



CITY OF MONTCLAIR

PRELIMINARY BUDGET

FISCAL YEAR 2024-25

PRELIMINARY BUDGET

Fiscal Year 2024-25

City of Montclair

CITY OF MONTCLAIR
FY 2024-25 PRELIMINARY BUDGET
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CITY OF MONTCLAIR FISCAL YEAR 2024-25 PROPOSED BUDGET

AND

CITY MANAGER'S FISCAL YEAR 2024-25 BUDGET MESSAGE

Honorable Mayor and City Council, presented for consideration is the proposed City of Montclair Fiscal Year 2024-25 Budget and City Manager’s Budget Message.

I. INTRODUCTION

Fiscal Year 2024-25 Appropriations/Transfers:

➤ **Appropriations Budget.**

Table 1, below, details the proposed Appropriations Budget for All Funds and the General Operating Fund:

**Table 1
Appropriations Budget: All Funds and General Operating Fund
Current and Prior Year**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 62,049,111	\$ 57,896,276	\$ 4,152,835
General Operating Fund	\$ 37,693,425	\$ 36,512,387	\$ 1,181,038

As indicated in **Table 1**, above, the proposed Fiscal Year 2024-25 Appropriations Budget demonstrates an approximate \$4.153 million increase in appropriations across all funds, year-over-year when compared to Fiscal Year 2023-24, and a more modest \$1.181 million increase, year-over-year, in General Operating Fund appropriations.

Minor growth in General Operating Fund-related appropriations for Fiscal Year 2024-25 reflect a similar pattern of estimated, minor growth in General Fund Revenue, as depicted in **Table 3**, on page “iv” of this Budget Message.

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General Fund Revenue projections are based on the following realities:

- An estimated 6.6 percent year-over-year decline in sales tax revenues between Fiscal Year 2023–24 and Fiscal Year 2022–23; and
- Less than 4 percent projected recovery, year-over-year, in sales tax revenues for Fiscal Year 2024–25, when compared to Fiscal Year 2023–24.

Beginning in April 2021, the City experienced growth in its General Fund Revenue earnings due to improved sales tax revenues derived from *Measure L*, Montclair's one percent transactions and use tax ballot measure approved by voters in November 2020. Revenue gains derived from *Measure L* have, however, effectively been allocated into successive appropriations budgets to satisfy debt obligations, reverse budget reductions related to the COVID-19 pandemic, increase personnel across all departments, improve personnel wages and benefits, satisfy Department needs for capital outlay, address a range of issues including affordable housing and homelessness, and plan for/achieve goals and objectives established by the City Council.

In the past fiscal year, however, General Fund Revenue earnings have been impacted by an estimated 6.6 percent year-over-year decline in sales tax revenues, coupled with only a minor, projected recovery of less than 4 percent, year-over-year, in sales tax revenues for Fiscal Year 2024–25 compared to Fiscal Year 2023–24. Only through careful monitoring of, and adjustments to, each Department’s appropriations budgets has the City Manager been able to produce a minor surplus in General Fund Revenues over appropriations for Fiscal Year 2024–25—a surplus in funds that is proposed for allocation to General Fund Special Purpose Reserves Funds—see discussion on Special Purpose Reserves Funds starting on page “xxvi”.

➤ **Proposed General Operating Fund Transfers.**

Table 2, below, identifies Proposed General Operating Fund Transfers:

**Table 2
Proposed General Operating Fund Transfers**

To	From	Purpose	Transfer Amount
General Operating Fund	Traffic Safety Fund	Program Costs	\$ 100,000
Equipment Replacement Fund	General Operating Fund	Increase Reserves	497,898
Technology Enhancements	General Operating Fund	Increase Reserves	32,644
Contingency Reserve	General Operating Fund	Increase Reserves	50,000
UAL/POB Amortization Fund	General Operating Fund	Increase Reserves	11,202
Public Parking Facility Development	General Operating Fund	Increase Reserves	219,851
Gold Line Betterment Reserve Fund	General Operating Fund	Increase Reserves	500,000
Street Maintenance Reserve Fund	General Operating Fund	Increase Reserves	100,000
Homelessness Advocacy/ Housing/Outreach Assistance Reserve	General Operating Fund	Increase Reserves	<u>200,000</u>
		Total Transfers	<u>\$ 1,711,595</u>

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As indicated in **Table 2**, above, the Fiscal Year 2024–25 Budget proposes the following annual transfer into the General Fund Operating Fund for program-related costs—approval of the Fiscal Year 2024–25 Proposed Budget secures, for transfer and use, the funds as provided for in **Table 2**:

- **Traffic Safety Fund.** \$100,000 from the Traffic Safety Fund to the General Operating Fund. This annual transfer reimburses the General Operating Fund for program-related costs.

The following transfers will be made from the General Operating Fund to the indicated Special Reserve Funds.

- **Equipment Replacement Reserve.** \$497,898—this transfer replenishes the fund for future and ongoing projects.
- **Techonlogy Enhancements.** \$32,644—this transfer will aid in the funding of unanticipated and planned major technology upgrades.
- **Contingency Reserve Fund.** \$50,000—this transfer increases funds available for unanticipated non-personnel expenditures during the fiscal year.
- **UAL/POB Amortization Fund.** \$11,202—this transfer increases funds available for unanticipated future UAL costs.
- **Public Parking Facility Development.** \$219,851—this transfer increases funds available to construct a parking facility at the Transcenter.
- **Gold Line Betterment Fund.** \$500,000—this transfer increases funds available for enhancments to the Gold Line at the Transcenter.
- **Street Maintenance Fund.** \$100,000—this transfer increases funds available for preventative maintenance of street assets.
- **Homelessness Advocacy/Housing/Outreach Assistance Fund.** \$200,000—this transfer will aid in the City’s ability to assist those who are experiencing homelessness.

Fiscal Year 2024–25 Estimated Revenue Debt Service:

➤ **Estimated Revenue, All Funds and General Operating Fund.**

Table 3, below, depicts estimated revenues for All Funds and the General Operating Fund:

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Table 3
Estimated Revenue
All Funds and General Operating Fund
Current and Revised Prior Year

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 72,921,483	\$ 69,175,985	\$ 3,745,498
General Operating Fund	\$ 39,805,020	\$ 39,369,327	\$ 435,693

➤ **Factors Affecting Collection of Sales Tax Revenues.**

Current factors affecting the City's collection of sales tax revenues include the following:

- **Inflation.** The rate of inflation directly correlates with consumer attitudes about the economy and how they adjust their spending habits to cope with rising prices. Generally, when inflation is on the rise, consumers spend fewer dollars on retail goods and, instead, limit their spending on food, housing and energy needs. This realignment in consumer spending priorities affects sales tax revenue earnings—Montclair's core revenue source.

inflation hit a 40-year record high in June 2022, with consumer prices increasing 9.1% over the previous 12 months. Increases were broad-based, affecting many sectors of the national economy, causing a deceleration in consumer spending. Core inflation, which strips out volatile food and energy prices, rose 5.9% over the same 12-month period.

Economists attributed the climb in prices to a global economy buffeted by a series of shocks that pushed inflation higher since the onset of the recent Covid-19 pandemic. During the pandemic and immediate post-pandemic period, factory shutdowns and shipping and worker shortages made it difficult for the economy to recover. Recovery was further exacerbated by Russia's invasion of Ukraine, which disrupted food and gas supplies, particularly for the European Continent.

Over the succeeding two years following the June 2022 inflation rate of 9.1%, inflation appreciably declined to its current April 2024 rate of 3.36%, as tied to the Consumer Price Index (CPI). The Personal Consumption Expenditures Price Index (PCE), however, shows a lower inflation rate.

The PCE is used by the Board of Governors of the Federal Reserve (Federal Reserve) as its preferred measure of U.S. inflation and consumer spending in the U.S. The PCE takes a more nuanced perspective of the nation's economy. Prices for goods and services change constantly, rising and falling as companies and consumers react to trends in the economy. When these price changes are measured across the entire economy, they demonstrate the [rate of inflation](#). The PCE, however, looks at U.S. inflation by measuring changes in the [cost of living for households](#). The PCE tracks

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the prices of a basket of goods and services, giving each different weightings to reflect how much a typical household spends every month.

As a general rule, there are three key measures of U.S. inflation: the PCE price index, the [consumer price index](#) (CPI), and the [producer price index](#) (PPI). PCE is notable for the following reasons:

- The PCE price index is the Federal Reserve's preferred measure of prices in the U.S.; therefore, it plays an outsized role with the Federal Reserve in setting interest rate policy.
- Price data for the PCE price index comes from surveys of businesses, rather than what consumers say they're spending. Using data from businesses ensures the PCE price index captures expenditures that are made on behalf of consumers, including health insurance paid for by employers and/or government assistance programs.
- The basket of goods and services used to calculate the PCE price index changes regularly to account for substitution; i.e., when prices for one item rise, consumers typically shift their spending to cheaper alternatives, and the "PCE basket of goods" reflects those changes.

The most recent PCE price index data, released in April 2024, shows inflation at 2.7% year-over-year, and continuing to trend downward since its corresponding peak rate of 6.8% in June 2022. The federal Reserve's objective in controlling inflation is to achieve a 2% year-over-year PCE. Despite the nation's declining rate of inflation, there is worry that consumers will continue to rein in spending or, as appears to be the case, are redirecting their purchasing power to less tangible consumer goods such as travel. Thus, the Federal Reserve has taken the position that until consumers are convinced that inflation is under control, they will likely remain cautious about the nation's economy.

- **Interest Rates.** The nation's current, higher interest rates are impacting the ability of many developers to borrow money and move forward on planned projects in communities. The average construction loan interest rate is presently around 8.25%, higher than standard mortgage rates, primarily because construction loans carry higher risk. In contrast, home mortgage rates currently hover between 6% and 7%.

In the United States, the authority to set interest rates is divided between the Federal Reserve and the Federal Open Market Committee (FOMC). The Federal Reserve decides on changes in discount rates and the FOMC decides on open market operations, including desired levels of central bank money and the desired federal funds market rate.

In response to the rate of inflation over the last few years, and as indicated in **Graph 1**, below, which looks at U.S. interest rates over the last decade, the Federal Reserve has progressively raised and maintained higher

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interest rates as their primary tool to manage the nation's economy and control and reduce inflation.

Graph 1
United States Interest Rate History 2014 to 2024



While inflation is on a downward trajectory, the Federal Reserve maintains that economic data remains uneven, giving cause to support a future “steady state” for U.S. interest rates.

For 2024, speculation is that the Board may produce only one 0.25 percent interest rate reduction later in the year. The Federal Reserve interest rate has remained steady at 5.5% since July 2023.

- **Southern California Edison Distribution Capacity.** Over the past year, cities in the Inland Empire have been confronted with the fact that large development projects may be delayed in their construction by limitations on SCE's GRID/Distribution Capacity. SCE's [Distribution Resources Plan External Portal \(DRPEP\)](#), which includes the locations of SCE distribution circuits, substations, system voltage, available capacity, and customer information provides clarity on the extent of the problem faced by SCE to deliver electrical power in the near future to new, large development projects.

SCE argues that demand placed on its grid continues to grow, driven by unplanned, higher customer distributed energy resource (DER) demand—i.e., unplanned projects or projects unreported to SCE. In response, local governments claim that SCE should have forecast and built projected DER demand into its capacity planning, and that local governments routinely provide projected development planning to regional planning bodies such as the Southern California Association of Governments (SCAG)—information that is shared with all regional planning, policy, and utility agencies.

With demand placed on SCE's grid continuing to grow, including those from DER growth and climate driven events, SCE claims to recognize an internal need to improve its ability to address the growing requirement for distribution capacity. In the near term, in failing to build distribution capacity to meet DER and climate driven demand, SCE now finds itself in the position where it must integrate DER demand and climate driven events into its electric system planning processes, and consider multiple future load and DER growth scenarios to better identify and forecast grid needs.

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SCE's vision related to supporting customer electrification needs is to transform its distribution grid into a secure, flexible, networked platform that adapts to changing needs driven by higher DER demand and climate events, optimize DER value through advanced grid management, and ensure grid reliability and resiliency in the face of climate change.

The Public Utilities Commission (PUC), in seeking to hold SCE accountable, requiring the utility to [report](#) on its efforts to transform its distribution grid into a secure, flexible network platform that adapts to changing needs driven by higher customer distributed energy demand. Over the next several years, development, including in Montclair, will, however, continue to be impacted by the lack of sufficient electric distribution capacity to meet growth needs throughout SCE's service area.

- **Reduced spending on retail goods by consumers.** According to [McKinsey & Company](#), a U.S. based retail and consumer-goods industries oriented analytical firm, American consumers' concerns about inflation decreased slightly from the previous quarter, helping consumer optimism about the US economy reach its highest level in almost two years. However, 20 percent of consumers remain pessimistic, representing the lowest reported pessimism rate since June of 2022.

The positive growth in American attitudes about the economy is fueled, in part, by a record-breaking stock market, positive signs of price stabilization, low unemployment, and wage increases that have surpassed the pace of inflation. Despite the improved macroeconomic outlook, recent inflation data shows that consumer prices are still climbing at a rate (2.7%) higher than the US Federal Reserve's inflation target (2%). Given that nearly half of consumers still cite inflation as a major concern, consumer optimism in the new fiscal year may continue to fluctuate based on consumer sentiment.

Heading into Fiscal Year 2024–25, consumers indicate they plan to increase purchases of essential items such as fresh produce, meat and dairy, and shelf-stable foods or frozen foods. Among discretionary items, consumers are expressing a higher intention to spend dollars on travel and home projects. Overall, however, consumers are expected to continue moderating their expenditures, with spending demonstrating modest increases heading into 2025.

[January 2024 data](#) from the Bureau of Economic Analysis, U.S. Department of Commerce show a small increase in dollar spending by consumers, but a tiny decline in inflation-adjusted expenditures. In 2023, consumers increased their total spending by 5.9%. After inflation adjustment, the gain was still 3.2%. The increase came despite the Federal Reserve's sharp interest rate increases in 2022 and 2023. It is the nature and purpose of consumer spending, however, that is determinative to the generation of sales tax revenues. For example, higher interest rates typically reduce purchases of cars and other big-ticket sales tax items, and also lead to contractions in construction and other interest-sensitive sectors.

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In this current inflation and interest rate cycle, tightening in the economy has influenced consumer spending on cars, recreational vehicles and boats, furniture, appliances and other big-ticket items; and much of this retrenchment in consumer buying occurred despite the fact that household incomes continued to rise thanks to rising employment and ongoing wage increases.

Looking ahead to 2025, higher interest rates will continue to affect consumer spending, while lower inflation will continue to encourage non-taxable purchasing. Larger construction projects and many business capital spending projects, which generally have long lead times, will continue to demonstrate only minor growth while interest rates remain high.

While it was widely assumed that consumer spending had been propped up by pandemic stimulus dollars, available data suggests that most pandemic stimulus payments were saved, not spent. When families began spending some of their excess savings, they did so only gradually. Excess savings accumulated to a peak of \$2.3 trillion in August 2021, and remains at an estimated \$850 billion based on current data.

Interestingly, while consumer attitudes have been somewhat negative about the economy, according to the [Consumer Sentiment Index](#), individual respondents are much more positive about their personal finances than about the overall economy. Those who answered positively on their personal finances emphasized higher incomes. Those who were negative about their personal finances mentioned high prices as the biggest factor, followed by weak income.

While consumer attitudes are generally a result of economic factors, non-economic issues, such as the war in Ukraine can intercede, creating less positive attitudes. The current, prevailing sentiment among economists, however, is that the recent spate of positive economic news has largely suppressed worry over non-economic issues, suggesting that sometime in the latter part of 2024 and into 2025 the nation's economy will see small-to-moderate gains in consumer spending that may lead to growth in sales tax-related earnings.

- **Shift by consumers away from brick-and-mortar stores to online shopping, and its impact on local sales tax earnings.** Six years ago, after the U.S. Supreme Court issued its 2018 landmark decision in [South Dakota v. Wayfair, Inc. \(“Wayfair”\)](#), clearing the way for states to collect taxes from online (e-commerce) sales, cities throughout the nation celebrated the ruling, anticipating revitalization of local businesses and recaptured sales tax revenues that dried up when e-commerce shopping captured consumer interest. Prior to the “Wayfair” decision, the Supreme Court had ruled that states may not require an e-commerce business that has no physical presence in “the State” to collect its sales taxes.

For many California cities, the celebration did not last long. Due to a quirk in California law that determines the “sourcing” and distribution of sales

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and use tax revenues, fewer than 10% of California cities are reaping significant tax revenue benefits from e-commerce sales at the expense of the rest of the state's 482 cities and towns.

Under California law, sales and use taxes are distributed to cities based on point of sale (POS); i.e., the location at which a customer makes a payment in exchange for goods—also known as destination-based sourcing. For example, when goods are physically purchased at a Montclair store, Montclair becomes the POS, and the state distributes to Montclair its 1% share of sales taxes from the purchase (plus any local district transactions and use taxes). Under California's 1% local share Bradley-Burns sales tax formula, of the state's 7.25% standard sales tax rate, 1% is distributed back to the community where the sales tax was paid as a local source tax. Most states use this destination-based sourcing rule for sales and use tax transactions.

A separate provision of California law, however, provides that in relation to e-commerce transactions conducted within the state, the designated POS is the city in which the warehouse or fulfillment center is located—even though the warehouse/fulfillment center serves as nothing more than a product storage site or as a center for shipping products to buyers both inside and outside the host community. Under this POS process, when a Montclair resident buys a product online and has it delivered to their home, the sales tax from the e-commerce purchase goes to the city where the warehouse/fulfillment center is located, even though the purchase and delivery of goods both occur in Montclair. These large warehouse/fulfillment centers require huge tracts of land to construct their facilities—land that is available in only a handful of California's cities capable of meeting their infrastructure needs.

In order to entice e-commerce retailers to relocate their sales offices to, or open warehouse/fulfillment centers in, their communities, cities with available land tracts offer financial incentives through the use of sales tax sharing agreements that promise to share with the targeted e-commerce business up to 75% of sales tax revenues for a designated period of years—often up to 25- to 50-years—with options for extensions. In effect, these tax sharing agreements allow host cities to partner with e-commerce retailers to dominate the retail marketplace and share huge tax dollar rewards, all at the expense of the vast majority of California cities and their populations, annually drawing away billions in tax dollars from the state's other municipalities. The problem is only expected to get worse as e-commerce sales continue to increase and dominate the retail marketplace.

According to the U.S. Census Bureau, e-commerce sales in 2023 accounted for 16.4% of total retail sales, representing a total of \$1.1 trillion in nationwide sales for 2023. For 2024, the U.S. e-commerce market share is forecast to rise to 17.8%, and reaching 21.2% of all sales nationally by 2026, bringing total retail e-commerce sales to \$1.7 trillion.

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While the use of tax sharing agreements is currently legal under authority granted to local governments in the California State Constitution to manage municipal affairs, their use to entice e-commerce businesses to locate in land-rich communities are often regarded as “special deals” between wealthy companies and their host cities.

In reviewing the issue of tax sharing agreements that incorporate these “special deals”, the California Fair Political Practices Commission (FPPC) has [opined](#) that large e-commerce operators benefit from the very policy they assist local government agencies in developing, and for which they provide advice—a financial relationship that casts doubt on the legality of the tax sharing agreements.

The California Legislature recognized this conflict when it banned cities from using tax sharing agreements to lure big-box retailers and car dealers to their communities with the use of financial incentives. However, because the law did not address e-commerce businesses, California’s nonpartisan Legislative Analyst’s Office (LAO) has opined that, for now, cities can use financial incentives to encourage other businesses to relocate within their borders. Through these “special deal” arrangements, the e-commerce companies agree to direct e-commerce-related sales taxes to their host cities.

It is clear that California’s Legislature must reform the state’s hybrid or blended methodology that determines local sourcing for e-commerce taxes. A revised tax sourcing policy should take into consideration the extraordinary growth in e-commerce by directing sales tax revenues derived from online purchases to the communities where buyers live—this is the tax sourcing methodology used by nearly every other U.S. state.

While California legislators have made several attempts at reform, they have either not garnered the necessary support or may be considered only half-way measures. In 2019, [Assembly Bill 485](#) became law, requiring public disclosure related to tax sharing agreements; however, during that same year [Senate Bill 531](#), which would have banned future tax-revenue-sharing deals, was vetoed. [Senate Bill 792](#), introduced in 2021, also targeted tax sharing agreements, but it too was vetoed. Now, two new bills in the 2024 Legislative Session, [Senate Bill 1494](#) and [Assembly Bill 2854](#), revisit the matter of tax sharing agreements.

SB 1494 would prohibit, on or after January 1, 2024, a local agency from entering into, renewing, or extending any form of agreement that would result, directly or indirectly, in the payment, transfer, diversion, or rebate of Bradley-Burns local tax revenues to any retailer in exchange for the retailer locating or continuing to maintain a place of business that serves as the place of sale within the territorial jurisdiction of the local agency if that place of business would generate revenue from the sale of tangible property delivered to, and received by, the purchaser in the jurisdiction of another local agency. The bill would make those forms of agreements existing before January 1, 2024, void and unenforceable on January 1, 2030.

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SB 1494 would also require a local agency to post any such agreement existing before January 1, 2024, on the local agency's website until the agreement expiration date, or the agreement is made void and unenforceable.

On May 24, 2024, the author of SB 1494 [ordered the bill to Inactive File—a bill moved to Inactive File by the author can be reconsidered at a later date.](#)

AB 2854 focuses on the transparency of information accessible to the state, local districts, cities, and residents related to monies that are part of shared agreements between any California city and large retail chains or other businesses. These shared agreements send millions of dollars annually to some of the world's largest retailers. Cities would have to disclose how much sales tax revenue they give to the retailers under terms of shared agreements, as well as how much the cities are receiving in return. Funds used to broker tax sharing agreements are considered public monies because, if they were not part of the deal, they could be used for public facilities, public roads and other government purposes.

Despite the above legislative efforts regarding tax sharing agreements and their impacts on California cities, to date there has been no legislation introduced that would directly address the state's tax sourcing policies for e-commerce, and there is no strong evidence the state will soon undertake revisions to the states. In not addressing the problem, as many as 433 California cities, Montclair included, will need to plan for potential revenue losses related to the redirection of sales tax revenues to cities that serve as the point of sale for online shopping.

Prospectively, the City Council may elect to consider evaluating the potential for a local tax measure that would impose a business license tax on services using City streets to deliver online purchases to Montclair residents. A measure proposed to Montclair voters could potentially impose on delivery service vendors, or the companies that employ their services, a tax equivalent to the City's 1% share of the Bradley-Burns sales tax and the City's 1.25% transactions and use tax—the tax would be imposed on the gross receipts of transactions delivered to businesses and residents in Montclair.

Fiscal Year 2024–25 Estimated Revenue Debt Service:

➤ **Debt Service.**

The Proposed Fiscal Year 2024–25 Estimated Revenue Budget incorporates the following revenue set-asides for debt service:

- **2014 Issue of Lease Revenue Bonds.** \$2,585,263 in General Fund Revenue allocated for annual debt service payment on the *2014 Issue of Lease Revenue Bonds*. Approximately \$22.034 million in funds derived from the *2014 Issue* were used for a variety of infrastructure projects

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throughout the City. Annual payments on the *2014 Issue* will continue until maturity in 2045.

- **2021 Issue of Lease Revenue Bonds.** \$2,394,513 million in General Fund Revenue allocated for annual debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the *2021 Issue* are to be used for a variety of infrastructure projects throughout the City. Annual payments on the *2021 Issue* will continue until maturity in June 2051.
- **2021 Issue of Pension Obligation Bonds.** \$4,435,334 million in General Fund Revenue allocated for annual debt service payment on the *2021 Pension Obligation Bonds (POB)*. Approximately \$63 million in funds derived from the *2021 POB Issue* were used to pay down the City's unfunded accrued liability (UAL) on pension obligations. POBs do not represent new debt; instead, POB funds were used to pay off an existing obligation at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the *2021 POB Issue* will continue until maturity in June 2041.

Fiscal Year 2024–25 General Operating Fund Position:

➤ **Producing a Balanced Budget.**

The Proposed Fiscal Year 2024–25 Budget is balanced based on the following:

- General Operating Fund Revenue Estimate—\$39,805,020
- General Operating Fund Appropriations—\$37,693,425
- General Operating Fund Reserves (including Unassigned and Special Purpose Reserve Funds) Allocation—\$2,111,595
- Total General Operating Fund, including General Fund Appropriations (\$37,693,425) and General Operating Fund Reserves Allocation (\$2,111,595)—\$39,805,020.

➤ **Measure L.**

Measure L, the 1% transactions and use tax measure approved by voters on November 3, 2020, is projected to generate approximately \$11.12 million in sales tax revenue in Fiscal Year 2024–25. Tax revenues generated by *Measure L* are used to fund general government operations funded by the General Fund, including approximately \$2,585,263 for annual debt service on the *2021 Issue of Lease Revenue Bonds* which, in turn, is used to provide for a number of public works/infrastructure improvement projects in Montclair. Together, *Measure L* and funds provided through the *2021 Issue of Lease Revenue Bonds* are used to produce a number of positive benefits for the Montclair community including, but not limited to, the following:

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- Maintain a superior level of services to the community;
- Achieve objectives of the Amended North Montclair Downtown Specific Plan (NMDSP), the Montclair Place District Specific Plan (MPDSP), the proposed General Plan Update, and the proposed Arrow Highway Mixed-Use District Specific Plan (AHMUD);
- Promote development within the City's Transit Oriented District (TOD);
- Promote integration of expanded transit services in the community;
- Achieve infrastructure improvements throughout the community, including improvements to streets, alleyways and bridges;
- Promote community-oriented improvements to public safety programs;
- Achieve a safer community;
- Promote safe routes to schools;
- Achieve improvements to existing parklands;
- Promote expansion of parklands, green spaces and open spaces;
- Promote competitive wages and benefits;
- Restore employee positions;
- Meet ongoing pension obligations;
- Produce balanced budgets;
- Facilitate annexation to the City of properties in the City's Sphere of Influence;
- Promote economic development;
- Develop Special Funds to achieve reserves that target defined interests of the City;
- Address affordable housing and homelessness; and
- Promote improvements to the General Operating Fund Reserve.

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➤ **General Operating Fund Unassigned Reserve Fund.**

As of June 30, 2025, the Fiscal Year 2024–25 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$8,600,000 is projected to be approximately 22.82 percent of proposed General Fund Operating Appropriations—\$37,693,425. The Fiscal Year 2024–25 year-end estimate remains short of the City Council's minimum Operating Fund Unassigned Reserve Ratio of not less than 25 percent of the annual General Fund Operating Budget, but does represent an increase of \$600,000 over the Fiscal Year 23–24 General Fund Unassigned Reserve Fund Balance of \$8,000,000.

The Government Finance Officers' Association (GFOA) recommends no less than a 25 percent General Fund Reserve threshold to provide for an agency's fiscal and operational integrity and stability; elevate an agency's municipal credit rating; provide liquidity; address local emergencies; and provide for other unanticipated local fiscal requirements.

Both the GFOA and the California State Auditor's Office, however, encourage a 50 percent General Fund Reserve threshold target, vis-a-vis the General Operating Fund Budget. A 50 percent reserve target ratio provides for six months of funds to meet expenditure obligations. City staff continues to work toward both the 25 percent and 50 percent reserve targets within the Unassigned Reserve Fund.

City staff is pleased to note that Montclair's total combined reserves, including the proposed General Operating Fund's Unassigned Reserve Fund balance of \$8,600,000 and Special Purpose Reserve Funds balance of \$34,209,291, together equal \$42,809,291.

➤ **Managing Fiscal Risk.**

According to the [California State Auditor](#), California Cities without sufficient reserve may be considered high risk. In ranking the fiscal health of municipalities, the State Auditor considers a number of fiscal categories including liquidity, debt burden, General Fund reserves, revenue trends, pension obligations, pension funding, pension costs, future pension costs, Other Post Employment Benefit (OPEB) Obligations, OPEB funding, and overall risk.

To provide clarity on factors related to fiscal risk, the California State Auditor operated a Local Government Dashboard. Unfortunately, for the present, the State Auditor's Office suspended use of the dashboard, which functioned as a useful tool for cities to evaluate their fiscal operations, both internally and on a regional and statewide comparison level between municipal agencies. Cities at high risk could use the dashboard as a basis for identifying their fiscal weaknesses, and then use the data to identify means to shore up their respective areas of fiscal risk.

The California State Auditor initiated the dashboard after three California cities filed for bankruptcy protection, one in 2008 and two in 2012. In addition, a number of other cities were demonstrating evidence of severe fiscal stress, while other cities were speculating on the likelihood of filing for bankruptcy.

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By initiating a local government audit program, the State Auditor provided a tool for municipal self-examination. In the end, however, the resources required to audit every city in the state proved challenging and overwhelming for the State Auditor and, instead, the State Auditor refocused its attention to fulfilling its oversight role over the various state agencies.

In the State Auditor's last financial risk evaluation covering Fiscal Year 2019–20 to Fiscal Year 2020–21 (**Table 4**, below), Montclair ranked 78 out of 471 municipal agencies.

In **Table 4** “Low” demonstrates low risk (the agency has a low risk of experiencing fiscal distress), “Moderate” demonstrates moderate risk (the agency has some risk of experiencing fiscal distress), and “High” demonstrates high risk (the agency has significant risk of experiencing fiscal distress).

Table 4
California State Auditor
City of Montclair Comparison of Fiscal Risk Rankings
Fiscal Year 2019–20 to Fiscal Year 2020–21

Liquidity	Debt Burden	General Fund Reserve	Revenue Trends	Pension Obligation	Pension Funding	Pension Costs	Future Pension Costs	OPEB Obligation	OPEB Funding	Overall Ranking
Moderate Improved to Low	High Improved to Moderate	Low Remains at Low	Moderate Remains at Moderate	High Remains at High	High Improved to Moderate	High Remains at High	High Improved to Moderate	Low Remains at Low	High Remains at High	Moderate Remains at Moderate

Based on the comparative year-to-year data in **Table 4**, above, the State Auditor determined that residents of Montclair would experience the continuation of essential services such as fire, police, road maintenance and parks. However, the dashboard suggested Montclair may need to increase revenue or reduce services or other expenses in order to deal with a major economic event, such as a recession.

Over the last three fiscal years, Montclair pursued a deliberative approach to achieve the following:

- Guarantee healthy General Fund Unassigned Reserve and Special Purpose Reserve Funds;
- Enhance tax revenues through the passage of *Measure L*;
- Manage pension obligations through the *2021 Issue of Pension Obligation Bonds*;
- Promote infrastructure improvements and address delayed maintenance through the *2021 Issue of Lease Revenue Bonds*; and
- Limit Other Post-Employment Benefit (OPEB) obligations by maintaining caps on post-employment medical costs.

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Together, the above deliberative efforts effectively addressed the State Auditor’s position that Montclair should increase revenue and otherwise control expenses in order to deal with any major economic event.

In using the State Auditor’s ranking criteria, City staff is able to reconstruct the State Auditor’s local agency dashboard for the purpose of defining Montclair’s current fiscal risk ranking under the various evaluation criteria, as demonstrated in **Table 5**, below:

Table 5
City of Montclair Internal Fiscal Risk Rankings
Fiscal Year 2023–24 to Fiscal Year 2024–25

Liquidity	Debt Burden	General Fund Reserve	Revenue Trends	Pension Obligation	Pension Funding	Pension Costs	Future Pension Costs	OPEB Obligation	OPEB Funding	Overall Ranking
Low Maintained at Low	High Improved to Moderate	Low Remains at Low	Moderate Improved to Low	High Improved to Moderate	Moderate Improved to Low	High Improved to Moderate	Moderate Improved to Low	Low Remains at Low	High Improved to Low	Moderate Improved to Low

Even though **Table 5** represents an internal evaluation of Montclair’s “Fiscal Risk Ranking” it is useful in demonstrating the City Council's ongoing commitment to not only address the myriad needs related to maintaining a vibrant community and improving infrastructure, but also to address the City's fiscal posture by lowering fiscal risk.

Establishing lower fiscal risk greatly improves the City's credit rating and ability to borrow at lower interest rates, as was the case when the City received favorable interest rates upon issuance of its *2021 Issue of Lease Revenue Bonds* and *2021 Issue of Pension Obligation Bonds*.

Based on available financial data, the tax revenue performance of *Measure L* and the annual expenditure controls related to issuance of the *2021 Issue of Pension Obligation Bonds* have combined to enhance the City's ability to improve its risk profile across the board to effectively establish a Low- to Moderate-risk rating.

In relation to Montclair’s “OPEB funding,” over the last decade, the City’s OPEB Funding requirement has remained at approximately \$13 million. However, because the City elects to finance its OPEB on a “pay-as-you-go-basis” instead of placing \$13 million in a Trust, the State Auditor maintained a “High” rating for the City. City staff is of the opinion, however, that the lack of growth in the City’s OPEB is evidence that the obligation has been maintained effectively over the past several decades (as indicated by **Table 4’s** “Low” rating for “OPEB Obligation”) and, therefore, demonstratively, OPEB Funding is managed effectively by the City despite the fact that the funds have not been placed into a restrictive Trust. In lieu of placing OPEB funds in a Trust the City, instead, and in addition to the “pay-as-you-go-basis”, has incorporated \$2 million into an OPEB Special Purpose Reserve Fund, effectively earmarking funds (similar to a Trust) for the stated purpose. City staff is committed to increasing the OPEB Special Purpose Reserve Fund as funding is available.

The [Government Accounting Standard Board's \(GASB's\) Statement 75](#) recommends securing OPEB funds in a Trust; however, City staff does not

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presently recommend distributing funds to a Trust because the funds then become unavailable to the City for any purpose other than for OPEB payments. Assigning liability for OPEBs to the Appropriations Budget on a “pay-as-you-go-basis” provides an effective means for managing the liability, and is reflective of the City’s normal business practice to annually budget for required appropriations.

The City Council is reminded that, collectively, the General Operating Fund Unassigned Reserve Fund and Special Purpose Reserve Funds function as funding sources for a variety of non-programmed funds including liability claims, workers' compensation claims and Unemployment Benefit claims. The Unassigned Reserve Fund also serves as a self-insured retention (SIR) fund. The SIR is a pre-determined maximum obligation limit the City is responsible for covering on each settled claim approved, or ordered for payment, by the City's insurance provider. Under current policy provisions with the California Insurance Pool Authority (CIPA), the City is liable for the first \$500,000 in liability coverage per claim.

II. DEBT SERVICE ON BONDS

Over the past decade, the City Council has used debt service (see discussion, below) as a fiduciary tool to (i) promote operational excellence, (ii) continue responsible fiscal management, and (iii) facilitate infrastructure improvements throughout the community. With minor variations year-over-year, these debt service obligations include the following:

- Approximately \$2,585,263 annually for debt service on the *2014 Issue of Lease Revenue Bonds*—with maturity in 2045;
- Approximately \$2,394,513 annually for debt service on the *2021 Issue of Lease Revenue Bonds*, with maturity through 2051; and
- Approximately \$4,435,334 annually for debt service on the *2021 Issue of Pension Obligation Bonds*, with maturity through 2041.

The use of bonds has resulted in the annual commitment of approximately \$9,415,110 in General Fund Revenue to debt service obligations into Fiscal Year 2041–42, at which time debt service on the *2021 Issue of Pension Obligation Bonds* will have matured. Thereafter annual debt service on the remaining two bonds will be approximately \$4,979,776 into Fiscal Year 2045–46, at which time debt service on the *2014 Issue of Lease Revenue Bonds* will have matured. Thereafter, annual debt service on the remaining *2021 Issue of Lease Revenue Bonds* will be approximately \$2,394,513 until maturity in Fiscal Year 2051–52. The preceding is based on the presumption that the issue of bonds listed have not been subject to refunding/refinancing, or otherwise achieve bond defeasance before bond maturity.

At each stage of completion of debt service on the above bonds, that portion of funds committed to debt service will be restored to the General Fund for general

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government operations, or be available for refinancing of any new issue of bonds, as determined by the then elected governing body of the City of Montclair.

Debt Service Funds.

➤ ***2014 Issue of Lease Revenue Bonds:***

In November 2014, the City completed refinancing of its *2005 Issue of Lease Revenue Bonds* through issuance of the *2014 Issue of Lease Revenue Bonds*. Refinancing the *2005 Issue* allowed the City to take advantage of lower bond rates and produce capital for critical infrastructure projects. Refinancing allowed the City to retire the *2005 Issue of Lease Revenue Bonds* and provided \$22,083,979 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2014 Issue of Lease Revenue Bonds*, the City Council made the decision to annually allocate approximately \$2.6 million toward debt service for the *2014 Issue*, including approximately \$1.9 million in General Fund Revenue and \$750,000 in residual redevelopment revenue—representing the City's share of annual property tax increment distribution derived from the former Montclair Redevelopment Agency (the "RDA").

In Fiscal Year 2021–22, and in consideration of the improved overall projected health of the General Fund Revenue Budget, the City Council adopted a proposal from the City Manager to alter the funding structure for the *2014 Issue of Lease Revenue Bonds Debt Service Fund* to reflect a general allocation of General Fund Revenue for annual bond payments, and remove the commitment of residual redevelopment property tax revenue to the Debt Service Fund for that purpose. This adopted action increased the capacity of the Economic Development Agency Assets Fund (EDA AF) to finance Economic Development operations, acquire real property, and enhance the City's ability to support the Montclair Housing Authority and Montclair Housing Corporation and the commitment of those entities to affordable housing programs.

The Fiscal Year 2024–25 proposed allocation to the *2014 Issue of Lease Revenue Bonds Debt Service Fund* is \$2,585,263—a sum sufficient to service debt on the *2014 Issue of Lease Revenue Bonds* for Fiscal Year 2024–25.

Committing General Fund Revenue for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates lower interest rates on future bond issues, and helps achieve lower fiscal risk.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes 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 on the *2014 Issue of*

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Lease Revenue Bonds continues to remain an obligation of the Total Operating Budget.

Segregating General Fund Revenue for annual debt service on the *2014 Issue of Lease Revenue Bonds* should continue until the *2014 Issue of Lease Revenue Bonds* matures. **The current year of maturity for the *2014 Issue of Lease Revenue Bonds* is 2045.**

The *2014 Issue of Lease Revenue Bonds* is subject to refinancing no earlier than 2024. City staff recommends that the City Council only consider refinancing of the *2014 Issue of Lease Revenue Bonds* under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment, and there is no net monetized increase to total debt service on the bonds—current refinancing rates exceed existing bond rates; and
- The City Council elects to refinance the *2014 Issue* to finance a new series of infrastructure projects.

➤ ***2021 Issue of Lease Revenue Bonds:***

On September 20, 2021, the City Council adopted Resolution No. 21–20, approving the issuance of lease revenue bonds for public works/infrastructure projects. Issuance of the *2021 Issue of Lease Revenue Bonds* provided \$47,562,919 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2021 Issue of Lease Revenue Bonds*, the City Council, at its meeting of September 20, 2021, directed City staff to annually allocate approximately \$2.6 million in General Fund Revenue for payment on the *2021 Lease Revenue Bonds*.

The Fiscal Year 2024–25 proposed allocation to the *2021 Lease Revenue Bond Debt Service* Fund for debt service payment is \$2,394,513. **The current year of maturity for the *2021 Issue of Lease Revenue Bonds* is 2051.**

As indicated in **Table 6**, below, *2021 Issue of Lease Revenue Bond* projects approved by the City Council represent a wide variety of targeted infrastructure improvements including the continuation of street pavement projects, rehabilitation of parks, improving safety along routes to schools, and a variety of facility improvements.

Projects listed in **Table 6** were presented to the City Council for consideration at the September 20, 2021, City Council meeting, and were incorporated into the operating statement for the *2021 Issue of Lease Revenue Bonds*. In addition, an update on listed projects was presented at an April 1, 2024, City Council workshop.

Project costs identified in **Table 6** exceed the availability of funds provided through the *2021 Issue of Lease Revenue Bonds*; however, City staff has secured

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a number of grants to augment projects costs and continue working on securing additional grants. In addition, some projects on the list may not be achieved with *2021 Lease Revenue Bonds*. Other projects will be subject to revision to accommodate scheduling, or their respective costs may be offset by other available funding.

Updates on projects funded with *2021 Issue of Lease Revenue Bonds* will be presented to the City Council on a periodic basis.

Table 6
2021 Issue of Lease Revenue Bonds Projects

Project Description	Estimated Construction Cost	Estimated Design Cost	Right of Way Acquisition Cost	Project Management Cost
Median/Street Improvements				
- Arrow Highway				
- Benson Avenue				
- Central Avenue				
- Holt Boulevard				
- Mills Avenue				
- Mission Boulevard	\$28,675,000	\$400,000	\$1,900,000	\$1,050,000
- Monte Vista Avenue				
- Palo Verde Street				
- Richton Street				
- Moreno Street				
- Alleyways-Citywide				
Parks				
- Eleven City-owned parks	\$13,100,000	\$450,000	-	\$200,000
Infrastructure				
- Broadband				
- Central Avenue Bridge				
- Fire Station 152				
- Public Parking Garage				
- San Antonio Creek Channel Trail	\$55,300,000	\$1,720,000	-	\$500,000
- Systemic Street Analysis/Safe Routes To Schools Improvements				
TOTALS	\$97,075,000	\$2,570,000	\$1,900,000	\$1,750,000

Refinancing of the *2021 Issue of Lease Revenue Bonds* is not available any earlier than November 2031. City staff recommends that refinancing be considered only under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment, and there is no net monetized increase to total debt service on the bonds—current refinancing rates exceed existing bond rates; and
- The City Council elects to refinance the *2021 Issue* to finance a new series of infrastructure projects.

Committing General Fund Revenues for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve lower fiscal risk.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2021 Issue of Lease*

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Revenue Bonds as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2021 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

➤ **2021 Issue of Pension Obligation Bonds:**

On September 20, 2021, the City Council adopted Resolution No. 21–3321, approving the issuance of pension obligation bonds (POBs) and transferring debt from the City's California Public Employees' Pension System (CalPERS) Unfunded Accrued Liability (UAL) account to the POB—the UAL is a debt owed to CalPERS for pension liabilities that are not paid for either by CalPERS investments or through the normal cost rate payments made by employees and employers. CalPERS assigns UAL based on each agency's respective, unfunded pension liabilities. The value of the City's *2021 Issue of Pension Obligation Bonds* was \$62,190,000.

The Fiscal Year 2024–25 proposed allocation to the *2021 Issue of Pension Obligation Bonds Debt Service Fund* for debt service payment is \$4,435,334. **The current year of maturity for the *2021 Pension Obligation Bonds* is 2041.**

Refinancing of the *2021 Issue of Pension Obligation Bonds* is not available any earlier than November 2031. City staff recommends that refinancing be considered only under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment, and there is no net monetized increase to total debt service on the bonds—current refinancing rates exceed existing bond rates; and
- The City Council elects to refinance the *2021 Issue of Pension Obligation bonds* to finance any unanticipated, significant increase in the UAL.

Committing General Fund Revenues for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve lower fiscal risk.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2021 Issue of Pension Obligation Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2021 Issue of Pension Obligation Bonds* continues to remain an obligation of the Total Operating Budget.

Through the issuance of POBs, Montclair achieved the following:

- Improved its control over the level of annual payments required for UAL debt service;

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- Enhanced local capacity to plan for the City's pension expenses for budgeting purposes, while concurrently producing short- and long-term savings vis-à-vis annual UAL payments to CalPERS; and
- Expanded the City's capacity to maintain and improve services, programs, working conditions, and the City's fiscal profile.

The City Council also adopted a Pension Policy that endorsed creation of a UAL/POB Amortization Fund to address any new UAL while the POBs remain outstanding. As adopted, the UAL/POBAF uses the Fiscal Year 2021–22 CalPERS UAL payment of \$5,761,184 as its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution to the UAL/POBAF.

Pursuant to City Council policy established with adoption of the Fiscal Year 2022–23 Operating Budget, the UAL/POBAF will be used over the twenty-year POB payment cycle to achieve the following objectives:

- Annually service any new growth in the UAL;
- Reduce the amortization period on the POBs by paying off the bonds early; and/or
- Further reduce accruing interest that adds to the base UAL.

III. GENERAL OPERATING FUND UNASSIGNED RESERVES FUND

➤ **Achieving A Healthy General Operating Fund Unassigned Reserves Fund Ratio**

The General Operating Fund is the City's primary funding source for day-to-day general government operations, services and supplies costs, personnel expenditures and capital improvement projects. It is, therefore, imperative that the General Operating Fund be managed with the highest standard of adherence to fiduciary responsibilities—a duty that includes maintaining unrestricted cash to sustain the organization on a day-to-day basis. In support of that high fiduciary standard, City staff continue to address a primary City Council objective: *Maintain the General Operating Fund Unassigned Reserves Fund Balance at a healthy level for local government operations.* The minimum “healthy level” standard recommended by GFOA is no less than 25 percent of the General Operating Fund Budget; i.e., the “General Operating Fund Reserve Ratio” or “Reserve Ratio”.

As discussed above under “*Managing Fiscal Risk*”, starting on page “xiv”, City staff also recognize that GFOA and the California State Auditor’s Office recommend a 50 percent General Fund Unassigned Reserve ratio as the ideal threshold, vis-à-vis the General Operating Fund Appropriations Budget. City staff will continue to work toward this larger, GFOA-recommended 50 percent reserve target for Montclair’s General Operating Fund Unassigned Reserves Fund.

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In recent years, achieving a 25 percent Reserve Ratio proved difficult in the face of increasing personnel costs, driven primarily by significant annual increases to the City’s CalPERS UAL and employer contribution rates.

Table 7, below, compares the current fiscal year General Operating Fund Unassigned Reserves Fund Balance with that of the previous seven fiscal years. **Table 7** shows that over the past seven fiscal years, inclusive of Fiscal Year 2024–25, the Reserve Ratio has fluctuated with a low of 20 percent and a high of 22.82 percent. These fluctuations are generally the result of the following:

- A difference in General Fund Operating Appropriations between consecutive years—this general category reflects all expenditure categories including, but not limited to, personnel expenditures, services and supplies, capital outlay, and citywide costs;
- Adjustments to the City’s revenue profile;
- The creation of three new debt service funds that require adequate funding for annual payments:
 - *2021 Issue of Lease Revenue Bonds Debt Service Fund*— funded with a transfer of monies from the General Fund Revenue Budget;
 - *2021 Issue of Pension Obligation Bonds Debt Service Fund* — funded with a reallocation of General Fund Revenue previously committed to annual UAL payments; and
 - *UAL/POB Amortization Fund* — funded with General Fund Revenue to address any new UAL growth in pension obligations.
- Adjustments to balances in Special Purpose Reserve Funds to address a variety of issues including (i) new equipment purchases; (ii) commitments to other post-employment benefits (OPEBs); (iii) unanticipated personnel costs; (iv) unanticipated pension-related costs; and (v) self-insurance retention liabilities stemming from a number of projected litigation-related liabilities.
- Funding assigned to the Economic Development Agency Assets Fund for real property acquisition and other operational responsibilities of the Montclair Economic Development Agency.

Table 7
General Operating Fund’s Unassigned Reserve Fund Balance

Fiscal Year	Operating Fund Balance	Operating Appropriations	Percentage
Estimated 2024-25	\$8,600,000	\$37,693,425	22.82%
2023-24	\$8,000,000	\$35,612,387	22.46%
2022-23	\$7,264,297	\$32,591,823	22.29%
2021-22	\$8,000,000	\$38,730,780	24.95%
2020-21	\$5,750,543	\$28,730,780	20.02%
2019-20	\$6,157,935	\$30,786,656	20.00%
2018-19	\$6,201,691	\$30,013,635	20.66%
2017-18	\$6,173,868	\$28,853,787	21.40%

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As indicated in **Table 7**, as of June 30, 2025, the Fiscal Year 2024–25 General Operating Fund's Unassigned Reserves Fund Balance estimate of \$8,600,000 is projected to be approximately 22.82 percent of proposed General Fund Operating Appropriations—\$37,693,425.

➤ **Maintaining a Healthy General Fund Operating Fund Unassigned Reserve Fund Balance.**

In recent years, the City's ability to maintain a relatively healthy General Fund Operating Fund Unassigned Reserve Fund Balance has been accomplished through commitment to the following coordinated objectives:

- **Fiscal restraint achieved by implementation of sound economic policies and practices.** The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
- **Evaluating the distribution of personnel-related costs between the General Operating Fund, other City entities (Successor Agency) and other City Funds (Sewer Fund, Grant Funds, etc.).** City staff annually review and redistribute percentages of shared personnel, services and supplies, and capital costs between the General Fund and other City Funds and grants capable of supporting re-assigned expenditure demands.
- **Maintaining an appropriate employee ratio.** Over the past sixteen years the City experienced significant fluctuations in the numbers of personnel—fluctuations due primarily to fiscal decline related to the Mortgage Crisis and Great Recession of 2006 to 2009, and more recently due to the economic downturn related to the COVID-19 pandemic. During this period personnel totals gradually declined from a high of 231 full-time employees in Fiscal Year 2007–08 to 172 full-time employees in 2017–18. Over the past three years, however, as the City's fiscal profile improved, the number of full-time personnel gradually increased, climbing up to a recommended 206 full-time funded positions for the Fiscal Year 2024–25 Proposed Operating Budget. The Fiscal year 2024–25 budget reflects full restoration of positions frozen or eliminated due to the fiscal impacts of the COVID-19 pandemic.
- **Require 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 their individual CalPERS Member contributions.

The employee-paid member contribution requirement now covers all full-time City employees and varies in the contribution rate based on the following factors:

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- Each employee's pension formula;
 - Employee group representation; and
 - Pension status with CalPERS—this latter component is based on whether an employee is a classic member (a CalPERS member hired before January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012 (a CalPERS member hired on or after January 1, 2013). PEPRA mandates employee contribution rate requirements for all members hired on and after January 1, 2013—currently, the PEPRA member average contribution rate across all applicable labor groups is 12 percent.
- **Implementation of revenue enhancement measures.** In recent years, the City Council enacted a number of revenue-raising measures (including *Measure L*, approved by voters in November 2020) designed to increase the General Fund revenue stream. Each revenue enhancing measure has produced positive improvements to the City's General Operating Fund and program of services.

Measure L is projected to generate approximately \$11.12 million in sales tax revenue in Fiscal Year 2024–25. Tax revenue generated by *Measure L* is used to fund general government operations funded by the General Fund, including approximately \$2,585,263 for annual debt service on the *2021 Issue of Lease Revenue Bonds* which, in turn, is used to provide for a number of public works/infrastructure improvement projects in Montclair.

In Fiscal Year 2024–25, the City Council will be asked to consider adoption of a revenue raising ordinance for commercial cannabis activities. In 2022, Montclair voters approved a sales tax measure of up to 7 percent for the sell of commercial cannabis products in Montclair. Initial projections suggest that implementation of a commercial cannabis licensing program could generate up to \$2 million in annual General Fund tax revenue for the City.

As discussed on page “viii” under “**Shift by consumers away from brick-and-mortar stores to online shopping, and its impact on local sales tax earnings,**” the City Council may elect to consider evaluating the potential for a local tax measure that would impose a business license tax on services using City streets to deliver online purchases to Montclair residents. A measure proposed to Montclair voters could potentially impose on delivery service vendors, or the companies that employ their services, a tax equivalent to the City's 1% share of the Bradley-Burns sales tax and the City's 1.25% transactions and use tax—the tax would be imposed on the gross receipts of transactions delivered to businesses and residents in Montclair. The purpose of the tax would be to replace sales tax revenues lost to cities that have entered into tax sharing agreements with businesses in exchange for declaring the host city as the point-of-sale for all online purchases, including those purchases delivered outside the jurisdiction of the host city.

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The City Manager will continue to evaluate and, when appropriate, present for City Council consideration measures designed to enhance the Montclair's revenue profile.

IV. GENERAL OPERATING FUND SPECIAL PURPOSE RESERVES FUNDS

➤ Special Purpose Reserves Funds

The Fiscal Year 2024–25 Budget, as proposed, maintains Special Purpose Reserve Funds to ensure long-term resiliency, fund extraordinary expenses, and facilitate maintenance of annual balanced budgets.

Prudent planning by the City Council and City staff has allowed Montclair to set aside a portion of the General Operating Fund's Reserve Funds into Special Purpose Reserves Funds, including for specified and potential liabilities, equipment replacement, and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities, long-term planning, and extraordinary programs and projects minimizes the direct impact to annual General Operating Fund Budgets when special purpose funds are available for eligible expenditures.

It is important to realize that Special Purpose Reserve Funds are not specifically tied to recurring revenue sources, and are refunded only through an allocation of funds from designated revenue sources; therefore, Special Purpose Reserve Funds should not be considered as revenue sources to meet recurring operating obligations.

For Fiscal Year 2024–25, Special Purpose Reserve Funds are set aside for the following purposes:

- Meet unbudgeted needs that fall under each specific, Special Purpose Reserve Fund category;
- Relieve the General Fund Operating Budget during times of fiscal stress;
- Establish an economic means to address extraordinary liabilities;
- Plan for projected capital projects;
- Meet extraordinary expenses for long-term programs and projects;
- Provide a source of funds for emergencies;
- Ensure liquidity over extended periods; and
- Provide for the economic progress of the City.

Special Purpose Reserve Funds also contribute to the City's interest-earning investment portfolio. Interest earnings on Special Purpose Reserve Fund

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investments are allocated to the City's General Fund for General Government operations.

For Fiscal Year 2024–25, the estimated portion of the General Revenue Fund Reserve Fund Equity representing reserves for Special Purposes is \$34,209,291.

The following Special Purpose Reserve Funds are components of the General Fund's Reserves:

- **Equipment Replacement Reserve—\$3.47 million.** This fund is utilized for the purchase of major equipment/rolling stock.

The proposed Fiscal Year 2024–25 General Operating Fund Budget contains a number of *Equipment Replacement Reserve* withdrawals for designated Departments, and incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future and ongoing purchases.

How is the Equipment Replacement Reserve funded? As revenue resources become available, transfers into the Equipment Replacement Reserve have derived from two sources:

- *General Fund Transfer.* A General Fund transfer to bring net assets to the net funding requirement; and
- *Proposition 172 Transfer.* Transfers from the City's annual Proposition 172/SB 509 allocation to partially fund eligible heavy rolling stock for public safety—Proposition 172 allocations to the Equipment Replacement Reserve have not occurred since Fiscal Year Fiscal Year 2015–16. Instead, this funding source has been used to support services and capital purchases within the respective Public Safety programs, leaving the General Fund as the sole source for sustaining the Equipment Replacement Reserve for public safety equipment as well as for the equipment and vehicle requirements for all other City Departments.

What is [Proposition 172/SB 509](#)? In 1998, California voters approved Proposition 98, a state constitutional amendment establishing an annual minimum, guaranteed funding level for K–14 education. The Proposition 98 funding guarantee comes from a combination of state General Fund revenue and local property taxes—the latter dedicated to the state's Education Revenue Augmentation Fund (ERAF).

The ERAF was created by the state Legislature in 1992 to relieve pressure on the state's General Fund while meeting the Proposition 98 minimum funding guarantee for K–14 education. The ERAF statute redirects a portion of property taxes from cities, counties and special districts to local school districts and community college districts, reducing demands on the state's General Fund. When local ERAF revenue is more than enough to offset General Fund moneys

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for education, it creates “excess ERAF”, some of which would go to specific special education programs, with the remainder allocated back to the counties, cities, and special districts. There is no record demonstrating that, to date, Montclair has received an “excess ERAF” allocation.

Concurrent with the 1992 creation of ERAF, the state Legislature, in order to cushion the impact of ERAF property tax shifts, adopted a ½ cent sales and use tax (SB 509) dedicated to local public safety including sheriff, police, fire, county district attorneys, and corrections. In November 1993 California voters enacted Proposition 172, making the local public safety sales and use tax permanent. The purpose of Proposition 172 was not necessarily to increase public safety funding, but to maintain public safety funding levels in spite of ERAF property tax shifts. Each year, California cities are allocated a prorated share of Proposition 172 sales taxes.

- **Self-Insurance Retentions—\$1.6 million.** This fund was established to address City-related self-insurance retention liabilities. Annual withdrawals from *Self-Insurance Retentions* depend on litigation expenses, self-insured coverage requirements, and repair costs related to equipment/vehicles not covered by general liability insurance. The City anticipates **potential**, significant costs to *Self-Insurance Retentions* due to a number of ongoing and projected litigation-related liabilities, worker's compensation claims related to public safety personnel, and litigation exposure related to personnel claims.
- **Technology Enhancements—\$700,000.** This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades including building and cybersecurity upgrades. Cybersecurity has become a central issue for businesses and governments as evidenced by recent major security breaches in private, federal, state and local government organizations. In 2023, for example, a security breach at the San Bernardino County Sheriff's Department disrupted operations for approximately four weeks and required the payment of a reported \$1.1 million ransom to a hacker who uploaded malware to the Sheriff's Department's computer system. In a ransomware attack, data on a system is encrypted, leaving it inaccessible.

Cybersecurity is also essential to the evaluation process for bonds and credit ratings. Credit rating firms, such as Fitch Ratings, require comprehensive cybersecurity policies and coverage before issuing bond and credit ratings. The City of Montclair maintains and regularly updates its Cybersecurity Policies.

- **CalPERS' Unanticipated Normal Costs—\$3.5 million.** The 2021 Issue of Pension Obligation Bonds has greatly assisted the City in controlling unfunded pension liabilities. Normal cost increases and new unfunded liabilities, however, will continue to accrue on an annual basis over the next 15 to 19 years when lower pension costs related to the Public Employees'

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Pension Reform Act's (PEPRA's) reduced pension formulas [2.7% @ 57 for public safety members and 2% @ 62 for miscellaneous members, both at three-year final compensation for calculating retiree annuities] for employees hired on or after January 1, 2013, fully dominate CalPERS' active-class of members and begin dominating the inactive-class of annuitants. Strategic budget planning for known (and unknown) cost increases related to CalPERS' normal and unfunded cost rates is essential to the City's long-term fiscal health and avoidance of penalties related to any inability to meet payment obligations.

While changes made to public employee pension formulas under PEPRA are considered important long-term pension reform features, an [analysis of PEPRA impacts](#) indicates that PEPRA may have created shortfalls in CalPERS' unfunded pension liabilities—in major part due to diminished normal rate employer contributions under reduced formulas. This factor raises concerns that when active PEPRA employees achieve retirement, the pension system will continue to lack capacity to meet its long-term obligations without pushing costs onto member agencies.

Various actuary studies estimate CalPERS' unfunded pension liabilities between \$130 billion to \$583 billion—CalPERS places it at approximately \$280 billion. When comparing those unfunded liabilities to the \$20 billion in estimated present value savings from PEPRA over 30 years, the reforms achieved by PEPRA appear to be less than impactful. For this reason, City staff, in 2021, recommended the City Council undertake bond funding of the City's unfunded pension liabilities. Doing so provided Montclair with a means to control rising unfunded liability costs, particularly as they relate to CalPERS' assumed rate of earnings on investments.

Over the past two decades, CalPERS' assumed rate of earnings on investments consistently underperformed, pushing rising liability costs onto member agencies. This factor, coupled with CalPERS' high-valued "classic" pension formulas for public safety members, resulted in a public employee pension plan that is increasingly underfunded, and is only able to meet its long-term obligations by directly passing on unfunded costs to member agencies.

Through bond funding of pension liabilities, Montclair reduced the impact of CalPERS' assumed rate of earnings by pegging future increases in Montclair's unfunded pension liabilities closer to CalPERS actual rate of earnings—this allowed the City to stabilize the annual cost of payment on the unfunded liability, and reduced excess growth of Montclair's unfunded liability by effectively eliminating the difference between CalPERS' actual and assumed rate of earnings. Thus, the City's annual payment on the *2021 Issue of Pension Obligation Bonds* has been stabilized, allowing Montclair to meet its annual obligation on the *2021 Issue of Pension Obligation Bonds* and any new, annual unfunded liabilities.

Other PEPRA-related reforms, including caps on retirement earnings and averaging final compensation over three years will further reduce long-term costs and future unfunded liabilities over the next twenty years.

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The City Council's decision, then, to issue the *2021 Issue of Pension Obligation Bonds*, was correct because it provides the City the ability to control the interest on new, unfunded liabilities, and pay off those accruing liabilities on an annual basis without the accumulation of added interest above the bond rate.

- **Other Post Employee Benefits (OPEBs)/Retiree Medical Liability Reserve Fund—\$2 million.** Excluding public employee pension benefits, OPEBs are the benefits that an employee may receive from the City upon retirement. These benefits are based on specific provisions in the respective labor agreement the employee retired under, and may include health/life-related benefits; disability-related benefits that are not part of a pension plan; or long-term health care benefits.

The prevalent OPEB for Montclair retirees is health insurance, generally provided as part of the City's group plans. It is noted, however, that portability is now a feature of memorandums of understanding, allowing those retirees eligible for portability to leave group plan coverage areas and still receive the retiree medical benefit.

Available plans for retirees are either similar to plans offered to current employees, or represent separate plans that are specific to retirees. When a retiree enrolls in Medicare, the City-provided medical coverage is typically secondary to Medicare, with terms varying from plan-to-plan.

Since the late 1990s City staff, under City Council direction, has not increased the monthly retiree medical allowance paid to retirees of the City, and no increases are anticipated for the foreseeable future. This strict control over retiree medical costs ensures that, except for the increasing number of retirees, OPEB costs will not increase in relation to the value of the monthly allowance. However, as the City's post-employment population (retirees) increases, OPEB costs will also proportionately increase. Unlike CalPERS pension liability costs, however, the City has the capacity to control increases to OPEBs by restricting costs for post-employment medical benefits.

Despite restrictions on retiree medical costs, the City's actuarial OPEB obligation is estimated at approximately \$13 million—an obligation the City has a fiduciary responsibility to fund under the Governmental Accounting Standards Board (GASB) [Statement No. 75](#), which reads, in part, as follows:

This Statement requires the liability of employers and non-employer contributing entities to employees for defined benefit OPEB (net OPEB liability) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service (total OPEB liability), less the amount of the OPEB plan's fiduciary net position....The total OPEB liability generally is required to be determined through an actuarial valuation.

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An OPEB liability is required to be recognized to the extent the liability is normally expected to be liquidated with expendable available financial resources. Notes to financial statements of an employer with a defined contribution plan are required to include descriptive information about the OPEB plan and benefit terms, contribution rates and how they are determined, and amounts attributed to employee service and forfeitures in the current period....

Relevant forms of financial support are contributions directly to an OPEB plan that is administered through a trust that meets the specified criteria, including benefit payments as OPEB comes due for OPEB provided through such a plan, or making benefit payments directly as the OPEB comes due in circumstances in which OPEB is provided through an OPEB plan that is not administered through a trust that meets the specified criteria....

GASB's OPEB rules address a number of issues, including changes that affect how the long-term obligation and the annual costs of OPEBs are measured; a requirement to include in financial statements the net OPEB liability (the difference between the total OPEB liability and the value of assets set aside to make OPEB payments); and a requirement to present note disclosure and related schedules. Further, GASB opines that a government has an obligation for OPEBs that constitutes a liability for financial reporting purposes.

GASB does not specifically require that the OPEB liability of a government be funded. GASB has advised, however, that if an employer decides to fund its OPEB liabilities, in order to be considered funded in accordance with GASB the employer must transfer assets to a qualifying trust or equivalent arrangement in which OPEB assets are held in trust for the exclusive benefit of plan members. OPEB plan assets must be legally protected from creditors of the employer.

It is the City's long-term intent to fully fund OPEB liabilities based on the actuarial estimate of \$13 million. Presently, the City's OPEB is processed on a "pay-as-you-go" basis (an allocation of funds in the annual budget), coupled with an allocation of General Fund Revenues to the *Other Post Employee Benefits (OPEBs)/Retiree Medical Liability Reserve Fund Special Purpose Reserves Fund* (currently \$2 million).

City staff does not recommend funding a qualified OPEB Trust at this time. As indicated above, funds deposited in a qualified OPEB trust are restricted for that purpose. Note, however, that for purposes of lowering risk related to OPEBs, the California State Auditor's Office encourages setting aside funds for OPEBs into a qualified OPEB Trust.

- **Unanticipated Personnel Adjustments—\$1 million.** This fund is used to address unanticipated personnel-related cost adjustments; it does not, however, include unanticipated CalPERS employee rate increases discussed above under "*CalPERS' Unanticipated Normal Costs*" or OPEB-related costs as discussed above under "*Other Post Employee Benefits (OPEB)/Retiree*

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Medical Liability Reserve." This Special Purpose Fund is to be used as a funding source for unanticipated wage/benefit increases not yet negotiated or included in the proposed Fiscal Year 2024–25 General Operating Fund Budget and other, unanticipated personnel costs.

Not included are source dollars for any decision by the City Council to continue signing bonus plans beyond June 30, 2024, to facilitate recruitments to fill specified vacant positions. During Fiscal year 2023–24, the City experienced success in hiring lateral and entry-level Police Officers through use of a signing bonus program. If there is a need to continue the signing bonus program beyond June 30, 2024, an extension will be submitted for consideration at a regular meeting of the City Council.

The City Council initiated the signing bonus program due to a tight labor market for qualified personnel for certain positions, particularly for Police Officers. These positions became difficult to fill due to a variety of reasons including, but not limited to, competition for employees in a tight labor market, varying wage and benefit packages, and changing cultural and societal norms related to certain employment positions and failure to adjust recruitment practices and position requirements related to those cultural and societal changes.

Montclair's signing bonus program attracted seasoned candidates to vacant Police Officer positions, effectively eliminating shortages in these important positions.

- **Building Maintenance—\$1,978,777.** This fund was established to facilitate required improvements to all City-owned facilities and related infrastructure that are not incorporated into the annual budget, or are not eligible for other available funding sources including lease revenue bonds.
- **Contingency Reserve—\$250,000.** This fund is used for unanticipated non-personnel expenditures during each fiscal year that are not otherwise funded through other Special Purpose Reserve Funds.
- **UAL/POB Amortization Fund (UAL/POBAF)—\$5,101,957.** This fund, established in Fiscal Year 2021–22 as part of the City Council's adopted Pension Policy, incorporates funds set aside pursuant to the following formula:
 - The UAL/POBAF uses the Fiscal Year 2021–22 CalPERS UAL payment of \$5,761,184 as its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution of \$1,418,479, deposited annually into the UAL/POBAF.

The UAL/POBAF will, in turn, be used over the twenty-year POB maturity period (2021 to 2041) to achieve the following objectives:

- Annually service any new growth in the UAL;

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- Reduce the amortization period on the POB by paying off the bonds early; and/or
- Further reduce accruing interest that adds to the base UAL.

The \$5.1 million allocated to the UAL/POBAF represents proposed funding status pursuant to the UAL/POBAF Pension Policy.

- **Public Parking Facility Development—\$9,808,557.** The North Montclair Downtown Specific Plan (NMDSP) provides for construction of a public parking garage on the south side of the Metrolink San Bernardino Line and future Gold Line ("L" Line) tracks, adjacent to the pedestrian underpass that leads to the Montclair Transcenter Station Platforms. The multi-story public parking garage, planned for construction following completion of the *Village at Montclair* mixed-use high-density development in calendar year 2025, would accommodate approximately 300+ vehicle parking spaces for transit and commercial users—the latter for mixed-use development projects at or near the Transcenter. The estimated project cost is \$11 million, based on the following components:
 - Purchase the land - approximately \$1.7 to \$2 million;
 - Design and project management - \$1 million
 - Construction costs - \$7.8 million to \$8 million, based on a construction cost of \$26,000 per parking space.

City staff plans to submit a federal grant request to offset public parking facility construction costs.

City staff anticipates that costs related to construction of the Transcenter-adjacent public parking facility will be fully funded in time for construction to begin in Fiscal Year 2025–26 or Fiscal Year 2026–27, with completion before arrival of the Gold Line light rail system to the Montclair Transcenter in Fiscal Year 2030–31.

- **Inflation/Recession Control Expenditure Fund (ICEF)—\$1 million.** Despite factors pointing to strong national, state and local economies many economists remain concerned with the rate of inflation remaining slightly above the Federal Reserve's 2 percent target—the current rate of inflation is 2.7%—see discussion starting on page "iv". The Federal Reserve has also plotted a long-term plan to lower interest rates, with only one quarter percent drop scheduled for calendar year 2024—see discussion on page "v".

To guard against any recession concerns or increases in the rate of inflation, the proposed Fiscal Year 2024–25 Budget retains an Inflation/Recession Control Expenditure Fund (ICEF) as a "shock absorber" in case of an economic slowdown and/or to address higher inflation that translates into services that may cost more than estimated in Montclair's proposed Fiscal Year 2024–25 Budget.

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The ICEF shock absorber incorporates an allocation of \$1 million to address any impacts related to unanticipated cost increases directly tied to inflation or a recession. ICEF does not address labor and benefit cost increases or un-programmed expenditures. ICEF is only to be used to address unanticipated cost increases that are directly tied to inflationary factors/recession. All other allocations exceeding budgeted authority will continue to require City Council consideration for additional funding at the Fiscal Year 2024–25 Midyear Budget Review, or by authorization through agenda requests asking City Council consideration for additional funding.

- **Gold Line Betterment Fund—\$1.75 million.** The Gold Line Betterment Reserve Fund was established to achieve City Council directed infrastructure betterments to the Gold Line light rail corridor at Monte Vista Avenue and/or the Montclair Transcenter. The City Council will be requested to allocate additional funds to the Gold Line Betterment Reserve Fund in additional years so that adequate funding will be available when construction of the Gold Line from Pomona to Montclair commences.

Betterments are projected to include, but are not limited to, the following:

- Pedestrian bridge crossing between the west and east side of Monte Vista Avenue, leading directly to the proposed Montclair Transcenter parking facility. The pedestrian bridge will be built by the Gold Line alignment contractor, and will be integral to the Gold Line light rail bridge that will cross at the same location, north of the existing Metrolink bridge. The pedestrian bridge will be part of the design-build project.
- “Welcome to Montclair” statement and City logo affixed to deck support girders on the north side of the Gold Line light rail bridge.

Not reflected in the \$1.75 million total is a \$1 million allocation received by the City from Congresswoman Norma Torres through the Community Project Funding Program (CPFP). The CPFP allocation will be used to make improvements to the Transcenter that will be compatible with the City’s collaborative work with the Foothill Gold Line Extension Construction Authority.

- **Street Maintenance Fund—\$1.35 million.** The Street Maintenance Reserve Fund is used to provide for preventive maintenance of street assets before replacement or major rehabilitation becomes necessary. Following City Council approval of the *2014 Issue* and *2021 Issue of Lease Revenue Bonds*, Montclair committed to a successive series of infrastructure improvement projects costing an estimated \$65 million in combined Lease Revenue Bonds. The Street Maintenance Program will provide for the long-term protection of this investment.
- **Homelessness Advocacy/Housing/Outreach Assistance Fund—\$700,000.** The Fiscal Year 2024–25 Proposed Budget calls for allocating \$700,000 toward establishing a Homelessness Advocacy/

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Housing/Outreach Assistance Reserve Fund to provide funding for homelessness advocacy/housing/outreach assistance. Funds are to be administered by the Economic Development Agency in cooperation with the Community Development Department/Code Enforcement Special Operations Unit.

- **Economic Development Agency Assets Fund—\$5,756,349.** The Economic Development Agency and Economic Development Agency Assets Fund (EDAAF) were established in Fiscal Year 2021–22.

Pursuant to policy direction, EDAAF funds are restricted for purposes related to economic development within the contiguous borders of the City of Montclair.

Economic development activities engaged in by the Economic Development Agency may incorporate the following:

- The conduct of studies related to the economic development of Montclair, including patterns of development through the application of, and changes to, zoning and the implementation of state and federal legislation and City Council policy. The ongoing General Plan Update study is, for example, a qualifying expenditure of the EDAAF.
- Business-related financial assistance under agreements that establish clear, definitive and direct benefits to the City of Montclair.
- Acquisition of land, and improvements related thereto, provided there is a direct benefit to the operations of the City of Montclair.
- Practices related to the development of affordable housing.
- Homeless outreach and housing assistance.
- Other programs, activities, and policy initiatives directly related to the economic development of, and improvements to, the Montclair community.

In many regards, the Economic Development Agency (EDA), as established by the City Council, functions as an extension of the former Montclair Redevelopment Agency (RDA), except that the EDA is funded through the General Fund, not by property tax increment dollars—which no longer accrue to Montclair or its former RDA. The EDAAF, however, derives its current funds through the following fund sources:

- The General Fund. The General Fund provides for day-to-day operations of the Economic Development Agency, including assigned personnel. Funds that flow into the EDAAF, however, serve as the primary fiscal resource for activities of the Economic Development Agency.

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- Other funds derived from residual sources of the former Montclair RDA.

Except as it may relate to affordable housing funds and assets that are directly tied to the former Montclair RDA, activities of the EDA are not regulated by the California community redevelopment law—legislation that oversaw the activities and fund assets of the former RDA. Nonetheless, the City Council has determined that the Economic Development Agency, and its oversight of the EDAAF, shall function in a manner comparable to the purpose and intent of the former Montclair RDA by serving the economic development and housing interests of the City of Montclair.

The Economic Development Agency administers two other, non-renewable funding sources:

- Approximately \$3,183,038 restricted for low-moderate income housing; i.e., affordable housing; and
- Approximately \$13,256,096 in former Montclair RDA residual bond receipts—technically, residual bond receipts are restricted for use within the project areas administered by the former Montclair Redevelopment Agency.

Fund assets of the EDAAF are not identified in **Table 8**, below.

Table 8, below, summarizes Estimated Balances at year-end for Special Purpose Reserve Funds for Fiscal Year 2024–25:

Table 8
Special Purpose Reserve Funds
Estimated Balances – June 30, 2025

Special Purpose Reserves:	
Equipment Replacement	\$ 3,470,000
Self-Insurance Retentions	1,600,000
Technology Enhancements	700,000
CalPERS Unanticipated Normal Costs	3,500,000
OPEB/Retiree Medical Liability	2,000,000
Unanticipated Personnel Adjustment	1,000,000
Building Maintenance	1,978,777
Contingency	250,000
POB/UAL Ammortization	5,101,957
Parking Facility Development	9,808,557
Inflation/Recession Control Expenditure Fund	1,000,000
Goldline Betterment	1,750,000
Street Maintenance	1,350,000
Homelessness Advocacy	700,000
	<hr/>
Total	\$ 34,209,291

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V. ESTIMATED REVENUE CHANGES

General Operating Fund

Table 9, below, depicts Total Estimated Revenues for all funds and for the General Operating Fund:

**Table 9
Total Estimated Revenues – All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Revised Prior Year</u>	<u>Change</u>
Estimated Revenue:			
All Funds	\$ 72,921,483	\$ 69,175,985	\$ 3,745,498
General Operating Fund	\$ 39,805,020	\$ 39,369,327	\$ 435,693

➤ **General Fund**

Within the General Operating Fund sales taxes, transactions and use taxes, and property taxes (together, “sales and property taxes”) represent \$33,073,801 of the estimated Fiscal Year 2024–25 General Fund Revenue total, broken down as follows:

- \$15,420,801 in Bradley Burns Sales Tax revenue;
- \$11,122,000 in Transactions and Use Tax revenue related to voter approval of Measure L;
- \$2,781,000 in Transactions and Use Tax revenue related to Measure F; and
- \$3,750,000 in Property Tax revenue.

The above, combined General Fund tax revenue estimates reflect a total estimated decrease of \$517,008, year-over-year (between Fiscal Years 2023–24 and 2024–25).

The projected reduction in sales tax receipts is attributed primarily to (i) a realignment in post-pandemic consumer spending away from taxable goods to travel and services; (ii) an increase in online shopping and a commensurate decline in brick-and-mortar shopping; and (iii) declining community investment due to higher interest rates.

Of the \$33,073,801 total in General Fund sales taxes and property taxes, the following sums are set aside in the proposed Fiscal Year 2024–25 Budget for debt service on bonds:

- \$2,585,263 in General Fund Revenue allocated for debt service payment on the *2014 Issue of Lease Revenue Bonds*. Approximately \$22.034 million in funds derived from the 2014 Issue were used for a variety of infrastructure projects throughout the City. Annual

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payments on the 2014 Issue will continue until bond maturity in Fiscal Year 2045–46.

- \$2,394,513 million in General Fund Revenue allocated for debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure-related projects throughout the City. Annual payments on the 2021 Issue will continue until bond maturity in Fiscal year 2051–52.
- \$4,435,334 million in General Fund Revenue allocated for debt service payment on the *2021 Pension Obligation Bonds*. Approximately \$62 million in funds derived from the 2021 POB Issue were used to pay down the City's unfunded accrued Liability (UAL) on pension obligations. POBs do not represent new debt; rather, POB funds were used to pay off an existing pension liability at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the 2021 POB Issue will continue until bond maturity in Fiscal Year 2041–42.

The year-over-year (Fiscal Years 2023–24 and 2024–25) differences between estimated revenue funds identified in **Table 9**, above, are attributed to the following, significant adjustments:

- **General Fund:**

- \$522,278 increase in taxes other than property, sales and use, and transaction and use taxes – due primarily to a projected increase in other tax sources;
- \$300,000 reduction in licenses and permits – due primarily to a projected decrease in the issuance of building permits;
- \$31,000 reduction in fines and forfeiture – due primarily to a projected decrease in parking citations;
- \$83,500 reduction in charges for services – due primarily to a projected decrease in plan checking fees; and
- \$5,800 increase in miscellaneous revenue – due primarily to a projected increase in other miscellaneous revenue.

- **All Other Fund Accounts**

- \$1,358,000 increase in the Park Development Fund – due primarily to a projected increase in contributions related to planned and approved housing development projects;
- \$685,695 increase in the After-School Program Fund – due primarily to a new contract with Ontario–Montclair School District allowing the

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City to provide After-School programming to additional schools and/or children at participating K–8 schools;

- \$400,000 increase in the Economic Development Agency Assets Fund – due primarily to an increase in Redevelopment Property Tax Trust Fund (RPTTF) Property Tax revenues residual distribution. RPTTF revenue is generally considered unrestricted General Fund revenue for economic development activities. Prior to 2011, California law allowed local governments to create community redevelopment agencies that assisted in the economic redevelopment of various geographic areas. Upon the formation of a redevelopment project area, the share of property taxes generated from that area that went to schools and other local agencies was frozen, and all growth in property tax receipts went to the redevelopment agency for use in that project area—the property tax paid to schools and other local agencies could be increased by use of pass-through agreements between the redevelopment agency and tax agencies. The portion of property taxes retained by the redevelopment agency and used for projects was called tax-increment.

In 2011, the state Legislature passed AB 26, which had the effect of dissolving California’s redevelopment agencies, with their former power invested, temporarily, in successor agencies charged with fulfilling the obligations of the former redevelopment agencies. Redevelopment Property Tax Trust Fund Tax increment funding that had previously gone to redevelopment agencies was, instead, placed in a county-wide Redevelopment Property Tax Trust Fund administered by respective County Auditor Controllers.

The San Bernardino County Auditor Controller distributes RPTTF revenue to local taxing entities that had pre-existing pass-through agreements and further remits RPTTF revenue to Montclair to fulfill enforceable obligations pursuant to the City’s annual Recognized Obligation Payment Schedule (ROPS) that detail all the obligations of Montclair’s former RDA. A significant portion of Montclair’s obligations consist of bond repayments that extend through 2035.

If funds remain in the RPTTF after payments are made, remaining funds are considered to be residual RPTTF funds and are distributed proportionally to the taxing entities that would otherwise have received property tax revenues from the former redevelopment agency. The projected \$400,000 increase is residual funding transferred to the City from the RPTTF. Montclair began receiving residual RPTTF in 2013, and it is currently considered to be an unrestricted General Fund revenue. As obligations of the former Montclair RDA are fulfilled and paid off, the amount of residual RPTTF that will be proportionally distributed to taxing entities will increase.

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- \$1,350,000 increase in the 2021 Lease Revenue Bond Fund – due primarily to interest income; and
- \$250,000 increase in the Sewer Operating Fund – due primarily to an increase in sewer fees.

VI. OPERATING APPROPRIATIONS

Table 10, below, depicts proposed appropriations for all funds, and separately for the General Operating Fund:

**Table 10
Appropriations – All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$62,049,111	\$ 57,896,276	\$ 4,152,835
General Operating Fund	\$ 37,693,425	\$ 36,512,387	\$ 1,181,038

➤ **Processing Appropriations Requests.**

Consistent with Fiscal Year 2023–24, Departments were provided greater flexibility in developing budget requests for Fiscal Year 2024–25. Each department was directed to submit expenditure requests demonstrating required growth for services, supplies and capital outlay. Department requests were then adjusted, as required, based on provided justification, historic expenditure data, program requirements, documented evidence, contractual requirements and funding availability.

Following completion of Budget preparation, the City Manager and Finance Director complete the annual budget cycle by submitting to the City Council the proposed budget for each department, based on City Manager recommendations. Each Department is advised that program adjustments may be made at Midyear Budget Review to accommodate needed adjustments, within funding availability.

➤ **Fiscal Year 2024–25 Budget Objectives:**

Operating expenditures in the Fiscal Year 2024–25 Proposed Operating Budget reflect the following:

- A thorough examination of each Department's budget requests;
- Adjustments to appropriation requests for travel, services and supplies, and capital outlay based on provided justification, historic expenditure data, program requirements, documented evidence, contractual requirements, and funding availability.
- Elimination of negative fund balances;

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- Provision for annual bond payments on the following:
 - *2014 Issue of Lease Revenue Bonds,*
 - *2021 Issue of Lease Revenue Bonds,* and
 - *2021 Issue of Pension Obligation Bonds.*
 - Maintaining the health of the City's General Fund Unassigned and Special Purpose Reserve Funds; and
 - Allocating appropriate staff service charges to the Successor Redevelopment Agency, Sewer Fund, and designated grants.
- **Reductions to Department Requests:**

Total Department submitted appropriation requests and City Manager Approved Appropriations are depicted in **Table 11**, below:

Table 11
Total Department Appropriation Requests
and
City Manager Approved Appropriations

	Department's Request	City Manager Approved	Change
Appropriations:			
Total - All Funds (Exclusive of Debt Service)	\$ 56,207,377	\$ 52,634,001	\$ 3,573,376
Total - General Operating Fund	\$ 41,543,584	\$ 37,693,425	\$ 3,850,159

VII. PERSONNEL SERVICES

➤ **Full-Time Employment Positions.**

The City's Fiscal Year 2024–25 Proposed Operating Budget includes funding for a total of 206 full-time positions, including the following:

- 205.66 full-time General City positions—many of these positions are funded through a variety of funds and revenue sources, including the following funds:
 - General Fund
 - Sewer Fund, and
 - Grants
- 0.34 full-time employees paid by the Montclair Successor Redevelopment Agency.

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➤ **Part-Time Benefitted Employment Positions.**

The proposed Fiscal Year 2024–25 Budget incorporates one part-time benefitted position—an Administrative Technician located in the Fire Department. City staff has determined that the incumbent would not be eligible to vest in CalPERS; therefore, the employee would be harmed by transitioning to a full-time position. Part-time benefitted, entry-level positions were integrated into Montclair’s personnel program in 2012 as a means to exercise some forward control over long-term, CalPERS pension-related costs—employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS. However, ongoing analysis of cost savings related to part-time benefitted positions appeared to indicate that budgetary savings were no longer significant. Furthermore, the City’s retention rate for part-time benefitted employees is less favorable when compared to full-time benefitted employees. Therefore, in recent years, the City has gradually decreased the use of part-time benefitted positions. Accordingly, the Fiscal Year 2024–25 Proposed Budget continues to demonstrate migration away from the use of part-time benefitted positions.

➤ **Personnel Adjustments.**

The proposed Fiscal Year 2024–25 Operating Budget anticipates only minor adjustments to classifications to ensure the effective and efficient operation of City Departments. Classification modifications are submitted to the City Personnel Committee for consideration prior to implementation of classification modifications and/or the appointment of qualified and appropriate personnel. Classification modifications are designed to promote personnel retention, achieve depth of experience, ensure the provision of City services, and provide for necessary lines of succession, supervision and management.

➤ **Personnel Budget Appropriations.**

The Proposed Fiscal Year 2024–25 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2024–25 Budget includes \$32,732,208 for Total Personnel Services, All Funds. Based on 206 full-time City positions and 1 part-time benefitted position, Personnel Services represent approximately 62.2 percent of the Proposed Fiscal Year 2024–25 Budget, Total Operating Appropriations (exclusive of debt service) (\$52,634,001).
- *General Fund.* The Proposed Fiscal Year 2024–25 Budget includes \$26,138,910 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 69.3 percent of the Proposed Fiscal Year 2024–25 General Fund Operating Appropriations Budget (\$37,693,425).

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➤ **Budget Allocations by Department.**

As indicated in **Table 12**, below, the Proposed Fiscal Year 2024–25 Budget includes personnel, services and supplies, and capital outlay funding allocations, by Department.

Individual components of Department operations can be found in the **Budget Summary** section of the Proposed Fiscal Year 2024–25 Budget.

Table 12
Budget Allocations, By Department

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 171,705	\$ 277,855	\$ -	\$ 449,560
City Manager	2,306,496	4,329,256	387,738	7,023,490
Administrative Services	679,962	732,975	-	1,412,937
Human Services	4,370,796	1,023,950	-	5,394,746
Police	11,415,293	1,558,339	248,919	13,222,551
Fire	4,726,731	781,042	517,271	6,025,044
Public Works	4,094,467	6,185,861	127,917	10,408,245
Community Development	1,714,475	167,900	45,575	1,927,950
Economic Development	577,834	865,210	-	1,443,044
City Attorney	135,172	245,000	-	380,172
Citywide	2,456,175	2,249,500	-	4,705,675
Community Facility Districts	83,102	157,485	-	240,587
Total Operating Expenditures	\$ 32,732,208	\$ 18,574,373	\$ 1,327,420	\$ 52,634,001
Debt Service	-	-	-	9,415,110
Total Expenditures	\$ 32,732,208	\$ 18,574,373	\$ 1,327,420	\$ 62,049,111

VIII. BUILDING A BETTER MONTCLAIR

Building a better Montclair requires a team of dedicated leaders committed to excellence and the pursuit of ideas and ideals. To achieve this blend of municipal achievement, the City Manager regularly challenges the organization with new objectives designed to:

- Promote improvements to the overall quality of life in Montclair;
- Facilitate infrastructure improvements throughout the City including street and alleyway improvements, safe routes to school improvements, ADA improvements, and other infrastructure enhancements;
- Promote and achieve strategic objectives as established by the City Council;
- Promote commercial and residential development throughout the City;
- Establish an effective grants program to secure state, federal and county grants for a variety of physical and economic improvements for the community;

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- Promote extension of light rail transit to, and development of, the Montclair Transcenter;
- Develop solutions to community issues, including homelessness and affordable housing;
- Address long-term issues requiring dedicated funding for specific purposes—e.g., pension liabilities, bond obligations, infrastructure improvements and capital requirements;
- Promote and enhance community service and public safety programs;
- Produce revenue for employee working condition enhancements;
- Address state and federal legislative priorities that affect organizational operations;
- Strengthen and harden Montclair against adverse fiscal conditions; and
- Address City Council-directed priorities and objectives.

➤ **Pursuing Infrastructure Improvements.**

Central to the effort to build a Better Montclair is the capacity to identify funds necessary to achieve a robust program of improvements. Complementing the City's ability in this regard is the aggressive pursuit of grants at the federal, state and County level in combination with the use of *2021 Issue of Lease Revenue Bonds* funds to promote and complete new projects.

Rarely, if ever before in the history of the nation, have American cities seen the infusion of funds now available through an extensive series of Federal and State grants that give them the means to remake their respective communities. These funds come courtesy of the \$1 trillion **Infrastructure Investment and Jobs Act (IIJA)**—encompassing \$450 billion in renewed funding for existing programs and \$550 billion in new federal spending.

On a funding level, the **IIJA** achieves the following:

- The largest federal investment in public transit in U.S. history, including the largest investment in passenger rail since the startup of Amtrak.
- The nation's single largest dedicated bridge investment since construction of the interstate highway system.
- The nation's largest investment in clean drinking water and waste water infrastructure in U.S. history.
- Bringing access to reliable high-speed internet to every part of the nation.

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- Tackling the climate crisis by making the largest investment in clean energy transmission and EV infrastructure in U.S. history.
- Creating a Grid Deployment Authority to build a clean electric grid for the 21st Century.

With 452 unique funding programs, the **IJA** offers funding capacity to every part of the nation, as indicated in the Federal government's interactive [Investing in America Map](#).

In fact, between the **IJA** and the **Inflation Reduction Act (IRA)**—the latter representing the nation's first major federal response to climate change—the U.S. government is investing \$1.254 trillion across transportation, energy, water resources, and broadband sectors through the end of the current decade; and, according to [Brookings](#), the bulk of the funding is still available nearly three years following passage of the bills.

Interestingly, both the **IRA** and **IJA** invest almost exclusively in energy programs that intend to reduce greenhouse gas emissions, of which many Montclair-related projects are geared toward. The bulk of **IJA** programs, however, represent spending on roads and other forms of transportation and transit, and thus continue to incentivize driving, particularly through the \$240 billion Federal-Aid Highway Program and \$27 billion program for bridges—both of which are formula programs, with state governments being the primary beneficiaries. Formula programs make it easier for local governments to apply for funding without going through more difficult federal funding criteria. Funds going to states will only increase as the \$42.5 billion Broadband Equity, Access, and Deployment (BEAD) formula funding becomes available.

Formula and direct federal awards continue to move at a steady pace, already pumping more than \$400 billion into state/municipal coffers and direct investment projects; further, an estimated 70% of all competitive funding is still left to be awarded.

For cities and towns, state partnerships are the best chance to maximize opportunities to receive **IJA** and **IRA** awards—state officials control larger pots of funding that do not require detailed applications to access the funds. In contrast, federal competitive programs are typically smaller and over-subscribed, and require extensive and expensive application processes. State funding received by federal formula can also serve as matching funds when localities need to qualify for federal competitive funds.

There are, however, factors that make access and use of grant awards challenging. Inflation in the construction sector, the growing cost of municipal debt, a tight labor market, and a general downturn in state and local government revenues could, for many agencies, limit the forward movement of projects from both planning to physical construction. Further, the majority of available grants require either matching public funding, private investment (such as those incentivized by tax credits) or both. As to the former, Montclair is presently in an enviable position due to the availability of local match funding through the *2021 Issue of Lease Revenue Bonds*, which potentially remains an active funding source through 2026,

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and the ability of City staff to develop other funding sources that can be used to meet matching requirements.

Since 2018, Montclair has applied for approximately \$101 million in grants from various sources, has been awarded approximately \$40 million in grant funding to date, and has approximately \$39,200,000 in grant awards pending. Montclair's success in this effort has no parallel in the City's 68-year history, and is unlikely to be surpassed over the next generation.

As a local invested stakeholder, Montclair should continue pursuing grant funding to rebuild and reimagine the Montclair community, particularly as formula or direct grant spending continues moving out at a steady pace within each of the IRA's and IJA's major infrastructure sectors.

➤ **The Gold Line and North Montclair.**

While Montclair has applied, and will continue applying for a multitude of grants, other agencies, too, are the recipients of grants that will have beneficial effects for the Montclair community. Of particular note, the Los Angeles County Metropolitan Transportation Authority (LA Metro) is expected to be the recipient of approximately \$1.3 billion in State funds for transportation/transit projects, of which nearly \$800 million is projected to be committed toward completion of the Foothill Gold Line light rail extension from Pomona to Claremont, with the San Bernardino County Transportation Authority (SBCTA) providing the balance of approximately \$98 million for extension to the Montclair Transcenter, with completion targeted for 2030–31. State officials plan to distribute transit-related funds over three budget cycles.

Extension of Gold Line light rail service to the Montclair Transcenter is considered to be transformational for North Montclair, augmenting efforts to establish a transit district in and around the Transcenter. Light rail is considered a true transit service, with train headways every five minutes during peak hours and twelve to 15 minutes in off peak hours.

The City Council initiated the idea to establish a transit-oriented district in North Montclair when, in 2006, it adopted the North Montclair Downtown Specific Plan (NMDSP), a form-based code approach to re-imagining development in the City's northern sphere. The City Council has since adopted the 2017 amendment to the NMDSP and the Montclair Place District Specific Plan, the latter also a form-based code designed to master plan development at and around Montclair Place.

Since adoption of the NMDSP in 2006 and its 2017 amendment, projects within the NMDSP boundaries include high-density residential and mixed-use development, office space, and adaptive re-use of existing spaces. The NMDSP area also incorporates the City's Transit Oriented District (TOD).

Promoting development in North Montclair is designed to improve the overall quality of life in the community; create new housing, office, and mixed-use projects; move forward the City's vision for a transit-oriented district; and improve Montclair's property and sales tax base.

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To date, NMDSP development projects include the 385-unit "The Paseos at Montclair", the 129-unit "The District at Arrow Station", the 212-unit "The Alexan-Kendry", and the 23-unit "Vista Court". Other projects contemplated for, or now under development in North Montclair, include the following:

- **Village at Montclair.** The 360 mixed-unit "Village at Montclair" received entitlement in December 2020 and is now under construction. The project will be completed in phases, with some units available in late 2024 or early 2025. Ten of the ground floor units at Village at Montclair will immediately serve as commercial units, with twenty of the project's flex units to come on line as commercial units within approximately five years after construction is completed and certificates of occupancy are issued.
- **Montclair Kendry Expansion.** This high-density residential project, now under construction, is being developed in association with the existing Alexan-Kendry development, and will utilize shared amenities and office leasing space. The four-story podium buildings will incorporate 137 units configured in a mix of studio units and one- and two-bedroom apartment townhomes.
- **Marlowe.** This entitled residential project for the former Vulcan property site is awaiting a construction start date in 2024. The project will consist of 302 residential units utilizing a combination of three- and four-story buildings, configured in a mix of studio units and one, two and three-bedroom apartment townhomes.
- **Montclair Place.** CIM Group has submitted plans for a 606 residential unit, mixed-use development that includes 41,290 square feet of commercial space, 623,550 square feet of residential space, and 352,460 square feet of podium parking service (941 parking spaces provided). The project consists of two main buildings, configured to represent 6 different architectural styles, with a pedestrian-paseos dividing the two main buildings—the two main buildings would be connected by a pedestrian bridge. The project will also feature a Rambla—a tree-lined pedestrian, bicycle and vehicular street used for outdoor events and commercial activities. The project reportedly remains under review by CIM Group, pending availability of funding in a tight lending market due to the interest rate for construction loans.

The construction sector is dealing with significant price inflation, especially for input goods. Two infrastructure-specific commodity indexes within the [Producer Price Index \(PPI\)](#) have come down from their peak in June 2022 when they were up approximately 25 percent from January 2021, but indexes still remain high in comparison to the price for consumer goods.

- **Main Event Entertainment.** Main Event Entertainment is a chain of family entertainment centers, and was sold to Dave & Buster's in June 2022. The entertainment center features bowling alleys, arcades, laser tag, virtual reality games, gravity rope courses, miniature golf, billiards, escape rooms, karaoke, and a restaurant—the latter offering appetizers, pizza,

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hamburgers, salads, and desserts. Main Event also offers a full-service bar with a separate bar menu.

Main Event offers services for birthday parties and meeting and event space, with accommodations for corporate meetings or group gatherings and event facility rental services.

Main Event is considered to be complementary to the Dave & Buster's chain, with Main Event focused on families and young adults, and Dave & Buster's targeting the adult demographic.

- **Panera Bread.** Panera Bread is currently under construction on Moreno Street, between Central and Fremont Avenues, and is expected to open for full service in late 2024.
- **Arrow Highway and Fremont Avenue Improvements.** In order to enhance the attractiveness of streets in North Montclair the City Council, in 2019, authorized roadway and median improvements on Arrow Highway between Central and Monte Vista Avenue (now extended west to Mills Avenue), and on Fremont Avenue between Arrow Highway and Moreno Street. City staff recently completed final construction and engineering design, and segment improvements are currently under construction in partnership with the contractor for the *Village at Montclair* development on Arrow Highway.
- **NMDSP/Montclair Place District Street Design and Engineering.** In June 2022, the City Council approved a contract with Moule & Polyzoides (M&P) to design and engineer roadway improvements for the following NMDSP/Montclair Place District streets:
 - Moreno Street, between Central and Monte Vista Avenues;
 - Central Avenue, from the Interstate 10 Freeway, north to Richton Street;
 - Monte Vista Avenue from the Interstate 10 Freeway, north to Arrow Highway;
 - La Rambla, an internal commercial and pedestrian/vehicle roadway that will interconnect internal streets at Montclair Place to a central downtown hub of mixed-use properties.
 - Richton Street, between Central and Monte Vista Avenues;
 - Huntington Drive, from Claremont Boulevard to Monte Vista Avenue; and
 - Arrow Highway, between Monte Vista and Mills Avenues.

Proposed roadway improvements will create complete street designs (vehicle, pedestrian and bicycle friendly corridors) for targeted streets,

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create open spaces, build safe bike paths, and promote project development within the NMDSP area and Montclair Place District Specific Plan area.

➤ **Montclair Transcenter-related projects:**

- *Montclair Transcenter – Property Acquisition.* City staff continue to advocate for transfer of the Caltrans-owned parcels at the Montclair Transcenter to the City for development through a public-private partnership. A 2022 appraisal ordered by the City indicated a value of approximately \$32+ million; however, the cost to construct a parking facility to support 1,600 vehicles is approximately \$40 million, creating an estimated \$7 million negative property value—the Gold Line Extension project’s environmental review for the Montclair Transcenter presupposes that vehicle parking at the Montclair Transcenter will be maintained at approximately 1,600 spaces.

In April 2022, City staff submitted to the office of State Senator Susan Rubio a detailed analysis that justified a request from Montclair to transfer the Caltrans-owned property at the Transcenter to the City. Included in the justification for transfer was the City's support for construction of high-density residential development, including affordable housing, in compliance with Governor Gavin Newsom's promotion of high-density residential development near high-quality public transit facilities. The Montclair Transcenter is ranked as a high-quality public transit facility.

In January 2023 and January 2024, City staff submitted to the office of Assemblymember Freddie Rodriguez separate requests to author legislation that would declare the Montclair Transcenter as surplus property and authorize its transfer to Montclair. Assemblymember Rodriguez has since indicated that his office could not carry the bill because the property must first be declared surplus by Caltrans.

The Montclair Transcenter was, in fact, placed on Caltrans’ “excess” property list in late 2023, but has since been removed from the list. Nonetheless, the City continues to pursue efforts to acquire the property from Caltrans for development purposes, including retention of the transit function to serve the Metrolink San Bernardino Line and future Gold Line light rail system.

To support acquisition of the Caltrans-owned property at the Montclair Transcenter, City staff has submitted a \$25 million grant request under the competitive federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program. Consideration of the grant is pending, and the City would be required to provide matching funds of approximately \$10 million—funding is available through the *2021 Issue of Lease Revenue Bonds*.

- *Montclair Transcenter Master Project Site Plan.* In October 2023 City staff engaged Moule & Polyzoides (M&P) to develop a Master Site Plan for the

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Montclair Transcenter and surrounding transitional areas. The Master Site Plan would incorporate designs for the following:

- Market-rate and affordable housing site plans on the three parcels located on the north side of Richton Street and the southeast parcel located south of Richton Street, and surrounding transitional area properties.
- A 1,300-space parking structure to be constructed on the southwest parking field, south of Richton Street—the ground floor of the parking structure would incorporate a bus terminal, bus parking, and transit passenger service terminal. The transit passenger terminal would incorporate covered waiting space, food service, bicycle storage, ticket/information center, restrooms, child care services and commercial spaces.
- A secured station platform for both the Metrolink San Bernardino Line and Gold Line light rail service.
- Central Plaza, parkland and green spaces, and street and grid-block design.

The Master Project Site Plan for the Montclair Transcenter remains under development and will be used by the Foothill Gold Line Extension Construction Authority as a planning document to guide and inform planning for extension of the Gold Line light rail system to the Montclair Transcenter.

➤ **Promoting a stronger economic foundation.**

- **Evaluate Service Contracting.** Service programs offered by the City are occasionally evaluated to determine if service contracting, subject to labor group provisions, provides the City with viable and affordable options for delivering public services.

Fire code inspections, solid waste service, and a variety of services in the Public Works Department (e.g., median and tree maintenance) have been contracted to outside vendors. The City Manager will continue to evaluate outsourcing of services to promote cost efficiencies and enhance services for the community.

- **Implement a Proposition 64 Compliance Program.** In 2019 the "*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair*," or the "MAUCRSL, and its companion ordinances were presented to the Montclair Planning Commission for consideration. Following extensive review, the Planning Commission recommended City Council adoption of the MAUCRSL and its companion ordinances.

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Due to the diversion of staff time to cope with the COVID-19 pandemic and the need to address certain revenue and licensing policy issues, presentation of the MAUCRSL to the City Council was delayed. In the interim, the City Council directed City staff to poll residents regarding the legalization of commercial cannabis businesses in the Montclair community.

In March 2022, the City Council approved the hiring of FM3 to poll residents for their support or opposition to legalized commercial cannabis activity in Montclair. Polling of residents occurred from April 24 to May 16, 2022. The polling data demonstrated that regardless of whether or not respondents to polling questions were aware that commercial cannabis activity in Montclair is legal or illegal, support for legalization hovered at or around 70 percent of likely voters. Among those respondents who support legalizing commercial cannabis activity in the City, approximately 90 percent stated they would support a gross receipts tax on the selling of cannabis products. Based on the polling data, the City Council approved placing on the November 8, 2022, General Municipal Election Ballot two measures:

- Measure “R” (Ordinance 22-999) would enact a general business license tax on cannabis businesses in an amount not to exceed seven percent (7%) of gross receipts of cannabis businesses licensed to operate in the City of Montclair. On August 1, 2022, the City Council voted to place Measure “R” on the November 8, 2022 general municipal election ballot. Measure “R” passed by 70.22 percent of the vote.
- Advisory Measure “II” was for advisory purposes only and did not, in any manner, amend City law or permit cannabis businesses to operate within the City. Measure “II” established that Cannabis business may only be permitted by future City Council ordinance, state or federal law requirements, or by a future binding measure approved by Montclair voters. If enacted by a majority (50% plus 1) vote, the Advisory Measure served to inform the City Council on whether or not the voters desire to amend the Montclair Municipal Code to allow legalizing and licensing medical and adult-use cannabis businesses to operate within the City. A “yes” vote on Advisory Measure “II” would recommend that cannabis businesses be allowed to operate within the City; a “no” vote on Advisory Measure “II” would recommend that cannabis businesses not be allowed to operate within the City. Measure “II” passed by 51.91 percent of the vote.

The Economic Development Agency is now in the process of redrafting the “*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair*” (MAUCRSL) for presentation to the City Council in 2025. City staff projects that a regulatory system for commercial cannabis will produce between \$2 million to \$3 million annually, subject to the approved tax rate and the number of license agreements and types of commercial cannabis activity permits issued by the City. A redrafted ordinance will

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provide for a recommended contribution of approximately one percent of annual gross receipts by licensed cannabis vendors for a community benefits program, with funding to be received by City-approved benefactors.

Revenue from a Proposition 64 compliance program would be deposited in the City's General Fund and used to support a variety of general government functions and services including, but not limited to, the following:

- Public safety and enforcement programs;
- Code Enforcement services;
- Proposition 64-related programs;
- Homeless assistance programs;
- Affordable housing;
- Economic Development Activities;
- Infrastructure improvements; and
- Other priorities identified by the City Council.

Approval and implementation of the MAUCRSL would also make the City eligible to apply for a range of state grants supportive of the above governmental functions.

- **Redevelopment of Montclair Place.**

The ongoing redevelopment of Montclair Place is intended to address the changing nature of the retail industry, particularly as those changing dynamics affect major retail shopping centers throughout the nation. The initial step toward redevelopment of Montclair Place included completion of a specific plan for the Montclair Place District (the "Montclair Place District Specific Plan" or "MPDSP")—an area that falls between Moreno Street to the north, the Interstate-10 Freeway to the south, Central Avenue to the east, and Monte Vista Avenue to the west.

City staff presented the MPDSP to the City Council for adoption in November 2021. As designed, the MPDSP focuses on developing a central downtown warren of blocks, streets, parks, and open spaces populated with residential, mixed-use, office, entertainment, restaurant, civic, commercial, and educational uses. The MPDSP also calls for increasing existing commercial uses by up to 500,000 square feet.

Promoting development of the Montclair Place District pursuant to the vision of the MPDSP would improve the overall quality-of-life in the community, and enhance the City's sales and property tax base.

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- **Economic Development Agency and its Role in Promoting Economic Development and Promotion of Affordable Housing Development.**

In the Fiscal Year 2024–25 Proposed Operating Budget, the Economic Development Agency Assets Fund (EDA AF) retains a fund balance of \$5,756,349, plus \$3,183,038 in low-moderate income housing funds and \$13,256,096 in residual bond funds. The purpose of the EDA AF is to provide and enhance funding within the Economic Development Agency (EDA) for real property acquisition, affordable housing development, homeless assistance, and economic development activities. Re-transitioning of the Economic Development Department into the Economic Development Agency (EDA) in Fiscal Year 2022–23 emphasized the EDA's evolving role as an extension of the former Montclair Redevelopment Agency (RDA).

Excluding housing-related real property that is assigned to the Montclair Housing Corporation, real property purchased through the EDA AF will be held by the EDA for future development, either through a public-private-partnership (PPP), or by sale to a private entity for development purposes. Receipts from the sale of real property held by the EDA will be transferred to the EDA AF for future real property acquisition and other projects of the EDA.

The EDA has assumed the role of the former RDA in the promotion of economic development activity in the City and the pursuit of funding to develop affordable housing in the community.

- **Sphere of Influence.** The City Manager and Economic Development Agency Director have engaged with San Bernardino County's Fourth District Supervisor to discuss cooperative objectives related to economic development in Montclair's Sphere of Influence (SOI) and work towards transitioning the SOI to the City's administrative management through annexation. The City Manager has conditioned this effort with the need for San Bernardino County to restore to the City the property tax increment share of the former Montclair RDA that is transferred annually to the County. San Bernardino County receives an estimated \$2.4 million as its annual distribution from the former Montclair RDA's property tax increment.

In the event that the County agrees to restore the property tax increment to the City, the funds are recommended for annual allocation to the EDA AF for future project development. As part of this joint effort, the EDA is working with the consultant for the General Plan Update to perform an SOI development capacity study that will evaluate development patterns for the SOI and consider infrastructure improvement costs. San Bernardino County's Fourth District Supervisor has agreed to contribute \$200,000 toward the \$480,000 estimated cost of the study.

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- **Inclusionary Housing Ordinance.** The EDA has oversight responsibility of the City's Inclusionary Housing Ordinance (IHO). The EDA is currently redrafting the City's existing IHO and will present the successor IHO for City Council consideration during the last quarter of 2024. In-lieu fees derived from Inclusionary Housing fees paid by developers, and any IHO real property assets transferred to the City by developers, will be retained by the EDA for development of affordable housing projects. Affordable Housing assets associated with administration of the IHO would be held by, and administered through, the Montclair Housing Corporation (MHC).
- **Affordable Housing.** In April 2022, the EDA and the Montclair Housing Authority (the "MHA") became the beneficiary of approximately \$3.2 million in repaid residual receipt loans, plus interest, that had been provided to Augusta Communities, an IRS 501(c)(3) Corporation established by the City in 1998 to provide affordable housing (through rent control) at mobile home parks in the City managed by Augusta Communities.

In late 2021, Augusta Communities sought to refinance its 2012 Issue of Mobile Home Park Revenue Bonds. In order to refinance its 2012 Bonds, Augusta Communities required the approval and cooperation of the Montclair City Council. As part of the 2022 Bond refinancing proposal, the City negotiated a package requiring Augusta Communities to extend affordability covenants on each of its three Montclair mobile home parks for thirty years, and pay to the MHA the RDA residual receipt loans, with interest.

The Montclair Housing Corporation (MHC) holds and manages 104 affordable housing units and other properties in the City that may serve as the location for future affordable housing development. The City is also committed to acquiring Caltrans-owned property at the Montclair Transcenter, and pursuing a public-private partnership for development of market rate and affordable housing at the Transcenter.

A City Council workshop on affordable housing will be scheduled for in late 2024.

- **San Bernardino Council of Governments Housing Trust Fund.** In 2022, the San Bernardino County Council of Governments (SBCOG) initiated the process of exploring opportunities for establishing a County administered Housing Trust Fund. To date, the COG has prepared a Strategic Plan and a White Paper outlining the operational aspects of the Trust Fund. The COG projects that the Trust Fund could become operational as early as 2026, with administrative funding secured through a 2024 increase in annual contributions by member agencies of the SBCOG.

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- **Homelessness.** Homelessness remains a serious issue in Montclair, the region and throughout California and the nation. In May 2024, the City Council received a workshop presentation on the City's outreach efforts related to homelessness.

The EDA, along with the Montclair Code Enforcement Special Operations Team, has been tasked to develop grant funding to facilitate development of temporary housing. To that end, the EDA is working with San Bernardino County's Fourth District Supervisor to develop approximately \$5 million in grant funding to acquire property for development into a temporary housing facility for persons at risk of homelessness. The EDA is also working collaboratively with the City's Code Enforcement Special Operations Unit and non-profit agencies to promote, establish and pursue programs designed to address Montclair's homeless problem.

The EDA is also pursuing a regional partnership, sponsored by San Bernardino County's Fourth District Supervisor, to develop a West End Navigation Center to provide housing and wrap-around services to homeless individuals accepted into the navigation center.

In addition to its effort to develop a temporary shelter program, the EDA is pursuing state grants to provide supportive and educational wraparound services including substance abuse counseling; case management; medical and mental health services; and temporary and permanent housing options. The long-term objective is to move clients from having no regular nighttime residence to a temporary, stable facility that can address immediate needs, offer benefits assistance, and ultimately place clients on the road to stability and economic self-sufficiency.

- **Promoting Housing, Commercial and Industrial Development, and Healthy Montclair Projects Throughout the Community.** Promoting development throughout the Montclair community pursuant, in part, with guidelines proposed through an updated General Plan, would improve the overall quality of life throughout the community, and improve the City's sales and property tax base. A number of projects currently underway in Montclair include the following:
 - **Citywide development.** A number of housing, commercial and logistics projects have already been completed in the City's southern sector. Other projects are under development and/or are in planning.
 - **Tiki Drive-In/Mission Project.** Development in the City's southern sphere includes the site of the former Montclair Tiki Drive-In Theater. The site, presently under construction, will accommodate a mix of light industrial/manufacturing and logistics support in a "campus" environment. The Mission Project consists of eight buildings on 27.4 acres located at the northwest corner of Mission

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Boulevard and Ramona Avenue. The project is bounded by State Street to the north, Ramona Avenue to the east, Mission Boulevard to the south and a mix of residential and industrial improvements to the west.

Closure of the Mission Tiki Drive-in to accommodate the Mission Project adversely impacts the City's sales tax revenue base and available forms of leisure entertainment (four outdoor movie theater screens) and shopping experiences (weekly swap meets). To redress these losses to the Montclair community, the City and Mission negotiated terms that required Mission Project to pay to the City an annual Community Benefit fee equal to one and one-quarter cent (\$0.0125) per month for every square foot of the building area leased for each month of the year. Based on 513,295 square feet of total lease space available, the annual remittance to the City would be \$76,994.25. The Community Benefit Fee, with first payment expected no sooner than 2025–26, shall be deposited in the City's General Fund to be used for community benefit purposes determined by the City. Eligible programs will include, but not be limited to, youth sports programs, the Montclair to College program, league sport programs and school-related programs and activities.

City staff is evaluating extension of the Community Benefit Fee concept to other projects, particularly those that declare their situs for sales tax collection in a community other than Montclair. This practice not only reduces Montclair's tax base, it also imposes on the City the burden to provide a range of public services the City is not compensated for. This problem is a growing concern as fulfillment centers in a handful of cities across the state now serve as the situs for expanding online sales.

City staff are also evaluating an option to ask for City Council consideration of a voter-approved initiative to impose a business/franchise tax on fulfillment center vehicles delivering products to Montclair—see discussion on page “xi”. Any proposed tax would likely be equivalent to the City's share of the Bradley-Burns 1% sales tax rate, plus the City's 1.25% Transactions and Use Tax rate, assessed against gross sales of products delivered within Montclair's jurisdiction.

- **Reeder Ranch Park.** Construction on the Reeder Ranch Park, on Holt Boulevard, adjacent to the historic Reeder Heritage Ranch, is projected for completion in late 2024. In 2020, the City was awarded a \$5.137 million grant from the Proposition 68 Statewide Park Program (Round 3) Grant Awards—the total cost of the project is estimated at \$5.5 million. Project design calls for a new 2,500 square feet recreation center, natural playground, walking trails, fitness stations, picnic tables with shade structure, restroom facilities, public art, parking lot, lighting, and landscaping throughout the park. A portion of Reeder Ranch Park construction

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(approximately \$400,000) will be offset by use of *2021 Lease Revenue Bonds*.

- **Saratoga Park.** In 2022, the City received \$2 million in Community Project Funding from the office of Congresswoman Norma Torres for improvements to Saratoga Park, the City's Little League Sports Field. City staff have also applied for an Urban Greening Program Grant in the amount of \$4,313,135, and expect to receive a \$1 million grant from the office of San Bernardino County's Fourth District Supervisor. Funds will be used to redesign and reconstruct Saratoga Park's sports fields into a state-of-the-art sports complex for Little League play. The Project is currently in its design-engineering phase and is expected to begin construction in 2025.
- **San Antonio Creek Trail and Sunset Park.** The vision for Montclair's future San Antonio Creek Trail consists of a vibrant, connected, and safe multi-use greenway path that will run north-south through the entire City from its northern limits at the Pacific Electric Trail near Monte Vista Avenue and Richton Street, and continuing three miles south to Montclair's city limits at Mission Boulevard.

When completed, the entire length of the San Antonio Creek Trail will provide new connections between neighborhoods and to parks, recreation centers, schools, transit areas, job centers, and other community destinations.

In March 2022, Montclair was notified by the California Department of Transportation that it was awarded approximately \$4.2 million from the nearly \$300 million available in Clean California Grants for improvements to Sunset Park, including for a pilot segment of the San Antonio Creek Trail adjacent to Sunset Park. Construction on the pilot segment and other improvements to Sunset Park are expected to be completed in late 2024. The park will include improved trails adjacent to the San Antonio Creek Channel, two self-cleaning restrooms, two play areas, exercise equipment, and an amphitheater.

Building the San Antonio Creek trail will bring a number of quality-of-life improvements to the Montclair community—Montclair is identified by various state agencies as a disadvantaged community. An investment in the San Antonio Creek trail will improve public health, economic opportunity, and environmental and transportation benefits for the Montclair community and surrounding cities.

From an environmental and health perspective, construction of the trail will encourage area residents to shift from the use of personal vehicles to other forms of transportation, including walking, cycling, and the use of public transit, resulting in lower traffic congestion, lower greenhouse gas emissions, improved air quality and higher

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levels of physical activity, thereby improving the health and wellbeing of area residents.

The trail provides opportunities for residents making trips across the region to get to work or school, run errands, or visit friends and family through an active transportation network. Proximity of the trail to the Montclair Transcenter, a major transit hub with connections to rail and bus service, will create an important link for commuters connecting to other parts of the Southern California region and other forms of public transit.

Additionally, because modes such as walking and biking provide some of the lowest-cost forms of transportation, constructing the trail is projected to produce positive economic, transportation, and equity benefits for those disadvantaged communities adjacent to the San Antonio Creek trail, including Montclair.

In order to achieve funding for the entire length of the San Antonio Creek Trail project, the San Antonio creek corridor has been split into five segments, as demonstrated in **Illustration 1**, below. Segments break at the locations of major barriers (Metrolink Railway, I-10 Freeway, and Union Pacific Railway) and/or logical construction phases that connect to existing or planned active transportation facilities or key community destinations.

Illustration 1
San Antonio Creek Trail Segments



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IX. CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2024–25 Budget can be termed a successful budget that utilizes a number of funds and strategies to achieve balance and respond to a number of community and organizational needs.

Central to the Budget's fiduciary commitment is the creation of debt service funds, including the following:

- The *2014 Issue of Lease Revenue Bonds Debt Service Fund* – \$2,585,263;
- The *2021 Issue of Lease Revenue Bonds Debt Service Fund* – \$2,394,513;
- The *2021 Issue of Pension Obligation Bonds Debt Service Fund* – \$4,435,334.

The Fiscal Year 2024–25 Budget, as proposed, also incorporates the allocation of \$34,209,291 for Special Purposes. The Economic Development Agency also manages the following:

- \$5,756,349 in the Economic Development Agency Assets Fund;
- \$3,183,038 in restricted low-moderate income housing funds; and
- \$13,256,096 in residual bond receipts.

The passage of Measure L in 2020 greatly improved the City's revenue profile, generating an estimated \$11.12 million in transactions and use tax revenues for Fiscal Year 2024–25. However, the City experienced a 6.6 percent decline in sales tax revenues for Fiscal Year 2023–24, and is projected to experience only a marginal 4 percent year-over-year recovery for Fiscal Year 2024–25.

For Fiscal Year 2024–25, each City Department was provided greater flexibility in the preparation of their respective budget programs. After budgets were submitted, however, it was necessary for the City Manager to reduce Department budget requests by \$3,850,159. Reductions were made using historical data, expenditure details, actual and projected needs, and available funding.

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that at 22.82 percent, or \$8.6 million, City staff is nearing the City Council's objective to maintain a minimum fund balance of approximately 25 percent of the General Operating Fund Appropriations Budget. Going forward, City staff will work toward the GFOA and California State Auditor's Office recommendation for an optimum fund balance ratio of 50 percent. City staff is pleased to note that Montclair's total combined reserves, including the proposed General Operating Fund's Unassigned Reserve Fund balance of \$8,600,000 and Special Purpose Reserve Funds balance of \$34,209,291, together equal \$42,809,291.

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. In November 2020, *Measure L* received 68.84 percent voter support, and is expected to generate an estimated \$11.12 million in Fiscal Year 2024–25, with \$2,394,513 allocated

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annually to the debt service fund for the *2021 Issue of Lease Revenue Bonds*. Voter approval of *Measure L* presented the City Council the opportunity to bring critical infrastructure improvements to the community, enhance municipal services, and improve employee working conditions.

During Fiscal Year 2022–23, the City Council agreed to place on the November 8, 2022 ballot two measures (Measure “R” and Measure “II”) asking voters to consider (i) the legalization of commercial cannabis businesses in the City, and (ii) a maximum 7 percent cannabis sales tax on licensed commercial cannabis businesses. Each measure was approved by the voters, and City staff is currently developing a commercial cannabis ordinance for presentation to the City Council in the latter half of Fiscal Year 2024–25.

Over the past decade, the Montclair organization has fully embraced the matrix of a “New Economy”—a standard that responds to a public that demands local government agencies provide efficient public services without significant diminution in service levels. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without unnecessary tax burdens. The City’s fiscal discipline, prudence, and fiscal policy recalibration over the past several years has been designed to accomplish this community expectation.

In 2020, the economies of the world became casualties of a microscopic virus that imposed a new set of restrictions on local governments and their ability to deliver services. Only through a concerted effort to promote new revenue programs and sources was the City able to put the economic crisis brought on by the COVID–19 pandemic behind us—the passage of *Measure L* has been instrumental to this effort, affording Montclair the ability to continue a healthy and responsive program of services for the community.

Going forward, City staff will:

- Routinely look at fresh approaches for service delivery;
- Continue to evaluate available grants and outside funding opportunities to defray General Fund–related expenditures;
- Seek to develop strategies to improve the appearance of the community and promote enhancements to its infrastructure;
- Identify new and creative revenue concepts to further bolster the City’s ability to weather economic downturns, enhance quality of life for residents, continue a pattern of infrastructure improvements, and advance on our capacity to promote a positive work environment;
- Pursue development designed to enhance the City’s commercial and residential base;
- Promote Economic Development opportunities by drawing on the City’s past and effective promotion of redevelopment as a tool to revitalize Montclair;
- Continue to develop partnerships for investments not only in North Montclair, but throughout the City; and

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- Work with regional, state, and federal representatives to promote efforts designed to move Montclair forward.

Based on discussions in the *City Manager's Fiscal Year 2024–25 Budget Message*, it is clear the City Council continues to develop its role as a responsive governing body that is focused on prudent fiscal management practices—practices that allow the City Council to function as architects of Montclair's fiscal destiny.

Through vibrant, visionary, and energetic projects like the Amended North Montclair Downtown Specific Plan, the Montclair Place District Specific Plan, and the upcoming Arrow Highway Mixed-Use District Specific Plan and General Plan Update it is evident that Montclair is a community shaping its destiny and trending toward an era of progress.

As the Montclair organization moves into the new fiscal year, its leaders continue confronting the challenges offered by the economic paradigm confronting municipalities—a paradigm requiring a conservative stewardship over fiduciary responsibilities. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a balance between its commitment to the organization and its people, and 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 Montclair community. Your individual service to the City has been instrumental in making Montclair a community residents are proud to live in, businesses are honored to operate out of, children can safely play in, and employees are proud to work for.

I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2024–25 Budget, and helping to keep Montclair on a forward footing.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed Fiscal Year 2024–25 Budget and the City's program of services.

ECS:JK/MF

Sincerely,



Edward C. Starr
City Manager

Budget Summaries

	SOURCES				USES			Estimated Fund Balance/ Retained Earnings June 30, 2025	
	Estimated Fund Balance/ Retained Earnings July 1, 2024	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES		
1001	General Operating Fund	8,000,000 (1)	39,805,020	100,000	47,905,020	37,693,425	1,611,595	39,305,020	8,600,000
	Special Revenue Funds								
1102	Gas Tax Fund	20,512	1,100,000	-	1,120,512	1,072,227	-	1,072,227	48,285
1103	Road Maintenance Rehabilitation Fund	2,586,961	975,622	-	3,562,583	-	-	-	3,562,583
1104	Measure I Fund	6,869,998	1,020,000	-	7,889,998	-	-	-	7,889,998
1110	Traffic Safety Fund	181,312	80,000	-	261,312	-	100,000	100,000	161,312
1112	Disability Access Fee	63,906	9,000	-	72,906	-	-	-	72,906
1130	Park Maintenance Fund	-	40,000	-	40,000	74,428	-	74,428	(34,428)
1131	Park Development Fund	1,543,307	1,741,600	-	3,284,907	-	-	-	3,284,907
1132	CDBG Fund	-	266,647	-	266,647	89,997	-	89,997	176,650
1135	Air Quality Improvement Fund	39,241	51,000	-	90,241	-	-	-	90,241
1138	Senior Nutrition Fund	-	237,970	-	237,970	239,803	-	239,803	(1,833)
1140	Asset Forfeiture Fund- State	102,655	10,150	-	112,805	-	-	-	112,805
1141	Prop 30/SB 109 Fund	52,011	300	-	52,311	-	-	-	52,311
1143	Public Safety Fund	-	605,000	-	605,000	800,070	-	800,070	(195,070)
1144	Federal Asset Forfeiture Fund- DOJ	329,806	103,000	-	432,806	1,000	-	1,000	431,806
1146	State Asset Forfeiture 15% Set-aside Fund	29,277	1,600	-	30,877	-	-	-	30,877
1147	Federal Asset Forfeit. Fund- Treasury	133,408	15,500	-	148,908	-	-	-	148,908
1148	School District Grant Fund	71,496	208,050	-	279,546	208,050	-	208,050	71,496
1149	Citizens Option for Public Safety (COPS) Grant	93,777	166,000	-	259,777	250,000	-	250,000	9,777
1150	Local Law Enforcement Block Grant	704	50,100	-	50,804	-	-	-	50,804
1151	Crime Prevention Fund	2,536	110	-	2,646	-	-	-	2,646
1152	Recycling Block Grant Fund	113,835	117,284	-	231,119	105,000	-	105,000	126,119
1155	Statewide Park Development Grant Fund	1,207,999	2,000,000	-	3,207,999	-	-	-	3,207,999
1156	Homeless Housing Assistance & Prevention Fund	-	54,600	-	54,600	54,600	-	54,600	-
1157	LEAP Grant Fund	963	34,000	-	34,963	-	-	-	34,963
1160	After-School Program Grant Fund	88,716	2,951,283	-	3,039,999	2,910,796	-	2,910,796	129,203
1162	City of Hope	1,291	-	-	1,291	-	-	-	1,291
1163	Safety Department Grant Funds	-	18,000	-	18,000	-	-	-	18,000
1164	OMSD Immunization Grant	1,371	-	-	1,371	-	-	-	1,371
1166	Kaiser Permanente Grant	2,071	-	-	2,071	-	-	-	2,071
1167	Resource Center Grant - OMSD	17,738	-	-	17,738	-	-	-	17,738
1168	Title IIIB Sr Support Services	-	15,600	-	15,600	15,600	-	15,600	-
1169	Healthy Communities Strategic Plan	7,739	14,000	-	21,739	14,000	-	14,000	7,739
1180	EMS- Paramedic Fund	1,067	39,850	-	40,917	52,700	-	52,700	(11,783)
1181	Contributions & Donations	1,200	500	-	1,700	-	-	-	1,700
1704	Sewer Expansion Fee Fund	1,004,838	52,500	-	1,057,338	-	-	-	1,057,338
1740	Developer Impact Fees - Local	1,572,398	150,000	-	1,722,398	-	-	-	1,722,398
1741	Developer Impact Fees - Regional	490,258	200,000	-	690,258	-	-	-	690,258
1742	Burrtec Pavement Impact Fees	320,203	90,000	-	410,203	-	-	-	410,203
1744	Utility Undergrounding In Lieu	383,397	-	-	383,397	-	-	-	383,397
1745	General Plan Update Fees	113,998	12,000	-	125,998	55,000	-	55,000	70,998
1746	Housing Trust Fund	879,108	1,432,000	-	2,311,108	-	-	-	2,311,108
1748	Public-Education-Gov't Fees (PEG)	151,286	30,000	-	181,286	-	-	-	181,286
	Total	18,480,383	13,893,266	-	32,373,649	5,943,271	100,000	6,043,271	26,330,378
	Capital Project Funds								
1206	Economic Development Agency	4,699,179	1,900,000	-	6,599,179	262,710	-	262,710	6,336,469
1250 & 51	Successor Agency Bond Proceeds	13,054,389	250,000	-	13,304,389	550,000	-	550,000	12,754,389
1252	2014 Lease Revenue Refunding Bond Proceeds	651	-	-	651	-	-	-	651
1253	2021 Lease Revenue Refunding Bond Proceeds	38,692,859	1,400,000	-	40,092,859	619,068	-	619,068	39,473,791
1743	PUC CalTrans Reimbursement Fund	219,720	-	-	219,720	-	-	-	219,720
	Total	56,666,798	3,550,000	-	60,216,798	1,431,778	-	1,431,778	58,785,020
	Special Assessment Funds								
1601	Community Facilities District 2011-1	206,601	187,302	-	393,903	186,302	-	186,302	207,601
1602	Community Facilities District 2011-2	117,363	54,785	-	172,148	54,285	-	54,285	117,863
	Total	323,964	242,087	-	566,051	240,587	-	240,587	325,464
	Debt Service Funds								
1302	2014 Refunding Bonds	-	2,585,263	-	2,585,263	2,585,263	-	2,585,263	-
1303	2021 Lease Revenue Bonds	-	2,394,513	-	2,394,513	2,394,513	-	2,394,513	-
1304	Pension Obligation Bonds	-	4,435,334	-	4,435,334	4,435,334	-	4,435,334	-
	Total	-	9,415,110	-	9,415,110	9,415,110	-	9,415,110	-
	Enterprise Funds								
1501 & 03	Sewer Operating Fund	3,848,571	5,770,000	-	9,618,571	5,508,186	-	5,508,186	4,110,385
1502	Sewer Replacement Fund	2,675,541	246,000	-	2,921,541	1,000	-	1,000	2,920,541
	Total	6,524,112	6,016,000	-	12,540,112	5,509,186	-	5,509,186	7,030,926
	Reserve Funds								
	Reserve Funds	32,597,696 (1)	-	1,611,595	34,209,291	1,815,754	-	1,815,754	32,393,537
	Total	32,597,696	-	1,611,595	34,209,291	1,815,754	-	1,815,754	32,393,537
	TOTAL - ALL FUNDS	122,592,953	72,921,483	1,711,595	197,226,031	62,049,111	1,711,595	63,760,706	133,465,325

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2023-24 midyear general fund approved amounts.

**TRANSFERS IN AND OUT DETAILED DESCRIPTIONS
SOURCES & USES STATEMENT**

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Traffic Safety	General Operating Fund	\$100,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
General Fund	Equipment Replacement Special Reserve Fund	\$497,898	Replenish the fund for future ongoing projects.
General Fund	Technology Enhancements Special Reserve Fund	\$ 32,644	To aid in the funding of unanticipated and planned major technology upgrades.
General Fund	Contingency Reserve Fund	\$ 50,000	Increase the funds available for unanticipated non-personnel expenditures.
General Fund	UAL/POB Amortization Special Reserve Fund	\$ 11,202	Increase the funds available for unanticipated future UAL costs.
General Fund	Public Parking Facility Development	\$219,851	Increase the funds available to construct a parking facility at the Transcenter.
General Fund	Gold Line Betterment Special Reserve Fund	\$500,000	Increase the funds available for enhancements to the Gold Line at the Transcenter.
General Fund	Street Maintenance Special Reserve Fund	\$100,000	Increase the funds available for preventative maintenance of street assets.
General Fund	Homelessness Advocacy/ Housing/Outreach Assistance Fund	\$200,000	To aid in the City's ability to assist those who are experiencing homelessness.
TOTAL		<u>\$1,711,595</u>	

CITY OF MONTCLAIR FISCAL YEAR 2024-25 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 reserve funds.

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 policies 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 and SB1 Fund (1102 & 1103) Gas Tax monies allocated to local governments in accordance with California Streets and Highways Code Sections 2032, 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 monies 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 County Transportation Authority's (SBCTA) five-year and twenty-year plans. In the past, Montclair was allocated regional monies 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." Monies 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. Monies 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. AB 1379 extended this fee indefinitely and on or after January 1, 2018, and until December 31, 2023 increase the amount from \$1 to \$4. AB 2164 repealed the provision reducing the fee to \$1 on January 1, 2024 extending the fee at \$4 indefinitely. The monies collected are divided between the local entity that collected the monies 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 their 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 monies which generally must be expended for essential community development and housing purposes. Montclair receives its share of CDBG monies 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 monies 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 monies 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. Monies distributed to Montclair pursuant to the asset forfeiture laws may only be used for law enforcement programs.

Prop 30/AB 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 monies.

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. Monies 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 monies received from the Department of Justice be segregated from forfeiture monies received from the United States Treasury Department and all other resources of the Police Department, including monies/assets received pursuant to State asset forfeiture laws.

State Forfeiture – 15% set-aside (1146) Health & Safety Code Section 11489 provides that fifteen percent of State asset forfeiture monies/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 monies 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.

Citizens Option for Public Safety (COPS) 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.

Justice Assistance Grant 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 monies 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.

Homeless Housing, Assistance and Prevention Grant Program (1156) A State of California grant program designed to provide direct assistance to cities to address the homelessness crisis throughout the state.

After-School Program (1160) This fund administers the After-School 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 (1162; 1166 – 1169; & 1171) These are smaller grant funds used to augment operation of various programs and projects undertaken by the Human Services Department. Current funding entities include: Healthy Communities Strategic Plan, Resource Center Grant-OMSD, Title IIIB Senior Support Services, and ASES Supplemental Grant.

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

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

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

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

PUC CalTrans Reimbursement Fund (1743) As part of the infrastructure improvement project for the Monte Vista Grade Separation, \$5,000,000 of PUC grants were obtained. This amount will be utilized to fund a portion of the costs of this project. Since these monies were a one time reimbursement of prior year costs there is no revenue budgeted. Instead this fund it utilized to account for the portion of the grade separation current costs funded with this grant.

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 Agency 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.

Successor Agency Bond Proceeds – (1250 & 1251) Due to the elimination of the City's redevelopment agency and unspent bond proceeds could be utilized for the purpose intended with the Department of Finance approval. This approval was obtained and the proceeds will be utilized by the City for the purposes authorized in their official statements.

2021 Lease Revenue Bond Proceeds – (1253) Proceeds from the issuance of the 2021 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 and Alexan projects.

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 three active debt service funds established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014, Montclair Financing Authority Lease Revenue Bonds Issue of 2021, and Pension Obligation Bond Issue of 2021.

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 were 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 2024-25, the annual principal and interest lease payment is \$2,585,263, payable from General Fund resources. Internally, in prior fiscal years, the City had 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 for this debt service payment. Therefore, effective Fiscal Year 2015-16, the City had budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Agency Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. Beginning with Fiscal Year 2021-22 the City began to utilize only Measure F transaction and use tax revenues for debt service and in turn allocated the entire RPTTF revenue to the Economic Development Agency 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.

2021 Lease Revenue Bonds Debt Service Fund (1303) In October 2021, the City, through the Montclair Financing Authority, issued \$45,000,000 in Lease Revenue Bonds. The 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 April 2051.

For Fiscal Year 2024-25, the annual principal and interest lease payment is \$2,394,513, payable from General Fund resources. As part of the bond issuance process, the City's Measure L transaction and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only Measure L transaction and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Lease Revenue Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.4 million dollars annually for the remaining life of this bond issue.

2021 Pension Obligation Bonds Debt Service Fund (1304) In October 2021, the City issued \$62,190,000 in Pension Obligation Bonds. The proceeds received through this issuance were utilized to pay off the CalPERS Unfunded Accrued Liabilities (UAL). This action committed the City to make annual lease payments until June 2041.

For Fiscal Year 2024-25, the annual principal and interest lease payment is \$4,435,334, payable from General Fund resources. As part of the bond issuance process, the City's sales and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only sales and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Pension Obligation Debt Service Fund. The annual principal and interest payments will continue to be approximately \$4.4 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.

Asset Seizure Fund (1745) Financial resources seized during criminal investigations, etc. are held in trust in this fund awaiting disbursement instructions from the courts. Once received, amounts seized together with interest earning will be disbursed to the respective parties which could also include the City of Montclair.

Revenues

CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease)
GENERAL FUND						
1001 GENERAL FUND	39,762,384	39,467,041	20,960,566	39,167,541	39,805,020	337,979
SPECIAL REVENUE FUNDS						
1102 GAS TAX FUND	968,471	1,090,496	706,201	1,090,496	1,100,000	9,504
1103 ROAD MAINT REHAB FUND - SECT 2032	923,344	942,426	628,864	942,426	975,622	33,196
1104 MEASURE I FUND	1,047,423	1,006,000	575,876	1,006,000	1,020,000	14,000
1110 TRAFFIC SAFETY FUND	77,385	90,000	47,385	90,000	80,000	(10,000)
1112 DISABILITY ACCESS FEE FUND	8,654	9,000	6,836	9,000	9,000	-
1130 PARK MAINTENANCE FUND	37,957	37,000	32,810	37,000	40,000	3,000
1131 PARK DEVELOPMENT FUND	2,100	383,600	385,700	383,600	1,741,600	1,358,000
1132 C.D.B.G. FUND	1,001,275	271,698	39,731	271,698	266,647	(5,051)
1134 SB2 PLANNING GRANT FUND	55,425	-	-	-	-	-
1135 AIR QUALITY IMPROVEMENT FUND	51,012	110,500	64,797	111,000	51,000	(59,500)
1138 SENIOR NUTRITION FUND	199,496	199,666	164,473	199,666	237,970	38,304
1139 AMERICAN RESCUE PLAN FUND	4,794,353	-	-	4,794,353	-	-
1140 ASSET FORFEITURE FUND - STATE	6,763	10,150	-	10,300	10,150	-
1141 PROP 30/SB 109	685	100	-	100	300	200
1143 SB 509 PUBLIC SAFETY FUND	582,959	580,685	392,675	580,685	605,000	24,315
1144 FEDERAL ASSET FORFEITURE FUND - DOJ	321,193	30,400	226,192	30,400	103,000	72,600
1146 STATE FORFEITURE - 15% SETASIDE	1,340	1,600	-	1,650	1,600	-
1147 ASSET FORFEITURE - TREASURY	12,731	30,150	12,959	30,150	15,500	(14,650)
1148 SCHOOL DISTRICT GRANT FUND	71,496	124,230	-	124,230	208,050	83,820
1149 COPS ELEAS GRANT	167,579	200,500	186,305	200,500	166,000	(34,500)
1150 LLE BLOCK GRANT FUND	30,126	78,162	48,178	78,162	50,100	(28,062)
1151 P.C. 1202.5 CRIME PREVENTION FUND	146	210	51	210	110	(100)
1152 RECYCLING BLOCK GRANT FUND	54,914	12,100	(5,864)	65,042	117,284	105,184
1155 STATEWIDE PARK DEVELOPMENT GRANT	18,837	4,762,553	-	4,762,553	2,000,000	(2,762,553)
1156 HOMELESS HOUSING ASSISTANCE PREVEN I	45,879	23,800	21,085	23,800	54,600	30,800
1157 LEAP GRANT FUND	65,364	-	25,154	-	34,000	34,000
1160 AFTER-SCHOOL PROGRAM GRANT FUND	1,592,169	2,265,588	1,870,378	2,265,588	2,951,283	685,695
1162 CITY OF HOPE	-	1,000	-	1,000	-	(1,000)
1163 SAFETY DEPARTMENT GRANT FUND	49,323	34,021	15,639	34,021	18,000	(16,021)
1167 RESOURCE CENTER GRANT (OMSD)	28,500	-	-	-	-	-
1168 TITLE IIIB SR SUPPORT SERVICES	34,871	40,000	17,018	40,000	15,600	(24,400)
1169 HEALTHY COMMUNITIES STRATEGIC PLAN	-	15,701	-	15,701	14,000	(1,701)
1171 ASES SUPPLEMENTAL GRANT FUND	204,056	-	-	-	-	-

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease)
1180 E.M.S. - PARAMEDIC FUND	39,035	46,850	33,173	46,850	39,850	(7,000)
1181 CONTRIBUTIONS/DONATIONS FUND	-	500	700	500	500	-
1704 SEWER EXPANSION FEE FUND	38,108	51,000	112,387	51,000	52,500	1,500
1740 DEVELOPER IMPACT FEES - LOCAL	109,951	100,000	289,982	100,000	150,000	50,000
1741 DEVELOPER IMPACT FEES - REGION	248,234	100,000	657,261	100,000	200,000	100,000
1742 BURRTEC PAVEMENT IMPACT FEES	90,250	75,000	52,157	75,000	90,000	15,000
1744 UTILITY UNDERGROUNDING IN-LEIU	42,880	-	-	-	-	-
1745 GENERAL PLAN UPDATE FEES	12,422	12,000	11,545	12,000	12,000	-
1746 HOUSING TRUST FUND	-	-	323,400	-	1,432,000	1,432,000
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	42,584	35,000	14,501	35,000	30,000	(5,000)
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	1,926,085	1,500,000	957,508	1,500,000	1,900,000	400,000
1250/5 SA BOND PROCEEDS	299,674	125,000	235,124	125,000	250,000	125,000
1253 2021 LEASE REVENUE BOND PROCEEDS	1,429,623	50,000	1,431,818	50,000	1,400,000	1,350,000
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	156,599	170,592	112,740	170,592	187,302	16,710
1602 CFD 2011-2 (Maint-PubSafety) FUND	45,504	49,599	29,242	49,599	54,785	5,186
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,587,463	2,587,763	1,591,478	2,587,769	2,585,263	(2,500)
1303 2021 LEASE REVENUE BONDS	2,394,413	2,397,413	2,397,413	2,397,413	2,394,513	(2,900)
1304 PENSION OBLIGATION BONDS	4,437,813	4,437,327	4,437,327	4,437,327	4,435,334	(1,993)
<u>ENTERPRISE FUND</u>						
1501 SEWER OPERATING FUND	5,565,848	5,515,000	4,198,686	5,515,000	5,770,000	255,000
1502 SEWER REPLACEMENT FUND	235,874	234,000	-	234,000	246,000	12,000
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	8,608	-	-	-	-	-
TOTAL REVENUE - ALL FUND:	71,929,171	69,305,42	43,309,45	73,853,92	72,921,48	3,616,06

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001						
Taxes						
Property - Secured	3,170,532	3,500,000	2,225,043	3,200,000	3,500,000	-
Property - Unsecured	246,455	250,000	130,389	250,000	250,000	-
Property Tax in Lieu of VLF (HdL)	4,641,474	4,994,516	2,497,258	4,994,516	5,196,794	202,278
Sales & Use (HdL)	11,071,430	10,943,466	4,045,225	10,943,466	10,985,467	42,001
Transaction & Use Tax Measure "F" (HdL)	259,097	160,237	-	160,237	195,737	35,500
Transaction & Use Tax Measure "L" (HdL)	8,669,968	8,580,587	3,992,504	8,580,587	8,727,487	146,900
Prop Tax Pass Thru from SRED	398,594	400,000	289,142	400,000	400,000	-
Transient Occupancy	66,904	75,000	34,446	75,000	70,000	(5,000)
Document Transfer	209,471	150,000	70,161	150,000	150,000	-
Franchise	968,783	850,000	233,112	850,000	975,000	125,000
Business License	904,614	900,000	713,744	900,000	900,000	-
Utility Users	2,268,738	2,000,000	1,565,703	2,000,000	2,200,000	200,000
Total Taxes	32,876,060	32,803,806	15,796,727	32,503,806	33,550,485	746,679
Licenses and Permits						
Alarm Permits	725	1,000	425	1,000	1,000	-
Building Permits	531,589	600,000	390,647	600,000	300,000	(300,000)
Moving Permits	7,050	10,000	6,650	10,000	10,000	-
Yard Sale Permits	20	-	-	-	-	-
Construction Permits	158,604	120,000	119,310	120,000	120,000	-
Encroachment Permits	105	300	-	300	300	-
Gun Dealer Permits	25	25	25	25	25	-
Total Licenses and Permits	698,118	731,325	517,057	731,325	431,325	(300,000)
Intergovernmental Revenues						
Motor Vehicle In-Lieu Tax	39,015	40,000	47,016	40,000	40,000	-
Property Tax Loss Relief	21,474	25,000	10,273	25,000	25,000	-
Police Officer Training Reimbursement	42,583	25,000	17,272	25,000	25,000	-
SB 90 Claim Reimbursement	57,420	40,000	36,348	40,000	40,000	-
OES Reimbursements	127,839	130,000	-	130,000	130,000	-
Greyhound Transcenter Lease	21,600	21,600	18,000	21,600	21,600	-
Total Intergovernmental Revenues	309,931	281,600	128,909	281,600	281,600	-

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures						
Court Fines	37,037	40,000	17,140	40,000	40,000	-
Parking Citations	158,147	175,000	94,621	175,000	150,000	(25,000)
False Alarms	16,300	16,000	10,945	16,000	16,000	-
Restitution	737	2,000	431	2,000	1,000	(1,000)
Evidence Forfeitures	-	500	-	500	500	-
Auto Repo Fees	1,695	1,700	1,050	1,700	1,700	-
Vehicle Release Fees	58,650	60,000	59,550	60,000	60,000	-
Administrative Citations	4,250	900	840	900	900	-
OPTS Vehicle Impound Fees	52,536	55,000	42,453	55,000	50,000	(5,000)
PD Citations	-	900	-	900	900	-
PW/CD Citations	-	200	-	200	200	-
Total Fines and Forfeits	329,352	352,200	227,030	352,200	321,200	(31,000)
Charges for Services						
Sale of Printed Materials	782	1,000	558	1,000	1,000	-
Special Police Services	7,818	15,000	8,779	15,000	10,000	(5,000)
Fingerprints	(4,120)	-	(2,371)	-	-	-
Fire Department Service Fees	22,738	20,000	15,642	20,000	20,000	-
Credit Card Convenience Fee	5,440	5,000	3,992	5,000	5,000	-
Rubbish Collection Fees	3,250,788	3,000,000	2,572,894	3,000,000	3,100,000	100,000
General Sanitation Fee	395,028	400,000	198,912	400,000	400,000	-
Burrtec Contract Maintenance Fee	249,975	250,000	135,392	250,000	250,000	-
Zoning/Subdivision Fees	56,611	75,000	52,890	75,000	55,000	(20,000)
Plan Checking Fees	664,852	400,000	155,788	400,000	150,000	(250,000)
Recreation Fees	2,123	7,500	7,813	7,500	8,000	500
Service Center Fees	15	500	555	500	500	-
Program Costs - Reimbursed	50,098	25,000	26,843	25,000	79,000	54,000
Country Fair Jamboree	23,026	13,000	-	13,000	50,000	37,000
Human Services Classes	(900)	1,500	(763)	1,500	1,500	-
Total Charges for Services	4,724,274	4,213,500	3,176,924	4,213,500	4,130,000	(83,500)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue						
Interest Income	363,966	600,000	698,581	600,000	400,000	(200,000)
Library Rentals	67,764	68,000	50,820	68,000	68,000	-
Cash Over/Short	(103)	10	(192)	10	10	-
Police Auction	-	5,000	-	5,000	5,000	-
EV Charging Stations	-	-	442	500	800	800
Reimbursed Expenditures	43,805	60,000	52,532	60,000	260,000	200,000
Special Event Reimbursement	63	500	432	500	500	-
Emergency Response Reimb	27,757	25,000	16,848	25,000	25,000	-
Donations & Contributions	450	500	-	500	500	-
Senior Birthday Donations	203	500	-	500	500	-
Subpoena Witness Reimbursement	-	400	-	400	400	-
Cell Tower Rental	128,065	140,000	116,264	140,000	140,000	-
Other Miscellaneous Revenue	183,694	175,000	172,160	175,000	180,000	5,000
Police Range Revenue	8,925	7,500	4,125	7,500	7,500	-
Youth Center Snacks	40	1,000	917	1,000	1,000	-
Basketball Snacks	20	1,200	990	1,200	1,200	-
Total Miscellaneous Revenue	824,649	1,084,610	1,113,919	1,085,110	1,090,410	5,800
TOTAL - 1001	39,762,384	39,467,041	20,960,566	39,167,541	39,805,020	337,979

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102						
Section 2106	140,297	156,042	98,978	156,042	156,042	-
Section 2107	295,286	300,006	205,500	300,006	309,510	9,504
Section 2107.5	6,000	6,000	6,000	6,000	6,000	-
Section 2103 - Fuel Tax Swap	310,218	377,179	242,128	377,179	377,179	-
Section 2105	216,670	249,769	153,595	249,769	249,769	-
Interest Income	-	1,500	-	1,500	1,500	-
TOTAL - 1102	968,471	1,090,496	706,201	1,090,496	1,100,000	9,504
ROAD MAINT REHABILITATION - 1103						
Section 2032 Road Maint Rehab	849,471	940,926	628,864	940,926	974,122	33,196
SB1 - San Antonio Creek Trail	57,353	-	-	-	-	-
Interest Income	16,520	1,500	-	1,500	1,500	-
TOTAL - 1103	923,344	942,426	628,864	942,426	975,622	33,196
MEASURE I FUND - 1104						
Measure I Sales - Local	1,001,846	1,000,000	575,876	1,000,000	1,000,000	-
Interest Income	45,577	6,000	-	6,000	20,000	14,000
TOTAL - 1104	1,047,423	1,006,000	575,876	1,006,000	1,020,000	14,000
TRAFFIC SAFETY FUND - 1110						
C.V.C. Parking Citations	52,938	60,000	35,668	60,000	55,000	(5,000)
Other C.V.C. Fines	24,447	30,000	11,717	30,000	25,000	(5,000)
TOTAL - 1110	77,385	90,000	47,385	90,000	80,000	(10,000)
DISABILITY ACCESS FEE FUND - 1112						
Disability Access Fee	8,654	9,000	6,836	9,000	9,000	-
TOTAL - 1112	8,654	9,000	6,836	9,000	9,000	-
PARK MAINTENANCE FUND - 1130						
Cellular Antenna Site Rental	37,957	37,000	32,810	37,000	40,000	3,000
TOTAL - 1130	37,957	37,000	32,810	37,000	40,000	3,000

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
PARK DEVELOPMENT FUND - 1131						
"Quimby Act" Fees	2,100	383,600	385,700	383,600	1,741,600	1,358,000
TOTAL - 1131	2,100	383,600	385,700	383,600	1,741,600	1,358,000
C.D.B.G. FUND - 1132						
CDBG Revenue	1,001,275	271,698	39,731	271,698	266,647	(5,051)
TOTAL - 1132	1,001,275	271,698	39,731	271,698	266,647	(5,051)
SB2 PLANNING GRANT FUND - 1134						
SB2 Planning Grant	55,425	-	-	-	-	-
TOTAL - 1134	55,425	-	-	-	-	-
AIR QUALITY IMPROVEMENT FUND - 1135						
AB 2766 Motor Vehicle Fees	49,959	50,000	24,797	50,000	50,000	-
AB 2766 Discretionary Fund	-	60,000	40,000	60,000	-	(60,000)
Interest Income	1,053	500	-	1,000	1,000	500
TOTAL - 1135	51,012	110,500	64,797	111,000	51,000	(59,500)
SENIOR NUTRITION FUND - 1138						
Nutritional Meals IIIC1/NSIP	166,723	160,666	136,964	160,666	198,970	38,304
Contributions/Donations	32,773	39,000	27,509	39,000	39,000	-
TOTAL - 1138	199,496	199,666	164,473	199,666	237,970	38,304
AMERICAN RESCUE PLAN FUND - 1139						
American Rescue Plan	4,794,353	-	-	4,794,353	-	-
TOTAL - 1139	4,794,353	-	-	4,794,353	-	-
FORFEITURE FUND - STATE - 1140						
Forfeited Money/Property	5,937	10,000	-	10,000	10,000	-
Interest Income	826	150	-	300	150	-
TOTAL - 1140	6,763	10,150	-	10,300	10,150	-

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
PROP 30/AB 109 FUND - 1141						
Interest Income	685	100	-	100	300	200
TOTAL - 1141	685	100	-	100	300	200
PUBLIC SAFETY FUND - 1143						
Proposition 172 Sales Tax	582,959	580,685	392,675	580,685	605,000	24,315
TOTAL - 1143	582,959	580,685	392,675	580,685	605,000	24,315
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144						
Forfeited Money/Property	316,413	30,000	226,192	30,000	100,000	70,000
Interest Income	4,780	400	-	400	3,000	2,600
TOTAL - 1144	321,193	30,400	226,192	30,400	103,000	72,600
STATE FORFEITURE - 15% SETASIDE - 1146						
Forfeited Money	1,048	1,500	-	1,500	1,500	-
Interest Income	292	100	-	150	100	-
TOTAL - 1146	1,340	1,600	-	1,650	1,600	-
FED ASSET FORFEITURE-TREASURY - 1147						
Treasury-Fed Forfeitures	11,718	30,000	12,959	30,000	15,000	(15,000)
Interest Income	1,013	150	-	150	500	350
TOTAL - 1147	12,731	30,150	12,959	30,150	15,500	(14,650)
SCHOOL DISTRICT GRANT FUND - 1148						
Chaffey HSD Reimb. - Safe Schools	71,496	124,230	-	124,230	208,050	83,820
TOTAL - 1148	71,496	124,230	-	124,230	208,050	83,820
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149						
Citizens Option for Public Safety	165,306	200,000	186,305	200,000	165,000	(35,000)
Interest Income	2,273	500	-	500	1,000	500
TOTAL - 1149	167,579	200,500	186,305	200,500	166,000	(34,500)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150						
Law Enforcement Block Grant	29,884	78,062	48,178	78,062	50,000	(28,062)
Interest Income	242	100	-	100	100	-
TOTAL - 1150	30,126	78,162	48,178	78,162	50,100	(28,062)
P.C. 1202.5 CRIME PREVENTION FUND - 1151						
P.C. 1202.5 Fines	127	200	51	200	100	(100)
Interest Income	19	10	-	10	10	-
TOTAL - 1151	146	210	51	210	110	(100)
RECYCLING BLOCK GRANT FUND - 1152						
Used Oil Block Grant	967	6,000	(5,864)	6,000	6,000	-
SB 1383 Recycling Grant	52,942	-	-	52,942	105,184	105,184
Beverage Recycling Grant	-	6,000	-	6,000	6,000	-
Interest Income	1,005	100	-	100	100	-
TOTAL - 1152	54,914	12,100	(5,864)	65,042	117,284	105,184
STATEWIDE PARK DEVELOPMENT GRANT - 1155						
Statewide Park Development Grant	18,837	4,762,553	-	4,762,553	2,000,000	(2,762,553)
TOTAL - 1155	18,837	4,762,553	-	4,762,553	2,000,000	(2,762,553)
HOMELESS HOUSING ASSISTANCE PREVEN - 1156						
Homeless Housing Assist Preven Grant	45,879	23,800	21,085	23,800	54,600	30,800
TOTAL - 1156	45,879	23,800	21,085	23,800	54,600	30,800
LEAP GRANT FUND - 1157						
LEAP Grant	65,364	-	25,154	-	34,000	34,000
TOTAL - 1157	65,364	-	25,154	-	34,000	34,000
AFTER-SCHOOL PROGRAM GRANT FUND - 1160						
After School Program	1,592,169	2,265,588	1,870,378	2,265,588	2,951,283	685,695
TOTAL - 1160	1,592,169	2,265,588	1,870,378	2,265,588	2,951,283	685,695

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2022-2023 THROUGH 2024-2025**

	2022-2023 Audited	2023-2024 Revised Budget Thru 3/2024	2023-2024 Actual Thru 3/2024	Revised Budget or Annualization of Actual	2024-2025 Estimate	Increase (Decrease) over Revised Budget
CITY OF HOPE GRANT - 1162						
City of Hope Grant	-	1,000	-	1,000	-	(1,000)
TOTAL - 1162	-	1,000	-	1,000	-	(1,000)
SAFETY DEPARTMENT GRANTS - 1163						
Homeland Security Grant Programs	49,323	34,021	15,639	34,021	18,000	(16,021)
TOTAL - 1163	49,323	34,021	15,639	34,021	18,000	(16,021)
RESOURCE CENTER GRANTS - 1167						
Resource Center OMSD Revenue	28,500	-	-	-	-	-
TOTAL - 1167	28,500	-	-	-	-	-
TITLE IIIB SR SUPPORT SERVICES - 1168						
Sr Support Svcs Title IIIB	34,871	40,000	17,018	40,000	15,600	(24,400)
TOTAL - 1168	34,871	40,000	17,018	40,000	15,600	(24,400)
HEALTHY COMMUNITIES STRATEGIC PLAN - 1169						
Healthy Communities Plan	-	15,701	-	15,701	14,000	(1,701)
TOTAL - 1169	-	15,701	-	15,701	14,000	(1,701)
ASES SUPPLEMENTAL GRANT FUND - 1171						
Supplemental Grant	204,056	-	-	-	-	-
TOTAL - 1171	204,056	-	-	-	-	-
E.M.S. - PARAMEDIC FUND - 1180						
Subscription Fees	12,076	15,000	7,321	15,000	13,000	(2,000)
Wittman Collections	26,071	30,000	23,397	30,000	25,000	(5,000)
Vehicle Fluid Recovery Program	-	350	-	350	350	-
ARS Collections	888	1,500	2,455	1,500	1,500	-
TOTAL - 1180	39,035	46,850	33,173	46,850	39,850	(7,000)

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CITY CONTRIBUTIONS/DONATIONS - 1181						
Contributions/Donations	-	500	700	500	500	-
TOTAL - 1181	-	500	700	500	500	-
ECONOMIC DEVELOPMENT FUND - 1206						
RPTTF Property Taxes	1,926,085	1,500,000	957,508	1,500,000	1,900,000	400,000
TOTAL - 1206	1,926,085	1,500,000	957,508	1,500,000	1,900,000	400,000
SA BOND PROCEEDS - TAXABLE - 1250						
Interest Income	112,663	50,000	89,005	50,000	100,000	50,000
TOTAL - 1250	112,663	50,000	89,005	50,000	100,000	50,000
SA BOND PROCEEDS - TAX EXEMPT - 1251						
Contributions Other Govts						
Interest Income	187,011	75,000	146,119	75,000	150,000	75,000
TOTAL - 1251	187,011	75,000	146,119	75,000	150,000	75,000
2021 LEASE REVENUE BOND PROCEEDS - 1253						
Interest Income	1,429,623	50,000	1,431,818	50,000	1,400,000	1,350,000
TOTAL - 1253	1,429,623	50,000	1,431,818	50,000	1,400,000	1,350,000
2014 REFUNDING BONDS DEBT SERVICE - 1302						
Interest Income	-	-	6	6	-	-
Transaction & Use Tax "F"/Debt Service	2,587,463	2,587,763	1,591,472	2,587,763	2,585,263	(2,500)
TOTAL - 1302	2,587,463	2,587,763	1,591,478	2,587,769	2,585,263	(2,500)
2021 LEASE REVENUE BONDS DEBT SERVICE - 1303						
Transaction & Use Tax "L"/Debt Service	2,394,413	2,397,413	2,397,413	2,397,413	2,394,513	(2,900)
TOTAL - 1303	2,394,413	2,397,413	2,397,413	2,397,413	2,394,513	(2,900)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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PENSION OBLIGATION BONDS - 1304						
Sales & Use Tax/Debt Service	4,437,813	4,437,327	4,437,327	4,437,327	4,435,334	(1,993)
TOTAL - 1304	4,437,813	4,437,327	4,437,327	4,437,327	4,435,334	(1,993)
SEWER OPERATING FUND - 1501						
Sewer Maint. Fees less Expansion Fees	5,539,750	5,500,000	4,195,260	5,500,000	5,750,000	250,000
Sewer Availability Fees	4,162	5,000	3,426	5,000	5,000	-
Interest Income/Misc Revenue	21,936	10,000	-	10,000	15,000	5,000
TOTAL - 1501	5,565,848	5,515,000	4,198,686	5,515,000	5,770,000	255,000
SEWER REPLACEMENT FUND - 1502						
Sewer Expansion Fees	216,143	231,000	-	231,000	231,000	-
Interest Income	19,731	3,000	-	3,000	15,000	12,000
TOTAL - 1502	235,874	234,000	-	234,000	246,000	12,000
CFD 2011-1 (Maint-Pub Safety) FUND - 1601						
CFD 2011-1 Property Tax	154,631	170,092	112,740	170,092	186,302	16,210
Interest Income	1,968	500	-	500	1,000	500
TOTAL - 1601	156,599	170,592	112,740	170,592	187,302	16,710
CFD 2011-2 (Maint-Pub Safety) FUND - 1602						
CFD 2011-2 Property Tax	44,489	49,349	29,242	49,349	54,285	4,936
Interest Income	1,015	250	-	250	500	250
TOTAL - 1602	45,504	49,599	29,242	49,599	54,785	5,186
SEWER EXPANSION FEE FUND - 1704						
Sewer Expansion Fees	31,072	50,000	112,387	50,000	50,000	-
Interest Income	7,036	1,000	-	1,000	2,500	1,500
TOTAL - 1704	38,108	51,000	112,387	51,000	52,500	1,500
DEVELOPER IMPACT FEES - LOCAL - 1740						
Developer Impact Fees - Local	109,951	100,000	289,982	100,000	150,000	50,000
TOTAL - 1740	109,951	100,000	289,982	100,000	150,000	50,000

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STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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DEVELOPER IMPACT FEES - REGIONAL - 1741						
Developer Impact Fees - Regional	248,234	100,000	657,261	100,000	200,000	100,000
TOTAL - 1741	248,234	100,000	657,261	100,000	200,000	100,000
BURRTEC PAVEMENT IMPACT FEES - 1742						
Pavement Impact Fees	90,250	75,000	52,157	75,000	90,000	15,000
TOTAL - 1742	90,250	75,000	52,157	75,000	90,000	15,000
UTILITY UNDERGROUNDING IN LIEU - 1744						
Undergrounding in Lieu Fees	42,880	-	-	-	-	-
TOTAL - 1744	42,880	-	-	-	-	-
GENERAL PLAN UPDATE FEES (LP) - 1745						
General Plan Update Fees	12,422	12,000	11,545	12,000	12,000	-
TOTAL - 1745	12,422	12,000	11,545	12,000	12,000	-
HOUSING FUND - 1746						
Inclusionary Housing Fees	-	-	323,400	-	1,432,000	1,432,000
TOTAL - 1746	-	-	323,400	-	1,432,000	1,432,000
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748						
PEG fees	42,584	35,000	14,501	35,000	30,000	(5,000)
TOTAL - 1748	42,584	35,000	14,501	35,000	30,000	(5,000)
EQUIPMENT REPLACEMENT FUND - 1750						
Sale of City Property	8,608	-	-	-	-	-
TOTAL - 1750	8,608	-	-	-	-	-
TOTAL - ALL FUNDS	71,929,178	69,305,421	43,309,451	73,853,922	72,921,483	3,616,062

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

Revised estimates were based upon data available at April 30, 2023.

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 Estimate: 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 Estimate: Estimate is 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 SCBTA for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Pension Obligation Bonds, is designated for this purpose.

Basis for Estimate: Estimate is based upon projections received from our sales tax consultants and represents the excess over debt service due on the 2021 Pension Obligation Bonds for the fiscal year.

Transaction and Use Tax Measure F

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 in 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 Estimate: 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.

Transaction and Use Tax Measure L

Description: On November 3, 2020, the electorate of the City approved Measure L, authorizing a 1 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in 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 the 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, 2021. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Public Facilities Bonds, is designated for this purpose.

Basis for Estimate: Estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2021 Lease Revenue Bonds for the fiscal year.

Transient Occupancy Tax	<p>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.</p> <p>Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.</p>
Property Transfer Tax	<p>Description: The property transfer tax is imposed on the transfer of real property. Section 11901 et seq. of the Revenue and Taxation Code authorizes a tax of \$.55 per \$500 of the sales value, exclusive of any lien or encumbrance remaining at the time of sale. Taxes generated by the sale of real property in Montclair are shared equally with San Bernardino County.</p> <p>Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.</p>
Franchise Fees	<p>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, Charter Communications, Frontier, and Burretec Waste Industries, Inc.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the prior fiscal year.</p>
Business License Tax	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Utility Users Tax	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience and recognizes a modest decrease.</p>
Building Permits	<p>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.</p> <p>Basis for Estimate: Estimate is based upon current budget projections provided by the Building Official.</p>
Alarm Permits	<p>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.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Construction Permits	<p>Description: Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.</p> <p>Basis for Estimate: Estimate is based upon prior year experience.</p>
Motor Vehicle In-Lieu Tax	<p>Description: The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of 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 monies in (ERAF funds) payable in January and May of each year.</p> <p>Basis for Estimate: Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.</p>

Property Tax Loss Relief	<p>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.</p> <p>Basis for Estimate: Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.</p>
Greyhound Transcenter Lease	<p>Description: Greyhound Lines, Inc. leases a single bus bay at the Montclair Transcenter from the City in accordance with Agreement No. 21-66. The contract provides for a lease term of 5 years ending in February 2027 with two five-year options to extend.</p> <p>Basis for Estimate: Estimate is based upon the current Greyhound Lines, Inc. Agreement.</p> <p>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.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Parking Citations	<p>Description: Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for previous twelve months.</p>
Special Police Services	<p>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.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Fire Department Service Fees	<p>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.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience.</p>
Rubbish Collection Fees	<p>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.</p> <p>Basis for Estimate: Estimate is based on actual collection experience.</p>
Zoning/Subdivision Fees	<p>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.</p> <p>Basis for Estimate: Estimate is obtained from the City Planning Division.</p>
Recreation Fees	<p>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.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for the most recent twelve months.</p>
Program Costs-Reimbursed	<p>Description: The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.</p> <p>Basis for Estimate: Estimate is based upon City's anticipated participation.</p>
Service Center Fees	<p>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.</p> <p>Basis for Estimate: Estimate is based upon actual collection experience for twelve months.</p>

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 Estimate: 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 Estimate: Estimate is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.90% 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 San Bernardino County Agreement No. 07-147 A1. The contract provides for a lease term of 5 years ending in December 2022 with two five-year options to extend.

Basis for Estimate: 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 Estimate: 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 Estimate: Estimate is 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 a monthly fixed apportionment of \$400. Taxes received pursuant to Section 2106 are restricted to street purpose expenditures.

Basis for Estimate: Estimate is 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 Estimate: Estimate is 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 Estimate: Estimate is 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 Estimate: Estimate is based on information obtained from the State Controller's Office.

ROAD MAINTENANCE REHAB FUND

Gas Tax - Section 2032

Description: Section 2032 was added beginning with Fiscal Year 2017-18 to allocate funds from SB1 legislation to cities. Section 2032 funds are specifically intended for expenses related to street rehabilitation projects within the City.

Basis for Estimate: Estimate is based on information obtained from the State Department of Finance statewide revenue projections.

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 Plan adopted by resolution of the local jurisdiction.

Basis for Estimate: Estimate anticipates a modest percentage increase over the last fiscal year.

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 Estimate: 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 Estimate: 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 Estimate: Estimate is obtained from the City Planning Division.

PARK MAINTENANCE FUND

Cellular Antenna Site Rental

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

Basis for Estimate: 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 expenditures for housing, public safety and economic development within low-income target areas.

Basis for Estimate: Estimate is based upon projected expenditures provided by the Director of Community Development. 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 Estimate: 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 Estimate: Estimate is 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 Estimate: Estimate is 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 Estimate: Estimate is 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 Estimate: Estimate is 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 Estimate: Estimate anticipates a slight decrease over the last fiscal year.

EMS – PARAMEDIC FUND

Subscription Fees

Description: Residential and Business subscription fees were established by Resolution No. 01-2328 in April 2001. For an annual subscription fee, the subscribing party and immediate family members or employees will receive unlimited Basic Life Support services (BLS) and Advanced Life Support (ALS) services from the Montclair Fire Department. The residential subscription rate is \$24 per year. The business subscription rates are \$50 per year for a business with 15 employees or less and \$100 per year for a business with 16 employees or more.

Basis for Estimate: 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 residents at no cost.

Basis for Estimate: 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.

Basis for Estimate: Estimate is based on collection experience.

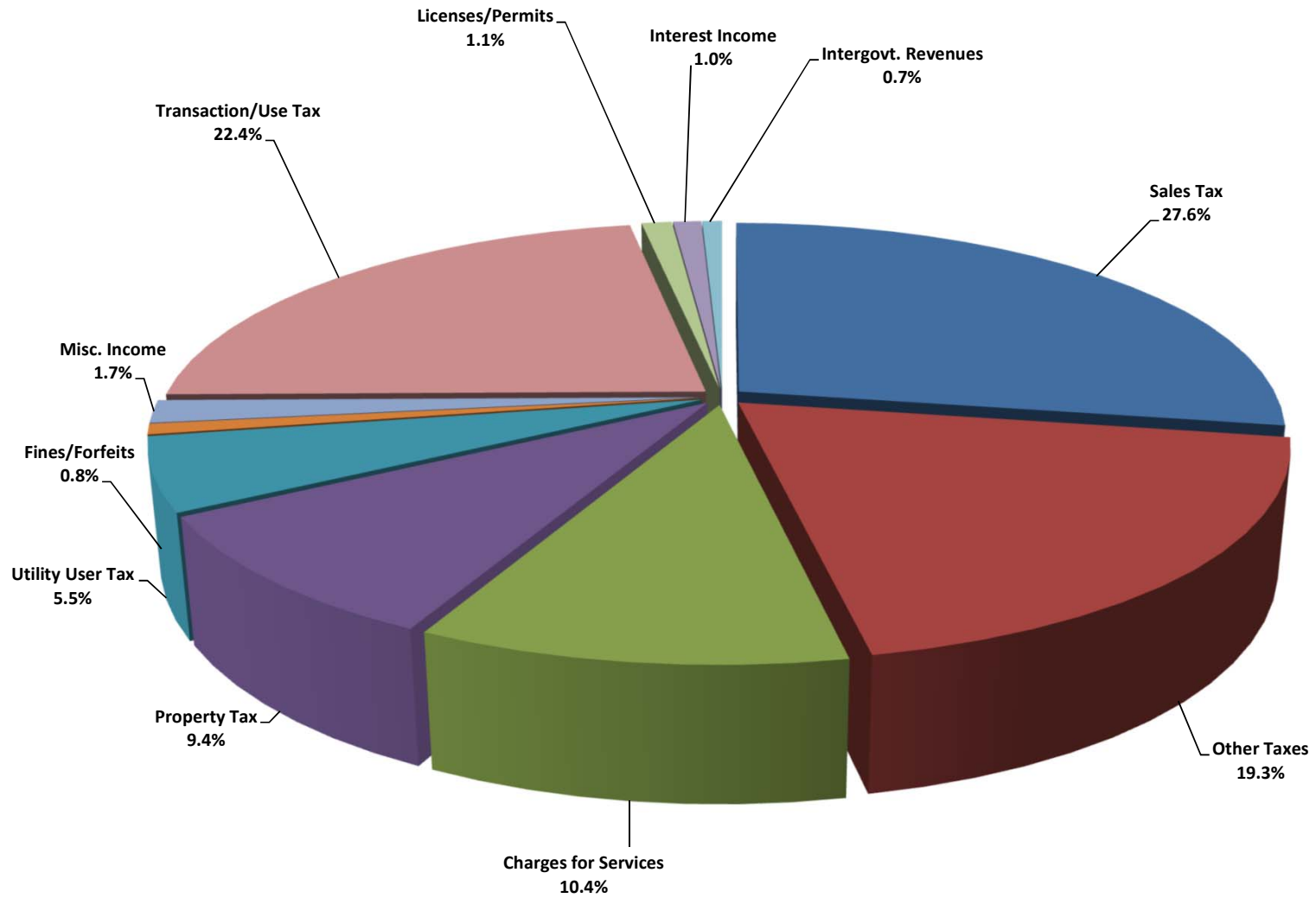
Sewer Availability Fees

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 per month.

Basis for Estimate: Estimate is based on amount submitted to San Bernardino County for inclusion on the property tax roll.

**City of Montclair
2024-25 General Fund Revenues
By Source**

Total Budget - \$39,805,020



Operating Expenditures Budgets

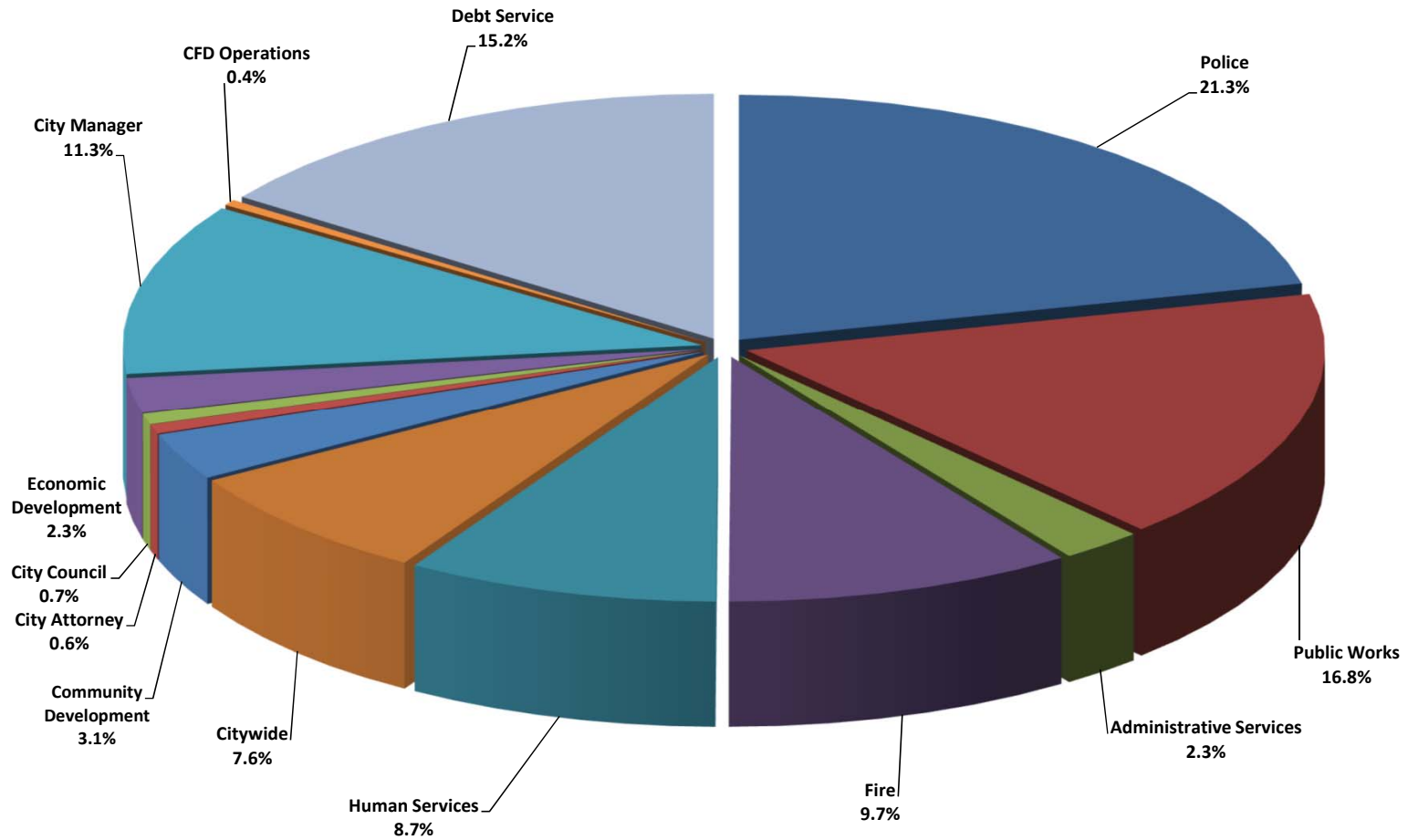
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2020-21 THROUGH 2024-25**

	Budgeted 2020-21	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25
City Council	\$ 305,313	\$ 403,516	\$ 464,715	\$ 463,599	\$ 449,560
City Manager	5,271,237	4,900,500	6,181,104	6,687,903	7,023,490
Administrative Services	1,149,424	1,326,737	1,609,405	1,341,788	1,412,937
Human Services	2,656,982	3,715,040	3,690,355	4,428,919	5,394,746
Police	9,444,399	11,743,427	12,583,998	12,357,112	13,222,551
Fire	4,433,939	4,331,827	5,830,496	5,741,686	6,025,044
Public Works	7,891,939	9,916,710	10,362,386	10,833,651	10,408,245
Community Development	1,437,040	1,607,898	1,973,715	1,874,008	1,927,950
Economic Development	1,809,906	1,418,638	1,452,574	920,076	1,443,044
City Attorney	283,053	304,937	376,236	383,833	380,172
Citywide	7,438,915	8,247,481	4,720,071	3,221,757	4,705,675
CFD Operations	153,854	153,854	199,490	219,441	240,587
TOTAL OPERATING BUDGET	\$ 42,276,001	\$ 48,070,565	\$ 49,444,545	\$ 48,473,773	52,634,001
Debt Service	2,594,587	2,590,762	5,190,387	9,419,989	9,415,110
TOTAL BUDGET w/DEBT SERVICE	\$ 44,870,588	\$ 50,661,327	\$ 54,634,932	\$ 57,893,762	62,049,111

NOTE: FY 2023-24 Budget includes all appropriations and capital projects authorized through May 30, 2024.
Appropriations for FY 2020-21 through 2022-23 represent final recorded budgets.

**City of Montclair
2024-25 Operating Budget
By Department**

Total Budget – \$62,049,111

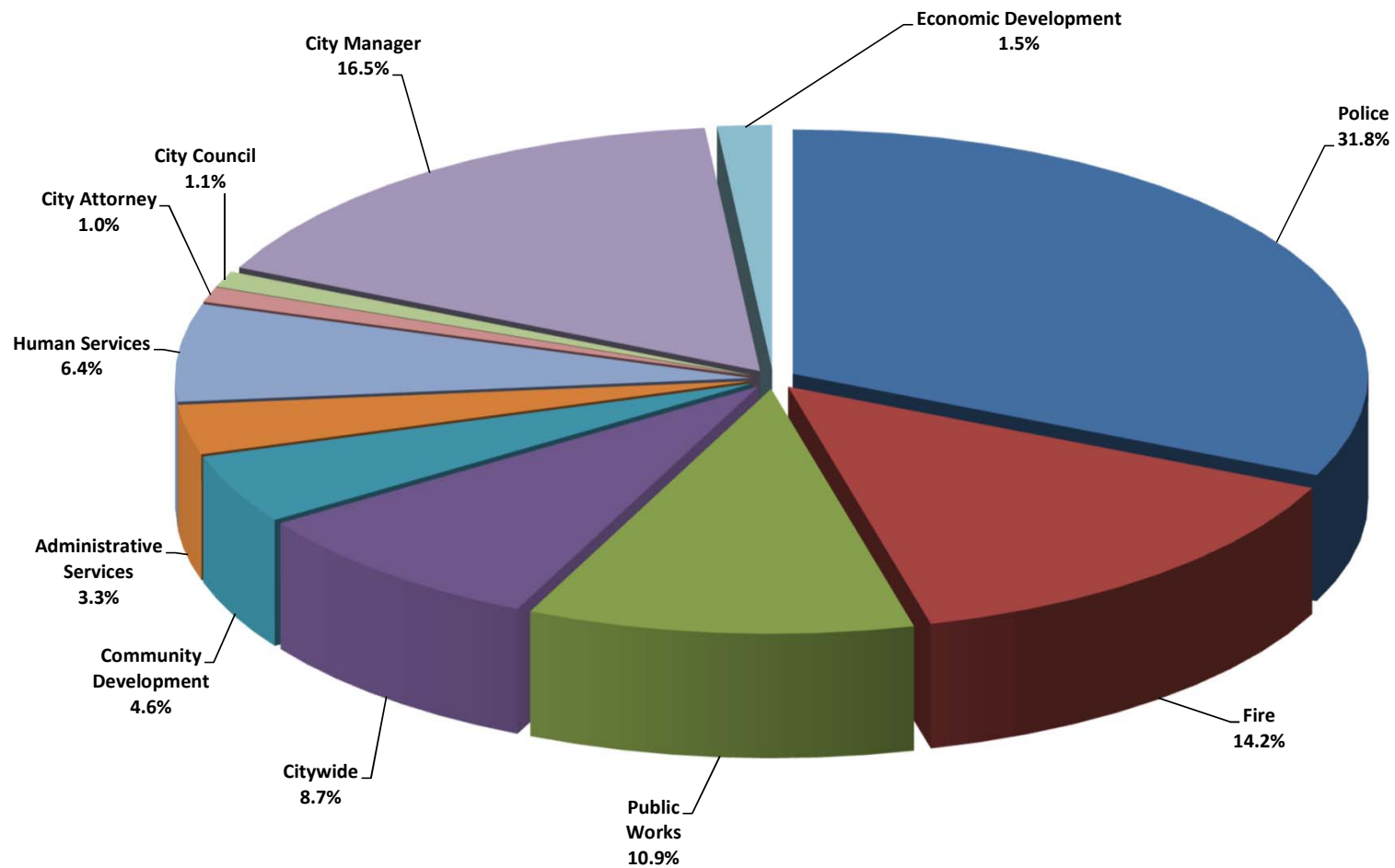


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2024-25**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	CFD Operations	City Total
General Fund	401,105	6,218,342	1,239,443	2,430,279	11,986,188	5,357,823	4,090,712	1,728,775	577,834	380,172	3,282,752	-	37,693,425
Gas Tax	-	3,200	-	-	-	-	876,027	-	-	-	193,000	-	1,072,227
Park Maintenance	-	-	-	-	-	-	74,428	-	-	-	-	-	74,428
CDBG	-	-	-	9,997	-	-	30,000	50,000	-	-	-	-	89,997
Senior Nutrition Fund	-	-	-	239,803	-	-	-	-	-	-	-	-	239,803
SB 509 Public Safety	-	-	-	-	529,394	270,676	-	-	-	-	-	-	800,070
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	208,050	-	-	-	-	-	-	-	208,050
State Supplemental	-	-	-	-	250,000	-	-	-	-	-	-	-	250,000
Recycling Grant Fund	-	105,000	-	-	-	-	-	-	-	-	-	-	105,000
Homeless Assist Preven	-	-	-	-	-	-	-	54,600	-	-	-	-	54,600
After-School Program Fund	-	129,129	58,100	2,685,067	-	-	-	-	-	-	38,500	-	2,910,796
Sr Support Services Gran	-	-	-	15,600	-	-	-	-	-	-	-	-	15,600
Healthy Comm Strategic Plan	-	-	-	14,000	-	-	-	-	-	-	-	-	14,000
EMS-Paramedic	-	-	-	-	-	52,700	-	-	-	-	-	-	52,700
Economic Development	-	2,500	-	-	-	-	-	-	260,210	-	-	-	262,710
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	550,000	-	-	-	550,000
2021 Lease Revenue Bond Proceer	-	81,355	-	-	-	-	537,713	-	-	-	-	-	619,068
Sewer Operating	48,455	482,964	115,394	-	-	-	4,671,362	-	-	-	120,425	-	5,438,600
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	69,586	-	-	-	-	-	69,586
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	186,302	186,302
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	54,285	54,285
General Plan Update Fee	-	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Equipment Replacement	-	-	-	-	248,919	343,845	57,417	39,575	-	-	-	-	689,756
UAL/POB Amortization Fund	-	-	-	-	-	-	-	-	-	-	1,070,998	-	1,070,998
Homelessness Advocacy Fund	-	-	-	-	-	-	-	55,000	-	-	-	-	55,000
Total	449,560	7,023,490	1,412,937	5,394,746	13,222,551	6,025,044	10,408,245	1,927,950	1,443,044	380,172	4,705,675	240,587	52,634,001

**City of Montclair
2024-25 General Fund Operating Budget
By Department**

Total Budget – \$37,693,425



Fiscal Year 2024-25
Budget Allocations by Department

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>City Council</u>	\$ 171,705	\$ 277,855	\$ -	\$ 449,560
<u>City Manager</u>				
City Manager	444,009	94,469	0	538,478
Information Technology	784,348	650,123	283,000	1,717,471
Finance	930,810	156,500	0	1,087,310
Solid Waste	147,329	3,428,164	104,738	3,680,231
Total	2,306,496	4,329,256	387,738	7,023,490
<u>Administrative Services Department</u>				
Administration	21,253	26,160	0	47,413
City Clerk	379,996	71,100	0	451,096
Personnel	232,308	181,530	0	413,838
Central Services	46,405	454,185	0	500,590
Total	679,962	732,975	0	1,412,937
<u>Human Services</u>				
Recreation	1,585,835	487,700	0	2,073,535
Clinic	19,459	68,100	0	87,559
Senior Citizens	203,109	32,400	0	235,509
Nutritional Meals	103,953	143,650	0	247,603
Family and Health Education	58,373	20,500	0	78,873
Expanded Learning Program	2,400,067	271,600	0	2,671,667
Total	4,370,796	1,023,950	0	5,394,746
<u>Police Department</u>				
Administration	394,828	256,209	0	651,037
Support	907,734	11,465	0	919,199
Technical Services	302,380	240,840	0	543,220
Records	688,443	14,700	0	703,143
Investigations	1,616,507	283,585	0	1,900,092
Uniform Patrol	6,362,418	719,830	248,919	7,331,167
Communications	981,310	14,910	0	996,220
Volunteer Services	52,418	14,000	0	66,418
Emergency Preparedness	109,255	2,800	0	112,055
Total	11,415,293	1,558,339	248,919	13,222,551
<u>Fire Department</u>				
Administration	698,643	13,250	0	711,893
Emergency Services	4,028,088	645,892	434,845	5,108,825
Personnel Development	0	46,100	0	46,100
Buildings/Grounds	0	23,100	7,000	30,100
EMS-Paramedics	0	52,700	75,426	128,126
Total	4,726,731	781,042	517,271	6,025,044

Fiscal Year 2024-25
Budget Allocations by Department

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>Public Works</u>				
Engineering				
Management	722,075	216,050	0	938,125
Inspection	190,669	0	0	190,669
Traffic Safety	13,287	299,000	0	312,287
Subtotal	926,031	515,050	0	1,441,081
Street Maintenance				
Graffiti	82,651	33,300	0	115,951
Street Maintenance	423,337	1,016,377	45,000	1,484,714
Signing/Painting	74,827	63,100	0	137,927
Street Sweeping	168,823	10,800	0	179,623
Subtotal	749,638	1,123,577	45,000	1,918,215
Park Maintenance				
Park Maintenance	402,138	142,828	62,917	607,883
Tree Maintenance	8,976	29,126	0	38,102
Subtotal	411,114	171,954	62,917	645,985
Irrigation	88,907	51,583	0	140,490
Vehicle Maintenance	186,905	380,311	0	567,216
Sewer Maintenance	1,102,862	3,624,086	15,000	4,741,948
Building Maintenance				
Building Maintenance	197,951	135,440	0	333,391
Heating & A/C	137,600	37,500	0	175,100
Janitorial	293,459	146,360	5,000	444,819
Subtotal	629,010	319,300	5,000	953,310
Total	4,094,467	6,185,861	127,917	10,408,245
<u>Community Development</u>				
Planning Commission	8,075	0	0	8,075
Administration	83,111	16,050	0	99,161
Current Planning	382,325	1,300	0	383,625
Advance Planning	127,221	8,000	0	135,221
Field Inspection	95,406	1,150	0	96,556
Plan Check	105,696	400	0	106,096
Operations	151,506	250	0	151,756
Fire Prevention	0	0	0	-
General Code Enforcement	429,755	12,200	45,575	487,530
Special Ops Code Enforcement	331,380	128,550	0	459,930
Total	1,714,475	167,900	45,575	1,927,950

**Fiscal Year 2024-25
Budget Allocations by Department**

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>Economic Development</u>				
Administration	577,834	865,210	0	1,443,044
<u>City Attorney</u>	135,172	245,000	0	380,172
<u>Citywide Department</u>	2,456,175	2,249,500	0	4,705,675
<u>Community Facility Districts</u>	83,102	157,485	0	240,587
Total Departmental	<u>\$ 32,732,208</u>	<u>\$ 18,574,373</u>	<u>\$ 1,327,420</u>	<u>\$ 52,634,001</u>
<u>Debt Service Costs</u>				<u>\$ 9,415,110</u>
Total Appropriations				<u>\$ 62,049,111</u>

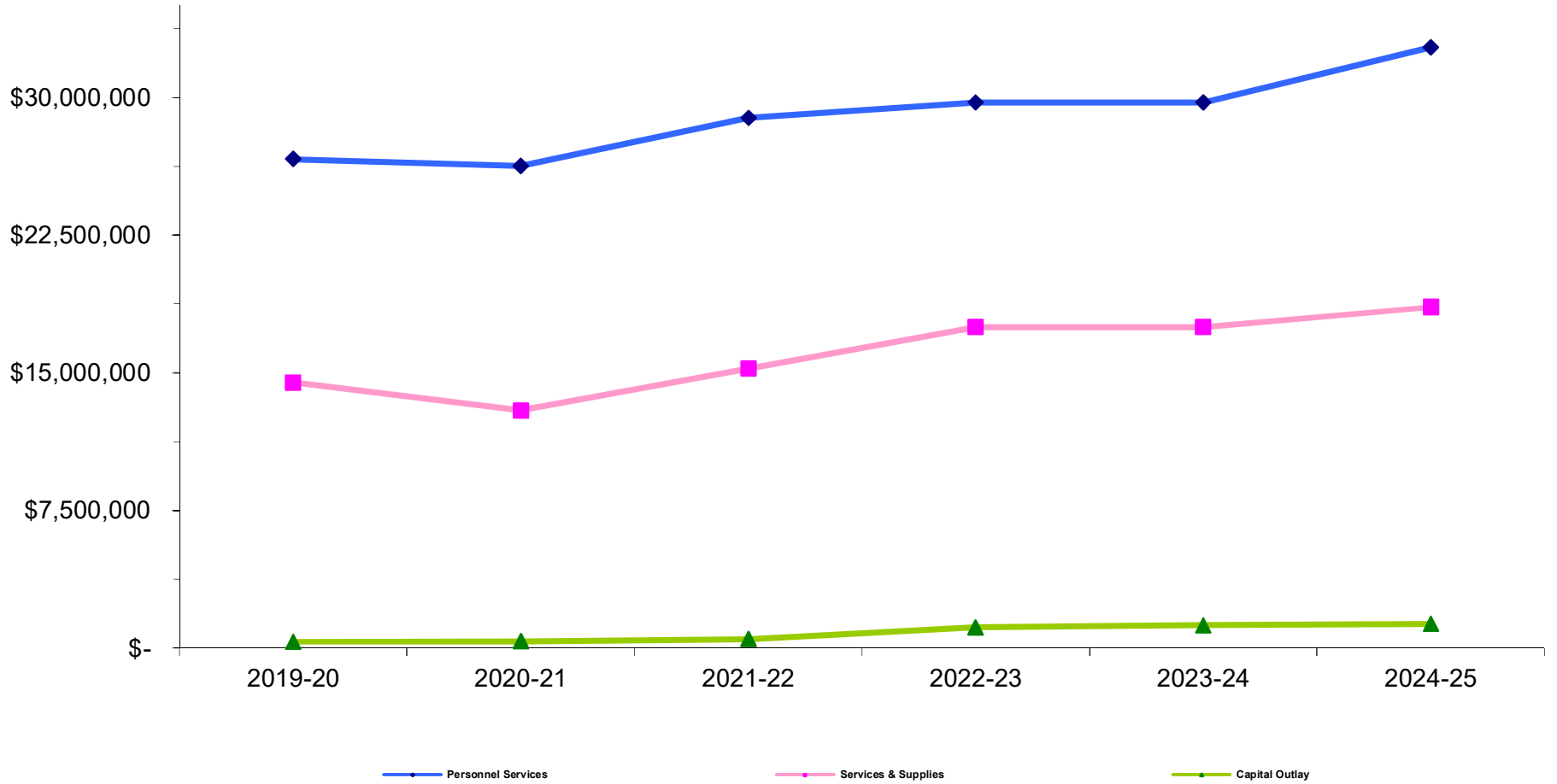
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2024-25**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 171,705	\$ 277,855	\$ -	\$ 449,560
City Manager	15.83	2,306,496	4,329,256	387,738	7,023,490
Administrative Services	6.13	679,962	732,975	-	1,412,937
Human Services	14.90	4,370,796	1,023,950	-	5,394,746
Police	79.00	11,415,293	1,558,339	248,919	13,222,551
Fire	28.00	4,726,731	781,042	517,271	6,025,044
Public Works	43.00	4,094,467	6,185,861	127,917	10,408,245
Community Development	15.00	1,714,475	167,900	45,575	1,927,950
Economic Development	3.80	577,834	865,210	-	1,443,044
City Attorney	0.00	135,172	245,000	-	380,172
Citywide	0.00	2,456,175	2,249,500	-	4,705,675
Community Facility Districts	0.00	83,102	157,485	-	240,587
Total Operating Expenditures	205.66 *	\$ 32,732,208	\$ 18,574,373	\$ 1,327,420	\$ 52,634,001
Debt Service		-	-	-	9,415,110
Total Expenditures		<u>\$ 32,732,208</u>	<u>\$ 18,574,373</u>	<u>\$ 1,327,420</u>	<u>\$ 62,049,111</u>

* Full-Time Employees by Entity:

City	205.66
SRDA	0.34
	<u>206.00</u>

CITY OF MONTCLAIR Operating Budgets 2019-20 to 2024-25 Annual Increase (Decrease) By Object Class



Article 13-B Disclosures

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2024-25**

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 2024-25 is \$546,972,788.

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 2024-25 is \$30,491,140 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 37,820,675
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 975,000	
Licenses & Permits	431,325	
Fines & Forfeits	321,200	
POST Reimbursements	25,000	
Other Intergovernmental Reimbursements	256,600	
Charges for Services	4,130,000	
Miscellaneous		
Rental Income	208,000	
Other	882,410	
Transfers-In - Traffic Safety	100,000	\$ 7,329,535
Appropriations Budget Financed by Taxes		\$ 30,491,140

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	162,744	171,705	171,705	
Services and Supplies	300,855	280,855	277,855	
Capital Outlay	0	0	0	
Total	463,599	452,560	449,560	
Personnel Authorized	5.00 (PT)	5.00 (PT)	5.00 (PT)	

Source of Funds

General Fund	413,457	404,105	401,105
Sewer Operating Fund	8,137	8,585	8,585
Sewer Operating Fund – Indirect Staff Charges	42,005	39,870	39,870
Total	463,599	452,560	449,560

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: CITY COUNCIL

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	Recommended by Administration Next Year
			First Rate Months	Rate	Second Rate Months	Rate		
<u>Mayor</u>								
John Dutrey			6.0	1,650	6.0	2,188	23,028	23,028
<u>Council Member</u>								
Tenice Johnson			6.0	1,150	6.0	1,438	15,528	15,528
Benjamin Lopez			6.0	1,150	6.0	1,438	15,528	15,528
Corysa Martinez			6.0	1,150	6.0	1,438	15,528	15,528
William Ruh			12.0	742			8,904	8,904

Salary Requirements:

TOTAL (P/T)

78,516

78,516

DETAIL OF SALARIES AND WAGES

Department: City Council

Program: 4101 City Council

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<u>Part-Time</u>							
Mayor	1.00	1.00	1.00		23,028	23,028	
Council Members	4.00	4.00	4.00		55,488	55,488	
Part Time	5.00	5.00	5.00		78,516	78,516	
Benefit Costs					87,211	87,211	
PERS Benefit Costs					5,978	5,978	
Total Benefit Costs					93,189	93,189	
TOTAL					171,705	171,705	

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.
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. 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 Activities Commission, and other Council-established oversight committees.
13. Reorganize City Council standing committees after each biannual election.
14. Perform 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. As required, serve as final authority on labor negotiations and personnel/disciplinary actions.
17. As assigned, serve on City Council subcommittees.
18. Address evolving issues related to public employee pension-related costs.
19. Address fiscal-related priorities.
20. Evaluate/consider outsourcing of various City services, as appropriate.
21. Actively engage Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
22. Coordinate duties of the Disaster Preparedness Council during local emergencies.

Personnel Services – \$171,705

Salary requests are for: Mayor (1.00) – \$23,028; Council Members (4.00) – \$55,488. Cost allocations are as follows: part-time salaries – \$78,516; benefit costs – \$93,189.

Services and Supplies – \$280,855

Funding requested is for: books and publications – \$500; publication and advertising – \$5,000; community benefits – \$30,000; dues and memberships – \$59,355; travel and meetings – \$27,100; mileage/auto allowance – \$42,000; special consulting services – \$65,000; vocational training – \$4,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$10,000; miscellaneous expenditures – \$35,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/17/2024 - 2:53PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4101	City Council					
				E10	Personnel Services					
59,588	75,515	66,599.00	0.00	42020-400-0000	Part Time Wages	0.00	74,590.00	74,590.00	0.00	0.00
0	0	79,800.00	0.00	45220-400-0000	Benefit Plan	0.00	79,800.00	79,800.00	0.00	0.00
5,239	5,507	5,463.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,679.00	5,679.00	0.00	0.00
543	619	613.00	0.00	45290-400-0000	Life Insurance	0.00	613.00	613.00	0.00	0.00
1,223	1,579	965.00	0.00	45330-400-0000	Medicare	0.00	1,081.00	1,081.00	0.00	0.00
1,351	1,688	1,167.00	0.00	45340-400-0000	Social Security	0.00	1,357.00	1,357.00	0.00	0.00
67,945	84,908	154,607	0		Personnel Services Totals:	0.00	163,120	163,120	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
0	29,950	5,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,000.00	5,000.00	0.00	0.00
18,190	7,695	30,000.00	0.00	52110-400-0000	Community Benefits	0.00	30,000.00	30,000.00	0.00	0.00
34,792	28,767	59,355.00	0.00	52120-400-0000	Dues & Memberships	0.00	59,355.00	59,355.00	0.00	0.00
21,493	21,621	23,100.00	0.00	52130-400-0000	Travel & Meetings	0.00	27,100.00	24,000.00	0.00	0.00
24,780	33,390	42,000.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	42,000.00	42,000.00	0.00	0.00
60,000	68,308	85,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	65,000.00	65,000.00	0.00	0.00
0	0	4,000.00	0.00	52540-400-0000	Vocational Training	0.00	4,000.00	2,000.00	0.00	0.00
0	0	900.00	0.00	52690-400-0000	Small Equipment	0.00	900.00	0.00	0.00	0.00
938	1,343	2,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	2,000.00	0.00	0.00	0.00
6,608	16,952	10,000.00	0.00	52900-400-0000	Reeder Ranch Expenses	0.00	10,000.00	10,000.00	0.00	0.00
18,264	17,580	39,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	35,000.00	40,000.00	0.00	0.00
185,065	225,605	300,855	0		Services & Supplies Totals:	0.00	280,855	277,855	0	0
				E40	Other Financing Uses					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(24,730)	(33,613)	-42,005.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-39,870.00	-39,870.00	0.00	0.00
(24,730)	(33,613)	(42,005)	0		Other Financing Uses Totals:	0.00	(39,870)	(39,870)	0	0
228,279	276,900	413,457	0		EXPENDITURES TOTALS:	0.00	404,105	401,105	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
228,279	276,900	413,457	0		DEPT EXPENSES	0.00	404,105	401,105	0	0
(228,279)	(276,900)	(413,457)	0		City Council Totals:	0.00	(404,105)	(401,105)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
228,279	276,900	413,457	0		FUND EXPENSES	0.00	404,105	401,105	0	0
(228,279)	(276,900)	(413,457)	0		General Fund Totals:	0.00	(404,105)	(401,105)	0	0
				1206	Economic Development Assets					
				4101	City Council					
				E10	Personnel Services					
7,083	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
614	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
46	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
103	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
124	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
7,970	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
7,970	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,970	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(7,970)	0	0	0		City Council Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,970	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(7,970)	0	0	0		Economic Development Assets Tot	0.00	0	0	0	0
				1501	Sewer Operating Fund					
				4101	City Council					
				E10	Personnel Services					
3,542	4,005	3,505.00	0.00	42020-400-0000	Part Time Wages	0.00	3,926.00	3,926.00	0.00	0.00
0	0	4,200.00	0.00	45220-400-0000	Benefit Plan	0.00	4,200.00	4,200.00	0.00	0.00
307	289	288.00	0.00	45250-400-0000	P.E.R.S.	0.00	299.00	299.00	0.00	0.00
23	22	32.00	0.00	45290-400-0000	Life Insurance	0.00	32.00	32.00	0.00	0.00
51	58	51.00	0.00	45330-400-0000	Medicare	0.00	57.00	57.00	0.00	0.00
62	68	61.00	0.00	45340-400-0000	Social Security	0.00	71.00	71.00	0.00	0.00
3,984	4,441	8,137	0		Personnel Services Totals:	0.00	8,585	8,585	0	0
				E40	Other Financing Uses					
24,730	33,613	42,005.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	39,870.00	39,870.00	0.00	0.00
24,730	33,613	42,005	0		Other Financing Uses Totals:	0.00	39,870	39,870	0	0
28,714	38,054	50,142	0		EXPENDITURES TOTALS:	0.00	48,455	48,455	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
28,714	38,054	50,142	0		DEPT EXPENSES	0.00	48,455	48,455	0	0
(28,714)	(38,054)	(50,142)	0		City Council Totals:	0.00	(48,455)	(48,455)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
28,714	38,054	50,142	0		FUND EXPENSES	0.00	48,455	48,455	0	0
(28,714)	(38,054)	(50,142)	0		Sewer Operating Fund Totals:	0.00	(48,455)	(48,455)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
264,964	314,955	463,599	0		REPORT EXPENSES	0.00	452,560	449,560	0	0
(264,964)	(314,955)	(463,599)	0		REPORT TOTALS:	0.00	(452,560)	(449,560)	0	0

**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	<u>CONFERENCES/SEMINARS</u>			\$17,800
		<u>League of California Cities</u>			
		Annual Conference and Exposition (\$500 each x 4 = \$2,000)	Sacramento, CA	September 2024	
		Legislative Action Days (\$800 each x 2 = \$1,600)	Sacramento, CA	April 2025	
		<u>National League of Cities</u>			
		Annual Congressional City Conference (\$2,900 each x 2 = \$5,800)	Washington, DC	March 2025	
		Women in Municipal Governmnet (\$2,900 each x 1 = \$2,900)	Hollywood, FL	July 2024	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2025	
		<u>International Council for Shopping Centers (ICSC)</u>			
		West Coast Conference (\$1,000 each x 2 = \$2,000)	Palm Springs, CA	September 2024	
		National Conference (\$1,000 each x2 = \$2,000)	Las Vegas, NV	May 2025	

**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	<u>WORKSHOPS</u> <u>League of California Cities</u> Workshops	Various	TBA	\$1,000
	Mayor and City Council	<u>LOCAL TRAVEL & MEETINGS</u> 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	<u>SPECIAL</u> Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Activities Commission, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	\$1,500
	Mayor and City Council	Goldline Advocacy (\$2,900 each X 2 = \$5,800)	Washington, DC	TBA	\$5,800
Total:					\$27,100

(Only \$24,000 approved in City Manager's 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	J. John Dutrey, Mayor	Ethics Training (AB 1234)			
	Tenice Johnson, Mayor Pro Tem	Harassment Prevention Training (AB 1825)	Montclair	Fall 2024	\$4,000
	Bill Ruh, City Council Member				
	Corysa Martinez, City Council Member				
	Benjamin Lopez, City Council Member				
	All managers and supervisory employees, and members of City commissions, committees, and boards.				
Total:					\$4,000

(Only \$2,000 approved in City Manager’s Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Council

Program: 4101 City Council

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Inland Valley Daily Bulletin, \$350

Miscellaneous expenditures for books and periodicals, \$150

52090 PUBLICATION AND ADVERTISING – \$5,000

Miscellaneous advertising related to City Council programs.

52110 COMMUNITY BENEFITS – \$30,000

Contributions to community groups, \$15,000

Contribution for community events, \$13,000

Emergency relief/assistance, \$2,000

52120 DUES AND MEMBERSHIPS – \$59,355

League of California Cities (LCC) membership, \$13,500

League of California Cities (LCC) Local Streets and Roads Need Assessment, \$500

League of California Cities (LCC) Inland Empire Division, \$600

Southern California Association of Governments, \$3,250

San Bernardino County Transportation Authority (SBCTA), \$10,105

San Bernardino Council of Governments (COGS) Housing Trust Fund, \$22,000

National League of Cities, \$3,500

Costco/Sam's Club memberships, \$400

Foothill Gold Line Extension JPA Corridor, \$3,500

Provision for increases, \$2,000

52130 TRAVEL AND MEETINGS – \$27,100 (**Only \$24,000 approved in City Manager's Budget**)

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

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Council

Program: 4101 City Council

Object
Number

- 52190 SPECIAL CONSULTING SERVICES – \$65,000
David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services)
- 52540 VOCATIONAL TRAINING – \$4,000 ***(Only \$2,000 approved in City Manager’s Budget)***
Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$900 ***(Moved to 4203-52690)***
Replacement cellular phones (3 @ \$300 each).
- 52850 CELLULAR PHONE EXPENSE – \$2,000 ***(Moved to 4203-52850)***
Expenditures related to use of cellular telephone service.
- 52900 REEDER RANCH EXPENSES – \$10,000
Contract services, building upgrades, and program services for the Reeder Ranch.
- 52990 MISCELLANEOUS EXPENDITURES – \$35,000 ***(\$40,000 approved in City Manager’s Budget)***
Special awards and certificates, \$3,000
City Hall household-fund contribution, \$5,000
City Council meeting refreshments, \$3,000
State of the City facility rental (The Canyon), service package, and incidental expenditures, \$10,000 ***(\$15,000 approved in City Manager’s Budget)***
Holiday Flag Program, \$4,000
Yard Signs, \$10,000

City Manager

DEPARTMENT BUDGET SUMMARY

Department

City Manager

Overview

The City Manager 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 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 monitors the performance of the City Attorney and directly supervises heads of each City department. The City Manager also supervises the following programs included in this department: Information Technology which provides for technological needs including research/assessment/development, multimedia services, and hardware/software/network maintenance; Finance which 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; and Solid Waste which administers utility billing services, recycling programs, and refuse-related services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,298,375	2,312,070	2,305,496	
Services and Supplies	3,936,528	4,271,211	4,330,256	
Capital Outlay	453,000	612,738	387,738	
Total	6,687,903	7,196,019	7,023,490	
Personnel Authorized	15.83 (FT) 2.00 (PT)	15.83 (FT) 2.00 (PT)	15.83 (FT) 2.00 (PT)	

Department Distribution

City Manager	482,129	548,478	538,478
Information Technology Services	1,726,203	1,881,001	1,717,471
Financial Services	1,094,905	1,086,309	1,087,310
Solid Waste Disposal	3,384,666	3,680,231	3,680,231
Total	6,687,903	7,196,019	7,023,490

Source of Funds

General Fund	6,135,773	6,483,113	6,218,342
Gas Tax Fund	3,000	3,200	3,200
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000
Recycling Grant Fund	10,000	105,000	105,000
After-School Program	0	0	6,975
After-School Program – Indirect Staff Charges	79,424	122,154	122,154
Economic Development Fund	0	0	2,500
2021 Lease Revenue Bond Fund	0	0	81,355
Sewer Operating Fund	189,479	197,474	198,886
Sewer Operating Fund – Indirect Staff Charges	269,227	284,078	284,078
Total	6,687,903	7,196,019	7,023,490

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: OFFICE OF THE CITY MANAGER							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				<u>Includes % Increase (if any)</u>		
			First Rate Months	Second Rate Rate	Second Rate Months	Rate	Total Salary Next Year	Recommended by Administration Next Year	
Full Time:									
<u>Administration from other Departments/Entities</u>									
Mikey Fuentes (4790)	.20	C	07/05/23	0.2	14,601	11.8	15,331	36,765	36,765
<u>City Manager/Executive Director</u>									
<u>Office of Administrative Services</u>									
Edward Starr		E		12.0	25,376			304,512	304,512
<u>Director of Information Technology</u>									
John Nguyen		C		0.2	14,601	11.8	15,331	183,826	183,826
<u>Director of Finance</u>									
Janet Kulbeck		B	07/18/23	0.6	13,906	11.4	14,601	174,795	174,795
<u>Finance Supervisor</u>									
Claudia Ramirez		B	01/17/24	6.5	8,136	5.5	8,542	99,865	99,865
<u>Information Technology Supervisor</u>									
Edmund Garcia, Jr.		B	04/06/24	9.2	8,559	2.8	8,987	103,906	103,906
<u>Information Technology Analyst</u>									
Robert Castillo		E		12.0	9,257			111,084	111,084
<u>Information Technology Specialist</u>									
Jacob Marsh		B	10/03/23	3.1	6,027	8.9	6,328	75,003	75,003
Omar Naranjo		D	01/19/24	6.6	6,645	5.4	6,977	81,533	81,533

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: OFFICE OF THE CITY MANAGER							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	Recommended by Administration Next Year
			First Rate		Second Rate		Total Salary Next Year	
			Months	Rate	Months	Rate		
<u>Senior Accountant</u>								
Raquel Badawi	C	02/28/24	8.0	6,531	4.0	6,857	79,676	79,676
Victor Flores	C	04/24/24	9.2	6,531	2.8	6,857	79,285	79,285
<u>Payroll Analyst</u>								
Angela Vong	A		6.0	5,641	6.0	5,923	69,384	69,384
<u>Accounting Specialist</u>								
April Estrada	C	05/21/24	10.3	4,577	1.7	4,806	55,313	55,313
Randall Burwell	E		12.0	5,046			60,552	60,552
Elizabeth Escalante	B	11/22/23	4.7	4,359	7.3	4,577	53,899	53,899
<u>Customer Service Rep./Office Specialist</u>								
Julio Guzman	B	09/13/23	2.4	3,753	9.6	3,940	46,831	46,831
Catherine Mercado	B	01/24/24	6.7	3,753	5.3	3,940	46,027	46,027
<u>Administration to other Departments/Entities</u>								
Edward Starr (AS 5%, SRDA 2%)							-21,316	-21,316
Janet Kulbeck (SRDA 20%)							-34,959	-34,959
Angela Vong (SRDA 10%)							-6,938	-6,938
CFD Admin Costs - Finance							-7,487	-7,487

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: OFFICE OF THE CITY MANAGER

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				<u>Includes % Increase (if any)</u>	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		

Part-Time:

Accounting Specialist

Cathy Graves (29 hrs week)

29.11 hr.

43,898

43,898

Senior Intern

Vacant (29 hrs week)

16.78 hr.

25,304

25,304

Salary Requirements:

(FT)	1,591,556	1,591,556
(PT)	69,202	69,202
TOTAL	1,660,758	1,660,758

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
Director of Economic Developm	0.20	0.20	0.20		36,765	36,765	
City Mgr./Executive Director	1.00	1.00	1.00		304,512	304,512	
Office of Administrative Services							
Director of Information Tech	1.00	1.00	1.00		183,826	183,826	
Director of Finance	1.00	1.00	1.00		174,795	174,795	
Finance Supervisor	1.00	1.00	1.00		99,865	99,865	
Information Tech Supervisor	1.00	1.00	1.00		103,906	103,906	
Information Technology Analyst	1.00	1.00	1.00		111,084	111,084	
Information Tech Specialist	2.00	2.00	2.00		156,536	156,536	
Senior Accountant	2.00	2.00	2.00		158,961	158,961	
Payroll Analyst	0.00	1.00	1.00		69,384	69,384	
Junior Accountant	1.00	0.00	0.00		0	0	
Accounting Specialist	3.00	3.00	3.00		169,764	169,764	
Customer Svc. Rep./Office	2.00	2.00	2.00		92,858	92,858	
CFD Admin Costs					-7,487	-7,487	
Part-Time							
Accounting Specialist	1.00	1.00	1.00		43,898	43,898	
Senior Intern	1.00	1.00	1.00		31,412	25,304	
Full Time	16.20	16.20	16.20		1,662,256	1,662,256	
Admin other Departments	-0.37	-0.37	-0.37		-70,700	-70,700	
Total FT Positions/Salaries	15.83	15.83	15.83		1,591,556	1,591,556	
Part Time	2.00	2.00	2.00		75,310	69,202	
Additional Pay					2,700	2,700	
Overtime					10,100	10,100	
Total Salaries & Wages					1,679,666	1,673,558	
Benefit Costs					396,226	395,759	
PERS Benefit Costs					261,690	265,647	
Benefit Costs other Depts					-25,512	-26,303	
Total Benefit Costs					632,404	635,103	
TOTAL					2,312,070	2,308,661	

PROGRAM BUDGET SUMMARY – 1

Program Number 4202

Department	Division	Program
City Manager		City Manager

Overview

The City Manager 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 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 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	383,660	444,009	444,009	
Services and Supplies	98,469	104,469	94,469	
Capital Outlay	0	0	0	
Total	482,129	548,478	538,478	

Personnel Authorized	1.13 (FT)	1.13 (FT)	1.13 (FT)
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Source of Funds

General Fund	427,184	507,015	454,505
2021 Lease Revenue Bond Fund	0	0	42,510
Sewer Operating Fund – Indirect Staff Charges	54,945	41,463	41,463
Total	482,129	548,478	538,478

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
Director of Economic Develc	0.20	0.20	0.20		36,765	36,765	
City Mgr./Executive Director							
Office of Administrative Ser	1.00	1.00	1.00		304,512	304,512	
Admin other Depts	-0.07	-0.07	-0.07		-21,316	-21,316	
	<u>0.93</u>	<u>0.93</u>	<u>0.93</u>		<u>283,196</u>	<u>283,196</u>	
Full Time	1.20	1.20	1.20		341,277	341,277	
Admin other Departments	-0.07	-0.07	-0.07		-21,316	-21,316	
Total FT Positions/Salaries	1.13	1.13	1.13		319,961	319,961	
Benefit Costs					60,681	60,681	
PERS Benefit Costs					71,809	71,809	
Benefit Costs other Depts					-8,442	-8,442	
Total Benefit Costs					124,048	124,048	
TOTAL					444,009	444,009	

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 legislative advocacy program.
17. Direct completion of specified Capital Improvement Plan (CIP) projects.
18. Address and resolve fiscal issues related to any economic downturn; and implement strategic planning policy recommendations approved by the City Council.
19. Address ongoing issues related to pension-related costs, policies, and practices.
20. Work with Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
21. Work with CIM Group to redevelop Montclair Place.
22. Initiate changes to the City's sign ordinance.
23. Promote development within North Montclair and its vision for a transit district and high-density housing.
24. Develop alternative plans for Fire/emergency medical service delivery.
25. Oversee development of the General Plan Update.
26. Develop a plan for acquiring the Montclair Transcenter from Caltrans for development-related purposes.

Personnel Services – \$444,009

Salary requests are for: City Manager/Executive Director Office of Administrative Services (0.93) – \$283,196; Director of Economic Development Agency (0.20) – \$36,765. Cost allocations are as follows: full-time salaries – \$319,961; benefit costs – \$124,048.

Services and Supplies – \$104,469

Funding requested is for: books and publications – \$519; community benefits – \$7,500; dues and memberships – \$1,900; travel and meetings – \$10,650; mileage/auto allowance – \$11,400; special consulting services – \$52,500; special contract services – \$15,000; miscellaneous expenditures – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4202	City Manager					
				E10	Personnel Services					
181,835	380,683	273,665.00	0.00	41010-400-0000	Regular Earnings	0.00	319,961.00	289,510.00	0.00	0.00
674	2,769	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
2,978	5,816	6,279.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	7,344.00	6,641.00	0.00	0.00
0	0	20,340.00	0.00	45220-400-0000	Benefit Plan	0.00	21,018.00	19,158.00	0.00	0.00
3,213	47,288	24,468.00	0.00	45240-400-0000	Deferred Compensation	0.00	24,623.00	22,173.00	0.00	0.00
25,784	51,530	55,515.00	0.00	45250-400-0000	P.E.R.S.	0.00	67,126.00	60,436.00	0.00	0.00
704	1,440	1,088.00	0.00	45270-400-0000	LTD Insurance	0.00	1,262.00	1,130.00	0.00	0.00
1,138	2,294	1,817.00	0.00	45290-400-0000	Life Insurance	0.00	2,142.00	1,918.00	0.00	0.00
502	1,326	488.00	0.00	45330-400-0000	Medicare	0.00	533.00	533.00	0.00	0.00
216,827	493,146	383,660	0		Personnel Services Totals:	0.00	444,009	401,499	0	0
				E20	Services & Supplies					
208	275	519.00	0.00	51020-400-0000	Books and Publications	0.00	519.00	519.00	0.00	0.00
95,152	45	0.00	0.00	52080-400-0000	COVID 19	0.00	0.00	0.00	0.00	0.00
1,273	3,716	7,500.00	0.00	52110-400-0000	Community Benefits	0.00	7,500.00	10,000.00	0.00	0.00
0	1,186	1,900.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,900.00	1,900.00	0.00	0.00
13,823	12,629	10,650.00	0.00	52130-400-0000	Travel & Meetings	0.00	10,650.00	10,650.00	0.00	0.00
8,229	8,230	11,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	11,400.00	11,400.00	0.00	0.00
33,763	31,547	52,500.00	0.00	52190-400-0000	Special Consulting Services	0.00	52,500.00	45,000.00	0.00	0.00
15,227	41,484	5,000.00	0.00	52450-400-0000	Special Contract Services	0.00	15,000.00	10,000.00	0.00	0.00
486	0	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
0	0	4,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	0.00	0.00	0.00	0.00
5,747	1,637	4,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,000.00	5,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
173,908	100,750	98,469	0		Services & Supplies Totals:	0.00	104,469	94,469	0	0
(23,479)	(25,552)	-54,945.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	-41,463.00	-41,463.00	0.00	0.00
(23,479)	(25,552)	(54,945)	0		Other Financing Uses Totals:	0.00	(41,463)	(41,463)	0	0
367,256	568,344	427,184	0		EXPENDITURES TOTALS:	0.00	507,015	454,505	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
367,256	568,344	427,184	0		DEPT EXPENSES	0.00	507,015	454,505	0	0
(367,256)	(568,344)	(427,184)	0		City Manager Totals:	0.00	(507,015)	(454,505)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
367,256	568,344	427,184	0		FUND EXPENSES	0.00	507,015	454,505	0	0
(367,256)	(568,344)	(427,184)	0		General Fund Totals:	0.00	(507,015)	(454,505)	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4202	City Manager					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	30,451.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	703.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	1,860.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	2,450.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	6,690.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	132.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	224.00	0.00	0.00
0	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	42,510	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	42,510	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	42,510	0	0
0	0	0	0		City Manager Totals:	0.00	0	(42,510)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	42,510	0	0
0	0	0	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	(42,510)	0	0
				1501	Sewer Operating Fund					
				4202	City Manager					
				E40	Other Financing Uses					
23,479	25,552	54,945.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	41,463.00	41,463.00	0.00	0.00
23,479	25,552	54,945	0		Other Financing Uses Totals:	0.00	41,463	41,463	0	0
23,479	25,552	54,945	0		EXPENDITURES TOTALS:	0.00	41,463	41,463	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
23,479	25,552	54,945	0		DEPT EXPENSES	0.00	41,463	41,463	0	0
(23,479)	(25,552)	(54,945)	0		City Manager Totals:	0.00	(41,463)	(41,463)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
23,479	25,552	54,945	0		FUND EXPENSES	0.00	41,463	41,463	0	0
(23,479)	(25,552)	(54,945)	0		Sewer Operating Fund Totals:	0.00	(41,463)	(41,463)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
390,735	593,896	482,129	0		REPORT EXPENSES	0.00	548,478	538,478	0	0
(390,735)	(593,896)	(482,129)	0		REPORT TOTALS:	0.00	(548,478)	(538,478)	0	0

**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
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<u>California Public Employee Labor</u> Relations Association Annual Conference (\$2,200 each x 2 = \$4,400)	Monterey, CA	November 2024	\$4,400
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Marcia Richter, Assistant City Manager/Director HS	<u>San Bernardino County</u> City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2025	\$1,500
52130	Janet Kulbeck, Director of Finance Accounting Specialists Customer Service Representatives	<u>Finance Miscellaneous Meetings</u> CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$750
52130	John Nguyen, Director of Information Technology IT Staff	IT Service/Training Skill Development	TBA	TBA	\$1,000
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<u>Miscellaneous</u> Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$3,000
				Total:	\$10,650

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$519

E-Wall Street Journal, \$100
E-Washington Post, \$100
E-Sacramento Bee, \$100
E-LA Times, \$90
E-Atlantic, \$129

52110 COMMUNITY BENEFITS – \$7,500 (***\$10,000 approved in City Manager's Budget***)

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

52120 DUES AND MEMBERSHIPS – \$1,900

California Public Employers Labor Relations Association (CALPELRA), \$1,200
City Management Foundation, \$300
International City/County Management Association, \$350
Unanticipated adjustments, \$50

52130 TRAVEL AND MEETINGS – \$10,650

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 – \$52,500 (***Only \$45,000 approved in City Manager's Budget***)

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, \$3,000
HdL Special Consulting Services, \$44,500
HdL Special Programming, \$5,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4202 City Manager

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$15,000 *(Only \$10,000 approved in City Manager's Budget)*

Special services related to lease/general obligation revenue bonds, public facilities projects, survey instruments, development of Montclair Place, and other professional services.

52990 MISCELLANEOUS EXPENDITURES – \$5,000

Special awards, \$500

Programs supporting organizational activities, \$3,000

City promotional materials, \$1,500

PROGRAM BUDGET SUMMARY – 1

Program Number 4203

Department	Division	Program
City Manager		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	855,103	790,923	784,348	
Services and Supplies	418,100	582,078	650,123	
Capital Outlay	453,000	508,000	283,000	
Total	1,726,203	1,881,001	1,717,471	

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

General Fund	1,542,427	1,657,803	1,483,514	
After-School Program	0	0	6,975	
After-School Program – Indirect Staff Charges	49,697	74,745	74,745	
Economic Development Fund	0	0	2,500	
Sewer Operating Fund	0	0	1,284	
Sewer Operating Fund – Indirect Staff Charges	134,079	148,453	148,453	
Total	1,726,203	1,881,001	1,717,471	

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager **Program:** 4203 Information Technology Svcs

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Information Tech	1.00	1.00	1.00		183,826	183,826	
Information Tech Supervisor	1.00	1.00	1.00		103,906	103,906	
Information Tech Analyst	1.00	1.00	1.00		111,084	111,084	
Information Tech Specialist	2.00	2.00	2.00		156,536	156,536	
 <u>Part-Time</u>							
Senior Intern	1.00	1.00	1.00		31,412	25,304	
Full Time	5.00	5.00	5.00		555,352	555,352	
Part Time	1.00	1.00	1.00		31,412	25,304	
Overtime					6,000	6,000	
Total Salaries & Wages					592,764	586,656	
Benefit Costs					118,025	117,558	
PERS Benefit Costs					80,134	80,134	
Total Benefit Costs					198,159	197,692	
TOTAL					790,923	784,348	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4203 Information Technology 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 e-mail 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 websites in compliance with federal regulations 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. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
14. Regularly update cybersecurity policies and plans.
15. Develop and maintain hardware and software replacement plans.

Personnel Services – \$790,923

Salary requests are for: Director of Information Technology (1.00) – \$183,826; Information Technology Supervisor (1.00) – \$103,906; Information Technology Analyst (1.00) – \$111,084; Information Technology Specialist (2.00) – \$156,536; Senior Intern (1.00/part-time) – \$31,412. Cost allocations are as follows: full-time salaries – \$555,352; part-time salaries – \$31,412; overtime – \$6,000; benefit costs – \$198,159.

Services and Supplies – \$582,078

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; license/permit/certificates – \$3,100; maintenance – office equipment and furniture – \$51,050; mileage/auto allowance – \$8,400; special contract services – \$451,991; small equipment – \$22,200; cellular phone expenses – \$6,437.

Capital Outlay – \$508,000

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$40,000; Civic Center Network Infrastructure Replacement – \$70,000; Montclair Police Department Network Infrastructure Replacement – \$40,000; Montclair MyCity Smart Application – \$18,000; 4k Security Cameras Montclair Police Department – \$110,000; XI System TruNAS Server Storage/Server Platform – \$125,000; Community Center Stage Lighting – \$45,000; Montclair Monument Sign – \$30,000; Laserfiche Licenses and Functionality Enhancement – \$22,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/17/2024 - 2:54PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4203	Information Technology Svcs					
				E10	Personnel Services					
481,825	459,442	602,789.00	0.00	41010-400-0000	Regular Earnings	0.00	555,352.00	555,352.00	0.00	0.00
1,150	1,740	31,352.00	0.00	42020-400-0000	Part Time Wages	0.00	31,412.00	25,304.00	0.00	0.00
51,718	13,266	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
5,455	9,016	6,000.00	0.00	43010-400-0000	Overtime	0.00	6,000.00	6,000.00	0.00	0.00
125	0	0.00	0.00	44170-400-4202	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,688	4,195	7,141.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	8,053.00	8,053.00	0.00	0.00
0	0	102,000.00	0.00	45220-400-0000	Benefit Plan	0.00	85,800.00	85,800.00	0.00	0.00
6,412	7,993	8,417.00	0.00	45240-400-0000	Deferred Compensation	0.00	9,191.00	9,191.00	0.00	0.00
61,549	58,013	81,447.00	0.00	45250-400-0000	P.E.R.S.	0.00	80,134.00	80,134.00	0.00	0.00
2,162	1,886	2,656.00	0.00	45270-400-0000	LTD Insurance	0.00	2,433.00	2,433.00	0.00	0.00
1,917	1,784	2,162.00	0.00	45290-400-0000	Life Insurance	0.00	2,092.00	2,092.00	0.00	0.00
8,030	7,209	9,195.00	0.00	45330-400-0000	Medicare	0.00	8,508.00	8,420.00	0.00	0.00
3,324	959	1,944.00	0.00	45340-400-0000	Social Security	0.00	1,948.00	1,569.00	0.00	0.00
628,354	565,504	855,103	0		Personnel Services Totals:	0.00	790,923	784,348	0	0
				E20	Services & Supplies					
45,156	42,185	38,000.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	38,000.00	50,000.00	0.00	0.00
0	0	500.00	0.00	51100-400-0000	Uniforms	0.00	900.00	500.00	0.00	0.00
0	0	0.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	3,100.00	3,100.00	0.00	0.00
16,522	32,124	24,000.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	51,050.00	51,050.00	0.00	0.00
7,800	8,150	8,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
366,945	262,933	325,000.00	0.00	52450-400-0000	Special Contract Services	0.00	451,991.00	420,000.00	0.00	0.00
11,404	23,908	22,200.00	0.00	52690-400-0000	Small Equipment	0.00	22,200.00	23,450.00	0.00	0.00
0	0	0.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	6,437.00	82,864.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	330	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
447,827	369,630	418,100	0		Services & Supplies Totals:	0.00	582,078	639,364	0	0
200,551	211,806	453,000.00	0.00	E30	Capital Outlay					
				62010-400-0000	Office Equipment/Furniture	0.00	508,000.00	283,000.00	0.00	0.00
200,551	211,806	453,000	0		Capital Outlay Totals:	0.00	508,000	283,000	0	0
(72,116)	(85,505)	-134,079.00	0.00	E40	Other Financing Uses					
(26,443)	(38,528)	-49,697.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-148,453.00	-148,453.00	0.00	0.00
				82030-400-0000	Indirect Staff Charges - ASP	0.00	-74,745.00	-74,745.00	0.00	0.00
(98,559)	(124,033)	(183,776)	0		Other Financing Uses Totals:	0.00	(223,198)	(223,198)	0	0
1,178,173	1,022,907	1,542,427	0		EXPENDITURES TOTALS:	0.00	1,657,803	1,483,514	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,178,173	1,022,907	1,542,427	0		DEPT EXPENSES	0.00	1,657,803	1,483,514	0	0
(1,178,173)	(1,022,907)	(1,542,427)	0		Information Technology Svcs Total:	0.00	(1,657,803)	(1,483,514)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,178,173	1,022,907	1,542,427	0		FUND EXPENSES	0.00	1,657,803	1,483,514	0	0
(1,178,173)	(1,022,907)	(1,542,427)	0		General Fund Totals:	0.00	(1,657,803)	(1,483,514)	0	0
1,567	0	0.00	0.00	1137	SBCty Cares Act Infrastructure					
				4203	Information Technology Svcs					
				E30	Capital Outlay					
				62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
1,567	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
1,567	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,567	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(1,567)	0	0	0		Information Technology Svcs Total:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,567	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(1,567)	0	0	0		SBCty Cares Act Infrastructure Tot:	0.00	0	0	0	0
0	0	0.00	0.00	1160 4203 E20 52850-400-0000	After-School Program Grant Information Technology Svcs Services & Supplies Cellular Phone Expense	0.00	0.00	6,975.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	6,975	0	0
26,443	38,528	49,697.00	0.00	E40 82030-400-0000	Other Financing Uses Indirect Staff Charges - ASP	0.00	74,745.00	74,745.00	0.00	0.00
26,443	38,528	49,697	0		Other Financing Uses Totals:	0.00	74,745	74,745	0	0
26,443	38,528	49,697	0		EXPENDITURES TOTALS:	0.00	74,745	81,720	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
26,443	38,528	49,697	0		DEPT EXPENSES	0.00	74,745	81,720	0	0
(26,443)	(38,528)	(49,697)	0		Information Technology Svcs Total:	0.00	(74,745)	(81,720)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
26,443	38,528	49,697	0		FUND EXPENSES	0.00	74,745	81,720	0	0
(26,443)	(38,528)	(49,697)	0		After-School Program Grant Totals:	0.00	(74,745)	(81,720)	0	0
				1206 4203	Economic Development Assets Information Technology Svcs					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0.00	0.00	E20 52690-400-0000	Services & Supplies Small Equipment	0.00	0.00	1,000.00	0.00	0.00
0	0	0.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	0.00	1,500.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	2,500	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	2,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	2,500	0	0
0	0	0	0		Information Technology Svcs Total:	0.00	0	(2,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	2,500	0	0
0	0	0	0		Economic Development Assets Total:	0.00	0	(2,500)	0	0
0	0	0.00	0.00	1501 4203 E20 52850-400-0000	Sewer Operating Fund Information Technology Svcs Services & Supplies Cellular Phone Expense	0.00	0.00	1,284.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	1,284	0	0
72,116	85,505	134,079.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	148,453.00	148,453.00	0.00	0.00
72,116	85,505	134,079	0		Other Financing Uses Totals:	0.00	148,453	148,453	0	0
72,116	85,505	134,079	0		EXPENDITURES TOTALS:	0.00	148,453	149,737	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
72,116	85,505	134,079	0		DEPT EXPENSES	0.00	148,453	149,737	0	0
(72,116)	(85,505)	(134,079)	0		Information Technology Svcs Total:	0.00	(148,453)	(149,737)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
72,116	85,505	134,079	0		FUND EXPENSES	0.00	148,453	149,737	0	0
(72,116)	(85,505)	(134,079)	0		Sewer Operating Fund Totals:	0.00	(148,453)	(149,737)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,278,299	1,146,940	1,726,203	0		REPORT EXPENSES	0.00	1,881,001	1,717,471	0	0
(1,278,299)	(1,146,940)	(1,726,203)	0		REPORT TOTALS:	0.00	(1,881,001)	(1,717,471)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

- 51050 OFFICE SUPPLIES – INDIRECT – \$38,000 ***(\$50,000 approved in City Manager’s Budget)***
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 I.T. office supplies, \$3,000
- 51100 UNIFORMS – \$900 ***(Only \$500 approved in City Manager’s Budget)***
Uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).
- 51150 LICENSE/PERMITS/CERTIFICATES – \$3,100
Funding for ASCAP license, \$525
BMI license, \$450
MPLC license, \$800
SESAC license, \$1,200
Provision for increases, \$125
- 52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$51,050
Local Area Network (LAN) maintenance, \$8,000
P.C. components/printer maintenance, \$6,000
A/V Equipment Maintenance, \$15,000
Ricoh/Aficio 8320S digital copier system (main City Hall copier system), \$5,000
SHARP digital copier system maintenance (City Hall Main Lobby), \$7,500
Excess copier charges for all copier systems, \$3,500
Neopost IS-460 automatic mail machine with scale, \$1,000

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – continued

Neopost DS-75 folder and inserter, \$1,300

Lexmark Copier, \$3,000

Unanticipated adjustments, \$750

52450 SPECIAL CONTRACT SERVICES – \$451,991 ***(Only \$420,000 approved in City Manager’s Budget)***

Frontier FIOS Point-to-Point TLS connectivity for City Hall, Police, and City Yard locations (\$600 per month), \$7,200

Frontier FIOS Internet connectivity 5GB/5GB for all City facilities (\$1,000 per month), \$12,000

Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400

DirectTV for HS Gym (\$150 per month), \$1,800

Frontier High-Speed Fiber 1GB/1GB for Fire 2 & City Yard (\$500 per month), \$6,000

Frontier High-Speed Fiber for Saratoga and Kingsley Park, and Hurst Property 1GB/1GB (\$300 per month per site/\$1,200 monthly), \$14,400

Frontier Fiber for Reeder Ranch, Transcenter, and Alma Hoffman Park 1GB/1GB (\$300 per month per site/\$900 monthly), \$10,800

Proud City Annual maintenance for the City’s Website, \$10,600

Verizon Wireless data cards special contract service support (20 cards @ \$40 each per month), \$9,600

ASSI Security system MPD support and maintenance, \$11,000 annually

Verizon wireless service for MPD MDCs, \$20,000 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

Barracuda email archiving maintenance and support, \$13,000 annually

Frontier Internet service for MPD and Fire Station 1 (\$500 per month), \$6,000 annually

Frontier Internet service for City Yard & Fire Station 2 (\$500 per month), \$6,000 annually

Spectrum TV Service for MPD facility (\$300 per month), \$3,600 annually

DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually

GIS Arc info suite service maintenance and technical support, \$2,400 annually

Cisco SMARTnet software updates, \$1,000 annually

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

Cisco router technical support, \$800 annually
SeamlessGov Form Builder for online form creation and submission, \$24,000 annually
Laserfiche maintenance support/City Hall – Additional Licenses for Records Retention policy, \$13,000 annually
Laserfiche maintenance support/MPD – Additional Licenses for Records Retention policy, \$8,500 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$96,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800
Netmotion MDC Software Maintenance, \$6,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 annually
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000
GoGov Code Enforcement & Building Permits, \$19,000
Barracuda Annual Maintenance, \$8,500
Jamf BYOB Management for Smart Devices, \$5,000
Backblaze Cloud Backup for Server and Z Drive Civic Center and PD, \$5,000
VEEAM Backup for Desktop, \$9,000
Archive Social, \$6,500
KnowBe4 Phishing Training Annual, \$19,000
Microsoft Office 365 Subscription Annual, \$45,000
Adobe Professional Licenses Subscription Annual, \$8,000
ADT Alarm monitoring for Civic Center and City Yard (\$500 per month), \$6,000
The Technology Depot phone service local and long-distance calling service (\$800 per month), \$9,600
Weight room cable television service, \$1,200 (**Moved from 4381-52450**)
Internet hot spot service, \$840 (**Moved from 4381-52450**)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

- 52690 SMALL EQUIPMENT – \$22,200 **(\$24,450 approved in City Manager’s Budget)**
- 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
 - Computer Network Switch Module upgrades, \$2,500
 - Network Cabling Termination, \$5,000
 - Smart Device Tablets and Smartphones Replacement, \$2,500
 - Replacement cellular phones for City Council (3 @ \$300 each), \$900 **(Moved from 4101-52690)**
 - Replacement cellular phones for Administrative Services, \$350 **(Moved from 4311-52690)**
 - Replacement cellular phones for Economic Development Agency, \$1,000 **(Moved from 4791-52690) (Economic Development Fund)**
- 52850 CELLULAR PHONE EXPENSE – \$6,437 **(\$92,623 approved in City Manager’s Budget)**
- Cellular phone service for Department personnel, \$6,437
 - Cellular phone service for City Council, \$2,000 **(Moved from 4101-52850)**
 - Cellular phone service for Administrative Services personnel, \$1,000 **(Moved from 4311-52850)**
 - Cost for the purchase of four new cell phones (Marcia Richter, Alyssa Colunga, Jordi Ubaldo, and Leticia Gavilanes) and the monthly service fees, \$7,869 **(Moved from 4381-52850)**
 - Cellular phone service for the After-School Program, \$6,975 **(Moved from 4387-52850) (After-School Program Fund)**
 - Cellular phone service (65 phones) for supervisory, investigatory, patrol, and administrative police communications, including School Resource Officers and a social media team; and cellular service for the Command Trailer, \$34,170 **(Moved from 4421-52850)**
 - Cellular phone service for Fire Department personnel, \$8,967 **(Moved from 4531-52850)**

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object
Number

52850

CELLULAR PHONE EXPENSE – continued

Cellular phone service for Public Works Department personnel, \$15,516 ***(Moved from 4641-52850)***

Cellular phone service for Sewer Maintenance Program personnel, \$1,284 ***(Moved from 4669-52850) (Sewer Operating Fund)***

Cellular phone service for Community Development personnel, \$4,985 ***(Moved from 4761-52850)***

Cellular service for Code Enforcement field laptops (4 @ \$480 each), \$1,920 ***(Moved from 4768-52850)***

Cellular phone service for Economic Development personnel, \$1,500 ***(Moved from 4791-52850) (Economic Development Fund)***

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: City Manager

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	LCD Monitors	Represents an ongoing annual program of replacing/upgrading 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 forty (40) 24-inch LCD monitors at \$200 each.	\$8,000
62010	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate the transition to Microsoft's current Windows operating and office systems; more modern desktops are also more energy-efficient. The recommendation is for 40 desktop computers at \$1,000 each.	\$40,000
62010	Civic Center Network Infrastructure Replacement	<p>During the previous fiscal year, IT deployed single-mode fiber at the Civic Center campus, drastically enhancing the City's technological infrastructure with data transmission speeds of up to 10 GB per second. However, to fully leverage this 10GB fiber connection, it is imperative to replace all core routers and network switches, currently operating at a maximum output of 1GB. These upgrades are crucial to handle increased bandwidth and bolster network security. Investing in the latest core routers and core network switches safeguards the City's data, optimizing network performance for peak efficiency at the Civic Center Campus and improving services for residents and visitors.</p> <p>The proposed upgrades involve replacing all core switches, power over Ethernet, and fiber modules necessary to connect Civic Center facilities. The proposed upgrades incorporate redundancy and fail-over technologies to guarantee uninterrupted network availability, which is vital for maintaining continuous operations and services. These core router and network switches enable seamless connectivity for phones, videos, web conferencing, and network traffic, ensuring high available internet speeds. This strategic enhancement eliminates the risk of a single point of failure, maintaining operational excellence.</p>	\$70,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	Montclair Police Department Network Infrastructure Replacement	<p>This requested expenditure aims to overhaul the entire core network infrastructure and encompasses the replacement of outdated core switches, power supplies, and fiber modules essential at Montclair Police Department (MPD). This comprehensive upgrade is indispensable for accommodating data demands of crucial applications, such as the WatchGuard in-car video system, body-worn cameras, mobile data computer (MDCs), dispatch CAD system, CLETS network access, and reporting, ensuring seamless transmission across all operational facets.</p> <p>The proposed upgrade incorporates redundancy and fail-over technologies to guarantee uninterrupted network availability, which is vital for maintaining continuous operations and responsiveness. By enhancing resilience and reliability, MPD's network will remain fully operational 24 hours a day, 365 days a year, bolstering the department's capacity to uphold public safety and deliver prompt, efficient services to the community. Investing in this critical infrastructure upgrade is not just a matter of technological modernization but a fundamental imperative for sustaining the MPD's mission-critical operations and safeguarding the well-being of Montclair's residents.</p> <p style="text-align: center;"><i>(Not approved in City Manager's Budget)</i></p>	\$40,000
62010	Montclair MyCity Smart Application	<p>The MyCity app would provide residents with an additional avenue to access vital public information as well as an additional avenue to address comments and concerns to City staff.</p> <p>One of the most significant advantages of using an app is an app's functionality for reporting issues within the City. Residents can swiftly document and report concerns like graffiti, sidewalk cracks, or fallen tree branches as they encounter them simply by opening the app, snapping a photo, and submitting it. This rapid reporting mechanism ensures prompt attention from City staff, fostering public trust and satisfaction with Montclair's responsiveness to community needs.</p> <p>The MyCity app would also streamline administrative processes by enabling residents to pay their utility bills online, eliminating the need for physical visits to City Hall. This seamless integration of services enhances convenience for residents while optimizing operational efficiency for City staff. The Montclair MyCity App technical capabilities offer a tangible</p>	\$18,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	4k Security Cameras at the Police Station	<p>demonstration of the City's commitment to leveraging technology for the betterment of the community, cementing Montclair's reputation as a forward-thinking and resident-centric municipality.</p> <p>This budget request aims to address the urgent need to replace all the outdated analog cameras at Montclair Police Department (MPD), which were initially installed in 2008. These analog cameras have become obsolete, offering poor video quality that fails to meet contemporary industry standards. Additionally, the outdoor cameras have suffered deterioration over time, with equipment warping due to weather conditions and prolonged wear and tear. Given the critical security requirements of the MPD as a high-value target, upgrading the cameras is imperative to enhance surveillance capabilities and ensure optimal protection.</p> <p>The proposed upgrade entails transitioning from analog to 4K digital quality cameras, significantly improving video clarity and resolution. Furthermore, it includes the necessary expansion of storage capacity to accommodate the retention of video footage for evidentiary and legal purposes. By modernizing the surveillance infrastructure with state-of-the-art digital cameras and robust storage solutions, the MPD will be equipped to effectively monitor and secure its premises, enhancing safety and fortifying defense against potential threats. This investment aligns with the evolving technological landscape and underscores the commitment to maintaining a secure environment for law enforcement operations and safeguarding the integrity of investigative processes.</p>	\$110,000
<i>(Not approved in City Manager's Budget)</i>			
62010	XI System TruNAS Server Storage / Server Platform	<p>The request seeks a budget allocation to acquire TrueNAS, a revolutionary server storage solution from the XI system. Unlike traditional setups, TrueNAS's virtualization capabilities allow for multiple server software instances on a single host, maximizing efficiency and scalability. With centralized storage and management, TrueNAS simplifies administration and reduces network sprawl. It supports iSCSI block storage for seamless virtual machine management and offers flexible data-sharing protocols for cross-platform accessibility. TrueNAS's scalability and cost-effectiveness make it a compelling investment, ensuring future-proof storage infrastructure at a fraction of traditional costs.</p>	\$125,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
		<p>Moreover, implementing TrueNAS will bring the City closer to realizing an ideal network environment. By enabling two-way replication between the Civic Center Campus and the MPD data center, TrueNAS enhances disaster preparedness and emergency response capabilities creating a truly backup environment where one data center can shoulder the load for the entire organization should an issue occur like an event of a phishing attack or ransomware scenario. This bidirectional replication ensures that critical data and resources can seamlessly flow between locations, mitigating the impact of potential disasters and optimizing readiness for emergencies of all magnitudes. Embracing TrueNAS streamlines operations enhances resilience, and positions the City at the forefront of technological innovation, fostering a safer and more resilient community.</p>	
62010	Community Center Stage Lighting	<p>Human Services is requesting that the stage lighting in the Community Center be replaced with a modern stage lighting system.</p> <p>Newer lighting systems offer more control and flexibility, enabling City Staff to adjust the lighting to suit different events and performances. The new lighting system will provide more vibrant and dynamic colors, enhancing the overall aesthetic of the Community Center and creating a more immersive experience for performers and spectators. Switching to a newer lighting system often requires less maintenance and replacement of bulbs, resulting in lower long-term costs with the added benefit of increasing the overall value of the Community Center, making it more attractive to potential users and renters for various events and performances.</p> <p style="text-align: center;"><i>(Not approved in City Manager's Budget)</i></p>	\$45,000
62010	Montclair Monument Sign	<p>The Montclair monument sign outside the Council Chambers requires revitalization to restore its weathered and aging appearance. This revitalization project entails installing new lettering to align with modern signage standards and lighting capabilities that can showcase multiple colors.</p> <p>The monument sign holds significant importance as a critical piece of signage for the City, serving as a prominent representation of Montclair's identity. By upgrading and beautifying the sign, we aim to elevate residents' pride in their neighborhood and instill a sense of belonging and community spirit.</p> <p style="text-align: center;"><i>(Not approved in City Manager's Budget)</i></p>	\$30,000

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	Laserfiche Licenses and Functionality Enhancement	<p>Laserfiche stands as a cutting-edge document repository extensively utilized by all departments, with a particularly heavy reliance by the City Clerk's office. In order to fully take advantage and utilize all of the capabilities provided by Laserfiche, the City needs to procure additional licenses as well as create additional dedicated scanning stations located in each department. These resources will empower departments to digitize paper City records, thereby maximizing the efficiency and accessibility of information.</p> <p>The seamless integration of Laserfiche across all departments will streamline operations, enhance transparency, and free up precious storage space where boxes and boxes of documents are stored and preserved. This strategic investment is essential to propel our City towards a more efficient, transparent, and technologically advanced future.</p>	\$22,000
			Total: \$508,000

(Only \$283,000 approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4204

Department	Division	Program
City Manager		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	915,005	929,809	930,810	
Services and Supplies	179,900	156,500	156,500	
Capital Outlay	0	0	0	
Total	1,094,905	1,086,309	1,087,310	
Personnel Authorized	8.30 (FT)	8.30 (FT)	8.30 (FT)	

Source of Funds

General Fund	958,337	915,780	877,808
Gas Tax Fund	3,000	3,200	3,200
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000
After-School Program – Indirect Staff Charges	29,727	47,409	47,409
2021 Lease Revenue Bond Fund	0	0	38,845
Sewer Operating Fund	22,638	24,758	24,886
Sewer Operating Fund – Indirect Staff Charges	80,203	94,162	94,162
Total	1,094,905	1,086,309	1,087,310

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4204 Financial Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Finance	1.00	1.00	1.00		174,795	174,795	
Admin other Depts	-0.20	-0.20	-0.20		-34,959	-34,959	
	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>		<u>139,836</u>	<u>139,836</u>	
Finance Supervisor	1.00	1.00	1.00		99,865	99,865	
Senior Accountant	2.00	2.00	2.00		158,961	158,961	
Payroll Analyst	0.00	1.00	1.00		69,384	69,384	
Admin other Depts	-0.10	-0.10	-0.10		-6,938	-6,938	
	<u>-0.10</u>	<u>0.90</u>	<u>0.90</u>		<u>62,446</u>	<u>62,446</u>	
Junior Accountant	1.00	0.00	0.00		0	0	
Admin other Depts	-0.10	0.00	0.00		0	0	
	<u>0.90</u>	<u>0.00</u>	<u>0.00</u>		<u>0</u>	<u>0</u>	
Accounting Specialist	2.80	2.80	2.80		157,654	157,653	
Customer Svc. Rep./Office	0.80	0.80	0.80		36,822	36,822	
CFD Admin Costs					-7,487	-7,487	
Full Time	<u>8.60</u>	<u>8.60</u>	<u>8.60</u>		<u>697,481</u>	<u>697,480</u>	
Admin other Departments	-0.30	-0.30	-0.30		-49,384	-49,384	
Total FT Positions/Salaries	<u>8.30</u>	<u>8.30</u>	<u>8.30</u>		<u>648,097</u>	<u>648,096</u>	
Additional Pay					<u>2,700</u>	<u>2,700</u>	
Overtime					4,000	4,000	
Total Salaries & Wages					<u>654,797</u>	<u>654,796</u>	
Benefit Costs					188,844	188,843	
PERS Benefit Costs					103,238	104,492	
Benefit Costs other Depts					-17,070	-17,321	
Total Benefit Costs					<u>275,012</u>	<u>276,014</u>	
TOTAL					929,809	930,810	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4204 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 Department 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 Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Work with and assist the San Bernardino County Oversight Board relating to Successor Redevelopment Agency transactions.
15. Interact with the state Department of Finance on Successor Redevelopment Agency-related matters.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Comply with GASB 68 Pension Funding reporting requirements.

Personnel Services – \$929,809

Salary requests are for: Director of Finance (0.80) – \$139,836; Finance Supervisor (1.00) – \$99,865; Senior Accountant (2.00) – \$158,961; Payroll Analyst (0.90) – \$62,446; Accounting Specialist (2.80) – \$157,654; Customer Service Representative/Office Specialist (0.80) – \$36,822; Admin other departments – <\$7,487>. Cost allocations are as follows: full-time salaries – \$648,097; additional pay – \$2,700; overtime – \$4,000; benefit costs – \$275,012.

Services and Supplies – \$156,500

Funding requested is for: books and publications – \$300; mileage/auto allowance – \$8,400; special consulting services – \$11,200; audit fees – \$67,300; collection agency fees – \$500; bank fees and charges – \$5,000; CalCard reward program – <\$10,000>; special contract services – \$70,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/17/2024 - 2:54PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4204	Financial Services					
				E10	Personnel Services					
343,811	487,997	594,372.00	0.00	41010-400-0000	Regular Earnings	0.00	638,105.00	610,636.00	0.00	0.00
(5,625)	(6,188)	-6,807.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-7,487.00	-7,487.00	0.00	0.00
23,351	22,287	37,980.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
9,666	8,132	6,000.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	4,000.00	0.00	0.00
3,254	4,032	6,605.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	11,308.00	10,707.00	0.00	0.00
2,441	2,700	2,700.00	0.00	44250-400-0000	Bilingual Pay	0.00	2,700.00	2,700.00	0.00	0.00
0	0	139,800.00	0.00	45220-400-0000	Benefit Plan	0.00	140,820.00	137,100.00	0.00	0.00
1,111	3,444	8,352.00	0.00	45240-400-0000	Deferred Compensation	0.00	9,114.00	7,940.00	0.00	0.00
43,818	58,884	88,880.00	0.00	45250-400-0000	P.E.R.S.	0.00	91,589.00	87,305.00	0.00	0.00
1,442	1,979	2,620.00	0.00	45270-400-0000	LTD Insurance	0.00	2,814.00	2,693.00	0.00	0.00
1,109	1,680	2,695.00	0.00	45290-400-0000	Life Insurance	0.00	2,835.00	2,632.00	0.00	0.00
5,550	7,748	9,170.00	0.00	45330-400-0000	Medicare	0.00	9,253.00	8,853.00	0.00	0.00
1,448	420	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
431,376	593,116	892,367	0		Personnel Services Totals:	0.00	905,051	867,079	0	0
				E20	Services & Supplies					
299	0	300.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	300.00	0.00	0.00
0	0	100.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
0	8,150	8,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
6,750	7,500	8,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	8,000.00	8,000.00	0.00	0.00
79,114	35,400	65,800.00	0.00	52220-400-0000	Audit Fees	0.00	66,300.00	66,300.00	0.00	0.00
0	0	500.00	0.00	52240-400-0000	Collection Agency Fees	0.00	500.00	500.00	0.00	0.00
27,828	4,632	27,000.00	0.00	52280-400-0000	Bank Fees and Charges	0.00	5,000.00	5,000.00	0.00	0.00
(6,834)	(9,121)	-8,000.00	0.00	52281-400-0000	CalCard Incentive Payments	0.00	-10,000.00	-10,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
70,087	72,605	70,000.00	0.00	52450-400-0000	Special Contract Services	0.00	70,000.00	70,000.00	0.00	0.00
5,115	5,289	3,800.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,800.00	3,800.00	0.00	0.00
182,358	124,454	175,900	0		Services & Supplies Totals:	0.00	152,300	152,300	0	0
				E30	Capital Outlay					
4,194	0	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
4,194	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
				E40	Other Financing Uses					
(58,512)	(60,119)	-80,203.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-94,162.00	-94,162.00	0.00	0.00
(21,454)	(27,089)	-29,727.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-47,409.00	-47,409.00	0.00	0.00
(79,966)	(87,208)	(109,930)	0		Other Financing Uses Totals:	0.00	(141,571)	(141,571)	0	0
537,963	630,362	958,337	0		EXPENDITURES TOTALS:	0.00	915,780	877,808	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
537,963	630,362	958,337	0		DEPT EXPENSES	0.00	915,780	877,808	0	0
(537,963)	(630,362)	(958,337)	0		Financial Services Totals:	0.00	(915,780)	(877,808)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
537,963	630,362	958,337	0		FUND EXPENSES	0.00	915,780	877,808	0	0
(537,963)	(630,362)	(958,337)	0		General Fund Totals:	0.00	(915,780)	(877,808)	0	0
				1102	Gas Tax Fund					
				4204	Financial Services					
				E20	Services & Supplies					
3,000	3,195	3,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	3,200.00	3,200.00	0.00	0.00
3,000	3,195	3,000	0		Services & Supplies Totals:	0.00	3,200	3,200	0	0
3,000	3,195	3,000	0		EXPENDITURES TOTALS:	0.00	3,200	3,200	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,000	3,195	3,000	0		DEPT EXPENSES	0.00	3,200	3,200	0	0
(3,000)	(3,195)	(3,000)	0		Financial Services Totals:	0.00	(3,200)	(3,200)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,000	3,195	3,000	0		FUND EXPENSES	0.00	3,200	3,200	0	0
(3,000)	(3,195)	(3,000)	0		Gas Tax Fund Totals:	0.00	(3,200)	(3,200)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4204	Financial Services					
				E20	Services & Supplies					
0	1,000	1,000.00	0.00	52220-400-0000	Audit Fees	0.00	1,000.00	1,000.00	0.00	0.00
0	1,000	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
0	1,000	1,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	1,000	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
0	(1,000)	(1,000)	0		Financial Services Totals:	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	1,000	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
0	(1,000)	(1,000)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	(1,000)	(1,000)	0	0
				1160	After-School Program Grant					
				4204	Financial Services					
				E40	Other Financing Uses					
21,454	27,089	29,727.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	47,409.00	47,409.00	0.00	0.00
21,454	27,089	29,727	0		Other Financing Uses Totals:	0.00	47,409	47,409	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
21,454	27,089	29,727	0		EXPENDITURES TOTALS:	0.00	47,409	47,409	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
21,454	27,089	29,727	0		DEPT EXPENSES	0.00	47,409	47,409	0	0
(21,454)	(27,089)	(29,727)	0		Financial Services Totals:	0.00	(47,409)	(47,409)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
21,454	27,089	29,727	0		FUND EXPENSES	0.00	47,409	47,409	0	0
(21,454)	(27,089)	(29,727)	0		After-School Program Grant Totals:	0.00	(47,409)	(47,409)	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4204	Financial Services					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	27,467.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	600.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	3,720.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	1,174.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	5,161.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	121.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	203.00	0.00	0.00
0	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	399.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	38,845	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	38,845	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	38,845	0	0
0	0	0	0		Financial Services Totals:	0.00	0	(38,845)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	38,845	0	0
0	0	0	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	(38,845)	0	0
				1501	Sewer Operating Fund					
				4204	Financial Services					
				E10	Personnel Services					
0	0	16,007.00	0.00	41010-400-0000	Regular Earnings	0.00	17,479.00	17,480.00	0.00	0.00
0	0	353.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	385.00	385.00	0.00	0.00
0	0	1,800.00	0.00	45220-400-0000	Benefit Plan	0.00	1,860.00	1,860.00	0.00	0.00
0	0	800.00	0.00	45240-400-0000	Deferred Compensation	0.00	874.00	874.00	0.00	0.00
0	0	3,257.00	0.00	45250-400-0000	P.E.R.S.	0.00	3,701.00	3,827.00	0.00	0.00
0	0	71.00	0.00	45270-400-0000	LTD Insurance	0.00	77.00	77.00	0.00	0.00
0	0	118.00	0.00	45290-400-0000	Life Insurance	0.00	129.00	129.00	0.00	0.00
0	0	232.00	0.00	45330-400-0000	Medicare	0.00	253.00	254.00	0.00	0.00
0	0	22,638	0		Personnel Services Totals:	0.00	24,758	24,886	0	0
				E40	Other Financing Uses					
58,512	60,119	80,203.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	94,162.00	94,162.00	0.00	0.00
58,512	60,119	80,203	0		Other Financing Uses Totals:	0.00	94,162	94,162	0	0
58,512	60,119	102,841	0		EXPENDITURES TOTALS:	0.00	118,920	119,048	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
58,512	60,119	102,841	0		DEPT EXPENSES	0.00	118,920	119,048	0	0
(58,512)	(60,119)	(102,841)	0		Financial Services Totals:	0.00	(118,920)	(119,048)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
58,512	60,119	102,841	0		FUND EXPENSES	0.00	118,920	119,048	0	0
(58,512)	(60,119)	(102,841)	0		Sewer Operating Fund Totals:	0.00	(118,920)	(119,048)	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
620,929	721,766	1,094,905	0		REPORT EXPENSES	0.00	1,086,309	1,087,310	0	0
(620,929)	(721,766)	(1,094,905)	0		REPORT TOTALS:	0.00	(1,086,309)	(1,087,310)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4204 Financial Services

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$300
American Payroll Association Basic Guide to Payroll
- 52190 SPECIAL CONSULTING SERVICES – \$11,200
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000
Street report submission service (Gas Tax Fund), \$3,200
- 52220 AUDIT FEES – \$67,300
Annual audit service fees (City) (General Fund – \$47,600; DOJ Fund – \$1,000), \$48,600
Annual actuarial service fees, \$15,500
GASB 68 Reporting Fee, \$3,200
- 52240 COLLECTION AGENCY FEES – \$500
Enforcement/collection of delinquent tax and service payments.
- 52280 BANK FEES & CHARGES – \$5,000
Monthly bank fees and charges.
- 52281 CALCARD INCENTIVE PAYMENTS – <\$10,000>
CalCard reward program.
- 52450 SPECIAL CONTRACT SERVICES – \$70,000
Merchant Services (credit card processing), \$58,000
Armored transport depository services, \$12,000
- 52990 MISCELLANEOUS EXPENDITURES – \$3,800
Miscellaneous expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4205

Department	Division	Program
City Manager		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 State requirements 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	144,607	147,329	147,329	
Services and Supplies	3,240,059	3,428,164	3,428,164	
Capital Outlay	0	104,738	104,738	
Total	3,384,666	3,680,231	3,680,231	
Personnel Authorized	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	

Source of Funds

General Fund	3,207,825	3,402,515	3,402,515
Recycling Grant Fund	10,000	105,000	105,000
Sewer Operating Fund	166,841	172,716	172,716
Total	3,384,666	3,680,231	3,680,231

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4205 Solid Waste Disposal

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Accounting Specialist	0.20	0.20	0.20		12,110	12,110	
Customer Service Rep.	1.20	1.20	1.20		56,036	56,036	
<u>Part-Time</u>							
Accounting Specialist	1.00	1.00	1.00		43,898	43,898	
Full Time	1.40	1.40	1.40		68,146	68,146	
Part Time	1.00	1.00	1.00		43,898	43,898	
Overtime					100	100	
Total Salaries & Wages					112,144	112,144	
Benefit Costs					28,676	28,676	
PERS Benefit Costs					6,509	6,509	
Total Benefit Costs					35,185	35,185	
TOTAL					147,329	147,329	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4205 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 State 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 Director of Finance in supervising relevant programs.
 10. Occasionally evaluate transferring the utility billing services from the City to Burrtec—at a cost savings to the City.
 11. Occasionally evaluate 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 – \$147,329

Salary requests are for: Accounting Specialist (0.20) – \$12,110; Customer Service Representatives (1.20) – \$56,036; Accounting Specialist (1.00/part-time) – \$43,898. Cost allocations are as follows: full-time salaries – \$68,146; part-time salaries – \$43,898; overtime – \$100; benefit costs – \$35,185.

Services and Supplies – \$3,428,164

Funding requested is for: publication and advertising – \$10,000; residential refuse collection – \$3,255,000; special contract services – \$87,264; bad-debt expenses – \$1,500; special billing services – \$74,000; miscellaneous expenditures – \$400.

Capital Outlay – \$104,738

Funding requested is for: one 2024 Ford F750 Dump Truck.

General Ledger

Budget Analysis

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 Printed: 05/17/2024 - 2:55PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
19,985	29,627	20,835.00	0.00	41010-400-0000	Regular Earnings	0.00	21,720.00	21,720.00	0.00	0.00
10,765	10,675	10,973.00	0.00	42020-400-0000	Part Time Wages	0.00	10,974.00	10,974.00	0.00	0.00
4	0	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
58	0	54.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	63.00	63.00	0.00	0.00
0	0	7,560.00	0.00	45220-400-0000	Benefit Plan	0.00	7,560.00	7,560.00	0.00	0.00
2,097	2,669	2,009.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,996.00	1,996.00	0.00	0.00
87	124	92.00	0.00	45270-400-0000	LTD Insurance	0.00	95.00	95.00	0.00	0.00
86	117	82.00	0.00	45290-400-0000	Life Insurance	0.00	82.00	82.00	0.00	0.00
447	584	461.00	0.00	45330-400-0000	Medicare	0.00	474.00	474.00	0.00	0.00
667	662	680.00	0.00	45340-400-0000	Social Security	0.00	681.00	681.00	0.00	0.00
34,196	44,459	42,796	0		Personnel Services Totals:	0.00	43,695	43,695	0	0
				E20	Services & Supplies					
2,813,552	3,094,789	3,100,000.00	0.00	52390-400-0000	Residential Refuse Collection	0.00	3,255,000.00	3,255,000.00	0.00	0.00
28,382	29,926	30,079.00	0.00	52450-400-0000	Special Contract Services	0.00	31,132.00	31,132.00	0.00	0.00
0	0	750.00	0.00	52810-400-0000	Bad Debt Expenses	0.00	750.00	750.00	0.00	0.00
33,556	36,658	34,000.00	0.00	52930-400-0000	Special Billing Services	0.00	37,000.00	37,000.00	0.00	0.00
0	0	200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
2,875,489	3,161,373	3,165,029	0		Services & Supplies Totals:	0.00	3,324,082	3,324,082	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-1652	Transportation & Work Equipmen	0.00	34,738.00	34,738.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	34,738	34,738	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
2,909,685	3,205,832	3,207,825	0		EXPENDITURES TOTALS:	0.00	3,402,515	3,402,515	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,909,685	3,205,832	3,207,825	0		DEPT EXPENSES	0.00	3,402,515	3,402,515	0	0
(2,909,685)	(3,205,832)	(3,207,825)	0		Solid Waste Disposal Totals:	0.00	(3,402,515)	(3,402,515)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,909,685	3,205,832	3,207,825	0		FUND EXPENSES	0.00	3,402,515	3,402,515	0	0
(2,909,685)	(3,205,832)	(3,207,825)	0		General Fund Totals:	0.00	(3,402,515)	(3,402,515)	0	0
				1152	Recycling Grant Fund					
				4205	Solid Waste Disposal					
				E20	Services & Supplies					
10,121	6,123	10,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	10,000.00	10,000.00	0.00	0.00
0	0	0.00	0.00	52450-400-1652	Special Contract Services	0.00	25,000.00	25,000.00	0.00	0.00
10,121	6,123	10,000	0		Services & Supplies Totals:	0.00	35,000	35,000	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-1652	Transportation & Work Equipmen	0.00	70,000.00	70,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	70,000	70,000	0	0
10,121	6,123	10,000	0		EXPENDITURES TOTALS:	0.00	105,000	105,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
10,121	6,123	10,000	0		DEPT EXPENSES	0.00	105,000	105,000	0	0
(10,121)	(6,123)	(10,000)	0		Solid Waste Disposal Totals:	0.00	(105,000)	(105,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
10,121	6,123	10,000	0		FUND EXPENSES	0.00	105,000	105,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(10,121)	(6,123)	(10,000)	0		Recycling Grant Fund Totals:	0.00	(105,000)	(105,000)	0	0
				1501	Sewer Operating Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
62,496	84,313	44,662.00	0.00	41010-400-0000	Regular Earnings	0.00	46,426.00	46,426.00	0.00	0.00
32,291	32,025	32,921.00	0.00	42020-400-0000	Part Time Wages	0.00	32,924.00	32,924.00	0.00	0.00
11	0	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
801	676	161.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	187.00	187.00	0.00	0.00
0	0	15,960.00	0.00	45220-400-0000	Benefit Plan	0.00	15,960.00	15,960.00	0.00	0.00
668	940	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
7,348	9,420	4,518.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,513.00	4,513.00	0.00	0.00
251	336	197.00	0.00	45270-400-0000	LTD Insurance	0.00	206.00	206.00	0.00	0.00
293	380	176.00	0.00	45290-400-0000	Life Insurance	0.00	176.00	176.00	0.00	0.00
1,383	1,701	1,125.00	0.00	45330-400-0000	Medicare	0.00	1,151.00	1,151.00	0.00	0.00
2,002	1,985	2,041.00	0.00	45340-400-0000	Social Security	0.00	2,041.00	2,041.00	0.00	0.00
107,545	131,776	101,811	0		Personnel Services Totals:	0.00	103,634	103,634	0	0
				E20	Services & Supplies					
28,339	29,579	30,080.00	0.00	52450-400-0000	Special Contract Services	0.00	31,132.00	31,132.00	0.00	0.00
0	0	750.00	0.00	52810-400-0000	Bad Debt Expenses	0.00	750.00	750.00	0.00	0.00
33,556	36,658	34,000.00	0.00	52930-400-0000	Special Billing Services	0.00	37,000.00	37,000.00	0.00	0.00
0	0	200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
61,895	66,237	65,030	0		Services & Supplies Totals:	0.00	69,082	69,082	0	0
169,440	198,013	166,841	0		EXPENDITURES TOTALS:	0.00	172,716	172,716	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
169,440	198,013	166,841	0		DEPT EXPENSES	0.00	172,716	172,716	0	0
(169,440)	(198,013)	(166,841)	0		Solid Waste Disposal Totals:	0.00	(172,716)	(172,716)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
169,440	198,013	166,841	0		FUND EXPENSES	0.00	172,716	172,716	0	0
(169,440)	(198,013)	(166,841)	0		Sewer Operating Fund Totals:	0.00	(172,716)	(172,716)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,089,246	3,409,968	3,384,666	0		REPORT EXPENSES	0.00	3,680,231	3,680,231	0	0
(3,089,246)	(3,409,968)	(3,384,666)	0		REPORT TOTALS:	0.00	(3,680,231)	(3,680,231)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Manager

Program: 4205 Solid Waste Disposal

Object
Number

52090 PUBLICATION AND ADVERTISING – \$10,000

Advertising of oil collection centers and for education programs for oil/oil filter recycling. (Recycling Grant Fund)

52390 RESIDENTIAL REFUSE COLLECTION – \$3,255,000

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.

52391 RESIDENTIAL REFUSE COLLECTION REIMBURSEMENT – <\$3,255,000>

Reimbursement from residents for refuse collection.

52450 SPECIAL CONTRACT SERVICES – \$87,264

Hazardous household waste disposal service—service agreement with San Bernardino County, \$62,264 (General Fund – \$31,132; Sewer Operating Fund – \$31,132).

Contract with Abound Food Care for edible food recovery services related to SB 1383, \$25,000 (SB 1383 Grant)

52810 BAD-DEBT EXPENSES – \$1,500

Charge costs of uncollectable utility accounts (General Fund – \$750; Sewer Operating Fund – \$750).

52930 SPECIAL BILLING SERVICES – \$74,000

Utility billing service with DataProse (General Fund – \$37,000; Sewer Operating Fund – \$37,000).

52990 MISCELLANEOUS EXPENDITURES – \$400

Unanticipated expenditures (General Fund – \$200; Sewer Operating Fund – \$200).

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: City Manager

Program: 4205 Solid Waste

Object Code	Item	Justification	Cost
62020	2024 Ford F750 Dump Truck	The City is required to be compliant with SB 1383 California's Short-Lived Climate Pollutant Reduction Strategy which includes the purchase and use of organic mulch and compost derived from products recycled throughout the State. The purchase of this dump truck will allow the City to transport the mulch and compost to areas where it is needed. (General Fund – \$34,738; SB 1383 Grant – \$70,000)	\$104,738
Total:			\$104,738

Administrative Services

DEPARTMENT BUDGET SUMMARY

Department

Administrative Services

Overview

The Administrative Services Department consists of four 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) City Clerk/Records Retention provides election services, preparation of City Council agendas/minutes, and document retention/archiving/destruction services; (3) Personnel/Risk Management oversees recruitments, labor relations, claims and risk management administration, employee training and wellness, and benefits administration; (4) 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	605,848	679,962	679,962	
Services and Supplies	735,940	870,248	732,975	
Capital Outlay	0	0	0	
Total	1,341,788	1,550,210	1,412,937	

Personnel Authorized	6.13 (FT) 1.00 (PT)	6.13 (FT) 1.00 (PT)	6.13 (FT) 1.00 (PT)
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Department Distribution

Administration	55,395	57,363	47,413
City Clerk	389,347	460,596	451,096
Personnel/Risk Management	436,905	426,661	413,838
Central Services	460,141	605,590	500,590
Total	1,341,788	1,550,210	1,412,937

Source of Funds

General Fund	1,147,039	1,376,716	1,239,443
After-School Program – Indirect Staff Charges	52,664	58,100	58,100
Sewer Operating Fund – Indirect Staff Charges	142,085	115,394	115,394
Total	1,341,788	1,550,210	1,412,937

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: ADMINISTRATIVE SERVICES

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes Total Salary Next Year	% Increase (if any) Recommended by Administration Next Year	
			First Rate		Second Rate				
			Months	Rate	Months	Rate			
Full Time:									
<u>Administration from other Departments/Entities</u>									
Edward Starr (4200)	.05		12.0	25,376			15,226	15,226	
Marcia Richter (4380)	.10		12.0	16,865			20,238	20,238	
<u>City Clerk/Human Resources Manager</u>									
Andrea Myrick	C	03/13/24	8.4	11,234	3.6	11,796	136,831	136,831	
<u>Deputy City Clerk</u>									
Vacant	A		6.0	6,425	6.0	6,747	79,032	79,032	
<u>Employment & Personnel Coordinator</u>									
Tanya Kresback	D	08/16/23	1.5	6,082	10.5	6,386	76,176	76,176	
<u>Benefits Specialist</u>									
Christian Donimquez	C	07/02/24	12.0	5,117			61,404	61,404	
<u>Administrative Specialist</u>									
Vacant	A		6.0	4,151	6.0	4,359	51,060	51,060	
<u>Office Specialist</u>									
Yajaira Maldonado	B	01/05/24	6.2	3,716	5.8	3,902	45,671	45,671	
<u>Administration to other Departments/Entities</u>									
Andrea Myrick (SRDA)							-2,737	-2,737	
Part-Time:									
<u>Senior Intern</u>									
Vacant (20 hrs week)				16.78 hr.			17,451	17,451	
Salary Requirements:							(FT)	482,901	482,901
							(PT)	17,451	17,451
							TOTAL	500,352	500,352

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.05	0.05	0.05		15,226	15,226	
Admin from other Depts - Richter	0.10	0.10	0.10		20,238	20,238	
City Clerk/Human Resources Mg	1.00	1.00	1.00		136,831	136,831	
Deputy City Clerk	1.00	1.00	1.00		79,032	79,032	
Employment & Personnel Coor	1.00	1.00	1.00		76,176	76,176	
Benefits Specialist	1.00	1.00	1.00		61,404	61,404	
Administrative Specialist	1.00	1.00	1.00		51,060	51,060	
Office Specialist	1.00	1.00	1.00		45,671	45,671	
<u>Part-Time</u>							
Senior Intern	1.00	1.00	1.00		17,451	17,451	
Full Time	6.15	6.15	6.15		485,638	485,638	
Admin other Departments	-0.02	-0.02	-0.02		-2,737	-2,737	
Total FT Positions/Salaries	6.13	6.13	6.13		482,901	482,901	
Part Time	1.00	1.00	1.00		17,451	17,451	
Overtime					2,000	2,000	
Total Salaries & Wages					502,352	502,352	
Benefit Costs					127,870	127,870	
PERS Benefit Costs					50,717	50,717	
Benefit Costs other Depts					-977	-977	
Total Benefit Costs					177,610	177,610	
TOTAL					679,962	679,962	

PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

Program Description

The City Manager and managerial/supervisory staff in the Administrative Services Department administer, manage, and supervise a variety of functions including personnel services; legislative analysis support; history reference services; labor negotiations; administrative support services; election and records management; animal control; 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	18,215	21,253	21,253	
Services and Supplies	37,180	36,110	26,160	
Capital Outlay	0	0	0	
Total	55,395	57,363	47,413	
Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)	

Source of Funds

General Fund	45,844	50,200	40,250
After-School Program – Indirect Staff Charges	2,583	2,399	2,399
Sewer Operating Fund – Indirect Staff Charges	6,968	4,764	4,764
Total	55,395	57,363	47,413

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4311 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.05	0.05	0.05		15,226	15,226	
Full Time	0.05	0.05	0.05		15,226	15,226	
Total Salaries & Wages					15,226	15,226	
Benefit Costs					2,683	2,683	
PERS Benefit Costs					3,344	3,344	
Total Benefit Costs					6,027	6,027	
TOTAL					21,253	21,253	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

1. Oversee management of the Administration, City Clerk/Records Retention, Personnel/Risk Management, and Central Services programs.
 2. Develop the annual Business Plan and Reorganization Report.
 3. Promote the organization's goals and objectives as established by the City Council.
 4. Track legislative proposals and changes relevant to municipal agencies.
 5. Oversee development of the City's history-related programs.
 6. Pursuant to City Council direction, implement Strategic Planning priorities.
-

Personnel Services – \$21,253

Salary requests are for: City Manager (0.05) – \$15,226. Cost allocations are as follows: full-time salaries – \$15,226; benefit costs – \$6,027.

Services and Supplies – \$36,110

Funding requested is for: books and publications – \$250; office supplies – direct – \$250; dues and memberships – \$2,160; travel and meetings – \$17,600; educational grants – \$5,000; vocational training – \$4,000; small equipment – \$350; cellular phone expense – \$1,000; miscellaneous expenditures – \$5,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Printed: 05/17/2024 - 3:37PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4311	Administration					
				E10	Personnel Services					
33,504	22,884	12,903.00	0.00	41010-400-0000	Regular Earnings	0.00	15,226.00	15,226.00	0.00	0.00
67	149	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
687	298	298.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	351.00	351.00	0.00	0.00
0	0	900.00	0.00	45220-400-0000	Benefit Plan	0.00	930.00	930.00	0.00	0.00
1,332	2,427	1,225.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,225.00	1,225.00	0.00	0.00
3,817	2,825	2,736.00	0.00	45250-400-0000	P.E.R.S.	0.00	3,344.00	3,344.00	0.00	0.00
183	54	57.00	0.00	45270-400-0000	LTD Insurance	0.00	66.00	66.00	0.00	0.00
304	88	96.00	0.00	45290-400-0000	Life Insurance	0.00	111.00	111.00	0.00	0.00
392	105	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
40,288	28,831	18,215	0		Personnel Services Totals:	0.00	21,253	21,253	0	0
				E20	Services & Supplies					
0	0	250.00	0.00	51020-400-0000	Books and Publications	0.00	250.00	250.00	0.00	0.00
0	0	250.00	0.00	51060-400-0000	Office Supplies	0.00	250.00	250.00	0.00	0.00
1,240	725	2,780.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,160.00	2,160.00	0.00	0.00
2,749	4,385	18,050.00	0.00	52130-400-0000	Travel & Meetings	0.00	17,600.00	10,000.00	0.00	0.00
7,851	0	0.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	0	5,000.00	0.00	52530-400-0000	Educational Grants	0.00	5,000.00	5,000.00	0.00	0.00
2,119	475	4,000.00	0.00	52540-400-0000	Vocational Training	0.00	4,000.00	3,000.00	0.00	0.00
0	0	350.00	0.00	52690-400-0000	Small Equipment	0.00	350.00	0.00	0.00	0.00
2,879	4,172	1,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,000.00	0.00	0.00	0.00
0	0	5,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,500.00	5,500.00	0.00	0.00
16,837	9,757	37,180	0		Services & Supplies Totals:	0.00	36,110	26,160	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(20,264)	(6,176)	-6,968.00	0.00	E40	Other Financing Uses					
				82010-400-0000	Indirect Staff Charges - Sewer	0.00	-4,764.00	-4,764.00	0.00	0.00
(7,430)	(2,783)	-2,583.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-2,399.00	-2,399.00	0.00	0.00
(27,694)	(8,959)	(9,551)	0		Other Financing Uses Totals:	0.00	(7,163)	(7,163)	0	0
29,430	29,629	45,844	0		EXPENDITURES TOTALS:	0.00	50,200	40,250	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
29,430	29,629	45,844	0		DEPT EXPENSES	0.00	50,200	40,250	0	0
(29,430)	(29,629)	(45,844)	0		Administration Totals:	0.00	(50,200)	(40,250)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
29,430	29,629	45,844	0		FUND EXPENSES	0.00	50,200	40,250	0	0
(29,430)	(29,629)	(45,844)	0		General Fund Totals:	0.00	(50,200)	(40,250)	0	0
				1160	After-School Program Grant					
				4311	Administration					
7,430	2,783	2,583.00	0.00	E40	Other Financing Uses					
				82030-400-0000	Indirect Staff Charges - ASP	0.00	2,399.00	2,399.00	0.00	0.00
7,430	2,783	2,583	0		Other Financing Uses Totals:	0.00	2,399	2,399	0	0
7,430	2,783	2,583	0		EXPENDITURES TOTALS:	0.00	2,399	2,399	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,430	2,783	2,583	0		DEPT EXPENSES	0.00	2,399	2,399	0	0
(7,430)	(2,783)	(2,583)	0		Administration Totals:	0.00	(2,399)	(2,399)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,430	2,783	2,583	0		FUND EXPENSES	0.00	2,399	2,399	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(7,430)	(2,783)	(2,583)	0		After-School Program Grant Totals:	0.00	(2,399)	(2,399)	0	0
				1501	Sewer Operating Fund					
				4311	Administration					
				E40	Other Financing Uses					
20,264	6,176	6,968.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	4,764.00	4,764.00	0.00	0.00
20,264	6,176	6,968	0		Other Financing Uses Totals:	0.00	4,764	4,764	0	0
20,264	6,176	6,968	0		EXPENDITURES TOTALS:	0.00	4,764	4,764	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
20,264	6,176	6,968	0		DEPT EXPENSES	0.00	4,764	4,764	0	0
(20,264)	(6,176)	(6,968)	0		Administration Totals:	0.00	(4,764)	(4,764)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
20,264	6,176	6,968	0		FUND EXPENSES	0.00	4,764	4,764	0	0
(20,264)	(6,176)	(6,968)	0		Sewer Operating Fund Totals:	0.00	(4,764)	(4,764)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
57,124	38,588	55,395	0		REPORT EXPENSES	0.00	57,363	47,413	0	0
(57,124)	(38,588)	(55,395)	0		REPORT TOTALS:	0.00	(57,363)	(47,413)	0	0

**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
<u>CONFERENCES/SEMINARS</u>					
52130	Marcia Richter, Assistant City Manager/Director of Human Services Andrea Myrick, City Clerk/Human Resources Manager	<u>CalPELRA Educational Forum</u> Annual Conference (\$2,400 each x 2 = \$4,800)	Southern CA	TBA	\$4,800 <i>(Only \$3,000 approved in City Manager's Budget)</i>
52130	Marcia Richter, Assistant City Manager/Director of Human Services Andrea Myrick, City Clerk/Human Resources Manager	<u>Liebert Cassidy Whitmore</u> LCW Public Sector Employment Law Annual Conference (\$2,100 each x 2 = \$4,200)	San Diego, CA	February 2025	\$4,200
52130	Andrea Myrick, City Clerk/Human Resources Manager Deputy City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar (\$1,300 each x 2 = \$2,600)	San Diego, CA	December 2024	\$2,600
52130	Andrea Myrick, City Clerk/Human Resources Manager Deputy City Clerk	<u>City Clerks Association of California</u> Annual Conference (\$1,750 each x 2 = \$3,500)	TBA	April 2025	\$3,500
52130	City of Montclair Attendees	<u>City of Montclair</u> 2024 State of the City Address	Montclair, CA	October 2024	\$1,500

**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
		<u>Miscellaneous Meetings/Training</u>			
52130	Marcia Richter, Assistant City Manager/Director of Human Services Andrea Myrick, City Clerk/Human Resources Manager Tanya Kresback, Employment & Personnel Coordinator Christian Dominguez, Benefits Specialist	CalPERS Updates, COBRA, ADA, FLSA, CalPELRA, Other Personnel/ Risk Management Related Workshops	TBA / Webinars	TBA	\$1,000
				Total:	\$17,600

(Only \$10,000 approved in City Manager's 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	<u>Special Training/Miscellaneous Training</u> 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	\$1,500
52540	Andrea Myrick, City Clerk/Human Resources Manager Tanya Kresback, Employment & Personnel Coordinator	<u>DOT Certified Drug Testing Program Training</u> Training for Human Resources staff provided by Mobile Screening Solutions, Inc.	TBA	TBA	\$1,000
52540	Marcia Richter, Assistant City Manager/ Director of Human Services Andrea Myrick, City Clerk/Human Resources Manager Deputy City Clerk Tanya Kresback, Employment & Personnel Coordinator Christian Dominguez, Benefits Specialist Yajaira Maldonado, Office Specialist	<u>Miscellaneous Training</u> Vocational training for Administrative Services Department staff.	TBA	TBA	\$1,500
Total:					\$4,000

(Only \$3,000 approved in City Manager’s Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Miscellaneous Publications and Leadership Titles.

51060 OFFICE SUPPLIES – DIRECT – \$250

All Department Programs/Divisions: Miscellaneous Expenditures.

52120 DUES AND MEMBERSHIPS – \$2,160

City Clerk

City Clerks Association of California, \$250 x 2 = \$500

International Institute of Municipal Clerks, \$225 x 2 = \$450

Provision for increase, \$200

Personnel

Society for HR Managers, \$250

CalPELRA, \$380 x 2 = \$760

52130 TRAVEL AND MEETINGS – \$17,600 **(Only \$10,000 approved in City Manager's 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."

52530 EDUCATIONAL GRANTS – \$5,000

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 2 employees @ \$2,500 each).

52540 VOCATIONAL TRAINING – \$4,000 **(Only \$3,000 approved in City Manager's Budget)**

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 **(Moved to 4203-52690)**

Replacement cellular phones.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4311 Administration

Object
Number

52850 CELLULAR PHONE EXPENSE – \$1,000 *(Moved to 4203-52850)*

Cellular phone service for Department personnel.

52990 MISCELLANEOUS EXPENDITURES – \$5,500

Maintenance of historic photos/documents, \$500

Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, \$5,000

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; 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	321,247	379,996	379,996	
Services and Supplies	68,100	80,600	71,100	
Capital Outlay	0	0	0	
Total	389,347	460,596	451,096	

Personnel Authorized	3.38 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)
-----------------------------	------------------------	------------------------	------------------------

Source of Funds

General Fund	328,216	410,253	400,753
After-School Program – Indirect Staff Charges	16,531	16,859	16,859
Sewer Operating Fund – Indirect Staff Charges	44,600	33,484	33,484
Total	389,347	460,596	451,096

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4314 City Clerk

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Clerk/Human Resources M	0.90	0.90	0.90		123,148	123,148	
Admin other Depts	-0.02	-0.02	-0.02		-2,737	-2,737	
	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>		<u>120,411</u>	<u>120,411</u>	
Deputy City Clerk	1.00	1.00	1.00		79,032	79,032	
Administrative Specialist	0.50	0.50	0.50		25,530	25,530	
Office Specialist	1.00	1.00	1.00		45,671	45,671	
<u>Part-Time</u>							
Senior Intern	0.50	0.50	0.50		8,726	8,726	
Full Time	3.40	3.40	3.40		273,381	273,381	
Admin other Departments	-0.02	-0.02	-0.02		-2,737	-2,737	
Total FT Positions/Salaries	<u>3.38</u>	<u>3.38</u>	<u>3.38</u>		<u>270,644</u>	<u>270,644</u>	
Part Time	0.50	0.50	0.50		8,726	8,726	
Overtime					1,000	1,000	
Total Salaries & Wages					<u>280,370</u>	<u>280,370</u>	
Benefit Costs					72,339	72,339	
PERS Benefit Costs					28,264	28,264	
Benefit Costs other Depts					-977	-977	
Total Benefit Costs					<u>99,626</u>	<u>99,626</u>	
TOTAL					379,996	379,996	

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. Maintain standards for development of contracts, reports, and official documents.
7. Serve as Recording Secretary at meetings of the City Council, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Finance Authority, and Community Foundation.
8. Ensure compliance with open-meeting requirements of the Ralph M. Brown Act.
9. 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.
10. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
11. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.

Personnel Services – \$379,996

Salary requests are for: City Clerk/Human Resources Manager (0.88) – \$120,411; Deputy City Clerk (1.00) – \$79,032; Administrative Specialist (0.50) – \$25,530; Office Specialist (1.00) – \$45,671; Senior Intern (0.50/part-time) – \$8,726. Cost allocations are as follows: full-time salaries – \$270,644; part-time salaries – \$8,726; overtime – \$1,000; benefit costs – \$99,626.

Services and Supplies – \$80,600

Funding requested is for: books and publications – \$7,500; election expenses – \$30,000; publication and advertising – \$7,000; mileage/auto allowance – \$100; special contract services – \$35,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/17/2024 - 3:37PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4314	City Clerk					
				E10	Personnel Services					
178,127	170,662	225,775.00	0.00	41010-400-0000	Regular Earnings	0.00	270,644.00	270,644.00	0.00	0.00
10,109	9,047	8,455.00	0.00	42020-400-0000	Part Time Wages	0.00	8,726.00	8,726.00	0.00	0.00
1,221	74	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
1,911	2,561	2,300.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,608.00	2,608.00	0.00	0.00
0	0	48,240.00	0.00	45220-400-0000	Benefit Plan	0.00	57,168.00	57,168.00	0.00	0.00
4,118	4,462	4,411.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,817.00	4,817.00	0.00	0.00
18,929	17,609	24,967.00	0.00	45250-400-0000	P.E.R.S.	0.00	27,899.00	27,899.00	0.00	0.00
729	754	996.00	0.00	45270-400-0000	LTD Insurance	0.00	1,194.00	1,194.00	0.00	0.00
954	1,005	1,182.00	0.00	45290-400-0000	Life Insurance	0.00	1,348.00	1,348.00	0.00	0.00
2,778	2,647	3,397.00	0.00	45330-400-0000	Medicare	0.00	4,051.00	4,051.00	0.00	0.00
627	561	524.00	0.00	45340-400-0000	Social Security	0.00	541.00	541.00	0.00	0.00
219,504	209,382	321,247	0		Personnel Services Totals:	0.00	379,996	379,996	0	0
				E20	Services & Supplies					
1,818	1,320	5,000.00	0.00	51020-400-0000	Books and Publications	0.00	7,500.00	5,000.00	0.00	0.00
0	30,987	10,000.00	0.00	51070-400-0000	Election Expenses	0.00	30,000.00	30,000.00	0.00	0.00
1,951	4,608	6,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	7,000.00	5,000.00	0.00	0.00
0	0	100.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	100.00	100.00	0.00	0.00
10,725	23,137	45,000.00	0.00	52450-400-0000	Special Contract Services	0.00	35,000.00	30,000.00	0.00	0.00
298	288	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
14,792	60,339	68,100	0		Services & Supplies Totals:	0.00	80,600	71,100	0	0
				E40	Other Financing Uses					
(20,708)	(22,778)	-44,600.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-33,484.00	-33,484.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(7,593)	(10,264)	-16,531.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-16,859.00	-16,859.00	0.00	0.00
(28,301)	(33,042)	(61,131)	0		Other Financing Uses Totals:	0.00	(50,343)	(50,343)	0	0
205,995	236,680	328,216	0		EXPENDITURES TOTALS:	0.00	410,253	400,753	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
205,995	236,680	328,216	0		DEPT EXPENSES	0.00	410,253	400,753	0	0
(205,995)	(236,680)	(328,216)	0		City Clerk Totals:	0.00	(410,253)	(400,753)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
205,995	236,680	328,216	0		FUND EXPENSES	0.00	410,253	400,753	0	0
(205,995)	(236,680)	(328,216)	0		General Fund Totals:	0.00	(410,253)	(400,753)	0	0
				1160	After-School Program Grant					
				4314	City Clerk					
				E40	Other Financing Uses					
7,593	10,264	16,531.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	16,859.00	16,859.00	0.00	0.00
7,593	10,264	16,531	0		Other Financing Uses Totals:	0.00	16,859	16,859	0	0
7,593	10,264	16,531	0		EXPENDITURES TOTALS:	0.00	16,859	16,859	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,593	10,264	16,531	0		DEPT EXPENSES	0.00	16,859	16,859	0	0
(7,593)	(10,264)	(16,531)	0		City Clerk Totals:	0.00	(16,859)	(16,859)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,593	10,264	16,531	0		FUND EXPENSES	0.00	16,859	16,859	0	0
(7,593)	(10,264)	(16,531)	0		After-School Program Grant Totals:	0.00	(16,859)	(16,859)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1501	Sewer Operating Fund					
				4314	City Clerk					
				E40	Other Financing Uses					
20,708	22,778	44,600.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	33,484.00	33,484.00	0.00	0.00
20,708	22,778	44,600	0		Other Financing Uses Totals:	0.00	33,484	33,484	0	0
20,708	22,778	44,600	0		EXPENDITURES TOTALS:	0.00	33,484	33,484	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
20,708	22,778	44,600	0		DEPT EXPENSES	0.00	33,484	33,484	0	0
(20,708)	(22,778)	(44,600)	0		City Clerk Totals:	0.00	(33,484)	(33,484)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
20,708	22,778	44,600	0		FUND EXPENSES	0.00	33,484	33,484	0	0
(20,708)	(22,778)	(44,600)	0		Sewer Operating Fund Totals:	0.00	(33,484)	(33,484)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
234,296	269,722	389,347	0		REPORT EXPENSES	0.00	460,596	451,096	0	0
(234,296)	(269,722)	(389,347)	0		REPORT TOTALS:	0.00	(460,596)	(451,096)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

51020 BOOKS AND PUBLICATIONS – \$7,500 ***(Only \$5,000 approved in City Manager’s Budget)***

Montclair Municipal Code Book Supplements and online code updates, \$5,000
Annual fee for online Montclair Municipal Code (Municode by CivicPlus), \$1,500
Miscellaneous books and periodicals, \$1,000

51070 ELECTION EXPENSES – \$30,000

Costs related to forms, San Bernardino County Registrar of Voters Services, electoral services, voter outreach and education, ballot and statement preparations for local elections, and other materials related to conducting the 2024 General Municipal Election.

52090 PUBLICATION AND ADVERTISING – \$7,000 ***(Only \$5,000 approved in City Manager’s Budget)***

Publication of legal notices:
 Public Hearings, \$1,500
 Ordinance Summaries, \$4,000
 Elections, \$1,500

52140 MILEAGE/AUTO ALLOWANCE – \$100

Mileage reimbursement for department personnel.

52450 SPECIAL CONTRACT SERVICES – \$35,000 ***(Only \$30,000 approved in City Manager’s Budget)***

Contract services for off-site records storage all departments (Corodata), \$5,000
Online Public Records Portal, \$15,000
Records Management Consultant, \$10,000
Netfile FPPC Electronic Filing System annual fee, \$5,000

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Miscellaneous supplies for City archives and records.

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	256,785	232,308	232,308	
Services and Supplies	180,120	194,353	181,530	
Capital Outlay	0	0	0	
Total	436,905	426,661	413,838	
Personnel Authorized	2.20 (FT)	2.20 (FT)	2.20 (FT)	

Source of Funds

General Fund	372,156	370,169	357,346
After-School Program – Indirect Staff Charges	17,509	18,918	18,918
Sewer Operating Fund – Indirect Staff Charges	47,240	37,574	37,574
Total	436,905	426,661	413,838

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4315 Personnel & Risk Management

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Richt	0.10	0.10	0.10		20,238	20,238	
City Clerk/Human Resources Mç	0.10	0.10	0.10		13,683	13,683	
Employment & Personnel Coor	1.00	1.00	1.00		76,176	76,176	
Benefits Specialist	1.00	1.00	1.00		61,404	61,404	
Full Time	2.20	2.20	2.20		171,501	171,501	
Overtime					500	500	
Total Salaries & Wages					172,001	172,001	
Benefit Costs					43,207	43,207	
PERS Benefit Costs					17,100	17,100	
Total Benefit Costs					60,307	60,307	
TOTAL					232,308	232,308	

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. Ensure compliance with the Public Employee Pension Reform Act of 2013 (PEPRA).

Personnel Services – \$232,308

Salary requests are for: Assistant City Manager/Director of Human Services (0.10) – \$20,238; City Clerk/Human Resources Manager (0.10) – \$13,683; Benefits Specialist (1.00) – \$61,404; Employment and Personnel Coordinator (1.00) – \$76,176. Cost allocations are as follows: full-time salaries – \$171,501; overtime – \$500; benefit costs – \$60,307.

Services and Supplies – \$194,353

Funding requested is for: books and publications – \$630; publication and advertising – \$7,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$29,655; special contract services – \$91,168; psychological assistance – \$15,000; medical examinations – \$30,000; personnel testing – \$5,000; fingerprints and credit bureau fees – \$5,000; psychological exams – \$8,000; ADA expenditures – \$1,000; miscellaneous expenditures – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/17/2024 - 3:37PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4315	Personnel/Risk Management					
				E10	Personnel Services					
231,328	202,119	159,114.00	0.00	41010-400-0000	Regular Earnings	0.00	171,501.00	171,501.00	0.00	0.00
0	18,968	37,140.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
3,113	0	710.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	763.00	763.00	0.00	0.00
0	0	37,200.00	0.00	45220-400-0000	Benefit Plan	0.00	37,320.00	37,320.00	0.00	0.00
6,820	572	1,520.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,559.00	1,559.00	0.00	0.00
23,217	17,661	16,737.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,100.00	17,100.00	0.00	0.00
887	533	702.00	0.00	45270-400-0000	LTD Insurance	0.00	756.00	756.00	0.00	0.00
1,126	341	611.00	0.00	45290-400-0000	Life Insurance	0.00	616.00	616.00	0.00	0.00
3,411	3,206	2,551.00	0.00	45330-400-0000	Medicare	0.00	2,193.00	2,193.00	0.00	0.00
269,902	243,399	256,785	0		Personnel Services Totals:	0.00	232,308	232,308	0	0
				E20	Services & Supplies					
335	332	565.00	0.00	51020-400-0000	Books and Publications	0.00	630.00	630.00	0.00	0.00
5,407	1,700	12,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	7,000.00	7,000.00	0.00	0.00
0	0	150.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	150.00	150.00	0.00	0.00
0	0	250.00	0.00	52150-400-0000	Labor Relations	0.00	250.00	250.00	0.00	0.00
7,450	3,879	29,655.00	0.00	52190-400-0000	Special Consulting Services	0.00	29,655.00	25,000.00	0.00	0.00
74,061	61,229	80,000.00	0.00	52450-400-0000	Special Contract Services	0.00	91,168.00	83,000.00	0.00	0.00
9,500	9,775	15,000.00	0.00	52490-400-0000	Psychological Assistance	0.00	15,000.00	15,000.00	0.00	0.00
37,637	28,225	20,000.00	0.00	52510-400-0000	Medical Examinations	0.00	30,000.00	30,000.00	0.00	0.00
10,105	2,839	5,000.00	0.00	52520-400-0000	Personnel Testing	0.00	5,000.00	5,000.00	0.00	0.00
4,232	7,854	6,000.00	0.00	52560-400-0000	Fingerprints/Credit Bureau	0.00	5,000.00	5,000.00	0.00	0.00
8,475	8,450	10,000.00	0.00	52590-400-0000	Psychological Exams	0.00	8,000.00	8,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	1,119	1,000.00	0.00	52840-400-0000	A.D.A. Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
645	1,019	500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,500.00	1,500.00	0.00	0.00
157,847	126,421	180,120	0		Services & Supplies Totals:	0.00	194,353	181,530	0	0
				E40	Other Financing Uses					
(33,276)	(41,367)	-47,240.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-37,574.00	-37,574.00	0.00	0.00
(12,201)	(18,640)	-17,509.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-18,918.00	-18,918.00	0.00	0.00
(45,477)	(60,007)	(64,749)	0		Other Financing Uses Totals:	0.00	(56,492)	(56,492)	0	0
382,271	309,813	372,156	0		EXPENDITURES TOTALS:	0.00	370,169	357,346	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
382,271	309,813	372,156	0		DEPT EXPENSES	0.00	370,169	357,346	0	0
(382,271)	(309,813)	(372,156)	0		Personnel/Risk Management Totals	0.00	(370,169)	(357,346)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
382,271	309,813	372,156	0		FUND EXPENSES	0.00	370,169	357,346	0	0
(382,271)	(309,813)	(372,156)	0		General Fund Totals:	0.00	(370,169)	(357,346)	0	0
				1160	After-School Program Grant					
				4315	Personnel/Risk Management					
				E40	Other Financing Uses					
12,201	18,640	17,509.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	18,918.00	18,918.00	0.00	0.00
12,201	18,640	17,509	0		Other Financing Uses Totals:	0.00	18,918	18,918	0	0
12,201	18,640	17,509	0		EXPENDITURES TOTALS:	0.00	18,918	18,918	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
12,201	18,640	17,509	0		DEPT EXPENSES	0.00	18,918	18,918	0	0
(12,201)	(18,640)	(17,509)	0		Personnel/Risk Management Totals	0.00	(18,918)	(18,918)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
12,201	18,640	17,509	0		FUND EXPENSES	0.00	18,918	18,918	0	0
(12,201)	(18,640)	(17,509)	0		After-School Program Grant Totals:	0.00	(18,918)	(18,918)	0	0
				1501	Sewer Operating Fund					
				4315	Personnel/Risk Management					
				E40	Other Financing Uses					
33,276	41,367	47,240.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	37,574.00	37,574.00	0.00	0.00
33,276	41,367	47,240	0		Other Financing Uses Totals:	0.00	37,574	37,574	0	0
33,276	41,367	47,240	0		EXPENDITURES TOTALS:	0.00	37,574	37,574	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
33,276	41,367	47,240	0		DEPT EXPENSES	0.00	37,574	37,574	0	0
(33,276)	(41,367)	(47,240)	0		Personnel/Risk Management Totals	0.00	(37,574)	(37,574)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
33,276	41,367	47,240	0		FUND EXPENSES	0.00	37,574	37,574	0	0
(33,276)	(41,367)	(47,240)	0		Sewer Operating Fund Totals:	0.00	(37,574)	(37,574)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
427,748	369,820	436,905	0		REPORT EXPENSES	0.00	426,661	413,838	0	0
(427,748)	(369,820)	(436,905)	0		REPORT TOTALS:	0.00	(426,661)	(413,838)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

- 51020 BOOKS AND PUBLICATIONS – \$630
 Top Safety & Top Health, \$300
 University of California, Berkeley, Wellness Letter, \$30
 Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300
- 52090 PUBLICATION AND ADVERTISING – \$7,000
 Personnel recruitment advertisements, \$5,000
 Annual subscription for posting recruitments to GovernmentJobs.com, \$2,000
- 52140 MILEAGE/AUTO ALLOWANCE – \$150
 Mileage reimbursement for department personnel.
- 52150 LABOR RELATIONS – \$250
 Expenditures related to labor negotiations and disciplinary/grievances.
- 52190 SPECIAL CONSULTING SERVICES – \$29,655 ***(Only \$25,000 approved in City Manager’s Budget)***
 Human Resources Consultant, \$25,000
 LCW East Inland Empire Employment Relations Consortium, \$3,355
 Hearing officers for grievance/disciplinary hearings, \$1,000
 Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), \$300
- 52450 SPECIAL CONTRACT SERVICES – \$91,168 ***(Only \$83,000 approved in City Manager’s Budget)***
 Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$12,000
 Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$54,168
 NEOGOV Insight, \$8,000
 NEOGOV Onboard, \$7,000
 NEOGOV Forms, \$8,000
 Transcription services, \$2,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

52490 PSYCHOLOGICAL ASSISTANCE – \$15,000

Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.

52510 MEDICAL EXAMINATIONS – \$30,000

Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.

52520 PERSONNEL TESTING – \$5,000

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); and oral board/proctor services.

52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$5,000

Fingerprint and background checks related to employment recruitments in compliance with state/federal requirements.

52590 PSYCHOLOGICAL EXAMS – \$8,000

Psychological exams for new employee applicants.

52840 ADA EXPENDITURES – \$1,000

ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.

52990 MISCELLANEOUS EXPENDITURES – \$1,500

Miscellaneous expenditures for unanticipated Personnel Division-related needs.

PROGRAM BUDGET SUMMARY – 1

Program Number 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	9,601	46,405	46,405	
Services and Supplies	450,540	559,185	454,185	
Capital Outlay	0	0	0	
Total	460,141	605,590	500,590	
Personnel Authorized	0.50 (FT) 0.50 (PT)	0.50 (FT) 0.50 (PT)	0.50 (FT) 0.50 (PT)	

Source of Funds

General Fund	400,823	546,094	441,094
After-School Program – Indirect Staff Charges	16,041	19,924	19,924
Sewer Operating Fund – Indirect Staff Charges	43,277	39,572	39,572
Total	460,141	605,590	500,590

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4317 Central Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Administrative Specialist	0.50	0.50	0.50		25,530	25,530	
<u>Part-Time</u>							
Senior Intern	0.50	0.50	0.50		8,725	8,725	
Full Time	0.50	0.50	0.50		25,530	25,530	
Part Time	0.50	0.50	0.50		8,725	8,725	
Overtime					500	500	
Total Salaries & Wages					34,755	34,755	
Benefit Costs					9,641	9,641	
PERS Benefit Costs					2,009	2,009	
Total Benefit Costs					11,650	11,650	
TOTAL					46,405	46,405	

PROGRAM BUDGET SUMMARY – 2

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 Charter Communications, Frontier Communications, 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 – \$46,405

Salary requests are for: Administrative Specialist (0.50) – \$25,530; Senior Intern (0.50/part-time) – \$8,725. Cost allocations are as follows: full-time salaries – \$25,530; part-time salaries – \$8,725; overtime – \$500; benefit costs – \$11,650.

Services and Supplies – \$559,185

Funding requested is for: books and publications – \$185; office supplies – indirect – \$75,000; publication and advertising – \$30,500; animal control services – \$428,000; special contract services – \$3,500; rent – land/buildings – \$12,000; miscellaneous expenditures – \$10,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/20/2024 - 11:36AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4317	Central Services					
				E10	Personnel Services					
49,981	34,369	0.00	0.00	41010-400-0000	Regular Earnings	0.00	25,530.00	25,530.00	0.00	0.00
10,110	9,047	8,455.00	0.00	42020-400-0000	Part Time Wages	0.00	8,725.00	8,725.00	0.00	0.00
360	74	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
389	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	8,400.00	8,400.00	0.00	0.00
853	71	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
4,718	2,852	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,009.00	2,009.00	0.00	0.00
203	114	0.00	0.00	45270-400-0000	LTD Insurance	0.00	112.00	112.00	0.00	0.00
226	92	0.00	0.00	45290-400-0000	Life Insurance	0.00	92.00	92.00	0.00	0.00
884	631	122.00	0.00	45330-400-0000	Medicare	0.00	496.00	496.00	0.00	0.00
627	561	524.00	0.00	45340-400-0000	Social Security	0.00	541.00	541.00	0.00	0.00
68,350	47,811	9,601	0		Personnel Services Totals:	0.00	46,405	46,405	0	0
				E20	Services & Supplies					
0	0	185.00	0.00	51020-400-0000	Books and Publications	0.00	185.00	185.00	0.00	0.00
68,648	97,214	75,000.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	75,000.00	85,000.00	0.00	0.00
475	2,132	2,305.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	0.00	0.00	0.00	0.00
67,060	25,440	27,050.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
28,951	0	30,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	30,500.00	30,500.00	0.00	0.00
270,000	286,800	285,000.00	0.00	52430-400-0000	Animal Control Services	0.00	428,000.00	428,000.00	0.00	0.00
0	0	0.00	0.00	52431-400-0000	Animal Control Services Reimb	0.00	0.00	-120,000.00	0.00	0.00
2,189	2,897	3,500.00	0.00	52450-400-0000	Special Contract Services	0.00	3,500.00	3,500.00	0.00	0.00
11,000	11,000	12,000.00	0.00	52630-400-0000	Rent - Land or Buildings	0.00	12,000.00	12,000.00	0.00	0.00
0	0	1,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	1,500.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
11,613	17,965	12,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	10,000.00	15,000.00	0.00	0.00
459,936	443,447	450,540	0		Services & Supplies Totals:	0.00	559,185	454,185	0	0
(31,893)	(38,966)	-43,277.00	0.00	E40	Other Financing Uses	0.00	-39,572.00	-39,572.00	0.00	0.00
(11,694)	(17,558)	-16,041.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-19,924.00	-19,924.00	0.00	0.00
				82030-400-0000	Indirect Staff Charges - ASP	0.00	-19,924.00	-19,924.00	0.00	0.00
(43,587)	(56,524)	(59,318)	0		Other Financing Uses Totals:	0.00	(59,496)	(59,496)	0	0
484,699	434,735	400,823	0		EXPENDITURES TOTALS:	0.00	546,094	441,094	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
484,699	434,735	400,823	0		DEPT EXPENSES	0.00	546,094	441,094	0	0
(484,699)	(434,735)	(400,823)	0		Central Services Totals:	0.00	(546,094)	(441,094)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
484,699	434,735	400,823	0		FUND EXPENSES	0.00	546,094	441,094	0	0
(484,699)	(434,735)	(400,823)	0		General Fund Totals:	0.00	(546,094)	(441,094)	0	0
				1160	After-School Program Grant					
				4317	Central Services					
				E40	Other Financing Uses					
11,694	17,558	16,041.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	19,924.00	19,924.00	0.00	0.00
11,694	17,558	16,041	0		Other Financing Uses Totals:	0.00	19,924	19,924	0	0
11,694	17,558	16,041	0		EXPENDITURES TOTALS:	0.00	19,924	19,924	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
11,694	17,558	16,041	0		DEPT EXPENSES	0.00	19,924	19,924	0	0
(11,694)	(17,558)	(16,041)	0		Central Services Totals:	0.00	(19,924)	(19,924)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
11,694	17,558	16,041	0		FUND EXPENSES	0.00	19,924	19,924	0	0
(11,694)	(17,558)	(16,041)	0		After-School Program Grant Totals:	0.00	(19,924)	(19,924)	0	0
				1501	Sewer Operating Fund					
				4317	Central Services					
				E40	Other Financing Uses					
31,893	38,966	43,277.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	39,572.00	39,572.00	0.00	0.00
31,893	38,966	43,277	0		Other Financing Uses Totals:	0.00	39,572	39,572	0	0
31,893	38,966	43,277	0		EXPENDITURES TOTALS:	0.00	39,572	39,572	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
31,893	38,966	43,277	0		DEPT EXPENSES	0.00	39,572	39,572	0	0
(31,893)	(38,966)	(43,277)	0		Central Services Totals:	0.00	(39,572)	(39,572)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
31,893	38,966	43,277	0		FUND EXPENSES	0.00	39,572	39,572	0	0
(31,893)	(38,966)	(43,277)	0		Sewer Operating Fund Totals:	0.00	(39,572)	(39,572)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
528,286	491,259	460,141	0		REPORT EXPENSES	0.00	605,590	500,590	0	0
(528,286)	(491,259)	(460,141)	0		REPORT TOTALS:	0.00	(605,590)	(500,590)	0	0

**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)

51050 OFFICE SUPPLIES – INDIRECT – \$75,000 **(\$85,000 approved in City Manager’s Budget)**

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

52090 PUBLICATION AND ADVERTISING – \$30,500

Specialized printing needs, die cuts, layouts, and design development, \$2,500
Civic Publications Community Newsletter, \$28,000

52430 ANIMAL CONTROL SERVICES – \$428,000

Contract payments to the Inland Valley Humane Society, Inc. for animal control services.

52431 ANIMAL CONTROL SERVICES REIMBURSEMENT – <\$120,000>

Revenue received by Inland Valley Humane Society for fees charged to Montclair residents that will offset contract payments.

52450 SPECIAL CONTRACT SERVICES – \$3,500

Shred Pros Document destruction services (City Hall & Police Department), \$2,000
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,500

52630 RENT – LAND/BUILDINGS – \$12,000

Annual rent payment for United Methodist Church parking lot (\$1,000 per month).

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Administrative Services

Program: 4317 Central Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$10,000 (***\$15,000 approved in City Manager’s Budget***)

Parking permit decals, \$500

U.S. and California State flags, \$1,500

Promotional merchandise, \$1,000

City Hall household miscellaneous, \$7,000

Human Services

DEPARTMENT BUDGET SUMMARY

Department

Human Services

Overview

Provide the following services and opportunities for Montclair residents: (1) recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues; (2) community education and leisure classes; (3) physical education activities and programs; (4) special event programming; (5) after-school program that provides academic assistance, enrichment programs, and physical education activities at 7 Montclair sites; (6) various programs at the City's Youth Center; (7) osteopathic manipulative medicine and case management services; (8) develop, implement, and coordinate 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; (9) advocate for the needs of seniors and offer well-balanced nutritional meal service five days a week for seniors; (10) promote a health education program to encourage health and well-being through the training and sharing of information; (11) and offer Healthy Montclair programs and activities for the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,457,769	4,416,733	4,370,796	
Services and Supplies	927,600	1,432,934	1,023,950	
Capital Outlay	49,150	30,505	0	
Total	4,434,519	5,880,172	5,394,746	

Personnel Authorized	16.90 (FT) 217.00 (PT)	14.90 (FT) 221.00 (PT)	14.90 (FT) 221.00 (PT)
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Department Distribution

Recreation	1,780,935	2,569,111	2,073,535
Clinic	126,943	88,559	87,559
Senior Citizens	209,532	254,533	235,509
Nutritional Meals	205,683	247,603	247,603
Family and Health Education	28,201	78,873	78,873
After-School Program	2,083,225	2,641,493	2,671,667
Total	4,434,519	5,880,172	5,394,746

Source of Funds

General Fund	2,064,927	2,945,879	2,430,279
Community Dev Block Grant Fund	10,000	9,997	9,997
DAAS Grant/Donations	199,666	239,803	239,803
After-School Program Grant Fund	2,094,625	2,654,893	2,685,067
City of Hope	1,000	0	0
Kaiser Permanente Foundation	3,000	0	0
Senior Support Services Grant	45,600	15,600	15,600
Healthy Comm. Strategic Plan	15,701	14,000	14,000
Total	4,434,519	5,880,172	5,394,746

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: HUMAN SERVICES

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Assistant City Manager/Human Services Director</u>								
Marcia Richter	E		12.0	16,865			202,380	202,380
<u>Asst. Director of Human Services & Grants Manager</u>								
Alyssa Colunga	C	01/19/24	6.6	11,234	5.4	11,796	137,843	137,843
<u>Recreation Manager</u>								
Fernando Saltos	C	01/18/24	6.6	7,258	5.4	7,652	89,224	89,224
<u>Community Services Supervisor</u>								
Jordi Ubaldo	B	01/05/24	6.2	5,866	5.8	6,160	72,097	72,097
<u>Montclair After-School Program Supervisor</u>								
Darrell Hickey	C	11/23/23	4.8	6,160	7.2	6,468	76,138	76,138
<u>Montclair After-School Program Coordinator</u>								
Emmanuel Gutierrez	E		12.0	5,535			66,420	66,420
Jean-Marcel Sio	E		12.0	5,535			66,420	66,420
<u>Senior Citizens Supervisor</u>								
Shari Haynes	A		6.0	5,587	6.0	5,866	68,718	68,718
<u>Health Education Specialist</u>								
Leticia Gavilanes	E		12.0	4,337			52,044	52,044
<u>Administrative Specialist</u>								
Krystal Rabino	C	08/13/23	1.4	4,623	10.6	4,854	57,925	57,925

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: HUMAN SERVICES

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Administrative Analyst</u> Adriana Sahagun	C		6.6	6,323	5.4	6,639	77,582	77,582
<u>Recreation Coordinator</u> Angela Franco	B	02/05/24	7.2	4,083	4.8	4,287	49,975	49,975
Emily Gomez-Medina	C	11/09/23	4.3	4,287	7.7	4,501	53,092	53,092
Joseph Gonzalez	A		6.0	3,888	6.0	4,083	47,826	47,826
Vacant	A		6.0	3,888	6.0	4,083	47,826	47,826
<u>Administration to other Departments/Entities</u>								
Marcia Richter (4315)							-20,238	-20,238
<u>Part Time:</u>								
<u>Nutrition Site Manager</u>								
Socrates Sanchez (29 hrs week)				19.61 hr.			29,572	29,572
<u>Kitchen Assistant</u>								
Patricia Pennington (20 hrs week)				19.13 hr.			19,895	19,895
Angel Valdes (29 hrs week)				18.22 hr.			27,476	27,476
<u>Customer Service Rep/Office Specialist</u>								
Abigail Perales (29 hrs week)				20.62 hr.			31,095	31,095
Vacant (29 hrs week)				20.62 hr.			31,095	31,095
Vacant (29 hrs week)				20.62 hr.			31,095	31,095
Vacant (29 hrs week)				20.62 hr.			31,095	31,095
Vacant (29 hrs week)				20.62 hr.			31,095	31,095
<u>Recreation Specialist</u>								
Vacant (29 hrs week)				16.15 hr.			24,354	24,354
Vacant (29 hrs week)				16.15 hr.			24,354	24,354

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: HUMAN SERVICES							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Junior Intern</u>									
Vacant (28 hrs week)							16.00 hr.	23,296	23,296
<u>Summer/Winter Personnel</u>								365,689	365,689
Sr. Recreation Leader									
Recreation Leader									
Park Leader (Splash Pad)									
<u>Learning Leader/Substitute Learning Leader</u>								1,362,625	1,362,625
<u>Transportation Coordinator</u>									
Patricia Serna (29 hrs week)							20.24 hr.	30,522	30,522
Vacant (Relief)								10,000	10,000
<u>Health Education Intern</u>									
Vacant (20 hrs week)							16.89 hr.	17,566	17,566
<u>Senior Learning Leader</u>									
Viktoria Ananikian-Nunez (29 hrs week)							23.69 hr.	35,725	35,725
Taylor Brown (29 hrs week)							23.69 hr.	35,725	35,725
Viriahelyn Calvillo Rea (29 hrs week)							23.69 hr.	35,725	35,725
Jennifer Castillo (29 hrs week)							23.69 hr.	35,725	35,725
Isabella De La Rosa (29 hrs week)							23.69 hr.	35,725	35,725
Angela Garcia (29 hrs week)							23.69 hr.	35,725	35,725
Kelly Graham (29 hrs week)							23.69 hr.	35,725	35,725
Alexis Mancinas (29 hrs week)							23.69 hr.	35,725	35,725
Diego Martinez (29 hrs week)							23.69 hr.	35,725	35,725
Andrea Monzon (29 hrs week)							23.69 hr.	35,725	35,725
Destiny Santacruz (29 hrs week)							23.69 hr.	35,725	35,725

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: HUMAN SERVICES

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Senior Learning Leader - continued</u>								
Dominique Sconiers (29 hrs week)				23.69 hr.			35,725	35,725
Jessie Solis (29 hrs week)				23.69 hr.			35,725	35,725
Aqueelah Williams (29 hrs week)				23.69 hr.			35,725	35,725

Salary Requirements:		(FT)	1,145,272	1,145,272
		(PT)	2,590,974	2,590,974
		TOTAL	3,736,246	3,736,246

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst CM/Human Services Directo	1.00	1.00	1.00		202,380	202,380	
	-0.10	-0.10	-0.10		-20,238	-20,238	
	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>		<u>182,142</u>	<u>182,142</u>	
Asst. Director of Human Svcs	1.00	1.00	1.00		137,843	137,843	
Recreation Manager	1.00	1.00	1.00		89,224	89,224	
Community Services Supervisor	1.00	1.00	1.00		72,097	72,097	
MAP Supervisor	1.00	1.00	1.00		76,138	76,138	
MAP Coordinator	2.00	2.00	2.00		132,840	132,840	
Senior Citizens Coordinator	1.00	1.00	1.00		68,718	68,718	
Health Education Specialist	1.00	1.00	1.00		52,044	52,044	
Administrative Analyst	1.00	1.00	1.00		77,582	77,582	
Administrative Specialist	1.00	1.00	1.00		57,925	57,925	
Recreation Coordinator	4.00	4.00	4.00		198,719	198,719	
<u>Part-Time</u>							
Customer Svc Rep/Office Spec	3.00	5.00	5.00		155,475	155,475	
Summer/Winter Personnel	43.00	43.00	43.00		390,689	365,689	
Recreation Specialist	0.00	2.00	2.00		48,708	48,708	
Health Education Intern	1.00	1.00	1.00		17,566	17,566	
Nutrition Site Manager	1.00	1.00	1.00		29,572	29,572	
Kitchen Assistant	2.00	2.00	2.00		47,371	47,371	
Senior Learning Leader	14.00	14.00	14.00		500,150	500,150	
Learning Leader	150.00	150.00	150.00		1,362,625	1,362,625	
Junior Intern	1.00	1.00	1.00		23,296	23,296	
Transportation Coordinator	2.00	2.00	2.00		58,194	40,522	
Full Time	15.00	15.00	15.00		1,165,510	1,165,510	
Admin other Departments	-0.10	-0.10	-0.10		-20,238	-20,238	
Total FT Positions/Salaries	<u>14.90</u>	<u>14.90</u>	<u>14.90</u>		<u>1,145,272</u>	<u>1,145,272</u>	
Part Time	217.00	221.00	221.00		2,633,646	2,590,974	
Total Salaries & Wages					<u>3,778,918</u>	<u>3,736,246</u>	
Benefit Costs					501,833	498,568	
PERS Benefit Costs					144,005	144,005	
Benefit Costs other Depts					-8,023	-8,023	
Total Benefit Costs					<u>645,838</u>	<u>634,550</u>	
TOTAL					4,416,733	4,370,796	

PROGRAM BUDGET SUMMARY – 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

Provide 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	1,336,857	1,649,897	1,585,835	
Services and Supplies	394,928	888,709	487,700	
Capital Outlay	49,150	30,505	0	
Total	1,780,935	2,569,111	2,073,535	
Personnel Authorized	8.35 (FT) 47.00 (PT)	8.35 (FT) 51.00 (PT)	8.20 (FT) 51.00 (PT)	

Source of Funds

General Fund	1,768,552	2,554,511	2,058,935
DAAS Grant/Donations	983	1,200	1,200
After-School Program Grant Fund	11,400	13,400	13,400
Total	1,780,935	2,569,111	2,073,535

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4381 Recreation

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst. CM/Human Services Direct	1.00	1.00	0.90		202,380	182,142	
Admin other Depts	-0.10	-0.10	-0.10		-20,238	-20,238	
	<u>0.90</u>	<u>0.90</u>	<u>0.80</u>		<u>182,142</u>	<u>161,904</u>	
Asst. Director of Human Services:	1.00	1.00	0.95		137,843	130,951	
Recreation Manager	0.75	0.75	0.75		66,918	66,918	
Community Services Supervisor	1.00	1.00	1.00		72,097	72,097	
Administrative Analyst	0.70	0.70	0.70		54,307	54,307	
Administrative Specialist	1.00	1.00	1.00		57,925	57,925	
Recreation Coordinator	3.00	3.00	3.00		150,893	150,893	
<u>Part-Time</u>							
Customer Svc Rep/Office Specia	3.00	5.00	5.00		155,475	155,475	
Recreation Specialist	0.00	2.00	2.00		48,708	48,708	
Summer/Winter Personnel	43.00	43.00	43.00		390,689	365,689	
Junior Intern	1.00	1.00	1.00		23,296	23,296	
Full Time	8.45	8.45	8.30		742,363	715,233	
Admin other Departments	-0.10	-0.10	-0.10		-20,238	-20,238	
Total FT Positions/Salaries	8.35	8.35	8.20		722,125	694,995	
Part Time	47.00	51.00	51.00		618,168	593,168	
Total Salaries & Wages					1,340,293	1,288,163	
Benefit Costs					230,668	223,724	
PERS Benefit Costs					86,959	81,971	
Benefit Costs other Depts					-8,023	-8,023	
Total Benefit Costs					309,604	297,672	
TOTAL					1,649,897	1,585,835	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4381 Recreation

Work Program

Offers community special events, sports leagues, enrichment and leisure classes for youth through senior citizens, and programs focused on physical activity, youth and teens, and summer activities for the community.

Units of Measure

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

Personnel Services – \$1,649,897

Salary requests are for: Assistant City Manager/Director of Human Services (0.90) – \$182,142; Assistant Director of Human Services & Grants Manager (1.00) – \$137,843; Recreation Manager (0.75) – \$66,918; Community Services Supervisor (1.00) – \$72,097; Administrative Analyst (0.70) – \$54,307; Administrative Specialist (1.00) – \$57,925; Recreation Coordinator (3.00) – \$150,893; Customer Service Rep/Office Specialist (5.00/part-time) – \$155,475; Recreation Specialist (2.00/part-time) – \$48,708; Summer/Winter Personnel (43.00/part-time) – \$390,689; Junior Intern (1.00/part-time) – \$23,296. Cost allocations are as follows: full-time salaries – \$722,125; part-time salaries – \$618,168; benefit costs – \$309,604.

Services and Supplies – \$888,709

Funding requested is for: program supplies – \$128,900; maintenance – other equipment – \$8,100; publication and advertising – \$35,500; community benefits – \$45,000; dues and memberships – \$4,250; travel and meetings – \$22,600; mileage/auto allowance – \$8,400; Community Activities Commission – \$21,250; performing art services – \$14,000; special contract services – \$116,040; vocational training – \$10,600; small equipment – \$36,000; cellular phone expense – \$7,869; reimbursed program costs – \$422,700; CAC stipends – \$3,500; miscellaneous expenditures – \$4,000.

Capital Outlay – \$30,505

Funding requested is for: one 2024 Nissan Rogue.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 11:54AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4381	Recreation					
				E10	Personnel Services					
286,145	500,820	685,625.00	0.00	41010-400-0000	Regular Earnings	0.00	722,125.00	694,995.00	0.00	0.00
120,540	306,940	366,172.00	0.00	42020-400-0000	Part Time Wages	0.00	618,168.00	593,168.00	0.00	0.00
1,002	394	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
73	538	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,529	7,930	8,211.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	9,596.00	8,983.00	0.00	0.00
0	0	138,660.00	0.00	45220-400-0000	Benefit Plan	0.00	140,250.00	137,460.00	0.00	0.00
7,419	8,173	14,814.00	0.00	45240-400-0000	Deferred Compensation	0.00	15,250.00	14,031.00	0.00	0.00
37,014	57,514	81,429.00	0.00	45250-400-0000	P.E.R.S.	0.00	82,513.00	77,525.00	0.00	0.00
1,165	2,078	2,864.00	0.00	45270-400-0000	LTD Insurance	0.00	2,972.00	2,863.00	0.00	0.00
1,694	2,818	3,786.00	0.00	45290-400-0000	Life Insurance	0.00	3,901.00	3,701.00	0.00	0.00
3,440	9,075	12,593.00	0.00	45330-400-0000	Medicare	0.00	16,795.00	16,332.00	0.00	0.00
6,930	18,055	22,703.00	0.00	45340-400-0000	Social Security	0.00	38,327.00	36,777.00	0.00	0.00
469,951	914,334	1,336,857	0		Personnel Services Totals:	0.00	1,649,897	1,585,835	0	0
				E20	Services & Supplies					
44,041	55,417	85,500.00	0.00	51130-400-0000	Program Supplies	0.00	128,900.00	90,900.00	0.00	0.00
915	1,056	3,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	8,100.00	4,000.00	0.00	0.00
9,296	8,198	22,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	35,500.00	35,500.00	0.00	0.00
25,000	45,000	45,000.00	0.00	52110-400-0000	Community Benefits	0.00	45,000.00	45,000.00	0.00	0.00
1,955	2,240	3,080.00	0.00	52120-400-0000	Dues & Memberships	0.00	4,250.00	3,500.00	0.00	0.00
0	1,174	13,790.00	0.00	52130-400-0000	Travel & Meetings	0.00	19,000.00	15,000.00	0.00	0.00
7,881	8,150	8,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
14,449	8,534	21,250.00	0.00	52170-400-0000	Community Activities Commision	0.00	21,250.00	15,000.00	0.00	0.00
9,500	10,095	12,000.00	0.00	52310-400-0000	Performing Art Services	0.00	14,000.00	14,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
75,287	94,240	100,000.00	0.00	52450-400-0000	Special Contract Services	0.00	116,040.00	94,000.00	0.00	0.00
0	901	1,700.00	0.00	52540-400-0000	Vocational Training	0.00	2,100.00	2,100.00	0.00	0.00
71	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	36,000.00	18,000.00	0.00	0.00
366	474	1,125.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	7,869.00	0.00	0.00	0.00
0	24,762	59,200.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	420,200.00	120,200.00	0.00	0.00
2,800	2,600	3,500.00	0.00	52920-400-0000	Stipends - CAC	0.00	3,500.00	3,500.00	0.00	0.00
567	6,286	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	4,000.00	4,000.00	0.00	0.00
192,129	269,127	382,545	0		Services & Supplies Totals:	0.00	874,109	473,100	0	0
				E30	Capital Outlay					
0	0	5,000.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	0	31,150.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	30,505.00	0.00	0.00	0.00
0	10,502	13,000.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	10,502	49,150	0		Capital Outlay Totals:	0.00	30,505	0	0	0
662,080	1,193,963	1,768,552	0		EXPENDITURES TOTALS:	0.00	2,554,511	2,058,935	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
662,080	1,193,963	1,768,552	0		DEPT EXPENSES	0.00	2,554,511	2,058,935	0	0
(662,080)	(1,193,963)	(1,768,552)	0		Recreation Totals:	0.00	(2,554,511)	(2,058,935)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
662,080	1,193,963	1,768,552	0		FUND EXPENSES	0.00	2,554,511	2,058,935	0	0
(662,080)	(1,193,963)	(1,768,552)	0		General Fund Totals:	0.00	(2,554,511)	(2,058,935)	0	0
				1138	Senior Nutrition Fund					
				4381	Recreation					
				E20	Services & Supplies					
589	332	983.00	0.00	52540-400-0000	Staff Training	0.00	1,200.00	1,200.00	0.00	0.00
589	332	983	0		Services & Supplies Totals:	0.00	1,200	1,200	0	0
589	332	983	0		EXPENDITURES TOTALS:	0.00	1,200	1,200	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
589	332	983	0		DEPT EXPENSES	0.00	1,200	1,200	0	0
(589)	(332)	(983)	0		Recreation Totals:	0.00	(1,200)	(1,200)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
589	332	983	0		FUND EXPENSES	0.00	1,200	1,200	0	0
(589)	(332)	(983)	0		Senior Nutrition Fund Totals:	0.00	(1,200)	(1,200)	0	0
				1160	After-School Program Grant					
				4381	Recreation					
				E20	Services & Supplies					
0	0	3,600.00	0.00	52130-400-0000	Travel & Meetings	0.00	3,600.00	3,600.00	0.00	0.00
0	0	5,300.00	0.00	52540-400-0000	Staff Training	0.00	7,300.00	7,300.00	0.00	0.00
0	0	2,500.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	2,500.00	2,500.00	0.00	0.00
0	0	11,400	0		Services & Supplies Totals:	0.00	13,400	13,400	0	0
0	0	11,400	0		EXPENDITURES TOTALS:	0.00	13,400	13,400	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	11,400	0		DEPT EXPENSES	0.00	13,400	13,400	0	0
0	0	(11,400)	0		Recreation Totals:	0.00	(13,400)	(13,400)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	11,400	0		FUND EXPENSES	0.00	13,400	13,400	0	0
0	0	(11,400)	0		After-School Program Grant Totals:	0.00	(13,400)	(13,400)	0	0
				1167	Resource Center Grant - OMSD					
				4381	Recreation					
				E20	Services & Supplies					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
26,739	27,805	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
26,739	27,805	0	0		Services & Supplies Totals:	0.00	0	0	0	0
26,739	27,805	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
26,739	27,805	0	0		DEPT EXPENSES	0.00	0	0	0	0
(26,739)	(27,805)	0	0		Recreation Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
26,739	27,805	0	0		FUND EXPENSES	0.00	0	0	0	0
(26,739)	(27,805)	0	0		Resource Center Grant - OMSD Tot	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
689,408	1,222,100	1,780,935	0		REPORT EXPENSES	0.00	2,569,111	2,073,535	0	0
(689,408)	(1,222,100)	(1,780,935)	0		REPORT TOTALS:	0.00	(2,569,111)	(2,073,535)	0	0

**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	Marcia Richter, Assistant City Manager/Director of HS Alyssa Colunga, Assistant Director of HS & Grant Manager Fernando Saltos, Recreation Manager Jordi Ubaldo, Community Services Supervisor Shari Haynes, Senior Citizens Supervisor Angela Franco, Recreation Coordinator Emily Gomez-Medina, Recreation Coordinator	CPRS Annual Conference	Sacramento, CA	Mar. 18-25, 2025	\$15,000
52130	Alyssa Colunga, Assistant Director of HS & Grant Manager	American Public Health Association Annual Conference	Minneapolis, MN	Oct. 28-30, 2024	\$4,000
(General Fund sub-total: \$19,000)					
(Only \$15,000 approved in City Manager's Budget)					
52130	Darrell Hickey, MAP Supervisor Emmanuel Gutierrez, MAP Coordinator Jean-Marcel Sio, MAP Coordinator	California Expanded Learning Symposium	TBA	Spring 2025	\$3,600
(After-School Program Grant sub-total: \$3,600)					
Total:					\$22,600
(Only \$18,600 approved in City Manager's Budget)					

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

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Training Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	50 Human Services Staff	CPR and First Aid Training	Montclair, CA	2024-2025	\$2,100
					(General Fund sub-total: \$2,100)
52540	36 Nutrition Staff and Volunteers	Food Handlers Certification	Montclair, CA	2024-2025	\$1,200
					(DAAS Grant sub-total: \$1,200)
52540	MAP Part time and Full time Staff	CPR and First Aid Training	Montclair, CA	2024-2025	\$6,000
52540	Darrell Hickey, MAP Supervisor Emmanuel Gutierrez, MAP Coordinator Jean-Marcel Sio, MAP Coordinator 14 Part-time MAP Staff	Inland Empire Expanded Learning	TBA	Spring 2025	\$1,300
					(After-School Program Grant sub-total: \$7,300)
					Total: \$10,600

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

51130 PROGRAM SUPPLIES – \$128,900 ***(Only \$90,900 approved in City Manager’s Budget)***

Special event supplies, \$55,000 ***(Only \$20,000 approved in City Manager’s Budget)***

Ice Skating Event – includes synthetic ice rink, \$45,000

Dashing through Montclair, \$1,200

Part-time staff shirts, sweaters/jackets, \$5,800

Full-time staff shirts, sweaters/jackets, \$2,400

Teen and youth programs, \$10,500

Movie licensing, \$2,000

Floor length tablecloths, \$7,000 ***(Only \$4,000 approved in City Manager’s Budget)***

52050 MAINTENANCE – OTHER EQUIPMENT – \$8,100 ***(Only \$4,000 approved in City Manager’s Budget)***

Tune and repair two pianos, \$600

Pool table repair and felt replacement, \$600

Game table repairs (Ping-pong and Foosball), \$1,300

Repairs for Air Hockey Tables, \$1,600

Weight room equipment maintenance, \$4,000

52090 PUBLICATION AND ADVERTISING – \$35,500

Costs for production of the Human Services Department brochures (3) (Printing, design, and layout), \$35,000

Printing costs for youth programs, \$500

52110 COMMUNITY BENEFITS – \$45,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$4,250 ***(Only \$3,500 approved in City Manager’s Budget)***

California Parks and Recreation Society (7), SCMAF (4), ASA/National Council on Aging (2), Community Health Association of Inland Southern Region, American Public Health Association.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

- 52130 TRAVEL AND MEETINGS – \$22,600 **(Only \$18,600 approved in City Manager’s Budget)**
Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings." (General Fund – \$19,000, After-School Program Grant – \$3,600) **(General Fund – \$15,000, After-School Program Grant – \$3,600)**
- 52170 COMMUNITY ACTIVITIES COMMISSION – \$21,250 **(Only \$15,000 approved in City Manager’s Budget)**
Holiday events, \$7,500
Expenditures for projects sponsored by the Committee, \$6,500
Veterans Day banners, \$7,000
Shirts, \$250
- 52310 PERFORMING ART SERVICES – \$14,000
Performing artists' fees for summer "Concert Series" events, and children’s activities.
- 52450 SPECIAL CONTRACT SERVICES – \$116,040 **(Only \$94,000 approved in City Manager’s Budget)**
Cost of grant writing services, \$100,000 **(Only \$80,000 approved in City Manager’s Budget)**
Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League and Youth Volleyball League, \$14,000
Weight room cable television service, \$1,200 **(Moved to 4203-52450)**
Internet hot spot service, \$840 **(Moved to 4203-52450)**
- 52540 VOCATIONAL TRAINING – \$10,600
Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training." (General Fund – \$2,100; DAAS Grant – \$1,200; After-School Program Grant – \$7,300)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

- 52690 SMALL EQUIPMENT – \$36,000 ***(Only \$18,000 approved in City Manager’s Budget)***
Cost for the purchase of new tables for events and activities at the Community Center, \$18,000 ***(Not approved in City Manager’s Budget)***
Cost for the purchase of tables, chairs and racks for events and activities at the Reeder Ranch Community Center, \$18,000
- 52850 CELLULAR PHONE EXPENSE – \$7,869 ***(Moved to 4203-52850)***
Cost for the purchase of four new cell phones (Marcia Richter, Alyssa Colunga, Jordi Ubaldo and Leticia Gavilanes) and the monthly fees.
- 52870 REIMBURSED PROGRAM COSTS – \$422,700 ***(Only \$122,700 approved in City Manager’s Budget)***
Program costs that will be reimbursed through fees:
Racquetball Court/Weight room sanitization, \$10,000
Vermont Systems maintenance fees and training, \$5,000
Summer day camp (shirts, trips, snacks, supplies, awards), \$22,000
Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$17,000
Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$12,000
Adult basketball (shirts, awards), \$2,100
Adult volleyball (shirts, awards), \$2,100
Three day festival, \$350,000 ***(Not approved in City Manager’s Budget)***
Country Fair Jamboree, \$50,000
Youth performances, \$2,500 (After-School Program Grant)
- 52871 REIMBURSED PROGRAM COSTS – <\$422,700> ***(Only< \$122,700> approved in City Manager’s Budget)***
Reimbursement to the City from applicants for the costs related to Recreation programs.
- 52920 CAC STIPENDS – \$3,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$4,000

Southern California Municipal Athletic Federation (SCMAF) City Hosted meeting and lunch, \$300

Volunteer expenses, \$1,500

Miscellaneous program expenses, \$2,200

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Human Services

Program: 4381 Recreation

Object Code	Item	Justification	Cost
62020	2024 Nissan Rogue	The Human Services Department's 2006 Ford Escape Hybrid Unit 200 has a hybrid battery that has failed and the headliner needs to be repaired. The cost estimate to refurbish the battery is \$4,000, the battery can no longer be purchased new. The estimated cost to repair the head liner is \$900. The Human Services Department is requesting to purchase a new 2024 Nissan Rogue.	\$30,505
Total:			\$30,505

(Not approved in City Manager's 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	68,157	19,459	19,459	
Services and Supplies	58,786	69,100	68,100	
Capital Outlay	0	0	0	
Total	126,943	88,559	87,559	

Personnel Authorized	1.25 (FT)	0.25 (FT)	0.25 (FT)
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Source of Funds

General Fund	126,943	88,559	87,559
Total	126,943	88,559	87,559

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4382 Clinic

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
Health Education Specialist	0.25	0.25	0.25		13,011	13,011	
Full Time	0.25	0.25	0.25		13,011	13,011	
Total Salaries & Wages					13,011	13,011	
Benefit Costs					4,193	4,193	
PERS Benefit Costs					2,255	2,255	
Total Benefit Costs					6,448	6,448	
TOTAL					19,459	19,459	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4382 Clinic

Work Program

Offer health services through an osteopathic manipulative medicine clinic with Doctor of Osteopathic Medicine Students from Western University of Health sciences while continuing to offer health and physical education programs, 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 50 patients annually and serves as a training center for medical students.
 2. A yearly health fair, which averages over 300 attendees, offers flu shots and hearing, structural, and blood pressure tests, as well as information on medical and social programs.
-

Personnel Services – \$19,459

Salary requests are for: Health Education Specialist (0.25) – \$13,011. Cost allocations are as follows: full-time salaries – \$13,011; benefit costs – \$6,448.

Services and Supplies – \$69,100

Funding requested is for: program supplies – \$2,000; materials–recycle/clean–up – \$3,500; special contract services – \$60,000; stipends – \$2,800; miscellaneous expenditures – \$800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 11:55AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4382	Clinic					
				E10	Personnel Services					
5,423	0	47,456.00	0.00	41010-400-0000	Regular Earnings	0.00	13,011.00	13,011.00	0.00	0.00
0	0	15,600.00	0.00	45220-400-0000	Benefit Plan	0.00	3,900.00	3,900.00	0.00	0.00
776	0	4,020.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,255.00	2,255.00	0.00	0.00
513	0	209.00	0.00	45270-400-0000	LTD Insurance	0.00	58.00	58.00	0.00	0.00
36	0	184.00	0.00	45290-400-0000	Life Insurance	0.00	46.00	46.00	0.00	0.00
86	0	688.00	0.00	45330-400-0000	Medicare	0.00	189.00	189.00	0.00	0.00
6,833	0	68,157	0		Personnel Services Totals:	0.00	19,459	19,459	0	0
				E20	Services & Supplies					
11	245	1,750.00	0.00	51130-400-0000	Program Supplies	0.00	2,000.00	2,000.00	0.00	0.00
1,717	1,430	3,500.00	0.00	51430-400-0000	Materials - Recycle/Cleanup	0.00	3,500.00	2,500.00	0.00	0.00
50,136	50,136	50,136.00	0.00	52450-400-0000	Special Contract Services	0.00	60,000.00	60,000.00	0.00	0.00
0	0	2,800.00	0.00	52920-400-0000	Stipends	0.00	2,800.00	2,800.00	0.00	0.00
44	205	600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	800.00	800.00	0.00	0.00
51,908	52,016	58,786	0		Services & Supplies Totals:	0.00	69,100	68,100	0	0
58,742	52,016	126,943	0		EXPENDITURES TOTALS:	0.00	88,559	87,559	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
58,742	52,016	126,943	0		DEPT EXPENSES	0.00	88,559	87,559	0	0
(58,742)	(52,016)	(126,943)	0		Clinic Totals:	0.00	(88,559)	(87,559)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
58,742	52,016	126,943	0		FUND EXPENSES	0.00	88,559	87,559	0	0
(58,742)	(52,016)	(126,943)	0		General Fund Totals:	0.00	(88,559)	(87,559)	0	0
				1164	Immunization Grant - OMSD					
				4382	Clinic					
				E10	Personnel Services					
39	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
5	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
26	0	0.00	0.00	45300-400-0000	Medical Insurance	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
71	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
(1,444)	0	0.00	0.00	E20	Services & Supplies					
				51130-400-0000	Program Supplies - OMSD Immuniz	0.00	0.00	0.00	0.00	0.00
(1,444)	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
(1,373)	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
(1,373)	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
1,373	0	0	0		Clinic Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
(1,373)	0	0	0		FUND EXPENSES	0.00	0	0	0	0
1,373	0	0	0		Immunization Grant - OMSD Total:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
57,369	52,016	126,943	0		REPORT EXPENSES	0.00	88,559	87,559	0	0
(57,369)	(52,016)	(126,943)	0		REPORT TOTALS:	0.00	(88,559)	(87,559)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4382 Clinic

Object
Number

51130 PROGRAM SUPPLIES – \$2,000
 Medical clinic supplies, \$1,000
 Health Fair, \$1,000 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500, Other – \$250)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$3,500 ***(Only \$2,500 approved in City Manager’s Budget)***
 Community Sharps Disposal Program supplies and hazardous waste services.

52450 SPECIAL CONTRACT SERVICES – \$60,000
 Case management supportive services through a partnership with the Ontario–Montclair School District

52920 STIPENDS – \$2,800
 Medical Clinic Consejera, \$2,500
 Volunteer Student Coordinator, \$300

52990 MISCELLANEOUS EXPENDITURES – \$800
 Volunteer expenses, \$700
 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	181,332	222,133	203,109	
Services and Supplies	28,200	32,400	32,400	
Capital Outlay	0	0	0	
Total	209,532	254,533	235,509	

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

General Fund	153,932	228,936	209,912
Community Dev Block Grant Fund	10,000	9,997	9,997
Senior Support Services Grant	45,600	15,600	15,600
Total	209,532	254,533	235,509

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4383 Senior Citizens

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Senior Citizens Supervisor	1.00	1.00	1.00		68,718	68,718	
Recreation Coordinator	1.00	1.00	1.00		47,826	47,826	
<u>Part-Time</u>							
Transportation Coordinator	2.00	2.00	2.00		58,194	40,522	
Full Time	2.00	2.00	2.00		116,544	116,544	
Part Time	2.00	2.00	2.00		58,194	40,522	
Total Salaries & Wages					174,738	157,066	
Benefit Costs					38,223	36,871	
PERS Benefit Costs					9,172	9,172	
Total Benefit Costs					47,395	46,043	
TOTAL					222,133	203,109	

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, case management, 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 – \$222,133

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$68,718; Recreation Coordinator (1.00) – \$47,826; Transportation Coordinators (2.00/part-time) – \$58,194. Cost allocations are as follows: full-time salaries – \$116,544; part-time salaries – \$58,194; benefit costs – \$47,395.

Services and Supplies – \$32,400

Funding requested is for: program supplies – \$14,500; special contract services – \$11,100; miscellaneous expenditures – \$6,800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Printed: 05/31/2024 - 11:55AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4383	Senior Citizens					
				E10	Personnel Services					
16,753	41,778	103,472.00	0.00	41010-400-0000	Regular Earnings	0.00	116,544.00	116,544.00	0.00	0.00
6,559	2,480	33,044.00	0.00	42020-400-0000	Part Time Wages	0.00	58,194.00	40,522.00	0.00	0.00
0	0	-30,000.00	0.00	42021-400-1600	PT Wage Reimb from Fund 1168	0.00	0.00	0.00	0.00	0.00
(191)	(486)	-10,000.00	0.00	42024-400-0000	PT Wage Reimb - CDBG	0.00	-9,997.00	-9,997.00	0.00	0.00
0	0	31,200.00	0.00	45220-400-0000	Benefit Plan	0.00	31,200.00	31,200.00	0.00	0.00
1,654	3,480	8,764.00	0.00	45250-400-0000	P.E.R.S.	0.00	9,172.00	9,172.00	0.00	0.00
90	184	456.00	0.00	45270-400-0000	LTD Insurance	0.00	514.00	514.00	0.00	0.00
74	151	368.00	0.00	45290-400-0000	Life Insurance	0.00	368.00	368.00	0.00	0.00
374	852	1,979.00	0.00	45330-400-0000	Medicare	0.00	2,533.00	2,277.00	0.00	0.00
560	1,054	2,049.00	0.00	45340-400-0000	Social Security	0.00	3,608.00	2,512.00	0.00	0.00
25,872	49,492	141,332	0		Personnel Services Totals:	0.00	212,136	193,112	0	0
				E20	Services & Supplies					
48	2,682	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	7,000.00	7,000.00	0.00	0.00
2,006	2,958	3,000.00	0.00	52450-400-0000	Special Contract Services	0.00	3,000.00	3,000.00	0.00	0.00
918	4,878	6,600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	6,800.00	6,800.00	0.00	0.00
2,972	10,518	12,600	0		Services & Supplies Totals:	0.00	16,800	16,800	0	0
28,844	60,010	153,932	0		EXPENDITURES TOTALS:	0.00	228,936	209,912	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
28,844	60,010	153,932	0		DEPT EXPENSES	0.00	228,936	209,912	0	0
(28,844)	(60,010)	(153,932)	0		Senior Citizens Totals:	0.00	(228,936)	(209,912)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
28,844	60,010	153,932	0		FUND EXPENSES	0.00	228,936	209,912	0	0
(28,844)	(60,010)	(153,932)	0		General Fund Totals:	0.00	(228,936)	(209,912)	0	0
				1132	Community Development Block Gr					
				4383	Senior Citizens					
				E10	Personnel Services					
0	0	10,000.00	0.00	42020-400-0000	Golden Express-Part Time Wages	0.00	9,997.00	9,997.00	0.00	0.00
2,662	15,000	0.00	0.00	42024-400-0000	PT Wages Reimb-Golden Express	0.00	0.00	0.00	0.00	0.00
2,662	15,000	10,000	0		Personnel Services Totals:	0.00	9,997	9,997	0	0
2,662	15,000	10,000	0		EXPENDITURES TOTALS:	0.00	9,997	9,997	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,662	15,000	10,000	0		DEPT EXPENSES	0.00	9,997	9,997	0	0
(2,662)	(15,000)	(10,000)	0		Senior Citizens Totals:	0.00	(9,997)	(9,997)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,662	15,000	10,000	0		FUND EXPENSES	0.00	9,997	9,997	0	0
(2,662)	(15,000)	(10,000)	0		Community Development Block Gr	0.00	(9,997)	(9,997)	0	0
				1168	Title IIIB Sr Support Services					
				4383	Senior Citizens					
				E10	Personnel Services					
26,340	20,329	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	30,000.00	0.00	42021-400-0000	Salary/Benefit Reimbursement	0.00	0.00	0.00	0.00	0.00
418	371	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
1,721	1,260	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
28,480	21,961	30,000	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
3,676	5,999	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	7,500.00	7,500.00	0.00	0.00
1,853	8,652	7,000.00	0.00	52450-400-0000	Special Contract Services	0.00	8,100.00	8,100.00	0.00	0.00
5,529	14,652	10,000	0		Services & Supplies Totals:	0.00	15,600	15,600	0	0
34,009	36,612	40,000	0		EXPENDITURES TOTALS:	0.00	15,600	15,600	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
34,009	36,612	40,000	0		DEPT EXPENSES	0.00	15,600	15,600	0	0
(34,009)	(36,612)	(40,000)	0		Senior Citizens Totals:	0.00	(15,600)	(15,600)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
34,009	36,612	40,000	0		FUND EXPENSES	0.00	15,600	15,600	0	0
(34,009)	(36,612)	(40,000)	0		Title IIIB Sr Support Services Total	0.00	(15,600)	(15,600)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
65,514	111,622	203,932	0		REPORT EXPENSES	0.00	254,533	235,509	0	0
(65,514)	(111,622)	(203,932)	0		REPORT TOTALS:	0.00	(254,533)	(235,509)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4383 Senior Citizens

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$14,500 Food distribution supplies, \$3,000 Food costs-activity related not grant funded, \$4,000 Helium tank refills, \$500 (DAAS IIIB Senior Supportive Services Grant) Senior special event and activity supplies, \$7,000 (DAAS IIIB Senior Supportive Services Grant)
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$11,100 Program speakers, entertainment, \$8,100 (DAAS IIIB Senior Supportive Services Grant) Case Manager, \$3,000
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$6,800 Annual Volunteer Recognition Dinner, \$3,500 Volunteer expenses, \$700 Montclair Walkers program expenses, \$700 Community Health fair, \$700 Intergenerational program, \$500 Miscellaneous program expenses, \$700

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	64,033	103,953	103,953	
Services and Supplies	141,650	143,650	143,650	
Capital Outlay	0	0	0	
Total	205,683	247,603	247,603	
Personnel Authorized	4.00 (PT)	4.00 (PT)	4.00 (PT)	

Source of Funds

General Fund	7,000	9,000	9,000
DAAS Grant/Donations	198,683	238,603	238,603
Total	205,683	247,603	247,603

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4384 Nutritional Meals

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<u>Part-Time</u>							
Nutrition Site Manager	1.00	1.00	1.00		29,572	29,572	
Kitchen Assistant	2.00	2.00	2.00		47,371	47,371	
Health Education Intern	1.00	1.00	1.00		17,566	17,566	
Part Time	4.00	4.00	4.00		94,509	94,509	
Total Salaries & Wages					94,509	94,509	
Benefit Costs					5,996	5,996	
PERS Benefit Costs					3,448	3,448	
Total Benefit Costs					9,444	9,444	
TOTAL					103,953	103,953	

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 up to 23,200 meals annually.

Personnel Services – \$103,953

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$29,572; Kitchen Assistant (2.00/part-time) – \$47,371; Health Education Intern (0.50/part-time) – \$17,566. Cost allocations are as follows: part-time salaries – \$94,509; benefit costs – \$9,444.

Services and Supplies – \$143,650

Funding requested is for: program supplies – \$7,500; special consulting services – \$3,100; special contracting services – \$115,350; raw food – \$6,500; reimbursed program costs – \$9,000; miscellaneous expenditures – \$2,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Printed: 05/31/2024 - 11:55AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4384	Nutritional Meals					
				E10	Personnel Services					
60,470	67,153	0.00	0.00	41010-400-1600	Regular Earnings	0.00	0.00	0.00	0.00	0.00
(878)	0	0.00	0.00	42025-400-0000	PT Wage Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
1,338	1,540	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
441	465	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
61,371	69,158	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	0	7,000.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	9,000.00	9,000.00	0.00	0.00
0	0	7,000	0		Services & Supplies Totals:	0.00	9,000	9,000	0	0
61,371	69,158	7,000	0		EXPENDITURES TOTALS:	0.00	9,000	9,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
61,371	69,158	7,000	0		DEPT EXPENSES	0.00	9,000	9,000	0	0
(61,371)	(69,158)	(7,000)	0		Nutritional Meals Totals:	0.00	(9,000)	(9,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
61,371	69,158	7,000	0		FUND EXPENSES	0.00	9,000	9,000	0	0
(61,371)	(69,158)	(7,000)	0		General Fund Totals:	0.00	(9,000)	(9,000)	0	0
				1132	Community Development Block Gr					
				4384	Nutritional Meals					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				E10	Personnel Services					
20,407	0	0.00	0.00	42025-400-0000	PT Wage Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
283	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
1,082	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
21,772	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
3,955	0	0.00	0.00	51130-400-0000	Program Supplies - CDBG-CV	0.00	0.00	0.00	0.00	0.00
37,290	0	0.00	0.00	52450-400-0000	Special Contract Svcs-CDBG-CV	0.00	0.00	0.00	0.00	0.00
41,245	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
63,017	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
63,017	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(63,017)	0	0	0		Nutrional Meals Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
63,017	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(63,017)	0	0	0		Community Development Block Gr	0.00	0	0	0	0
				1138	Senior Nutrition Fund					
				4384	Nutrional Meals					
				E10	Personnel Services					
2,933	0	0.00	0.00	41010-400-1600	Regular Earnings COVID-19	0.00	0.00	0.00	0.00	0.00
15,740	25,877	58,207.00	0.00	42020-400-0000	Part Time Wages	0.00	94,509.00	94,509.00	0.00	0.00
81,239	40,693	0.00	0.00	42020-400-1600	PT Wages COVID-19	0.00	0.00	0.00	0.00	0.00
2,488	2,774	2,847.00	0.00	45250-400-0000	P.E.R.S.	0.00	3,448.00	3,448.00	0.00	0.00
77	82	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
68	68	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
1,608	1,275	843.00	0.00	45330-400-0000	Medicare	0.00	1,370.00	1,370.00	0.00	0.00
5,492	3,673	2,136.00	0.00	45340-400-0000	Social Security	0.00	4,626.00	4,626.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
109,644	74,442	64,033	0		Personnel Services Totals:	0.00	103,953	103,953	0	0
				E20	Services & Supplies					
9,456	5,303	7,500.00	0.00	51130-400-0000	Consumable Supplies	0.00	7,500.00	7,500.00	0.00	0.00
2,080	1,138	3,100.00	0.00	52190-400-0000	Consultants	0.00	3,100.00	3,100.00	0.00	0.00
103,281	105,270	115,350.00	0.00	52450-400-0000	Catered Food	0.00	115,350.00	115,350.00	0.00	0.00
1,044	1,270	6,500.00	0.00	52451-400-0000	Raw Food	0.00	6,500.00	6,500.00	0.00	0.00
0	1,570	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,938	3,559	2,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,200.00	2,200.00	0.00	0.00
117,798	118,109	134,650	0		Services & Supplies Totals:	0.00	134,650	134,650	0	0
				E30	Capital Outlay					
0	7,701	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	7,701	0	0		Capital Outlay Totals:	0.00	0	0	0	0
227,443	200,252	198,683	0		EXPENDITURES TOTALS:	0.00	238,603	238,603	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
227,443	200,252	198,683	0		DEPT EXPENSES	0.00	238,603	238,603	0	0
(227,443)	(200,252)	(198,683)	0		Nutritional Meals Totals:	0.00	(238,603)	(238,603)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
227,443	200,252	198,683	0		FUND EXPENSES	0.00	238,603	238,603	0	0
(227,443)	(200,252)	(198,683)	0		Senior Nutrition Fund Totals:	0.00	(238,603)	(238,603)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
351,830	269,410	205,683	0		REPORT EXPENSES	0.00	247,603	247,603	0	0
(351,830)	(269,410)	(205,683)	0		REPORT TOTALS:	0.00	(247,603)	(247,603)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4384 Nutritional Meals

Object
Number

51130 PROGRAM SUPPLIES – \$7,500
Non–food consumable supplies. (DAAS Grant)

52190 SPECIAL CONSULTING SERVICES – \$3,100
Consultant fees for Dietitian. (DAAS Grant)

52450 SPECIAL CONTRACTING SERVICES – \$115,350
Catered food costs. (DAAS Grant)

52451 RAW FOOD – \$6,500
All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)

52870 REIMBURSED PROGRAM COSTS – \$9,000
Senior activity food expenses, not covered by grant funding.

52871 REIMBURSED PROGRAM COSTS – <\$9,000>
Reimbursement to the City from residents for the costs related to senior programs.

52990 MISCELLANEOUS EXPENDITURES – \$2,200
San Bernardino County Health Permit, \$580 (DAAS Grant)
SAMS/WellSky License, \$1,020 (DAAS Grant)
Nutrition Education, \$200 (DAAS Grant)
Miscellaneous program expenses, \$400 (DAAS Grant)

(Subject to the receipt of DAAS grant funding)

PROGRAM BUDGET SUMMARY – 1

Program Number 4385

Department	Division	Program
Human Services		Family and Health Education

Program Description

The family and health education program is comprised of the Healthy Montclair Initiative including Por La Vida activities and promotes health and well-being through training, community outreach and engagement.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	58,373	58,373	
Services and Supplies	28,201	20,500	20,500	
Capital Outlay	0	0	0	
Total	28,201	78,873	78,873	

Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)
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Source of Funds

General Fund	8,500	64,873	64,873
City of Hope	1,000	0	0
Kaiser Permanente Foundation	3,000	0	0
Healthy Comm. Strategic Plan	15,701	14,000	14,000
Total	28,201	78,873	78,873

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4385 Family and Health Education

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Health Education Specialist	0.75	0.75	0.75		39,033	39,033	
Full Time	0.75	0.75	0.75		39,033	39,033	
Benefit Costs					12,576	12,576	
PERS Benefit Costs					6,764	6,764	
Total Benefit Costs					19,340	19,340	
TOTAL					58,373	58,373	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4385 Family and Health Education

Work Program

Family and Health Education is comprised of the Healthy Montclair Initiative which strives to improve the health of all who live, work and play in Montclair. The Healthy Montclair initiative addresses the social determinants of health, including education, healthcare, food, neighborhood/community environment, poverty and safety, through community outreach and engagement. A key program of the initiative is Montclair Por La Vida. Por La Vida trains and educates community members to become *consejeras* or community health workers. These *consejeras* are trained to become leaders in the community promoting health leading many of our community programs.

Units of Measure

1. An increased knowledge of healthy lifestyle choices by Montclair Por La Vida *consejeras*, community health workers, and participants.
 2. Improve access to health-related resources for primary care, healthy food, physical activities and community resources.
 3. Promote health through community engagement, outreach, and educational activities.
-

Personnel Services – \$58,373

Salary requests are for: Health Education Specialist (0.75) – \$39,033. Cost allocations are as follows: full-time salaries – \$39,033; benefit costs – \$19,340.

Services and Supplies – \$20,500

Funding requested is for: program supplies – \$13,000; publication and advertising – \$500; stipend/classroom assistance – \$6,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 11:55AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4385	Family and Health Education					
				E10	Personnel Services					
16,390	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	39,033.00	39,033.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	11,700.00	11,700.00	0.00	0.00
2,343	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,764.00	6,764.00	0.00	0.00
1,541	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	172.00	172.00	0.00	0.00
108	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	138.00	138.00	0.00	0.00
258	0	0.00	0.00	45330-400-0000	Medicare	0.00	566.00	566.00	0.00	0.00
20,640	0	0	0		Personnel Services Totals:	0.00	58,373	58,373	0	0
				E20	Services & Supplies					
1,897	4,225	7,000.00	0.00	51130-400-0000	Program Supplies	0.00	5,000.00	5,000.00	0.00	0.00
0	0	500.00	0.00	52090-400-0000	Publication & Advertising	0.00	500.00	500.00	0.00	0.00
9	0	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
1,906	4,225	8,500	0		Services & Supplies Totals:	0.00	6,500	6,500	0	0
22,545	4,225	8,500	0		EXPENDITURES TOTALS:	0.00	64,873	64,873	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
22,545	4,225	8,500	0		DEPT EXPENSES	0.00	64,873	64,873	0	0
(22,545)	(4,225)	(8,500)	0		Family and Health Education Totals	0.00	(64,873)	(64,873)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
22,545	4,225	8,500	0		FUND EXPENSES	0.00	64,873	64,873	0	0
(22,545)	(4,225)	(8,500)	0		General Fund Totals:	0.00	(64,873)	(64,873)	0	0
				1162	City of Hope					
				4385	Family and Health Education					
				E20	Services & Supplies					
0	0	1,000.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
0	0	1,000	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	1,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	1,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(1,000)	0		Family and Health Education Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	1,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(1,000)	0		City of Hope Totals:	0.00	0	0	0	0
				1166	Kaiser Permanente Grant					
				4385	Family and Health Education					
				E20	Services & Supplies					
33	0	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
765	1,138	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
798	1,138	3,000	0		Services & Supplies Totals:	0.00	0	0	0	0
798	1,138	3,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
798	1,138	3,000	0		DEPT EXPENSES	0.00	0	0	0	0
(798)	(1,138)	(3,000)	0		Family and Health Education Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
798	1,138	3,000	0		FUND EXPENSES	0.00	0	0	0	0
(798)	(1,138)	(3,000)	0		Kaiser Permanente Grant Totals:	0.00	0	0	0	0
				1169	Healthy Comm Strategic Plan					
				4385	Family and Health Education					
				E20	Services & Supplies					
0	38	0.00	0.00	51060-400-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00
1,829	7,284	9,701.00	0.00	51130-400-0000	Program Supplies	0.00	8,000.00	8,000.00	0.00	0.00
0	0	6,000.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	6,000.00	6,000.00	0.00	0.00
1,829	7,322	15,701	0		Services & Supplies Totals:	0.00	14,000	14,000	0	0
1,829	7,322	15,701	0		EXPENDITURES TOTALS:	0.00	14,000	14,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,829	7,322	15,701	0		DEPT EXPENSES	0.00	14,000	14,000	0	0
(1,829)	(7,322)	(15,701)	0		Family and Health Education Totals	0.00	(14,000)	(14,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,829	7,322	15,701	0		FUND EXPENSES	0.00	14,000	14,000	0	0
(1,829)	(7,322)	(15,701)	0		Healthy Comm Strategic Plan Total	0.00	(14,000)	(14,000)	0	0

2022	2023	2024	2024			2025	2025	2025	2025	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
25,172	12,685	28,201	0		REPORT EXPENSES	0.00	78,873	78,873	0	0
(25,172)	(12,685)	(28,201)	0		REPORT TOTALS:	0.00	(78,873)	(78,873)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4385 Family and Health Education

Object
Number

- 51130 PROGRAM SUPPLIES – \$13,000
Community health, \$8,000 (Healthy Community Strategic Plan)
Community Garden and Fruit Park materials, \$5,000
- 52090 PUBLICATION AND ADVERTISING – \$500
Community health programming.
- 52921 STIPEND – CLASSROOM ASSISTANCE – \$6,000
Consejeras (Healthy Community Strategic Plan)
- 52990 MISCELLANEOUS EXPENDITURES – \$1,000
Healthy Montclair activity supplies and refreshments.

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

Program Description

The Montclair After-School Program (MAP) provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 800 students in transitional-kindergarten through eighth grade at 7 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,807,390	2,362,918	2,400,067	
Services and Supplies	275,835	278,575	271,600	
Capital Outlay	0	0	0	
Total	2,083,225	2,641,493	2,671,667	
Personnel Authorized	4.55 (FT) 164.00 (PT)	3.55 (FT) 164.00 (PT)	3.70 (FT) 164.00 (PT)	

Source of Funds			
After-School Program Grant Fund	2,083,225	2,641,493	2,671,667
Total	2,083,225	2,641,493	2,671,667

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4387 Expanded Learning Program

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst. CM/Human Services Directc	0.00	0.00	0.10		0	20,238	
Asst. Director of Human Services	0.00	0.00	0.05		0	6,892	
Recreation Manager	0.25	0.25	0.25		22,306	22,306	
MAP Supervisor	1.00	1.00	1.00		76,138	76,138	
MAP Coordinator	2.00	2.00	2.00		132,840	132,840	
Administrative Analyst	0.30	0.30	0.30		23,275	23,275	
<u>Part-Time</u>							
Senior Learning Leader	14.00	14.00	14.00		500,150	500,150	
Learning Leaders	150.00	150.00	150.00		1,362,625	1,362,625	
Full Time	3.55	3.55	3.70		254,559	281,689	
Part Time	164.00	164.00	164.00		1,862,775	1,862,775	
Benefit Costs					210,177	215,208	
PERS Benefit Costs					35,407	40,395	
Total Benefit Costs					245,584	255,603	
TOTAL					2,362,918	2,400,067	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4387 After-School Program

Work Program

The Montclair After School Program (MAP), provided in partnership with the Ontario-Montclair School District through After School Education and Safety (ASES) Expanded Learning Program funds, ASES Supplemental funds and the Expanded Learning Opportunity (ELOP) funds offers enrichment programs, homework assistance, physical education, and recreation activities.

Units of Measure

The Montclair Afterschool Program provides services to over 800 students in Transitional-kindergarten through eighth grade at 7 sites.

Personnel Services – \$2,362,918

Salary requests are for: Recreation Manager (0.25) – \$22,306; MAP Supervisor (1.00) – \$76,138; MAP Coordinator (2.00) – \$132,840; Administrative Analyst (0.30) – \$23,275; Senior Learning Leader (14.00/part-time) – \$500,150; Learning Leaders/Substitute Learning Leader (150.00/part-time) – \$1,362,625. Cost allocations are as follows: full-time salaries – \$310,569; part-time salaries – \$1,862,775; benefit costs – \$245,584.

Services and Supplies – \$278,575

Funding requested is for: uniforms – \$8,000; program supplies – \$125,000; publication and advertising – \$10,000; special contract services – \$128,600; cellular phone expense – \$6,975.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 11:55AM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1160	After-School Program Grant					
				4387	After-School Program					
				E10	Personnel Services					
244,084	255,993	240,722.00	0.00	41010-400-0000	Regular Earnings - ASP	0.00	254,559.00	281,689.00	0.00	0.00
666,377	1,228,944	1,362,625.00	0.00	42020-400-0000	Part Time Wages - ASP	0.00	1,862,775.00	1,862,775.00	0.00	0.00
11,691	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
(109,846)	(204,056)	0.00	0.00	42022-400-0000	PT Wages - ASES Supplemental	0.00	0.00	0.00	0.00	0.00
171	130	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
5,529	3,104	4,585.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,931.00	5,544.00	0.00	0.00
0	0	56,340.00	0.00	45220-400-0000	Benefit Plan	0.00	56,490.00	59,280.00	0.00	0.00
0	0	617.00	0.00	45240-400-0000	Deferred Compensation	0.00	669.00	1,888.00	0.00	0.00
27,796	28,649	32,951.00	0.00	45250-400-0000	P.E.R.S.	0.00	35,407.00	40,395.00	0.00	0.00
1,064	1,049	1,061.00	0.00	45270-400-0000	LTD Insurance	0.00	1,123.00	1,232.00	0.00	0.00
802	858	759.00	0.00	45290-400-0000	Life Insurance	0.00	771.00	971.00	0.00	0.00
13,470	21,592	23,247.00	0.00	45330-400-0000	Medicare	0.00	30,700.00	30,800.00	0.00	0.00
41,921	76,125	84,483.00	0.00	45340-400-0000	Social Security	0.00	115,493.00	115,493.00	0.00	0.00
903,059	1,412,387	1,807,390	0		Personnel Services Totals:	0.00	2,362,918	2,400,067	0	0
				E20	Services & Supplies					
7,958	1,029	8,000.00	0.00	51100-400-0000	Uniforms	0.00	8,000.00	8,000.00	0.00	0.00
68,197	79,793	125,000.00	0.00	51130-400-0000	Program Supplies	0.00	125,000.00	125,000.00	0.00	0.00
7,346	2,330	10,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	10,000.00	10,000.00	0.00	0.00
63,850	66,078	125,000.00	0.00	52450-400-0000	Special Contract Services	0.00	128,600.00	128,600.00	0.00	0.00
7,752	9,236	7,835.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	6,975.00	0.00	0.00	0.00
155,103	158,466	275,835	0		Services & Supplies Totals:	0.00	278,575	271,600	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
1,058,162	1,570,853	2,083,225	0		EXPENDITURES TOTALS:	0.00	2,641,493	2,671,667	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,058,162	1,570,853	2,083,225	0		DEPT EXPENSES	0.00	2,641,493	2,671,667	0	0
(1,058,162)	(1,570,853)	(2,083,225)	0		After-School Program Totals:	0.00	(2,641,493)	(2,671,667)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,058,162	1,570,853	2,083,225	0		FUND EXPENSES	0.00	2,641,493	2,671,667	0	0
(1,058,162)	(1,570,853)	(2,083,225)	0		After-School Program Grant Totals:	0.00	(2,641,493)	(2,671,667)	0	0
				1171	ASES Supplemental Grant					
				4387	After-School Program					
				E10	Personnel Services					
109,846	204,056	0.00	0.00	42022-400-0000	Part Time Wages - ASP	0.00	0.00	0.00	0.00	0.00
109,846	204,056	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
9,867	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
9,867	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
119,713	204,056	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
119,713	204,056	0	0		DEPT EXPENSES	0.00	0	0	0	0
(119,713)	(204,056)	0	0		After-School Program Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
119,713	204,056	0	0		FUND EXPENSES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(119,713)	(204,056)	0	0		ASES Supplemental Grant Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,177,875	1,774,910	2,083,225	0		REPORT EXPENSES	0.00	2,641,493	2,671,667	0	0
(1,177,875)	(1,774,910)	(2,083,225)	0		REPORT TOTALS:	0.00	(2,641,493)	(2,671,667)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Human Services

Program: 4387 After School Program

Object
Number

51100 UNIFORMS – \$8,000
 Staff uniforms. (After-School Program Grant)

51130 PROGRAM SUPPLIES – \$125,000
 Expanded Learning Program supplies. (After-School Program Grant)

52090 PUBLICATION AND ADVERTISING – \$10,000
 Expanded Learning Program advertising materials. (After-School Program Grant)

52450 SPECIAL CONTRACT SERVICES – \$128,600
 Staffing services, \$20,000 (After-School Program Grant)
 MAP Presenters/Speakers/Instructors, \$75,000 (After-School Program Grant)
 Expanded Learning Program assistance, \$33,600 (After-School Program Grant)

52850 CELLULAR PHONE EXPENSE – \$6,975 **(Moved to 4203-52850)**
 Cost for cell phone services. (After-School Program Grant)

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	10,704,807	12,104,540	11,415,293	
Services and Supplies	1,726,325	1,691,844	1,558,339	
Capital Outlay	1,862,716	278,919	248,919	
Total	14,293,848	14,075,303	13,222,551	

Personnel Authorized	79.00 (FT) 26.00 (PT)	79.00 (FT) 21.00 (PT)	79.00 (FT) 21.00 (PT)
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Department Distribution

Administration	597,992	687,457	651,037
Support Services	881,148	919,199	919,199
Technical Services	453,627	617,153	543,220
Records	730,207	705,093	703,143
Investigations	1,469,731	1,975,092	1,900,092
Uniform Patrol	8,911,982	7,954,841	7,331,167
Communications	1,011,526	1,033,845	996,220
Volunteer Services	68,568	68,568	66,418
Emergency Preparedness	169,067	114,055	112,055
Total	14,293,848	14,075,303	13,222,551

Source of Funds

General Fund	11,139,188	12,838,940	11,986,188
Forfeiture Fund – State	348	0	0
Prop 30 / AB 109	56,774	0	0
SB 509 Public Safety Fund	646,374	529,394	529,394
Forfeiture Fund – Federal	533,808	0	0
State Forfeiture – 15% Set Aside	8,000	0	0
School District Grant Fund	124,230	208,050	208,050
COPS ELEAS Grant Fund	449,550	250,000	250,000
Justice Assistance Grant	17,605	0	0
Bureau of Justice Assistance	800,000	0	0
Safety Department Grants	170,965	0	0
Equipment Replacement Fund	347,006	248,919	248,919
Total	14,293,848	14,075,303	13,222,551

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Police Chief</u>								
Jason Reed	A	01/01/24	6.0	16,366	6.0	17,303	202,014	202,014
<u>Police Captain</u>								
Brian Ventura	C	02/05/24	1.2	14,784	10.8	15,523	185,389	185,389
<u>Police Lieutenant</u>								
Brandon Kumanski	E		12.0	14,251			171,012	171,012
James Michel	E		12.0	14,251			171,012	171,012
Michael Zerr	B	02/19/24	7.8	12,311	4.2	12,926	150,315	150,315
<u>Police Sergeant</u>								
Javier Aguilar	D	06/20/24	11.8	11,008	.2	11,558	137,494	137,494
Rick Dominguez	A		6.0	9,509	6.0	9,984	121,636	121,636
Rodelino Godoy	C	01/18/24	6.7	10,483	5.3	11,008	133,722	133,722
Andrew Graziano	E		12.0	11,558			144,244	144,244
Miguel Huerta	C	07/17/23	0.5	10,483	11.5	11,008	137,107	137,107
Michael Pena	C	03/12/24	8.5	10,483	3.5	11,008	132,739	132,739
Jacob Riedell	D	08/15/23	1.5	11,008	10.5	11,558	143,386	143,386
Nicholas Sanchez	A	03/25/24	8.9	9,509	3.1	9,984	120,204	120,204
<u>Police Officer</u>								
Adrian Anguiano	A		9.4	7,152	2.6	7,510	90,225	90,225
Brian Blyther	E		12.0	8,694			108,501	108,501
Jerad Burns	E		12.0	8,694			108,501	108,501
Luis Calvillo	E		12.0	8,694			108,501	108,501

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Officer (continued)</u>								
Josafhat Cardenas Borboa	B	09/12/23	2.4	7,510	9.6	7,886	97,479	97,479
Anthony del Rio	E		12.0	8,694			108,501	108,501
Ricci Desist	E		12.0	8,694			108,501	108,501
Brandie Diaz	E		12.0	8,694			108,501	108,501
Joshua Garabedian	E		12.0	8,694			108,501	108,501
Angel Gutierrez	A	01/22/24	6.8	7,152	5.2	7,510	91,193	91,193
Alma Hernandez	E		12.0	8,694			108,501	108,501
Salvador Herrera	D	01/25/24	6.8	8,280	5.2	8,694	105,574	105,574
Miguel Hidalgo	D	06/21/24	11.7	8,280	.3	8,694	103,463	103,463
Jesse James	E		12.0	8,694			108,501	108,501
Ricky Julien	A	02/20/24	7.8	7,152	4.2	7,510	90,821	90,821
Jorge Lopez	D	07/06/23	0.2	8,280	11.8	8,694	108,415	108,415
Sean Mackey	E		12.0	8,694			108,501	108,501
Natalia Magana	B	12/19/23	5.7	7,510	6.3	7,886	96,189	96,189
Anthony Maldonado	A	01/22/24	6.8	7,152	5.2	7,510	91,193	91,193
Isaac Mendez	B	09/12/23	2.4	7,152	9.6	7,510	92,831	92,831
Destinee Mireles	C	02/18/24	7.7	7,886	4.3	8,280	100,179	100,179
Travis Mondrala	C	12/20/23	5.8	7,886	6.2	8,280	100,958	100,958
George Morones	A	11/06/23	4.3	7,152	7.7	7,510	92,124	92,124
Ivan Oseguera	B	12/19/23	5.7	7,510	6.3	7,886	96,189	96,189
Amanda Riedell	E		12.0	8,694			108,501	108,501
Danielle Rodriguez	D	09/11/23	2.4	8,280	9.6	8,694	107,467	107,467
Kyle Romero	E		12.0	8,694			108,501	108,501
Maria Ruby Rubalcava-Delgadillo	B	01/02/24	6.2	7,510	5.8	7,886	95,993	95,993
Dailynn Santoro	C	12/20/23	5.7	7,886	6.3	8,280	100,999	100,999
Michael Searing	E		12.0	8,694			108,501	108,501
Steven Silos	A	11/13/23	4.5	7,152	7.5	7,510	92,049	92,049

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Officer (continued)</u>								
Francisco Soberanes	A	01/22/24	6.8	7,152	5.2	7,510	91,193	91,193
Angelo St. John	E		12.0	8,694			108,501	108,501
Kyle Taylor	B	07/25/23	0.8	7,152	11.2	7,886	97,807	97,807
Christopher Vera	D	09/14/23	2.5	8,280	9.5	8,694	107,425	107,425
Joel Wood	A	01/02/24	6.2	7,152	5.8	7,510	91,416	91,416
Jaime Yoteco	C	12/20/23	5.7	7,886	6.3	8,280	100,999	100,999
Eric Zamora	D	04/19/24	9.7	8,280	2.3	8,694	104,324	104,324
Vacant	A		12.0	7,152			89,257	89,257
Vacant	A		12.0	7,152			89,257	89,257
Vacant	A		12.0	7,152			89,257	89,257
Vacant in lieu (Unfunded)	A		12.0	0			0	0
Vacant in lieu (Unfunded)	A		12.0	0			0	0
<u>Police Services Supervisor</u>								
Melisa Schneider	B	01/03/24	6.2	6,265	5.8	6,579	77,001	77,001
<u>Administrative Analyst</u>								
Marci Butler	C	02/28/24	8.0	6,323	4.0	6,639	77,140	77,140
<u>Administrative Coordinator</u>								
Deborah Maldonado	C	11/06/23	4.3	6,082	7.7	6,386	75,325	75,325
<u>Administrative Specialist</u>								
Jennifer Noritake	E		12.0	5,097			61,164	61,164
<u>Crime Analyst</u>								
Vacant	A		6.0	5,641	6.0	5,923	69,384	69,384

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Police Dispatch Supervisor</u>								
Brenda Saravia	E		12.0	8,381			100,572	100,572
<u>Police Dispatcher</u>								
Katarina Herrero-Solorio	A		12.0	4,765			57,180	57,180
Madison Maestas	A		12.0	4,765			57,180	57,180
<u>Senior Police Dispatcher</u>								
Angie Alvarez	B	01/03/24	6.2	5,398	5.8	5,668	66,342	66,342
Michael Caraza	E		12.0	6,249			74,988	74,988
Efrain Hernandez	E		12.0	6,249			74,988	74,988
Nadine Portillo	A	07/03/23	0.1	5,141	11.9	5,398	64,750	64,750
Laura Rico	E		12.0	6,249			74,988	74,988
Nicole Robles	E		12.0	6,249			74,988	74,988
Rayza Virgen-Estrada	A	04/01/24	10.0	5,141	2.0	5,398	62,206	62,206
<u>Police Services Specialist</u>								
Cristina Arizpe	B	09/05/23	2.2	3,851	9.8	4,044	48,103	48,103
Silvia Carlos	E		12.0	4,458			53,496	53,496
Stacey LaBeau	C	04/10/24	9.4	4,044	2.6	4,246	49,053	49,053
Eliana Lopez	E		12.0	4,458			53,496	53,496
Elizabeth Ramirez	E		12.0	4,458			53,496	53,496
Andrea Zamudio-Bedolla	A	09/25/23	2.9	3,668	9.1	3,851	45,681	45,681
<u>Property Custody Clerk</u>								
Alyssa Slaughter	E		12.0	4,246			50,952	50,952

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Receptionist/Office Specialist</u>								
Vacant	A		6.0	3,457	6.0	3,630	42,522	42,522
<u>Administration to other Departments/Entities</u>								
Police Services (CFD - Paseos/Alexan)							-15,188	-15,188
Police Services (CFD - Arrow Station)							-4,015	-4,015
Public Safety Admin (CFD - Paseos/Alexan)							-4,991	-4,991
Public Safety Admin (CFD - Arrow Station)							-2,496	-2,496
<u>Part Time:</u>								
<u>Police Officer</u>								
David Taylor (20 hrs week)				50.16 hr.			54,253	54,253
<u>Police Background Investigator</u>								
Ronald Foss (20 hrs week)				35.69 hr.			37,118	37,118
<u>Reserve Police Officer</u>								
David Conrad			12.0	300			3,600	3,600
Keith Dow			12.0	300			3,600	3,600
Ronald Foss - Captain			12.0	600			7,200	7,200
Randolph Ortiz - Sergeant			12.0	400			4,800	4,800
Vacant			12.0	300			3,600	3,600
Vacant			12.0	300			3,600	3,600
<u>Police Cadet</u>								
Esperanza Banuelos (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628
Erick Duran Mateos (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: POLICE				DEPARTMENT SUMMARY					
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Police Cadet (continued)</u>									
Marina Hernandez (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628	
Desiree Mercado (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628	
Margarita Vazquez (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628	
Vacant (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628	
Vacant (29 hrs week)				16.58 hr.		17.41 hr	25,628	25,628	
Vacant (29 hrs week) (Unfunded)				16.58 hr.		17.41 hr	0	0	
Vacant (29 hrs week) (Unfunded)				16.58 hr.		17.41 hr	0	0	
<u>Data Entry Clerk</u>									
Talyna De Anda (29 hrs week)				16.99 hr.		17.84 hr	26,261	26,261	
Nguyet Trinh Khac Ly (29 hrs week)				16.99 hr.		17.84 hr	26,261	26,261	
<u>Senior Police Dispatcher (Relief)</u>							20,000	20,000	
Salary Requirements:							(FT)	7,521,869	7,521,869
							(PT)	369,689	369,689
							TOTAL	7,891,558	7,891,558

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
		Dept	City Mgr		Dept	City Mgr	Adopted
	Current	Request	Recom	Final	Request	Recom	Budget
<u>Sworn</u>							
Police Chief	1.00	1.00	1.00		202,014	202,014	
Captain	1.00	1.00	1.00		185,389	185,389	
Lieutenant	3.00	3.00	3.00		496,152	492,339	
Sergeant	8.00	8.00	8.00		1,070,532	1,070,532	
Officer	43.00	43.00	43.00		4,311,804	4,133,290	
Admin other Depts - CFDs					-19,203	-19,203	
<u>Civilian</u>							
Police Services Supervisor	1.00	1.00	1.00		77,001	77,001	
Administrative Analyst	1.00	1.00	1.00		77,140	77,140	
Administrative Coordinator	1.00	1.00	1.00		75,325	75,325	
Administrative Specialist	1.00	1.00	1.00		61,164	61,164	
Crime Analyst	1.00	1.00	1.00		69,384	69,384	
Police Dispatch Supervisor	1.00	1.00	1.00		100,572	100,572	
Police Services Specialist	6.00	6.00	6.00		303,325	303,325	
Police Dispatcher	2.00	2.00	2.00		114,360	114,360	
Senior Police Dispatcher	7.00	7.00	7.00		493,250	493,250	
Property Custody Clerk	1.00	1.00	1.00		50,952	50,952	
Receptionist/Office Specialist	1.00	1.00	1.00		42,522	42,522	
Admin other Depts - CFDs					-7,487	-7,487	
<u>Part-Time</u>							
Police Officer	1.00	1.00	1.00		54,253	54,253	
Police Background Investigator	1.00	1.00	1.00		37,118	37,118	
Reserve Officer	11.00	6.00	6.00		26,400	26,400	
Police Cadet	9.00	9.00	9.00		198,846	179,396	
Data Entry Clerk	2.00	2.00	2.00		54,334	52,522	
Senior Police Dispatcher (Relief)	2.00	2.00	2.00		30,000	20,000	
Full Time	79.00	79.00	79.00		7,730,886	7,548,559	
Admin other Departments					-26,690	-26,690	
Total FT Salaries					7,704,196	7,521,869	
Part Time	26.00	21.00	21.00		400,951	369,689	
Additional Pay					209,101	209,101	
Overtime					909,000	500,000	
Total Salaries & Wages					9,223,248	8,600,659	
Benefit Costs					1,676,233	1,635,181	
PERS Benefit Costs					1,205,059	1,179,453	
Total Benefit Costs					2,881,292	2,814,634	
TOTAL					12,104,540	11,415,293	

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	259,759	394,828	394,828	
Services and Supplies	288,683	292,629	256,209	
Capital Outlay	49,550	0	0	
Total	597,992	687,457	651,037	
Personnel Authorized	2.00 (FT)	2.00 (FT)	2.00 (FT)	

Source of Funds

General Fund	288,570	459,503	423,083
Forfeiture Fund – State	348	0	0
SB 509 Public Safety Fund	222,904	227,954	227,954
Forfeiture Fund – Federal	28,620	0	0
State Forfeiture – 15% Set Aside	8,000	0	0
COPS ELEAS Grant Fund	49,550	0	0
Total	597,992	687,457	651,037

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4421 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Police Chief	1.00	1.00	1.00		202,014	202,014	
Administrative Coordinator	1.00	1.00	1.00		75,325	75,325	
Admin other Depts - CFDs					-7,487	-7,487	
Full Time	2.00	2.00	2.00		277,339	277,339	
Admin other Departments					-7,487	-7,487	
Total FT Salaries					269,852	269,852	
Additional Pay					900	900	
Overtime					1,000	1,000	
Total Salaries & Wages					271,752	271,752	
Benefit Costs					54,832	54,832	
PERS Benefit Costs					68,244	68,244	
Total Benefit Costs					123,076	123,076	
TOTAL					394,828	394,828	

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 approximately 100 employees in all nine 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 law enforcement and/or community events and forums throughout the community.
 4. Update policy and procedural manual annually to incorporate legislative changes and Department directives.
 5. Process and review payroll bi-weekly for approximately 100 employees.
-

Personnel Services – \$394,828

Salary requests are for: Police Chief (1.00) – \$202,014; Administrative Coordinator (1.00) – \$75,325; Admin Other Departments – CFDs – <\$7,487>. Cost allocations are as follows: full-time salaries – \$269,852; additional pay – \$900; overtime – \$1,000; benefit costs – \$123,076.

Services and Supplies – \$292,629

Funding requested is for: books and publications – \$100; dues and memberships – \$2,885; travel and meetings – \$10,250; special contract services – \$229,924; educational grants – \$2,500; small equipment – \$9,800; cellular phone expenses – \$34,170; miscellaneous expenditures – \$3,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4421	Administration					
				E10	Personnel Services					
179,958	187,453	185,710.00	0.00	41010-400-0000	Regular Earnings	0.00	277,339.00	277,339.00	0.00	0.00
(5,625)	(6,188)	-6,807.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-7,487.00	-7,487.00	0.00	0.00
0	391	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
2,567	2,695	6,935.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,532.00	4,532.00	0.00	0.00
904	900	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
0	0	25,800.00	0.00	45220-400-0000	Benefit Plan	0.00	35,400.00	35,400.00	0.00	0.00
5,529	5,839	5,839.00	0.00	45240-400-0000	Deferred Compensation	0.00	8,081.00	8,081.00	0.00	0.00
34,941	37,357	43,074.00	0.00	45250-400-0000	P.E.R.S.	0.00	68,244.00	68,244.00	0.00	0.00
744	810	819.00	0.00	45270-400-0000	LTD Insurance	0.00	1,126.00	1,126.00	0.00	0.00
902	932	1,046.00	0.00	45290-400-0000	Life Insurance	0.00	1,672.00	1,672.00	0.00	0.00
2,667	2,783	2,693.00	0.00	45330-400-0000	Medicare	0.00	4,021.00	4,021.00	0.00	0.00
222,587	232,971	267,009	0		Personnel Services Totals:	0.00	394,828	394,828	0	0
				E20	Services & Supplies					
0	459	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
2,753	2,505	2,655.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,885.00	2,885.00	0.00	0.00
1,402	2,735	5,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	10,250.00	8,000.00	0.00	0.00
1,964	11,964	1,964.00	0.00	52450-400-0000	Special Contract Services	0.00	1,970.00	1,970.00	0.00	0.00
2,400	5,000	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	2,500.00	0.00	0.00
2,947	12,508	700.00	0.00	52690-400-0000	Small Equipment	0.00	9,800.00	9,800.00	0.00	0.00
10,715	13,968	5,142.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	34,170.00	0.00	0.00	0.00
1,346	1,444	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	3,000.00	0.00	0.00
23,526	50,582	21,561	0		Services & Supplies Totals:	0.00	64,675	28,255	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0.00	0.00	E30 62050-400-0000	Capital Outlay Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
246,113	283,554	288,570	0		EXPENDITURES TOTALS:	0.00	459,503	423,083	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
246,113	283,554	288,570	0		DEPT EXPENSES	0.00	459,503	423,083	0	0
(246,113)	(283,554)	(288,570)	0		Administration Totals:	0.00	(459,503)	(423,083)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
246,113	283,554	288,570	0		FUND EXPENSES	0.00	459,503	423,083	0	0
(246,113)	(283,554)	(288,570)	0		General Fund Totals:	0.00	(459,503)	(423,083)	0	0
0	14,493	0.00	0.00	1140 4421 E20 52990-400-0000	Forfeiture Fund - State Administration Services & Supplies Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
0	14,493	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	14,493	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	14,493	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(14,493)	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	14,493	0	0		FUND EXPENSES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	(14,493)	0	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4421	Administration					
				E20	Services & Supplies					
200,281	222,497	222,904.00	0.00	52450-400-0000	Special Contract Services	0.00	227,954.00	227,954.00	0.00	0.00
200,281	222,497	222,904	0		Services & Supplies Totals:	0.00	227,954	227,954	0	0
200,281	222,497	222,904	0		EXPENDITURES TOTALS:	0.00	227,954	227,954	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
200,281	222,497	222,904	0		DEPT EXPENSES	0.00	227,954	227,954	0	0
(200,281)	(222,497)	(222,904)	0		Administration Totals:	0.00	(227,954)	(227,954)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
200,281	222,497	222,904	0		FUND EXPENSES	0.00	227,954	227,954	0	0
(200,281)	(222,497)	(222,904)	0		SB 509 Public Safety Fund Totals:	0.00	(227,954)	(227,954)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4421	Administration					
				E20	Services & Supplies					
0	0	28,620.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	0.00	0.00	0.00	0.00
0	0	28,620	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	28,620	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	28,620	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(28,620)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	28,620	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(28,620)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	0	0	0	0
				1146	State Forfeiture -15% Setaside					
				4421	Administration					
				E20	Services & Supplies					
4,224	7,190	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
4,224	7,190	0	0		Services & Supplies Totals:	0.00	0	0	0	0
4,224	7,190	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,224	7,190	0	0		DEPT EXPENSES	0.00	0	0	0	0
(4,224)	(7,190)	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,224	7,190	0	0		FUND EXPENSES	0.00	0	0	0	0
(4,224)	(7,190)	0	0		State Forfeiture -15% Setaside Tota	0.00	0	0	0	0
				1147	Fed Asset Forfeiture-Treasury					
				4421	Administration					
				E20	Services & Supplies					
6,456	8,899	0.00	0.00	51100-400-0000	Uniforms	0.00	0.00	0.00	0.00	0.00
6,456	8,899	0	0		Services & Supplies Totals:	0.00	0	0	0	0
6,456	8,899	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,456	8,899	0	0		DEPT EXPENSES	0.00	0	0	0	0
(6,456)	(8,899)	0	0		Administration Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,456	8,899	0	0		FUND EXPENSES	0.00	0	0	0	0
(6,456)	(8,899)	0	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4421	Administration					
				E30	Capital Outlay					
5,927	0	0.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
5,927	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
5,927	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,927	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(5,927)	0	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,927	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(5,927)	0	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
463,000	536,633	540,094	0		REPORT EXPENSES	0.00	687,457	651,037	0	0
(463,000)	(536,633)	(540,094)	0		REPORT TOTALS:	0.00	(687,457)	(651,037)	0	0

**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	Police Chief	San Bernardino County Chiefs Meetings and Training	San Bernardino County	TBA	\$440
52130	Police Chief	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2024	\$1,200
52130	Police Chief	CPCA Training Symposium	TBA	April 2025	\$2,000
52130	Police Chief	Legislative Day	Sacramento, CA	March 2025	\$1,430
52130	Police Chief	International Association of Chiefs of Police (IACP) Annual Conference and Exposition	Boston, MA	October 2024	\$4,300
52130	Police Department Staff	Attendance at Awards Banquets	TBA	TBA	\$440
52130	Police Department Staff	Montclair Chamber Breakfasts	TBA	TBA	\$440
Total:					\$10,250

(Only \$8,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4421 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Management and supervisory books and publications.

52120 DUES AND MEMBERSHIPS – \$2,885

San Bernardino County Police Chiefs' and Sheriff Association, \$500

California Peace Officers' Association (CPOA) (Chief of Police, Captain, three Lieutenants), \$600

California Police Chiefs' Association (CPCA) (Chief of Police, Captain), \$885

California Law Enforcement Association of Records Supervisors (CLEARS), \$75

Computerized California Law Enforcement Telecommunication System Users Group (CCUG), \$125

California Association of Property and Evidence (CAPE), \$100

National Notary Association (NNA), \$160

California Narcotic Officers' Association (CNOA), \$100

California Chapter of the National Emergency Number Association, Inc. (CALNENA), \$150

International Association of Chiefs of Police (IACP), \$190

52130 TRAVEL AND MEETING EXPENSES – \$10,250 ***(Only \$8,000 approved in City Manager's Budget)***

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 – \$229,924

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$87,700 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes Computer-Aided Dispatch [CAD], Records Management System [RMS], and all connections, customer service, maintenance, and data lake), \$117,454 (SB 509 Fund)

Annual contract for policy and procedural manual update and Daily Training Bulletins, \$11,900 (SB 509 Fund)

Annual contract for Daily Training Bulletin management services, \$3,500 (SB 509 Fund)

WeTip annual membership, \$1,970

Annual subscription for specialized comprehensive law enforcement application software with LEFTA Systems, \$7,400 (SB 509 Fund)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4421 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$2,500

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

52690 SMALL EQUIPMENT – \$9,800

Guest chairs for Administrative offices (14 @ \$700 each)

52850 CELLULAR PHONE EXPENSE – \$34,170

Cellular phone service (65 phones) for supervisory, investigatory, patrol, and administrative police communications, including School Resource Officers and a social media team; and cellular service for the Command Trailer, \$34,170 ***(Moved to 4203-52850)***

52990 MISCELLANEOUS EXPENDITURES – \$3,000

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	869,963	907,734	907,734	
Services and Supplies	11,185	11,465	11,465	
Capital Outlay	0	0	0	
Total	881,148	919,199	919,199	
Personnel Authorized	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	

Source of Funds

General Fund	873,248	911,099	911,099
SB 509 Public Safety Fund	7,900	8,100	8,100
Total	881,148	919,199	919,199

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4422 Support Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Captain	1.00	1.00	1.00		185,389	185,389	
Lieutenant	1.00	1.00	1.00		171,012	171,012	
Police Officer	1.00	1.00	1.00		108,501	108,501	
Administrative Analyst	1.00	1.00	1.00		77,140	77,140	
<u>Part-Time</u>							
Police Officer	1.00	1.00	1.00		54,253	54,253	
Police Background Investigatc	1.00	1.00	1.00		37,118	37,118	
Full Time	4.00	4.00	4.00		542,042	542,042	
Part Time	2.00	2.00	2.00		91,371	91,371	
Additional Pay					7,803	7,803	
Overtime					10,000	10,000	
Total Salaries & Wages					651,216	651,216	
Benefit Costs					119,384	119,384	
PERS Benefit Costs					137,134	137,134	
Total Benefit Costs					256,518	256,518	
TOTAL					907,734	907,734	

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 approximately 100 employees.
 3. Audit and maintain Department training records for approximately 100 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 – \$907,734

Salary requests are for: Captain (1.00) – \$185,389; Lieutenant (1.00) – \$171,012; Police Officer (1.00) – \$108,501; Administrative Analyst (1.00) – \$77,140; Police Officer (1.00/part-time) – \$54,253; Police Background Investigator (1.00/part-time) – \$37,118. Cost allocations are as follows: full-time salaries – \$542,042; part-time salaries – \$91,371; additional pay – \$7,803; overtime – \$10,000; benefit costs – \$256,518.

Services and Supplies – \$11,465

Funding requested is for: books and publications – \$2,165; special contract services – \$8,100; miscellaneous expenditures – \$1,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 1:27PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4422	Support Services					
				E10	Personnel Services					
535,587	524,991	525,765.00	0.00	41010-400-0000	Regular Earnings	0.00	542,042.00	542,042.00	0.00	0.00
12,621	33,786	89,284.00	0.00	42020-400-0000	Part Time Wages	0.00	91,371.00	91,371.00	0.00	0.00
8,927	9,988	5,000.00	0.00	43010-400-0000	Overtime	0.00	10,000.00	10,000.00	0.00	0.00
2,333	3,801	5,217.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	5,425.00	5,425.00	0.00	0.00
6,811	7,805	11,055.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	9,091.00	9,091.00	0.00	0.00
0	0	2,608.00	0.00	44200-400-0000	FTO Incentive	0.00	2,713.00	2,713.00	0.00	0.00
323	0	0.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
2,110	1,615	1,200.00	0.00	44240-400-0000	POST Certificate Pay	0.00	4,550.00	4,550.00	0.00	0.00
4	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
3	415	540.00	0.00	44370-400-0000	Uniform Maintenance	0.00	540.00	540.00	0.00	0.00
0	0	68,400.00	0.00	45220-400-0000	Benefit Plan	0.00	70,500.00	70,500.00	0.00	0.00
12,732	13,844	14,100.00	0.00	45240-400-0000	Deferred Compensation	0.00	14,256.00	14,256.00	0.00	0.00
107,141	110,606	132,174.00	0.00	45250-400-0000	P.E.R.S.	0.00	137,134.00	137,134.00	0.00	0.00
2,022	2,115	2,220.00	0.00	45270-400-0000	LTD Insurance	0.00	2,285.00	2,285.00	0.00	0.00
2,502	2,527	2,947.00	0.00	45290-400-0000	Life Insurance	0.00	2,977.00	2,977.00	0.00	0.00
6,209	8,502	8,918.00	0.00	45330-400-0000	Medicare	0.00	9,185.00	9,185.00	0.00	0.00
783	275	5,535.00	0.00	45340-400-0000	Social Security	0.00	5,665.00	5,665.00	0.00	0.00
700,108	720,271	874,963	0		Personnel Services Totals:	0.00	907,734	907,734	0	0
				E20	Services & Supplies					
1,672	2,062	2,085.00	0.00	51020-400-0000	Books and Publications	0.00	2,165.00	2,165.00	0.00	0.00
966	634	1,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,200.00	1,200.00	0.00	0.00
2,638	2,696	3,285	0		Services & Supplies Totals:	0.00	3,365	3,365	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
702,746	722,967	878,248	0		EXPENDITURES TOTALS:	0.00	911,099	911,099	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
702,746	722,967	878,248	0		DEPT EXPENSES	0.00	911,099	911,099	0	0
(702,746)	(722,967)	(878,248)	0		Support Services Totals:	0.00	(911,099)	(911,099)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
702,746	722,967	878,248	0		FUND EXPENSES	0.00	911,099	911,099	0	0
(702,746)	(722,967)	(878,248)	0		General Fund Totals:	0.00	(911,099)	(911,099)	0	0
				1143	SB 509 Public Safety Fund					
				4422	Support Services					
				E20	Services & Supplies					
6,939	5,994	7,900.00	0.00	52450-400-0000	Special Contract Services	0.00	8,100.00	8,100.00	0.00	0.00
6,939	5,994	7,900	0		Services & Supplies Totals:	0.00	8,100	8,100	0	0
6,939	5,994	7,900	0		EXPENDITURES TOTALS:	0.00	8,100	8,100	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,939	5,994	7,900	0		DEPT EXPENSES	0.00	8,100	8,100	0	0
(6,939)	(5,994)	(7,900)	0		Support Services Totals:	0.00	(8,100)	(8,100)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,939	5,994	7,900	0		FUND EXPENSES	0.00	8,100	8,100	0	0
(6,939)	(5,994)	(7,900)	0		SB 509 Public Safety Fund Totals:	0.00	(8,100)	(8,100)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
709,685	728,961	886,148	0		REPORT EXPENSES	0.00	919,199	919,199	0	0
(709,685)	(728,961)	(886,148)	0		REPORT TOTALS:	0.00	(919,199)	(919,199)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,165

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,270
Penal code books (7 @ \$95 each), \$665
Vehicle code books (2 @ \$115 each), \$230

52450 SPECIAL CONTRACT SERVICES – \$8,100 (SB 509 Fund)

Training Management System annual software maintenance, \$800
PUMA software maintenance, \$4,800
Transcription services, \$2,500

52990 MISCELLANEOUS EXPENDITURES – \$1,200

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, 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; and conducting auctions for surplus equipment.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	215,227	325,313	302,380	
Services and Supplies	238,400	291,840	240,840	
Capital Outlay	0	0	0	
Total	453,627	617,153	543,220	

Personnel Authorized	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	
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Source of Funds

General Fund	421,627	583,313	509,380
SB 509 Public Safety Fund	32,000	33,840	33,840
Total	453,627	617,153	543,220

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4423 Technical Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Sergeant	0.50	0.50	0.50		71,693	71,693	
<u>Part-Time</u>							
Police Cadet	9.00	9.00	9.00		198,846	179,396	
Full Time	0.50	0.50	0.50		71,693	71,693	
Part Time	9.00	9.00	9.00		198,846	179,396	
Additional Pay					2,545	2,545	
Overtime					5,000	3,000	
Total Salaries & Wages					278,084	256,634	
Benefit Costs					29,786	28,303	
PERS Benefit Costs					17,443	17,443	
Total Benefit Costs					47,229	45,746	
TOTAL					325,313	302,380	

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.
-

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue between 8,000 – 10,000 parking enforcement citations.
 3. Process weekly Live Scan fingerprint applicants.
 4. Take 16 vehicles for service monthly.
 5. Take 20 vehicles for cleaning weekly.
 6. Schedule and direct daily activities of nine cadets.
-

Personnel Services – \$325,313

Salary requests are for: Sergeant (0.50) – \$71,693; Police Cadet (9.00/part-time) – \$198,846. Cost allocations are as follows: full-time salaries – \$71,693; part-time salaries – \$198,846; additional pay – \$2,545; overtime - \$5,000; benefit costs – \$47,229.

Services and Supplies – \$291,840

Funding requested is for: program supplies – \$20,000; special contract services – \$236,000; postage – \$400; small equipment – \$33,840; miscellaneous expenditures – \$1,600.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 1:27PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4423	Technical Services					
				E10	Personnel Services					
29,111	78,143	65,651.00	0.00	41010-400-0000	Regular Earnings	0.00	71,693.00	71,693.00	0.00	0.00
104,503	74,645	102,708.00	0.00	42020-400-0000	Part Time Wages	0.00	198,846.00	179,396.00	0.00	0.00
82	6,827	3,000.00	0.00	43010-400-0000	Overtime	0.00	5,000.00	3,000.00	0.00	0.00
0	2,152	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	3,437	3,283.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	3,585.00	3,585.00	0.00	0.00
0	938	1,396.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,366.00	1,366.00	0.00	0.00
0	0	73.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
0	1,292	1,050.00	0.00	44240-400-0000	POST Certificate Pay	0.00	2,275.00	2,275.00	0.00	0.00
0	343	270.00	0.00	44370-400-0000	Uniform Maintenance	0.00	270.00	270.00	0.00	0.00
0	0	7,800.00	0.00	45220-400-0000	Benefit Plan	0.00	8,250.00	8,250.00	0.00	0.00
1,977	16,694	15,855.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,443.00	17,443.00	0.00	0.00
49	297	252.00	0.00	45270-400-0000	LTD Insurance	0.00	252.00	252.00	0.00	0.00
23	93	83.00	0.00	45290-400-0000	Life Insurance	0.00	83.00	83.00	0.00	0.00
1,515	2,433	2,440.00	0.00	45330-400-0000	Medicare	0.00	3,920.00	3,644.00	0.00	0.00
6,479	4,590	6,366.00	0.00	45340-400-0000	Social Security	0.00	12,330.00	11,123.00	0.00	0.00
143,739	191,884	210,227	0		Personnel Services Totals:	0.00	325,313	302,380	0	0
				E20	Services & Supplies					
10,487	14,599	20,000.00	0.00	51130-400-0000	Program Supplies	0.00	20,000.00	20,000.00	0.00	0.00
178,248	177,075	185,000.00	0.00	52450-400-0000	Special Contract Services	0.00	236,000.00	185,000.00	0.00	0.00
133	298	200.00	0.00	52670-400-0000	Postage	0.00	400.00	400.00	0.00	0.00
1,213	1,250	1,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,600.00	1,600.00	0.00	0.00
190,082	193,222	206,400	0		Services & Supplies Totals:	0.00	258,000	207,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
333,821	385,106	416,627	0		EXPENDITURES TOTALS:	0.00	583,313	509,380	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
333,821	385,106	416,627	0		DEPT EXPENSES	0.00	583,313	509,380	0	0
(333,821)	(385,106)	(416,627)	0		Technical Services Totals:	0.00	(583,313)	(509,380)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
333,821	385,106	416,627	0		FUND EXPENSES	0.00	583,313	509,380	0	0
(333,821)	(385,106)	(416,627)	0		General Fund Totals:	0.00	(583,313)	(509,380)	0	0
				1143	SB 509 Public Safety Fund					
				4423	Technical Services					
				E20	Services & Supplies					
24,500	29,133	32,000.00	0.00	52690-400-0000	Small Equipment	0.00	33,840.00	33,840.00	0.00	0.00
24,500	29,133	32,000	0		Services & Supplies Totals:	0.00	33,840	33,840	0	0
24,500	29,133	32,000	0		EXPENDITURES TOTALS:	0.00	33,840	33,840	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
24,500	29,133	32,000	0		DEPT EXPENSES	0.00	33,840	33,840	0	0
(24,500)	(29,133)	(32,000)	0		Technical Services Totals:	0.00	(33,840)	(33,840)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
24,500	29,133	32,000	0		FUND EXPENSES	0.00	33,840	33,840	0	0
(24,500)	(29,133)	(32,000)	0		SB 509 Public Safety Fund Totals:	0.00	(33,840)	(33,840)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
358,321	414,239	448,627	0		REPORT EXPENSES	0.00	617,153	543,220	0	0
(358,321)	(414,239)	(448,627)	0		REPORT TOTALS:	0.00	(617,153)	(543,220)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4423 Technical Services

Object
Number

51130 PROGRAM SUPPLIES – \$20,000

Laminating supplies, supplies for first aid bags, flares, 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, \$7,000
Hand sanitizer, latex gloves, disinfectant spray and wipes, facemasks and respirators, chlorine dioxide disinfectant solutions, and isopropyl alcohol, \$8,300
Replacement batteries for patrol rifles, \$300
Replacement batteries for digital recorders, cameras, and various office equipment, \$1,000
Electrodes for automated external defibrillators (15 infant @ \$120 each and 20 adult @ \$35 each), \$2,500
Bag valve masks (25 adult @ \$20 each), \$500
Chest seals (20 @ \$20 each), \$400

52450 SPECIAL CONTRACT SERVICES – \$236,000 (*Only \$185,000 approved in City Manager's Budget*)

Yearly contract with All City Management Services, Inc. to provide crossing guard services at City intersections.

52670 POSTAGE – \$400

Shipping fees.

52690 SMALL EQUIPMENT – \$33,840 (SB 509 Fund)

TASER holsters (10 @ \$95 each), \$950
TASER devices (10 @ \$1,400 each), \$14,000
TASER cartridges (100 @ \$45 each), \$4,500
TASER batteries (10 @ \$95 each), \$950
Batteries for HT radios (60 @ \$120 each), \$7,200
Drill set, \$200
Rolling tool box, \$190
Tool set, \$250
Digital voice recorders (10 @ \$440 each), \$4,400

(continued on next page)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4423 Technical Services

Object
Number

52690	<u>SMALL EQUIPMENT</u> – continued Cell phone holders, mounts, and repair parts, \$500 Ballistic helmet repair parts, \$200 Motorola antennas and parts, \$500
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$1,600 Key duplication, \$400 Auto detailing services for eight Police Department vehicles, \$1,200

PROGRAM BUDGET SUMMARY – 1

Program Number 4424

Department	Division	Program
Police		Records

Program Description

This program is responsible for providing support services in the areas of clerical operations, report transcription, and computer data entry and retrieval; maintaining record security; releasing information pursuant to legal authority and subpoena; performing document imaging; retention and destruction of records; supplying information in the form of statistical reports; processing FI cards and pawn slips; providing customer service; processing false alarm activation notices for billing; processing notice to appear citations, parking citations, 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	716,207	690,393	688,443	
Services and Supplies	14,000	14,700	14,700	
Capital Outlay	0	0	0	
Total	730,207	705,093	703,143	

Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	
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Source of Funds

General Fund	730,207	705,093	703,143	
Total	730,207	705,093	703,143	

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4424 Records

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Police Services Supervisor	1.00	1.00	1.00		77,001	77,001	
Police Services Specialist	6.00	6.00	6.00		303,325	303,325	
Receptionist/Office Specialist	1.00	1.00	1.00		42,522	42,522	
<u>Part-Time</u>							
Data Entry Clerk	2.00	2.00	2.00		54,334	52,522	
Full Time	8.00	8.00	8.00		422,848	422,848	
Part Time	2.00	2.00	2.00		54,334	52,522	
Additional Pay					3,480	3,480	
Overtime					15,000	15,000	
Total Salaries & Wages					495,662	493,850	
Benefit Costs					146,002	145,864	
PERS Benefit Costs					48,729	48,729	
Total Benefit Costs					194,731	194,593	
TOTAL					690,393	688,443	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4424 Records

Work Program

1. Process District Attorney discovery requests and public record requests.
 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 Department 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 database use.
 10. Provide customer service in-person and by telephone.
-

Units of Measure

1. Process approximately 950 District Attorney discovery requests and public record requests annually.
 2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month. Approximately 5,209 police reports involving 1,561 arrests and 1,160 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 1,617 notice to appear citations; 8,000 – 10,000 parking citations; and 110 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,220 notices processed annually.
 5. Process requests for information and copies of records received annually.
 6. Scan police reports weekly for retention. Approximately 15 hours of scanning accomplished weekly.
 7. Process CLETS entries, data entry, and documentation for approximately 2,000 vehicle records annually.
 8. Provide weekly Live Scan fingerprint appointment scheduling services for City of Montclair employment applicants.
 9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement database 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.
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Personnel Services – \$690,393

Salary requests are for: Police Services Supervisor (1.00) – \$77,001; Police Services Specialist (6.00) – \$303,325; Receptionist/Office Specialist (1.00) – \$42,522; Data Entry Clerk (2.00/part-time) – \$54,334. Cost allocations are as follows: full-time salaries – \$422,848; part-time salaries – \$54,334; additional pay – \$3,480; overtime – \$15,000; benefit costs – \$194,731.

Services and Supplies – \$14,700

Funding requested is for: office supplies – direct – \$12,000; small equipment – \$2,700.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4424	Records					
				E10	Personnel Services					
321,453	418,023	430,687.00	0.00	41010-400-0000	Regular Earnings	0.00	422,848.00	422,848.00	0.00	0.00
41,281	24,673	31,580.00	0.00	42020-400-0000	Part Time Wages	0.00	54,334.00	52,522.00	0.00	0.00
19,600	19,834	15,000.00	0.00	43010-400-0000	Overtime	0.00	15,000.00	15,000.00	0.00	0.00
1,964	3,132	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,568	1,880	4,559.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	6,377.00	6,377.00	0.00	0.00
1,809	1,800	1,800.00	0.00	44250-400-0000	Bilingual Pay	0.00	1,800.00	1,800.00	0.00	0.00
1,207	1,534	1,680.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,680.00	1,680.00	0.00	0.00
0	0	126,000.00	0.00	45220-400-0000	Benefit Plan	0.00	126,000.00	126,000.00	0.00	0.00
40,166	48,544	50,867.00	0.00	45250-400-0000	P.E.R.S.	0.00	48,729.00	48,729.00	0.00	0.00
1,390	1,745	1,900.00	0.00	45270-400-0000	LTD Insurance	0.00	1,865.00	1,865.00	0.00	0.00
1,077	1,353	1,472.00	0.00	45290-400-0000	Life Insurance	0.00	1,472.00	1,472.00	0.00	0.00
5,639	6,828	6,704.00	0.00	45330-400-0000	Medicare	0.00	6,920.00	6,894.00	0.00	0.00
2,559	1,468	1,958.00	0.00	45340-400-0000	Social Security	0.00	3,368.00	3,256.00	0.00	0.00
439,713	530,813	674,207	0		Personnel Services Totals:	0.00	690,393	688,443	0	0
				E20	Services & Supplies					
8,903	3,656	12,000.00	0.00	51060-400-0000	Office Supplies	0.00	12,000.00	12,000.00	0.00	0.00
2,230	0	0.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	2,700.00	2,700.00	0.00	0.00
11,132	3,656	12,000	0		Services & Supplies Totals:	0.00	14,700	14,700	0	0
450,845	534,469	686,207	0		EXPENDITURES TOTALS:	0.00	705,093	703,143	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
450,845	534,469	686,207	0		DEPT EXPENSES	0.00	705,093	703,143	0	0
(450,845)	(534,469)	(686,207)	0		Records Totals:	0.00	(705,093)	(703,143)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
450,845	534,469	686,207	0		FUND EXPENSES	0.00	705,093	703,143	0	0
(450,845)	(534,469)	(686,207)	0		General Fund Totals:	0.00	(705,093)	(703,143)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
450,845	534,469	686,207	0		REPORT EXPENSES	0.00	705,093	703,143	0	0
(450,845)	(534,469)	(686,207)	0		REPORT TOTALS:	0.00	(705,093)	(703,143)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4424 Records

Object
Number

51060 OFFICE SUPPLIES – DIRECT – \$12,000

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports, \$11,700
Special office orders such as customized stamps, name plates, and monthly planners, \$300

52690 SMALL EQUIPMENT – \$2,700

Chairs for the Records Bureau (3 @ \$900 each)

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; provide tracking and enforcement of sex, narcotics, arson, and gang registrants; and prepare cases for presentation to the District Attorney's office for successful prosecution.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,239,486	1,691,507	1,616,507	
Services and Supplies	230,245	283,585	283,585	
Capital Outlay	0	0	0	
Total	1,469,731	1,975,092	1,900,092	

Personnel Authorized	9.00 (FT)	11.00 (FT)	11.00 (FT)
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Source of Funds

General Fund	1,218,586	1,739,092	1,664,092
SB 509 Public Safety Fund	176,145	236,000	236,000
COPS ELEAS Grant Fund	75,000	0	0
Total	1,469,731	1,975,092	1,900,092

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4425 Investigations

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Sergeant	1.00	1.00	1.00		144,244	144,244	
Police Officer	5.00	7.00	7.00		737,336	737,336	
Administrative Specialist	1.00	1.00	1.00		61,164	61,164	
Crime Analyst	1.00	1.00	1.00		69,384	69,384	
Property Custody Clerk	1.00	1.00	1.00		50,952	50,952	
Full Time	9.00	11.00	11.00		1,063,080	1,063,080	
Additional Pay					62,653	62,653	
Overtime					155,000	80,000	
Total Salaries & Wages					1,280,733	1,205,733	
Benefit Costs					240,911	240,911	
PERS Benefit Costs					169,863	169,863	
Total Benefit Costs					410,774	410,774	
TOTAL					1,691,507	1,616,507	

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 (IRNET).
 5. Initiate and investigate high-profile fugitive and dangerous apprehensions (SED).
-

Units of Measure

1. Maintain and process evidence and property for approximately 5,209 crime reports, resulting in approximately 2,700 individual items annually.
 2. Provide monthly range training for 54 officers and 6 reserve officers. Of the 12 range training sessions, 6 are mandatory. New officers also attend special range sessions for department specific firearm certification.
 3. Strive for 100% case clearance on cases assigned to the unit for additional follow-up.
-

Personnel Services – \$1,691,507

Salary requests are for: Sergeant (1.00) – \$144,244; Police Officer (7.00) – \$737,336; Administrative Specialist (1.00) – \$61,164; Crime Analyst (1.00) – \$69,384; Property Custody Clerk (1.00) – \$50,952. Cost allocations are as follows: full-time salaries – \$1,063,080; additional pay – \$62,653; overtime – \$155,000; benefit costs – \$410,774.

Services and Supplies – \$283,585

Funding requested is for: range supplies – \$24,600; program supplies – \$5,500; special investigations – \$9,000; special contract services – \$236,000; medical services – \$5,000; small equipment – \$385; miscellaneous expenditures – \$3,100.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4425	Investigations					
				E10	Personnel Services					
664,242	731,996	839,656.00	0.00	41010-400-0000	Regular Earnings	0.00	1,063,080.00	1,063,080.00	0.00	0.00
122,775	141,748	80,000.00	0.00	43010-400-0000	Overtime	0.00	155,000.00	80,000.00	0.00	0.00
0	0	-75,000.00	0.00	43012-400-0000	O/T Reimbursement	0.00	0.00	0.00	0.00	0.00
13,215	18,035	17,367.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	20,777.00	20,777.00	0.00	0.00
10,813	13,363	14,969.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	17,560.00	17,560.00	0.00	0.00
8,451	18,861	26,413.00	0.00	44210-400-0000	Detective Incentive	0.00	35,263.00	35,263.00	0.00	0.00
1,749	937	0.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
7,796	9,001	7,500.00	0.00	44240-400-0000	POST Certificate Pay	0.00	21,450.00	21,450.00	0.00	0.00
0	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
1,025	1,353	1,800.00	0.00	44370-400-0000	Uniform Maintenance	0.00	5,040.00	5,040.00	0.00	0.00
0	0	142,800.00	0.00	45220-400-0000	Benefit Plan	0.00	181,200.00	181,200.00	0.00	0.00
108,701	115,250	137,578.00	0.00	45250-400-0000	P.E.R.S.	0.00	169,863.00	169,863.00	0.00	0.00
2,693	2,979	3,279.00	0.00	45270-400-0000	LTD Insurance	0.00	4,080.00	4,080.00	0.00	0.00
1,204	1,257	1,548.00	0.00	45290-400-0000	Life Insurance	0.00	1,880.00	1,880.00	0.00	0.00
12,120	13,740	12,176.00	0.00	45330-400-0000	Medicare	0.00	15,414.00	15,414.00	0.00	0.00
954,784	1,068,520	1,210,086	0		Personnel Services Totals:	0.00	1,691,507	1,616,507	0	0
				E20	Services & Supplies					
20,981	19,390	20,500.00	0.00	51040-400-0000	Range Supplies	0.00	24,600.00	24,600.00	0.00	0.00
6,296	2,686	5,500.00	0.00	51130-400-0000	Program Supplies	0.00	5,500.00	5,500.00	0.00	0.00
597	0	0.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
3,207	3,771	3,000.00	0.00	52250-400-0000	Data Process/Service Bureau	0.00	0.00	0.00	0.00	0.00
9,705	13,926	8,000.00	0.00	52440-400-0000	Special Investigations	0.00	9,000.00	9,000.00	0.00	0.00
5,000	5,000	5,000.00	0.00	52460-400-0000	Medical Services	0.00	5,000.00	5,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	5,400.00	0.00	52690-400-0000	Small Equipment	0.00	385.00	385.00	0.00	0.00
3,245	6,233	3,100.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,100.00	3,100.00	0.00	0.00
49,031	51,006	50,500	0		Services & Supplies Totals:	0.00	47,585	47,585	0	0
1,003,815	1,119,526	1,260,586	0		EXPENDITURES TOTALS:	0.00	1,739,092	1,664,092	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,003,815	1,119,526	1,260,586	0		DEPT EXPENSES	0.00	1,739,092	1,664,092	0	0
(1,003,815)	(1,119,526)	(1,260,586)	0		Investigations Totals:	0.00	(1,739,092)	(1,664,092)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,003,815	1,119,526	1,260,586	0		FUND EXPENSES	0.00	1,739,092	1,664,092	0	0
(1,003,815)	(1,119,526)	(1,260,586)	0		General Fund Totals:	0.00	(1,739,092)	(1,664,092)	0	0
				1140	Forfeiture Fund - State					
				4425	Investigations					
				E20	Services & Supplies					
0	3,572	0.00	0.00	51040-400-0000	Range Supplies	0.00	0.00	0.00	0.00	0.00
0	3,572	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	3,572	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	3,572	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(3,572)	0	0		Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	3,572	0	0		FUND EXPENSES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	(3,572)	0	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
				1141	Prop 30/AB 109					
				4425	Investigations					
				E20	Services & Supplies					
0	0	0.00	0.00	52250-400-0000	Data Process/Service Bureau	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	0	0		Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	0	0	0
0	0	0	0		Prop 30/AB 109 Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4425	Investigations					
				E20	Services & Supplies					
66,568	171,604	176,145.00	0.00	52450-400-0000	Special Contract Services	0.00	236,000.00	236,000.00	0.00	0.00
66,568	171,604	176,145	0		Services & Supplies Totals:	0.00	236,000	236,000	0	0
66,568	171,604	176,145	0		EXPENDITURES TOTALS:	0.00	236,000	236,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
66,568	171,604	176,145	0		DEPT EXPENSES	0.00	236,000	236,000	0	0
(66,568)	(171,604)	(176,145)	0		Investigations Totals:	0.00	(236,000)	(236,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
66,568	171,604	176,145	0		FUND EXPENSES	0.00	236,000	236,000	0	0
(66,568)	(171,604)	(176,145)	0		SB 509 Public Safety Fund Totals:	0.00	(236,000)	(236,000)	0	0
				1149	COPS ELEAS Grant					
				4425	Investigations					
				E10	Personnel Services					
0	0	75,000.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
0	0	75,000	0		Personnel Services Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	82,200	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	12,769	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	94,969	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	94,969	75,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	94,969	75,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	(94,969)	(75,000)	0		Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	94,969	75,000	0		FUND EXPENSES	0.00	0	0	0	0
0	(94,969)	(75,000)	0		COPS ELEAS Grant Totals:	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4425	Investigations					
				E30	Capital Outlay					
0	30,499	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	4,896	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	35,395	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	35,395	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	35,395	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(35,395)	0	0		Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	35,395	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(35,395)	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,070,383	1,425,066	1,511,731	0		REPORT EXPENSES	0.00	1,975,092	1,900,092	0	0
(1,070,383)	(1,425,066)	(1,511,731)	0		REPORT TOTALS:	0.00	(1,975,092)	(1,900,092)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4425 Investigations

Object
Number

51040 RANGE SUPPLIES – \$24,600

Range supplies including targets, ammunition, and cleaning equipment, \$19,200
Range ammunition for mandated short-barrel rifle training for new officers (10 @ \$540), \$5,400

51130 PROGRAM SUPPLIES – \$5,500

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, bulk storage barrels; 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.

52440 SPECIAL INVESTIGATIONS – \$9,000

Confidential informant funds, \$6,000
Extraditions from other law enforcement jurisdictions, \$2,000
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

52450 SPECIAL CONTRACT SERVICES – \$236,000 (SB 509 Fund)

Annual Cal-ID contract, \$44,500
Leica laser scanning forensic mapping system annual software subscription services with Precision Survey Supply, LLC, \$8,550
Annual software license fee for the Bosch crash data retrieval (CDR) tool, \$1,500
Yearly contract with Vigilant Solutions, LLC for access to license plate recognition (LPR) data, \$9,200
Annual subscription for facial recognition software platform access with AFR Engine, \$5,000
Annual subscription to monitor three mobile GPS tracking units with LiveView GPS Inc., \$1,400
Annual tracking service fee for two electronic stakeout tracker systems with 3SI Security Systems, Inc., \$850
Yearly lease of 60 automated license plate reader cameras with Flock Group, Inc., \$157,500
Annual subscription for cellular phone data mapping and analysis software (TRAX) with LexisNexis, \$7,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4425 Investigations

Object
Number

52460 MEDICAL SERVICES – \$5,000

Annual contract for services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services.

52690 SMALL EQUIPMENT – \$385

GPS tracker.

52990 MISCELLANEOUS EXPENDITURES – \$3,100

Electronic cell phone data search warrants, including pen registers, GPS pings, cell tower dumps, and duplicate records production, \$1,000

Cleanups from significant incidents, such as shootings and traffic collisions, \$600

Newspaper ads for notices of unclaimed money in the Police Department Refundable Deposits account, \$1,500

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	6,250,908	6,912,157	6,362,418	
Services and Supplies	908,512	763,765	719,830	
Capital Outlay	1,752,562	278,919	248,919	
Total	8,911,982	7,954,841	7,331,167	

Personnel Authorized	45.00 (FT)	43.00 (FT)	43.00 (FT)
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Source of Funds

General Fund	6,429,893	7,233,372	6,609,698
Prop 30 / AB 109	56,774	0	0
SB 509 Public Safety Fund	195,925	14,500	14,500
Forfeiture Fund – Federal	505,188	0	0
School District Grant Fund	124,230	208,050	208,050
COPS ELEAS Grant Fund	325,000	250,000	250,000
Justice Assistance Grant	17,605	0	0
Bureau of Justice Assistance	800,000	0	0
Safety Department Grants	110,361	0	0
Equipment Replacement Fund	347,006	248,919	248,919
Total	8,911,982	7,954,841	7,331,167

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4426 Uniform Patrol

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Lieutenant	2.00	2.00	2.00		325,140	321,327	
Sergeant	6.00	6.00	6.00		782,902	782,902	
Police Officer	37.00	35.00	35.00		3,465,967	3,287,453	
Admin other Depts - CFDs					-19,203	-19,203	
					<u>3,446,764</u>	<u>3,268,250</u>	
Full Time	45.00	43.00	43.00		4,574,009	4,391,682	
Admin other Departments					-19,203	-19,203	
Total FT Positions/Salaries					4,554,806	4,372,479	
Additional Pay					101,875	101,875	
Overtime					678,000	373,000	
Total Salaries & Wages					5,334,681	4,847,354	
Benefit Costs					889,865	853,059	
PERS Benefit Costs					687,611	662,005	
Total Benefit Costs					1,577,476	1,515,064	
TOTAL					6,912,157	6,362,418	

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 Special Enforcement Team, School Resource Officer, Traffic Enforcement Bureau, and Community Relations Division.
-

Units of Measure

1. Respond to Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
 2. Reduce total number of traffic collisions (471) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 2% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (1,951) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 2%.
-

Personnel Services – \$6,912,157

Salary requests are for: Lieutenant (2.00) – \$325,140; Sergeant (6.00) – \$782,902; Police Officer (35.00) – \$3,465,967; Admin Other Departments – CFDs – <\$19,203>. Cost allocations are as follows: full-time salaries – \$4,554,806; additional pay – \$101,875; overtime – \$678,000; benefit costs – \$1,577,476.

Services and Supplies – \$763,765

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$53,800; ballistic vest reimbursement – <\$6,020>; program supplies – \$6,200; personnel protective equipment – \$20,600; gasoline – \$175,000; diesel fuel – \$17,500; maintenance – transportation and work equipment – \$7,500; maintenance – other equipment – \$14,050; special contract services – \$269,300; medical services – \$80,000; vocational training – \$38,500; personnel training – \$75,565; small equipment – \$7,170; recruitment expense – \$4,000.

Capital Outlay – \$278,919

Funding requested is for: office furniture – \$30,000; three patrol vehicles – \$168,519; emergency equipment for three patrol vehicles – \$80,400.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 1:27PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4426	Uniform Patrol					
				E10	Personnel Services					
3,423,584	3,399,783	4,321,802.00	0.00	41010-400-0000	Regular Earnings	0.00	4,574,009.00	4,391,682.00	0.00	0.00
(112,742)	(15,870)	-141,687.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-227,253.00	-227,253.00	0.00	0.00
717,471	787,818	353,000.00	0.00	43010-400-0000	Overtime	0.00	678,000.00	373,000.00	0.00	0.00
(100,000)	(200,000)	-325,000.00	0.00	43011-400-0000	O/T Reimbursement	0.00	-250,000.00	-250,000.00	0.00	0.00
102,622	103,918	30,000.00	0.00	44170-400-0000	Holiday Pay	0.00	30,000.00	30,000.00	0.00	0.00
40,427	30,542	30,149.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	31,159.00	31,159.00	0.00	0.00
22,482	18,385	33,631.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	44,309.00	44,309.00	0.00	0.00
0	12,610	17,717.00	0.00	44200-400-0000	FTO Incentive	0.00	23,885.00	23,885.00	0.00	0.00
0	205	0.00	0.00	44210-400-0000	Detective Incentive	0.00	0.00	0.00	0.00	0.00
5,587	13,556	0.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
23,223	13,212	19,500.00	0.00	44240-400-0000	POST Certificate Pay	0.00	24,050.00	24,050.00	0.00	0.00
0	890	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	1,800.00	1,800.00	0.00	0.00
16,735	17,412	22,140.00	0.00	44370-400-0000	Uniform Maintenance	0.00	22,140.00	22,140.00	0.00	0.00
0	0	675,600.00	0.00	45220-400-0000	Benefit Plan	0.00	713,700.00	680,700.00	0.00	0.00
11,952	12,906	13,154.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,840.00	6,840.00	0.00	0.00
555,627	490,312	661,613.00	0.00	45250-400-0000	P.E.R.S.	0.00	687,611.00	662,005.00	0.00	0.00
18,742	14,442	18,158.00	0.00	45270-400-0000	LTD Insurance	0.00	18,335.00	17,530.00	0.00	0.00
7,904	7,613	9,230.00	0.00	45290-400-0000	Life Insurance	0.00	9,201.00	8,843.00	0.00	0.00
63,180	63,789	62,671.00	0.00	45330-400-0000	Medicare	0.00	66,321.00	63,678.00	0.00	0.00
4,796,794	4,771,524	5,801,678	0		Personnel Services Totals:	0.00	6,454,107	5,904,368	0	0
				E20	Services & Supplies					
39	222	300.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	300.00	0.00	0.00
0	34	300.00	0.00	51030-400-0000	Prisoner Meals	0.00	300.00	300.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
26,697	24,778	35,000.00	0.00	51100-400-0000	Uniforms	0.00	53,800.00	38,000.00	0.00	0.00
(6,097)	(8,094)	-8,500.00	0.00	51101-400-0000	Ballistic Vest Reimbursement	0.00	-6,020.00	-6,020.00	0.00	0.00
831	4,679	1,625.00	0.00	51130-400-0000	Program Supplies	0.00	6,200.00	6,200.00	0.00	0.00
19,227	21,373	21,200.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	20,600.00	20,600.00	0.00	0.00
185,605	182,562	155,000.00	0.00	51500-400-0000	Gasoline	0.00	175,000.00	165,000.00	0.00	0.00
15,719	20,648	17,500.00	0.00	51510-400-0000	Diesel Fuel	0.00	17,500.00	15,000.00	0.00	0.00
3,024	1,142	7,500.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	7,500.00	7,500.00	0.00	0.00
9,128	11,884	9,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	14,050.00	14,050.00	0.00	0.00
191,952	210,187	225,000.00	0.00	52450-400-0000	Special Contract Services	0.00	254,800.00	254,800.00	0.00	0.00
69,769	64,269	60,000.00	0.00	52460-400-0000	Medical Services	0.00	80,000.00	75,000.00	0.00	0.00
44,189	15,366	40,000.00	0.00	52540-400-0000	Vocational Training	0.00	38,500.00	34,930.00	0.00	0.00
27,628	29,469	45,000.00	0.00	52570-400-0000	Personnel Training	0.00	75,565.00	70,000.00	0.00	0.00
5,518	5,104	5,290.00	0.00	52690-400-0000	Small Equipment	0.00	7,170.00	7,170.00	0.00	0.00
1,088	2,304	4,000.00	0.00	54941-400-0000	PD Recruitment Expense	0.00	4,000.00	2,500.00	0.00	0.00
594,317	585,927	618,215	0		Services & Supplies Totals:	0.00	749,265	705,330	0	0
0	0	0.00	0.00	E30	Capital Outlay					
0	0	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	30,000.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	30,000	0	0	0
5,391,111	5,357,451	6,419,893	0		EXPENDITURES TOTALS:	0.00	7,233,372	6,609,698	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,391,111	5,357,451	6,419,893	0		DEPT EXPENSES	0.00	7,233,372	6,609,698	0	0
(5,391,111)	(5,357,451)	(6,419,893)	0		Uniform Patrol Totals:	0.00	(7,233,372)	(6,609,698)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,391,111	5,357,451	6,419,893	0		FUND EXPENSES	0.00	7,233,372	6,609,698	0	0
(5,391,111)	(5,357,451)	(6,419,893)	0		General Fund Totals:	0.00	(7,233,372)	(6,609,698)	0	0
				1140	Forfeiture Fund - State					
				4426	Uniform Patrol					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				E30	Capital Outlay					
0	3,105	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	1,308	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	4,414	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	4,414	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	4,414	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(4,414)	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	4,414	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(4,414)	0	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
				1141	Prop 30/AB 109					
				4426	Uniform Patrol					
				E20	Services & Supplies					
8,584	3,756	0.00	0.00	51130-400-0000	Police Explorer Program	0.00	0.00	0.00	0.00	0.00
14,200	12,110	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
1,091	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
23,875	15,866	0	0		Services & Supplies Totals:	0.00	0	0	0	0
23,875	15,866	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
23,875	15,866	0	0		DEPT EXPENSES	0.00	0	0	0	0
(23,875)	(15,866)	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
23,875	15,866	0	0		FUND EXPENSES	0.00	0	0	0	0
(23,875)	(15,866)	0	0		Prop 30/AB 109 Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4426	Uniform Patrol					
				E20	Services & Supplies					
3,350	13,020	18,225.00	0.00	52450-400-0000	Special Contract Services	0.00	14,500.00	14,500.00	0.00	0.00
3,350	13,020	18,225	0		Services & Supplies Totals:	0.00	14,500	14,500	0	0
				E30	Capital Outlay					
0	0	80,400.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	80,400	0		Capital Outlay Totals:	0.00	0	0	0	0
3,350	13,020	98,625	0		EXPENDITURES TOTALS:	0.00	14,500	14,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,350	13,020	98,625	0		DEPT EXPENSES	0.00	14,500	14,500	0	0
(3,350)	(13,020)	(98,625)	0		Uniform Patrol Totals:	0.00	(14,500)	(14,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,350	13,020	98,625	0		FUND EXPENSES	0.00	14,500	14,500	0	0
(3,350)	(13,020)	(98,625)	0		SB 509 Public Safety Fund Totals:	0.00	(14,500)	(14,500)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4426	Uniform Patrol					
				E20	Services & Supplies					
110,000	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	35,782	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
110,000	35,782	0	0		Services & Supplies Totals:	0.00	0	0	0	0
110,000	35,782	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
110,000	35,782	0	0		DEPT EXPENSES	0.00	0	0	0	0
(110,000)	(35,782)	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
110,000	35,782	0	0		FUND EXPENSES	0.00	0	0	0	0
(110,000)	(35,782)	0	0		Forfeiture Fund-Federal/DOJ Totals	0.00	0	0	0	0
				1147	Fed Asset Forfeiture-Treasury					
				4426	Uniform Patrol					
				E20	Services & Supplies					
890	4,741	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
890	4,741	0	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	4,252	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	4,252	0	0		Capital Outlay Totals:	0.00	0	0	0	0
890	8,993	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
890	8,993	0	0		DEPT EXPENSES	0.00	0	0	0	0
(890)	(8,993)	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
890	8,993	0	0		FUND EXPENSES	0.00	0	0	0	0
(890)	(8,993)	0	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
				1148	School District Grant Fund					
				4426	Uniform Patrol					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
98,315	0	124,230.00	0.00	E10 41011-400-0000	Personnel Services Regular Earnings Reimbursement	0.00	208,050.00	208,050.00	0.00	0.00
98,315	0	124,230	0		Personnel Services Totals:	0.00	208,050	208,050	0	0
98,315	0	124,230	0		EXPENDITURES TOTALS:	0.00	208,050	208,050	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
98,315	0	124,230	0		DEPT EXPENSES	0.00	208,050	208,050	0	0
(98,315)	0	(124,230)	0		Uniform Patrol Totals:	0.00	(208,050)	(208,050)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
98,315	0	124,230	0		FUND EXPENSES	0.00	208,050	208,050	0	0
(98,315)	0	(124,230)	0		School District Grant Fund Totals:	0.00	(208,050)	(208,050)	0	0
100,000	200,000	325,000.00	0.00	1149 4426 E10 43010-400-0000	COPS ELEAS Grant Uniform Patrol Personnel Services Overtime	0.00	250,000.00	250,000.00	0.00	0.00
100,000	200,000	325,000	0		Personnel Services Totals:	0.00	250,000	250,000	0	0
100,000	200,000	325,000	0		EXPENDITURES TOTALS:	0.00	250,000	250,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
100,000	200,000	325,000	0		DEPT EXPENSES	0.00	250,000	250,000	0	0
(100,000)	(200,000)	(325,000)	0		Uniform Patrol Totals:	0.00	(250,000)	(250,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
100,000	200,000	325,000	0		FUND EXPENSES	0.00	250,000	250,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(100,000)	(200,000)	(325,000)	0		COPS ELEAS Grant Totals:	0.00	(250,000)	(250,000)	0	0
				1150	Justice Assistance Grant					
				4426	Uniform Patrol					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	0	0	0
0	0	0	0		Justice Assistance Grant Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4426	Uniform Patrol					
				E10	Personnel Services					
8,182	0	0.00	0.00	43010-400-1650	Overtime - STEP/OTS Grant	0.00	0.00	0.00	0.00	0.00
111	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
8,293	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	302,624	0.00	0.00	62020-400-1652	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	17,275	0.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	300,000	0.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	619,899	0	0		Capital Outlay Totals:	0.00	0	0	0	0
8,293	619,899	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
8,293	619,899	0	0		DEPT EXPENSES	0.00	0	0	0	0
(8,293)	(619,899)	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
8,293	619,899	0	0		FUND EXPENSES	0.00	0	0	0	0
(8,293)	(619,899)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4426	Uniform Patrol					
				E30	Capital Outlay					
0	116,854	138,000.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	168,519.00	168,519.00	0.00	0.00
49,867	15,030	0.00	0.00	62050-400-0000	Other Equipment	0.00	80,400.00	80,400.00	0.00	0.00
49,867	131,883	138,000	0		Capital Outlay Totals:	0.00	248,919	248,919	0	0
49,867	131,883	138,000	0		EXPENDITURES TOTALS:	0.00	248,919	248,919	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
49,867	131,883	138,000	0		DEPT EXPENSES	0.00	248,919	248,919	0	0
(49,867)	(131,883)	(138,000)	0		Uniform Patrol Totals:	0.00	(248,919)	(248,919)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
49,867	131,883	138,000	0		FUND EXPENSES	0.00	248,919	248,919	0	0
(49,867)	(131,883)	(138,000)	0		Equipment Replacement Fund Total	0.00	(248,919)	(248,919)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
5,785,701	6,387,309	7,105,748	0		REPORT EXPENSES	0.00	7,954,841	7,331,167	0	0
(5,785,701)	(6,387,309)	(7,105,748)	0		REPORT TOTALS:	0.00	(7,954,841)	(7,331,167)	0	0

**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 and Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$5,000
52540	TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee	Basic Police Academy (Tuition/EVOC, uniform, range ammunition) <i>(Only \$29,930 approved in City Manager’s Budget)</i>	San Bernardino, CA	TBA	\$33,500
				Total:	\$38,500

(Only \$34,930 approved in City Manager’s Budget)

**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	Supervisors, Field Training Officers (12)	Legal Update (4 hours)	Fontana, CA	December 2024	\$125
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer	Advanced Interview & Interrogation	TBA	TBA	\$1,950
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$4,800
52570	B. Saravia, Dispatch Supervisor	CALNENA Conference	Los Angeles, CA	TBA	\$1,500
52570	Police Officers and Sergeants	Advanced Officer Training (CPT) various courses in addition to POST mandated Driver Training, Arrest and Control, Firearms, Performa Use of Force PSP Strategic Communi- cations, and Implicit Bias and Community Policing	TBA	TBA	\$17,000
52570	Police Services Specialist Training	Various online training through Police Records Management (PRI) (NIBRS reporting, redacting, and releasing records)	TBA	TBA	\$1,500
52570	TBA, Professional Staff/Police Officer TBA, Professional Staff/Police Officer	Women Leaders in Law Enforcement Training Symposium	Anaheim, CA	TBA	\$2,850
52570	J. Aguilar, Sergeant R. Godoy, Sergeant M. Peña, Sergeant	Officer Involved Shooting (Field Supervisors)	TBA	TBA	\$2,220

**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. Riedell, Sergeant J. Aguilar, Sergeant M. Huerta, Sergeant	Internal Affairs Investigation	TBA	TBA	\$2,570
52570	N. Sanchez, Sergeant	Supervisory Course	TBA	TBA	\$2,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$1,440
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$800
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$750
52570	J. Aguilar, Sergeant (8 sessions) M. Huerta, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$9,000
52570	TBA, Police Officer	Bosch CDR Technician and Analyst Certifications	TBA	TBA	\$1,100
52570	TBA, Detective TBA, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	M. Zerr, Lieutenant	Management Training	San Diego, CA	TBA	\$2,500

**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	N. Magaña, Police Officer D. Mireles, Police Officer A. Hernandez, Police Officer B. Diaz, Police Officer F. Soberanes, Police Officer A. Maldonado, Police Officer R. Julien, Police Officer A. Anguiano, Police Officer J. Wood, Police Officer TBA, Police Officer TBA, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$3,060
52570	M. Zerr, Lieutenant B. Saravia, Dispatch Supervisor	Budget School	San Clemente, CA	TBA	\$2,700
52570	B. Ventura, Captain	Executive Development	San Diego	TBA	\$3,750
52570	A. Hernandez, Police Officer TBA, Police Officer TBA, Police Officer	Basic Collision Training	Riverside, CA	TBA	\$1,200
52570	S. Mackey, Police Officer E. Zamora, Police Officer D. Santoro, Police Officer	Intermediate Collision Training	San Bernardino, CA	TBA	\$1,200
52570	TBA, Police Officer	Advanced Collision Training	San Bernardino, CA	TBA	\$800
52570	M. Huerta, Sergeant TBA, Police Officer TBA, Police Officer	Advanced Officer Training for SET members to include surveillances Gang Awareness courses and CalGangs (Data Entry and Query)	TBA	TBA	\$2,000

**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	TBA, Sergeant TBA, Police Officer TBA, Police Officer TBA, Police Officer	Honor Guard Training Course	TBA	TBA	\$1,000
52570	TBA, Police Officer TBA, Police Officer	Taser Instructor	TBA	TBA	\$1,500
52570	Mobile Field Force Members (Lieutenant, two Sergeants, Officers)	Mobile Field Force Annual County Training	TBA	TBA	\$300
52570	TBA, Police Officer TBA, Police Officer	Motor School (including Pre-Motor School)	TBA	TBA	\$3,600
52570	J. Aguilar, Sergeant	Field Training Program (SAC)	TBA	TBA	\$1,350
Total:					\$75,565

(Only \$70,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51020 BOOKS AND PUBLICATIONS – \$300

Various critical incident support books.

51030 PRISONER MEALS – \$300

Meals for detainees.

51100 UNIFORMS – \$53,800 ***(Only \$38,000 approved in City Manager’s Budget)***

Administrative Services uniforms, \$400

Support Services uniforms, \$900

Technical Services uniforms, including cadet uniforms, \$3,100

Records Bureau uniforms, \$3,900

Investigations Bureau uniforms, \$1,500

Communication Services uniforms, \$4,400

Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$935

Uniform Patrol uniforms and patches, \$28,800

Uniform work boots for patrol officers (17 @ \$125 each), \$2,125

Uniform work boots for reserve officers (3 @ \$125 each), \$375

Uniform work boots for Records and Communications personnel (5 @ \$125 each), \$625

Uniform jackets for non-sworn personnel (22 @ \$170 each), \$3,740

Class A uniform hats, \$1,000

Badges, \$2,000

51101 BALLISTIC VEST REIMBURSEMENT – <\$6,020>

Reimbursement through a grant for a portion of the ballistic body armor.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51130 PROGRAM SUPPLIES – \$6,200

Inert Pepperball and glass-breaker rounds for less lethal training, \$1,700
Bean bags for less lethal training, \$1,500
40mm less lethal rounds and CN gas, \$3,000

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$20,600

Concealable ballistic body armor (14 @ \$900 each), \$12,600
Tactical vest carriers (10 @ \$800 each), \$8,000

51500 GASOLINE – \$175,000 (**Only \$165,000 approved in City Manager’s Budget**)

Gasoline used in the operation of patrol and fire vehicles.

51510 DIESEL FUEL – \$17,500 (**Only \$15,000 approved in City Manager’s Budget**)

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

52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$7,500

Routine maintenance of two police motorcycles, \$3,000
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$14,050

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, mobile data computers, tasers, and digital voice recorders; Pepperball gun repairs, \$3,550
Less lethal shotgun foregrip and stock repairs, \$1,000
Flock Safety camera repairs and replacement, \$4,000
General maintenance of range ventilation system, \$5,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$269,300

Contract security for Montclair Transcenter, \$254,800
Annual fee for LexisNexis Desk Officer Online Reporting System (DORS), \$14,500 (SB 509 Fund)

52460 MEDICAL SERVICES – \$80,000 ***(Only \$75,000 approved in City Manager's Budget)***

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

52540 VOCATIONAL TRAINING – \$38,500 ***(Only \$34,930 approved in City Manager's Budget)***

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 – \$75,565 ***(Only \$70,000 approved in City Manager's 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 – \$7,170

Belt keepers (10 sets @ \$25 each), \$250
Handcuff cases (10 @ \$40 each), \$400
HT holder (10 @ \$45 each), \$450
Baton ring (10 @ \$10 each), \$100
Sam Browne belts (12 @ \$60 each), \$720
Handcuffs (10 @ \$35 each), \$350
Pepper spray (one case of 25), \$400
Active shooter clips (10 @ \$10 each), \$100
Rapid containment batons (20 @ \$170 each), \$3,400
Rapid containment baton holsters (20 @ \$50 each), \$1,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object
Number

54941 RECRUITMENT EXPENSE – \$4,000 *(Only \$2,500 approved in City Manager’s Budget)*

Costs incurred during personnel recruitment efforts (travel, transportation, hotel accommodations, and miscellaneous supplies).

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62010	Office Furniture	The Department's furniture in the watch commander's office and debriefing room is 16 years old and in dire need of replacement. The countertops, cabinets, desks, and chairs in both rooms have significant wear and tear from frequent use. These offices are used by officers 24-7 and are essential to the operations of the Police Department. Over the years, employees have expressed concerns regarding the thinning countertops that have several chipped edges as well as the mismatched chairs and furniture, all of which is deteriorating and is no longer adequately functional. The Director of Information Technology inspected both rooms and recommends purchasing well-designed and modern furniture that will conform to computer stations and fit the needs of the patrol officers and supervisors. The new workspaces will be designed to adapt to future needs as well. Updating these offices will increase employee morale and contribute to the Department's mission of providing organized, aesthetically pleasing, and functional workspaces for its employees. <i>(Not approved in City Manager's Budget)</i>	\$30,000
62020	Patrol Vehicles	The Department currently has three patrol vehicles that are in need of replacement: Units #411, #418, and #425. Unit #411 is a 2015 Ford Interceptor Utility vehicle with high mileage and interior rips and tears near the driver's seat and door panel. There are several small dents and scratches along the exterior of the vehicle along with tears in the exterior graphics. The sun-damaged headlights make it difficult to see while driving at night. Throughout its service life, this vehicle has had several mechanical issues with the transmission support mounts and starter, which had to be replaced; issues with misfiring cylinders; and several electrical issues. This unit is currently out of warranty so any new issues could result in a substantial cost to the City in repairs. Unit #418, a 2018 Ford Interceptor Utility vehicle, was totaled in a traffic collision in 2023 and has not been replaced (CR 23-1657). Unit #425 is a 2013 Ford Interceptor Utility vehicle with high mileage and the oldest unit in the fleet. This vehicle has a worn interior with a ripped seat. The exterior has several small dents and scratches along with sun-damaged headlights. The transfer case had to be replaced on this vehicle; the motor mounts are broken; and it has had evaporative emission control issues, wiring issues, and components of the A/C had to be replaced. Unit #425 is completely out of warranty and any further mechanical repairs could also result in a significant cost to the City. The City mechanic reviewed and approved these three replacement recommendations. The Department is requesting to purchase three new 2025 Ford Interceptor Utility vehicles (3 @ \$56,173 each). (Equipment Replacement Fund)	\$168,519

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Police

Program: 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62050	Emergency Vehicle Conversion	Emergency equipment and installation for three new patrol vehicles (3 @ \$26,800 each). (Equipment Replacement Fund)	\$80,400

Total: \$278,919

(Only \$248,919 approved in City Manager's 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 and the Montclair Police Department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	996,176	1,018,935	981,310	
Services and Supplies	15,350	14,910	14,910	
Capital Outlay	0	0	0	
Total	1,011,526	1,033,845	996,220	
Personnel Authorized	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)	

Source of Funds

General Fund	1,000,026	1,024,845	987,220
SB 509 Public Safety Fund	11,500	9,000	9,000
Total	1,011,526	1,033,845	996,220

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4427 Communications

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Police Dispatch Supervisor	1.00	1.00	1.00		100,572	100,572	
Police Dispatcher	2.00	2.00	2.00		114,360	114,360	
Senior Police Dispatcher	7.00	7.00	7.00		493,250	493,250	
<u>Part-Time</u>							
Sr Police Dispatcher (Relief)	2.00	2.00	2.00		30,000	20,000	
Full Time	10.00	10.00	10.00		708,182	708,182	
Part Time	2.00	2.00	2.00		30,000	20,000	
Additional Pay					3,300	3,300	
Overtime					40,000	15,000	
Total Salaries & Wages					781,482	746,482	
Benefit Costs					178,861	176,236	
PERS Benefit Costs					58,592	58,592	
Total Benefit Costs					237,453	234,828	
TOTAL					1,018,935	981,310	

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. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 81,413 calls for service. Of those calls, approximately 17,212 are 9-1-1; 55,104 are non-emergency calls; and 9,097 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 21,775 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 38,768 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 364 warrant arrests annually.
 5. Monitoring and continuous use of 12 technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
 6. Dispatch Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
 7. Complete all CLETS transactions within State and Federal mandated time frames.
-

Personnel Services – \$1,018,935

Salary requests are for: Police Dispatch Supervisor (1.00) – \$100,572; Police Dispatcher (2.00) – \$114,360; Senior Police Dispatcher (7.00) – \$493,250; Sr. Police Dispatcher (2.00/part-time) – \$30,000. Cost allocations are as follows: full-time salaries – \$708,182; part-time salaries – \$30,000; additional pay – \$3,300; overtime – \$40,000; benefit costs – \$237,453.

Services and Supplies – \$14,910

Funding requested is for: special contract services – \$11,840; small equipment – \$3,070.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4427	Communications					
				E10	Personnel Services					
396,633	510,149	689,343.00	0.00	41010-400-0000	Regular Earnings	0.00	708,182.00	708,182.00	0.00	0.00
0	41,094	30,000.00	0.00	42020-400-0000	Part Time Wages	0.00	30,000.00	20,000.00	0.00	0.00
93,830	117,346	40,000.00	0.00	43010-400-0000	Overtime	0.00	40,000.00	15,000.00	0.00	0.00
6,959	4,020	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,655	1,120	1,342.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,321.00	2,321.00	0.00	0.00
247	312	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
1,505	1,746	2,400.00	0.00	44370-400-0000	Uniform Maintenance	0.00	2,400.00	2,400.00	0.00	0.00
0	0	157,200.00	0.00	45220-400-0000	Benefit Plan	0.00	157,200.00	157,200.00	0.00	0.00
39,961	46,128	61,062.00	0.00	45250-400-0000	P.E.R.S.	0.00	58,592.00	58,592.00	0.00	0.00
4,230	2,250	2,994.00	0.00	45270-400-0000	LTD Insurance	0.00	3,078.00	3,078.00	0.00	0.00
1,151	1,394	1,840.00	0.00	45290-400-0000	Life Insurance	0.00	1,840.00	1,840.00	0.00	0.00
7,299	9,799	9,995.00	0.00	45330-400-0000	Medicare	0.00	10,702.00	10,557.00	0.00	0.00
0	2,588	0.00	0.00	45340-400-0000	Social Security	0.00	3,720.00	1,240.00	0.00	0.00
553,469	737,945	996,176	0		Personnel Services Totals:	0.00	1,018,935	981,310	0	0
0	0	2,080.00	0.00	E20	Services & Supplies					
				52450-400-0000	Special Contract Services	0.00	2,840.00	2,840.00	0.00	0.00
442	1,770	1,770.00	0.00	52690-400-0000	Small Equipment	0.00	3,070.00	3,070.00	0.00	0.00
442	1,770	3,850	0		Services & Supplies Totals:	0.00	5,910	5,910	0	0
553,911	739,715	1,000,026	0		EXPENDITURES TOTALS:	0.00	1,024,845	987,220	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
553,911	739,715	1,000,026	0		DEPT EXPENSES	0.00	1,024,845	987,220	0	0
(553,911)	(739,715)	(1,000,026)	0		Communications Totals:	0.00	(1,024,845)	(987,220)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
553,911	739,715	1,000,026	0		FUND EXPENSES	0.00	1,024,845	987,220	0	0
(553,911)	(739,715)	(1,000,026)	0		General Fund Totals:	0.00	(1,024,845)	(987,220)	0	0
				1143	SB 509 Public Safety Fund					
				4427	Communications					
				E20	Services & Supplies					
6,439	8,935	6,500.00	0.00	52450-400-0000	Special Contract Services	0.00	9,000.00	9,000.00	0.00	0.00
6,439	8,935	6,500	0		Services & Supplies Totals:	0.00	9,000	9,000	0	0
6,439	8,935	6,500	0		EXPENDITURES TOTALS:	0.00	9,000	9,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,439	8,935	6,500	0		DEPT EXPENSES	0.00	9,000	9,000	0	0
(6,439)	(8,935)	(6,500)	0		Communications Totals:	0.00	(9,000)	(9,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,439	8,935	6,500	0		FUND EXPENSES	0.00	9,000	9,000	0	0
(6,439)	(8,935)	(6,500)	0		SB 509 Public Safety Fund Totals:	0.00	(9,000)	(9,000)	0	0
				1163	Safety/PW Dept Grants					
				4427	Communications					
				E30	Capital Outlay					
1,083	8,852	0.00	0.00	62040-400-1651	Communications Equipment	0.00	0.00	0.00	0.00	0.00
1,083	8,852	0	0		Capital Outlay Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
1,083	8,852	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,083	8,852	0	0		DEPT EXPENSES	0.00	0	0	0	0
(1,083)	(8,852)	0	0		Communications Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,083	8,852	0	0		FUND EXPENSES	0.00	0	0	0	0
(1,083)	(8,852)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
561,433	757,502	1,006,526	0		REPORT EXPENSES	0.00	1,033,845	996,220	0	0
(561,433)	(757,502)	(1,006,526)	0		REPORT TOTALS:	0.00	(1,033,845)	(996,220)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4427 Communications

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$11,840

Contract with Language Line Services, Inc. for foreign language translation, \$9,000 (SB 509 Fund)

Contract with Corelogic Solutions, LLC for GIS mapping data access for use in CAD/RMS and Next Generation 9-1-1 services, \$2,840

52690 SMALL EQUIPMENT – \$3,070

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Replacement wireless adaptor bases (5 @ \$425 each), \$2,125

In-line mute switches, \$85

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 police services during high school sporting events and public events at City facilities as well as conduct special traffic enforcement, including holiday traffic control.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	52,418	52,418	52,418	
Services and Supplies	16,150	16,150	14,000	
Capital Outlay	0	0	0	
Total	68,568	68,568	66,418	

Personnel Authorized	11.00 (PT)	6.00 (PT)	6.00 (PT)
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Source of Funds

General Fund	68,568	68,568	66,418
Total	68,568	68,568	66,418

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4428 Volunteer Services

<u>Classification</u>	<u>POSITION QUOTA</u>				<u>APPROPRIATIONS</u>		
	<u>Current</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Final</u>	<u>Dept Request</u>	<u>City Mgr Recom</u>	<u>Adopted Budget</u>
<u>Part-Time</u>							
Reserve Officer	11.00	6.00	6.00		26,400	26,400	
Part Time	11.00	6.00	6.00		26,400	26,400	
Additional Pay					24,000	24,000	
Total Salaries & Wages					50,400	50,400	
Benefit Costs					2,018	2,018	
TOTAL					52,418	52,418	

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 police services during high school sporting events and public events at City facilities.
 4. Conduct special traffic enforcement, including holiday traffic control.
-

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. Conduct police services and special traffic enforcement for approximately 100 events annually.
-

Personnel Services – \$52,418

Salary requests are for: Reserve Officer (6.00/part-time) – \$26,400; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$26,400; additional pay – \$24,000; benefit costs – \$2,018.

Services and Supplies – \$16,150

Funding requested is for: vocational training – \$10,150; miscellaneous expenditures – \$6,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4428	Volunteer Services					
				E10	Personnel Services					
20,300	23,388	26,400.00	0.00	42020-400-0000	Part Time Wages	0.00	26,400.00	26,400.00	0.00	0.00
20,409	24,287	24,000.00	0.00	44220-400-0000	Spec. Police & Fire Services	0.00	24,000.00	24,000.00	0.00	0.00
590	691	382.00	0.00	45330-400-0000	Medicare	0.00	382.00	382.00	0.00	0.00
2,524	2,956	1,636.00	0.00	45340-400-0000	Social Security	0.00	1,636.00	1,636.00	0.00	0.00
43,823	51,322	52,418	0		Personnel Services Totals:	0.00	52,418	52,418	0	0
				E20	Services & Supplies					
5,165	3,681	11,150.00	0.00	52540-400-0000	Vocational Training	0.00	10,150.00	8,000.00	0.00	0.00
0	3,075	5,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	6,000.00	6,000.00	0.00	0.00
5,165	6,757	16,150	0		Services & Supplies Totals:	0.00	16,150	14,000	0	0
48,988	58,078	68,568	0		EXPENDITURES TOTALS:	0.00	68,568	66,418	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
48,988	58,078	68,568	0		DEPT EXPENSES	0.00	68,568	66,418	0	0
(48,988)	(58,078)	(68,568)	0		Volunteer Services Totals:	0.00	(68,568)	(66,418)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
48,988	58,078	68,568	0		FUND EXPENSES	0.00	68,568	66,418	0	0
(48,988)	(58,078)	(68,568)	0		General Fund Totals:	0.00	(68,568)	(66,418)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
48,988	58,078	68,568	0		REPORT EXPENSES	0.00	68,568	66,418	0	0
(48,988)	(58,078)	(68,568)	0		REPORT TOTALS:	0.00	(68,568)	(66,418)	0	0

**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 Officers (4)	Reserve Officer Training Conference to satisfy POST mandated training requirement	Burbank, CA	August 2024	\$5,000
52540	Police Chaplains (3)	Law Enforcement Chaplain Advanced Academy POST certified course (40 hours)	Sacramento, CA	March 2025	\$5,150
Total:					\$10,150

(Only \$8,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$10,150 (*Only \$8,000 approved in City Manager's Budget*)

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

52990 MISCELLANEOUS EXPENDITURES – \$6,000

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$4,000
Materials and refreshments for meetings and workshops for the Chaplain Program, \$2,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4429

Department	Division	Program
Police		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	104,663	111,255	109,255	
Services and Supplies	3,800	2,800	2,800	
Capital Outlay	60,604	0	0	
Total	169,067	114,055	112,055	

Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)
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Source of Funds

General Fund	108,463	114,055	112,055
Safety Department Grants	60,604	0	0
Total	169,067	114,055	112,055

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4429 Emergency Preparedness

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Sergeant	0.50	0.50	0.50		71,693	71,693	
Full Time	0.50	0.50	0.50		71,693	71,693	
Additional Pay					2,545	2,545	
Overtime					5,000	3,000	
Benefit Costs					14,574	14,574	
PERS Benefit Costs					17,443	17,443	
Total Benefit Costs					32,017	32,017	
TOTAL					111,255	109,255	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4429 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 – \$111,255

Salary requests are for: Sergeant (0.50) – \$71,693. Cost allocations are as follows: full-time salaries – \$71,693; additional pay – \$2,545; overtime – \$5,000; benefit costs – \$32,017.

Services and Supplies – \$2,800

Funding requested is for: program supplies – \$1,800; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4429	Emergency Preparedness					
				E10	Personnel Services					
29,111	78,142	65,651.00	0.00	41010-400-0000	Regular Earnings	0.00	71,693.00	71,693.00	0.00	0.00
82	6,446	3,000.00	0.00	43010-400-0000	Overtime	0.00	5,000.00	3,000.00	0.00	0.00
0	2,152	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	3,437	3,283.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	3,585.00	3,585.00	0.00	0.00
0	938	1,396.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,366.00	1,366.00	0.00	0.00
0	0	73.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
0	1,292	1,050.00	0.00	44240-400-0000	POST Certificate Pay	0.00	2,275.00	2,275.00	0.00	0.00
0	343	270.00	0.00	44370-400-0000	Uniform Maintenance	0.00	270.00	270.00	0.00	0.00
0	0	7,800.00	0.00	45220-400-0000	Benefit Plan	0.00	8,250.00	8,250.00	0.00	0.00
1,977	16,693	15,854.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,443.00	17,443.00	0.00	0.00
49	297	251.00	0.00	45270-400-0000	LTD Insurance	0.00	251.00	251.00	0.00	0.00
23	93	83.00	0.00	45290-400-0000	Life Insurance	0.00	83.00	83.00	0.00	0.00
0	1,345	952.00	0.00	45330-400-0000	Medicare	0.00	1,039.00	1,039.00	0.00	0.00
31,242	111,178	99,663	0		Personnel Services Totals:	0.00	111,255	109,255	0	0
				E20	Services & Supplies					
2,320	1,742	1,800.00	0.00	51130-400-0000	Program Supplies	0.00	1,800.00	1,800.00	0.00	0.00
494	626	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
2,814	2,369	3,800	0		Services & Supplies Totals:	0.00	2,800	2,800	0	0
34,055	113,546	103,463	0		EXPENDITURES TOTALS:	0.00	114,055	112,055	0	0

2022	2023	2024	2024			2025	2025	2025	2025	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
34,055	113,546	103,463	0		DEPT EXPENSES	0.00	114,055	112,055	0	0
(34,055)	(113,546)	(103,463)	0		Emergency Preparedness Totals:	0.00	(114,055)	(112,055)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
34,055	113,546	103,463	0		FUND EXPENSES	0.00	114,055	112,055	0	0
(34,055)	(113,546)	(103,463)	0		General Fund Totals:	0.00	(114,055)	(112,055)	0	0
				1154	Bureau of Justice Assistance					
				4429	Emergency Preparedness					
				E20	Services & Supplies					
13,020	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
13,020	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
13,020	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
13,020	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(13,020)	0	0	0		Emergency Preparedness Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
13,020	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(13,020)	0	0	0		Bureau of Justice Assistance Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4429	Emergency Preparedness					
				E30	Capital Outlay					
0	38,429	0.00	0.00	62010-400-1651	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	38,429	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	38,429	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	38,429	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(38,429)	0	0		Emergency Preparedness Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	38,429	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(38,429)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
47,075	151,975	103,463	0		REPORT EXPENSES	0.00	114,055	112,055	0	0
(47,075)	(151,975)	(103,463)	0		REPORT TOTALS:	0.00	(114,055)	(112,055)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Police

Program: 4429 Emergency Preparedness

Object
Number

51130 PROGRAM SUPPLIES – \$1,800

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$1,500
EOC supplies, enhancements, and updates, \$300

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Satellite phone subscription (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. Four other satellite phones would be activated during emergency situations.), \$570
CPR training and supplies for 30 City employees, \$100
Emergency preparedness go-bag supplies, \$330

Fire Department

DEPARTMENT BUDGET SUMMARY

Department

Fire

Overview

Provides fire and emergency medical services and protects the general public through a coordinated commitment to education, prevention, planning, enforcement, and training. Organizes and directs 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	4,802,622	5,572,499	4,726,731	
Services and Supplies	758,885	958,408	781,042	
Capital Outlay	195,896	517,271	517,271	
Total	5,757,403	7,048,178	6,025,044	

Personnel Authorized	28.00 (FT) 1.00 (PTB)	28.00 (FT) 1.00 (PTB)	28.00 (FT) 1.00 (PTB)
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Department Distribution

Administration	695,834	725,335	711,893
Emergency Services	4,882,148	6,091,893	5,108,825
Personnel Development	32,719	56,274	46,100
Buildings and Grounds	58,388	32,900	30,100
Emergency Medical Services	88,314	141,776	128,126
Total	5,757,403	7,048,178	6,025,044

Source of Funds

General Fund	5,190,901	6,367,307	5,357,823
SB 509 Public Safety Fund	386,790	270,676	270,676
Safety Department Grants	15,717	0	0
EMS - Paramedic Fund	49,995	66,350	52,700
Equipment Replacement Fund	114,000	343,845	343,845
Total	5,757,403	7,048,178	6,025,044

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: FIRE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	% Increase (if any) Recommended by Administration Next Year
			First Rate		Second Rate			
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Fire Chief</u>								
David Pohl	B	07/03/23	12.0	16,431			197,172	197,172
<u>Assistant Fire Chief</u>								
Ryon Dierck	A	10/23/23	3.8	13,138	8.2	13,795	163,043	163,043
<u>Fire Battalion Chief</u>								
Thomas Dowser	C	07/06/23	0.2	12,696	11.8	13,330	159,833	159,833
Thomas Nicoll	B	09/27/23	2.9	12,091	9.1	12,696	150,598	150,598
Vacant	A		6.0	11,515	6.0	12,091	141,636	141,636
<u>Fire Captain</u>								
Stanley Boehm	E		12.0	10,469			129,397	129,397
Brian Brambila	E		12.0	10,469			129,397	129,397
Ian Duewell	D	11/08/23	4.3	9,970	7.7	10,469	127,186	127,186
Benjamin Garcia	E		12.0	10,469			129,397	129,397
Michael Matheson	E		12.0	10,469			129,397	129,397
Dominic Mistretta	C	10/25/23	3.9	9,496	8.1	9,970	121,325	121,325
<u>Fire Engineer</u>								
Zachary Granzow	E		12.0	8,590			106,172	106,172
Joseph Metzo	D	12/07/23	5.3	8,181	6.7	8,590	103,939	103,939
Derek Plant	E		12.0	8,590			106,172	106,172
Michael Sanchez	E		12.0	8,590			106,172	106,172
Anthony Vasquez	C	07/03/23	12.0	7,791			96,297	96,297
Orestes Vidal	E		12.0	8,590			106,172	106,172

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: FIRE							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Firefighter/Paramedic</u>									
Kyle Bumanlag	C	07/03/23	12.0	7,492			92,601	92,601	
Jared Gross	D	07/03/23	12.0	7,867			97,236	97,236	
Israel Jaquez	B	07/03/23	12.0	7,135			88,189	88,189	
Joseph O'Neil	B	09/26/23	2.9	7,135	9.1	7,492	91,535	91,535	
Leonardo Perez Jr	B	09/26/23	2.9	7,135	9.1	7,492	91,535	91,535	
Lucas Tim	A	11/06/23	4.3	6,796	7.7	7,135	86,687	86,687	
Vacant	A		12.0	6,796			83,999	83,999	
Vacant	A		12.0	6,796			83,999	83,999	
Vacant (Unfunded)	A		12.0	0			0	0	
Vacant (Unfunded)	A		12.0	0			0	0	
<u>Receptionist/Office Specialist</u>									
Amanda Romano	C	1/3/24	6.2	3,811	5.8	4,002	46,840	46,840	
<u>Administration to other Departments/Entities</u>									
Fire Services (CFD - Paseos)							-15,188	-15,188	
Fire Services (CFD - Arrow Station)							-4,015	-4,015	
Public Safety Admin (CFD - Paseos)							-4,991	-4,991	
Public Safety Admin (CFD - Arrow Station)							-2,496	-2,496	
<u>Part Time Benefitted:</u>									
<u>Administrative Technician</u>									
Nancy Jennings (38 hrs week)	E		12.0	29.41 hr.			58,114	58,114	
Salary Requirements:									
							(FT)	2,939,236	2,939,236
							(PTB)	58,114	58,114
							TOTAL	2,997,350	2,997,350

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Chief	1.00	1.00	1.00		197,172	197,172	
Assistant Fire Chief	1.00	1.00	1.00		163,043	163,043	
Fire Battalion Chief	3.00	3.00	3.00		452,067	452,067	
Fire Captain	6.00	6.00	6.00		766,099	766,099	
Fire Engineer	6.00	6.00	6.00		624,924	624,924	
Firefighter	10.00	10.00	10.00		883,779	715,781	
Receptionist/Office Specialist	1.00	1.00	1.00		46,840	46,840	
Admin other Depts - CFDs					-19,203	-19,203	
Admin other Depts - CFDs					-7,487	-7,487	
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00		58,114	58,114	
Full Time	28.00	28.00	28.00		3,133,924	2,965,926	
Admin other Departments					-26,690	-26,690	
Total FT Positions/Salaries					3,107,234	2,939,236	
Part Time Benefitted	1.00	1.00	1.00		58,114	58,114	
Additional Pay					73,641	73,641	
Overtime					1,125,000	500,000	
Total Salaries & Wages					4,363,989	3,570,991	
Benefit Costs					531,284	503,244	
PERS Benefit Costs					677,226	652,496	
Total Benefit Costs					1,208,510	1,155,740	
TOTAL					5,572,499	4,726,731	

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	679,621	698,643	698,643	
Services and Supplies	16,213	26,692	13,250	
Capital Outlay	0	0	0	
Total	695,834	725,335	711,893	
Personnel Authorized	3.00 (FT) 1.00 (PTB)	3.00 (FT) 1.00 (PTB)	3.00 (FT) 1.00 (PTB)	

Source of Funds

General Fund	695,834	725,335	711,893
Total	695,834	725,335	711,893

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: 4531 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Chief	1.00	1.00	1.00		197,172	197,172	
Assistant Fire Chief	1.00	1.00	1.00		163,043	163,043	
Receptionist/Office Specialist	1.00	1.00	1.00		46,840	46,840	
Admin other Depts - CFDs					-7,487	-7,487	
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00		58,114	58,114	
Full Time	3.00	3.00	3.00		407,055	407,055	
Admin other Departments					-7,487	-7,487	
Total FT Positions/Salaries					399,568	399,568	
Part Time Benefitted	1.00	1.00	1.00		58,114	58,114	
Overtime					25,000	25,000	
Total Salaries & Wages					482,682	482,682	
Benefit Costs					106,451	106,451	
PERS Benefit Costs					109,510	109,510	
Total Benefit Costs					215,961	215,961	
TOTAL					698,643	698,643	

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 – \$698,643

Salary requests are for: Fire Chief (1.00) – \$197,172; Assistant Fire Chief (1.00) – \$163,043; Receptionist/Office Specialist (1.00) – \$46,840; Administrative Technician (1.00/part-time benefitted) – \$58,114. Cost allocations are as follows: full-time salaries – \$407,055; part-time benefitted salaries – \$58,114; admin other departments – <\$7,487>; overtime – \$25,000; benefit costs – \$215,961.

Services and Supplies – \$26,692

Funding requested is for: dues and memberships – \$1,175; travel and meetings – \$5,550; special contract services – \$1,000; cellular phone expense – \$8,967; miscellaneous expenditures – \$10,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 2:32PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4531	Administration					
				E10	Personnel Services					
269,025	291,943	391,557.00	0.00	41010-400-0000	Regular Earnings	0.00	407,055.00	407,055.00	0.00	0.00
(5,625)	(6,187)	-6,806.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-7,487.00	-7,487.00	0.00	0.00
4,221	30,875	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
44,983	55,417	58,107.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	58,114.00	58,114.00	0.00	0.00
7,041	0	0.00	0.00	43010-400-0000	Overtime	0.00	25,000.00	25,000.00	0.00	0.00
5,818	4,263	3,398.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	5,822.00	5,822.00	0.00	0.00
0	0	69,600.00	0.00	45220-400-0000	Benefit Plan	0.00	70,800.00	70,800.00	0.00	0.00
11,106	12,042	13,902.00	0.00	45240-400-0000	Deferred Compensation	0.00	14,409.00	14,409.00	0.00	0.00
62,528	68,561	104,829.00	0.00	45250-400-0000	P.E.R.S.	0.00	109,510.00	109,510.00	0.00	0.00
1,279	1,438	1,983.00	0.00	45270-400-0000	LTD Insurance	0.00	2,052.00	2,052.00	0.00	0.00
1,911	2,037	2,928.00	0.00	45290-400-0000	Life Insurance	0.00	3,020.00	3,020.00	0.00	0.00
4,844	5,596	6,520.00	0.00	45330-400-0000	Medicare	0.00	6,745.00	6,745.00	0.00	0.00
3,222	5,350	3,603.00	0.00	45340-400-0000	Social Security	0.00	3,603.00	3,603.00	0.00	0.00
410,351	471,335	649,621	0		Personnel Services Totals:	0.00	698,643	698,643	0	0
				E20	Services & Supplies					
165	296	750.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,175.00	750.00	0.00	0.00
1,069	3,172	4,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,550.00	4,000.00	0.00	0.00
534	0	500.00	0.00	52450-400-0000	Special Contract Services	0.00	1,000.00	500.00	0.00	0.00
4,087	6,078	6,463.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	8,967.00	0.00	0.00	0.00
3,585	1,707	4,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	10,000.00	8,000.00	0.00	0.00
9,439	11,253	16,213	0		Services & Supplies Totals:	0.00	26,692	13,250	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
419,790	482,588	665,834	0		EXPENDITURES TOTALS:	0.00	725,335	711,893	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
419,790	482,588	665,834	0		DEPT EXPENSES	0.00	725,335	711,893	0	0
(419,790)	(482,588)	(665,834)	0		Administration Totals:	0.00	(725,335)	(711,893)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
419,790	482,588	665,834	0		FUND EXPENSES	0.00	725,335	711,893	0	0
(419,790)	(482,588)	(665,834)	0		General Fund Totals:	0.00	(725,335)	(711,893)	0	0
				1143	SB 509 Public Safety Fund					
				4531	Administration					
				E20	Services & Supplies					
7,482	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
7,482	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
7,482	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,482	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(7,482)	0	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,482	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(7,482)	0	0	0		SB 509 Public Safety Fund Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
427,272	482,588	665,834	0		REPORT EXPENSES	0.00	725,335	711,893	0	0
(427,272)	(482,588)	(665,834)	0		REPORT TOTALS:	0.00	(725,335)	(711,893)	0	0

**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	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$200
52130	Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$200
52130	Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$200
52130	Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2024	\$200
52130	Battalion Chief	San Bernardino County Operations Officers Association	Local	Monthly	\$200
52130	Fire Chief / Assistant Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$150
52130	Fire Department Employees (4)	Chamber of Commerce Police Recognition Luncheon	Local	May 2024	\$200
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2024	\$4,000
Total:					\$5,550

(Only \$4,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,175 ***(Only \$750 approved in City Manager’s Budget)***

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

California Emergency Services Association (CESA)	\$100
California Fire Chiefs Association	\$400
National Fire Protection Association (NFPA)	\$200
San Bernardino County EMS Officers Association	\$100
San Bernardino County Fire Chiefs Association	\$125
San Bernardino County HazMat Responders Association	\$100
San Bernardino County Training Officers Association	\$ 75
West End Quality Improvement Committee	\$ 75

52130 TRAVEL AND MEETINGS – \$5,550 ***(Only \$4,000 approved in City Manager’s Budget)***

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

52450 SPECIAL CONTRACT SERVICES – \$1,000 ***(Only \$500 approved in City Manager’s Budget)***

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$8,967 ***(Moved to 4203-52850)***

Funds for cellular telephones and smart phones:

Medic Engine 151	\$550	AC 1701	\$560	iPad Laptop 1	\$460
Medic Engine 152 Cell Phone	\$560	CH 1700	\$560	iPad Laptop 2	\$460
Medic Squad 151 Cell Phone	\$562	BC 1704	\$560	EPCR Laptop 3	\$480
Fire Department	\$480	BC 1702	\$560	EPCR Laptop 4	\$480
PIO Social Media 1	\$500	Fire Department	\$295	EPRS Laptop 1	\$460
PIO Social Media 2	\$500	Fire iPad	\$480	EPRS Laptop 2	\$460

52990 MISCELLANEOUS EXPENDITURES – \$10,000 ***(Only \$8,000 approved in City Manager’s Budget)***

Fire Department Open House, retiree/current personnel breakfast, \$2,000

Promotional items, recruitment material, fire education, community outreach, website maintenance, \$5,000

Other miscellaneous expenditures not provided for elsewhere in this budget, \$3,000

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	4,123,001	4,873,856	4,028,088	
Services and Supplies	626,147	783,192	645,892	
Capital Outlay	133,000	434,845	434,845	
Total	4,882,148	6,091,893	5,108,825	

Personnel Authorized	25.00 (FT)	25.00 (FT)	25.00 (FT)	
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Source of Funds

General Fund	4,365,641	5,477,372	4,494,304
SB 509 Public Safety Fund	386,790	270,676	270,676
Safety Department Grants	15,717	0	0
Equipment Replacement Fund	114,000	343,845	343,845
Total	4,882,148	6,091,893	5,108,825

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: 4533 Emergency Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Battalion Chief	3.00	3.00	3.00		452,067	452,067	
Fire Captain	6.00	6.00	6.00		766,099	766,099	
Fire Engineer	6.00	6.00	6.00		624,924	624,924	
Firefighter	10.00	10.00	10.00		883,779	715,781	
Admin other Depts - CFDs					-19,203	-19,203	
					<u>864,576</u>	<u>696,578</u>	
Full Time	25.00	25.00	25.00		2,726,869	2,558,871	
Admin other Departments					-19,203	-19,203	
Total FT Positions/Salaries					<u>2,707,666</u>	<u>2,539,668</u>	
Additional Pay					73,641	73,641	
Overtime					1,100,000	475,000	
Total Salaries & Wages					<u>3,881,307</u>	<u>3,088,309</u>	
Benefit Costs					424,833	396,793	
PERS Benefit Costs					567,716	542,986	
Total Benefit Costs					<u>992,549</u>	<u>939,779</u>	
TOTAL					4,873,856	4,028,088	

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

	<u>2023</u>	<u>2024</u>	Estimate <u>2025</u>
Total number of calls for service	5,096	4,881	5,000
Arrival within 8 minutes of call	85%	75%	85%
Average EMS response time	6 min 28 sec	6 min 55 sec	6 min 30 sec
Average Fire response time	7 min 05 sec	7 min 08 sec	7 min 00 sec

Personnel Services – \$4,873,856

Salary requests are for: Fire Battalion Chief (3.00) – \$452,067; Fire Captain (6.00) – \$766,099; Fire Engineer (6.00) \$624,924; Firefighter (10.00) – \$883,779. Cost allocations are as follows: full-time salaries – \$2,726,869; admin other departments – <\$19,203>; additional pay – \$73,641; overtime – \$1,100,000; benefit costs – \$992,549.

Services and Supplies – \$783,192

Funding requested is for: books and publications – \$1,000; office supplies – direct – \$1,500; uniforms – \$48,650; personnel protective equipment – \$169,000; materials – communications – \$7,000; materials – misc. maintenance and repair – \$27,900; maintenance – communication equipment – \$5,000; maintenance – other equipment – \$44,650; emergency communication services – \$315,952; special contract services – \$127,600; medical examinations – \$9,300; small equipment – \$16,740; miscellaneous expenditures – \$8,900.

Capital Outlay – \$434,845

Funding requested is for: one Assistant Fire Chief Vehicle – \$58,000; one Medic Squad – \$245,845; Hose for Fire Engine Purchased in FY 2022-23 – \$46,000; Equipment for Fire Engine Purchased in FY 2022-23 – \$30,000; Radios for Fire Engine Purchased in FY 2022-23 – \$15,000; Assistant Fire Chief Vehicle Conversion – \$20,000; Medic Squad Vehicle Conversion – \$20,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 2:32PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4533	Emergency Services					
				E10	Personnel Services					
1,704,345	2,130,498	2,633,648.00	0.00	41010-400-0000	Regular Earnings	0.00	2,726,869.00	2,558,871.00	0.00	0.00
(14,427)	(15,870)	-17,457.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-19,203.00	-19,203.00	0.00	0.00
886,432	721,316	500,000.00	0.00	43010-400-0000	Overtime	0.00	1,100,000.00	475,000.00	0.00	0.00
68,507	79,064	40,000.00	0.00	44170-400-0000	Holiday Pay	0.00	40,000.00	40,000.00	0.00	0.00
14,792	25,161	27,098.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	33,641.00	33,641.00	0.00	0.00
0	3,042	21,537.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	30,110.00	30,110.00	0.00	0.00
0	0	324,600.00	0.00	45220-400-0000	Benefit Plan	0.00	326,400.00	301,800.00	0.00	0.00
8,043	14,372	18,919.00	0.00	45240-400-0000	Deferred Compensation	0.00	12,417.00	12,417.00	0.00	0.00
351,030	422,115	562,853.00	0.00	45250-400-0000	P.E.R.S.	0.00	567,716.00	542,986.00	0.00	0.00
5,795	7,369	9,082.00	0.00	45270-400-0000	LTD Insurance	0.00	8,990.00	8,354.00	0.00	0.00
5,107	6,162	7,533.00	0.00	45290-400-0000	Life Insurance	0.00	7,379.00	7,011.00	0.00	0.00
38,678	42,934	38,188.00	0.00	45330-400-0000	Medicare	0.00	39,537.00	37,101.00	0.00	0.00
3,068,302	3,436,163	4,166,001	0		Personnel Services Totals:	0.00	4,873,856	4,028,088	0	0
				E20	Services & Supplies					
0	0	1,000.00	0.00	51020-400-0000	Books and Publications	0.00	1,000.00	1,000.00	0.00	0.00
697	856	1,500.00	0.00	51060-400-0000	Office Supplies	0.00	1,500.00	1,500.00	0.00	0.00
21,288	23,551	25,000.00	0.00	51100-400-0000	Uniforms	0.00	48,650.00	30,000.00	0.00	0.00
82,903	96,073	95,000.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	169,000.00	95,000.00	0.00	0.00
3,396	11,153	4,500.00	0.00	51310-400-0000	Materials - Communications	0.00	7,000.00	5,500.00	0.00	0.00
10,183	14,101	20,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	27,900.00	20,000.00	0.00	0.00
904	612	3,000.00	0.00	52020-400-0000	Maintenance - Communication Eq	0.00	5,000.00	3,000.00	0.00	0.00
8,850	12,470	22,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	44,650.00	22,000.00	0.00	0.00
108,383	182,688	0.00	0.00	52330-400-0000	Emergency Communication Servic	0.00	157,976.00	157,976.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
1,690	13,931	16,000.00	0.00	52450-400-0000	Special Contract Services	0.00	14,900.00	14,900.00	0.00	0.00
0	0	5,000.00	0.00	52510-400-0000	Medical Examinations	0.00	9,300.00	5,000.00	0.00	0.00
12,722	37,531	14,140.00	0.00	52690-400-0000	Small Equipment	0.00	16,740.00	14,140.00	0.00	0.00
917	3,238	5,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	8,900.00	5,200.00	0.00	0.00
251,932	396,203	212,340	0		Services & Supplies Totals:	0.00	512,516	375,216	0	0
				E30	Capital Outlay					
0	30,600	19,000.00	0.00	62030-400-0000	Machinery & Tools	0.00	76,000.00	76,000.00	0.00	0.00
0	29,325	0.00	0.00	62040-400-0000	Communications Equipment	0.00	15,000.00	15,000.00	0.00	0.00
2,746	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
2,746	59,926	19,000	0		Capital Outlay Totals:	0.00	91,000	91,000	0	0
3,322,980	3,892,292	4,397,341	0		EXPENDITURES TOTALS:	0.00	5,477,372	4,494,304	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,322,980	3,892,292	4,397,341	0		DEPT EXPENSES	0.00	5,477,372	4,494,304	0	0
(3,322,980)	(3,892,292)	(4,397,341)	0		Emergency Services Totals:	0.00	(5,477,372)	(4,494,304)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,322,980	3,892,292	4,397,341	0		FUND EXPENSES	0.00	5,477,372	4,494,304	0	0
(3,322,980)	(3,892,292)	(4,397,341)	0		General Fund Totals:	0.00	(5,477,372)	(4,494,304)	0	0
				1143	SB 509 Public Safety Fund					
				4533	Emergency Services					
				E20	Services & Supplies					
108,383	58,227	276,490.00	0.00	52330-400-0000	Emergency Communication Service	0.00	157,976.00	157,976.00	0.00	0.00
105,051	109,874	110,300.00	0.00	52450-400-0000	Special Contract Services	0.00	112,700.00	112,700.00	0.00	0.00
213,433	168,101	386,790	0		Services & Supplies Totals:	0.00	270,676	270,676	0	0
213,433	168,101	386,790	0		EXPENDITURES TOTALS:	0.00	270,676	270,676	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
213,433	168,101	386,790	0		DEPT EXPENSES	0.00	270,676	270,676	0	0
(213,433)	(168,101)	(386,790)	0		Emergency Services Totals:	0.00	(270,676)	(270,676)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
213,433	168,101	386,790	0		FUND EXPENSES	0.00	270,676	270,676	0	0
(213,433)	(168,101)	(386,790)	0		SB 509 Public Safety Fund Totals:	0.00	(270,676)	(270,676)	0	0
				1750	Equipment Replacement Fund					
				4533	Emergency Services					
				E30	Capital Outlay					
0	0	77,000.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	303,845.00	303,845.00	0.00	0.00
0	0	37,000.00	0.00	62050-400-0000	Other Equipment	0.00	40,000.00	40,000.00	0.00	0.00
0	0	114,000	0		Capital Outlay Totals:	0.00	343,845	343,845	0	0
0	0	114,000	0		EXPENDITURES TOTALS:	0.00	343,845	343,845	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	114,000	0		DEPT EXPENSES	0.00	343,845	343,845	0	0
0	0	(114,000)	0		Emergency Services Totals:	0.00	(343,845)	(343,845)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	114,000	0		FUND EXPENSES	0.00	343,845	343,845	0	0
0	0	(114,000)	0		Equipment Replacement Fund Total	0.00	(343,845)	(343,845)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,536,413	4,060,393	4,898,131	0		REPORT EXPENSES	0.00	6,091,893	5,108,825	0	0
(3,536,413)	(4,060,393)	(4,898,131)	0		REPORT TOTALS:	0.00	(6,091,893)	(5,108,825)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,000

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$1,500

Shift calendars.

51100 UNIFORMS – \$48,650 ***(Only \$30,000 approved in City Manager’s Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 29 personnel (29 suppression @ \$450 each), \$13,050

Class A uniform purchase (per MOU) – Rank and File (14 @ \$700 each), \$9,800

Badge repair and replacement (current employees), \$600

Class B uniforms (new hires) (14 @ \$1,800), \$25,200

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$169,000 ***(Only \$95,000 approved in City Manager’s Budget)***

Wildland PPE (new hires and current employees), \$30,000

Structural firefighting PPE (new hires), \$110,000

Structural firefighting turnout replacement (3 @ \$6,000 each), \$18,000

PPE repair, cleaning and replacement, \$6,000

Miscellaneous items (flashlights, hose straps, suspenders, goggles, Nomex hoods, helmets, gloves, gear bags, etc.), \$5,000

51310 MATERIALS – COMMUNICATIONS – \$7,000 ***(Only \$5,500 approved in City Manager’s Budget)***

Radio headset replacement (2 @ \$500 each), \$1,000

Antennas, speakers, lapel microphones, and various radio replacement parts, \$2,400

Batteries for portable radios, pagers, and other equipment, \$2,400

Hardware and software for radio programming, \$1,200

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$27,900 *(Only \$20,000 approved in City Manager’s Budget)*

Class A Firefighting Foam, \$10,000
Class B Firefighting Foam, \$3,500
Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$3,600
Urban Search and Rescue equipment maintenance and repair, \$2,400
Miscellaneous equipment parts and maintenance, \$3,600
Fire hose repair and replacement for fire engines, \$4,800

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$5,000 *(Only \$3,000 approved in City Manager’s Budget)*

Parts and labor costs for radio equipment maintenance.

52050 MAINTENANCE – OTHER EQUIPMENT – \$44,650 *(Only \$22,000 approved in City Manager’s Budget)*

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, and Thermal Imaging Cameras, \$2,400
Quarterly calibration of three air monitors as required by OSHA, \$2,400
Pressure cylinder parts, \$1,800
Nozzle repairs and parts, \$3,000
Maintenance and filters for breathing air refill station, \$3,600
Repair of small tools and testing equipment, \$1,800
Annual NFPA required fire hose testing, \$7,000
Annual OSHA required fit testing for personnel SCBA face masks and P100 respirators, \$4,500
Annual OSHA required testing/service for SCBA filling machine, \$3,600
Annual OSHA required fire ladder testing (apparatus ladders and aerial), \$4,800
Annual fire apparatus pump tests (5 @ \$750 each), \$3,750
Annual required apparatus fire extinguisher inspection/servicing/replacement, \$3,600
Repair ground ladders, \$2,400

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

52330 EMERGENCY COMMUNICATION SERVICES – \$315,952

Agreement with CONFIRE for dispatch and IT support, (General Fund \$157,976; SB 509 Fund – \$157,976)

52450 SPECIAL CONTRACT SERVICES – \$127,600

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$87,700 (SB 509 Fund)
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 (SB 509 Fund)
Vector Solutions Crewsense (Department staffing software), \$3,000
Vector Solutions Check-It (inventory management, ICEMA, and OSHA compliance improvement software), \$2,400
Lexipol Policy Manual contract service, \$9,500

52510 MEDICAL EXAMINATIONS – \$9,300 ***(Only \$5,000 approved in City Manager's Budget)***

State mandated Hazardous Materials Team member physicals, \$3,500
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (29 @ \$200 each), \$5,800

52690 SMALL EQUIPMENT – \$16,740 ***(Only \$14,140 approved in City Manager's Budget)***

Chain saw blades (4 @ \$360 each), \$1,440
Various unit adapter replacements, \$1,500
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, \$1,200
Various specialized US&R tools and equipment, \$3,600
Various wildland appliances and adapters, \$1,800
Various SCBA parts, equipment, and bottles, \$3,600
Replace one ground ladder, \$1,800
Repair ground ladders, \$1,800

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$8,900 *(Only \$5,200 approved in City Manager's Budget)*

Emergency scene food and rehabilitation provisions, \$2,400

Strike team food and lodging, \$2,400

Engine cleaning supplies, \$700

Waxes, polishes, etc., \$500

Diamond plate cleaner for fire engines, \$500

Absorbent, \$2,400

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62020	Assistant Fire Chief Vehicle	The current Assistant Fire Chief vehicle (Unit #76-06) is a 2006 Ford Crown Victoria sedan. This vehicle is 18 years old and does not meet the needs required of this position. The current vehicle does not have the space or equipment needed to serve as an Incident Commander on a large scale incident, nor does it provide adequate room to store the proper personal protective equipment required. Furthermore, the vehicle has various mechanical problems due to mechanical component age. The Department is requesting to purchase one 2024 Ford F-150 4x4 Super Crew Cab with corresponding emergency lights and siren including necessary radio communication equipment. This replacement vehicle will be capable of carrying all necessary equipment to run a secondary incident within the City should the on-duty Battalion Chief be tied up on other incidents, or if the magnitude of the incident requires additional overhead. This vehicle would be put into service if the current command vehicle is out for repairs or on a wildland assignment. This purchase will bring the vehicle up to current industry standard (within San Bernardino County and the rest of the State of California) by having a vehicle of pickup or SUV type and will provide the needs to properly serve the community in this role. (Equipment Replacement Fund)	\$58,000
62020	Medic Squad (MS 151)	The current MS151 vehicle (Unit #69-03) is a 2003 Ford F-550 pickup truck with cabinet body and is in need of replacement. This vehicle is 21 years old and is in need of updating as the current vehicle has various mechanical problems due to mechanical component age. The department is requesting to purchase one 2024 Ford F-550 Ward Squad. This replacement vehicle will be capable of responding to all medical incidents within the city as well as provide support operations and personnel on fire and rescue calls. This vehicle also will be a front-line piece of equipment that will provide the reliability required to respond to calls. The current squad will be placed into reserve status, which will offer the redundancy required in the case of mechanical maintenance or repair of the front-line apparatus. This will maintain a squad in service at all times, keeping a unit available for emergency response and reducing our dependency on outside agencies for assistance. (Equipment Replacement Fund)	\$245,845

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62030	Hose for Fire Engine Purchased in FY 2022-23	A new fire engine was purchased in Fiscal Year 2022-23. The engine did not come outfitted with hose and therefore is in need of a complete hose compliment. This is needed to place the engine into operational status.	\$46,000
62030	Equipment for Fire Engine Purchased in FY 2022-23	A new fire engine was purchased in Fiscal Year 2022-23. The engine did not come outfitted with tools or equipment and therefore is in need of a complete tool compliment. This is needed to place the engine into operational status.	\$30,000
62040	Radios for Fire Engine Purchased in FY 2022-23	A new fire engine was purchased in Fiscal Year 2022-23. The engine did not come outfitted with unit radios and therefore is in need of a proper radio compliment. This is needed to place the engine into operational status.	\$15,000
62050	Assistant Fire Chief Emergency Vehicle Conversion	Emergency equipment and installation for one Assistant Fire Chief vehicle to include radios, equipment, and emergency lighting. (Equipment Replacement Fund)	\$20,000
62050	Medic Squad Emergency Vehicle Conversion	Emergency equipment and installation for one Medic Squad vehicle to include radios, equipment, tools, emergency lighting, and cabinet fabrication. (Equipment Replacement Fund)	\$20,000
Total:			\$434,845

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	
Services and Supplies	32,719	56,274	46,100	
Capital Outlay	0	0	0	
Total	32,719	56,274	46,100	
Personnel Authorized	0	0	0	

Source of Funds

General Fund	32,719	56,274	46,100
Total	32,719	56,274	46,100

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 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 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 – \$56,274

Funding requested is for: books and publications – \$2,000; program supplies – \$5,900; special contract services – \$3,200; vocational training – \$45,174.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 2:32PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4534	Personnel Development					
				E20	Services & Supplies					
343	212	2,000.00	0.00	51020-400-0000	Books and Publications	0.00	2,000.00	2,000.00	0.00	0.00
3,051	13,562	5,100.00	0.00	51130-400-0000	Program Supplies	0.00	5,900.00	5,900.00	0.00	0.00
5,361	2,925	3,007.00	0.00	52450-400-0000	Special Contract Services	0.00	3,200.00	3,200.00	0.00	0.00
12,461	7,189	35,000.00	0.00	52540-400-0000	Vocational Training	0.00	45,174.00	35,000.00	0.00	0.00
21,215	23,889	45,107	0		Services & Supplies Totals:	0.00	56,274	46,100	0	0
				E30	Capital Outlay					
42,988	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
42,988	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
64,204	23,889	45,107	0		EXPENDITURES TOTALS:	0.00	56,274	46,100	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
64,204	23,889	45,107	0		DEPT EXPENSES	0.00	56,274	46,100	0	0
(64,204)	(23,889)	(45,107)	0		Personnel Development Totals:	0.00	(56,274)	(46,100)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
64,204	23,889	45,107	0		FUND EXPENSES	0.00	56,274	46,100	0	0
(64,204)	(23,889)	(45,107)	0		General Fund Totals:	0.00	(56,274)	(46,100)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
64,204	23,889	45,107	0		REPORT EXPENSES	0.00	56,274	46,100	0	0
(64,204)	(23,889)	(45,107)	0		REPORT TOTALS:	0.00	(56,274)	(46,100)	0	0

**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	K. Bumanlag, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Timm, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Training Center	2024/25	\$2,700
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	2024/25	\$4,200
52540	S. Boehm, Fire Captain J. Gross, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer J. O'Neil, Firefighter/Paramedic L. Timm, Firefighter/Paramedic	Structure Collapse Specialist 1 (Replacing RS1 Training)	North Net Fire Training Center	2024/25	\$6,600
52540	D. Mistretta, Fire Captain I. Duewell, Fire Captain J. Gross, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Timm, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic	Emergency Vehicle Operator Course (EVOC)	Devore, CA	2024/25	\$2,100
52540	A. Vasquez, Fire Engineer	Structure Collapse Specialist 2	North Net Fire Training Center	2024/25	\$1,200
52540	TBA, HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	2024/25	\$6,400

**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	TBA, Fire Engineer TBA, Fire Engineer J. Metzo, Fire Engineer	California State Fire Marshal certified course required for promoted personnel or outside hires; class outlined in the State Fire Training Certification Tracks Matrix	Red Helmet Training	2024/25	\$1,800
52540	R. Vidal, Fire Engineer J. Metzo, Fire Engineer M. Sanchez, Fire Engineer A. Vasquez, Fire Engineer	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	Red Helmet Training	2024/25	\$2,600
52540	Fire Department Employees	Fresno Training Symposium	Fresno, CA	2024/25	\$2,300
52540	TBA, Battalion Chief	Executive Fire Chief Officer Courses	Red Helmet Training	2024/25	\$4,500
52540	A. Vazquez, Fire Engineer I. Duewell, Fire Captain	Rio Hondo Truck Academy	Rio Hondo College	2024/25	\$3,374
52540	Fire Department Employees (6)	Rope Rescue Technician The SFM retired LARRO and Replaced it with Rope Rescue Technician	North Net Training	2024/25	\$5,400
52540	D. Mistretta, Fire Captain	Chief Fire Officer Courses	Red Helmet Training North Net Training Center	2024/25	\$2,000

Total: \$45,174

(Only \$35,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,000

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 – \$5,900

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), \$1,900
OSB plywood (1/2") for roof-training prop (100 @ \$40 each), \$4,000

52450 SPECIAL CONTRACT SERVICES – \$3,200

Agreement with Target Solutions for on-line OSHA mandated training.

52540 VOCATIONAL TRAINING – \$45,174 (***Only \$35,000 approved in City Manager's Budget***)

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

PROGRAM BUDGET SUMMARY – 1

Program Number 4536

Department	Division	Program
Fire		Buildings and 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	
Services and Supplies	33,811	25,900	23,100	
Capital Outlay	24,577	7,000	7,000	
Total	58,388	32,900	30,100	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	58,388	32,900	30,100	
Total	58,388	32,900	30,100	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Fire		4536 Buildings and Grounds

Work Program

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

Units of Measure

	<u>2022</u>	<u>2023</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

Personnel Services

No funding requested.

Services and Supplies – \$25,900

Funding requested is for: household expenses – \$9,700; license/permits/certificates – \$3,600; maintenance – other equipment – \$9,000; small equipment – \$2,400; miscellaneous expenditures – \$1,200.

Capital Outlay – \$7,000

Funding is requested for: storable tables and chairs – \$4,000; administrative personnel office chairs – \$3,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 2:33PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4536	Buildings & Grounds					
				E20	Services & Supplies					
13,367	45,933	6,500.00	0.00	51110-400-0000	Household Expense	0.00	9,700.00	9,700.00	0.00	0.00
1,967	3,220	2,800.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	3,600.00	2,800.00	0.00	0.00
568	1,283	7,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	9,000.00	7,000.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
600	0	2,000.00	0.00	52690-400-0000	Small Equipment	0.00	2,400.00	2,400.00	0.00	0.00
326	474	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,200.00	1,200.00	0.00	0.00
16,827	50,910	19,300	0		Services & Supplies Totals:	0.00	25,900	23,100	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	7,000.00	7,000.00	0.00	0.00
0	3,536	25,000.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	3,536	25,000	0		Capital Outlay Totals:	0.00	7,000	7,000	0	0
16,827	54,446	44,300	0		EXPENDITURES TOTALS:	0.00	32,900	30,100	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
16,827	54,446	44,300	0		DEPT EXPENSES	0.00	32,900	30,100	0	0
(16,827)	(54,446)	(44,300)	0		Buildings & Grounds Totals:	0.00	(32,900)	(30,100)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
16,827	54,446	44,300	0		FUND EXPENSES	0.00	32,900	30,100	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(16,827)	(54,446)	(44,300)	0		General Fund Totals:	0.00	(32,900)	(30,100)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
16,827	54,446	44,300	0		REPORT EXPENSES	0.00	32,900	30,100	0	0
(16,827)	(54,446)	(44,300)	0		REPORT TOTALS:	0.00	(32,900)	(30,100)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4536 Buildings and Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$9,700

Dry cleaning (strike team sleeping bags), \$700
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$3,000
Bed/mattress parts/cleaning, \$3,000
Service/replacement of washer dryer units, \$3,000

51150 LICENSE/PERMITS/CERTIFICATES – \$3,600 ***(Only \$2,800 approved in City Manager’s Budget)***

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California, \$2,100
County CERS Annual Inspection, \$1,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$9,000 ***(Only \$7,000 approved in City Manager’s Budget)***

Plymovent annual maintenance, inspection, and service, \$6,000
Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc., \$3,000

52690 SMALL EQUIPMENT – \$2,400

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.).

52990 MISCELLANEOUS EXPENDITURES – \$1,200

Emergency station generator fuel and other miscellaneous expenses.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Fire

Program: 4536 Buildings and Grounds

Object Code	Item	Justification	Cost
62010	Storable Tables and Chairs	Station 151 is in need of storable tables and chairs to host events within the truck bay or outside. This includes community events such as pancake breakfasts, or promotional or promotional ceremonies. This will include foldable tables, as well as foldable chairs and cart.	\$4,000
62010	Administration Personnel Office Chairs	The Fire Department administrative staff's desk chairs (7) are in need of replacement due to age and deterioration.	\$3,000
Total:			\$7,000

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	0	0	0	
Services and Supplies	49,995	66,350	52,700	
Capital Outlay	38,319	75,426	75,426	
Total	88,314	141,776	128,126	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	38,319	75,426	75,426	
EMS Paramedic Fund	49,995	66,350	52,700	
Total	88,314	141,776	128,126	

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

	<u>2022</u>	<u>2023</u>	<u>2024</u>	Estimate <u>2025</u>
Total number of ALS calls	1,948	1,756	1,950	2,075
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file in ImageTrend	2,279	2,279	16,373	16,400

Personnel Services

No funding requested.

Services and Supplies – \$66,350

Funding requested is for: books and publications – \$500; office supplies – direct – \$200; program supplies – \$16,500; license/permits/certificates – \$8,200; maintenance – other equipment – \$2,000; special contract services – \$23,825; small equipment – \$15,125.

Capital Outlay – \$75,426

Funding requested is for: LifePak 15 Version 4 cardiac monitor and defibrillator – \$48,390; Lucas 3 chest compression system – \$27,036.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 2:33PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4539	Emergency Medical Services					
				E30	Capital Outlay					
0	92,492	38,319.00	0.00	62050-400-0000	Other Equipment	0.00	75,426.00	75,426.00	0.00	0.00
0	92,492	38,319	0		Capital Outlay Totals:	0.00	75,426	75,426	0	0
0	92,492	38,319	0		EXPENDITURES TOTALS:	0.00	75,426	75,426	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	92,492	38,319	0		DEPT EXPENSES	0.00	75,426	75,426	0	0
0	(92,492)	(38,319)	0		Emergency Medical Services Totals	0.00	(75,426)	(75,426)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	92,492	38,319	0		FUND EXPENSES	0.00	75,426	75,426	0	0
0	(92,492)	(38,319)	0		General Fund Totals:	0.00	(75,426)	(75,426)	0	0
				1180	E.M.S. - Paramedic Fund					
				4539	Emergency Medical Services					
				E10	Personnel Services					
161	0	0.00	0.00	44380-400-0000	Paramedic Stipend	0.00	0.00	0.00	0.00	0.00
22	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
2	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
187	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
0	336	500.00	0.00	E20	Services & Supplies					
0	0	200.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
0	0	200.00	0.00	51060-400-0000	Office Supplies	0.00	200.00	200.00	0.00	0.00
8,715	13,154	15,000.00	0.00	51130-400-0000	Program Supplies	0.00	16,500.00	15,000.00	0.00	0.00
6,448	4,754	7,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	8,200.00	7,000.00	0.00	0.00
549	0	1,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	2,000.00	1,000.00	0.00	0.00
630	266	0.00	0.00	52240-400-0000	Collection Agency Fees	0.00	0.00	0.00	0.00	0.00
13,068	13,505	15,000.00	0.00	52450-400-0000	Special Contract Services	0.00	23,825.00	17,000.00	0.00	0.00
6,513	21,270	11,295.00	0.00	52690-400-0000	Small Equipment	0.00	15,125.00	12,000.00	0.00	0.00
35,923	53,286	49,995	0		Services & Supplies Totals:	0.00	66,350	52,700	0	0
36,110	53,286	49,995	0		EXPENDITURES TOTALS:	0.00	66,350	52,700	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
36,110	53,286	49,995	0		DEPT EXPENSES	0.00	66,350	52,700	0	0
(36,110)	(53,286)	(49,995)	0		Emergency Medical Services Totals	0.00	(66,350)	(52,700)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
36,110	53,286	49,995	0		FUND EXPENSES	0.00	66,350	52,700	0	0
(36,110)	(53,286)	(49,995)	0		E.M.S. - Paramedic Fund Totals:	0.00	(66,350)	(52,700)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
36,110	145,778	88,314	0		REPORT EXPENSES	0.00	141,776	128,126	0	0
(36,110)	(145,778)	(88,314)	0		REPORT TOTALS:	0.00	(141,776)	(128,126)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060 OFFICE SUPPLIES – DIRECT – \$200

O1A Report forms.

51130 PROGRAM SUPPLIES – \$16,500 ***(Only \$15,000 approved in City Manager’s Budget)***

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$14,000
Medical oxygen, \$2,500

51150 LICENSE/PERMITS/CERTIFICATES – \$8,200 ***(Only \$7,000 approved in City Manager’s Budget)***

ICEMA annual authorization application fee, \$2,500
ALS unit annual inspection fees (4 @ \$500 each), \$2,000
ICEMA EMT–P certification fees (8 @ \$100 each), \$800
State EMT–P certification fees (8 @ \$300 each), \$2,400
ICEMA EMT Re–cert (4 EMT’s @ \$125 each), \$500

52050 MAINTENANCE – OTHER EQUIPMENT – \$2,000 ***(Only \$1,000 approved in City Manager’s Budget)***

Maintenance of EMS tools and equipment.

52450 SPECIAL CONTRACT SERVICES – \$23,825 ***(Only \$17,000 approved in City Manager’s Budget)***

Billing service for the collection of Paramedic Service Fees, \$7,680

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

Service Agreements for inspection and maintenance of three (3) Life–Pak 15 Version 4 cardiac monitor/defibrillators, one (1) LifePak 15 Version 1 cardiac monitor/defibrillators and four (4) Life–Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$9,475
Service agreements for Three (3) Lucas 3 Chest Compression Systems, \$4,690
Service agreement for Lifenet modems, \$310
Annual access fee for Handtevy Mobile, medication management software, \$1,670

52690 SMALL EQUIPMENT – \$15,125 (**Only \$12,000 approved in City Manager’s Budget**)

First–aid supplies for all City departments, \$600
Pulse oximeter sensors (20 @ \$90 each), \$1,800
Intraosseous infusion needle, \$1,500
Lucas 3 Suction Cups (48 @ \$52 each), \$2,496
Replacement McGrath Laryngoscope blades, \$365
McGrath Video Laryngoscope, \$3,768
McGrath Laryngoscope Batteries (2 @ \$78), \$156
Mechanical Suctions Units (2 @ \$852), \$1,704
Replacement 4 lead EKG Cables (2 @ \$643), \$1,286
Replacement 12 lead EKG Cables (2 @ \$185), \$370
Merit Trauma Bags (3 @ \$360), \$1,080

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Fire

Program: 4539 Emergency Medical Services

Object Code	Item	Justification	Cost
62050	Lucas 3 Chest Compression System	In order to place Medic Squad 151 into service, we will need to purchase an additional Lucas 3 Chest Compression System. The Department responded to 85 cardiac arrest, incidents in 2023, which involved the performance of CPR and advanced life support. High-quality chest compressions with minimal interruptions (less than 3 times) has been identified by the American Heart Association (AHA) as being the single most important factor influencing survival in cardiac arrest situations. Currently, AHA guidelines call for a rotation of personnel performing chest compressions at least every two minutes to maintain high-quality compressions, as compression quality has been shown to decrease significantly after this, even among skilled personnel. Rotating personnel every two minutes also results in numerous interruptions of chest compressions during the course of an incident. The Lucas 3 Chest Compression System addresses both of these issues. It is placed on the patient by Fire Department personnel upon determination of cardiac arrest, and maintains uninterrupted, high-quality compressions throughout the incident and transport to the hospital. The Department purchased two (2) of the Lucas systems in 2022—one for each of the front-line fire engines/truck, and an additional Lucas system needs to be purchased for the Medic Squad. The cost includes an annual service fee, which would also be included in subsequent budgets. (General Fund)	\$27,036
62050	LifePak 15 Version 4	In order to place Medic Squad 151 in service, we will need to purchase an additional Cardiac Monitor. The Fire Department currently has three (3) LifePak 15 Version 1 Cardiac Monitor/Defibrillators and are awaiting delivery of the LifePak 15 Cardiac Monitor ordered during the 2023-2024 fiscal year. The manufacturer of the cardiac monitors will apply \$6,500 toward the purchase of a new Version 4 if one of the Departments' older monitors is traded in, which is reflected in the price shown. (General Fund)	\$48,390
Total:			\$75,426

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. Oversee goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Operations Assistant Manager), and Building and Grounds Maintenance Division (Facilities/Maintenance Assistant Manager).

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	3,774,675	3,923,365	4,094,467	
Services and Supplies	6,875,315	6,782,219	6,116,275	
Capital Outlay	330,600	203,532	127,917	
Sewer Depreciation	69,586	69,586	69,586	
Total	11,050,176	10,978,702	10,408,245	

Personnel Authorized	41.00 (FT) 1.00 (PT)	41.00 (FT) 1.00 (PT)	43.00 (FT) 1.00 (PT)
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Divisional Distribution

Engineering	1,292,394	1,465,552	1,441,081
Street Maintenance	1,846,523	1,932,800	1,918,215
Park Maintenance	510,653	570,337	645,985
Irrigation Maintenance	136,058	151,190	140,490
Vehicle Maintenance	550,355	577,381	567,216
Sewer Maintenance	4,561,550	4,936,564	4,741,948
Building Maintenance	2,152,643	1,344,878	953,310
Total	11,050,176	10,978,702	10,408,245

Source of Funds

General Fund	4,329,488	4,778,036	4,090,712
Gas Tax Fund	894,315	951,547	876,027
Park Maintenance Fund	60,150	74,418	74,428
Community Dev Block Grant Fund	30,728	30,000	30,000
2021 Lease Revenue Bonds	1,093,945	150,720	537,713
Sewer Operating Fund	4,490,964	4,865,978	4,671,362
Sewer Replacement Fund	1,000	1,000	1,000
Sewer Capital Asset Fund	69,586	69,586	69,586
Equipment Replacement Fund	80,000	57,417	57,417
Total	11,050,176	10,978,702	10,408,245

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: PUBLIC WORKS

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
Full Time:								
<u>Executive Director of Engineering & Major Projects Manager</u>								
Rosemary Hoerning	E		12.0	20,833			249,996	249,996
<u>Director of Public Works/City Engineer</u>								
Monica Heredia	E		12.0	16,904			202,848	202,848
<u>Public Works Facilities/Maintenance Assistant Manager</u>								
Mathew Paradis	D	03/20/24	8.7	8,909	3.3	9,354	108,377	108,377
<u>Public Works Operations Assistant Manager</u>								
Alex Cardona	D	09/20/23	2.7	8,909	9.3	9,354	111,047	111,047
<u>Associate Engineer</u>								
Christian Stevenson	B	05/20/24	10.7	7,941	1.3	8,338	95,808	95,808
<u>Project Manager</u>								
Roberto Ortega, Jr.	B	07/17/23	0.6	6,317	11.4	6,633	79,406	79,406
<u>Senior Public Works Inspector</u>								
James Diaz	E		12.0	8,035			96,420	96,420
<u>Public Works Inspector</u>								
Vacant	A		6.0	5,204	6.0	5,464	64,008	64,008
<u>Building Maintenance Technician</u>								
Sergio Sahagun	C	02/15/24	7.5	4,701	4.5	4,936	57,470	57,470

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: PUBLIC WORKS							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Field Groundskeeper</u>								
Drew Ornates	A		6.0	4,318	6.0	4,533	53,106	53,106
<u>Leadworker - Maintenance</u>								
Richard Herrera	E		12.0	5,248			62,976	62,976
Philip Mendez	C	11/20/23	4.7	4,760	7.3	4,998	58,857	58,857
Alex Perez	D	01/16/24	6.5	4,998	5.5	5,248	61,351	61,351
<u>Irrigation Specialist</u>								
Albert Ruiz	E		12.0	5,248			62,976	62,976
<u>Motor Sweeper Operator</u>								
Sergio Martinez	E		12.0	4,937			59,244	59,244
Andrew Venegas	E		12.0	4,937			59,244	59,244
<u>Equipment Maintenance Manager</u>								
Michael Lawrence	E		12.0	8,741			104,892	104,892
<u>Equipment Mechanic</u>								
Javier Robles	E		12.0	5,152			61,824	61,824
<u>Facilities Specialist</u>								
Jesus Escalante	E		12.0	6,325			75,900	75,900
<u>Maintenance Worker</u>								
Ronald Baltierra	B	02/14/24	7.5	3,929	4.5	4,125	48,030	48,030
Justin Bjornberg	B	01/17/24	6.6	3,929	5.4	4,125	48,206	48,206
Aaron Eadie	C	05/22/24	10.7	4,125	1.3	4,331	49,768	49,768
Aaron Fierro	C	02/16/24	7.6	4,125	4.4	4,331	50,406	50,406

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: PUBLIC WORKS							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Maintenance Worker (continued)</u>								
Rayden Garcia	C	01/27/24	6.6	4,125	5.4	4,331	50,612	50,612
Christopher Gonzalez	D	11/20/23	4.7	4,331	7.3	4,548	53,556	53,556
Benjamin Ochoa	C	06/05/24	11.2	4,125	0.8	4,331	49,665	49,665
Grace Reneer	B	02/14/24	7.5	3,929	4.5	4,125	48,030	48,030
Jose Rodriguez	C	03/01/24	8.0	4,125	4.0	4,331	50,324	50,324
Nickolas Suarez	B	05/27/24	10.7	3,929	1.3	4,125	47,403	47,403
Daniel Venadero	C	05/22/24	10.9	4,125	1.1	4,331	49,727	49,727
Vacant	A		6.0	3,742	6.0	3,929	46,026	46,026
Vacant	A		6.0	3,742	6.0	3,929	46,026	46,026
Vacant	A		6.0	3,742	6.0	3,929	46,026	46,026
Vacant	A		6.0	3,742	6.0	3,929	46,026	46,026
<u>Graffiti Abatement Worker</u>								
Adam McCray	D	10/11/23	3.4	4,331	8.6	4,548	53,838	53,838
<u>Environmental Program Supervisor</u>								
Vacant	A		6.0	5,238	6.0	5,500	64,428	64,428
<u>NPDES Inspector</u>								
Samantha Contreras	E		12.0	5,853			70,236	70,236
<u>Administrative Specialist</u>								
Uhura McKenzie	A		2.1	4,193	9.9	4,403	52,395	52,395
<u>Customer Service Representative/Office Specialist</u>								
Leticia Huazano	B	10/03/23	3.1	3,753	8.9	3,940	46,700	46,700

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: PUBLIC WORKS

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Custodian</u>								
Nikolas Carbajal	C	03/26/24	8.8	3,835	3.2	4,027	46,634	46,634
Joel Flores	D	05/22/24	10.7	4,027	1.3	4,228	48,585	48,585
Steven Rabino	D	10/24/23	3.8	4,027	8.2	4,228	49,972	49,972
Vacant	A		6.0	3,478	6.0	3,652	42,780	42,780
<u>Administration to other Departments</u>								
Maintenance Worker (CFD 2011-1)							-10,648	-10,648
CFD Personnel Costs							-11,587	-11,587
<u>Part Time:</u>								
<u>Senior Leadworker</u>								
Jeff Flanders (480 hrs year)				36.49 hr.			17,515	17,515
Salary Requirements:						(FT)	2,908,914	2,908,914
						(PT)	17,515	17,515
						TOTAL	2,926,429	2,926,429

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
		Dept	City Mgr		Dept	City Mgr	Adopted
	Current	Request	Recom	Final	Request	Recom	Budget
Executive Director of Engineeri	1.00	1.00	1.00		249,996	249,996	
Director of Public Works	1.00	1.00	1.00		202,848	202,848	
PW Facilities/Maint Asst Mgr	1.00	1.00	1.00		108,377	108,377	
PW Operations Asst Manager	1.00	1.00	1.00		105,761	111,047	
Associate Engineer	1.00	1.00	1.00		95,808	95,808	
Project Manager	1.00	1.00	1.00		79,406	79,406	
Sr. Public Works Inspector	1.00	1.00	1.00		96,420	96,420	
Public Works Inspector	0.00	0.00	1.00		0	64,008	
Facilities Specialist	1.00	1.00	1.00		75,900	75,900	
Field Groundskeeper	1.00	1.00	1.00		53,106	53,106	
Leadworker Maintenance	3.00	3.00	3.00		183,184	183,184	
Irrigation Specialist	1.00	1.00	1.00		62,976	62,976	
Motor Sweeper Operator	2.00	2.00	2.00		118,488	118,488	
Admin from other Depts					-2,700	-2,700	
Equipment Maint Manager	1.00	1.00	1.00		104,892	104,892	
Equipment Mechanic	1.00	1.00	1.00		61,824	61,824	
Maintenance Worker	15.00	15.00	15.00		729,831	729,831	
Admin from other Depts					-10,648	-10,648	
Graffiti Abatement Worker	1.00	1.00	1.00		53,838	53,838	
Admin from other Depts					-1,400	-1,400	
Environmental Program Superv	0.00	0.00	1.00		0	64,428	
NPDES Inspector	1.00	1.00	1.00		70,236	70,236	
Building Maint Technician	1.00	1.00	1.00		57,471	57,470	
Administrative Specialist	1.00	1.00	1.00		52,395	52,395	
Customer Svc Rep/Office Spec	1.00	1.00	1.00		46,699	46,700	
Custodian	4.00	4.00	4.00		187,971	187,971	
Public Works Admin CFD Reimb					-7,487	-7,487	
<u>Part-Time</u>							
Senior Leadworker	1.00	1.00	1.00		17,515	17,515	
Full Time	41.00	41.00	43.00		2,797,427	2,931,149	
Admin other Departments					-22,235	-22,235	
Total FT Positions/Salaries	41.00	41.00	43.00		2,775,192	2,908,914	
Part Time	1.00	1.00	1.00		17,515	17,515	
Overtime					86,500	75,000	
Total Salaries & Wages					2,879,207	3,001,429	
Benefit Costs					785,561	823,172	
PERS Benefit Costs					258,597	269,866	
Total Benefit Costs					1,044,158	1,093,038	
TOTAL					3,923,365	4,094,467	

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 (NPDES) 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	757,095	720,459	926,031	
Services and Supplies	535,299	745,093	515,050	
Capital Outlay	0	0	0	
Total	1,292,394	1,465,552	1,441,081	

Personnel Authorized	4.30 (FT)	4.30 (FT)	5.95 (FT)
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Department Distribution

Management and Construction	880,081	992,821	938,125
Public Works Inspection	123,885	130,444	190,669
Traffic Safety Engineering	288,428	342,287	312,287
Total	1,292,394	1,465,552	1,441,081

Source of Funds

General Fund	865,449	985,832	604,368
Gas Tax Fund	276,000	329,000	299,000
2021 Lease Revenue Bonds	150,945	150,720	537,713
Total	1,292,394	1,465,552	1,441,081

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 SBCTA; 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	620,782	576,728	722,075	
Services and Supplies	259,299	416,093	216,050	
Capital Outlay	0	0	0	
Total	880,081	992,821	938,125	

Personnel Authorized	3.45 (FT)	3.45 (FT)	4.40 (FT)
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Source of Funds

General Fund	729,136	842,101	475,258
2021 Lease Revenue Bonds	150,945	150,720	462,867
Total	880,081	992,821	938,125

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4641 Management and Construction

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Executive Director of Engineering	1.00	1.00	1.00		249,996	249,996	
Director of Public Works	0.20	0.20	0.55		40,570	111,566	
Associate Engineer	0.70	0.70	0.70		67,066	67,065	
Project Manager	0.70	0.70	0.70		55,584	55,584	
Environmental Program Supervisor	0.00	0.00	0.50		0	32,214	
NPDES Inspector	0.25	0.25	0.25		17,559	17,559	
Administrative Specialist	0.60	0.60	0.70		31,437	36,677	
Public Works Admin CFD Reimb					-7,487	-7,487	
Full Time	3.45	3.45	4.40		462,212	570,661	
Admin Other Depts					-7,487	-7,487	
Overtime					2,200	2,200	
Total Salaries & Wages					456,925	565,374	
Benefit Costs					86,758	110,624	
PERS Benefit Costs					33,045	46,077	
Total Benefit Costs					119,803	156,701	
TOTAL					576,728	722,075	

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

	<u>2022-2023</u>	<u>1st 6 Mos. 2023-2024</u>	<u>Estimate 2024-2025</u>
Public Works Improvements	5	6	11
Citizen Requests	245	262	250
Studies	3	3	2
Plan Check Capital Improvements	11	10	15
Plan Check Private Development	19	12	20
Plan Check Tract Maps	1	2	5
Plan Check Parcel Maps	1	2	5
Plan Check Lot Merger/Line Adjustment	2	1	2
Review of WQMPs	11	5	10

Personnel Services – \$576,728

Salary requests are for: Executive Director Engineering & Major Projects Manager (1.00) – \$249,996; Director of Public Works/City Engineer (0.20) – \$40,570; Associate Engineer (0.70) – \$67,066; Project Manager (0.70) – \$55,584; NPDES Inspector (0.25) – \$17,559; Administrative Specialist (0.60) – \$31,437. Cost allocations are as follows: full-time salaries – \$462,212; admin other departments – <\$7,487>; overtime – \$2,200; benefit costs – \$119,803.

Services and Supplies – \$416,093

Funding requested is for: books and publications – \$300; uniforms – \$1,500; program supplies – \$2,500; license/permits/certificates – \$4,360; dues and memberships – \$1,450; travel and meetings – \$5,450; mileage/auto allowance – \$16,800; special consulting services – \$307,000; special consulting services – reimbursement – <\$100,000>; plan check service – \$100,000; plan check service – reimbursement – <\$100,000>; special lab testing – \$1,000; special contract services – \$154,517; vocational training – \$3,200; cellular phone expense – \$15,516; miscellaneous expenditures – \$2,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4641	Management & Construction					
				E10	Personnel Services					
135,139	223,698	337,409.00	0.00	41010-400-0000	Regular Earnings	0.00	337,214.00	283,960.00	0.00	0.00
9,982	0	0.00	0.00	41010-400-1702	Regular Earnings	0.00	0.00	0.00	0.00	0.00
(5,625)	(6,187)	-6,806.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-7,487.00	-7,487.00	0.00	0.00
20,141	0	38,237.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
2,054	0	0.00	0.00	42020-400-1702	Part Time Wages	0.00	0.00	0.00	0.00	0.00
1,760	1,802	2,200.00	0.00	43010-400-0000	Overtime	0.00	2,200.00	2,200.00	0.00	0.00
508	1,342	888.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	346.00	346.00	0.00	0.00
0	0	49,470.00	0.00	45220-400-0000	Benefit Plan	0.00	50,940.00	43,950.00	0.00	0.00
2,466	5,235	8,425.00	0.00	45240-400-0000	Deferred Compensation	0.00	8,278.00	7,771.00	0.00	0.00
19,644	28,416	31,419.00	0.00	45250-400-0000	P.E.R.S.	0.00	26,158.00	21,322.00	0.00	0.00
627	987	1,482.00	0.00	45270-400-0000	LTD Insurance	0.00	1,470.00	1,243.00	0.00	0.00
891	1,333	1,667.00	0.00	45290-400-0000	Life Insurance	0.00	2,000.00	1,788.00	0.00	0.00
2,572	3,365	5,446.00	0.00	45330-400-0000	Medicare	0.00	4,889.00	4,115.00	0.00	0.00
190,160	259,990	469,837	0		Personnel Services Totals:	0.00	426,008	359,208	0	0
				E20	Services & Supplies					
0	215	200.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	200.00	0.00	0.00
550	604	1,000.00	0.00	51100-400-0000	Uniforms	0.00	1,500.00	1,500.00	0.00	0.00
319	193	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	2,500.00	2,000.00	0.00	0.00
0	365	3,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	4,360.00	3,000.00	0.00	0.00
824	1,624	1,200.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,450.00	1,200.00	0.00	0.00
1,270	4,718	4,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,450.00	5,450.00	0.00	0.00
5,200	4,315	11,340.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	16,800.00	16,800.00	0.00	0.00
0	0	207,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	307,000.00	80,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	-100,000.00	0.00	52191-400-0000	Special Consulting Svcs Reimb	0.00	-100,000.00	-100,000.00	0.00	0.00
82,417	109,937	100,000.00	0.00	52270-400-0000	Plan Check Service	0.00	100,000.00	100,000.00	0.00	0.00
0	0	-100,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-100,000.00	-100,000.00	0.00	0.00
0	116	1,000.00	0.00	52420-400-0000	Special Lab Testing	0.00	1,000.00	1,000.00	0.00	0.00
24,127	55,557	118,464.00	0.00	52450-400-0000	Special Contract Services	0.00	154,517.00	100,000.00	0.00	0.00
198	100	2,400.00	0.00	52540-400-0000	Vocational Training	0.00	3,200.00	2,400.00	0.00	0.00
12,932	11,256	4,695.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	15,516.00	0.00	0.00	0.00
569	2,885	2,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,500.00	2,500.00	0.00	0.00
128,406	191,884	259,299	0		Services & Supplies Totals:	0.00	416,093	116,050	0	0
0	2,619	0.00	0.00	E30 62010-400-0000	Capital Outlay Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	2,619	0	0		Capital Outlay Totals:	0.00	0	0	0	0
318,565	454,494	729,136	0		EXPENDITURES TOTALS:	0.00	842,101	475,258	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
318,565	454,494	729,136	0		DEPT EXPENSES	0.00	842,101	475,258	0	0
(318,565)	(454,494)	(729,136)	0		Management & Construction Totals	0.00	(842,101)	(475,258)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
318,565	454,494	729,136	0		FUND EXPENSES	0.00	842,101	475,258	0	0
(318,565)	(454,494)	(729,136)	0		General Fund Totals:	0.00	(842,101)	(475,258)	0	0
127,915	888	0.00	0.00	1103 4641 E20 52260-400-1702	Road Maint Rehab - Sect 2032 Management & Construction Services & Supplies Design/Engineering Services	0.00	0.00	0.00	0.00	0.00
127,915	888	0	0		Services & Supplies Totals:	0.00	0	0	0	0
127,915	888	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
127,915	888	0	0		DEPT EXPENSES	0.00	0	0	0	0
(127,915)	(888)	0	0		Management & Construction Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
127,915	888	0	0		FUND EXPENSES	0.00	0	0	0	0
(127,915)	(888)	0	0		Road Maint Rehab - Sect 2032 Total	0.00	0	0	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4641	Management & Construction					
				E10	Personnel Services					
0	28,909	124,998.00	0.00	41010-400-0000	Regular Earnings	0.00	124,998.00	286,701.00	0.00	0.00
76,539	85,470	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	9,000.00	0.00	45220-400-0000	Benefit Plan	0.00	9,300.00	33,780.00	0.00	0.00
0	1,393	6,250.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,250.00	10,307.00	0.00	0.00
0	2,580	7,412.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,887.00	24,755.00	0.00	0.00
0	132	551.00	0.00	45270-400-0000	LTD Insurance	0.00	551.00	1,254.00	0.00	0.00
0	220	921.00	0.00	45290-400-0000	Life Insurance	0.00	921.00	1,913.00	0.00	0.00
1,110	1,658	1,813.00	0.00	45330-400-0000	Medicare	0.00	1,813.00	4,157.00	0.00	0.00
77,649	120,363	150,945	0		Personnel Services Totals:	0.00	150,720	362,867	0	0
0	0	0.00	0.00	E20	Services & Supplies					
				52190-400-0000	Special Consulting Services	0.00	0.00	100,000.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	100,000	0	0
77,649	120,363	150,945	0		EXPENDITURES TOTALS:	0.00	150,720	462,867	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
77,649	120,363	150,945	0		DEPT EXPENSES	0.00	150,720	462,867	0	0
(77,649)	(120,363)	(150,945)	0		Management & Construction Totals	0.00	(150,720)	(462,867)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
77,649	120,363	150,945	0		FUND EXPENSES	0.00	150,720	462,867	0	0
(77,649)	(120,363)	(150,945)	0		2021 Lease Rev Bond Proceeds Tot	0.00	(150,720)	(462,867)	0	0
				1751	Infrastructure Fund					
				4641	Management & Construction					
				E20	Services & Supplies					
191,813	17,566	0.00	0.00	52260-400-1702	Design/Engineering Services	0.00	0.00	0.00	0.00	0.00
191,813	17,566	0	0		Services & Supplies Totals:	0.00	0	0	0	0
				E36	Project Improvement Costs					
0	219,697	0.00	0.00	60020-400-1702	Construction Cost	0.00	0.00	0.00	0.00	0.00
0	219,697	0	0		Project Improvement Costs Totals:	0.00	0	0	0	0
191,813	237,263	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
191,813	237,263	0	0		DEPT EXPENSES	0.00	0	0	0	0
(191,813)	(237,263)	0	0		Management & Construction Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
191,813	237,263	0	0		FUND EXPENSES	0.00	0	0	0	0
(191,813)	(237,263)	0	0		Infrastructure Fund Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
715,942	813,007	880,081	0		REPORT EXPENSES	0.00	992,821	938,125	0	0
(715,942)	(813,007)	(880,081)	0		REPORT TOTALS:	0.00	(992,821)	(938,125)	0	0

**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	Robert Ortega, Project Manager	Public Works Institute – Basic Supervision skills in Public Works	Downey, CA	October 2024 May 2025	\$750
52130	Samantha Contreras, NPDES Inspector	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Summer 2024	\$1,200
52130	Monica Heredia, Director of Public Works/City Engineer	American Public Works Association (APWA) PWX 2024 offers educational sessions that address current public works issues as well as ongoing challenges.	Atlanta, GA	September 8-11, 2024	\$2,500
52130	Rosemary Hoerning, Executive Director of Engineering	League of California Cities Public Works Offices Institute Conference	Universal City, CA	March 19-21, 2025	\$1,000
				Total	\$5,450

**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	Monica Heredia, Director of Public Works/City Engineer	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$500
52540	Rosemary Hoerning, Executive Director of Engineering	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$500
52540	Christian Stevenson, Associate Engineer	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County Locations	Periodically	\$500
52540	Roberto Ortega, Project Manager	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County and Southern California locations	Periodically	\$500
52540	James Diaz, Senior Public Works Inspector	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Seminars, classes, and training sessions available to assist staff in developing additional storm water inspection skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Grease Interceptor Training	Various San Bernardino County locations	Periodically	\$300
52540	Uhura Mckenzie, Administrative Specialist	Seminars, classes, and training sessions available to assist the City in developing office skills and management.	Various San Bernardino County locations	Periodically	\$300
				Total:	\$3,200

(Only \$2,400 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020 BOOKS AND PUBLICATIONS – \$300 *(Only \$200 approved in City Manager’s Budget)*

Public Works Standards and Specifications for Public Works Construction “Greenbook” (2) copies

51100 UNIFORMS – \$1,500

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$2,500 *(Only \$2,000 approved in City Manager’s Budget)*

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500

Gloves, paper towels, wipes, \$250

Replacement of equipment and tools, \$1,250

Adjustable height ergonomic desk platform, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,360 *(Only \$3,000 approved in City Manager’s Budget)*

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	Professional License Renewal	\$ 250
Rosemary Hoerning, Executive Director of Engineering	Professional License Renewal	\$ 250
Samantha Contreras, NPDES Inspector	CWEA Environmental Compliance Inspector Grade 1 Renewal	\$ 360
Annual Permit	SWRCB WDR Annual Permit	\$3,500

52120 DUES AND MEMBERSHIPS – \$1,450 *(Only \$1,200 approved in City Manager’s Budget)*

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	City & County Engineers Association Membership	\$ 250
Rosemary Hoerning, Executive Director of Engineering	APWA & County Engineers Association Membership	\$ 250
Christian Stevenson, Associate Engineer	APWA Membership	\$ 250
Roberto Ortega, Project Manager	APWA Membership	\$ 225
James Diaz, Senior Public Works Inspector	APWA Membership	\$ 225
Samantha Contreras, NPDES Inspector	CWEA Annual Membership	\$ 250

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52130 TRAVEL AND MEETINGS – \$5,450

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 – \$307,000 ***(Only \$180,000 approved in City Manager's Budget)***

DBE Goal Setting – \$2,000

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, 2024, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include the Central Avenue/Union Pacific Grade Separation Project and Highway Safety Improvements Program (HSIP projects).

Miscellaneous Consultant Services – \$5,000

Consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies.

NPDES Program Management – \$200,000 ***(Only \$100,000 approved in City Manager's Budget)***

CASC Engineering, Inc. will manage this program. The consultant will assign a Project Manager supported by a team of staff spanning the experiences needed to effectively implement the MS4 NPDES program. CASC will "staff up" and "staff down" to match the ebb and flow of program implementation for the City of Montclair. In essence, Montclair will have NPDES program managers, NPDES permit specialists, inspectors, QSDs, QSPs, designers, engineers (trash device implementation), biologists, and monitoring specialists available to assist the City managing this program. The consultant will attend monthly County NPDES meetings, implement the public Outreach Program, provide staff training, review WQMP documents and provide conditions of approvals for new development.

On-Call Contract Inspection Services – \$100,000

TKE Engineering, Inc. will assist with the construction inspection program on projects throughout the City. The City's construction inspection program is managed by one full time employee and includes the inspection for the City's capital projects, developer improvements, Public Utility Commission regulated utility improvements, as well as miscellaneous construction permits and related permit issuance work requirements. Due to a significant volume of construction permits assistance is needed to complete these tasks. (2021 Lease Revenue Bond Fund)

52191 SPECIAL CONSULTING SERVICES REIMBURSEMENT – <\$100,000>

Reimbursement to the City for NPDES Program Permit Services.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52270 PLAN CHECK SERVICE – \$100,000

Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Management Plan goals (\$50,000) and development conditions of approval (\$50,000).

52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$100,000>

Reimbursement to the City for Plan Check Service.

52420 SPECIAL LAB TESTING – \$1,000

Sewer testing, special testing, and compliance monitoring testing: This account is budgeted to finance the monthly, bi-monthly, and semi-annual chemical analysis of the City's wastewaters as required by the Regional Water Quality Control Board. Testing includes (1) sewer testing: analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points, as required by Exhibit A of the Inland Empire Utilities Agency (IEUA) service contract, (2) special testing: includes special testing of Exhibit A violations and Monte Vista Water District (MVWD) background well testing to help develop local limits, and (3) compliance monitoring: City must periodically sample permitted businesses as required by the Environmental Protection Agency and the California Regional Water Quality Control Board.

52450 SPECIAL CONTRACT SERVICES – \$154,517 ***(Only \$100,000 approved in City Manager's Budget)***

UNDERGROUND SERVICE ALERT – \$3,500

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 \$1.75 per notification. The City averages approximately 120 notifications per month plus a regulatory fee of \$80 per month.

NPDES – \$77,468

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 2.45 percent of the overall \$3,164,093 budget (San Bernardino Flood had some existing revenues which are being credited to the City this year). 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.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$26,977

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. The budget amount requested is based on the state's estimate plus an additional 5%.

SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT – \$4,000

Section 13260 Water Code 21% surcharge fee.

PLANET BIDS – \$5,072

The state requires that projects be publically advertised. Planetbids is a web-based bid management system that meets state advertising requirements for Capital Improvements projects.

SSMP – \$10,000 (***Moved to 4669-52450***)

Sewer System Management Plan (SSMP)/Master Plan annual update.

FOG (Fats, Oil & Grease) MONITORING PROGRAM – \$2,500 (***Not approved in City Manager's Budget – Included in 4669-52450***)

Aquatics software annual administration fees.

SANITARY SEWER CERTIFICATION – \$25,000 (***Moved to 4669-52450***)

CASC will assist the City in preparing the annual report to be in compliance with the State Water Board as well as the Overflow Emergency Response Plan. CASC will also provide sewer system overflow training.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52540 VOCATIONAL TRAINING – \$3,200 ***(Only \$2,400 approved in City Manager’s Budget)***

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 – \$15,516 ***(Moved to 4203-52850)***

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 – \$2,500

Anticipated miscellaneous expenditures include, 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; miscellaneous office supplies, 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	123,885	130,444	190,669	
Services and Supplies	0	0	0	
Capital Outlay	0	0	0	
Total	123,885	130,444	190,669	

Personnel Authorized	0.80 (FT)	0.80 (FT)	1.50 (FT)
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Source of Funds

General Fund	123,885	130,444	115,823
2021 Lease Revenue Bond Fund	0	0	74,846
Total	123,885	130,444	190,669

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4642 Public Works Inspection

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Public Works	0.10	0.10	0.10		20,285	20,285	
Sr. Public Works Inspector	0.70	0.70	0.70		67,494	67,494	
Public Works Inspector	0.00	0.00	0.70		0	44,806	
Full Time	0.80	0.80	1.50		87,779	132,585	
Overtime					3,000	3,000	
Total Salaries & Wages					90,779	135,585	
Benefit Costs					21,954	33,848	
PERS Benefit Costs					17,711	21,236	
Total Benefit Costs					39,665	55,084	
TOTAL					130,444	190,669	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

Work Program

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

Units of Measure

	<u>2022-2023</u>	<u>1st 6 mos. 2023-2024</u>	<u>Estimate 2024-2025</u>
Subdivision public improvement inspections	166	72	250
Private development improvement inspections	39	45	50
Public works improvement inspections performed	156	93	300
Public utilities inspections performed	135	43	150

Personnel Services – \$130,444

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$20,285; Senior Public Works Inspector (0.70) – \$67,494. Cost allocations are as follows: full-time salaries – \$87,779; overtime – \$3,000; benefit costs – \$39,665.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:00PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4642	Inspection					
				E10	Personnel Services					
89,508	85,756	83,753.00	0.00	41010-400-0000	Regular Earnings	0.00	87,779.00	81,215.00	0.00	0.00
1,537	0	3,000.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	3,000.00	0.00	0.00
1,196	1,278	1,129.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,071.00	459.00	0.00	0.00
0	0	14,400.00	0.00	45220-400-0000	Benefit Plan	0.00	14,880.00	15,240.00	0.00	0.00
1,038	2,722	2,890.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,714.00	2,171.00	0.00	0.00
11,565	12,978	16,522.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,711.00	11,756.00	0.00	0.00
372	345	361.00	0.00	45270-400-0000	LTD Insurance	0.00	368.00	350.00	0.00	0.00
493	577	616.00	0.00	45290-400-0000	Life Insurance	0.00	648.00	455.00	0.00	0.00
1,330	1,270	1,214.00	0.00	45330-400-0000	Medicare	0.00	1,273.00	1,177.00	0.00	0.00
107,039	104,926	123,885	0		Personnel Services Totals:	0.00	130,444	115,823	0	0
107,039	104,926	123,885	0		EXPENDITURES TOTALS:	0.00	130,444	115,823	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
107,039	104,926	123,885	0		DEPT EXPENSES	0.00	130,444	115,823	0	0
(107,039)	(104,926)	(123,885)	0		Inspection Totals:	0.00	(130,444)	(115,823)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
107,039	104,926	123,885	0		FUND EXPENSES	0.00	130,444	115,823	0	0
(107,039)	(104,926)	(123,885)	0		General Fund Totals:	0.00	(130,444)	(115,823)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1253	2021 Lease Rev Bond Proceeds					
				4642	Inspection					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	51,370.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	612.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	10,560.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	1,543.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	9,480.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	215.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	321.00	0.00	0.00
0	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	745.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	74,846	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	74,846	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	74,846	0	0
0	0	0	0		Inspection Totals:	0.00	0	(74,846)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	74,846	0	0
0	0	0	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	(74,846)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
107,039	104,926	123,885	0		REPORT EXPENSES	0.00	130,444	190,669	0	0
(107,039)	(104,926)	(123,885)	0		REPORT TOTALS:	0.00	(130,444)	(190,669)	0	0

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	12,428	13,287	13,287	
Services and Supplies	276,000	329,000	299,000	
Capital Outlay	0	0	0	
Total	288,428	342,287	312,287	

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	12,428	13,287	13,287
Gas Tax Fund	276,000	329,000	299,000
Total	288,428	342,287	312,287

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4644 Traffic Safety Engineering

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Public Works	0.05	0.05	0.05		10,142	10,142	
Full Time	0.05	0.05	0.05		10,142	10,142	
Benefit Costs					1,704	1,704	
PERS Benefit Costs					1,441	1,441	
Total Benefit Costs					3,145	3,145	
TOTAL					13,287	13,287	

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 SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
9. Review development impacts on transportation and traffic.

Units of Measure

	<u>2022-2023</u>	<u>1st 6 mos. 2023-2024</u>	<u>Estimate 2024-2025</u>
Developments reviewed	9	9	15
Signals maintained	45	25	50
Reports, studies, investigations	12	2	7
Citizen requests	5	7	10
Traffic Counts	2	0	25

Personnel Services – \$13,287

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$10,142. Cost allocations are as follows: full-time salaries – \$10,142; benefit costs – \$3,145.

Services and Supplies – \$329,000

Funding requested is for: maintenance – traffic signals – \$100,000; extraordinary signal maintenance – \$180,000; architecture/engineering services – \$48,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:00PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4644	Traffic Safety Engineering					
				E10	Personnel Services					
6,751	9,022	9,427.00	0.00	41010-400-0000	Regular Earnings	0.00	10,142.00	10,142.00	0.00	0.00
0	0	900.00	0.00	45220-400-0000	Benefit Plan	0.00	930.00	930.00	0.00	0.00
0	136	471.00	0.00	45240-400-0000	Deferred Compensation	0.00	507.00	507.00	0.00	0.00
789	1,001	1,382.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,441.00	1,441.00	0.00	0.00
29	36	42.00	0.00	45270-400-0000	LTD Insurance	0.00	45.00	45.00	0.00	0.00
44	60	69.00	0.00	45290-400-0000	Life Insurance	0.00	75.00	75.00	0.00	0.00
97	132	137.00	0.00	45330-400-0000	Medicare	0.00	147.00	147.00	0.00	0.00
7,711	10,387	12,428	0		Personnel Services Totals:	0.00	13,287	13,287	0	0
				E20	Services & Supplies					
70,916	2,938	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
47,952	0	0.00	0.00	52260-400-0000	Architecture/Engineering Svcs	0.00	0.00	0.00	0.00	0.00
118,868	2,938	0	0		Services & Supplies Totals:	0.00	0	0	0	0
126,579	13,325	12,428	0		EXPENDITURES TOTALS:	0.00	13,287	13,287	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
126,579	13,325	12,428	0		DEPT EXPENSES	0.00	13,287	13,287	0	0
(126,579)	(13,325)	(12,428)	0		Traffic Safety Engineering Totals:	0.00	(13,287)	(13,287)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
126,579	13,325	12,428	0		FUND EXPENSES	0.00	13,287	13,287	0	0
(126,579)	(13,325)	(12,428)	0		General Fund Totals:	0.00	(13,287)	(13,287)	0	0
				1102	Gas Tax Fund					
				4644	Traffic Safety Engineering					
				E20	Services & Supplies					
(70,916)	(2,938)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
93,338	108,860	60,000.00	0.00	52040-400-0000	Maintenance - Traffic Signals	0.00	100,000.00	100,000.00	0.00	0.00
58,806	148,087	180,000.00	0.00	52060-400-0000	Extraordinary Signal Maintenan	0.00	180,000.00	150,000.00	0.00	0.00
29,924	103,710	35,000.00	0.00	52260-400-0000	Architecture/Engineering Svcs	0.00	48,000.00	48,000.00	0.00	0.00
0	0	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
111,153	357,719	276,000	0		Services & Supplies Totals:	0.00	329,000	299,000	0	0
111,153	357,719	276,000	0		EXPENDITURES TOTALS:	0.00	329,000	299,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
111,153	357,719	276,000	0		DEPT EXPENSES	0.00	329,000	299,000	0	0
(111,153)	(357,719)	(276,000)	0		Traffic Safety Engineering Totals:	0.00	(329,000)	(299,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
111,153	357,719	276,000	0		FUND EXPENSES	0.00	329,000	299,000	0	0
(111,153)	(357,719)	(276,000)	0		Gas Tax Fund Totals:	0.00	(329,000)	(299,000)	0	0
				1163	Safety/PW Dept Grants					
				4644	Traffic Safety Engineering					
				E20	Services & Supplies					
31,380	3,831	0.00	0.00	52190-400-1651	Safety Analysis-SSARP	0.00	0.00	0.00	0.00	0.00
31,380	3,831	0	0		Services & Supplies Totals:	0.00	0	0	0	0
31,380	3,831	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
31,380	3,831	0	0		DEPT EXPENSES	0.00	0	0	0	0
(31,380)	(3,831)	0	0		Traffic Safety Engineering Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
31,380	3,831	0	0		FUND EXPENSES	0.00	0	0	0	0
(31,380)	(3,831)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
269,111	374,874	288,428	0		REPORT EXPENSES	0.00	342,287	312,287	0	0
(269,111)	(374,874)	(288,428)	0		REPORT TOTALS:	0.00	(342,287)	(312,287)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4644 Traffic Safety Engineering

Object
Number

52040 MAINTENANCE – TRAFFIC SIGNALS – \$100,000

Monthly routine and preventative maintenance checks of the City's 50 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County, are performed by Econolite Systems at a rate of \$81.00 per month per signalized intersection. (Gas Tax Fund)

52060 EXTRAORDINARY SIGNAL MAINTENANCE – \$180,000 ***(Only \$150,000 approved in City Manager's Budget)***

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, video detection, 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 \$7,000 or \$85,000 per year. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's traffic signal controllers are outdated and need replacement at a cost of \$75,000. (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$48,000

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, and miscellaneous traffic engineering services. (Gas Tax Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,000

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

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	608,533	706,203	749,638	
Services and Supplies	1,149,990	1,181,597	1,123,577	
Capital Outlay	88,000	45,000	45,000	
Total	1,846,523	1,932,800	1,918,215	

Personnel Authorized	8.56 (FT) 0.15 (PT)	8.56 (FT) 0.15 (PT)	9.55 (FT) 0.15 (PT)
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Department Distribution

Graffiti Abatement	94,321	115,615	115,951
Street Maintenance	1,421,988	1,539,762	1,484,714
Signing and Painting	149,260	92,638	137,927
Street Sweeping	180,954	184,785	179,623
Total	1,846,523	1,932,800	1,918,215

Source of Funds

General Fund	1,117,480	1,280,253	1,311,188
Gas Tax Fund	618,315	622,547	577,027
Community Dev Block Grant Fund	30,728	30,000	30,000
Equipment Replacement Fund	80,000	0	0
Total	1,846,523	1,932,800	1,918,215

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	58,621	82,315	82,651	
Services and Supplies	35,700	33,300	33,300	
Capital Outlay	0	0	0	
Total	94,321	115,615	115,951	

Personnel Authorized	1.55 (FT)	1.05 (FT)	1.05 (FT)
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Source of Funds

General Fund	63,593	85,615	85,951
Community Dev Block Grant Fund	30,728	30,000	30,000
Total	94,321	115,615	115,951

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4645 Graffiti Abatement

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Graffiti Abatement Worker	1.00	1.00	1.00		53,838	53,838	
Graffiti Abatement CFD Reimb					-1,400	-1,400	
Full Time	1.05	1.05	1.05		59,126	59,390	
Admin other Departments					-1,400	-1,400	
Overtime					1,000	1,000	
Total Salaries & Wages					58,726	58,990	
Benefit Costs					18,190	18,205	
PERS Benefit Costs					5,399	5,456	
Total Benefit Costs					23,589	23,661	
TOTAL					82,315	82,651	

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

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimated <u>2024-25</u>
Locations graffiti abated	4,000	2,000	4,000

Personnel Services – \$82,315

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288; Graffiti Abatement Worker (1.50) – \$53,838. Cost allocations are as follows: full-time salaries – \$59,126; admin other departments – <\$1,400>; overtime – \$1,000; benefit costs – \$23,589.

Services and Supplies – \$33,300

Funding requested is for: uniforms – \$800; program supplies – \$2,500; materials – miscellaneous maintenance and repair – \$30,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4645	Graffiti Abatement					
				E10	Personnel Services					
19,119	7,303	51,114.00	0.00	41010-400-0000	Regular Earnings	0.00	59,126.00	59,390.00	0.00	0.00
(11,305)	(11,517)	-14,928.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-1,400.00	-1,400.00	0.00	0.00
542	450	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
31	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	92.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	110.00	110.00	0.00	0.00
0	0	16,500.00	0.00	45220-400-0000	Benefit Plan	0.00	16,530.00	16,530.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
2,216	42	4,977.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,399.00	5,456.00	0.00	0.00
87	(17)	223.00	0.00	45270-400-0000	LTD Insurance	0.00	257.00	256.00	0.00	0.00
91	(1)	221.00	0.00	45290-400-0000	Life Insurance	0.00	223.00	225.00	0.00	0.00
287	(38)	741.00	0.00	45330-400-0000	Medicare	0.00	858.00	862.00	0.00	0.00
11,151	(3,598)	60,093	0		Personnel Services Totals:	0.00	82,315	82,651	0	0
				E20	Services & Supplies					
292	253	0.00	0.00	51100-400-0000	Uniforms	0.00	800.00	800.00	0.00	0.00
813	1,892	2,500.00	0.00	51130-400-0000	Program Supplies	0.00	2,500.00	2,500.00	0.00	0.00
(500)	(600)	0.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	0.00	0.00	0.00
0	0	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
604	1,545	3,500	0		Services & Supplies Totals:	0.00	3,300	3,300	0	0
11,755	(2,052)	63,593	0		EXPENDITURES TOTALS:	0.00	85,615	85,951	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
11,755	(2,052)	63,593	0		DEPT EXPENSES	0.00	85,615	85,951	0	0
(11,755)	2,052	(63,593)	0		Graffiti Abatement Totals:	0.00	(85,615)	(85,951)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
11,755	(2,052)	63,593	0		FUND EXPENSES	0.00	85,615	85,951	0	0
(11,755)	2,052	(63,593)	0		General Fund Totals:	0.00	(85,615)	(85,951)	0	0
				1132	Community Development Block Gr					
				4645	Graffiti Abatement					
				E10	Personnel Services					
10,305	10,267	13,528.00	0.00	41011-400-0000	Reg Wages Reimb-Graffiti	0.00	0.00	0.00	0.00	0.00
10,305	10,267	13,528	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
273	505	2,200.00	0.00	51100-400-0000	Graffiti - Uniforms	0.00	0.00	0.00	0.00	0.00
9,851	12,154	15,000.00	0.00	51410-400-0000	Graffiti -Mtrls Maint & Repair	0.00	30,000.00	30,000.00	0.00	0.00
10,124	12,659	17,200	0		Services & Supplies Totals:	0.00	30,000	30,000	0	0
20,429	22,927	30,728	0		EXPENDITURES TOTALS:	0.00	30,000	30,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
20,429	22,927	30,728	0		DEPT EXPENSES	0.00	30,000	30,000	0	0
(20,429)	(22,927)	(30,728)	0		Graffiti Abatement Totals:	0.00	(30,000)	(30,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
20,429	22,927	30,728	0		FUND EXPENSES	0.00	30,000	30,000	0	0
(20,429)	(22,927)	(30,728)	0		Community Development Block Gr	0.00	(30,000)	(30,000)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1750	Equipment Replacement Fund					
				4645	Graffiti Abatement					
				E30	Capital Outlay					
48,788	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
48,788	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
48,788	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
48,788	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(48,788)	0	0	0		Graffiti Abatement Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
48,788	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(48,788)	0	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
80,972	20,874	94,321	0		REPORT EXPENSES	0.00	115,615	115,951	0	0
(80,972)	(20,874)	(94,321)	0		REPORT TOTALS:	0.00	(115,615)	(115,951)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4645 Graffiti Abatement

Object
Number

51100 UNIFORMS – \$800

Provide and launder uniforms and purchase work boots for personnel assigned to this division.

51130 PROGRAM SUPPLIES – \$2,500

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$30,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)

PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	291,698	436,565	423,337	
Services and Supplies	1,042,290	1,058,197	1,016,377	
Capital Outlay	88,000	45,000	45,000	
Total	1,421,988	1,539,762	1,484,714	
Personnel Authorized	5.41 (FT) 0.15 (PT)	5.41 (FT) 0.15 (PT)	5.50 (FT) 0.15 (PT)	

Source of Funds

General Fund	789,763	998,605	972,877
Gas Tax Fund	552,225	541,157	511,837
Equipment Replacement Fund	88,000	0	0
Total	1,421,988	1,539,762	1,484,714

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4646 Street Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Leadworker Maintenance	1.90	1.90	1.00		115,535	58,857	
Maintenance Worker	3.31	3.31	4.30		162,677	211,854	
Customer Svc Rep/Office Spec	0.15	0.15	0.15		7,005	7,005	
<u>Part-Time</u>							
Senior Leadworker	0.15	0.15	0.15		2,627	2,627	
Full Time	5.41	5.41	5.50		290,505	283,268	
Part Time	0.15	0.15	0.15		2,627	2,627	
Overtime					20,000	20,000	
Total Salaries & Wages					313,132	305,895	
Benefit Costs					99,827	94,369	
PERS Benefit Costs					23,606	23,073	
Total Benefit Costs					123,433	117,442	
TOTAL					436,565	423,337	

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

	<u>2022–23</u>	1st 6 mos. <u>2023–24</u>	Estimate <u>2024–25</u>
Yards of asphaltic concrete placed	17	20	40
Pounds of crack seal placed	0	250	5,000
Square footage of sidewalk removed and replaced	280	250	500
Remove and replace curb and gutter (lin. ft.)	70	20	40
Flood control facilities maintained (lin. ft.)	24,000	12,000	24,000

Personnel Services – \$436,565

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288; Leadworker Maintenance (1.90) – \$115,535; Maintenance Worker (3.31) – \$162,677; Customer Service Representative/Office Specialist (0.15) – \$7,005; Senior Leadworker (0.15/part-time) – \$2,627; Cost allocations are as follows: full-time salaries – \$290,505; part-time salaries – \$2,627; overtime – \$20,000; benefit costs – \$123,433.

Services and Supplies – \$1,058,197

Funding requested is for: uniforms – \$8,800; program supplies – \$4,500; license/permits/certificates – \$2,300; materials – asphalt mix – \$22,500; materials – cement/sand/gravel – \$13,300; materials – weed chemicals – \$3,000; materials – miscellaneous maintenance and repair – \$17,000; hazardous waste clean-up – \$10,000; dues and memberships – \$660; street lighting – \$400,000; special contract services – \$532,937; educational grants – \$3,000; vocational training – \$35,700; rent – equipment – \$4,500.

Capital Outlay – \$45,000

Funding requested is for: one 500 gallon water trailer – \$30,000; one hydraulic breaker hammer – \$15,000.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4646	Street Maintenance					
				E10	Personnel Services					
29,319	115,404	202,368.00	0.00	41010-400-0000	Regular Earnings	0.00	290,505.00	283,268.00	0.00	0.00
1,496	26,770	2,551.00	0.00	42020-400-0000	Part Time Wages	0.00	2,627.00	2,627.00	0.00	0.00
37,723	40,276	20,000.00	0.00	43010-400-0000	Overtime	0.00	20,000.00	20,000.00	0.00	0.00
304	0	0.00	0.00	43010-400-4202	Overtime	0.00	0.00	0.00	0.00	0.00
31	103	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	92.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,009.00	1,762.00	0.00	0.00
0	0	68,760.00	0.00	45220-400-0000	Benefit Plan	0.00	89,694.00	85,950.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
4,780	11,219	17,790.00	0.00	45250-400-0000	P.E.R.S.	0.00	23,606.00	23,073.00	0.00	0.00
277	637	891.00	0.00	45270-400-0000	LTD Insurance	0.00	1,278.00	1,243.00	0.00	0.00
254	552	841.00	0.00	45290-400-0000	Life Insurance	0.00	1,089.00	1,047.00	0.00	0.00
1,358	2,894	3,252.00	0.00	45330-400-0000	Medicare	0.00	4,545.00	4,145.00	0.00	0.00
621	1,627	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
76,247	199,664	316,698	0		Personnel Services Totals:	0.00	436,565	423,337	0	0
				E20	Services & Supplies					
5,504	4,278	3,625.00	0.00	51100-400-0000	Uniforms	0.00	4,400.00	4,400.00	0.00	0.00
424	92	400.00	0.00	51130-400-0000	Program Supplies	0.00	400.00	400.00	0.00	0.00
800	120	1,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,300.00	1,000.00	0.00	0.00
189,109	267,314	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	0	2,250.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	2,250.00	2,250.00	0.00	0.00
0	0	1,330.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	1,330.00	1,330.00	0.00	0.00
0	0	500.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	500.00	500.00	0.00	0.00
300	807	2,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	2,000.00	2,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0.00	0.00	51550-400-0000	Hazardous Waste Clean-up	0.00	10,000.00	10,000.00	0.00	0.00
330	165	1,460.00	0.00	52120-400-0000	Dues & Memberships	0.00	660.00	660.00	0.00	0.00
334,217	522,495	400,000.00	0.00	52340-400-0000	Street Lighting	0.00	400,000.00	400,000.00	0.00	0.00
16,582	88,002	40,000.00	0.00	52450-400-0000	Special Contract Services	0.00	50,000.00	50,000.00	0.00	0.00
0	1,142	3,000.00	0.00	52530-400-0000	Educational Grants	0.00	3,000.00	2,500.00	0.00	0.00
19,654	15,465	32,000.00	0.00	52540-400-0000	Vocational Training	0.00	35,700.00	25,000.00	0.00	0.00
3,247	1,400	2,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	4,500.00	4,500.00	0.00	0.00
400	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
570,566	901,279	490,065	0		Services & Supplies Totals:	0.00	517,040	504,540	0	0
				E30	Capital Outlay					
0	34,841	8,000.00	0.00	62050-400-0000	Other Equipment	0.00	45,000.00	45,000.00	0.00	0.00
0	34,841	8,000	0		Capital Outlay Totals:	0.00	45,000	45,000	0	0
646,812	1,135,783	814,763	0		EXPENDITURES TOTALS:	0.00	998,605	972,877	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
646,812	1,135,783	814,763	0		DEPT EXPENSES	0.00	998,605	972,877	0	0
(646,812)	(1,135,783)	(814,763)	0		Street Maintenance Totals:	0.00	(998,605)	(972,877)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
646,812	1,135,783	814,763	0		FUND EXPENSES	0.00	998,605	972,877	0	0
(646,812)	(1,135,783)	(814,763)	0		General Fund Totals:	0.00	(998,605)	(972,877)	0	0
				1102	Gas Tax Fund					
				4646	Street Maintenance					
				E10	Personnel Services					
74,629	12,007	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
51,316	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
7,227	944	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
290	33	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
229	30	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
1,833	184	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
3,243	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
138,767	13,199	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
3,625	4,587	3,625.00	0.00	51100-400-0000	Uniforms	0.00	4,400.00	4,400.00	0.00	0.00
2,100	1,464	2,600.00	0.00	51130-400-0000	Program Supplies	0.00	4,100.00	3,000.00	0.00	0.00
(189,109)	(267,314)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
6,902	12,819	12,000.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	20,250.00	12,000.00	0.00	0.00
2,334	3,507	6,500.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	11,970.00	7,000.00	0.00	0.00
0	0	2,500.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,500.00	2,500.00	0.00	0.00
9,938	15,428	11,500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	15,000.00	15,000.00	0.00	0.00
332,812	483,057	400,000.00	0.00	52450-400-0000	Special Contract Services	0.00	482,937.00	467,937.00	0.00	0.00
168,602	253,549	438,725	0		Services & Supplies Totals:	0.00	541,157	511,837	0	0
307,369	266,748	438,725	0		EXPENDITURES TOTALS:	0.00	541,157	511,837	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
307,369	266,748	438,725	0		DEPT EXPENSES	0.00	541,157	511,837	0	0
(307,369)	(266,748)	(438,725)	0		Street Maintenance Totals:	0.00	(541,157)	(511,837)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
307,369	266,748	438,725	0		FUND EXPENSES	0.00	541,157	511,837	0	0
(307,369)	(266,748)	(438,725)	0		Gas Tax Fund Totals:	0.00	(541,157)	(511,837)	0	0
				1750	Equipment Replacement Fund					
				4646	Street Maintenance					
				E30	Capital Outlay					
0	0	80,000.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	80,000	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	80,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	80,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(80,000)	0		Street Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	80,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(80,000)	0		Equipment Replacement Fund Total	0.00	0	0	0	0
				1751	Infrastructure Fund					
				4646	Street Maintenance					
				E20	Services & Supplies					
393,941	194,014	0.00	0.00	52260-400-1700	Central Ave/UPRR Arch/Eng	0.00	0.00	0.00	0.00	0.00
393,941	194,014	0	0		Services & Supplies Totals:	0.00	0	0	0	0
393,941	194,014	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
393,941	194,014	0	0		DEPT EXPENSES	0.00	0	0	0	0
(393,941)	(194,014)	0	0		Street Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
393,941	194,014	0	0		FUND EXPENSES	0.00	0	0	0	0
(393,941)	(194,014)	0	0		Infrastructure Fund Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,348,122	1,596,545	1,333,488	0		REPORT EXPENSES	0.00	1,539,762	1,484,714	0	0
(1,348,122)	(1,596,545)	(1,333,488)	0		REPORT TOTALS:	0.00	(1,539,762)	(1,484,714)	0	0

**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	\$1,500
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. (4 exams)	Southern California	Varies	\$1,500
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (Six employees @ \$5,200)	City Yard	Varies	\$31,200
52540	Division Personnel	PAPA classes for continuing education hours to maintain certificates.	Southern California	Varies	\$1,500
				Total:	\$35,700

(Only \$25,000 approved in City Manager's Budget)

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

51100 UNIFORMS – \$8,800

Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel.
(General Fund – \$4,400; Gas Tax Fund – \$4,400)

51130 PROGRAM SUPPLIES – \$4,500 ***(Only \$3,400 approved in City Manager’s Budget)***

Shovels, hoes, rakes, picks, brooms, drill set, socket set, sawzall, batteries, \$2,200
Rain gear for four new employees, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,500
Concrete tools, \$800
(General Fund – \$400; Gas Tax Fund – \$4,100) ***(General Fund – \$400; Gas Tax Fund – \$3,000)***

51150 LICENSE/PERMITS/CERTIFICATES – \$2,300 ***(Only \$1,000 approved in City Manager’s Budget)***

Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.

51350 MATERIALS – ASPHALT MIX – \$22,500 ***(Only \$14,250 approved in City Manager’s Budget)***

Asphalt and crack sealing material to make street repairs as needed throughout the City, \$12,900
Pothole Mix, \$4,200
Romasol – (2) 55 gallon drums, \$5,400
(General Fund – \$2,250; Gas Tax Fund – \$20,250) ***(General Fund – \$2,250; Gas Tax Fund – \$12,000)***

51360 MATERIALS – CEMENT/SAND/GRAVEL – \$13,300 ***(Only \$8,330 approved in City Manager’s Budget)***

Cement (bagged), sand and gravel, \$1,300
Eight truckloads of cement @ 9.5 yards each truckload, \$12,000
(General Fund – \$1,330; Gas Tax Fund – \$11,970) ***(General Fund – \$1,330; Gas Tax Fund – \$7,000)***

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

51400 MATERIALS – WEED CHEMICALS – \$3,000

Chemicals to control weeds in streets and rights-of-way throughout the City. Increase is due to the purchase of additional Krovar, which is a soil sterilent to help keep weeds down longer.
(General Fund – \$500; Gas Tax Fund – \$2,500)

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$17,000

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, \$15,000
State Street – 200 feet of guardrail and fence repair, \$2,000
(General Fund – \$2,000; Gas Tax Fund – \$15,000)

51550 HAZARDOUS WASTE CLEAN-UP – \$10,000

Clean-up or removal of hazardous waste illegally dumped or discharged

52120 DUES AND MEMBERSHIPS – \$660

Leadworker, Maintenance Worker	CDPR Exam Fee	\$ 160
Leadworker, Maintenance Worker	PAPA Membership	\$ 100
Leadworker, Maintenance Worker	PAPA QAL/QAC Test Preparation	\$ 400

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.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 52450 SPECIAL CONTRACT SERVICES – \$532,937 ***(Only \$517,937 approved in City Manager’s Budget)***
Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$45,000 ***(Only \$30,000 approved)***
Landscaping for the existing median islands and parkways, \$335,097
Contract with West Coast Arborists for tree maintenance services in Grid 5 (1,200 trees @ \$77.70/tree), \$93,240
Miscellaneous tree trimming, removal of 78 dead trees and 74 stumps, \$50,000
Annual Palm tree trimming, \$9,600
 (General Fund – \$50,000; Gas Tax Fund – \$482,937) ***(General Fund – \$50,000; Gas Tax Fund – \$467,937)***
- 52530 EDUCATIONAL GRANTS – \$3,000 ***(Only \$2,500 approved in City Manager’s Budget)***
Per MOUs, education grants are provided to employees for education–related expenses.
- 52540 VOCATIONAL TRAINING – \$35,700 ***(Only \$25,000 approved in City Manager’s Budget)***
Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and In-Service Training Request
Schedule B – Vocational Training.”
- 52640 RENT – EQUIPMENT – \$4,500
Rental of private equipment such as augers, asphalt and concrete cutters, 185 cfm air compressor, etc. These funds are only used in the
event of City–owned equipment failure.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Item	Justification	Cost
62020	500 Gallon Water Trailer	The Streets Division is seeking to purchase a 500 gallon water trailer. The water truck was declared salvage as it was no longer compliant with the AQMD and could no longer be driven on any California roadway. This water trailer will be used for dust control per AQMD, saw cutting, watering trees and turf when needed and during Transcenter cleanup.	\$30,000
62020	Hydraulic Breaker Hammer	The Streets Division is seeking to purchase a hydraulic breaker hammer attachment for the CASE backhoe. This hydraulic breaker hammer will be used for demolition and removal of concrete and asphalt.	\$15,000
Total:			\$45,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4650

Department	Division	Program
Public Works	Streets	Signing and Painting

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	88,460	17,838	74,827	
Services and Supplies	60,800	74,800	63,100	
Capital Outlay	0	0	0	
Total	149,260	92,638	137,927	

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.95 (FT)
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Source of Funds

General Fund	93,340	25,018	82,007
Gas Tax Fund	55,920	67,620	55,920
Total	149,260	92,638	137,927

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4650 Signing and Painting

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Maintenance Worker	0.00	0.00	0.90		0	43,227	
Full Time	0.05	0.05	0.95		5,288	48,779	
Overtime					10,000	5,000	
Total Salaries & Wages					15,288	53,779	
Benefit Costs					1,388	16,427	
PERS Benefit Costs					1,162	4,621	
Total Benefit Costs					2,550	21,048	
TOTAL					17,838	74,827	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4650 Signing and 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

	<u>2022–23</u>	1st 6 mos. <u>2023–24</u>	Estimate <u>2024–25</u>
Maintain signs	300	287	350
Fabricate signs	0	6	3
Stripe miles of street	0	0	0
Stencil traffic legends	0	5	100
Raised Pavement Markers	0	0	500

Personnel Services – \$17,838

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288. Cost allocations are as follows: full-time salaries – \$5,288; overtime – \$10,000; benefit costs – \$2,550.

Services and Supplies – \$74,800

Funding requested is for: program supplies – \$800; materials – traffic striping – \$15,000; materials – street signs – \$48,000; materials – miscellaneous maintenance and repairs – \$6,000; special contract services – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:00PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4650	Signing/Painting					
				E10	Personnel Services					
13,551	59,064	59,667.00	0.00	41010-400-0000	Regular Earnings	0.00	5,288.00	48,779.00	0.00	0.00
227	2,672	5,000.00	0.00	43010-400-0000	Overtime	0.00	10,000.00	5,000.00	0.00	0.00
31	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	92.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	110.00	110.00	0.00	0.00
0	0	16,500.00	0.00	45220-400-0000	Benefit Plan	0.00	930.00	14,970.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
1,698	5,410	5,701.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,162.00	4,621.00	0.00	0.00
56	247	261.00	0.00	45270-400-0000	LTD Insurance	0.00	20.00	211.00	0.00	0.00
63	221	221.00	0.00	45290-400-0000	Life Insurance	0.00	39.00	207.00	0.00	0.00
201	896	865.00	0.00	45330-400-0000	Medicare	0.00	77.00	707.00	0.00	0.00
15,909	68,691	88,460	0		Personnel Services Totals:	0.00	17,838	74,827	0	0
				E20	Services & Supplies					
0	15	80.00	0.00	51130-400-0000	Program Supplies	0.00	80.00	80.00	0.00	0.00
35,458	23,500	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	0	1,200.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	1,200.00	1,200.00	0.00	0.00
221	(2,200)	2,500.00	0.00	51340-400-0000	Materials - Street Signs	0.00	4,800.00	4,800.00	0.00	0.00
(9)	(178)	600.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	600.00	600.00	0.00	0.00
0	0	500.00	0.00	52450-400-0000	Special Contract Services	0.00	500.00	500.00	0.00	0.00
35,670	21,137	4,880	0		Services & Supplies Totals:	0.00	7,180	7,180	0	0
51,579	89,828	93,340	0		EXPENDITURES TOTALS:	0.00	25,018	82,007	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
51,579	89,828	93,340	0		DEPT EXPENSES	0.00	25,018	82,007	0	0
(51,579)	(89,828)	(93,340)	0		Signing/Painting Totals:	0.00	(25,018)	(82,007)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
51,579	89,828	93,340	0		FUND EXPENSES	0.00	25,018	82,007	0	0
(51,579)	(89,828)	(93,340)	0		General Fund Totals:	0.00	(25,018)	(82,007)	0	0
				1102	Gas Tax Fund					
				4650	Signing/Painting					
				E10	Personnel Services					
42,460	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
4,170	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
165	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
151	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
619	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
47,565	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
291	1,007	720.00	0.00	51130-400-0000	Program Supplies	0.00	720.00	720.00	0.00	0.00
(35,458)	(23,500)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
4,022	1,988	10,800.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	13,800.00	10,800.00	0.00	0.00
27,253	17,217	36,000.00	0.00	51340-400-0000	Materials - Street Signs	0.00	43,200.00	36,000.00	0.00	0.00
2,417	3,985	5,400.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	5,400.00	5,400.00	0.00	0.00
0	0	3,000.00	0.00	52450-400-0000	Special Contract Services	0.00	4,500.00	3,000.00	0.00	0.00
(1,474)	696	55,920	0		Services & Supplies Totals:	0.00	67,620	55,920	0	0
46,091	696	55,920	0		EXPENDITURES TOTALS:	0.00	67,620	55,920	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
46,091	696	55,920	0		DEPT EXPENSES	0.00	67,620	55,920	0	0
(46,091)	(696)	(55,920)	0		Signing/Painting Totals:	0.00	(67,620)	(55,920)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
46,091	696	55,920	0		FUND EXPENSES	0.00	67,620	55,920	0	0
(46,091)	(696)	(55,920)	0		Gas Tax Fund Totals:	0.00	(67,620)	(55,920)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
97,669	90,524	149,260	0		REPORT EXPENSES	0.00	92,638	137,927	0	0
(97,669)	(90,524)	(149,260)	0		REPORT TOTALS:	0.00	(92,638)	(137,927)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4650 Signing and Painting

Object
Number

51130 PROGRAM SUPPLIES – \$800

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 – \$80; Gas Tax Fund – \$720)

51330 MATERIALS – TRAFFIC STRIPING – \$15,000 **(Only \$12,000 approved in City Manager’s Budget)**

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint’s reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used; DOT required red curb painting.
(General Fund – \$1,200; Gas Tax Fund \$13,800) **(General Fund – \$1,200; Gas Tax Fund \$10,800)**

51340 MATERIALS – STREET SIGNS – \$48,000 **(Only \$40,800 approved in City Manager’s Budget)**

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 @ \$500), \$3,000

Replacement pole mounted street name signs (200 @ \$125), \$25,000

(General Fund – \$4,800; Gas Tax Fund – \$43,200) **(General Fund – \$4,800; Gas Tax Fund – \$36,000)**

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$6,000

Paint, paint thinner, nails, plywood and cement. (General Fund – \$600; Gas Tax Fund – \$5,400)

52450 SPECIAL CONTRACT SERVICES – \$5,000 **(Only \$3,500 approved in City Manager’s Budget)**

Recycling of hazardous waste to comply with State and County regulations, including paint, lightbulbs, batteries, electronics, etc.
(General Fund – \$500; Gas Tax Fund – \$4,500) **(General Fund – \$500; Gas Tax Fund – \$3,000)**

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	169,754	169,485	168,823	
Services and Supplies	11,200	15,300	10,800	
Capital Outlay	0	0	0	
Total	180,954	184,785	179,623	

Personnel Authorized	2.05 (FT)	2.05 (FT)	2.05 (FT)
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Source of Funds

General Fund	170,784	171,015	170,353
Gas Tax Fund	10,170	13,770	9,270
Total	180,954	184,785	179,623

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4651 Street Sweeping

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Motor Sweeper Operator	2.00	2.00	2.00		118,488	118,488	
Street Sweeping CFD Reimb					-2,700	-2,700	
Full Time	2.05	2.05	2.05		123,776	124,040	
Admin Other Depts					-2,700	-2,700	
Overtime					1,500	500	
Total Salaries & Wages					122,576	121,840	
Benefit Costs					36,421	36,437	
PERS Benefit Costs					10,488	10,546	
Total Benefit Costs					46,909	46,983	
TOTAL					169,485	168,823	

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

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimate <u>2024-25</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	2	2	4

Personnel Services – \$169,485

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288; Motor Sweeper Operator (2.00) – \$118,488. Cost allocations are as follows: full-time salaries – \$123,776; admin other departments – <\$2,700>; overtime – \$1,500; benefit costs – \$46,909.

Services and Supplies – \$15,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:01PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4651	Street Sweeping					
				E10	Personnel Services					
19,853	130,439	123,567.00	0.00	41010-400-0000	Regular Earnings	0.00	123,776.00	124,040.00	0.00	0.00
(2,250)	(2,300)	-2,700.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-2,700.00	-2,700.00	0.00	0.00
299	2,243	1,500.00	0.00	43010-400-0000	Overtime	0.00	1,500.00	500.00	0.00	0.00
31	221	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
123	899	1,281.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,335.00	1,335.00	0.00	0.00
0	0	32,100.00	0.00	45220-400-0000	Benefit Plan	0.00	32,130.00	32,130.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
2,311	11,443	11,114.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,488.00	10,546.00	0.00	0.00
81	528	542.00	0.00	45270-400-0000	LTD Insurance	0.00	542.00	542.00	0.00	0.00
81	406	405.00	0.00	45290-400-0000	Life Insurance	0.00	407.00	409.00	0.00	0.00
295	1,940	1,792.00	0.00	45330-400-0000	Medicare	0.00	1,795.00	1,799.00	0.00	0.00
20,906	146,000	169,754	0		Personnel Services Totals:	0.00	169,485	168,823	0	0
				E20	Services & Supplies					
30	0	30.00	0.00	51130-400-0000	Program Supplies	0.00	30.00	30.00	0.00	0.00
188	(1,420)	1,000.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	1,500.00	1,500.00	0.00	0.00
218	(1,420)	1,030	0		Services & Supplies Totals:	0.00	1,530	1,530	0	0
21,124	144,580	170,784	0		EXPENDITURES TOTALS:	0.00	171,015	170,353	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
21,124	144,580	170,784	0		DEPT EXPENSES	0.00	171,015	170,353	0	0
(21,124)	(144,580)	(170,784)	0		Street Sweeping Totals:	0.00	(171,015)	(170,353)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
21,124	144,580	170,784	0		FUND EXPENSES	0.00	171,015	170,353	0	0
(21,124)	(144,580)	(170,784)	0		General Fund Totals:	0.00	(171,015)	(170,353)	0	0
				1102	Gas Tax Fund					
				4651	Street Sweeping					
				E10	Personnel Services					
99,175	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
1,104	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
9,694	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
396	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
313	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
1,470	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
112,153	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
270	103	270.00	0.00	51130-400-0000	Program Supplies	0.00	270.00	270.00	0.00	0.00
8,716	10,297	9,900.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	13,500.00	9,000.00	0.00	0.00
8,986	10,400	10,170	0		Services & Supplies Totals:	0.00	13,770	9,270	0	0
121,139	10,400	10,170	0		EXPENDITURES TOTALS:	0.00	13,770	9,270	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
121,139	10,400	10,170	0		DEPT EXPENSES	0.00	13,770	9,270	0	0
(121,139)	(10,400)	(10,170)	0		Street Sweeping Totals:	0.00	(13,770)	(9,270)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
121,139	10,400	10,170	0		FUND EXPENSES	0.00	13,770	9,270	0	0
(121,139)	(10,400)	(10,170)	0		Gas Tax Fund Totals:	0.00	(13,770)	(9,270)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
142,263	154,981	180,954	0		REPORT EXPENSES	0.00	184,785	179,623	0	0
(142,263)	(154,981)	(180,954)	0		REPORT TOTALS:	0.00	(184,785)	(179,623)	0	0

**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 – \$15,000 (*Only \$10,500 approved in City Manager’s Budget*)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (*General Fund – \$1,500; Gas Tax Fund – \$9,000*)

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	347,373	263,174	411,114	
Services and Supplies	163,280	244,246	171,954	
Capital Outlay	0	62,917	62,917	
Total	510,653	570,337	645,985	

Personnel Authorized	3.51 (FT)	3.51 (FT)	5.40 (FT)
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Department Distribution

Park Maintenance	487,834	508,573	607,883
Tree Maintenance	22,819	61,764	38,102
Total	510,653	570,337	645,985

Source of Funds

General Fund	475,503	463,502	544,140
Park Maintenance Fund	35,150	49,418	44,428
Equipment Replacement Fund	0	57,417	57,417
Total	510,653	570,337	645,985

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 City owned facilities in a well-groomed and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	339,134	254,536	402,138	
Services and Supplies	148,700	191,120	142,828	
Capital Outlay	0	62,917	62,917	
Total	487,834	508,573	607,883	
Personnel Authorized	3.46 (FT)	3.46 (FT)	5.35 (FT)	

Source of Funds

General Fund	452,684	401,738	506,038
Park Maintenance Fund	35,150	49,418	44,428
Equipment Replacement Fund	0	57,417	57,417
Total	487,834	508,573	607,883

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4652 Park Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Field Groundskeeper	1.00	1.00	1.00		53,106	53,106	
Leadworker Maintenance	0.00	0.00	0.90		0	56,678	
Maintenance Worker	2.31	2.31	3.30		109,121	158,302	
Admin other Depts					-10,648	-10,648	
					<u>98,473</u>	<u>147,654</u>	
Customer Svc Rep/Office Spe	0.10	0.10	0.10		4,670	4,670	
Full Time	3.46	3.46	5.35		172,185	278,308	
Admin other Departments					-10,648	-10,648	
Total FT Positions/Salaries					161,537	267,660	
Overtime					20,000	20,000	
Total Salaries & Wages					181,537	287,660	
Benefit Costs					58,704	91,795	
PERS Benefit Costs					14,295	22,683	
Total Benefit Costs					72,999	114,478	
TOTAL					254,536	402,138	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4652 Park Maintenance

Work Program

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

Units of Measure

	<u>2022–23</u>	1st 6 mos. <u>2023–24</u>	Estimate <u>2024–25</u>
Acres of parks and facilities maintained	79.24	79.24	79.24
Acres of parks and facilities mowed	41.13	41.13	41.13
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

Personnel Services – \$254,536

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288; Field Groundskeeper (1.00) – \$53,106; Maintenance Worker (2.31) – \$109,121; Customer Service Representative/Office Specialist (0.10) – \$4,670; Cost allocations are as follows: full-time salaries – \$172,185; admin other departments – <\$10,648>; overtime – \$20,000; benefit costs – \$72,999.

Services and Supplies – \$191,120

Funding requested is for: uniforms – \$8,278; program supplies – \$2,400; materials – fertilizer – \$2,000; materials – weed chemicals – \$1,000; materials – miscellaneous maintenance and repair – \$36,990; travel & meetings – \$1,500; special contract services – \$123,302; rent – equipment – \$850; small equipment – \$9,800; miscellaneous expenditures – \$5,000.

Capital Outlay – \$62,917

Funding requested is for: one Ryon Jr. Sod Cutter – \$5,500; one 2024 Ford Super Duty F250 – \$57,417.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:01PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4652	Park Maintenance					
				E10	Personnel Services					
159,760	145,386	258,463.00	0.00	41010-400-0000	Regular Earnings	0.00	172,185.00	278,308.00	0.00	0.00
(8,000)	(6,135)	-9,680.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-10,648.00	-10,648.00	0.00	0.00
51,443	25,120	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
38,106	42,366	20,000.00	0.00	43010-400-0000	Overtime	0.00	20,000.00	20,000.00	0.00	0.00
545	141	884.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	445.00	1,691.00	0.00	0.00
0	0	78,432.00	0.00	45220-400-0000	Benefit Plan	0.00	54,126.00	83,610.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
16,060	12,990	22,542.00	0.00	45250-400-0000	P.E.R.S.	0.00	14,295.00	22,683.00	0.00	0.00
767	658	1,138.00	0.00	45270-400-0000	LTD Insurance	0.00	756.00	1,222.00	0.00	0.00
653	561	954.00	0.00	45290-400-0000	Life Insurance	0.00	668.00	1,015.00	0.00	0.00
3,654	3,094	3,748.00	0.00	45330-400-0000	Medicare	0.00	2,497.00	4,035.00	0.00	0.00
3,416	1,660	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
266,486	226,021	376,634	0		Personnel Services Totals:	0.00	254,536	402,138	0	0
				E20	Services & Supplies					
2,297	1,350	1,350.00	0.00	51100-400-0000	Uniforms	0.00	2,350.00	2,350.00	0.00	0.00
2,904	1,985	2,700.00	0.00	51130-400-0000	Program Supplies	0.00	2,400.00	2,400.00	0.00	0.00
3,988	0	0.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	0.00	0.00	0.00	0.00
0	0	2,000.00	0.00	51390-400-0000	Materials - Fertilizer	0.00	2,000.00	2,000.00	0.00	0.00
170	0	1,000.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	1,000.00	1,000.00	0.00	0.00
51,726	34,814	100,000.00	0.00	52450-400-0000	Special Contract Services	0.00	123,302.00	80,000.00	0.00	0.00
500	580	850.00	0.00	52640-400-0000	Rent - Equipment	0.00	850.00	850.00	0.00	0.00
0	1,286	2,150.00	0.00	52690-400-0000	Small Equipment	0.00	9,800.00	9,800.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
61,585	40,015	110,050	0		Services & Supplies Totals:	0.00	141,702	98,400	0	0
0	0	0.00	0.00	E30	Capital Outlay					
				62020-400-0000	Transportation & Work Equipmen	0.00	5,500.00	5,500.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	5,500	5,500	0	0
328,072	266,036	486,684	0		EXPENDITURES TOTALS:	0.00	401,738	506,038	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
328,072	266,036	486,684	0		DEPT EXPENSES	0.00	401,738	506,038	0	0
(328,072)	(266,036)	(486,684)	0		Park Maintenance Totals:	0.00	(401,738)	(506,038)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
328,072	266,036	486,684	0		FUND EXPENSES	0.00	401,738	506,038	0	0
(328,072)	(266,036)	(486,684)	0		General Fund Totals:	0.00	(401,738)	(506,038)	0	0
				1130	Park Maintenance Fund					
				4652	Park Maintenance					
				E20	Services & Supplies					
1,309	4,218	3,650.00	0.00	51100-400-0000	Uniforms	0.00	5,928.00	5,928.00	0.00	0.00
16,000	0	0.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	0.00	0.00	0.00	0.00
0	254	0.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	0.00	0.00	0.00	0.00
19,940	27,772	25,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	36,990.00	32,000.00	0.00	0.00
1,410	170	1,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	1,500.00	1,500.00	0.00	0.00
1,240	1,425	0.00	0.00	52890-400-0000	Rental Property Upkeep	0.00	0.00	0.00	0.00	0.00
4,166	5,140	5,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,000.00	5,000.00	0.00	0.00
44,065	38,979	35,150	0		Services & Supplies Totals:	0.00	49,418	44,428	0	0
40,000	0	0.00	0.00	E30	Capital Outlay					
				62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
40,000	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
84,065	38,979	35,150	0		EXPENDITURES TOTALS:	0.00	49,418	44,428	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
84,065	38,979	35,150	0		DEPT EXPENSES	0.00	49,418	44,428	0	0
(84,065)	(38,979)	(35,150)	0		Park Maintenance Totals:	0.00	(49,418)	(44,428)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
84,065	38,979	35,150	0		FUND EXPENSES	0.00	49,418	44,428	0	0
(84,065)	(38,979)	(35,150)	0		Park Maintenance Fund Totals:	0.00	(49,418)	(44,428)	0	0
				1750	Equipment Replacement Fund					
				4652	Park Maintenance					
				E30	Capital Outlay					
31,801	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	57,417.00	57,417.00	0.00	0.00
31,801	0	0	0		Capital Outlay Totals:	0.00	57,417	57,417	0	0
31,801	0	0	0		EXPENDITURES TOTALS:	0.00	57,417	57,417	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
31,801	0	0	0		DEPT EXPENSES	0.00	57,417	57,417	0	0
(31,801)	0	0	0		Park Maintenance Totals:	0.00	(57,417)	(57,417)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
31,801	0	0	0		FUND EXPENSES	0.00	57,417	57,417	0	0
(31,801)	0	0	0		Equipment Replacement Fund Total	0.00	(57,417)	(57,417)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
443,938	305,015	521,834	0		REPORT EXPENSES	0.00	508,573	607,883	0	0
(443,938)	(305,015)	(521,834)	0		REPORT TOTALS:	0.00	(508,573)	(607,883)	0	0

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

Department: Public Works

Program: 4652 Park 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	Richard Herrera, Leadworker - Maintenance	Attend the 2024 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. (Park Maintenance Fund)	TBA	November 2024	\$1,500
				Total:	\$1,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

51100 UNIFORMS – \$8,278

Rental and cleaning of uniforms and purchase of work boots for Division Personnel, \$7,278
Two dozen City logo baseball hats, \$1,000
(General Fund - \$2,350; Park Maintenance Fund- \$5,928)

51130 PROGRAM SUPPLIES – \$2,400

Shovels, hoes, rakes, brooms, pruners, etc., \$1,500
Work gloves, eye and ear protection, rain gear, etc., \$900

51390 MATERIALS – FERTILIZER – \$2,000

Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.

51400 MATERIALS – WEED CHEMICALS – \$1,000

Chemicals to control weeds at City parks and facilities.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,990 ***(Only \$32,000 approved in City Manager's Budget)***
(Park Maintenance Fund)

Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, etc., \$8,000
Playground fiber material to bring playground safety material back into safe levels, \$5,000
Playground equipment replacement of parts due to vandalism, \$5,000
Replacement trash cans at various parks, \$1,000
Wood chips (41 yards), \$5,000
Ballfield brick dust (15 yards), clay, drying agent, homebases, \$4,490
Ballfield fence netting at Kingsley Park, \$7,000
Pour in place repair for playgrounds, \$1,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object
Number

- 52130 TRAVEL AND MEETINGS – \$1,500 (Park Maintenance Fund)

Attendance at conference certification class – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52450 SPECIAL CONTRACT SERVICES – \$123,302 *(Only \$80,000 approved in City Manager's Budget)*

Police Department Facility landscape, Transcenter landscape and Montclair Family Resource Center house, \$107,502
Gopher control at City Facilities, \$10,300
Lawnscape Systems, Inc. for quarterly herbicide spraying at Civic Center, \$5,500
- 52640 RENT – EQUIPMENT – \$850

Rental of private equipment from local vendors such as walk behind aerators, sod cutters and dethatches.
- 52690 SMALL EQUIPMENT – \$9,800

Two backpack blowers, \$1,200
Two Power Trim 308-H Commercial Edgers, \$2,400
Two Stihl FS70 loop handle trimmers, \$1,000
Three Stihl heave duty hedge trimmers, \$1,200
Billy Goat Walk-Behind Aerator, \$4,000
- 52990 MISCELLANEOUS EXPENDITURES – \$5,000 (Park Maintenance Fund)

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4652 Park Maintenance

Object Code	Item	Justification	Cost
62020	Ryan Jr. Sod Cutter	The Parks Division is seeking to purchase a Ryan Jr. Sod Cutter. The sod cutter will be used for removing sod, removing humps in base lines and infields and general ballfield preparation.	\$5,500
62020	2024 Ford Super Duty F250	This vehicle will replace Unit 220, a Chevrolet 3/4 ton pickup. Unit 220 has a bi-fuel system that cannot be repaired and cannot pass a smog emission test. The 2024 Ford Super Duty will be used to tow the large riding mower to the parks. (Equipment Replacement Fund)	\$57,417
Total:			\$62,917

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 right-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	8,239	8,638	8,976	
Services and Supplies	14,580	53,126	29,126	
Capital Outlay	0	0	0	
Total	22,819	61,764	38,102	

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	22,819	61,764	38,102
Total	22,819	61,764	38,102

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4653 Tree Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Full Time	0.05	0.05	0.05		5,288	5,552	
Overtime					800	800	
Total Salaries & Wages					6,088	6,352	
Benefit Costs					1,388	1,404	
PERS Benefit Costs					1,162	1,220	
Total Benefit Costs					2,550	2,624	
TOTAL					8,638	8,976	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

Work Program

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

Units of Measure

	<u>2022-23</u>	<u>1st 6 mos. 2023-24</u>	<u>Estimate 2024-25</u>
Trees trimmed	1,104	63	1,100
Trees removed	35	12	10
Trees replaced	15	5	100
Tree roots pruned	0	0	0
Trees sprayed	0	0	0

Personnel Services – \$8,638

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288. Cost allocations are as follows: full-time salaries – \$5,288; overtime – \$800; benefit costs – \$2,550.

Services and Supplies – \$53,126

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$51,476; rent – equipment – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4653	Tree Maintenance					
				E10	Personnel Services					
8,834	7,303	5,085.00	0.00	41010-400-0000	Regular Earnings	0.00	5,288.00	5,552.00	0.00	0.00
177	0	800.00	0.00	43010-400-0000	Overtime	0.00	800.00	800.00	0.00	0.00
31	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
0	0	92.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	110.00	110.00	0.00	0.00
0	0	900.00	0.00	45220-400-0000	Benefit Plan	0.00	930.00	930.00	0.00	0.00
82	181	153.00	0.00	45240-400-0000	Deferred Compensation	0.00	212.00	222.00	0.00	0.00
1,234	971	1,078.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,162.00	1,220.00	0.00	0.00
37	26	20.00	0.00	45270-400-0000	LTD Insurance	0.00	20.00	20.00	0.00	0.00
46	38	37.00	0.00	45290-400-0000	Life Insurance	0.00	39.00	41.00	0.00	0.00
131	106	74.00	0.00	45330-400-0000	Medicare	0.00	77.00	81.00	0.00	0.00
10,573	8,625	8,239	0		Personnel Services Totals:	0.00	8,638	8,976	0	0
				E20	Services & Supplies					
95	0	250.00	0.00	51130-400-0000	Program Supplies	0.00	250.00	250.00	0.00	0.00
0	0	400.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	400.00	400.00	0.00	0.00
60,692	4,472	12,930.00	0.00	52450-400-0000	Special Contract Services	0.00	51,476.00	27,476.00	0.00	0.00
0	0	1,000.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,000.00	1,000.00	0.00	0.00
60,787	4,472	14,580	0		Services & Supplies Totals:	0.00	53,126	29,126	0	0
71,360	13,097	22,819	0		EXPENDITURES TOTALS:	0.00	61,764	38,102	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
71,360	13,097	22,819	0		DEPT EXPENSES	0.00	61,764	38,102	0	0
(71,360)	(13,097)	(22,819)	0		Tree Maintenance Totals:	0.00	(61,764)	(38,102)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
71,360	13,097	22,819	0		FUND EXPENSES	0.00	61,764	38,102	0	0
(71,360)	(13,097)	(22,819)	0		General Fund Totals:	0.00	(61,764)	(38,102)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
71,360	13,097	22,819	0		REPORT EXPENSES	0.00	61,764	38,102	0	0
(71,360)	(13,097)	(22,819)	0		REPORT TOTALS:	0.00	(61,764)	(38,102)	0	0

**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 – MISCELLANEOUS 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 – \$51,476 ***(Only \$27,476 approved in City Manager's Budget)***

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 5, which includes 19 trees; services include tree trimming, tree removal, spraying and planting, \$1,476

Planting or replacement of 100 trees, \$49,000 ***(Only \$25,000 approved)***

Removal of Bees, \$1,000

52640 RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

PROGRAM BUDGET SUMMARY – 1

Program Number 4654

Department	Division	Program
Public Works		Irrigation Maintenance

Program Description

Maintain the irrigation systems for all City parks and other City-owned facilities.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	91,283	89,907	88,907	
Services and Supplies	44,775	61,283	51,583	
Capital Outlay	0	0	0	
Total	136,058	151,190	140,490	

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

General Fund	111,058	126,190	110,490
Park Maintenance Fund	25,000	25,000	30,000
Total	136,058	151,190	140,490

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4654 Irrigation Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Irrigation Specialist	1.00	1.00	1.00		62,976	62,976	
Full Time	1.00	1.00	1.00		62,976	62,976	
Overtime					5,000	4,000	
Total Salaries & Wages					67,976	66,976	
Benefit Costs					16,975	16,975	
PERS Benefit Costs					4,956	4,956	
Total Benefit Costs					21,931	21,931	
TOTAL					89,907	88,907	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works		4654 Irrigation Maintenance

Work Program

1. Maintain irrigation system for all City parks and City owned facilities.
 2. Test and certify all City owned backflow devices annually.
-

Units of Measure

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimate <u>2024-25</u>
Backflow devices	74	12	40
Irrigation valves	38	5	20
Controllers/timers	84	15	20
City parks/facilities/medians	56	124	150
Hours expended in the repair of Irrigation systems citywide	2,010	1,050	2,050

Personnel Services – \$89,907

Funding requested if for: Irrigation Specialist (1.00) – \$62,976. Cost allocations are as follows: full-time salaries – \$62,976; overtime – \$5,000; benefit costs – \$21,931.

Services and Supplies – \$61,283

Funding requested is for: uniforms – \$808; program supplies – \$500; materials – miscellaneous maintenance and repair – \$49,700; special contract services – \$8,775; rent – equipment – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:01PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4654	Irrigation Maintenance					
				E10	Personnel Services					
0	20,587	62,974.00	0.00	41010-400-0000	Regular Earnings	0.00	62,976.00	62,976.00	0.00	0.00
0	2,419	0.00	0.00	43010-400-0000	Overtime	0.00	5,000.00	4,000.00	0.00	0.00
0	0	15,600.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	15,600.00	0.00	0.00
0	1,840	5,334.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,956.00	4,956.00	0.00	0.00
0	115	278.00	0.00	45270-400-0000	LTD Insurance	0.00	278.00	278.00	0.00	0.00
0	83	184.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
0	334	913.00	0.00	45330-400-0000	Medicare	0.00	913.00	913.00	0.00	0.00
0	25,378	85,283	0		Personnel Services Totals:	0.00	89,907	88,907	0	0
				E20	Services & Supplies					
0	0	0.00	0.00	51100-400-0000	Uniforms	0.00	808.00	808.00	0.00	0.00
0	250	500.00	0.00	51130-400-0000	Program Supplies	0.00	500.00	500.00	0.00	0.00
0	2,468	5,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	24,700.00	10,000.00	0.00	0.00
0	7,509	8,775.00	0.00	52450-400-0000	Special Contract Services	0.00	8,775.00	8,775.00	0.00	0.00
0	0	1,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,500.00	1,500.00	0.00	0.00
0	10,227	15,775	0		Services & Supplies Totals:	0.00	36,283	21,583	0	0
0	35,605	101,058	0		EXPENDITURES TOTALS:	0.00	126,190	110,490	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	35,605	101,058	0		DEPT EXPENSES	0.00	126,190	110,490	0	0
0	(35,605)	(101,058)	0		Irrigation Maintenance Totals:	0.00	(126,190)	(110,490)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	35,605	101,058	0		FUND EXPENSES	0.00	126,190	110,490	0	0
0	(35,605)	(101,058)	0		General Fund Totals:	0.00	(126,190)	(110,490)	0	0
0	17,973	25,000.00	0.00	1130 4654 E20 51410-400-0000	Park Maintenance Fund Irrigation Maintenance Services & Supplies Materials-Misc Maint & Repair	0.00	25,000.00	30,000.00	0.00	0.00
0	17,973	25,000	0		Services & Supplies Totals:	0.00	25,000	30,000	0	0
0	17,973	25,000	0		EXPENDITURES TOTALS:	0.00	25,000	30,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	17,973	25,000	0		DEPT EXPENSES	0.00	25,000	30,000	0	0
0	(17,973)	(25,000)	0		Irrigation Maintenance Totals:	0.00	(25,000)	(30,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	17,973	25,000	0		FUND EXPENSES	0.00	25,000	30,000	0	0
0	(17,973)	(25,000)	0		Park Maintenance Fund Totals:	0.00	(25,000)	(30,000)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	53,578	126,058	0		REPORT EXPENSES	0.00	151,190	140,490	0	0
0	(53,578)	(126,058)	0		REPORT TOTALS:	0.00	(151,190)	(140,490)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4654 Irrigation Maintenance

Object
Number

51100 UNIFORMS – \$808

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

51130 PROGRAM SUPPLIES – \$500

Pumps, hand tools, saws, shovels, etc.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$49,700 *(Only \$40,000 approved in City Manager's Budget)*

Sprinklers, solenoids, valve wire, valve boxes, batteries, irrigation pipe, glue, shutoff valves, copper pipe, wye strainers, \$25,000

Four new backflow devices, \$8,000

Six new irrigation timers per year, \$6,000

Twenty-five new valves per year, \$7,500

Four new backflow cages, \$3,200

(General Fund - \$24,700; Park Maintenance Fund \$25,000) *(General Fund - \$10,000; Park Maintenance Fund \$30,000)*

52450 SPECIAL CONTRACT SERVICES – \$8,775

Basic Backflow to test 150 backflow devices throughout the City.

52640 RENT – EQUIPMENT – \$1,500

Rental of a trencher.

PROGRAM BUDGET SUMMARY – 1

Program Number 4656

Department	Division	Program
Public Works		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	181,883	187,070	186,905	
Services and Supplies	368,472	390,311	380,311	
Capital Outlay	0	0	0	
Total	550,355	577,381	567,216	
Personnel Authorized	1.65 (FT)	1.65 (FT)	1.65 (FT)	

Source of Funds

General Fund	550,355	577,381	567,216
Total	550,355	577,381	567,216

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4656 Vehicle Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,288	5,552	
Equipment Maint Manager	0.75	0.75	0.75		78,669	78,669	
Equipment Mechanic	0.75	0.75	0.75		46,368	46,368	
Customer Svc Rep/Office Spec	0.10	0.10	0.10		4,670	4,670	
Full Time	1.65	1.65	1.65		134,995	135,259	
Overtime					1,500	1,000	
Total Salaries & Wages					136,495	136,259	
Benefit Costs					36,969	36,984	
PERS Benefit Costs					13,606	13,662	
Total Benefit Costs					50,575	50,646	
TOTAL					187,070	186,905	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works		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

	<u>2022–23</u>	1st 6 mos. <u>2023–24</u>	Estimate <u>2024–25</u>
Number of vehicle services performed	154	77	154
Number of vehicle repairs performed	613	195	390
Number of equipment services performed	96	48	96
Number of equipment repairs performed	31	56	112

Personnel Services – \$187,070

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,288; Equipment Maintenance Manager (0.75) – \$78,669; Equipment Mechanic (0.75) – \$46,368; Customer Service Representative/Office Specialist (0.10) – \$4,670. Cost allocations are as follows: full-time salaries – \$134,995; overtime – \$1,500; benefit costs – \$50,575.

Services and Supplies – \$390,311

Funding requested is for: books and publications – \$2,000; uniforms - \$1,616; program supplies – \$3,000; license/permits/certificates – \$2,375; materials – transportation/work equipment – \$112,500; gasoline – \$100,000; diesel fuel – \$30,000; oil and lubricants – \$7,000; propane – \$15,000; compressed natural gas – \$50,000; maintenance – transportation/work equipment – \$50,000; maintenance – other equipment – \$6,750; special contract services – \$2,000; vocational training – \$1,500; shop towel services – \$1,000; small equipment – \$5,570.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4656	Vehicle Maintenance					
				E10	Personnel Services					
120,694	130,368	133,292.00	0.00	41010-400-0000	Regular Earnings	0.00	134,995.00	135,259.00	0.00	0.00
451	1,034	1,500.00	0.00	43010-400-0000	Overtime	0.00	1,500.00	1,000.00	0.00	0.00
31	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,994	2,155	1,953.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,979.00	2,979.00	0.00	0.00
0	0	25,860.00	0.00	45220-400-0000	Benefit Plan	0.00	28,140.00	28,140.00	0.00	0.00
82	929	2,475.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,572.00	2,582.00	0.00	0.00
12,733	13,276	13,996.00	0.00	45250-400-0000	P.E.R.S.	0.00	13,606.00	13,662.00	0.00	0.00
515	543	543.00	0.00	45270-400-0000	LTD Insurance	0.00	544.00	544.00	0.00	0.00
325	698	331.00	0.00	45290-400-0000	Life Insurance	0.00	776.00	777.00	0.00	0.00
1,787	1,941	1,933.00	0.00	45330-400-0000	Medicare	0.00	1,958.00	1,962.00	0.00	0.00
138,612	150,944	181,883	0		Personnel Services Totals:	0.00	187,070	186,905	0	0
				E20	Services & Supplies					
3,663	2,270	2,000.00	0.00	51020-400-0000	Books and Publications	0.00	2,000.00	2,000.00	0.00	0.00
0	0	0.00	0.00	51100-400-0000	Uniforms	0.00	1,616.00	1,616.00	0.00	0.00
1,398	1,718	3,200.00	0.00	51130-400-0000	Program Supplies	0.00	3,000.00	3,000.00	0.00	0.00
7,832	2,964	2,375.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,375.00	2,375.00	0.00	0.00
83,387	127,028	80,000.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	112,500.00	112,500.00	0.00	0.00
73,803	80,819	70,000.00	0.00	51500-400-0000	Gasoline	0.00	100,000.00	100,000.00	0.00	0.00
27,716	30,867	28,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	30,000.00	30,000.00	0.00	0.00
5,524	7,144	7,000.00	0.00	51520-400-0000	Oil & Lubricants	0.00	7,000.00	7,000.00	0.00	0.00
12,091	6,629	15,000.00	0.00	51530-400-0000	Propane	0.00	15,000.00	10,000.00	0.00	0.00
15,609	41,105	35,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	50,000.00	45,000.00	0.00	0.00
57,707	90,381	62,447.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	50,000.00	50,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
6,957	8,848	6,800.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,750.00	6,750.00	0.00	0.00
14,035	1,125	2,000.00	0.00	52450-400-0000	Special Contract Services	0.00	2,000.00	2,000.00	0.00	0.00
0	193	2,700.00	0.00	52540-400-0000	Vocational Training	0.00	1,500.00	1,500.00	0.00	0.00
1,428	987	1,000.00	0.00	52680-400-0000	Shop Towel Services	0.00	1,000.00	1,000.00	0.00	0.00
0	816	1,950.00	0.00	52690-400-0000	Small Equipment	0.00	5,570.00	5,570.00	0.00	0.00
311,150	402,893	319,472	0		Services & Supplies Totals:	0.00	390,311	380,311	0	0
449,762	553,837	501,355	0		EXPENDITURES TOTALS:	0.00	577,381	567,216	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
449,762	553,837	501,355	0		DEPT EXPENSES	0.00	577,381	567,216	0	0
(449,762)	(553,837)	(501,355)	0		Vehicle Maintenance Totals:	0.00	(577,381)	(567,216)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
449,762	553,837	501,355	0		FUND EXPENSES	0.00	577,381	567,216	0	0
(449,762)	(553,837)	(501,355)	0		General Fund Totals:	0.00	(577,381)	(567,216)	0	0
				1135	Air Quality Improvement Trust					
				4656	Vehicle Maintenance					
				E20	Services & Supplies					
10,000	0	0.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	0.00	0.00	0.00	0.00
10,000	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
10,000	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
10,000	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(10,000)	0	0	0		Vehicle Maintenance Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
10,000	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(10,000)	0	0	0		Air Quality Improvement Trust Tot	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4656	Vehicle Maintenance					
				E30	Capital Outlay					
43,044	0	0.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00
0	17,893	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
43,044	17,893	0	0		Capital Outlay Totals:	0.00	0	0	0	0
43,044	17,893	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
43,044	17,893	0	0		DEPT EXPENSES	0.00	0	0	0	0
(43,044)	(17,893)	0	0		Vehicle Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
43,044	17,893	0	0		FUND EXPENSES	0.00	0	0	0	0
(43,044)	(17,893)	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
502,806	571,730	501,355	0		REPORT EXPENSES	0.00	577,381	567,216	0	0
(502,806)	(571,730)	(501,355)	0		REPORT TOTALS:	0.00	(577,381)	(567,216)	0	0

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

Department: Public Works

Program: 4656 Vehicle 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	Attendance at Fire Mechanics Academy to maintain current technician certificates, 40 hour course.	Southern California	Varies	\$1,000
52540	Division Personnel	CNG Sweeper Operator and Technician Course.	Southern California	Varies	\$500
				Total:	\$1,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,000

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500
Shop manuals, \$500

51100 UNIFORMS – \$1,616

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

51130 PROGRAM SUPPLIES – \$3,000

Gloves, eye protection, etc. used by Division Personnel, \$500
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screwdrivers, sockets, 1/2 inch cordless impact gun, \$1,500
Cummins Institute annual update, \$1,000

51150 LICENSE/PERMITS/CERTIFICATES – \$2,375

EPA ID Verification fee, \$450
S.C.A.Q.M.D. Emissions fee, \$375
San Bernardino County Fire CUPA Annual Permit, \$1,250
San Bernardino County Above Ground Fuel System Fee, \$300

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$112,500

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, \$110,000
New traffic advisor for unit 313PW, \$2,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

- 51500 GASOLINE – \$100,000
Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.
- 51510 DIESEL FUEL – \$30,000
Diesel fuel for equipment used in the Public Works and Fire Department, \$27,500
Diesel Tax Return Fee, \$2,500
- 51520 OIL AND LUBRICANTS – \$7,000
Oil and lubricants to service the City fleet, including fire apparatus.
- 51530 PROPANE – \$15,000 ***(Only \$10,000 approved in City Manager's Budget)***
Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$14,000
- 51540 COMPRESSED NATURAL GAS – \$50,000 ***(Only \$45,000 approved in City Manager's Budget)***
Compressed natural gas for two Sweeper Trucks, two passenger vans, one Toyota Camry and one fleet truck.
- 52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$50,000
Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all City departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines.
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,750
Annual certification of the overhead crane in the City Garage, \$400
Annual safety inspection of the two aerial tree trucks (Units 206 and 308), \$800

continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – continued

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
Miscellaneous repair to fuel dispensers, \$2,500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$300
Annual CARB Clean Truck Check H.D. Inspection and Maintenance, \$800
Safety Inspection for CNG Fuel Tanks Testing, \$750

52450 SPECIAL CONTRACT SERVICES – \$2,000

Disposal of used oil, oil filters, and used antifreeze, to comply with State and County regulations.

52540 VOCATIONAL TRAINING – \$1,500

Attendance at vocational training classes – for details see “Worksheet – Justification of Conference and in-Service Training Request Schedule A – Vocational Training.”

52680 SHOP TOWEL SERVICES – \$1,000

Shop towel and fender cover weekly cleaning services.

52690 SMALL EQUIPMENT – \$5,570

Top side creeper, \$445
Under hood light, \$100
Under vehicle creeper, \$200
Vehicle diagnostic scanner, \$4,000
1/2 inch cordless impact, \$825

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, closed circuit 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				
Full Time Personnel	513,546	577,455	301,522	
Support Svcs other Programs	653,604	740,289	801,340	
Services and Supplies	3,301,714	3,525,234	3,554,500	
Capital Outlay	23,100	24,000	15,000	
Sewer Depreciation	69,586	69,586	69,586	
Total	4,561,550	4,936,564	4,741,948	

Personnel Authorized	8.00 (FT)	8.00 (FT)	4.00 (FT)
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Source of Funds

Sewer Operating Fund	4,490,964	4,865,978	4,671,362
Sewer Replacement Fund	1,000	1,000	1,000
Sewer Capital Asset Fund	69,586	69,586	69,586
Total	4,561,550	4,936,564	4,741,948

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4669 Sewer Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<u>Fully Funded Full-Time</u>							
Leadworker Maintenance	1.00	1.00	1.00		61,351	61,351	
Maintenance Worker	7.00	7.00	3.00		345,611	148,545	
<u>Support Services other Programs</u>							
Director of Public Works	0.65	0.65	0.30		131,851	60,855	
PW Facilities/Maint Asst Mgr	0.00	0.00	0.10		0	10,837	
PW Operations Asst Manager	0.65	0.65	0.65		68,745	72,183	
Associate Engineer	0.30	0.30	0.30		28,742	28,743	
Sr. Public Works Inspector	0.30	0.30	0.30		28,926	28,926	
Public Works Inspector	0.00	0.00	0.30		0	19,202	
Leadworker Maintenance	0.10	0.10	0.10		6,298	6,298	
Maintenance Worker	2.38	2.38	3.50		112,422	167,903	
Equipment Maint Manager	0.25	0.25	0.25		26,223	26,223	
Equipment Mechanic	0.25	0.25	0.25		15,456	15,456	
Project Manager	0.30	0.30	0.30		23,822	23,822	
Environmental Program Supervisor	0.00	0.00	0.50		0	32,214	
NPDES Inspector	0.75	0.75	0.75		52,677	52,677	
Administrative Specialist	0.40	0.40	0.30		20,958	15,718	
Customer Svc Rep/Office Special	0.40	0.40	0.30		18,679	14,010	
Full Time	8.00	8.00	4.00		406,962	209,896	
Support Services other Programs	6.73	6.73	8.20		534,799	575,067	
Total Full Time	14.73	14.73	12.20		941,761	784,963	
Overtime					10,000	8,000	
Total Salaries & Wages					951,761	792,963	
Benefit Costs					268,996	229,257	
PERS Benefit Costs					96,987	80,642	
Total Benefit Costs					365,983	309,899	
TOTAL					1,317,744	1,102,862	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

Work Program

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

Units of Measure

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimate <u>2024-25</u>
Sewer main maintained (feet)	299,365	297,820	459,360
Sewer main televised and inspected (feet)	0	0	115,000
Manholes inspected and maintained (each)	560	203	500
Repair of sewer main (feet)	0	0	0
Blockage requests (each)	9	4	10
Facility Pretreatment Inspections	150	75	150

Personnel Services – \$1,317,744

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$131,851; Public Works Operations Assistant Manager (0.65) – \$68,745; Associate Engineer (0.30) – \$28,742; Senior Public Works Inspector (0.30) – \$28,926; Leadworker Maintenance (1.10) – \$67,649; Maintenance Worker (9.38) – \$458,033; Equipment Maintenance Manager (0.25) – \$26,223; Equipment Mechanic (0.25) – \$15,456; Project Manager (0.30) – \$23,822; NPDES Inspector (0.75) – \$52,677; Administrative Specialist (0.40) – \$20,958; Customer Service Representative/Office Specialist (0.40) – \$18,679. Cost allocations are as follows: full-time salaries – \$941,761; overtime – \$10,000; benefit costs – \$365,983.

Services and Supplies – \$3,594,820

Funding requested is for: books and publications – \$400; uniforms – \$3,000; program supplies – \$2,700; license/permits/certificates – \$5,990; materials – transportation/work equipment – \$3,500; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$1,200; gasoline – \$500; diesel fuel – \$12,000; oil and lubricants – \$2,000; compressed natural gas – \$15,000; maintenance – other equipment – \$6,000; dues and memberships – \$1,980; travel and meetings – \$3,000; sewer processing – \$3,438,330; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$3,000; postage – \$250; small equipment – \$7,600; depreciation expense – \$69,586; cellular phone expense – \$1,284.

Capital Outlay – \$24,000

Funding requested is for: Smart Cover manhole lid system for four locations.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1501	Sewer Operating Fund					
				4669	Sewer Maintenance					
				E10	Personnel Services					
473,999	637,073	804,538.00	0.00	41010-400-0000	Regular Earnings	0.00	941,761.00	784,963.00	0.00	0.00
52,884	25,675	33,557.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
14,061	13,389	10,000.00	0.00	43010-400-0000	Overtime	0.00	10,000.00	8,000.00	0.00	0.00
109	543	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,596	4,045	3,849.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,367.00	4,603.00	0.00	0.00
0	0	194,778.00	0.00	45220-400-0000	Benefit Plan	0.00	231,570.00	197,880.00	0.00	0.00
2,528	6,862	9,840.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,283.00	8,308.00	0.00	0.00
55,677	68,854	90,603.00	0.00	45250-400-0000	P.E.R.S.	0.00	96,987.00	80,641.00	0.00	0.00
1,910	2,575	3,489.00	0.00	45270-400-0000	LTD Insurance	0.00	4,072.00	3,371.00	0.00	0.00
2,176	3,103	3,562.00	0.00	45290-400-0000	Life Insurance	0.00	4,349.00	3,717.00	0.00	0.00
7,885	9,941	11,869.00	0.00	45330-400-0000	Medicare	0.00	13,355.00	11,379.00	0.00	0.00
3,349	1,603	1,065.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
616,173	773,665	1,167,150	0		Personnel Services Totals:	0.00	1,317,744	1,102,862	0	0
				E20	Services & Supplies					
0	0	200.00	0.00	51020-400-0000	Books and Publications	0.00	400.00	400.00	0.00	0.00
1,767	1,212	1,700.00	0.00	51100-400-0000	Uniforms	0.00	3,000.00	1,700.00	0.00	0.00
2,183	807	3,200.00	0.00	51130-400-0000	Program Supplies	0.00	2,700.00	2,700.00	0.00	0.00
0	200	4,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	5,990.00	4,500.00	0.00	0.00
3,278	1,316	3,500.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	3,500.00	3,500.00	0.00	0.00
619	1,237	2,000.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,000.00	2,000.00	0.00	0.00
324	1,200	1,200.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	1,200.00	1,200.00	0.00	0.00
3,000	0	500.00	0.00	51500-400-0000	Gasoline	0.00	500.00	500.00	0.00	0.00
7,997	7,500	12,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	12,000.00	12,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
403	1,568	2,000.00	0.00	51520-400-0000	Oil & Lubricants	0.00	2,000.00	2,000.00	0.00	0.00
1,500	2,000	2,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	15,000.00	10,000.00	0.00	0.00
8,050	0	5,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,000.00	6,000.00	0.00	0.00
62	1,161	1,500.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,980.00	1,250.00	0.00	0.00
507	0	3,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	3,000.00	3,000.00	0.00	0.00
650	3,510	5,460.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52190-400-0000	Special Consulting Services	0.00	0.00	0.00	0.00	0.00
3,617,264	3,753,117	3,213,420.00	0.00	52410-400-0000	Sewer Processing	0.00	3,438,330.00	3,438,330.00	0.00	0.00
1,138	0	1,000.00	0.00	52420-400-0000	Special Lab Testing	0.00	1,000.00	1,000.00	0.00	0.00
34,989	17,290	11,000.00	0.00	52450-400-0000	Special Contract Services	0.00	11,000.00	52,470.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	2,500.00	0.00	0.00
0	0	3,000.00	0.00	52540-400-0000	Vocational Training	0.00	3,000.00	3,000.00	0.00	0.00
15,121	4,582	0.00	0.00	52640-400-1799	Transcenter Port Restroom Rent	0.00	0.00	0.00	0.00	0.00
0	0	250.00	0.00	52670-400-0000	Postage	0.00	250.00	250.00	0.00	0.00
345	0	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	7,600.00	5,200.00	0.00	0.00
598	1,461	1,284.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,284.00	0.00	0.00	0.00
3,699,796	3,798,160	3,280,714	0		Services & Supplies Totals:	0.00	3,524,234	3,553,500	0	0
0	0	0.00	0.00	E30	Capital Outlay					
0	0	23,100.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	23,100.00	0.00	62050-400-0000	Other Equipment	0.00	24,000.00	15,000.00	0.00	0.00
0	0	23,100	0		Capital Outlay Totals:	0.00	24,000	15,000	0	0
4,315,968	4,571,825	4,470,964	0		EXPENDITURES TOTALS:	0.00	4,865,978	4,671,362	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,315,968	4,571,825	4,470,964	0		DEPT EXPENSES	0.00	4,865,978	4,671,362	0	0
(4,315,968)	(4,571,825)	(4,470,964)	0		Sewer Maintenance Totals:	0.00	(4,865,978)	(4,671,362)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,315,968	4,571,825	4,470,964	0		FUND EXPENSES	0.00	4,865,978	4,671,362	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(4,315,968)	(4,571,825)	(4,470,964)	0		Sewer Operating Fund Totals:	0.00	(4,865,978)	(4,671,362)	0	0
				1502	Sewer Replacement Fund					
				4669	Sewer Maintenance					
				E20	Services & Supplies					
0	0	1,000.00	0.00	52450-400-0000	Special Contract Services	0.00	1,000.00	1,000.00	0.00	0.00
0	0	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
0	0	1,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Sewer Maintenance Totals:	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Sewer Replacement Fund Totals:	0.00	(1,000)	(1,000)	0	0
				1503	Sewer Capital Asset & PERS					
				4669	Sewer Maintenance					
				E20	Services & Supplies					
73,151	73,151	69,586.00	0.00	52760-400-0000	Depreciation Expense	0.00	69,586.00	69,586.00	0.00	0.00
73,151	73,151	69,586	0		Services & Supplies Totals:	0.00	69,586	69,586	0	0
73,151	73,151	69,586	0		EXPENDITURES TOTALS:	0.00	69,586	69,586	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
73,151	73,151	69,586	0		DEPT EXPENSES	0.00	69,586	69,586	0	0
(73,151)	(73,151)	(69,586)	0		Sewer Maintenance Totals:	0.00	(69,586)	(69,586)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
73,151	73,151	69,586	0		FUND EXPENSES	0.00	69,586	69,586	0	0
(73,151)	(73,151)	(69,586)	0		Sewer Capital Asset & PERS Totals	0.00	(69,586)	(69,586)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
4,389,119	4,644,976	4,541,550	0		REPORT EXPENSES	0.00	4,936,564	4,741,948	0	0
(4,389,119)	(4,644,976)	(4,541,550)	0		REPORT TOTALS:	0.00	(4,936,564)	(4,741,948)	0	0

**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	Vacant Environmental Program Supervisor Samantha Contreras, NPDES Inspector Leadworker Maintenance	Attend the Annual California Water Environmental Association (CWEA) and Tri-State Conferences. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2024	\$3,000
				TOTAL	\$3,000

**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	Required continuing education hours for pesticide application licenses.	Southern California	Varies	\$500
52540	Division Personnel	CWEA training of various required courses related to sewer maintenance, pretreatment, FOG and environmental inspection.	Various	Varies	\$900
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$600
52540	Leadworker Maintenance	Training to obtain National Association of Sewer Service Companies (NASSCO) certificate for Sewer Master Planning purposes.	Las Vegas, NV	August 2024	\$1,000
				Total:	\$3,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$400

Books and periodicals relating to sewer maintenance program. Pretreatment and Environmental Inspection exam books.

51100 UNIFORMS – \$3,000 ***(Only \$1,700 approved in City Manager’s Budget)***

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

51130 PROGRAM SUPPLIES – \$2,700

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700
Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$500
Print educational forms and flyers for residential/commercial, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$5,990 ***(Only \$4,500 approved in City Manager’s Budget)***

California Water Environmental Association certificates for one Leadworker and two Maintenance Workers, \$1,770
Qualified Applicators Certificate renewal fees for three Leadworkers, \$570
PAPA Membership for two Public Works employees, \$100
PAPA QAL/QAC Test Preparation for two maintenance workers, \$400
Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB), Waste Discharge Requirements for a Sewer Collection System (WDR), \$3,150

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

51400 MATERIALS – WEED CHEMICALS – \$2,000

Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200
Clay pipe fittings, latex tubing, and buffing solutions etc.
- 51500 GASOLINE – \$500
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510 DIESEL FUEL – \$12,000
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520 OIL AND LUBRICANTS – \$2,000
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540 COMPRESSED NATURAL GAS – \$15,000 ***(Only \$10,000 approved in City Manager’s Budget)***
Compressed natural gas for the Combination Vac Sewer Truck.
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,000
Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000
Outside repairs, \$2,500
100 Storm Drain Placards, \$2,500
- 52120 DUES AND MEMBERSHIPS – \$1,980 ***(Only \$1,250 approved in City Manager’s Budget)***
Membership in the Maintenance Superintendents Association for twenty-two Public Works employees.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52130 TRAVEL AND MEETINGS – \$3,000

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

52410 SEWER PROCESSING – \$3,438,330

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2023/24 fiscal year with 147,000 E.D.U.'s at \$23.39 per equivalent dwelling unit.

52411 SEWER PROCESSING REIMBURSEMENT – <\$3,438,330>

Reimbursement through utility billing for above–mentioned sewer processing.

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.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 52450 SPECIAL CONTRACT SERVICES – \$12,000 **(\$53,470 approved in City Manager’s Budget)**
Special contract services by vendors for sewer mainline incidents, \$1,500
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, \$1,500
Sanitary Sewer Management Plan (SSMP) annual update by consultant, \$1,000 (Sewer Replacement Fund)
Annual software program for FOG and Pretreatment inspection monitoring and data storage, \$8,000

SSMP – \$10,000 **(\$16,470 approved in City Manager’s Budget) (Moved from 4641-52450)**
Sewer System Management Plan (SSMP)/Master Plan annual update.

SANITARY SEWER CERTIFICATION – \$25,000 **(Moved from 4641-52450)**
CASC will assist the City in preparing the annual report to be in compliance with the State Water Board as well as the Overflow Emergency Response Plan. CASC will also provide sewer system overflow training.
- 52530 EDUCATIONAL GRANTS – \$2,500
Per MOUs, education grants are provided to employees for education-related expenses.
- 52540 VOCATIONAL TRAINING – \$3,000
Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request Schedule B – Vocational Training.”
- 52670 POSTAGE – \$250
Mailing of sewer related information.
- 52690 SMALL EQUIPMENT – \$7,600 **(Only \$5,200 approved in City Manager’s Budget)**
Multigas detector for O2, CO2, LEL, etc., \$1,000 **(Not approved in City Manager’s Budget)**
Revolution sewer nozzle for clearing backed-up sewer lines, \$4,200
6” vacuum trap for capturing sewer line debris, \$2,400 **(Not approved in City Manager’s Budget)**

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 52760 DEPRECIATION EXPENSE – \$69,586
 Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

- 52850 CELLULAR PHONE EXPENSE – \$1,284 (*Moved to 4203-52850*)
 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
62050	Smart Cover Manhole Lid System	The Smart Cover manhole lid system will be installed at four locations in the 10660 block of Silicon and 9500 block of Monte Vista. This system will alert personnel before a Sanitary Sewer Overflow (SSO) occurs.	\$24,000

Total: \$24,000

(Only \$15,000 approved in City Manager's 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	621,358	638,808	629,010	
Services and Supplies	1,311,785	634,455	319,300	
Capital Outlay	219,500	71,615	5,000	
Total	2,152,643	1,344,878	953,310	

Personnel Authorized	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)
-----------------------------	------------------------	------------------------	------------------------

Department Distribution

Building Maintenance Services	1,379,326	635,010	333,391
Heating and A/C Services	340,273	233,750	175,100
Janitorial Services	433,044	476,118	444,819
Total	2,152,643	1,344,878	953,310

Source of Funds

General Fund	1,209,643	1,344,878	953,310
2021 Lease Revenue Bond Fund	943,000	0	0
Total	2,152,643	1,344,878	953,310

PROGRAM BUDGET SUMMARY – 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Building 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	201,448	210,100	197,951	
Services and Supplies	1,102,878	358,295	135,440	
Capital Outlay	75,000	66,615	0	
Total	1,379,326	635,010	333,391	

Personnel Authorized	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.70 (FT) 0.85 (PT)
-----------------------------	------------------------	------------------------	------------------------

Source of Funds

General Fund	556,326	635,010	333,391
2021 Lease Revenue Bond Fund	823,000	0	0
Total	1,379,326	635,010	333,391

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4691 Building Maintenance Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Facilities/Maint Asst Mgr	0.55	0.55	0.45		59,607	48,770	
Facilities Specialist	0.55	0.55	0.55		41,745	41,745	
Building Maintenance Tech	0.55	0.55	0.55		31,609	31,609	
Customer Svc Rep/Office S	0.10	0.10	0.15		4,670	7,005	
<u>Part-Time</u>							
Senior Leadworker	0.85	0.85	0.85		14,888	14,888	
Full Time	1.75	1.75	1.70		137,631	129,129	
Part Time	0.85	0.85	0.85		14,888	14,888	
Overtime					9,000	8,000	
Total Salaries & Wages					161,519	152,017	
Benefit Costs					37,749	35,772	
PERS Benefit Costs					10,832	10,162	
Total Benefit Costs					48,581	45,934	
TOTAL					210,100	197,951	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4691 Building Maintenance Services

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
5. Miscellaneous: Use for any function not reported in the above activities.

Units of Measure

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimate <u>2024-25</u>
General Building Maintenance	19	19	20

Personnel Services – \$210,100

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.55) – \$59,607; Facilities Specialist (0.55) – \$41,745; Building Maintenance Technician (0.55) – \$31,609; Customer Service Representative/Office Specialist (0.10) – \$4,670; Senior Leadworker (0.85/part-time) – \$14,888; Cost allocations are as follows: full-time salaries – \$137,631; part-time salaries – \$14,888; overtime – \$9,000; benefit costs – \$48,581.

Services and Supplies – \$358,295

Funding requested is for: uniforms – \$4,790; program supplies – \$2,000; license/permits/certificates – \$6,925; materials buildings – \$261,750; materials transcenter – \$18,100; maintenance – other equipment – \$46,730; special contract services – \$16,000; rent – equipment – \$2,000.

Capital Outlay – \$66,615

Funding requested is for: one 2024 Ford F150 XL 4WD SuperCrew 6.5 box 157 WB.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:01PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4691	Building Maintenance Services					
				E10	Personnel Services					
84,923	99,846	130,883.00	0.00	41010-400-0000	Regular Earnings	0.00	137,631.00	129,129.00	0.00	0.00
8,480	10,480	14,455.00	0.00	42020-400-0000	Part Time Wages	0.00	14,888.00	14,888.00	0.00	0.00
10,483	24,375	9,000.00	0.00	43010-400-0000	Overtime	0.00	9,000.00	8,000.00	0.00	0.00
432	799	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,889	1,670	2,459.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,937.00	2,703.00	0.00	0.00
0	0	28,620.00	0.00	45220-400-0000	Benefit Plan	0.00	28,950.00	27,870.00	0.00	0.00
1,391	2,123	1,637.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,384.00	1,951.00	0.00	0.00
8,449	8,588	11,087.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,832.00	10,162.00	0.00	0.00
356	410	578.00	0.00	45270-400-0000	LTD Insurance	0.00	607.00	569.00	0.00	0.00
442	491	621.00	0.00	45290-400-0000	Life Insurance	0.00	659.00	590.00	0.00	0.00
1,542	1,991	2,108.00	0.00	45330-400-0000	Medicare	0.00	2,212.00	2,089.00	0.00	0.00
19	25	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
118,404	150,799	201,448	0		Personnel Services Totals:	0.00	210,100	197,951	0	0
				E20	Services & Supplies					
692	2,484	2,500.00	0.00	51100-400-0000	Uniforms	0.00	4,790.00	4,790.00	0.00	0.00
1,129	1,830	2,500.00	0.00	51130-400-0000	Program Supplies	0.00	2,000.00	2,000.00	0.00	0.00
3,278	3,737	5,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	6,925.00	5,000.00	0.00	0.00
177,277	640,449	174,410.00	0.00	51300-400-0000	Materials - Buildings	0.00	261,750.00	68,650.00	0.00	0.00
0	0	0.00	0.00	51300-400-1799	Transcenter Materials/Building	0.00	18,100.00	0.00	0.00	0.00
27,115	28,092	25,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	46,730.00	37,000.00	0.00	0.00
28,036	65,138	16,000.00	0.00	52450-400-0000	Special Contract Services	0.00	16,000.00	16,000.00	0.00	0.00
0	1,939	2,000.00	0.00	52640-400-0000	Rent - Equipment	0.00	2,000.00	2,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
237,526	743,669	227,410	0		Services & Supplies Totals:	0.00	358,295	135,440	0	0
0	0	0.00	0.00	E30	Capital Outlay					
0	0	75,000.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	66,615.00	0.00	0.00	0.00
				62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	75,000	0		Capital Outlay Totals:	0.00	66,615	0	0	0
355,930	894,468	503,858	0		EXPENDITURES TOTALS:	0.00	635,010	333,391	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
355,930	894,468	503,858	0		DEPT EXPENSES	0.00	635,010	333,391	0	0
(355,930)	(894,468)	(503,858)	0		Building Maintenance Services Tot	0.00	(635,010)	(333,391)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
355,930	894,468	503,858	0		FUND EXPENSES	0.00	635,010	333,391	0	0
(355,930)	(894,468)	(503,858)	0		General Fund Totals:	0.00	(635,010)	(333,391)	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4691	Building Maintenance Services					
0	0	533,000.00	0.00	E20	Services & Supplies					
0	0	120,000.00	0.00	51300-400-2102	Materials - Buildings	0.00	0.00	0.00	0.00	0.00
0	0	170,000.00	0.00	51300-400-2102	Materials - Buildings	0.00	0.00	0.00	0.00	0.00
0	0	823,000	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	823,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	823,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(823,000)	0		Building Maintenance Services Tot	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	823,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(823,000)	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
355,930	894,468	1,326,858	0		REPORT EXPENSES	0.00	635,010	333,391	0	0
(355,930)	(894,468)	(1,326,858)	0		REPORT TOTALS:	0.00	(635,010)	(333,391)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51100 UNIFORMS – \$4,790

Rental and cleaning of uniforms, \$2,340
Purchase of work boots for Division Personnel, \$2,450

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 – \$6,925 ***(Only \$5,000 approved in City Manager’s Budget)***

Annual permit fees required by Air Quality Management District (AQMD) to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room, two standby generators for Fire Station 151 and Fire Station 152 and one standby generator at the Community Center, \$3,650
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
Annual Certified United Program Agency (CUPA) fee for Police Facility above ground fuel storage tanks, \$910
Annual Certified United Program Agency (CUPA) fee for Fire Department 151, \$455
Annual Certified United Program Agency (CUPA) fee for Fire Department 152, \$455
Annual Certified United Program Agency (CUPA) fee for Community Center, \$455

51300 MATERIALS – BUILDINGS – \$261,750 ***(Only \$68,650 approved in City Manager’s Budget)***

Unforeseen emergencies and repairs to all City facilities, \$35,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$210,600

1. LED and Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Splash Pad – Seasonal UV Light service, winterization, filter media, tile repair, chemicals, \$11,500

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

BUILDING MAINTENANCE DIVISION – continued

3. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,500 **(Not approved)**
4. Refinish gymnasium floor and 2 racquetball courts (annually), \$5,500 **(Only \$4,000 approved)**
5. Sand and refinish Community Center stage, \$8,800 **(Not approved)**
6. Sand and refinish gymnasium floor, \$29,800 **(Not approved)**
7. Add emergency exit door to the Theater Room, \$7,000 **(Not approved)**
8. Add concrete walkway outside of the new emergency door in the Theater Room, \$2,500 **(Not approved)**
9. Add equipment enclosure and exit gate behind the Library, \$65,000 **(Not approved)**
10. Refinish 39 interior doors to a darker stain, \$30,000 **(Not approved)**
11. Install wood slats to the Community Center stage front and sides, \$28,000 **(Not approved)**
12. Replace the pavers at Alma Hofman Park restrooms with concrete, \$16,000 **(Not approved)**

CITY HALL – NO ITEMS REQUESTED

CITY YARD – \$15,500

1. Install a new gate operator with required safety sensors.

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

ECONOMIC DEVELOPMENT – NO ITEMS REQUESTED

POLICE DEPARTMENT – NO ITEMS REQUESTED

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$90,548

1. Handwash sink in the Community Center kitchen, \$650

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51300 MATERIALS – TRANSCENTER – \$18,100 ***(Not approved in City Manager’s Budget)***

1. Replace missing and broken tiles around bus shelter pillars, \$3,800
2. Repair and paint five single and seven double broken benches, \$11,800
3. Replace 8 bollards at the Kids Station, \$2,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$46,730 ***(Only \$37,000 approved in City Manager’s Budget)***

Annual fire extinguisher service, and recharge of extinguishers as needed, \$3,000
Fire alarm monitoring of the Kids Station, Youth Center, Senior Center and Community Center, \$3,200

Biannual FM200 required service – \$2,850
Youth Center – IT Server Room, \$650
Police Facility – Dispatch Center, Server Room and UPS Room, \$2,200

Annual Pre Action Fire Sprinkler Service – \$2,610
Police Facility, \$1,300
Youth Center, \$660
Fire Station 1, \$650

Annual Fire Alarm Inspection – \$3,500
Police Facility, \$2,100
Youth Center, \$700
Senior Center, \$700

Annual Fire Door Drop Test – \$1,200
Senior Center, \$600
Community Center, \$600

Biannual Range Hood Inspection – \$1,125
Senior Center, \$375
Community Center, \$375
Kingsley Park Snack Bar, \$375

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – continued

Overhead Door Maintenance – \$4,200

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 151
- 4 doors at Fire Station 152
- 3 doors at the Police Facility
- 2 Doors at the Youth Center

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts – \$17,645

Preventative maintenance to the emergency generators at both Fire Stations, the Police Facility, Youth Center and the Community Center.

Annual rangehood cleaning in the Senior Center and Community Center – \$900

Automatic Door Maintenance and Repairs – \$3,500

- Police Department (3 doors)
- City Hall (6 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Center (1 door)
- Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES – \$16,000

Monthly pest control service for bugs at all City facilities.

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52640 RENT – EQUIPMENT – \$2,000

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4691 Building Maintenance Services

Object Code	Item	Justification	Cost
62020	2024 Ford F150 XL 4WD SuperCrew 6.5 box 157" WB	This vehicle will be assigned to the Public Works Facilities/Maintenance Assistant Manager and will be utilized to transport the aerial lift. The aerial lift is often transported across grass where rear wheeled drive vehicles become stuck with towing heavy equipment. The four wheel drive feature will also be used to free other machinery from disabled situations where the tractor is now utilized. Unit 210 will be returned to the City Yard and assigned to the Public Works Operations Assistant Manager.	\$66,615

Total: \$66,615

(Not approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4692

Department	Division	Program
Public Works	Building Maintenance	Heating and 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	131,566	137,600	137,600	
Services and Supplies	68,707	96,150	37,500	
Capital Outlay	140,000	0	0	
Total	340,273	233,750	175,100	

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

General Fund	220,273	233,750	175,100
2021 Lease Revenue Bond Fund	120,000	0	0
Total	340,273	233,750	175,100

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4692 Heating and Air Conditioning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Facilities/Maint Asst Mgr	0.40	0.40	0.40		43,351	43,351	
Facilities Specialist	0.40	0.40	0.40		30,360	30,360	
Building Maintenance Techni	0.40	0.40	0.40		22,988	22,988	
Customer Svc Rep/Office Sp	0.10	0.10	0.10		4,670	4,670	
Full Time	1.30	1.30	1.30		101,369	101,369	
Overtime					500	500	
Total Salaries & Wages					101,869	101,869	
Benefit Costs					27,753	27,753	
PERS Benefit Costs					7,978	7,978	
Total Benefit Costs					35,731	35,731	
TOTAL					137,600	137,600	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating and 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

	<u>2022–23</u>	<u>1st 6 mos. 2023–24</u>	<u>Estimate 2024–25</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	91	91	95
Exhaust Fans	41	41	43
Ice Machines and Refrigerators	23	23	23

Personnel Services – \$137,600

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.40) – \$43,351; Facilities Specialist (0.40) – \$30,360; Building Maintenance Technician (0.40) – \$22,988; Customer Service Representative/Office Specialist (0.10) – \$4,670. Cost allocations are as follows: full-time salaries – \$101,369; overtime – \$500; benefit costs – \$35,731.

Services and Supplies – \$96,150

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$80,000; maintenance – other equipment – \$15,650.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:01PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4692	Heating & Air Conditioning					
				E10	Personnel Services					
62,509	73,322	96,401.00	0.00	41010-400-0000	Regular Earnings	0.00	101,369.00	101,369.00	0.00	0.00
2,537	2,778	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
314	581	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,374	1,215	1,787.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,137.00	2,137.00	0.00	0.00
0	0	21,240.00	0.00	45220-400-0000	Benefit Plan	0.00	21,480.00	21,480.00	0.00	0.00
1,012	1,544	1,191.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,734.00	1,734.00	0.00	0.00
6,219	6,341	8,165.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,978.00	7,978.00	0.00	0.00
242	271	425.00	0.00	45270-400-0000	LTD Insurance	0.00	447.00	447.00	0.00	0.00
309	340	458.00	0.00	45290-400-0000	Life Insurance	0.00	486.00	486.00	0.00	0.00
970	1,131	1,399.00	0.00	45330-400-0000	Medicare	0.00	1,469.00	1,469.00	0.00	0.00
75,486	87,523	131,566	0		Personnel Services Totals:	0.00	137,600	137,600	0	0
				E20	Services & Supplies					
500	476	500.00	0.00	51130-400-0000	Program Supplies	0.00	500.00	500.00	0.00	0.00
22,000	72,968	22,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	80,000.00	25,000.00	0.00	0.00
11,650	7,487	15,650.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	15,650.00	12,000.00	0.00	0.00
34,150	80,930	38,150	0		Services & Supplies Totals:	0.00	96,150	37,500	0	0
				E30	Capital Outlay					
0	0	20,000.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	20,000	0		Capital Outlay Totals:	0.00	0	0	0	0
109,636	168,453	189,716	0		EXPENDITURES TOTALS:	0.00	233,750	175,100	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
109,636	168,453	189,716	0		DEPT EXPENSES	0.00	233,750	175,100	0	0
(109,636)	(168,453)	(189,716)	0		Heating & Air Conditioning Totals:	0.00	(233,750)	(175,100)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
109,636	168,453	189,716	0		FUND EXPENSES	0.00	233,750	175,100	0	0
(109,636)	(168,453)	(189,716)	0		General Fund Totals:	0.00	(233,750)	(175,100)	0	0
0	0	120,000.00	0.00	1253 4692 E30 62050-400-2102	2021 Lease Rev Bond Proceeds Heating & Air Conditioning Capital Outlay Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	120,000	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	120,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	120,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(120,000)	0		Heating & Air Conditioning Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	120,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(120,000)	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
109,636	168,453	309,716	0		REPORT EXPENSES	0.00	233,750	175,100	0	0
(109,636)	(168,453)	(309,716)	0		REPORT TOTALS:	0.00	(233,750)	(175,100)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4692 Heating and 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 REPAIR – \$80,000 ***(Only \$25,000 approved in City Manager’s Budget)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities, \$25,000

Replacement of the iVu system in the Senior Center and Community Center, \$55,000 ***(Not approved in City Manager’s Budget)***

52050 MAINTENANCE – OTHER EQUIPMENT – \$15,650 ***(Only \$12,000 approved in City Manager’s Budget)***

Maintenance of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Nalco water treatment biannual of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Facility (2), by an outside contractor, \$2,650

Biannual service of nine ice machines in all City facilities, \$8,000

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 Center, 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	288,344	291,108	293,459	
Services and Supplies	140,200	180,010	146,360	
Capital Outlay	4,500	5,000	5,000	
Total	433,044	476,118	444,819	
Personnel Authorized	4.20 (FT)	4.20 (FT)	4.25 (FT)	

Source of Funds

General Fund	433,044	476,118	444,819
Total	433,044	476,118	444,819

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4693 Janitorial Services

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Facilities/Maint Asst Mgr	0.05	0.05	0.05		5,419	5,419	
Facilities Specialist	0.05	0.05	0.05		3,795	3,795	
Building Maintenance Technic	0.05	0.05	0.05		2,874	2,873	
Customer Svc Rep/Office Spc	0.05	0.05	0.10		2,335	4,670	
Custodian	4.00	4.00	4.00		187,971	187,971	
Full Time	4.20	4.20	4.25		202,394	204,728	
Overtime					2,000	1,000	
Total Salaries & Wages					204,394	205,728	
Benefit Costs					70,785	71,618	
PERS Benefit Costs					15,929	16,113	
Total Benefit Costs					86,714	87,731	
TOTAL					291,108	293,459	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

Work Program

1. Floor care - vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
2. Window cleaning, washing, etc.
3. Room Care - dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
4. Miscellaneous: used for any functions not reported in above activities.

Units of Measure

	<u>2022-23</u>	1st 6 mos. <u>2023-24</u>	Estimate <u>2024-25</u>
City Facilities (buildings)	10	10	11

Personnel Services – \$291,108

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.05) – \$5,419; Facilities Specialist (0.05) – \$3,795; Building Maintenance Technician (0.05) – \$2,874; Customer Service Representative/Office Specialist (0.05) – \$2,335; Custodian (4.00) – \$187,971. Cost allocations are as follows: full-time salaries – \$202,394; overtime – \$2,000; benefit costs – \$86,714.

Services and Supplies – \$180,010

Funding requested is for: custodial supplies – \$66,500; program supplies – \$1,360; special contract services – \$112,150.

Capital Outlay – \$5,000

Funding requested is for: one carpet extractor.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2024 - 3:02PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4693	Janitorial Services					
				E10	Personnel Services					
117,659	216,377	200,282.00	0.00	41010-400-0000	Regular Earnings	0.00	202,394.00	204,728.00	0.00	0.00
1,667	1,838	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
8,267	6,546	500.00	0.00	43010-400-0000	Overtime	0.00	2,000.00	1,000.00	0.00	0.00
238	463	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
172	313	223.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	267.00	266.00	0.00	0.00
0	0	65,640.00	0.00	45220-400-0000	Benefit Plan	0.00	65,670.00	66,450.00	0.00	0.00
127	193	149.00	0.00	45240-400-0000	Deferred Compensation	0.00	217.00	217.00	0.00	0.00
11,815	18,754	16,963.00	0.00	45250-400-0000	P.E.R.S.	0.00	15,929.00	16,113.00	0.00	0.00
509	915	884.00	0.00	45270-400-0000	LTD Insurance	0.00	893.00	904.00	0.00	0.00
528	865	799.00	0.00	45290-400-0000	Life Insurance	0.00	803.00	812.00	0.00	0.00
1,856	3,271	2,904.00	0.00	45330-400-0000	Medicare	0.00	2,935.00	2,969.00	0.00	0.00
11	52	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
142,848	249,588	288,344	0		Personnel Services Totals:	0.00	291,108	293,459	0	0
				E20	Services & Supplies					
33,459	37,231	58,000.00	0.00	51090-400-0000	Custodial Supplies	0.00	66,500.00	50,000.00	0.00	0.00
0	512	1,200.00	0.00	51130-400-0000	Program Supplies	0.00	1,360.00	1,360.00	0.00	0.00
82,781	82,469	81,000.00	0.00	52450-400-0000	Special Contract Services	0.00	112,150.00	95,000.00	0.00	0.00
116,239	120,211	140,200	0		Services & Supplies Totals:	0.00	180,010	146,360	0	0
				E30	Capital Outlay					
0	4,086	4,500.00	0.00	62030-400-0000	Machinery & Tools	0.00	5,000.00	5,000.00	0.00	0.00
0	4,086	4,500	0		Capital Outlay Totals:	0.00	5,000	5,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
259,087	373,886	433,044	0		EXPENDITURES TOTALS:	0.00	476,118	444,819	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
259,087	373,886	433,044	0		DEPT EXPENSES	0.00	476,118	444,819	0	0
(259,087)	(373,886)	(433,044)	0		Janitorial Services Totals:	0.00	(476,118)	(444,819)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
259,087	373,886	433,044	0		FUND EXPENSES	0.00	476,118	444,819	0	0
(259,087)	(373,886)	(433,044)	0		General Fund Totals:	0.00	(476,118)	(444,819)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
259,087	373,886	433,044	0		REPORT EXPENSES	0.00	476,118	444,819	0	0
(259,087)	(373,886)	(433,044)	0		REPORT TOTALS:	0.00	(476,118)	(444,819)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

- 51090 CUSTODIAL SUPPLIES – \$66,500 ***(Only \$50,000 approved in City Manager’s Budget)***

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, Ballfields (4) and Exeloo restrooms (3), \$60,000
Rags, dust mops, urinal mats, urinal screens, \$6,500
- 51130 PROGRAM SUPPLIES – \$1,360

Small hand tools and other special equipment to be used within the program, repair of equipment/tools, \$800
Purchase of one replacement vacuum, \$560
- 52450 SPECIAL CONTRACT SERVICES – \$112,150 ***(Only \$95,000 approved in City Manager’s Budget)***

Linen service for Fire Departments, \$1,000
Janitorial services provided by Anthesis for the Police Department, \$111,150

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Public Works

Program: 4693 Janitorial Services

Object Code	Item	Justification	Cost
62030	Carpet Extractor	This carpet extractor will be used to clean the newly installed carpets in City Hall and Youth Center. It will also be transported to clean the carpets at the Police Department and Fire Stations. Routine cleaning will extend the life and appearance of the City's carpeting.	\$5,000
Total:			\$5,000

Community Development

DEPARTMENT BUDGET SUMMARY

Department

Community Development

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,544,528	1,714,475	1,714,475	
Services and Supplies	316,980	353,280	167,900	
Capital Outlay	12,500	95,150	45,575	
Total	1,874,008	2,162,905	1,927,950	

Personnel Authorized	15.00 (FT) 9.00 (PT)	15.00 (FT) 9.00 (PT)	15.00 (FT) 9.00 (PT)
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Department Distribution

Planning Commission	8,075	8,075	8,075
Administration	112,567	106,596	99,161
Planning	484,849	519,346	518,846
Building	305,499	355,408	354,408
Fire Prevention Bureau	171,375	171,375	0
Code Enforcement	791,643	1,002,105	947,460
Total	1,874,008	2,162,905	1,927,950

Source of Funds

General Fund	1,769,238	2,018,730	1,728,775
Community Dev Block Grant Fund	80,970	50,000	50,000
Homeless Housing Assist Prev	23,800	54,600	54,600
Equipment Replacement Fund	0	39,575	39,575
Homelessness Advocacy Fund	0	0	55,000
Total	1,874,008	2,162,905	1,927,950

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: COMMUNITY DEVELOPMENT				DEPARTMENT SUMMARY				
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Director of Community Development</u>								
Michael Diaz	E		12.0	16,098			193,176	193,176
<u>Building Official</u>								
Vacant	A		6.0	9,304	6.0	9,769	114,438	114,438
<u>Senior Planner</u>								
Silvia Gutierrez	D	02/28/24	8.0	8,493	4.0	8,918	103,616	103,616
<u>Associate Planner</u>								
Vacant	A		6.0	6,418	6.0	6,739	78,942	78,942
<u>Assistant Planner</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Plans Examiner</u>								
William Vargus	A		6.0	6,475	6.0	6,798	79,638	79,638
<u>Building Inspector</u>								
Rudy Arensdorff	B	07/19/21	0.6	5,573	11.4	5,851	70,045	70,045
<u>Assistant Code Enforcement Manager</u>								
Gabe Fondario	C	07/19/22	0.6	8,477	11.4	8,901	106,558	106,558
<u>Code Enforcement Supervisor</u>								
Robert Hargett	E		12.0	7,638			91,656	91,656

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: COMMUNITY DEVELOPMENT

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Senior Code Enforcement Officer</u>								
Denise Ortiz	D	01/15/24	6.5	6,468	5.5	6,791	79,393	79,393
<u>Code Enforcement Officer</u>								
Ronald Goodrich	C	07/11/22	0.4	5,596	11.6	5,876	70,400	70,400
Alan Romansky	D	11/23/22	4.8	5,876	7.2	6,170	72,629	72,629
Joseph Martinez	A		6.0	5,076	6.0	5,330	62,436	62,436
<u>Administrative Specialist</u>								
Sharon Giang	D	04/25/24	9.8	4,854	2.2	5,097	58,783	58,783
Elaine Cabote	A		6.0	4,193	6.0	4,403	51,576	51,576
<u>Part Time:</u>								
<u>Reserve Code Enforcement Officer</u>								
Vacant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0
Vacant (Unfunded)			12.0	0			0	0

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: COMMUNITY DEVELOPMENT

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Planning Commissioners</u>								
Manuel Martinez			12.0	125			1,500	1,500
Xavier Mendez			12.0	125			1,500	1,500
Krishna Patel			12.0	125			1,500	1,500
Sergio Sahagun			13.0	125			1,500	1,500
Jaso Sanchez			12.0	125			1,500	1,500

Salary Requirements:	(FT)	1,233,286	1,233,286
	(PT)	7,500	7,500
	TOTAL	1,240,786	1,240,786

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Community Development	1.00	1.00	1.00		193,176	193,176	
Building Official	1.00	1.00	1.00		114,438	114,438	
Senior Planner	1.00	1.00	1.00		103,616	103,616	
Associate Planner	1.00	1.00	1.00		78,942	78,942	
Assistant Planner	1.00	1.00	1.00		0	0	
Plans Examiner	1.00	1.00	1.00		79,638	79,638	
Building Inspector	1.00	1.00	1.00		70,045	70,045	
Asst Code Enforcement Manager	1.00	1.00	1.00		106,558	106,558	
Code Enforcement Supervisor	1.00	1.00	1.00		91,656	91,656	
Senior Code Enforcement Officer	1.00	1.00	1.00		79,393	79,393	
Code Enforcement Officer	3.00	3.00	3.00		205,465	205,465	
Administrative Specialist	2.00	2.00	2.00		110,359	110,359	
<u>Part-Time</u>							
Reserve Code Enforcement Officer	4.00	4.00	4.00		0	0	
Planning Commissioner	5.00	5.00	5.00		7,500	7,500	
Full Time	15.00	15.00	15.00		1,233,286	1,233,286	
Part Time	9.00	9.00	9.00		7,500	7,500	
Overtime					29,450	29,450	
Additional Pay					900	900	
Total Salaries & Wages					1,271,136	1,271,136	
Benefit Costs					292,324	292,324	
PERS Benefit Costs					151,015	151,015	
Total Benefit Costs					443,339	443,339	
TOTAL					1,714,475	1,714,475	

PROGRAM BUDGET SUMMARY – 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Planning Commission reviews and makes decisions on various development proposals involving land use and design review entitlement matters. The Planning Commission will also review and make recommendations to the City Council on cases involving proposed subdivision maps, ordinances, and new or amendments to the Montclair General Plan, various Specific Plans, and the Zoning Code.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,075	8,075	8,075	
Services and Supplies	0	0	0	
Capital Outlay	0	0	0	
Total	8,075	8,075	8,075	

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

General Fund	8,075	8,075	8,075	
Total	8,075	8,075	8,075	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4760 Planning Commision

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Commissioners	5.00	5.00	5.00		7,500	7,500	
Part Time	5.00	5.00	5.00		7,500	7,500	
Benefit Costs					575	575	
TOTAL					8,075	8,075	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Planning Commission serves as an advisory board to the City Council on planning and development issues within the City. The Commission considers Current and Advance planning proposals, to ensure that the General Plan and applicable planning laws are consistently implemented in their review of development applications on a case-by-case basis. Commissioners are expected to have overall knowledge of the General Plan, Zoning Code, and Specific Plan documents and with Community Development staff assistance, remain up to date with planning laws and practices affecting the Planning Commission's duties.

Units of Measure

Frequency of Commission Meetings (21 potential meetings annually):

Based on Activity for years:

- 2020 – 14 meetings
- 2021 – 10 meetings
- 2022 – 12 meetings
- 2023 – 10 meetings
- 2024 – 4 (as of 4/1/24)

In Fiscal Year 2020-21 the frequency of scheduled Planning Commission meetings was revised to one (1) meeting per month instead of two (2) meetings per month. This adjustment reflects the actual frequency of holding meetings and allows staff the ability to plan for and place more items on a meeting agenda to better utilize the Commissioners' time and enhance their service to the community.

Projects Reviewed by the Commission by Types in 2023:

2 – Precise Plans of Design	0 – General Plan Amendment (recommendation to CC)
8 – Conditional Use Permits	0 – Code Amendments/Ordinance (recommendation to CC)
0 – Sign Program	0 – Tentative Parcel or Tract Maps
0 – Variances	0 – Zone Change (recommendation to CC)

Personnel Services – \$8,075

Salary requests are for: Planning Commissioners (5.00/part-time) – \$7,500. Cost allocations are as follows: part-time salaries – \$7,500; benefit costs – \$575.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:40PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4760	Planning Commission					
				E10	Personnel Services					
6,500	6,000	7,500.00	0.00	42020-400-0000	Part Time Wages	0.00	7,500.00	7,500.00	0.00	0.00
94	87	110.00	0.00	45330-400-0000	Medicare	0.00	110.00	110.00	0.00	0.00
326	302	465.00	0.00	45340-400-0000	Social Security	0.00	465.00	465.00	0.00	0.00
6,920	6,389	8,075	0		Personnel Services Totals:	0.00	8,075	8,075	0	0
6,920	6,389	8,075	0		EXPENDITURES TOTALS:	0.00	8,075	8,075	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,920	6,389	8,075	0		DEPT EXPENSES	0.00	8,075	8,075	0	0
(6,920)	(6,389)	(8,075)	0		Planning Commission Totals:	0.00	(8,075)	(8,075)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,920	6,389	8,075	0		FUND EXPENSES	0.00	8,075	8,075	0	0
(6,920)	(6,389)	(8,075)	0		General Fund Totals:	0.00	(8,075)	(8,075)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
6,920	6,389	8,075	0		REPORT EXPENSES	0.00	8,075	8,075	0	0
(6,920)	(6,389)	(8,075)	0		REPORT TOTALS:	0.00	(8,075)	(8,075)	0	0

PROGRAM BUDGET SUMMARY – 1

Program Number 4761

Department	Division	Program
Community Development		Administration

Program Description

This program is responsible for coordinating the administrative functions of the Planning and Building Divisions of the department in conjunction with the efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. The program includes additional efforts to improve the efficiency of the Department's operations.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	80,462	83,111	83,111	
Services and Supplies	19,605	23,485	16,050	
Capital Outlay	12,500	0	0	
Total	112,567	106,596	99,161	

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

General Fund	112,567	106,596	99,161	
Total	112,567	106,596	99,161	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4761 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Administrative Specialist	1.00	1.00	1.00		58,783	58,783	
Full Time	1.00	1.00	1.00		58,783	58,783	
Overtime					500	500	
Benefit Costs					19,202	19,202	
PERS Benefit Costs					4,626	4,626	
Total Benefit Costs					23,828	23,828	
TOTAL					83,111	83,111	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4761 Administration

Work Program

1. Supports the Director and Division managers with the administrative functions of the Department.
 2. Performs various assignments in support of the Planning, and the Building Divisions.
 3. Manages front counter activities for the department and acts as the first point of contact with the public.
-

Units of Measure

1. Prepares Monthly Planning Commission meetings. Each meeting involves the mailing of public notices, preparation of an agenda, formats staff reports and resolutions for distribution, assists with displays and graphics, transcribes meeting minutes for review and approval, posting of agendas and minutes on the City website, and packet distribution.
 2. Distribute documents and maps as requested annually by the public.
 3. Maintains department files.
-

Personnel Services – \$83,111

Salary requests are for: Administrative Specialist (1.00) – \$58,783. Cost allocations are as follows: full-time salaries – \$58,783; overtime – \$500; benefit costs – \$23,828.

Services and Supplies – \$23,485

Funding requested is for: books and publications – \$150; dues and memberships – \$900; mileage/auto allowance – \$8,400; vocational training – \$8,450; cellular phone service – \$4,985; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:40PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4761	Administration					
				E10	Personnel Services					
50,818	52,094	55,992.00	0.00	41010-400-0000	Regular Earnings	0.00	58,783.00	58,783.00	0.00	0.00
122	311	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
0	0	1,184.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,107.00	1,107.00	0.00	0.00
0	0	16,800.00	0.00	45220-400-0000	Benefit Plan	0.00	16,800.00	16,800.00	0.00	0.00
7,085	6,567	4,743.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,626.00	4,626.00	0.00	0.00
3,145	238	247.00	0.00	45270-400-0000	LTD Insurance	0.00	259.00	259.00	0.00	0.00
179	207	184.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
781	832	812.00	0.00	45330-400-0000	Medicare	0.00	852.00	852.00	0.00	0.00
62,131	60,248	80,462	0		Personnel Services Totals:	0.00	83,111	83,111	0	0
				E20	Services & Supplies					
0	146	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
620	145	875.00	0.00	52120-400-0000	Dues & Memberships	0.00	900.00	900.00	0.00	0.00
1,116	0	0.00	0.00	52130-400-0000	Travel & Meetings	0.00	0.00	0.00	0.00	0.00
0	4,900	8,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
738	3,474	6,000.00	0.00	52540-400-0000	Vocational Training	0.00	8,450.00	6,000.00	0.00	0.00
4,738	6,607	3,580.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	4,985.00	0.00	0.00	0.00
17	0	600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	600.00	600.00	0.00	0.00
7,229	15,272	19,605	0		Services & Supplies Totals:	0.00	23,485	16,050	0	0
				E30	Capital Outlay					
0	3,616	5,000.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	3,616	5,000	0		Capital Outlay Totals:	0.00	0	0	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
69,360	79,137	105,067	0		EXPENDITURES TOTALS:	0.00	106,596	99,161	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
69,360	79,137	105,067	0		DEPT EXPENSES	0.00	106,596	99,161	0	0
(69,360)	(79,137)	(105,067)	0		Administration Totals:	0.00	(106,596)	(99,161)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
69,360	79,137	105,067	0		FUND EXPENSES	0.00	106,596	99,161	0	0
(69,360)	(79,137)	(105,067)	0		General Fund Totals:	0.00	(106,596)	(99,161)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
69,360	79,137	105,067	0		REPORT EXPENSES	0.00	106,596	99,161	0	0
(69,360)	(79,137)	(105,067)	0		REPORT TOTALS:	0.00	(106,596)	(99,161)	0	0

**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	Silvia Gutierrez, Senior Planner	Maintain competency in related fields	TBA	TBA	\$600
52540	Vacant, Associate Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Vacant, Assistant Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Vacant, Building Official	Maintain competency in related fields	TBA	TBA	\$750
52540	William Vargus, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$750
52540	Rudy Arensdorff, Building Inspector	Maintain competency in related fields	TBA	TBA	\$750
52540	Gabe Fondario, Code Enforcement Manager	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Robert Hargett, Code Enforcement Supervisor	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Denise Ortiz, Senior Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Alan Romansky, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Ronald Goodrich, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Joseph Martinez, Code Enforcement Officer	Education and training to maintain certification and field competency	TBA	TBA	\$700

Total: \$8,450

(Only \$6,000 approved in City Manager's Budget)

**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.

52120 DUES AND MEMBERSHIPS – \$900

Dues and memberships from all department programs as follows:

Building – International Code Council, California Building Officials, local chapters of Building Officials, \$300

Code Enforcement – California Association of Code Enforcement Officers (6 officers @ \$100 each), \$600

52540 VOCATIONAL TRAINING – \$8,450 (**Only \$6,000 approved in City Manager’s Budget**)

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

52850 CELLULAR PHONE EXPENSE – \$4,985 (**Moved to 4203-52850**)

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field.

52990 MISCELLANEOUS EXPENDITURES – \$600

Small contingency account to cover unexpected expenditures.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

Overview

Review all proposed development proposals 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. Further, the Planning Division anticipates, responds to, and prepares 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	475,049	509,546	509,546	
Services and Supplies	9,800	9,800	9,300	
Capital Outlay	0	0	0	
Total	484,849	519,346	518,846	

Personnel Authorized	4.00 (FT)	4.00 (FT)	4.00 (FT)
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Department Distribution

Current Planning	358,250	384,125	383,625
Advance Planning	126,599	135,221	135,221
Total	484,849	519,346	518,846

Source of Funds

General Fund	484,849	519,346	518,846
Total	484,849	519,346	518,846

PROGRAM BUDGET SUMMARY – 1

Program Number 4762

Department	Division	Program
Community Development	Planning	Current Planning

Program Description

Planners review all proposed development proposals, business license review, and staff the public counter to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the advancement of the physical, economic, aesthetic, and social goals for the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	356,450	382,325	382,325	
Services and Supplies	1,800	1,800	1,300	
Capital Outlay	0	0	0	
Total	358,250	384,125	383,625	

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

General Fund	358,250	384,125	383,625	
Total	358,250	384,125	383,625	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4762 Current Planning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Community Developn	0.75	0.75	0.75		144,882	144,882	
Senior Planner	0.75	0.75	0.75		77,712	77,712	
Associate Planner	0.75	0.75	0.75		59,207	59,207	
Assistant Planner	0.75	0.75	0.75		0	0	
Full Time	3.00	3.00	3.00		281,801	281,801	
Overtime					1,250	1,250	
Additional Pay					675	675	
Total Salaries & Wages					283,726	283,726	
Benefit Costs					55,993	55,993	
PERS Benefit Costs					42,606	42,606	
Total Benefit Costs					98,599	98,599	
TOTAL					382,325	382,325	

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 proposed community and economic development activities within the City.

Units of Measure

1. Serve as secretary to the Planning Commission.
 2. Provide technical assistance to the City Council and City Manager on matters related to existing and proposed community and economic development activities within the City.
 3. Provide daily public counter service (including email and phone inquiries).
 4. Process annual caseload of current development applications.
 5. Approximately 12-21 Development Review Committee meetings per year.
 6. A minimum of 12 Planning Commission Meetings per year.
 7. Maintains internal coordination between Planning, Building, Code Enforcement Divisions, and the Fire Prevention Bureau.
 8. Coordinate with Public Works Department with respect to subdivision and associated street improvements, Water Quality Management Plans, sewers, etc.
 9. Continue to revise record-keeping and procedural systems for more efficiency and improved public service.
 10. Maintain an adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Personnel Services – \$382,325

Salary requests are for: Director of Community Development (0.75) – \$144,882; Senior Planner (0.75) – \$77,712; Associate Planner (0.75) – \$59,207. Cost allocations are as follows: full-time salaries – \$281,108; overtime – \$1,250; additional pay – \$675; benefit costs – \$98,599.

Services and Supplies – \$1,800

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:40PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4762	Current Planning					
				E10	Personnel Services					
111,182	212,584	260,251.00	0.00	41010-400-0000	Regular Earnings	0.00	281,801.00	281,801.00	0.00	0.00
1,415	1,395	1,250.00	0.00	43010-400-0000	Overtime	0.00	1,250.00	1,250.00	0.00	0.00
829	1,547	2,488.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,814.00	4,814.00	0.00	0.00
588	675	675.00	0.00	44250-400-0000	Bilingual Pay	0.00	675.00	675.00	0.00	0.00
0	0	36,900.00	0.00	45220-400-0000	Benefit Plan	0.00	37,350.00	37,350.00	0.00	0.00
1,664	6,463	6,965.00	0.00	45240-400-0000	Deferred Compensation	0.00	7,244.00	7,244.00	0.00	0.00
13,862	30,829	41,746.00	0.00	45250-400-0000	P.E.R.S.	0.00	42,606.00	42,606.00	0.00	0.00
443	840	1,101.00	0.00	45270-400-0000	LTD Insurance	0.00	1,155.00	1,155.00	0.00	0.00
418	1,043	1,301.00	0.00	45290-400-0000	Life Insurance	0.00	1,343.00	1,343.00	0.00	0.00
1,690	3,171	3,773.00	0.00	45330-400-0000	Medicare	0.00	4,087.00	4,087.00	0.00	0.00
132,091	258,549	356,450	0		Personnel Services Totals:	0.00	382,325	382,325	0	0
				E20	Services & Supplies					
0	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
1,222	0	5,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,500.00	4,000.00	0.00	0.00
(4,542)	8,045	-4,000.00	0.00	52091-400-0000	Print Ad Reimbursement	0.00	-4,000.00	-3,000.00	0.00	0.00
1,970	813	0.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	78	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
(1,350)	8,936	1,800	0		Services & Supplies Totals:	0.00	1,800	1,300	0	0
130,742	267,485	358,250	0		EXPENDITURES TOTALS:	0.00	384,125	383,625	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
130,742	267,485	358,250	0		DEPT EXPENSES	0.00	384,125	383,625	0	0
(130,742)	(267,485)	(358,250)	0		Current Planning Totals:	0.00	(384,125)	(383,625)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
130,742	267,485	358,250	0		FUND EXPENSES	0.00	384,125	383,625	0	0
(130,742)	(267,485)	(358,250)	0		General Fund Totals:	0.00	(384,125)	(383,625)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
130,742	267,485	358,250	0		REPORT EXPENSES	0.00	384,125	383,625	0	0
(130,742)	(267,485)	(358,250)	0		REPORT TOTALS:	0.00	(384,125)	(383,625)	0	0

**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 – \$5,500 ***(Only \$4,000 approved in City Manager’s Budget)***

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000> ***(Only <\$3,000> approved in City Manager’s Budget)***

Reimbursement to the City from applicants for required legal notice in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$150

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, and in response to various state legislative mandates.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	118,599	127,221	127,221	
Services and Supplies	8,000	8,000	8,000	
Capital Outlay	0	0	0	
Total	126,599	135,221	135,221	

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

General Fund	126,599	135,221	135,221	
Total	126,599	135,221	135,221	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4763 Advance Planning

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Community Developn	0.25	0.25	0.25		48,294	48,294	
Senior Planner	0.25	0.25	0.25		25,904	25,904	
Associate Planner	0.25	0.25	0.25		19,735	19,735	
Assistant Planner	0.25	0.25	0.25		0	0	
Full Time	1.00	1.00	1.00		93,933	93,933	
Overtime					200	200	
Additional Pay					225	225	
Total Salaries & Wages					94,358	94,358	
Benefit Costs					18,661	18,661	
PERS Benefit Costs					14,202	14,202	
Total Benefit Costs					32,863	32,863	
TOTAL					127,221	127,221	

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. This program also involves work items in support of initiatives in set in motion in response to legislative mandates from the State and Federal governments.

Units of Measure

1. Develop, amend, and coordinate the implementation of Specific Plans.
 2. Process Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Prepare code amendments in response to legislative mandates from State and Federal governments.
 4. Provide technical environmental and design expertise in support of City infrastructure projects and initiatives to obtain improvement grants from private and government sources.
 5. Participate in a comprehensive update of the City's General Plan and Official Zoning Map.
-

Personnel Services – \$127,221

Salary requests are for: Director of Community Development (0.25) – \$48,294; Senior Planner (0.25) – \$25,904; Associate Planner (0.25) – \$19,735. Cost allocations are as follows: full-time salaries – \$93,702; overtime – \$200; additional pay – \$225; benefit costs – \$32,863.

Services and Supplies – \$8,000

Funding requested is for: Annexations – \$8,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:41PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4763	Advance Planning					
				E10	Personnel Services					
69,814	70,860	86,749.00	0.00	41010-400-0000	Regular Earnings	0.00	93,933.00	93,933.00	0.00	0.00
544	465	200.00	0.00	43010-400-0000	Overtime	0.00	200.00	200.00	0.00	0.00
829	516	829.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,604.00	1,604.00	0.00	0.00
226	225	225.00	0.00	44250-400-0000	Bilingual Pay	0.00	225.00	225.00	0.00	0.00
0	0	12,300.00	0.00	45220-400-0000	Benefit Plan	0.00	12,450.00	12,450.00	0.00	0.00
1,664	2,178	2,322.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,415.00	2,415.00	0.00	0.00
9,652	10,285	13,916.00	0.00	45250-400-0000	P.E.R.S.	0.00	14,202.00	14,202.00	0.00	0.00
273	284	366.00	0.00	45270-400-0000	LTD Insurance	0.00	384.00	384.00	0.00	0.00
333	355	434.00	0.00	45290-400-0000	Life Insurance	0.00	447.00	447.00	0.00	0.00
1,072	1,065	1,258.00	0.00	45330-400-0000	Medicare	0.00	1,361.00	1,361.00	0.00	0.00
84,408	86,232	118,599	0		Personnel Services Totals:	0.00	127,221	127,221	0	0
				E20	Services & Supplies					
6,527	5,652	8,000.00	0.00	52320-400-0000	Annexations	0.00	8,000.00	8,000.00	0.00	0.00
6,527	5,652	8,000	0		Services & Supplies Totals:	0.00	8,000	8,000	0	0
90,935	91,884	126,599	0		EXPENDITURES TOTALS:	0.00	135,221	135,221	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
90,935	91,884	126,599	0		DEPT EXPENSES	0.00	135,221	135,221	0	0
(90,935)	(91,884)	(126,599)	0		Advance Planning Totals:	0.00	(135,221)	(135,221)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
90,935	91,884	126,599	0		FUND EXPENSES	0.00	135,221	135,221	0	0
(90,935)	(91,884)	(126,599)	0		General Fund Totals:	0.00	(135,221)	(135,221)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
90,935	91,884	126,599	0		REPORT EXPENSES	0.00	135,221	135,221	0	0
(90,935)	(91,884)	(126,599)	0		REPORT TOTALS:	0.00	(135,221)	(135,221)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4763 Advance Planning

Object
Number

52320 ANNEXATIONS – \$8,000

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; perform emergency inspections for accidentally damaged structures; 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	303,099	352,608	352,608	
Services and Supplies	2,400	2,800	1,800	
Capital Outlay	0	0	0	
Total	305,499	355,408	354,408	

Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)
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Department Distribution

Field Inspection	96,947	97,556	96,556
Plan Check	61,854	106,096	106,096
Operations	146,698	151,756	151,756
Total	305,499	355,408	354,408

Source of Funds

General Fund	305,499	355,408	354,408
Total	305,499	355,408	354,408

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. Provide emergency inspections for accidental or catastrophically damaged structures. Revise handouts to reflect current code requirements. Issues building permits and documents inspections. 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	91,845	95,406	95,406	
Services and Supplies	2,550	2,150	1,150	
Capital Outlay	0	0	0	
Total	94,395	97,556	96,556	
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	

Source of Funds

General Fund	94,395	97,556	96,556
Total	94,395	97,556	96,556

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4764 Field Inspection

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Building Inspector	1.00	1.00	1.00		70,045	70,045	
Full Time	1.00	1.00	1.00		70,045	70,045	
Overtime					2,000	2,000	
Total Salaries & Wages					72,045	72,045	
Benefit Costs					17,848	17,848	
PERS Benefit Costs					5,513	5,513	
Total Benefit Costs					23,361	23,361	
TOTAL					95,406	95,406	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4764 Field Inspection

Work Program

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Issues building permits and maintains records of completed building inspections.

Units of Measure

	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Inspections made	2,870	3,015	3,308	2,794	2,422	2,019

Personnel Services – \$95,406

Salary requests are for: Building Inspector (1.00) – \$70,045. Cost allocations are as follows: full-time salaries – \$70,045; overtime – \$2,000; benefit costs – \$23,361.

Services and Supplies – \$2,150

Funding requested is for: books and publications – \$250; uniforms – \$1,500; special contract services – \$50,000; special contract services reimbursement – <\$50,000>; small equipment – \$250; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:41PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4764	Field Inspection					
				E10	Personnel Services					
90,708	67,794	70,049.00	0.00	41010-400-0000	Regular Earnings	0.00	70,045.00	70,045.00	0.00	0.00
1,639	492	2,000.00	0.00	43010-400-0000	Overtime	0.00	2,000.00	2,000.00	0.00	0.00
535	0	406.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	739.00	739.00	0.00	0.00
0	0	15,600.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	15,600.00	0.00	0.00
8,993	5,854	5,933.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,513.00	5,513.00	0.00	0.00
381	286	309.00	0.00	45270-400-0000	LTD Insurance	0.00	309.00	309.00	0.00	0.00
224	184	184.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
1,347	990	1,016.00	0.00	45330-400-0000	Medicare	0.00	1,016.00	1,016.00	0.00	0.00
103,827	75,601	95,497	0		Personnel Services Totals:	0.00	95,406	95,406	0	0
				E20	Services & Supplies					
1,547	0	400.00	0.00	51020-400-0000	Books and Publications	0.00	250.00	250.00	0.00	0.00
113	0	600.00	0.00	51100-400-0000	Uniforms	0.00	1,500.00	600.00	0.00	0.00
0	0	70,000.00	0.00	52450-400-0000	Special Contract Services	0.00	50,000.00	50,000.00	0.00	0.00
0	0	-70,000.00	0.00	52451-400-0000	Special Contract Svcs-Reimb	0.00	-50,000.00	-50,000.00	0.00	0.00
37	0	300.00	0.00	52690-400-0000	Small Equipment	0.00	250.00	150.00	0.00	0.00
0	0	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
1,697	0	1,450	0		Services & Supplies Totals:	0.00	2,150	1,150	0	0
105,524	75,601	96,947	0		EXPENDITURES TOTALS:	0.00	97,556	96,556	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
105,524	75,601	96,947	0		DEPT EXPENSES	0.00	97,556	96,556	0	0
(105,524)	(75,601)	(96,947)	0		Field Inspection Totals:	0.00	(97,556)	(96,556)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
105,524	75,601	96,947	0		FUND EXPENSES	0.00	97,556	96,556	0	0
(105,524)	(75,601)	(96,947)	0		General Fund Totals:	0.00	(97,556)	(96,556)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
105,524	75,601	96,947	0		REPORT EXPENSES	0.00	97,556	96,556	0	0
(105,524)	(75,601)	(96,947)	0		REPORT TOTALS:	0.00	(97,556)	(96,556)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Update of new code books and training manuals.

51100 UNIFORMS – \$1,500 ***(Only \$600 approved in City Manager's Budget)***

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$50,000

Because of the expected commencement of construction at Montclair Place, 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 – <\$50,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$250 ***(Only \$150 approved in City Manager's Budget)***

Funds are requested for safety equipment and small tools.

52990 MISCELLANEOUS EXPENDITURES – \$150

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 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	61,304	105,696	105,696	
Services and Supplies	550	400	400	
Capital Outlay	0	0	0	
Total	61,854	106,096	106,096	

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

General Fund	61,854	106,096	106,096	
Total	61,854	106,096	106,096	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4765 Plan Check

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Plans Examiner	1.00	1.00	1.00		79,638	79,638	
Full Time	1.00	1.00	1.00		79,638	79,638	
Overtime					2,500	2,500	
Total Salaries & Wages					82,138	82,138	
Benefit Costs					17,290	17,290	
PERS Benefit Costs					6,268	6,268	
Total Benefit Costs					23,558	23,558	
TOTAL					105,696	105,696	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide code compliance for the community to improve life, health and building safety by checking proposed construction plans to ensure that minimum standards required by various codes adopted by the City Council are met, and conditions imposed by the Planning Commission and/or City Council are included.

Units of Measure

	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Plans Checked	532	405	547	560	525	538
Permits Issued	689	747	726	731	1,251	806

Personnel Services – \$105,696

Salary requests are for: Plans Examiner (1.00) – \$79,638. Cost allocations are as follows: full-time salaries – \$79,638; overtime – \$2,500; benefit costs – \$23,558.

Services and Supplies – \$400

Funding requested is for: books and publications – \$250; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$70,000; plan check reimbursement – <\$70,000>; small equipment – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4765	Plan Check					
				E10	Personnel Services					
50,564	94,809	87,512.00	0.00	41010-400-0000	Regular Earnings	0.00	79,638.00	79,638.00	0.00	0.00
933	463	2,500.00	0.00	43010-400-0000	Overtime	0.00	2,500.00	2,500.00	0.00	0.00
428	1,565	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	16,900.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	15,600.00	0.00	0.00
5,013	8,269	7,413.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,268.00	6,268.00	0.00	0.00
213	397	386.00	0.00	45270-400-0000	LTD Insurance	0.00	351.00	351.00	0.00	0.00
117	182	199.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
752	1,419	1,269.00	0.00	45330-400-0000	Medicare	0.00	1,155.00	1,155.00	0.00	0.00
58,021	107,104	116,179	0		Personnel Services Totals:	0.00	105,696	105,696	0	0
				E20	Services & Supplies					
39	0	400.00	0.00	51020-400-0000	Books and Publications	0.00	250.00	250.00	0.00	0.00
4,639	6,844	2,500.00	0.00	51160-400-0000	Electronic Archiving	0.00	2,500.00	2,500.00	0.00	0.00
(8,361)	(14,841)	-2,500.00	0.00	51161-400-0000	Electronic Archiving Reimb	0.00	-2,500.00	-2,500.00	0.00	0.00
32,540	56,438	70,000.00	0.00	52270-400-0000	Plan Check Service	0.00	70,000.00	70,000.00	0.00	0.00
0	0	-70,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-70,000.00	-70,000.00	0.00	0.00
64	25	150.00	0.00	52690-400-0000	Small Equipment	0.00	150.00	150.00	0.00	0.00
28,920	48,465	550	0		Services & Supplies Totals:	0.00	400	400	0	0
86,941	155,569	116,729	0		EXPENDITURES TOTALS:	0.00	106,096	106,096	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
86,941	155,569	116,729	0		DEPT EXPENSES	0.00	106,096	106,096	0	0
(86,941)	(155,569)	(116,729)	0		Plan Check Totals:	0.00	(106,096)	(106,096)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
86,941	155,569	116,729	0		FUND EXPENSES	0.00	106,096	106,096	0	0
(86,941)	(155,569)	(116,729)	0		General Fund Totals:	0.00	(106,096)	(106,096)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
86,941	155,569	116,729	0		REPORT EXPENSES	0.00	106,096	106,096	0	0
(86,941)	(155,569)	(116,729)	0		REPORT TOTALS:	0.00	(106,096)	(106,096)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

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 – \$70,000

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.

52271 PLAN CHECK SERVICE – REIMBURSEMENT – <\$70,000>

Reimbursement to the City from applicants for the actual cost of providing plan check services.

52690 SMALL EQUIPMENT – \$150

Small equipment and supplies for drafting.

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 Community Development Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use. Provide Administration services for Fire Prevention Bureau Services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	146,298	151,506	151,506	
Services and Supplies	400	250	250	
Capital Outlay	0	0	0	
Total	146,698	151,756	151,756	

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

General Fund	146,698	151,756	151,756	
Total	146,698	151,756	151,756	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4766 Operations

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Building Official	1.00	1.00	1.00		114,438	114,438	
Full Time	1.00	1.00	1.00		114,438	114,438	
Benefit Costs					25,041	25,041	
PERS Benefit Costs					12,027	12,027	
Total Benefit Costs					37,068	37,068	
TOTAL					151,506	151,506	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4766 Operations

Work Program

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
 2. Effectively supervise the functions of the Building, and Fire Prevention Bureau Divisions.
 3. Assist and/or advise the Community Development Director.
 4. Represent the Building Division and Fire Prevention Bureau at meetings.
 5. Maintain records.
 6. Recommend adoption of current codes.
 7. Train and supervise staff.
-

Units of Measure

Fiscal Year	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Permit Valuation	\$68,317,503	\$58,583,592	\$27,585,328	\$26,105,269	\$46,560,094	\$116,445,803

Personnel Services – \$151,506

Salary requests are for: Building Official (1.00) – \$114,438; Cost allocations are as follows: full-time salaries – \$114,438; benefit costs – \$37,068.

Services and Supplies – \$250

Funding requested is for: books and publications – \$250.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4766	Building Operations					
				E10	Personnel Services					
118,322	132,486	109,280.00	0.00	41010-400-0000	Regular Earnings	0.00	114,438.00	114,438.00	0.00	0.00
0	408	2,116.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	18,000.00	0.00	45220-400-0000	Benefit Plan	0.00	18,600.00	18,600.00	0.00	0.00
4,475	5,144	3,387.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,433.00	3,433.00	0.00	0.00
18,886	23,011	10,641.00	0.00	45250-400-0000	P.E.R.S.	0.00	12,027.00	12,027.00	0.00	0.00
476	571	482.00	0.00	45270-400-0000	LTD Insurance	0.00	505.00	505.00	0.00	0.00
801	954	807.00	0.00	45290-400-0000	Life Insurance	0.00	844.00	844.00	0.00	0.00
1,726	1,942	1,585.00	0.00	45330-400-0000	Medicare	0.00	1,659.00	1,659.00	0.00	0.00
144,686	164,516	146,298	0		Personnel Services Totals:	0.00	151,506	151,506	0	0
				E20	Services & Supplies					
0	794	400.00	0.00	51020-400-0000	Books and Publications	0.00	250.00	250.00	0.00	0.00
0	794	400	0		Services & Supplies Totals:	0.00	250	250	0	0
144,686	165,310	146,698	0		EXPENDITURES TOTALS:	0.00	151,756	151,756	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
144,686	165,310	146,698	0		DEPT EXPENSES	0.00	151,756	151,756	0	0
(144,686)	(165,310)	(146,698)	0		Building Operations Totals:	0.00	(151,756)	(151,756)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
144,686	165,310	146,698	0		FUND EXPENSES	0.00	151,756	151,756	0	0
(144,686)	(165,310)	(146,698)	0		General Fund Totals:	0.00	(151,756)	(151,756)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
144,686	165,310	146,698	0		REPORT EXPENSES	0.00	151,756	151,756	0	0
(144,686)	(165,310)	(146,698)	0		REPORT TOTALS:	0.00	(151,756)	(151,756)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$250

Code books and training manuals.

PROGRAM BUDGET SUMMARY – 1

Program Number 4767

Department	Division	Program
Community Development	Fire Prevention	Fire Prevention Bureau

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 and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community. The Bureau also meets with developers, Architects and Contractors to assist with Code information in effort to guide the plan preparation process to meet the required Fire Code and Montclair ordinances. The Bureau also conducts State mandated annual inspections of all multi-family housing, hotels, motels, lodging houses, public and private schools.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	
Services and Supplies	171,375	171,375	0	
Capital Outlay	0	0	0	
Total	171,375	171,375	0	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	171,375	171,375	0	
Total	171,375	171,375	0	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

Work Program

1. Administer Fire Prevention Inspections.
 2. Provide Plan Review for commercial and residential construction, design review for plans going through an Administrative review, fire sprinklers, alarm systems, fire suppressions systems, high pile storage, egress systems, fire access plans and fire hydrants, etc.
 3. Provides Fire Code information to Architects, Developers and Contractors to direct compliance with applicable codes and ordinances.
 4. Conduct business License Inspection program.
 5. Conducts State mandated annual inspections of Multi-Family, hotels, motels, lodging houses, private and public schools.
-

Units of Measure

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Inspections Completed	918	676	592
Plans Reviewed	168	147	212

Personnel Services

No funding requested.

Services and Supplies – \$171,375

Funding requested is for: plan check/inspection service – \$65,000; plan check service reimbursement <65,000>; special contract services – \$171,375.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4767	Fire Prevention Bureau					
				E20	Services & Supplies					
97,770	97,532	65,000.00	0.00	52270-400-0000	Plan Check Service	0.00	65,000.00	65,000.00	0.00	0.00
(20,040)	(46,470)	-65,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-65,000.00	-65,000.00	0.00	0.00
58,065	118,033	124,000.00	0.00	52450-400-0000	Special Contract Services	0.00	171,375.00	171,375.00	0.00	0.00
0	0	0.00	0.00	52451-400-0000	Special Contract Svcs-Reimb	0.00	0.00	-171,375.00	0.00	0.00
0	139	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
0	25	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
135,795	169,259	124,000	0		Services & Supplies Totals:	0.00	171,375	0	0	0
135,795	169,259	124,000	0		EXPENDITURES TOTALS:	0.00	171,375	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
135,795	169,259	124,000	0		DEPT EXPENSES	0.00	171,375	0	0	0
(135,795)	(169,259)	(124,000)	0		Fire Prevention Bureau Totals:	0.00	(171,375)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
135,795	169,259	124,000	0		FUND EXPENSES	0.00	171,375	0	0	0
(135,795)	(169,259)	(124,000)	0		General Fund Totals:	0.00	(171,375)	0	0	0

2022	2023	2024	2024			2025	2025	2025	2025	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
135,795	169,259	124,000	0		REPORT EXPENSES	0.00	171,375	0	0	0
(135,795)	(169,259)	(124,000)	0		REPORT TOTALS:	0.00	(171,375)	0	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4767 Fire Prevention Bureau

Object
Number

52270 PLAN CHECK SERVICE – \$65,000

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 REIMBURSEMENT – <\$65,000>

Reimbursement to the City for plan check services.

52450 SPECIAL CONTRACT SERVICES – \$171,375

Inspection services of a Deputy Fire Marshal and Senior Fire Inspector. Inspection of new construction for fire Code compliance. Responds to public and contractors concerning fire code questions and concerns relating to fire code issues. Conducts State mandated annual fire inspections of existing multi-family residential, hotels, motels, lodging houses, public and private schools.

52451 SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$171,375>

Reimbursement to the City for fire inspection services.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Code Enforcement

Overview

The Code Enforcement Division identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes, and addresses quality of life issues throughout the community with Homelessness being a top priority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	677,843	761,135	761,135	
Services and Supplies	113,800	145,820	140,750	
Capital Outlay	0	95,150	45,575	
Total	791,643	1,002,105	947,460	

Personnel Authorized	7.00 (FT) 4.00 (PT)	7.00 (FT) 4.00 (PT)	7.00 (FT) 4.00 (PT)
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Department Distribution

General Code Enforcement Unit	400,532	541,725	487,530
Special Ops Code Enforcement Unit	391,111	460,380	459,930
Total	791,643	1,002,105	947,460

Source of Funds

General Fund	686,873	857,930	748,285
Community Dev Block Grant Fund	80,970	50,000	50,000
Homeless Housing Assit Prev.	23,800	54,600	54,600
Equipment Replacement Fund	0	39,575	39,575
Homelessness Advocacy Fund	0	0	55,000
Total	791,643	1,002,105	947,460

PROGRAM BUDGET SUMMARY – 1

Program Number 4768

Department	Division	Program
Community Development	Code Enforcement	General Code Enforcement Unit

Program Description

The General Code Enforcement Unit 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	386,332	429,755	429,755	
Services and Supplies	14,200	16,820	12,200	
Capital Outlay	0	95,150	45,575	
Total	400,532	541,725	487,530	

Personnel Authorized	4.50 (FT) 4.00 (PT)	4.50 (FT) 4.00 (PT)	4.50 (FT) 4.00 (PT)
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Source of Funds

General Fund	319,562	452,150	397,955
Community Dev Block Grant Fund	80,970	50,000	50,000
Equipment Replacement Fund	0	39,575	39,575
Total	400,532	541,725	487,530

DETAIL OF SALARIES AND WAGES

Department: Community Development **Program:** 4768 General Code Enforcement Unit

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Senior Code Enforcement Office	1.00	1.00	1.00		79,393	79,393	
Code Enforcement Officer	3.00	3.00	3.00		205,465	205,465	
Administrative Specialist	0.50	0.50	0.50		25,788	25,788	
<u>Part-Time</u>							
Res. Code Enforcement Officer	4.00	4.00	4.00		0	0	
Full Time	4.50	4.50	4.50		310,646	310,646	
Part Time	4.00	4.00	4.00		0	0	
Overtime					15,000	15,000	
Total Salaries & Wages					325,646	325,646	
Benefit Costs					79,661	79,661	
PERS Benefit Costs					24,448	24,448	
Total Benefit Costs					104,109	104,109	
TOTAL					429,755	429,755	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4768 General Code Enforcement Unit

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. Ensure that graffiti is removed from private property.
7. Responds to residents with municipal, health and safety, and code concerns.

Units of Measure

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Abandoned Vehicle Abatement	114	149	149	39
Administrative Citations	108	45	56	11
Love Montclair Cleanups	0	1	0	0
Clean-Up and Secure	178	27	28	4
Complaints	675	1,474	1,374	1,042
Foreclosures	69	374	317	0
Graffiti Abatement	105	418	390	568
Notices to Appear	138	22	18	0
Notices of Violation	730	480	475	1,023
Violations Abated by Owner	557	694	642	1,523
Illegal Signs Removed	310	963	204	905
Inspections	1,161	1,815	1,675	4,251
5-Star Inspection	5	156	152	268

Personnel Services – \$429,755

Salary requests are for: Senior Code Enforcement Officer (1.00) – \$79,393; Code Enforcement Officer (3.00) – \$205,465; Administrative Specialist (0.50) – \$25,788. Cost allocations are as follows: full-time salaries – \$310,646; overtime – \$15,000; benefit costs – \$104,109.

Services and Supplies – \$16,820

Funding requested is for: books and publications – \$200; uniforms – \$3,500; materials – recycle/cleanup – \$7,000; small equipment – \$1,200; cellular service for laptops – \$1,920; miscellaneous expenditures – \$3,000.

Capital Outlay – \$95,150

Funding requested is for: two 2024 Chevrolet Colorado – \$79,150; four Panasonic Toughbook computers – \$16,000.

General Ledger

Budget Analysis

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 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4768	General Code Enforcement Unit					
				E10	Personnel Services					
231,401	147,196	276,709.00	0.00	41010-400-0000	Regular Earnings	0.00	310,646.00	310,646.00	0.00	0.00
(3,427)	(5,576)	-80,970.00	0.00	41011-400-0000	Reg Wages Reimb - CDBG	0.00	-50,000.00	-50,000.00	0.00	0.00
(17,574)	0	0.00	0.00	41020-400-0000	Reg Wages Reimb - CDBG-CV3	0.00	0.00	0.00	0.00	0.00
3,338	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
12,038	5,199	15,000.00	0.00	43010-400-0000	Overtime	0.00	15,000.00	15,000.00	0.00	0.00
3,670	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
484	748	960.00	0.00	44370-400-0000	Uniform Maintenance	0.00	960.00	960.00	0.00	0.00
0	0	62,400.00	0.00	45220-400-0000	Benefit Plan	0.00	72,000.00	72,000.00	0.00	0.00
3,499	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
27,972	13,469	25,295.00	0.00	45250-400-0000	P.E.R.S.	0.00	24,448.00	24,448.00	0.00	0.00
886	644	1,219.00	0.00	45270-400-0000	LTD Insurance	0.00	1,369.00	1,369.00	0.00	0.00
842	394	736.00	0.00	45290-400-0000	Life Insurance	0.00	828.00	828.00	0.00	0.00
3,646	2,221	4,013.00	0.00	45330-400-0000	Medicare	0.00	4,504.00	4,504.00	0.00	0.00
207	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
266,981	164,295	305,362	0		Personnel Services Totals:	0.00	379,755	379,755	0	0
				E20	Services & Supplies					
0	403	200.00	0.00	51020-400-0000	Books and Publications	0.00	200.00	200.00	0.00	0.00
2,806	5,000	3,000.00	0.00	51100-400-0000	Uniforms	0.00	3,500.00	3,500.00	0.00	0.00
0	6,289	7,000.00	0.00	51430-400-0000	Materials - Recycle/Cleanup	0.00	7,000.00	4,300.00	0.00	0.00
3,363	0	0.00	0.00	52100-400-0000	Street Outreach Supplies	0.00	0.00	0.00	0.00	0.00
443	674	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,200.00	1,200.00	0.00	0.00
0	0	0.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,920.00	0.00	0.00	0.00
1,685	1,293	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	3,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
8,298	13,660	14,200	0		Services & Supplies Totals:	0.00	16,820	12,200	0	0
0	10,920	0.00	0.00	E30	Capital Outlay					
0	0	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	16,000.00	6,000.00	0.00	0.00
				62020-400-0000	Transportation & Work Equipmen	0.00	39,575.00	0.00	0.00	0.00
0	10,920	0	0		Capital Outlay Totals:	0.00	55,575	6,000	0	0
275,279	188,876	319,562	0		EXPENDITURES TOTALS:	0.00	452,150	397,955	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
275,279	188,876	319,562	0		DEPT EXPENSES	0.00	452,150	397,955	0	0
(275,279)	(188,876)	(319,562)	0		General Code Enforcement Unit To	0.00	(452,150)	(397,955)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
275,279	188,876	319,562	0		FUND EXPENSES	0.00	452,150	397,955	0	0
(275,279)	(188,876)	(319,562)	0		General Fund Totals:	0.00	(452,150)	(397,955)	0	0
				1132	Community Development Block Gr					
				4768	General Code Enforcement Unit					
				E10	Personnel Services					
6,748	55,273	0.00	0.00	41010-400-0000	Code Enf - Reg Wages	0.00	0.00	0.00	0.00	0.00
3,427	5,576	80,970.00	0.00	41011-400-0000	Reg Wages Reimb - Code Enforce	0.00	50,000.00	50,000.00	0.00	0.00
36,577	20,836	0.00	0.00	41019-400-0000	Reg Wages Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
17,574	0	0.00	0.00	41020-400-0000	Reg Wages Reimb - CDBG-CV3	0.00	0.00	0.00	0.00	0.00
0	193	0.00	0.00	43010-400-0000	Code Enf - Overtime	0.00	0.00	0.00	0.00	0.00
5,940	8,314	0.00	0.00	45250-400-0000	Code Enf - PERS	0.00	0.00	0.00	0.00	0.00
158	300	0.00	0.00	45270-400-0000	Code Enf - LTD Insurance	0.00	0.00	0.00	0.00	0.00
70,425	90,492	80,970	0		Personnel Services Totals:	0.00	50,000	50,000	0	0
0	3,045	0.00	0.00	E20	Services & Supplies					
				52880-400-0000	Rental Assistance	0.00	0.00	0.00	0.00	0.00
0	3,045	0	0		Services & Supplies Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
70,425	93,537	80,970	0		EXPENDITURES TOTALS:	0.00	50,000	50,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
70,425	93,537	80,970	0		DEPT EXPENSES	0.00	50,000	50,000	0	0
(70,425)	(93,537)	(80,970)	0		General Code Enforcement Unit To	0.00	(50,000)	(50,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
70,425	93,537	80,970	0		FUND EXPENSES	0.00	50,000	50,000	0	0
(70,425)	(93,537)	(80,970)	0		Community Development Block Gr	0.00	(50,000)	(50,000)	0	0
				1156	Homeless Housing Assist Preven					
				4768	General Code Enforcement Unit					
				E20	Services & Supplies					
519	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
24,075	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
29,581	0	0.00	0.00	52880-400-0000	Rental Assistance	0.00	0.00	0.00	0.00	0.00
54,175	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
54,175	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
54,175	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(54,175)	0	0	0		General Code Enforcement Unit To	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
54,175	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(54,175)	0	0	0		Homeless Housing Assist Preven To	0.00	0	0	0	0
				1750	Equipment Replacement Fund					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				4768	General Code Enforcement Unit					
				E30	Capital Outlay					
0	100,829	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	39,575.00	39,575.00	0.00	0.00
0	100,829	0	0		Capital Outlay Totals:	0.00	39,575	39,575	0	0
0	100,829	0	0		EXPENDITURES TOTALS:	0.00	39,575	39,575	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	100,829	0	0		DEPT EXPENSES	0.00	39,575	39,575	0	0
0	(100,829)	0	0		General Code Enforcement Unit To	0.00	(39,575)	(39,575)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	100,829	0	0		FUND EXPENSES	0.00	39,575	39,575	0	0
0	(100,829)	0	0		Equipment Replacement Fund Total	0.00	(39,575)	(39,575)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
399,878	383,241	400,532	0		REPORT EXPENSES	0.00	541,725	487,530	0	0
(399,878)	(383,241)	(400,532)	0		REPORT TOTALS:	0.00	(541,725)	(487,530)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 General Code Enforcement Unit

Object
Number

51020 BOOKS AND PUBLICATIONS – \$200

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$3,500

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51430 MATERIALS – RECYCLE/CLEANUP – \$7,000 ***(Only \$4,300 approved in City Manager's Budget)***

Cost of neighborhood C.A.U.T.I.O.N. cleanups.

52690 SMALL EQUIPMENT – \$1,200

Various small tools, computer bags, gloves, lock up cabinet and equipment as needed for field, vehicles and enforcement activities.

52850 CELLULAR PHONE EXPENSE – \$1,920 ***(Moved to 4203-52850)***

Cost of twelve months cellular service for field laptops, (4 @ \$480 each).

52990 MISCELLANEOUS EXPENDITURES – \$3,000

Printing costs for administrative citation forms and official postings, other miscellaneous expenses for Code Enforcement activities.

**CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

Department: Community Development

Program: 4768 General Code Enforcement Unit

Object Code	Item	Justification	Cost
62010	Panasonic Toughbook FZ-55 \$16,000	By providing laptops to the Code Enforcement unit, it will allow each officer to spend additional time out in the field. Having the laptops in the field will provide a more efficient way to access and clearly read each narrative. Laptops will allow officers to quickly review prior cases and enter new narratives in the field as needed. Laptops will provide more accessibility to additional web based programs such as; property information on Realquest, property owner information on family tree, San Bernardino County Assessors map, access to the City of Montclair Municipal Code and other useful websites that usually require an officer to come back to the office and use their desktop computer. (General Fund)	
		(Only \$6,000 approved in City Manager's Budget)	
62020	2024 Chevrolet Colorado	Vehicle to replace 2003 Ford Crown Victoria for use by Code Enforcement Officer. (Equipment Replacement Fund)	\$39,575
62020	2024 Chevrolet Colorado	Currently, one of the oldest vehicles in the CE's inventory is a 2013 Honda Civic hybrid. The 2013 Honda Civic is too small and not designed for these type of tasks. Moreover, the Honda Civic is a hybrid vehicle with a battery life expectancy between 6 to 10 years. The vehicle is now 11 years old and will soon need to be replaced. Replacing this vehicle with another passenger vehicle (especially a small vehicle) is not practical and does not help the CE Unit be efficient in its efforts. The Code Enforcement Unit has been tasked with a wide range of daily duties beyond a windshield survey of properties. These additional tasks often include the immediate removal of large or bulky items discarded or abandoned in the public right-of-way or public property, the movement of tools and paint buckets in support of the unit's more unconventional work, and in specific situations where the collection/removal/storage of items belonging to homeless individuals is required by law. (General Fund)	\$39,575
		(Not approved in City Manager's Budget)	
			Total: \$95,150

(Only \$45,575 approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4769

Department	Division	Program
Community Development	Code Enforcement	Special Ops Code Enforcement Unit

Program Description

The City's "Special Operations Unit" is a specialized unit operating under the auspices of the City's Community Development Department. The unit is tasked to address quality of life issues throughout the community, with an emphasis on high profile public nuisance activities and/or crimes determined to be detrimental to the life, health, property, and/or safety of public. Although Homelessness is top priority for the Unit, the Unit also targets high profile present-day crimes and/or business operations occurring throughout the community, including, but not limited to, illegal marijuana dispensaries and grows, illegal massage establishments, illegal gaming establishments, and other similar and/or illegal operations. The objective of the unit is to take a pro-active/community-based approach to problem solving, including, but not limited to, collaboration between agencies and organizations, community outreach, education, engagement, individual customized care, innovative enforcement remedies, and the use of all restorative actions and/or resources to resolve self-destructive personal behaviors and/or traits amongst our homeless community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	291,511	331,380	331,380	
Services and Supplies	99,600	129,000	128,550	
Capital Outlay	0	0	0	
Total	391,111	460,380	459,930	

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

General Fund	367,311	405,780	350,330
Homeless Housing Assist Prev.	23,800	54,600	54,600
Homelessness Advocacy Fund	0	0	55,000
Total	391,111	460,380	459,930

DETAIL OF SALARIES AND WAGI

Department: Community Development **Program:** 4769 Special Ops Code Enforcement Unit

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst Code Enforcement Mgr	1.00	1.00	1.00		106,558	106,558	
Code Enforcement Supervisor	1.00	1.00	1.00		91,656	91,656	
Administrative Specialist	0.50	0.50	0.50		25,788	25,788	
Full Time	2.50	2.50	2.50		224,002	224,002	
Overtime					8,000	8,000	
Total Salaries & Wages					232,002	232,002	
Benefit Costs					58,053	58,053	
PERS Benefit Costs					41,325	41,325	
Total Benefit Costs					99,378	99,378	
TOTAL					331,380	331,380	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development		4769 Special Ops Code Enforcement Unit

Work Program

1. Address Homelessness throughout the City in accordance with established policies, procedures and practices.
 2. Address illegal business operations, including, but not limited to, illegal marijuana dispensaries, grows, massage establishments, and gaming establishments.
 3. Use all available enforcement remedies and/or resources to resolve nuisance related activities and/or crimes occurring throughout the City.
-

Units of Measure

	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	Estimated <u>2024-25</u>
Homeless Individuals Served	390	425	492	500
Homeless Individuals Housed	15	30	39	40
Homeless Enforcement Hours	2,300	3,000	3,216	3,300

Personnel Services – \$331,380

Salary requests are for: Asst. Code Enforcement Manager (1.00) – \$106,558; Code Enforcement Supervisor (1.00) – \$91,656; Administrative Specialist (0.50) – \$25,788. Cost allocations are as follows: full-time salaries – \$224,002; overtime – \$8,000; benefit costs – \$99,378.

Services and Supplies – \$129,000

Funding requested is for: books and publications – \$500; uniforms – \$1,200; materials - street signs – \$500; publication and advertising – \$200; street outreach supplies – \$65,000; special contract services – \$44,600; small equipment – \$7,000; rental assistance – \$10,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 5:41PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4769	Special Ops Code Enforcement					
				E10	Personnel Services					
0	188,870	194,125.00	0.00	41010-400-0000	Regular Earnings	0.00	224,002.00	224,002.00	0.00	0.00
0	4,653	6,000.00	0.00	43010-400-0000	Overtime	0.00	8,000.00	8,000.00	0.00	0.00
0	2,257	3,883.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,462.00	4,462.00	0.00	0.00
0	240	240.00	0.00	44370-400-0000	Uniform Maintenance	0.00	240.00	240.00	0.00	0.00
0	0	36,000.00	0.00	45220-400-0000	Benefit Plan	0.00	43,800.00	43,800.00	0.00	0.00
0	3,538	6,849.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,262.00	4,262.00	0.00	0.00
0	26,179	39,321.00	0.00	45250-400-0000	P.E.R.S.	0.00	41,325.00	41,325.00	0.00	0.00
0	717	849.00	0.00	45270-400-0000	LTD Insurance	0.00	980.00	980.00	0.00	0.00
0	587	1,429.00	0.00	45290-400-0000	Life Insurance	0.00	1,061.00	1,061.00	0.00	0.00
0	2,855	2,815.00	0.00	45330-400-0000	Medicare	0.00	3,248.00	3,248.00	0.00	0.00
0	229,897	291,511	0		Personnel Services Totals:	0.00	331,380	331,380	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
0	331	1,200.00	0.00	51100-400-0000	Uniforms	0.00	1,200.00	750.00	0.00	0.00
0	200	200.00	0.00	51340-400-0000	Materials - Street Signs	0.00	500.00	500.00	0.00	0.00
0	44	200.00	0.00	52090-400-0000	Publication & Advertising	0.00	200.00	200.00	0.00	0.00
0	9,929	10,000.00	0.00	52100-400-0000	Street Outreach Supplies	0.00	65,000.00	10,000.00	0.00	0.00
0	0	0.00	0.00	52190-400-0000	Special Consulting Services	0.00	0.00	0.00	0.00	0.00
0	19,800	56,700.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	1,613	7,000.00	0.00	52690-400-0000	Small Equipment	0.00	7,000.00	7,000.00	0.00	0.00
0	31,918	75,800	0		Services & Supplies Totals:	0.00	74,400	18,950	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	261,815	367,311	0		EXPENDITURES TOTALS:	0.00	405,780	350,330	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	261,815	367,311	0		DEPT EXPENSES	0.00	405,780	350,330	0	0
0	(261,815)	(367,311)	0		Special Ops Code Enforcement Tot	0.00	(405,780)	(350,330)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	261,815	367,311	0		FUND EXPENSES	0.00	405,780	350,330	0	0
0	(261,815)	(367,311)	0		General Fund Totals:	0.00	(405,780)	(350,330)	0	0
				1156	Homeless Housing Assist Preven					
				4769	Special Ops Code Enforcement					
				E20	Services & Supplies					
0	36,700	8,800.00	0.00	52450-400-0000	Special Contract Services	0.00	44,600.00	44,600.00	0.00	0.00
0	38,280	15,000.00	0.00	52880-400-0000	Rental Assistance	0.00	10,000.00	10,000.00	0.00	0.00
0	74,980	23,800	0		Services & Supplies Totals:	0.00	54,600	54,600	0	0
0	74,980	23,800	0		EXPENDITURES TOTALS:	0.00	54,600	54,600	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	74,980	23,800	0		DEPT EXPENSES	0.00	54,600	54,600	0	0
0	(74,980)	(23,800)	0		Special Ops Code Enforcement Tot	0.00	(54,600)	(54,600)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	74,980	23,800	0		FUND EXPENSES	0.00	54,600	54,600	0	0
0	(74,980)	(23,800)	0		Homeless Housing Assist Preven Tc	0.00	(54,600)	(54,600)	0	0
				1770	GF Reserve-Homelessness Advoca					
				4769	Special Ops Code Enforcement					
				E20	Services & Supplies					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0.00	0.00	52100-400-0000	Street Outreach Supplies	0.00	0.00	55,000.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	55,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	55,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	55,000	0	0
0	0	0	0		Special Ops Code Enforcement Tot:	0.00	0	(55,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	55,000	0	0
0	0	0	0		GF Reserve-Homelessness Advoca	0.00	0	(55,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	336,795	391,111	0		REPORT EXPENSES	0.00	460,380	459,930	0	0
0	(336,795)	(391,111)	0		REPORT TOTALS:	0.00	(460,380)	(459,930)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4769 Special Ops Code Enforcement Unit

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$1,200 ***(Only \$750 approved in City Manager's Budget)***

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51340 MATERIALS – STREET SIGNS – \$500

Signage specific to Homelessness.

52090 PUBLICATION AND ADVERTISING – \$200

Brochures, handouts, printing of Notice to Appear citation books.

52100 STREET OUTREACH SUPPLIES – \$65,000

Supplies for street outreach and navigation services including, but not limited to, transportation costs, motel vouchers, food, clothing, toiletries, utility and rental assistance. (General Fund – \$10,000; Homelessness Advocacy Fund – \$55,000)

52450 SPECIAL CONTRACT SERVICES – \$44,600

Contract with outside organizations to provide homeless services to individuals or families experiencing or at risk of experiencing homelessness. (HHAP Round 2 Fund – \$5,500; HHAP Round 3 Fund – \$39,100)

52690 SMALL EQUIPMENT – \$7,000

Latex gloves (12 @ \$20 each), \$240

Patrol gloves (4 @ \$30 each) \$120

Pepper spray (2 @ \$20 each), \$40

TASER devices (2 @ \$1,765 each), \$3,530

TASER holster (2 @ \$90 each), \$180

Continued on next page

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Community Development

Program: 4769 Special Ops Code Enforcement Unit

Object
Number

52690 SMALL EQUIPMENT – continued

TASER cartridge (2 @ \$75 each), \$150

TASER batteries (2 @ \$100 each), \$200

Utility vest (2 @ \$450), \$900

Digital camera, \$800

Master locks (12 @ \$12), \$140

Heavy duty 25 ft. chain, \$200

Various small tools and equipment as needed for field, vehicles and enforcement activities, \$500

52880 RENTAL ASSISTANCE – \$10,000

Assistance provided to families/individuals who are homeless or are risk of homelessness, which may include first month rent, security deposit, utility assistance, etc. (HHAP Round 3 Fund)

Economic Development Agency

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development Agency		4791 Administration

Overview

The Economic Development Agency 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 Economic Development Agency was established as a framework for community and infrastructure development in the City. The Economic Development Agency staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Economic Development Agency staff acts as liaison to the Chamber of Commerce, liaison to the Inland Empire Small Business Development Center, prepares and distributes lists of available properties in the City, provides marketing materials for the City, monitors business activities as they may or could relate to the City, and represent the City at trade shows focusing on attracting new business to the City of Montclair.

The Economic Development Agency staff reports directly to the City Manager/Executive Director. The Economic Development Agency 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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	557,516	577,834	577,834	
Services and Supplies	407,060	869,060	865,210	
Capital Outlay	0	0	0	
Total	964,576	1,446,894	1,443,044	
Personnel Authorized	3.80 (FT) 2.00 (PT)	3.80 (FT) 2.00 (PT)	3.80 (FT) 2.00 (PT)	

Source of Funds

General Fund	557,516	577,834	577,834
Economic Development Fund	277,060	264,060	260,210
Successor Agency Bond Proceeds	75,000	550,000	550,000
General Plan Update Fee	55,000	55,000	55,000
Total	964,576	1,446,894	1,443,044

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: ECONOMIC DEVELOPMENT							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	Recommended by Administration Next Year
			First Rate		Second Rate		Total Salary Next Year	
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Director of Montclair Economic Development Agency</u>								
Mikey Fuentes	C	07/05/23	0.2	14,601	11.8	15,331	183,826	183,826
<u>Senior Management Analyst</u>								
Vacant	A		6.0	7,689	6.0	8,073	94,572	94,572
<u>Marketing and Promotions Coordinator</u>								
Christine Thomas	B	11/08/23	4.3	5,792	7.7	6,082	71,737	71,737
<u>Housing Specialist</u>								
Carla Becerra	B	12/05/23	5.2	4,403	6.8	4,623	54,332	54,332
<u>Administration to other Departments/Entities</u>								
Mikey Fuentes (CM)							-36,765	-36,765
<u>Part Time:</u>								
<u>Economic Development Consultant</u>								
Christine Caldwell (960 hrs year)				62.93 hr			60,413	60,413
<u>Senior Intern</u>								
Vacant (25 hrs week)				16.78 hr			21,814	21,814
<hr/>								
Salary Requirements:					(FT)		367,702	367,702
					(PT)		82,227	82,227
					TOTAL		449,929	449,929

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Montclair Economic Development Agency	1.00	1.00	1.00		183,826	183,826	
Admin to other Depts	-0.20	-0.20	-0.20		-36,765	-36,765	
	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>		<u>147,061</u>	<u>147,061</u>	
Senior Management Analyst	1.00	1.00	1.00		94,572	94,572	
Marketing and Promotions Coorc	1.00	1.00	1.00		71,737	71,737	
Housing Specialist	1.00	1.00	1.00		54,332	54,332	
<u>Part-Time</u>							
Economic Development Consult:	1.00	1.00	1.00		60,413	60,413	
Senior Intern	1.00	1.00	1.00		21,814	21,814	
Full Time	4.00	4.00	4.00		404,467	404,467	
Admin other Departments	-0.20	-0.20	-0.20		-36,765	-36,765	
Total FT Positions/Salaries	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>		<u>367,702</u>	<u>367,702</u>	
Part Time	2.00	2.00	2.00		82,227	82,227	
Overtime					1,000	1,000	
Total Salaries & Wages					450,929	450,929	
Benefit Costs					94,297	94,297	
PERS Benefit Costs					45,581	45,581	
Benefit Costs other Depts					-12,973	-12,973	
Total Benefit Costs					126,905	126,905	
TOTAL					577,834	577,834	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development Agency		4791 Administration

Work Program

1. Serve as staff to the 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. 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. Develop informational brochures and web-based data helpful to the business community.
11. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual Housing Corporation budget.
12. Serve as liaison to the Chamber of Commerce and Inland Empire Small Business Development Center.
13. Promote resources helpful to the business community.
14. Identify and develop specific economic development tools and activities to encourage growth within the City.
15. Oversee use of tax allocation bond funds from the former redevelopment agency.
16. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
17. Assist in the development and review of Draft Specific Plans.
18. Assist in the administration of the General Plan Update.
19. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
20. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
21. Assist the organization on finding and writing grants for specified projects.
22. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
23. Administer an inclusionary Housing ordinance and promote solutions related to homelessness.
24. Oversee the development and implementation of cost recovery measures.

Personnel Services – \$577,834

Salary requests are for: Director of Economic Development Agency (0.80) – \$147,061; Senior Management Analyst (1.00) – \$94,572; Marketing and Promotions Coordinator (1.00) – \$71,737; Housing Specialist (1.00) – \$54,332; Economic Development Consultant (1.00/part-time) – \$60,413; Senior Intern (1.00/part-time) – \$21,814. Cost allocations are as follows: full-time salaries – \$367,702; part-time salaries – \$82,227; overtime – \$1,000; benefit costs – \$126,905.

Services and Supplies – \$869,060

Funding requested is for: books and publications – \$100; publication and advertising – \$5,000; dues and memberships – \$6,500; travel and meetings – \$26,000; mileage/auto allowance – \$8,400; business development – \$1,360; special consulting services – \$2,500; general plan legal fees – \$55,000; special legal services – \$75,000; special contract services – \$636,200; educational grants – \$2,500; small equipment – \$1,000; cellular phone expense – \$1,500; miscellaneous expenditures – \$28,000; property expenses – \$20,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/04/2024 - 5:23PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4791	Administration					
				E10	Personnel Services					
0	287,537	364,451.00	0.00	41010-400-0000	Regular Earnings	0.00	367,702.00	367,702.00	0.00	0.00
0	60,130	60,413.00	0.00	42020-400-0000	Part Time Wages	0.00	82,227.00	82,227.00	0.00	0.00
0	243	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
0	1,111	5,452.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,234.00	3,234.00	0.00	0.00
0	0	66,000.00	0.00	45220-400-0000	Benefit Plan	0.00	65,280.00	65,280.00	0.00	0.00
0	6,346	6,734.00	0.00	45240-400-0000	Deferred Compensation	0.00	7,353.00	7,353.00	0.00	0.00
0	27,476	43,612.00	0.00	45250-400-0000	P.E.R.S.	0.00	39,938.00	39,938.00	0.00	0.00
0	1,206	1,517.00	0.00	45270-400-0000	LTD Insurance	0.00	1,588.00	1,588.00	0.00	0.00
0	1,824	2,176.00	0.00	45290-400-0000	Life Insurance	0.00	1,637.00	1,637.00	0.00	0.00
0	5,160	6,161.00	0.00	45330-400-0000	Medicare	0.00	6,523.00	6,523.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	1,352.00	1,352.00	0.00	0.00
0	391,034	557,516	0		Personnel Services Totals:	0.00	577,834	577,834	0	0
0	391,034	557,516	0		EXPENDITURES TOTALS:	0.00	577,834	577,834	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	391,034	557,516	0		DEPT EXPENSES	0.00	577,834	577,834	0	0
0	(391,034)	(557,516)	0		Administration Totals:	0.00	(577,834)	(577,834)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	391,034	557,516	0		FUND EXPENSES	0.00	577,834	577,834	0	0
0	(391,034)	(557,516)	0		General Fund Totals:	0.00	(577,834)	(577,834)	0	0
				1135	Air Quality Improvement Trust					
				4791	Administration					
				E30	Capital Outlay					
0	34,248	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	34,248	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	34,248	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	34,248	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(34,248)	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	34,248	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(34,248)	0	0		Air Quality Improvement Trust Tot:	0.00	0	0	0	0
				1157	LEAP Grant					
				4791	Administration					
				E20	Services & Supplies					
68,427	62,095	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
68,427	62,095	0	0		Services & Supplies Totals:	0.00	0	0	0	0
68,427	62,095	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
68,427	62,095	0	0		DEPT EXPENSES	0.00	0	0	0	0
(68,427)	(62,095)	0	0		Administration Totals:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
68,427	62,095	0	0		FUND EXPENSES	0.00	0	0	0	0
(68,427)	(62,095)	0	0		LEAP Grant Totals:	0.00	0	0	0	0
				1206	Economic Development Assets					
				4791	Administration					
				E10	Personnel Services					
474,493	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
89,958	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
808	0	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
445	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,092	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
110	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
9,605	68	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
60,597	27	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
1,897	16	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
2,767	26	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
6,974	29	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
651,746	167	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	0	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
4,526	0	6,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,000.00	5,000.00	0.00	0.00
1,120	3,200	5,150.00	0.00	52120-400-0000	Dues & Memberships	0.00	6,500.00	5,150.00	0.00	0.00
19,233	27,816	27,800.00	0.00	52130-400-0000	Travel & Meetings	0.00	26,000.00	26,000.00	0.00	0.00
11,350	1,950	8,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
3,012	382,172	860.00	0.00	52160-400-0000	Business Development	0.00	1,360.00	1,360.00	0.00	0.00
0	0	1,500.00	0.00	52190-400-0000	Special Consulting Services	0.00	2,500.00	2,500.00	0.00	0.00
24,831	12,651	0.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	0.00	0.00	0.00	0.00
93,440	76,159	65,000.00	0.00	52300-400-0000	Special Legal Services	0.00	75,000.00	75,000.00	0.00	0.00
59,045	105,681	86,200.00	0.00	52450-400-0000	Special Contract Services	0.00	86,200.00	86,200.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	2,500.00	0.00	0.00
0	5	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,000.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	2,822	1,200.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,500.00	0.00	0.00	0.00
35,815	43,320	26,850.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	28,000.00	28,000.00	0.00	0.00
0	0	0.00	0.00	56100-400-0000	Property Expenses	0.00	20,000.00	20,000.00	0.00	0.00
252,372	655,777	232,560	0		Services & Supplies Totals:	0.00	264,060	260,210	0	0
				E30	Capital Outlay					
0	44,058	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
2,852	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
2,852	44,058	0	0		Capital Outlay Totals:	0.00	0	0	0	0
906,970	700,001	232,560	0		EXPENDITURES TOTALS:	0.00	264,060	260,210	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
906,970	700,001	232,560	0		DEPT EXPENSES	0.00	264,060	260,210	0	0
(906,970)	(700,001)	(232,560)	0		Administration Totals:	0.00	(264,060)	(260,210)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
906,970	700,001	232,560	0		FUND EXPENSES	0.00	264,060	260,210	0	0
(906,970)	(700,001)	(232,560)	0		Economic Development Assets Totals	0.00	(264,060)	(260,210)	0	0
				1251	SA Bond Proceeds - Tax Exempt					
				4791	Administration					
				E20	Services & Supplies					
0	0	0.00	0.00	52450-400-0000	Sphere of Influence	0.00	500,000.00	500,000.00	0.00	0.00
254,047	14,254	75,000.00	0.00	52450-400-1900	General Plan Update Expense	0.00	50,000.00	50,000.00	0.00	0.00
254,047	14,254	75,000	0		Services & Supplies Totals:	0.00	550,000	550,000	0	0
254,047	14,254	75,000	0		EXPENDITURES TOTALS:	0.00	550,000	550,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
254,047	14,254	75,000	0		DEPT EXPENSES	0.00	550,000	550,000	0	0
(254,047)	(14,254)	(75,000)	0		Administration Totals:	0.00	(550,000)	(550,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
254,047	14,254	75,000	0		FUND EXPENSES	0.00	550,000	550,000	0	0
(254,047)	(14,254)	(75,000)	0		SA Bond Proceeds - Tax Exempt Tc	0.00	(550,000)	(550,000)	0	0
				1745	General Plan Update Fee					
				4791	Administration					
				E20	Services & Supplies					
0	0	55,000.00	0.00	52290-400-0000	General Plan Legal Fees	0.00	55,000.00	55,000.00	0.00	0.00
0	0	55,000	0		Services & Supplies Totals:	0.00	55,000	55,000	0	0
0	0	55,000	0		EXPENDITURES TOTALS:	0.00	55,000	55,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	55,000	0		DEPT EXPENSES	0.00	55,000	55,000	0	0
0	0	(55,000)	0		Administration Totals:	0.00	(55,000)	(55,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	55,000	0		FUND EXPENSES	0.00	55,000	55,000	0	0
0	0	(55,000)	0		General Plan Update Fee Totals:	0.00	(55,000)	(55,000)	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,229,444	1,201,632	920,076	0		REPORT EXPENSES	0.00	1,446,894	1,443,044	0	0
(1,229,444)	(1,201,632)	(920,076)	0		REPORT TOTALS:	0.00	(1,446,894)	(1,443,044)	0	0

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

Department: Economic Development Agency

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
		<u>CONFERENCES/SEMINARS</u>			
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Christine Thomas, Marketing and Promotion Coordinator Edmund Garcia, Information Technology Supervisor	2024 International Council for Shopping Centers (ICSC)	Palm Springs, CA	September 2024	\$6,000
52130	Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Christine Thomas, Marketing and Promotion Coordinator Edmund Garcia, Information Technology Supervisor	2025 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 2025	\$6,000
52130	Mikey Fuentes, Director of Economic Development Agency Christine Thomas, Marketing and Promotion Coordinator	California Association for Local Economic Development (CALED) Conference	TBA	April 2025	\$3,500

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

Department: Economic Development Agency

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
		<u>CONFERENCES/SEMINARS</u>			
52130	Mikey Fuentes, Director of Economic Development Agency Carla Becerra, Housing Specialist	Southern California Association; of Non Profit Housing (SCANPH) Conference	TBA	November 2025	\$1,500
52130	Mikey Fuentes, Director of Economic Development Agency Carla Becerra, Housing Specialist	2025 SCAG Regional Conference	Palm Desert, CA	May 2025	\$1,500
52130	Mikey Fuentes, Director of Economic Development Agency Carla Becerra, Housing Specialist	2025 Housing California Annual Conference	Sacramento, CA	March 2025	\$1,500
52130	Mikey Fuentes, Director of Economic Development Agency Carla Becerra, Housing Specialist	2025 Inland Empire Annual Housing Conference	Riverside, CA	April 2025	\$1,000
		<u>Miscellaneous</u>			
52130	Mikey Fuentes, Director of Economic Development Agency Christine Thomas, Marketing and Promotion Coordinator Carla Becerra, Housing Specialist	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops; Affordable Housing workshops.	TBA	TBA	\$5,000
				Total:	\$26,000

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development Agency

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$5,000

Printing cost for *Economic Development Growth Opportunities* booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – \$6,500 **(Only \$5,150 approved in City Manager’s Budget)**

California Association for Local Economic Development (CALED), \$2,000
International Council for Shopping Centers–memberships, \$2,000
Team CA, \$2,500

52130 TRAVEL AND MEETINGS – \$26,000

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

52160 BUSINESS DEVELOPMENT – \$1,360

Constant contact subscription for email marketing, \$500
CANVA subscription for social media posts, \$360
Issuu subscription for digital brochure, \$500

52190 SPECIAL CONSULTING SERVICES – \$2,500

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

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development Agency

Program: 4791 Administration

Object
Number

52290 GENERAL PLAN LEGAL FEES – \$55,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300 SPECIAL LEGAL SERVICES – \$75,000

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions including CEQA update services.

52450 SPECIAL CONTRACT SERVICES – \$636,200

State of the City video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$25,000

Graphic materials needed for "City of Montclair" for use at trade show events, \$2,800

E-Homes Real Estate Property Listing Services, \$8,400

Inland Empire Small Business Development Center, \$25,000

Costar Group, Inc., \$5,000

Consulting fee for Year 7 Update to the General Plan, \$50,000 (Successor Agency Bond Proceeds)

Sphere of Influence Feasibility Study, \$500,000 (Successor Agency Bond Proceeds)

52450 SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$200,000>

Sphere of Influence Feasibility Study, San Bernardino County share.

52530 EDUCATIONAL GRANTS – \$2,500

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

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Economic Development Agency

Program: 4791 Administration

Object
Number

- 52690 SMALL EQUIPMENT – \$1,000 *(Moved to 4203-52690)*
Replacement cellular phones.
- 52850 CELLULAR PHONE EXPENSE – \$1,500 *(Moved to 4203-52850)*
Cellular phone service for Department personnel.
- 52990 MISCELLANEOUS EXPENDITURES – \$28,000
State of the City incidental expenditures for decorations, \$1,500
Economic development promotional materials, \$12,000
Booth space rental for ICSC Conferences, \$6,000
Booth Backdrop and display, \$5,000
Furniture/electrical rental at ICSC Conferences, \$2,500
Miscellaneous supplies for ICSC, \$1,000
- 56100 PROPERTY EXPENSES – \$20,000
Maintenance of properties owned by the Montclair Economic Agency.

City Attorney

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney 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	133,833	135,172	135,172	
Services and Supplies	250,000	285,000	245,000	
Capital Outlay	0	0	0	
Total	383,833	420,172	380,172	
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	

Source of Funds

General Fund	383,833	420,172	380,172
Total	383,833	420,172	380,172

**CITY OF MONTCLAIR - WORKSHEET
PERSONNEL DETAIL & SALARY CALCULATIONS**

DEPARTMENT: CITY ATTORNEY

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	Recommended by Administration Next Year
			First Rate Months	Rate	Second Rate Months	Rate		
<u>City Attorney</u> Diane Robbins			12.0	8,000			96,000	96,000

Salary Requirements:	TOTAL (P/T)	96,000	96,000
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DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<u>Part-Time</u>							
City Attorney	1.00	1.00	1.00		96,000	96,000	

Part Time	1.00	1.00	1.00		96,000	96,000	
Benefit Costs					21,921	21,921	
PERS Benefit Costs					17,251	17,251	
Total Benefit Costs					39,172	39,172	
TOTAL					135,172	135,172	

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 actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
4. Review ordinances, agreements, resolutions, and all legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Advise on Workers' Compensation issues.
11. Advise on disciplinary actions.
12. Advise on disability retirement issues.
13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
14. Deputy City Attorney serves in the absence of the City Attorney.
15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
16. Provide direction on open meeting laws and California Public Records Act requests.

Personnel Services – \$135,172

Salary requests are for: City Attorney (1.00/part-time) – \$96,000. Cost allocations are as follows: part-time wages – \$96,000; benefit costs – \$39,172

Services and Supplies – \$285,000

Funding requested is for: legal services/court costs – \$200,000; special legal services – \$85,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/04/2024 - 5:28PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4801	City Attorney					
				E10	Personnel Services					
77,600	92,800	96,000.00	0.00	42020-400-0000	Part Time Wages	0.00	96,000.00	96,000.00	0.00	0.00
0	0	16,200.00	0.00	45220-400-0000	Benefit Plan	0.00	16,800.00	16,800.00	0.00	0.00
3,638	3,600	3,600.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,600.00	3,600.00	0.00	0.00
10,257	13,078	16,512.00	0.00	45250-400-0000	P.E.R.S.	0.00	17,251.00	17,251.00	0.00	0.00
126	129	129.00	0.00	45290-400-0000	Life Insurance	0.00	129.00	129.00	0.00	0.00
1,125	1,346	1,392.00	0.00	45330-400-0000	Medicare	0.00	1,392.00	1,392.00	0.00	0.00
92,745	110,953	133,833	0		Personnel Services Totals:	0.00	135,172	135,172	0	0
				E20	Services & Supplies					
256,480	158,736	175,000.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	200,000.00	175,000.00	0.00	0.00
91,356	90,047	75,000.00	0.00	52300-400-0000	Special Legal Services	0.00	85,000.00	70,000.00	0.00	0.00
347,836	248,782	250,000	0		Services & Supplies Totals:	0.00	285,000	245,000	0	0
440,581	359,735	383,833	0		EXPENDITURES TOTALS:	0.00	420,172	380,172	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
440,581	359,735	383,833	0		DEPT EXPENSES	0.00	420,172	380,172	0	0
(440,581)	(359,735)	(383,833)	0		City Attorney Totals:	0.00	(420,172)	(380,172)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
440,581	359,735	383,833	0		FUND EXPENSES	0.00	420,172	380,172	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
(440,581)	(359,735)	(383,833)	0		General Fund Totals:	0.00	(420,172)	(380,172)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
440,581	359,735	383,833	0		REPORT EXPENSES	0.00	420,172	380,172	0	0
(440,581)	(359,735)	(383,833)	0		REPORT TOTALS:	0.00	(420,172)	(380,172)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: City Attorney

Program: 4801 City Attorney

Object
Number

52290 LEGAL SERVICES/COURT COSTS – \$200,000 ***(Only \$175,000 approved in City Manager's 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 – \$85,000 ***(Only \$70,000 approved in City Manager's Budget)***

Cost of additional services performed by City Attorney, the proposed hourly rate for general legal services is \$250 per hour. Hourly rate is not inclusive of retainer fee: \$8,000 per month for 42 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. Citywide appropriations include, but are not limited to,

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance
- Worker's Compensation Claims
- Postage

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	1,717,757	2,506,175	2,456,175	
Services and Supplies	2,091,000	2,249,500	2,249,500	
Capital Outlay	0	0	0	
Total	3,808,757	4,755,675	4,705,675	

Personnel Authorized	0	0	0
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Source of Funds

General Fund	3,168,052	3,332,752	3,282,752
Gas Tax Fund	193,000	193,000	193,000
After-School Program Grant Fund	38,875	38,500	38,500
Sewer Operating Fund	120,375	120,425	120,425
UAL/POB Amortization Fund	288,455	1,070,998	1,070,998
Total	3,808,757	4,755,675	4,705,675

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 reviewed 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 – \$2,506,175

Funding requested is for: Benefit Costs – \$2,506,175.

Services and Supplies – \$2,249,500

Funding requested is for: nuisance abatement – \$5,000; service awards – \$15,000; telephone service – \$25,000; electric service – \$660,000; natural gas service – \$50,000; water service – \$353,000; general city insurance – \$1,100,000; postage – \$40,000; 5326 San Bernardino upkeep – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 6:09PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1001	General Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
6,421	21,405	20,000.00	0.00	45230-400-0000	Unemployment Insurance	0.00	25,000.00	25,000.00	0.00	0.00
331	431	200.00	0.00	45240-400-0000	Deferred Compensation	0.00	200.00	200.00	0.00	0.00
26,029	19,631	500.00	0.00	45250-400-0000	P.E.R.S.	0.00	500.00	500.00	0.00	0.00
1,664,130	0	0.00	0.00	45251-400-0000	P.E.R.S. Lump Sum Amounts Fire	0.00	0.00	0.00	0.00	0.00
1,932,673	0	0.00	0.00	45252-400-0000	P.E.R.S. Lump Sum Amounts PD	0.00	0.00	0.00	0.00	0.00
1,645,594	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
(79,441)	(68,222)	68,802.00	0.00	45256-400-0000	Safety PERS ER Cost - EE Paid	0.00	-30,323.00	-30,323.00	0.00	0.00
635,852	644,701	300,000.00	0.00	45261-400-0000	Workers Comp Claims	0.00	650,000.00	600,000.00	0.00	0.00
69,111	608,922	250,000.00	0.00	45262-400-0000	General Liability Claims	0.00	250,000.00	250,000.00	0.00	0.00
545	581	250.00	0.00	45270-400-0000	LTD Insurance	0.00	250.00	250.00	0.00	0.00
250	272	200.00	0.00	45290-400-0000	Life Insurance	0.00	200.00	200.00	0.00	0.00
371,958	400,473	370,000.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	370,000.00	370,000.00	0.00	0.00
1,116	889	300.00	0.00	45310-400-0000	Delta HMO	0.00	300.00	300.00	0.00	0.00
231	178	150.00	0.00	45320-400-0000	Optical Insurance	0.00	150.00	150.00	0.00	0.00
12,418	474	300.00	0.00	45330-400-0000	Medicare	0.00	300.00	300.00	0.00	0.00
31	0	100.00	0.00	45340-400-0000	Social Security	0.00	100.00	100.00	0.00	0.00
136,011	131,839	130,000.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	130,000.00	130,000.00	0.00	0.00
6,423,259	1,761,575	1,140,802	0		Personnel Services Totals:	0.00	1,396,677	1,346,677	0	0
				E20	Services & Supplies					
10,177	572	5,000.00	0.00	50090-400-0000	Nuisance Abatement	0.00	5,000.00	5,000.00	0.00	0.00
15,525	28,570	18,750.00	0.00	51010-400-0000	Service Awards	0.00	14,575.00	14,575.00	0.00	0.00
3,295	6,263	25,000.00	0.00	52350-400-0000	Telephone Service	0.00	25,000.00	25,000.00	0.00	0.00
530,419	539,646	510,000.00	0.00	52360-400-0000	Electric Service	0.00	610,000.00	610,000.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
49,839	74,528	50,000.00	0.00	52370-400-0000	Natural Gas Service	0.00	50,000.00	50,000.00	0.00	0.00
233,260	237,261	210,000.00	0.00	52380-400-0000	Water Service	0.00	210,000.00	210,000.00	0.00	0.00
9,713	5,000	0.00	0.00	52530-400-0000	Educational Grants	0.00	0.00	0.00	0.00	0.00
16,321	1,578,571	580,000.00	0.00	52660-400-0000	General City Insurance	0.00	980,000.00	980,000.00	0.00	0.00
29,567	30,143	40,000.00	0.00	52670-400-0000	Postage	0.00	40,000.00	40,000.00	0.00	0.00
1,204	1,247	1,500.00	0.00	56100-400-0000	5326 San Bernardino - Upkeep	0.00	1,500.00	1,500.00	0.00	0.00
899,319	2,501,800	1,440,250	0		Services & Supplies Totals:	0.00	1,936,075	1,936,075	0	0
7,322,578	4,263,375	2,581,052	0		EXPENDITURES TOTALS:	0.00	3,332,752	3,282,752	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,322,578	4,263,375	2,581,052	0		DEPT EXPENSES	0.00	3,332,752	3,282,752	0	0
(7,322,578)	(4,263,375)	(2,581,052)	0		Citywide - Non-Department Totals:	0.00	(3,332,752)	(3,282,752)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,322,578	4,263,375	2,581,052	0		FUND EXPENSES	0.00	3,332,752	3,282,752	0	0
(7,322,578)	(4,263,375)	(2,581,052)	0		General Fund Totals:	0.00	(3,332,752)	(3,282,752)	0	0
				1102	Gas Tax Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
59,050	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
59,050	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
64,146	61,934	50,000.00	0.00	52360-400-0000	Electric Service	0.00	50,000.00	50,000.00	0.00	0.00
152,172	132,675	143,000.00	0.00	52380-400-0000	Water Service - Medians	0.00	143,000.00	143,000.00	0.00	0.00
216,318	194,609	193,000	0		Services & Supplies Totals:	0.00	193,000	193,000	0	0
275,368	194,609	193,000	0		EXPENDITURES TOTALS:	0.00	193,000	193,000	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
275,368	194,609	193,000	0		DEPT EXPENSES	0.00	193,000	193,000	0	0
(275,368)	(194,609)	(193,000)	0		Citywide - Non-Department Totals:	0.00	(193,000)	(193,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
275,368	194,609	193,000	0		FUND EXPENSES	0.00	193,000	193,000	0	0
(275,368)	(194,609)	(193,000)	0		Gas Tax Fund Totals:	0.00	(193,000)	(193,000)	0	0
				1138	Senior Nutrition Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
7,442	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
7,442	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
7,442	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,442	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(7,442)	0	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,442	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(7,442)	0	0	0		Senior Nutrition Fund Totals:	0.00	0	0	0	0
				1160	After-School Program Grant					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
1,594	0	36,000.00	0.00	45230-400-0000	Unemployment Insurance	0.00	36,000.00	36,000.00	0.00	0.00
69,916	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
3,183	423	2,500.00	0.00	45261-400-0000	Workers Comp Claims	0.00	2,500.00	2,500.00	0.00	0.00
74,694	423	38,500	0		Personnel Services Totals:	0.00	38,500	38,500	0	0
1,500	1,000	375.00	0.00	E20 51010-400-0000	Services & Supplies Service Awards	0.00	0.00	0.00	0.00	0.00
1,500	1,000	375	0		Services & Supplies Totals:	0.00	0	0	0	0
76,194	1,423	38,875	0		EXPENDITURES TOTALS:	0.00	38,500	38,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
76,194	1,423	38,875	0		DEPT EXPENSES	0.00	38,500	38,500	0	0
(76,194)	(1,423)	(38,875)	0		Citywide - Non-Department Totals:	0.00	(38,500)	(38,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
76,194	1,423	38,875	0		FUND EXPENSES	0.00	38,500	38,500	0	0
(76,194)	(1,423)	(38,875)	0		After-School Program Grant Totals:	0.00	(38,500)	(38,500)	0	0
136,422	0	0.00	0.00	1206 4901 E10 45253-400-0000	Economic Development Assets Citywide - Non-Department Personnel Services P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
136,422	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
225	0	0.00	0.00	E20 51010-400-0000	Services & Supplies Service Awards	0.00	0.00	0.00	0.00	0.00
225	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
136,647	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
136,647	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(136,647)	0	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
136,647	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(136,647)	0	0	0		Economic Development Assets Tot	0.00	0	0	0	0
				1501	Sewer Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
(15)	8	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
192,461	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
(181)	0	0.00	0.00	45261-400-0000	Workers Comp Claims Paid	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
(79)	(9)	0.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	0.00	0.00	0.00	0.00
(7)	0	0.00	0.00	45310-400-0000	Dental Insurance	0.00	0.00	0.00	0.00	0.00
(2)	0	0.00	0.00	45320-400-0000	Optical Insurance	0.00	0.00	0.00	0.00	0.00
13	13	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
192,191	13	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
1,075	900	375.00	0.00	51010-400-0000	Service Awards	0.00	425.00	425.00	0.00	0.00
0	120,000	120,000.00	0.00	52660-400-0000	General City Insurance	0.00	120,000.00	120,000.00	0.00	0.00
1,075	120,900	120,375	0		Services & Supplies Totals:	0.00	120,425	120,425	0	0
193,266	120,913	120,375	0		EXPENDITURES TOTALS:	0.00	120,425	120,425	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
193,266	120,913	120,375	0		DEPT EXPENSES	0.00	120,425	120,425	0	0
(193,266)	(120,913)	(120,375)	0		Citywide - Non-Department Totals:	0.00	(120,425)	(120,425)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
193,266	120,913	120,375	0		FUND EXPENSES	0.00	120,425	120,425	0	0
(193,266)	(120,913)	(120,375)	0		Sewer Operating Fund Totals:	0.00	(120,425)	(120,425)	0	0
				1758	GF Reserve-UAL/POB Amort Func					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
0	516,329	0.00	0.00	45251-400-0000	P.E.R.S. Lump Sum Amounts Fire	0.00	256,166.00	256,166.00	0.00	0.00
0	260,407	288,455.00	0.00	45252-400-0000	P.E.R.S. Lump Sum Amounts PD	0.00	386,153.00	386,153.00	0.00	0.00
0	481,458	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	428,679.00	428,679.00	0.00	0.00
0	1,258,194	288,455	0		Personnel Services Totals:	0.00	1,070,998	1,070,998	0	0
0	1,258,194	288,455	0		EXPENDITURES TOTALS:	0.00	1,070,998	1,070,998	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	1,258,194	288,455	0		DEPT EXPENSES	0.00	1,070,998	1,070,998	0	0
0	(1,258,194)	(288,455)	0		Citywide - Non-Department Totals:	0.00	(1,070,998)	(1,070,998)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	1,258,194	288,455	0		FUND EXPENSES	0.00	1,070,998	1,070,998	0	0
0	(1,258,194)	(288,455)	0		GF Reserve-UAL/POB Amort Func	0.00	(1,070,998)	(1,070,998)	0	0
				2020	SRDA Combined Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
17,378	0	0.00	0.00	45254-400-0000	P.E.R.S. Lump Sum Amounts SRD.	0.00	0.00	0.00	0.00	0.00
17,378	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
525	30	0.00	0.00	E20 51010-400-0000	Services & Supplies Service Awards	0.00	0.00	0.00	0.00	0.00
525	30	0	0		Services & Supplies Totals:	0.00	0	0	0	0
17,903	30	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
17,903	30	0	0		DEPT EXPENSES	0.00	0	0	0	0
(17,903)	(30)	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
17,903	30	0	0		FUND EXPENSES	0.00	0	0	0	0
(17,903)	(30)	0	0		SRDA Combined Operating Fund T	0.00	0	0	0	0
				3001 4901 E10	General Fund Citywide - Non-Department Personnel Services					
36,118	0	0.00	0.00	45255-400-0000	P.E.R.S. Lump Sum Amounts MHC	0.00	0.00	0.00	0.00	0.00
36,118	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
150	0	0.00	0.00	E20 51010-400-0000	Services & Supplies Service Awards	0.00	0.00	0.00	0.00	0.00
0	0	51,000.00	0.00	52660-400-0000	MHC General Insurance	0.00	0.00	0.00	0.00	0.00
150	0	51,000	0		Services & Supplies Totals:	0.00	0	0	0	0
36,268	0	51,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2022	2023	2024	2024	Account	Description	FTE	2025	2025	2025	2025
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
36,268	0	51,000	0		DEPT EXPENSES	0.00	0	0	0	0
(36,268)	0	(51,000)	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
36,268	0	51,000	0		FUND EXPENSES	0.00	0	0	0	0
(36,268)	0	(51,000)	0		General Fund Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
8,065,666	5,838,543	3,272,757	0		REPORT EXPENSES	0.00	4,755,675	4,705,675	0	0
(8,065,666)	(5,838,543)	(3,272,757)	0		REPORT TOTALS:	0.00	(4,755,675)	(4,705,675)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: Citywide

Program: 4901 Citywide

Object
Number

52670 POSTAGE – \$40,000
 Postage for all City Departments.

CFD Operations

DEPARTMENT BUDGET SUMMARY

Department

CFD Operations

Overview

Community Facility Districts are established in newly developed areas 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	75,920	83,102	83,102	
Services and Supplies	143,521	157,485	157,485	
Total	219,441	240,587	240,587	

Personnel Authorized	0	0	0	
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Department Distribution

CFD 2011-1 Paseos/Alexan	154,629	186,302	186,302	
CFD 2011-2 Arrow Station	44,861	54,285	54,285	
Total	199,490	240,587	240,587	

Source of Funds

CFD 2011-1 Fund – Paseos	154,629	186,302	186,302	
CFD 2011-2 Fund – Arrow Station	44,861	54,285	54,285	
Total	199,490	240,587	240,587	

PROGRAM BUDGET SUMMARY – 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos/Alexan

Program Description

With the development of the Paseos at Montclair, a Community Facilities District (CFD 2011-1) was established to assist with public safety and annual maintenance costs. Subsequent development projects were later annexed into CFD 2011-1 including Vista Court and Alexan-Kendry. Maintenance costs covered under CFD 2011-1 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-1 include costs related to providing police protection services and fire protection and suppression services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	58,644	64,188	64,188	
Services and Supplies	111,448	122,114	122,114	
Capital Outlay	0	0	0	
Total	170,092	186,302	186,302	
Personnel Authorized	0	0	0	

Source of Funds

CFD 2011-1 Fund – Paseos/Alexan	170,092	186,302	186,302
Total	170,092	186,302	186,302

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
CFD Operations		5001 CFD 2011–1 Paseos/Alexan

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

	<u>2024–25</u>
Acres of parks and parkways maintained by maintenance contract	1.06

Personnel Services – \$64,188

Salary requests are for: Finance Administration – \$4,991; Public Works Administration – \$4,991; Public Safety Administration – \$9,982; Police Services – \$15,188; Fire Services – \$15,188; Street Sweeping Services – \$2,400; Graffiti Removal Services – \$800; Maintenance Services – \$10,648. Cost allocations are as follows: full-time salaries – \$64,188.

Services and Supplies – \$122,114

Funding requested is for: materials – buildings – \$2,662; materials – street signs – \$1,997; street lighting – \$39,930; special contract services – \$15,972; graffiti abatement – \$397; street maintenance – \$2,662; landscape maintenance – \$46,585; tree maintenance – \$3,328; street sweeping – \$2,924; maintenance contingency – \$5,657.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 6:14PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1601	CFD 2011-1 Paseos/Alexan					
				5001	CFD 2011-1 Paseos/Alexan					
				E10	Personnel Services					
3,750	4,125	4,538.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	4,991.00	4,991.00	0.00	0.00
3,750	4,125	4,537.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	4,991.00	4,991.00	0.00	0.00
7,500	8,250	9,075.00	0.00	41013-400-0000	Public Safety Admin Reimb to GF	0.00	9,982.00	9,982.00	0.00	0.00
11,411	12,552	13,807.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	15,188.00	15,188.00	0.00	0.00
11,411	12,552	13,807.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	15,188.00	15,188.00	0.00	0.00
2,000	2,000	2,400.00	0.00	41016-400-0000	Street Sweeping Reimb to GF	0.00	2,400.00	2,400.00	0.00	0.00
8,000	6,135	9,680.00	0.00	41017-400-0000	Facility Maint Reimb to GF	0.00	10,648.00	10,648.00	0.00	0.00
500	750	800.00	0.00	41018-400-0000	Graffiti Removal Reimb to GF	0.00	800.00	800.00	0.00	0.00
48,322	50,489	58,644	0		Personnel Services Totals:	0.00	64,188	64,188	0	0
				E20	Services & Supplies					
2,656	2,200	2,420.00	0.00	51300-400-0000	Materials - Buildings	0.00	2,662.00	2,662.00	0.00	0.00
1,000	1,650	1,815.00	0.00	51340-400-0000	Materials - Street Signs	0.00	1,997.00	1,997.00	0.00	0.00
57,546	32,957	36,300.00	0.00	52340-400-0000	Street Lighting	0.00	39,930.00	39,930.00	0.00	0.00
5,210	5,533	14,520.00	0.00	52450-400-0000	Special Contract Services	0.00	15,972.00	15,972.00	0.00	0.00
635	1,800	1,015.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	397.00	397.00	0.00	0.00
4,250	2,200	2,420.00	0.00	52453-400-0000	Street Maintenance	0.00	2,662.00	2,662.00	0.00	0.00
26,661	30,940	42,350.00	0.00	52454-400-0000	Landscape Maintenance	0.00	46,585.00	46,585.00	0.00	0.00
923	2,750	3,025.00	0.00	52455-400-0000	Tree Maintenance Reimb to GF	0.00	3,328.00	3,328.00	0.00	0.00
1,000	2,400	2,440.00	0.00	52456-400-0000	Street Sweeping	0.00	2,924.00	2,924.00	0.00	0.00
0	0	5,143.00	0.00	81010-400-0000	Maintenance Contingency Acct	0.00	5,657.00	5,657.00	0.00	0.00
99,881	82,430	111,448	0		Services & Supplies Totals:	0.00	122,114	122,114	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
148,203	132,919	170,092	0		EXPENDITURES TOTALS:	0.00	186,302	186,302	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
148,203	132,919	170,092	0		DEPT EXPENSES	0.00	186,302	186,302	0	0
(148,203)	(132,919)	(170,092)	0		CFD 2011-1 Paseos/Alexan Totals:	0.00	(186,302)	(186,302)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
148,203	132,919	170,092	0		FUND EXPENSES	0.00	186,302	186,302	0	0
(148,203)	(132,919)	(170,092)	0		CFD 2011-1 Paseos/Alexan Totals:	0.00	(186,302)	(186,302)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
148,203	132,919	170,092	0		REPORT EXPENSES	0.00	186,302	186,302	0	0
(148,203)	(132,919)	(170,092)	0		REPORT TOTALS:	0.00	(186,302)	(186,302)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: CFD Operations

Program: 5001 CFD 2011–1 Paseos/Alexan

Object
Number

51300 MATERIALS – BUILDINGS – \$2,662

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,997

Regulatory and Informational Signs, i.e., Street Name, 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.

52340 STREET LIGHTING – \$39,930

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$15,972

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$397

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$2,662

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$46,585

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$3,328

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$2,924

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 The District at Arrow Station, a Community Facilities District (CFD 2011-2) was established to assist with public safety and annual maintenance costs. Maintenance costs covered under CFD 2011-2 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-2 include costs related to providing police protection services and fire protection and suppression services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	17,276	18,914	18,914	
Services and Supplies	32,073	35,371	35,371	
Capital Outlay	0	0	0	
Total	49,349	54,285	54,285	

Personnel Authorized	0	0	0	
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Source of Funds

CFD 2011-2 Fund – Arrow Station	49,349	54,285	54,285
Total	49,349	54,285	54,285

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

	Estimate <u>2024–25</u>
Linear feet of parkways and retention basins within street right of way.	2,375

Personnel Services – \$18,914

Salary requests are for: Finance Administration – \$2,496; Public Works Administration – \$2,496; Public Safety Administration – \$4,992; Police Services – \$4,015; Fire Services – \$4,015; Street Sweeping Services – \$300; Graffiti Removal Services – \$600. Cost allocations are as follows: full-time salaries – \$18,914.

Services and Supplies – \$35,371

Funding requested is for: materials – street signs – \$666; street lighting – \$18,634; special contract services – \$10,648; graffiti abatement – \$731; street sweeping – \$366; maintenance contingency – \$4,326.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/02/2024 - 6:14PM
 Fiscal Year: 2025



2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
				1602	CFD 2011-2 Arrow Station					
				5002	CFD 2011-2 Arrow Station					
				E10	Personnel Services					
1,875	2,063	2,269.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	2,496.00	2,496.00	0.00	0.00
1,875	2,062	2,269.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	2,496.00	2,496.00	0.00	0.00
3,750	4,125	4,538.00	0.00	41013-400-0000	Public Safety Admin Reimb to GF	0.00	4,992.00	4,992.00	0.00	0.00
3,016	3,318	3,650.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	4,015.00	4,015.00	0.00	0.00
3,016	3,318	3,650.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	4,015.00	4,015.00	0.00	0.00
250	300	300.00	0.00	41016-400-0000	Street Sweeping Reimb to GF	0.00	300.00	300.00	0.00	0.00
500	500	600.00	0.00	41018-400-0000	Graffiti Removal Reimb to GF	0.00	600.00	600.00	0.00	0.00
14,282	15,686	17,276	0		Personnel Services Totals:	0.00	18,914	18,914	0	0
				E20	Services & Supplies					
500	550	605.00	0.00	51340-400-0000	Materials - Street Signs	0.00	666.00	666.00	0.00	0.00
15,208	15,400	16,940.00	0.00	52340-400-0000	Street Lighting	0.00	18,634.00	18,634.00	0.00	0.00
3,823	4,352	9,680.00	0.00	52450-400-0000	Special Contract Services	0.00	10,648.00	10,648.00	0.00	0.00
500	1,169	610.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	731.00	731.00	0.00	0.00
3,250	0	0.00	0.00	52453-400-0000	Street Maintenance	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52454-400-0000	Landscape Maintenance	0.00	0.00	0.00	0.00	0.00
250	250	305.00	0.00	52456-400-0000	Street Sweeping	0.00	366.00	366.00	0.00	0.00
0	0	3,933.00	0.00	81010-400-0000	Maintenance Contingency Acct	0.00	4,326.00	4,326.00	0.00	0.00
23,531	21,721	32,073	0		Services & Supplies Totals:	0.00	35,371	35,371	0	0
37,813	37,407	49,349	0		EXPENDITURES TOTALS:	0.00	54,285	54,285	0	0

2022 Actual	2023 Actual	2024 Adopted	2024 Estimated	Account	Description	FTE	2025 Requested	2025 Proposed	2025 Approved	2025 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
37,813	37,407	49,349	0		DEPT EXPENSES	0.00	54,285	54,285	0	0
(37,813)	(37,407)	(49,349)	0		CFD 2011-2 Arrow Station Totals:	0.00	(54,285)	(54,285)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
37,813	37,407	49,349	0		FUND EXPENSES	0.00	54,285	54,285	0	0
(37,813)	(37,407)	(49,349)	0		CFD 2011-2 Arrow Station Totals:	0.00	(54,285)	(54,285)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
37,813	37,407	49,349	0		REPORT EXPENSES	0.00	54,285	54,285	0	0
(37,813)	(37,407)	(49,349)	0		REPORT TOTALS:	0.00	(54,285)	(54,285)	0	0

**CITY OF MONTCLAIR
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

Department: CFD Operations

Program: 5002 CFD 2011–2 Arrow Station

Object
Number

51340 MATERIALS – STREET SIGNS – \$666

Regulatory signs, i.e., Street Name, 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.

52340 STREET LIGHTING – \$18,634

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$10,648

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$731

Services include removal of graffiti by sandblasting, painting or chemical removal.

52456 STREET SWEEPING – \$366

Services include weekly-motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2024**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/24</u>
FIRE DEPARTMENT									
2023 Ford F-150	46853	10/04/23	54,799	4,389	59,188	5	20%	59,000	\$11,800
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	33%	345,000	\$113,850
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	40%	362,000	\$144,800
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	33,000	\$33,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	26,000	\$26,000
+ 2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	27,000	\$27,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	100%	42,000	\$42,000
TOTAL FIRE								\$921,000	\$425,450
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2023 Ford Interceptor	67088	09/11/23	51,835		51,835	5	20%	52,000	\$10,400
2023 Ford Interceptor	67850	09/11/23	51,835		51,835	5	20%	52,000	\$10,400
2023 Ford Interceptor	66607	09/26/23	51,835		51,835	5	20%	52,000	\$10,400
2023 Ford Interceptor	66747	10/03/23	51,835		51,835	5	20%	52,000	\$10,400
2022 Ford Ranger	52115	12/08/22	30,499		30,499	5	40%	30,000	\$12,000
2022 Ford Police Interceptor V-6	74070	12/08/22	37,568		37,568	5	40%	38,000	\$15,200
2022 Ford Police Interceptor V-6	73965	12/08/22	37,568		37,568	5	40%	38,000	\$15,200
2022 Ford Police Interceptor Ecoboost	74018	12/08/22	41,718		41,718	5	40%	42,000	\$16,800
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	100%	22,000	\$22,000
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	100%	36,000	\$36,000
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
+ 2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	100%	31,000	\$31,000
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	100%	32,000	\$32,000
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	28,000	\$28,000
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	27,000	\$27,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	26,000	\$26,000
+ 2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	29,000	\$29,000
+ 2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	23,000	\$23,000
+ 2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	30,000	\$30,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2024**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/24</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	100%	37,000	\$37,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	25,000	\$25,000
TOTAL POLICE								\$1,141,000	\$885,800
<u>PUBLIC WORKS</u>									
					-				
2024 Stellar PJ Dump Trailer	1405309	10/14/23	19,036		19,036	5	20%	19,000	\$3,800
2023 KM 8000 Hot Box Asphalt Trailer	246465	10/20/23	59,117		59,117	5	20%	59,000	\$11,800
2022 Chevrolet 2500 Dbl Cab	252725	03/31/22	45,542		45,542	5	40%	46,000	\$18,400
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	33%	12,000	\$3,960
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	100%	36,000	\$36,000
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	100%	52,000	\$52,000
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	100%	28,000	\$28,000
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	80%	56,000	\$44,800
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	90%	15,000	\$13,500
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	90%	3,000	\$2,700
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	83%	38,000	\$31,540
2012 Ford F450	82169	11/13/12	90,500		90,500	12	100%	91,000	\$91,000
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	100%	58,000	\$58,000
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	100%	31,000	\$31,000
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	100%	29,000	\$29,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	30,000	\$30,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	31,000	\$31,000
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%	23,000	\$23,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	21,000	\$21,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	100%	21,000	\$21,000
+ 2002 Dump Truck	545767	04/02/02	61,748		61,748	15	100%	62,000	\$62,000
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	25,000	\$25,000
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	119,000	\$119,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	84,000	\$84,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	16,000	\$16,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	25,000	\$25,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	100%	5,000	\$5,000
+ Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	15,000	\$15,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	100%	11,000	\$11,000

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2024**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/24</u>
Public Works Cont.									
** John Deere 1600 Turbo Series III	670127	07/30/22	31,801		31,801	7	29%	32,000	\$9,280
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	37,000	\$37,000
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	100%	63,000	\$63,000
Striper	71785	09/19/05	54,895		54,895	15	100%	55,000	\$55,000
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	54,000	\$54,000
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	18,000	\$18,000
TOTAL PUBLIC WORKS								\$1,332,000	\$1,191,780
OTHER DEPARTMENTS									
2022 Ford Explorer Interceptor Utility	74784	09/27/22	36,164	13,205	49,369	5	40%	49,000	\$19,600
2022 Ford Explorer Interceptor Utility	79062	09/27/22	36,164	15,275	51,439	5	40%	51,000	\$20,400
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
** 2002 Chevy Truck (CD)	295199	03/02/02	22,717		22,717	5	100%	23,000	\$23,000
1999 Chevy Truck S-10 (CD)	138843	10/01/99	21,970		21,970	5	100%	22,000	\$22,000
1999 Chevy Ex-cabTruck S-10 (CD)	8138421	10/01/99	17,983		17,983	5	100%	18,000	\$18,000
TOTAL OTHER DEPARTMENTS								\$244,000	\$184,000
TOTAL ALL DEPARTMENTS			3,384,618	250,058	3,634,676			3,638,000	2,687,030

GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

AGENCY FUND. A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

APPROPRIATION. Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

BUDGET. A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

CAPITAL IMPROVEMENT PROGRAM. A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

CAPITAL OUTLAY. Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

CAPITAL PROJECT FUND. A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

DEFICIT. The excess of expenditures over actual revenues received during the budget year.

ENCUMBRANCE. An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

ENTERPRISE FUND. A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

FISCAL YEAR. A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

FIXED ASSETS. Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

FUND. A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

FUND BALANCE. The difference between assets and liabilities.

FUND BALANCE - RESERVED. That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

GENERAL FUND. The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

INDIRECT STAFF CHARGES. Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

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:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AHA	American Heart Association
ALS	Advanced Life Support
APA	American Planning Association
APWA	American Public Works Association
AQMD	Air Quality Management District
ASA	American Society on Aging
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
ASP	After-School Program
BMI	Broadcast Music, Inc.
BOSS	Back Office Systems Software
CAC	Community Action Committee
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
CALNENA	California Chapter of the National Emergency Number Association
Cal OES	California Office of Emergency Services
CALPELRA	California Public Employers Labor Relations Association
CAPE	California Association of Property and Evidence
CASQA	California Stormwater Quality Association
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCAI	California Conference of Arson Investigators
CCUG	California Law Enforcement Telecommunication System Users Group
CDBG	Community Development Block Grant
CDPR	California Department of Pesticide Regulation
CEQA	California Environmental Quality Act
CERS	California Environmental Reporting System
CESA	California Emergency Services Association
CESSWI	Certified Erosion, Sediment, and Storm Water Inspector
CEU	Continuing Education Units
CFCA	California Fire Chiefs Association
CFD	Community Facilities District
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

ACRONYMS

CMS4S	Certified Municipal Separate Storm Sewer System Specialist
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas
CNOA	California Narcotic Officers' Association
COBRA	Consolidated Omnibus Budget Reconciliation Act
COGS	San Bernardino Council of Governments
CONFIRE	Consolidated Fire Agencies of the East Valley
COP	Community Oriented Policing
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
ELOP	Expanded Learning Opportunity
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
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
FOG	Fats, Oil and Grease
FPPC	Fair Political Practices Commission
FTO	Field Training Officer
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GASB 68	Governmental Accounting Standards Board Statement No. 68
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act

ACRONYMS

HPMS	Highway Performance Monitoring System
IAAI	International Association of Arson Investigators
IACP	International Association of Chiefs of Police
IAPE	International Association of Property and Evidence
ICEMA	Inland Counties Emergency Medical Agency
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IEUA	Inland Empire Utility Agency
IFSTA	International Fire Service Training Association
IRNET	Inland Regional Narcotics Enforcement Team
IVHS	Inland Valley Humane Society
JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
LPR	License Plate Recognition
MAIT	Multidisciplinary Accident Investigation Teams
MAP	Montclair After School Program
MDC	Mobile Data Computer
MFRC	Montclair Family Resource Center
NGOs	Nongovernmental Organizations
MHC	Montclair Housing Corporation
MPD	Montclair Police Department
MS4	Municipal Separate Storm Sewer Systems
MSA	Maintenance Superintendents Association
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
MVWD	Monte Vista Water District
NASSCO	National Association of Sewer Service Companies
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NNA	National Notary Association
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OES	Office of Emergency Services
OMSD	Ontario-Montclair School District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
P3S	Pretreatment Pollution Prevention Stormwater
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels

ACRONYMS

PEPRA	Public Employee Pension Reform Act of 2013
PERS	Public Employees Retirement System
PIT	Pursuit Intervention Technique
POST	Police Officer Standards and Training
PPE	Personnel Protective Equipment
PSAP	Primary Safety Answering Point
QA/QI	Quality Assurance/Quality Improvement
QAC	Qualified Applicators Certificate
QAL	Qualifies Applicators License
QISP	Qualified Industrial Storm Water Practitioner
QSD	Qualified SWPPP Developer
QSP	Qualified SWPPP Practitioner
SAMS	Senior Assistance Management System
SBCTA	San Bernardino County Transportation Authority
SCAG	Southern California Association of Governments
SCANPH	Southern California Association of Non Profit Housing
SCAP	Southern California Association of Publicly (SCAP) Owned Treatment Works
SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation
SED	Special Enforcement Detail
SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
SWPPP	Stormwater Pollution Prevention Plan
TBA	To Be Announced
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
US&R	Urban Search and Rescue
USA	Underground Service Alert
WAN	Wide Area Network
WCSG	West Covina Service Group
WDR	Waste Discharge Requirements
WQMP	Water Quality Management Plans