $41,500; special contract services – $20,000; small equipment – $350; cellular phone expense – $525; miscellaneous expenditures – $4,250.

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	San Jose	Sept 30 – Oct 2, 2015	$ 800
		City Managers Dept. Meeting	San Diego	Jan 27-29, 2016	$ 1,500
		National League of Cities			
		2015 Congress of Cities and Exposition	Nashville, TN	Nov 4-7, 2015	$ 2,900
		2016 Congressional City Conference	Washington, D.C.	March 5-9, 2016	$ 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, 23-24, 2016	$ 700
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Administrative Analyst	**California Public Employees Labor Relations Association** Annual Conference ($1,900 X 2 = $3,800)	Monterey	Nov 19-21, 2015	$ 3,800

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	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			$ 500
				Total:	**$13,100**

(Only $11,000 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 – $12,000

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

52120 DUES AND MEMBERSHIPS – $900

City Management Foundation, $400
International City/County Management Association, $350
Unanticipated adjustments, $150

52130 TRAVEL AND MEETINGS – $13,100 ***(Only $11,000 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 – $41,500 ***(Only $39,000 approved in Adopted Budget)***

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, $3,000
The Counseling Team Services, $2,500
HDL sales, transactions and use tax, and property tax consulting services, $36,000

CITY OF MONTCLAIR

JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52450	SPECIAL CONTRACT SERVICES – $20,000
	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 – $525
	Expenditures related to use of cellular telephone service.
52990	MISCELLANEOUS EXPENDITURES – $4,250
	Special awards, $750 Programs supporting organizational activities, $1,000 City promotional materials, $2,500

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	1,794,829	1,785,980	1,746,452	1,746,452
Services and Supplies	3,056,493	3,078,827	3,086,427	3,086,427
Capital Outlay	148,590	182,365	165,370	165,370
Total	**4,999,912**	**5,047,172**	**4,998,249**	**4,998,249**
Personnel Authorized	21.10 (FT) 0.00 (PTB) 4.00 (PT)	22.01 (FT) 1.95 (PTB) 4.00 (PT)	22.01 (FT) 1.95 (PTB) 6.00 (PT)	22.01 (FT) 1.95 (PTB) 6.00 (PT)
Department Distribution				
Administration	213,279	204,766	210,634	210,634
Financial Services	798,898	788,461	788,461	788,461
Solid Waste	2,285,017	2,339,768	2,348,088	2,348,088
City Clerk	135,028	121,812	139,511	139,511
Personnel/Risk Mgmt.	422,752	425,247	425,247	425,247
Information Tech. Services	783,576	817,177	736,367	736,367
Central Services	361,362	349,941	349,941	349,941
Total	**4,999,912**	**5,047,172**	**4,998,249**	**4,998,249**
Source of Funds				
General Fund	4,723,592	4,739,222	4,679,635	4,679,635
Gas Tax Fund	1,600	1,600	1,600	1,600
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	5,000	5,000	5,000	5,000
Sewer Maint. – Indirect Staff Chgs.	166,956	185,775	185,775	185,775
Sewer Maint. Fund	101,764	114,575	125,239	125,239
Total	**4,999,912**	**5,047,172**	**4,998,249**	**4,998,249**

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	0.25	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	49,860	49,860	49,860
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
Sr. Administrative Analyst	0.00	0.00	1.00	1.00	0	62,586	62,586
Administrative Analyst	1.00	1.00	0.00	0.00	59,610	0	0
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	4.00	4.00	4.00	4.00	185,760	185,760	185,760
Information Tech. Manager	0.00	0.00	1.00	1.00	0	86,484	86,484
Information Tech. Supervisor	1.00	1.00	0.00	0.00	82,368	0	0
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	0	0	0
Information Tech Specialist	0.00	1.00	1.00	1.00	61,244	61,244	61,244
Information Tech. Technician	1.00	1.00	1.00	0.00	0	0	0
Administrative Specialist	1.00	1.00	1.00	1.00	0	0	0
Customer Svc. Rep.	2.00	2.00	2.00	2.00	79,896	79,896	79,896
Part Time - Benefitted							
Information Tech Systems Techr	0.00	1.00	1.00	1.00	44,616	0	0
Administrative Technician	0.00	1.00	1.00	1.00	37,619	37,619	37,619
Part Time							
Personnel Officer	1.00	0.00	0.00	0.00	0	0	0
Office Specialist	0.00	1.00	2.00	2.00	16,442	40,612	40,612
Senior Intern	1.00	1.00	2.00	2.00	17,207	34,414	34,414
Junior Intern	1.00	1.00	1.00	1.00	0	0	0
Systems Specialist (Unfunded)	1.00	1.00	1.00	1.00	33,462	0	0
Full Time	22.25	23.25	23.25	21.25	1,167,641	1,174,733	1,174,733
Admin other Departments	-1.15	-1.24	-1.24	-1.24	-100,120	-100,120	-100,120
Total FT Positions/Salaries	21.10	22.01	22.01	20.01	1,067,521	1,074,613	1,074,613
Part Time Benefitted	0.00	2.00	2.00	2.00	82,235	37,619	37,619
Admin other Departments	0.00	-0.05	-0.05	-0.05	-1,881	-1,881	-1,881
Part Time	4.00	4.00	6.00	6.00	67,111	75,026	75,026
Total PT Positions/Salaries	4.00	5.95	7.95	7.95	147,465	110,764	110,764
Additional Pay					1,800	1,800	1,800
Overtime					13,050	13,050	13,050
Total Salaries & Wages					1,229,836	1,200,227	1,200,227
Benefit Costs					613,012	603,093	603,093
Benefit Costs other Depts					-56,868	-56,868	-56,868
Total Benefit Costs					556,144	546,225	546,225
TOTAL					**1,785,980**	**1,746,452**	**1,746,452**

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	176,399	166,611	172,879	172,879
Services and Supplies	36,880	38,155	37,755	37,755
Capital Outlay	0	0	0	0
Total	**213,279**	**204,766**	**210,634**	**210,634**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	199,320	188,936	194,804	194,804
Sewer Maint. Fund – Indirect Staff Charges	12,759	14,630	14,630	14,630
Recycling Grant Fund	1,200	1,200	1,200	1,200
Total	**213,279**	**204,766**	**210,634**	**210,634**

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 – $166,611

Salary requests are for: City Manager (.25) – $54,999; Administrative Analyst (1.00) – 59,610; Administrative Specialist (.25) – no funding requested. Cost allocations are as follows: full-time salaries – $114,609; overtime – $300; benefit costs – $51,702.

Services and Supplies – $38,155

Funding requested is for: books and publications – $200; office supplies – direct – $250; uniforms – $630; dues and memberships – $3,175; travel and meetings – $11,800 ($10,600 – General Fund; $1,200 – Recycling Grant Fund); mileage/auto allowance – $7,800; educational grants – $4,500; vocational training – $4,550; small equipment – $350; cellular phone expense – $900; 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	Oct 19-23, 2015	$ 2,100
	Don Parker, Finance Director	**League of California Cities** Municipal Finance Institute	Monterey	Dec 2015	$ 1,200
		California Society of Municipal Finance Officers Annual Conference	Anaheim	Mar 2-4, 2016	$ 800
	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, Deputy City Clerk	**League of California Cities** City Clerks New Law and Elections Seminar	La Jolla	Dec 2-4, 2015	$ 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, Deputy City Clerk	**City Clerks Association of California** 2016 Annual Conference	TBA	April 2016	$ 1,000
		Quarterly Meetings	Various	Various	$ 500
		Miscellaneous Meetings	TBA	TBA	$ 150
	Janet Kulbeck, Accountant	**California Resource Recovery Association (CRRA)** 2015 Annual Conference (Recycling Grant Fund)	Los Angeles	Aug 4-7, 2015	$ 1,200
	All City of Montclair Attendees	**City of Montclair** State of the City Address – 2015	City of Montclair	Oct 2015	$ 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:	**$ 11,800**
				(General Fund:	**$ 10,600)**
				(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
	John Nguyen, Information Technology Supervisor Steve Dague, GIS Specialist Robert Castillo, Information Technology Specialist	**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

Miscellaneous Leadership titles.

51060 OFFICE SUPPLIES – DIRECT – $250 ***($750 approved in Adopted Budget)***

All Department Programs/Divisions: miscellaneous expenditures.
Disaster Service Worker Pocket Guide ***(Moved from 4537-51060)***

51100 UNIFORMS – $630

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 3 employees @ $210 per employee).

52120 DUES AND MEMBERSHIPS – $3,175

Administration:
CALPELRA, $350
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, $150

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
Cal Chamber, $420
PERS Public Agency Coalition, $500
PARMA, $150

52130 TRAVEL AND MEETINGS – $11,800 ***(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 – $10,600; 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 – $4,500
	All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 3 employees @ $1,500 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 – $900
	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	669,548	661,491	661,491	661,491
Services and Supplies	129,350	126,970	126,970	126,970
Capital Outlay	0	0	0	0
Total	**798,898**	**788,461**	**788,461**	**788,461**
Personnel Authorized	8.85 (FT)	8.76 (FT)	8.76 (FT)	8.76 (FT)

Source of Funds

General Fund	750,887	731,513	731,513	731,513
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	45,411	54,348	54,348	54,348
Total	**798,898**	**788,461**	**788,461**	**788,461**

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 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.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Prepare for transfer of Successor Redevelopment Agency function to San Bernardino County in 2016.

Personnel Services – $661,491

Salary requests are for: Finance Director (.61) – $85,830; Finance Supervisor (.85) – $60,802; Senior Accountant (1.00) – unfunded; Accountant (.80) – $43,594; Junior Accountant (1.00) – $51,900; Accounting Specialist (3.60) – $167,184; Customer Service Representative/Office Specialist (.90) – $35,953. Cost allocations are as follows: full-time salaries – $444,813; additional pay – $1,800; overtime – $5,000; benefit costs – $209,878.

Services and Supplies – $126,970

Funding requested is for: books and publications – $2,370; maintenance (office equipment) – $100; mileage/auto allowance – $100; special consulting services – $9,850 ($8,250 – General Fund; $1,600 – Gas Tax Fund); auditing services – $55,000 ($54,000 – General Fund; $1,000 – DOJ Fund); collection agency fees – $350; data processing/service bureau – $3,500; bank fees and charges – $28,000; CalCard reward program – ($1,700); special contract services – $24,400; bad-debt expense – $2,000; miscellaneous expenditures – $3,000.

Capital Outlay

No funding requested.

Object Number

51020 BOOKS AND PUBLICATIONS – $2,370

Governmental Accounting Standards Board Basic Plan, $180
Fair Labor Standards Handbook, $400
Payroll Manager's Letter, $300
Federal Grants Management Handbook, $300
Governmental Accounting, Auditing, and Financial Reporting Review, $110
GAAP Guide, $270
Government Accounting & Financial Reporting Manual, $210
Keep Up to Date on Accounts Payable, $200
Keep Up to Date on Payroll, $200
American Payroll Association Basic Guide to Payroll, $200

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 – $55,000

Annual audit service fees (City, Successor Redevelopment Agency, and Successor Housing Authority) and GASB 34 implementation (General Fund – $54,000; 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 – $28,000
	Monthly bank fees and charges.
52281	CALCARD INCENTIVE PAYMENTS – ($1,700)
	CalCard reward program.
52450	SPECIAL CONTRACT SERVICES – $24,400
	Merchant Services (credit card processing), $19,000 Armored transport depository services, $5,400
52810	BAD-DEBT EXPENSE – $2,000
	Charge cost of uncollectible accounts – all departments.
52990	MISCELLANEOUS EXPENDITURES – $3,000
	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	75,011	95,062	103,382	103,382
Services and Supplies	2,210,006	2,244,706	2,244,706	2,244,706
Capital Outlay	0	0	0	0
Total	**2,285,017**	**2,339,768**	**2,348,088**	**2,348,088**
Personnel Authorized	1.20 (FT) 0.00 (FT)	1.20 (FT) 1.00 (PT)	1.20 (FT) 1.00 (PT)	1.20 (FT) 1.00 (PT)

Source of Funds

General Fund	2,179,453	2,221,393	2,219,049	2,219,049
Sewer Maintenance Fund	101,764	114,575	125,239	125,239
Recycling Grant Fund	3,800	3,800	3,800	3,800
Total	**2,285,017**	**2,339,768**	**2,348,088**	**2,348,088**

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 commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
5. Administer residential, commercial, school, and City facilities recycling programs.
6. Track diversion of refuse to ensure 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 – $95,062

Salary requests are for: Customer Services Representative (1.10) – $43,943; Accounting Specialist (.10) – $4,644; Office Specialist (1.00/part-time) – $16,442. Cost allocations are as follows: full-time salaries – $48,587; part-time salaries – $16,442; overtime – $100; benefit costs – $29,933.

Services and Supplies – $2,244,706

Funding requested is for: license/permits/certificates – $100; publication and advertising – $3,800; mileage/ auto allowance – $100; residential refuse collection – $2,130,000; special contract services – $51,306; bad-debt expenses – $7,000; special billing services – $52,000; miscellaneous expenditures – $400.

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 – $100
	Program-related licenses and permits (Sewer Maintenance Fund – $50; General Fund – $50).
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 – $2,130,000
	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 – $51,306
	Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Maintenance Fund – $25,653; General Fund – $25,653).
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 – $52,000
	Utility billing service with DataProse (Sewer Maintenance Fund – $26,000; General Fund – $26,000).
52990	MISCELLANEOUS EXPENDITURES – $400
	Unanticipated expenditures (Sewer Maintenance Fund – $200; General Fund – $200).

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	102,428	101,512	119,211	119,211
Services and Supplies	32,600	20,300	20,300	20,300
Capital Outlay	0	0	0	0
Total	**135,028**	**121,812**	**139,511**	**139,511**
Personnel Authorized	2.30 (FT) 0.00 (PTB) 0.00 (PT)	2.30 (FT) 0.70 (PTB) 0.00 (PT)	2.30 (FT) 0.70 (PTB) 1.00 (PT)	2.30 (FT) 0.70 (PTB) 1.00 (PT)

Source of Funds

General Fund	127,377	112,668	130,367	130,367
Sewer Maint. Fund – Indirect Staff Charges	7,651	9,144	9,144	9,144
Total	**135,028**	**121,812**	**139,511**	**139,511**

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 – $101,512

Salary requests are for: City Clerk (1.00) – unfunded; Deputy City Clerk (.80) – $39,888; Administrative Specialist (.50) – unfunded; Administrative Technician (.70/part-time benefitted) – $26,333. Cost allocations are as follows: full-time salaries – $39,888; part-time benefitted salaries – $26,333; overtime – $2,000; benefit costs – $33,291.

Services and Supplies – $20,300

Funding requested is for: books and publications – $5,200; election supplies/services – $3,000; publication and advertising – $5,500; mileage/auto allowance – $100; special contract services – $5,500; 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 – $5,200
	Maintenance of *Montclair Municipal Code*, $5,000 Miscellaneous books and periodicals, $200
51070	ELECTION SUPPLIES/SERVICES – $3,000
	Costs related to forms, polling station supplies, San Bernardino County Registrar of Voters services, and other materials related to conducting elections.
52090	PUBLICATION AND ADVERTISING – $5,500
	Publication of legal notices.
52140	MILEAGE/ATO ALLOWANCE – $100
	Miscellaneous expenditures for business use of personal vehicle.
52450	SPECIAL CONTRACT SERVICES – $5,500
	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	315,352	317,847	317,847	317,847
Services and Supplies	107,400	107,400	107,400	107,400
Capital Outlay	0	0	0	0
Total	**422,752**	**425,247**	**425,247**	**425,247**
Personnel Authorized	3.00 (FT) 1.00 (PT)	3.00 (FT) 0.00 (PT)	3.00 (FT) 0.00 (PT)	3.00 (FT) 0.00 (PT)

Source of Funds

General Fund	396,008	396,250	396,250	396,250
Sewer Maint. Fund – Indirect Staff Charges	26,744	28,997	28,997	28,997
Total	**422,752**	**425,247**	**425,247**	**425,247**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

Work Program

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

Personnel Services – $317,847

Salary requests are for: Personnel Officer (1.00) – $101,196; Benefits Coordinator (1.00) – $55,320; Personnel Services Coordinator (1.00) – $55,320. Cost allocations are as follows: full-time salaries – $211,836; overtime – $500; benefit costs – $105,511.

Services and Supplies – $107,400

Funding requested is for: books and publications – $1,500; publication and advertising – $8,500; mileage/auto allowance – $150; labor relations – $250; special consulting services – $5,000; audit fees – $12,000; special contract services – $40,000; psychological assistance – $13,000; medical examinations – $12,000; 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 – $1,500
	The Public Retirement Journal, $195 *Top Safety*, $150 *Top Health*, $145 *Jobs Available*, $45 *Public Employment Law Report*, $160 *Family and Medical Leave Guidebook*, $470 *University of California, Berkeley, Wellness Letter*, $35 Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, and HIPAA), $300
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, $2,700 Hearing officers for grievance/disciplinary hearings, $2,000 Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), $300

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 – $40,000
	Annual retainer fee for Carl Warren & Co. (City's third-party administrator for liability claims), $9,000 Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), $29,000 Transcription services, $2,000
52490	PSYCHOLOGICAL ASSISTANCE – $13,000
	Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
52510	MEDICAL EXAMINATIONS – $12,000
	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, local area network (LAN), wide area network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and Internet service requirements. The program is also responsible for development and maintenance of the City's E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	440,266	429,433	357,618	357,618
Services and Supplies	206,610	205,379	213,379	213,379
Capital Outlay	136,700	182,365	165,370	165,370
Total	**783,576**	**817,177**	**736,367**	**736,367**
Personnel Authorized	4.00 (FT) 0.00 (PTB) 3.00 (PT)	5.00 (FT) 1.00 (PTB) 3.00 (PT)	5.00 (FT) 1.00 (PTB) 4.00 (PT)	5.00 (FT) 1.00 (PTB) 4.00 (PT)

Source of Funds

General Fund	732,164	763,455	682,645	682,645
Sewer Maint. Fund – Indirect Staff Charges	51,412	53,722	53,722	53,722
Total	**783,576**	**817,177**	**736,367**	**736,367**

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 and integrate with GIS mapping, economic development modules, and archival research.
6. Maintain a computer hardware/software maintenance program.
7. Enforce policies and procedures for computer assets, telecommunications, and Internet/email access.
8. Maintain the Laserfiche document imaging system and promote a Citywide document imaging program.
9. Maintain and enhance the Citywide GIS system and integrate new technology.
10. Integrate state-of-the-art technology for all City facilities.
11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
12. Provide creative IT solutions in support of City activities.
13. Oversee a total redesign of the existing City website and complete project in 2015.
14. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
15. Maintain the Reeder Ranch website.
16. Develop and maintain hardware and software replacement plans.

Personnel Services – $429,433

Salary requests are for: Information Technology Supervisor (1.00) – $82,368; Senior Information Technology Specialist (1.00) – unfunded; GIS Specialist (1.00) – $64,176; Information Technology Specialist (1.00) - $61,244; Information Technology Technician (1.00) – unfunded; Information Technology Systems Technician (1.00/part-time benefitted) – $44,616; Systems Specialist (1.00/part-time) – $33,462; Senior Intern (1.00/part-time) – $17,207; Junior Intern (1.00/part-time) – unfunded. Cost allocations are as follows: full-time salaries – $207,788; part-time benefitted salaries – $44,616; part-time salaries – $50,669; overtime – $5,000; benefit costs – $121,360.

Services and Supplies – $205,379

Funding requested is for: office supplies - indirect – $34,000; maintenance - office equipment and furniture – $8,000; mileage/auto allowance – $100; special contract services – $147,079; small equipment – $16,200.

Capital Outlay – $182,365

Funding requested is for: LCD monitors – $4,000; desktop computers – $16,000; Nimble SAN Storage Solution – $34,844; VEEAM Backup and Replication Enterprise – $19,022; Springbrook SQL Database Conversion – $6,150; Sharp Aquos Smart Board – $7,669; SolarWinds Network Tools – $9,995; FireZone with 3D Mapping – $1,285; Ricoh GPS Digital Camera – $2,000; Human Services Network Switch – $2,400; Laserfiche Additional Licenses/Scanner – $7,000; HP Color Inkjet Plotter – $6,000; Wide-Format Plotter – $17,500; Ricoh 812OS 135 ppm Digital Copier/Printer/Scanner – $37,500; Handheld GPS Device and Software – $11,000.

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 – $147,079

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 300MB/150MB for all City facilities ($300 per month) – $3,600 annually
Verizon TV service for Civic Center & Senior Center ($100 per month) – $1,200 annually
AT&T 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
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
Untangle Web Filter License – $900 annually
Deep Freeze Maintenance Fee – $600 annually
Springbrook Suite of Software maintenance and support – $32,500 annually
Telepacific Analog Lines for PD EOC (3 lines @ $50 each per month) – $1,800 annually
Netmotion MDC Software Maintenance – $2,362 annually
2FA authentication MDC Maintenance – $966 annually
Integration of Montclair Fire personnel into Upland Fire's existing *Tele-Staff* system database for computer assisted employee scheduling services and tracking of Strike Team availability, $8,000 ***(Moved from 4531-52450)***

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52690	SMALL EQUIPMENT – $16,200

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
Fire Station 151 A/V podium, $1,000
TV Monitor Display for HS, $1,000
Production Scanner for CD, $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 twenty (20) 24-inch LCD monitors @ $200 each.	$ 4,000
	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. The recommendation is for twenty (20) desktop computers @ $800 each.	$ 16,000
	Nimble San Storage Solution	Data storage plays a significant role in network environments. As reliance on the city's network servers and applications continues to expand, it is vital to have a storage solution to meet daily organizational business operations. Currently, the City's data and its many application databases are nearing maximum storage capacity. An additional SAN storage of 8 terabytes will provide enough space for the City's data expansion for the next 5 years. Storage Area Network (SAN) is a dedicated, high performance storage network that transfers data between servers and storage devices, separate from the local area network (LAN). It uses Fibre Channel to move large blocks of data quickly and reliably. The Nimble SAN Solution is an innovative platform using a patented Cache Accelerated Sequential Layout (CASL) architecture and is the first storage solution to eliminate the flash performance and capacity tradeoff. The Nimble SAN Storage gives five times greater performance and capacity density than legacy storage systems. The system also provides up to 75% reduction in data footprint and a 10x reduction in rack space. Also, the Nimble SAN Solution boasts a 99.9% uptime best in the industry for reliability. This is especially important for bandwidth-intensive applications such as the city's Springbrook database server, email server, VMware systems and backup images.	$ 34,844
	VEEAM Backup and Replication Enterprise	Digital data represents the foundation of a business's core data services and digital operations. It is critical to store and backup data to protect against hardwire failure, hazards and/or emergencies. Currently, the city is utilizing a backup strategy using only disk drives—a procedure that is time consuming and prone to errors. This current backup process is not efficient in a virtual environment—the City's network servers have been virtualized to make the network more reliable, while reducing maintenance costs.	$ 19,022

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CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
		Veeam Backup and replication provides for fast, flexible, and reliable recovery of virtualized application and data, unifying backup and replication in a single solution. Veeam Backup not only allows backup of the virtual servers, but can perform image-based replication either onsite for high availability or offsite for disaster recovery. With Veeam, city hall servers and data will be replicated to a virtual server at the Montclair PD for Disaster Recover (DR). In the event of a disaster, the city's network server can failover to the PD server giving Staff immediate accesses to critical applications like Springbrook, Emails, Web Services, and Z-Drive data. In addition, with a Veeam backup solution, a Server that has failed can be fully restored in under 5 minutes ensuring minimum interruption in network resources.	
62010	Springbrook SQL Database Conversion	The City finance application is powered by Springbrook Software. Springbrook provides true integration with thirteen modules to conduct all the complexities of financial accounting. Springbrook gives users the reliability, clarity, and precision to create custom reports and auditing tools, delegate security tasks and maintain user control, achieve real-time display and query, streamline accounts with rapid entry, and complete a host of other objectives. The current Springbrook database runs on an OpenEdge Progress system. OpenEdge Progress has shown a decline in performance as the City's finance database continues to grow. It takes significantly longer to pull up reports and make queries and staff are routinely waiting for the database to finish its processes. Migrating the OpenEdge Progress database to Microsoft SQL Server would enhance performance and give staff the reliability necessary to keep pace with expanding organizational demands.	$ 6,150
	Sharp Aqous Smart Board	The Sharp Aqous Smart board takes business meetings and presentations to a higher level. Smart Board technology provides many benefits including allowing for the use of interactive meeting tools, displaying rich graphics and digital material, accenting meetings with audio-visual tools, and generally enhancing presentations. The Sharp Aqous Smart Board is an interactive board that is touch sensitive and operates as part of a system that includes a computer. The computer sends an image to an application to the Aqous Board where users can interact with the display content. The Aqous Board display is a full 1920 x 1080 HD resolution and features multi-touch operation with pen or finger. The Board also comes with Sharp's Touch Display link that allows displays to be shown on multiple smart devices such as tablets or smart phones. Users can save and share the presentation with anyone via email or the Internet.	$ 7,669

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62010	SolarWinds Network Tools	As the City's IT network continues to expand and become more complex, IT staff require network monitoring tools to assist in the daily maintenance and troubleshooting of issues in the network infrastructure. Network monitoring tools can help increase productivity by avoiding losses caused by undetected system failures, eliminating server performance problems and bandwidth bottlenecks, identifying device failures, and generally improve quality of service. SolarWind is an award winning network monitoring software that allows quick detection and diagnosis of network performance issues and outages. The system provides for a dashboard of critical server components, alerts, reports, network devices and gives a map of the overall network topology. With SolarWind, staff can view all critical network information from one setting allowing critical alerts to be addressed quickly.	$ 9,995
		(Not approved in Adopted Budget)	
	FireZone with 3D Mapping	FireZone is a drawing software program used by the Montclair Fire Department to create pre-incident plans. It is also used for training, post-incident critiques, and investigation diagrams. This request is to upgrade the existing FireZone software to the latest version. The newest version has the capability to make 3D diagrams and features other improvements including flexible editing features, drag and drop tools, importing satellite images and floor plans/map drawings, and upgraded text toolbox, and the ability to auto calculate dimensions and generate layering features.	$ 1,285
	Rioch GPS Digital Camera Ruggedized	City Yard staff uses GPS cameras to capture and track graffiti throughout the city. The images are then stored and cataloged through the Graffiti Tracker service. The Montclair Police Department utilizes Graffiti Tracker data as evidence for the apprehension and prosecution of graffiti taggers. The City's current Rioch GPS cameras are over 8 years old and require replacement. The new Ricoh 6700SE GPS camera features a compact design, 12.1 mega pixel resolution, Bluetooth and Wi-Fi capability, HD quality image production, image stabilization and various accessories. The camera is ruggedized for harsh conditions. It is water resistant, dustproof, shock/drop resistant and chemical resistant. The GPS unit would incorporate detail and GPS coordinates into the image header. In addition, the GPS log function can track camera movement through a GPS track log.	$ 2,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62010	Human Service Network Switch	The Human Services network is connected with an HP Procurve Network switch running at 10/100 megabits/sec. The switch is much slower than other connecting switches at the Montclair Civic Center. This creates a bottleneck for packets communicating to the network computers and devices at the Human Services Building. This request is to upgrade the switch to an HP 1000 Gigabit switch to enhance network connectivity for all facilities at the Civic Center.	$ 2,400
	Laserfiche Additional Licenses with Scanner	Expansion of the Laserfiche system will eventually enable each department to electronically archive records, documents, maps, plans, and other hardcopy materials. This current proposal is to extend the Laserfiche records management system to the Fire Department. Fire Department Staff will be scanning abatement notices, various fire permits, inspection notices, etc. As part of the Emergency Operation Center (EOC) plans, staff would also digitize EOC documents and other critical City documents and records for retention and retrieval. The request is for three additional licenses and a high performance scanner. The scanner is approximately $4,000 and the licenses are $3,000.	$ 7,000
		(Not approved in Adopted Budget)	
	HP Color Inkjet Plotter	The current color plotter used for large maps, banners, and wall-sized color prints has passed its “end of service life” date. This means that parts and service will increase in cost as supply of parts dwindles. A recent cleaning of this device revealed significant wear on the main drive belt and additional wear on key drive components. Given the age of this device, failure is a matter of time. Requested funds would replace the existing unit with a state-of-the-art plotter. The new plotter would be able to print higher resolution prints, larger size prints with full resolution and allow for a wider range of output options. Additionally, the new plotter has a lower initial cost compared to the unit it would be replacing.	$ 6,000
	Wide-Format Plotter	The multifunction reproduction plotter used for printing, scanning and copying of building and public works plans has received widespread use by City staff to archive and reproduce wide-format plans. In recent years, this device has experienced significant downtime and requires regular maintenance. The device has a faulty image processor, which causes a noticeable line to appear in all prints and copies. Additionally, during a recent cleaning	$ 17,500

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CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
		other parts were identified as non-functioning. To repair the device is cost prohibitive, both in labor and parts. Additionally, the toner system leaks and requires frequent staff attention. A new device would offer faster print speeds, color scanning, and improved support from current and future Windows operating systems. Additionally, a new plotter would provide more efficient archiving and reproduction capabilities.	
62010	Rich 8120S 135 ppm Digital Copier/Printer/ Scanner	The current Ricoh MP 1350 copier system is nearing the end of its service life, with approximately ten million copies produced over the last seven years. The Ricoh copier system is the City's main copier, used to produce City Council and Planning Commission agendas. Its continuing operation is vital to the organization's ability to function effectively. The proposed replacement system represents state-of-the-art copier technology with required and advanced features for enhancing hard copy production and presentations. Maintenance would be calculated on a per copy charge of $0.005 per print, with a zero print minimum requirement, or $250 for 50,000 prints per month. Consumable maintenance products are included in the cost of service.	$ 37,500
	Handheld GPS Device and Software	The City purchased a handheld GPS device to enhance GIS data collection throughout the City. The existing device is ageing and experiencing a number of costly technical problems. A replacement GPS collection device would extend the capabilities and effectiveness of the mobile data collection, enhance the citywide GIS program, provide improved processing speed and enhanced functionality, including the addition of photos to GPS records. The GPS handheld collects and adds data to the City's GIS database, including data points for fire hydrants, storm systems, street signs, and other important physical GEO features. With more GIS projects planned for Public Works and other departments, a new GPS device would allow for greater efficiency, better accuracy and a reduction in time per project.	$ 11,000
		Total:	**$182,365**

(Only $165,370 approved in Adopted Budget)

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	15,825	14,024	14,024	14,024
Services and Supplies	333,647	335,917	335,917	335,917
Capital Outlay	11,890	0	0	0
Total	**361,362**	**349,941**	**349,941**	**349,941**
Personnel Authorized	0.25 (FT) 0.00 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)

Source of Funds

General Fund	338,383	325,007	325,007	325,007
Sewer Maint. Fund – Indirect Staff Charges	22,979	24,934	24,934	24,934
Total	**361,362**	**349,941**	**349,941**	**349,941**

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 – $14,024

Salary requests are for: Administrative Specialist (0.25) – unfunded; Administrative Technician (0.25) – $9,405. Cost allocations are as follows: full-time salaries – unfunded; part-time benefitted salaries – $9,405; overtime – $150; benefit costs – $4,469.

Services and Supplies – $335,917

Funding requested is for: books and publications – $185; office supplies – indirect – $96,000; license/permits/ certificates – $1,874; maintenance – office equipment and furniture – $14,650; publication and advertising – $4,000; animal control services – $152,500; special contract services – $3,072; rent – land or buildings – $12,000; rent – private equipment – $3,136; postage – $35,000; small equipment – $2,000; miscellaneous expenditures – $11,500.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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 – $96,000
	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 – $14,650
	Ricoh/Aficio 8120S digital copier system (proposed new key copier system/City Hall), $3,267 SHARP digital copier system maintenance (City Hall Main Lobby), $1,700 Xerox WorkCentre 4250F copier (Youth Center), $700 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, $2,000 ($1,500 mail machine; $500 dynamic scale) Neopost DS-75 folder and inserter, $2,028 Burtronics fax machine (City Hall), $405 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 – $4,000
	Specialized printing needs, die cuts, layouts, and design development.
52430	ANIMAL CONTROL SERVICES – $152,500
	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, Resource Center, and Kids' Station), $1,560
52630	RENT – LAND/BUILDINGS – $12,000
	Annual rent payment for United Methodist Church parking lot (calculated @ 12 X $1,000 = $12,000).
52640	RENT – PRIVATE EQUIPMENT – $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 – $35,000
	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 – $11,500

Parking permit decals, $700
City presentation pins, $1,500
U.S. and California State flags, $3,000
Promotional merchandise, $1,300
City Hall household miscellaneous, $5,000

Human Services

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,384,906	2,406,386	2,365,595	2,365,595
Services and Supplies	568,116	662,018	670,289	670,289
Capital Outlay	5,000	6,000	0	0
Total	**2,958,022**	**3,074,404**	**3,035,884**	**3,035,884**
Personnel Authorized	20.00 (FT) 0.00 (PTB) 123.00 (PT)	13.00 (FT) 1.00 (PTB) 130.00 (PT)	13.00 (FT) 1.00 (PTB) 125.00 (PT)	13.00 (FT) 1.00 (PTB) 125.00 (PT)
Department Distribution				
Recreation	909,830	1,058,639	999,748	999,748
Service Center	173,598	141,642	141,642	141,642
Senior Citizens	121,581	106,652	106,652	106,652
Nutritional Meals	128,844	159,703	180,074	180,074
Health Education	86,121	140,472	140,472	140,472
Family Education	91,692	66,709	66,709	66,709
After-School Program	1,446,356	1,400,587	1,400,587	1,400,587
Total	**2,958,022**	**3,074,404**	**3,035,884**	**3,035,884**
Source of Funds				
General Fund	1,164,114	1,270,012	1,201,894	1,201,894
Community Dev. Block Grant	12,686	12,645	12,645	12,645
DAAS Grant/Donations	110,056	140,677	170,275	170,275
ASES Grant	1,203,376	1,155,903	1,155,903	1,155,903
ASES Supplemental Grant	147,390	147,390	147,390	147,390
First Five Grant	150,086	66,709	66,709	66,709
OMSD Immunizations Grant	74,173	83,006	83,006	83,006
Inland Empire United Way	17,500	19,000	19,000	19,000
Kaiser Permanente Grant	34,051	0	0	0
OMSD Resource Center Grant	3,000	3,000	3,000	3,000
Senior Support Services Grant	6,920	6,920	6,920	6,920
Hope through Housing	34,670	34,670	34,670	34,670
OTS Grant	0	134,472	134,472	134,472
Total	**2,958,022**	**3,074,404**	**3,035,884**	**3,035,884**

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
Full Time							
Director of Human Svcs Division	1.00	1.00	1.00	1.00	126,708	126,708	126,708
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	0.00	0.00	0.00	0	0	0
Resource Analyst	1.00	0.00	0.00	0.00	0	0	0
Learning Coordinator	11.00	7.00	7.00	7.00	292,656	292,656	292,656
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	0.00	0.00	0.00	0	0	0
Recreation Supervisor	0.00	1.00	1.00	1.00	44,183	44,183	44,183
Part Time Benefitted							
Administrative Technician	0.00	1.00	1.00	1.00	36,655	36,655	36,655
Part Time							
Office Specialist	1.00	0.00	0.00	0.00	0	0	0
Facility Coordinator	4.00	4.00	4.00	4.00	34,172	34,172	34,172
Summer/Winter Personnel	46.00	46.00	41.00	41.00	232,321	192,883	192,883
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	1.00	1.00	1.00	1.00	19,227	19,227	19,227
Nutrition Site Manager	1.00	1.00	1.00	1.00	14,491	14,491	14,491
Kitchen Assistant	1.00	1.00	1.00	1.00	8,892	8,892	8,892
Learning Coordinator	0.00	1.00	1.00	1.00	21,489	21,489	21,489
Senior Learning Leader	0.00	5.00	5.00	5.00	112,405	112,405	112,405
Learning Leader	58.00	58.00	58.00	58.00	583,941	583,941	583,941
Junior Intern	2.00	2.00	2.00	2.00	14,960	14,960	14,960
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
Senior Recreation Specialist	0.00	2.00	2.00	2.00	56,202	56,202	56,202
Recreation Specialist	2.00	2.00	2.00	2.00	22,766	22,766	22,766
Full Time	20.00	13.00	13.00	13.00	665,063	665,063	665,063
Part Time Benefitted	0.00	1.00	1.00	1.00	36,655	36,655	36,655
Part Time	123.00	130.00	125.00	125.00	1,228,882	1,189,444	1,189,444
Additional Pay					900	900	900
Total Salaries & Wages					1,931,500	1,892,062	1,892,062
Benefit Costs					474,886	473,533	473,533
TOTAL					**2,406,386**	**2,365,595**	**2,365,595**

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	689,045	800,224	759,433	759,433
Services and Supplies	217,285	252,415	240,315	240,315
Capital Outlay	3,500	6,000	0	0
Total	**909,830**	**1,058,639**	**999,748**	**999,748**
Personnel Authorized	4.90 (FT) 0.00 (PTB) 53.00 (PT)	3.30 (FT) 0.85 (PTB) 55.00 (PT)	3.30 (FT) 0.85 (PTB) 51.00 (PT)	3.30 (FT) 0.85 (PTB) 51.00 (PT)

Source of Funds

General Fund	905,760	1,041,539	982,648	982,648
DAAS Grant	1,070	1,100	1,100	1,100
OMSD Resource Center Grant	3,000	3,000	3,000	3,000
OMSD Immunization Grant	0	13,000	13,000	13,000
Total	**909,830**	**1,058,639**	**999,748**	**999,748**

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 - $800,224

Salary requests are for: Human Services Director (1.00) - $126,708; Senior Human Services Supervisor (1.00) - $59,772; Senior Recreation Supervisor (.30) - $17,932; Recreation Supervisor (1.00) - $44,183; Administrative Technician (0.85/part-time benefitted) – $31,157; Facility Coordinators (4.00/part-time) - $34,172; Summer/Winter Personnel (44.00/part-time) - $212,627; Junior Interns (2.00/part-time) - $14,960; Mini-School Coordinator (1.00/part-time) - $12,407; Senior Recreation Specialist (2.00/part-time) - $56,202; Recreation Specialists (2.00/part-time) - $22,766. Cost allocations are as follows: full-time salaries - $248,595; part-time benefitted salaries - $31,157; part-time salaries - $353,134; benefit costs - $167,338.

Services and Supplies - $252,415

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 - $2,100; travel and meetings - $5,000; mileage/auto allowance - $7,850; Community Action Committee - $13,750; special consulting services - $95,000; performing art services - $5,000; special contract services - $9,700; vocational training - $2,145; postage - $8,000; small equipment - $1,800; cellular phone expense - $310; reimbursed program costs - $25,000; CAC stipends - $3,500; miscellaneous expenditures - $6,000.

Capital Outlay - $6,000

Funding requested is for: two hundred (200) metal folding chairs - $6,000

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	Three (3) Human Services Dept. Staff	CPRS Annual Conference	Long Beach	Spring 2016	$2,500
52130	Two (2) Human Services Dept. Staff	CPRS Aquatics Conference	Lake Tahoe	October 2015	$2,500
				Total:	**$5,000**

(Only $3,500 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 Supervisor	CPRS Fall Forum	TBA	Fall 2015	$50
52540	Quaresha Fields, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2015	$50
52540	Fernando Saltos, Recreation Supervisor	(2) CPRS Seminars	TBA	2015-2016	$60
52540	Quaresha Fields, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2015-2016	$60
52540	Ester Vargas-Pipersky, Sr. Citizens Coordinator	Adult Protective Services Workshop	Ontario	Spring 2016	$150
52540	30 Part-Time Staff	CPR and First Aid Training	TBA	TBA	$200
52540	5 Part-Time Staff	Food Handlers Certification	Montclair	Spring 2016	$125
52540	2 Recreation Staff	Food Managers Certification	Montclair	Spring 2016	$350
				(General Fund sub-total:	***$1,045)***
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair	Spring 2016	$750
52540	2 Nutrition Managers	Food Handlers Certification	Montclair	Spring 2016	$350
				(DAAS Grant sub-total:	***$1,100)***
				Total:	**$2,145**
				(General Fund:	**$1,045)**
				(DAAS Grant:	**$1,100)**

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 $18,500 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 - $2,100
	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.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

52130 TRAVEL AND MEETINGS - $5,000

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 - $7,850

Auto allowance for Human Services Director.

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 - $95,000

Contract with YWCA for administration of grants (General Fund - $82,000; OMSD Grant - $13,000).

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

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 - $2,145

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 $6,000 approved in Adopted Budget)***
	Postage for Human Services Department brochure and mail house services.
52690	SMALL EQUIPMENT - $1,800 ***(Only $900 approved in Adopted Budget)***
	Eight (8) collapsible canopies.
52850	CELLULAR PHONE EXPENSE - $310
	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
52920	CAC STIPENDS - $3,500
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	Two hundred (200) folding chairs	Replace metal folding chairs.	$6,000
		Total:	**$6,000**

(Not 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	80,621	52,356	52,356	52,356
Services and Supplies	92,977	89,286	89,286	89,286
Capital Outlay	0	0	0	0
Total	**173,598**	**141,642**	**141,642**	**141,642**
Personnel Authorized	0.50 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)

Source of Funds

General Fund	75,601	58,636	58,636	58,636
OMSD Immunization Grant	74,173	70,006	70,006	70,006
Inland Empire United Way	13,000	13,000	13,000	13,000
Kaiser Permanente Grant	10,824	0	0	0
Total	**173,598**	**141,642**	**141,642**	**141,642**

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.
4. Over 1,300 immunization services are provided annually to Ontario-Montclair School District students and faculty.

Personnel Services - $52,356

Salary requests are for: Medical Clinic Specialist (1.00/part-time) - $9,635; Medical Clinic Coordinator (1.00/part-time) - $39,000. Cost allocations are as follows: part-time salaries - $48,635; benefit costs - $3,721.

Services and Supplies - $89,286

Funding requested is for: program supplies - $10,500; materials-recycle/clean-up - $11,200; special contract services - $63,136; stipends - $3,850; miscellaneous expenditures - $600.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51130	PROGRAM SUPPLIES - $10,500
	Medical clinic and immunization supplies, $10,000 (OMSD Grant) Medical clinic vouchers, $500 (OMSD Grant)
51430	MATERIALS – RECYCLE/CLEAN-UP - $11,200
	Community Sharps Disposal Program supplies and hazardous waste services (General Fund - $7,800; OMSD Grant - $3,400).
52450	SPECIAL CONTRACT SERVICES - $63,136
	Contract services in partnership with the Ontario-Montclair School District to fund a case manager, $50,136 Bilingual Family Counseling Services, $13,000 (Inland Empire United Way Grant).
52920	STIPENDS - $3,850
	Medical Consejera, $3,750 (OMSD Grant) Volunteer Student Coordinator, $100
52990	MISCELLANEOUS EXPENDITURES - $600
	Volunteer expenses, $500 Certificates/awards, $100

PROGRAM BUDGET SUMMARY - 1

Program Number 4383

Department	Division	Program
Human Services		Senior Citizens

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	115,456	100,127	100,127	100,127
Services and Supplies	6,125	6,525	6,525	6,525
Capital Outlay	0	0	0	0
Total	**121,581**	**106,652**	**106,652**	**106,652**
Personnel Authorized	1.15 (FT) 4.00 (PT)	0.85 (FT) 4.00 (PT)	0.85 (FT) 4.00 (PT)	0.85 (FT) 4.00 (PT)

Source of Funds

General Fund	101,975	87,087	87,087	87,087
Community Dev. Block Grant	12,686	12,645	12,645	12,645
Senior Support Services Grant	6,920	6,920	6,920	6,920
Total	**121,581**	**106,652**	**106,652**	**106,652**

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 - $100,127

Salary requests are for: - Senior Citizens Program Specialist (.85) - $35,445; Summer/Winter Personnel (1.00/part-time) - $9,814; Transportation Coordinators (2.00/part-time) - $27,492; Transportation Coordinator (relief) (1.00/part-time) - $3,000. Cost allocations are as follows: full-time salaries - $35,445; part-time salaries - $40,306; additional pay - $765; benefit costs - $23,611.

Services and Supplies - $6,525

Funding requested is for: program supplies - $500; special contract services - $1,000; small equipment - $600; 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 - $600
	Two utility carts.
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	52,210	55,691	55,691	55,691
Services and Supplies	76,634	104,012	124,383	124,383
Capital Outlay	0	0	0	0
Total	**128,844**	**159,703**	**180,074**	**180,074**
Personnel Authorized	0.35 (FT) 3.00 (PT)	0.15 (FT) 3.00 (PT)	0.15 (FT) 3.00 (PT)	0.15 (FT) 3.00 (PT)

Source of Funds

General Fund	19,858	20,126	10,899	10,899
DAAS Grant/Donations	108,986	139,577	169,175	169,175
Total	**128,844**	**159,703**	**180,074**	**180,074**

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 - $55,691

Salary requests are for: Senior Citizens Program Specialist (.15) - $6,255; Program Aide (1.00/part-time) - $16,482; Nutrition Site Manager (1.00/part-time) - $14,491; Kitchen Assistant (1.00/part-time) - $8,892. Cost allocations are as follows: full-time salaries - $6,255; part-time salaries - $39,865; additional pay - $135; benefit costs - $9,436.
.

Services and Supplies - $104,012

Funding requested is for: program supplies - $13,305; special consulting services - $2,232; special contract services - $84,708; miscellaneous expenditures - $3,767.

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 - $10,439
	Non-food consumable supplies, (DAAS Grant).
52030	REPAIR/MAINTENANCE - $2,016
	Repair or maintenance of Senior Center equipment/fixtures necessary to support the Senior Nutrition program, (DAAS Grant).
52190	SPECIAL CONSULTING SERVICES - $2,232
	Consultant fees for Dietitian (DAAS Grant).
52450	SPECIAL CONTRACTING SERVICES - $84,708
	Catered food costs (DAAS Grant).
52451	RAW FOOD - $13,305
	All other food item costs (i.e. not catered food) to support the Senior Nutrition program, (DAAS Grant).
52660	INSURANCE - $7,916
	Program related annual insurance costs, (DAAS Grant).
52990	MISCELLANEOUS EXPENDITURES - $3,767
	San Bernardino County Health Permit, $580 (DAAS Grant). Miscellaneous program expenses, $2,165 (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 and safety education program to promote health and well-being through the training and sharing of information to Latina women, their families, and the community of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	58,394	63,972	63,972	63,972
Services and Supplies	27,727	76,500	76,500	76,500
Capital Outlay	0	0	0	0
Total	**86,121**	**140,472**	**140,472**	**140,472**
Personnel Authorized	1.20 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

First Five Grant	58,394	0	0	0
Inland Empire United Way	4,500	6,000	6,000	6,000
Kaiser Permanente Grant	23,227	0	0	0
OTS Grant	0	134,472	134,472	134,472
Total	**86,121**	**140,472**	**140,472**	**140,472**

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 and safety classes held in the community.

Units of Measure

1. An increased knowledge of healthy lifestyle choices, parenting skills, and safety by Por La Vida *consejeras*, lay health workers, and participants.
2. Improve access to health-related resources for primary care, healthy food, physical activities, Safe Routes to School activities, and community resources.
3. Promote healthy eating, lifestyle choices, and safety knowledge to over 500 community members through behavior-specific activities such as nutrition classes, food demonstrations, bike and safety activities, and informative workshops.

Personnel Services - $63,972

Salary requests are for: Health Education Specialist (1.00) - $40,272. Cost allocations are as follows: full-time salaries - $40,272; benefit costs - $23,700.

Services and Supplies - $76,500

Funding requested is for: office supplies - $3,000; program supplies - $5,000; publication and advertising - $2,000; special contract services - $55,000; small equipment - $4,500; 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 - $3,000
	Supplies for Program Manager to conduct administrative functions of the program for Safe Routes to School Program (OTS Grant).
51130	PROGRAM SUPPLIES - $5,000
	Program supplies for Safe Routes to School activities, trainings, and workshops (OTS Grant).
52090	PUBLICATION AND ADVERTISING - $2,000
	Program outreach and publication of materials (OTS Grant).
52450	SPECIAL CONTRACT SERVICES - $55,000
	Contract support services for data collection/analysis, program evaluation, staff training, and Safe Routes to School “train the trainer” materials (OTS Grant).
52690	SMALL EQUIPMENT - $4,500
	Generators, $2,000 (OTS Grant) Laptop computers, $1,800 (OTS Grant) Megaphones, $500 (OTS Grant) Speaker microphones, $200 (OTS Grant)
52921	STIPEND – CLASSROOM ASSISTANCE - $6,000
	Consejeras (Inland Empire United Way Grant).
52990	MISCELLANEOUS EXPENDITURES - $1,000
	Meeting supplies and refreshments (OTS Grant).

(Approval of all services and supplies in this program is contingent on the award of the OTS 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	18,681	31,334	31,334	31,334
Services and Supplies	71,511	35,375	35,375	35,375
Capital Outlay	1,500	0	0	0
Total	**91,692**	**66,709**	**66,709**	**66,709**
Personnel Authorized	0.20 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)	0.00 (FT) 2.00 (PT)

Source of Funds

First Five Grant	91,692	66,709	66,709	66,709
Total	**91,692**	**66,709**	**66,709**	**66,709**

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 - $31,334

Salary requests are for: Summer/Winter Personnel (1.00/part-time) - $9,880; Health Education Intern (1.00/part-time) - $19,227. Cost allocations are as follows: part-time salaries - $29,107; benefit costs - $2,227.

Services and Supplies - $35,375

Funding requested is for: office supplies/direct - $2,500; program supplies - $20,000; publication and advertising - $3,000; mileage/auto allowance - $225; special contract services - $2,000; postage - $150; stipends - $500; stipends/participant support - $4,000; miscellaneous expenditures - $3,000.

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 - $20,000
	Healthy Montclair program materials (First Five Grant).
52090	PUBLICATION AND ADVERTISING - $3,000
	Publication of materials and advertisements for Healthy Montclair activities (First Five Grant).
52140	MILEAGE/AUTO ALLOWANCE - $225
	Mileage reimbursement (First Five Grant).
52450	SPECIAL CONTRACT SERVICES - $2,000
	Educators, instructors, and workshops for Healthy Montclair activities (First Five Grant).
52670	POSTAGE - $150
	Postage for Healthy Montclair mailings (First Five Grant).
52920	STIPENDS - $500
	Bilingual interpreters (First Five Grant).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52921	STIPENDS/PARTICIPANT SUPPORT - $4,000
	Farmers Market Vouchers for Healthy Living Program participants (First Five Grant).
52990	MISCELLANEOUS EXPENDITURES - $3,000
	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	1,370,499	1,302,682	1,302,682	1,302,682
Services and Supplies	75,857	97,905	97,905	97,905
Capital Outlay	0	0	0	0
Total	**1,446,356**	**1,400,587**	**1,400,587**	**1,400,587**
Personnel Authorized	11.70 (FT) 0.00 (PTB) 59.00 (PT)	7.70 (FT) 0.15 (PTB) 64.00 (PT)	7.70 (FT) 0.15 (PTB) 64.00 (PT)	7.70 (FT) 0.15 (PTB) 64.00 (PT)

Source of Funds

General Fund	60,920	62,624	62,624	62,624
ASES Grant	1,203,376	1,155,903	1,155,903	1,155,903
ASES Supplemental	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	**1,446,356**	**1,400,587**	**1,400,587**	**1,400,587**

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 - $1,302,682

Salary requests are for: Senior Recreation Supervisor (.70) - $41,840; Learning Coordinators (7.00) - $292,656; Administrative Technician (.15/part-time benefitted) - $5,498; Learning Coordinator (1.00/part-time) - $21,489; Senior Learning Leaders (5.00/part-time) - $112,405; Learning Leaders (58.00/part-time) - $583,941. Cost allocations are as follows: full-time salaries - $334,496; part-time benefitted salaries - $5,498; part-time salaries - $790,874; benefit costs - $244,853.

Services and Supplies - $97,905

Funding requested is for: uniforms - $2,000; program supplies - $73,305; publication and advertising - $2,525; dues and memberships - $200; special contract services - $17,000; vocational training - $1,100; cellular phone expense - $1,775.

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	CPR/First Aid Instructor Training	TBA	TBA	$1,100

(After-School Grants/ASES - $1,100)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51100	UNIFORMS - $2,000
	Uniforms purchased for After-School Program (After-School Grants/ASES).
51130	PROGRAM SUPPLIES - $73,305
	After-School supplies (After-School Grants/ASES - $58,305; ASES Supplemental - $10,000; Hope through Housing - $5,000).
52090	PUBLICATION AND ADVERTISING - $2,525
	After-School publications (After-School Grants/ASES - $2,000; ASES Supplemental - $500; Hope through Housing - $25).
52120	DUES AND MEMBERSHIPS - $200
	CPR dues (After-School Grants/ASES).
52450	SPECIAL CONTRACT SERVICES - $17,000
	After-School Presenters/Speakers/Instructors (After-School Grants/ASES - $11,000; ASES Supplemental - $5,000; Hope through Housing - $1,000).
52540	VOCATIONAL TRAINING - $1,100
	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 - $1,775
	Cost for cell phone services for the After-School Program (After-School Grants/ASES).

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	8,386,710	9,167,561	8,583,034	8,583,034
Services and Supplies	982,632	813,970	722,258	722,258
Capital Outlay	167,495	2,323	2,323	2,323
Total	**9,536,837**	**9,983,854**	**9,307,615**	**9,307,615**
Personnel Authorized	72.50 (FT) 24.00 (PT)	73.50 (FT) 29.00 (PT)	73.50 (FT) 30.00 (PT)	73.50 (FT) 30.00 (PT)
Department Distribution				
Administration	405,599	1,455,562	1,122,214	1,122,214
Support Services	615,499	551,799	549,799	549,799
Technical Services	270,394	236,674	215,322	215,322
Records Bureau	571,681	585,770	584,828	584,828
Investigations	1,346,549	1,011,884	976,584	976,584
Uniform Patrol	5,616,746	5,307,409	5,044,805	5,044,805
Communications	606,069	708,228	682,350	682,350
Volunteer Services	104,300	126,528	131,713	131,713
Total	**9,536,837**	**9,983,854**	**9,307,615**	**9,307,615**
Source of Funds				
General Fund	8,814,588	9,919,854	8,947,156	8,947,156
Forfeiture Fund – State Set-aside	3,982	0	0	0
Forfeiture Fund – Federal	13,911	0	0	0
Prop 30 / AB 109	7,025	0	0	0
SB 509 Public Safety Fund	237,349	0	183,539	183,539
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	126,687	0	100,000	100,000
Equipment Replacement Fund	85,388	0	0	0
Safety Department Grants	172,495	0	0	0
CFD 2011-1 Fund – Paseos	11,412	0	11,411	11,411
CFD 2011-2 Fund – Arrow Station	11,412	0	1,509	1,509
Total	**9,536,837**	**9,983,854**	**9,307,615**	**9,307,615**

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	170,616	170,616	170,616
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-85,308	-85,308	-85,308
	0.50	0.50	0.50	0.50	85,308	85,308	85,308
Captain	1.00	1.00	1.00	1.00	134,865	134,865	134,865
Lieutenant	3.00	3.00	3.00	3.00	340,309	340,309	340,309
Sergeant	7.00	7.00	7.00	7.00	641,681	641,681	641,681
Officer	41.00	41.00	41.00	41.00	2,865,158	2,865,158	2,865,158
Civilian							
Admin Supervisor-Public Safety	1.00	0.00	0.00	0.00	0	0	0
Police Services Supervisor	1.00	1.00	1.00	1.00	58,536	58,536	58,536
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	55,704	55,704	55,704
Law Enforcement Systems Supe	0.00	1.00	1.00	1.00	75,588	75,588	75,588
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 Dispatch Supervisor	0.00	1.00	1.00	1.00	58,922	58,922	58,922
Police Svcs. Specialist	6.00	6.00	6.00	6.00	243,520	243,520	243,520
Dispatcher	7.00	7.00	7.00	7.00	352,202	352,202	352,202
Receptionist/Office Spec.	1.00	1.00	1.00	1.00	34,751	34,751	34,751
Property Custody Clerk	1.00	1.00	1.00	1.00	36,654	36,654	36,654
Part Time							
Technical Services Specialist	2.00	2.00	2.00	2.00	2,500	1,000	1,000
Reserve	11.00	11.00	11.00	11.00	18,600	18,600	18,600
Senior Police Cadet	0.00	1.00	1.00	1.00	22,630	22,630	22,630
Police Cadet	5.00	4.00	4.00	4.00	54,449	51,620	51,620
Data Entry Clerk	1.00	1.00	2.00	2.00	21,434	21,434	21,434
Dispatch (Relief)	4.00	8.00	8.00	8.00	25,000	20,000	20,000
Volunteer Svcs. Coord.	1.00	1.00	0.00	0.00	37,118	0	0
Police Background Investigator	0.00	1.00	2.00	2.00	30,534	72,468	72,468
Full Time	73.00	74.00	74.00	74.00	5,168,226	5,168,226	5,168,226
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-85,308	-85,308	-85,308
Total FT Positions/Salaries	72.50	73.50	73.50	73.50	5,082,918	5,082,918	5,082,918
Part Time	24.00	29.00	30.00	30.00	212,265	207,752	207,752
Additional Pay					97,430	97,430	97,430
Overtime					640,240	397,500	397,500
PERS Lump Sum					1,088,704	755,356	755,356
Total Salaries & Wages					7,121,557	6,540,956	6,540,956
Benefit Costs					2,074,663	2,070,737	2,070,737
Benefit Costs other Depts					-28,659	-28,659	-28,659
Total Benefit Costs					2,046,004	2,042,078	2,042,078
TOTAL					**9,167,561**	**8,583,034**	**8,583,034**

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	215,964	1,288,014	954,666	954,666
Services and Supplies	189,635	167,548	167,548	167,548
Capital Outlay	0	0	0	0
Total	**405,599**	**1,455,562**	**1,122,214**	**1,122,214**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	248,125	1,455,562	980,161	980,161
SB 509 Public Safety Fund	146,392	0	142,053	142,053
Forfeiture Fund – State Set-aside	3,982	0	0	0
Safety Department Grants	7,100	0	0	0
Total	**405,599**	**1,455,562**	**1,122,214**	**1,122,214**

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 103 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 103 employees.

Personnel Services – $1,288,014

Salary requests are for: Executive Director of Public Safety (.50) – $85,308; Secretary to Executive Director of Public Safety (1.00) – $55,704. Cost allocations are as follows: full-time salaries – $141,012; overtime – $1,000; benefit costs – $57,298; PERS Lump Sum – $1,088,704.

Services and Supplies – $167,548

Funding requested is for: books and publications – $100; dues and memberships – $1,885; travel and meetings – $4,017; cellular phone – $10,900; special contract services – $147,562; educational grants – $2,500; miscellaneous expenditures – $584.

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	$427
52130	Executive Director of Public Safety	Firefighters' Recognition Breakfast	Montclair Fire Station No. 1	Nov 2015	$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:	**$4,017**

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 - $1,885

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), $755
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

52130 TRAVEL AND MEETINGS - $4,017

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 - $147,562

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios - $64,270 ***(Moved to SB 509 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; MDC interface maintenance $6,010; CLETS $4,244; software licensing and maintenance $4,917), $77,783 ***(Moved to SB 509 Public Safety Fund)***
Annual contract for policy and procedural manual update, $3,200
Satellite phone subscription, $432
WeTip Annual Membership, $1,877

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4421 Administration

Object Number	
52530	EDUCATIONAL GRANTS - $2,500
	Educational grants for employees returning to college.
52850	CELLULAR PHONE EXPENSE - $10,900
	Cellular phone service (24 phones) for supervisory, investigatory and administrative police communications.
52990	MISCELLANEOUS EXPENDITURES - $584
	Department award presentation items.

PROGRAM BUDGET SUMMARY - 1

Program Number 4422

Department	Division	Program
Police		Support Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	605,608	540,044	540,044	540,044
Services and Supplies	9,891	11,755	9,755	9,755
Capital Outlay	0	0	0	0
Total	**615,499**	**551,799**	**549,799**	**549,799**
Personnel Authorized	4.00 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)

Source of Funds

General Fund	615,499	551,799	549,799	549,799
Total	**615,499**	**551,799**	**549,799**	**549,799**

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 103 employees.
3. Audit and maintain Department training records for 103 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 – $540,044

Salary requests are for: Captain (1.00) – $134,865; Lieutenant (1.00) – $114,420; Law Enforcement Systems Supervisor (1.00) – $75,588; Administrative Aide (1.00) – $52,836. Cost allocations are as follows: full-time salaries – $377,709; overtime – $8,000; benefit costs – $154,335

Services and Supplies – $11,755

Funding requested is for: books and publications – $1,705; special contract services – $8,650; miscellaneous expenditures – $1,400.

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 - $1,705

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 @ $20 each), $40

52450 SPECIAL CONTRACT SERVICES - $8,650 ***(Only $6,650 approved in Adopted Budget)***

Training Management System annual software maintenance, $600
PUMA software maintenance $3,050
Transcription services, $5,000 ***(Only $3,000 approved in Adopted Budget)***

52990 MISCELLANEOUS EXPENDITURES - $1,400

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, attendance at awards banquets and Montclair Chamber breakfasts, scheduling software updates, software program for departmental forms, special mailings, and refreshments for Department hosted meetings.

PROGRAM BUDGET SUMMARY - 1

Program Number 4423

Department	Division	Program
Police		Technical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	130,384	90,361	82,122	82,122
Services and Supplies	140,010	146,313	133,200	133,200
Capital Outlay	0	0	0	0
Total	**270,394**	**236,674**	**215,322**	**215,322**
Personnel Authorized	7.00 (PT)	7.00 (PT)	7.00 (PT)	7.00 (PT)

Source of Funds

General Fund	270,394	236,674	215,322	215,322
Total	**270,394**	**236,674**	**215,322**	**215,322**

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. Supervise vehicle impound lot.

Units of Measure

1. Availability of serviceable Department equipment.
2. Issue 3,803 parking enforcement citations.
3. Process approximately 395 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 571 impounded vehicles annually.

Personnel Services – $90,361

Salary requests are for: Police Cadets (4.00/part-time) – $54,449; Senior Police Cadet (1.00/part-time) $22,630; Technical Services Specialist (2.00/part-time) – $2,500. Cost allocations are as follows: part-time salaries – $79,579; benefit costs – $10,782.

Services and Supplies – $146,313

Funding requested is for: program supplies – $5,000; special contract services – $129,174; small equipment – $10,939; 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 ***(Only $4,000 approved in Adopted Budget)***

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.

52450 SPECIAL CONTRACT SERVICES - $129,174 ***(Only $120,000 approved in Adopted Budget)***

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, $125,874
Service contract with 3M for maintenance of one automated license plate reader and one Back Office Systems Software (BOSS) program, $3,300

52690 SMALL EQUIPMENT - $10,939 ***(Only $8,000 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 (60 @ $15 each), $900
Replacement batteries for patrol rifles, $85
Replacement hand held radio batteries (15 @ $83 each), $1,245
Replacement batteries for digital recorders, cameras, and various office equipment, $425
Electrodes for automated external defibrillators (5 infant @ $125 each and 10 adult @ $30 each), $925
Taser cartridges (140 @ $29 each), $4,060
Digital cameras (5 @ $100 each), $500
Digital recorders (3 @ $433 each), $1,299

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	552,031	574,120	573,178	573,178
Services and Supplies	11,350	11,650	11,650	11,650
Capital Outlay	8,300	0	0	0
Total	**571,681**	**585,770**	**584,828**	**584,828**
Personnel Authorized	8.00 (FT) 1.00 (PT)	8.00 (FT) 1.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)

Source of Funds

General Fund	571,681	585,770	584,828	584,828
Total	**571,681**	**585,770**	**584,828**	**584,828**

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 571 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 5,675 police reports involving 1,937 arrests and 1,307 FI cards processed annually.
3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 8,121 citations and 730 administrative review documents processed annually.
4. Process false alarm activation notices daily. Approximately 1,071 notices processed annually.
5. Process 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 1,500 vehicle records annually.
8. Provide live-scan fingerprint appointment scheduling services during business hours five days per week. Approximately 395 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 – $574,120

Salary requests are for: Police Services Supervisor (1.00) – $58,536; Police Services Specialists (6.00) – $243,520; Receptionist/Office Specialist (1.00) – $34,751; Data Entry Clerk (1.00/part-time) – $21,434. Cost allocations are as follows: full-time salaries – $336,807; part-time salaries – $21,434; additional pay – $2,580; overtime – $24,940; benefit costs – $188,359.

Services and Supplies – $11,650

Funding requested is for: office supplies – direct – $9,000; maintenance – office machines and furniture – $2,650.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4424 Records

Object Number	
51060	OFFICE SUPPLIES – DIRECT - $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 - $2,650
	Annual preventative maintenance, repair, and parts for high capacity shredder, $650 Service contract on photocopy machine, including toner, $2,000

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	1,276,597	937,100	902,300	902,300
Services and Supplies	69,952	72,461	71,961	71,961
Capital Outlay	0	2,323	2,323	2,323
Total	**1,346,549**	**1,011,884**	**976,584**	**976,584**
Personnel Authorized	11.00 (FT)	9.00 (FT)	9.00 (FT)	9.00 (FT)

Source of Funds

General Fund	1,307,372	1,011,884	935,098	935,098
SB509 Public Safety Fund	39,177	0	41,486	41,486
Total	**1,346,549**	**1,011,884**	**976,584**	**976,584**

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.

Personnel Services – $937,100

Salary requests are for: Sergeant (1.00) – $98,676; Police Officers (6.00) – $420,513; Administrative Specialist (1.00) – $46,884; Property Custody Clerk (1.00) – $36,654. Cost allocations are as follows: full-time salaries – $602,727; additional pay – $9,900; overtime – $74,800; benefit costs – $249,673.

Services and Supplies – $72,461

Funding requested is for: range supplies – $15,000; program supplies – $3,000; maintenance – office equipment – $700; data processing – $1,300; special contract services – $43,111; medical services – $7,400; miscellaneous expenditures – $1,950.

Capital Outlay – $2,323

Funding requested is for: Buy out of the lease on an existing Konica Minolta C360 color photocopy machine.

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 - $700
	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 - $43,111
	Annual Cal-ID contract $41,486 ***(Moved to SB 509 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

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Police **Program:** 4425 Investigations

Object Code	Item	Justification	Cost
62050	Photocopy Machine	The Department currently leases a Konica Minolta C360 color photocopy machine. The lease expires on June 28, 2015, at which time the City has the option to buy out the lease or return the unit. The photocopier was originally leased by WESTNET in June 2010 and currently has a meter reading of 96,574 copies. Based on current usage, the unit should last and additional two to three years. It is used by Detective and Records Bureau staff and has not required service in the past three years.	$2,323
		Total:	**$2,323**

PROGRAM BUDGET SUMMARY - 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,905,682	4,914,366	4,727,366	4,727,366
Services and Supplies	551,869	393,043	317,439	317,439
Capital Outlay	159,195	0	0	0
Total	**5,616,746**	**5,307,409**	**5,044,805**	**5,044,805**
Personnel Authorized	41.00 (FT)	43.00 (FT)	43.00 (FT)	43.00 (FT)

Source of Funds

General Fund	5,091,148	5,243,409	4,867,885	4,867,885
Federal Asset Forfeiture Fund	13,911	0	0	0
Prop 30 / AB 109	7,025	0	0	0
SB509 Public Safety Fund	51,780	0	0	0
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	126,687	0	100,000	100,000
CFD 2011-1 Fund – Paseos	11,412	0	11,411	11,411
CFD 2011-2 Fund – Arrow Station	11,412	0	1,509	1,509
Equipment Replacement Fund	85,388	0	0	0
Safety Department Grants	165,395	0	0	0
Total	**5,616,746**	**5,307,409**	**5,044,805**	**5,044,805**

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 (479) 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 (1,956) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
5. Increase self initiated narcotic investigations by 5%.

Personnel Services – $4,914,366

Salary requests are for: Lieutenant (2.00) – $225,889; Sergeants (6.00) – $543,005; Police Officers (35.00) – $2,444,645. Cost allocations are as follows: full-time salaries – $3,213,539; overtime – $481,500; additional pay – $56,780; benefit costs – $1,162,547.

Services and Supplies – $393,043

Funding requested is for: books and publications – $500; prisoner meals – $300; uniforms – $22,800; program supplies – $1,325; personnel protective equipment – $10,868; gasoline – $170,000; diesel fuel – $13,000; maintenance – transportation and work equipment – $5,000; maintenance – other equipment – $13,350; special contract services – $105,000; medical services – $18,000; towing and storage – $500; vocational training – $1,650; personnel training – $27,170; small equipment – $980; miscellaneous expenditures – $2,600.

Capital Outlay

No funding requested.

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

Department: Police **Program:** 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
				Total:	**$1,650**

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	D. Taylor, Sergeant	Supervisory Course (Mandated)	TBA	TBA	$550
52570	Supervisors, Field Training Officers (6)	Legal Update (4 hours)	Corona	Dec 2015	$600
52570	All Sworn Members	Temporary Holding Facility Training	MPD	TBA	$5,100
52570	A. Holloway, Detective A. Graziano, Detective	Adv. Interview & Interrogation	Riverside	TBA	$1,200
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	$3,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) Various Courses	TBA	TBA	$4,000
52570	Lieutenant, TBA	Budgeting for Police Departments	Dana Point	TBA	$900
52570	M. Borra, Sergeant J. Michel, Sergeant M. Zerr, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	$810
52570	M. Zerr, Sergeant J. Michel, Sergeant	Internal Affairs Investigations	TBA	TBA	$650
52570	J. Minook, Detective D. Taylor, Police Officer	Arrest & Control Update (PSP) (Mandated-Instructors)	Anaheim	TBA	$500

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	A. Bergman, Police Officer J. Garabedian, Police Officer M. Lozano, Police Officer R. Nunez, Police Officer H. Sanchez, Police Officer A. Schwab, Police Officer J. Vargas, Police Officer E. Vasquez, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino	TBA	$2,100
52570	A. Holloway, Detective E. Ruziecki, Detective	Advanced Homicide Investigation	San Bernardino	TBA	$1,000
52570	R. Avels, Captain	Role of the Police Chief	TBA	TBA	$700
52570	Police Officer (FTO-TBA) Police Officer (FTO-TBA)	Field Training Officer (Mandated)	Riverside	TBA	$580
52570	C. Mair, Police Officer (FTO) C. Fisher, Police Officer (FTO) B. Cypher, Police Officer (FTO) R. Pipersky, Police Officer (FTO)	Field Training Officer Update (Mandated)	Riverside	TBA	$650
52570	Police Officer (TBA) Police Officer (TBA)	Less-Lethal Instructors' Course	TBA	TBA	$1,000
52570	Police Officer (TBA) Police Officer (TBA)	Taser Instructors' Course	TBA	TBA	$380
52570	M. Lang, Motor Officer K. Kelley, Motor Officer	Advanced Traffic Collision Course	San Bernardino	TBA	$650

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	B. Cypher, Police Officer	Patrol Rifle Instructors' Course	TBA	TBA	$600
52570	J. Michel, Sergeant (2 sessions)	Supervisory Leadership Institute	San Diego	May 2016	$1,000
52570	J. Michel, Sergeant	FTO Supervisor Course (Mandated)	TBA	TBA	$700
				Total:	**$27,170**

(Only $22,000 approved in City Manager's Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51020	BOOKS AND PUBLICATIONS - $500 ***(Only $300 approved in Adopted Budget)***
	Various critical incident support books
51030	PRISONER MEALS AND MUG SHOTS - $300
	Meals for detainees.
51100	UNIFORMS - $22,800 ***(Only $20,000 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, $1,000 Communication Services uniforms, $1,000 Volunteer Services including volunteers and reserve officer uniforms, $2,250 Uniform Patrol uniforms and patches, $10,500 Alternate duty uniforms (30 @ $120 each), $3,600 Uniform work boots for patrol officers (15 @ $75 each), $1,125 Uniform work boots for reserve officers (3 @ $75 each), $225
51130	PROGRAM SUPPLIES - $1,325
	Inert Pepperball rounds for simunitions training, $675 Bean bags for simunitions training, $650

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51140	PERSONNEL PROTECTIVE EQUIPMENT - $10,868 ***(City reimbursed for half of these costs)***
	Concealable ballistic body armor (8 @ $921 each), $7,368 Tactical vest carriers (10 @ $350 each), $3,500
51500	GASOLINE - $170,000 ***(Only $135,000 approved in Adopted Budget)***
	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.
52030	MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT - $5,000
	Routine maintenance of two police motorcycles
52050	MAINTENANCE – OTHER EQUIPMENT - $13,350
	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 General maintenance of range ventilation system, $5,350
52450	SPECIAL CONTRACT SERVICES - $105,000 ***(Only $100,000 approved in Adopted Budget)***
	Contract security for Montclair Transcenter, $105,000
52460	MEDICAL SERVICES - $18,000 ***(Only $14,000 approved in Adopted Budget)***
	Prisoner blood withdrawals, blood alcohol kits, and drug screens.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52470	TOWING AND STORAGE - $500
	Vehicles towed for evidence processing.
52540	VOCATIONAL TRAINING - $1,650
	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 - $27,170 ***(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 - $980
	Belt keepers (5 @ $17 each), $85 Handcuff cases (5 @ $33 each), $165 Silent key holders (5 @ $31 each), $155 Magazine holders (5 @ $52 each), $260 Asp baton holders (5 @ $63 each), $315
52990	MISCELLANEOUS EXPENDITURES - $2,600
	Expenses for special enforcement operations.

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	601,244	702,128	676,745	676,745
Services and Supplies	4,825	6,100	5,605	5,605
Capital Outlay	0	0	0	0
Total	**606,069**	**708,228**	**682,350**	**682,350**
Personnel Authorized	7.00 (FT) 4.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)

Source of Funds

General Fund	606,069	708,228	682,350	682,350
Total	**606,069**	**708,228**	**682,350**	**682,350**

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 5,565 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 37,947 calls for service annually.
3. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service.
4. Exchange information with outside agencies to help facilitate approximately 409 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 1.3 minutes and Priority Two calls for service within 11 minutes.
7. Complete all CLETS transactions within state and federal mandated time frames.

Personnel Services – $702,128

Salary requests are for: Police Dispatch Supervisor (1.00) – $58,922; Dispatchers (7.00) – $352,202; Dispatchers (8.00/part-time) – $25,000. Cost allocations are as follows: full-time salaries – $411,124; part-time salaries – $25,000; additional pay – $4,170; overtime – $50,000; benefit costs – $211,834.

Services and Supplies – $6,100

Funding requested is for: maintenance – communications equipment – $3,205; special contract services – $1,400; small equipment – $1,495.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4427 Communications

Object Number	
52020	MAINTENANCE – COMMUNICATIONS EQUIPMENT - $3,205
	Maintenance of Higher Ground voice logging equipment.
52450	SPECIAL CONTRACT SERVICES - $1,400
	Contract with Language Line Services, Inc. for foreign language translation.
52690	SMALL EQUIPMENT - $1,495 ***(Only $1,000 approved in Adopted Budget)***
	Replacement of worn communications console headsets, $400 Wireless and wired headset adaptors, $460 Wireless adaptor base, $425 In-line mute switches, $85 Disinfectant Wipes, $125

PROGRAM BUDGET SUMMARY - 1

Program Number 4428

Department	Division	Program
Police	Support Services	Volunteer Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	99,200	121,428	126,613	126,613
Services and Supplies	5,100	5,100	5,100	5,100
Capital Outlay	0	0	0	0
Total	**104,300**	**126,528**	**131,713**	**131,713**
Personnel Authorized	12.00 (PT)	13.00 (PT)	13.00 (PT)	13.00 (PT)

Source of Funds

General Fund	104,300	126,528	131,713	131,713
Total	**104,300**	**126,528**	**131,713**	**131,713**

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 – $121,428

Salary requests are for: Volunteer Services Coordinator (1.00/part-time) – $37,118; Police Background Investigator (1.00/part-time) – $30,534; Reserve Police Officers (11.00/part-time) – $18,600; and Police Chaplains. Cost allocations are as follows: part-time salaries – $86,252; additional pay – $24,000; benefit costs – $11,176.

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	Sacramento	Aug 2015	$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	3,649,749	4,448,918	3,858,149	3,858,149
Services and Supplies	571,950	648,884	565,660	565,660
Capital Outlay	63,439	198,439	8,084	8,084
Total	**4,285,138**	**5,296,241**	**4,431,893**	**4,431,893**
Personnel Authorized	24.50 (FT) 0.00 (PTB) 1.00 (PT)	23.50 (FT) 1.00 (PTB) 1.00 (PT)	23.50 (FT) 1.00 (PTB) 1.00 (PT)	23.50 (FT) 1.00 (PTB) 1.00 (PT)

Department Distribution

Administration	398,575	1,432,421	1,200,141	1,200,141
Fire Prevention	138,232	169,155	145,950	145,950
Emergency Services	3,377,684	3,350,843	2,921,638	2,921,638
Personnel Development	27,481	24,400	20,300	20,300
Buildings and Grounds	10,000	44,019	8,950	8,950
Emergency Preparedness	37,758	41,279	40,779	40,779
Emergency Medical Services	295,408	234,124	94,135	94,135
Total	**4,285,138**	**5,296,241**	**4,431,893**	**4,431,893**

Source of Funds

General Fund	3,834,580	4,986,117	4,257,839	4,257,839
Equipment Replacement Fund	0	57,470	0	0
SB 509 Public Safety Fund	126,269	18,530	67,000	67,000
EMS - Paramedic Fund	295,408	234,124	94,135	94,135
Safety Dept Grants Fund	17,470	0	0	0
CFD 2011-1 Fund – Paseos	11,411	0	11,411	11,411
CFD 2011-2 Fund – Arrow Station	11,411	0	1,508	1,508
Total	**4,285,138**	**5,296,241**	**4,431,893**	**4,431,893**

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	85,308	85,308	85,308
Deputy Fire Chief	1.00	1.00	1.00	1.00	121,678	121,678	121,678
Fire Battalion Chief	2.00	2.00	2.00	2.00	222,826	222,826	222,826
Fire Captain	6.00	6.00	6.00	6.00	533,110	533,110	533,110
Fire Engineer	6.00	6.00	6.00	6.00	431,664	431,664	431,664
Firefighter	6.00	6.00	6.00	6.00	356,749	356,749	356,749
Deputy Fire Marshal	1.00	1.00	1.00	1.00	70,382	70,382	70,382
Emergency Services/Admin Aide	2.00	1.00	1.00	1.00	47,393	47,393	47,393
Part Time Benefitted							
Administrative Technician	0.00	1.00	1.00	1.00	37,619	37,619	37,619
Part Time							
Receptionist/Off Specialist	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Full Time	24.50	23.50	23.50	23.50	1,869,110	1,869,110	1,869,110
Part Time Benefitted	0.00	1.00	1.00	1.00	37,619	37,619	37,619
Part Time	1.00	1.00	1.00	1.00	24,086	24,086	24,086
Additional Pay					95,280	95,280	95,280
Overtime					613,500	383,000	383,000
PERS Lump Sum					1,059,985	699,716	699,716
Total Salaries & Wages					3,699,580	3,108,811	3,108,811
Benefit Costs					749,338	749,338	749,338
TOTAL					**4,448,918**	**3,858,149**	**3,858,149**

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	244,125	1,256,486	1,036,206	1,036,206
Services and Supplies	154,450	175,935	163,935	163,935
Capital Outlay	0	0	0	0
Total	**398,575**	**1,432,421**	**1,200,141**	**1,200,141**
Personnel Authorized	1.67 (FT) 0.00 (PTB)	0.67 (FT) 1.00 (PTB)	1.50 (FT) 1.00 (PTB)	1.50 (FT) 1.00 (PTB)

Source of Funds

General Fund	398,575	1,432,421	1,200,141	1,200,141
Total	**398,575**	**1,432,421**	**1,200,141**	**1,200,141**

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 – $1,256,486

Salary requests are for: Admin. from other Departments – deMoet (0.50) - $85,308; Deputy Fire Chief (0.17) - $20,685; Administrative Technician (1.00) – $37,619. Cost allocations are as follows: full-time salaries – $105,993; part-time benefitted salaries - $37,619; overtime – $500; PERS Lump Sum - $1,059,985; benefit costs – $52,389.

Services and Supplies – $175,935

Funding requested is for: shared Fire expenses with Upland - $150,000; dues and memberships – $940; travel and meetings – $2,445; special contract services - $13,250; cellular phone expenses – $3,800; miscellaneous expenditures – $5,500.

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	Steve Jackson, Deputy Fire 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 2016	$25
52130	Scott Sherwood, Deputy Fire Marshal	San Bernardino County Fire Prevention Officers Association	San Bernardino County	Monthly	$50
52130	Dave Corbin, Deputy Fire Chief	West End Operations Officers Association	Local	Monthly	$50
52130	Richard Mayhew, Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	$120
52130	Chris Hayes, Fire Marshal	San Bernardino Arson Task Force	Local	Monthly	$50
52130	Fire Department Employees (5)	Chamber of Commerce Police Recognition Lunch	Local	May 2016	$225
52130	Fire Department Employees (5)	Mayor’s Prayer Luncheon	Local	May 2016	$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 2016	$1,400
52130	Chris Hayes, Fire Marshal	California Conference of Arson Investigators Roundtable	Local	Monthly	$50
52130	Chris Hayes, Fire Marshal	Juvenile Fire Setter Intervention Program	Local	Quarterly	$50
				Total:	**$2,445**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4531 Administration

Object Number

52000 SHARED FIRE EXPENSES WITH UPLAND - $150,000

Agreement with City of Upland for shared personnel costs of Fire Chief Richard Mayhew, Fire Marshal Chris Hayes, and Senior Administrative Assistant Patricia Miller.

52120 DUES AND MEMBERSHIPS - $940

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	$250
International Association of Arson Investigators	$100
National Fire Protection Association (NFPA)	$165
San Bernardino County EMS Officers Association	$ 60
San Bernardino County Fire Chiefs Association	$ 65
San Bernardino County Fire Prevention Officers Association	$ 50
San Bernardino County HazMat Responders Association	$ 55
San Bernardino County Training Officers Association	$ 50

52130 TRAVEL AND MEETING EXPENSES - $2,445

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

Object Number

52450 SPECIAL CONTRACT SERVICES - $13,250 ***(Only $5,250 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 computer assisted employee scheduling services and tracking of Strike Team availability, $8,000 ***(Moved to 4316-52450)***

Lexipol Policy Manual Subscription, $4,250

52850 CELLULAR PHONE EXPENSES - $3,800

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	$650	Battalion Chief Crouch	$600
Medic Engine 152	$650	Battalion Chief Pohl	$600
OES 331	$ 20		

52990 MISCELLANEOUS EXPENDITURES - $5,500 ***(Only $1,500 approved in Adopted Budget)***

Fire Department Open House, $1,000

Portable outdoor canopies for Fire Department Open House, public relations events, incident scenes, etc. (5 @ $800 each) - $4,000 ***(Not approved in Adopted Budget)***

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

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations, public education, and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community, providing public education programs, examining development site plans, and thoroughly investigating fires in order to determine the origin and cause of the fire.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	131,482	142,800	140,300	140,300
Services and Supplies	6,750	26,355	5,650	5,650
Capital Outlay	0	0	0	0
Total	**138,232**	**169,155**	**145,950**	**145,950**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	138,232	169,155	145,950	145,950
Total	**138,232**	**169,155**	**145,950**	**145,950**

PROGRAM BUDGET SUMMARY - 2

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

Work Program

1. Administer Fire Prevention Inspections Programs.
2. Project Review/Plan Check for new construction and tenant improvements.
3. Conduct origin and cause investigations.
4. Administer public education programs for fire/life safety to the community, businesses, and schools.
5. Weed abatement compliance.

Units of Measure

	2014	Estimate 2015
Inspections Completed	575	633
Plans Reviewed	229	252
Fire Investigation Responses	20	22
Weed Abatement Actions	102	100
Class Presentations	78	86

Personnel Services – $142,800

Salary requests are for: Deputy Fire Marshal (1.00) – $70,382; Administrative Aide (0.50) – $23,697.
Cost allocations are as follows: full-time salaries – $94,079; overtime – $5,000; benefit costs – $43,721.

Services and Supplies – $26,355

Funding requested is for: books and publications – $2,105; office supplies-direct - $500; publication and advertising – $1,850; plan checking services - $20,000; small equipment – $1,000; 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 - $2,105 ***(Only $1,800 approved in Adopted Budget)***
	Maintain NFPA reference codes (updates and amendments for current National Fire Code), $1,400 California Code of Regulations Title 19 – Public Safety, $225 California Code of Regulations Title 25 – Mobile Home Park Act, $140 California Penal Code, $50 California Vehicle Code, $50 California Residential Code, $140 California Civil Code, $50 California Code of Civil Procedure, $50
51060	OFFICE SUPPLIES-DIRECT - $500
	3-part NCR Fire/Life Safety Inspection forms, $500
52090	PUBLICATION AND ADVERTISING - $1,850
	Purchase/printing of public education fliers, informational handouts, posters, and associated fire prevention materials, $1,600 4th of July enforcement efforts for the Zero Tolerance Fireworks Program, $250
52270	PLAN CHECK SERVICES - $20,000
	Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm system plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.
52271	PLAN CHECK SERVICES - <$20,000>
	Reimbursement to the City for plan check services.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52690	SMALL EQUIPMENT - $1,000 ***(Only $800 approved in Adopted Budget)***
	SLR camera kit for fire scene documentation (includes camera and accessories that are necessary to properly document fire scenes during origin and cause investigations), $800
	Miscellaneous small equipment items not provided for elsewhere in this budget, $200
52990	MISCELLANEOUS EXPENDITURES - $900
	Promotional fire helmets and various expenditures for public relations items in support of Residential Safety Education, School Fire Safety Programs, Juvenile Firesetter Program, and Large Loss Potential Occupancy Fire Safety Programs, $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	2,983,441	2,823,174	2,595,174	2,595,174
Services and Supplies	330,804	351,605	319,380	319,380
Capital Outlay	63,439	176,064	7,084	7,084
Total	**3,377,684**	**3,350,843**	**2,921,638**	**2,921,638**
Personnel Authorized	20.00 (FT) 1.00 (PT)	20.00 (FT) 1.00 (PT)	20.00 (FT) 1.00 (PT)	20.00 (FT) 1.00 (PT)

Source of Funds

General Fund	3,229,415	3,274,843	2,841,719	2,841,719
SB 509 Public Safety Fund	126,269	18,530	67,000	67,000
Equipment Replacement Fund	0	57,470	0	0
Safety Department Grants Fund	10,589	0	0	0
CFD2011-1 Fund – Paseos	11,411	0	11,411	11,411
CFD2011-2 Fund – Arrow Station	11,411	0	1,508	1,508
Total	**3,377,684**	**3,350,843**	**2,921,638**	**2,921,638**

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

	2013	2014	Estimate 2015
Total number of calls for service	3,930	4,532	5,248
Arrival within 8.0 minutes of call	95%	90%	90%
Average EMS response time	5 min 5 sec	5 min 24 sec	5 min 52 sec
Average Fire response time	5 min 59 sec	5 min 54 sec	5 min 9 sec

Personnel Services – $2,823,174

Salary requests are for: Fire Battalion Chief (2.00) – $222,826; Fire Captains (6.00) – $533,110; Fire Engineers (6.00) – $431,664; Firefighters (6.00) – $356,749; Receptionist/Office Specialist – (1.00/part-time) – $24,086. Cost allocations are as follows: full-time salaries – $1,544,349; part-time salaries – $24,086; additional pay – $45,600; overtime – $608,000; benefit costs – $601,139.

Services and Supplies – $351,605

Funding requested is for: books and publications – $250; office supplies – direct – $500; uniforms – $ 25,400; personnel protective equipment - $45,000; materials - communications - $5,500; materials - misc. maintenance and repair - $11,000; maintenance - communication equipment – $1,600; maintenance - other equipment – $5,400; emergency communication services – $169,443; special contract services – $73,987; medical examinations – $4,300; small equipment – $7,325; miscellaneous expenditures – $1,900.

Capital Outlay – $176,064

Funding requested is for: replacement vehicles (2) - $76,000; replacement Master Stream monitor for Unit No. 82-14 - $5,284; SCBA fill station - $44,000; Equipment shelving for Unit No. 82-14 - $1,800; VHF radio replacement - $48,980.

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 - $25,400 ***(Only $14,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ $450 each), $12,150
Approved work uniforms/attire for Deputy Fire Marshal, $450
Approved work uniform/attire for ESC, $300
Class A uniform purchase, $10,000
Badge repair and replacement, $1,000
Class B uniforms (3 new hires @ $500 each), $1,500

51140 PERSONNEL PROTECTIVE EQUIPMENT - $45,000 ***(Only $30,000 approved in Adopted Budget)***

Wildland jacket and pants (10 @ $250 each), $2,500
Turnout coat and pants scheduled replacement (10 sets @ $2,250 each), $22,500
Turnout boots (10 @ $325 each), $3,250
Safety/station boot replacement (10 @ $200 each), $2,000

(Continued on next page)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

51140 PERSONNEL PROTECTIVE EQUIPMENT (Continued)

Helmet repair and replacement, $2,000
Gloves (work and fire type), $1,500
Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), $2,250
Wildland safety boots (5 @ $300 each), $1,500
Maintenance/repairs/cleaning for turnouts and brush gear, $7,500

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

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR - $11,000 ***(Only $9,000 approved in Adopted Budget)***

Tools, fittings, adapters, Class A and fire encapsulator agent (foam), and expendable supplies used on emergency apparatus, $5,500
Fire hose repair and replacement for fire engines, $3,000
Urban Search and Rescue equipment maintenance and repair, $500
Miscellaneous equipment parts and maintenance, $2,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

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 - $5,400

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, $2,000
Quarterly calibration of three air monitors as required by OSHA, $500
Pressure cylinder parts, $400
Nozzle repairs and parts, $500
Maintenance and filters for breathing air refill station, $1,000
Repair of small tools and testing equipment, $1,000

52330 EMERGENCY COMMUNICATION SERVICES - $169,443

Agreement with CONFIRE for dispatch and IT support, $166,443
Zoll Rescuenet Maintenance, $3,000

52450 SPECIAL CONTRACT SERVICES - $73,987

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, $57,000
(Moved to SB509 Fund)
Costs shared with Ontario, Upland, Chino, and Rancho Cucamonga Fire Departments - Bomb Squad services, $6,987
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), $10,000
(Moved to SB509 Fund)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

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 - $7,325 ***(Only $5,000 approved in Adopted Budget)***

Chain saw blades (6 @ $100 each), $600
Various unit adapter replacement, $750
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
Various specialized US&R tools and equipment, $3,200
Replacement of rescue rope, $600
Wildland hose packs for strike team engine, $460
Various wildland appliances and adapters, $550
Webb Gear (wildland firefighting), $310
Wildland firefighting nozzles, $355

52990 MISCELLANEOUS EXPENDITURES - $1,900

Emergency scene food and rehabilitation provisions, $500
Engine cleaning supplies, $300
Waxes, polishes, etc., $300
Magnetic unit designator panels, $150
Re-lettering Battalion Chief vehicle (Unit No. 72-04), $350
Replacement protective tarps for USAR units, $300

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62020	Vehicle Replacement Ford Explorer (1)	Replaces Unit No. 73-05, a 2005 Ford Crown Victoria, assigned to Deputy Fire Marshal Scott Sherwood. This unit has accumulated approximately 50,500 miles. Although low in accumulated mileage, this vehicle is old and beginning to show signs of wear and tear. The replacement vehicle will be better suited for the type of work the assigned employee performs such as fire investigations, fire inspections, fire protection and alarm system testing, limited law enforcement, and other duties, and a mid-sized sport utility vehicle will provide a considerable amount of storage area for required safety gear and specialized equipment. ($26,270 – Equipment Replacement Fund, $10,730 – SB 509 Public Safety Fund)	$37,000
		(Not approved in Adopted Budget)	
62020	Vehicle Replacement Ford Explorer (1)	Replaces Unit No. 76-06, a 2006 Ford Crown Victoria, assigned to Deputy Fire Chief Steve Jackson. This unit has accumulated approximately 56,000 miles. Although low in accumulated mileage, this vehicle is old and beginning to show signs of wear and tear. The replacement vehicle will be better suited for the type of work the assigned employee performs such as incident command, emergency medical response, strike team response, and fire training. The replacement vehicle will also provide a higher level for performance when driving long distances and off-road in response to strike team leader deployments, and a mid-sized sport utility vehicle will provide a considerable amount of storage area for required safety gear and specialized equipment. ($31,200 – Equipment Replacement Fund, $7,800 – SB 509 Public Safety Fund)	$39,000
		(Not approved in Adopted Budget)	
62030	Telescoping Master Stream Monitor and Base (1)	Replaces the monitor currently installed on Unit No. 82-14. The current monitor is over 25 years old and will not allow master-stream clearance over the cab of the fire engine. The benefits of a new telescoping monitor are the ability to have a 360 degree rotating clearance over the cab and it is significantly lighter in weight because it is made of a composite material. Replacement of the monitor has the potential of reducing injuries while removing the monitor for dismounted operations.	$5,284

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62030	Self Contained Breathing Apparatus Fill Station (1)	Replaces aging Self-Contained Breathing Apparatus (SCBA) Fill Station that is installed at Fire Station No. 151, and out of compliance per OSHA 1910.134(i)(7) because it does not have a carbon monoxide alarm to monitor carbon monoxide levels.	$44,000
		(Not approved in Adopted Budget)	
62040	VHF Radios Mobile Radios (5) Portable Radios (11)	Fire agencies in the State of California are in the process of re-banding VHF radios. These radios are communally utilized state-wide in order for agencies responding from multiple jurisdictions and regions of the state to be able to communicate with each other on common frequencies at major disaster scenes. As a result of the re-banding, the radios that the Fire Department currently has will soon be obsolete. These radios require replacement to provide personnel with the ability to communicate on major incidents such as strike team responses. The City is expected to receive approximately $15,000 from the Emergency Management Performance Grant and approximately $12,000 from the Homeland Security Grant to assist with the cost of this project. (5 mobile radios @ $3,570 each and 11 portable radios @ $2,830 each)	$48,980
		(Not approved in Adopted Budget)	
62050	Aluminum Shelving For Unit No. 82-14	Additional shelving is required for the Fire Department's newest fire engine (Unit No. 82-14), which was placed into service in 2014, to effectively store emergency response equipment.	$1,800
		Total:	**$176,064**

(Only $7,084 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	0
Services and Supplies	27,481	24,400	20,300	20,300
Capital Outlay	0	0	0	0
Total	**27,481**	**24,400**	**20,300**	**20,300**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	20,600	24,400	20,300	20,300
Safety Department Grants	6,881	0	0	0
Total	**27,481**	**24,400**	**20,300**	**20,300**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4534 Personnel Development

Work Program

1. Provide annual training with automatic-aid cities.
2. Maintain monthly training records.
3. Provide necessary training for required certifications and recertifications.
4. Provide hazardous materials and urban search and rescue training for fire personnel.
5. Maintain level of certification in Emergency Medical Technician, Fire Investigator, and other areas of expertise.

Units of Measure

1. Establish and maintain productive working relationships with local and regional training partners.
2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
4. The successful completion of 40 continuing education hours by each Fire Investigator annually.
5. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.

Personnel Services

No funding requested.

Services and Supplies – $24,400

Funding requested is for: books and publications – $800; program supplies – $1,650; special contract services - $3,000; vocational training – $18,950.

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 2016	$2,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino Co.	April 2016	$1,000
52540	Training for three (3) firefighters	Rescue Systems 1 Certification (mandatory for OES Strike Team response)	San Bernardino Co. FD North Net Fire Trng. Center	March 2016	$2,000
52540	Training for two (2) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore	May 2016	$550
52540	Train and certify three (3) new members	Rescue Systems II Confine Space Rescue Tech.	San Bernardino Co. FD North Net Fire Trng. Center	February 2016	$1,500
52540	Deputy Fire Marshal	California Conference of Arson Investigators Seminar	San Luis Obispo	November 2015	$1,000
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2015	$600

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	Training for two (2) firefighters	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 2015	$900
52540	Training for three (3) firefighters	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 2016	$900

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	Fire Department Employees	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 2016	$1,500
52540	Fire Department Employees	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 2016	$1,000
52540	Fire Department Employees	Firehouse World Training Conference	San Diego	February 2016	$3,000
52540	Fire Department Employees	Mt. San Antonio Flash Over Chamber Training	Mt. San Antonio College	January 2016	$3,000
				Total:	**$18,950**

(Only $14,850 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51020	BOOKS AND PUBLICATIONS - $800
	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 - $3,000
	Agreement with Target Solutions for on-line OSHA mandated training.
52540	VOCATIONAL TRAINING - $18,950 ***(Only $14,850 approved in Adopted Budget)***
	Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B - Vocational Training."

PROGRAM BUDGET SUMMARY - 1

Program Number 4536

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	10,000	21,644	7,950	7,950
Capital Outlay	0	22,375	1,000	1,000
Total	**10,000**	**44,019**	**8,950**	**8,950**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	10,000	44,019	8,950	8,950
Total	**10,000**	**44,019**	**8,950**	**8,950**

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

	2014	2015
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – $21,644

Funding requested is for: household expenses – $11,294; license/permits/certificates – $500; maintenance-other equipment – $1,500; special contract services - $6,900; small equipment – $750; miscellaneous expenditures – $700.

Capital Outlay - $22,375

Funding requested is for: turnout gear lockers - $10,375; refrigerators - $12,000.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51110	HOUSEHOLD EXPENSES - $11,294 ***(Only $4,000 approved in Adopted Budget)***
	Dayroom chairs (3 @ $700 each), $2,100 Office chairs (10 @ $200 each), $2,000 Bedspread replacement (21 @ $114 each), $2,394 Dry cleaning (strike team sleeping bags), $200 Kitchen appliances, dishes, utensils, plumbing supplies, etc., $1,000 Mattress and box springs (3 @ $1,200 each), $3,600
51150	LICENSE/PERMITS/CERTIFICATES - $500
	Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California.
52050	MAINTENANCE - OTHER EQUIPMENT - $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 $1,000 approved in Adopted Budget)***
	Agreement with Braun Linen for laundry service and towels.
52690	SMALL EQUIPMENT - $750
	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.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62050	Turnout Gear Lockers with Lockable Doors	Fire Department personnel protective equipment is currently stored in cabinets that provide very limited ventilation, this environment fosters bacterial growth and is not compliant with NFPA1851, Chapter 9/Storage, Section 9.1.9. Replacing the cabinets with an open and breathable turnout storage system will assist in the mitigation of bacterial growth on Department equipment. This system will also allow for turnout coats and pants to be stored on hangers, which will reduce damage caused by excessive folding and creasing, and reduce expenses associated with turnout repair. This will place the Department in compliance with NFPA1851, Chapter 9/Storage, Section 9.1.8, which requires turnout coats and pants to be stored by hanging. Installation to be performed by City personnel, eliminating additional expenditures. ***(Only $1,000 approved in Adopted Budget)***	$10,375
62050	Refrigerators	Replaces six (6) existing refrigerators (three per station) because of age, inefficiency, and needed part replacements. The refrigerators currently in use are five years old and consume more energy than models using current technology. Additionally, several of the refrigerators do not make ice, which is important for crew rehabilitation. (6 @ $2,000 each) ***(Not approved in Adopted Budget)***	$12,000
		Total:	**$22,375**

(Only $1,000 approved in Adopted Budget)

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	34,818	36,789	36,789	36,789
Services and Supplies	2,940	4,490	3,990	3,990
Capital Outlay	0	0	0	0
Total	**37,758**	**41,279**	**40,779**	**40,779**
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	37,758	41,279	40,779	40,779
Total	**37,758**	**41,279**	**40,779**	**40,779**

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

Personnel Services – $36,789

Salary requests are for: Administrative Aide (.50) – $23,696. Cost allocations are as follows: full-time salaries – $23,696; benefit costs – $13,093.

Services and Supplies – $4,490

Funding requested is for: office supplies – direct - $500; program supplies – $1,100; special consulting services - $1,900; miscellaneous expenditures – $990.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51060	OFFICE SUPPLIES – DIRECT - $500 ***(Moved to 4311-51060)***
	Disaster Service Worker Pocket Guide.
51130	PROGRAM SUPPLIES - $1,100
	Emergency water, $200 (This water will be available for EOC responders during emergency situations when other water sources are unavailable)
	Emergency food, $600 (This emergency food will replenish expiring food that is for EOC responders during emergency situations when other food sources are unavailable)
	EOC supplies, enhancements, and updates, $300
52190	SPECIAL CONSULTING SERVICES - $1,900
	Consultant and instructor fees to provide training that will maintain Standard Emergency Management System (SEMS) compliance for the City of Montclair.
52990	MISCELLANEOUS EXPENDITURES - $990
	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
	Other miscellaneous expenditures for the Emergency Preparedness Program, $150

PROGRAM BUDGET SUMMARY - 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	255,883	189,669	49,680	49,680
Services and Supplies	39,525	44,455	44,455	44,455
Capital Outlay	0	0	0	0
Total	**295,408**	**234,124**	**94,135**	**94,135**
Personnel Authorized	0.83 (FT)	0.83 (FT)	0.00 (FT)	0.00 (FT)

Source of Funds

EMS Paramedic Fund	295,408	234,124	94,135	94,135
Total	**295,408**	**234,124**	**94,135**	**94,135**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Fire		4539 Emergency Medical Services

Work Program

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

Units of Measure

	2013	2014	Estimate 2015
Total number of ALS calls	2,335	2,432	2,960
Continuous Education Hours for Nine Paramedic	216	216	216
Current and Accurate Medical Records on file	2,677	2,707	3,264

Personnel Services – $189,669

Salary requests are for: Deputy Fire Chief (.83) – $100,993. Cost allocations are as follows: full-time salaries - $100,993; additional pay (paramedic stipends) – $49,680; benefit costs – $38,996.

Services and Supplies – $44,455

Funding requested is for: books and publications – $100; office supplies - direct – $500; program supplies – $11,580; license/permits/certificates – $5,975; maintenance - other equipment – $500; special contract services – $22,700; small equipment – $3,100.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4539 Emergency Medical Services

Object Number	
51020	BOOKS AND PUBLICATIONS - $100
	Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.
51060	OFFICE SUPPLIES – DIRECT - $500
	O1A report forms.
51130	PROGRAM SUPPLIES - $11,580
	Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, $9,180 Medical oxygen, $2,400
51150	LICENSE/PERMITS/CERTIFICATES - $5,975
	ICEMA annual authorization application fee, $2,100 ALS unit annual inspection fees (4 @ $400 each), $1,600 ICEMA EMT-P certification fees (5 @ $75 each), $375 State EMT-P certification fees (5 @ $200 each), $1,000 ICEMA EMT Re-cert (9 EMT's @100 each), $900
52050	MAINTENANCE – OTHER EQUIPMENT - $500
	Maintenance of EMS tools and equipment.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Fire **Program:** 4539 Emergency Medical Services

Object Number	
52450	SPECIAL CONTRACT SERVICES - $22,700
	Billing service for the collection of Paramedic Service Fees, $14,500
	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, $8,200
52690	SMALL EQUIPMENT - $3,100
	Various tools and hardware that cannot be exchanged, $1,000
	First-aid supplies for all City departments, $1,000
	King Vision Kit (includes intubation display, three channeled blades and one non-channeled blade), $1,100

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	2,327,450	2,456,090	2,685,915	2,685,915
Services and Supplies	4,091,635	4,633,014	4,149,940	4,149,940
Indirect Staff Charges	203,544	225,419	225,419	225,419
Capital Outlay	125,500	622,709	83,900	83,900
Total	**6,748,129**	**7,937,232**	**7,145,174**	**7,145,174**
Personnel Authorized	26.025 (FT) 0.00 (PTB) 9.00 (PT)	26.025 (FT) 1.00 (PTB) 9.00 (PT)	26.025 (FT) 2.00 (PTB) 13.00 (PT)	26.025 (FT) 2.00 (PTB) 13.00 (PT)
Divisional Distribution				
Engineering	704,577	739,687	773,321	773,321
Street Maintenance	860,996	1,065,288	834,670	834,670
Park Maintenance	1,097,748	1,087,645	983,950	983,950
Vehicle Maintenance	421,876	551,669	483,402	483,402
Sewer Maintenance	3,052,852	3,704,081	3,486,273	3,486,273
Building Maintenance	610,080	788,862	583,558	583,558
Total	**6,748,129**	**7,937,232**	**7,145,174**	**7,145,174**
Source of Funds				
General Fund	2,601,156	3,187,482	2,708,340	2,708,340
Gas Tax Fund	788,874	757,967	771,734	771,734
Park Maintenance Fund	0	0	10,000	10,000
Park Development Fund	85,000	15,000	15,000	15,000
Community Block Grant Fund	31,000	28,500	28,500	28,500
Sewer Maintenance Fund	2,989,577	3,640,810	3,288,002	3,288,002
Sewer Replacement Fund	0	0	135,000	135,000
Sewer Capital Asset Fund	63,275	63,271	63,271	63,271
Equipment Replacement Fund	73,000	190,968	72,045	72,045
Capital Projects-Infrastructure Fund	30,100	0	0	0
AQMD AB 2766 Fund	12,000	0	0	0
CFD 2011-1 Fund – Paseos	74,147	25,700	37,200	37,200
CFD 2011-2 Fund – Arrow Station	0	27,534	16,082	16,082
Total	**6,748,129**	**7,937,232**	**7,145,174**	**7,145,174**

DETAIL OF SALARIES AND WAGES

Department: Public Works **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	0.025	0.025	0.025	0.025	4,142	4,142	4,142
Public Works Director	1.00	1.00	1.00	1.00	139,968	139,968	139,968
Deputy City Engineer	0.00	0.00	1.00	1.00	0	42,390	42,390
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
Leadworker-Maintenance	3.00	3.00	4.00	4.00	136,281	185,025	185,025
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	40,737	40,737	40,737
Lead/Fire Equip Mechanic	1.00	0.00	0.00	0.00	0	0	0
Equipment Maint Supervisor	0.00	1.00	1.00	1.00	66,300	66,300	66,300
Equipment Mechanic	1.00	1.00	0.00	0.00	0	0	0
Maintenance Worker	7.00	7.00	6.00	6.00	273,706	231,466	231,466
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	102,180	102,180	102,180
Facilities Specialist	1.00	1.00	1.00	1.00	51,914	51,914	51,914
Part Time Benefitted							
Equipment Maintenance Tech	0.00	1.00	1.00	1.00	38,370	38,370	38,370
Maintenance Technician	0.00	0.00	1.00	1.00	0	32,999	32,999
Part Time							
Mechanic Aide	1.00	1.00	1.00	1.00	33,908	0	0
Office Specialist	1.00	1.00	1.00	1.00	36,161	36,161	36,161
Maintenance Worker	6.00	6.00	6.00	6.00	156,682	176,655	176,655
Custodian	0.00	0.00	4.00	4.00	0	115,400	115,400
Senior Intern	1.00	1.00	1.00	1.00	11,471	11,471	11,471
Full Time	26.025	26.025	26.025	26.025	1,378,184	1,427,078	1,427,078
Part Time Benefitted	0.00	1.00	2.00	2.00	38,370	71,369	71,369
Part Time	9.00	9.00	13.00	13.00	238,222	339,687	339,687
Overtime					56,450	56,450	56,450
Additional Pay					900	900	900
Total Salaries & Wages					1,712,126	1,895,484	1,895,484
Benefit Costs					743,964	790,431	790,431
TOTAL					**2,456,090**	**2,685,915**	**2,685,915**

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	416,088	426,065	487,736	487,736
Services and Supplies	288,489	313,622	285,585	285,585
Capital Outlay	0	0	0	0
Total	**704,577**	**739,687**	**773,321**	**773,321**
Personnel Authorized	3.95 (FT)	3.95 (FT)	4.95 (FT)	4.95 (FT)
Department Distribution				
Management & Construction	422,858	452,795	499,429	499,429
Public Works Inspection	127,271	131,677	131,677	131,677
Traffic Safety Engineering	154,448	155,215	142,215	142,215
Total	**704,577**	**739,687**	**773,321**	**773,321**
Source of Funds				
General Fund	594,827	629,687	673,321	673,321
Gas Tax Fund	109,750	110,000	100,000	100,000
Total	**704,577**	**739,687**	**773,321**	**773,321**

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	279,119	284,173	345,844	345,844
Services and Supplies	143,739	168,622	153,585	153,585
Capital Outlay	0	0	0	0
Total	**422,858**	**452,795**	**499,429**	**499,429**
Personnel Authorized	2.85 (FT)	2.85 (FT)	3.85 (FT)	3.85 (FT)

Source of Funds

General Fund	422,858	452,795	499,429	499,429
Total	**422,858**	**452,795**	**499,429**	**499,429**

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

	2013-2014	1st 6 Mos. 2014-2015	Estimate 2015-2016
Public Works Improvements	10	5	10
Citizen Requests	150	75	150
Studies	1	1	2
Plan Check Capital Improvements	10	5	10
Plan Check Private Development	12	8	16
Plan Check Tract Maps	1	4	6
Plan Check Parcel Maps	0	1	2
Plan Check Lot Merger/Line Adjustment	1	2	2
Review of WQMPs	8	8	15

Personnel Services - $284,173

Salary requests are for: Public Works Director (0.40) - $55,987; Project Manager (0.85) - $57,732; Administrative Specialist (0.60) - $24,442; NPDES Inspector (1.00) - $51,090. Cost allocations are as follows: full-time salaries - $189,251; overtime - $2,500; benefit costs - $92,422.

Services and Supplies - $168,622

Funding requested is for: books and publications - $500; program supplies - $700; license/permits/certificates - $1,360; dues and memberships - $1,190; travel and meetings - $5,600; auto allowance - $5,460; special consulting services - $14,000; plan check services - $60,000; special lab testing - $320; special contract services - $74,277; vocational training - $950; cellular phone - $3,065; 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. Steve Stanton, Project Manager Jim Diaz, Public Works Inspector Xavier Mendez, Public Works Sup. Marissa Pereyda, Admin. Spec. Mike McGehee, Fac./Grounds Super.	Quarterly Luncheon meetings with Monte Vista Water District	Montclair	Quarterly	$50 $50 $50 $50 $50 $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 Wendy Hsiao, 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. ***(Moved to 1501-4669)***	Las Vegas, Nevada	Fall 2015	$650 $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 Storm-water 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.	Monterey, CA	October 19-21, 2015	$1,900 $1,900
				Total	**$5,600**

(Only $4,300 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	Training for Project Manager in various areas of project management. 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.	Training for Public Works Inspector. Seminars, classes and training sessions are available to assist the City in developing inspection skills.	Various San Bernardino County locations	Periodically	$200
52540	Marissa Pereyda, Admin. Spec.	Training for Administrative Specialist for Caltrans and federal processes associated with federal grants. Caltrans now charges $50 for the five-session block when taken within a one-week span.	Various San Bernardino County locations	Periodically	$150
52540	Wendy Hsiao, NPDES Inspector	Training for NPDES Environmental Compliance 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	$400
				Total:	**$950**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

51020 BOOKS AND PUBLICATIONS - $500

The 2016 update to the Standard Specifications for Public Works Construction is due to be released in March 2016; and other updates to standards and specifications.

51130 PROGRAM SUPPLIES - $700 ***(Only $500 approved in Adopted Budget)***

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

51150 LICENSE/PERMITS/CERTIFICATES - $1,360 ***(Only $1,000 approved in Adopted Budget)***

Personnel	Description	Cost
Michael Hudson, Public Works Director/City Engineer	Professional Registration Certificate	$140
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	$90
Joe Rosales, NPDES Inspector	Certified Municipal Separate Storm Sewer System Specialist	$100
Joe Rosales, NPDES Inspector	Industrial General Permit-SWPPP QSP/D	$700
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 - $1,190

Personnel	Description	Cost
Michael C. Hudson, Public Works Director/City Engineer	Membership in American Society of Civil Engineers (ASCE)	$400
Michael C. Hudson, Public Works Director/City Engineer	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	$160
Joe Rosales, NPDES Inspector	California Water Environment Association	$160
Joe Rosales, NPDES Inspector	California Stormwater Quality Association	$100

52130 TRAVEL AND MEETINGS - $5,600 ***(Only $4,300 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."

52140 MILEAGE/AUTO ALLOWANCE - $5,460

Auto allowance for Public Works Director and City Engineer.

52190 SPECIAL CONSULTING SERVICES - $14,000 ***(Only $5,000 approved in Adopted Budget)***

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2015, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include weight room 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. ***(Only $1,000 approved in Adopted Budget)***

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 - $60,000

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

52420 SPECIAL LAB TESTING - $320

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 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 - $74,277 ***(Only $70,000 approved in Adopted Budget)***

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 - $49,100

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 - $22,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of $18,989*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, $3,988, along with the fees.

*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low 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 - $950

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 - $3,065

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	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	127,271	131,677	131,677	131,677
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	**127,271**	**131,677**	**131,677**	**131,677**
Personnel Authorized	1.05 (FT)	1.05 (FT)	1.05 (FT)	1.05 (FT)

Source of Funds

General Fund	127,271	131,677	131,677	131,677
Total	**127,271**	**131,677**	**131,677**	**131,677**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

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

Units of Measure

	2013-2014	1st 6 mos. 2014-2015	Estimate 2015-2016
Subdivision public improvement inspections	120	80	200
Private development improvement inspections	30	40	80
Public works improvement inspections performed	160	80	160
Public utilities inspections performed	80	50	100

Personnel Services - $131,677

Salary requests are for: City Engineer (.25) - $34,992; Public Works Inspector (.80) - $47,002. Cost allocations are as follows: full-time salaries - $81,994; overtime - $10,000; benefit costs - $39,683.

Services and Supplies - $0

No funding requested

Capital Outlay - $0

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	9,698	10,215	10,215	10,215
Services and Supplies	144,750	145,000	132,000	132,000
Capital Outlay	0	0	0	0
Total	**154,448**	**155,215**	**142,215**	**142,215**
Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

Source of Funds

General Fund	44,698	45,215	42,215	42,215
Gas Tax Fund	109,750	110,000	100,000	100,000
Total	**154,448**	**155,215**	**142,215**	**142,215**

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

	2013-2014	1st 6 mos. 2014-2015	Estimate 2015-2016
Developments reviewed	4	4	10
Signals maintained	44	44	44
Reports, studies, investigations	0	1	1
Citizen requests	30	20	40
Traffic Counts	0	10	20

Personnel Services - $10,215

Salary requests are for: Public Works Director/City Engineer (.05) - $6,998. Cost allocations are as follows: full-time salaries - $6,998; benefit costs - $3,217.

Services and Supplies - $145,000

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

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

52040 MAINTENANCE – 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 2015/2016. (Gas Tax Fund)

52060 MAINTENANCE – EXTRAORDINARY TRAFFIC SIGNALS - $80,000 ***(Only $70,000 approved in Adopted Budget)***

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 San Bernardino 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 ***(Only $32,000 approved in Adopted Budget)***

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 - $1,000

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

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	601,883	640,603	665,865	665,865
Services and Supplies	166,113	183,207	150,005	150,005
Capital Outlay	93,000	241,478	18,800	18,800
Total	**860,996**	**1,065,288**	**834,670**	**834,670**
Personnel Authorized	7.60 (FT) 0.00 (PTB) 1.80 (PT)	7.75 (FT) 0.00 (PTB) 1.95 (PT)	7.75 (FT) 0.50 (PTB) 1.95 (PT)	7.75 (FT) 0.50 (PTB) 1.95 (PT)
Department Distribution				
Graffiti Abatement	180,229	185,592	186,072	186,072
Street Maintenance	319,068	559,076	356,933	356,933
Signing & Painting	196,435	146,144	121,624	121,624
Street Sweeping	165,264	174,476	170,041	170,041
Total	**860,996**	**1,065,288**	**834,670**	**834,670**
Source of Funds				
General Fund	375,226	436,182	427,279	427,279
Gas Tax Fund	377,830	562,967	356,734	356,734
CDBG Fund	31,000	28,500	28,500	28,500
Equipment Replacement Fund	43,000	15,345	9,545	9,545
CFD 2011-1 Fund – Paseos	3,840	5,800	5,800	5,800
CFD 2011-2 Fund – Arrow Station	0	16,494	6,812	6,812
Infrastructure Fund	30,100	0	0	0
Total	**860,996**	**1,065,288**	**834,670**	**834,670**

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	143,381	147,784	147,784	147,784
Services and Supplies	21,848	22,808	23,288	23,288
Capital Outlay	15,000	15,000	15,000	15,000
Total	**180,229**	**185,592**	**186,072**	**186,072**
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	145,229	149,632	149,632	149,632
Community Development Block Grant Fund	31,000	28,500	28,500	28,500
Equipment Replacement Fund	4,000	6,500	6,500	6,500
CFD 2011-1 Fund – Paseos	0	960	960	960
CFD 2011-2 Fund – Arrow Station	0	0	480	480
Total	**180,229**	**185,592**	**186,072**	**186,072**

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

	2013-14	1st 6 mos. 2014-15	Estimated 2015-16
Locations graffiti abated	5,949	2,105	8,000

Personnel Services - $147,784

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 - $450; benefit costs - $53,310.

Services and Supplies - $22,808

Funding requested is for: uniforms - $1,498; program supplies - $350; materials – maintenance and repair - $20,000; special contract services - $960.

Capital Outlay - $15,000

Funding requested is for: One replacement Trailer Mounted Pressure Washer 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. (General Fund - $498; CDBG Fund - $1,000)
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. (General Fund - $1,000; CDBG Fund - $19,000)
52450	SPECIAL CONTRACT SERVICES - $960 ***($1,440 approved in Adopted Budget)***
	Graffiti Abatement at Paseos, $960. (CFD 2011-1 Fund – Paseos) Graffiti Abatement at Arrow Station, $480. (CFD 2011-2 Fund – Arrow Station)

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

Total: $15,000

(CDBG Fund - $8,500)

(Equipment Replacement Fund - $6,500)

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	228,543	252,659	277,921	277,921
Services and Supplies	90,525	100,239	79,012	79,012
Capital Outlay	0	206,178	0	0
Total	**319,068**	**559,076**	**356,933**	**356,933**
Personnel Authorized	2.30 (FT) 0.00 (PTB) 1.80 (PT)	2.45 (FT) 0.00 (PTB) 1.95 (PT)	2.45 (FT) 0.50 (PTB) 1.95 (PT)	2.45 (FT) 0.50 (PTB) 1.95 (PT)

Source of Funds

General Fund	174,281	225,949	219,049	219,049
Gas Tax Fund	114,687	314,873	131,157	131,157
Equipment Replacement Fund	0	5,800	0	0
Infrastructure Fund	30,100	0	0	0
CFD 2011-1 Fund – Paseos	0	1,000	1,000	1,000
CFD 2011-2 Fund – Arrow Station	0	11,454	5,727	5,727
Total	**319,068**	**559,076**	**356,933**	**356,933**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

Work Program

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

Units of Measure

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
Tons of asphaltic concrete placed	187	35	100
Pounds of crack seal placed	5,636	0	10,000
Square footage of sidewalk removed and replaced	1,800	100	2,000
Remove and replace curb and gutter (lin. ft.)	80	40	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services - $252,659

Salary requests are for: Public Works Superintendent (.15) - $14,315; Leadworker (1.00) - $48,922; Maintenance Workers (1.15) - $43,791; Maintenance Workers (1.65/part-time) - $51,000; Office Specialist (.30/part-time) - $10,848. Cost allocations are as follows: full-time salaries - $107,028; part-time salaries - $61,848; overtime - $21,500; benefit costs - $62,283.

Services and Supplies - $100,239

Funding requested is for: uniforms - $12,000; program supplies - $2,000; license/permits/certificates - $3,350; asphalt - $15,000; cement - $15,000; weed chemicals - $2,000; miscellaneous repair materials - $19,000; dues and memberships - $235; travel and meeting expenses - $5,600; educational grants - $1,300; special contract services – $12,454; vocational training - $11,000; rental of private equipment - $400; small equipment - $900.

Capital Outlay - $206,178

Funding requested is for: One 1 ton dump truck. - $58,000; One Bobcat, Skid-Steer tractor - $108,178; Christmas Decorations for street lights around shopping centers - $40,000.

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	Chad Quidor, Leadworker	Attend the 2016 Sports Turf Managers Association conference which will allow Chad to receive specialized education specific to his work. It will also assist in keeping City personnel informed in the sports field industry.	San Diego, CA	January, 2016	$600
52130	Mike McGehee, Facilities and Grounds Superintendent	Attend carpentry training workshops which will help with facilities projects that were once outsourced for repairs or installations.	Henderson, NV	2016	$2,000
52130	Mike Lawrence, Equipment Maintenance Supervisor	Attend California Fire Mechanics course to maintain certificates for repairing and maintaining fire emergency vehicles.	Sacramento, CA	2015/16	$3,000
				Total:	**$5,600**

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

Department: Public Works **Program:** 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	$1,250
52540	Division Personnel	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, 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. (4 @ $1,250)	City Yard	Varies	$5,000
52540	Division Personnel	Provide training for Irrigation personnel in basics of landscape irrigation service and repairs.	City Yard	Varies	$1,000
				Total:	**$11,000**

(Only $9,000 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Number

51100 UNIFORMS - $12,000 ***(Only $11,000 approved in Adopted Budget)***

Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund - $1,200; Gas Tax Fund - $10,800)

51130 PROGRAM SUPPLIES - $2,000

Shovels, hoes, rakes, picks, brooms, etc., $1,000 (General Fund - $200; Gas Tax Fund - $800)
Rain gear, gloves, ear and eye protection, and safety equipment for applying pesticides, $1,000 (General Fund - $200; Gas Tax Fund - $800)

51150 LICENSE/PERMITS/CERTIFICATES - $3,350

Employee	Licenses/Certificates	Amount
Mario Ross, Maintenance Worker	Qualified Applicators Certificates	$300
Ron Barron, Maintenance Worker	Qualified Applicators Certificates	$160
Chad Quidor, Leadworker	Qualified Applicators Certificates	$300
John Kreseck, Maintenance Worker	Qualified Applicators Certificates	$190
Edward Molitor, Maintenance Worker	Qualified Applicators Certificates	$400
Jeff Wheeler, Maintenance Worker	Backflow Certification Course and License	$2,000

51350 ASPHALT - $15,000 ***(Only $13,500 approved in Adopted Budget)***

Asphalt and crack sealing material to make street repairs as needed throughout the City. (General Fund - $1,500; Gas Tax Fund - $13,500)

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 - $1,500; Gas Tax Fund - $13,500)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Number

51400 WEED CHEMICALS - $2,000 ***(Only $1,500 approved in Adopted Budget)***

Chemicals to control weeds in streets and rights-of-way through-out the City. Increase is due to the purchase of additional Krovar which is a soil sterilent to help keep weeds down in City Right of Ways longer. (General Fund - $200; Gas Tax Fund - $1,800)

51410 MISCELLANEOUS MAINTENANCE AND REPAIRS - $19,000 ***(Only $15,000 approved in Adopted Budget)***
(General Fund - $1,900; Gas Tax Fund - $17,100)

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 - $235

Xavier Mendez, Public Works Superintendent	National Arbor Day Foundations dues	$125
Chad Quidor, Leadworker	STMA Membership	$110

52130 TRAVEL AND MEETING EXPENSES - $5,600

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.

52450 SPECIAL CONTRACT SERVICES - $12,454 ***(Only $6,727 approved in Adopted Budget)***

Stormwater System Maintenance, $1,000 (CFD 2011-1 Fund – Paseos)
Bio Retention Basin Maintenance, $6,900 (CFD 2011-2 Fund – Arrow Station) ***(Only $3,450 approved in Adopted Budget)***
Storm Drain Maintenance, $4,554 (CFD2011-2 Fund – Arrow Station) ***(Only $2,277 approved in Adopted Budget)***

52540 VOCATIONAL TRAINING - $11,000 ***(Only $9,000 approved in Adopted Budget)***

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4646 Street Maintenance

Object Number	
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 - $900
	Replacement of a weed eater and backpack blower.

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 22nd year of service. (Gas Tax Fund - $52,200; Equipment Replacement Fund - $5,800)	$58,000
		(Not approved in Adopted Budget)	
62020	Bobcat Skid-Steer	This new unit would be used to do smaller asphalt and concrete job orders when we remove and replace sidewalk, curb and street areas. The Bobcat is a smaller tractor that would make it easier and faster to do the work in areas that are limited by size and traffic congestion situations. (Gas Tax Fund)	$108,178
		(Not approved in Adopted Budget)	
62050	Christmas Street Decorations	Replacement of the existing Christmas decorations that are now 13 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. (General Fund - $4,000; Gas Tax Fund - $36,000)	$40,000
		(Not approved in Adopted Budget)	
		Total:	**$206,178**

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	80,835	83,024	83,024	83,024
Services and Supplies	37,600	42,820	34,800	34,800
Capital Outlay	78,000	20,300	3,800	3,800
Total	**196,435**	**146,144**	**121,624**	**121,624**
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	27,864	29,966	27,963	27,963
Gas Tax Fund	129,571	113,133	90,616	90,616
Equipment Replacement Fund	39,000	3,045	3,045	3,045
Total	**196,435**	**146,144**	**121,624**	**121,624**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
Maintain signs	2,750	1275	3,000
Fabricate signs	100	75	250
Stripe miles of street	50	0	50
Stencil traffic legends	500	200	500
Raised Pavement Markers	900	725	1,200

Personnel Services - $83,024

Salary requests are for: Public Works Superintendent (.10) - $9,544; Maintenance Worker (1.00) - $42,240. Cost allocations are as follows: full-time salaries - $51,784; overtime - $2,250; benefit costs - $28,990.

Services and Supplies - $42,820

Funding requested is for: program supplies - $300; traffic striping materials - $11,500; street signs - $28,520; materials – maintenance and repairs - $2,000; special contract services - $500.

Capital Outlay - $20,300

Funding requested is for: One Message/Arrow Board for traffic control and information - $16,500, One Arrow Board for traffic control - $3,800.

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. (General Fund - $45; Gas Tax Fund - $255)

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. (General Fund - $1,725; Gas Tax Fund $9,775)

51340 MATERIALS - STREET SIGNS – $28,520 ***(Only $23,000 approved in Adopted Budget)*** (General Fund – $4,278; Gas Tax Fund - $24,242)

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 (6 @ $470), $2,820
Replacement pole mounted street name signs (60 @ $95), $5,700

51410 MATERIALS - MAINTENANCE REPAIRS – $2,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – $300; Gas Tax Fund - $1,700)

52450 SPECIAL CONTRACT SERVICES – $500

Disposal of Emergency paint related hazardous waste to comply with State and County regulations. (With City Yard employee's certified in Hazardous Materials handling we have been able to dispose of hazardous waste at the County Disposal sites as needed at no cost to the City)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Public Works **Program:** 4650 Signing and Painting

Object Code	Item	Justification	Cost
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.	$16,500
		(Not approved in Adopted Budget)	
62020	One 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.	$3,800
			Total: $20,300
			(General Fund - $17,255) **(Gas Tax Fund - $3,045)**

(Only $3,800 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	149,124	157,136	157,136	157,136
Services and Supplies	16,140	17,340	12,905	12,905
Capital Outlay	0	0	0	0
Total	**165,264**	**174,476**	**170,041**	**170,041**
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	27,852	30,635	30,635	30,635
Gas Tax Fund	133,572	134,961	134,961	134,961
CFD 2011-1 Fund – Paseos	3,840	3,840	3,840	3,840
CFD 2011-2 Fund – Arrow Station	0	5,040	605	605
Total	**165,264**	**174,476**	**170,041**	**170,041**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	2	0	2

Personnel Services - $157,136

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 - $54,912.

Services and Supplies - $17,340

Funding requested is for: program supplies - $300; materials - street sweeping - $12,000; special contract services - $5,040.

Capital Outlay

No funding requested for this fiscal year.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES - $300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division. (General Fund – $30; Gas Tax Fund - $270)

51370 MATERIALS - STREET SWEEPING - $12,000 ***($12,605 approved in Adopted Budget)***

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers. Alternative fuel sweeper is out of warranty; additional funds will be needed for alternative fuel parts which are more costly.
(General Fund – $1,200; Gas Tax Fund - $6,960; CFD 2011-1 Fund – Paseos - $3,840; CFD 2011-2 Fund – Arrow Station - $605)

52450 SPECIAL CONTRACT SERVICES - $5,040 ***(Moved to 4651-51370)***

Sycamore Park, $3,840. (CFD 2011-1 Fund – Paseos)
Arrow Station, $1,200. (CFD 2011-2 Fund – Arrow Station)

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	413,589	353,074	348,272	348,272
Services and Supplies	684,159	638,448	635,678	635,678
Capital Outlay	0	96,123	0	0
Total	**1,097,748**	**1,087,645**	**983,950**	**983,950**
Personnel Authorized	4.25 (FT) 0.00 (PTB) 3.80 (PT)	3.40 (FT) 0.00 (PTB) 2.80 (PT)	2.40 (FT) 0.50 (PTB) 3.80 (PT)	2.40 (FT) 0.50 (PTB) 3.80 (PT)
Department Distribution				
Park Maintenance	987,747	892,819	842,167	842,167
Tree Maintenance	110,001	194,826	141,783	141,783
Total	**1,097,748**	**1,087,645**	**983,950**	**983,950**
Source of Funds				
General Fund	641,147	860,582	613,280	613,280
Gas Tax Fund	301,294	85,000	315,000	315,000
Park Development Fund	85,000	15,000	15,000	15,000
CFD 2011-1 Fund – Paseos	70,307	19,900	31,400	31,400
CFD 2011-2 Fund – Arrow Station	0	11,040	8,850	8,850
Equipment Replacement Fund	0	96,123	0	0
Total	**1,097,748**	**1,087,645**	**983,950**	**983,950**

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	399,238	338,361	333,559	333,559
Services and Supplies	588,509	510,958	508,608	508,608
Capital Outlay	0	43,500	0	0
Total	**987,747**	**892,819**	**842,167**	**842,167**
Personnel Authorized	4.15 (FT) 0.00 (PTB) 3.80 (PT)	3.30 (FT) 0.00 (PTB) 2.80 (PT)	2.30 (FT) 0.50 (PTB) 3.80 (PT)	2.30 (FT) 0.50 (PTB) 3.80 (PT)

Source of Funds

General Fund	606,146	805,219	557,917	557,917
Gas Tax Fund	226,294	0	230,000	230,000
Park Development Fund	85,000	15,000	15,000	15,000
CFD 2011-1 Fund – Paseos	70,307	18,900	30,400	30,400
CFD 2011-2 Fund – Arrow Station	0	10,200	8,850	8,850
Equipment Replacement Fund	0	43,500	0	0
Total	**987,747**	**892,819**	**842,167**	**842,167**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
Acres of parks and facilities maintained	78.16	79.05	79.05
Acres of parks and facilities mowed	40.38	41.13	41.13
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 - $338,361

Salary requests are for: Facilities and Grounds Superintendent (.15) - $14,315; Leadworker (1.00) - $48,744; Maintenance Workers (2.15) - $85,919; Office Specialist (.30/part-time) - $10,848; Maintenance Workers (2.50/part-time) - $84,156. Cost allocations are as follows: full-time salaries - $148,978; part-time salaries - $95,004; overtime - $7,000; benefit costs - $87,379.

Services and Supplies - $510,958

Funding requested is for: program supplies - $4,300; license/permits/certificates - $150; sprinkler parts - $15,000; fertilizers - $2,000; weed chemicals - $2,000; repair materials - $39,000; special contract services - $432,608; private equipment rentals - $900; rental property upkeep - $10,000; miscellaneous expenditures - $5,000.

Capital Outlay - $43,500

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 - $4,300

Shovels, hoes, rakes, brooms, pruners, etc., $1,100
Work gloves, eye and ear protection, rain gear, etc., $900
3 Stihl BR600 backpack blowers, $1,500
3 Maruyama String Trimmers, $800

51150 LICENSE/PERMITS/CERTIFICATES - $150

Backflow License renewal for Maintenance Worker, Jeff Wheeler.

51380 MATERIALS - SPRINKLER PARTS - $15,000 ***(Only $12,000 approved in Adopted Budget)***

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 ***(Only $1,500 approved in Adopted Budget)***

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 - $39,000 ***(Only $30,000 approved in Adopted Budget)***

Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., $10,000
Playground fiber material to bring playground safety material back into safe levels, $4,000
Replacement trash cans at various parks, $3,000
Repairs and resurfacing of Pour In Place rubber play surfaces at 3 parks, $22,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4652 Park Maintenance

Object Number

52450 SPECIAL CONTRACT SERVICES - $432,608 ***(Only $431,508 approved in Adopted Budget)***

Landscaping for the existing median islands, parkways, Police facility landscape and Transcenter landscape and Por La Vida House ($24,949 per month), $299,388
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
Fire Ant control in all City Facilities ($1,000 per month), $12,000
Sycamore Park and Parkway Maintenance, $18,900 (CFD 2011-1 Fund – Paseos) ***($22,900 approved in Adopted Budget)***
Arrow Station, $10,200 (CFD 2011-2 Fund – Arrow Station) ***(Only $5,100 approved in Adopted Budget)***

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. (Park Development Fund)

52990 MISCELLANEOUS EXPENDITURES - $5,000

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Development Fund)

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 22 years of service. This vehicle's interior is falling apart and is definitely showing its age. (Equipment Replacement Fund)	$43,500
		Total:	**$43,500**

(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	14,351	14,713	14,713	14,713
Services and Supplies	95,650	127,490	127,070	127,070
Capital Outlay	0	52,623	0	0
Total	**110,001**	**194,826**	**141,783**	**141,783**
Personnel Authorized	0.10 (FT)	0.10 (FT)	0.10 (FT)	0.10 (FT)

Source of Funds

General Fund	35,001	55,363	55,363	55,363
Gas Tax Fund	75,000	85,000	85,000	85,000
CFD 2011-1 Fund – Paseos	0	1,000	1,000	1,000
CFD 2011-2 Fund – Arrow Station	0	840	420	420
Equipment Replacement Fund	0	52,623	0	0
Total	**110,001**	**194,826**	**141,783**	**141,783**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-15
Trees trimmed	1452	332	1,500
Trees removed	133	65	50
Trees replaced	12	6	50
Tree roots pruned	1	0	10
Trees sprayed	2	0	0

Personnel Services - $14,713

Salary requests are for: Public Works Superintendent (.10) - $9,544. Cost allocations are as follows: full-time salaries - $9,544; overtime - $500; benefit costs - $4,669.

Services and Supplies - $127,490

Funding requested is for: program supplies - $250; materials - $400; special contract services - $126,840.

Capital Outlay - $52,623

Funding is requested for: One replacement Vermeer wood chipper.

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-15
Trees trimmed	1452	332	1,500
Trees removed	133	65	50
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Personnel Services - $14,713

Salary requests are for: Public Works Superintendent (.10) - $9,544. Cost allocations are as follows: full-time salaries - $9,544; overtime - $500; benefit costs - $4,669.

Services and Supplies - $127,490

Funding requested is for: program supplies - $250; materials - $400; special contract services - $126,840.

Capital Outlay - $52,623

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 - $126,840 ***(Only $126,420 approved in Adopted Budget)***
	Services include tree trimming, tree removal, spraying and planting. Contract with West Coast Arborist for tree maintenance services in Grid 1, $125,000 (General Fund - $40,000; Gas Tax Fund $85,000) Sycamore Park, $1,000 (CFD 2011-1 Fund – Paseos) Arrow Station, $840 (CFD 2011-2 Fund – Arrow Station) ***(Only $420 approved in Adopted Budget)***

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 27 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. (Equipment Replacement Fund)	$52,623
		Total:	**$52,623**

(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, Human Services, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	133,127	190,204	157,352	157,352
Services and Supplies	288,749	281,965	263,550	263,550
Capital Outlay	0	79,500	62,500	62,500
Total	**421,876**	**551,669**	**483,402**	**483,402**
Personnel Authorized	1.90 (FT) 0.00 (PTB) 1.10 (PT)	1.95 (FT) 0.90 (PTB) 1.10 (PT)	1.00 (FT) 0.90 (PTB) 1.00 (PT)	1.00 (FT) 0.90 (PTB) 1.00 (PT)

Source of Funds

General Fund	409,876	472,169	420,902	420,902
AQMD AB2766 Fund	12,000	0	0	0
Equipment Replacement Fund	0	79,500	62,500	62,500
Total	**421,876**	**551,669**	**483,402**	**483,402**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Vehicle Maintenance	4656 Vehicle Maintenance

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment on a scheduled basis.

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

Units of Measure

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
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 - $190,204

Salary requests are for: Public Works Superintendent (.10) - $9,544; Equipment Maintenance Supervisor (.90) – $59,670; Equipment Maintenance Technician (.90/part-time benefitted) - $34,533; Office Specialist (.10/part-time) - $3,616; Mechanic Aide (1.00/part-time) - $30,517. Cost allocations are as follows: full time salaries - $69,214; part-time benefitted salaries - $34,533; part-time salaries - $34,133; overtime - $1,500; benefit costs - $50,823.

Services and Supplies - $281,965

Funding requested is for: books and publications - $2,000; program supplies - $6,250; license/permits/certificates - $7,415; repair materials - $85,000; gasoline - $65,000; diesel fuel - $27,500; oil and lubricants - $6,000; propane - $18,000; compressed natural gas - $6,000; work equipment maintenance - $45,000; other equipment maintenance - $6,800; special contract services - $6,500; shop towel service - $500.

Capital Outlay - $79,500

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 - $70,000; Two Post Vehicle Lift - $9,500

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 - $6,250 ***(Only $5,250 approved in Adopted Budget)***
	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
	Plasma Cutting System for fabricating and part replacement on Sweepers and other vehicles and equipment, $1,400
	Low Profile waste oil pan with electric pump used for Fire Trucks that require 10 gallons or more of oil, $600
	One 1/2 inch impact wrench to replace old unit, $400
	Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, $950
	Software update for Vehicle Maintenance Program Manager Plus, $1,000 ***(Not approved in Adopted Budget)***
51150	LICENSE/PERMITS/CERTIFICATES - $7,415 ***(Only $6,500 approved in Adopted Budget)***
	EPA ID Verification fee, $400
	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, $325
	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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Number	
51320	MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $85,000 ***(Only $75,000 approved in Adopted Budget)***
	Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount. With the requirements from the Rubber Manufacturers Association's (RMA's) and Police requirements there has been an increase of tire replacements this past year.
51500	GASOLINE - $65,000 ***(Only $60,000 approved in Adopted Budget)***
	Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.
51510	DIESEL FUEL - $27,500
	Diesel fuel for equipment used in the Public Works and Fire Department, $25,000 Diesel Tax Return Fee, $2,500
51520	OIL AND LUBRICANTS - $6,000 ***(Only $5,000 approved in Adopted Budget)***
	Oil and lubricants to service the City fleet, including fire apparatus.
51530	PROPANE - $18,000
	Propane for equipment used in the Public Works Department, $1,000 Propane for new LPG Sweeper, $17,000
51540	COMPRESSED NATURAL GAS - $6,000 ***(Only $5,500 approved in Adopted Budget)***
	Compressed natural gas for various vehicles in the City fleet.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4656 Vehicle Maintenance

Object Number	
52030	MAINTENANCE - TRANSPORTATION AND WORK EQUIPMENT - $45,000
	Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines, $45,000
52050	MAINTENANCE - OTHER EQUIPMENT - $6,800
	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, $250 Annual inspection and certification of the above ground fuel tank leak alert system for City Yard, Police Facility Fuel Island and Generator Fuel storage tank, (3 @ $550) $1,650 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 - $6,500
	Disposal of used oil, oil filters, and used antifreeze, to comply with the State and County regulations, $1,000 Service agreement for the automated fuel system at the City Yard, $5,500 (Pending approval of New Fuel Management System)
52680	SHOP TOWEL SERVICES - $500
	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 the system are no longer available or obsolete. The wiring system is having some problems with connecting to the software program and circuit board. Recently the system has been failing on a daily basis, which causes City Yard Fleet Division and Management to manually override system to allow employees to pump gas and diesel for their vehicles and equipment. Occasionally the system will not pump even when it has been overridden which them poses a different challenge and requires staff to drive to the Police Station to fill up their vehicle which has no accountability for pumping of fuel. 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. (Equipment Replacement Fund) ***(Only $53,000 approved in Adopted Budget)***	$70,000
62020	One Rotary 2-Post Automotive Lift	Replace the existing in-ground lift. Current lift has been repaired twice in the last 4 years and City Garage was informed that the lift could not be repaired again. Lift is currently leaking and poses a safety issue. New lift would allow for the lifting of 2 recently purchased vehicles that are currently being lifted on the two post Heavy Duty lift due to their heavier weight requirements. (Equipment Replacement Fund)	$9,500
		Total:	**$79,500**

(Only $62,500 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	564,833	631,132	627,482	627,482
Services and Supplies	2,284,475	2,641,922	2,630,772	2,630,772
Indirect Staff Charges	203,544	225,419	225,419	225,419
Capital Outlay	0	205,608	2,600	2,600
Total	**3,052,852**	**3,704,081**	**3,486,273**	**3,486,273**
Personnel Authorized	6.525 (FT) 0.00 (PTB) 1.30 (PT)	7.175 (FT) 0.10 (PTB) 1.40 (PT)	7.125 (FT) 0.10 (PTB) 1.40 (PT)	7.125 (FT) 0.10 (PTB) 1.40 (PT)

Source of Funds

Sewer Maintenance Fund	2,989,577	3,640,810	3,288,002	3,288,002
Sewer Replacement Fund	0	0	135,000	135,000
Sewer Capital Asset Fund	63,275	63,271	63,271	63,271
Total	**3,052,852**	**3,704,081**	**3,486,273**	**3,486,273**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
Sewer main maintained (feet)	450,000	250,000	450,000
Sewer main televised and inspected (feet)	15,000	12,500	50,000
Manholes inspected and maintained (each)	2,350	1,800	2,500
Repair of sewer main (feet)	20	0	25
Blockage requests (each)	21	8	25
Facility Pretreatment Inspections	500	250	500

Personnel Services - $631,132

Salary requests are for: Admin from other Depts. – Staats (.025) - $4,142; Public Works Director (.30) - $41,991; 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 (.85) - $38,615; Maintenance Workers (2.70) - $101,756; Equipment Maintenance Supervisor (.10) - $6,630; Administrative Specialist (.40) - $16,295; NPDES Inspectors (1.00) - $51,090; Project Manager (.15) - $10,188; Equipment Maintenance Technician (.10/part-time benefitted) - $3,837; Mechanic Aide (.10/part-time) - $3,391; Office Specialist (.30/part-time) - $10,848; Senior Intern (1.00 part-time) $11,471. Cost allocations are as follows: full-time salaries - $389,882; part-time benefitted salaries - $3,837; part-time salaries - $25,710; overtime - $8,500; additional pay - $900; benefit costs - $202,303.

Services and Supplies - $2,641,922

Funding requested is for: books and publications - $250; uniforms - $1,500; program supplies - $11,950; license/permits/certificates - $2,940; 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 - $1,681; travel and meetings - $4,390; auto allowance - $2,340; special consulting services - $135,000; sewer processing - $2,351,720; special lab testing - $6,000; special contract services - $6,300; educational grants - $1,300; vocational training - $4,145; rent of private equipment - $15,500; postage - $250; small equipment - $2,750; cellular phone expense - $1,185; depreciation expense - $63,271.

Capital Outlay - $205,608

Funding requested is for: One sewer hydro Jetter replacement 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.	San Diego, California	Fall 2015	$1,250
52130	Nicole deMoet, 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, Nevada	September 2015	$800
52130	Xavier Mendez, Public Works Superintendent	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. ***(Only $650 approved in Adopted Budget)***	Las Vegas, Nevada	September 2015	$800

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	Joe Rosales, NPDES Inspector Wendy Hsiao, 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. ***(Moved from 1001-4641)***	Las Vegas, Nevada	Fall 2015	$650 $650
52130	James Houston, Leadworker	Attend the Annual California Water Environmental Association (CWEA) Conference and Tri-State Conference. These conferences provide continuing education hours and the most current information on pretreatment regulations. ***(Only $650 approved in Adopted Budget)***	Las Vegas, Nevada	September 2015	$800
52130	Nicole deMoet, Environmental Manager	Attend Annual CWEA conference in Southern California.	San Diego, California	Fall 2015	$500
				Total	**$4,390**

($5,390 approved in Adopted Budget)

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	$320
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 deMoet, 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:	**$4,145**

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 - $1,500

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

51130 PROGRAM SUPPLIES - $11,950 ***(Only $9,350 approved in Adopted Budget)***

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., $1,700
Warthog Sewer nozzle for root and grease removal, $1,750
LED flasher replacement for unit 314 Combo Truck, $900
Replacement LED Arrow board for rear traffic, $2,600 ***(Moved to 4669-62050)***
Composite manholes for areas where vandalism occurs, $3,500
Miscellaneous hand tools such as sockets, pliers, wrenches, etc., $1,000
Print educational forms and flyers for residential/commercial, $500

51150 LICENSE/PERMITS/CERTIFICATES - $2,940

- California Water Environmental Association certificates for:
  - Public Works Superintendent, Mendez, $200
  - Environmental Manager, deMoet, $200
  - Leadworker, Houston, $200
- Qualified Applicators Certificate renewal fees for:
  - Leadworker, Houston, $70
  - Public Works Superintendent, Mendez, $70
- Annual fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), $2,200

51320 MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $5,000 ***(Only $3,000 approved in Adopted Budget)***

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 ***(Only $6,000 approved in Adopted Budget)***
	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 - $1,681
	Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworkers, Albert Guerrero and James Houston and Facilities and Grounds Superintendent, Michael McGehee, $195
	Membership to California Water Environmental Association for Public Works Superintendent Mendez, NPDES Inspector Rosales, NPDES Inspector, Hsiao, Environmental Manager, deMoet, Leadworker, Houston and Maintenance Worker Martinez, $936
	Membership to the Southern California Association of Publicly (SCAP) Owned Treatment Works for the City of Montclair, $550
52130	TRAVEL AND MEETINGS - $4,390 ***($5,390 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	AUTO ALLOWANCE - $2,340
	Auto allowance for Public Works Director/City Engineer.
52190	SPECIAL CONSULTING SERVICES - $135,000
	The Sanitary Sewer Master Plan (SSMP) and System Evaluation and Capacity Assurance Program (SECAP) preparation by a contractor (Hall and Foreman) is needed due to additional updated requirements by the State Water Resources Control Board's (SWRCB) newest Waste Discharge Requirements (WDR) monitoring and reporting program element.
52410	SEWER PROCESSING - $2,351,720
	Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 148,000 E.D.U.'s at $15.89 per equivalent dwelling unit.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number

52420 SPECIAL LAB TESTING - $6,000 ***(Only $1,000 approved in Adopted Budget)***

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.

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 ***(Only $5,000 approved in Adopted Budget)***

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 2015 to October 2016, $1,800

52530 EDUCATIONAL GRANTS - $1,300

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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4669 Sewer Maintenance

Object Number	
52540	VOCATIONAL TRAINING - $4,145
	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 - $15,500
	Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 6 times per week.
52670	POSTAGE - $250
	Mailing of sewer related information.
52690	SMALL EQUIPMENT - $2,750
	One manhole lifter, $750; Portable computer for electronic Worksheets data entry to satisfy the SSMP requirements, $2,000
52760	DEPRECIATION EXPENSE - $63,271
	Projected sewer line and sewer equipment depreciation.
52850	CELLULAR PHONE EXPENSE - $1,185
	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 oil and needs to be replaced or rebuilt. The hydraulic water pumps and compressors were recently rebuilt due to pressure drops. This vehicle is 24 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 under the SSMP guidelines.	$205,608
		(Not approved in Adopted Budget)	
62050	LED Arrow Board	This would be a replacement arrow board for Unit 314, the 2004 Vac-Con International sewer truck. The existing light is very dim and needs to be Replaced with an LED type of light for visibility reasons. Safety is very Important while working in the streets and at times this vehicle is used in the early morning hours when the brightness key for the safe operation of the sewer truck and it's personnel.	$2,600
			$208,208

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	197,930	215,012	399,208	399,208
Services and Supplies	379,650	573,850	184,350	184,350
Capital Outlay	32,500	0	0	0
Total	**610,080**	**788,862**	**583,558**	**583,558**
Personnel Authorized	1.80 (FT) 1.00 (PT)	1.80 (FT) 1.85 (PT)	2.80 (FT) 4.85 (PT)	2.80 (FT) 4.85 (PT)
Department Distribution				
Bldg. Maint. Services	274,980	471,247	226,747	226,747
Heating and A/C Services	118,162	99,743	99,743	99,743
Janitorial Services	216,938	217,872	257,068	257,068
Total	**610,080**	**788,862**	**583,558**	**583,558**
Source of Funds				
General Fund	580,080	788,862	573,558	573,558
Park Maintenance Fund	0	0	10,000	10,000
Equipment Replacement Fund	30,000	0	0	0
Total	**610,080**	**788,862**	**583,558**	**583,558**

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	95,430	108,797	108,797	108,797
Services and Supplies	147,050	362,450	117,950	117,950
Capital Outlay	32,500	0	0	0
Total	**274,980**	**471,247**	**226,747**	**226,747**
Personnel Authorized	0.95 (FT) 0.00 (PT)	0.95 (FT) 0.85 (PT)	0.95 (FT) 0.85 (PT)	0.95 (FT) 0.85 (PT)

Source of Funds

General Fund	244,980	471,247	216,747	216,747
Park Maintenance Fund	0	0	10,000	10,000
Equipment Replacement Fund	30,000	0	0	0
Total	**274,980**	**471,247**	**226,747**	**226,747**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
General Building Maintenance	17	17	17

Personnel Services - $108,797

Salary requests are for: Facilities and Grounds Superintendent (.40) - $38,174; Facilities Specialist (.55) - $28,553; Maintenance Worker (.85/part time) - $8,500. Cost allocations are as follows: full-time salaries - $66,727; part-time salaries - $8,500; overtime - $500; benefit costs - $33,070.

Services and Supplies - $362,450

Funding requested is for: program supplies - $3,500; license/permits/certificates - $3,400; materials - $319,100; maintenance other equipment - $20,950; special contract services - $13,500; rent private equipment - $2,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Public Works **Program:** 4691 Building Maintenance Services

Object Number

51130 PROGRAM SUPPLIES - $3,500

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

Two 24 foot extension ladders, one for each building maintenance service truck. The fiberglass on existing ladders is starting to come apart and when ladders are carried fiberglass strands are being lodged in employee's hands and arms, $2,000

51150 LICENSE/PERMITS/CERTIFICATES - $3,400

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire St 1 and Fire Station 2, $2,500

Required annual elevator permit from the State of California for the elevator in the Police Facility, $300

Annual public pool permit for Splash Pad, $600

51300 MATERIALS - BUILDINGS - $319,100 ***(Only $74,600 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 - $239,100

1. Fluorescent lamps and ballasts used as replacements in all facilities - $7,000 ***(Only $5,000 approved in Adopted Budget)***
2. Painting of the gymnasium, and corridors in the Community Center - $4,000
3. Refinishing of the gymnasium floor including stage and three racquetball courts - $6,500
4. Installation of new cove base tile in all snack bars and restrooms - $10,000 ***(Not approved in Adopted Budget)***
5. Installation of cove base tile in Community Center restrooms - $6,000 ***(Not approved in Adopted Budget)***
6. Paint interior of City Hall - $75,000 ***(Moved to CIP Budget)***

Department: Public Works **Program:** 4691 Building Maintenance Services

Object
Number

7. Replace carpeting throughout City Hall - $60,000 ***(Moved to CIP Budget)***
8. Replace Council Chambers seating - $35,000 ***(Moved to CIP Budget)***
9. Replace siding at Kingsley Ballfield tower - $800
10. Maintenance of Benches and Trash Cans at Montclair Trans Center - $5,000
11. Replace fascia and siding at Saratoga Park storage building - $800
12. Rebuild exterior walls of Fire Station 1 workshop - $1,000 ***(Not approved in Adopted Budget)***
13. Purchase and installation of new trash can at Fruit Park - $500
14. Refinishing of the Senior Center wood floor - $2,500 ***(Not approved in Adopted Budget)***
15. Repair uplifted terrazzo flooring at Police Department - $3,000 ***(Not approved in Adopted Budget)***
16. Apply new concrete coating to tennis courts at Alma Hofman Park - $10,000 ***(Moved from General Fund to Park Maintenance Fund)***
17. Purchase and install security devices to prevent metal theft at various locations around city - $5,000
18. Replacement of 3 electronic locks; 2 at City Hall and 1 at City Yard - $6,000
19. Paint roof structure over trash enclosure at City Hall - $1,000

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – $27,000 ***(Not approved in Adopted Budget)***

1. Clean HVAC ductwork at Fire Station 1 and 2 - $6,000 ***(Not approved in Adopted Budget)***
2. Replace flooring at Station 151 with stained concrete in dorms and locker rooms - $10,000 ***(Not approved in Adopted Budget)***
3. Replace flooring at Station 152 with stained concrete in lobby and locker rooms - $6,000 ***(Not approved in Adopted Budget)***

Object
Number

4. Installation of SCBA fill station - $5,000 ***(Not approved in Adopted Budget)***

HUMAN SERVICES – $23,000 ***(Not approved in Adopted Budget)***

1. Installation of 4 new three compartment sinks at 4 little league snack bars - $5,000 ***(Not approved in Adopted Budget)***
2. Raise outfield fence heights in fields 1 and 2 - $8,000 ***(Not approved in Adopted Budget)***
3. Grade infield and replace turf at Saratoga Park - $10,000 ***(Not approved in Adopted Budget)***

52050 MAINTENANCE - OTHER EQUIPMENT - $20,950

Annual fire extinguisher service, and for recharge of extinguishers as needed - $1,000

Annual FM200 required service - $1,500
Youth Center - IT Server Room - $500
Police Facility - Dispatch Center, Server Room and UPS Room - $1,000

Annual Pre Action Fire Sprinkler Service - $800
Police Facility - $500
Youth Center - $300

Annual Fire Alarm Inspection - $3,000
Police Facility - $2,000
Youth Center - $500
Senior Center - $500

Annual Fire Door Drop Test - $400
Senior Center - $100
City Hall - $200
Community Center - $100

Biannual Range Hood Inspection - $750
Senior Center - $250
Community Center - $250
Kingsley Park Snack Bar - $250

Object
Number

Overhead Door Maintenance - $2,000
Routine maintenance of all roll-up overhead doors, 11 doors at City Yard, 1 door at Alma Hofman Park, 4 doors at Saratoga Park, 2 doors at Kingsley Park, 2 doors at Essex Park, 6 doors at Fire Station One, 4 doors at Fire Station Two, 3 doors at the Police Facility and 2 Doors at the Youth Facility

Elevator Maintenance - $3,000
Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts - $6,500
Preventative maintenance and/or repairs on the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

Automatic Door Maintenance and Repairs - $2,000
Police Department (3 doors)
City Hall (2 doors)
Youth Center (1 door)
Senior Center (3 doors)
Community Center (3 doors)
Recreation Facility (1 door)
Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES - $13,500

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.

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	77,462	80,743	80,743	80,743
Services and Supplies	40,700	19,000	19,000	19,000
Capital Outlay	0	0	0	0
Total	**118,162**	**99,743**	**99,743**	**99,743**
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	118,162	99,743	99,743	99,743
Total	**118,162**	**99,743**	**99,743**	**99,743**

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

	2013-14	1st 6 mos. 2014-15	Estimate 2015-16
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 - $80,743

Salary requests are for: Facilities and Grounds Superintendent (.35) - $33,403; Facilities Specialist (.40) - $20,766. Cost allocations are as follows: full-time salaries - $54,169; overtime - $250; benefit costs - $26,324.

Services and Supplies - $19,000

Funding requested is for: program supplies - $500; materials, miscellaneous maintenance and repairs - $16,000; maintenance other equipment - $2,500.

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 - $2,500
	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.

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	25,038	25,472	209,668	209,668
Services and Supplies	191,900	192,400	47,400	47,400
Capital Outlay	0	0	0	0
Total	**216,938**	**217,872**	**257,068**	**257,068**
Personnel Authorized	0.10 (FT) 1.00 (PT)	0.10 (FT) 1.00 (PT)	1.10 (FT) 4.00 (PT)	1.10 (FT) 4.00 (PT)

Source of Funds

General Fund	216,938	217,872	257,068	257,068
Total	**216,938**	**217,872**	**257,068**	**257,068**

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 - $25,472

Salary requests are for: Facilities and Grounds Superintendent (.05) - $4,772; Facilities Specialist (.05) - $2,595; Senior Custodian (1.00/part-time) - $13,026. Cost allocations are as follows: full-time salaries - $7,367 part-time salaries - $13,026; overtime - $500; benefit costs - $4,579.

Services and Supplies - $192,400

Funding requested is for: custodial supplies - $30,000; program supplies - $400; special contract services - $162,000.

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 ***($45,000 approved in Adopted Budget)***
	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 - $162,000 ***(Only $2,000 approved in Adopted Budget)***
	Carpet cleaning in various City facilities once per year by a carpet cleaning company, $2,000 Contract janitorial services for cleaning of six Civic Center Buildings, Kids Station on Richton Street, and the Police Facility, $160,000

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	1,129,328	1,168,889	1,164,889	1,164,889
Services and Supplies	69,565	120,450	81,050	81,050
Capital Outlay	0	0	0	0
Total	**1,198,893**	**1,289,339**	**1,245,939**	**1,245,939**
Personnel Authorized	10.025 (FT) 10.00 (PT)	9.025 (FT) 12.00 (PT)	9.025 (FT) 12.00 (PT)	9.025 (FT) 12.00 (PT)
Department Distribution				
Planning Commission	16,150	16,150	16,150	16,150
Administration	228,719	238,916	235,516	235,516
Planning	318,084	331,233	331,233	331,233
Building	343,262	403,619	363,619	363,619
Code Enforcement	292,678	299,421	299,421	299,421
Total	**1,198,893**	**1,289,339**	**1,245,939**	**1,245,939**
Source of Funds				
General Fund	1,184,893	1,271,339	1,229,939	1,229,939
Air Quality Improvement Fund	14,000	18,000	16,000	16,000
Total	**1,198,893**	**1,289,339**	**1,245,939**	**1,245,939**

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	0.025	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	1.00	95,400	95,400	95,400
Building Official	1.00	1.00	1.00	1.00	95,580	95,580	95,580
Associate Planner	1.00	1.00	1.00	1.00	67,602	67,602	67,602
Plans Examiner	1.00	1.00	1.00	1.00	71,352	71,352	71,352
Building Inspector	1.00	1.00	1.00	1.00	56,144	56,144	56,144
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	63,072	63,072	63,072
Code Enforcement Officer	2.00	1.00	1.00	1.00	56,316	56,316	56,316
Administrative Secretary	1.00	1.00	1.00	1.00	46,884	46,884	46,884
Part Time							
Code Enforcement Officer	1.00	3.00	3.00	3.00	97,677	97,677	97,677
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	2,400	2,400	2,400
Planning Commissioner	5.00	5.00	5.00	5.00	15,000	15,000	15,000
Full Time	10.025	9.025	9.025	9.025	696,460	696,460	696,460
Part Time	10.00	12.00	12.00	12.00	115,077	115,077	115,077
Overtime					11,000	7,000	7,000
Additional Pay					900	900	900
Total Salaries & Wages					823,437	819,437	819,437
Benefit Costs					345,452	345,452	345,452
TOTAL					**1,168,889**	**1,164,889**	**1,164,889**

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
15 Conditional Use Permits	3 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, and Code Enforcement 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	197,629	201,631	201,631	201,631
Services and Supplies	31,090	37,285	33,885	33,885
Capital Outlay	0	0	0	0
Total	**228,719**	**238,916**	**235,516**	**235,516**
Personnel Authorized	1.625 (FT)	1.625 (FT)	1.625 (FT)	1.625 (FT)

Source of Funds

General Fund	214,719	220,916	219,516	219,516
Air Quality Improvement Fund	14,000	18,000	16,000	16,000
Total	**228,719**	**238,916**	**235,516**	**235,516**

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.

Personnel Services - $201,631

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 - $66,624.

Services and Supplies - $37,285

Funding requested is for: books and publications - $150; dues and memberships - $1,600; travel and meetings - $5,900; mileage/auto allowance - $7,800; educational grants - $500; vocational training - $2,750; cellular phone service - $435; miscellaneous expenditures - $150; Air Quality Improvement Program - $18,000.

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	Michael Diaz, City Planner	APA California Chapter Conference	Oakland	October 2015	$1,375
52130	Steve Lustro, Comm. Dev. Director	APA California Chapter Conference	Oakland	October 2015	$1,225
52130	Two (2) Planning Commissioners	Planning Commissioners Academy	Northern California	March 2016	$2,650
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Long Beach	March 2016	$650
				Total:	**$5,900**

(Only $5,000 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	TBD	TBD	$650
52540	Dennis McGehee, Plans Examiner	Maintain competency in related fields	TBD	TBD	$650
52540	Michael Dorsey, Building Inspector	Maintain competency in related fields	TBD	TBD	$650
52540	Gabe Fondario, Senior Code Enf. Officer	Maintain competency in related fields	TBD	TBD	$500
52540	Robert Hargett, Code Enf. Officer	Maintain competency in related fields	TBD	TBD	$300
				Total:	**$2,750**

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 - $18,000 ***(Only $16,000 approved in Adopted Budget)***

Rideshare incentives for employees, including fuel and car washes (Fund 1135 - Air Quality Improvement Trust Fund).

52120 DUES AND MEMBERSHIPS - $1,600

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, $400

52130 TRAVEL AND MEETINGS - $5,900 ***(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."

52530 EDUCATIONAL GRANTS - $500 ***(Not 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 - $2,750
	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 - $435
	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	311,609	323,768	323,768	323,768
Services and Supplies	6,475	7,465	7,465	7,465
Capital Outlay	0	0	0	0
Total	**318,084**	**331,233**	**331,233**	**331,233**
Personnel Authorized	2.40 (FT)	2.40 (FT)	2.40 (FT)	2.40 (FT)
Department Distribution				
Current	254,885	265,129	265,129	265,129
Advance	63,199	66,104	66,104	66,104
Total	**318,084**	**331,233**	**331,233**	**331,233**
Source of Funds				
General Fund	318,084	331,233	331,233	331,233
Total	**318,084**	**331,233**	**331,233**	**331,233**

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	253,635	263,279	263,279	263,279
Services and Supplies	1,250	1,850	1,850	1,850
Capital Outlay	0	0	0	0
Total	**254,885**	**265,129**	**265,129**	**265,129**
Personnel Authorized	1.90 (FT)	1.90 (FT)	1.90 (FT)	1.90 (FT)

Source of Funds

General Fund	254,885	265,129	265,129	265,129
Total	**254,885**	**265,129**	**265,129**	**265,129**

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 - $263,279

Salary requests are for: Community Development Director (.40) - $55,987; City Planner (.75) - $71,550; Associate Planner (.75) – $50,702. Cost allocations are as follows: full-time salaries - $178,239; additional pay - $675; benefit costs - $84,365.

Services and Supplies - $1,850

Funding requested is for: books and publications - $150; publication and advertising - $5,000, less print ad reimbursement – <$3,400>; 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 - $5,000
	Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.
52091	PRINT AD REIMBURSEMENT - <$3,400>
	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	57,974	60,489	60,489	60,489
Services and Supplies	5,225	5,615	5,615	5,615
Capital Outlay	0	0	0	0
Total	**63,199**	**66,104**	**66,104**	**66,104**
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	63,199	66,104	66,104	66,104
Total	**63,199**	**66,104**	**66,104**	**66,104**

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 - $60,489

Salary requests are for: City Planner (.25) - $23,850; Associate Planner (.25) – $16,900. Cost allocations are as follows: full-time salaries - $40,750; additional pay - $225; benefit costs - $19,514.

Services and Supplies - $5,615

Funding requested is for: City portion of LAFCO's annual funding - $5,615.

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 - $5,615
	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	315,412	335,569	331,569	331,569
Services and Supplies	27,850	68,050	32,050	32,050
Capital Outlay	0	0	0	0
Total	**343,262**	**403,619**	**363,619**	**363,619**
Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
Department Distribution				
Field Inspection	109,834	154,682	116,682	116,682
Plan Check	94,429	106,311	104,311	104,311
Operations	138,999	142,626	142,626	142,626
Total	**343,262**	**403,619**	**363,619**	**363,619**
Source of Funds				
General Fund	343,262	403,619	363,619	363,619
Total	**343,262**	**403,619**	**363,619**	**363,619**

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	107,584	117,232	115,232	115,232
Services and Supplies	2,250	37,450	1,450	1,450
Capital Outlay	0	0	0	0
Total	**109,834**	**154,682**	**116,682**	**116,682**
Personnel Authorized	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	109,834	154,682	116,682	116,682
Total	**109,834**	**154,682**	**116,682**	**116,682**

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

	08-09	09-10	10-11	11-12	12-13	13-14
Inspections made	2,846	3,397	2,741	1,885	3,567	2,392

Personnel Services - $117,232

Salary requests are for: Plans Examiner (.50) - $35,676; Building Inspector (.75) - $42,108. Cost allocations are as follows: full-time salaries - $77,784; overtime - $3,000; benefit costs - $36,448.

Services and Supplies - $37,450

Funding requested is for: books and publications - $300; uniforms - $600; special contract services - $36,000; small equipment - $300; 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.
52450	SPECIAL CONTRACT SERVICES - $36,000
	Because of the expected commencement of construction at Montclair Plaza, the services of a contract building inspector are anticipated on an "on-call" basis to keep pace with the projected inspection workload.
52451	SPECIAL CONTRACT SERVICES REIMBURSEMENT - <$36,000>
	Reimbursement from client for above-mentioned special contract services.
52690	SMALL EQUIPMENT - $300
	Funds are requested for a "smart" level, safety equipment, and small tools.
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	69,129	76,011	74,011	74,011
Services and Supplies	25,300	30,300	30,300	30,300
Capital Outlay	0	0	0	0
Total	**94,429**	**106,311**	**104,311**	**104,311**
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	94,429	106,311	104,311	104,311
Total	**94,429**	**106,311**	**104,311**	**104,311**

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

	08-09	09-10	10-11	11-12	12-13	13-14
Plans Checked	364	394	336	302	217	384
Permits Issued	600	646	704	601	684	783

Personnel Services - $76,011

Salary requests are for: Plans Examiner (.50) - $35,676; Building Inspector (.25) - $14,036. Cost allocations are as follows: full-time salaries - $49,712; overtime - $3,000; benefit costs - $23,299.

Services and Supplies - $30,300

Funding requested is for: books and publications - $300; plan checking services - $30,000.

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 - $30,000
	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	138,699	142,326	142,326	142,326
Services and Supplies	300	300	300	300
Capital Outlay	0	0	0	0
Total	**138,999**	**142,626**	**142,626**	**142,626**
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	138,999	142,626	142,626	142,626
Total	**138,999**	**142,626**	**142,626**	**142,626**

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	08-09	09-10	10-11	11-12	12-13	13-14
Permit Valuation	$21,306,973	$32,946,049	$6,495,644	$63,607,644	$10,719,339	$35,738,476

Personnel Services - $142,326

Salary requests are for: Building Official (1.00) - $95,580. Cost allocations are as follows: full-time salaries - $95,580; benefit costs - $46,746.

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	288,528	291,771	291,771	291,771
Services and Supplies	4,150	7,650	7,650	7,650
Capital Outlay	0	0	0	0
Total	**292,678**	**299,421**	**299,421**	**299,421**
Personnel Authorized	3.00 (FT) 5.00 (PT)	2.00 (FT) 7.00 (PT)	2.00 (FT) 7.00 (PT)	2.00 (FT) 7.00 (PT)

Source of Funds

General Fund	292,678	299,421	299,421	299,421
Total	**292,678**	**299,421**	**299,421**	**299,421**

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

	2013-14	Year to Date 2014-15 (as of 3/31/15)	Estimated 2015-16
Abandoned Vehicle Abatement	75	34	50
Administrative Citations	157	294	200
C.A.U.T.I.O.N. Cleanups	0	0	1
Clean-Up and Secure	69	44	65
Complaints	912	718	1,000
Foreclosures	26	18	35
Graffiti Abatement	30	55	70
Illegal Signs Removed	3,728	3,615	4,000
Inspections	1,179	1,211	1,500
Notices to Appear	12	3	10
Notices of Violation	734	581	800
Violations Abated by Owner	604	454	625

Personnel Services - $291,771

Salary requests are for: Senior Code Enforcement Officer (1.00) - $63,072; Code Enforcement Officer (1.00) - $56,316; Code Enforcement Officer (3.00/part-time) - $97,677; Reserve Code Enforcement Officer (4.00/part-time) - $2,400. Cost allocations are as follows: full-time salaries - $119,388; part-time salaries - $100,077; overtime - $5,000; benefit costs - $67,306.

Services and Supplies - $7,650

Funding requested is for: books and publications - $150; uniforms - $1,800; small equipment - $200; miscellaneous expenditures - $5,500.

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 - $1,800
	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 - $5,500
	Printing costs for yard sale signs, 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 use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

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 2015-16 Budget, salaries for three full time employees and two part time employees are shown. However, salary costs for the part time Assistant Director of Housing, full time Housing Associate, and full time Administrative Aide are born by the Montclair Housing Corporation. A portion of the 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 the General Fund. The only position fully funded by the Economic Development Fund is the part time 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	188,226	145,795	145,795	145,795
Services and Supplies	161,000	166,320	166,320	166,320
Capital Outlay	0	0	0	0
Total	**349,226**	**312,115**	**312,115**	**312,115**
Personnel Authorized	1.50 (FT) 2.00 (PT)	0.45 (FT) 1.00 (PT)	0.45 (FT) 1.00 (PT)	0.45 (FT) 1.00 (PT)

Source of Funds

Economic Development Fund	349,226	312,115	312,115	312,115
Total	**349,226**	**312,115**	**312,115**	**312,115**

DETAIL OF SALARIES AND WAGES

Department: Economic Development **Program:** Department Summary

Classification	POSITION QUOTA Current	Dept. Request	Mgr. Recom.	Final	APPROPRIATIONS Dept. Request	Recom. by Mgr.	Adopted Budget
Full Time							
Deputy CM/Exec Dir Econ Dev	1.00	1.00	1.00	1.00	165,684	165,684	165,684
Admin to other Depts	-0.50	-0.55	-0.55	-0.55	-91,126	-91,126	-91,126
	0.50	0.45	0.45	0.45	74,558	74,558	74,558
Asst Director of Housing	1.00	0.00	0.00	0.00	0	0	0
Admin to other Depts	-1.00						
	0.00						
Economic Develpmnt Coor (Un)	1.00	0.00	0.00	0.00	0	0	0
Housing Associate	1.00	1.00	1.00	1.00	62,708	62,708	62,708
Admin to other Depts	-1.00	-1.00	-1.00	-1.00	-62,708	-62,708	-62,708
	0.00	0.00	0.00	0.00	0	0	0
Administrative Aide	0.00	1.00	1.00	1.00	45,093	45,093	45,093
Admin to other Depts	0.00	-1.00	-1.00	-1.00	-45,093	-45,093	-45,093
	0.00	0.00	0.00	0.00	0	0	0
Part Time							
Assistant Director of Housing	0.00	1.00	1.00	1.00	48,714	48,714	48,714
		-1.00	-1.00	-1.00	-48,714	-48,714	-48,714
		0.00	0.00	0.00	0	0	0
Economic Development Coor	2.00	1.00	1.00	1.00	37,742	37,742	37,742
Full Time	4.00	3.00	3.00	3.00	273,485	273,485	273,485
Admin other Departments	-2.50	-2.55	-2.55	-2.55	-198,927	-198,927	-198,927
Total FT Positions/Salaries	1.50	0.45	0.45	0.45	74,558	74,558	74,558
Part Time	2.00	2.00	2.00	2.00	86,456	86,456	86,456
Admin other Departments	0.00	-1.00	-1.00	-1.00	-48,714	-48,714	-48,714
Total PT Positions/Salaries	2.00	1.00	1.00	1.00	37,742	37,742	37,742
Additional Pay					900	900	900
Additional Pay other Depts					-900	-900	-900
Total Salaries & Wages					112,300	112,300	112,300
Benefit Costs					126,635	126,635	126,635
Benefit Costs other Depts					-93,140	-93,140	-93,140
Total Benefit Costs					33,495	33,495	33,495
TOTAL					**145,795**	**145,795**	**145,795**

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 – $145,795

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.45) – $74,558; Economic Development Coordinator (1.00/part-time) – $37,742. Cost allocations are as follows: full-time salaries – $74,558; part-time salaries – $37,742; benefit costs – $33,495.

Services and Supplies – $166,320

Funding requested is for: books and publications – $100; publication and advertising – $5,000; dues and memberships – $1,400; travel and meetings – $13,450; mileage/auto allowance – $7,800; special consulting services – $35,000; special legal services – $50,000; special contract services – $36,000; small equipment - $750; cellular phone expense – $370; miscellaneous expenditures – $16,450, .

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	2015 International Council for Shopping Centers (ICSC)	San Diego	Sept. 16-18, 2015	$4,500
52130	M. Staats, Deputy City Manager/Executive Director Economic Development S. Lustro, Community Development Director M. Flores, Economic Development Coordinator M. Diaz, City Planner	2016 International Council for Shopping Centers (ICSC)	Las Vegas	May 21-24, 2016	$6,250

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:	**$13,450**

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 – $1,400

California Association for Local Economic Development (CALED), $950
International Council for Shopping Centers-memberships, $350
Unanticipated adjustments, $100

52130 TRAVEL AND MEETINGS – $13,450

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 – $50,000
	Services of special counsel which may be needed relating to Development Agreements or economic development financial transactions.
52450	SPECIAL CONTRACT SERVICES – $36,000
	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, $17,500 Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, $15,000 Graphic materials needed for "City of Montclair" brochure for use at trade show events, $1,000
52690	SMALL EQUIPMENT - $750
	High quality digital camera for use in taking photos for "Inventory of Available Property."
52850	CELLULAR PHONE EXPENSE – $370
	Expenditures related to use of cellular telephone service.
52990	MISCELLANEOUS EXPENDITURES – $16,450
	“State of the City” incidental expenditures for decorations, $2,500 Economic development promotional materials, $9,000 Booth space rental for ICSC Conferences, $2,750 Furniture/electrical rental at ICSC Conferences, $1,000 Participation in County Job Fair, $700 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	29,844	31,755	31,755	31,755
Services and Supplies	313,000	270,000	270,000	270,000
Capital Outlay	0	0	0	0
Total	**342,844**	**301,755**	**301,755**	**301,755**
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	342,844	301,755	301,755	301,755
Total	**342,844**	**301,755**	**301,755**	**301,755**

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					17,355	17,355	17,355
TOTAL					**31,755**	**31,755**	**31,755**

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
2. Represent the City in administrative law 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 and Planning Commission 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 – $31,755

Salary requests are for: City Attorney (1.00/part-time) – $14,400. Cost allocations are as follows: part-time wages – $14,400; benefit costs – $17,355.

Services and Supplies – $270,000

Funding requested is for: legal services/court costs – $180,000; special legal services – $90,000.

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 – $180,000
	Cost of services performed by outside attorneys and consultants.
52300	SPECIAL LEGAL SERVICES – $90,000
	Cost of additional services performed by City Attorney—per Agreement No. 03-19 (2-10-2003), the current 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	1,284,077	1,365,600	1,065,600	1,065,600
Services and Supplies	2,087,700	2,084,000	2,203,050	2,203,050
Capital Outlay	0	0	0	0
Total	**3,371,777**	**3,449,600**	**3,268,650**	**3,268,650**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	2,350,000	2,843,000	2,568,000	2,568,000
Gas Tax Fund	540,000	540,000	540,000	540,000
Sewer Maintenance Fund	66,600	66,600	113,600	113,600
CFD 2011-1 Fund – Paseos	31,000	0	38,500	38,500
CFD 2011-2 Fund – Arrow Station	31,000	0	8,550	8,550
GASB 45 Fund	384,177	0	0	0
Total	**3,371,777**	**3,449,600**	**3,268,650**	**3,268,650**

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 – $1,365,600

Funding requested is for: Benefit Costs - $1,365,600.

Services and Supplies – $2,084,000

Funding requested is for: service awards – $33,000; streetlights – $400,000; telephone service - $35,000; electric service – $540,000; natural gas service – $25,000; water service – $300,000; general city insurance – $750,000; miscellaneous expenditures - $1,000.

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 April 1, 2015

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 4/1/15
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	100%	57,000	$57,000
TOTAL FIRE								**$184,000**	**$184,000**
POLICE DEPARTMENT									
Patrol Vehicles									
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	33%	33,000	$10,890
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	33%	34,000	$11,220
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	67%	30,000	$20,100
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	29,000	$29,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	33,000	$33,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	33,000	$33,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	28,000	$28,000
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
2004 Ford Crown Victoria	104657	09/17/03	23,092		23,092	3	100%	25,000	$25,000

Equipment Replacement Fund
Analysis Funding Requirement
as of April 1, 2015

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 4/1/15
Other									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	0%	43,000	$0
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								**$921,000**	**$823,210**
PUBLIC WORKS									
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	8%	48,000	$3,840
2012 Ford F450	82169	11/13/12	90,500		90,500	12	25%	115,000	$28,750
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	67%	73,000	$48,910
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	75%	39,000	$29,250
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	75%	36,000	$27,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	92%	38,000	$34,960
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	92%	38,000	$34,960
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	29,000	$29,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	26,000	$26,000
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	87%	83,000	$72,210
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 April 1, 2015

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 4/1/15
Public Works Cont.									
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	12	0%	4,000	$0
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	67%	84,000	$56,280
Striper	71785	09/19/05	54,895		54,895	15	67%	74,000	$49,580
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								**$1,450,000**	**$1,203,740**
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			**$2,225,038**	**$69,869**	**$2,294,907**			**$2,707,000**	**$2,362,950**

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
Administrative Technician (PTB)	18.55	19.48	20.45	21.47	22.54
Assistant Director of Housing (a)	37.70	39.59	41.57	43.65	45.83
City Attorney	1200	--	--	--	--
Code Enforcement Officer (Relief)	22.28	23.39	24.56	25.79	27.08
Community Building Supervisor	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	--	--	--	--
Equipment Maintenance Technician (PTB) (a)	18.92	19.87	20.86	21.90	23.00
Facility Coordinator	9.51	9.99	10.49	--	--
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide	9.00	--	--	--	--
Health Education Intern	14.79				
Health Education Specialist [Grant]	15.92	--	--	--	--
Information Technology Systems Technician (PTB)	22.00	23.10	24.25	25.46	26.73
Instructor	9.00	9.45	9.92	10.42	10.94
Junior Accountant	20.52	21.55	22.63	23.76	24.95
Junior Intern	9.09	9.54	10.02	10.52	11.05
Kitchen Assistant	9.00	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	19.28	20.24	21.25	22.31	23.43
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 Technician (PTB) (b)	16.70	17.54	18.42	19.34	20.31
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	9.00	9.45	9.92	10.42	10.94
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
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	9.00	9.45	9.92	10.42	10.94

Effective: (a) 4/14/15 (b) 4/20/15

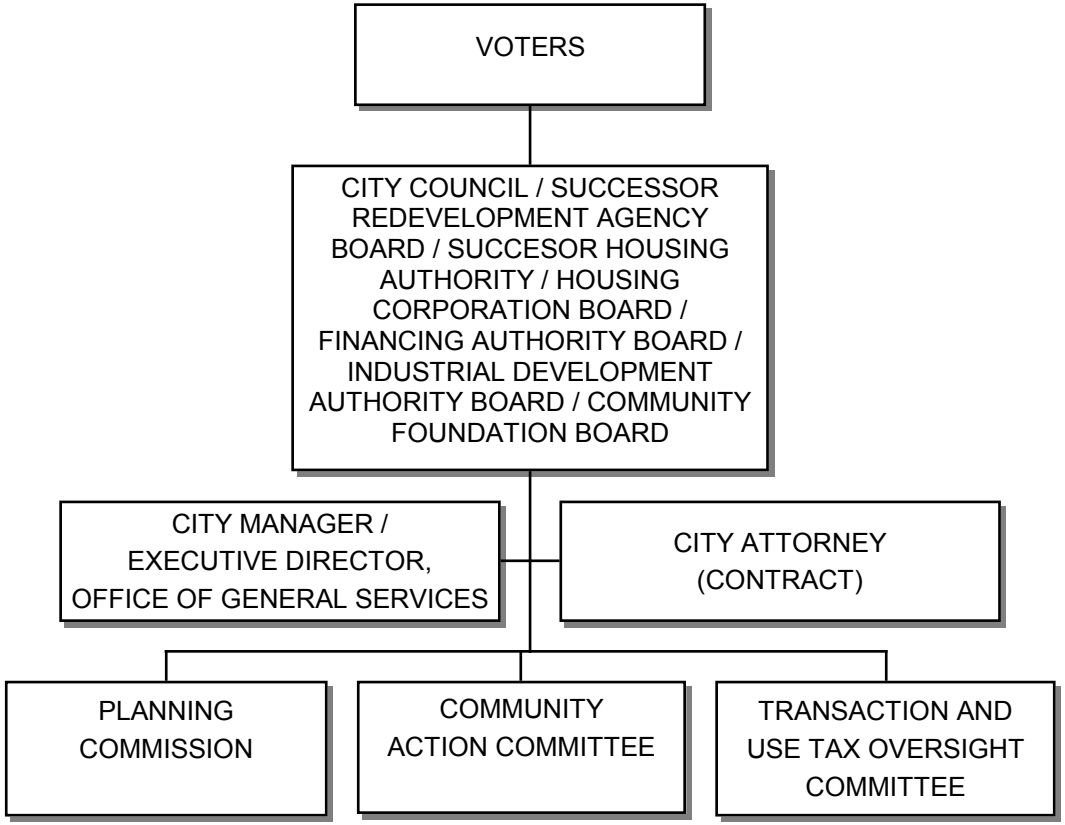
Classification	A	B	C	D	E
Recreation Specialist	10.10	10.60	11.13	11.69	12.27
Reserve Code Enforcement Officer	50	--	--	--	--
Reserve Police Captain	400	--	--	--	--
Reserve Police Officer	150				
Reserve Police Sergeant	200				
Senior Intern	11.03	11.58	12.16	12.77	13.41
Senior Learning Leader	15.44	16.21	17.02	17.87	18.76
Senior Police Cadet	13.60	14.28	14.99	15.74	16.53
Senior Recreation Leader	11.49	12.06	12.66	13.29	13.95
Senior Recreation Specialist	15.44	16.21	17.02	17.87	18.76
Sports Coordinator	15.55	16.33	17.15	18.01	18.91
Systems Specialist	16.50	17.32	18.19	19.10	20.05
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69
Transportation Coordinator	15.55	16.33	17.15	18.01	18.91
Volunteer Services Coordinator (Modified Duty)	29.36	30.83	32.37	33.99	35.69
FULL-TIME					
Accountant	3736	3923	4119	4325	4541
Accounting Specialist	3184	3343	3510	3686	3870
Accounting Supervisor	5339	5605	5886	6180	6489
Admin. Supervisor - Public Safety	6540	6868	7211	7571	7950
Administrative Aide	3622	3803	3994	4193	4403
Administrative Analyst	4396	4615	4846	5089	5343
Administrative Secretary	3214	3375	3544	3721	3907
Administrative Specialist	3214	3375	3544	3721	3907
Assistant Director of Housing	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		9596	10076	10580	11109
Economic Development Coordinator	5175	5434	5705	5990	6290
Environmental Control Specialist	3772	3961	4159	4367	4585
Environmental Manager	4748	4985	5234	5496	5771

Classification	A	B	C	D	E
Equipment Maintenance Supervisor	5011	5262	5525	5801	6091
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
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	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
Law Enforcement Systems Supervisor	5182	5441	5713	5999	6299
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

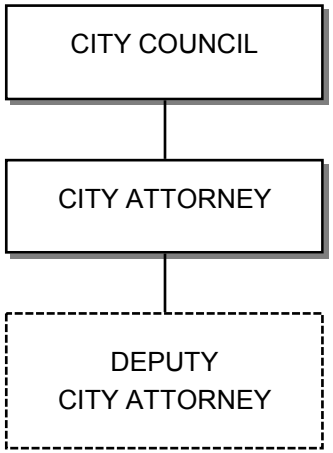
Effective: (a) 4/14/15 (b) 4/20/15

Classification	A	B	C	D	E
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

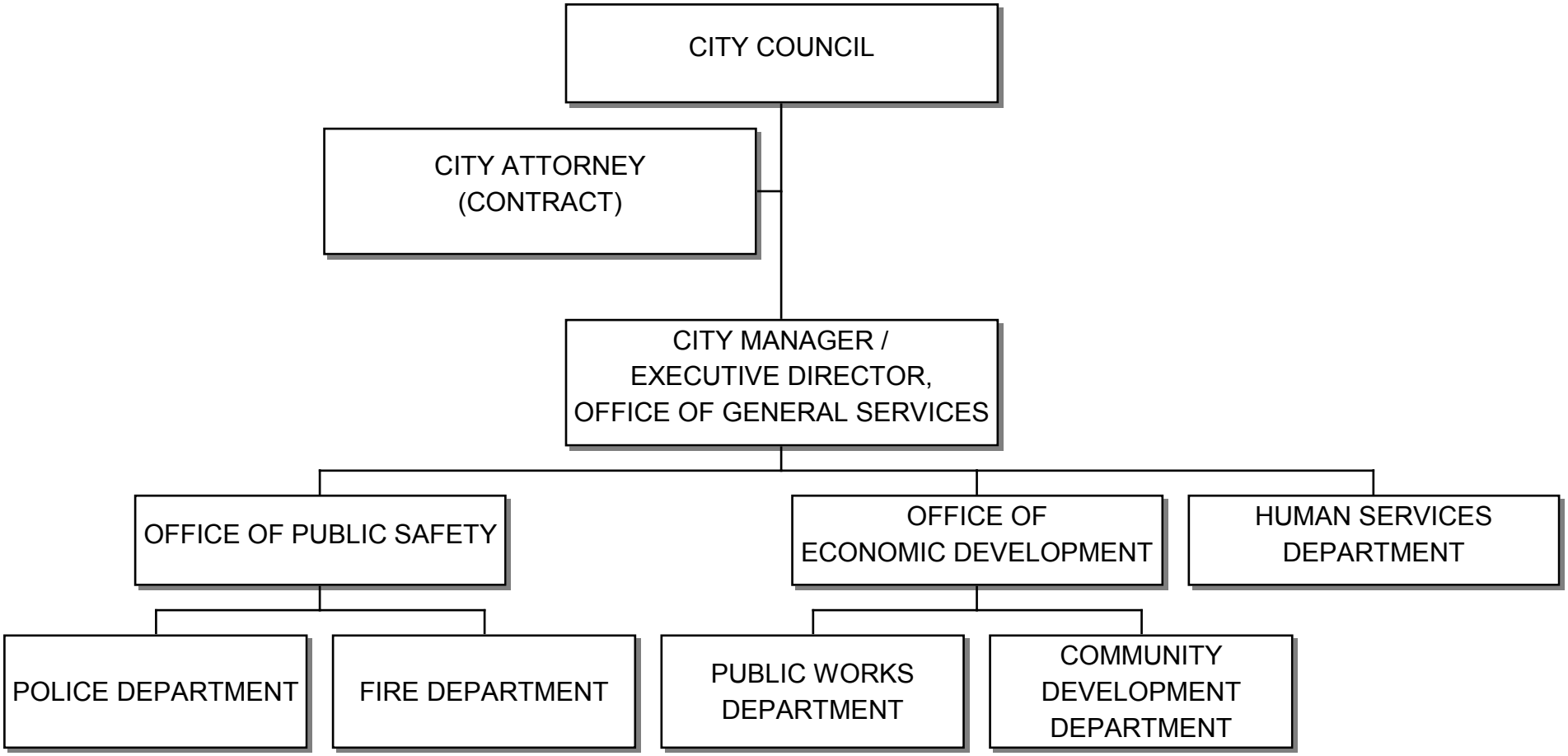
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL CLASSIFICATION

NONMANAGEMENT LEVEL CLASSIFICATION

MANAGEMENT SAFETY CLASSIFICATION

NONMANAGEMENT SAFETY CLASSIFICATION

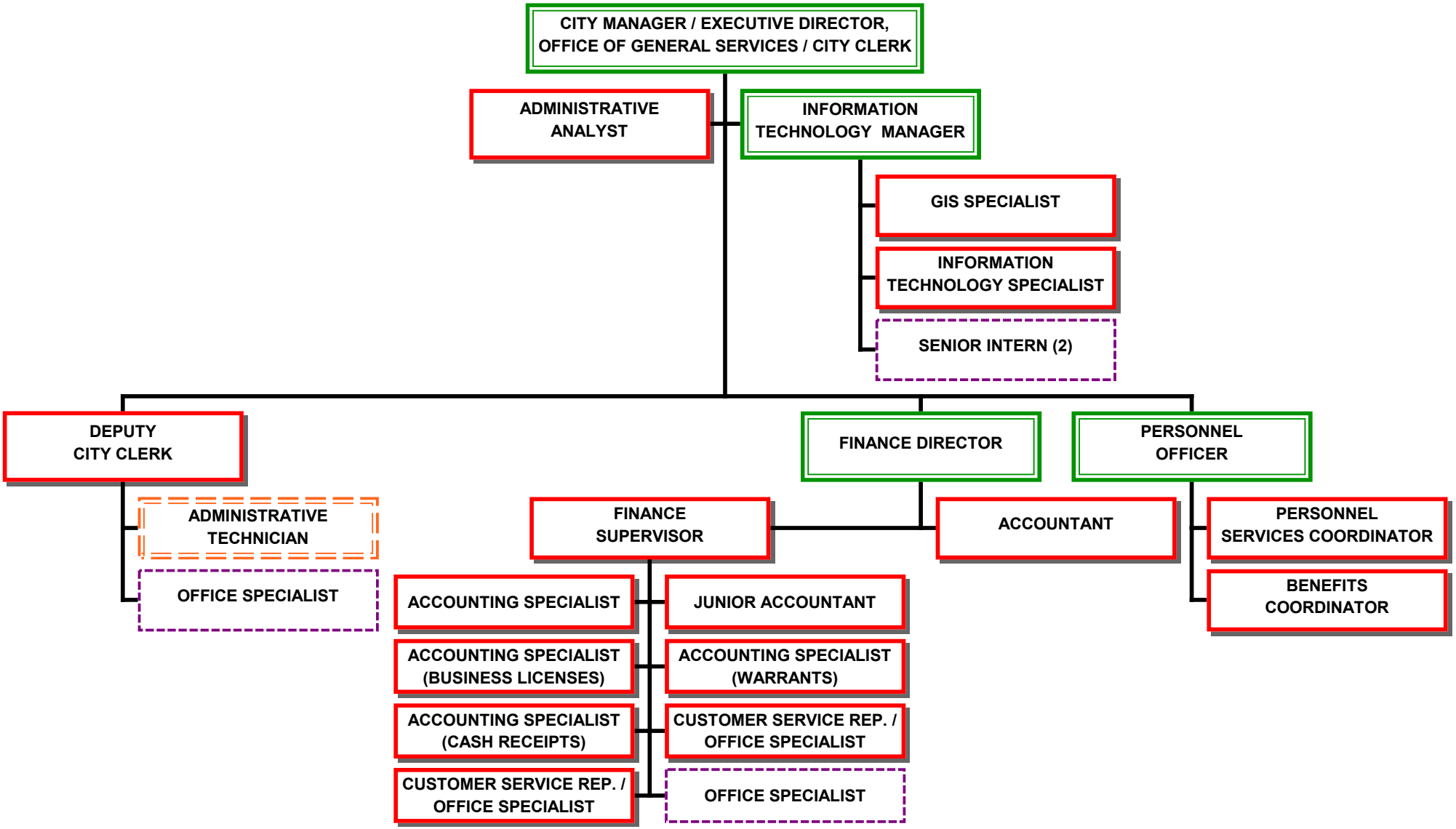
SHARED PERSONNEL WITH UPLAND FIRE

PART-TIME BENEFITTED CLASSIFICATION

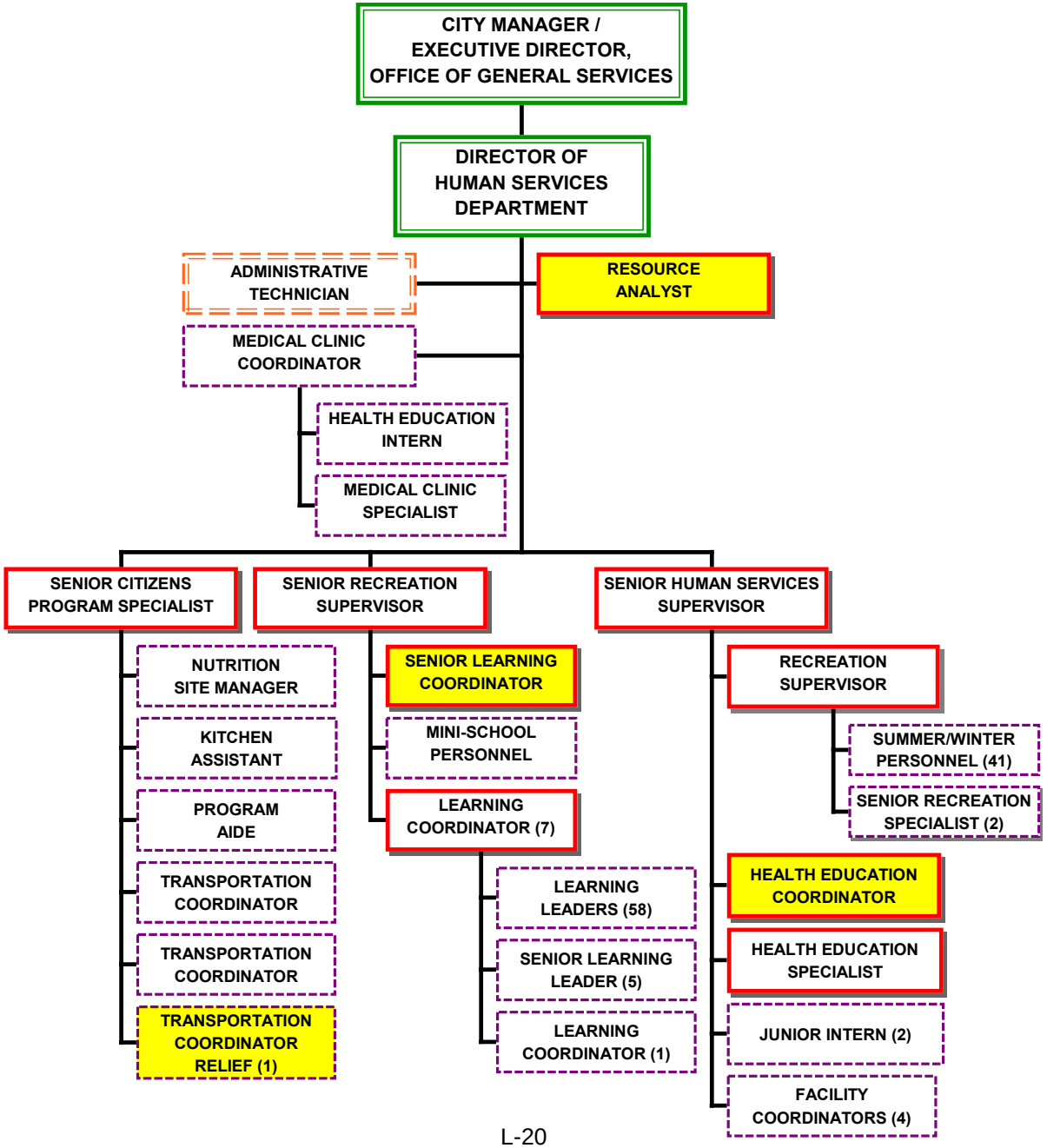
TEMPORARY/PART-TIME/ CONTRACT CLASSIFICATION

UNFUNDED POSITIONS

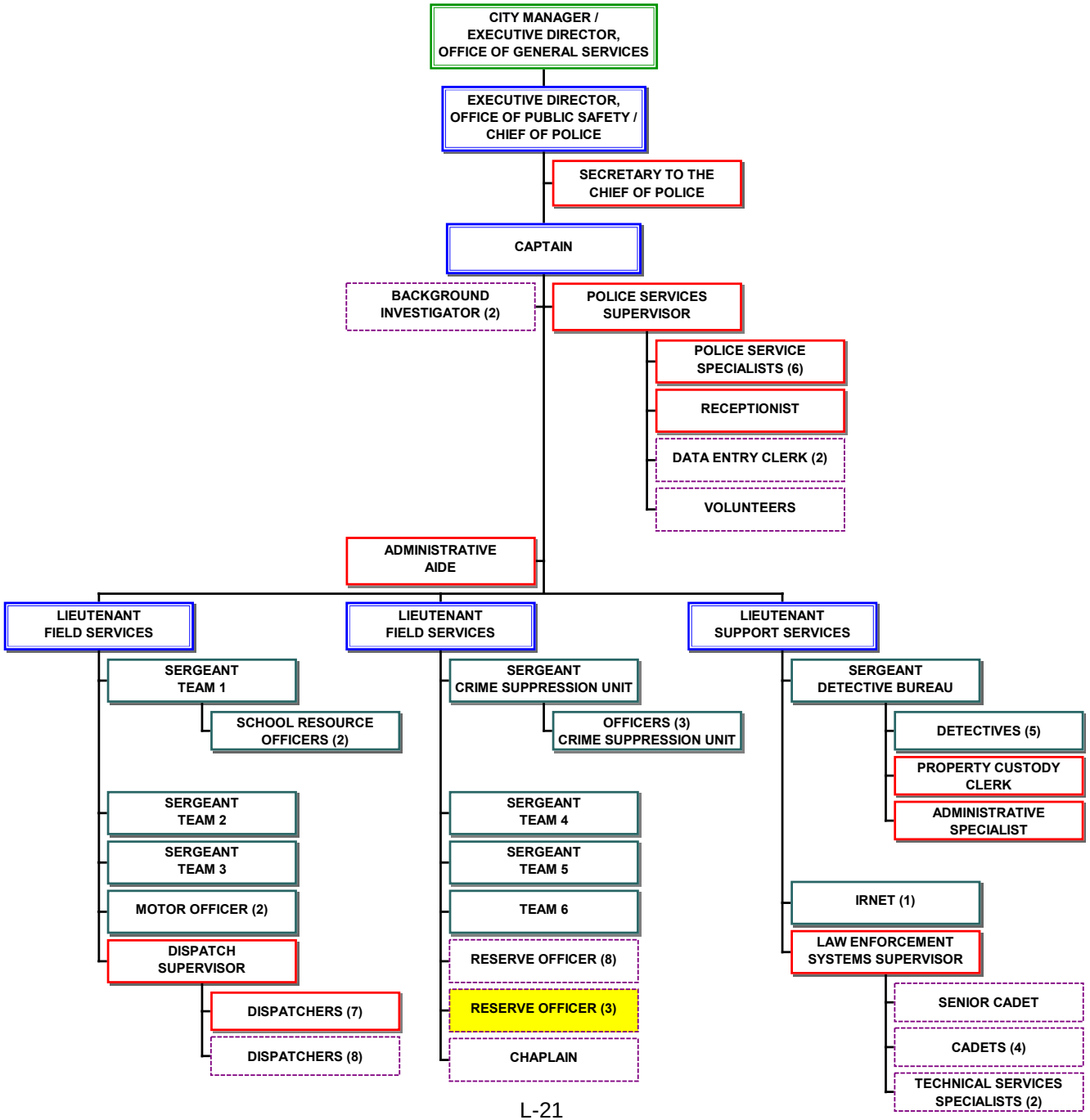
CITY MANAGER / ADMINISTRATIVE SERVICES DEPARTMENT



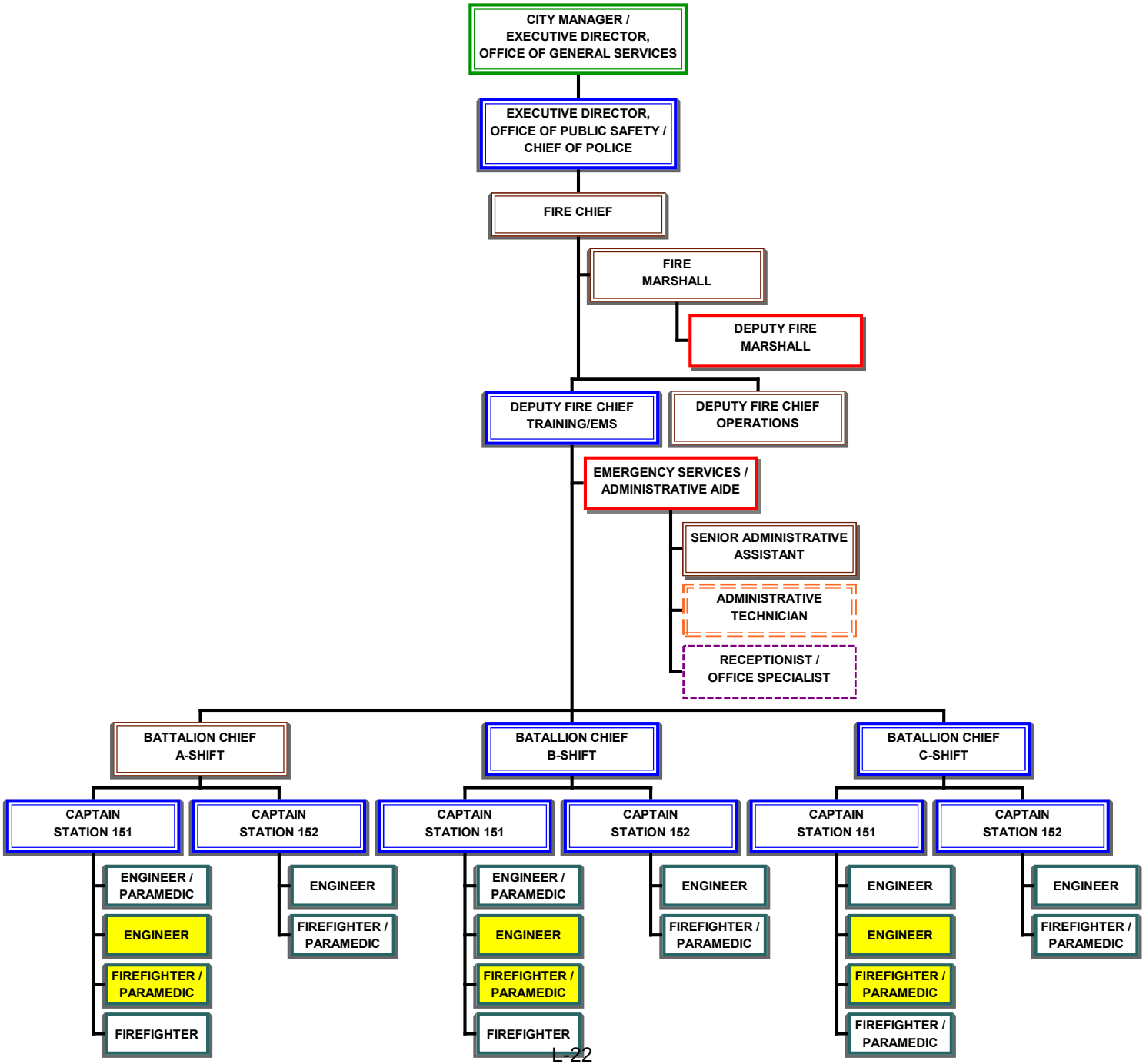
HUMAN SERVICES DEPARTMENT



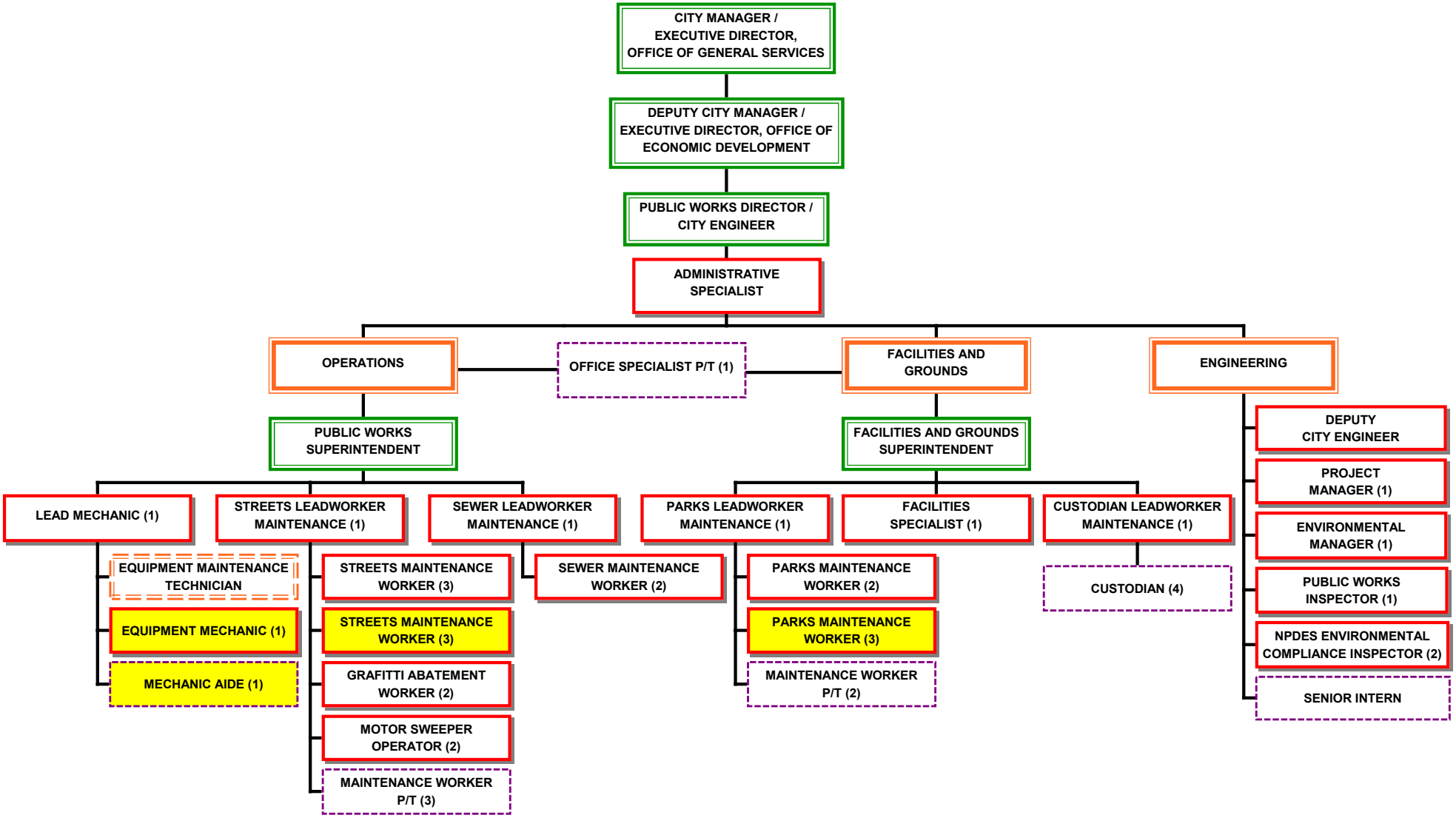
POLICE DEPARTMENT



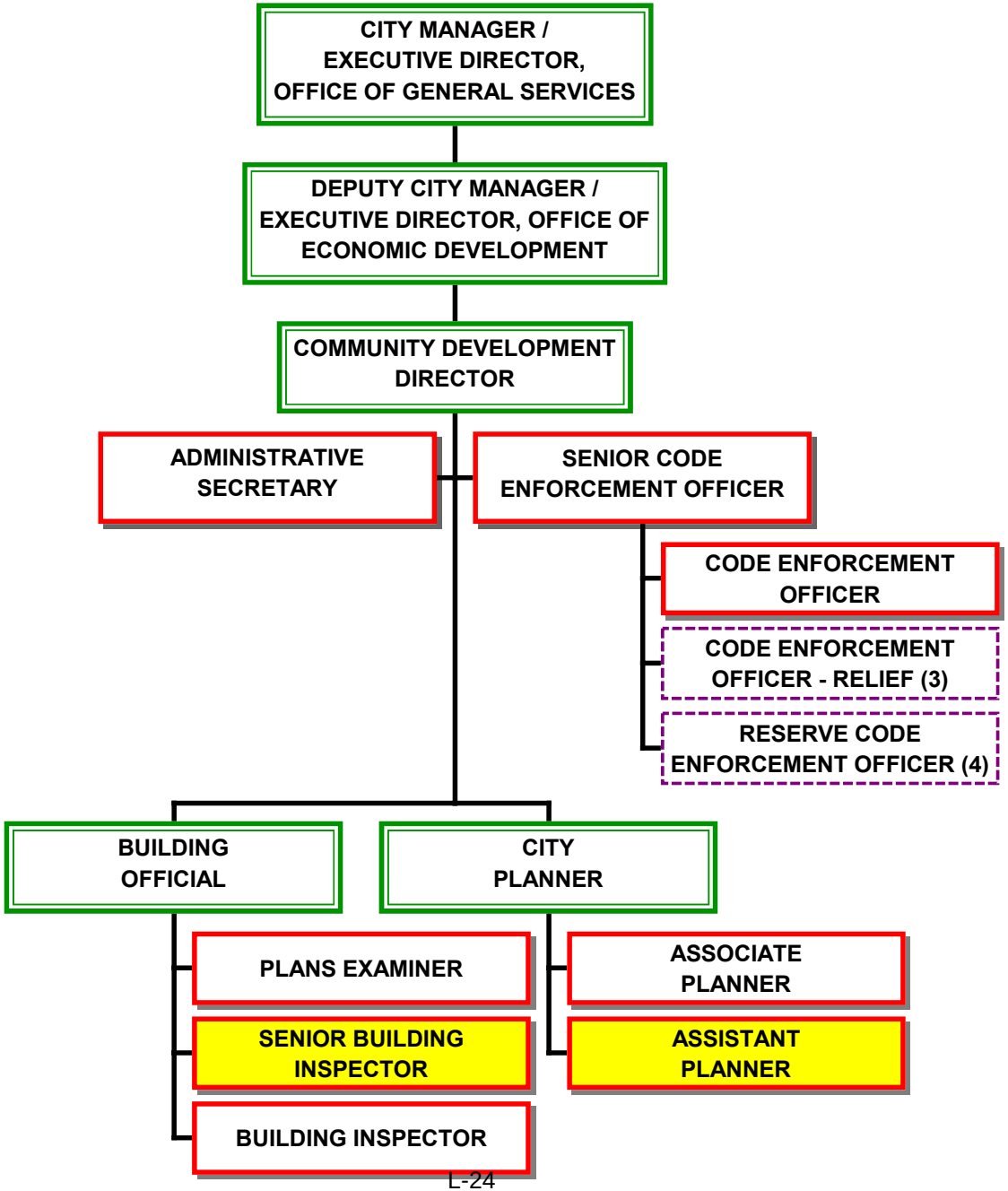
FIRE DEPARTMENT



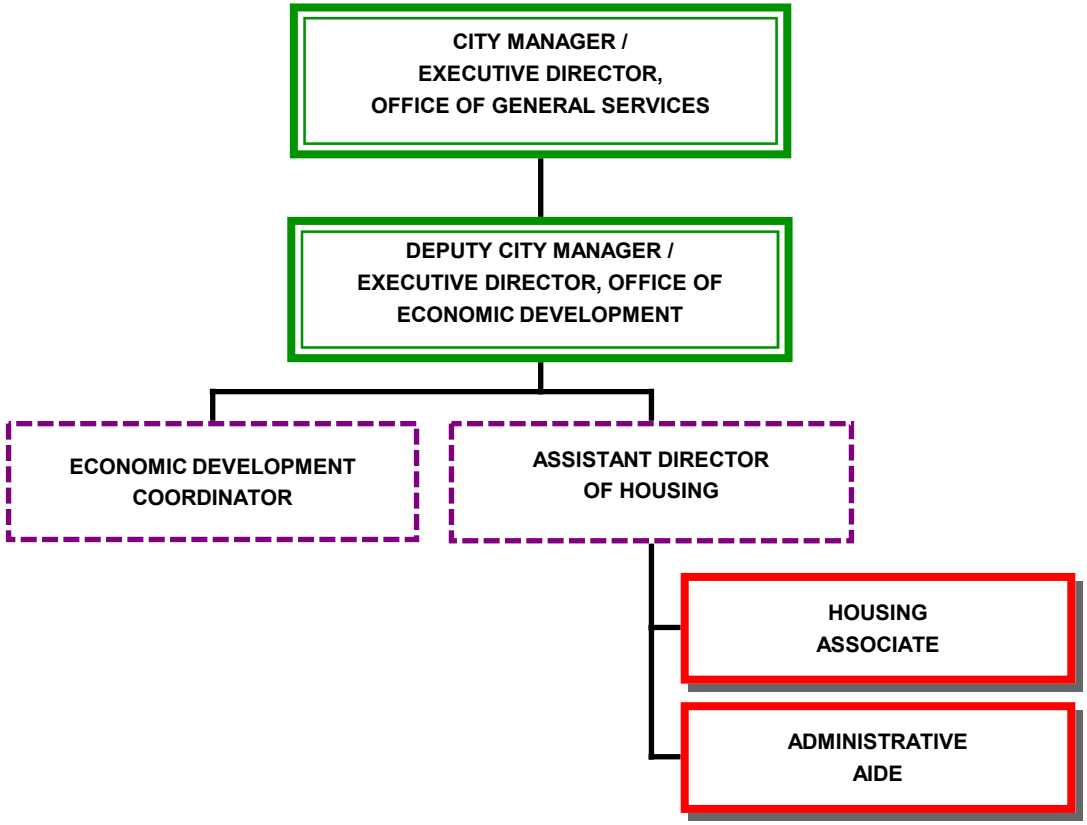
PUBLIC WORKS DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT



OFFICE OF ECONOMIC DEVELOPMENT



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