ADOPTED BUDGET

Fiscal Year 2016-17

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 2016-17 ADOPTED BUDGET
TABLE OF CONTENTS

Page

City Manager's Message i
History of Montclair xxiii
Demographic Profile xxvii
Budget Development Timeline xxxi

Budget Summaries
- Combined Sources & Uses Statement 1
- Fund Descriptions 3

Revenues
- Summary Schedule of Revenue by Fund 9
- Actual and Estimated Revenues 11
- Notes to Actual and Estimated Revenues 22
- General Fund Revenues by Source – Graph 29

Operating Expenditure Budgets
- Operating Budgets – Totals by Fund 30
- Comparative Operating Appropriations Budgets 31
- Operating Budget by Department – Graph 32
- Operating Appropriations Budget by Fund 33
- General Fund Operating Budget by Department – Graph 34
- Operating Appropriations Budget by Object Class 35
- Operating Budget Annual Increase (Decrease) by Object Class – Graph 36
- Summary of Authorized Full Time Positions 37

Budget Resolution 39
Article 13-B Disclosures 40

Departmental Operating Budgets
- City Council A-1
- City Manager B-1
- Administrative Services C-1
- Human Services D-1
- Police E-1
- Fire F-1
- Public Works G-1
- Community Development H-1
- Economic Development I-1
- City Attorney J-1
- Citywide K-1
- CFD Operations L-1

Supplemental Information
- Equipment Replacement Funding Analysis M-1
- Glossary of Terms M-4
- Acronyms M-7
- Salary Schedule M-11
- Organization Charts M-15
- Index M-24

June 20, 2016

Subject: **CITY MANAGER'S FISCAL YEAR 2016-17 BUDGET MESSAGE TO THE MONTCLAIR CITY COUNCIL**

To: **Honorable Mayor and City Council**

INTRODUCTION

Presented for your information is the *City of Montclair Fiscal Year 2016-17 Adopted Budget*.

Fiscal Year 2016-17 Appropriations:

- Proposed appropriations for all funds and the General Operating Fund are as follows under **Table 1**:

Table 1

General Operating Fund – Current and Prior Year

	Current Year	Prior Year	Change
Appropriations:			
All Funds	$ 39,447,153	$ 37,229,840	$ 2,217,313
General Operating Fund	$ 28,175,709	$ 26,437,292	$ 1,738,417

- **Table 2**, below, demonstrates proposed Adopted Budget transfers:

Table 2

Proposed Fund Transfers

To	From	Purpose	Transfer In	Transfer Out
General Operating Fund	Gas Tax and Traffic Safety Funds	Program costs	$ 286,000	
General Operating Fund	Traffic Safety Fund	Program costs		$ 280,000
General Operating Fund	Gas Tax Fund	Program costs		$ 6,000
	Total Transfers		$ 286,000	$ 286,000

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 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.

Fiscal Year 2016-17 Estimated Revenue:

- **Table 3**, below, depicts estimated revenues for all funds and the General Operating Fund:

Table 3

Estimate Revenues – All Funds

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	**$ 40,012,563**	**$ 39,249,106**	**$ 763,457**
General Operating Fund	**$ 27,910,861**	**$ 27,309,735**	**$ 601,126**

- The Fiscal Year 2016-17 Estimated Revenue Budget also incorporates $2,597,688 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.

Fiscal Year 2016-17 General Operating Fund Position:

- Based on General Operating Fund Revenue Estimates of $27,910,861 and proposed General Operating Fund Appropriations of $28,175,709, an operational deficit of $264,848 for Fiscal Year 2016-17 is present, which would be eliminated by the transfer of $286,000 from the Gas Tax and Traffic Safety Funds. After taking into consideration the transfers from the Gas Tax and Traffic Safety Funds, Estimated Revenues exceed Appropriations by $21,152 for Fiscal Year 2016-17.

- In past fiscal years, retiree medical costs (Other Post-Employee Benefits/OPEBs) were partially funded by a budgeted transfer from the General Fund Retiree Medical Liability Reserve to the General Operating Fund; however, during those years, year-end results demonstrated that these budgeted transfers were not required. Accordingly, the proposed budget does not reflect the need to partially fund retiree medical appropriations from reserve funds.

- After incorporating into the Adopted Budget the additional labor-related costs discussed above, City staff anticipates an ending Fund Balance in the General Operating Fund of $6,021,152, which achieves the City Council's target of a $6.0 million Operating Reserve Ratio in the General Operating Fund.

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 2016-17, the proposed allocation is $2,597,688. This annual allocation is sufficient to service debt on the *2014 Issue of Lease Revenue Bonds*; furthermore, this 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 2016-17, estimated transactions and use tax revenues are $2,007,688—a decrease of $2,312 from the Fiscal Year 2015-16 estimate of $2,010,000. Additionally, estimated residual redevelopment property tax revenues are $900,000—the same as the Fiscal Year 2015-16 estimate. These revenues are adequate to meet the required payment of $2,597,688 for debt service.

Revenue estimates in excess of the debt service requirements, amounting to $107,688 for transaction and use taxes and $202,312 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.

In November 2014 the City Council directed refunding of 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 in new bond funds, of which $21,410,575 is currently available, for infrastructure and facilities improvements.

General Operating Fund Reserve Balance:

The General Operating Fund is the primary funding source for general government operations and capital improvements/purchases. It is, therefore, imperative that the General Operating Fund be managed with the highest standard of fiduciary responsibility—a duty that includes maintaining an Operating Reserve Ratio of unrestricted cash on hand available to sustain the organization. In that regard, City staff continues to address and work towards achieving a primary City Council objective: restoring the General Operating Fund's Fund Balance (Operating Reserve) to what fiduciaries generally define as a healthy level for local government operations—a minimum 25 percent of the General Operating Fund's Budget.

As of June 30, 2017, the Fiscal Year 2016-17 General Operating Fund's Fund Balance estimate of $6,021,152 is projected to be approximately 21.37 percent of proposed appropriations of $28,175,709.

Table 4 below, compares the current fiscal year General Operating Fund's Fund Balance with that of recent fiscal years.

Table 4

General Operating Fund's Fund Balance

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
Estimated 2016-17	$6,021,152	$28,175,709	21.37%
2015-16	$5,616,395	$26,437,292	21.24%
2014-15	$5,208,425	$24,597,663	21.17%
2013-14	$5,018,635	$24,687,911	20.33%
2012-13	$4,439,979	$25,448,034	17.45%
2011-12	$3,442,188	$25,572,212	13.46%
2010-11	$3,283,004	$25,365,567	12.94%

During the Fiscal Year 2011–12 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 estimated June 30, 2017 General Fund Operating Fund's Fund Balance estimate of $6,021,152 exceeds the City Council's minimum threshold target of $6.0 million; however, it does not meet the minimum threshold target of 25% of operating appropriations.

Achieving this minimum percentage threshold has been difficult in the face of increasing personnel costs that are a primary product of significant annual increases to the City's CalPERS retirement contributions. Nonetheless, City staff will continue striving to achieve an Operating Reserve Ratio that represents no less than 25 percent of the General Operating Fund's Operating Budget.

Success in largely achieving or approaching minimum threshold targets for the General Operating Fund's 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, services 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.* Over the past decade, Montclair experienced significant reductions in personnel, declining from a high of 231 total full–time personnel in Fiscal Year 2007–08 to 175 full–time funded positions for Fiscal Year 2016-17, including employee positions funded by the City (General Fund, Sewer Fund, Gas Tax Fund, Economic Development Fund, and Grants), employee positions funded by the Montclair Housing Corporation, and employee positions funded by the Montclair Successor Redevelopment Agency.

   The proposed Budget also incorporates 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. City staff proposed the integration of part-time benefitted entry-level positions as a means to exercise some forward control over long-term pension-related costs.

4. *Requiring employees to pay a portion of the California Public Employee Retirement System (CalPERS) Member Contribution.* Starting in 2009, the City Council significantly reduced personnel–related costs by initiating a process that directed employees to cover a portion of CalPERS Member contributions. The initial Member Contribution rate to be covered by the majority of employees was 6 percent. This contribution requirement now covers all full-time City employees and varies in the contribution rate based on each employee's pension formula, labor group membership, and pension status with CalPERS—this latter component is based on whether an employee is a classic member (a CalPERS member prior to January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012.

   Regrettably, the positive fiscal savings that initially accrued to the annual budgetary process as a result of employees contributing toward CalPERS member rates has been completely erased by consecutive decisions of the CalPERS Board of Directors to substantially increase employer pension rates. Effectively, CalPERS' policy decisions have dramatically increased the City's current and ongoing pension-related costs—costs that will continue to increase annually through Fiscal Year 2019–2020, when the employer rates may begin to stabilize at a consistent annual rate through 2045 or until unfunded liabilities are fully paid down.

   In recent years, CalPERS directed its actuaries to make adjustments to various risk tables related to annuitant longevity, rates of return, earning forecasts, and other assumptions directly related to determining and assessing employer

contributions. In Fiscal Year 2015-16, CalPERS' actions resulted in an unprecedented, cumulative year to year increase of 53.71% in the City's employer rate. This increase, estimated to cost $1,596,427 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.

In response to the City's deliberate actions to force reconsideration of proposed rates, CalPERS reviewed its amortization schedule for Montclair and agreed to smooth out full implementation of proposed rate increases over several years with the expectation that Montclair's fiscal recovery would improve sufficiently to satisfy employee rate adjustment obligations. Revised amortizations resulted in CalPERS imposing employer rate increases of $693,618 and $718,863 for Fiscal Year 2015-16 and 2016-17, respectively, and an additional projected employer rate increase of $492,648 for Fiscal Year 2016-17 (including unfunded liability payments).— All Fiscal Year 2016-17 CalPERS-related pension costs have been incorporated into the Fiscal Year 2016-17 Adopted Budget.

City staff now anticipates that similar, annual CalPERS employer rate increases may be experienced through Fiscal Year 2021-2022, climbing to an annual employer rate in excess of $8 million—the City's current annual employer rate payment is approximately $4 million. Thereafter, future rate increases are expected to be less dramatic, reaching a point where they should stabilize through 2045. In the event that unfunded liability balances are extinguished prior to 2045, the City could potentially see a decline in the annual employer rate.

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 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.* Recent and ongoing reviews of revenue streams and promotion of new revenue sources has produced positive results for the City's General Operating Fund, resulting in annual increases in designated revenues sources. As with past years, City staff will continue exploring and recommending to the City Council other options designed to enhance revenues for Fiscal Year 2016-17.

8. *Recovery from elimination of the Montclair Redevelopment Agency.* Elimination of community redevelopment agencies in February 2012 ended the Montclair Redevelopment Agency's (RDA's) control of approximately $12 million in annual property tax increment. Property tax dollars that previously comprised the "property tax increment" are now utilized exclusively for debt service on bonds of the former RDA and re–distribution to the State Treasury and local taxing

agencies. Since abolishment of the RDA, the Montclair Successor Redevelopment Agency has re–distributed $30,174,019 to other taxing entities.

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 share of property tax increment revenue for general operations and economic development in the community. Property tax increment revenue committed to the Economic Development Fund represents the excess remaining from property tax revenue committed by the City Council for annual payment on the *2014 Issue of Lease Revenue Bonds*.

   Establishing an Economic Development Fund was intended to address the loss of Montclair's Redevelopment Agency and ensure a process that allows the City to continue a viable program for economic development and completion of infrastructure and facilities improvements in the Montclair community. The Economic Development Fund's estimated fund balance as of June 30, 2017 is $3,501,979.

   In addition to the above property tax increment funds set aside for economic development, the City retains approximately $14.2 million in former Montclair RDA bond funds, also reserved for public works-related projects. The Department of Finance (DOF) sanctioned the transfer of these bonds funds to the City with the restriction that they can only be used for designated public works-related projects. Unlike other assets of the former Montclair RDA, the bond funds are reserved for the exclusive use of the City and cannot be redistributed to other taxing agencies.

   The correctness of the City Council's vision in creating the Economic Development Fund will be borne out as Montclair moves forward on the following actions:

   - ✓ Gold Line Extension to Montclair. In 2012, 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. Additionally, the City Council agreed to advance up to $850,000 for SanBAGs' administrative-related oversight costs—all funds advanced to SanBAG and the Foothill Gold Line Extension Construction Authority (Construction Authority) are reimbursable to Montclair by SanBAG if Los Angeles County voters approve a tax measure that extends the Gold Line from Azusa to Claremont. The City's Economic Development Fund has the necessary monies to pay these costs; however, to date there has been no request from either the Construction Authority or SanBAG to advance on this commitment.

     In the event that Los Angeles County voters approve a November 8, 2016, General Election ballot measure to extend Measure R (the Los Angeles County voter-approved one-half cent tax measure committed to transportation/transit-related projects) and an additional one-half cent tax

measure, also for transportation/transit-related projects, the City's obligation to advance funds will be transferred to SanBAG.

Montclair is also engaged in a joint effort with SanBAG, the Construction Authority, and the Los Angeles Metropolitan Transportation Authority (Metro) to apply for Cap-and-Trade funding to pay for construction of the Gold Line from the Los Angeles-San Bernardino County border to Montclair. An application was submitted in April 2016 and is expected to be acted during 2016.

The Gold Line is currently scheduled for completion to Montclair in 2023. Thereafter, operation and maintenance (O&M) costs would be the responsibility of SanBAG.

- ✓ 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 Place District; the City Council also directed City staff to work with CIM Group, owners of Montclair Place (formerly "Montclair Plaza"), to facilitate redevelopment of the Montclair Place proper, such cooperation to potentially include financial assistance.

  Over the course of the past two years, City staff worked with CIM Group, City consultants, and special legal counsel to comply with the California Environmental Quality Act (CEQA) process to produce a Mitigated Negative Declaration (MND) for development of Montclair Place. Environmental and project issues were addressed and a MND was issued, with public review and comment completed on April 6, 2015. The last day to file a challenge on the Montclair Place 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 was conclusively presumed to comply with CEQA. The City Council also approved a consulting contract with MIG

  After the CEQA process was completed, City staff continued meeting with CIM Group representatives to review and finalize plans and identify potential public works projects in North Montclair that facilitate, enhance and improve access within the Montclair Place District. Regrettably, CIM Group has met obstacles to obtaining approval of expansion plans by several Montclair Place tenants. To date, these obstacles have delayed any meaningful improvements to Montclair Place.

  In March 2016, CIM Group transitioned development of Montclair Place to a new project manager. City staff and CIM Group now maintain weekly meetings to move development of Montclair Place forward. This transition is expected to result in development activities in 2016 that will move forward on (1) relocation of the existing food court to the interior center of Montclair Place where it will take on the ambience of a food hall (in contrast to a food court, a food hall creates a level of dining that's

somewhere between the food court experience and a sit-down restaurant experience—the serving of alcoholic beverages may also be a feature of the new food hall); (2) significant architectural improvements to the north bridge entryway to Montclair Place; (3) the start of redevelopment or teardown of the former Broadway/Macy's building; and (4) entering into letters of intent with new tenants, including restaurants, retailers, and entertainment venues, including a high-end multiplex theater.

CIM Group will also re-evaluate current entitlements to address tenant-related issues and ongoing retail industry transitions within the mix of tenants—transitions that are the product of changes in consumer demands and economic impacts stemming from the growth in online shopping.

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 Operating Reserve Ratio to a level that annually approximates minimum threshold targets established by the City Council;
- ✓ Eliminate negative fund balances;
- ✓ Allow the General Operating Fund to absorb certain fiscal impacts stemming from loss of the Montclair Redevelopment Agency;
- ✓ 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 General Operating Fund's Revenue Estimate with Appropriations.

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 and rising CalPERS costs have severely restricted Montclair's ability to designate General Fund Revenues to Reserves for special purposes. As the City moves beyond the Great Recession, efforts are being made to restore each fund and account within the General Fund Reserves to acceptable, healthy levels to meet future liabilities and long–term objectives. It is important to realize, however, that Special Purpose Funds may not be directly tied to recurring revenue sources and should not, therefore, be used to meet annual operating obligations.

For Fiscal Year 2016-17, the estimated portion of the General Fund's Fund Equity representing Reserves for Special Purposes is $5,515,614. 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. In recent years, the slow pace of recovery from the Great Recession has strained the City's ability to refund the Equipment Replacement Reserve after draws are made for major equipment/rolling stock. General Fund Revenue is largely used to meet and maintain general government operations, and annual SB 509 allocations have been used to meet extraordinary expenses within public safety. For these reasons, the City has been judicious in authorizing fund withdrawals; and, in other instances, funds from other sources may be required to minimize impacts on the Equipment Replacement Reserves; e.g., in 2014, the Fire Department was required to use federal grant funds, with an offset from the Equipment Replacement Reserve, to purchase a KME Fire Engine.

- *Self–Insurance Retentions.* This Special Purpose Reserve is established to address City–related self–insurance retention liabilities. Withdrawals from Self-Insurance Retentions depend on litigation expenses and repair costs related to equipment/vehicles not covered by general liability insurance coverages.

- *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 message, the City has been experiencing and anticipates further significant increases to CalPERS' pension–related costs. Planned budgeting for these 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 representatives puts every contracting agency on notice that CalPERS would purposely pass on additional, unanticipated costs in order to maintain the solvency of the pension fund and pensions for individual annuitants, including annuitants of cities filing for bankruptcy. These unanticipated adjustments could impose significant, new increases to the City's annual CalPERS employer rate for pensions, requiring the infusion of unbudgeted General Fund revenues to cover extraordinary 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 and a new actuarial evaluation is currently being conducted and will be

presented to the City Council in a fall 2016 workshop. Based on the previous analysis, the City's OPEB liabilities over the 30–year period from 2012 to 2042 are estimated to cost approximately $13 million. Since the late 1990s, City staff, under City Council direction, has not increased the monthly medical allowance for retirees, and no increases will be forthcoming. This strict control ensures that except for the increasing number of retirees, OPEB costs will not increase in relation to the value of the monthly allowance.

- *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 under *"CalPERS and Employee Post Benefits."*
- *Building Maintenance.* This Special Purpose Reserve is established to facilitate required improvements to City facilities.
- *Contingency Reserve.* This Special Purpose Reserve is used for unanticipated non–personnel expenditures during the fiscal year.

***Total current estimated General Fund Reserve - Special Purpose Funds*:**
$5,515,614 as detailed below under Table 5:

Table 5

Chart of Special Purpose Reserve Funds

Estimated Balances - June 30, 2017

Special Purpose Reserves:	
Equipment Replacement	**$ 1,251,992**
Self-Insurance Retentions	**750,000**
Technology Enhancements	**200,000**
CalPERS and Employee Post Benefits	**1,982,375**
Retiree Medical Liability	**581,247**
Unanticipated Personnel Adjustment	**500,000**
Building Maintenance	**200,000**
Contingency	**50,000**
Total	**$ 5,515,614**

ESTIMATED REVENUE CHANGES

Table 6, below, depicts Total Estimated Revenues for all funds and the General Operating Fund:

Table 6

Total Estimated Revenues – All Funds and General Operating Fund

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	$ 40,012,563	$ 39,249,106	$ 763,457
General Operating Fund	$ 27,910,861	$ 27,309,735	$ 601,126

The differences between budget years is attributed to the following significant adjustments:

General Fund

- $690,188 increase in sales, property, business licenses, and transactions and use taxes.
- $174,915 decrease in licenses and permits—primarily due to a projected decline in building and construction permits stemming from a slowing economy and a delayed start related to redevelopment of Montclair Place.
- $58,250 increase in charges for services—primarily due to projected increases in General Sanitation (Refuse) and Zoning fees.
- $19,200 increase in fines and forfeitures—primarily due to a projected increase in vehicle impound fees.
- $9,870 increase in miscellaneous revenue—primarily due to a projected increase in reimbursements and various other sources.

All Other Fund Accounts

- $159,520 decrease in the Gas Tax Fund—The Legislature changed the apportionment methodology for Gas Tax-related fees, reducing allocations to cities; also, reduced gasoline prices are contributing to this projected reduction. It is anticipated that future changes in the apportionment methodology will restore some of this decrease.
- $60,352 increase in Measure I Fund—due to projected additional allocations.
- $13,000 increase in Traffic Safety Fund—projected increase annualized for parking and other vehicle code fines.
- $124,000 decrease in Park Development Fund—projected decrease recognizes reduced fees due to a decline in development compared to the prior year.

- $385,700 decrease in Community Development Block Grant Fund—recognizes reduced federal allocations.

- $73,292 increase in various Human Services Grant funding—projected increase related to new applications for available grant funding. Several grant applications are in the process of review by granting agencies. If these are not approved, expenditures approved for those grants would not be incurred.

- $41,296 increase in various Safety Department Grant funding—due to increases in available grant funding amounts.

- $100,000 increase in 2014 Refunding Bond Proceeds—projected increase related to interest earnings for a full year. Bonds were issued late in the previous year, therefore interest earnings were not realized for the full year.

- $252,800 increase in Sewer Maintenance Fund—due to a projected increase in utilization by residents and businesses.

- $6,760 decrease in CFD 2011-1 (Maintenance, Public Safety) District—represents a projected reduction in assessments from the Paseos at Montclair housing development project for fund maintenance and public safety costs applicable to the project.

- $42,351 increase in CFD 2011-2 (Maintenance, Public Safety) District—Arrow Station was only partially completed last year. The projected increase is due to additional development expected to occur, which will fund maintenance and public safety costs applicable to the project.

- $90,000 increase in Local and Regional Developer Impact Fees—due to timing of development over those completed during the prior year.

OPERATING APPROPRIATIONS

Table 7, below, depicts proposed appropriations for all funds and the General Operating Fund:

Table 7

Appropriations – All Funds and General Operating Fund

	Current Year	Prior Year	Change
Appropriations:			
All Funds	**$ 39,447,153**	**$ 37,229,840**	**$ 2,217,313**
General Operating Fund	**$ 28,175,709**	**$ 26,437,292**	**$ 1,738,417**

Restrictions to Appropriations Requests. In developing the *Adopted 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:

- The region's slow economic recovery from the Great Recession—sales tax revenues, while recovering, are still well-below pre–Great Recession levels.

- Property tax declines related to collapse of the housing/mortgage market—property tax revenues, while improving, remain significantly below pre–housing market collapse levels.
- Slowly improving economic development in the community—the City is seeing improved levels of economic development throughout the community; however, until CIM Group, owner of Montclair Place, moves forward on its plans for redevelopment of the shopping center, City staff anticipates Montclair will continue seeing only modest levels of economic development.
- Weak consumer confidence/changing consumer tastes—consumer confidence remains cautionary, a picture that may worsen for traditional brick and mortar stores as consumer tastes and preferences transform the nation's shopping and dining culture.
- Substantial increases in CalPERS employer contribution rates for recent and upcoming fiscal years.
- Increased personnel costs due to salary, benefit and CalPERS-related cost increases.
- Expansion of retail competition in neighboring communities.
- Ongoing diversion of local property tax revenues to county Educational Revenue Augmentation Funds (ERAF) 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.

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;
- Maintain the health of the City's General Fund Reserves;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants; and
- Control capital outlay requests.

Reductions to Department Requests

Department submitted appropriation requests and the reductions proposed by the City Manager are depicted in **Table 8**, on the following page:

Table 8

Department Appropriation Requests/City Manager Approved Appropriations

	Department's Request	City Manager Approved	Change
Appropriations:			
Total - All Funds (Exclusive of Debt Service)	**$ 39,966,003**	**$ 36,849,465**	**$ 3,116,538**
Total - General Operating Fund	**$ 29,988,795**	**$ 28,175,709**	**$ 1,813,086**

Personnel Services

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

- 171.40 full–time General City positions (General Fund, Gas Tax Fund, Sewer Fund, Economic Development, and grants);
- 2.45 full–time employees paid by the Montclair Housing Corporation; and
- 1.15 full–time employees paid by the Montclair Successor Redevelopment Agency.

The City's proposed Operating Budget includes funding for 5 part-time General Fund benefitted positions, including the following:

- Five 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 controls and reductions to wage, benefit and retirement-related costs.

  Part-time benefitted positions cannot be offered to new hires/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 may 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 implemented 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 program retention. If, for whatever reason, the program is discontinued current part-time benefitted employees would be migrated to full-time, 40 hour per week positions under CalPERS as required by CalPERS contract provisions.

The Adopted Budget includes the following appropriations for Personnel Services:

- *All Funds.* The *Fiscal Year 2016-17 Adopted Budget* includes $23,221,170 for Total Personnel Services, All Funds. Based on 171.4 full–time City positions and 5 part-time benefitted positions, Personnel Services represents approximately 62.9 percent of the Fiscal Year 2016-17 Adopted Budget, Total Operating Appropriations (exclusive of debt service) ($36,849,465).

- *General Fund.* The *Fiscal Year 2016-17 Adopted Budget* includes $20,051,457 for Personnel Services, General Fund appropriations. Based on full–time/part-time benefitted General Fund positions, Personnel Services represents approximately 71.17 percent of the Fiscal Year 2016-17 Adopted Budget, General Fund Operating Appropriations ($28,175,709).

Since Fiscal Year 2007–08, the City has realized a significant decline in personnel—declining from a high of 231 full–time employees to 175 full–time employees and 5 part-time benefitted employees in the Fiscal Year 2016-17 *Adopted 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 dramatically reduced the positive impact from total personnel savings; furthermore, 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 and add substantially to total personnel-related costs with increases that could raise the annual CalPERS employer rate to $8 million.

The *Adopted Budget* includes personnel, services and supplies and capital outlay funding allocations, by Department, as indicated in **Table 9**, on the following page:

Table 9
Budget Allocations, By Departments
FISCAL YEAR 2016-17

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	$ 106,879	$ 208,600	$ -	$ 315,479
City Manager	233,538	101,625	-	335,163
Administrative Services	1,559,440	3,161,537	122,000	4,842,977
Human Services	2,320,399	646,961	58,376	3,025,736
Police	9,196,679	915,347	256,680	10,368,706
Fire	4,050,230	594,489	47,750	4,692,469
Public Works	3,021,173	4,573,790	95,200	7,690,163
Community Development	1,199,278	91,400	-	1,290,678
Economic Development	196,190	678,640	-	874,830
City Attorney	33,010	290,000	-	323,010
Citywide	1,267,500	1,681,400	-	2,948,900
Community Facility Districts	36,854	104,500	-	141,354
Total Operating Expenditures	$ 23,221,170	$ 13,048,289	$ 580,006	$ 36,849,465
Debt Service	-	-	-	2,597,688
Total Expenditures	$ 23,221,170	$ 13,048,289	$ 580,006	$ 39,447,153

Individual component operations included in the Department totals in **Table 9**, above can be found in the budget summary section of the *Adopted Budget*.

The *Adopted Budget* incorporates the following Capital Outlay Budget requests, by Department:

- **Administrative Services Department. $122,000**, including:
  LCD Monitors - All Departments
  Desktop Computers - All Departments
  Data Storge - All Departments
  Update Aerial Photography
  Upgrade GETAC Mobile Data Computer - Fire Department
  Gigabit Network Switches - City Yard and Police and Fire Departments
  Microsoft Office 365 Licenses - All Departments
  Transcenter Call Box Replacement

- **Human Services. $58,376,** including:
  - $15,000 Inflatable/Outdoor Movie Screen with Sound System
  - $43,376 Weight Room Equipment for Recreation Center

- **Police Department. $256,680,** including:
  - $195,480 6 Patrol Vehicles
  - $61,200 Emergency equipment for new vehicles

- **Fire Department. $47,750,** including:
  - $1,600 Master Stream Nozzle
  - $35,000 Mobile and Portable Radios
  - $11,150 Station Alerting System Upgrade

- **Public Works Department. $95,200**, including:
  - $58,000 1-Ton Dump Truck
  - $17,000 2 John Deere Walk Behind Mowers
  - $6,000 Diagnostic Vehicle Scanner
  - $4,200 Rooter Snake for Sewer Lateral Cleaning
  - $10,000 Sewer Lateral Push Camera
- **City Council. No Capital Outlay Requests**
- **City Manager. 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

The *Fiscal Year 2016-17 Adopted 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 and controlled use of fiscal assets.

The *Adopted 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 *Adopted 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. As to the available General Operating Fund's Operating Reserve Ratio, City staff has achieved raising the Operating Reserve Ratio to $6,021,152, representing 21.37 percent of the General Operating Fund's Appropriations Budget.

The *Adopted Budget* continues a number of revenue enhancement measures. Coupled with minor but consistent improvements within other economic sectors, Fiscal Year 2016-17 should continue the promise of a stable, if not brighter economic future for the Montclair community. However, CalPERS' increases to the City's employer pension rates still looms like a threatening fiscal storm over the horizon, testing the City's ability to grow its reserves, expand services, and maintain fiscal equilibrium. Thus far, the City Council and City staff are meeting this challenge by producing budgets that tightly control costs in all operating categories while still incorporating the largest employer pension rates the City has ever faced. The promise of additional, substantial employer pension rate increases 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 embraced the matrix of a "New Economy." Effectively, the public demands local government agencies provide efficient public services, without 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, has been to accomplish this community expectation—an objective we can proudly point to as achieved.

The *Adopted 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 2016-17 Adopted Budget* meets these objectives.

City staff notes, with pride in our fiscal restraint, discipline, and responsibility that the City Council is annually presented with responsible, reasonable, responsive, and manageable budgets designed to address the needs of the organization and community. In the course of the current and previous budget cycles, the controlled expenditure of

revenues served the City well in weathering the Great Recession; and that same commitment to vigilance should equip Montclair to handle future fiscal challenges.

City staff's ongoing goal is to continue with development of sound fiscal policies that allow 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 resolutions to the City's fiscal challenges, we have achieved a superior level of fiscal integrity and stability.

Addressing the Great Recession and the forced dissolution of the City's Redevelopment Agency 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 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 and incremental. 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 full commitment of revenue growth to meet pension obligations.

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

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—establishing an Economic Development Fund and committing property tax increment revenues to its operations is an indication of this latter effort. Assets of the Economic Development Fund are also augmented by over $14 million in tax revenue bonds derived from the former Redevelopment Agency and over $21 million derived from the *2014 Issue of Lease Revenue Bonds*. As we go forward, this commitment to economic development will manifest itself within the Montclair Place District, including the City's commitment to roadway improvements in and around Montclair Place 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. The recent integration of the Office of Economic Development with the Community Development Department is evidence of this ongoing effort. Integration of the two Departments enhanced functional

operations, expanded available resources for the combined operational areas, produced personnel savings, and allowed for personnel recognition.

In relation to the need to strengthen the personnel base and maintain an efficient and responsive organization, City staff routinely evaluates organizational requirements and fiscal capacity vis-à-vis personnel requirements.

City staff also plans for employee succession, identifying and encouraging promotional advancement where appropriate, and maintaining positions that lead to succession.

Concurrently, City staff continues evaluating outside funding opportunities to defray General Fund and other fund-related costs and to achieve infrastructure and community service improvements.

- In Fiscal Year 2016-17, the Montclair Police Department will continue exploring and pursuing federal grant opportunities for body-armor and body-cameras for Police Officers. In 2015, the City was designated recipient of a $250,000 COPS Hiring Program grant to create a Trust in Policing Program (TIPP). The grant will partially fund two full-time Police Officers, working with the Crime Suppression Unit, to focus on President Obama's "Building Trust" program. TIPP is designed to promote fair and impartial policing and transparency and build on other "trust" related issues.

- The Montclair Fire Department is exploring a new grant opportunity to fund the purchase of a second KME Fire Engine. In 2014, a grant application was approved for approximately $480,000 to purchase a 2014 model KME Fire Engine.

- 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 Human Services Department will also continue exploring other grant opportunities that promote service-related programs and community events.

- The Public Works Department will continue working with Monte Vista Water District to pursue grants related to the replacement of ornamental turf on median islands. The Public Works Department will also engage with Caltrans officials to convert a $15 million grant for replacement of the Central Avenue Bridge at the Union Pacific Railroad (UPRR) tracks to a similarly valued grant for refurbishing the Central Avenue Bridge—this effort to recommit funds stems from a recent determination by Caltrans that the Central Avenue Bridge no longer qualifies for full replacement. The Public Works Department will also continue working with other agencies to fully fund the Monte Vista Avenue Grade Separation Project and expansion of the I-10 Freeway through Montclair to include the addition of two express lanes and widening of the Monte Vista Avenue Bridge and the Monte Vista Avenue roadway at the I-10 Freeway.

- 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 personnel and Gas Tax funds for other purposes. Burrtec has also agreed to provide partial funding related to enforcement of the City's anti-scavenging ordinance.

- The City Manager's Office and Public Works Department, working in concert with SanBAG, the Construction Authority, and Metro have applied to the California State Transportation Agency (CalSTA) for Cap-and-Trade funding to complete construction of the Gold Line from the Los Angeles-San Bernardino County border to the Montclair Transcenter (the Montclair Segment). The total grant application is in excess of $360 million, of which approximately $70 million would be for construction of the Montclair Segment.

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 its redevelopment agency and the lingering effects of a recession that appears to have settled into a slow-paced economic recovery—a recovery that is now portending the possibility of an emerging, less severe economic recession.

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 Operating Fund 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 City of Montclair employee for providing exceptional service to the community. I also thank City staff for their efforts in putting together the *Fiscal Year 2016-17 Adopted Budget*.

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 2016

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 974,983 and an average household income of $91,227.

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 75 full-time Police Department staff and a 23.5 full-time Fire Department staff. The 25 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, street maintenance, including maintaining 78.16 acres in 13 parks. The 12 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

Skate Park

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

The Montclair Splash Pad is 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, Wednesday, and Thursday, 2:00 p.m. to 6:00 p.m.; Tuesday, 1:00 p.m. to 6:00 p.m., and Friday 2:00 p.m. to 8:00 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 8:00 a.m. to 4:00 p.m.

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: 38,027 *Area: 5.54 square miles*

DEMOGRAPHICS

2016 Population & Income	3-MILE Trade Area	5-MILE Trade Area	10-MILE Trade Area
Population	185,625	478,184	974,983
Households	55,097	136,972	291,149
Families	40,470	105,045	226,438
Average Household Size	3.25	3.42	3.27
Median Age	32.1	32.6	34.6
Average Household Income	$71,375	$75,778	$91,227
Median Household Income	$53,626	$55,552	$69,687
Per Capital Income	$21,911	$22,307	$27,822
Median Net Worth	$52,788	$62,265	$122,820
Average Net Worth	$367,239	$488,967	$683,913
Households > $75,000	34.4%	36.7%	47.2%
Average Household Disposable Income	$56,735	$59,406	$69,803
Median Household Disposable Income	$45,824	$47,690	$59,236
Owner Occupied Housing Units	47.2% (58,846)	51.8% (145,434)	60.1% (305,941)
Renter Occupied Housing Units	46.4%	42.4%	35.1%
2016 Consumer Spending (Spending Potential Index) National Average 100	83.7	83.8	84.1
2016 Workforce	**3 Mile**	**5 Mile**	**10 Mile**
Some College 25+ Population	22.9% (113,993)	21.8% (296,103)	23.4% (630,783)
With Degrees 25+	29.3%	28.3%	36.8%
Employment Totals 16+	80,558	209,026	449,840
White Collar 16+	52.2%	51.7%	60.7%
Blue Collar 16+	26.5%	28.5%	22.0%
Service 16+	21.3%	19.8%	17.2%
2016 Race & Ethnicity	**3 Mile**	**5 Mile**	**10 Mile**
Population by Race/Ethnicity	185,625	478,184	974,983
White	54.8%	54.2%	54.4%
Black	6.1%	5.2%	5.8%
Am. Indian, Asian & Pacific Islander	9.4%	9.2%	15.2%
Hispanic Origin (any race)	63.4%	65.7%	51.7%
Other	29.1%	31.6%	25.1%
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"

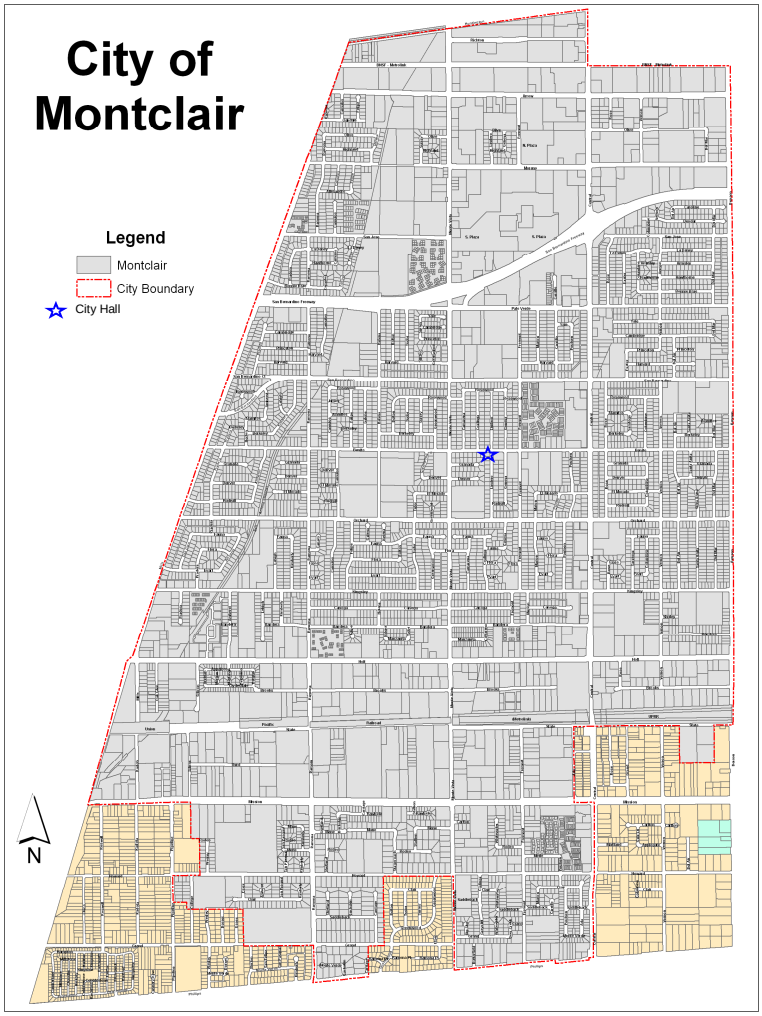
City Hall
5111 Benito Street
Montclair, CA 91763

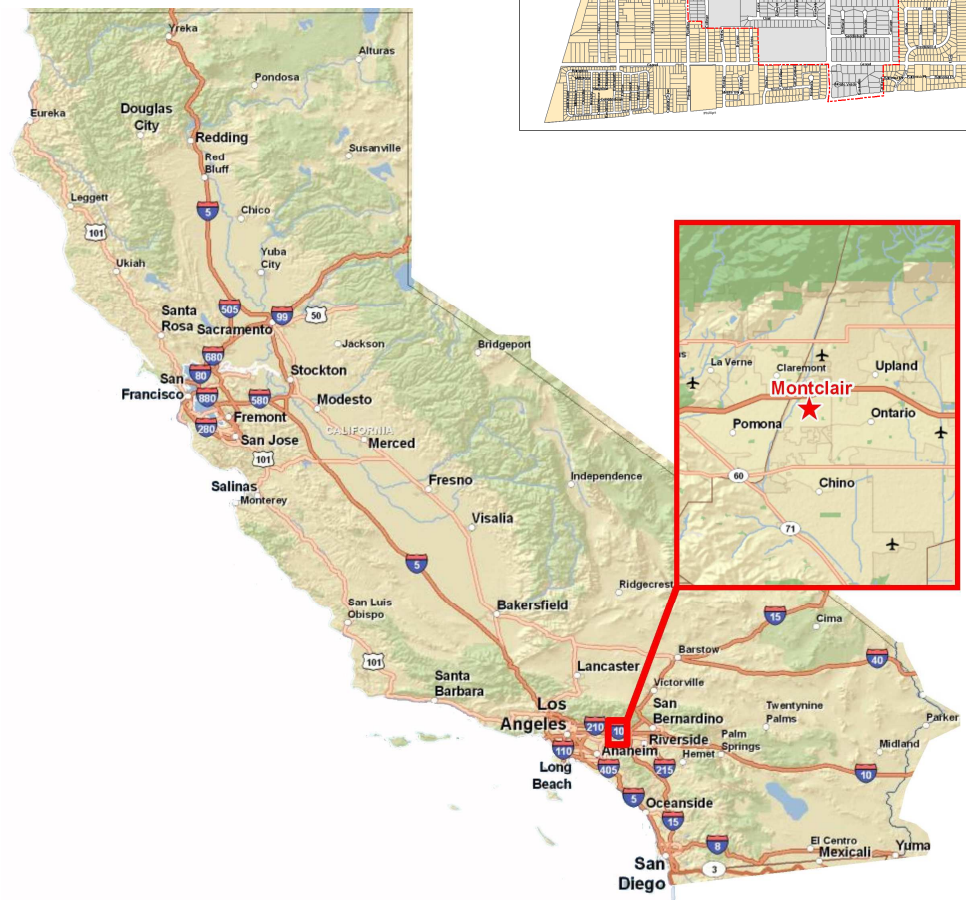
(909) 626-8571

www.cityofmontclair.org

Population: 38,027

Area: 5.54 square miles





MONTCLAIR

Budget Development Timeline
Fiscal Year 2016-17

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 18, 2016	Mid-year Budget Review
March 9, 2016	Distribution of budget packets to all departments
April 07, 2016	Departmental-operating budget requests are due
April 26, 2016 - May 4, 2016	Management departmental budget sessions
May 19, 2016	Complete changes to departmental budgets
June 8, 2016	Budget review by City Council
June 20, 2016	City Council adopts budget by resolution

Budget Summaries

CITY OF MONTCLAIR
COMBINED SOURCES & USES STATEMENT
FISCAL YEAR 2016-17

		SOURCES				USES			
		Estimated Fund Balance/ Retained Earnings July 1, 2016	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	Estimated Fund Balance/ Retained Earnings June 30, 2017
1001	**General Operating Fund**	6,000,000 **(1)**	27,910,861	286,000	34,196,861	28,175,709	-	28,175,709	6,021,152 **(2)**
	Special Revenue Funds								
1102	Gas Tax Fund	-	997,640	-	997,640	917,802	6,000	923,802	73,838
1104	Measure I Fund	1,460,598	613,700	-	2,074,298	-	-	-	2,074,298
1110	Traffic Safety Fund	76,235	218,000	-	294,235	-	280,000	280,000	14,235
1112	Disability Access Fee	4,407	1,700	-	6,107	-	-	-	6,107
1130	Park Maintenance Fund	23,810	44,300		68,110	15,800	-	15,800	52,310
1131	Park Development Fund	570,370	150,000	-	720,370	-	-	-	720,370
1132	CDBG Fund	-	274,300	-	274,300	71,145	-	71,145	203,155
1135	Air Quality Improvement Fund	152,494	46,436	-	198,930	16,000	-	16,000	182,930
1138	Senior Nutrition Fund	-	182,500	-	182,500	180,658	-	180,658	1,842
1140	Asset Forfeiture Fund- State	57,352	12,160	-	69,512	-	-	-	69,512
1141	Prop 30/SB 109 Fund	134,832	55,373	-	190,205	-	-	-	190,205
1143	Public Safety Fund	-	300,000	-	300,000	300,000	-	300,000	-
1144	Federal Asset Forfeiture Fund- DOJ	235,735	30,400	-	266,135	1,000	-	1,000	265,135
1146	State Asset Forfeiture 15% Set-aside Fund	43,276	1,655	-	44,931	-	-	-	44,931
1147	Federal Asset Forfeit. Fund- Treasury	869	3	-	872	-	-	-	872
1148	School District Grant Fund	-	64,000	-	64,000	64,000	-	64,000	-
1149	Citizens Option for Public Safety (COPS) Grant	39,552	100,337	-	139,889	100,000	-	100,000	39,889
1150	Local Law Enforcement Block Grant	13,582	14,049	-	27,631	-	-	-	27,631
1151	Crime Prevention Fund	3,224	518	-	3,742	-	-	-	3,742
1152	Recycling Block Grant Fund	53,562	20,175	-	73,737	5,000	-	5,000	68,737
1160	Afterschool Program (ASES) Fund	-	1,155,903	-	1,155,903	1,155,903	-	1,155,903	-
1161	NEOP Grant	-	47,000	-	47,000	47,000	-	47,000	-
1163	Safety Department Grant Funds	-	169,630	-	169,630	169,630	-	169,630	-
1164	OMSD Immunization Grant	38,028	70,000	-	108,028	70,006	-	70,006	38,022
1165	Mt Baldy United Way	14,790	7,500	-	22,290	20,000	-	20,000	2,290
1166	Kaiser Permanente Grant	16,352	10,000	-	26,352	-	-	-	26,352
1167	Resource Center Grant - OMSD	-	4,500	-	4,500	4,500	-	4,500	-
1168	Title IIIB Sr Support Services	-	10,000	-	10,000	10,000	-	10,000	-
1170	AstraZenica Grant	-	93,001	-	93,001	93,001	-	93,001	-
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	(78,220)	53,000	-	(25,220)	93,535	-	93,535	(118,755)
1704	Sewer Expansion Fee Fund	103,703	37,215	-	140,918	-	-	-	140,918
1740	Developer Impact Fees - Local	345,720	100,000	-	445,720	-	-	-	445,720
1741	Developer Impact Fees - Regional	1,611,650	220,000	-	1,831,650	-	-	-	1,831,650
1742	Burrtec Pavement Impact Fees	246,651	65,000	-	311,651	-	-	-	311,651
1744	Utility Undergrounding In Lieu	208,816	50,000	-	258,816	-	-	-	258,816
1745	General Plan Update Fees	31,992	15,000	-	46,992	30,000	-	30,000	16,992
1746	Housing Fund	792,125	-	-	792,125	-	-	-	792,125
1748	Public-Education-Gov't Fees (PEG)	126,062	22,000	-	148,062	-	-	-	148,062
	Total	6,327,567	5,439,055	-	11,766,622	3,547,040	286,000	3,833,040	7,933,582
	Capital Project Funds								
1206	Economic Development	3,684,650	162,159	-	3,846,809	344,830	-	344,830	3,501,979
1252	2014 Lease Revenue Refunding Bond Proceeds	21,410,575	100,000	-	21,510,575	500,000	-	500,000	21,010,575
	Total	25,095,225	262,159	-	25,357,384	844,830	-	844,830	24,512,554
	Special Assessment Funds								
1601	Community Facilities District 2011-1 - Paseos	75,000	100,000	-	175,000	94,172	-	94,172	80,828
1602	Community Facilities District 2011-2 - Arrow Sta.	(2,500)	75,000	-	72,500	47,182	-	47,182	25,318
	Total	72,500	175,000	-	247,500	141,354	-	141,354	106,146
	Debt Service Funds								
1302	2014 Refunding Bonds	-	2,597,688	-	2,597,688	2,597,688	-	2,597,688	-
	Total	-	2,597,688	-	2,597,688	2,597,688	-	2,597,688	-
	Enterprise Funds								
1501 & 03	Sewer Operating Fund	2,108,850	3,407,800	-	5,516,650	3,864,052	-	3,864,052	1,652,598
1502	Sewer Replacement Fund	1,542,511	220,000	-	1,762,511	-	-	-	1,762,511
	Total	3,651,361	3,627,800	-	7,279,161	3,864,052	-	3,864,052	3,415,109
	Reserve Funds								
	Reserve Funds	5,792,094 **(1)**	-	-	5,792,094	276,480	-	276,480	5,515,614
	Total	5,792,094	-	-	5,792,094	276,480	-	276,480	5,515,614
	TOTAL - ALL FUNDS	**46,938,747**	**40,012,563**	**286,000**	**87,237,310**	**39,447,153**	**286,000**	**39,733,153**	**47,504,157**

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2015-16 midyear general fund approved amounts.

(2) The General Operating Fund operating revenues were $264,848 less than appropriation. This deficit was offset by $286,000 of non-operating transfers in from other funds and will ultimately result in a total fund excess of $21,152. In the prior fiscal year reserves funded retiree medical costs; however, in this budget no reserve utilization was required to cover those costs.

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	280,000	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.
	TOTAL	**$ 286,000**	

CITY OF MONTCLAIR
FISCAL YEAR 2016-17 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.

Park Maintenance Fund – (1130) Park development monies collected cannot be used for maintenance of parks. However, additional revenues collected from cell tower rentals, etc. are not restricted. This fund accounts for these additional monies and thier uses for maintenance of parks within the City.

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

C.D.B.G. Fund (1132) The Federal Community Development Block Grant (CDBG) program provides cities with grant 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.

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

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

Human Services Grant Funds (1161 and 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: NEOP, Mt. Baldy United Way, Kaiser Permanente, Resource Center Grant-OMSD, Title IIIB Senior Support Services, ASES Supplemental Grant, AstraZenica, 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 and 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.

Housing Fund – (1746) Under Redevelopment Law, inclusionary and other requirements exist for developing affordable housing. With the elimination of redevelopment, existing resources were transferred to other taxing entities. However, remaining bond proceeds and repayments under prior agreements applicable to housing developments have provided resources which will be utilized to meet these housing requirements.

Public-Education-Gov't Fees (PEG) – (1748) Contributions are received from cable companies to provide resources for public educational programming and equipment.

CAPITAL PROJECT FUNDS

Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, Special Assessment Funds, and Trust Funds).

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

2014 Lease Revenue Refunding Bond Proceeds – (1252) Proceeds from the issuance of the 2014 Lease Revenue Bonds are held pending utilization for infrastructure projects. These monies are on deposit with a separate trustee. Major capital outlay for these projects will be budgeted separately in the City's Capital Improvement Program Budget.

SPECIAL ASSESSMENT FUNDS

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

Community Facilities District 2011-1 (1601) This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Paseos 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 2016-17, the annual principal and interest lease payment is $2,597,688, 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 2014-2015 THROUGH 2016-2017

		14-15 Audited	Budget as of 3/1/16	15-16 Actual Thru 3/1/16	15-16 Midyear and Annualized	16-17 Estimate	Increase (Decrease)
GENERAL FUND							
1001	GENERAL FUND	26,987,231	27,309,735	13,658,765	27,309,735	27,910,861	601,126
REVENUE FUNDS							
1102	GAS TAX FUND	1,061,159	1,157,160	494,222	842,952	997,640	(159,520)
1104	MEASURE I FUND	607,331	553,348	317,774	635,548	613,700	60,352
1110	TRAFFIC SAFETY FUND	220,502	205,000	127,957	219,354	218,000	13,000
1112	DISABILITY ACCESS FEE FUND	1,724	1,650	1,142	1,713	1,700	50
1130	PARK MAINTENANCE FUND	42,953	42,300	20,379	44,518	44,300	2,000
1131	PARK DEVELOPMENT FUND	142,800	274,000	100,800	151,200	150,000	(124,000)
1132	C.D.B.G. FUND	417,547	660,000	575,162	600,000	274,300	(385,700)
1135	AIR QUALITY IMPROVEMENT FUND	46,807	44,000	12,209	49,272	46,436	2,436
1138	SENIOR NUTRITION FUND	152,993	158,064	70,330	157,374	182,500	24,436
1140	ASSET FORFEITURE FUND - STATE	21,471	15,166	5,438	11,042	12,160	(3,006)
1141	PROP 30/SB 109	55,574	60,373	27,607	55,587	55,373	(5,000)
1143	SB 509 PUBLIC SAFETY FUND	324,883	290,000	129,618	310,943	300,000	10,000
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	114,739	30,394	109,461	164,586	30,400	6
1146	STATE FORFEITURE - 15% SETASIDE	3,897	2,651	960	1,591	1,655	(996)
1147	ASSET FORFEITURE - TREASURY	3	3	-	3	3	-
1148	SCHOOL DISTRICT GRANT FUND	64,000	64,000	32,000	64,000	64,000	-
1149	COPS ELEAS GRANT	106,630	100,337	89,418	100,337	100,337	-
1150	LLE BLOCK GRANT FUND	14,562	13,508	13,459	13,508	14,049	541
1151	P.C. 1202.5 CRIME PREVENTION FUND	725	518	291	455	518	-
1152	RECYCLING BLOCK GRANT FUND	10,212	20,184	10,096	10,280	20,175	(9)
1160	AFTER SCHOOL PROGRAM FUND	1,155,903	1,155,903	693,542	1,155,903	1,155,903	-
1161	NEOP GRANT	-	-	-	-	47,000	47,000
1162	FIRST 5 FUND	126,168	66,709	5,479	5,479	-	(66,709)
1163	SAFETY DEPARTMENT GRANT FUND	123,702	16,367	40,076	-	169,630	169,630
1164	IMMUNIZATION GRANT - OMSD	74,167	74,000	49,000	74,000	70,000	(4,000)
1165	INLAND EMPIRE UNITED WAY	17,500	7,500	4,470	7,500	7,500	-
1166	KAISER PERMANENTE GRANTS	10,000	14,000	14,000	14,000	10,000	(4,000)
1167	RESOURCE CENTER GRANT (OMSD)	3,000	3,000	3,000	3,000	4,500	1,500

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

		14-15 Audited	Budget as of 3/1/16	15-16 Actual Thru 3/1/16	15-16 Midyear and Annualized	16-17 Estimate	Increase (Decrease)
1168	TITLE IIIB SR SUPPORT SERVICES	6,920	6,920	5,319	10,000	10,000	3,080
1170	ASTRAZENECA GRANT	-	-	-	-	93,001	93,001
1171	ASES SUPPLEMENTAL GRANT	147,390	147,390	88,434	147,390	147,390	-
1172	HOPE THRU HOUSING	36,718	34,670	26,471	34,670	34,670	-
1180	E.M.S. - PARAMEDIC FUND	65,617	58,500	30,634	45,951	53,000	(5,500)
1206	ECONOMIC DEVELOPMENT FUND	429,499	162,159	-	162,159	162,159	-
1252	2014 REFUNDING BOND PROCEEDS	-	-	-	-	100,000	100,000
1601	CFD 2011-1 (Maint-PubSafety) FUND	127,970	106,760	49,260	106,760	100,000	(6,760)
1602	CFD 2011-2 (Maint-PubSafety) FUND	-	32,649	6,566	32,649	75,000	-
1704	SEWER EXPANSION FEE FUND	30,275	27,000	25,174	37,976	37,215	10,215
1740	DEVELOPER IMPACT FEES - LOCAL	79,596	80,000	71,130	106,695	100,000	20,000
1741	DEVELOPER IMPACT FEES - REGION	180,274	150,000	160,302	240,453	220,000	70,000
1742	BURRTEC PAVEMENT IMPACT FEES	71,564	70,000	31,788	63,576	65,000	(5,000)
1744	UTILITY UNDERGROUNDING IN-LEIU	161,933	50,000	-	50,000	50,000	-
1745	GENERAL PLAN UPDATE FEES	8,360	8,000	9,723	14,585	15,000	7,000
1748	PUBLIC-EDUCATION-GOV'T FEES (PEG)	-	-	15,851	21,200	22,000	22,000
DEBT SERVICE FUND							
1302	2014 REFUNDING BONDS	655,601	2,600,188	1,525,303	2,600,225	2,597,688	(2,500)
ENTERPRISE FUND							
1501	SEWER MAINTENANCE FUND	3,670,549	3,155,000	2,240,714	3,363,081	3,407,800	252,800
1502	SEWER REPLACEMENT FUND	221,961	220,000	-	224,500	220,000	-
TRUST FUNDS							
1746	HOUSING TRUST FUND	775,895	-	23	23	-	-
1750	EQUIPMENT REPLACEMENT FUND	-					
1758	YOUTH SPONSORSHIP FUND	-	-	-	-	-	-
1765	GF RESERVE-BUDGETARY CONTNGNCY FUND	-	-	-	-	-	-
	TOTAL REVENUE - ALL FUNDS	**38,578,305**	**39,249,106**	**20,893,347**	**39,265,773**	**40,012,563**	**763,457**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001							
Taxes							
Property - Secured	2,418,690	2,450,000	1,411,279	2,450,000	-	2,500,000	50,000
Property - Unsecured	109,476	100,000	99,959	100,000	-	100,000	-
Property Tax in Lieu of VLF (HdL)	2,949,531	3,000,000	1,532,632	3,000,000	-	3,100,000	100,000
Sales & Use (HdL)	8,820,501	12,250,000	4,561,838	12,250,000	-	12,800,000	550,000
Sales Tax Compensation (HdL)	2,780,283	-	465,352	-	-	-	-
Transaction & Use Tax (HdL)	702,764	159,812	-	159,812	-	160,000	188
Prop Tax Pass Thru from SRED	150,752	150,000	82,513	150,000	-	150,000	-
Transient Occupancy	30,528	30,000	16,728	30,000	-	30,000	-
Property Transfer	149,280	80,000	32,695	80,000	-	70,000	(10,000)
Franchise	838,612	700,000	220,445	700,000	-	700,000	-
Business License	726,360	700,000	482,743	700,000	-	700,000	-
Utility Users	1,778,232	1,800,000	1,012,369	1,800,000	-	1,800,000	-
Total Taxes	21,455,009	21,419,812	9,918,553	21,419,812	-	22,110,000	690,188
Licenses and Permits							
Alarm Permits	1,775	1,200	750	1,200	-	1,300	100
Bicycle & Other Permits	11	5	8	5	-	10	5
Building Permits	363,189	535,000	411,883	535,000	-	370,000	(165,000)
Moving Permits	8,425	8,000	5,050	8,000	-	8,000	-
Yard Sale Permits	7,457	8,300	5,570	8,300	-	8,300	-
Construction Permits	117,053	110,000	44,759	110,000	-	100,000	(10,000)
Encroachment Permits	100	90	35	90	-	70	(20)
Gun Dealer Permits	25	35	-	35	-	35	-
Total Licenses and Permits	498,035	662,630	468,055	662,630	-	487,715	(174,915)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	15,382	15,517	15,517	15,517	-	15,550	33
Property Tax Loss Relief	28,793	29,700	14,100	29,700	-	28,200	(1,500)
Police Officer Training Reimbursement	9,837	11,000	6,963	11,000	-	11,000	-
SB 90 Claim Reimbursement	86,585	90,000	512,264	90,000	-	90,000	-
FEMA Reimbursements	-	-	-	-	-	-	-
OES Reimbursements	57,241	10,000	4,826	10,000	-	10,000	-
Total Intergovernmental Revenues	197,838	156,217	553,670	156,217	-	154,750	(1,467)

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

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Fines and Forfeitures							
Court Fines	21,007	20,000	8,982	20,000	-	20,000	-
Parking Citations	48,139	65,000	42,717	65,000	-	65,000	-
False Alarms	9,700	12,500	6,700	12,500	-	12,500	-
Restitution	2,939	3,300	1,830	3,300	-	3,300	-
Evidence Forfeitures	524	500	-	500	-	500	-
Auto Repo Fees	1,815	1,700	1,050	1,700	-	1,700	-
Vehicle Release Fees	86,348	120,000	66,028	120,000	-	120,000	-
Administrative Citations	145,675	98,800	43,750	98,800	-	90,000	(8,800)
OPTS Vehicle Impound Fees	520,255	650,000	315,114	650,000	-	675,000	25,000
PD Citations	19,694	10,000	9,800	10,000	-	13,000	3,000
PW/CD Citations	-	1,200	200	1,200	-	1,200	-
Total Fines and Forfeits	856,096	983,000	496,171	983,000	-	1,002,200	19,200
Charges for Services							
Sale of Printed Materials	729	800	516	800	-	800	-
Notary Fees	25	50	10	50	-	50	-
Special Police Services	82,746	90,000	56,014	90,000	-	90,000	-
Fingerprints	(963)	-	207	-	-	250	250
Fire Department Service Fees	14,976	15,000	8,360	15,000	-	15,000	-
Gen Sanitation Fees (revenue in fund 1757)	102,153	100,000	50,188	100,000	-	100,000	-
Rubbish Collect	2,700,760	2,850,000	1,479,972	2,850,000	-	2,900,000	50,000
Zoning/Subdivision Fees	142,785	120,000	78,541	120,000	-	125,000	5,000
Plan Checking Fees	330,226	310,000	188,586	310,000	-	310,000	-
Recreation Fees	31,219	30,000	13,925	30,000	-	25,000	(5,000)
Service Center Fees	5,291	5,000	3,030	5,000	-	5,000	-
Program Costs - Reimbursed	51,466	45,000	24,974	45,000	-	45,000	-
Family Fun Festival	8,764	-	-	-	8,000	8,000	8,000
Human Services Classes	8,887	11,000	6,635	11,000	-	11,000	-
Total Charges for Services	3,479,064	3,576,850	1,910,958	3,576,850	8,000	3,635,100	58,250

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Interest Income	48,265	65,000	29,785	65,000	-	70,000	5,000
Net change FV - investments/LAIF	18,803	-	-	-	-	-	-
Library Rentals	59,496	59,496	29,748	59,496	-	59,496	-
Cash over/short	39	-	78	-	-	-	-
Police Auction	7,909	10,000	6,200	10,000	-	10,000	-
Vending Machine Proceeds	79	60	-	60	-	30	(30)
Anniversary Book Sales/Postcards	55	20	-	20	-	20	-
Reimbursed Expenditures	15,107	60,000	42,827	60,000	-	60,000	-
Special Event Reimbursement	(82)	50	2	50	-	50	-
Emergency Response Reimb	2,610	6,000	5,005	6,000	-	8,000	2,000
Donations & Contributions	5,000	3,000	1,500	3,000	-	3,000	-
Subpoena Witnees Reimbusement	268	100	390	100	-	500	400
Cell Tower Rental	98,136	100,000	66,101	100,000	-	100,000	-
Other Miscellaneous revenue	224,532	200,000	120,682	200,000	-	200,000	-
Police Range Revenue	12,375	7,500	750	7,500	-	10,000	2,500
Mini School snacks	1,289	-	633	-	-	-	-
Youth Center snacks	3,704	-	4,797	-	-	-	-
Basketball snacks	3,604	-	2,860	-	-	-	-
Total Miscellaneous Revenue	501,189	511,226	311,358	511,226	-	521,096	9,870
TOTAL - 1001	**26,987,231**	**27,309,735**	**13,658,765**	**27,309,735**	**8,000**	**27,910,861**	**601,126**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102							
Section 2106	141,795	150,000	78,216	134,085	(15,915)	122,042	(27,958)
Section 2107	286,522	275,000	155,417	266,429	(8,571)	333,550	58,550
Section 2107.5	12,000	6,000	6,000	6,000	-	6,000	-
Section 2103 - Fuel Tax Swap	397,161	500,000	129,796	222,507	(277,493)	90,708	(409,292)
Section 2105	222,498	225,000	124,793	213,931	(11,069)	240,196	15,196
Gov's proposed additional funds						203,984	203,984
Interest Income	1,183	1,160	-	-	(1,160)	1,160	-
TOTAL - 1102	**1,061,159**	**1,157,160**	**494,222**	**842,952**	**(314,208)**	**997,640**	**(159,520)**
MEASURE I FUND - 1104							
Measure I Sales - Local	603,651	550,000	317,774	635,548	85,548	610,000	60,000
Interest Income	3,680	3,348	-	-	-	3,700	352
TOTAL - 1104	**607,331**	**553,348**	**317,774**	**635,548**	**85,548**	**613,700**	**60,352**
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	59,537	65,000	43,570	74,691	9,691	73,000	8,000
Other C.V.C. Fines	160,965	140,000	84,387	144,663	4,663	145,000	5,000
TOTAL - 1110	**220,502**	**205,000**	**127,957**	**219,354**	**14,354**	**218,000**	**13,000**
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	1,724	1,650	1,142	1,713	63	1,700	50
TOTAL - 1112	**1,724**	**1,650**	**1,142**	**1,713**	**63**	**1,700**	**50**
PARK MAINTENANCE FUND - 1130							
Rental Income	15,219	15,300	1,275	15,300	-	15,300	-
Cellular Antenna Site Rental	27,734	27,000	19,104	29,218	2,218	29,000	2,000
TOTAL - 1130	**42,953**	**42,300**	**20,379**	**44,518**	**2,218**	**44,300**	2,000
PARK DEVELOPMENT FUND - 1131							
"Quimby Act" Fees	142,800	274,000	100,800	151,200	(122,800)	150,000	(124,000)
TOTAL - 1131	**142,800**	**274,000**	**100,800**	**151,200**	**(122,800)**	**150,000**	**(124,000)**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
C.D.B.G. FUND - 1132							
CDBG Revenue	417,547	660,000	575,162	600,000	(60,000)	274,300	(385,700)
TOTAL - 1132	**417,547**	**660,000**	**575,162**	**600,000**	**(60,000)**	**274,300**	**(385,700)**
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	46,370	44,000	12,209	48,836	4,836	46,000	2,000
Sale of City property	-	-	-			-	
Interest Income	437	-	-	436	436	436	436
TOTAL - 1135	**46,807**	**44,000**	**12,209**	**49,272**	**5,272**	**46,436**	**2,436**
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIIC1/NSIP	112,434	120,190	45,541	120,190	-	145,000	24,810
NSIP (combined with IIIC in 15/16)	2,684	-	-	-	-	-	-
Contributions/Donations	37,875	37,874	24,789	37,184	(690)	37,500	(374)
TOTAL - 1138	**152,993**	**158,064**	**70,330**	**157,374**	**(690)**	**182,500**	**24,436**
FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	21,310	15,000	5,438	10,876	(4,124)	12,000	(3,000)
Interest Income	161	166	-	166	-	160	(6)
TOTAL - 1140	**21,471**	**15,166**	**5,438**	**11,042**	**(4,124)**	**12,160**	**(3,006)**
PROP 30/SB 109 FUND - 1141							
Interest Income	359	373	-	373	-	373	-
Prop 30/SB 109	55,215	60,000	27,607	55,214	(4,786)	55,000	(5,000)
TOTAL - 1141	**55,574**	**60,373**	**27,607**	**55,587**	**(4,786)**	**55,373**	**(5,000)**
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	324,783	290,000	129,518	310,843	20,843	300,000	10,000
Reimbursed Expenditures	-	-	100	100	100	-	-
Contributions/Donations	100	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
TOTAL - 1143	**324,883**	**290,000**	**129,618**	**310,943**	**20,943**	**300,000**	**10,000**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

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FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	112,041	30,000	109,461	164,192	134,192	30,000	-
Sales of City Property	-	-	-	-	-	-	-
Reimbursed expenditures	2,235	-	-	-	-	-	-
Interest Income	463	394	-	394	-	400	6
TOTAL - 1144	**114,739**	**30,394**	**109,461**	**164,586**	**134,192**	**30,400**	**6**
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	3,761	2,500	960	1,440	(1,060)	1,500	(1,000)
Interest Income	136	151	-	151	-	155	4
TOTAL - 1146	**3,897**	**2,651**	**960**	**1,591**	**(1,060)**	**1,655**	**(996)**
FED ASSET FORFEITURE-TREASURY - 1147							
Interest Income	3	3	-	3	-	3	-
TOTAL - 1147	**3**	**3**	**-**	**3**	**-**	**3**	**-**
SCHOOL DISTRICT GRANT FUND - 1148							
Chaffey HSD Reimb. - Safe Schools	64,000	64,000	32,000	64,000	-	64,000	-
TOTAL - 1148	**64,000**	**64,000**	**32,000**	**64,000**	**-**	**64,000**	**-**
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	106,251	100,000	89,418	100,000	-	100,000	-
Interest Income	379	337	-	337	-	337	-
TOTAL - 1149	**106,630**	**100,337**	**89,418**	**100,337**	**-**	**100,337**	**-**
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	14,562	13,459	13,459	13,459	-	14,000	541
Interest Income	-	49	-	49	-	49	-
TOTAL - 1150	**14,562**	**13,508**	**13,459**	**13,508**	**-**	**14,049**	**541**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	712	500	291	437	(63)	500	-
Net Change FV-Investment	-	-	-	-	-	-	-
Interest Income	13	18	-	18	-	18	-
TOTAL - 1151	**725**	**518**	**291**	**455**	**(63)**	**518**	**-**
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	-	10,000	-	-	(10,000)	10,000	-
Beverage Recycling Grant	10,044	10,000	10,096	10,096	96	10,000	-
Interest Income	105	109	-	109	-	100	(9)
Misc Revenue	63	75	-	75	-	75	-
TOTAL - 1152	**10,212**	**20,184**	**10,096**	**10,280**	**(9,904)**	**20,175**	**(9)**
AFTER SCHOOL PROGRAM FUND - 1160							
ASES	1,155,903	1,155,903	693,542	1,155,903	-	1,155,903	-
Govt. Grants-Other	-	-					
TOTAL - 1160	**1,155,903**	**1,155,903**	**693,542**	**1,155,903**	**-**	**1,155,903**	**-**
NEOP GRANT FUND - 1161							
NEOP Grant	-	-	-	-	-	47,000	47,000
TOTAL - 1161	**-**	**-**	**-**	**-**	**-**	**47,000**	**47,000**
HUMAN SERVICES FIRST 5 FUND - 1162							
First 5 Grant	126,168	66,709	5,479	5,479	(61,230)	-	(66,709)
TOTAL - 1162	**126,168**	**66,709**	**5,479**	**5,479**	**(61,230)**	**-**	**(66,709)**
SAFETY DEPARTMENT GRANTS - 1163							
Reimbursement - generator	6,971	-	-	-	-	-	-
Reimbursement - Laptops	9,228	-	-	-	-	-	-
STEP - OTS Grant	87,389	-	22,584	-	-	-	-
HSGP Dog/Nomad/vests 16508	-	16,367	17,492	-	-	-	-
Cops hiring grant	-	-	-		-	169,630	169,630
HSGP FY 2014 - Manikin	10,589	-	-	-	-	-	-
EMPG 2014 - Agmt 14-57 Notebooks	9,525	-	-	-	-	-	-
TOTAL - 1163	**123,702**	**16,367**	**40,076**	**-**	**-**	**169,630**	**169,630**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
OMSD Immunization Grant - 1164							
OMSD Immunization Grant	70,000	70,000	49,000	70,000	-	70,000	-
Contributions/Donations	4,167	4,000	-	4,000	-	-	(4,000)
TOTAL - 1164	**74,167**	**74,000**	**49,000**	**74,000**	**-**	**70,000**	**(4,000)**
INLAND EMPIRE UNITED WAY - 1165							
IEUW/Lorain County United Way Revenue	17,500	7,500	4,470	7,500	-	7,500	-
TOTAL - 1165	**17,500**	**7,500**	**4,470**	**7,500**	**-**	**7,500**	**-**
KAISER PERMANENTE GRANTS - 1166							
Kaiser Permanente Revenue	10,000	14,000	14,000	14,000	-	10,000	(4,000)
TOTAL - 1166	**10,000**	**14,000**	**14,000**	**14,000**	**-**	**10,000**	**(4,000)**
RESOURCE CENTER GRANTS - 1167							
Resource Center OMSD Revenue	3,000	3,000	3,000	3,000	-	4,500	1,500
TOTAL - 1167	**3,000**	**3,000**	**3,000**	**3,000**	**-**	**4,500**	**1,500**
TITLE IIIB SR SUPPORT SERVICES - 1168							
Sr Support Svcs Title IIIB	6,920	6,920	5,319	10,000	3,080	10,000	3,080
TOTAL - 1168	**6,920**	**6,920**	**5,319**	**10,000**	**3,080**	**10,000**	**3,080**
ASTRAZENECA GRANT - 1170							
AstraZeneca Grant	-	-	-	-	-	93,001	93,001
TOTAL - 1170	**-**	**-**	**-**	**-**	**-**	**93,001**	**93,001**
ASES SUPPLEMENTAL REVENUE - 1171							
ASES Supplemental Grant	147,390	147,390	88,434	147,390	-	147,390	-
TOTAL - 1171	**147,390**	**147,390**	**88,434**	**147,390**	**-**	**147,390**	**-**
HOPE THRU HOUSING - 1172							
Hope thru Housing Grant	36,718	34,670	26,471	34,670	-	34,670	-
TOTAL - 1172	**36,718**	**34,670**	**26,471**	**34,670**	**-**	**34,670**	**-**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

	14-15 Audited	15-16 Revised Budget as of 3/1/16	15-16 Actual Thru 3/1/16	Midyear and 15-16 Estimated/ Annualized	15-16 Revised Increase (Decrease)	16-17 Estimate	Increase (Decrease) over Revised Budget
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	15,448	13,000	8,110	12,165	(835)	13,000	-
First Responder Services	33,521	32,000	14,902	22,353	(9,647)	25,000	(7,000)
Vehicle Fluid Recovery Program	7,040	9,000	3,352	5,028	(3,972)	9,000	-
Contributions/Donations	-	-	-	-	-	-	-
Training Reimbursement	9,608	4,500	4,270	6,405	1,905	6,000	1,500
TOTAL - 1180	**65,617**	**58,500**	**30,634**	**45,951**	**(12,549)**	**53,000**	**(5,500)**
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	417,029	150,000	-	150,000	-	150,000	-
Interest Income	12,470	12,159	-	12,159	-	12,159	-
TOTAL - 1206	**429,499**	**162,159**	**-**	**162,159**	**-**	**162,159**	**-**
2014 REFUNDING BOND PROCEEDS - 1252							
Interest Income - LAIF	-	-	-	-	-	100,000	100,000
TOTAL - 1252	**-**	**-**	**-**	**-**	**-**	**100,000**	**100,000**
2014 REFUNDING BONDS - 1302							
Transfer from Bond proceeds/Interest income	3,348	-	37	37	37	-	-
Transaction & Use Tax/Debt Service		1,850,188	1,045,164	1,850,188	-	1,847,688	(2,500)
RPTTF Property Taxes/Debt Service	652,253	750,000	480,102	750,000	-	750,000	-
TOTAL - 1302	**655,601**	**2,600,188**	**1,525,303**	**2,600,225**	**37**	**2,597,688**	**(2,500)**
SEWER MAINTENANCE FUND - 1501							
Sewer Maint. Fees less expansion fees	3,661,740	3,150,000	2,236,908	3,355,362	205,362	3,400,000	250,000
Sewer Availability Fees	6,012	5,000	3,279	4,919	(81)	5,000	-
Interest Income/Misc Revenue	2,797	-	527	2,800	-	2,800	2,800
TOTAL - 1501	**3,670,549**	**3,155,000**	**2,240,714**	**3,363,081**	**205,281**	**3,407,800**	**252,800**
SEWER REPLACEMENT FUND - 1502							
Interest Income	4,407	-	-	4,500	4,500	-	-
Sewer Expansion Fees	217,554	220,000	-	220,000	-	220,000	-
TOTAL - 1502	**221,961**	**220,000**	**-**	**224,500**	**4,500**	**220,000**	**-**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2014-2015 THROUGH 2016-2017

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CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	127,970	106,760	49,260	106,760	-	100,000	(6,760)
TOTAL - 1601	**127,970**	**106,760**	**49,260**	**106,760**	**-**	**100,000**	**(6,760)**
CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	-	32,649	6,566	32,649	-	75,000	42,351
TOTAL - 1602	**-**	**32,649**	**6,566**	**32,649**	**-**	**75,000**	**42,351**
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	30,041	27,000	25,174	37,761	10,761	37,000	10,000
Interest Income	234	-	-	215	-	215	215
TOTAL - 1704	**30,275**	**27,000**	**25,174**	**37,976**	**10,761**	**37,215**	**10,215**
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	79,596	80,000	71,130	106,695	26,695	100,000	20,000
TOTAL - 1740	**79,596**	**80,000**	**71,130**	**106,695**	**26,695**	**100,000**	**20,000**
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	180,274	150,000	160,302	240,453	90,453	220,000	70,000
TOTAL - 1741	**180,274**	**150,000**	**160,302**	**240,453**	**90,453**	**220,000**	**70,000**
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	71,564	70,000	31,788	63,576	(6,424)	65,000	(5,000)
TOTAL - 1742	**71,564**	**70,000**	**31,788**	**63,576**	**(6,424)**	**65,000**	**(5,000)**
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in lieu fees	161,933	50,000	-	50,000	-	50,000	-
TOTAL - 1744	**161,933**	**50,000**	**-**	**50,000**	**-**	**50,000**	**-**
GENERAL PLAN UPDATE FEES (LP) - 1745							
General plan update fees	8,360	8,000	9,723	14,585	6,585	15,000	7,000
TOTAL - 1745	**8,360**	**8,000**	**9,723**	**14,585**	**6,585**	**15,000**	**7,000**

CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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HOUSING FUND - 1746							
Transfer in from-Housing Trust Fund	775,895	-	-	-	-	-	-
TOTAL - 1746	**775,895**	**-**	**-**	**-**	**-**	**-**	**-**
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	-	-	15,851	21,200	-	22,000	22,000
TOTAL - 1748	**-**	**-**	**15,851**	**21,200**	**-**	**22,000**	**22,000**
EQUIPMENT REPLACEMENT FUND - 1750							
E.R.F. Sale of City Property	-	-	23	23	-	-	-
TOTAL - 1750	**-**	**-**	**23**	**23**	**-**	**-**	**-**
TOTAL - ALL FUNDS	**38,578,305**	**39,249,106**	**20,893,347**	**39,265,773**	**20,144**	**40,012,563**	**779,824**

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

Revised estimates were based upon data available at March 01, 2016.

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 2016-17 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 2016-17 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.

Basis for Estimates FY 2016-17 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 2016-17 estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2014 Lease Revenue Bonds for the fiscal year.

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 2016-17 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 2016-17 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 2016-17 estimates are based upon actual collection experience for the prior fiscal year.

Business License Tax

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

Basis for Estimates The FY 2016-17 amount is based upon prior year experience.

Utility Users Tax

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

Basis for Estimates The FY 2016-17 amount is based upon prior year experience and recognizes a modest increase.

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 2016-17 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 2016-17 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 2016-17 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 2016-17 amount is based upon prior year experience and the indication that it will continue during FY 2016-17

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 2015-16 estimate was obtained from the San Bernardino County Auditor/Controller's Office. FY 2016-17 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 2015-16 and FY 2016-17 estimates are based upon actual collection experience.

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 2016-17 estimate is based upon actual collection experience for twelve months ending March 01, 2016.

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 2015-16 and FY 2016-17 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 2015-16 and FY 2016-17 estimates are based upon actual collection experience.

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 2016-17 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 2016-17 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 2016-17 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 2016-17 estimate is based upon City's anticipated participation.

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 2016-17 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 2016-17 estimate is partially based upon plan or map checking services.

Interest Income

Description Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.

Basis for Estimates FY 2016-17 is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.50% 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 2016-17 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 2016-17 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 2016-176 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 2016-17 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 $.01800 per gallon of the diesel use fuel tax are allocated to cities on a per capita basis. The taxes are restricted to street purpose expenditures.

Basis for Estimates FY 2016-17 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 2016-17 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 2016-17 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 2016-17 estimate anticipates a modest percentage increase over FY 2015-16.

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 2016-17 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 2016-17 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 2016-17 estimate was obtained from the City Planning Division.

PARK MAINTENANCE FUND

Rental Income

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

Basis for Estimates FY 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 estimate anticipates a slight increase over FY 2015-16.

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 2016-17 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 2016-17 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 $23.48 and is expected to increase to $25.29 effective July 1, 2016 and to $27.11 on July 1, 2017.

Basis for Estimates FY 2016-17 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.

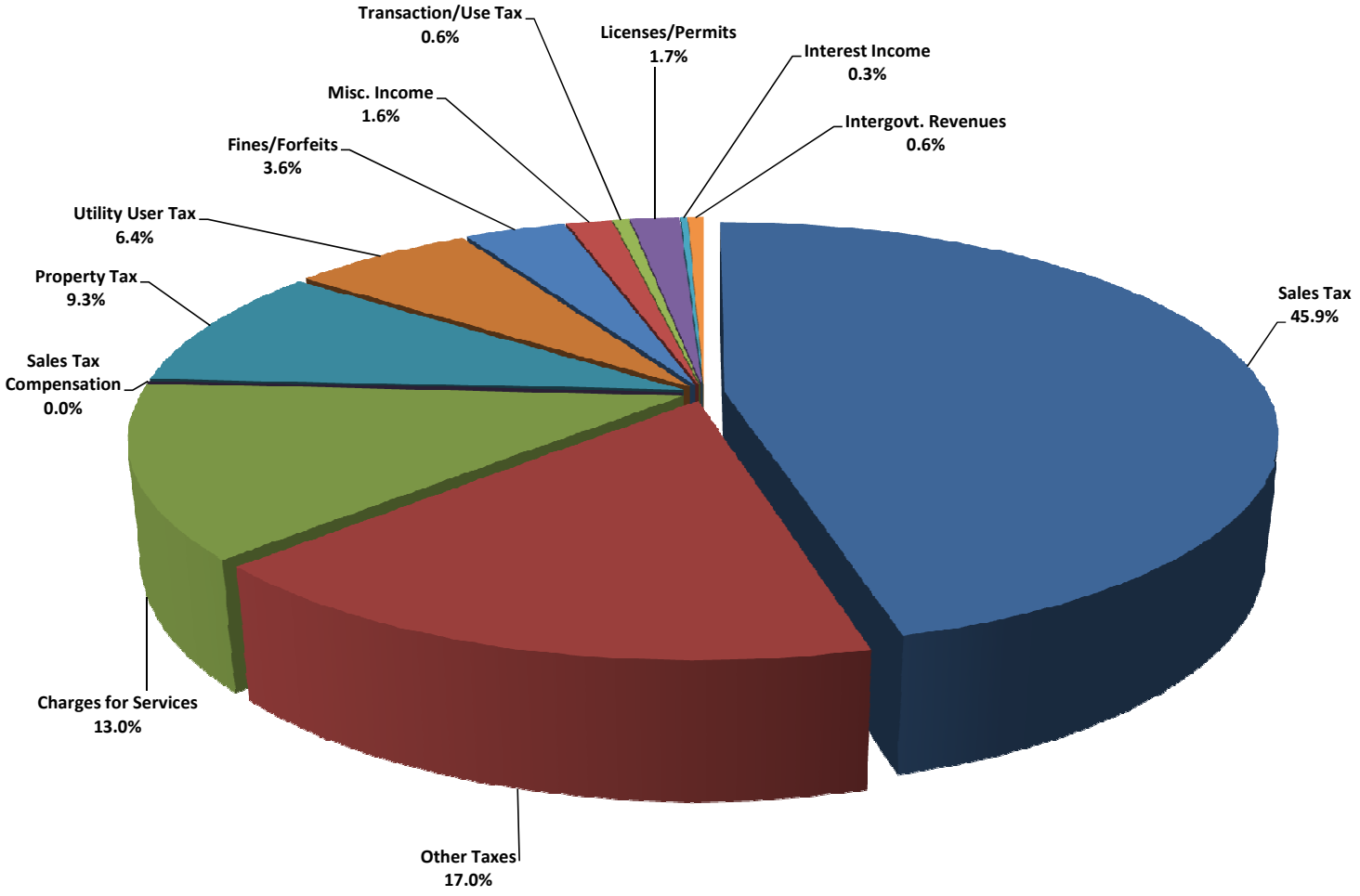
Basis for Estimates FY 2016-17 estimates are based on amount submitted to San Bernardino County for inclusion on the property tax roll.

City of Montclair

2016-17 General Fund Revenues

By Source

Total Budget - $27,910,861



Operating Expenditures Budgets

CITY OF MONTCLAIR
OPERATING BUDGETS - TOTALS BY FUND
FISCAL YEARS 2014-15 THROUGH 2016-17

FUND	FY 2014-15	FY 2015-16	FY 2016-17
General Fund	24,597,663	26,437,292	28,175,709
Gas Tax	1,330,474	1,313,334	917,802
Park Maintenance	0	10,000	15,800
Park Development	15,000	15,000	0
C.D.B.G.	43,686	41,145	71,145
Air Quality Improvement Trust	26,000	16,000	16,000
Senior Nutrition Fund	110,056	170,275	180,658
Prop 30/SB 109	70,000	0	0
SB 509 Public Safety	363,618	250,539	300,000
Federal Asset Forfeiture - DOJ	1,000	1,000	1,000
OMSD Grant Fund	64,000	64,000	64,000
State Supplemental Law Enforcement	75,000	100,000	100,000
Used Oil Recycling Grant	5,000	5,000	5,000
After School Program Fund	1,203,376	1,155,903	1,155,903
NEOP Grant	0	0	47,000
First 5 Fund	150,232	66,709	0
Safety Department Grant Funds	0	0	169,630
OMSD Immunization Grant	70,006	83,006	70,006
Inland Empire United Way	17,500	19,000	20,000
Kaiser Permanente Grant	34,875	0	0
OMSD Resource Center Grant	3,000	3,000	4,500
Senior Support Services Grant	6,920	6,920	10,000
AstraZeneca Grant	0	134,472	93,001
ASES Supplemental	147,390	147,390	147,390
Hope thru Housing	34,670	34,670	34,670
EMS - Paramedic	295,408	94,135	93,535
Economic Development Fund	349,226	312,115	344,830
2014 Refunding Bond Proceeds	1,913,814	0	500,000
Sewer Maintenance	3,157,941	3,566,485	3,800,842
Sewer Replacement	0	135,000	0
Sewer Capital Assets	63,275	63,271	63,210
CFD 2011-1 - Paseos	20,000	98,522	94,172
CFD 2011-2 - Arrow Station	0	27,649	47,182
General Plan Update Fee	0	0	30,000
Equipment Replacement	152,075	72,045	276,480
GASB 45	0	0	0
TOTAL	34,321,205	34,443,877	36,849,465

CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2012-13 THROUGH 2016-17

	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15	Budgeted 2015-16	Budgeted 2016-17
City Council	$ 302,134	$ 308,228	$ 288,653	$ 291,770	$ 315,479
City Manager	293,965	199,297	285,901	290,608	335,163
Administrative Services	4,696,654	4,702,286	4,977,412	4,998,249	4,842,977
Human Services	3,073,399	2,979,800	2,954,825	3,015,513	3,025,736
Police	10,428,583	9,536,330	9,321,437	9,307,615	10,368,706
Fire	5,232,648	4,605,321	4,106,681	4,431,893	4,692,469
Public Works	6,896,538	6,834,294	6,556,673	7,145,174	7,690,163
Community Development	1,149,974	1,193,824	1,197,643	1,245,939	1,290,678
Economic Development	0	193,624	349,226	312,115	874,830
City Attorney	578,764	434,449	342,844	301,755	323,010
Citywide	0	2,729,791	2,613,817	3,268,650	2,948,900
CFD Operations	0	0	0	0	141,354
TOTAL OPERATING BUDGET	$ 32,652,659	$ 33,717,244	$ 32,995,112	$ 34,609,281	$ 36,849,465
Debt Service	0	1,916,101	1,912,314	2,600,188	2,597,688
TOTAL BUDGET w/DEBT SERVICE	$ 32,652,659	$ 35,633,345	$ 34,907,426	$ 37,209,469	$ 39,447,153

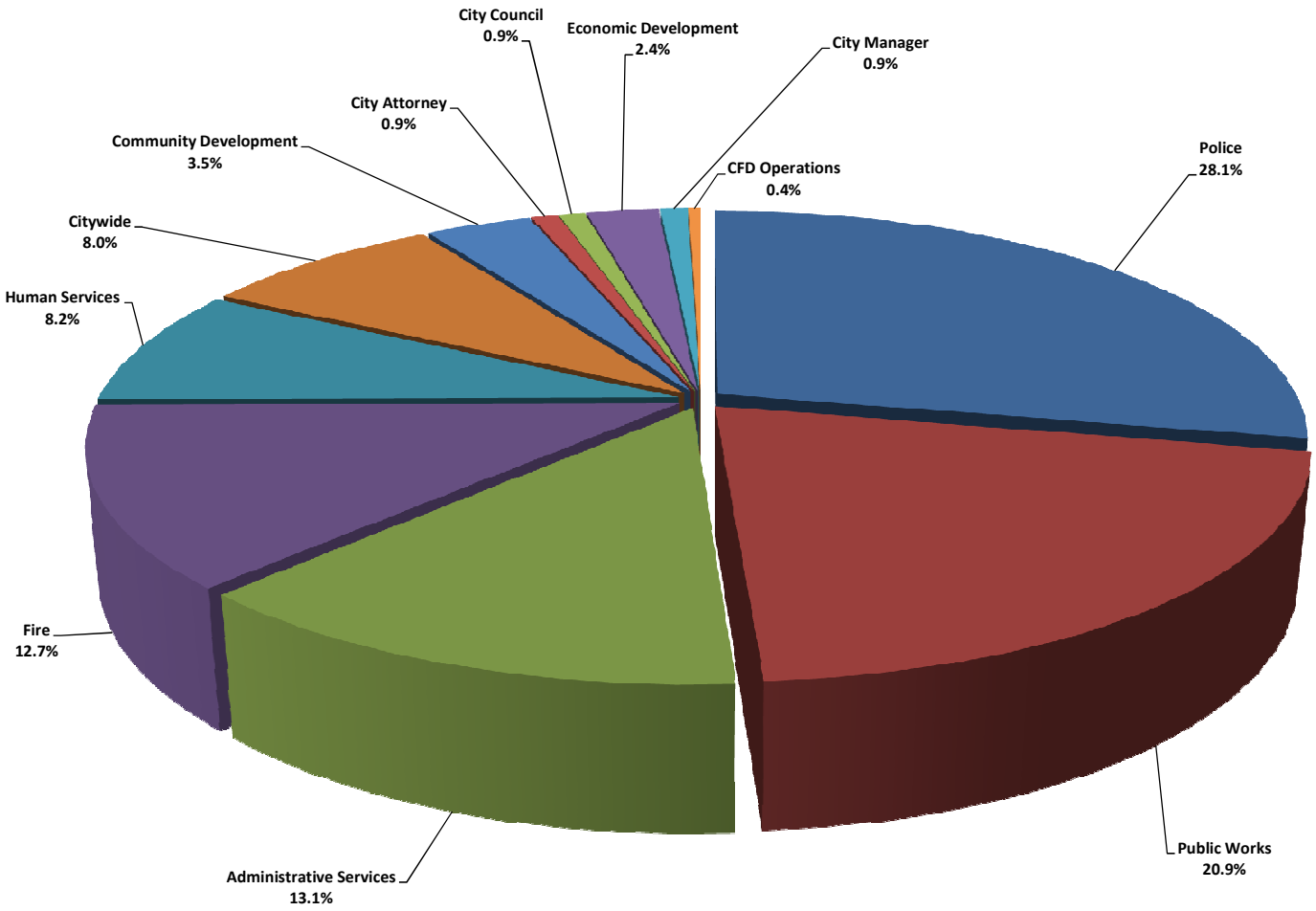
NOTE: FY 2015-16 Budget includes all appropriations and capital projects authorized through May 24, 2016.
Appropriations for FY 2012-13 through 2014-15 represent final recorded budgets.

City of Montclair

2016-17 Operating Budget

By Department

Total Budget - $36,849,465



CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2016-17

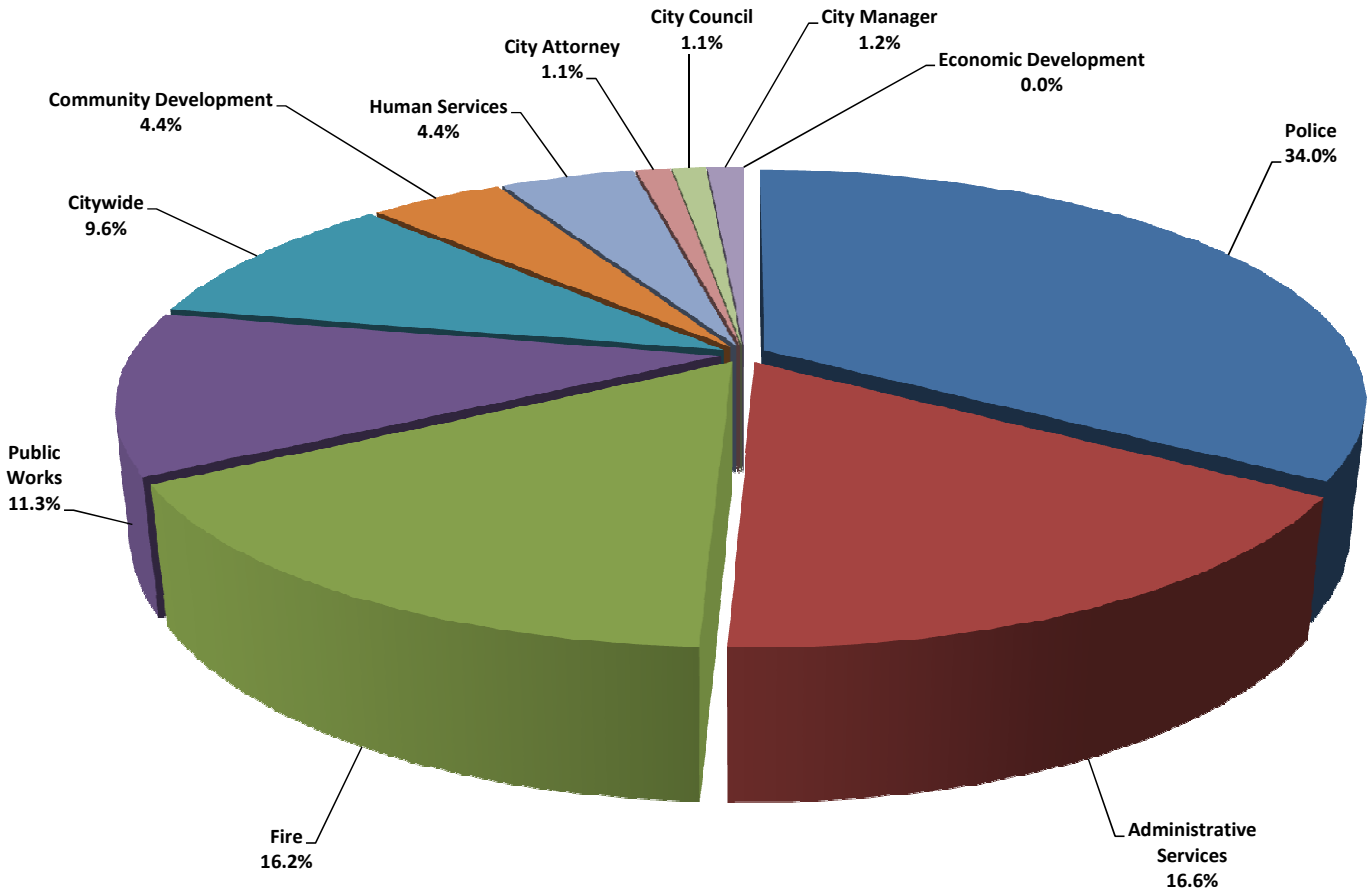
	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	City Total
General Fund	315,479	335,163	4,679,343	1,252,463	9,581,905	4,556,625	3,186,143	1,244,678		323,010	2,700,900	28,175,709
Gas Tax			1,600				793,202				123,000	917,802
Park Maintenance							15,800					15,800
Park Development												0
CDBG				13,145			28,000	30,000				71,145
Air Quality								16,000				16,000
Senior Nutrition				180,658								180,658
State Asset Forfeiture												0
OCJP Fund												0
SB 509 Public Safety					257,691	42,309						300,000
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			107,333	1,045,570							3,000	1,155,903
NEOP Grant				47,000								47,000
Safety Dept Grants				169,630								169,630
OMSD Immunization Grant				70,006								70,006
Inland Empire United Way				20,000								20,000
Kaiser Permanente Grant												0
OMSD Resource Center				4,500								4,500
Sr Support Services Grant				10,000								10,000
AstraZenica Grant				93,001								93,001
ASES Supplemental Fund				147,390								147,390
Hope through Housing				34,670								34,670
EMS-Paramedic						93,535						93,535
Economic Development									344,830			344,830
2014 Refunding Bonds									500,000			500,000
Sewer Maintenance	22,466	22,377	363,348				3,270,651				122,000	3,800,842
Sewer Replacement							0					0
Sewer Capital Asset							63,210					63,210
CFD 2011-1 - Paseos											94,172	94,172
CFD 2011-2 - Arrow Station											47,182	47,182
General Plan Update Fee									30,000			30,000
Equipment Replacement					195,480		81,000					276,480
Total	337,945	357,540	5,157,624	3,088,033	10,199,076	4,692,469	7,438,006	1,290,678	874,830	323,010	3,090,254	36,849,465

City of Montclair

2016-17 General Fund Operating Budget

By Department

Total Budget - $28,175,709



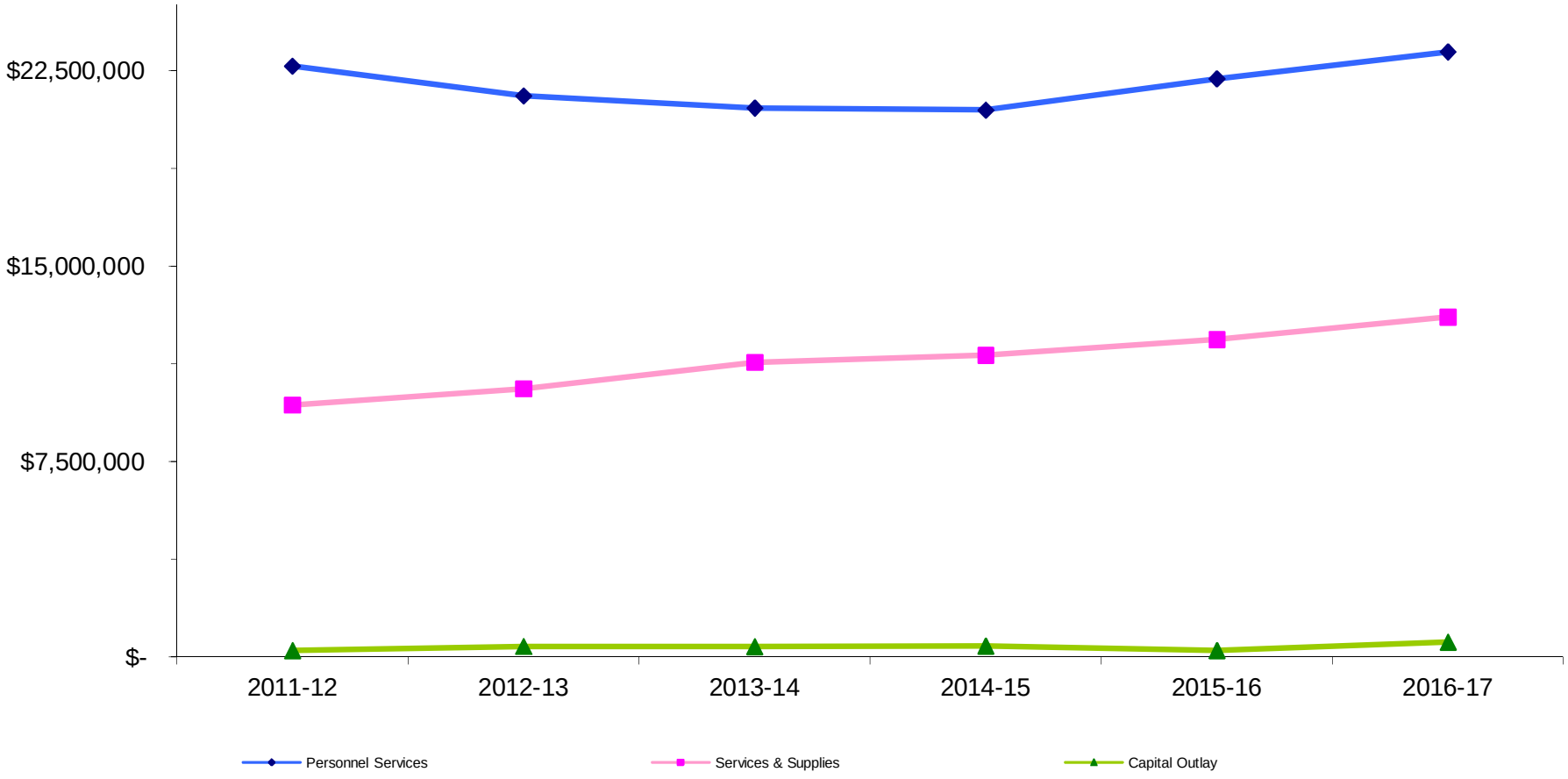
CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2016-17

	Full-Time Employees	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	0.00	$ 106,879	$ 208,600	$ -	$ 315,479
City Manager	1.10	233,538	101,625	-	335,163
Administrative Services	21.30	1,559,440	3,161,537	122,000	4,842,977
Human Services	12.00	2,320,399	646,961	58,376	3,025,736
Police	75.50	9,196,679	915,347	256,680	10,368,706
Fire	23.50	4,050,230	594,489	47,750	4,692,469
Public Works	25.00	3,021,173	4,573,790	95,200	7,690,163
Community Development	12.35	1,199,278	91,400	-	1,290,678
Economic Development	0.65	196,190	678,640	-	874,830
City Attorney	0.00	33,010	290,000	-	323,010
Citywide	0.00	1,267,500	1,681,400	-	2,948,900
Community Facility Districts	0.00	36,854	104,500	-	141,354
Total Operating Expenditures	171.40 *	$ 23,221,170	$ 13,048,289	$ 580,006	$ 36,849,465
Debt Service		-	-	-	2,597,688
Total Expenditures		**$ 23,221,170**	**$ 13,048,289**	**$ 580,006**	**$ 39,447,153**

* Full-Time Employees by Entity:

City	171.40
SRDA	1.15
MHC	2.45
	175.00

CITY OF MONTCLAIR
Operating Budgets 2011-12 to 2016-17
Annual Increase (Decrease) By Object Class



CITY OF MONTCLAIR
FY 2016-17 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
City Council	0.00	0.00	0.00
City Manager	0.60	0.60	1.10
Administrative Services			
Administration	1.50	1.50	1.00
Financial Services	6.20	8.76	8.25
Solid Waste	1.20	1.20	1.60
City Clerk	2.30	2.30	2.20
Personnel/Risk Management	3.00	3.00	3.00
Information Technology	4.00	5.00	5.00
Central Services	0.25	0.25	0.25
Department Total	18.45	22.01	21.30
Human Services			
Recreation	4.90	3.30	3.30
Clinic	0.50	0.00	0.00
Senior Citizens	1.15	0.85	0.85
Nutritional Meals	0.35	0.15	0.15
Health Education	1.20	1.20	1.00
Family Education	0.20	0.20	0.00
After School Program	11.70	7.70	6.70
Department Total	20.00	13.40	12.00
Police			
Administration	1.50	1.50	1.50
Support Services	4.00	4.00	4.00
Technical Services	0.00	0.00	0.00
Records	8.00	8.00	8.00
Investigations	11.00	9.00	9.00
Uniform Patrol	41.00	43.00	45.00
Communications	7.00	8.00	8.00
Volunteer Services	0.00	0.00	0.00
Department Total	72.50	73.50	75.50
Fire			
Administration	1.67	1.50	2.00
Fire Prevention	1.50	1.50	1.00
Emergency Services	26.00	20.00	20.00
Personnel Development	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
EMS-Paramedics	0.83	0.00	0.00
Department Total	30.50	23.50	23.50

CITY OF MONTCLAIR
FY 2016-17 Adopted Budget
SUMMARY OF AUTHORIZED
FULL TIME POSITIONS BY DEPARTMENT

Department	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Public Works			
Engineering Management	2.85	3.85	2.85
Public Works Inspection	1.05	1.05	1.05
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	2.10	2.10	1.60
Street Maintenance	2.30	2.45	2.70
Signing & Painting	1.10	1.10	1.10
Street Sweeping	2.10	2.10	2.10
Park Maintenance	4.15	2.30	3.15
Tree Maintenance	0.10	0.10	0.10
Vehicle Maintenance	1.90	1.00	1.00
Sewer Maintenance	6.525	7.125	6.50
Building Maintenance	0.95	0.95	0.95
Heating & Air Conditioning	0.75	0.75	0.75
Janitorial Services	0.10	1.10	1.10
Department Total	26.025	26.025	25.00
Community Development			
Planning Commission	0.00	0.00	0.00
Administration	1.625	1.625	1.65
Current Planning	1.90	1.90	2.20
Advance Planning	0.50	0.50	0.50
Field Inspection	1.25	1.25	1.25
Plan Check	0.75	0.75	0.75
Operations	1.00	1.00	1.00
Code Enforcement	3.00	2.00	5.00
Department Total	10.025	9.025	12.35
Economic Development	1.50	0.45	0.65
City Attorney	0.00	0.00	0.00
Total - All Departments	**179.60**	**168.51**	**171.40**

(SRDA - 1.15 & MHC - 2.45)

Budget Resolution

RESOLUTION NO. 16-3129

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTCLAIR ADOPTING THE FISCAL YEAR 2016-17 BUDGET

WHEREAS, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2016-17 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 13, 2016.

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 2016-17.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2016-17 for all outstanding purchase orders and unexecuted contracts as of June 30, 2016, for which a valid appropriation exists.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2016-17 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2016.

BE IT FURTHER RESOLVED that funds are automatically reappropriated into Fiscal Year 2016-17 for all grants included in the adopted budget that have not been completed as of June 30, 2016.

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 20th day of June, 2016.

Paul M. Eaton
Mayor

ATTEST:

Andrea Phillips
Deputy City Clerk

I, Andrea M. Phillips, Deputy City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 16-3129 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 20th day of June, 2016, and that it was adopted by the following vote, to-wit:

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

Andrea Phillips
Andrea M. Phillips
Deputy City Clerk

Article 13-B Disclosures

CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2016-17

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 2016-17 is $367,743,608.

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 2016-17 is $21,550,448 and is supported by the analysis below.

General Fund Appropriations Budget		$ 28,175,709
Less: Estimated Non-Proceeds of Taxes		
Franchises	$ 700,000	
Licenses & Permits	487,715	
Fines & Forfeits	1,002,200	
POST Reimbursements	11,000	
Other Intergovernmental Reimbursements	143,750	
Charges for Services	3,635,100	
Miscellaneous		
Rental Income	159,496	
Other	200,000	
Transfers-In[1]	286,000	6,625,261
Appropriations Budget Financed by Taxes		$ 21,550,448

[1] Includes $6,000 from Gas Tax Fund and $280,000 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	124,920	129,345	129,345	129,345
Services and Supplies	169,850	219,500	208,600	208,600
Capital Outlay	0	0	0	0
Total	**294,770**	**348,845**	**337,945**	**337,945**
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

Source of Funds

General Fund	274,853	326,379	315,479	315,479
Sewer Maintenance Fund – Indirect Staff Charges	19,917	22,466	22,466	22,466
Total	**294,770**	**348,845**	**337,945**	**337,945**

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					73,377	73,377	73,377
PERS Benefit Costs					7,848	7,848	7,848
Total Benefit Costs					81,225	81,225	81,225
TOTAL					**129,345**	**129,345**	**129,345**

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 Los Angeles County Metropolitan Transportation Authority, Foothill Extension Construction Authority, and SANBAG regarding the Gold Line Extension to Montclair.
22. Prepare to wind down operations of the Successor Redevelopment Agency pursuant to state law.

Personnel Services – $129,345

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 – $81,225.

Services and Supplies – $219,500

Funding requested is for: books and publications – $335; publication and advertising - $31,000; community benefits – $27,000; dues and memberships – $26,641; travel and meetings – $25,900; mileage/auto allowance – $19,824; special consulting services – $67,500; vocational training – $2,000; small equipment – $600; cellular phone expense – $1,200; 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**			$ 22,900
		League of California Cities			
		Annual Conference and Exposition ($600 each X 4 = $2,400)	Long Beach	Oct. 5 – 6, 2016	
		Legislative Action Days ($800 each X 2 = $1,600)	Sacramento	April, 2017	
		National League of Cities			
		2016 NLC City Summit ($2,900 each X 2 = $5,800)	Pittsburgh, PA	Nov 16-19, 2016	
		2017 Congressional City Conference ($2,900 each X 4 = $11,600)	Washington, D.C.	March 6-10, 2017	
		San Bernardino County			
		City/County Conference ($500 each X 3 = $1,500)	Lake Arrowhead	March, 2017	
	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 including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	$ 1,000
	Mayor and City Council	**SPECIAL**			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Action Committee, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	$ 1,000
				Total:	**$ 25,900**

(Only $23,000 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	**ETHICS TRAINING (AB 1234)** State law (AB 1234) requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics law and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 training within one year of assuming office. Officials must repeat ethics training every two years. Ethics training was last provided in Fall 2014 and is again scheduled for Fall 2016. As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the "Local Ethics Training Program," a free interactive training course available at the following website: http://localethics.fppc.ca.gov/login.aspx. this is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City's Human Resources Division. The training program/web site does not retain a copy of the certificate.	Montclair	Fall 2016	$ 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 – $31,000 ***(Only $28,000 approved in Adopted Budget)***
	Miscellaneous advertising related to City Council programs, $1,000 Reports to the community, $30,000
52110	COMMUNITY BENEFITS – $27,000 ***(Only $22,000 approved in Adopted Budget)***
	Contribution to "Reeder Heritage Foundation," $15,000 ***(Only $10,000 approved in Adopted Budget)*** Contributions to community groups, $10,000 Emergency relief/assistance, $2,000
52120	DUES AND MEMBERSHIPS – $26,641
	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 Foothill Gold Line Extension JPA Corridor, $3,500 Provision for increases, $700

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52130	TRAVEL AND MEETINGS – $25,900 ***(Only $23,000 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 – $67,500
	David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), $45,000 Dr. Gerald T. Gabris Management Consultants, $2,500 GFOA Strategic Planning, $20,000
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 – $600
	Replacement cellular phones (2 @ $300 each).
52850	CELLULAR PHONE EXPENSE – $1,200
	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	190,958	255,915	255,915	255,915
Services and Supplies	99,650	103,825	101,625	101,625
Capital Outlay	0	0	0	0
Total	**290,608**	**359,740**	**357,540**	**357,540**
Personnel Authorized	0.60 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	270,881	337,363	335,163	335,163
Sewer Maint. Fund – Indirect Staff Charges	19,727	22,377	22,377	22,377
Total	**290,608**	**359,740**	**357,540**	**357,540**

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	-87,999	-87,999	-87,999
		0.60	0.60	0.60	131,997	131,997	131,997
Sr. Management Analyst	0.00	1.00	1.00	1.00	77,032	77,032	77,032
		-0.50	-0.50	-0.50	-38,516	-38,516	-38,516
		0.50	0.50	0.50	38,516	38,516	38,516
Full Time	1.00	2.00	2.00	2.00	297,029	297,029	297,029
Admin other Departments	-0.40	-0.90	-0.90	-0.90	-126,515	-126,515	-126,515
Total FT Positions/Salaries	0.60	1.10	1.10	1.10	170,514	170,514	170,514
Benefit Costs					52,691	52,691	52,691
PERS Benefit Costs					96,216	96,216	96,216
Benefit Costs other Depts					-63,506	-63,506	-63,506
Total Benefit Costs					85,401	85,401	85,401
TOTAL					**255,915**	**255,915**	**255,915**

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 and federal governments.
8. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
9. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
10. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
11. Where possible establish proactive, not reactive, approaches to community and organizational issues.
12. Prepare and submit to the City Council annual budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
13. Coordinate disaster recovery efforts during episodes that may require such attention.
14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
15. Administer the City's day-to-day business operations.
16. 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.
20. Address ongoing issues related to pension-related costs, policies, and practices.
21. Work with Los Angeles County Metropolitan Transportation Authority, Foothill Extension Construction Authority, and SanBAG in seeking Cap and Trade funding to facilitate extension of the Gold Line to Montclair.
22. Work with CIM Group to redevelop Montclair Place.
23. Initiate changes to the City's sign ordinance.
24. Promote development within North Montclair and its vision for a transit district and high-density housing.

Personnel Services – $255,915

Salary requests are for: City Manager/Executive Director Office of General Services (0.60) – $131,997; Senior Management Analyst (0.50) – $38,516. Cost allocations are as follows: full-time salaries – $170,514; benefit costs – $85,401.

Services and Supplies – $103,825

Funding requested is for: books and publications – $225; community benefits – $12,000; dues and memberships – $900; travel and meetings – $13,200; mileage/auto allowance – $11,400; special consulting services – $41,500; special contract services – $20,000; small equipment – $350; 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	Long Beach	Oct 5 - 6, 2016	$ 600
		City Managers Dept. Meeting	Indian Wells	Feb 3 - 5, 2017	$ 1,500
		National League of Cities			
		2016 NLC City Summit	Pittsburgh, PA	Nov 16 -19, 2016	$ 2,900
		2017 Congressional City Conference	Washington, D.C.	March 6 - 10, 2017	$ 2,900
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Senior Management Analyst	**San Bernardino County**			
		City/County Conference ($500 each X 2 = $1,000)	Lake Arrowhead	March 2017	$ 1,000
52130	Edward Starr, City Manager/Executive Director Mikey Fuentes, Senior Management Analyst	**California Public Employees Labor Relations Association**			
		Annual Conference ($1,900 X 2 = $3,800)	Monterey	Nov 1 - 4, 2016	$ 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, Senior Management Analyst	**Miscellaneous** Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			$ 500
				Total:	**$13,200**

(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 – $13,200 ***(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
	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 Place, and other professional services.
52690	SMALL EQUIPMENT – $350
	Replacement cell phone.
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	1,746,452	1,839,714	1,832,089	1,832,089
Services and Supplies	3,153,447	3,181,855	3,203,535	3,203,535
Capital Outlay	234,809	143,500	122,000	122,000
Total	**5,134,708**	**5,165,069**	**5,157,624**	**5,157,624**
Personnel Authorized	22.01 (FT) 1.95 (PTB) 6.00 (PT)	21.30 (FT) 1.95 (PTB) 6.00 (PT)	21.30 (FT) 1.95 (PTB) 6.00 (PT)	21.30 (FT) 1.95 (PTB) 6.00 (PT)
Department Distribution				
Administration	210,634	184,438	182,488	182,488
Financial Services	788,461	813,665	800,170	800,170
Solid Waste	2,348,088	2,463,357	2,463,357	2,463,357
City Clerk	139,511	155,152	155,152	155,152
Personnel/Risk Mgmt.	433,747	449,793	449,793	449,793
Information Tech. Services	805,806	748,333	744,333	744,333
Central Services	408,461	350,331	362,331	362,331
Total	**5,134,708**	**5,165,069**	**5,157,624**	**5,157,624**
Source of Funds				
General Fund	4,698,166	4,686,788	4,679,343	4,679,343
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.	185,775	207,314	207,314	207,314
Sewer Maint. Fund	125,239	156,034	156,034	156,034
After School – Indirect Staff Charges	117,928	107,333	107,333	107,333
Total	**5,134,708**	**5,165,069**	**5,157,624**	**5,157,624**

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	144,168	144,168	144,168
Personnel Officer	1.00	1.00	1.00	1.00	104,232	104,232	104,232
City Clerk	1.00	1.00	1.00	1.00	0	0	0
Deputy City Clerk	1.00	1.00	1.00	1.00	55,002	55,002	55,002
Finance Supervisor	1.00	1.00	1.00	1.00	75,149	75,149	75,149
Senior Accountant	1.00	1.00	1.00	1.00	61,608	61,608	61,608
Accountant (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Sr. Management Analyst	1.00	0.50	0.50	0.50	38,515	38,515	38,515
Personnel Services Coordinator	1.00	1.00	1.00	1.00	58,117	58,117	58,117
Benefits Coordinator	1.00	1.00	1.00	0.00	58,117	58,117	58,117
Junior Accountant	1.00	1.00	1.00	1.00	54,532	54,532	54,532
Accounting Specialist	4.00	4.00	4.00	4.00	195,140	195,140	195,140
Information Tech. Manager	1.00	1.00	1.00	1.00	90,523	90,523	90,523
GIS Specialist	1.00	1.00	1.00	1.00	67,424	67,424	67,424
Sr. Information Tech. Specialist	1.00	1.00	1.00	1.00	70,316	70,316	70,316
Information Tech Specialist (Un)	1.00	1.00	1.00	1.00	0	0	0
Information Tech. Technician (Ur	1.00	1.00	1.00	0.00	0	0	0
Administrative Specialist (Un)	1.00	1.00	1.00	1.00	0	0	0
Customer Svc. Rep.	2.00	2.00	2.00	2.00	83,950	83,950	83,950
Part Time - Benefitted							
Information Tech Systems Techr	1.00	1.00	1.00	1.00	0	0	0
Administrative Technician	1.00	1.00	1.00	1.00	43,538	43,538	43,538
Part Time							
Accounting Specialist	0.00	1.00	1.00	1.00	29,092	29,092	29,092
Office Specialist	2.00	1.00	1.00	1.00	17,268	17,268	17,268
Senior Intern	2.00	2.00	2.00	2.00	17,207	17,207	17,207
Junior Intern (Unfunded)	1.00	1.00	1.00	1.00	0	0	0
Systems Specialist	1.00	1.00	1.00	1.00	25,365	25,365	25,365
Full Time	23.25	22.75	22.75	20.75	1,211,792	1,211,792	1,211,792
Admin other Departments	-1.24	-1.45	-1.45	0.00	-111,866	-117,491	-117,491
Total FT Positions/Salaries	22.01	21.30	21.30	20.75	1,099,926	1,094,301	1,094,301
Part Time Benefitted	2.00	2.00	2.00	2.00	43,538	43,538	43,538
Admin other Departments	-0.05	-0.05	-0.05	0.00	-2,177	-2,177	-2,177
Total PTB Positions/Salaries	1.95	1.95	1.95	2.00	41,361	41,361	41,361
Part Time	6.00	6.00	6.00	6.00	88,932	88,932	88,932
Additional Pay					2,700	2,700	2,700
Overtime					11,250	9,250	9,250
Total Salaries & Wages					1,244,169	1,236,544	1,236,544
Benefit Costs					311,306	311,306	311,306
PERS Benefit Costs					351,402	351,402	351,402
Benefit Costs other Depts					-67,163	-67,163	-67,163
Total Benefit Costs					595,545	595,545	595,545
TOTAL					**1,839,714**	**1,832,089**	**1,832,089**

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	172,879	145,123	145,123	145,123
Services and Supplies	37,755	39,315	37,365	37,365
Capital Outlay	0	0	0	0
Total	**210,634**	**184,438**	**182,488**	**182,488**
Personnel Authorized	1.50 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	185,517	158,381	156,431	156,431
Sewer Maint. Fund – Indirect Staff Charges	14,630	16,326	16,326	16,326
Recycling Grant Fund	1,200	1,200	1,200	1,200
After School – Indirect Staff Charges	9,287	8,531	8,531	8,531
Total	**210,634**	**184,438**	**182,488**	**182,488**

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 Place.
9. Administer the 2014 Issue of Lease Revenue Bonds to facilitate infrastructure improvements and capital projects; improve and maintain 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 – $145,123

Salary requests are for: City Manager (.25) – $54,999; Senior Management Analyst (0.50) – 38,515. Cost allocations are as follows: full-time salaries – $93,514; benefit costs – $51,609.

Services and Supplies – $39,315

Funding requested is for: books and publications – $150; office supplies – direct – $250; uniforms – $675; dues and memberships – $3,050; travel and meetings – $11,600; mileage/auto allowance – $7,800; educational grants – $6,000; vocational training – $4,550; small equipment – $350; cellular phone expense – $1,390; miscellaneous expenditures – $3,500.

Capital Outlay

No funding requested.

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
		CONFERENCES/SEMINARS			
52130	Gary Charleston, Personnel Officer	**California Public Employers Labor Relations Association** Annual Conference	Monterey	Nov 1 - 4, 2016	$ 1,900
	Don Parker, Finance Director	**League of California Cities** Municipal Finance Institute	Monterey	Nov 30 - Dec 1, 2016	$ 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, Senior 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	Monterey	Dec 2016	$ 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** 2017 Annual Conference	TBA	April 2017	$ 1,000
		Quarterly Meetings	Various	Various	$ 500
		Miscellaneous Meetings	TBA	TBA	$ 150
	Janet Kulbeck, Senior Accountant	**California Resource Recovery Association (CRRA)** 2016 Annual Conference (Recycling Grant Fund)	Sacramento	Aug 7-10, 2016	$ 1,200
	All City of Montclair Attendees	**City of Montclair** State of the City Address – 2016	City of Montclair	Oct 2016	$ 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:	**$ 11,600**
				(General Fund:	**$ 10,400)**
				(Recycling Grant Fund:	**$ 1,200)**

(Only $10,200 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 – $150

Miscellaneous Leadership titles.

51060 OFFICE SUPPLIES – DIRECT – $250

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

51100 UNIFORMS – $675

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 3 employees @ $225 per employee).

52120 DUES AND MEMBERSHIPS – $3,050 ***(Only $2,500 approved in Adopted Budget)***

Administration:
CALPELRA, $350
SCAN-NATOA, $150

City Clerk
City Clerks Association of California, $130
International Institute of Municipal Clerks, $195

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 – $11,600 ***(Only $10,200 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 – $10,400; 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 – $6,000
	All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 3 employees @ $2,000 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 – $1,390
	Cellular phone service for Department personnel. All Department programs – exclusive of wireless data services (see 4316-52450).
52990	MISCELLANEOUS EXPENDITURES – $3,500
	Maintenance of historic photos/documents, $500 Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, $3,000

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	661,491	680,395	672,770	672,770
Services and Supplies	126,970	133,270	127,400	127,400
Capital Outlay	0	0	0	0
Total	**788,461**	**813,665**	**800,170**	**800,170**
Personnel Authorized	8.76 (FT)	8.25 (FT)	8.25 (FT)	8.25 (FT)

Source of Funds

General Fund	697,014	718,483	704,988	704,988
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	54,348	60,649	60,649	60,649
After School – Indirect Staff Charges	34,499	31,933	31,933	31,933
Total	**788,461**	**813,665**	**800,170**	**800,170**

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 functions to San Bernardino County at date to be determined.
18. Comply with GASB 68 Pension Funding reporting requirements.

Personnel Services – $680,395

Salary requests are for: Finance Director (.65) – $93,709; Finance Supervisor (.85) – $63,877; Senior Accountant (0.65) – $40,045; Junior Accountant (1.00) – $54,532; Accounting Specialist (3.30) – $160,990; Customer Service Representative/Office Specialist (.80) – $33,580. Cost allocations are as follows: full-time salaries – $446,733; additional pay – $2,700; overtime – $5,000; benefit costs – $225,962.

Services and Supplies – $133,270

Funding requested is for: books and publications – $2,370; maintenance (office equipment) – $100; mileage/auto allowance – $100; special consulting services – $9,850; auditing fees – $55,000; collection agency fees – $350; data processing/service bureau – $3,500; bank fees and charges – $28,000; CalCard reward program – <$2,500>; special contract services – $31,000; bad-debt expense – $2,000; miscellaneous expenditures – $3,500.

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 FEES – $55,000 ***(Only $50,000 approved in Adopted Budget)***

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 – <$2,500>
	CalCard reward program.
52450	SPECIAL CONTRACT SERVICES – $31,000
	Merchant Services (credit card processing), $25,000 Armored transport depository services, $6,000
52810	BAD-DEBT EXPENSE – $2,000
	Charge cost of uncollectible accounts – all departments.
52990	MISCELLANEOUS EXPENDITURES – $3,500
	Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4313

Department	Division	Program
Administrative Services		Solid Waste Disposal

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	103,382	145,957	145,957	145,957
Services and Supplies	2,244,706	2,317,400	2,317,400	2,317,400
Capital Outlay	0	0	0	0
Total	**2,348,088**	**2,463,357**	**2,463,357**	**2,463,357**
Personnel Authorized	1.20 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)	1.60 (FT) 1.00 (PT)

Source of Funds

General Fund	2,219,049	2,303,523	2,303,523	2,303,523
Sewer Maintenance Fund	125,239	156,034	156,034	156,034
Recycling Grant Fund	3,800	3,800	3,800	3,800
Total	**2,348,088**	**2,463,357**	**2,463,357**	**2,463,357**

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 – $145,957

Salary requests are for: Senior Accountant (0.20) – $12,322; Customer Service Representatives (1.20) – $50,370; Accounting Specialist (0.20) – $9,757; Accounting Specialist (1.00/part-time) – $29,092. Cost allocations are as follows: full-time salaries – $72,449; part-time salaries – $29,092; overtime – $100; benefit costs – $44,316.

Services and Supplies – $2,317,400

Funding requested is for: license/permits/certificates – $100; publication and advertising – $3,800; mileage/ auto allowance – $100; residential refuse collection – $2,200,000; special contract services – $54,000; 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 – $2,200,000
	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 – $54,000
	Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Maintenance Fund – $27,000; General Fund – $27,000).
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	119,211	124,052	124,052	124,052
Services and Supplies	20,300	31,100	31,100	31,100
Capital Outlay	0	0	0	0
Total	**139,511**	**155,152**	**155,152**	**155,152**
Personnel Authorized	2.30 (FT) 0.70 (PTB) 1.00 (PT)	2.20 (FT) 0.70 (PTB) 1.00 (PT)	2.20 (FT) 0.70 (PTB) 1.00 (PT)	2.20 (FT) 0.70 (PTB) 1.00 (PT)

Source of Funds

General Fund	124,562	139,297	139,297	139,297
Sewer Maint. Fund – Indirect Staff Charges	9,144	10,205	10,205	10,205
After School – Indirect Staff Charges	5,805	5,650	5,650	5,650
Total	**139,511**	**155,152**	**155,152**	**155,152**

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 – $124,052

Salary requests are for: City Clerk (1.00) – unfunded; Deputy City Clerk (.70) – $38,501; Administrative Specialist (.50) – unfunded; Administrative Technician (.70/part-time benefitted) – $30,477; Office Specialist (1.00/part-time) – $17,268. Cost allocations are as follows: full-time salaries – $38,501; part-time benefitted salaries – $30,477; part-time – $17,268; overtime – $2,000; benefit costs – $35,806.

Services and Supplies – $31,100

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

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51020	BOOKS AND PUBLICATIONS – $3,000
	Montclair Municipal Code Cook Supplements, $2,000 Annual fee for online Montclair Municipal Code (MuniCode), $900 Miscellaneous books and periodicals, $100
51070	ELECTION SUPPLIES/SERVICES – $15,000
	Costs related to forms, polling station supplies, San Bernardino County Registrar of Voters services 2016 General Election and other materials related to conducting elections.
52090	PUBLICATION AND ADVERTISING – $6,000
	Publication of legal notices: Public Hearings, $3,000 CAC/PC Vacancy, $2,000 Elections, $1,000
52140	MILEAGE/AUTO ALLOWANCE – $100
	Miscellaneous expenditures for business use of personal vehicle.
52450	SPECIAL CONTRACT SERVICES – $6,000
	Contract services for off-site records storage – all departments.
52990	MISCELLANEOUS EXPENDITURES – $1,000
	Miscellaneous supplies for City Council meetings, electoral services, and ballot and statement preparations for local elections.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	317,847	336,143	336,143	336,143
Services and Supplies	115,900	113,650	113,650	113,650
Capital Outlay	0	0	0	0
Total	**433,747**	**449,793**	**449,793**	**449,793**
Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)

Source of Funds

General Fund	386,343	400,211	400,211	400,211
Sewer Maint. Fund – Indirect Staff Charges	28,997	32,359	32,359	32,359
After School – Indirect Staff Charges	18,407	17,223	17,223	17,223
Total	**433,747**	**449,793**	**449,793**	**449,793**

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 – $336,143

Salary requests are for: Personnel Officer (1.00) – $104,232; Benefits Coordinator (1.00) – $58,117; Personnel Services Coordinator (1.00) – $58,117. Cost allocations are as follows: full-time salaries – $220,466; overtime – $500; benefit costs – $115,177.

Services and Supplies – $113,650

Funding requested is for: books and publications – $1,500; publication and advertising – $13,000; mileage/auto allowance – $150; labor relations – $250; special consulting services – $4,000; audit fees – $14,500; special contract services – $40,000; psychological assistance – $13,000; medical examinations – $11,000; personnel testing – $2,000; fingerprints and credit bureau fees – $3,500; psychological exams – $8,000; ADA expenditures – $1,500; miscellaneous expenditures – $1,250.

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 – $13,000
	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 – $4,000
	East Inland Empire Employment Relations Consortium, $2,700 Hearing officers for grievance/disciplinary hearings, $1,000 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 – $14,500
	GASB 45 OPEB Actuarial Valuations
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 – $11,000
	Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.
52520	PERSONNEL TESTING – $2,000
	Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.
52560	FINGERPRINTS AND CREDIT BUREAU FEES – $3,500
	Fingerprint checks related to employment recruitments in compliance with state/federal requirements.
52590	PSYCHOLOGICAL EXAMS – $8,000
	Psychological exams for new employee applicants.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52840	ADA EXPENDITURES – $1,500
	ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.
52990	MISCELLANEOUS EXPENDITURES – $1,250
	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	357,618	393,304	393,304	393,304
Services and Supplies	213,379	211,529	229,029	229,029
Capital Outlay	234,809	143,500	122,000	122,000
Total	**805,806**	**748,333**	**744,333**	**744,333**
Personnel Authorized	5.00 (FT) 1.00 (PTB) 4.00 (PT)	5.00 (FT) 1.00 (PTB) 4.00 (PT)	5.00 (FT) 1.00 (PTB) 4.00 (PT)	5.00 (FT) 1.00 (PTB) 4.00 (PT)

Source of Funds

General Fund	717,982	658,560	654,560	654,560
Sewer Maint. Fund – Indirect Staff Charges	53,722	59,950	59,950	59,950
After School – Indirect Staff Charges	34,102	29,823	29,823	29,823
Total	**805,806**	**748,333**	**744,333**	**744,333**

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 – $393,304

Salary requests are for: Information Technology Manager (1.00) – $90,523; Senior Information Technology Specialist (1.00) – $70,316; GIS Specialist (1.00) – $67,424; Information Technology Specialist (1.00) – unfunded; Information Technology Technician (1.00) – unfunded; Information Technology Systems Technician (1.00/part-time benefitted) – unfunded; Systems Specialist (1.00/part-time) – $25,365; Senior Intern (1.00/part-time) – $17,207; Junior Intern (1.00/part-time) – unfunded. Cost allocations are as follows: full-time salaries – $228,263; part-time benefitted salaries – 0; part-time salaries – $42,572; overtime – $3,500; benefit costs – $118,969.

Services and Supplies – $211,529

Funding requested is for: office supplies - indirect – $38,000; maintenance - office equipment and furniture – $8,000; mileage/auto allowance – $100; special contract services – $145,429; small equipment – $20,000.

Capital Outlay – $143,500

Funding requested is for: LCD monitors – $4,000; desktop computers – $16,000; EMC SAN Storage expansion – $30,000; update aerial photography – $25,000; MFD GETAC V110 MDC upgrade – $29,400; HP gigabit POE switches – $5,600; Laserfiche scanner MFD – $4,000; Code Enforcement tablets – $17,500; Microsoft Office 365 licenses – $7,000; Transcenter call boxes - $5,000.

Object Number

51050 OFFICE SUPPLIES – INDIRECT – $38,000

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

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 – $145,429 ***($162,929 approved in Adopted Budget)***

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
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
Vision Live Annual maintenance for City's Website – $6,600

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
Verizon wireless service for MPD MDCs (24 @ $50 per month per unit) – $14,400 annually
MPD/ San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH ($367 per quarter) – $1,468 annually
SourceOne email archiving maintenance and support – $2,429 annually
Verizon Internet service for MPD facility ($100 per month) – $1,200 annually
DataTree DocEdge for Code Enforcement ($100 per month) – $1,200 annually
CoreLogic PropertyFinder annual portal access – $3,500 annually
GIS Arcinfo suite service maintenance and technical support – $2,400 annually
Cisco SMARTnet software updates – $1,000 annually
Cisco router technical support – $800 annually
HDL Code Enforcement software support – $1,650annually
HDL Building Permits software support – $3,600 annually
Laserfiche maintenance support/City Hall – $5,500 annually
Laserfiche maintenance support/MPD – $4,500 annually
ESET Client/Server Messaging Security maintenance – $2,121 annually
Costar Group, Inc – $4,118 annually
ESRI Community Analyst – $2,495 annually
ESRI ArcGIS EOC Maintenance – $2,000 annually
Untangle Web Filter License – $900 annually
Deep Freeze Maintenance Fee – $600 annually
Springbrook Suite of Software maintenance and support – $32,500 annually ***($50,000 approved in Adopted Budget)***
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

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52690	SMALL EQUIPMENT – $20,000

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 Power Supply for ePCR Laptops, $1,500
Barcode Scanner for PD, $1,500
Barcode Scanner for IT, $1,500
Microsoft Surface Tablet for PD, $1,650
Microsoft Surface Tablet for IT, $1,650

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 20 desktop computers @ $800 each.	$16,000
	EMC SAN Storage Expansion	As the City's network servers and applications continue to grow and expand, it is vital to have a storage solution to meet the capacity, efficiency, and uptime for daily business operations. Currently, the City's data and its many application databases are running on a 12 Terabyte SANS system. Expanding the SAN system will allow for redundancy and backup fail-overs for all City Servers while keeping critical data safe and secure. 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 Fiber Channel to move large blocks of data quickly and reliably. The EMC SAN Solution adds an additional 18 Terabyte of Solid State Drive (SSD) storage capacity which would accommodate daily performance needs, eliminate latency around critical workloads, and absorb unpredictable bursts in Input/Output (IO). This configuration will accommodate for future growth in the environment and performance needs.	$30,000
	Update Aerial Photography	2008 was the last time a City-wide aerial imaging project was completed. In the past, the City updated the aerial imaging photograph every five to seven years. Current aerial images are over 8 years old and are missing key features such as the Senior Center, large portions of the Bellafina development, the Paseos, Arrow Station, many developments in the San Antonio Gateway area, and other key residential projects south of Holt Blvd. Over the years, the existing aerial images have been used by all departments for various mapping needs including base mapping, project planning, and review of code violations. Updated imagery would allow staff to compare properties over time to look for unpermitted additions, vector concerns, and other necessary functions. Additionally, new wall maps are needed to replace the past prints used during counter hours and as attractive aesthetics to rooms such as the Council Chambers and lobby entrance.	$25,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
		This budget request is based on a quote that was received by a vendor who completed high resolution aerial images of the area for another agency, affording the City a financial benefit to acquire high resolution aerial imagery at significantly discounted pricing. The same scope of service and quality would cost the City over $150,000 if handled as a direct RFP option.	
62010	Fire Department GETAC V110 Mobile Data Computer (MDC) upgrade	Mobile Data Computers (MDCs) in the Fire Department are over eight years old and no longer perform efficiently. The current MDCs were purchased through a former joint partnership with the City of Ontario and are not compatible with our current joint agency operations with San Bernardino Confire. The MDCs are not touch screen capable, have regular GPS signal connectivity failures, and provide no external antennae or modems to ensure strong connectivity for data transmission. Fire Department personnel use MDCs to show current alarms within the jurisdiction, street maps, vehicle locations and tracking, routes of travel, and hydrant locations. MDCs are also used to complete fire and Emergency Medical Service (EMS) reports in the field. Existing MDCs have been maintained through joint partnership with San Bernardino County Confire for hardware and software support. The hardware are outdated and parts are difficult to find for regular repairs and maintenance. The request is to replace existing MDCs with seven (7) new replacement units at a cost of approximately $4,200 per unit.	$29,400
	HP Gigabit POE Switches	The City Yard, Fire Station No. 152, and Police Department have network segments 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 and other City facilities. This creates a bottleneck for packets communicating to the network computers and devices throughout the organization. This request is to upgrade the switches to HP 1000 Gigabit with Power-Over-Ethernet switches to enhance network connectivity for all facilities within the organization.	$5,600
	Laserfiche Scanner for Fire Department	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 provide a scanner for the Fire Department to use existing Laserfiche licenses. Fire Department staff will be scanning abatement notices, various fire permits and notices. The request is for a high performance Fujitsu scanner.	$4,000

(Not approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62010	Code Enforcement Ruggedized Tablet	Code Enforcement personnel are issued ruggedized laptops to use while in the field to retrieve and input data, run reports, and perform work while out on the field. The current laptops are over 10 years old and are installed with Windows XP which Microsoft no longer supports. This lack of Microsoft support creates a vulnerability to attacks from outside sources that could impact system operability and lead to weaknesses in the City's data security. Additionally, the ruggedized laptops are extremely slow making access to applications and data a critical problem. The request is to replace five (5) laptops at a cost of approximately $3,500 per unit. ***(Not approved in Adopted Budget)***	$17,500
	Microsoft Office 365 Licenses	New versions of Microsoft office suite continue to be released with improved features and enhancements. It's been several years since the City purchased new office licenses from Microsoft to allow for the download and installation of more current versions. Microsoft office 365 provides enhanced functionality to create documents, spreadsheets, slides, etc., while promoting easier collaboration. The upgrade offers several useful enhancements such as a redesign of the interface making workspace less cluttered. Pricing for licenses have dramatically decreased with this subscription base model that Microsoft has implemented. Microsoft allows for 5 users licenses for an annual subscription of $800 for Microsoft Office 365. It would cost the City over $40,000 to purchase single user licenses for the comparable Microsoft Office 2013 (the single user version). Microsoft Office 365 is significantly cheaper than the old single-user model license program. This purchase will ensure that the City will have the latest versions of Microsoft office as they become available while being compliant with the licensing agreement.	$7,000
	Transcenter Call Box	The call boxes at the Metrolink Transcenter are inoperable and need replacing. The existing call boxes were installed in 2010 by the Metrolink authority using old analog technology that is not compatible with the City's Voice-Over-IP (VOIP) system. The call box is a mandatory safety measure for the public to contact emergency personnel in dispatch. Ongoing issues with the call boxes represent a major public safety liability. The request is to replace the existing call boxes at the Transcenter with a VOIP system that is compatible with the City's Mitel PBX system.	$5,000
			Total: $ 143,500

(Only $122,000 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	14,024	14,740	14,740	14,740
Services and Supplies	394,437	335,591	347,591	347,591
Capital Outlay	0	0	0	0
Total	**408,461**	**350,331**	**362,331**	**362,331**
Personnel Authorized	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)	0.25 (FT) 0.25 (PTB)

Source of Funds

General Fund	367,699	308,333	320,333	320,333
Sewer Maint. Fund – Indirect Staff Charges	24,934	27,825	27,825	27,825
After School – Indirect Staff Charges	15,828	14,173	14,173	14,173
Total	**408,461**	**350,331**	**362,331**	**362,331**

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., Frontier, and other high speed cable-related services vis-à-vis state law that extends administrative authority over cable franchise agreements to the state Public Utility Commission.
3. Seek to re-engage with First United Methodist Church and negotiate successor parking lot rental terms; or negotiate terms for purchasing church buildings and land.
4. Manage the City's office equipment maintenance/replacement program. Provide oversight and maintenance support for office equipment.
5. Administer the animal control services agreement with IVHS; evaluate requirements for rate adjustments and additional licensing programs.
6. Manage PEG access services and associated programming requirements.
7. As required, conduct citizen surveys on designated issues.
8. Provide direction and oversight for development, publication, and distribution of newsletters as required by the City Council.
9. Evaluate new vendors and service programs for office equipment.

Personnel Services – $14,740

Salary requests are for: Administrative Specialist (0.25) – unfunded; Administrative Technician (0.25) – $10,884. Cost allocations are as follows: full-time salaries – unfunded; part-time benefitted salaries – $10,884; overtime – $150; benefit costs – $3,706.

Services and Supplies – $335,591

Funding requested is for: books and publications – $185; office supplies – indirect – $93,000; license/permits/ certificates – $1,999; maintenance – office equipment and furniture – $13,905; publication and advertising – $15,000; animal control services – $156,942; special contract services – $2,560; rent – private equipment – $2,500; postage – $35,000; small equipment – $2,000; miscellaneous expenditures – $12,500.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51020	BOOKS AND PUBLICATIONS – $185
	Electronic Internet Publications (Various), $150 *Consumer Reports*, $35
51050	OFFICE SUPPLIES – INDIRECT – $93,000
	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 – $1,999
	Funding for ASCAP license, $325 BMI license, $320 MPLC license, $554 SESAC license, $600 GoDaddy, $75 Provision for increases, $125
52010	MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – $13,905
	Ricoh/Aficio 8120S digital copier system (main City Hall copier system), $4,500 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, $750 Neopost DS-75 folder and inserter, $1,300 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 – $15,000
	Specialized printing needs, die cuts, layouts, and design development.
52430	ANIMAL CONTROL SERVICES – $156,942
	Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
52450	SPECIAL CONTRACT SERVICES – $2,560
	Shred-it document destruction services, $1,000 Mijac alarm (Hurst property, Resource Center, and Kids' Station), $1,560
52640	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 – $2,500
	Audio/video equipment rental for special events, $2,500
52670	POSTAGE – $35,000
	Indirect postage expenditure (all City departments).
52690	SMALL EQUIPMENT – $2,000
	Replacement phones, all departments.
52990	MISCELLANEOUS EXPENDITURES – $12,500
	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, $6,000

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; Healthy Montclair programs and activities for the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,393,085	2,384,781	2,213,066	2,213,066
Services and Supplies	666,547	656,861	646,961	646,961
Indirect Staff Charges	117,928	107,333	107,333	107,333
Capital Outlay	3,500	74,376	58,376	58,376
Total	**3,181,060**	**3,223,351**	**3,025,736**	**3,025,736**
Personnel Authorized	13.40 (FT) 1.00 (PTB) 126.00 (PT)	12.00 (FT) 1.00 (PTB) 126.00 (PT)	12.00 (FT) 1.00 (PTB) 126.00 (PT)	12.00 (FT) 1.00 (PTB) 126.00 (PT)
Department Distribution				
Recreation	1,002,148	1,092,838	1,030,918	1,030,918
Service Center	156,142	145,438	145,718	145,718
Senior Citizens	106,652	115,949	116,228	116,228
Nutritional Meals	184,833	190,368	191,135	191,135
Health Education	146,061	113,773	113,773	113,773
Family Education	66,709	93,001	93,001	93,001
After-School Program	1,518,515	1,471,984	1,334,963	1,334,963
Total	**3,181,060**	**3,223,351**	**3,025,736**	**3,025,736**
Source of Funds				
General Fund	1,205,894	1,380,013	1,252,463	1,252,463
Community Dev. Block Grant	12,645	13,145	13,145	13,145
DAAS Grant/Donations	173,934	179,891	180,658	180,658
ASES Grant	1,273,831	1,223,735	1,152,903	1,152,903
NEOP Grant	0	47,000	47,000	47,000
First Five Grant	66,709	0	0	0
OMSD Immunizations Grant	83,006	70,006	70,006	70,006
Inland Empire United Way	19,000	20,000	20,000	20,000
Kaiser Permanente Grant	19,589	0	0	0
OMSD Resource Center Grant	3,000	4,500	4,500	4,500
Senior Support Services Grant	6,920	10,000	10,000	10,000
OTS Grant	134,472	0	0	0
AstraZeneca Grant	0	93,001	93,001	93,001
ASES Supplemental Grant	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	**3,181,060**	**3,223,351**	**3,025,736**	**3,025,736**

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 Dept	1.00	1.00	1.00	1.00	137,032	137,032	137,032
Sr. Human Services Supervisor	1.00	1.00	1.00	1.00	62,801	62,801	62,801
Sr. Recreation Supervisor	1.00	1.00	1.00	1.00	62,801	62,801	62,801
Learning Coordinator	7.00	6.00	6.00	6.00	263,562	263,562	263,562
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	46,004	46,004	46,004
Health Education Specialist	1.00	1.00	1.00	1.00	42,308	42,308	42,308
Recreation Supervisor	1.00	1.00	1.00	1.00	48,741	48,741	48,741
Part Time Benefitted							
Administrative Technician	1.00	1.00	1.00	1.00	40,420	40,420	40,420
Part Time							
Facility Coordinator	4.00	4.00	4.00	4.00	34,112	34,962	34,962
Summer/Winter Personnel	42.00	42.00	42.00	42.00	222,309	172,612	172,612
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	37,700	37,700	37,700
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	15,382	15,382	15,382
Nutrition Site Manager	1.00	1.00	1.00	1.00	15,080	15,457	15,457
Kitchen Assistant	1.00	1.00	1.00	1.00	10,400	10,660	10,660
Learning Coordinator	1.00	0.00	0.00	0.00	0	0	0
Senior Learning Leader	5.00	6.00	6.00	6.00	134,886	134,886	134,886
Learning Leader	58.00	58.00	58.00	58.00	583,941	446,920	446,920
Junior Intern	2.00	2.00	2.00	2.00	15,600	15,990	15,990
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	2.00	2.00	2.00	2.00	46,568	46,568	46,568
Recreation Specialist	2.00	2.00	2.00	2.00	11,024	22,600	22,600
Full Time	13.00	12.00	12.00	12.00	663,249	663,249	663,249
Part Time Benefitted	1.00	1.00	1.00	1.00	40,420	40,420	40,420
Part Time	126.00	126.00	126.00	126.00	1,196,018	1,022,753	1,022,753
Additional Pay					900	900	900
Total Salaries & Wages					1,900,587	1,727,322	1,727,322
Benefit Costs					279,754	281,304	281,304
PERS Benefit Costs					204,440	204,440	204,440
Total Benefit Costs					484,194	485,744	485,744
TOTAL					**2,384,781**	**2,213,066**	**2,213,066**

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	759,433	806,582	770,562	770,562
Services and Supplies	239,215	255,256	245,356	245,356
Capital Outlay	3,500	31,000	15,000	15,000
Total	**1,002,148**	**1,092,838**	**1,030,918**	**1,030,918**
Personnel Authorized	3.30 (FT) 0.85 (PTB) 51.00 (PT)	3.30 (FT) 0.85 (PTB) 51.00 (PT)	3.30 (FT) 0.85 (PTB) 51.00 (PT)	3.30 (FT) 0.85 (PTB) 51.00 (PT)

Source of Funds

General Fund	986,148	1,074,524	1,012,604	1,012,604
DAAS Grant/Donations	0	814	814	814
OMSD Immunization Grant	13,000	0	0	0
Inland Empire United Way	0	13,000	13,000	13,000
OMSD Resource Center Grant	3,000	4,500	4,500	4,500
Total	**1,002,148**	**1,092,838**	**1,030,918**	**1,030,918**

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 - $806,582

Salary requests are for: Human Services Director (1.00) - $137,032; Senior Human Services Supervisor (1.00) - $62,801; Senior Recreation Supervisor (.30) - $18,840; Recreation Supervisor (1.00) - $48,741; Administrative Technician (0.85/part-time benefitted) – $34,357; Facility Coordinators (4.00/part-time) - $34,112; Summer/Winter Personnel (40.00/part-time) - $201,581; Junior Interns (2.00/part-time) - $15,600; Mini-School Coordinator (1.00/part-time) - $12,407; Senior Recreation Specialist (2.00/part-time) - $46,568; Recreation Specialists (2.00/part-time) - $11,024. Cost allocations are as follows: full-time salaries - $267,414; part-time benefitted salaries - $34,357; part-time salaries - $321,292; benefit costs - $183,519.

Services and Supplies - $255,256

Funding requested is for: books and publications - $260; program supplies - $37,950; maintenance - other equipment - $450; publication and advertising - $21,000; community benefits - $10,000; dues and memberships - $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 - $1,516; postage - $8,000; small equipment - $200; cellular phone expense - $280; reimbursed program costs - $25,000; CAC stipends - $3,500; miscellaneous expenditures - $8,700.

Capital Outlay - $31,000

Funding requested is for: two hundred (200) metal folding chairs - $6,000; twenty-three (23) tables - $6,000; indoor/outdoor movie screen with sound system - $19,000

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	Four (4) Human Services Dept. Staff	CPRS Annual Conference	Sacramento	Spring 2017	$5,000
				Total:	**$5,000**

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 2016	$50
52540	Quaresha Fields, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2016	$50
52540	Emily Medina, Sr. Recreation Specialist	CPRS Fall Forum	TBA	Fall 2016	$50
52540	Fernando Saltos, Recreation Supervisor	(2) CPRS Seminars	TBA	2016-2017	$60
52540	Quaresha Fields, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2016-2017	$60
52540	Emily Medina, Sr. Recreation Specialist	(2) CPRS Seminars	TBA	2016-2017	$60
52540	Antoinette Carrillo, Program Aide	Adult Protective Services Workshop	Ontario	Spring 2017	$150
52540	30 Part-Time Staff	CPR and First Aid Training	TBA	TBA	$200
52540	1 Part-Time Staff	Food Managers Certification	Montclair	Spring 2017	$22
				(General Fund sub-total:	***$702)***
52540	1 Part-Time Staff	Food Handlers Certification	Montclair	Spring 2017	$22
52540	1 Full-Time Staff	Food Handlers Certification	Montclair	Spring 2017	$22
52540	35 Nutrition Volunteers	Food Handlers Certification	Montclair	Spring 2017	$770
				(DAAS Grant sub-total:	***$814)***
				Total:	**$1,516**

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 - $37,950 ***(Only $33,750 approved in Adopted Budget)***

Special event supplies, $3,000
Staff shirts, $1,200
Teen and youth program supplies, $6,950
Country Fair Jamboree, $20,000
Summer kick-off, $600
Mini-school supplies, $4,000 ***(Only $2,000 approved in Adopted Budget)***
Summer Outdoor Movies (projector screen rental and movie licensing fees for 2 movies), $2,200 ***(Not 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, 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.
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; Inland Empire United Way - $13,000).
52310	PERFORMING ART SERVICES - $5,000 ***(Only $4,500 approved in Adopted Budget)***
	Performing artists' fees for six summer "Concert Series" events, and children's activities.
52450	SPECIAL CONTRACT SERVICES - $9,700
	Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League, $7,500 Annual RecTrac software maintenance, $2,200
52540	VOCATIONAL TRAINING - $1,516
	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 $6,500 approved in Adopted Budget)***

Postage for Human Services Department brochure and mail house services.

52690 SMALL EQUIPMENT - $200

Walkie Talkie System.

52850 CELLULAR PHONE EXPENSE - $280

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 - $8,700 ***(Only $7,500 approved in Adopted Budget)***

Volunteer expenses, $1,000
Miscellaneous program expenses, $2,000
Family Resource Center miscellaneous expenses, $4,500 (OMSD Grant)
Weight Room/Racquetball Grand Opening Event, $1,200 ***(Not approved in Adopted Budget)***

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. ***(Not approved in Adopted Budget)***	$6,000
62010	Tables (23)	Replace tables. ***(Not approved in Adopted Budget)***	$6,000
62050	Inflatable/Outdoor Movie Screen with Sound System	Purchase inflatable/outdoor movie screen with sound system to offer the community movie nights in the park.	$19,000
		Total:	**$31,000**

(Only $15,000 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	66,356	62,152	62,432	62,432
Services and Supplies	89,786	83,286	83,286	83,286
Capital Outlay	0	0	0	0
Total	**156,142**	**145,438**	**145,718**	**145,718**
Personnel Authorized	2.00 (PT)	3.00 (PT)	3.00 (PT)	3.00 (PT)

Source of Funds

General Fund	59,136	68,432	68,712	68,712
OMSD Immunization Grant	70,006	70,006	70,006	70,006
Inland Empire United Way	13,000	7,000	7,000	7,000
Kaiser Permanente Grant	14,000	0	0	0
Total	**156,142**	**145,438**	**145,718**	**145,718**

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 1,500 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 - $62,152

Salary requests are for: Medical Clinic Coordinator (1.00/part-time) - $37,700; Medical Clinic Specialist (1.00/part-time) - $9,635; Recreation Leader (1.00/part-time) - $10,400. Cost allocations are as follows: part-time salaries - $57,735; benefit costs - $4,417.

Services and Supplies - $83,286

Funding requested is for: program supplies - $10,500; materials-recycle/clean-up - $11,200; special contract services - $57,136; 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 - $57,136
	Contract services in partnership with the Ontario-Montclair School District to fund a case manager, $50,136 Bilingual Family Counseling Services, $7,000 (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	100,127	106,374	106,653	106,653
Services and Supplies	6,525	9,575	9,575	9,575
Capital Outlay	0	0	0	0
Total	**106,652**	**115,949**	**116,228**	**116,228**
Personnel Authorized	0.85 (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	87,087	92,804	93,083	93,083
Community Dev. Block Grant	12,645	13,145	13,145	13,145
Senior Support Services Grant	6,920	10,000	10,000	10,000
Total	**106,652**	**115,949**	**116,228**	**116,228**

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 28,800 participants annually.

Personnel Services - $106,374

Salary requests are for: - Senior Citizens Coordinator (.85) - $39,103; Summer/Winter Personnel (1.00/part-time) - $10,328; 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 - $39,103; part-time salaries - $40,820; additional pay - $765; benefit costs - $25,686.

Services and Supplies - $9,575

Funding requested is for: program supplies - $800; special contract services - $1,000; small equipment - $600; miscellaneous expenditures - $7,175.

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 - $800
	Helium tank refills, $300 Crafts and materials for special demonstrations, $500
52450	SPECIAL CONTRACT SERVICES - $1,000
	Program speakers and entertainment.
52690	SMALL EQUIPMENT - $600
	Storage shelving units.
52990	MISCELLANEOUS EXPENDITURES - $7,175
	Annual Volunteer Recognition Dinner, $2,300 Volunteer expenses, $700 Montclair Walkers 30th Anniversary program expenses, $3,500 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	69,181	75,999	76,766	76,766
Services and Supplies	115,652	114,369	114,369	114,369
Capital Outlay	0	0	0	0
Total	**184,833**	**190,368**	**191,135**	**191,135**
Personnel Authorized	0.15 (FT) 3.00 (PT)	0.15 (FT) 4.00 (PT)	0.15 (FT) 4.00 (PT)	0.15 (FT) 4.00 (PT)

Source of Funds

General Fund	10,899	11,291	11,291	11,291
DAAS Grant/Donations	173,934	179,077	179,844	179,844
Total	**184,833**	**190,368**	**191,135**	**191,135**

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 22,040 meals annually.

Personnel Services - $75,999

Salary requests are for: Senior Citizens Coordinator (.15) - $6,901; Program Aide (1.00/part-time) - $16,482; Nutrition Site Manager (1.00/part-time) - $15,080; Kitchen Assistant (1.00/part-time) - $10,400; Health Education Intern (1.00/part-time) - $15,382. Cost allocations are as follows: full-time salaries - $6,901; part-time salaries - $57,344; additional pay - $135; benefit costs - $11,619.

Services and Supplies - $114,369

Funding requested is for: program supplies - $9,057; repair/maintenance - $2,016; special consulting services - $2,232; special contracting services - $89,262; raw food- $8,035; 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 - $9,057
	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 - $89,262
	Catered food costs (DAAS Grant).
52451	RAW FOOD - $8,035
	All other food item costs (i.e. not catered food) to support the Senior Nutrition program, (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 education program that supports Healthy Montclair programs and activities and promotes health and well-being through the training and sharing of information to Latina women and their families in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	63,972	66,773	66,773	66,773
Services and Supplies	82,089	47,000	47,000	47,000
Capital Outlay	0	0	0	0
Total	**146,061**	**113,773**	**113,773**	**113,773**
Personnel Authorized	1.20 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	0	66,773	66,773	66,773
NEOP Grant	0	47,000	47,000	47,000
Inland Empire United Way	6,000	0	0	0
Kaiser Permanente Grant	5,589	0	0	0
OTS Grant	134,472	0	0	0
Total	**146,061**	**113,773**	**113,773**	**113,773**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4385 Health Education

Work Program

Por La Vida is a program that supports Healthy Montclair programs including Health Education, Community Garden, Farmers Market, and Fruit Park activities. Por La Vida also trains Montclair Latinas to become *consejeras*, which loosely translates to "advisor." These *consejeras* will give presentations through a social network to share their knowledge and will assist with Community Garden, Farmers Market, and Fruit Park activities. This Healthy Montclair program helps increase access to health education and healthy food options in the community.

Units of Measure

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

Personnel Services - $66,773

Salary requests are for: Health Education Specialist (1.00) - $42,308. Cost allocations are as follows: full-time salaries - $42,308; benefit costs - $24,465.

Services and Supplies - $47,000

Funding requested is for: office supplies - $1,000; program supplies - $25,000; publication and advertising - $2,000; special contract services - $10,000; small equipment - $2,000; stipend/classroom assistance - $5,000; miscellaneous expenditures - $2,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51060	OFFICE SUPPLIES - DIRECT - $1,000
	Supplies for administrative functions of the program (NEOP Grant).
51130	PROGRAM SUPPLIES - $25,000
	Community Garden Program Materials, $20,000 (NEOP Grant). Program Supplies for Health Education activities and trainings, $5,000 (NEOP Grant).
52090	PUBLICATION AND ADVERTISING - $2,000
	Program outreach and publication of materials (NEOP Grant).
52450	SPECIAL CONTRACT SERVICES - $10,000
	Educators, instructors, workshops, and program evaluation assistance (NEOP Grant).
52690	SMALL EQUIPMENT - $2,000
	Sound equipment and microphones (NEOP Grant).
52921	STIPEND – CLASSROOM ASSISTANCE - $5,000
	Consejeras (NEOP Grant).
52990	MISCELLANEOUS EXPENDITURES - $2,000
	Meeting supplies and refreshments (NEOP Grant).

(Approval of all services and supplies in this program is contingent on the award of the NEOP Grant)

PROGRAM BUDGET SUMMARY - 1

Program Number 4386

Department	Division	Program
Human Services		Family Education

Program Description

AstraZeneca Grant provides preventative health education and programs for families. The City of Montclair would be the fiscal receiver of the AstraZeneca Grant.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	31,334	0	0	0
Services and Supplies	35,375	49,625	49,625	49,625
Capital Outlay	0	43,376	43,376	43,376
Total	**66,709**	**93,001**	**93,001**	**93,001**
Personnel Authorized	0.20 (FT) 2.00 (PT)	0.00 (FT) 0.00 (PT)	0.00 (FT) 0.00 (PT)	0.00 (FT) 0.00 (PT)

Source of Funds

AstraZeneca Grant	0	93,001	93,001	93,001
First Five Grant	66,709	0	0	0
Total	**66,709**	**93,001**	**93,001**	**93,001**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Human Services		4386 Family Education

Work Program

AstraZeneca Grant provides preventative health education and programs for families. The City of Montclair would be the fiscal receiver of the AstraZeneca Grant.

Units of Measure

AstraZeneca Grant will assist in development and implementation of Healthy Heart activities.

Personnel Services

No funding requested.

Services and Supplies - $49,625

Funding requested is for: office supplies/direct - $2,000; program supplies - $22,750; publication and advertising - $2,500; mileage/auto allowance - $225; special contract services - $10,000; postage - $150; stipends/Healthy Heart Program Assistance - $10,000; miscellaneous expenditures - $2,000.

Capital Outlay - $43,376

Funding requested is for: Weight Room Equipment

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51060	OFFICE SUPPLIES – DIRECT - $2,000
	Supplies for Program Team to conduct administrative functions of the program (AstraZeneca Grant).
51130	PROGRAM SUPPLIES - $22,750
	Healthy Heart program materials (AstraZeneca Grant).
52090	PUBLICATION AND ADVERTISING - $2,500
	Publication of materials and advertisements for Healthy Heart activities (AstraZeneca Grant).
52140	MILEAGE/AUTO ALLOWANCE - $225
	Mileage reimbursement (AstraZeneca Grant).
52450	SPECIAL CONTRACT SERVICES - $10,000
	Program evaluation for Healthy Heart activities (AstraZeneca Grant).
52670	POSTAGE - $150
	Postage for Healthy Heart mailings (AstraZeneca Grant).

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52921	STIPENDS/HEALTHY HEART PROGRAM ASSISTANCE - $10,000
	Consejeras (AstraZeneca Grant).
52990	MISCELLANEOUS EXPENDITURES - $2,000
	Miscellaneous Healthy Heart Program expenses (AstraZeneca Grant).

(Approval of all services and supplies in this program is contingent on the award of the AstraZeneca Grant)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62010	Weight Room Equipment	Replace weight room equipment in Recreation Center.	$43,376
		Total:	**$43,376**

(Approval of all services and supplies in this program is contingent on the award of the AstraZeneca 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	1,302,682	1,266,901	1,129,880	1,129,880
Services and Supplies	97,905	97,750	97,750	97,750
Indirect Staff Charges	117,928	107,333	107,333	107,333
Capital Outlay	0	0	0	0
Total	**1,518,515**	**1,471,984**	**1,334,963**	**1,334,963**
Personnel Authorized	7.70 (FT) 0.15 (PTB) 64.00 (PT)	6.70 (FT) 0.15 (PTB) 64.00 (PT)	6.70 (FT) 0.15 (PTB) 64.00 (PT)	6.70 (FT) 0.15 (PTB) 64.00 (PT)

Source of Funds

General Fund	62,624	66,189	0	0
ASES Grant	1,273,831	1,223,735	1,152,903	1,152,903
ASES Supplemental	147,390	147,390	147,390	147,390
Hope through Housing	34,670	34,670	34,670	34,670
Total	**1,518,515**	**1,471,984**	**1,334,963**	**1,334,963**

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 - $1,266,901

Salary requests are for: Senior Recreation Supervisor (.70) - $43,961; Learning Coordinators (6.00) - $263,562; Administrative Technician (.15/part-time benefitted) - $6,063; Senior Learning Leaders (6.00/part-time) - $134,886; Learning Leaders (58.00/part-time) - $583,941. Cost allocations are as follows: full-time salaries - $307,523; part-time benefitted salaries - $6,063; part-time salaries - $718,827; benefit costs - $234,488.

Services and Supplies - $97,750

Funding requested is for: uniforms - $3,000; program supplies - $75,355; publication and advertising - $775; special contract services - $17,000; cellular phone expense - $1,620.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51100	UNIFORMS - $3,000
	Uniforms purchased for After-School Program (After-School Grants/ASES).
51130	PROGRAM SUPPLIES - $75,355
	After-School supplies (After-School Grants/ASES - $60,355; ASES Supplemental - $10,000; Hope through Housing - $5,000).
52090	PUBLICATION AND ADVERTISING - $775
	After-School publications (After-School Grants/ASES - $500; ASES Supplemental - $250; Hope through Housing - $25).
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).
52850	CELLULAR PHONE EXPENSE - $1,620
	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	8,742,114	9,461,253	9,196,679	9,196,679
Services and Supplies	844,324	858,171	915,347	915,347
Capital Outlay	42,332	454,700	256,680	256,680
Total	**9,628,770**	**10,774,124**	**10,368,706**	**10,368,706**
Personnel Authorized	73.50 (FT) 30.00 (PT)	75.50 (FT) 28.00 (PT)	75.50 (FT) 28.00 (PT)	75.50 (FT) 28.00 (PT)
Department Distribution				
Administration	1,124,964	1,244,754	1,243,125	1,243,125
Support Services	553,394	577,635	564,821	564,821
Technical Services	232,056	256,000	254,500	254,500
Records Bureau	584,828	616,671	614,671	614,671
Investigations	876,584	1,101,069	1,055,950	1,055,950
Uniform Patrol	5,442,881	6,143,435	5,791,675	5,791,675
Communications	707,350	747,379	737,758	737,758
Volunteer Services	106,713	87,181	106,206	106,206
Total	**9,628,770**	**10,774,124**	**10,368,706**	**10,368,706**
Source of Funds				
General Fund	9,174,685	10,255,424	9,581,905	9,581,905
Forfeiture Fund – State	14,270	0	0	0
Forfeiture Fund – State Set-aside	2,750	0	0	0
Prop 30 / AB 109	10,300	0	0	0
SB 509 Public Safety Fund	183,539	0	257,691	257,691
Forfeiture Fund – Federal	54,256	0	0	0
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	100,000	0	100,000	100,000
Crime Prevention Fund	1,595	0	0	0
Safety Department Grants	23,375	0	169,630	169,630
Equipment Replacement Fund	0	454,700	195,480	195,480
Total	**9,628,770**	**10,774,124**	**10,368,706**	**10,368,706**

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	0.00	151,812	151,812	151,812
Admin from other Depts	-0.50	-0.50	-0.50	-0.50	-75,906	-75,906	-75,906
	0.50	0.50	0.50	-0.50	75,906	75,906	75,906
Captain	1.00	1.00	1.00	1.00	142,068	128,856	128,856
Lieutenant	3.00	3.00	3.00	3.00	353,556	364,554	364,554
Sergeant	7.00	7.00	7.00	7.00	682,602	682,602	682,602
Officer	41.00	43.00	43.00	43.00	3,090,907	3,091,394	3,091,394
Admin from other Depts					-14,427	-14,427	-14,427
Civilian							
Police Services Supervisor	1.00	1.00	1.00	1.00	64,572	64,572	64,572
Secretary to Exec Dir Pub Safety	1.00	1.00	1.00	1.00	58,525	58,525	58,525
Law Enforcement Systems Supe	1.00	1.00	1.00	1.00	79,413	79,413	79,413
Administrative Aide	1.00	1.00	1.00	1.00	55,509	55,509	55,509
Administrative Specialist	1.00	1.00	1.00	1.00	49,255	49,255	49,255
Police Dispatch Supervisor	1.00	1.00	1.00	1.00	64,997	64,997	64,997
Police Services Specialist	6.00	6.00	6.00	6.00	257,763	257,763	257,763
Dispatcher	7.00	7.00	7.00	7.00	366,786	374,792	374,792
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	38,335	38,335	38,335
Part Time Benefitted							
Property Custody Technician	1.00	1.00	1.00	1.00	40,430	32,407	32,407
Part Time							
Technical Services Specialist	2.00	0.00	0.00	0.00	0	0	0
Reserve	11.00	11.00	11.00	11.00	18,600	18,600	18,600
Senior Police Cadet	1.00	1.00	1.00	1.00	23,762	23,762	23,762
Police Cadet	4.00	5.00	5.00	5.00	62,935	62,935	62,935
Data Entry Clerk	2.00	2.00	2.00	2.00	21,434	21,434	21,434
Dispatch (Relief)	8.00	8.00	8.00	8.00	25,000	25,000	25,000
Police Background Investigator	2.00	1.00	1.00	1.00	35,350	53,024	53,024
Full Time	74.00	76.00	76.00	75.00	5,456,100	5,462,379	5,462,379
Admin other Departments	-0.50	-0.50	-0.50	-0.50	-90,333	-95,958	-95,958
Total FT Positions/Salaries	73.50	75.50	75.50	74.50	5,365,767	5,366,421	5,366,421
Part Time Benefitted	1.00	1.00	1.00	1.00	40,430	32,407	32,407
Part Time	30.00	28.00	28.00	28.00	187,081	204,755	204,755
Additional Pay					125,960	125,544	125,544
Overtime					689,000	397,500	397,500
PERS Lump Sum					873,411	873,411	873,411
Total Salaries & Wages					7,281,649	7,000,038	7,000,038
Benefit Costs					1,139,904	1,166,314	1,166,314
PERS Benefit Costs					1,065,462	1,056,089	1,056,089
Benefit Costs other Depts					-25,762	-25,762	-25,762
Total Benefit Costs					2,179,604	2,196,641	2,196,641
TOTAL					**9,461,253**	**9,196,679**	**9,196,679**

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	954,666	1,065,172	1,067,947	1,067,947
Services and Supplies	170,298	179,582	175,178	175,178
Capital Outlay	0	0	0	0
Total	**1,124,964**	**1,244,754**	**1,243,125**	**1,243,125**
Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)

Source of Funds

General Fund	980,161	1,244,754	1,092,015	1,092,015
SB 509 Public Safety Fund	142,053	0	151,110	151,110
Forfeiture Fund – State Set-aside	2,750	0	0	0
Total	**1,124,964**	**1,244,754**	**1,243,125**	**1,243,125**

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 104 employees in all eight Department programs.
2. Attend City Council and City Staff meetings, monthly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
3. Attend 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 104 employees.

Personnel Services – $1,065,172

Salary requests are for: Executive Director of Public Safety (.50) – $75,906; Secretary to Executive Director of Public Safety (1.00) – $58,525. Cost allocations are as follows: full-time salaries – $134,431; overtime – $1,000; benefit costs – $56,330; PERS Lump Sum – $873,411.

Services and Supplies – $179,582

Funding requested is for: books and publications – $100; dues and memberships – $2,100; travel and meetings – $4,017; special contract services – $161,506; educational grants – $2,500; cellular phone expense – $8,775; 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	October 2016	$427
52130	Executive Director of Public Safety	Firefighters' Recognition Breakfast	Montclair Fire Station No. 1	Nov 2016	$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**

(Only $3,000 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4421 Administration

Object Number

51020 BOOKS AND PERIODICALS - $100

Management and supervisory books and publications.

52120 DUES AND MEMBERSHIPS - $2,100

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), $800
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
California Narcotic Officers' Association, $100
FBI National Academy, $70
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 - $161,506 ***(Only $156,619 approved in Adopted Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, $76,516 (SB509 Fund)
West Covina Service Group (WCSG) software support (includes mainframe lease $29,150; Computer-Aided Dispatch and Records Management System CAD/RMS/externals interface maintenance $35,160; MDC interface maintenance $6,010; CLETS $4,244; software licensing and maintenance $4,917), $79,481 (SB509 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 ***($4,000 approved in Adopted Budget)***
	Educational grants for employees returning to college.
52850	CELLULAR PHONE EXPENSE - $8,775
	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	540,044	565,409	555,595	555,595
Services and Supplies	13,350	12,226	9,226	9,226
Capital Outlay	0	0	0	0
Total	**553,394**	**577,635**	**564,821**	**564,821**
Personnel Authorized	4.00 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)

Source of Funds

General Fund	551,799	577,635	564,821	564,821
Crime Prevention Fund	1,595	0	0	0
Total	**553,394**	**577,635**	**564,821**	**564,821**

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 104 employees.
3. Audit and maintain Department training records for 104 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 – $565,409

Salary requests are for: Captain (1.00) – $142,068; Lieutenant (1.00) – $117,852; Law Enforcement Systems Supervisor (1.00) – $79,413; Administrative Aide (1.00) – $55,509. Cost allocations are as follows: full-time salaries – $394,842; overtime – $5,000; benefit costs – $165,567

Services and Supplies – $12,226

Funding requested is for: books and publications – $1,719; special contract services – $9,107; 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 - $1,719

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 @ $32 each), $224
Vehicle code books (2 @ $20 each), $40

52450 SPECIAL CONTRACT SERVICES - $9,107 ***(Only $6,107 approved in Adopted Budget)***

Training Management System annual software maintenance, $750
PUMA software maintenance $3,357
Transcription services, $5,000

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	82,122	98,452	98,452	98,452
Services and Supplies	149,934	157,548	156,048	156,048
Capital Outlay	0	0	0	0
Total	**232,056**	**256,000**	**254,500**	**254,500**
Personnel Authorized	7.00 (PT)	6.00 (PT)	6.00 (PT)	6.00 (PT)

Source of Funds

General Fund	232,056	256,000	254,500	254,500
Total	**232,056**	**256,000**	**254,500**	**254,500**

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 3,142 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 six cadets.
7. Wash Police and City vehicles.
8. Oversee bi-weekly vehicle auctions.
9. Process lien sale paperwork and auction sales of approximately 650 impounded vehicles annually.

Personnel Services – $98,452

Salary requests are for: Police Cadets (5.00/part-time) – $62,935; Senior Police Cadet (1.00/part-time) $23,762. Cost allocations are as follows: part-time salaries – $86,697; benefit costs – $11,755.

Services and Supplies – $157,548

Funding requested is for: program supplies – $6,500; special contract services – $133,900; small equipment – $15,948; 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 - $6,500 ***(Only $5,000 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, spit hoods, crime scene tape, marking paint and chalk, huck towels, disposable towels, and miscellaneous supplies for patrol cars and impound lot.

52450 SPECIAL CONTRACT SERVICES - $133,900

Yearly contract with All City Management Services, Inc., to provide crossing guard services at City intersections, $126,000
Service contract with 3M to maintain three automated license plate readers and one Back Office Systems Software (BOSS) program, $4,800
Service contract with WatchGuard Video for mobile video recorder evidence library, $3,100

52670 POSTAGE - $200

Shipping fees, $200

52690 SMALL EQUIPMENT - $15,948

Laminator, $500
Outdoor enclosed bulletin board for impound lot (2 @ $200 each), $400
Pepper spray replacement used by officers in the course of their duties (10 @ $10 each), $100
Replacement batteries for patrol rifles, $110
Replacement hand held radio batteries (15 @ $100 each), $1,500
Replacement batteries for digital recorders, cameras, and various office equipment, $450
Replacement batteries for automated external defibrillators (8 @ $255 each), $2,040
Electrodes for automated external defibrillators (10 infant @ $125 each and 20 adult @ $32 each), $1,890
Bag Valve Masks (24 adult @ $15 each), $360
TASER cartridges (150 @ $31 each), $4,650
Face shields for ballistic helmets (40 @ $23 each) $920
Gun vault (1 @ $113), $113

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52690	SMALL EQUIPMENT (CONT.)
	Pelican Tactical Flashlight (2 @ $130 each), $260 Digital recorders (3 @ $445 each), $1,335 Digital cameras and cases (3 @ $175 each), $525 Lapel microphones (2 @ $150 each), $300 Impress charger (3 @ $165 each), $495
52990	MISCELLANEOUS EXPENDITURES - $1,200 ***(Only $1,000 approved in Adopted Budget)***
	Patrol vehicle key duplication, $200 Shipping fees, $200 ***(Moved to 52670)*** 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	573,178	605,021	605,021	605,021
Services and Supplies	11,650	11,650	9,650	9,650
Capital Outlay	0	0	0	0
Total	**584,828**	**616,671**	**614,671**	**614,671**
Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)

Source of Funds

General Fund	584,828	616,671	614,671	614,671
Total	**584,828**	**616,671**	**614,671**	**614,671**

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 600 police impound lot records annually and provide related support functions.
2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 6,379 police reports involving 2,271 arrests and 1,715 FI cards processed annually.
3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 9,621 citations and 730 administrative review documents processed annually.
4. Process false alarm activation notices daily. Approximately 1,140 notices processed annually.
5. Process requests for information and copies of records received annually.
6. Scan police reports for retention weekly. Approximately 8 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 – $605,021

Salary requests are for: Police Services Supervisor (1.00) – $64,572; Police Services Specialists (6.00) – $257,763; Receptionist/Office Specialist (1.00) – $38,335; Data Entry Clerk (2.00/part-time) – $21,434. Cost allocations are as follows: full-time salaries – $360,670; part-time salaries – $21,434; additional pay – $3,480; overtime – $13,000; benefit costs – $206,437.

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

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	802,300	1,017,613	972,494	972,494
Services and Supplies	71,961	83,456	83,456	83,456
Capital Outlay	2,323	0	0	0
Total	**876,584**	**1,101,069**	**1,055,950**	**1,055,950**
Personnel Authorized	9.00 (FT) 0.00 (PTB)	9.00 (FT) 1.00 (PTB)	9.00 (FT) 1.00 (PTB)	9.00 (FT) 1.00 (PTB)

Source of Funds

General Fund	835,098	1,101,069	1,010,569	1,010,569
SB509 Public Safety Fund	41,486	0	45,381	45,381
Total	**876,584**	**1,101,069**	**1,055,950**	**1,055,950**

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 55 officers and 5 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 – $1,017,613

Salary requests are for: Sergeant (1.00) – $102,624; Police Officers (6.00) – $463,248; Administrative Specialist (1.00) – $49,255; Property Custody Clerk (1.00) – $40,430. Cost allocations are as follows: full-time salaries – $655,557; additional pay – $21,960; overtime – $70,000; benefit costs – $270,096.

Services and Supplies – $83,456

Funding requested is for: range supplies – $19,880; program supplies – $5,000; maintenance – office equipment – $700; data processing – $1,300; special contract services – $47,226; medical services – $7,400; miscellaneous expenditures – $1,950.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Police **Program:** 4425 Investigations

Object Number	
51040	RANGE SUPPLIES - $19,880
	Range supplies including targets, ammunition, cleaning equipment, $15,000 Range ammunition for four academy trainees, $4,880
51130	PROGRAM SUPPLIES - $5,000
	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 carbon and pre-filters; drying locker cabinet tags; downflow latent print dusting station HEPA and pre-filters; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.
52010	MAINTENANCE – OFFICE EQUIPMENT - $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 - $47,226
	Annual Cal-ID contract $45,381 (Public Safety Fund) Advanced cell tracking systems, $850 Secure View maintenance and support contract, $995
52460	MEDICAL SERVICES - $7,400
	Services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services (annual contract $5,000; individual case assessment 8 @ $300).
52990	MISCELLANEOUS EXPENDITURES - $1,950
	Electronic cell phone data warrants, $475 Facial composite sketches, $275 Confidential informant funds, $1,200

PROGRAM BUDGET SUMMARY - 1

Program Number 4426

Department	Division	Program
Police	Field Services	Uniform Patrol

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,986,446	5,286,726	5,064,906	5,064,906
Services and Supplies	416,426	402,009	470,089	470,089
Capital Outlay	40,009	454,700	256,680	256,680
Total	**5,442,881**	**6,143,435**	**5,791,675**	**5,791,675**
Personnel Authorized	43.00 (FT)	45.00 (FT)	45.00 (FT)	45.00 (FT)

Source of Funds

General Fund	5,176,680	5,624,735	5,201,365	5,201,365
State Asset Forfeiture Fund	14,270	0	0	0
Federal Asset Forfeiture Fund	54,256	0	0	0
Prop 30 / AB109	10,300	0	0	0
SB 509 Public Safety Fund	0	0	61,200	61,200
School District Grant Fund	64,000	64,000	64,000	64,000
Supp. Law Enf. Services Fund	100,000	0	100,000	100,000
Safety Department Grants	23,375	0	169,630	169,630
Equipment Replacement Fund	0	454,700	195,480	195,480
Total	**5,442,881**	**6,143,435**	**5,791,675**	**5,791,675**

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, Community Relations Division, Trust in Policing Program, 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 (377) through increased enforcement and education.
3. Increase the number of graffiti related arrests by 3% through proactive and reactive investigative techniques.
4. Decrease overall part one crime rate (2,194) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
5. Increase self initiated narcotic investigations by 5%.

Personnel Services – $5,286,726

Salary requests are for: Lieutenant (2.00) – $235,704; Sergeants (6.00) – $579,978; Police Officers (37.00) – $2,613,232. Cost allocations are as follows: full-time salaries – $3,428,914; overtime – $550,000; additional pay – $72,800; benefit costs – $1,235,012.

Services and Supplies – $402,009

Funding requested is for: books and publications – $300; prisoner meals – $300; uniforms – $27,285; program supplies – $1,325; personnel protective equipment – $17,615; gasoline – $135,000; diesel fuel – $13,000; maintenance – transportation and work equipment – $12,700; maintenance – other equipment – $10,350; special contract services – $113,522; medical services – $25,000; towing and storage – $500; K-9 expenses – $3,610; vocational training – $1,650; personnel training – $36,190; small equipment – $1,062; miscellaneous expenditures – $2,600.

Capital Outlay – $454,700

Funding is requested for: Seven patrol vehicles – $282,800; two detective bureau vehicles – $66,400; one cadet truck – $25,000; emergency equipment for seven patrol vehicles – $71,400; equipment for two detective vehicles – $5,600; and equipment for one cadet truck – $3,500.

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	J. Minook, Sergeant	Supervisory Course (Mandated)	TBA	TBA	$1,000
52570	Supervisors, Field Training Officers (6)	Legal Update (4 hours)	Corona	Dec 2016	$600
52570	C. Mair, Detective D. Vest, Detective	Adv. Interview & Interrogation	TBA	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	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 M. Pena, Police Officer H. Sanchez, Police Officer R. Searing, 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	Police Officer (FTO-TBA) Police Officer (FTO-TBA)	New Field Training Officer (Mandated)	Riverside	TBA	$580
52570	C. Mair, Police Officer (FTO) C. Fisher, Police Officer (FTO) A. Graziano, Police Officer (FTO) R. Pipersky, Police Officer (FTO) E. Rivera, Police Officer (FTO) J. Altig, Police Officer (FTO)	Field Training Officer Update (Mandated, New Laws)	Riverside	TBA	$1,100
52570	Police Officer (TBA) Police Officer (TBA)	Less-Lethal Instructors' Course	TBA	TBA	$1,000
52570	John Minook, Sergeant Jeffrey Wheater, Police Officer Eric Cholly, Police Officer	TASER Instructor Update	TBA	TBA	$1,500

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	M. Lang, Motor Officer MAIT Police Officer (TBA)	Advanced Traffic Collision Course	San Bernardino	TBA	$700
52570	J. Michel, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	May 2017	$3,800
52570	A. Graziano, Police Officer	CPR Instructor Course (Mandated)	TBA	TBA	$500
52570	Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA) Police Officer Trainee (TBA)	Basic Police Academy (Tuition/EVOC)	San Bernardino	TBA	$11,400
				Total:	**$36,190**

(Only $30,000 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51020	BOOKS AND PUBLICATIONS - $300
	Various critical incident support books
51030	PRISONER MEALS AND MUG SHOTS - $300
	Meals for detainees.
51100	UNIFORMS - $27,285
	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, $14,460 Alternate duty uniforms (30 @ $125 each), $3,750 Uniform work boots for patrol officers (20 @ $75 each), $1,500 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 - $17,615 ***(Only $15,815 approved in Adopted Budget)***
	Concealable ballistic body armor for new hires (15 @ $921 each), $13,815 Tactical vest carriers (10 @ $380 each), $3,800 ***(Only $2,000 approved in Adopted Budget)***
51500	GASOLINE - $135,000
	Gasoline used in the operation of patrol and fire vehicles.
51510	DIESEL FUEL - $13,000
	Diesel fuel used in the operation of fire vehicles and the police generator.
52030	MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT - $12,700
	Routine maintenance of two police motorcycles, $6,500 Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, $6,200
52050	MAINTENANCE – OTHER EQUIPMENT - $10,350
	Maintenance of mobile video recorders, 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, $5,000 General maintenance of range ventilation system, $5,350
52450	SPECIAL CONTRACT SERVICES - $113,522 ***(Only $100,000 approved in Adopted Budget)***
	Contract security for Montclair Transcenter, $112,000 Edge FX Software for Traffic Division (Major Accident Investigation Team), $1,522

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52460	MEDICAL SERVICES - $25,000 ***(Only $22,000 approved in Adopted Budget)***
	Prisoner blood withdrawals, blood alcohol kits, and drug screens.
52470	VEHICLE IMPOUND EXPENSE - $500 ***($100,000 approved in Adopted Budget)***
	Vehicle towing and miscellaneous impound expenses.
52480	K-9 EXPENSES - $3,610
	Veterinarian care (gastropexy surgery 1 @ $700, wellness exams 5 @ $50 each), $950 Food, supplements, and treats, $2,660
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 - $36,190 ***(Only $30,000 approved in Adopted Budget)***
	Attendance at Police Officer Standards and Training (P.O.S.T.) training classes for all department programs - for detail see "Worksheet - Justification of Conference and In-Service Training Request Schedule B - Vocational Training."
52690	SMALL EQUIPMENT - $1,062
	Belt keepers (12 @ $23 each), $276 Handcuff cases (6 @ $35 each), $210 Key holders (3 @ $23 each), $69 Magazine holders (3 @ $37 each), $111

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52690	SMALL EQUIPMENT (CONT.)
	Asp baton holders (3 @ $40 each), $120 HT holder (3 @ $37), $111 OC holder (3 @ $29), $87 Flashlight holder (3 @ $16), $48 Baton ring (3 @ $10), $30
52990	MISCELLANEOUS EXPENDITURES - $2,600
	Expenses for special enforcement operations.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62020	Patrol Vehicles	Replace one 2007, one 2008, and five 2011 Ford Crown Victoria Police Interceptors. Six of the vehicles have mileage well in excess of 100,000 miles. All of the vehicles are in poor condition with worn interiors and some collision damage. The vehicles have more serious issues ranging from brake and electrical to suspension and transmission problems. The vehicles would be replaced with 2017 Ford Police Interceptor Utility Vehicles ($40,400 each) (Equipment Replacement Fund).	$282,800
		(Only 6 vehicles for a total of $195,480 approved in Adopted Budget)	
	Detective Vehicles	Replace two 2005 Ford Taurus vehicles. One vehicle (unit 50) was totaled in an on-duty collision, and the City is no longer in possession of the vehicle. The second (unit 51) suffered a catastrophic transmission failure and is recommended for auction as scrap. Both vehicles would be replaced with 2017 Ford Police Interceptor Utility Vehicles ($33,200 each).	$66,400
		(Not approved in Adopted Budget)	
	Cadet Truck	Replace one 2002 Dodge Dakota. The vehicle has 105,000 miles, has various body damage, and was involved in a major collision. The vehicle has a bad main computer and has cooling issues involving the radiator, water pump, and hoses. This vehicle would be replaced with a 2017 Nissan Frontier Base Model.	$25,000
		(Not approved in Adopted Budget)	
62050	Emergency Vehicle Conversion	Installation of emergency equipment will be completed by Black & White Emergency Vehicles. Emergency equipment and installation for seven patrol vehicles ($10,200 each) (Public Safety Fund).	$71,400
		(Only $61,200 approved in Adopted Budget)	
		Emergency equipment and installation for two detective bureau vehicles ($2,800 each).	$5,600
		(Not approved in Adopted Budget)	
		Emergency equipment and installation for one cadet vehicle.	$3,500
		(Not approved in Adopted Budget)	
		Total:	**$454,700**

(Only $256,680 approved in Adopted Budget)

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	701,745	740,779	731,158	731,158
Services and Supplies	5,605	6,600	6,600	6,600
Capital Outlay	0	0	0	0
Total	**707,350**	**747,379**	**737,758**	**737,758**
Personnel Authorized	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)	8.00 (FT) 8.00 (PT)

Source of Funds

General Fund	707,350	747,379	737,758	737,758
Total	**707,350**	**747,379**	**737,758**	**737,758**

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 17,002 9-1-1 calls per year. Initiate outbound calls to follow-up on approximately 1,301 9-1-1 calls per year that are abandoned prior to voice contact with dispatch.
2. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 48,741 non-emergency calls annually, resulting in processing approximately 27,575 calls for service.
3. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 27,550 outbound calls initiated by dispatch personnel annually. Assist in processing approximately 16,778 officer initiated calls for service.
4. Exchange information with outside agencies to help facilitate approximately 707 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 – $740,779

Salary requests are for: Police Dispatch Supervisor (1.00) – $64,997; Dispatchers (7.00) – $366,786; Dispatchers (8.00/part-time) – $25,000. Cost allocations are as follows: full-time salaries – $431,783; part-time salaries – $25,000; additional pay – $3,720; overtime – $50,000; benefit costs – $230,276.

Services and Supplies – $6,600

Funding requested is for: maintenance – communications equipment – $3,205; special contract services – $1,400; small equipment – $1,995.

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 - $1,995
	Replacement of main printer (HP Laserjet Network Printer), $500 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	101,613	82,081	101,106	101,106
Services and Supplies	5,100	5,100	5,100	5,100
Capital Outlay	0	0	0	0
Total	**106,713**	**87,181**	**106,206**	**106,206**
Personnel Authorized	13.00 (PT)	12.00 (PT)	12.00 (PT)	12.00 (PT)

Source of Funds

General Fund	106,713	87,181	106,206	106,206
Total	**106,713**	**87,181**	**106,206**	**106,206**

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 – $82,081

Salary requests are for: Police Background Investigator (1.00/part-time) – $35,350; Reserve Police Officers (11.00/part-time) – $18,600; and Police Chaplains. Cost allocations are as follows: part-time salaries – $53,950; additional pay – $24,000; benefit costs – $4,131.

Services and Supplies – $5,100

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

Capital Outlay

No funding requested.

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Reserve Police Officers (4)	Reserve Officer Training Conference	San Diego	Aug 2016	$3,500
				Total:	**$3,500**

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52540	VOCATIONAL TRAINING - $3,500
	Attendance at vocational training classes for Reserve Police Officers - for detail see "Worksheet - Justification of Conference and In-Service Training Request Schedule B - Vocational Training."
52990	MISCELLANEOUS EXPENDITURES - $1,600
	Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon.

Fire Department

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,003,230	4,399,013	4,007,388	4,050,230
Services and Supplies	567,830	674,721	594,489	594,489
Capital Outlay	8,084	181,842	47,750	47,750
Total	**4,579,144**	**5,255,576**	**4,649,627**	**4,692,469**
Personnel Authorized	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)	23.50 (FT) 1.00 (PTB) 1.00 (PT)

Department Distribution

Administration	1,201,141	1,393,032	1,379,092	1,379,092
Fire Prevention	145,950	121,881	121,579	121,579
Emergency Services	3,065,419	3,559,384	2,980,337	3,023,179
Personnel Development	20,300	19,900	19,900	19,900
Buildings and Grounds	11,420	25,070	12,410	12,410
Emergency Preparedness	40,779	42,774	42,774	42,774
Emergency Medical Services	94,135	93,535	93,535	93,535
Total	**4,579,144**	**5,255,576**	**4,649,627**	**4,692,469**

Source of Funds

General Fund	4,418,009	5,074,541	4,513,783	4,556,625
SB 509 Public Safety Fund	67,000	26,250	42,309	42,309
EMS - Paramedic Fund	94,135	93,535	93,535	93,535
Equipment Replacement Fund	0	61,250	0	0
Total	**4,579,144**	**5,255,576**	**4,649,627**	**4,692,469**

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 - Vacant	0.50	0.50	0.50	0.50	75,906	75,906	75,906
Deputy Fire Chief	1.00	1.00	1.00	1.00	131,595	131,595	131,595
Fire Battalion Chief	2.00	2.00	2.00	2.00	234,864	234,864	234,864
Fire Captain	6.00	6.00	6.00	6.00	561,485	561,485	561,485
Fire Engineer	6.00	6.00	6.00	6.00	431,723	431,723	448,973
Firefighter	6.00	6.00	6.00	6.00	337,826	337,826	351,328
Admin from other Depts					-14,427	-14,427	-14,427
Deputy Fire Marshal	1.00	1.00	1.00	1.00	77,639	77,639	77,639
Administrative Aide	1.00	1.00	1.00	1.00	52,276	52,276	52,276
Part Time Benefitted							
Administrative Technician	1.00	1.00	1.00	1.00	42,298	42,298	42,298
Part Time							
Receptionist/Office Specialist	1.00	1.00	1.00	1.00	25,291	25,291	25,291
Full Time	23.50	23.50	23.50	23.50	1,903,314	1,903,314	1,934,066
Admin other Departments					-14,427	-20,052	-20,052
Total FT Positions/Salaries					1,888,887	1,883,262	1,914,014
Part Time Benefitted	1.00	1.00	1.00	1.00	42,298	42,298	42,298
Part Time	1.00	1.00	1.00	1.00	25,291	25,291	25,291
Additional Pay					95,280	90,280	90,280
Overtime					764,000	383,000	383,000
PERS Lump Sum					804,008	804,008	804,008
Total Salaries & Wages					3,619,764	3,228,139	3,258,891
Benefit Costs					382,147	382,147	397,126
PERS Benefit Costs					397,102	397,102	394,213
Total Benefit Costs					779,249	779,249	791,339
TOTAL					**4,399,013**	**4,007,388**	**4,050,230**

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	1,036,206	1,219,202	1,212,577	1,212,577
Services and Supplies	164,935	173,830	166,515	166,515
Capital Outlay	0	0	0	0
Total	**1,201,141**	**1,393,032**	**1,379,092**	**1,379,092**
Personnel Authorized	1.50 (FT) 1.00 (PTB) 0.00 (PT)	2.00 (FT) 1.00 (PTB) 1.00 (PT)	2.00 (FT) 1.00 (PTB) 1.00 (PT)	2.00 (FT) 1.00 (PTB) 1.00 (PT)

Source of Funds

General Fund	1,201,141	1,393,032	1,379,092	1,379,092
Total	**1,201,141**	**1,393,032**	**1,379,092**	**1,379,092**

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 – $1,219,202

Salary requests are for: Admin. from other Departments – Vacant (0.50) – $75,906; Deputy Fire Chief (1.00) – $131,595; Administrative Aide (0.50) – $26,138; Administrative Technician (1.00/part-time benefitted) – $42,298; Receptionist/Office Specialist (1.00/part-time) – $25,291. Cost allocations are as follows: full-time salaries – $233,639; part-time benefitted salaries – $42,298; part-time salaries – $25,291; overtime – $1,500; PERS Lump Sum – $804,008; benefit costs – $112,466.

Services and Supplies – $173,830

Funding requested is for: shared Fire expenses with Upland – $160,000; dues and memberships – $1,005; travel and meetings – $2,445; special contract services – $5,250; cellular phone expense – $2,630; miscellaneous expenditures – $2,500.

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	Paul Segalla, Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	$50
52130	Paul Segalla, Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	$50
52130	Paul Segalla, Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	$200
52130	Paul Segalla, Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2017	$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	Paul Segalla, 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 2017	$225
52130	Fire Department Employees (5)	Mayor’s Prayer Luncheon	Local	May 2017	$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 2017	$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 - $160,000 ***(Only $155,000 approved in Adopted Budget)***

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

52120 DUES AND MEMBERSHIPS - $1,005 ***(Only $940 approved in Adopted Budget)***

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

California Conference of Arson Investigators	$ 65
California Emergency Services Association (CESA)	$ 75
California Fire Chiefs Association	$250
International Association of Arson Investigators	$100
National Fire Protection Association (NFPA)	$175
San Bernardino County EMS Officers Association	$ 60
San Bernardino County Fire Chiefs Association	$ 60
San Bernardino County Fire Prevention Officers Association	$ 50
San Bernardino County HazMat Responders Association	$ 70
San Bernardino County Training Officers Association	$ 50
West End Quality Improvement Committee	$ 50

52130 TRAVEL AND MEETINGS - $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 - $5,250 ***(Only $3,000 approved in Adopted Budget)***

Transcription services and other related expenses for administrative investigations, $1,000

Lexipol Policy Manual Subscription, $4,250

52850 CELLULAR PHONE EXPENSE - $2,630

Funds for four (4) cellular telephones and five (5) smartphones:

Command Vehicle 1915	$ 10	Engine 151A	$ 10
Medic Engine 151	$620	Deputy Fire Marshal Sherwood	$450
Medic Engine 152	$620	Battalion Chief Crouch	$450
Medic Squad 151	$ 10	Battalion Chief Pohl	$450
OES 331	$ 10		

52990 MISCELLANEOUS EXPENDITURES - $2,500

Fire Department Open House, $2,000

Other miscellaneous expenditures not provided for elsewhere in this budget, $500

PROGRAM BUDGET SUMMARY - 1

Program Number 4532

Department	Division	Program
Fire	Fire Marshal's Office	Fire Prevention

Program Description

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	140,300	115,529	115,529	115,529
Services and Supplies	5,650	6,352	6,050	6,050
Capital Outlay	0	0	0	0
Total	**145,950**	**121,881**	**121,579**	**121,579**
Personnel Authorized	1.50 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	145,950	121,881	121,579	121,579
Total	**145,950**	**121,881**	**121,579**	**121,579**

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

	2016	Estimate 2017
Inspections Completed	633	700
Plans Reviewed	252	150
Fire Investigation Responses	22	25
Weed Abatement Actions	100	80
Class Presentations	86	86

Personnel Services – $115,529

Salary requests are for: Deputy Fire Marshal (1.00) – $77,639; Cost allocations are as follows: full-time salaries – $77,639; overtime – $2,500; benefit costs – $35,390.

Services and Supplies – $6,352

Funding requested is for: books and publications – $2,102; office supplies-direct – $500; publication and advertising – $1,850; plan check service – $20,000; plan check service (Reimbursements) – <$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 - $2,102 ***(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, $47 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 SERVICE - $20,000 ***(Only $10,000 approved in Adopted Budget)***
	Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.
52271	PLAN CHECK SERVICE - <$20,000> ***(Only <$10,000> approved in Adopted Budget)***
	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
	Pragmatic Detector to identify ignitable liquids during origin and cause fire scene 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	2,740,255	2,974,218	2,589,218	2,632,060
Services and Supplies	318,080	405,324	343,369	343,369
Capital Outlay	7,084	179,842	47,750	47,750
Total	**3,065,419**	**3,559,384**	**2,980,337**	**3,023,179**
Personnel Authorized	20.00 (FT) 1.00 (PT)	20.00 (FT) 0.00 (PT)	20.00 (FT) 0.00 (PT)	20.00 (FT) 0.00 (PT)

Source of Funds

General Fund	2,998,419	3,471,884	2,938,028	2,980,870
SB 509 Public Safety Fund	67,000	26,250	42,309	42,309
Equipment Replacement Fund	0	61,250	0	0
Total	**3,065,419**	**3,559,384**	**2,980,337**	**3,023,179**

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

	2014	2015	Estimate 2016
Total number of calls for service	4,532	5,349	5,568
Arrival within 8.0 minutes of call	90%	86%	88%
Average EMS response time	5 min 24 sec	5 min 44 sec	5 min 46 sec
Average Fire response time	5 min 54 sec	5 min 58 sec	6 min 21 sec

Personnel Services – $2,974,218

Salary requests are for: Fire Battalion Chief (2.00) – $234,864; Fire Captains (6.00) – $561,485; Fire Engineers (6.00) – $431,723; Firefighters (6.00) – $323,399. Cost allocations are as follows: full-time salaries – $1,551,471; additional pay – $45,600; overtime – $760,000; benefit costs – $617,147.

Services and Supplies – $405,324

Funding requested is for: books and publications – $250; office supplies – direct – $500; uniforms – $34,150; personnel protective equipment – $59,500; materials – communications – $7,245; materials – misc. maintenance and repair – $12,500; maintenance – communication equipment – $2,300; maintenance – other equipment – $5,400; emergency communication services – $189,334; special contract services – $74,085; medical examinations – $4,300; small equipment – $13,110; miscellaneous expenditures – $2,650.

Capital Outlay – $179,842

Funding requested is for: Replacement Vehicles (2) - $87,500; Master Stream Nozzle - $1,600; VHF Radio Replacement - $35,000; Station Alerting System Upgrade - $55,742.

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 ***(Only $400 approved in Adopted Budget)***
	Shift calendars.
51100	UNIFORMS - $34,150 ***(Only $15,000 approved in Adopted Budget)***
	Class B uniform allowance (per Memorandum of Understanding) for 27 personnel (27 suppression @ $500 each), $13,500 Approved work uniforms/attire for Deputy Fire Marshal, $500 Approved work uniform/attire for ESC, $300 Class A uniform purchase, $8,100 Badge repair and replacement, $1,000 Class B uniforms (5 new hires @ $1,000 each), $5,000 Class B uniform jackets (5 new hires @ $150 each), $750 Class B t-shirts, $2,000 Class B belt buckles, $1,000 Class B badges, $2,000
51140	PERSONNEL PROTECTIVE EQUIPMENT - $59,500 ***(Only $30,000 approved in Adopted Budget)***
	Wildland jacket and pants (20 @ $450 each), $9,000 Turnout coat and pants scheduled replacement (10 sets @ $2,500 each), $25,000 Turnout boots (10 @ $300 each), $3,000 (Continued on next page)

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

Object Number

51140 PERSONNEL PROTECTIVE EQUIPMENT (Continued)

Safety/station boot replacement (10 @ $200 each), $2,000
Helmet repair and replacement (10 @ $300 each), $3,000
Gloves (work and fire type), $800
Various items (flashlights, hose straps, suspenders, goggles, Nomex hoods, gear bags, etc.), $3,850
Wildland safety boots (10 @ $425 each), $4,250
Extrication gloves (10 @ $60 each), $600
Wildland gloves (10 @ $50 each), $500
Maintenance/repairs/cleaning for turnouts and brush gear, $7,500

51310 MATERIALS - COMMUNICATIONS - $7,245 ***(Only $4,000 approved in Adopted Budget)***

Radio headset replacement, $1,800
Antennas, speakers, lapel microphones, and various radio replacement parts, $2,225
Batteries for portable radios, pagers, and other equipment, $2,820
Hardware and software for radio programming, $400

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR - $12,500 ***(Only $9,500 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
Narcotic compartment locks for fire engines (required as part of unit reconfiguration and EMSA protocols), $800
Shelving fabrication for fire engines to standardize response platforms between Montclair and Upland Fire, $700
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 - $2,300

Parts and labor costs for radio equipment maintenance, $800
Annual service contract for ten 900 MHz County dispatch pagers, $1,500

52050 MAINTENANCE - OTHER EQUIPMENT - $5,400 ***(Only $4,000 approved in Adopted Budget)***

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 - $189,334

Agreement with CONFIRE for dispatch and IT support, $186,334
Zoll Rescuenet Maintenance, $3,000

52450 SPECIAL CONTRACT SERVICES - $74,085

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, $57,000 ***($42,309 moved to Public Safety Fund)***
Costs shared with Ontario, Upland, Chino, and Rancho Cucamonga Fire Departments - Bomb Squad services, $7,085
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), $10,000

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

52510 MEDICAL EXAMINATIONS - $4,300 ***(Only $3,500 approved in Adopted Budget)***

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 - $13,110 ***(Only $9,000 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
Various wildland appliances and adapters, $550
Webb Gear (wildland firefighting), $310
IDLH Firefighter self-rescue systems, $1,200
Replacement of obsolete four-gas detectors (2 @ $1,200 each), $2,400
Various SCBA parts and equipment, $3,000

52990 MISCELLANEOUS EXPENDITURES - $2,650 ***(Only $2,000 approved in Adopted Budget)***

Emergency scene food and rehabilitation provisions, $500
Engine cleaning supplies, $300
Waxes, polishes, etc., $300
Magnetic unit designator panels, $150
Diamond plate cleaner for fire engines, $400
Absorbent, $1,000

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 53,500 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. ($29,750 – Equipment Replacement Fund, $12,750 – SB 509 Public Safety Fund) ***(Not approved in Adopted Budget)***	$42,500
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 61,500 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 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. ($31,500 – Equipment Replacement Fund, $13,500 – SB 509 Public Safety Fund) ***(Not approved in Adopted Budget)***	$45,000
62030	Master Stream Nozzle (1)	Replaces the master stream nozzle currently installed on Unit No. 82-14. The master stream nozzle assigned to Unit No. 82-14 is over 25 years old and it recently became inoperable. The nozzle is attached to the unit's master stream monitor and is essential for large fire incidents requiring large water flows.	$1,600
62040	VHF Radios Mobile Radios (5) Portable Radios (8)	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. (5 mobile radios @ $3,000 each and 8 portable radios @ $2,500 each)	$35,000

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62040	Station Alerting System Upgrade	CONFIRE, the agency that provides dispatch services for the Montclair and Upland Fire Departments, is replacing the "backbone" of its region-wide dispatch alerting system with a system manufactured by Westnet/First-In Alerting. As part of this upgrade, all agencies dispatched by CONFIRE will be required to upgrade their station altering systems to the Westnet systems by January 1, 2018. As per a quotation received by Upland Fire on March 2, 2016, the system upgrade estimate is $27,870.80 per station, totaling $55,741.60 for Montclair's two fire stations. Westnet offers a five year payment option. ***(Only $11,150 approved in Adopted Budget)***	$55,742
		Total:	**$179,842**

(Only $47,750 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	20,300	19,900	19,900	19,900
Capital Outlay	0	0	0	0
Total	**20,300**	**19,900**	**19,900**	**19,900**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	20,300	19,900	19,900	19,900
Total	**20,300**	**19,900**	**19,900**	**19,900**

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 – $19,900

Funding requested is for: books and publications – $800; program supplies – $1,650; special contract services – $3,000; vocational training – $14,450.

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 2017	$2,000
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino Co.	April 2017	$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 2017	$2,000
52540	Training for two (2) firefighters	Emergency Vehicle Operator Course (EVOC)	Devore	May 2017	$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 2017	$1,500
52540	Deputy Fire Marshal	California Conference of Arson Investigators Seminar	San Luis Obispo	November 2016	$1,000
52540	HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	September 2016	$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 2016	$400
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 2017	$400

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 2017	$1,000
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 2017	$1,000
52540	Fire Department Employees	Firehouse World Training Conference	San Diego	February 2017	$3,000
				Total:	**$14,450**

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 - $14,450
	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	10,420	23,070	12,410	12,410
Capital Outlay	1,000	2,000	0	0
Total	**11,420**	**25,070**	**12,410**	**12,410**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	11,420	25,070	12,410	12,410
Total	**11,420**	**25,070**	**12,410**	**12,410**

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

	2015	2016
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – $23,070

Funding requested is for: household expenses – $18,660; license/permits/certificates – $500; maintenance-other equipment – $1,000; special contract services – $860; small equipment – $1,350; miscellaneous expenditures – $700.

Capital Outlay – $2,000

Funding requested is for: Stackable washer/dryer – $2,000.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51110	HOUSEHOLD EXPENSES - $18,660 ***(Only $8,000 approved in Adopted Budget)***
	Dayroom chairs (3 @ $700 each), $2,100 Office chairs (5 @ $200 each), $1,000 Bedspread replacement (20 @ $114 each), $2,280 Dry cleaning (strike team sleeping bags), $200 Kitchen appliances, dishes, utensils, plumbing supplies, etc., $1,000 Mattress and box springs (20 @ $294 each), $5,880 Station towels and linens, $700 ***(Not approved in Adopted Budget)*** Replacement refrigerators (5 @ $1,100 each), $5,500 ***(Not approved in Adopted Budget)***
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 - $1,000
	Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc.
52450	SPECIAL CONTRACT SERVICES - $860
	Agreement for laundry service and towels (Agreement with Braun Linen will expire in FY16-17).
52690	SMALL EQUIPMENT - $1,350
	Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screw drivers, clamps, brooms, etc.), $750 Shop vacuums for two fire stations (2 @ $300 each), $600
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	Stackable Washer and Dryer for Fire Station No. 151	In an effort to provide an efficient and effective way for Fire Station No. 151 personnel to wash soiled uniforms at Fire Station No. 151, we are requesting the purchase and installation of a stackable washer/dryer combo. In the past it was brought to our attention that the drain capacity would not be sufficient for both the extractor and a washer to be utilized at the same time. A suggestion to install a stopcock valve was made, but unfortunately that was not a viable solution because of the possibility of employees not following the correct procedures in attempting to wash soiled clothes and possibly causing drain capacity/overflow issues. A suggestion by Montclair Fire personnel to solve the risk of overflow issues from occurring is to simply have a power switch installed near the current extractor location/potential stackable washer/dryer location at Fire Station No. 151. The idea behind this is that power would be available to either the washer or the extractor, one at a time, therefore solving any possibility of both machines running at the same time causing overflow to occur. This acquisition will be necessary because the linen service is being cancelled in the near future and there will be a need to clean towels and uniforms at Fire Station No. 151.	$2,000
		Total:	**$2,000**

(Not 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	36,789	40,384	40,384	40,384
Services and Supplies	3,990	2,390	2,390	2,390
Capital Outlay	0	0	0	0
Total	**40,779**	**42,774**	**42,774**	**42,774**
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	40,779	42,774	42,774	42,774
Total	**40,779**	**42,774**	**42,774**	**42,774**

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 – $40,384

Salary requests are for: Administrative Aide (.50) – $26,138. Cost allocations are as follows: full-time salaries – $26,138; benefit costs – $14,246.

Services and Supplies – $2,390

Funding requested is for: program supplies – $1,400; 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	
51130	PROGRAM SUPPLIES - $1,400
	Emergency water, $200 (This water will be available for EOC responders during emergency situations when other water sources are unavailable)
	Emergency food, $900 (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
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	49,680	49,680	49,680	49,680
Services and Supplies	44,455	43,855	43,855	43,855
Capital Outlay	0	0	0	0
Total	**94,135**	**93,535**	**93,535**	**93,535**
Personnel Authorized	0	0	0	0

Source of Funds

EMS Paramedic Fund	94,135	93,535	93,535	93,535
Total	**94,135**	**93,535**	**93,535**	**93,535**

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

	2014	2015	Estimate 2016
Total number of ALS calls	2,432	2,960	3,000
Continuous Education Hours for Nine Paramedic	216	216	216
Current and Accurate Medical Records on file	2,707	3,264	3,384

Personnel Services – $49,680

Cost allocations are as follows: Additional pay (paramedic stipends) – $49,680.

Services and Supplies – $43,855

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 – $2,500.

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 EMTs @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 (1) Life-Pak 12 and three (3) Life-Pak 15 cardiac monitor/defibrillators and five (5) Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, $8,200
52690	SMALL EQUIPMENT - $2,500
	Various tools and hardware that cannot be exchanged, $1,500
	First-aid supplies for all City departments, $1,000

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	2,677,915	2,825,295	2,769,016	2,769,016
Services and Supplies	4,181,462	4,398,823	4,573,790	4,573,790
Indirect Staff Charges	225,419	252,157	252,157	252,157
Capital Outlay	83,900	1,045,561	95,200	95,200
Total	**7,168,696**	**8,521,836**	**7,690,163**	**7,690,163**
Personnel Authorized	27.88 (FT) 1.50 (PTB) 13.00 (PT)	25.025 (FT) 2.00 (PTB) 12.00 (PT)	25.00 (FT) 3.00 (PTB) 9.00 (PT)	25.00 (FT) 3.00 (PTB) 9.00 (PT)
Divisional Distribution				
Engineering	773,321	788,462	746,953	746,953
Street Maintenance	830,558	1,818,734	1,619,878	1,619,878
Park Maintenance	1,001,234	817,820	697,119	697,119
Vehicle Maintenance	490,902	477,626	422,085	422,085
Sewer Maintenance	3,489,773	3,863,228	3,586,018	3,586,018
Building Maintenance	582,908	755,966	618,110	618,110
Total	**7,168,696**	**8,521,836**	**7,690,163**	**7,690,163**
Source of Funds				
General Fund	2,743,144	3,034,805	3,186,143	3,186,143
Gas Tax Fund	771,734	1,127,795	793,202	793,202
Park Maintenance Fund	45,000	25,000	15,800	15,800
Community Block Grant Fund	28,500	28,000	28,000	28,000
Sewer Maintenance Fund	3,291,502	3,800,018	3,522,808	3,522,808
Sewer Replacement Fund	135,000	0	0	0
Sewer Capital Asset Fund	63,271	63,210	63,210	63,210
Equipment Replacement Fund	80,545	443,008	81,000	81,000
Infrastructure Fund	10,000	0	0	0
Total	**7,168,696**	**8,521,836**	**7,690,163**	**7,690,163**

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	0.00	0.00	4,266	0	0
Public Works Director	1.00	1.00	1.00	1.00	144,168	154,104	154,104
Deputy City Engineer	1.00	0.00	0.00	0.00	0	0	0
Project Manager	1.00	1.00	1.00	1.00	71,354	71,354	71,354
Public Works Supt.	1.00	1.00	1.00	1.00	98,304	98,304	98,304
Public Works Inspector	1.00	1.00	1.00	1.00	61,726	61,726	61,726
Environmental Manager	1.00	1.00	1.00	1.00	72,751	72,751	72,751
Facilities and Grounds Sup	1.00	1.00	1.00	1.00	98,304	98,304	98,304
Leadworker-Maintenance	4.00	4.00	4.00	4.00	198,938	198,938	198,938
Admin from other Depts					-8,000	-8,000	-8,000
Motor Sweeper Operator	2.00	2.00	2.00	2.00	96,310	96,310	96,310
Administrative Specialist	1.00	1.00	1.00	1.00	44,941	44,941	44,941
Equipment Maint Supervisor	1.00	1.00	1.00	1.00	73,134	73,134	73,134
Maintenance Worker	6.00	6.00	6.00	6.00	251,060	251,060	251,060
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	88,744	88,744	88,744
NPDES Inspector	2.00	2.00	2.00	2.00	103,585	103,585	103,585
Facilities Specialist	1.00	1.00	1.00	1.00	57,271	57,271	57,271
Part Time Benefitted							
Equipment Maintenance Tech	1.00	1.00	1.00	1.00	39,140	41,108	41,108
Maintenance Technician	1.00	1.00	1.00	1.00	38,578	38,578	38,578
Office Specialist	0.00	0.00	1.00	1.00	0	40,921	40,921
Part Time							
Mechanic Aide	1.00	1.00	1.00	1.00	32,288	0	0
Office Specialist	1.00	1.00	0.00	0.00	39,871	0	0
Maintenance Worker	6.00	5.00	5.00	5.00	175,136	175,136	175,136
Custodian	4.00	4.00	2.00	2.00	113,880	56,940	56,940
Senior Intern	1.00	1.00	1.00	1.00	11,471	25,459	25,459
Full Time	26.025	25.025	25.00	25.00	1,464,856	1,470,526	1,470,526
Admin other Departments					-8,000	-13,625	-13,625
Total FT Positions/Salaries					1,456,856	1,456,901	1,456,901
Part Time Benefitted	2.00	2.00	3.00	3.00	77,718	120,607	120,607
Part Time	13.00	12.00	9.00	9.00	372,646	257,535	257,535
Overtime					56,450	56,450	56,450
Additional Pay					900	900	900
Total Salaries & Wages					1,964,570	1,892,393	1,892,393
Benefit Costs					429,965	443,889	443,889
PERS Benefit Costs					430,761	432,734	432,734
Total Benefit Costs					860,726	876,623	876,623
TOTAL					**2,825,296**	**2,769,016**	**2,769,016**

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	487,736	453,495	459,241	459,241
Services and Supplies	285,585	334,967	287,712	287,712
Capital Outlay	0	0	0	0
Total	**773,321**	**788,462**	**746,953**	**746,953**
Personnel Authorized	4.95 (FT)	3.95 (FT)	3.95 (FT)	3.95 (FT)
Department Distribution				
Management & Construction	499,429	486,524	459,782	459,782
Public Works Inspection	131,677	139,890	143,417	143,417
Traffic Safety Engineering	142,215	162,048	143,754	143,754
Total	**773,321**	**788,462**	**746,953**	**746,953**
Source of Funds				
General Fund	673,321	677,462	649,953	649,953
Gas Tax Fund	100,000	111,000	97,000	97,000
Total	**773,321**	**788,462**	**746,953**	**746,953**

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	345,844	302,557	304,070	304,070
Services and Supplies	153,585	183,967	155,712	155,712
Capital Outlay	0	0	0	0
Total	**499,429**	**486,524**	**459,782**	**459,782**
Personnel Authorized	3.85 (FT)	2.85 (FT)	2.85 (FT)	2.85 (FT)

Source of Funds

General Fund	499,429	486,524	459,782	459,782
Total	**499,429**	**486,524**	**459,782**	**459,782**

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

	2014-2015	1st 6 Mos. 2015-2016	Estimate 2016-2017
Public Works Improvements	10	5	10
Citizen Requests	140	75	150
Studies	1	0	2
Plan Check Capital Improvements	12	7	15
Plan Check Private Development	17	7	16
Plan Check Tract Maps	3	3	6
Plan Check Parcel Maps	0	0	1
Plan Check Lot Merger/Line Adjustment	0	0	1
Review of WQMPs	10	6	15

Personnel Services - $302,557

Salary requests are for: Public Works Director (0.40) - $57,667; Project Manager (0.85) - $60,651; Administrative Specialist (0.60) - $26,965; Environmental Compliance Inspector (1.00) - $51,793. Cost allocations are as follows: full-time salaries - $197,076; overtime - $2,500; benefit costs - $102,981.

Services and Supplies - $183,967

Funding requested is for: books and publications - $500; program supplies - $700; license/permits/certificates - $1,255; dues and memberships - $1,325; travel and meetings - $5,400; auto allowance - $5,460; special consulting services - $14,000; plan check services - $85,000; special lab testing - $320; special contract services - $65,017; vocational training - $1,650; cellular phone expense - $2,140; miscellaneous expenditures - $1,200.

Capital Outlay

No funding requested.

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

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

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Michael C. Hudson, Public Works Dir.	Quarterly Luncheon meetings with Monte Vista Water District	Montclair	Quarterly	$50
	Steve Stanton, Project Manager				$50
	Jim Diaz, Public Works Inspector				$50
	Xavier Mendez, Public Works Sup.				$50
	Marissa Pereyda, Admin. Spec.				$50
	Mike McGehee, Fac./Grounds Super.				$50
52130	Michael C. Hudson, City Engineer	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, Env. Compl. Insp.	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. In addition, new employee Andrew Castillo will also take his MS4 Enforcement Certificate course.	Las Vegas, Nevada	Fall 2016	$650
	Andrew Castillo, Env. Compl. Insp.				$950

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, Env. Compl. Insp. Andrew Castillo, Env. Compl. Insp.	California Stormwater Quality Association Conference - This conference focuses on stormwater issues such as Federal and State NPDES Regulations, Permits, and Policies; Sustainable Development; Stormwater Treatment; Source Control; Industrial and Advanced Construction Stormwater Management; Modifying Public Behavior; Program Assessment; and Scientific Advances. This seminar also provides continuing education hours for both Grade 1 Environmental Inspector and Grade 2 Collection Systems.	San Diego, CA	September 12-14, 2016	$1,650 $1,650
				Total	**$5,400**

(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 Public Works, 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 Public Works classes cost $450.	Various San Bernardino County locations	Periodically	$650
52540	Andrew Castillo, Env. Compl. Insp.	Training for NPDES Environmental Compliance Inspector. Seminars, classes, and training sessions are available to assist the City in developing storm water inspection skills. Andrew is new to this position and type of work. As a condition of employment he also needs to obtain his PC 832 Certification.	Various San Bernardino County locations	Periodically	$600
				Total:	**$1,650**

(Only $1,200 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

51020 BOOKS AND PUBLICATIONS - $500 ***(Only $250 approved in Adopted Budget)***

The 2017 update to the Standard Specifications for Public Works Construction is due to be released in March 2017; 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 - $1,255 ***(Only $1,000 approved in Adopted Budget)***

Personnel	Description	Cost
Michael Hudson, Public Works Director/City Engineer	Professional Registration Certificate	$0
Joe Rosales, Environmental Compliance Inspector	Grade 1 Environmental Compliance Inspector Certificate	$85
Joe Rosales, Environmental Compliance Inspector	Grade 2 Collection Systems Maintenance	$90
Joe Rosales, Environmental Compliance Inspector	Certified Erosion, Sediment, and Storm Water Inspector	$100
Joe Rosales, Environmental Compliance Inspector	Certified Municipal Separate Storm Sewer System Specialist	$110
Joe Rosales, Environmental Compliance Inspector	Industrial General Permit-SWPPP QSP/D	$700
Andrew Castillo, Environmental Compliance Inspector	Grade 1 Environmental Compliance Inspector Certificate	$85
Andrew Castillo, Environmental Compliance 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 - $1,325

Personnel	Description	Cost
Michael C. Hudson, City Engineer	Membership in American Society of Civil Engineers (ASCE)	$400
Michael C. Hudson, City Engineer	Membership in American Public Works Association	$185
Jim Diaz, Public Works Inspector	Membership in American Public Works Association	$185
Andrew Castillo, Environmental Compliance Inspector	California Water Environment Association	$165
Joe Rosales, Environmental Compliance Inspector	California Water Environment Association	$165
Joe Rosales, Environmental Compliance Inspector	California Stormwater Quality Association	$125
Joe Rosales, Environmental Compliance Inspector	Envirocert International Membership	$100

52130 TRAVEL AND MEETINGS - $5,400

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 - $14,000 ***(Only $3,000 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. ***(Not 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 - $85,000 ***(Only $70,000 approved in Adopted Budget)***

Plan check 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 ($45,000) and development conditions of approval ($40,000).

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 the IDDE program is to prevent discharges to our storm drain system that may contain bacteria. A part of this IDDE program is to take a sample at outfalls along the San Antonio Channel, and if necessary, the outfalls in the West State Street Channel. If a discharge is observed from an outfall and the discharge is suspected of carrying pollutants, the discharge will be sampled for that specific outfall. The constituents to be sampled are ammonia, pH, temperature and Total Suspended Solids (TSS). All but one constituent can be sampled out in the field and that is TSS. It is estimated that the cost of a laboratory conducting a TSS analysis is $40.00 per sample. The City of Montclair has 33 outfalls, but not all outfalls will have a discharge and not all outfalls that do have a discharge will need to be sampled. It is assumed that 25% of outfalls will be required to be sampled. Therefore, approximately eight outfalls will be sampled for TSS at a cost of $40 dollars each, coming to a total of $320.00

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object
Number

52450 SPECIAL CONTRACT SERVICES - $65,017

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 - $39,840

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 $1,645,748 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 - $1,650

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 - $2,140

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	131,677	139,890	143,417	143,417
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Total	**131,677**	**139,890**	**143,417**	**143,417**
Personnel Authorized	1.05 (FT)	1.05 (FT)	1.05 (FT)	1.05 (FT)

Source of Funds

General Fund	131,677	139,890	143,417	143,417
Total	**131,677**	**139,890**	**143,417**	**143,417**

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 - $139,890

Salary requests are for: City Engineer (.25) - $36,042; Public Works Inspector (.80) - $49,381. Cost allocations are as follows: full-time salaries - $85,423; overtime - $10,000; benefit costs - $44,467.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	10,215	11,048	11,754	11,754
Services and Supplies	132,000	151,000	132,000	132,000
Capital Outlay	0	0	0	0
Total	**142,215**	**162,048**	**143,754**	**143,754**
Personnel Authorized	.05 (FT)	.05 (FT)	.05 (FT)	.05 (FT)

Source of Funds

General Fund	42,215	51,048	46,754	46,754
Gas Tax Fund	100,000	111,000	97,000	97,000
Total	**142,215**	**162,048**	**143,754**	**143,754**

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

	2014-2015	1st 6 mos. 2015-2016	Estimate 2016-2017
Developments reviewed	4	6	10
Signals maintained	44	44	44
Reports, studies, investigations	0	0	1
Citizen requests	23	20	40
Traffic counts	0	20	40

Personnel Services - $11,048

Salary requests are for: Public Works Director/City Engineer (.05) - $7,208. Cost allocations are as follows: full-time salaries - $7,208; benefit costs - $3,840.

Services and Supplies - $151,000

Funding requested is for: routine traffic signal maintenance - $30,000; extraordinary traffic signal maintenance - $80,000; architectural and engineering services - $40,000; 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 - $30,000 ***(Only $26,000 approved in Adopted Budget)***

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. A slight increase for routine and preventative maintenance checks is possible for fiscal year 2016/2017. (Gas Tax)

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 signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately $3,900 or $45,000 per year. It is anticipated that several new traffic loops will have to be cut at a cost not exceeding $10,000 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. There are a few locations, mostly on Holt Boulevard, where traffic signal communications are intermittent. Under an agreement the City has with San Bernardino Associated Governments, it is the City's responsibility to maintain continual communication. Therefore, some changes are proposed for the signal equipment to improve communications. The cost is estimated at $10,000. (Gas Tax)

52260 ARCHITECTURAL AND ENGINEERING SERVICES - $40,000 ***(Only $35,000 approved in Adopted Budget)***

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, updating the City's transportation development impact fee to comply with SANBAG's NEXUS requirements, and miscellaneous traffic engineering services. Recent changes in the Manual on Uniform Traffic Control Devices will require some Citywide signal timing analyses to review pedestrian crossing time and yellow light intervals. Additional traffic engineering services will also be required in conjunction with construction of the Monte Vista/UPRR grade separation project

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)

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	680,365	695,184	700,083	700,083
Services and Supplies	131,393	505,865	861,795	861,795
Capital Outlay	18,800	617,685	58,000	58,000
Total	**830,558**	**1,818,734**	**1,619,878**	**1,619,878**
Personnel Authorized	7.75 (FT) 0.50 (PTB) 1.95 (PT)	7.50 (FT) 0.50 (PTB) 1.80 (PT)	7.50 (FT) 0.50 (PTB) 1.80 (PT)	7.50 (FT) 0.50 (PTB) 1.80 (PT)
Department Distribution				
Graffiti Abatement	193,132	150,502	138,702	138,702
Street Maintenance	350,206	1,036,045	1,168,209	1,168,209
Signing & Painting	121,624	155,385	136,165	136,165
Street Sweeping	165,596	476,802	176,802	176,802
Total	**830,558**	**1,818,734**	**1,619,878**	**1,619,878**
Source of Funds				
General Fund	427,279	457,531	837,676	837,676
Gas Tax Fund	356,734	1,016,795	696,202	696,202
CDBG Fund	28,500	28,000	28,000	28,000
Equipment Replacement Fund	18,045	316,408	58,000	58,000
Total	**830,558**	**1,818,734**	**1,619,878**	**1,619,878**

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	162,284	121,302	121,302	121,302
Services and Supplies	15,848	29,200	17,400	17,400
Capital Outlay	15,000	0	0	0
Total	**193,132**	**150,502**	**138,702**	**138,702**
Personnel Authorized	2.10 (FT)	1.60 (FT)	1.60 (FT)	1.60 (FT)

Source of Funds

General Fund	149,632	122,502	110,702	110,702
Community Development Block Grant Fund	28,500	28,000	28,000	28,000
Equipment Replacement Fund	15,000	0	0	0
Total	**193,132**	**150,502**	**138,702**	**138,702**

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

	2014-15	1st 6 mos. 2015-16	Estimated 2016-17
Locations graffiti abated	4,397	1,891	6,000

Personnel Services - $121,302

Salary requests are for: Public Works Superintendent (.10) - $9,830; Graffiti Abatement Workers (1.50) - $66,558. Cost allocations are as follows: full-time salaries - $76,388; overtime - $450; benefit costs - $44,464.

Services and Supplies - $29,200

Funding requested is for: uniforms - $1,400; program supplies - $1,000; materials – maintenance and repair - $26,800

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51100	UNIFORMS - $1,400
	Provide and launder uniforms and purchase work boots for personnel assigned to this division.
51130	PROGRAM SUPPLIES - $1,000
	Work gloves, safety goggles, rain gear, etc., used by personnel in this division.
51410	MATERIALS - MAINTENANCE AND REPAIR - $26,800 ***(Only $15,000 approved in Adopted Budget)***
	Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City.

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	277,921	319,275	324,174	324,174
Services and Supplies	72,285	399,085	786,035	786,035
Capital Outlay	0	317,685	58,000	58,000
Total	**350,206**	**1,036,045**	**1,168,209**	**1,168,209**
Personnel Authorized	2.45 (FT) 0.50 (PTB) 1.95 (PT)	2.70 (FT) 0.50 (PTB) 1.80 (PT)	2.70 (FT) 0.50 (PTB) 1.80 (PT)	2.70 (FT) 0.50 (PTB) 1.80 (PT)

Source of Funds

General Fund	219,049	263,288	660,637	660,637
Gas Tax Fund	131,157	756,349	449,572	449,572
Equipment Replacement Fund	0	16,408	58,000	58,000
Total	**350,206**	**1,036,045**	**1,168,209**	**1,168,209**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Tons of asphaltic concrete placed	184	18	100
Pounds of crack seal placed	0	6,000	10,000
Square footage of sidewalk removed and replaced	1,000	100	2,000
Remove and replace curb and gutter (lin. ft.)	20	0	100
Flood control facilities maintained (lin. ft.)	23,500	12,000	24,000

Personnel Services - $319,275

Salary requests are for: Public Works Superintendent (.15) - $14,746; Leadworker (1.15) - $53,929; Maintenance Workers (1.15) - $48,298; Graffiti Abatement Worker (.25) - $11,093; Maintenance Technician (.50/part-time benefitted) - $19,289; Maintenance Workers (1.50/part-time) - $52,022; Office Specialist (.30/part-time) - $11,961. Cost allocations are as follows: full-time salaries - $128,066; part-time benefitted salaries - $19,289; part-time salaries - $63,983; overtime - $21,500; benefit costs - $86,437.

Services and Supplies - $399,085

Funding requested is for: uniforms - $12,000; program supplies - $2,000; license/permits/certificates - $1,000; asphalt - $15,000; cement - $15,000; weed chemicals - $2,000; miscellaneous repair materials - $15,000; dues and memberships - $235; travel and meeting expenses - $6,800; educational grants - $1,300; vocational training - $10,250; rental of private equipment - $1,000; small equipment - $2,500; special contract services - $315,000.

Capital Outlay - $317,685

Funding requested is for: One 1 Ton Dump Truck - $58,000; One F650 Dump Truck - $106,085; One Bobcat, Skid-Steer Tractor - $113,600; 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 2017 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, 2017	$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.	Lebanon, IN	2016	$1,000
52130	Mike Lawrence, Equipment Maintenance Supervisor	Attend California Fire Mechanics course to maintain certificates for repairing and maintaining fire emergency vehicles.	Sacramento, CA	2016/17	$3,500
52130	Chad Quidor, Leadworker	Attend the 2017 CPRS Conference to help with the specifics and needs related to parks and recreation industry regulations. Including ballfield maintenance and playground equipment.	Long Beach, CA	March, 2017	$1,700
				Total:	**$6,800**

(Only $5,000 approved in Adopted Budget)

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

Department: Public Works **Program:** 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 S.D.S. Program	City Yard	Varies	$3,500
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Irrigation, Pesticide, Turf Management, Asphalt Maintenance, Traffic Control, Concrete Basics, Tree, Carpentry, etc.	Southern California	Varies	$2,000
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (2 @ $1,250)	City Yard	Varies	$2,500
52540	Division Personnel	Provide training for Irrigation personnel in basics of landscape irrigation service and repairs.	City Yard	Varies	$1,000
				Total:	**$10,250**

(Only $6,500 approved in Adopted Budget)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51100	UNIFORMS - $12,000
	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 - $1,000
	Qualified Applicators Certificates testing fees for employees. License fees for Pesticide certifications.
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)
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 - $15,000 ***(Only $13,500 approved in Adopted Budget)***
	Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, $10,000 (General Fund - $1,500; Gas Tax Fund - $8,500) Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera School on Monte Vista, $5,000 (Gas Tax Fund)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

52120 DUES AND MEMBERSHIPS - $235

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

52130 TRAVEL AND MEETING EXPENSES - $6,800

Attendance at conference and meetings – for detail see "Worksheet – Schedule A – Travel and Meetings."

52340 STREET LIGHTING - $400,000

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

52450 SPECIAL CONTRACT SERVICES - $315,000

Landscaping for the existing median islands and parkways, $230,000 (Gas Tax Fund)
Contract with West Coast Arborists for tree maintenance services in Grid 2, $85,000 (Gas Tax Fund)

52530 EDUCATIONAL GRANTS - $1,300

Per MOUs, education grants are provided to employees for education-related expenses.

52540 VOCATIONAL TRAINING - $10,250

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

52640 RENT PRIVATE EQUIPMENT - $1,000 ***($3,500 approved in Adopted Budget)***

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 - $2,500

Replacement of a Weed Eater, $450; Chain Saw, $750; Pole Pruner, $750; and Extended Hedge Trimmer, $550.

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 23rd year of service. (Equipment Replacement Fund)	$58,000
62020	One 2016 F650 Dump Truck	This vehicle will replace the existing 1985 Chevrolet dump truck. The existing unit needs to have the interior replaced and the pump for the dump bed replaced due to pump having insufficient power when lifting heavy loads. The diesel engine is smoking and will not be able to have it rebuilt due to CARB and AQMD requirements for exhaust. This vehicle had an expected life of 15 years and is now going on its 31st year of service. (Possible Options) (Gas Tax Fund - $95,477; Equipment Replacement Fund - $10,608)	$106,085
		(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)	$113,600
		(Not approved in Adopted Budget)	

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62050	Christmas Street Decorations	Replacement of the existing Christmas decorations that are now 14 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:	**$317,685**

(Only $58,000 approved in Adopted Budget)

PROGRAM BUDGET SUMMARY - 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing & Painting

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	83,024	88,065	88,065	88,065
Services and Supplies	34,800	67,320	48,100	48,100
Capital Outlay	3,800	0	0	0
Total	**121,624**	**155,385**	**136,165**	**136,165**
Personnel Authorized	1.10 (FT)	1.10 (FT)	1.10 (FT)	1.10 (FT)

Source of Funds

General Fund	27,963	39,327	33,923	33,923
Gas Tax Fund	90,616	116,058	102,242	102,242
Equipment Replacement Fund	3,045	0	0	0
Total	**121,624**	**155,385**	**136,165**	**136,165**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Maintain signs	2,750	1,500	3,000
Fabricate signs	100	75	150
Stripe miles of street	50	0	50
Stencil traffic legends	500	200	500
Raised Pavement Markers	900	800	1,600

Personnel Services - $88,065

Salary requests are for: Public Works Superintendent (.10) - $9,830; Maintenance Worker (1.00) - $44,372. Cost allocations are as follows: full-time salaries - $54,202; overtime - $2,250; benefit costs - $31,613.

Services and Supplies - $67,320

Funding requested is for: program supplies - $300; traffic striping materials - $15,000; street signs - $48,520; materials – maintenance and repairs - $2,000; special contract services - $1,500.

Capital Outlay

No funding requested

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 - $60; Gas Tax Fund - $240)

51330 MATERIALS - TRAFFIC STRIPING – $15,000

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 - $3,000; Gas Tax Fund $12,000)

51340 MATERIALS - STREET SIGNS – $48,520 ***(Only $29,300 approved in Adopted Budget)*** (General Fund – $9,704; Gas Tax Fund - $38,816)

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications., $20,000.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

Overhead Mounted Street Name Signs (6 @ $470), $2,820

Replacement pole mounted street name signs (250 @ $102.80), $25,700 ***(Only 60 signs at $102.80 approved in Adopted Budget)***

51410 MATERIALS - MAINTENANCE REPAIRS – $2,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – $400; Gas Tax Fund - $1,600)

52450 SPECIAL CONTRACT SERVICES – $1,500

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.

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	157,136	166,542	166,542	166,542
Services and Supplies	8,460	10,260	10,260	10,260
Capital Outlay	0	300,000	0	0
Total	**165,596**	**476,802**	**176,802**	**176,802**
Personnel Authorized	2.10 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)

Source of Funds

General Fund	30,635	32,414	32,414	32,414
Gas Tax Fund	134,961	144,388	144,388	144,388
Equipment Replacement Fund	0	300,000	0	0
Total	**165,596**	**476,802**	**176,802**	**176,802**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Curb miles swept	12,500	6,250	12,500
Respond to after-hour sweeping requests	1	0	2

Personnel Services - $166,542

Salary requests are for: Public Works Superintendent (.10) - $9,830; Motor Sweeper Operators (2.00) - $96,310. Cost allocations are as follows: full-time salaries - $106,140; overtime - $1,000; benefit costs - $59,402.

Services and Supplies - $10,260

Funding requested is for: program supplies - $300; materials - street sweeping - $9,960

Capital Outlay - $300,000

Funding requested is for: One street sweeper replacement vehicle.

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 - $9,960

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 – $996; Gas Tax Fund - $8,964)

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

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

Object Code	Item	Justification	Cost
62020	2016 Tymco Freightliner CNG (Compressed Natural Gas) Model 600 Sweeper	The 2002 International Tymco 600. Vin # 1HTMPAFN63H565366, License # 1121394, purchased in 2002 is in need of replacement. This vehicle needs some major repairs done to the hopper bed and broom motors. Vehicle could use a paint job with minor body work. The main engine is also having issues with power and idle. Sweeper does not pick up debris as it was designed to do, due to holes in the hopper and the suction system does not create a vacuum strong enough to pick up pine needles and heavy leaves. With AQMD requirements it is mandatory that we purchase an alternative fuel sweeper. CDBG and Gas Tax funds can be used for this purchase. (Equipment Replacement Fund)	$300,000
		Total:	**$300,000**

(Not approved in Adopted Budget)

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	348,272	425,612	430,511	430,511
Services and Supplies	652,962	271,608	249,608	249,608
Capital Outlay	0	120,600	17,000	17,000
Total	**1,001,234**	**817,820**	**697,119**	**697,119**
Personnel Authorized	2.40 (FT) 0.00 (PTB) 3.80 (PT)	3.25 (FT) 0.50 (PTB) 3.80 (PT)	3.25 (FT) 0.50 (PTB) 3.80 (PT)	3.25 (FT) 0.50 (PTB) 3.80 (PT)
Department Distribution				
Park Maintenance	826,817	701,200	639,599	639,599
Tree Maintenance	174,417	116,620	57,520	57,520
Total	**1,001,234**	**817,820**	**697,119**	**697,119**
Source of Funds				
General Fund	641,234	672,220	665,119	665,119
Gas Tax Fund	315,000	0	0	0
Park Maintenance Fund	35,000	25,000	15,000	15,000
Equipment Replacement Fund	0	120,600	17,000	17,000
Infrastructure Fund	10,000	0	0	0
Total	**1,001,234**	**817,820**	**697,119**	**697,119**

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	333,559	409,742	414,641	414,641
Services and Supplies	493,258	230,958	207,958	207,958
Capital Outlay	0	60,500	17,000	17,000
Total	**826,817**	**701,200**	**639,599**	**639,599**
Personnel Authorized	2.30 (FT) 0.00 (PTB) 3.80 (PT)	3.15 (FT) 0.50 (PTB) 3.80 (PT)	3.15 (FT) 0.50 (PTB) 3.80 (PT)	3.15 (FT) 0.50 (PTB) 3.80 (PT)

Source of Funds

General Fund	551,817	615,700	607,599	607,599
Gas Tax Fund	230,000	0	0	0
Park Maintenance Fund	35,000	25,000	15,000	15,000
Equipment Replacement Fund	0	60,500	17,000	17,000
Infrastructure Fund	10,000	0	0	0
Total	**826,817**	**701,200**	**639,599**	**639,599**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Acres of parks and facilities maintained	79.05	79.24	79.24
Acres of parks and facilities mowed	41.13	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 - $409,742

Salary requests are for: Facilities and Grounds Superintendent (.15) - $14,746; Leadworker (1.00) - $51,207; Maintenance Workers (2.00) - $80,057; Maintenance Technician (.50/part-time benefitted) - $19,289; Office Specialist (.30/part-time) - $11,961; Maintenance Workers (3.50/part-time) - $123,114. Cost allocations are as follows: full-time salaries - $146,010; part time benefitted – $19,289; part-time salaries - $135,076; overtime - $7,000; benefit costs - $102,368.

Services and Supplies - $230,958

Funding requested is for: program supplies - $2,000; sprinkler parts - $20,000; fertilizers - $2,000; weed chemicals - $2,000; miscellaneous maintenance and repair - $27,000; special contract services - $161,508; private equipment rentals - $900; small equipment - $550; rental property upkeep - $10,000; miscellaneous expenditures - $5,000.

Capital Outlay - $60,500

Funding requested is for: One 3/4 ton pickup truck, Two 48” walk behind mowers.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

51130 PROGRAM SUPPLIES - $2,000

Shovels, hoes, rakes, brooms, pruners, etc., $1,100
Work gloves, eye and ear protection, rain gear, etc., $900

51380 MATERIALS - SPRINKLER PARTS - $20,000 ***(Only $14,000 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

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 - $27,000 ***(Only $25,000 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, $10,000 (Park Maintenance Fund)

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number

52450 SPECIAL CONTRACT SERVICES - $161,508

Police facility landscape, Transcenter landscape and Por La Vida House, $69,388
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

52640 RENT – PRIVATE EQUIPMENT - $900

Rental of private equipment from local vendors such as trenchers, walk behind aerators, etc.

52690 SMALL EQUIPMENT - $550

Purchase of one Stihl HL100K extended reach hedge trimmer.

52890 RENTAL PROPERTY UPKEEP - $10,000 ***(Not approved in Adopted Budget***)

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 Maintenance Fund)

52990 MISCELLANEOUS EXPENDITURES - $5,000 ***(Not approved in Adopted Budget)***

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue. (Park Maintenance 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 23 years of service. This vehicle's interior is falling apart and is definitely showing its age. (Equipment Replacement Fund)	$43,500
		(Not approved in Adopted Budget)	
62020	One John Deere walk behind mower	This mower will replace unit 424 as a backup mower should the primary mower fail to operate. Unit 424 is currently our back up 48" walk behind mower. Unit 424 was recently put into use due to unit 438 having a blown motor. Upon using unit 424 it was discovered that the mower will not follow a straight line and must be muscled constantly to keep it running straight. (Equipment Replacement Fund)	$8,500
62020	One John Deere walk behind mower	This mower will replace unit 438 as our primary 48" walk behind mower. Unit 438 has a blown engine and new engines are no longer available for this unit. (Equipment Replacement Fund)	$8,500
		Total:	**$60,500**

(Only $17,000 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	14,713	15,870	15,870	15,870
Services and Supplies	159,704	40,650	41,650	41,650
Capital Outlay	0	60,100	0	0
Total	**174,417**	**116,620**	**57,520**	**57,520**
Personnel Authorized	0.10 (FT)	0.10 (FT)	0.10 (FT)	0.10 (FT)

Source of Funds

General Fund	89,417	56,520	57,520	57,520
Gas Tax Fund	85,000	0	0	0
Equipment Replacement Fund	0	60,100	0	0
Total	**174,417**	**116,620**	**57,520**	**57,520**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Trees trimmed	1500	10	1,500
Trees removed	75	60	75
Trees replaced	10	6	25
Tree roots pruned	0	0	10
Trees sprayed	0	2	5

Personnel Services - $15,870

Salary requests are for: Public Works Superintendent (.10) - $9,830. Cost allocations are as follows: full-time salaries - $9,830; overtime - $500; benefit costs - $5,540.

Services and Supplies - $40,650

Funding requested is for: program supplies - $250; miscellaneous maintenance and repairs - $400; special contract services - $40,000.

Capital Outlay - $60,100

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 - $40,000
	Services include tree trimming, tree removal, spraying and planting. Contract with West Coast Arborist for tree maintenance services in Grid 2, $40,000
52640	RENT – EQUIPMENT - $1,000
	Rental of wood chipper.

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 31 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)	$60,100
		Total:	**$60,100**

(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	157,352	201,326	173,585	173,585
Services and Supplies	271,050	270,300	242,500	242,500
Capital Outlay	62,500	6,000	6,000	6,000
Total	**490,902**	**477,626**	**422,085**	**422,085**
Personnel Authorized	1.00 (FT) 0.90 (PTB) 1.00 (PT)	1.00 (FT) 0.90 (PTB) 1.10 (PT)	1.00 (FT) 0.90 (PTB) 1.10 (PT)	1.00 (FT) 0.90 (PTB) 1.10 (PT)

Source of Funds

General Fund	428,402	471,626	416,085	416,085
Equipment Replacement Fund	62,500	6,000	6,000	6,000
Total	**490,902**	**477,626**	**422,085**	**422,085**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
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 - $201,326

Salary requests are for: Public Works Superintendent (.10) - $9,830; Equipment Maintenance Supervisor (.90) – $65,821; Equipment Maintenance Technician (.90/part-time benefitted) - $35,226; Office Specialist (.10/part-time) - $3,987; Mechanic Aide (1.00/part-time) - $29,059. Cost allocations are as follows: full time salaries - $75,651; part-time benefitted salaries - $35,226; part-time salaries - $33,046; overtime - $1,500; benefit costs - $55,903.

Services and Supplies - $270,300

Funding requested is for: books and publications - $2,000; program supplies - $4,000; license/permits/certificates - $5,300; repair materials - $90,000; gasoline - $60,000; diesel fuel - $20,000; oil and lubricants - $6,000; propane - $18,000; compressed natural gas - $6,000; work equipment maintenance - $45,000; maintenance other equipment - $6,500; special contract services - $7,000; shop towel service - $500.

Capital Outlay - $6,000

Funds are requested for replacing the 2000 Snap On Modis Scanner with a new updated Scanner. With technology becoming a major part of vehicle repair, diagnostics rely on specialty equipment such as this.

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 - $4,000
	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
	Air Hydrolic Truck Jack, $900
	Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, $1,200 (Pending the purchase of new scanner)
51150	LICENSE/PERMITS/CERTIFICATES - $5,300 ***(Only $4,000 approved in Adopted Message)***
	EPA ID Verification fee, $400
	S.C.A.Q.M.D. Emissions fee, $350
	San Bernardino County Fire CUPA Annual Permit, $1,250
	San Bernardino County Above Ground Fuel System Fee, $300
	Ground ladder certification for fire engines (4 @ $200 each), $800
	Annual pump tests (4 @ $550 each), $2,200

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51320	MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $90,000 ***(Only $80,000 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 - $60,000 ***(Only $55,000 approved in Adopted Budget)***
	Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.
51510	DIESEL FUEL - $20,000 ***(Only $17,000 approved in Adopted Budget)***
	Diesel fuel for equipment used in the Public Works and Fire Department, $17,500 Diesel Tax Return Fee, $2,500
51520	OIL AND LUBRICANTS - $6,000
	Oil and lubricants to service the City fleet, including fire apparatus.
51530	PROPANE - $18,000
	Propane for equipment used in the Public Works Department, $1,000 Propane for LPG Sweeper, $17,000
51540	COMPRESSED NATURAL GAS - $6,000
	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 ***(Only $42,000 approved in Adopted Budget)***

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all city departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines.

52050 MAINTENANCE - OTHER EQUIPMENT - $6,500

Annual certification of the overhead crane in the City Garage, $350
Annual safety inspection of the two aerial tree trucks Units 206 and 308, $750
Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands (2 @ $600) $1,200 per the AQMD
Miscellaneous repair to fuel dispensers, $2,500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, $250
Annual Opacity Tests on Diesel Trucks, $750
Safety Inspection for CNG Fuel Tanks Testing, $700

52450 SPECIAL CONTRACT SERVICES - $7,000 ***(Only $1,500 approved in Adopted Budget)***

Disposal of used oil, oil filters, and used antifreeze, to comply with the State and County regulations, $1,500
Service agreement for the automated fuel system at the City Yard, $5,500 ***(Not approved in Adopted Budget)***

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
62050	Modis Ultra 15.4 Diagnostic Computer accessories and software.	The existing 2000 Snap On Modis Scanner is broken and must be squeezed with left hand while operating it with your right hand. Accessories are worn out and need to be replaced. Screen is not clear and is fuzzy while viewing the monitor portion of the scanner. The cost to repair would be $3,400 plus the $1,050 to update the software would be very close to the cost of a new one. With technology becoming a major part of vehicle repair, diagnostics rely on specialty equipment such as this.	$6,000
		Total:	**$6,000**

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	627,482	645,387	662,601	662,601
Services and Supplies	2,634,272	2,664,408	2,657,060	2,657,060
Indirect Staff Charges	225,419	252,157	252,157	252,157
Capital Outlay	2,600	301,276	14,200	14,200
Total	**3,489,773**	**3,863,228**	**3,586,018**	**3,586,018**
Personnel Authorized	7.125 (FT) 0.10 (PTB) 1.40 (PT)	6.525 (FT) 0.10 (PTB) 1.40 (PT)	6.50 (FT) 0.10 (PTB) 1.40 (PT)	6.50 (FT) 0.10 (PTB) 1.40 (PT)

Source of Funds

Sewer Maintenance Fund	3,291,502	3,800,018	3,522,808	3,522,808
Sewer Replacement Fund	135,000	0	0	0
Sewer Capital Asset Fund	63,271	63,210	63,210	63,210
Total	**3,489,773**	**3,863,228**	**3,586,018**	**3,586,018**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
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	50	150
Blockage requests (each)	21	58	20
Facility Pretreatment Inspections	500	250	500

Personnel Services - $645,387

Salary requests are for: Admin from other Depts. – Staats (.025) - $4,266; Public Works Director (.30) - $43,251; Public Works Superintendent (.35) - $34,408; Facilities & Grounds Superintendent (.05) - $4,915; Environmental Manager (1.00) - $72,751; Public Works Inspector (.20) - $12,345; Lead Worker/Maintenance (.85) - $42,595; Maintenance Workers (1.85) - $78,333; Equipment Maintenance Supervisor (.10) - $7,313; Administrative Specialist (.40) - $17,976; NPDES Inspectors (1.00) - $51,792; Project Manager (.15) - $10,703; Graffiti Abatement (.25) - $11,093; Equipment Maintenance Technician (.10/part-time benefitted) - $3,914; Mechanic Aide (.10/part-time) - $3,229; Office Specialist (.30/part-time) - $11,961; Senior Intern (1.00 part-time) $11,471. Cost allocations are as follows: full-time salaries - $391,741; part-time benefitted salaries - $3,914; part-time salaries - $26,661; overtime - $8,500; additional pay - $900; benefit costs - $213,671.

Services and Supplies - $2,601,198

Funding requested is for: books and publications - $250; uniforms - $1,500; program supplies - $4,950; license/permits/certificates - $3,445; materials-transportation/work equipment - $3,000; 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 - $4,500; dues and memberships - $1,978; travel and meetings - $3,700; auto allowance - $2,340; sewer processing - $2,521,550; special lab testing - $1,000; special contract services - $5,500; educational grants - $1,300; vocational training - $8,025; rent of private equipment - $19,000; postage - $250; small equipment - $750; cellular phone expense - $960.

Capital Outlay - $301,276

Funding requested is for: One sewer hydro Jetter replacement vehicle, push camera and rooter snake.

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 and Staff	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	$400
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.	Berkeley, California	Fall 2016	$2,000
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 2016	$800
52130	Nicole deMoet, Environmental Manager	Attend the Annual California Water Environmental Association Conference in Southern California.	California	Fall 2016	$500
				Total:	**$3,700**

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	$600
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	$3,850
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:	**$8,025**

(Only $5,000 approved in Adopted Budget)

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 - $4,950 ***(Only $4,000 approved in Adopted Budget)***
	Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., $1,700 Warthog Sewer nozzle for root and grease removal, $1,750 Miscellaneous hand tools such as sockets, pliers, wrenches, etc., $1,000 Print educational forms and flyers for residential/commercial, $500
51150	LICENSE/PERMITS/CERTIFICATES - $3,445 ***(Only $2,000 approved in Adopted Budget)***
	- California Water Environmental Association certificates for: Public Works Superintendent, Mendez, $200 Environmental Manager, deMoet, $200 Leadworker, Houston, $200 Maintenance Workers, Delgado and Martinez; $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), $2,505
51320	MATERIALS - TRANSPORTATION / WORK EQUIPMENT - $3,000
	To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
51400	MATERIAL – CHEMICALS - $2,000
	Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.
51410	MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR - $1,200
	Clay pipe fittings, latex tubing, and buffing solutions etc.
51500	GASOLINE - $2,000
	Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
51510	DIESEL FUEL - $10,000
	Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
51520	OIL AND LUBRICANTS - $1,000
	Oil and lubricants used in the Sewer Division of the Public Works Department.
51540	COMPRESSED NATURAL GAS - $1,000
	Compressed natural gas for various vehicles in the City fleet.
52050	MAINTENANCE – OTHER EQUIPMENT - $4,500
	Annual check and service on the gas detector, calibration gas, constituent sensors, NiCad batteries and waste water samplers used in this Division, $2,000 Outside repairs, $2,500

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

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

Object Number	
52120	DUES AND MEMBERSHIPS - $1,978 ***(Only $1,700 approved in Adopted Budget)***
	Membership in the Maintenance Superintendents Association for Public Works Superintendent Mendez, Leadworkers, Albert Guerrero and James Houston and Facilities and Grounds Superintendent, Michael McGehee, $230
	Membership to California Water Environmental Association for Public Works Superintendent Mendez, NPDES Inspector Rosales, NPDES Inspector, Castillo, Environmental Manager, deMoet, Leadworker, Houston and Maintenance Workers Martinez and Delgado, $1,148
	Membership to the Southern California Association of Publicly (SCAP) Owned Treatment Works for the City of Montclair, $600
52130	TRAVEL AND MEETINGS - $3,700
	Attendance at conferences and meetings – for detail see “Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings.”
52410	SEWER PROCESSING - $2,521,550
	Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 145,000 E.D.U.'s at $17.39 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 - $1,000

This account is budgeted to finance the monthly, bi-monthly and semi-annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING - $500

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points.

2) SPECIAL TESTING - $250

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

3) COMPLIANCE MONITORING - $250

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

52450 SPECIAL CONTRACT SERVICES - $5,500 ***(Only $4,000 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, $2,500

Granite XP Software Support Plan for Video Camera System November 2016 to October 2017, $2,000

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 - $8,025 ***(Only $5,000 approved in Adopted Budget)***
	Attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and in-Service Training Request Schedule B – Vocational Training."
52640	RENT - PRIVATE EQUIPMENT - $19,000
	Rental of two portable restrooms placed at the Montclair Transcenter for public use, cleaned 7 times per week.
52670	POSTAGE - $250
	Mailing of sewer related information.
52690	SMALL EQUIPMENT - $750
	One manhole lifter.
52760	DEPRECIATION EXPENSE - $63,210
	Projected sewer line and sewer equipment depreciation.
52850	CELLULAR PHONE EXPENSE - $960
	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	2016 Sewer Hydro Jetter Replacement.	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 25 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.	$287,076
		(Not approved in Adopted Budget)	
62050	Speed Rooter XL	This would be a replacement rooter snake for clearing sewer laterals 4 in or less on City right of ways where City Trees are the cause of the blockage. The existing snake rooter is 15 plus years old and both the cable and motor are worn out.	$4,200
62050	130 ft Lateral Push Camera	This would be a replacement lateral push camera for the existing 1998 UEMSI lateral camera that is not working anymore. The camera is used for televising and verifying problems in the lateral that are 4 inches or less. The camera also has a locator built in to help identify the location and depth of the problem.	$10,000
			$301,276

(Only $14,200 approved in Adopted Budget)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	376,708	404,291	342,995	342,995
Services and Supplies	206,200	351,675	275,115	275,115
Capital Outlay	0	0	0	0
Total	**582,908**	**755,966**	**618,110**	**618,110**
Personnel Authorized	2.80 (FT) 4.85 (PT)	2.80 (FT) 4.00 (PT)	2.80 (FT) 2.00 (PT)	2.80 (FT) 2.00 (PT)
Department Distribution				
Bldg. Maint. Services	226,747	385,210	239,210	239,210
Heating and A/C Services	99,493	113,907	113,907	113,907
Janitorial Services	256,668	256,849	264,993	264,993
Total	**582,908**	**755,966**	**618,110**	**618,110**
Source of Funds				
General Fund	572,908	755,966	617,310	617,310
Park Maintenance Fund	10,000	0	800	800
Total	**582,908**	**755,966**	**618,110**	**618,110**

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	108,797	109,935	109,935	109,935
Services and Supplies	117,950	275,275	129,275	129,275
Capital Outlay	0	0	0	0
Total	**226,747**	**385,210**	**239,210**	**239,210**
Personnel Authorized	0.95 (FT) 0.85 (PT)	0.95 (FT) 0.00 (PT)	0.95 (FT) 0.00 (PT)	0.95 (FT) 0.00 (PT)

Source of Funds

General Fund	216,747	385,210	238,410	238,410
Park Maintenance Fund	10,000	0	800	800
Total	**226,747**	**385,210**	**239,210**	**239,210**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
General Building Maintenance	17	17	17

Personnel Services - $109,935

Salary requests are for: Facilities and Grounds Superintendent (.40) - $39,322; Facilities Specialist (.55) - $31,499; Cost allocations are as follows: full-time salaries - $70,821; overtime - $500; benefit costs - $38,614.

Services and Supplies - $275,275

Funding requested is for: program supplies - $2,000; license/permits/certificates - $4,000; materials - $210,900; maintenance other equipment - $30,275; special contract services - $26,100; rent private equipment - $2,000.

Capital Outlay

No funding requested.

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

Object Number

51130 PROGRAM SUPPLIES - $2,000

Gloves, safety glasses and other special equipment needed within the program, $500

Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, $1,500

51150 LICENSE/PERMITS/CERTIFICATES - $4,000

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, $3,000

Required annual elevator permit from the State of California for the elevator in the Police Facility, $400

Annual public pool permit for Splash Pad, $600

51300 MATERIALS - BUILDINGS - $210,900 ***(Only $64,900 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 - $51,800 ***(Only $20,300 approved in Adopted Budget)***

1. Fluorescent lamps and ballasts used as replacements in all facilities - $4,000
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. Replace siding at Kingsley Ballfield tower - $800 ***(Moved to Park Maintenance Fund)***
5. Maintenance of Benches and Trash Cans at Montclair Trans Center - $5,000 ***(Only $3,000 approved in Adopted Budget)***
6. Sand and refinish parquet stage floor in Community Center - $5,000 ***(Not approved in Adopted Budget)***
7. Refinishing of the Senior Center wood floor - $2,500 ***(Not approved in Adopted Budget)***
8. Repair uplifted terrazzo flooring at Police Department - $3,000 ***(Not approved in Adopted Budget)***

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

Object
Number

9. Purchase and install security devices to prevent metal theft at various locations around city - $2,000
10. Purchase of 2 electronic locks to be installed at Montclair Library public restrooms - $4,000 ***(Not approved in Adopted Budget)***
11. Installation of four new roll up security doors at City Yard to protect tools and supplies in caged areas due to recent thefts - $15,000 ***(Not approved in Adopted Budget)***

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES - $7,000

1. Installation of intrusion alarm at City Yard Facilities - $7,000

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – $104,100 ***(Only $2,600 approved in Adopted Budget)***

1. Clean HVAC ductwork at Fire Station 1 and 2 - $15,000 ***(Not approved in Adopted Budget)***
2. Replace flooring at Station 151 with stained concrete in dorms and locker rooms - $50,000 ***(Not approved in Adopted Budget)***
3. Installation of new security gates at Fire Station 1 and Fire Station 2 - $6,000 ***(Not approved in Adopted Budget)***
4. Installation of Smoke/CO Detectors at Fire Station 1 and Fire Station 2 - $600
5. Remove all wall paper and wood paneling and paint walls at Fire Station1 and Fire Station 2 - $10,000 ***(Not approved in Adopted Budget)***
6. Installation of new washer and dryer at Fire Station 1. This cost includes sawcutting concrete and repiping of drain lines to increase the capacity of existing drains - $12,000 ***(Not approved in Adopted Budget)***
7. Installation of new ice machine at Fire Station 2 - $3,500 ***(Not approved in Adopted Budget)***
8. Replace five of six refrigerators at both stations - $7,000 ***(Only $2,000 approved in Adopted Budget)***

HUMAN SERVICES – $18,000 ***(Only $5,000 approved in Adopted Budget)***

1. Paint walls in Senior Center lobby - $1,500 ***(Not approved in Adopted Budget)***

Object
Number

2. New door mats for Senior Center Building - $500
3. Paint Recreation Center Lobby - $1,500 ***(Not approved in Adopted Budget)***
4. Poster hanging material for various walls in the Youth Center - $1,000
5. Paint most areas of the Youth Center - $7,000 ***(Not approved in Adopted Budget)***
6. Replace carpet in Room B with VCT tile - $3,000
7. Replace Carpet in Lounge with VCT - $2,500 ***(Not approved in Adopted Budget)***
8. New recycle containers to be placed in Gymnasium during events for bottles and cans - $1,000 ***(Only $500 approved in Adopted Budget)***

52050 MAINTENANCE - OTHER EQUIPMENT - $30,275

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

Annual FM200 required service - $1,250
Youth Center - IT Server Room - $250
Police Facility - Dispatch Center, Server Room and UPS Room - $1,000

Annual Pre Action Fire Sprinkler Service - $1,300
Police Facility - $1,000
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

Object
Number

Biannual Range Hood Inspection - $825
Senior Center - $275
Community Center - $275
Kingsley Park Snack Bar - $275

Required 5 year inspections of Police Facility and Senior Center Fire Alarm, FM200 and Pre Action Systems - $9,000
Senior Center - $2,000
Police Facility - $7,000

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 - $26,100

Monthly pest control service for all City facilities including spot treatments for termites and bee removal - $14,100.
Fire Ant Control in all city parks - $12,000

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	80,743	88,907	88,907	88,907
Services and Supplies	18,750	25,000	25,000	25,000
Capital Outlay	0	0	0	0
Total	**99,493**	**113,907**	**113,907**	**113,907**
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	99,493	113,907	113,907	113,907
Total	**99,493**	**113,907**	**113,907**	**113,907**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
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 - $88,907

Salary requests are for: Facilities and Grounds Superintendent (.35) - $34,406; Facilities Specialist (.40) - $22,908. Cost allocations are as follows: full-time salaries - $57,314; overtime - $250; benefit costs - $31,343.

Services and Supplies - $25,000

Funding requested is for: program supplies - $500; materials, miscellaneous maintenance and repairs - $16,000; maintenance other equipment - $8,500.

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 - $8,500
	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 - $5,000 Biannual service of 8 ice machines in all city facilities - $3,500

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	187,168	205,449	144,153	144,153
Services and Supplies	69,500	51,400	120,840	120,840
Capital Outlay	0	0	0	0
Total	**256,668**	**256,849**	**264,993**	**264,993**
Personnel Authorized	1.10 (FT) 4.00 (PT)	1.10 (FT) 4.00 (PT)	1.10 (FT) 2.00 (PT)	1.10 (FT) 2.00 (PT)

Source of Funds

General Fund	256,668	256,849	264,993	264,993
Total	**256,668**	**256,849**	**264,993**	**264,993**

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

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
City Facilities (buildings)	11	11	11

Personnel Services - $205,449

Salary requests are for: Facilities and Grounds Superintendent (.05) - $4,915; Facilities Specialist (.05) - $2,864; Leadworker-Maintenance (1.00) - $43,207; Custodian (4.00/part-time) - $113,880. Cost allocations are as follows: full-time salaries - $50,986 part-time salaries - $113,880; overtime - $500; benefit costs - $40,083.

Services and Supplies - $51,400

Funding requested is for: custodial supplies - $45,000; program supplies - $400; special contract services - $6,000.

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 - $45,000 ***(Only $40,000 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 - $6,000 ***($80,440 approved in Adopted Budget)***
	Carpet cleaning in various City facilities once per year by a carpet cleaning company - $5,000 Linen service for Fire Departments - $1,000 Janitorial services provided by Pomona Valley Workshop - $76,440

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	1,164,889	1,287,262	1,199,278	1,199,278
Services and Supplies	129,394	99,200	91,400	91,400
Capital Outlay	0	0	0	0
Total	**1,294,283**	**1,386,462**	**1,290,678**	**1,290,678**
Personnel Authorized	9.025 (FT) 12.00 (PT)	11.025 (FT) 9.00 (PT)	12.35 (FT) 10.00 (PT)	12.35 (FT) 10.00 (PT)
Department Distribution				
Planning Commission	16,150	16,150	16,150	16,150
Administration	283,860	235,340	114,741	114,741
Planning	331,233	347,396	322,372	322,372
Building	363,619	420,721	428,413	428,413
Code Enforcement	299,421	366,855	409,002	409,002
Total	**1,294,283**	**1,386,462**	**1,290,678**	**1,290,678**
Source of Funds				
General Fund	1,181,749	1,340,462	1,244,678	1,244,678
Air Quality Improvement Fund	16,000	16,000	16,000	16,000
Community Dev. Block Grant	96,534	30,000	30,000	30,000
Total	**1,294,283**	**1,386,462**	**1,290,678**	**1,290,678**

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	0.05	0.05	4,266	9,226	9,226
Admin from other Depts - Caldwell	0.00	0.00	0.30	0.30	0	31,193	31,193
Director	1.00	1.00	1.00	1.00	134,034	0	0
Planning Manager	0.00	0.00	1.00	1.00	0	103,976	103,976
City Planner	1.00	1.00	0.00	0.00	98,268	0	0
Building and Code Manager	0.00	0.00	1.00	1.00	0	103,976	103,976
Building Official	1.00	1.00	0.00	0.00	98,448	0	0
Associate Planner	1.00	1.00	1.00	1.00	72,751	72,751	72,751
Plans Examiner	1.00	1.00	1.00	1.00	76,793	76,793	76,793
Building Inspector	1.00	1.00	1.00	1.00	61,940	61,940	61,940
Code Enforcement Supervisor	0.00	0.00	1.00	1.00	0	68,184	68,184
Sr. Code Enforcement Officer	1.00	1.00	1.00	1.00	66,262	63,635	63,635
Code Enforcement Officer	1.00	3.00	3.00	3.00	169,443	110,276	110,276
Administrative Secretary	1.00	1.00	1.00	1.00	49,255	49,255	49,255
Part Time							
Code Enforcement Officer	3.00	0.00	1.00	1.00	0	29,008	29,008
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	2,400	2,400	2,400
Planning Commissioner	5.00	5.00	5.00	0.00	15,000	15,000	15,000
Full Time	9.025	11.025	12.35	12.35	831,460	751,205	751,205
Part Time	12.00	9.00	10.00	5.00	17,400	46,408	46,408
Overtime					11,000	11,000	11,000
Additional Pay					900	900	900
Total Salaries & Wages					860,760	809,513	809,513
Benefit Costs					180,202	169,761	169,761
PERS Benefit Costs					246,300	220,004	220,004
Total Benefit Costs					426,502	389,765	389,765
TOTAL					**1,287,262**	**1,199,278**	**1,199,278**

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	201,631	203,290	90,491	90,491
Services and Supplies	82,229	32,050	24,250	24,250
Capital Outlay	0	0	0	0
Total	**283,860**	**235,340**	**114,741**	**114,741**
Personnel Authorized	1.625 (FT)	1.625 (FT)	1.65 (FT)	1.65 (FT)

Source of Funds

General Fund	219,516	219,340	98,741	98,741
Air Quality Improvement Fund	16,000	16,000	16,000	16,000
Community Dev. Block Grant	48,344	0	0	0
Total	**283,860**	**235,340**	**114,741**	**114,741**

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 - $203,290

Salary requests are for: Deputy City Manager (.025) – $4,266; Community Development Director (.60) – $80,420; Administrative Secretary (1.00) – $49,255. Cost allocations are as follows: full-time salaries – $133,941; benefit costs – $69,349.

Services and Supplies - $32,050

Funding requested is for: books and publications – $150; dues and memberships – $1,300; travel and meetings – $3,300; mileage/auto allowance – $7,800; vocational training – $3,050; cellular phone service – $300; miscellaneous expenditures – $150; Air Quality Improvement Program – $16,000.

Capital Outlay

No funding requested.

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

Department: Community Development **Program:** 4761 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Silvia Gutiérrez, Associate Planner	APA California Chapter Conference	Pasadena	October 2016	$700
52130	Two (2) Planning Commissioners	Planning Commissioners Academy	Southern California	March 2017	$1,100
52130	Merry Westerlin, Building Official	CALBO Annual Business Meeting	Northern California	March 2017	$1,500
				Total:	**$3,300**

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
52540	Shane Hidey, Code Enf. Officer	Maintain competency in related fields	TBD	TBD	$300
				Total:	**$3,050**

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 – $16,000

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

52120 DUES AND MEMBERSHIPS – $1,300

Dues and memberships from all department programs as follows:
Planning – American Planning Association, $400
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 – $3,300

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

52540 VOCATIONAL TRAINING – $3,050

All Department Programs: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: Community Development **Program:** 4761 Administration

Object Number	
52850	CELLULAR PHONE EXPENSE – $300
	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	323,768	340,146	315,122	315,122
Services and Supplies	7,465	7,250	7,250	7,250
Capital Outlay	0	0	0	0
Total	**331,233**	**347,396**	**322,372**	**322,372**
Personnel Authorized	2.40 (FT)	2.40 (FT)	2.70 (FT)	2.70 (FT)
Department Distribution				
Current	265,129	276,375	249,364	249,364
Advance	66,104	71,021	73,008	73,008
Total	**331,233**	**347,396**	**322,372**	**322,372**
Source of Funds				
General Fund	331,233	347,396	322,372	322,372
Total	**331,233**	**347,396**	**322,372**	**322,372**

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	263,279	275,125	248,114	248,114
Services and Supplies	1,850	1,250	1,250	1,250
Capital Outlay	0	0	0	0
Total	**265,129**	**276,375**	**249,364**	**249,364**
Personnel Authorized	1.90 (FT)	1.90 (FT)	2.20 (FT)	2.20 (FT)

Source of Funds

General Fund	265,129	276,375	249,364	249,364
Total	**265,129**	**276,375**	**249,364**	**249,364**

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

Personnel Services - $275,125

Salary requests are for: Community Development Director (.40) – $53,614; City Planner (.75) – $73,701; Associate Planner (.75) – $54,563. Cost allocations are as follows: full-time salaries – $181,878; additional pay – $675; benefit costs – $92,572.

Services and Supplies - $1,250

Funding requested is for: books and publications – $150; publication and advertising – $5,000, less print ad reimbursement – <$4,000>; 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 – <$4,000>
	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	60,489	65,021	67,008	67,008
Services and Supplies	5,615	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total	**66,104**	**71,021**	**73,008**	**73,008**
Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)

Source of Funds

General Fund	66,104	71,021	73,008	73,008
Total	**66,104**	**71,021**	**73,008**	**73,008**

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. Comprehensive update of the City's General Plan.

Personnel Services - $65,021

Salary requests are for: City Planner (.25) – $24,567; Associate Planner (.25) – $18,188. Cost allocations are as follows: full-time salaries – $42,755; additional pay – $225; benefit costs – $22,041.

Services and Supplies - $6,000

Funding requested is for: City portion of LAFCO's annual funding – $6,000.

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 – $6,000
	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	331,569	363,971	371,663	371,663
Services and Supplies	32,050	56,750	56,750	56,750
Capital Outlay	0	0	0	0
Total	**363,619**	**420,721**	**428,413**	**428,413**
Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)
Department Distribution				
Field Inspection	116,682	134,227	134,227	134,227
Plan Check	104,311	118,645	118,645	118,645
Operations	142,626	167,849	175,541	175,541
Total	**363,619**	**420,721**	**428,413**	**428,413**
Source of Funds				
General Fund	363,619	420,721	428,413	428,413
Total	**363,619**	**420,721**	**428,413**	**428,413**

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	115,232	130,777	130,777	130,777
Services and Supplies	1,450	3,450	3,450	3,450
Capital Outlay	0	0	0	0
Total	**116,682**	**134,227**	**134,227**	**134,227**
Personnel Authorized	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	116,682	134,227	134,227	134,227
Total	**116,682**	**134,227**	**134,227**	**134,227**

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

	09-10	10-11	11-12	12-13	13-14	14-15
Inspections made	3,397	2,741	1,885	3,567	2,392	2,557

Personnel Services - $130,777

Salary requests are for: Plans Examiner (.50) – $38,397; Building Inspector (.75) – $46,455. Cost allocations are as follows: full-time salaries – $84,852; overtime – $4,000; benefit costs – $41,925.

Services and Supplies - $3,450

Funding requested is for: books and publications - $1,650; uniforms - $600; special contract services - $36,000; special contract services reimbursement - <$36,000>; small equipment - $950; 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 - $1,650
	Tri-annual update of new code books and training manuals.
51100	UNIFORMS - $600
	Annual replacement of work shirts and boots.
52450	SPECIAL CONTRACT SERVICES - $36,000
	Because of the expected commencement of construction at Montclair 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 - $950
	Funds are requested for safety equipment, small tools, and two cameras for field use.
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	74,011	81,995	81,995	81,995
Services and Supplies	30,300	36,650	36,650	36,650
Capital Outlay	0	0	0	0
Total	**104,311**	**118,645**	**118,645**	**118,645**
Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

Source of Funds

General Fund	104,311	118,645	118,645	118,645
Total	**104,311**	**118,645**	**118,645**	**118,645**

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

	09-10	10-11	11-12	12-13	13-14	14-15
Plans Checked	394	336	302	217	384	478
Permits Issued	646	704	601	684	783	766

Personnel Services - $81,995

Salary requests are for: Plans Examiner (.50) - $38,396; Building Inspector (.25) - $15,485. Cost allocations are as follows: full-time salaries - $53,881; overtime - $2,000; benefit costs - $26,114.

Services and Supplies - $36,650

Funding requested is for: books and publications - $1,650; electronic plan archiving - $2,500; electronic plan archiving reimbursement - <$2,500>; plan checking services - $35,000.

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 - $1,650
	Tri-annual update of new code books and training manuals.
51160	ELECTRONIC ARCHIVING - $2,500
	Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.
51161	ELECTRONIC ARCHIVING REIMBURSEMENT - <$2,500>
	Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.
52270	PLAN CHECK SERVICE - $35,000
	The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

PROGRAM BUDGET SUMMARY - 1

Program Number 4766

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	142,326	151,199	158,891	158,891
Services and Supplies	300	16,650	16,650	16,650
Capital Outlay	0	0	0	0
Total	**142,626**	**167,849**	**175,541**	**175,541**
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

Source of Funds

General Fund	142,626	167,849	175,541	175,541
Total	**142,626**	**167,849**	**175,541**	**175,541**

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	09-10	10-11	11-12	12-13	13-14	14-15
Permit Valuation	$32,946,049	$6,495,644	$63,607,644	$10,719,339	$35,738,476	$25,455,066

Personnel Services - $151,199

Salary requests are for: Building Official (1.00) - $98,448. Cost allocations are as follows: full-time salaries - $98,448; benefit costs - $52,751.

Services and Supplies - $16,650

Funding requested is for: books and publications - $1,650; plan check service - $15,000

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 - $1,650
	Tri-annual update of new code books and training manuals.
52190	SPECIAL CONSULTING SERVICES - $15,000
	Consultant services to perform plan checking of the required ADA Transition Plan update.

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	291,771	363,705	405,852	405,852
Services and Supplies	7,650	3,150	3,150	3,150
Capital Outlay	0	0	0	0
Total	**299,421**	**366,855**	**409,002**	**409,002**
Personnel Authorized	2.00 (FT) 7.00 (PT)	4.00 (FT) 4.00 (PT)	5.00 (FT) 4.00 (PT)	5.00 (FT) 4.00 (PT)

Source of Funds

General Fund	251,231	336,855	379,002	379,002
Community Dev. Block Grant	48,190	30,000	30,000	30,000
Total	**299,421**	**366,855**	**409,002**	**409,002**

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) as time and staffing allow.
7. Ensure that graffiti is removed from private property.

Units of Measure

	2014-15	Year to Date 2015-16 (as of 3/31/16)	Estimated 2016-17
Abandoned Vehicle Abatement	44	17	25
Administrative Citations	352	151	200
C.A.U.T.I.O.N. Cleanups	0	0	1
Clean-Up and Secure	58	54	65
Complaints	1,013	806	1,000
Foreclosures	26	20	30
Graffiti Abatement	82	68	80
Illegal Signs Removed	4,633	3,454	4,300
Inspections	1,886	6,907	3,500
Notices to Appear	4	22	30
Notices of Violation	857	692	850
Violations Abated by Owner	735	638	800

Personnel Services - $363,705

Salary requests are for: Senior Code Enforcement Officer (1.00) - $66,262; Code Enforcement Officer (3.00) - $169,443; Reserve Code Enforcement Officer (4.00/part-time) - $2,400. Cost allocations are as follows: full-time salaries - $235,705; part-time salaries - $2,400; overtime - $5,000; benefit costs - $120,600.

Services and Supplies - $3,150

Funding requested is for: books and publications - $150; uniforms - $1,800; small equipment - $200; miscellaneous expenditures - $1,000.

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 - $1,000
	Printing costs for 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 Fiscal Year 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 2016-17 Budget, salaries for three full time employees and one part time employee are shown. However, salary costs for the part time Assistant Director of Housing and full time Administrative Aide are born by the Montclair Housing Corporation. The position of Housing Associate is not being funded at this time. 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	145,795	163,586	196,190	196,190
Services and Supplies	166,320	1,178,640	678,640	678,640
Capital Outlay	0	0	0	0
Total	**312,115**	**1,342,226**	**874,830**	**874,830**
Personnel Authorized	0.45 (FT) 1.00 (PT)	0.45 (FT) 1.00 (PT)	0.65 (FT) 1.00 (PT)	0.65 (FT) 1.00 (PT)

Source of Funds

Economic Development Fund	312,115	312,226	344,830	344,830
2014 Refunding Bond Proceeds	0	1,000,000	500,000	500,000
General Plan Update Fee	0	30,000	30,000	30,000
Total	**312,115**	**1,342,226**	**874,830**	**874,830**

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	170,652	184,524	184,524
Admin to other Depts	-0.55	-0.50	-0.50	-0.50	-85,326	-92,262	-92,262
	0.45	0.50	0.50	0.50	85,326	92,262	92,262
Planning and Housing Manager	1.00	1.00	1.00	1.00	98,196	103,116	103,116
Admin to other Depts	-1.00	-1.00	-0.85	-0.85	-98,196	-87,649	-87,649
	0.00	0.00	0.15	0.15	0	15,467	15,467
Housing Associate	1.00	1.00	0.00	0.00	61,349	0	0
Admin to other Depts	-1.00	-1.00			-61,349		
	0.00	0.00			0		
Administrative Aide	1.00	1.00	1.00	1.00	48,951	48,951	48,951
Admin to other Depts	-1.00	-1.00	-1.00	-1.00	-48,951	-48,951	-48,951
	0.00	0.00	0.00	0.00	0	0	0
Part Time							
Economic Development Coor	1.00	1.00	1.00	1.00	37,742	37,742	37,742
Full Time	4.00	4.00	3.00	3.00	379,148	336,591	336,591
Admin other Departments	-3.55	-3.50	-2.35	-2.35	-293,822	-228,862	-228,862
Total FT Positions/Salaries	0.45	0.50	0.65	0.65	85,326	107,729	107,729
Part Time	1.00	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					123,068	145,471	145,471
Benefit Costs					74,427	62,558	62,558
PERS Benefit Costs					111,693	100,347	100,347
Benefit Costs other Depts					-145,602	-112,186	-112,186
Total Benefit Costs					40,518	50,719	50,719
TOTAL					**163,586**	**196,190**	**196,190**

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 – $163,586

Salary requests are for: Deputy City Manager/Executive Director of Economic Development (.45) – $85,326; Economic Development Coordinator (1.00/part-time) – $37,742. Cost allocations are as follows: full-time salaries – $85,326; part-time salaries – $37,742; benefit costs – $40,518.

Services and Supplies – $1,178,640

Funding requested is for: books and publications – $100; publication and advertising – $6,000; dues and memberships – $1,650; travel and meetings – $13,450; mileage/auto allowance – $7,800; special consulting services – $15,000; general plan legal fees – $30,000; special legal services – $50,000; special contract services – $1,037,500; cellular phone expense – $440; miscellaneous expenditures – $16,700.

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 C. Caldwell, Asst. Dir. of Housing M. Flores, Economic Development Coordinator M. Diaz, City Planner	2016 International Council for Shopping Centers (ICSC)	San Diego	Aug. 30-Sept.1, 2016	$4,500
52130	M. Staats, Deputy City Manager/Executive Director Economic Development C. Caldwell, Asst. Dir. Of Housing M. Flores, Economic Development Coordinator M. Diaz, City Planner M. Fuentes Sr. Management Analyst	2017 International Council for Shopping Centers (ICSC)	Las Vegas	May 21-25, 2017	$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 – $6,000

Printing cost for *Available Properties in the City* properties booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – $1,650

California Association for Local Economic Development (CALED), $1,000
International Council for Shopping Centers-memberships, $550
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 – $15,000

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

52290 GENERAL PLAN LEGAL FEES – $30,000

Legal fees associated with the General Plan Update, $30,000 (General Plan Update Fee Fund)

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 – $1,037,500 ***(Only $537,500 approved in Adopted Budget)***

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, $18,000
Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, $15,000
Graphic materials needed for "City of Montclair" brochure for use at trade show events, $2,000
Estimated cost of consulting services related to the General Plan Update, $1,000,000 (2014 Refunding Bond Proceeds Fund)

52850 CELLULAR PHONE EXPENSE – $440

Expenditures related to use of cellular telephone service.

52990 MISCELLANEOUS EXPENDITURES – $16,700

“State of the City” incidental expenditures for decorations, $1,500
Economic development promotional materials, $9,000
Booth space rental for ICSC Conferences, $3,900
Furniture/electrical rental at ICSC Conferences, $1,200
Participation in County Job Fair, $700
Miscellaneous supplies, $400

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	31,755	33,010	33,010	33,010
Services and Supplies	395,000	365,000	290,000	290,000
Capital Outlay	0	0	0	0
Total	**426,755**	**398,010**	**323,010**	**323,010**
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	426,755	398,010	323,010	323,010
Total	**426,755**	**398,010**	**323,010**	**323,010**

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					13,370	13,370	13,370
PERS Benefit Costs					5,240	5,240	5,240
Total Benefit Costs					18,610	18,610	18,610
TOTAL					**33,010**	**33,010**	**33,010**

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.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.

Personnel Services – $33,010

Salary requests are for: City Attorney (1.00/part-time) – $14,400. Cost allocations are as follows: part-time wages – $14,400; benefit costs – $18,610.

Services and Supplies – $365,000

Funding requested is for: legal services/court costs – $275,000; 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 – $275,000 ***(Only $200,000 approved in Adopted Budget)***
	Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.
52300	SPECIAL LEGAL SERVICES – $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	1,065,600	1,317,650	1,267,500	1,267,500
Services and Supplies	2,156,000	2,091,250	1,681,400	1,681,400
Capital Outlay	0	0	0	0
Total	**3,221,600**	**3,408,900**	**2,948,900**	**2,948,900**
Personnel Authorized	0	0	0	0

Source of Funds

General Fund	2,568,000	3,160,900	2,700,900	2,700,900
Gas Tax Fund	540,000	123,000	123,000	123,000
After School Program Fund	0	3,000	3,000	3,000
Sewer Maintenance Fund	113,600	122,000	122,000	122,000
Total	**3,221,600**	**3,408,900**	**2,948,900**	**2,948,900**

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 – $1,317,650

Funding requested is for: Benefit Costs - $1,317,650.

Services and Supplies – $2,091,250

Funding requested is for: service awards – $35,250; street lighting – $400,000; telephone service - $30,000; electric service – $490,000; natural gas service – $30,000; water service – $280,000; general city insurance – $825,000; 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 - $400,000 ***(Moved to Program 4646)***

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.

CFD Operations

DEPARTMENT BUDGET SUMMARY

Department

CFD Operations

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 (Facilities and Grounds Maintenance Superintendent).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	33,839	36,854	36,854	36,854
Services and Supplies	87,677	104,500	104,500	104,500
Total	**121,516**	**141,354**	**141,354**	**141,354**
Personnel Authorized	0.00 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

Department Distribution

CFD 2011-1 Paseos	96,482	94,172	94,172	94,172
CFD 2011-2 Arrow Station	25,034	47,182	47,182	47,182
Total	**121,516**	**141,354**	**141,354**	**141,354**

Source of Funds

CFD 2011-1 Fund – Paseos	96,482	94,172	94,172	94,172
CFD 2011-2 Fund – Arrow Station	25,034	47,182	47,182	47,182
Total	**121,516**	**141,354**	**141,354**	**141,354**

PROGRAM BUDGET SUMMARY - 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos

Program Description

With the development of Tract No. 18213, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	30,822	30,822	30,822	30,822
Services and Supplies	65,660	63,350	63,350	63,350
Capital Outlay	0	0	0	0
Total	**96,482**	**94,172**	**94,172**	**94,172**
Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

Source of Funds

CFD 2011-1 Fund – Paseos	96,482	94,172	94,172	94,172
Total	**96,482**	**94,172**	**94,172**	**94,172**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
CFD Operations		5001 CFD 2011-1 Paseos

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature and any necessary repairs.
2. Maintain landscaped parkways and other rights-of-way by maintenance contract.

Units of Measure

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Acres of parks and parkways maintained by maintenance contract	1.06	1.06	1.06

Personnel Services - $30,822

Salary requests are for: Police Services - $11,411; Fire Services - $11,411; Maintenance Services - $8,000. Cost allocations are as follows: full-time salaries - $30,822.

Services and Supplies - $63,350

Funding requested is for: Public Works Administration - $7,500; Public Safety Administration - $7,500; street lighting - $13,000; special contract services - $2,100; graffiti abatement - $1,000; street maintenance - $5,250; landscape maintenance – $25,000; tree maintenance - $1,000; street sweeping - $1,000.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: CFD Operations **Program:** 5001 CFD 2011-1 Paseos

Object Number	
52340	STREET LIGHTING COSTS - $13,000
	Cost for street lighting usage and repair.
52450	SPECIAL CONTRACT SERVICES - $2,100
	Property tax consulting services.
52452	GRAFFITI ABATEMENT - $1,000
	Services include removal of graffiti by sandblasting, painting or chemical removal.
52453	STREET MAINTENANCE - $5,250
	Services include crack sealing, overlaying, curb, gutter and sidewalk repairs, cleaning of storm drain catch basins.
52454	LANDSCAPE MAINTENANCE - $25,000
	Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.
52455	TREE MAINTENANCE - $1,000
	Tree maintenance services in Grid 3.
52456	STREET SWEEPING - $1,000
	Services include weekly motorized street sweeping service.

PROGRAM BUDGET SUMMARY - 1

Program Number 5002

Department	Division	Program
CFD Operations		CFD 2011-2 Arrow Station

Program Description

With the development of Tract No. 18803, a Community Facilities District was established to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,017	6,032	6,032	6,032
Services and Supplies	22,017	41,150	41,150	41,150
Capital Outlay	0	0	0	0
Total	**25,034**	**47,182**	**47,182**	**47,182**
Personnel Authorized	0	0	0	0

Source of Funds

CFD 2011-2 Fund – Arrow Station	25,034	47,182	47,182	47,182
Total	**25,034**	**47,182**	**47,182**	**47,182**

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
CFD Operations		5002 CFD 2011-2 Arrow Station

Work Program

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.

Units of Measure

	2014-15	1st 6 mos. 2015-16	Estimate 2016-17
Linear feet of parkways and rentetion basins within the right of way.	0	0	2,375

Personnel Services - $6,032

Salary requests are for: Police Services - $3,016; Fire Services - $3,016. Cost allocations are as follows: full-time salaries – $6,032.

Services and Supplies - $41,150

Funding requested is for: Public Works Administration - $3,750; Public Safety Administration - $3,750; street lighting - $4,800; special contract services - $2,100; graffiti abatement - $1,000; street maintenance - $3,750; landscape maintenance - $20,000; tree maintenance - $1,500; street sweeping - $500.

Capital Outlay

No funding requested.

CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS

Department: CFD Operations **Program:** 5002 CFD 2011-2 Arrow Station

Object Number	
52340	STREET LIGHTING COSTS - $4,800
	Cost for street lighting usage and repair.
52450	SPECIAL CONTRACT SERVICES - $2,100
	Property tax consulting services.
52452	GRAFFITI ABATEMENT - $1,000
	Services include removal of graffiti by sandblasting, painting or chemical removal.
52453	STREET MAINTENANCE - $3,750
	Services include crack sealing, overlaying, curb, gutter and sidewalk repairs, cleaning of storm drain catch basins.
52454	LANDSCAPE MAINTENANCE - $20,000
	Contract with Southern California Landscape for maintenance of landscaping.
52455	TREE MAINTENANCE - $1,500
	Tree maintenance services in Grid 3.
52456	STREET SWEEPING - $500
	Services include weekly motorized street sweeping service.

Supplemental Information

Equipment Replacement Fund
Analysis Funding Requirement
as of March 1, 2016

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 3/1/16
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	67%	33,000	$22,110
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	67%	34,000	$22,780
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	30,000	$30,000
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
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 March 1, 2016

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 3/1/16
Other									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	14%	43,000	$6,020
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								**$889,000**	**$829,910**
PUBLIC WORKS									
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	10%	18,000	$1,800
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	10%	4,000	$400
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	17%	48,000	$8,160
2012 Ford F450	82169	11/13/12	90,500		90,500	12	33%	115,000	$37,950
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	75%	73,000	$54,750
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	83%	39,000	$32,370
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	83%	36,000	$29,880
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	38,000	$38,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	38,000	$38,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	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	93%	83,000	$77,190
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 March 1, 2016

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 3/1/16
Public Works Cont.									
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	42,000	$42,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	73%	84,000	$61,320
Striper	71785	09/19/05	54,895		54,895	15	73%	74,000	$54,020
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								**$1,468,000**	**$1,251,840**
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			**2,216,016**	**63,369**	**2,279,385**			**2,693,000**	**2,417,750**

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

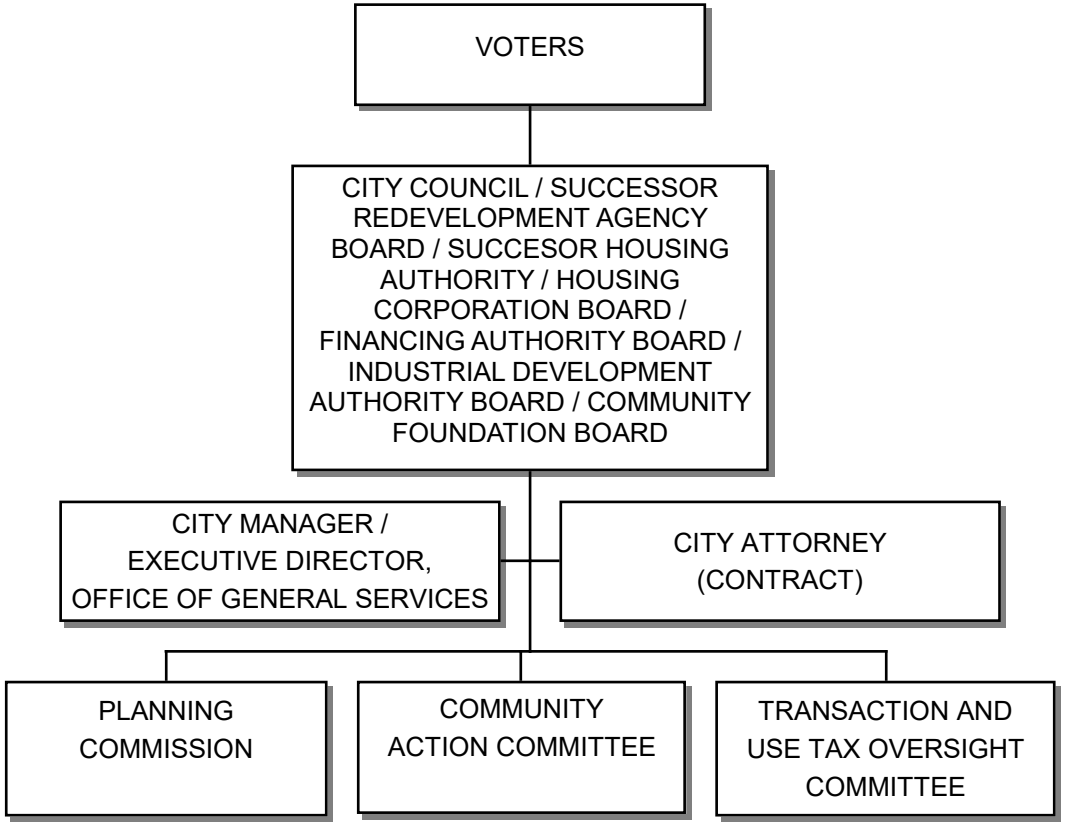
ALPHA RANGE LISTING

Classification	A	B	C	D	E
PART-TIME/HOURLY					
Accounting Specialist (b)	19.29	20.26	21.27	22.33	23.45
Administrative Aide (b)	21.96	23.05	24.21	25.42	26.69
Administrative Secretary (Relief) (b)	19.48	20.46	21.48	22.56	23.68
Administrative Technician (PTB) (b)	19.48	20.46	21.48	22.56	23.68
City Attorney	1200	--	--	--	--
Code Enforcement Officer (Relief) (b)	23.41	24.58	25.81	27.09	28.45
Community Building Supervisor	10.00	10.50	11.02	11.57	12.15
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) (b)	19.88	20.88	21.92	23.02	24.17
Facility Coordinator	10.00	10.50	11.02	--	--
Fire Technician	10.88	11.42	11.99	12.59	--
Graffiti Abatement Aide	10.00	--	--	--	--
Health Education Intern	14.79				
Health Education Specialist [Grant]	16.25	--	--	--	--
Information Technology Systems Technician (PTB) (b)	23.10	24.26	25.47	26.74	28.08
Instructor	10.00	10.50	11.02	11.57	12.15
Junior Intern	10.00	10.50	11.02	11.57	12.15
Kitchen Assistant	10.00	--	--	--	--
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance (b)	20.25	21.27	22.33	23.45	24.62
Learning Coordinator [Grant]	16.87	17.71	18.60	19.53	20.50
Learning Leader [Grant]	12.10	12.70	13.33	14.00	14.70
Maintenance Technician (PTB) (b)	17.55	18.43	19.35	20.32	21.33
Maintenance Worker (Part-Time) (b)	17.55	18.43	19.35	20.32	21.33
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	10.00	--	--	--	--
Office Specialist (b)	16.60	17.43	18.31	19.22	20.18
Office Technician (PTB) (b)	16.60	17.43	18.31	19.22	20.18
Park Leader	10.00	10.50	11.02	11.57	12.15
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) (b)	21.73	22.82	23.96	25.16	26.42
Police Services Specialist (Relief) (b)	17.20	18.06	18.97	19.92	20.91
Program Aide	10.93	--	--	--	--
Property Custody Technician (PTB) (b)	16.38	17.20	18.06	18.97	19.92
Receptionist/Office Specialist (b)	16.22	17.03	17.88	18.77	19.71
Recreation Intern	14.79	--	--	--	--
Recreation Leader	10.00	10.50	11.02	11.57	12.15
Recreation Specialist	10.10	10.60	11.13	11.69	12.27

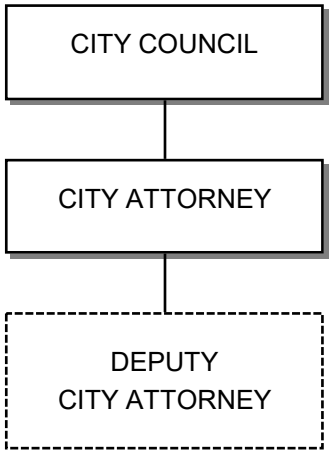
Classification	A	B	C	D	E
Reserve Code Enforcement Officer	50	--	--	--	--
Reserve Police Captain	400	--	--	--	--
Reserve Police Officer	150				
Reserve Police Sergeant	200				
Senior Intern	11.03	11.58	12.16	12.77	13.41
Senior Learning Leader	15.44	16.21	17.02	17.87	18.76
Senior Police Cadet	13.60	14.28	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	16.82	17.67	18.55	19.48	20.45
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)	30.54	32.07	33.67	35.35	37.12
FULL-TIME					
Accountant (b)	3925	4121	4327	4544	4771
Accounting Specialist (b)	3344	3512	3687	3871	4065
Administrative Aide (b)	3806	3996	4196	4406	4626
Administrative Analyst (b)	4619	4850	5092	5347	5614
Administrative Secretary (b)	3377	3546	3723	3910	4105
Administrative Specialist (b)	3377	3546	3723	3910	4105
Assistant Director of Housing/Planning Manager	7423	7794	8184	8593	9023
Assistant Planner (b)	4305	4520	4746	4984	5233
Associate Planner (b)	4988	5237	5499	5774	6063
Benefits Coordinator (b)	3984	4184	4393	4612	4843
Building Inspector (b)	4315	4531	4757	4995	5245
Building Maintenance Technician (b)	3467	3640	3822	4013	4214
Building Official/Code Enforcement Manager	7423	7794	8184	8593	9023
Check Processor/Court Liaison Officer (Modified Duty)	5293	5558	5836	6128	6434
City Clerk	6621	6952	7300	7665	8048
City Engineer	7789	8179	8588	9017	9468
City Manager	--	--	13667	16000	18333
City Planner/Planning Manager	7423	7794	8184	8593	9023
Code Enforcement Officer (b)	4057	4260	4473	4696	4931
Code Enforcement Supervisor	5111	5367	5635	5917	6213
Community Health Education Coordinator [Grant] (b)	3886	4080	4284	4498	4723
Customer Service Representative/Office Specialist (b)	2878	3022	3173	3331	3498
Deputy City Clerk (b)	4157	4365	4583	4812	5053
Deputy City Mgr/Exec Dir of Econ and Community Dev	12651	13283	13947	14645	15377
Deputy Fire Chief	9740	10227	10738	11275	11839
Deputy Fire Marshal (b)	5652	5935	6231	6543	6870
Diagnostic Specialist (b)	3816	4006	4207	4417	4638
Director of Human Services	--	9884	10378	10897	11442
Environmental Control Specialist (b)	3963	4161	4369	4588	4817
Environmental Manager (b)	4988	5237	5499	5774	6063
Equipment Maintenance Supervisor (b)	5264	5528	5804	6094	6399
Equipment Mechanic (b)	3446	3619	3800	3990	4189
Executive Director Office of Public Safety	12651	13283	13947	14645	15377
Facilities and Grounds Superintendent	6740	7077	7430	7802	8192
Facilities Specialist (b)	4232	4444	4666	4899	5144
Finance Director	--	--	10897	11442	12014
Finance Supervisor	5002	5252	5515	5790	6080
Fire Battalion Chief	8051	8454	8876	9320	9786
Fire Captain	6480	6804	7144	7501	7876
Fire Engineer(a)	5244	5506	5781	6070	6374

Classification	A	B	C	D	E
Firefighter (a)	4521	4747	4984	5233	5495
GIS Specialist (b)	4623	4854	5097	5351	5619
Graffiti Abatement Worker (b)	3042	3194	3354	3522	3698
Health Education Specialist [Grant] (b)	2901	3046	3198	3358	3526
Housing Associate (b)	4988	5237	5499	5774	6063
Human Resources Manager	7423	7794	8184	8593	9023
Information Technology Manager	7423	7794	8184	8593	9023
Information Technology Specialist (b)	4623	4854	5097	5351	5619
Junior Accountant (b)	3738	3925	4122	4328	4544
Law Enforcement Systems Supervisor (b)	5445	5717	6003	6303	6618
Leadworker, Facilities (b)	3510	3686	3870	4064	4267
Leadworker, Maintenance (b)	3510	3686	3870	4064	4267
Learning Coordinator [Grant] (b)	3012	3163	3321	3487	3661
Maintenance Worker (b)	3042	3194	3354	3522	3698
Motor Sweeper Operator (b)	3302	3467	3640	3822	4013
National Pollutant Discharge Elimination Sys. (NPDES) Coord. (b)	3816	4006	4207	4417	4638
NPDES/Environmental Compliance Inspector (b)	3816	4006	4207	4417	4638
Office Specialist (b)	2878	3022	3173	3331	3498
Personnel Services Coordinator (b)	3984	4184	4393	4612	4843
Plans Examiner (b)	5264	5528	5804	6094	6399
Police Captain	9740	10227	10738	11275	11839
Police Chief	12651	13283	13947	14645	15377
Police Dispatch Supervisor (b)	4463	4686	4921	5167	5425
Police Dispatcher (b)	3767	3956	4153	4361	4579
Police Lieutenant	8908	9354	9821	10312	10828
Police Officer	5293	5558	5836	6128	6434
Police Officer Trainee (b)	5093	--	--	--	
Police Records/Desk Officer (Modified Duty)	5293	5558	5836	6128	6434
Police Sergeant	7036	7388	7757	8145	8552
Police Services Specialist (b)	2982	3131	3288	3452	3625
Police Services Supervisor (b)	4806	5047	5299	5564	5842
Project Manager (b)	4892	5136	5393	5663	5946
Property Custody Clerk (b)	2840	2982	3131	3288	3452
Public Works Director	10565	11093	11648	12230	12842
Public Works Inspector (b)	4232	4444	4666	4899	5144
Public Works Superintendent	6740	7077	7430	7802	8192
Receptionist/Office Specialist (b)	2811	2952	3099	3254	3417
Recreation Supervisor (b)	3649	3831	4023	4224	4435
Secretary (b)	3032	3183	3342	3510	3685
Secretary to the Exec. Dir. Office of Public Safety (b)	4012	4213	4424	4645	4877
Senior Accountant (b)	4770	5009	5259	5522	5798
Senior Building Inspector (b)	4892	5136	5393	5663	5946
Senior Citizens Program Specialist (b)	3004	3154	3312	3477	3651
Senior Human Services Supervisor (b)	4305	4520	4746	4984	5233
Senior Information Technology Specialist (b)	5186	5445	5717	6003	6303
Senior Learning Coordinator (b)	3649	3831	4023	4224	4435
Senior Management Analyst	6135	6442	6764	7102	7457
Senior Recreation Supervisor (b)	4305	4520	4746	4984	5233
Support Coordinator (Modified Duty)	5293	5558	5836	6128	6434

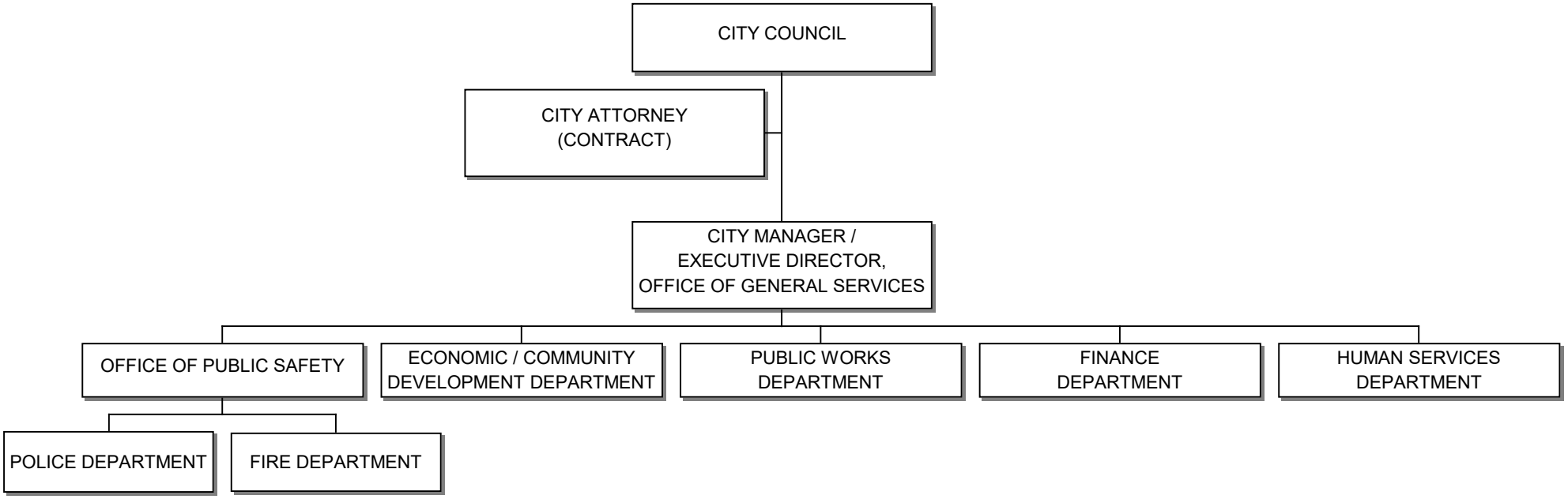
ORGANIZATION OF LOCAL GOVERNMENT



OFFICE OF CITY ATTORNEY



DEPARTMENT ORGANIZATION



UNIVERSAL LEGEND

MANAGEMENT LEVEL CLASSIFICATION

NONMANAGEMENT LEVEL CLASSIFICATION

MANAGEMENT SAFETY CLASSIFICATION

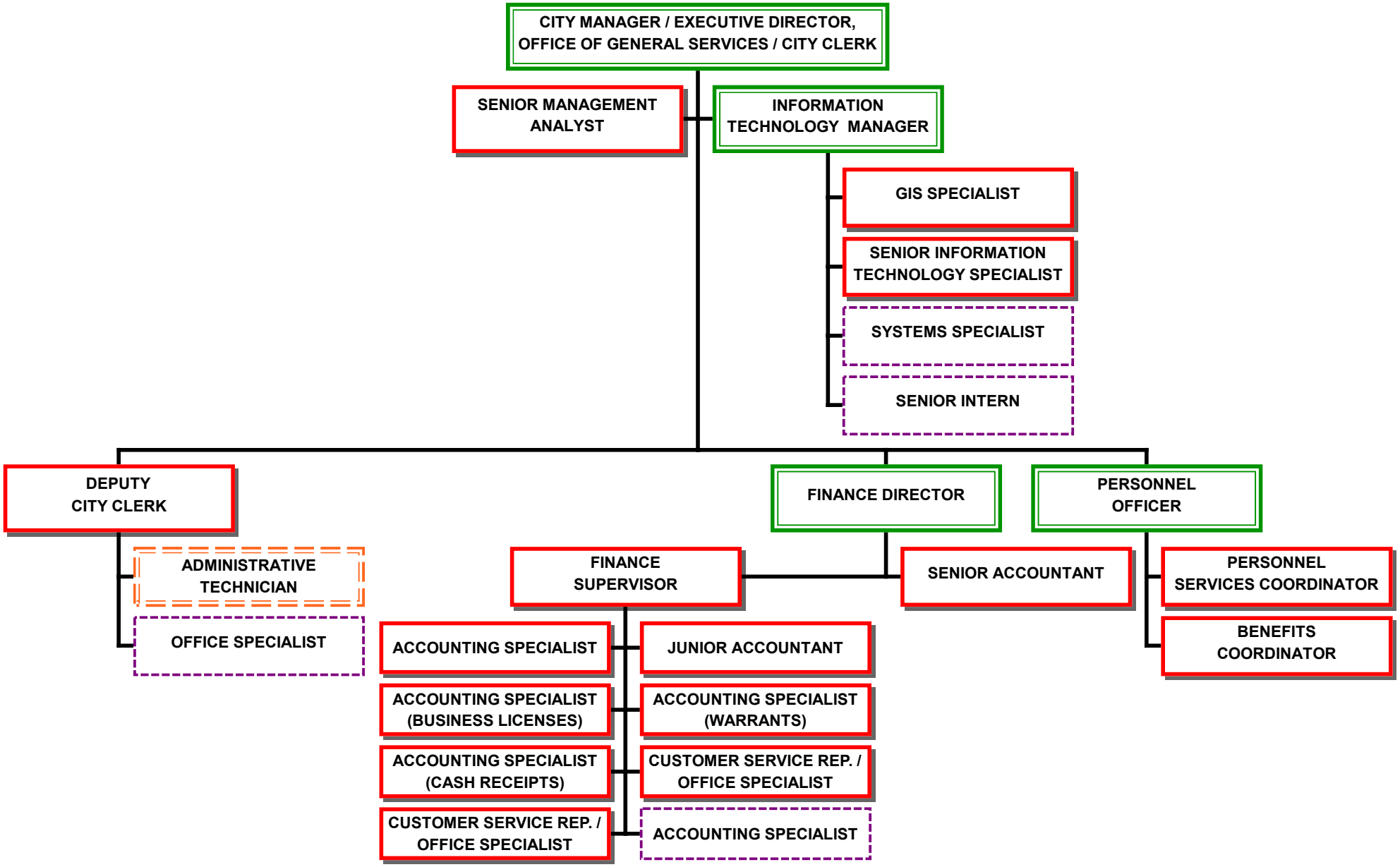
NONMANAGEMENT SAFETY CLASSIFICATION

SHARED PERSONNEL FROM UPLAND FIRE

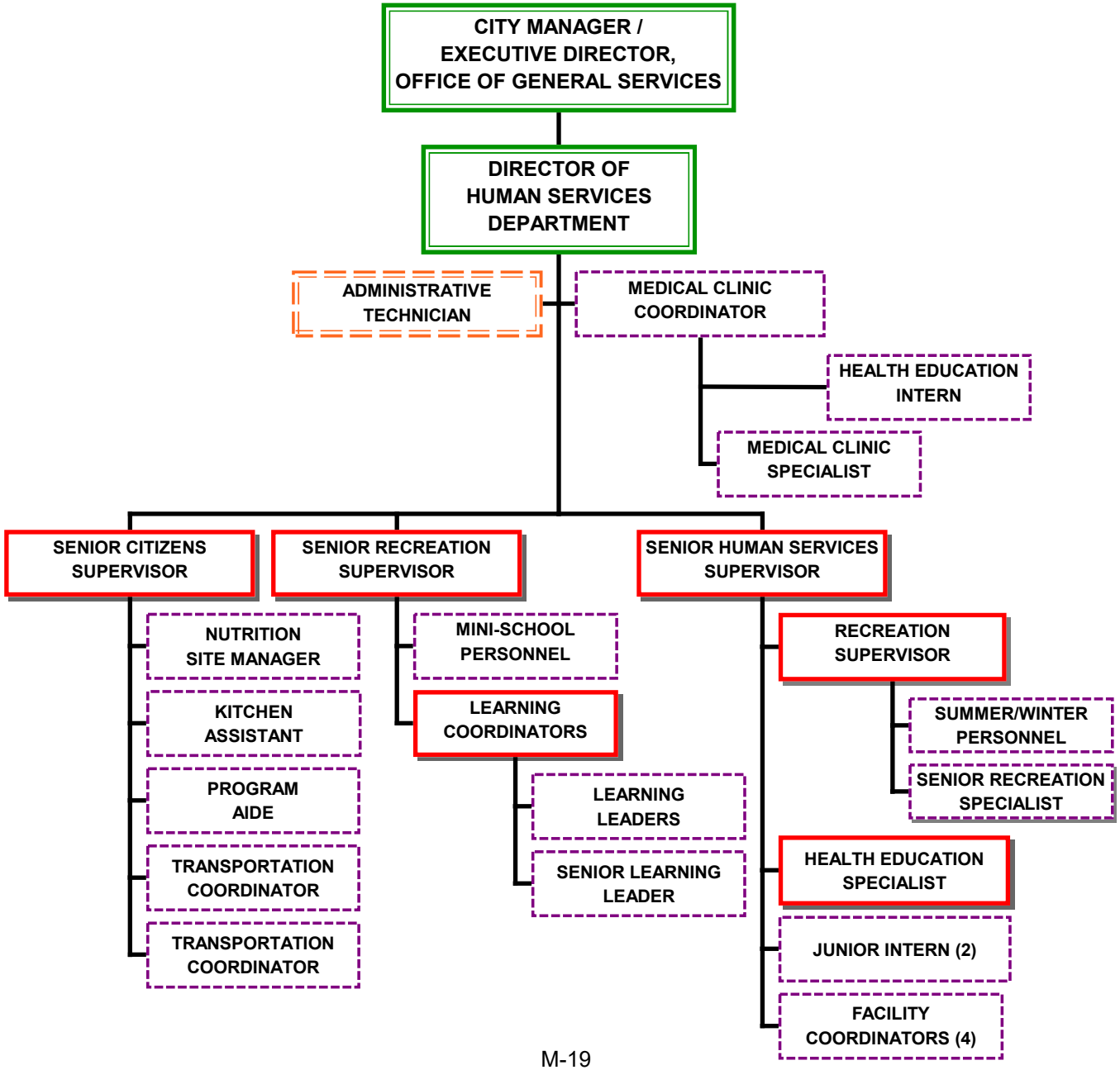
PART-TIME BENEFITTED CLASSIFICATION

TEMPORARY/PART-TIME/ CONTRACT CLASSIFICATION

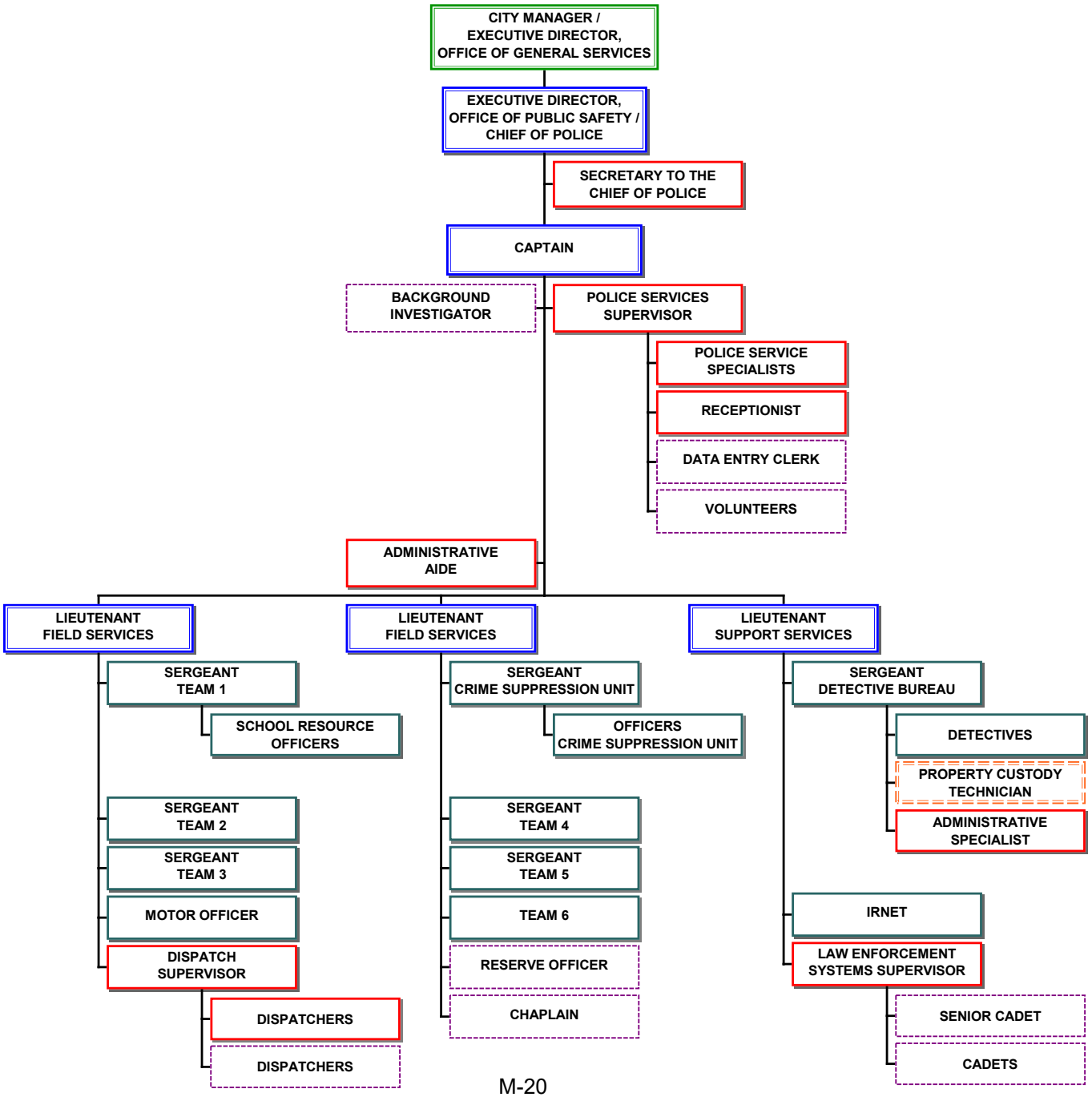
CITY MANAGER / OFFICE OF GENERAL SERVICES



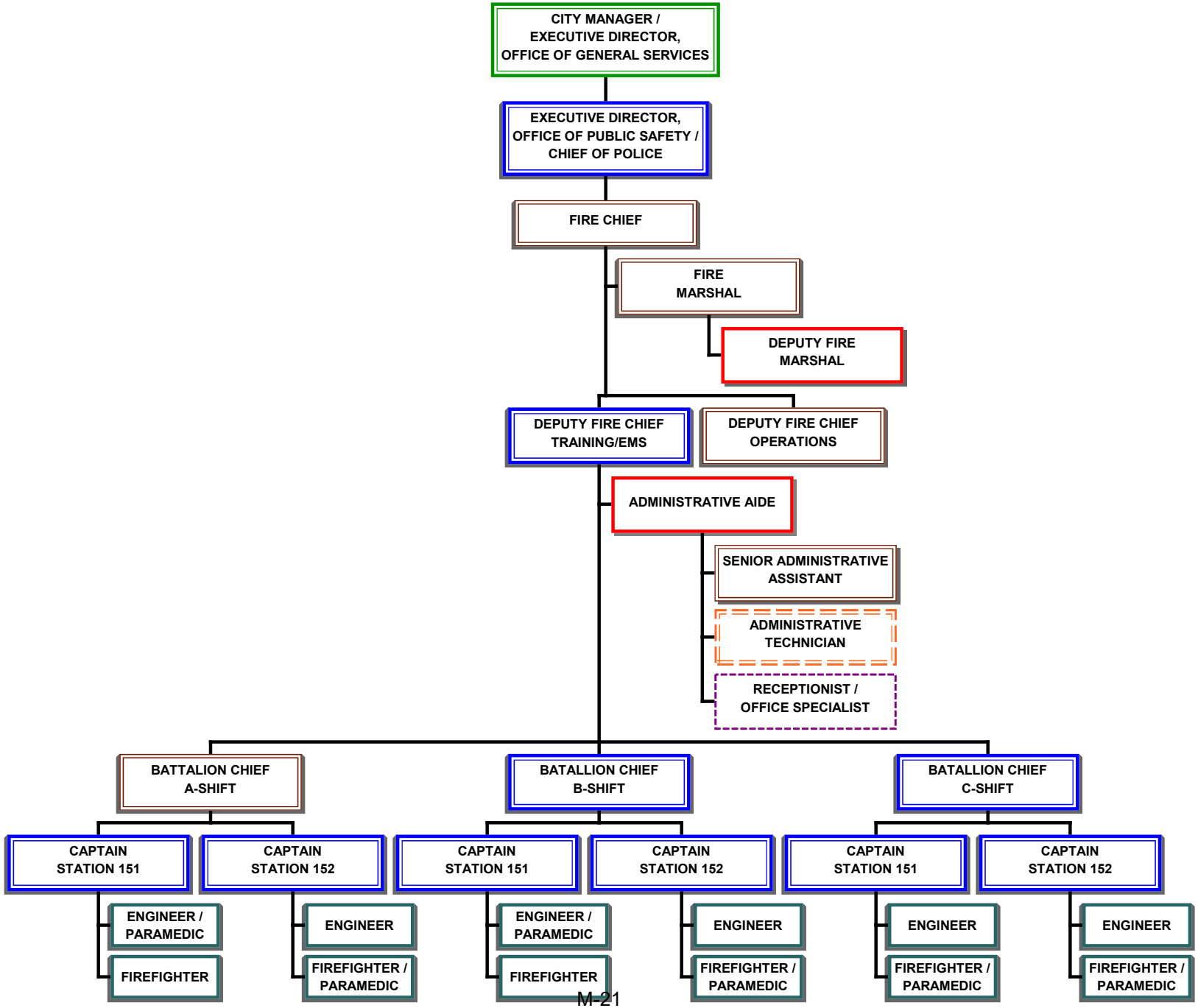
HUMAN SERVICES DEPARTMENT



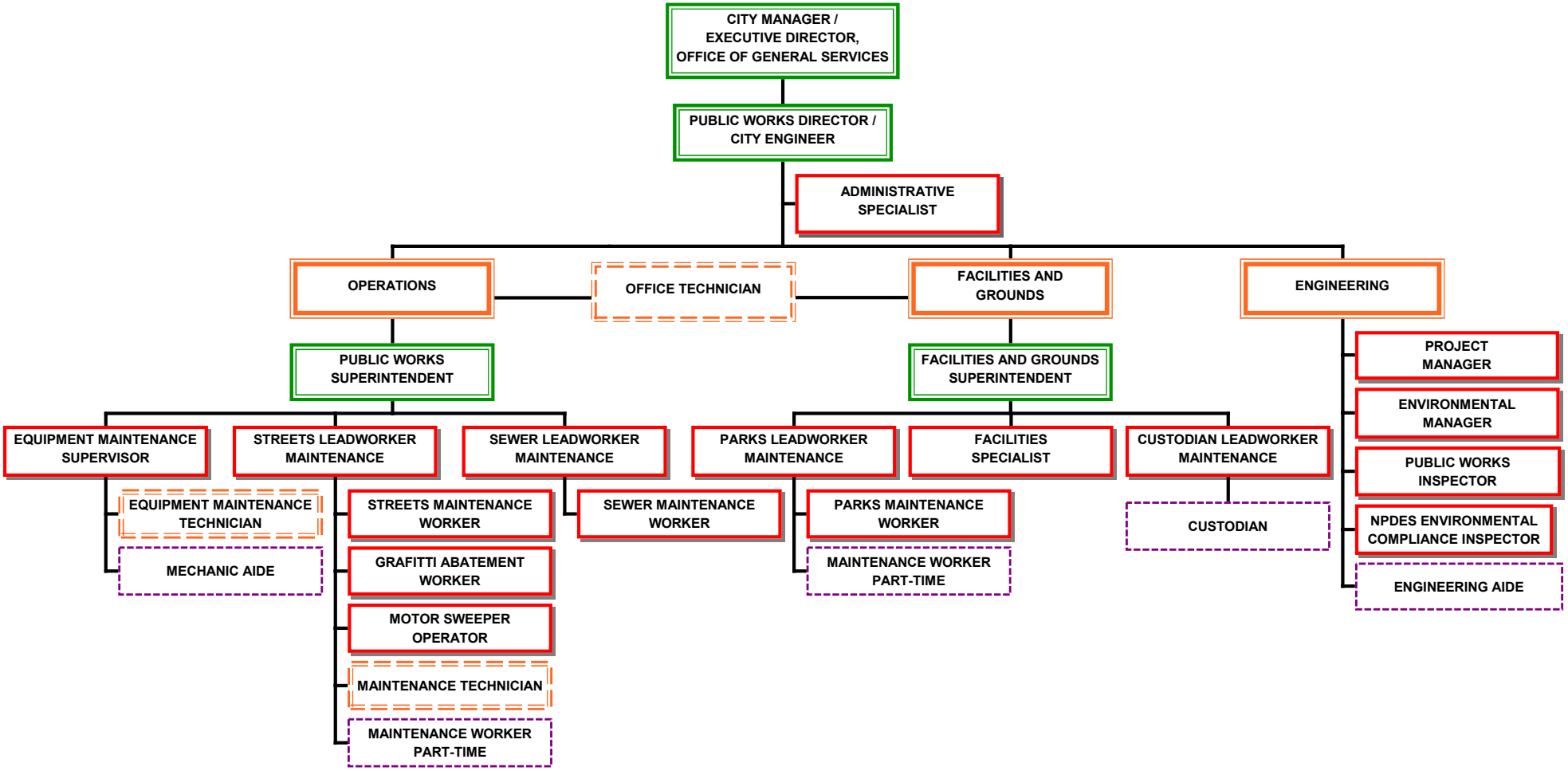
POLICE DEPARTMENT



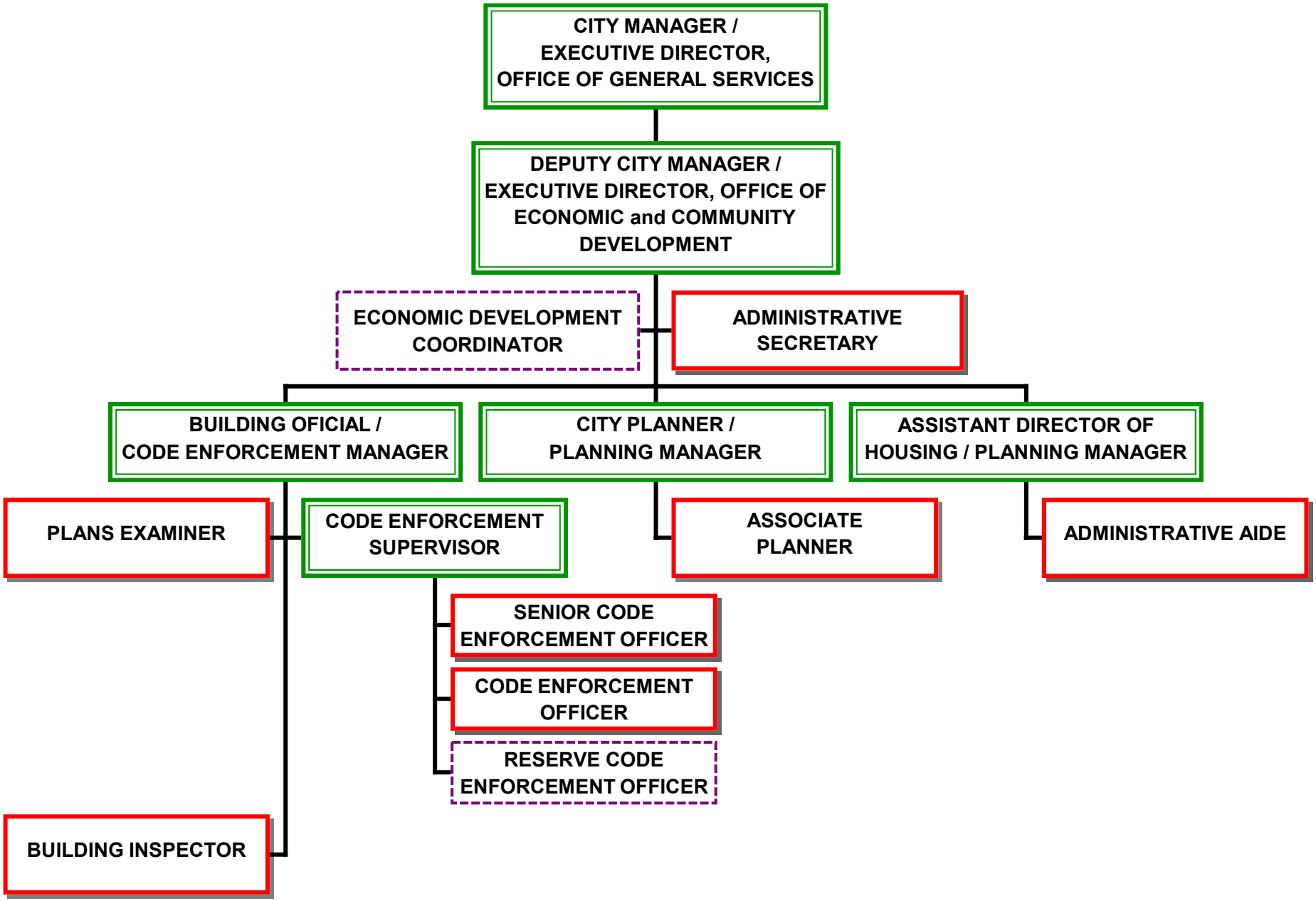
FIRE DEPARTMENT



PUBLIC WORKS DEPARTMENT



ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT



City of Montclair
FY 2016-17 Adopted Budget
INDEX

Acronyms M-7
Article 13-B Disclosures 40
Budget Development Timeline xxxi
Budget Resolution 39
City Manager's Message i
Combined Sources & Uses Statement 1
Comparative Operating Appropriations Budgets 31
Demographic Profile xxvii
Departmental Operating Budgets
- City Council Budget ..... A-1 to A-8
- City Manager Department Budget ..... B-1 to B-7
- Administrative Services Department Budget ..... C-1 to C-36
  - Administration C-3
  - Financial Services C-10
  - Solid Waste C-14
  - City Clerk C-17
  - Personnel/Risk Management Services C-20
  - Information Technology Services C-25
  - Central Services C-33
- Human Services Division Budget ..... D-1 to D-30
  - Recreation D-3
  - Clinic D-11
  - Senior Citizens D-14
  - Nutritional Meals D-17
  - Health Education D-20
  - Family Education D-23
  - After School Program D-28
- Police Department Budget ..... E-1 to E-38
  - Administration E-3
  - Support Services E-8
  - Technical Services E-11
  - Records E-15
  - Investigations E-18
  - Uniform Patrol E-21
  - Communications E-32
  - Volunteer Services E-35
- Fire Department Budget ..... F-1 to F-37
  - Administration F-3
  - Fire Prevention F-9
  - Emergency Services F-13
  - Personnel Development F-21

City of Montclair
FY 2016-17 Adopted Budget
INDEX

Buildings & Grounds F-27
Emergency Preparedness F-31
Emergency Medical Services F-34
Public Works Department Budget ..... G-1 to G-76
Management & Construction G-4
Inspection G-14
Traffic Safety Engineering G-16
Graffiti Abatement G-20
Street Maintenance G-23
Signing & Painting G-31
Street Sweeping G-34
Park Maintenance G-39
Tree Maintenance G-44
Vehicle Maintenance G-48
Sewer Maintenance G-54
Building Maintenance Services G-65
Heating & Air Conditioning G-71
Janitorial Services G-74
Community Development Department Budget ..... H-1 to H-30
Planning Commission H-3
Administration H-5
Current Planning H-12
Advance Planning H-15
Field Inspection H-19
Plan Check H-22
Building Operations H-25
Code Enforcement H-28
Economic Development Department Budget ..... I-1 to I-7
City Attorney Budget ..... J-1 to J-4
Citywide Department Budget ..... K-1 to K-3
CFD Operations ..... L-1 to L-7
CFD 2011-1 Paseos L-2
CFD 2011-2 Arrow Station L-5
Equipment Replacement Funding Analysis M-1
Fund Descriptions 3
Glossary of Terms M-4
Graphs
General Fund Revenues by Source 29
Operating Budget by Department 32
General Fund Operating Budget by Department 34
Operating Budgets by Object Class 36

City of Montclair
FY 2016-17 Adopted Budget
INDEX

History of Montclair xxiii
Map of Montclair xxx
Notes to Actual & Estimated Revenues 22
Notes to City's Combined Sources & Uses Statement 2
Operating Appropriations Budget by Fund 33
Operating Budget – Totals by Fund 30
Operating Appropriations Budget by Object Class 35
Organization Charts ..... M-14 to M-23
Revenues – Actual and Estimated 11
Revenues – Summary Schedule by Fund 9
Salary Schedule M-11
Summary of Authorized Full Time Positions 37