



Montclair

Montclair Housing Corporation



Preliminary Budget Fiscal Year 2020 - 2021

Montclair

Montclair Housing Corporation

PRELIMINARY BUDGET
Fiscal Year 2020 - 2021

**MONTCLAIR HOUSING CORPORATION
BOARD OF DIRECTORS**

**Javier John Dutrey, Chair
Carolyn Raft, Vice Chair
Bill Ruh, Board Member
Tenice Johnson, Board Member
Corysa Martinez, Board Member**

Edward C. Starr, President

Montclair

Montclair Housing Corporation

Multifamily properties

1. 10313 Amherst Avenue (4 units)
2. 10323 Amherst Avenue (4 units)
3. 10330 Amherst Avenue (4 units)
4. 10333 Amherst Avenue (4 units)
5. 10380 Amherst Avenue (4 units)
6. 10383 Amherst Avenue (4 units)
7. 10390 Amherst Avenue (4 units)
8. 10410 Amherst Avenue (4 units)
9. 4791 Canoga Street (4 units)
10. 4811 and 4820 Canoga Street (28 units)
11. 4275 Kingsley Street (4 units)
12. 10333 Pradera Avenue (4 units)
13. 10380 Pradera Avenue (4 units)
14. 10390 Pradera Avenue (4 units)

Single-family properties

15. 9448 Carrillo Avenue
16. 9644 Central Avenue
17. 9741 Central Avenue
18. 9751 Central Avenue
19. 9761 Central Avenue
20. 9815 Central Avenue
21. 9945 Central Avenue
22. 9963 Central Avenue
23. 10079 Central Avenue
24. 10087 Central Avenue
25. 10215 Central Avenue
26. 10235 Central Avenue
27. 9010 Fremont Avenue
28. 10291 Greenwood Avenue
29. 5290 Orchard Street
30. 5225 Palo Verde Street
31. 5444 Palo Verde Street

**Departmental Assignment of Positions
 Financed by the Montclair Housing Corporation
 Fiscal Year 2020-2021**

<u>MHC Position</u>	<u>Percentage of Salary Financed by Housing Corp</u>	<u>City Position</u>
President	10%	City Manager
Vice President	45%	Deputy Director of Economic and Community Development
Chief Financial Officer	10%	Finance Manager
Junior Accountant	50%	Junior Accountant
Housing Associate	50%	Economic Development Coordinator/ Housing Associate

**Montclair Housing Corporation
Administrative Costs - Salaries and Benefits
Fiscal Year 2020-2021**

<u>Object Code</u>	<u>Budget Request</u>	<u>President/ City Manager Recommends</u>
41010 Regular Salaries	158,669	158,669
42020 Part-Time Wages	0	0
44190 Sick Leave Redemption	1,794	1,794
44250 Bilingual Pay	900	900
45220 Flexible Benefit Plan	24,930	24,930
45240 Deferred Compensation	4,401	4,401
45250 PERS	21,859	21,859
45250 PERS - Unfunded Liability (4901)*	48,671	48,671
45270 Long-Term Disability	669	669
45290 Life Insurance	831	831
45330 Medicare	1,926	1,926
45340 Social Security	0	0
52660 Unemployment Insurance (4901)*	1,000	1,000
52660 Workers Compensation (4901)*	1,000	1,000
	<u>266,650</u>	<u>266,650</u>

(4901)* - To be Paid to City for Citywide Expenses

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

DEPARTMENT: MONTCLAIR HOUSING CORPORATION

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		Second Rate			
			Months	Rate	Months	Rate		

Full Time:

<u>City Manager</u>									
Edward Starr	.10		12.0	21,505			25,806	25,806	
<u>Finance Manager</u>									
Janet Kulbeck	.10	A	0.6	8,032	11.4	8,434	10,097	10,097	
<u>Deputy Director of Economic & Community Development</u>									
Christine Caldwell	.45	C	01/20/20	6.7	10,184	5.3	10,693	56,208	56,208
<u>Junior Accountant</u>									
Raquel Badawi	.50	E		12.0	4,918		29,508	29,508	
<u>Econ Dev Coordinator/Housing Assoc</u>									
Thailin Martin	.50	C	07/01/20	12.0	6,175		37,050	37,050	

Salary Requirements:	(FT)	158,669	158,669
	(PT)	0	0
	TOTAL	158,669	158,669

**MONTCLAIR HOUSING CORPORATION
SOURCES AND USES STATEMENT
FOR THE YEAR ENDING JUNE 30, 2021**

Estimated Fund Balance, July 1, 2020		1,827,783
Estimated Revenue:		
Rental Income	975,000	
Interest Income	18,000	
		993,000
Subtotal		2,820,783
Appropriations:		
Administrative Costs		
Salaries and Benefits	266,650	
Audit	1,000	
MHC Property Expenses	580,000	
Building – Major Improvements	250,000	
General Insurance	25,000	
Misc/Service Awards/Auto Expenses	1,000	
Health Permit	950	
Legal	25,000	
Other Professional Services	20,000	
		1,169,600
Projected Total Fund Balance		1,651,183
Assigned Fund Balance for long-term maintenance and repair		1,651,183
Unassigned Fund Balance		0
Estimated Fund Balance, June 30, 2021		1,651,183

**MONTCLAIR HOUSING CORPORATION
JUSTIFICATION OF 2020-2021 EXPENDITURE REQUESTS**

ADMINISTRATIVE COSTS

Salaries and Benefits--\$266,650

Detailed in *Departmental Assignment of Positions* in budget document.

Property Expenses--\$580,000

Association Dues

4811 Canoga Street
Helena Gardens Owners Association annual dues

4791 Canoga Street
Helena Gardens Owners Association annual dues

10333 Pradera Avenue
Montclair Meadows Owners Association annual dues

10380 Pradera Avenue
Montclair Meadows Owners Association annual dues

10390 Pradera Avenue
Montclair Meadows Owners Association annual dues

9448 Carrillo Avenue
Montclair Patio Homes Owners Association annual dues

**MONTCLAIR HOUSING CORPORATION
JUSTIFICATION OF 2020-2021 EXPENDITURE REQUESTS**

Property Expenses-- (continued)

Management Contract Fees

J. D. Property Management, Inc. annual fees for the management of the MHC properties.

Utilities

Water, electricity, gas, trash and sewer costs associated with the MHC properties.

Building Maintenance-Upkeep

Day-to-day maintenance costs for the MHC properties, that includes, but is not limited to, on-site manager salaries, landscape maintenance and improvements, fence repairs and/or replacement, interior painting, cleaning, new carpeting, unit "turn-arounds," unforeseen plumbing and electrical repairs, and graffiti removal.

Building Repairs-Major--\$250,000

Major building repairs scheduled for the following properties:

Canoga Street apartment remodels for specific units at the time of a "turn around." Anticipating two bathroom remodels, that includes new plumbing, new bath tub and shower wrap, and new bathroom cabinet, sink, and faucets.

Exterior painting, fascia repair, new windows, landscape improvements (including a new driveway/walkway), new fencing, termite repairs, and construction of a new roof at 9010 Fremont Avenue.

Exterior painting and fascia repair at 10079 and 10087 Central Avenue.

**MONTCLAIR HOUSING CORPORATION
JUSTIFICATION OF 2020-2021 EXPENDITURE REQUESTS**

Building Repairs-Major-- (continued)

Repair of fence/reconstruction at 10079 and 10087 Central Avenue, and 5290 Orchard Street.

Painting of tubular fencing and repair of wood fences at all Amherst Avenue properties.

Turf removal on select properties and replacing with drought-tolerant landscape and hardscape materials.

Kitchen remodel at 5290 Orchard Street.

Deck sealing at 4820 Canoga Street.

Miscellaneous/Service Awards/Auto Expenses--\$1,000

Estimated cost of miscellaneous, service awards, and auto expenses.

Legal Costs--\$25,000

Estimated cost of legal fees for the Montclair Housing Corporation.

Other Professional Services--\$20,000

Estimated cost for completion of Reserve Study for all MHC properties.

Health Permit--\$950

Health Permit for the pools at 4811 and 4820 Canoga Street apartments.

Audit Fees--\$1,000

Cost of audit fees for the Montclair Housing Corporation.

**MONTCLAIR HOUSING CORPORATION
JUSTIFICATION OF 2020-2021 EXPENDITURE REQUESTS**

ASSIGNED FUND BALANCE LONG-TERM MAINTENANCE/REPLACEMENT--\$1,651,233

Reserve for long-term maintenance/replacement of capital improvements pursuant to Reserve Study.