

PRELIMINARY BUDGET

Fiscal Year 2022-23

City of Montclair

CITY OF MONTCLAIR
FY 2022-23 PRELIMINARY BUDGET
TABLE OF CONTENTS

| | |
|--|-----|
| City Manager's Message..... | i |
| Budget Summaries | |
| Combined Sources & Uses Statement | 1 |
| Fund Descriptions | 3 |
| Actual and Estimated Revenues | 10 |
| Notes to Actual and Estimated Revenues | 24 |
| Comparative Operating Appropriations Budgets | 32 |
| Operating Appropriations Budget by Fund | 34 |
| Budget Allocations by Department..... | 36 |
| Operating Appropriations Budget by Object Class | 39 |
| Article 13-B Disclosures | 41 |
| Departmental Operating Budgets | |
| City Council | A-1 |
| City Manager..... | B-1 |
| Administrative Services..... | C-1 |
| Human Services..... | D-1 |
| Police | E-1 |
| Fire | F-1 |
| Public Works | G-1 |
| Community Development..... | H-1 |
| Economic Development..... | I-1 |
| City Attorney..... | J-1 |
| Citywide..... | K-1 |
| CFD Operations | L-1 |
| Supplemental Information | |
| Equipment Replacement Fund Analysis Funding Requirement..... | M-1 |
| Glossary of Terms..... | M-4 |
| Acronyms | M-7 |



June 16, 2022

Subject: CITY MANAGER'S FISCAL YEAR 2022-23 BUDGET MESSAGE

To: Honorable Mayor and City Council

**Presented for your consideration: CITY OF MONTCLAIR
FISCAL YEAR 2022-23 BUDGET**

I. INTRODUCTION

Fiscal Year 2022-23 Appropriations/Transfers:

- **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>Department's Request</u> | <u>City Manager Approved</u> | <u>Change</u> |
|---|---------------------------------|----------------------------------|---------------|
| Appropriations: | | | |
| Total - All Funds (Exclusive of Debt Service) | \$ 45,106,438 | \$ 43,280,083 | \$ 1,826,355 |
| Total - General Operating Fund | \$ 32,953,536 | \$ 32,591,823 | \$ 361,713 |

Table 1, above, demonstrates that for Fiscal Year 2022-23, the proposed General Operating Fund Budget projects robust growth — growth driven largely with revenue generated by Measure L, Montclair's transactions and use tax ballot measure approved by voters in November 2020. Economic growth is also attributed to improvements in local, regional and state economic activity following the nation's emergence from the peak periods of the COVID-19 pandemic.

The pandemic related to COVID-19 resulted in the shutdown of economies worldwide and the issuance of stay-at-home orders directed at limiting spread of the novel coronavirus (COVID-19) — during most of 2020 and into the first half of 2021 economic activity declined significantly, as stay at home orders effectively shuttered many stores, turning consumers towards online purchases as their primary source for shopping.

During the course of the pandemic, California experienced at least three major spikes in the virus, producing significant harm to the state in terms of lives lost, the number of reported cases, and economic decline:

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June 16, 2022

- **California COVID Data.** As of June 3, 2022, California recorded more than 9.647 million positive COVID-19 cases and more than 91,650 deaths. More than 68 million tests and approximately 40 million vaccinations have been administered to Californians, marking California as one of the leading American states in the fight against COVID-19. Approximately 32.6 million Californians (82% of the population) have received at least one dose of the vaccine; an estimated 28.6 million Californians (72% of the population) are considered fully vaccinated; and nearly 15.1 million Californians (38% of the population) have received a booster dose.
- **U.S. COVID Data.** Nationwide, approximately 84.538 million Americans have been struck ill with the virus, and approximately 1.008 million Americans have died – an estimate that far exceeds the number of reported American deaths stemming from the 1918-21 flu pandemic.

In comparison to any other single country, the United States has recorded approximately twice the number of both illnesses and deaths.

Approximately 258 million Americans (78% of the population) have received at least one dose of the vaccine; an estimated 221 million Americans (66% of the population) are considered fully vaccinated; and nearly 103 million Americans (31% of the population) have received a booster dose.

- **Global COVID Data.** Globally, more the 530 million people have been diagnosed with the virus and nearly 6.3 million people have died. More than 11.585 billion doses of the vaccine have been administered worldwide, with approximately 4.8 billion of the world's 7.951 billion people considered fully vaccinated.

➤ **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 |
| Economic Dev Assets | General Operating Fund | Establish Fund | \$ 1,500,000 |
| Special Reserve Funds | General Operating Fund | Increase Reserves | \$ 1,632,320 |
| | | Total Transfers | \$ 3,232,320 |

As indicated in **Table 2**, above, the Fiscal Year 2022–23 Budget proposes the following annual transfer in to the General Fund Operating Fund as well as transfers out to Special Reserve Funds:

- **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.

June 16, 2022

- **Special Purpose Reserve Funds.** \$1,632,320 to Special Purpose Reserve Funds to increase assigned reserve funds for special governmental purposes.
- **Economic Development Assets Fund.** \$1.5 million to the Economic Development Assets Fund (The "EDAF" — formerly the Economic Development Fund) to provide funding within the Economic Development Agency (the "EDA" — formerly the Economic Development Department) for real property acquisition. The EDAF is a newly created fund intended to provide for the ability of the EDA to acquire real property in the community to assist with, and encourage Economic Development activity. Funds previously assigned to the Economic Development Fund (\$4.98 million) will remain assigned to the EDAF.

Excluding housing-related real property (98 housing units) assigned to the Montclair Housing Corporation, real property purchased with EDAF funds 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. Earnings from the sale of real property held by the EDA will be transferred to the EDAF for real property acquisition and other projects of the EDA.

The Economic Development Department is renamed the Economic Development Agency (EDA) to expand entry into a variety of economic development program opportunities.

- *Role of the EDA.* The EDA will assume the role of the former Montclair Redevelopment Agency (the "RDA") in the promotion of economic development activity in Montclair. The EDA will facilitate establishing, for example:
 - *Opportunity Zones.* Opportunity Zones are defined as economically distressed areas where new investments may, under certain conditions, be eligible for preferential federal tax treatment or preferential consideration for federal grants and programs. Localities qualify as Opportunity Zones if the area has been nominated by the State, and that nomination has been certified by the Federal Department of Treasury. Opportunity Zones function as an economic development tool designed to spur economic development and job creation in distressed communities. The intent of establishing an Opportunity Zone program is to generate economic development activity in targeted and distressed geographical areas of Montclair. As demonstrated on the [California Opportunity Zone Portal](#), significant areas of Montclair are Opportunity Zone designated. The EDA would also work toward establishing Opportunity Zone designation in the City's Sphere of Influence, post annexation.

With the second highest number of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

June 16, 2022

The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury. Once certified, investors can create a Qualified Opportunity Fund (QOF) for investment purposes. A QOF is required by the IRS to hold at least 90% of assets in the qualifying Opportunity Zone. At the start of the process, a taxpayer sells an asset and generates a capital gain, which is then invested into a QOF, which results in significant tax benefits:

- ✓ Once invested, capital gains tax on the original investment is deferred until the asset is disposed.
 - ✓ If an investor holds their funds in the QOF for five years, their tax bill on realized gains will be reduced by 10%.
 - ✓ If an investor holds their funds in the QOF for seven years, their tax bill on realized gains will be reduced by 15%.
 - ✓ If an investor holds their funds in the QOF for 10 years, they are not required to pay any taxes on realized gains.
- *Inclusionary housing.* The EDA will have oversight responsibility of the City's Inclusionary Housing Ordinance (IHO), the successor IHO currently under development, all in-lieu fees derived from Inclusionary Housing fees, and any IHO real property assets transferred to the EDA by developers. Affordable Housing assets associated with the administration of the IHO would be administered through the Montclair Housing Corporation.
 - *Environmental, Social and Governance administration.* The EDA will work with developers to generate interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG") – ESG is discussed in length under section "VII. BUILDING A BETTER MONTCLAIR," starting on page xxx.

ESG investment practices have surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change, both seasoned investors and those new to the market are increasingly embracing companies that take action to address the climate crisis and other environmental and social issues such as resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights—rather than continuing to fund fossil fuel activities. The City is collaborating with CIM Group, owner of Montclair Place, to promote high ESG standards at Montclair Place, and with other development partners where the opportunity exists.

June 16, 2022

Fiscal Year 2022-23 Estimated Revenue:

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

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

| Estimated Revenue: | Current Year | Revised Prior Year | Change |
|------------------------|---------------|-----------------------|----------------|
| All Funds | \$ 72,134,048 | \$ 63,599,126 | \$ 8,534,922 |
| General Operating Fund | \$ 38,611,863 | \$ 41,523,676 | \$ (2,911,813) |

- **H.R. 1319, the American Rescue Plan Act (ARPA) of 2021.** In 2021, the City received its first tranche (\$4.794 million) of ARPA funding, with the second tranche (\$4.794 million) projected to be received during the third quarter of 2022. ARPA funds are restricted in use by the Federal Department of Treasury, and must be expended by December 2025. The first tranche of ARPA funds was used to restore the City's operational capacity as Montclair recovered from the pandemic of 2020-21. The Fiscal Year 2022-23 Proposed Operational Budget will again use ARPA funds to offset eligible General Fund Operations.
- **Debt Service.** The Proposed Fiscal Year 2022-23 Estimated Revenue Budget incorporates the following revenue set asides for debt service:
 - **2014 Issue of Lease Revenue Bonds.** \$2,587,763 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 payments on the 2014 Issue will continue until maturity in 2045.
 - **2021 Issue of Lease Revenue Bonds.** \$2,394,413 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 projects throughout the City. Annual payments on the 2021 Issue will continue until June 2051.
 - **2021 Issue of Pension Obligation Bonds.** \$4,437,813 million in General Fund Revenue allocated for debt service payment on the *2021 Pension Obligation Bonds*. 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.

June 16, 2022

Fiscal Year 2022–23 General Operating Fund Position:

- **Producing a Balanced Budget.** Based on General Operating Fund Revenue Estimates of \$38,611,863 and proposed General Operating Fund Appropriations of \$32,591,823, the Proposed Fiscal Year 2022–23 Budget is balanced and operates with an assignment of earnings that exceed General Fund Operating Expenditures; however, as discussed below under section "II. DEBT SERVICE FOR BONDS," these funds above Operating Fund Appropriations are committed to debt service obligations. Debt service on bonds is not incorporated into the General Operating Fund Appropriations; however, debt service remains an obligation of the General Operating Fund Budget and funds are committed in the proposed Budget for that purpose.
- **Measure L.** Voter approval of Measure L on November 3, 2020, is projected to produce approximately \$10.1 million in new transactions and use tax revenue which, in turn, will produce a number of positive benefits for the Montclair community including, but not limited to, the following:
 - 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 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;
 - Promote community-oriented improvements to public safety programs;
 - 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 of property in the City's Sphere of Influence;
 - Promote economic development; and
 - Promote improvements to the General Operating Fund Reserve.

June 16, 2022

- **State Auditor's Report.** Based largely on transactions and use tax revenue generated by Measure L, City staff anticipate an ending Fund Balance in the General Operating Fund Unassigned Reserve of approximately \$7.26 million, which nears compliance with the City Council’s overall target of achieving a General Operating Fund Unassigned Reserve Ratio that is no less than 25 percent of the annual General Fund Operating Budget.

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. The GFOA ideal reserve target is a 50 percent General Fund Reserve threshold compared to the General Operating Fund Budget. City staff will endeavor to work toward this larger 50 percent reserve target for Unassigned Reserves over the next several years.

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, OPEB Obligations, OPEB funding, and overall risk. In the State Auditor's most recent evaluation, Montclair ranked 81 out of 471 municipal agencies. **Table 4**, below, demonstrates the State Auditor's fiscal risk ranking for Montclair, with Low demonstrating low risk, Moderate demonstrating moderate risk, and High demonstrating high risk:

Table 4
California State Auditor
City of Montclair Fiscal Risk Ranking

| Liquidity | Debt Burden | General Fund Reserve | Revenue Trends | Pension Obligation | Pension Funding | Pension Costs | Future Pension Costs | OPEB Obligation | OPEB Funding | Overall Risk and Ranking |
|-----------|-------------|----------------------|----------------|--------------------|-----------------|---------------|----------------------|-----------------|--------------|--|
| Low | High | Low | Moderate | High | High | High | High | Low | High | Moderate 81 lowest percentile out of 471 cities |

Montclair has taken a deliberative approach in developing a healthy General Fund Unassigned Reserve Fund; however, the City remains at high and moderate risk for eight of the State Auditor's eleven fiscal risk categories identified in **Table 4**, above. The City Council's ongoing objective is 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 in each of the State Auditor's risk categories. Establishing "low" risk for each Table 4 risk category would greatly improve the City's credit rating and ability to borrow at lower interest rates.

Going forward, the performance of Measure L should enhance the City's ability to improve its ranking within the **Table 4** risk categories, particularly for **Table 4's** "revenue trends", provided the City continues to judiciously and conservatively

June 16, 2022

allocate its revenue stream. Furthermore, it remains to be determined how the 2021 Issue of Pension Obligation Bonds impacts each of **Table 4's** "pension" categories – staff anticipates that this risk category will be restated at no higher than "moderate." Directing funding toward other post-employment benefit (OPEB) requirements is necessary to promote a lower risk rating in this **Table 4** risk category.

The Fiscal Year 2022-23 Operating Budget does incorporate \$1.5 million into an OPEB Special Purpose Reserve Fund; however, in compliance with the Government Accounting Standard Board's (GASB's) Statement 75, it may be necessary to deposit OPEB secured funds into a Trust established for OPEB funding requirements to achieve a lower fiscal risk rating. City staff does not presently recommend depositing OPEB-related funds into a Trust.

The Fiscal Year 2022-23 Proposed Operating Budget seeks to address each of **Table 4's** risk categories. Therefore, City staff anticipates improved fiscal risk category rankings in the State Auditor's next assessment.

The City Council is reminded that the General Operating Fund Unassigned Reserve also functions as the funding source for liability claims, workers' compensation claims and Unemployment Benefit claims, and serves as a self-insured retention (SIR) fund. The SIR is a set amount of money the City is responsible for covering on each settled claim before the City's insurance provider begins to pay on a claim. Under current policy provisions with the California Insurance Pool Authority (CIPA), the City is generally liable for the first \$500,000 in liability coverage. Unlike deductible limits on a liability insurance policy, the City is responsible for managing the claim up to the SIR amount.

II. DEBT SERVICE ON BONDS

Debt Service Fund – 2014 Issue of Lease Revenue Bonds:

In November 2014, the City completed refinancing of its *2005 Issue of Lease Revenue Bonds* by issuing the *2014 series 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 retired 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

June 16, 2022

payments, and remove the commitment of residual redevelopment property tax revenue to the Debt Service Fund. This adopted action increased the capacity of the Economic Development Fund to finance Economic Development operations, acquire real property, and enhance the City's ability to support the Housing Authority and Housing Corporation and the commitment of those entities to affordable housing programs.

Recently, the Housing Authority's fiscal position was enhanced by the April 2022 deposit of approximately \$3.172 million in RDA residual receipt loans, plus interest. In the early 2000s, a series of RDA residual receipt loans were provided to Augusta Communities to acquire and maintain, for affordable housing purposes, mobile home parks in Montclair.

In order to ensure affordability covenants for a thirty year period, the City Council adopted a mobile home rent control ordinance to regulate rent increases at mobile home parks in Montclair, including Montclair properties managed by Augusta Communities — Augusta Communities is an affordable, rent-regulated, mobile home park 501(c)(3) management company chartered by the City to maintain affordability covenants for three Montclair mobile home parks (Monterey Manor Mobile Home Estates, Hacienda Mobile Home Park, and Villa Montclair Mobile Home Park).

In April 2022, Augusta communities refunded their 2012 Issue of Mobile Home Park Revenue Refunding Bonds and, under terms of the refinancing package, was required to (i) extend affordability covenants on the units at the three mobile home parks through 2052; and (ii) repay approximately \$2.4 million in Montclair RDA residual receipt loans, plus interest, to the City's Housing Authority (approximately \$3.172 million total). Together, these achievements will serve to ensure availability of affordable housing at the three mobile home parks and provide funding for the Housing Authority to pursue affordable housing development. Since the loss of community redevelopment agencies in 2012 and the 20% set-aside requirement toward affordable housing as mandated by the Community Redevelopment Law, Division 24, Part 1 of the Health and Safety Code, cities have struggled to fund construction of affordable housing units.

The Fiscal Year 2022–23 proposed allocation to the *2014 Issue of Lease Revenue Bonds Debt Service Fund* is \$2,587,763 — a sum sufficient to service debt on the *2014 Issue of Lease Revenue Bonds for Fiscal Year 2022-23*.

Committing General Fund Revenue for debt service provides assurance to credit raters and bondholders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations is a factor essential to maintaining and improving the City's bond rating, which both improves the City's creditworthiness, facilitates lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

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 payments on the *2014 Issue of 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* is repaid — the current year of maturity is 2045. The *2014 Issue of Lease Revenue Bonds* is subject

June 16, 2022

to refinancing no earlier than 2024. City staff recommends that refinancing be considered only under the following circumstances:

- Current interest rates would produce a lower annual repayment, and there is no net increase to the debt service; or
- The City Council intends to refinance the *2014 Issue* to finance a new series of infrastructure projects.

Debt Service Fund – 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, made the decision to annually allocate approximately \$2.6 million in General Fund Revenue for Bond payments.

The Fiscal Year 2022-23 proposed allocation to the *2021 Lease Revenue Bond Debt Service Fund* is \$2,394,413. Annualized payments on the *2021 Issue of Lease Revenue Bonds* will be similar to the Fiscal Year 2022-23 payment, and will continue thru maturity in June 2051.

As indicated in **Table 5**, below, proposed projects 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 5** 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*.

Identified projects in **Table 5** exceed the availability of funds provided through the *2021 Issue of Lease Revenue Bonds*; however, some projects on the list may not be achieved, or will be subject to revision to accommodate scheduling and available funding.

Projects identified for *2021 Issue of Lease Revenue Bonds* funding will be presented to the City Council for further consideration as staff moves forward with project design for each project.

June 16, 2022

**Table 5
2021 Issue of Lease Revenue Bonds Proposed 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 | \$13,100,000 | \$450,000 | - | \$200,000 |
| - Eleven City-owned parks | | | | |
| Infrastructure | | | | |
| - Broadband | | | | |
| - Central Avenue Bridge | | | | |
| - Fire Station 152 | | | | |
| - Public Parking Garage | \$55,300,000 | \$1,720,000 | - | \$500,000 |
| - San Antonio Creek Channel Trail | | | | |
| - 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:

- Current interest rates would produce a lower annual repayment and there is no net increase to the debt service; or
- The City Council intends 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 debt service obligations — a factor essential to maintaining and improving the City's bond rating, which both improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2021 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 *Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

Debt Service Fund – 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

June 16, 2022

made by employees and employers. CalPERS assigns UAL based on each agency's respective, unfunded pension liabilities.

The Fiscal Year 2022–23 proposed allocation to the *2021 Issue of Pension Obligation Bonds Debt Service* Fund is \$4,437,813. Annualized payments on the *2021 Pension Obligation Bonds* will be similar to the Fiscal Year 2022–23 payment, and will continue thru maturity in June 2041. Refinancing of the *2021 Issue of Pension Obligation Bonds* is not available any earlier than November 2031.

- Current interest rates would produce a lower annual repayment and there is no net increase to the debt service; or
- The City Council intends to refinance the *2021 Issue* 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 debt service obligations — a factor essential to maintaining and improving the City's bond rating, which both improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the State Auditor.

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 *Pension Obligation Bonds* continues to remain an obligation of the Total Operating Budget.

At the time of financing, the City's UAL was estimated at approximately \$59.6 million; however, concurrent with Montclair's bond issue, the CalPERS Board of Governors was considering lowering the fund's discount rate from 7 percent to 6.8 percent, or lower, retroactive to CalPERS actuarial study, all agencies, of June 30, 2021. The discount rate is CalPERS' estimate of annual earnings required to maintain fund liquidity and meet annual increases in pension obligations.

Many pension experts point to evidence that CalPERS overestimates its earnings and fails to properly assess the true cost of its pension obligations to member agencies, thus adding significantly to the fund's unfunded liabilities. Instead, pension experts opine that CalPERS discount rate should be decreased to no more than 6 percent, with some experts advocating a 4 percent discount rate. Reductions in the range of 4 to 6 percent would significantly increase each member agency's UAL, causing fiscal disruption for a vast majority of member agencies.

A change in the discount rate from 7 percent to 6.8 percent was projected to increase the City's UAL to approximately \$62 million. In anticipation of the lowering of the discount rate below 6.8 percent, based on comments made by members of the CalPERS Governing Board, City staff directed the POB underwriter (Hilltop Securities) to calculate a projected discount rate of 6.7 percent. Projecting a lower discount rate would ensure adequate issuance size to fully cover the UAL and, perhaps, produce a temporary superfund status if the discount rate was not reduced below 6.8 percent. The superfund would be used, over time, to pay off any new UAL until the superfund is depleted. If the discount rate had been reduced to lower than 6.7%, the City would have been required to maintain a greatly reduced UAL balance until the remaining balance could be paid off

June 16, 2022

by the General Fund. The value of the City's *2021 Issue of Pension Obligation Bonds* was \$62,190,000. The CalPERS Governing Board ultimately decided to lower the discount rate to 6.8 percent; thus, Montclair achieved a transfer of funds to CalPERS to fully pay off the UAL and have an estimated \$1.5 million excess to cover near-term additions to the UAL.

Through the issuance of POBs, Montclair achieved the following:

- Improved its control over the level of annual payments required for UAL debt service;
- 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. The UAL/POBAF will, in turn, 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 POB by paying off the bonds early; and
- Further reduce accruing interest that adds to the base UAL.

III. GENERAL OPERATING FUND RESERVE BALANCE

The General Operating Fund is the City's primary funding source for day-to-day general government operations, services and supplies, personnel, 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 that regard, City staff continues to address a primary City Council objective: *restore the General Operating Fund Unassigned Reserve Fund Balance (the "Operating Reserve") to a healthy level for local government operations — a minimum 25 percent of the General Operating Fund's Budget (the "General Operating Fund Reserve Ratio" or "Reserve Ratio")*. However, as discussed above under "**Fiscal Year 2022–23 General Operating Fund Position**," City staff recognizes that the GFOA ideal reserve target is a 50 percent General Fund Reserve threshold compared to the General Operating Fund Budget. City staff will endeavor to work toward this larger 50 percent reserve target for Unassigned Reserves over the next several years.

June 16, 2022

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 6**, below, compares the current fiscal year General Operating Fund Reserve Fund Balance with that of the previous seven fiscal years.

As indicated in **Table 6**, over the past seven fiscal years the Reserve Ratio has fluctuated with a low of 20 percent and a high of 24.95 percent.

In Fiscal Year 2021-22, recovery of the local economy from the COVID-19 pandemic and voter approval of Measure L allowed the City Council to allocate funds to achieve an Operating Reserve Balance Ratio of 24.95 percent. **Table 6** also demonstrates that for Fiscal Year 2022-23, the Reserve Balance Ratio declined slightly to 22.29 percent. This decline is due to the following:

- A difference in Operating Appropriations between consecutive years;
- 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. These liabilities include several potential high-value worker's compensation related claims in the Police Department and unknown, but potentially significant exposure related to claims at the City Council level.
- Funding assigned to the Economic Development Agency for real property acquisition.

Table 6, below, demonstrates that as of June 30, 2023, the Fiscal Year 2022–23 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$7,264,297 is projected to be approximately 22.29 percent of proposed General Fund Operating Appropriations – i.e., \$32,591,823.

June 16, 2022

**Table 6
General Operating Fund's Unassigned Reserve Fund Balance**

| <u>Fiscal Year</u> | <u>Operating Fund Balance</u> | <u>Operating Appropriations</u> | <u>Percentage</u> |
|--------------------|-------------------------------|---------------------------------|-------------------|
| Estimated 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% |
| 2016-17 | \$6,021,152 | \$28,175,709 | 21.37% |
| 2015-16 | \$5,616,395 | \$26,437,292 | 21.24% |

➤ *Maintaining a Healthy General Fund Operating Fund Unassigned Reserve Fund Balance.* Over the years, the City's annual success at achieving and maintaining a 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.
- **Reviewing the shared allocation of personnel-related costs between the General Operating Fund, other City entities (Successor Agency and Housing Authority) and other City Funds (Sewer Fund, Economic Development Assets Fund, 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, if other funds are capable of supporting expenditure demands.
- **Reductions in personnel.** Over the past fourteen years, the City experienced significant reductions in personnel, with personnel totals gradually declining from a high of 231 full-time employees in Fiscal Year 2007-08 to 172, full-time employees in 2017-18, and now climbing back up to 199 full-time funded positions for the Fiscal Year 2022-23 Proposed Operating Budget.

More recently, in Fiscal Year 2020-21, and due to the economic downturn related to the COVID-19 pandemic, the City Manager reduced personnel expenditures through implementation of hiring freezes and by following layoff procedures authorized by Resolution No. 20-3267 (adopted at the May 18, 2020, meeting of the City Council) declaring a public health emergency in the City of Montclair. Essential positions frozen or eliminated due to the fiscal impacts of the COVID-19 pandemic have been fully restored.

- **Personnel Adjustments.** As discussed under "**V. PERSONNEL SERVICES**," the proposed Fiscal Year 2022-23 Operating Budget incorporates staff reclassifications and position additions to ensure the

June 16, 2022

effective and efficient operation of City Departments; appoint qualified and appropriate personnel to positions requiring specialized talent; promote personnel retention, training and depth of experience; and ensure and provide for potential lines of migration and succession to supervisory and managerial positions.

- Part-Time Benefitted Positions. The proposed Fiscal Year 2022-23 Budget incorporates part-time benefitted positions as previously authorized by the City Council, although with reduced usage. Employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS.

In 2012, the City Manager proposed the integration of part-time benefitted entry-level positions into the organization as a means to exercise some forward control over long-term, CalPERS pension-related costs. However, ongoing analysis of cost savings related to part-time benefitted positions appears to indicate that budgetary savings are no longer significant; furthermore, the City's retention rate for part-time benefitted employees is less when compared to full-time benefitted employees. Therefore, the City Manager proposes deemphasizing use of the part-time benefitted positions where full-time benefitted positions result in greater productivity and retention for minimal cost increases.

- **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:
 - 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 prior to January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012. PEPRA mandates employee contribution requirements for all members hired on and after January 1, 2013.
- **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 action has produced positive annual improvement to the City's General Operating Fund. The City Manager will continue to evaluate and present for City Council consideration measures designed to enhance the City's revenue profile.

June 16, 2022

IV. GENERAL FUND RESERVES – SPECIAL PURPOSE RESERVE FUNDS:

Over the past twelve years, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Revenue Fund's Reserve Fund Equity into reserves for special purposes, 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 Fund Operating Budgets when special purpose funds are used for designated expenditures.

In preparing the proposed Fiscal Year 2022–23 Budget, City staff continued its work to fully recover from the shutdown of the economy due to the COVID–19 pandemic and its adverse effect on General Fund Revenue streams, restore the General Fund Unassigned Reserve Fund Balance, and address annual CalPERS pension liabilities. Effort has also been made to restore Special Purpose Reserve funds within General Fund Reserve to acceptable, healthy levels in order to provide the City with the means to meet future liabilities and long-term objectives.

The Fiscal Year 2022–23 Budget, as proposed, maintains Special Purpose Reserve Funds to ensure long-term resiliency, fund extraordinary expenses, and facilitate maintenance of annual balanced budgets. 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 2022–23, Special Purpose Reserve Funds are set aside for the following purposes:

- Meet immediate, unbudgeted needs that fall under the specific Special Purpose Reserve Fund category;
- Relieve the General Fund Operating Budget during times of fiscal stress;
- Meet extraordinary expenses for long-term programs and projects;
- Provide a source of funds for emergencies; and
- Ensure liquidity over extended periods.

Special Purpose Reserve Funds also represent a component of the City's interest-earning investment portfolio. Interest earnings on these investments are allocated to the City's General Fund.

For Fiscal Year 2022–23, the estimated portion of the General Revenue Fund Reserve Fund Equity representing reserves for Special Purposes is \$16,786,263.

Included in the estimate are the following transfers from the General Revenue Fund Unassigned Reserve:

- \$80,741 has been transferred into the Equipment Replacement Special Purpose Reserve Fund;

June 16, 2022

- The Technology Enhancement Special Purpose Reserve Fund was reduced by \$243,938 to \$750,000;
- \$750,000 was transferred into the Self-insurance Retention Special Purpose Reserve Fund;
- \$35,000 was transferred into the Building Maintenance Special Purpose Reserve Fund;
- \$10,517 was transferred into the Budgetary Contingency Special Purpose Reserve Fund;
- The CalPERS Unanticipated Costs Special Purpose Reserve Fund reduced by \$500,000 to \$2,500,000;
- \$1,000,000 was transferred into the UAL/POB Amortization Special Purpose Reserve Fund; and
- \$500,000 was transferred into a proposed Inflation Control Expenditure Fund (ICEF) for unanticipated inflation-related cost increases.

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

- **Equipment Replacement Reserve.** This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As revenue resources become available, transfers into the *Equipment Replacement Reserve* are typically comprised of two components:
 - A General Fund transfer to bring net assets to the net funding requirement; and
 - Transfers from the SB 509 allocation to fully fund the actual replacement value of eligible public safety rolling stock and associated equipment in the City's inventory — an SB 509 allocation has not occurred for over the past six budget years.

In recent years, the impact of CalPERS' pension rates and the COVID-19 pandemic strained the City's ability to fund the *Equipment Replacement Reserve* after draws were made for major equipment/rolling stock. For this reason, the City has been restrictive in authorizing fund withdrawals, requiring the supplemental use of other fund sources, including grants and Air Quality Improvement Funds to prevent depletion of the *Equipment Replacement Reserve*. As the City emerges from the restrictive fiscal controls imposed during the pandemic years of 2020 and 2021, the *Equipment Replacement Reserve* has seen greater use to upgrade and replace aging equipment and to fund new equipment purchases not currently included in the *Equipment Replacement Reserve*.

The proposed Fiscal Year 2022-23 General Operating Fund Budget (i) contains a number of *Equipment Replacement Reserve* withdrawals for designated Departments; and (ii) incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future purchases.

June 16, 2022

- **Self-Insurance Retentions.** This Special Purpose Reserve is 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 significant costs to *Self-Insurance Retentions* due to a number of projected litigation-related liabilities including several potential high-value worker's compensation related claims in the Police Department and potentially significant exposure related to claims at the City Council level.
- **Technology Enhancements.** This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades; for example, cybersecurity has become a central issue to businesses and governments and unanticipated withdrawals may be necessary to support the City's cybersecurity efforts.
- **CalPERS' Unanticipated Normal Costs.** The City continues to experience significant increases to CalPERS' pension-related costs – increases that are projected to continue unabated through the next decade. Strategic budget planning for known (and unknown) cost increases related to CalPERS normal cost rate is essential to the City's long-term fiscal health and operations, fiscal solvency, fiduciary responsibility, and avoidance of penalties related to any inability to meet payment obligations.
- **Other Post Employee Benefits (OPEB)/Retiree Medical Liability Reserve.** OPEBs are the benefits, other than pension distributions, that an employee may receive from the City once the employee retires. These benefits are based on specific provisions in the labor agreement the employee retired under, and can include life insurance; medical, dental or optical benefits; disability benefits that are not part of a pension plan; long-term health care benefits, if not part of a pension plan; and other benefits, such as deferred compensation, if not part of a pension plan.

The prevalent OPEB for Montclair retirees is health insurance, generally provided as part of the City's group plans. Available plans are either similar to plans offered to current employees, or separate plans 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 near 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 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.

June 16, 2022

The Governmental Accounting Standards Board (GASB) sets standards for governmental accounting and financial reporting, including for OPEBs, as provided for in GASB Statement No. 75:

- GASB routinely promotes standards designed to improve information reported on OPEB liabilities, transparency, and accountability. These standards are reflected in the following GASB publications: "*Pension Standards for States and Local Governments*", "*Financial Reporting for Postemployment Benefit Plans and Other Than Pension Plans*" and "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*".

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 mandate that OPEB liability be fully funded; however, to be considered funded, assets shall be set aside in a qualifying trust or other arrangement in which the assets are held for the exclusive benefit of members and their beneficiaries.

It is the City's long-term intent to fully fund OPEB liabilities based on the actuarial estimate of \$13 million. Fully funding OPEB liabilities will, according to the California State Auditor, as indicated on **Table 4**, above, lower the City's fiscal risk ranking.

- **Unanticipated Personnel Adjustments.** This Special Purpose Reserve 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 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 2022-23 General Operating Fund Budget.
- **Building Maintenance.** This Special Purpose Reserve is established to facilitate required improvements to City facilities that are not incorporated into the annual budget.
- **Contingency Reserve.** This Special Purpose Reserve is used for unanticipated non-personnel expenditures during each fiscal year that are not otherwise funded through other Special Purpose Reserves.
- **UAL/POB Amortization Fund (UAL/POBAF).** This Special Purpose Reserve, 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

June 16, 2022

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 to achieve the following objectives:

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

The \$3 million allocated to the UAL/POBAF represents current funding status pursuant to the UAL/POBAF Pension Policy.

- **Public Parking Facility Development.** The North Montclair Downtown Specific Plan (NMDSP) provides that the City shall construct 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, scheduled for construction following completion of the *Village at Montclair* mixed-use high-density development in 2024-25, 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 cost to purchase the land (approximately \$1.7 to \$2 million) and construct the public parking garage (\$7.8 million), plus \$1 million in design and project management, is approximately \$11 million, based on a construction cost of \$26,000 per parking space. The City has also submitted a Federal Communities program grant request for \$2 million toward public parking facility construction costs. The City Manager anticipates that costs related to construction of the Transcenter-adjacent public parking facility will be fully funded by Fiscal Year 2024-25.
- **Inflation Control Expenditure Fund (ICEF).** Governor Gavin Newsom's 2022 May Budget Revision assumes that the Federal Reserve's tighter monetary policy will not induce a sharp economic slowdown. However, the May Revision does include what Governor Newsom calls "shock absorbers" in case of an economic slowdown. Shock absorbers are designed to address continuing higher inflation that translates into state services that may cost more than estimated in the state's budget.

Reflecting the state's process, Montclair's proposed Fiscal Year 2022-23 Budget incorporates a Special Purpose Reserve Fund shock absorber ("ICEF") that anticipates an inflation cycle that may lead to higher than projected local costs. The ICEF incorporates an allocation of \$500,000 to cool down any impacts of unanticipated cost increases directly related to inflation, not to include labor and benefit cost increases or un-programmed expenditures. In authorizing the creation of the ICEF, the City Council is requested to provide authorization to use ICEF to address unanticipated cost increases that are directly tied to inflationary factors. All other budgeted allocations exceeding budgeted authority will continue to require City Council consideration for additional funding at the Fiscal

June 16, 2022

Year 2022-23 Midyear Budget Review, or by authorization through agenda requests asking City Council consideration for additional funding.

Total current estimated General Fund Reserve – Special Purpose Funds: as detailed under Table 7, below:

**Table 7
Special Purpose Reserve Funds
Estimated Balances – June 30, 2023**

| | |
|------------------------------------|----------------------|
| Special Purpose Reserves: | |
| Equipment Replacement | \$ 2,350,000 |
| Self-Insurance Retentions | 1,600,000 |
| Technology Enhancements | 750,000 |
| CalPERS Unanticipated Normal Costs | 2,500,000 |
| OPEB/Retiree Medical Liability | 1,500,000 |
| Unanticipated Personnel Adjustment | 1,000,000 |
| Building Maintenance | 1,000,000 |
| Contingency | 200,000 |
| POB/UAL Ammortization | 3,000,000 |
| Parking Facility Development | 2,386,263 |
| Inflation Control Expenditure Fund | 500,000 |
| Total | \$ 16,786,263 |

V. ESTIMATED REVENUE CHANGES

Table 8, below, depicts Total Estimated Revenues for all funds and for the General Operating Fund:

**Table 8
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 | \$ 72,134,048 | \$ 63,599,126 | \$ 8,534,922 |
| General Operating Fund | \$ 38,611,863 | \$ 41,523,676 | \$ (2,911,813) |

The differences between budget years in Table 8, above, are attributed to the following significant adjustments:

General Fund

- \$33,549,724 in Property, Sales and Use, and Transactions and Use taxes. This amount includes an estimated \$16,620,927 in Bradley Burns Sales Tax revenue; \$10,562,443 in Transactions and Use Tax revenue related to voter approval of Measure L; \$2,766,354 in Transactions and Use Tax revenue related to Measure F; and \$3,600,000 in Property Tax revenue. Of this total, the following are set aside in the Fiscal Year 2022-23 Proposed Budget for the following purposes:
 - \$2,587,763 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

June 16, 2022

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

- \$2,394,413 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 projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.
- \$4,437,813 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 maturity in June 2041.
- \$3 million in General Fund Revenue allocated to the Unfunded Accrued Liability/Pension Obligation Amortization Fund (UAL/POBAF) pursuant to the UAL/POBAF Pension Policy.
- \$2,386,263 in General Fund Revenue allocated to the Public Parking Facility Development Fund for construction of a public parking garage adjacent to the south side of the Metrolink San Bernardino Line Railroad Tracks at the Montclair Transcenter.
- \$500,000 in General Fund Revenue allocated to an Inflation Control Expenditure Fund (ICEF) to cool down the impacts of unanticipated cost increases directly related to inflation, not to include labor and benefit cost increases or un-programmed expenditures.
- \$1,132,320 to Special Purpose Reserve Funds to increase assigned reserve funds for special governmental purposes.
- \$1.5 million to the Economic Development Assets Fund (the "EDAF", formerly the Economic Development Fund) to provide funding within the Economic Development Agency (the "EDA", formerly the Economic Development Department) for real property acquisition.
- \$16,600 increase in fines and forfeitures – due primarily to an increase in parking citations.
- \$56,500 increase in miscellaneous revenue — primarily due to increases in other miscellaneous revenue and reimbursed expenditures.

June 16, 2022

All Other Fund Accounts

- \$100,883 increase in the Gas Tax Fund — due primarily to the reopening of the state after the COVID-19 Pandemic, resulting in an increase of vehicle usage and gasoline purchases as well as increased gas prices.
- \$100,000 increase in the Measure I Fund — due primarily to the reopening of the state after the COVID-19 Pandemic resulting in an increase of retail sales.
- \$335,000 increase in the Park Development Fund — recognizing increased Quimby Act fees due to residential construction in the City.
- \$1,544,353 increase in American Rescue Plan Fund — recognizing actual federal allocations available through San Bernardino County for costs related to the COVID-19 pandemic. The second tranche will be received in the third quarter of 2022.
- \$176,788 increase in the Public Safety Fund - due primarily to reopening of the state after the COVID-19 Pandemic resulting in an increase of retail sales.
- \$205,000 increase in the Economic Development Fund - due primarily to an increase in RPTTF Property Taxes.

VI. OPERATING APPROPRIATIONS

Table 9, below, depicts proposed appropriations for all funds, and separately for the General Operating Fund:

**Table 9
Appropriations - All Funds and General Operating Fund**

| | <u>Current Year</u> | <u>Prior Year</u> | <u>Change</u> |
|------------------------|---------------------|-------------------|---------------|
| Appropriations: | | | |
| All Funds | \$ 52,700,072 | \$ 49,807,415 | \$ 2,892,657 |
| General Operating Fund | \$ 32,591,823 | \$ 32,064,243 | \$ 527,580 |

Processing Appropriations Requests. Unlike in recent years, Departments were provided greater flexibility in developing budget request for Fiscal Year 2022-23. Each department was directed to submit expenditure requests demonstrating required growth for services, supplies and capital outlay. Department requests were then adjusted based on provided justification, historic expenditure data, and funding availability. The City Manager then completes 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.

June 16, 2022

Fiscal Year 2022–23 Budget Objectives:

Operating expenditures in the Fiscal Year 2022–23 Proposed Operating Budget reflect a concerted effort to achieve the following:

- Thoroughly examine each department's budget requests;
- Eliminate unnecessary services and supplies expenditures;
- Eliminate negative fund balances;
- Provide for the annual bond payments on the *2014 Issue of Lease Revenue Bonds*, *2021 Issue of Lease Revenue Bonds*, and *2021 Issue of Pension Obligation Bonds*;
- Maintain the health of the City's General Fund Reserves;
- Allocate appropriate staff service charges to the Successor Redevelopment Agency, Montclair Housing Corporation, Sewer Fund, Gas Tax Fund, and designated grants;
- Control capital outlay requests.

Reductions to Department Requests:

Total Department submitted appropriation requests and City Manager Approved Appropriations are depicted in **Table 10**, below:

Table 10
Total Department Appropriation Requests
and
City Manager Approved Appropriations

| | Department's Request | City Manager Approved | Change |
|---|-------------------------|--------------------------|--------------|
| Appropriations: | | | |
| Total - All Funds (Exclusive of Debt Service) | \$ 45,106,438 | \$ 43,280,083 | \$ 1,826,355 |
| Total - General Operating Fund | \$ 32,953,536 | \$ 32,591,823 | \$ 361,713 |

VII. PERSONNEL SERVICES

Full-Time Employment Positions. The City's Fiscal Year 2022–23 Proposed Operating Budget includes funding for a total of 199 full-time positions, including the following:

- 198.51 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
 - Gas Tax Fund
 - Sewer Fund, and
 - Grants

June 16, 2022

- 0.00 full-time employees paid by the Montclair Housing Corporation. Positions previously funded by the Housing Corporation are now fully funded by the General Fund – an action that reserves Housing Corporation funding for maintenance and expansion of the City's affordable housing program.
- 0.49 full-time employees paid by the Montclair Successor Redevelopment Agency.

Reclassifications/Additions of Full-Time Employment Positions.

- The City's Fiscal Year 2022-23 Proposed Operating Budget incorporates the following personnel-related reclassifications:
 - *Assistant City Manager/Human Services Director.* Montclair has been without an Assistant City Manager since the retirement of Deputy City Manager/Community Development Director Marilyn Staats in November 2018. Maintaining operational efficiency during the absence of the City Manager, and to otherwise designate a current Department Head to assist the City Manager as required, the City Manager proposes the reclassification of Human Services Director Marcia Richter to the position of Assistant City Manager/Human Services Director.

Human Services Director Richter is currently serving the City both as Director of Human Services and as the City's interim manager over Human Resources programs. Director Richter's long service to the City equips her with a breadth of knowledge of many aspects of organizational operations. Director Richter has also served as Assistant City Manager in an unofficial capacity for the last two consecutive years.

The Assistant City Manager will provide City Council and Montclair organization support in the short- or long-term absence of the City Manager.

Human Services Director Richter is currently at Step "E" of the Human Services Director salary range. The City Manager proposes a 10% wage adjustment for the Assistant City Manager/Human Services Director classification. The wage and benefit-related cost adjustment between "E" Step Director of Human Services (\$14,742) and "E" Step Assistant City Manager/Human Services Director (\$16,216) is approximately \$22,120 annually at current rate of pay and benefits.

- *Director of Finance.* The Finance Director position has remained vacant since the 2019 retirement of Don Parker. During the interim, Finance Manager Janet Kulbeck, working with the City Manager, has provided the full-range of Director-level responsibilities necessary to keep the Finance Department operating efficiently and effectively.

Based on the Finance Manager Kulbeck's superior level of performance and exceptional oversight of Finance operations, the City Manager proposes reclassification of the Finance Manager position to Director of Finance.

June 16, 2022

Finance Manager Kulbeck has consistently demonstrated the skill, knowledge and acumen to manage the City's finance operations, maintains the City's fiscal operations in proper order, and repeatedly earns the praise of City Auditors. Finance Manager Kulbeck has also served the City's Finance operations with distinction for approximately twenty years, promoting progressively through the Department's organizational structure.

Wage and benefit related costs between "E" Step Finance Manager (\$10,356) and "E" Step Finance Director (\$14,742) is approximately \$66,150 annually at current rate of pay and benefits. Finance Manager Kulbeck would be placed at Step "A" of the Finance Director salary range (\$12,128), for a first year wage and benefit cost of approximately \$26,580.

- *Assistant Director of Human Services/Grants Manager.* The Senior Management Analyst position in the Human Services Department is proposed for reclassification to the position of Assistant Director of Human Services/Grants Manager.

Senior Management Analyst Alyssa Colunga has developed into a key member of the City's management team, and has demonstrated extraordinary skill at developing grant opportunities for the City including, in the last several years, approximately \$10.5 million in grants for parks, homeless services, and community planning. Senior Management Analyst Colunga also holds a PhD in Public Health. In addition to retaining the current list of Senior Management Analyst duties within the Human Services Department, the Assistant Director of Human Services/Grants Manager will expand her support role to the Director of Human Services, and assume major responsibility for administering a significant portion of the City's grant application processes.

Wage and benefit related costs between "E" Step Senior Management Analyst (\$8,559) and the proposed "E" Step Assistant Director of Human Services/Grants Manager (\$11,910) is approximately \$50,264 annually at current rate of pay and benefits. Senior Management Analyst Colunga would be placed at Step "A" of the Assistant Director of Human Services/Grant Manager salary range, for a first year wage and benefit cost of approximately \$18,585.

- *Associate Engineer.* The Assistant Engineer classification in the Public Works Department was established as part of the Fiscal Year 2021-22 Reorganization. To date, the Assistant Engineer position remains vacant. A recent analysis of Engineering Division operations has determined that the classification warrants a class upgrade to Associate Engineer — a management position that, in addition to Assistant Engineer-level duties, shall assist with Public Works-related grant applications and grant processing. Public Works-related grant proposals require expertise not only in grant writing, but also in the very technical aspects of project evaluation; civil engineering; geometric, algebraic, stress, and load calculations; and other criteria specific to the field of civil engineering.

June 16, 2022

Wage and benefit related costs between "E" Step Assistant Engineer (\$8,237) and the proposed "E" Step Associate Engineer (\$8,893) is approximately \$9,840 annually at current rate of pay and benefits.

➤ **The City's Fiscal Year 2022-23 Proposed Operating Budget Incorporates the Following, Additional Personnel-Related Employment Positions:**

- *Assistant to the City Manager/Economic Development Agency.* This management position in the City Manager Department would provide a wide range of administrative, research, and program support services to the City Manager and Administrative Services/Personnel Programs, and function as liaison to the Economic Development Agency (EDA) to provide support to the expanding economic development mission of the EDA.

At Step "E" (\$9,798) of the salary range, the wage and benefit-related cost for the Assistant to the City Manager/Economic Development Agency is estimated at approximately \$146,970 annually. At Step "A" of the salary range, the first year wage and benefit cost is approximately \$117,576.

- *Deputy City Clerk.* This non-management position in the City Clerk Program would provide much-needed City Council agenda and minutes preparation and records support services to the City Clerk, and assist with the broad task of converting archived records to electronic format.

At Step "E" (\$5,303) of the salary range, the wage and benefit related cost for Deputy City Clerk is estimated at approximately \$79,545 annually. At Step "A" (\$4,242) of the salary range, the first year wage and benefit cost is approximately \$63,635.

- *Crime Analyst.* This non-management position in the Police Department provides a needed level of technical analysis of crime data and statistics to better direct police services throughout the community and enhance reporting capabilities to state and federal officials.

At Step "E" (\$6,364) of the salary range, the wage and benefit related cost for Crime Analyst is estimated at approximately \$95,460 annually. At Step "A" (\$5,303) of the salary range, the first year wage and benefit cost is approximately \$79,545.

- *Police Dispatch Supervisor.* This non-management position in the Police Department represents an added Police Dispatch Supervisor position, intended to bolster both supervision and backbone support of the Police Department Dispatch program. Addition of a second Police Dispatch Supervisor provides coordination and supervision of the Dispatch function each day of the week, and enhances training and education services for Dispatch personnel.

The annual cost of a Step "E" Police Dispatch Supervisor, including wages and benefits, is approximately \$105,675.

June 16, 2022

- **Fire Department Restructuring.** During Fiscal Year 2022-23, the City Manager will analyze and evaluate restoring the Fire Chief classification and add up to six Firefighter/Paramedic positions to achieve redeployment of Emergency Medical Rescue Squad services.

The City Manager projects that the annual wage and benefit cost to restore the Fire Chief and Firefighter/Paramedic positions in the Fire Department will add approximately \$1.1 million annually at current rate of pay to the City's General Fund Operating Budget. This cost estimate does not include capital costs related to returning a rescue squad to full service.

City staff notes that San Bernardino County is currently evaluating the in-house delivery of ALS and BLS ambulance/medical transport services. Provision of these services may affect redeployment strategies related to EMS Rescue Squad services.

Part-Time Benefitted Employment Positions. The City's proposed Fiscal Year 2022-23 Operating Budget includes funding for three part-time General Fund benefitted positions.

- Part-time benefitted positions work approximately 38-hours per week, receive pro-rated benefits, and are enrolled in Social Security for retirement benefits. The City Council authorized the use of part-time benefitted positions, where practicable, to achieve controls and reductions to wage, benefit and retirement-related costs.

Personnel Budget Appropriations. The Proposed Fiscal Year 2022-23 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2022-23 Budget includes \$26,093,177 for Total Personnel Services, All Funds. Based on 199 full-time City positions and 3 part-time benefitted positions, Personnel Services represent approximately 60.3 percent of the Proposed Fiscal Year 2022-23 Budget, Total Operating Appropriations (exclusive of debt service) (\$43,274,083).
- *General Fund.* The Proposed Fiscal Year 2022-23 Budget includes \$22,630,421 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 69.4 percent of the Proposed Fiscal Year 2022-23 General Fund Operating Appropriations Budget (\$32,591,823).

Budget Allocations by Department. As indicated in **Table 11**, below, the Proposed Fiscal Year 2022-23 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 2022-23 Budget.

June 16, 2022

**Table 11
Budget Allocations, By Department**

| | <u>Personnel Services</u> | <u>Services Supplies</u> | <u>Capital Outlay</u> | <u>Total</u> |
|-------------------------------------|-------------------------------|------------------------------|----------------------------|-----------------------------|
| City Council | \$ 162,715 | \$ 302,000 | \$ - | \$ 464,715 |
| City Manager | 2,231,248 | 3,572,912 | 286,500 | 6,090,660 |
| Administrative Services | 858,032 | 686,373 | - | 1,544,405 |
| Human Services | 2,723,655 | 936,800 | 4,900 | 3,665,355 |
| Police | 9,678,527 | 1,338,794 | 414,497 | 11,431,818 |
| Fire | 3,777,390 | 681,590 | 153,940 | 4,612,920 |
| Public Works | 3,565,702 | 5,407,567 | 627,857 | 9,601,126 |
| Community Development | 1,606,149 | 297,766 | 15,000 | 1,918,915 |
| Economic Development | 451,306 | 426,260 | 40,000 | 917,566 |
| City Attorney | 131,236 | 190,000 | - | 321,236 |
| Citywide | 838,377 | 1,673,500 | - | 2,511,877 |
| Community Facility Districts | 68,840 | 130,650 | - | 199,490 |
| Total Operating Expenditures | \$ 26,093,177 | \$ 15,644,212 | \$ 1,542,694 | \$ 43,280,083 |
| Debt Service | - | - | - | 9,419,989 |
| Total Expenditures | <u>\$ 26,093,177</u> | <u>\$ 15,644,212</u> | <u>\$ 1,542,694</u> | <u>\$ 52,700,072</u> |

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;
- Address long-term costs related to CalPERS pension increases;
- 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.

Recent, ongoing and planned efforts designed to achieve the above include the following:

June 16, 2022

- **Formation of a new Transactions and Use Tax District (Placed before the voters on the November 3, 2020, as Measure L).** On November 3, 2020, Montclair voters approved Measure L, providing for a 1 percent transactions and use tax.

Measure L is projected to generate approximately \$10.1 million in Fiscal Year 2022-23, and earnings from Measure L have been incorporated into the Fiscal Year 2022-23 Proposed General Fund Revenue and General Fund Operating Budgets. As a general tax, Measure L must be used for a variety of governmental purposes. Proposed uses, both short- and long-term include the following:

- *Elevating the General Operating Fund Unassigned Reserve Balance Ratio to 50 percent of the General Operating Fund Expenditure Budget.* This objective is discussed under section "**III. GENERAL OPERATING FUND RESERVE BALANCE**", starting on page xiii.
- *Making annual payments on the 2021 Issue of Lease Revenue Bonds.* This objective is discussed under section "**II. DEBT SERVICE ON BONDS**," starting on page viii.
- *Improving employee working conditions, establishing comparable pay equity, and promoting succession planning.* This objective is achieved through the labor negotiation process, and by improving the City's fiscal health. For additional information, see the discussion, below, under "**Employee Wage Compensation Analysis**," starting on page lv.
- *Maintaining and improving standards of service to the public and community.* This objective is achieved through budgeted priorities; fiscal actions taken by the City Council, including through approval of bonded indebtedness for infrastructure improvements; development activity including commercial, residential and industrial development; quality-of-life improvements; delivery of a range of public services and programs; and other deliberative governmental actions designed to improve the community.
- *Creating fiscal stability in all sectors of the City's operational budget and reducing fiscal risk.* This objective is largely achieved through adoption of the annual budget. Discussion occurs in section "**I. INTRODUCTION**," inclusive of the discussion on the State Auditor report, starting on page vii.
- *Rightsizing personnel requirements within the organization.* This objective is achieved through budgetary and Personnel Committee actions, and through reorganization elements attached to the annual proposed budget, as necessary, to achieve significant reorganization of personnel. Personnel changes for Fiscal Year 2022-23 are discussed in Section "**VII. PERSONNEL SERVICES**," starting on page xxv.
- *Increasing budget expenditures for services, supplies and capital outlay, as required.* This objective is achieved through adoption of the annual budget.

June 16, 2022

- *Achieving City Council directed priorities.* This objective is responded to by City staff throughout each fiscal year, and require a commitment of funds through the appropriations process by adoption of the annual budget. Actions are represented by the presentation of the annual budget, agenda reports, development projects and studies; special projects related to specific community needs; responses to state and federal legislative and Department requirements; employee performance vis-à-vis their respective job duties; cooperative intra- and inter-agency relations, and other day-to-day municipal operations carried out by City staff.
- **Evaluate Service Contracting for Specified Programs Targeted at Maintaining and Enhancing Services and Achievable Cost Efficiencies.** 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.

- **Consider Implementation of 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 and a recommendation to the City Council. Following extensive review, the Planning Commission recommended City Council approval of the MAUCRSL and its companion ordinances.

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 has been delayed. City staff anticipates presenting the MAUCRSL to the City Council in Fiscal Year 2022-23.

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 demonstrates that regardless of whether or not respondents to polling questions are aware that commercial cannabis activity in Montclair is legal or illegal, support for legalization hovers at or around 70 percent of likely voters. Among those respondents who support legalizing commercial cannabis activity in the City, approximately 90 percent support a gross receipts tax on the selling of cannabis products. City staff will schedule a workshop on FM3's results in July 2022. City staff will also present to the City Council an agenda item requesting authorization to place the commercial cannabis tax matter before voters at the November 8, 2022, General Municipal Election.

City staff projects that a regulatory system for cannabis will produce between \$2 million to \$4 million annually, based on the approved tax rate and the number of license agreements and types of commercial cannabis activity permits issued by the City.

June 16, 2022

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;
- 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.

- **Promote Development Within North Montclair Pursuant to the Amended North Montclair Downtown Specific Plan (the "Amended NMDSP").** Projects within the Amended 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). Development of the TOD is vital to the City's larger objective to attract economic and residential development to the Montclair community. Furthermore, vital to this latter objective, the City of Montclair has been a regional leader in promoting extension of Gold Line light rail service to the Montclair Transcenter. City leaders are currently working with the Foothill Gold Line Extension Construction Authority and State legislative representatives to secure approximately \$748 million in funding to extend the Gold Line from Pomona to Montclair. If necessary, City leaders are prepared to elevate the Gold Line funding matter to the Federal Transit Administration to secure Federal Small Start Grant funds to complete the Gold line extension project to Montclair.

Promoting development in North Montclair would 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.

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". The 360 mixed-unit "Village at Montclair" received entitlement in December 2020 and is now under construction, with completion scheduled for no later than early- to mid-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.

June 16, 2022

Other NMDSP projects under review and nearing entitlement include the following:

- *Montclair Kendry Expansion.* The proposed project is to be developed in association with the existing Alexan-Kendry, utilizing shared amenities and office leasing space. The four-story podium buildings will consist of 137 units configured in a mix of studio units and one and two bedroom apartment townhomes.
- *Montclair Station.* The proposed residential project is to be developed on the former Vulcan property, and 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.
- *Panera Bread.* Negotiations between Target, CIM Group, 99¢ Only Store, and the site developer continue and the City anticipates the parties will reach agreement in the summer of 2022, followed by construction.
- *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, and on Fremont Avenue between Arrow Highway and Moreno Street. City staff anticipates that roadway improvements will move forward in parallel with, or following completion of major construction at the Village at Montclair on Arrow Highway.
- *NMDSP/Montclair Place District Street Design and Engineering.* In June 2022, the City Council approved a contract with Moule & Polyzoides 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 Street, from Claremont Boulevard to Monte Vista Avenue; and
 - Arrow Highway, between Monte Vista and Mills Avenues.

Proposed roadway improvements are designed to beautify and create complete street designs (vehicle, pedestrian and bicycle friendly corridors)

June 16, 2022

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

- *Montclair Transcenter-related projects:*

- *Montclair Transcenter – Property Acquisition.* The City Manager continues to advocate for transfer of the Caltrans-owned parcels at the Montclair Transcenter to the City for development through a public-private partnership. A recent appraisal ordered by the City indicates that the value of Caltrans-owned property at the Transcenter is appraised at approximately \$32 million; however, the cost to construct a parking facility to support 1,600 vehicles is approximately \$37 million, creating a negative \$4 million to \$5 million value. Metro, Metrolink and the Gold Line Construction Authority require that vehicle parking at the Montclair Transcenter be maintained at 1,600 spaces.

In April 2022, the City Manager submitted to the office of State Senator Susan Rubio a detailed analysis, justifying the City's request for transfer of 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. State Senator Rubio committed to present the report to the office of Governor Gavin Newsom for consideration.

City staff will continue to meet with representatives from Caltrans District 8's, Surplus/Real Property Division to promote transfer of the Caltrans-owned property at the Transcenter to the City.

- *Montclair Transcenter – Gold Line Extension.* Mayor John Dutrey, Mayor Pro Tem Bill Ruh and the City Manager continue to advocate for extension of the Gold Line from Pomona to Montclair. The Gold Line Foothill Extension Construction Authority (Construction Authority) estimates the cost of construction from Pomona to Claremont and Montclair at \$748 million.

In June 2022 the 9.1-mile, four-station project segment from Glendora to Pomona (Glendora, San Dimas, La Verne and Pomona) reached 50% completion. Major construction on the extension out of Azusa started in July 2020 and is on schedule to be completed in early 2025.

To complete the Gold Line extension to Claremont and Montclair, the Construction Authority requested a \$748 million budget allocation as part of the State's FY 2022-23 budget cycle. In his May Budget Revise, Governor Newsom proposed more than \$19 billion in additional funding for transit and transportation projects. The State Legislature is now debating the distribution of the State's surplus funds for proposed projects, and final determination on funding priorities could extend

June 16, 2022

into July or August 2022 — although, by law, a state budget plan is to be adopted each June.

Extension of the Gold Line from Pomona to Montclair has broad support in the State Legislature; however, approval of the funds will ultimately depend on how legislators approach and address other requests for transportation and transit projects throughout the state, including additional funding for the high-speed rail project.

Once funding is established, the Construction Authority will begin a procurement process to hire a design-build team for the 3.1-mile, two-station project segment. Construction of the Pomona to Montclair segment is expected to take an estimated five years following the hiring of a design-build team.

In April 2022, the City Manager submitted a detailed analysis of the Gold Line Extension project to State Senator Susan Rubio. Montclair, Claremont, several San Gabriel Valley cities, and a number of State legislative representative have communicated with Governor Newsom and State Legislators, urging their support of the request from the Los Angeles County Metropolitan Transportation Authority (LA Metro) and the Gold Line Foothill Extension Construction Authority to approve funding for extension of the Gold Line from Pomona to Montclair by tapping funds from the state's vast revenue surplus, estimated at approximately \$97.5 billion. State Senator Rubio committed to present the report to the office of Governor Gavin Newsom for consideration.

- **Redevelopment of Montclair Place.** The planned 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.

MPDSP projects recently completed within, or proposed for, the Montclair Place District include the following:

June 16, 2022

- *AMC Luxury Dine-In Theater.* In 2021, CIM Group opened the all-new 12 Screen, AMC Luxury Dine-in Theatre to the public. The theater provides for commercial space on the ground floor, with the AMC Theater operating on the upper level. The building features a unique metal-scape façade with nighttime lighting, and serves as the kickoff for the planned redevelopment of Montclair Place.
 - *Phase One Mixed-Use Project – CIM Group.* CIM Group, owner of Montclair Place, has submitted an application for its first mixed-use project within the Montclair Place District. The project features 500+ units above podium parking, in six to eight-story building configurations designed to reflect six architectural styles. After receiving entitlement, the development would be constructed on the northeast quadrant of the Montclair Place District.
 - *Phase One Mixed-Use Project – Village Partners.* Village Partners has submitted conceptual drawings for a mixed-use project for Montclair Place District, featuring 340+ units above podium parking, in four to five building configurations, designed to reflect five architectural styles. The development is proposed for the site the former Sears building currently occupies.
- **Montclair and CIM Group Partner on Environmental, Social and Governance Investment Practices and Strategies for Montclair Place Development.** Interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG") matters has surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change seasoned investors and those new to the market are increasingly embracing companies and communities that take action to address the climate crisis and other environmental and social issues including resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights.

CIM Group's corporate policy represents a commitment to improving the environment, establishing dynamic districts and public gathering places, supporting community needs and the workforce, contributing to the local economy, and incorporating high ESG standards in the company's business strategies and day-to-day operations and in the lifecycle of properties owned by CIM Group.

The City of Montclair fully supports and welcomes CIM Group's ESG leadership and its partnership with the City to incorporate ESG standards in development of the Montclair Place District and the City's Transit District. Montclair and CIM Group recognize that a public-private-partnership, focused on ESG standards, encourages socially responsible development and attracts the emerging population of millennials and Generation Z investors ("impact investors") embracing socially driven corporations and communities dedicated to inclusivity, climate change goals, and social and environmental awareness. Impact investors represent a small but growing segment of investors functioning as cultural catalysts to urge institutional investors to engage ESG standards.

June 16, 2022

- **What is ESG?** ESG is a standard by which companies can be evaluated with respect to a broad range of socially desirable ends. At the same time, ESG provides a range of business and investment opportunities, and incorporates factors used to measure the "non-financial" impacts of ESG-driven investors and companies. CIM Group is an ESG-driven investment company.

Net flows into ESG funds available to U.S. investors skyrocketed in recent years, and 2021 was a record year with an estimated \$120 billion poured into sustainable investments – more than double the \$51 billion of 2020. The amount invested in ESG increased tenfold from 2018 to 2020, and 25-fold from 1995 to 2020. As of 2022, an estimated one-third of all assets contain sustainable investments.

Consumers and investors are placing a growing value on ESG, and industry leaders have responded in a number of ways including issuing comprehensive sustainability reports and expanding ESG disclosures in their annual reports, providing information to ESG rating agencies, and publicly communicating ESG commitments.

Part of the lure has been the demonstrated resilience of ESG funds. During the pandemic, ESG funds did not experience the same decline suffered by traditional funds, signaling their stability in times of crisis and their resilience to climate crisis-related concerns – the latter long thought to represent an "economy-wide risk." Instead, the pandemic demonstrated that even investors not driven primarily by moral stands on social or environmental issues consider sustainability to be a sound investment strategy.

- **What are the Fundamentals of ESG?** ESG grew out of investment philosophies clustered around sustainability and socially responsible investing, or "socially responsible investors" – investors who consider it important to incorporate their values and concerns into their selection of investments instead of simply considering the potential profitability and/or risk presented by an investment opportunity.

Based on trending investment practices, ESG investing is increasingly popular and the favored investing approach used by millennials. A Morgan Stanley Bank survey found that nearly 90% of millennial investors were interested in pursuing investments that more closely reflect the values they hold. As millennials begin to comprise a larger segment of the total pool of investors, ESG investing is expected to expand with them.

The trend toward ESG is clear:

- 72% of U.S. adults express interest in ESG;
- Investment analysts forecast that over the next two decades,
 - Investments in ESG will exceed \$50 trillion; and
 - 100% of assets under management will incorporate some ESG factors.

June 16, 2022

- **What are Climate Change Influences on ESG?** Climate change figures prominently in ESG discussions; however, as indicated below, there is no single list of ESG goals, and ESG concepts often overlap:
 - The “E” in ESG captures energy efficiencies, carbon footprints, greenhouse gas emissions, deforestation, biodiversity, climate change and pollution mitigation, waste management and water usage.
 - The “S” in ESG covers labor standards, wages and benefits, workplace and board diversity, racial justice, pay equity, human rights, talent management, community relations, privacy and data protection, health and safety, supply-chain management and other human capital and social justice issues. There are many separate social aspects of ESG, but all of them are essentially about social relationships. One of the key relationships for a company, from the point of view of many socially responsible investors, is its relationship with its employees; e.g.:
 - Does the employee pay fair basic wages and provide benefits, including what type of retirement plans are employees offered?
 - Workplace policies regarding diversity, inclusion, and prevention of sexual harassment are also frequently considered.
 - Employee training and education programs may be a factor. For example:
 - ✓ Does an employer provide financial support for continuing or higher education and/or flexible working hours for employees pursuing further education?
 - ✓ Does the company take a public or political stance on human rights issues?
 - ✓ Does the company donate money to charitable causes?
 - ✓ Does the company hold suppliers to its own ESG standards?
 - ✓ Do workplace conditions reflect high regard for employees’ health and safety?
 - The “G” in ESG covers the governing of the “E” and the “S” categories; e.g., how does the company respond to corporate board composition and structure, strategic sustainability oversight and compliance, political contributions and lobbying, and bribery and corruption.
- **Does an ESG Partner Company Demonstrate Transparency?** Financial and accounting transparency and full and honest financial reporting are often considered key elements of good corporate governance. Also important are

June 16, 2022

board members acting in a genuine fiduciary relationship with stockholders and being careful to avoid conflicts of interest with that duty.

- **Is there a Government Role in Promoting ESG?** Government can play a big role in ESG's continued momentum through both direct regulation and legislation. The U.S. House of Representative is considering H.R. 8960, a bill that would require investment advisors to explain how they consider ESG factors in decision-making. The *Sustainable Investment Policies Act* stipulates that investment advisers and retirement plan fiduciaries must establish a sustainable investing policy that factors in considerations like corporate governance practices, diversity and inclusion practices, labor and human rights compliance, and environmental risks.

In addition, H.R.3684, the Infrastructure Investment and Jobs Act incorporates provisions dedicated to clean energy, environmental justice, and reducing socioeconomic inequality — a public investment strategy that will function as an incentive for private individuals to invest in the same sectors. Governor Newsom's 2022 May Budget Revise reflects similar ESG investment strategies.

This government role is also recognizable globally: In April 2021, the EU adopted its *Corporate Sustainability Reporting Directive* tying member nations and large private firms to much stricter sustainability reporting requirements by 2023. Six countries (Denmark, France, Hungary, New Zealand, Sweden and the United Kingdom) have already adopted carbon neutral targets, with an additional 24 countries — including the United States — setting carbon neutral targets as official policy. In total, 132 countries around the world have enacted policies to be carbon neutral by 2050.

- **What does ESG mean for Developers?** It is the consensus among leading real estate developers, as expressed in the 2022 version of the *Emerging Trends in Real Estate* report, published by the Urban Land Institute that ESG is the now and future of development, and that the real estate community must have an outsized role in addressing climate change and its destructive effects on properties.

Construction activity accounts for nearly 40 percent of global greenhouse gas emissions, according to a report by the World Business Council for Sustainable Development (WBCSD). More than 65 percent of those emissions occur during the assembly phase itself (fuel consumption, solid waste generation, machine wear, noise pollution, and worker safety) compared to the transportation of materials themselves, material storage, and production of cast-in-place structural connections, according to a 2020 study released in the *International Journal of Environmental Research and Public Health*.

The key takeaway for developers is that they are moving toward delivering much more sustainability-minded projects using best practices in green design to save water and electricity and improve indoor air quality and user comfort.

June 16, 2022

Developers like CIM Group are committed to pursuing USGBC LEED or IWBI WELL Building certification for their projects because, more and more, they are finding that their tenants want to occupy sustainable buildings.

- **EDA Working with other Developers to Promote ESG.** The EDA will work with developers to generate interest on the part of investors and other corporate stakeholders in Environmental, Social and Governance ("ESG"). ESG investment practices has surged in recent years and the current economic, public health and social justice crises have only intensified this focus. Faced with the ongoing calamity of climate change, both seasoned investors and those new to the market are increasingly embracing companies that take action to address the climate crisis and other environmental and social issues such as resource conservation, biodiversity, renewable energy, zero emission transit alternatives, effective waste management, and human rights—rather than continuing to fund fossil fuel activities. The City is collaborating with CIM Group, owner of Montclair Place, to promote high ESG standards at Montclair Place, and with other development partners where the opportunity exists.
- **The Economic Development Agency and its Expanding Role in Promoting Economic Development, Planning for Development in the City's Sphere of Influence, and Promotion of Affordable Housing.** The Fiscal Year 2022-23 Proposed Operating Budget provides for retitling the Economic Development Department as the Economic Development Agency (EDA) – see the discussion under section "I. INTRODUCTION," starting on page iii.

Assets of the Economic Development Department will be retained by the Economic Development Agency and its administrative programs – the Montclair Housing Authority and Montclair Housing Corporation.

Transitioning the Economic Development Department into the EDA emphasizes its evolving role as an extension of the former Montclair Redevelopment Agency (RDA).

Included in the Fiscal Year 2022-23 Proposed Operating Budget is a recommended allocation of \$1.5 million to the Economic Development Assets Fund (EDAF), formerly the Economic Development Fund. The purpose of the EDAF is to provide and enhance funding within the EDA for real property acquisition. The EDAF is a newly created fund intended to provide for the ability of the EDA to acquire real property in the community to assist with, and encourage Economic Development activity and the generation of affordable housing in the community. Funds previously assigned to the Economic Development Fund (approximately \$4.98 million) will remain assigned to the EDAF.

Excluding housing-related real property that is assigned to the Montclair Housing Corporation, real property purchased through the EDAF 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 EDAF for future real property acquisition and other projects of the EDA.

June 16, 2022

The EDA will assume 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.

To achieve its objectives, the EDA will, in part, consider opportunities to take advantage of tax code provisions related to the operation of Opportunity Zones:

- *Opportunity Zones.* Opportunity Zones have been established in what the Federal Department of Treasury has defined as economically distressed communities. Within these communities, new investments may, under certain conditions, be eligible for preferential federal tax treatment or preferential consideration for federal grants and programs.

Localities qualify as Opportunity Zones if the area has been nominated by the State and that nomination has been certified by the Federal Department of Treasury.

Opportunity Zones function as an economic development tool designed to spur economic development and job creation in distressed communities. The purpose of having the EDA establish an Opportunity Zone program is to generate economic development activity in targeted and distressed geographical areas of Montclair. As demonstrated on the [California Opportunity Zone Portal](#), significant areas of Montclair are Opportunity Zone designated.

With the second highest number of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

The EDA would also work toward establishing Opportunity Zone designation in the City's Sphere of Influence (SOI), post annexation. Receiving Opportunity Zone designation for the SOI is crucial to attracting the investment needed to improve this area's infrastructure and commercial, industrial, and residential development prospects. The City Manager has already engaged with San Bernardino County's Chief Executive Officer to discuss cooperative objectives related to transitioning the area 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 million as its annual distribution from the former RDA's property tax increment. San Bernardino County's CEO has taken the request under advisement. In the event that the County agrees to restore the property tax increment to the City, the funds are recommended for allocation to the EDAF for future project development.

The General Plan Update will also incorporate an SOI element that will evaluate development patterns for the SOI and consider infrastructure improvement costs for the SOI.

The City Manager and EDA will also work with County and State officials to secure Opportunity Zone designation for Montclair's SOI.

June 16, 2022

The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury. Once certified, investors can create a Qualified Opportunity Fund (QOF) for investment purposes. A Qualified Opportunity Fund is required by the IRS to hold at least 90% of assets in the qualifying Opportunity Zone. At the start of the process, a taxpayer sells an asset and generates a capital gain, which is then invested into a QOF, which results in significant tax benefits:

- Once invested, capital gains tax on the original investment is deferred until the asset is disposed of.
 - If an investor holds their funds in the QOF for five years, the tax bill on realized gains will be reduced by 10%.
 - If an investor holds their funds in the QOF for seven years, the tax bill on realized gains will be reduced by 15%.
 - If an investor holds their funds in the QOF for 10 years, the investor is not required to pay any taxes on realized gains.
- *Inclusionary Housing Ordinance.* The EDA will have 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 third or fourth quarter of 2022. 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 Development.* In April 2022, the Montclair Housing Authority (the "MHA") became the beneficiary of approximately \$3.2 million in repaid residual receipt loans 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 City. 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.

In addition to the 98 affordable housing units owned and managed by the Montclair Housing Corporation (MHC), the MHC holds property in North Montclair acquired in early 2022 that may serve as the location for a future affordable housing development. The City is also committed to acquiring

June 16, 2022

Caltrans-owned property at the Montclair Transcenter, and pursuing a public-private partnership for development of market rate and affordable housing at the Transcenter, plus parking facilities for public transit service riders. As discussed above on page xxxv, under *Montclair Transcenter – Gold Line Extension*, the City is required to maintain parking capacity at the Transcenter for 1,600 vehicles.

- *San Gabriel Valley Housing Trust Fund and San Bernardino County Housing Trust Fund.*

- *San Gabriel Valley Housing Trust Fund.* In 2019, Senator Susan Rubio authored SB 751, establishing the San Gabriel Valley Regional Housing Trust Fund, a joint powers authority allowing communities within the San Gabriel Valley Council of Government's (SGVCOG's) jurisdiction to receive funding for various housing and homelessness related programs. Senator Rubio has secured more than \$30 million in state funding for projects supported by local governments that are committed to addressing the state's housing and homelessness issues.

Montclair is not within the administrative jurisdiction of the SGVCOG; nonetheless, Senator Rubio has sponsored the City's membership within the SGVCOG Housing Trust Fund through legislation, and Montclair's Fiscal Year 2022-23 Proposed Operating Budget recommends \$30,000 for membership. Membership in the SGVCOG Housing Trust Fund will provide the City access to funding provided through the dedicated commitment of Senator Rubio to address the region's homelessness crisis and great need for affordable housing.

- *San Bernardino County Housing Trust Fund.* San Bernardino County recently initiated exploring opportunities for establishing a County Housing Trust Fund. The proposed Trust Fund is at its nascent stage, and details of the Trust Fund's administrative and fiscal operations are not available at this time. The EDA will evaluate membership in the San Bernardino County Housing Trust Fund when details are available.

- ***Addressing Homelessness.*** Homelessness remains a serious issue in Montclair, the region and throughout California. The Montclair Code Enforcement Bureau is a recognized leader in San Bernardino County for addressing homelessness issues.

During the pandemic, the City used funding from the State's Operation Room Key grant program to house many of Montclair's homeless in local motels. The City also secured grants through the County administered Homeless Emergency Aid Program and Homeless Housing Assistance Prevention Program. However, pandemic-related funding sources have decreased dramatically, leaving the problem squarely in the lap of local government agencies to resolve.

- *Developing a shelter program.* Working collaboratively with the EDA, the City's Code Enforcement Special Unit is engaging with local organizations to

June 16, 2022

promote programs designed to address Montclair's homeless problem. Recently, City staff met with the local operator of the 34 unit Welcome Inn Motel, located at 4118 Mission Boulevard, to discuss leasing or purchasing the property for use as a temporary housing facility for members of Montclair's homeless population. The City will seek to secure state grants for acquisition of potential housing facilities for the homeless.

In addition to its effort to develop a temporary shelter program, the City is also seeking state grants to provide supportive and educational wraparound services including substance abuse counseling; case management; medical and mental health services; and transition services for more permanent housing. The 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.

- *Dealing with misinformation.* City staff takes the approach that misinformation contributes to the stigmatization of a homeless population that is already marginalized. This same misinformation also inhibits the implementation of programs designed to address homelessness and provide support and assistance to the target audience. Too often, people reject programs designed to tackle homelessness because of the "not in my backyard" or "NIMBY" perspective.

In order to tackle the issue of homelessness, create an environment where clients will feel comfortable in accessing support services, and develop acceptance in the community for homeless outreach services, the Montclair program will seek to deconstruct popular myths about homelessness, including the following:

- *Myth 1 – People choose to be homeless.* A variety of different factors can contribute to an individual's experience of homelessness. Often, a person experiences homelessness when all other options have been exhausted, and/or the individual is dealing with circumstances that make it difficult to maintain housing. Obstacles that may lead to experiences of homelessness include (i) eviction; (ii) the affordable housing crisis; and (iii) coping with mental illnesses or addictions, making it difficult for a person to maintain independent housing.
- *Myth 2 – People experiencing homelessness are lazy.* In order to survive, those experiencing homelessness are often in search for necessities of life including food, shelter and a source of income – they do not have the opportunity to be lazy. Due to barriers faced, people experiencing homelessness are seeking to survive, and survival requires industry, not laziness. Searching for a job, for example, is a struggle faced with many challenges when an individual does not have regular access to a phone, computer, or fixed address.
- *Myth 3 – All people who experience homelessness suffer from substance abuse.* Similar to the housed population, a certain percentage of people

June 16, 2022

experiencing homelessness do have substance abuse issues; for many others, their problems are related to lack of income, trauma, or mental illnesses.

- *Myth 4 – People experiencing homelessness need a job to resolve their status.* Many people experiencing homelessness are employed. If, however, they are unemployed or become unemployed while homeless, finding a job can be difficult due to a number of challenges including lack of a permanent address, lack of regular access to restroom facilities, barriers to transportation, and other challenges. Furthermore, job opportunities for homeless are often limited to low-paying and part-time positions – jobs that restrict access to housing.
- *Myth 5 – Adequate support services already exist for those experiencing homelessness.* Support services for those experiencing homelessness are often minimal, and typically focus on providing only temporary housing and food assistance. For individuals trying to escape a cycle of poverty and homelessness, these minimal services, alone, are insufficient. There is a need to focus on the larger systemic factors, including the lack of affordable housing and the criminalization of homelessness that prevent people from obtaining permanent and suitable shelter.
- *Myth 6 – Property values will go down if homeless shelters are allowed into neighborhoods.* There is simply no evidence to support this common argument that homeless shelters and other support facilities reduce property values. This common misperception is generally tied to the "not in my backyard" frame of reference.

The above myths regarding homelessness are generalizations of a more complicated reality: every homeless individual faces a different and complex set of circumstances that have forced them into homelessness. The objective of a proactive homelessness intervention program seeks to confront the problem by pursuing positive solutions. In that regard, Montclair's Code Enforcement Special Unit will develop scenarios by working collaboratively with local, regional and state partners to address homelessness in the community.

- *ODIN Homeless Management Information System.* To assist the Code Enforcement Special Unit and Montclair Police and Fire Departments with homeless interactions, the City is in the process of acquiring ODIN Intelligence's Homeless Management Information System software. The system's database is accessed by police, fire, code enforcement and community agencies to promote personnel safety and achieve the following objectives:
 - Manage information with the objective of supporting positive outcomes for homeless persons;
 - Share knowledge between stakeholders;

June 16, 2022

- Organize outreach and support services, make service referrals, provide for temporary housing, and make medical/psychological evaluations through ODIN's system interface, with the goal of providing the maximum number of coordinated resources available;
 - Allow personnel to conduct investigations, check for warrant status, and hold offenders and criminals accountable;
 - Provide for personnel safety by flagging communications with cautionary messages about an individual's personal status;
 - Assist police with identifying those who prey on the homeless;
 - Provide facial recognition to identify individuals, and provide information about a person through database searches;
 - Allow first responders to conduct medical or psychological evaluations on scene, document outcomes, and make referrals from a selection of approved providers within the City's community referral network;
 - Track bed availability in shelters, allowing individuals to be checked in from the street; and
 - Provides access to free vouchers for support services.
- *Care Court*. Montclair will also engage with the San Bernardino County Department of Public Health in implementing Governor Newsom's CARE Court concept, outlined in the 2022 May Budget Revise.
 - At its meeting of June 6, 2022, the City Council authorized Mayor John Dutrey to provide a letter of support for the CARE Court Program. In April 2022, SB-1338 (the Community Assistance, Recovery, and Empowerment (CARE) Court Program) was introduced, proposing a framework for Governor Newsom's plan for courts to compel people with serious mental illnesses and substance use disorders into treatment, while also providing participants with supportive housing and wrap-around services.

The CARE component of CARE Court is a new mental health process intended to assist people living with under- or un-treated schizophrenia spectrum or other psychotic disorders who lack medical decision-making capacity, many of whom are unhoused.

Governor Newsom has asked the State Legislature to approve CARE Court as part of the state budget – \$65 million is included in Governor Newsom's May Budget Revise for administration of CARE Court.

June 16, 2022

The May Budget Revise also proposes adding \$700 million atop the \$2 billion in Governor Newsom's January 2022 budget plan — and \$12 billion announced last year — to fund a variety of homelessness issues. Absent from the May Budget Revise is a long-term extension of the flexible grants included in last year's budget that local governments have sought.

Each of the State's 58 counties would be required to participate in the CARES Court program. Counties failing to provide requisite services would face penalties.

- **Addressing the Potential for a California Recession and Establishing an Inflation Control Expenditure Fund.** The economy of California is the largest in the United States, with a \$3.513 trillion nominal Gross State Product as of December 2021 (second, third and fourth in nominal GSP are Texas at \$2.104 trillion, New York at \$1.914 trillion and Florida at 1.280 trillion).

If California were a sovereign nation, it would rank as the world's fifth largest economy (based on United Nations estimates) ahead of India with a nominal Gross Domestic Product (GDP) of \$2.664 trillion, and behind Germany with a nominal GDP of \$3.846 trillion; although, economic factors that have accelerated California's economic recovery from the pandemic are posed to move the state forward to a closer competitive level with Germany by the end of the 2022, with a projected GSP of \$3.7 to 3.8 trillion — GSP is similar to GDP, except that GSP is applied to a U.S. State, and GDP is applied to a sovereign nation.

California's strength comes from a variety of factors, including diversity, economic might, and sizable economic sectors including in finance, business services, government, manufacturing, technology and agriculture:

- The San Francisco Bay Area predominantly concentrates on technology, with Silicon Valley serving as home to some of the world's most valuable technology companies.
- Los Angeles dominates media.
- Over 10 percent of Fortune 1000 companies are based in California, the most of any state. The **Fortune 1000** are the 1,000 largest American companies ranked by revenues, as compiled by the American business magazine, Fortune. The list only includes companies which are incorporated or authorized to do business in the United States, and for which revenues are publicly available. The Fortune 500, a subset of the list, identifies the 500 largest U.S. companies, of which California and New York are tied with 53 each.
- California is the nation's most populous state and one of the most climatologically diverse states.
- Los Angeles, Long Beach, San Francisco and San Diego function as the nation's major trade hubs to and from the United States.

June 16, 2022

- California's Central Valley is, perhaps, the most productive agricultural region on Earth, growing over half the country's fruits, vegetables, and nuts.

California also leads in other areas:

- Per capita income is \$58,272 in 2017, ranking 6th in the nation, though with wide variation by geographic region and profession. The highest income counties in California are Marin County and San Francisco County, which both have per capita personal incomes of over \$100,000, and are 2 of the top 12 highest-income counties in the United States. Some coastal cities include some of the wealthiest per-capita areas in the U.S., notably in the San Francisco Bay Area and the Greater Los Angeles Area.
- The most expensive and largest housing markets in the U.S. are in California, with a number of communities where average housing prices hover between \$1 million to \$2 million. California's Central Valley is the state's least expensive area, as is the Inland Empire, though prices in these regions are still much more expensive than most other areas of the country, to the point that there are also communities in these areas where housing prices average around the \$1 million mark.

California is also buoyed by a powerful service sector, including healthcare, retail, and technology. The service sector, alone, is responsible for 80 percent of GSP, with the balance divided among the other sectors.

Despite California's vast list of economic assets, economists studying the state of the fifth largest economy in the world suggest that key indicators point to a heightened risk of a recession within two years, with some arguing the odds are 50-50 for the recession to hit in the next 12 months. The downturn, when or if it comes, could happen relatively quickly because California's economy is deeply affected by national trends.

- Inflation is at levels unseen in 40 years, threatening to stifle economic development in California and the nation; however, economists point to the war in Ukraine and the continuing weakness in manufacturing, production, and restrictions on the supply chain that stem from the pandemic as leading causes of the current inflation.
- Jobs are typically a recession's most obvious impact; however, employment numbers in California remain high and continue to improve.
- In a consumer driven economy, the immediate threat is a decision by consumers to spend less, slowing corporate sales. However, for now, the state's consumers continue to spend and corporate earnings are reaching their highest peaks, contributing greatly to California's record surplus. Not even record high gas prices appear to be discouraging travel, commuting, and consumer spending.

Economists generally define a recession as two calendar quarters of economic contraction, though not always; e.g., the COVID-19-triggered downturn two years

June 16, 2022

ago officially lasted two months, according to the National Bureau of Economic Research. During that short period, the COVID recession sent unemployment in California from 4.1% in February 2020 to 15.9% two months later. In June 2022, the state's unemployment rate stood at 4.6% – a near full recovery from the pandemic.

Recessions can come without warning, spurred by some surprise such as the COVID-related shutdowns, the housing crisis that triggered the Great Recession of 2007-09, or the oil price spikes of the 1970s. The war in Ukraine may serve as the trigger for the nation's next recession. Analysts note that the war has helped drive up energy prices and stoked the worst inflation in 40 years – inflation already accelerated by price increases borne out of the pandemic and the supply chain restrictions it caused.

Economists, however, believe that if recession comes, it will follow a more traditional path as the Federal Reserve (the "Fed") tries to create a "soft landing" that cools the economy without triggering a serious tailspin. The Fed has raised key interest rates three times in 2022 in an effort to cool demand and thereby curb price increases.

The third and latest interest rate hike was on June 15, 2022, when the Fed announced a rate hike of three-quarters of a percentage point, the largest increase in borrowing costs in a single meeting in nearly 30 years, as the central bank continues its battle against inflation. The move came after the previous week's Consumer Price Index data showed inflation was not slowing. Some economists fear that the Fed could trigger a recession by its actions; others predict that if a recession is avoided, the Fed's move is likely to reduce job openings, slow wage growth, increase debt burdens, and send mortgage rates soaring. The Fed is scheduled to consider a fourth interest rate hike in July.

In California, the State Legislative Analyst cites several state trends that are causes for concern:

- Home sales are down as mortgage rates, roughly 3% for a 30-year loan a year ago, are now averaging about 5.25% and are poised to go higher.
- Rising interest rates are dampening the strength of industry, particularly in construction for housing, office and commercial space, which will strike at the demand for products such as paint, lumber, drywalls, concrete, furnishing, hard goods, and soft goods.
- April's state sales pace was down 1.9% from March and 8.5% from a year ago, according to the California Association of Realtors.
- Consumer sentiment, a key barometer of what people expect to spend, has fallen to levels typically seen only during recessions.
- Changes in prices of certain U.S. treasury bonds suggest financial markets may be pessimistic about the economic outlook.

June 16, 2022

- Inflation and the war in Ukraine will continue to pose downside risks to confidence and may further curb consumer spending this year. Prices have been rising nationally, with gasoline prices continuing to go up steadily and supply chain movement often remaining sluggish. High inflation and tight labor markets suggest an overheated economy is struggling to find avenues for further expansion. Governor Newsom and the Legislature are working on a plan to help families cope with rapidly increasing gasoline prices by offering a "rebate" check.

The Legislative Analyst's Office argues that over the last five decades a similar collection of economic conditions has occurred six times, and each of those six times produced a recession within two years (and often sooner).

The Federal Reserve, on the other hand, insist their policies are not designed to send the economy into a tailspin. While in the 1970s rate increases helped create a lengthy period of economic sluggishness and high unemployment, the Fed notes that rate increases in recent years have not sparked huge downturns.

- **Inflation Control Expenditure Fund.** Governor Newsom's 2022 May Budget Revise assumes that the Federal Reserve's tighter monetary policy will not induce a sharp economic slowdown. However, the 2022 May Budget Revise does include what Governor Newsom calls "shock absorbers" in case of an economic slowdown. Shock absorbers are designed to address continuing higher inflation that translates into state services that may cost more than estimated in the state's budget. Concurrently, nearly all of the spending spurred by the state's projected 2022 budget surplus is one-time only so that it can be adjusted, depending on economic conditions.

Montclair's Fiscal Year 2022-23 Proposed Operating Budget incorporates a shock absorber that anticipates higher inflation that may lead to higher than anticipated local costs. Within the Special Purpose Reserve Fund is an allocation of \$500,000 assigned to an Inflation Control Expenditure Fund (ICEF). The fund would be used to cool down the impacts of unanticipated cost increases directly related to inflation, and would not be allocated toward un-programmed expenditures. In approving this allocation, the City Council is requested to provide the City Manager authorization to use ICEF to address unanticipated cost increases that are directly tied to inflationary factors. ICEF would be transferred by the Finance Department to facilitate the purchase of goods and supplies affected by inflationary increases. All other requests in the Fiscal Year 2022-23 Proposed Operating Budget exceeding Council authority will continue to require additional funding consideration at the Fiscal Year 2022-23 Midyear Budget Review.

City staff will continue to monitor economic conditions, maintain the City's standard practice of due diligence over organizational operations and procedures, and report back to the City Council in the event of any looming economic concerns.

June 16, 2022

➤ **Promote Housing and Commercial and Industrial Development Projects Throughout the Montclair Community.** Promoting development throughout the Montclair community pursuant to the guidelines of an updated General Plan would improve the overall quality of life throughout the community, and improve the City's sales and property tax base.

- *Citywide development.* A number of housing, commercial and logistics projects have already been completed in the City's southern sector, including the Cardenas Market Center at Central Avenue and Holt Boulevard. Other projects are under development and/or are in planning.
- *Tiki Drive-In.* Future development in the City's southern sphere includes the Montclair Tiki Drive-In Theater at Ramona Avenue and Mission Boulevard. A site plan has completed review and the project is expected to go before the Montclair Planning Commission in June and to the City Council in August for consideration of zoning and land use changes. The project focuses on a mix of light industrial/manufacturing and logistics support in a "campus" environment.
- *West Valley Connector Project.* The West Valley Connector (WVC) Project, a 100 percent zero-emission Bus Rapid transit (BRT) system, is expected to promote access along Holt Boulevard, from the City of Pomona to Ontario International Airport (ONT) as Phase 1.

Phase 1 of the project is 19 miles and will upgrade a portion of Omnitrans' existing Route 61, which runs along Holt Boulevard. The WVC adds 21 bus stations, including two in Montclair, and promotes improved access to ONT. The new BRT service will help build transit connectivity by linking together ONT, two Metrolink lines (San Bernardino and Riverside Lines), and multiple major activity centers.

Montclair City staff will work to provide direct connections from the two stations in Montclair to other points in the City including, but not limited to, the Montclair Transcenter and Montclair Place District. The City will work with Omnitrans to achieve a higher level of connectivity, look toward grant opportunities for shuttle services, and work to achieve greater penetration of ride-hailing services.

In April 2021, Congresswoman Norma Torres and Congressman Pete Aguilar announced that \$86.75 million in Capital Investment Grants (CIG Smart Grants) would be made available for the WVC Project.

- *Holt and Mission Boulevard Corridors.* The City Manager and the City's Economic Development team are working with Congresswoman Norma J. Torres to develop federal assistance to enhance the Holt and Mission Boulevard corridors through Pomona, Montclair and Ontario. The effort is designed to approve the appearance of the boulevards, promote business, industry and housing development, and address a range of issues shared in common by the three cities along the length of the two corridors. The discussion includes activating the Holt Boulevard corridor by focusing on transit-related development. The opportunity for transit-related

June 16, 2022

development along Holt Boulevard may be a byproduct of the WVC Project and the possible selection of Holt Boulevard as the alternative extension of the Gold Line to ONT. The City Managers of Montclair, Ontario, and Pomona met in June to further the vision for the boulevards.

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

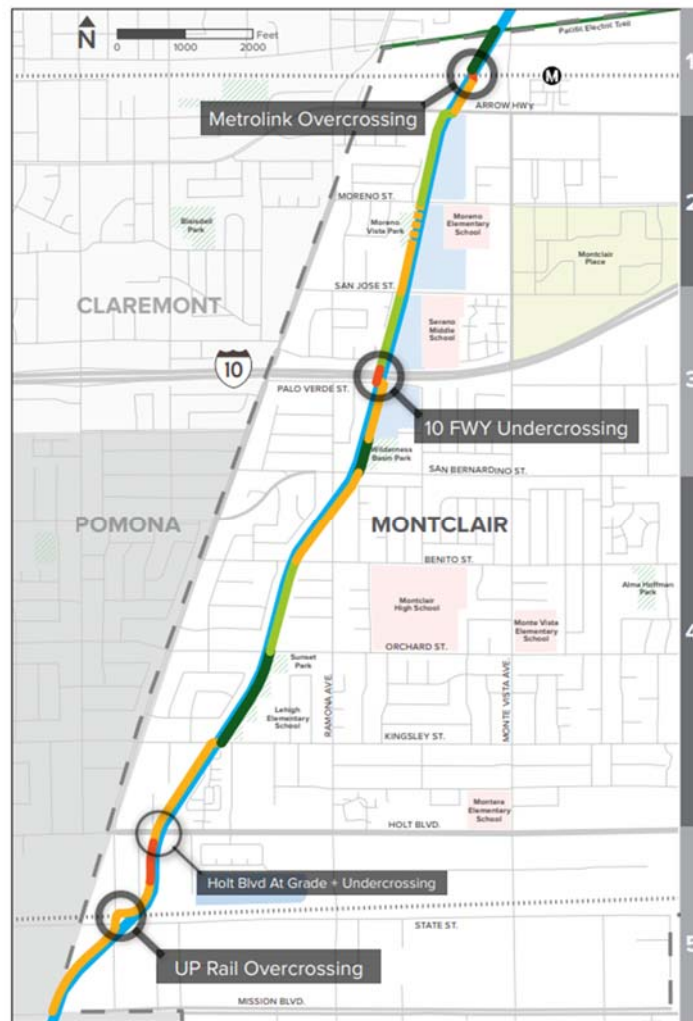
In March 2022, Montclair was notified by the California Department of Transportation that it was awarded approximately \$4.2 million from the nearly \$300 million available in Clean California Grants for improvements to Sunset Park, including for a pilot segment of the San Antonio Creek Trail adjacent to Sunset Park.

A presentation on a Feasibility Study for the San Antonio Creek Trail was presented to the City Council at a May 2022 Workshop, and a second workshop is scheduled for July 2022. The Feasibility Study had been developed with input and collaboration from City staff and key stakeholders, including Caltrans, the Chino Basin Water Conservation District, private developers, various rail agencies, and community members.

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.

June 16, 2022

Illustration 1 San Antonio Creek Trail Segments



Building the San Antonio Creek trail will bring a number of quality-of-life improvements to the Montclair community, 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.

Environmentally, 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 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

June 16, 2022

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.

- **2021 Issue of Lease Revenue Bonds.** Over the next four years, City staff will complete infrastructure projects identified by the City Council for improvement. Some listed projects referenced in **Table 5** on page xi are already under design or have been approved by the City Council for completion.

In April 2022, the City Council approved the award of a contract for development of a Parks Master Plan. The consultant is currently visiting each park and is expected to complete and submit the plan during the first quarter of 2023.

In April 2022, Congresswoman Norma Torres announced that the City was a recipient of a \$2 million Community Services Grant for improvements to Saratoga Park. The Funds will be used in conjunction with 2021 Lease Revenue Bonds to make major improvements to the sports park.

In the second quarter of 2023, the City anticipates the opening of the Reeder Ranch Park, on Holt Boulevard, adjacent to the historic Reeder Heritage Ranch. In 2020, the City was awarded a \$5.137 million grant from the Proposition 68 Statewide Park Program (Round 3) Grant Awards. Project design calls for a new 2,500 square foot 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.

- **Employee Wage Compensation Analysis.** An internal wage concern affecting several classifications in the organization is wage compaction.

- **What is wage compaction, and what causes it?**

- *Labor Negotiations.* In local government, pay compaction typically results from the labor negotiation process, when one bargaining group receives wage adjustments that are different than the wage adjustments received by another bargaining group within the same classification ladder — the next higher classification and employee would progressively promote up to. Pay practices based solely on negotiations tend to ignore experience, skill level or seniority. Frequently, wage adjustment practices based solely on the labor negotiation process reward lower-line employees with pay adjustments, often because they are part of a larger and more influential labor group, while those with more seniority receive minimal wage adjustments — the result, then, is wage compaction.

June 16, 2022

- *Wage Disparity.* Wage compaction is particularly problematic when it creates wage disparity between management and non-management positions. Within an organizational pay structure, it is generally assumed that supervisors and managers receive higher compensation than the employees they supervise/manage; however, with wage compaction, this wage differential can be erased or minimized.
- *Supply and Demand.* Pay compaction can also result from issues related to labor supply and demand. As an incentive to keep employees that tend to migrate between employers, an organization may often offer members of these classifications pay differentials that reward them to stay with an organization. If similar adjustments are not provided to managers and supervisors, pay compaction can result.
- *Labor Market Variations.* Internal compensation practices can also become stale and out of alignment with external market data, resulting in different forms of wage compaction; i.e., wage compaction that is based on labor market variations.
- *Compensation Structure.* Lastly, wage compaction can happen from a muddled compensation structure, such as broad pay grades or classification groups that do not apply tiers to positions where employees can grow into more senior or experienced roles. For example, a single Maintenance Worker classification does not recognize employees in the classification who have become skilled by meeting certification requirements, or otherwise obtaining unique job skills that justify differentiation from their peers.

- **What is the problem with wage compaction?**

- Wage compaction can happen in any organization, government agency, or industry, and often dominates pay structures during times of economic recession and/or reduced revenue flow.

Wage compaction adjustments, like market salary adjustments, can be expensive to implement. However, they can have organizational consequences including, but not limited to, a decline in morale and turnover of personnel.

Wage compaction can also affect recruiting efforts if wages are not competitive or the pay structure lacks career growth.

- **How to address wage compaction?**

- The best way to deal with wage compaction is to prevent its occurrence. However, fiscal realities often limit an organization's ability to achieve the desired wage parity. Furthermore, the labor negotiation process in and of itself, when it involves more than one bargaining group, inherently limits an organization's ability to avoid wage compaction.

June 16, 2022

Short of all bargaining groups agreeing to similar pay practices applied throughout, wage compaction cannot be avoided. Other influencing factors may include the impact of mandated minimum wage adjustments, inflation, internal pay inequity for similar positions, changes in job duties/job descriptions, and performance factors.

- **Plan development to address wage compaction.**

- To address wage compaction issues, a base wage analysis of job classifications may be conducted to determine the existence of internal and external wage compaction.
 - An Internal wage compaction analysis identifies wage compaction between classifications within career ladders.
 - An external wage compaction analysis requires a defined control measure; e.g., a wage policy based on average of comparable classifications within a group of survey agencies. An external wage compaction analysis will require a commitment of time and resources, an analysis of costs, and a referral to the City Council for consideration.
- The City of Montclair budget has achieved a level of fiscal health that allows for an external base wage compensation analysis that can lead to a pay policy such as the maintenance of "average wages" based on a comparison of survey agencies. An external base wage compensation analysis is equitable, because it examines the wage for each classification in the organization, compares them to survey agencies, and makes recommendations for adjustments, including the incorporation of policies that establish a defined compensation structure; e.g., tiered levels within a classification.

A compensation analysis may also focus on, or include, other types of compensation adjustments including training and educational opportunities, flexible work schedules, telecommuting (working from home), and earned time off (Earned time off offers employees the opportunity to earn extra time off with pay to help restore their minds and bodies from the arduous tasks most face on the job). The ability to earn more time off can be an attractive incentive for many workers. This latter benefit can help retain a productive workforce for the long-term.

A 2008 survey, *Examining Paid Leave in the Workplace*, published by the Society of Human Resource Management (SHRM) advised that, "Leave and other employee benefits are important tools in the retention efforts for the current and future workplace." However, paid time off costs employers if not managed correctly, right behind the cost of providing health insurance.

June 16, 2022

A compensation analysis may also consider variable or incentive pays as an option in lieu of base pay increases; e.g., incentive pay bonuses for exceptional performance.

Based on the above discussion, the City Manager recommends that during Fiscal Year 2022-23 an external wage compensation analysis be conducted to determine cost-related impacts associated with adjusting classifications based on a pay policy of average of survey cities. The analysis may include other types of compensation as discussed above. The City Manager will report back to the City Council recommendations related to the analysis.

- **Employee Inflation Bonus Adjustment.** Inflation in California is at its highest level in 40 years, and gasoline prices have reached an all-time high, with prices at the pump exceeding \$6.00 per gallon. To help ease the inflation burden on employees, and as part of each full-time and part-time employees compensation package, the City Manager recommends offering full-time and part-time employees an inflation bonus adjustment ("IBA"). The IBA would be provided to each full-time (192) and part-time (87) employee of the City of Montclair hired before July 1, 2022, who is employed and actively and regularly working in the position hired into. The IBA would not be provided to any employee who, prior to July 1, 2022, has been on administrative leave or has otherwise not been regularly and actively working at his or her regular place of employment with the City for thirty- (30) days or more between January 1, 2022 and July 1, 2022.

In the below matrix are various estimates of costs related to providing an IBA based on 192 full-time employees and 87 part-time employees:

- \$1,000 per full-time employee @ 192 = \$192,000
\$1,000 per part-time employee @ 87 = \$87,000
- \$1,250 per full-time employee @ 192 = \$240,000
\$1,250 per part-time employee @ 87 = \$108,750
- \$1,500 per full-time employee @ 192 = \$288,000
\$1,500 per part-time employee @ 87 = \$130,500
- \$1,750 per full-time employee @ 192 = \$336,000
\$1,750 per part-time employee @ 87 = \$152,250
- \$2,000 per full-time employee @ 192 = \$384,000
\$2,000 per part-time employee @ 87 = \$174,000
- \$2,250 per full-time employee @ 192 = \$432,000
\$2,250 per part-time employee @ 87 = \$195,750
- \$2,500 per full-time employee @ 192 = \$480,000
\$2,500 per part-time employee @ 87 = 217,500

June 16, 2022

Based on the above costing, the City Manager recommends a \$1,500 IBA for each full time-employee and a \$1,000 IBA for each part-time employee, for a total of \$375,000 with funds allocated from the Special Purpose Reserve Fund for Unanticipated Personnel Expenditures:

- **Flashing Stop Sign Replacement Program.** The City Council has demonstrated a commitment to the Safe Routes to School Program. A significant, authorized Manual on Uniform Traffic Control Devices (MUTCD) upgrade for the Safe Routes to School Program is the installation of flashing stop signs at designated points throughout the community. City staff estimates that average cost per flashing stop sign is approximately \$1,800, not including installation. An analysis of GIS mapping data indicates that an estimated 433 stop signs are installed throughout the City. Replacing each stop sign would cost approximately \$779,400, not including installation.

City staff has not conducted a detailed analysis of each location where a stop sign exists, traffic conditions, requirements for different types of upgrades, and other relevant factors. However, based on GIS mapping data, City staff estimates that approximately 250 stop sign locations may potentially warrant upgrade to the flashing stop sign configuration at a cost of approximately \$450,000. Contracting for installation of the flashing stop signs is estimated at approximately \$100,000. The City Manager recommends the City Council allocate approximately \$250,000 from the General Fund Unassigned Reserve and \$300,000 from the *2021 Issue of Lease Revenue Bonds*.

City staff will conduct a more thorough analysis and report to the City Council regarding implementation of the Flashing Stop Sign Replacement Program.

CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2022-23 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.

The Fiscal Year 2022-23 Proposed Budget incorporates the following debt service funds:

- The 2014 Issue of Lease Revenue Bonds Debt Service Fund — \$2,587,763;
- The 2021 Issue of Lease Revenue Bonds Debt Service Fund — \$2,394,413;
- The 2021 Issue of Pension Obligation Bonds Debt Service Fund — \$4,437,813.

The Fiscal Year 2022-23 Budget, as proposed, also incorporates the allocation of funds for the following:

- UAL/POBAF pursuant to the UAL/POBAF Pension Policy — \$3,000,000.
- Public Parking Facility Development Fund — \$2,386,263;

June 16, 2022

- Inflation Control Expenditure Fund (ICEF) – \$500,000;
- Economic Development Assets Fund – \$1.5 million.

Improved sales tax revenues, combined with transactions and use tax earnings generated by Measure F and Measure L have contributed greatly to the City's ability to recover in the post-COVID-19 Pandemic era.

Reductions have been made to requests from each Department; however, these reductions have been minimal, and were generally based on a Department's inability to justify need.

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that at 22.29 percent, or \$7.26 million, City staff is nearing the City Council's objective to maintain a fund balance of approximately 25 percent of the General Operating Fund Appropriations Budget. Based on total reserve assets, including \$16,786,263 in Special Purpose Reserve Funds, the total Operating Reserve Ratio (Unassigned and Assigned) is approximately 74 percent.

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 \$10.14 million in Fiscal Year 2022–23 with \$2,393,413 allocated annually to the debt service fund for the *2021 Issue of Lease Revenue Bonds*. Voter approval of Measure L presents the City Council the opportunity to bring critical infrastructure improvements to the community, enhance municipal services, and improve working conditions.

During Fiscal Year 2022-23, City staff will ask the City Council to consider a ballot proposal seeking voter approval of a commercial cannabis sales tax measure – recent polling indicates that approximately 70 percent of likely Montclair voters support the legalization of cannabis, and of those who support legalization, approximately 90 percent support an associated cannabis sales tax.

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 to accomplish this community expectation.

In 2020, the paradigm shifted, a casualty 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 is the City now effectively putting the economic crisis of 2020 behind us. Measure L affords 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;

June 16, 2022

- Continue to evaluate grants and outside funding opportunities to defray General Fund and other fund-related expenditures;
- Seek to develop strategies to improve both the appearance and infrastructure of the community;
- Promote new revenue concepts;
- Pursue development of 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 the City's expanding partnership with CIM Group for investments in North Montclair; and
- Works with legislators and the City Council to move Montclair forward.

Based on the discussions in this *City Manager's Fiscal Year 2022–23 Budget Message*, it is clear the City Council continues to assume a responsive governing body role in prudent fiscal management, and functioning 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 Montclair is a community advancing to the edge of tomorrow.

As the Montclair organization moves into a new fiscal year, its leaders embrace 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 maintenance of its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2022–23 Budget.

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 2022–23 Budget and the City's program of services.

ECS:JK/MF

Sincerely,



Edward C. Starr
City Manager

Budget Summaries

**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 | Special Purpose Revenue Funds | \$1,632,320 | Allocation of revenue to improve the financial stability of the City. |
| General Fund | Economic Dev Assets | \$1,500,000 | Establishment of the Economic Development Assets Fund |
| | TOTAL | <u>\$3,232,320</u> | |

CITY OF MONTCLAIR FISCAL YEAR 2022-23 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. 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 (1161 – 62 & 1165 – 1172) These are smaller grant funds used to augment operation of various programs and projects undertaken by the Human Services Department. Current funding entities include: 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 is 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 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 2022-23, the annual principal and interest lease payment is \$2,588,063, 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 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 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 2022-23, the annual principal and interest lease payment is \$2,394,413, 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 2022-23, the annual principal and interest lease payment is \$4,437,813, 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 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) |
|--|------------------------------|---|---|--|-------------------------------|--------------------------------|
| GENERAL FUND | | | | | | |
| 1001 GENERAL FUND | 35,320,852 | 41,575,186 | 23,765,882 | 41,566,186 | 38,611,863 | (2,963,323) |
| SPECIAL REVENUE FUNDS | | | | | | |
| 1102 GAS TAX FUND | 870,820 | 1,059,930 | 642,384 | 1,059,930 | 1,160,813 | 100,883 |
| 1103 ROAD MAINT REHAB FUND - SECT 2032 | 784,893 | 961,192 | 520,311 | 961,192 | 1,023,795 | 62,603 |
| 1104 MEASURE I FUND | 908,013 | 810,000 | 590,264 | 810,000 | 910,000 | 100,000 |
| 1110 TRAFFIC SAFETY FUND | 94,799 | 110,000 | 61,403 | 98,367 | 90,000 | (20,000) |
| 1112 DISABILITY ACCESS FEE FUND | 8,950 | 8,500 | 6,872 | 9,163 | 9,000 | 500 |
| 1130 PARK MAINTENANCE FUND | 38,055 | 35,000 | 27,373 | 36,497 | 37,000 | 2,000 |
| 1131 PARK DEVELOPMENT FUND | - | 50,000 | 5,600 | 50,000 | 385,000 | 335,000 |
| 1132 C.D.B.G. FUND | 108,776 | 537,477 | 82,620 | 537,477 | 423,164 | (114,313) |
| 1133 MAY BUDGET REVISE CARES ACT DIST | 487,588 | - | - | - | - | - |
| 1134 SB2 PLANNING GRANT FUND | 86,950 | 63,050 | 17,625 | 63,050 | 40,000 | (23,050) |
| 1135 AIR QUALITY IMPROVEMENT FUND | 52,239 | 51,000 | 24,995 | 50,990 | 111,000 | 60,000 |
| 1136 SB COUNTY CARES ACT RELIEF FUND | 487,588 | - | - | - | - | - |
| 1137 SB COUNTY CARES ACT INFRASTRUCTURE FUND | 22,787 | - | (22,787) | - | - | - |
| 1138 SENIOR NUTRITION FUND | 263,372 | 210,279 | 117,963 | 176,945 | 200,542 | (9,737) |
| 1139 AMERICAN RESCUE PLAN FUND | - | 3,250,000 | 4,794,353 | 4,794,353 | 4,794,353 | 1,544,353 |
| 1140 ASSET FORFEITURE FUND - STATE | 1,078 | 25,300 | 5,886 | 25,300 | 10,300 | (15,000) |
| 1141 PROP 30/SB 109 | 379 | 1,100 | - | 1,100 | 379 | (721) |
| 1143 SB 509 PUBLIC SAFETY FUND | 416,649 | 400,000 | 365,092 | 547,638 | 576,788 | 176,788 |
| 1144 FEDERAL ASSET FORFEITURE FUND - DOJ | 65,584 | 33,000 | 15,605 | 33,000 | 31,200 | (1,800) |
| 1146 STATE FORFEITURE - 15% SETASIDE | 269 | 4,800 | 1,039 | 1,685 | 1,650 | (3,150) |
| 1147 ASSET FORFEITURE - TREASURY | 4,952 | 30,040 | 24,293 | 30,040 | 30,040 | - |
| 1148 SCHOOL DISTRICT GRANT FUND | - | 210,600 | 49,158 | 98,316 | 109,512 | (101,088) |
| 1149 COPS ELEAS GRANT | 157,971 | 100,700 | 161,330 | 100,700 | 155,700 | 55,000 |
| 1150 LLE BLOCK GRANT FUND | - | 58,833 | - | 58,833 | 58,833 | - |
| 1151 P.C. 1202.5 CRIME PREVENTION FUND | 119 | 525 | 73 | 150 | 210 | (315) |
| 1152 RECYCLING BLOCK GRANT FUND | 15,425 | 20,200 | (4,892) | 20,200 | 20,200 | - |
| 1153 HOMELESS EMERGENCY AID PROGRAM FUND | 348,323 | - | - | - | - | - |
| 1154 BUREAU OF JUSTICE ASSISTANCE FUND | 36,864 | - | 12,909 | - | - | - |
| 1155 STATEWIDE PARK DEVELOPMENT GRANT | - | 5,137,000 | 180,634 | 5,137,000 | 4,781,390 | (355,610) |
| 1156 HOMELESS HOUSING ASSISTANCE PREVEN FUND | 14,375 | 107,254 | 55,000 | 107,254 | 109,879 | 2,625 |
| 1157 LEAP GRANT FUND | - | 150,000 | 22,993 | 150,000 | 125,000 | (25,000) |
| 1160 AFTER-SCHOOL PROGRAM GRANT FUND | 1,263,539 | 1,339,415 | 1,041,366 | 1,339,415 | 1,503,207 | 163,792 |
| 1161 OTS GRANT | 7,556 | - | - | - | - | - |

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) |
|---|----------------------|---|------------------------------------|--|-----------------------|------------------------|
| 1162 CITY OF HOPE | - | - | - | - | 700 | 700 |
| 1163 SAFETY DEPARTMENT GRANT FUND | 145,615 | 209,630 | 22,878 | 209,630 | 10,000 | (199,630) |
| 1167 RESOURCE CENTER GRANT (OMSD) | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | - |
| 1168 TITLE IIIB SR SUPPORT SERVICES | 63,100 | 30,000 | 18,609 | 27,914 | 40,000 | 10,000 |
| 1169 HEALTHY COMMUNITIES STRATEGIC PLAN | - | - | - | - | 16,451 | 16,451 |
| 1171 ASES SUPPLEMENTAL GRANT FUND | 119,847 | 119,846 | 98,774 | 119,846 | 125,000 | 5,154 |
| 1180 E.M.S. - PARAMEDIC FUND | 44,351 | 49,350 | 33,008 | 48,256 | 47,850 | (1,500) |
| 1181 CONTRIBUTIONS/DONATIONS FUND | - | 500 | - | 500 | 500 | - |
| 1704 SEWER EXPANSION FEE FUND | 14,842 | 102,500 | 8,439 | 13,752 | 52,500 | (50,000) |
| 1740 DEVELOPER IMPACT FEES - LOCAL | 77,788 | 100,000 | 26,896 | 100,000 | 100,000 | - |
| 1741 DEVELOPER IMPACT FEES - REGION | 175,677 | 200,000 | 60,978 | 200,000 | 200,000 | - |
| 1742 BURRTEC PAVEMENT IMPACT FEES | 74,408 | 75,000 | 37,354 | 74,708 | 75,000 | - |
| 1744 UTILITY UNDERGROUNDING IN-LEIU | 164,870 | - | - | - | - | - |
| 1745 GENERAL PLAN UPDATE FEES | 11,703 | 12,000 | 8,875 | 11,833 | 12,000 | - |
| 1746 HOUSING TRUST FUND | - | - | - | - | - | - |
| 1748 PUBLIC-EDUCATION-GOV'T FEES (PEG) | 26,700 | 30,000 | 27,789 | 37,052 | 30,000 | - |
| <u>CAPITAL PROJECTS FUNDS</u> | | | | | | |
| 1206 ECONOMIC DEVELOPMENT FUND | 998,654 | 845,000 | 1,022,388 | 845,000 | 1,050,000 | 205,000 |
| 1250/51 SA BOND PROCEEDS | 67,700 | 210,000 | 15,431 | 210,000 | 75,000 | (135,000) |
| 1253 2021 LEASE REVENUE BOND PROCEEDS | - | - | - | - | 90,000 | 90,000 |
| <u>SPECIAL ASSESSMENT FUNDS</u> | | | | | | |
| 1601 CFD 2011-1 (Maint-PubSafety) FUND | 141,016 | 113,500 | 70,284 | 113,500 | 155,129 | 41,629 |
| 1602 CFD 2011-2 (Maint-PubSafety) FUND | 41,127 | 40,932 | 23,854 | 40,932 | 45,111 | 4,179 |
| <u>DEBT SERVICE FUND</u> | | | | | | |
| 1302 2014 REFUNDING BONDS | 2,588,168 | 2,590,387 | 1,663,621 | 2,590,387 | 2,587,763 | (2,624) |
| 1303 2021 LEASE REVENUE BONDS | - | 2,600,000 | 2,600,000 | 2,600,000 | 2,394,413 | (205,587) |
| 1304 PENSION OBLIGATION BONDS | - | - | - | - | 4,437,813 | 4,437,813 |
| <u>ENTERPRISE FUND</u> | | | | | | |
| 1501 SEWER OPERATING FUND | 5,140,605 | 5,016,000 | 3,500,479 | 4,677,306 | 5,012,000 | (4,000) |
| 1502 SEWER REPLACEMENT FUND | 220,460 | 241,500 | - | 241,500 | 237,500 | (4,000) |
| <u>RESERVE FUNDS</u> | | | | | | |
| GENERAL FUND RESERVES | - | - | 9,000 | - | - | - |
| TOTAL REVENUE - ALL FUNDS | 52,013,896 | 68,955,026 | 41,842,501 | 70,055,397 | 72,134,048 | 3,179,022 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| GENERAL FUND - 1001 | | | | | | | |
| Taxes | | | | | | | |
| Property - Secured | 2,978,351 | 3,315,998 | 1,957,511 | | 3,315,998 | 3,400,000 | 84,002 |
| Property - Unsecured | 188,393 | 200,000 | 105,472 | | 200,000 | 200,000 | - |
| Property Tax in Lieu of VLF (HdL) | 4,004,537 | 4,379,050 | 2,189,525 | | 4,379,050 | 4,588,368 | 209,318 |
| Sales & Use (HdL) | 14,962,273 | 15,957,448 | 9,636,110 | | 15,957,448 | 12,183,114 | (3,774,334) |
| Transaction & Use Tax Measure "F" (HdL) | 636,073 | 471,534 | - | | 471,534 | 178,891 | (292,643) |
| Transaction & Use Tax Measure "L" (HdL) | 2,436,253 | 7,752,700 | 3,852,290 | | 7,752,700 | 8,168,030 | 415,330 |
| Prop Tax Pass Thru from SRED | 310,319 | 400,000 | 222,004 | | 400,000 | 444,000 | 44,000 |
| Transient Occupancy | 2,436,253 | 75,000 | 44,434 | | 75,000 | 80,000 | 5,000 |
| Document Transfer | 63,269 | 140,000 | 111,791 | | 140,000 | 150,000 | 10,000 |
| Franchise | 131,974 | 750,000 | 218,883 | | 750,000 | 800,000 | 50,000 |
| Business License | 815,202 | 800,000 | 664,606 | | 800,000 | 800,000 | - |
| Utility Users | 732,064 | 1,800,000 | 1,280,034 | | 1,800,000 | 1,800,000 | - |
| Total Taxes | 29,694,961 | 36,041,730 | 20,282,660 | | 36,041,730 | 32,792,403 | (3,249,327) |
| Licenses and Permits | | | | | | | |
| Alarm Permits | 900 | 1,100 | 700 | | 1,100 | 1,100 | - |
| Bicycle & Other Permits | - | - | - | | - | - | - |
| Building Permits | 373,808 | 400,000 | 290,218 | | 400,000 | 400,000 | - |
| Moving Permits | 9,640 | 10,000 | 8,100 | | 10,000 | 10,000 | - |
| Yard Sale Permits | 10 | - | - | | - | 3,000 | 3,000 |
| Construction Permits | 125,714 | 95,000 | 63,309 | | 95,000 | 95,000 | - |
| Encroachment Permits | 280 | 250 | 350 | | 250 | 300 | 50 |
| Gun Dealer Permits | 25 | 25 | - | | 25 | 25 | - |
| Total Licenses and Permits | 510,377 | 506,375 | 362,677 | | 506,375 | 509,425 | 3,050 |
| Intergovernmental Revenues | | | | | | | |
| Motor Vehicle In-Lieu Tax | 28,963 | 45,746 | 45,746 | | 45,746 | 46,000 | 254 |
| Property Tax Loss Relief | 24,177 | 25,000 | 11,646 | | 25,000 | 25,000 | - |
| Police Officer Training Reimbursement | 3,927 | 20,000 | 11,529 | | 20,000 | 20,000 | - |
| SB 90 Claim Reimbursement | 27,690 | 40,000 | 35,784 | | 40,000 | 35,000 | (5,000) |
| OES Reimbursements | 105,489 | 50,000 | - | | 50,000 | 50,000 | - |
| Greyhound Transcenter Lease | - | 9,000 | - | | - | 21,600 | 12,600 |
| FEMA COVID-19 Reimbursement | 47,890 | - | - | | - | - | - |
| Total Intergovernmental Revenues | 238,136 | 189,746 | 104,705 | | 180,746 | 197,600 | 7,854 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|-----------------------------------|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| Fines and Forfeitures | | | | | | | |
| Court Fines | 37,565 | 40,000 | 21,559 | | 40,000 | 40,000 | - |
| Parking Citations | 175,409 | 150,000 | 139,293 | | 150,000 | 175,000 | 25,000 |
| False Alarms | 11,400 | 16,000 | 11,150 | | 16,000 | 16,000 | - |
| Restitution | 88 | 2,000 | 1,661 | | 2,000 | 2,000 | - |
| Evidence Forfeitures | - | 500 | - | | 500 | 500 | - |
| Auto Repo Fees | 1,320 | 1,700 | 1,275 | | 1,700 | 1,700 | - |
| Vehicle Release Fees | 54,900 | 60,000 | 39,000 | | 60,000 | 60,000 | - |
| Administrative Citations | 7,450 | 900 | 70 | | 900 | 2,500 | 1,600 |
| OPTS Vehicle Impound Fees | 46,057 | 60,000 | 31,636 | | 60,000 | 50,000 | (10,000) |
| PD Citations | - | 900 | - | | 900 | 900 | - |
| PW/CD Citations | - | 200 | - | | 200 | 200 | - |
| Total Fines and Forfeits | 334,189 | 332,200 | 245,644 | | 332,200 | 348,800 | 16,600 |
| Charges for Services | | | | | | | |
| Sale of Printed Materials | 771 | 1,000 | 393 | | 1,000 | 1,000 | - |
| Notary Fees | - | - | - | | - | - | - |
| Special Police Services | 53,189 | 10,000 | 8,573 | | 10,000 | 15,000 | 5,000 |
| Fingerprints | (3,516) | - | (1,869) | | - | - | - |
| Fire Department Service Fees | 24,885 | 20,000 | 16,331 | | 20,000 | 20,000 | - |
| Credit Card Convenience Fee | 2,671 | 2,500 | 4,070 | | 2,500 | 5,000 | 2,500 |
| Rubbish Collection Fees | 2,863,260 | 2,750,000 | 1,848,597 | | 2,750,000 | 2,900,000 | 150,000 |
| General Sanitation Fee | 511,028 | 400,000 | - | | 400,000 | 400,000 | - |
| Burrtec Contract Maintenance Fee | 250,000 | 250,000 | 135,417 | | 250,000 | 250,000 | - |
| Zoning/Subdivision Fees | 100,974 | 90,000 | 110,483 | | 90,000 | 110,000 | 20,000 |
| Plan Checking Fees | 309,650 | 250,000 | 236,390 | | 250,000 | 250,000 | - |
| Recreation Fees | 152 | - | 5 | | - | 2,500 | 2,500 |
| Service Center Fees | 253 | 225 | 225 | | 225 | 225 | - |
| Program Costs - Reimbursed | 1,725 | 1,000 | 340 | | 1,000 | 20,000 | 19,000 |
| Country Fair Jamboree | - | 13,000 | 5,000 | | 13,000 | 13,000 | - |
| Human Services Classes | - | - | - | | - | 3,000 | 3,000 |
| Total Charges for Services | 4,115,042 | 3,787,725 | 2,363,955 | | 3,787,725 | 3,989,725 | 202,000 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|--------------------------------|------------------------------|---|---|---|--|-------------------------------|--|
| Miscellaneous Revenue | | | | | | | |
| Interest Income | 71,120 | 295,000 | 16,874 | | 295,000 | 295,000 | - |
| Library Rentals | 65,550 | 66,000 | 50,085 | | 66,000 | 68,000 | 2,000 |
| Cash Over/Short | 57 | 10 | (49) | | 10 | 10 | - |
| Police Auction | - | 5,000 | - | | 5,000 | 5,000 | - |
| Reimbursed Expenditures | 7,346 | 30,000 | 39,961 | | 30,000 | 50,000 | 20,000 |
| Special Event Reimbursement | - | - | - | | - | 500 | 500 |
| Emergency Response Reimb | 23,887 | 20,000 | 19,108 | | 20,000 | 20,000 | - |
| Donations & Contributions | - | 500 | - | | 500 | 500 | - |
| Senior Birthday Donations | 50 | - | 1,250 | | - | 500 | 500 |
| Subpoena Witness Reimbursement | - | 400 | - | | 400 | 400 | - |
| Pulice Lot Rent Agreement | 36,000 | 36,000 | 27,000 | | 36,000 | 36,000 | - |
| Cell Tower Rental | 125,361 | 130,000 | 96,453 | | 130,000 | 130,000 | - |
| Other Miscellaneous Revenue | 89,401 | 125,000 | 149,595 | | 125,000 | 160,000 | 35,000 |
| Police Range Revenue | 9,375 | 9,000 | 5,475 | | 9,000 | 7,500 | (1,500) |
| Mini School Snacks | - | - | - | | - | - | - |
| Youth Center Snacks | - | 500 | 489 | | 500 | 500 | - |
| Basketball Snacks | - | - | - | | - | - | - |
| Total Miscellaneous Revenue | <u>428,147</u> | <u>717,410</u> | <u>406,241</u> | | <u>717,410</u> | <u>773,910</u> | <u>56,500</u> |
| TOTAL - 1001 | <u>35,320,852</u> | <u>41,575,186</u> | <u>23,765,882</u> | | <u>41,566,186</u> | <u>38,611,863</u> | <u>(2,963,323)</u> |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|--|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| GAS TAX FUND - 1102 | | | | | | | |
| Section 2106 | 127,924 | 141,045 | 98,275 | | 141,045 | 158,806 | 17,761 |
| Section 2107 | 272,241 | 289,808 | 166,295 | | 289,808 | 349,027 | 59,219 |
| Section 2107.5 | 6,000 | 6,000 | 6,000 | | 6,000 | 6,000 | - |
| Section 2103 - Fuel Tax Swap | 263,467 | 349,496 | 221,682 | | 349,496 | 390,000 | 40,504 |
| Section 2105 | 201,188 | 227,733 | 150,132 | | 227,733 | 255,480 | 27,747 |
| Loan Repayment | - | 44,348 | - | | 44,348 | - | (44,348) |
| Interest Income | - | 1,500 | - | | 1,500 | 1,500 | - |
| TOTAL - 1102 | 870,820 | 1,059,930 | 642,384 | | 1,059,930 | 1,160,813 | 100,883 |
| ROAD MAINT REHABILITATION - 1103 | | | | | | | |
| Section 2032 Road Maint Rehab | 732,087 | 773,247 | 458,538 | | 773,247 | 902,623 | 129,376 |
| SB1 - San Antonio Creek Trail | 47,826 | 177,945 | 61,773 | | 177,945 | 116,172 | (61,773) |
| Interest Income | 4,980 | 10,000 | - | | 10,000 | 5,000 | (5,000) |
| TOTAL - 1103 | 784,893 | 961,192 | 520,311 | | 961,192 | 1,023,795 | 62,603 |
| MEASURE I FUND - 1104 | | | | | | | |
| Measure I Sales - Local | 897,155 | 800,000 | 590,264 | | 800,000 | 900,000 | 100,000 |
| Interest Income | 10,858 | 10,000 | - | | 10,000 | 10,000 | - |
| TOTAL - 1104 | 908,013 | 810,000 | 590,264 | | 810,000 | 910,000 | 100,000 |
| TRAFFIC SAFETY FUND - 1110 | | | | | | | |
| C.V.C. Parking Citations | 62,114 | 60,000 | 43,303 | 7.0 | 74,234 | 60,000 | - |
| Other C.V.C. Fines | 32,685 | 50,000 | 18,100 | 9.0 | 24,133 | 30,000 | (20,000) |
| TOTAL - 1110 | 94,799 | 110,000 | 61,403 | | 98,367 | 90,000 | (20,000) |
| DISABILITY ACCESS FEE FUND - 1112 | | | | | | | |
| Disability Access Fee | 8,950 | 8,500 | 6,872 | 9.0 | 9,163 | 9,000 | 500 |
| TOTAL - 1112 | 8,950 | 8,500 | 6,872 | | 9,163 | 9,000 | 500 |
| PARK MAINTENANCE FUND - 1130 | | | | | | | |
| Cellular Antenna Site Rental | 38,055 | 35,000 | 27,373 | 9.0 | 36,497 | 37,000 | 2,000 |
| TOTAL - 1130 | 38,055 | 35,000 | 27,373 | | 36,497 | 37,000 | 2,000 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| PARK DEVELOPMENT FUND - 1131 | | | | | | | |
| "Quimby Act" Fees | - | 50,000 | 5,600 | | 50,000 | 385,000 | 335,000 |
| Other Revenues | - | - | - | | - | - | - |
| TOTAL - 1131 | - | 50,000 | 5,600 | | 50,000 | 385,000 | 335,000 |
| C.D.B.G. FUND - 1132 | | | | | | | |
| CDBG Revenue | 108,776 | 228,859 | 82,620 | | 228,859 | 423,164 | 194,305 |
| CDBG-CV Revenue | - | 98,018 | - | | 98,018 | - | (98,018) |
| CDBG-CV3 Revenue | - | 210,600 | - | | 210,600 | - | (210,600) |
| TOTAL - 1132 | 108,776 | 537,477 | 82,620 | | 537,477 | 423,164 | (114,313) |
| MAY BUDGET REVISE CARES ACT DIST - 1133 | | | | | | | |
| May Budget Revise Cares Act Distributon | 487,588 | - | - | | - | - | - |
| TOTAL - 1133 | 487,588 | - | - | | - | - | - |
| SB2 PLANNING GRANT FUND - 1134 | | | | | | | |
| SB2 Planning Grant | 86,950 | 63,050 | 17,625 | | 63,050 | 40,000 | (23,050) |
| TOTAL - 1134 | 86,950 | 63,050 | 17,625 | | 63,050 | 40,000 | (23,050) |
| AIR QUALITY IMPROVEMENT FUND - 1135 | | | | | | | |
| AB 2766 Motor Vehicle Fees | 51,565 | 50,000 | 24,995 | 6.0 | 49,990 | 50,000 | - |
| AB 2766 Discretionary Fund | - | - | - | | - | 60,000 | 60,000 |
| Interest Income | 674 | 1,000 | - | | 1,000 | 1,000 | - |
| TOTAL - 1135 | 52,239 | 51,000 | 24,995 | | 50,990 | 111,000 | 60,000 |
| SB COUNTY CARES ACT RELIEF FUND - 1136 | | | | | | | |
| SB County Cares Act Relief | 487,588 | - | - | | - | - | - |
| TOTAL - 1136 | 487,588 | - | - | | - | - | - |
| SB COUNTY CARES ACT INFRASTRUCTURE FUND - 1137 | | | | | | | |
| SB County Cares Act Infrastructure | 22,787 | - | (22,787) | | - | - | - |
| TOTAL - 1137 | 22,787 | - | (22,787) | | - | - | - |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| SENIOR NUTRITION FUND - 1138 | | | | | | | |
| Nutritional Meals IIIC1/NSIP | 205,428 | 171,279 | 80,462 | 8.0 | 120,693 | 161,542 | (9,737) |
| Contributions/Donations | 57,944 | 39,000 | 37,501 | 8.0 | 56,252 | 39,000 | - |
| TOTAL - 1138 | 263,372 | 210,279 | 117,963 | | 176,945 | 200,542 | (9,737) |
| AMERICAN RESCUE PLAN FUND - 1139 | | | | | | | |
| American Rescue Plan | - | 3,250,000 | 4,794,353 | | 4,794,353 | 4,794,353 | 1,544,353 |
| TOTAL - 1139 | - | 3,250,000 | 4,794,353 | | 4,794,353 | 4,794,353 | 1,544,353 |
| FORFEITURE FUND - STATE - 1140 | | | | | | | |
| Forfeited Money/Property | 732 | 25,000 | 5,886 | | 25,000 | 10,000 | (15,000) |
| Interest Income | 346 | 300 | - | | 300 | 300 | - |
| TOTAL - 1140 | 1,078 | 25,300 | 5,886 | | 25,300 | 10,300 | (15,000) |
| PROP 30/AB 109 FUND - 1141 | | | | | | | |
| Prop 30/AB 109 | - | - | - | | - | - | - |
| Interest Income | 379 | 1,100 | - | | 1,100 | 379 | (721) |
| TOTAL - 1141 | 379 | 1,100 | - | | 1,100 | 379 | (721) |
| PUBLIC SAFETY FUND - 1143 | | | | | | | |
| Proposition 172 Sales Tax | 416,649 | 400,000 | 365,092 | 8.0 | 547,638 | 576,788 | 176,788 |
| TOTAL - 1143 | 416,649 | 400,000 | 365,092 | | 547,638 | 576,788 | 176,788 |
| FEDERAL ASSET FORFEITURE FUND - DOJ - 1144 | | | | | | | |
| Forfeited Money/Property | 64,336 | 30,000 | 15,605 | | 30,000 | 30,000 | - |
| Interest Income | 1,248 | 3,000 | - | | 3,000 | 1,200 | (1,800) |
| TOTAL - 1144 | 65,584 | 33,000 | 15,605 | | 33,000 | 31,200 | (1,800) |
| STATE FORFEITURE - 15% SETASIDE - 1146 | | | | | | | |
| Forfeited Money | 129 | 4,500 | 1,039 | 9.0 | 1,385 | 1,500 | (3,000) |
| Interest Income | 140 | 300 | - | | 300 | 150 | (150) |
| TOTAL - 1146 | 269 | 4,800 | 1,039 | | 1,685 | 1,650 | (3,150) |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| FED ASSET FORFEITURE-TREASURY - 1147 | | | | | | | |
| Treasury-Fed Forfeitures | 4,666 | 30,000 | 24,293 | | 30,000 | 30,000 | - |
| Interest Income | 286 | 40 | - | | 40 | 40 | - |
| TOTAL - 1147 | 4,952 | 30,040 | 24,293 | | 30,040 | 30,040 | - |
| SCHOOL DISTRICT GRANT FUND - 1148 | | | | | | | |
| ChaffeyHSD Reimb. - Safe Schools | - | 210,600 | 49,158 | 6.0 | 98,316 | 109,512 | (101,088) |
| TOTAL - 1148 | - | 210,600 | 49,158 | | 98,316 | 109,512 | (101,088) |
| STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149 | | | | | | | |
| Citizens Option for Public Safety | 156,893 | 100,000 | 161,330 | | 100,000 | 155,000 | 55,000 |
| Interest Income | 1,078 | 700 | - | | 700 | 700 | - |
| TOTAL - 1149 | 157,971 | 100,700 | 161,330 | | 100,700 | 155,700 | 55,000 |
| LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150 | | | | | | | |
| Law Enforcement Block Grant | - | 58,733 | - | | 58,733 | 58,733 | - |
| Interest Income | - | 100 | - | | 100 | 100 | - |
| TOTAL - 1150 | - | 58,833 | - | | 58,833 | 58,833 | - |
| P.C. 1202.5 CRIME PREVENTION FUND - 1151 | | | | | | | |
| P.C. 1202.5 Fines | 112 | 500 | 73 | 7.0 | 125 | 200 | (300) |
| Interest Income | 7 | 25 | - | | 25 | 10 | (15) |
| TOTAL - 1151 | 119 | 525 | 73 | | 150 | 210 | (315) |
| RECYCLING BLOCK GRANT FUND - 1152 | | | | | | | |
| Used Oil Block Grant | 5,156 | 10,000 | (4,870) | | 10,000 | 10,000 | - |
| Beverage Recycling Grant | 10,018 | 10,000 | (22) | | 10,000 | 10,000 | - |
| Interest Income | 251 | 200 | - | | 200 | 200 | - |
| TOTAL - 1152 | 15,425 | 20,200 | (4,892) | | 20,200 | 20,200 | - |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|--|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| HOMELESS EMERGENCY AID PROGRAM - 1153 | | | | | | | |
| Homeless Grant | 152,974 | - | - | | - | - | - |
| Project Roomkey | 195,349 | - | - | | - | - | - |
| TOTAL - 1153 | 348,323 | - | - | | - | - | - |
| BUREAU OF JUSTICE ASSISTANCE FUND - 1154 | | | | | | | |
| Bureau of Justice Assistance Grant | 36,864 | - | 12,909 | | - | - | - |
| TOTAL - 1154 | 36,864 | - | 12,909 | | - | - | - |
| STATEWIDE PARK DEVELOPMENT GRANT - 1155 | | | | | | | |
| Statewide Park Development Grant | - | 5,137,000 | 180,634 | | 5,137,000 | 4,781,390 | (355,610) |
| TOTAL - 1155 | - | 5,137,000 | 180,634 | | 5,137,000 | 4,781,390 | (355,610) |
| HOMELESS HOUSING ASSISTANCE PREVEN - 1156 | | | | | | | |
| Homeless Housing Assist Preven Grant | 14,375 | 107,254 | 55,000 | | 107,254 | 109,879 | 2,625 |
| TOTAL - 1156 | 14,375 | 107,254 | 55,000 | | 107,254 | 109,879 | 2,625 |
| LEAP GRANT FUND - 1157 | | | | | | | |
| LEAP Grant | - | 150,000 | 22,993 | | 150,000 | 125,000 | (25,000) |
| TOTAL - 1157 | - | 150,000 | 22,993 | | 150,000 | 125,000 | (25,000) |
| AFTER-SCHOOL PROGRAM GRANT FUND - 1160 | | | | | | | |
| Expanded Learning Program | 1,263,539 | 1,339,415 | 1,041,366 | | 1,339,415 | 1,503,207 | 163,792 |
| TOTAL - 1160 | 1,263,539 | 1,339,415 | 1,041,366 | | 1,339,415 | 1,503,207 | 163,792 |
| OTS GRANT FUND - 1161 | | | | | | | |
| OTS Grant | 7,556 | - | - | | - | - | - |
| TOTAL - 1161 | 7,556 | - | - | | - | - | - |
| CITY OF HOPE GRANT - 1162 | | | | | | | |
| City of Hope Grant | - | - | - | | - | 700 | 700 |
| TOTAL - 1162 | - | - | - | | - | 700 | 700 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|--|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| SAFETY DEPARTMENT GRANTS - 1163 | | | | | | | |
| OTS Grant Programs | 21,582 | 40,000 | 8,301 | | 40,000 | 10,000 | (30,000) |
| Homeland Security Grant Programs | 33,124 | - | 14,577 | | - | - | - |
| COP Grant Programs | - | 169,630 | - | | 169,630 | - | (169,630) |
| DOT Grant Programs | - | - | - | | - | - | - |
| AFG Grant Programs | 90,909 | - | - | | - | - | - |
| TOTAL - 1163 | 145,615 | 209,630 | 22,878 | | 209,630 | 10,000 | (199,630) |
| RESOURCE CENTER GRANTS - 1167 | | | | | | | |
| Resource Center OMSD Revenue | 28,500 | 28,500 | 28,500 | | 28,500 | 28,500 | - |
| TOTAL - 1167 | 28,500 | 28,500 | 28,500 | | 28,500 | 28,500 | - |
| TITLE IIIB SR SUPPORT SERVICES - 1168 | | | | | | | |
| Sr Support Svcs Title IIIB | 63,100 | 30,000 | 18,609 | 8.0 | 27,914 | 40,000 | 10,000 |
| TOTAL - 1168 | 63,100 | 30,000 | 18,609 | | 27,914 | 40,000 | 10,000 |
| HEALTHY COMMUNITIES STRATEGIC PLAN - 1169 | | | | | | | |
| Healthy Communities Plan | - | - | - | 8.0 | - | 16,451 | 16,451 |
| TOTAL - 1169 | - | - | - | | - | 16,451 | 16,451 |
| ASES SUPPLEMENTAL GRANT FUND - 1171 | | | | | | | |
| Supplemental Grant | 119,847 | 119,846 | 98,774 | | 119,846 | 125,000 | 5,154 |
| TOTAL - 1171 | 119,847 | 119,846 | 98,774 | | 119,846 | 125,000 | 5,154 |
| E.M.S. - PARAMEDIC FUND - 1180 | | | | | | | |
| Subscription Fees | 13,664 | 15,000 | 10,485 | 9.0 | 13,980 | 15,000 | - |
| Wittman Collections | 25,922 | 30,000 | 21,049 | 9.0 | 28,065 | 30,000 | - |
| Vehicle Fluid Recovery Program | 124 | 4,000 | - | | 4,000 | 350 | (3,650) |
| ARS Collections | 4,641 | 350 | 1,474 | 8.0 | 2,211 | 2,500 | 2,150 |
| TOTAL - 1180 | 44,351 | 49,350 | 33,008 | | 48,256 | 47,850 | (1,500) |
| CITY CONTRIBUTIONS/DONATIONS - 1181 | | | | | | | |
| Contributions/Donations | - | 500 | - | | 500 | 500 | - |
| TOTAL - 1181 | - | 500 | - | | 500 | 500 | - |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| ECONOMIC DEVELOPMENT FUND - 1206 | | | | | | | |
| RPTTF Property Taxes | 998,654 | 845,000 | 1,022,388 | | 845,000 | 1,050,000 | 205,000 |
| TOTAL - 1206 | 998,654 | 845,000 | 1,022,388 | | 845,000 | 1,050,000 | 205,000 |
| SABOND PROCEEDS - TAXABLE - 1250 | | | | | | | |
| Interest Income | 24,629 | 70,000 | 5,680 | | 70,000 | 25,000 | (45,000) |
| TOTAL - 1250 | 24,629 | 70,000 | 5,680 | | 70,000 | 25,000 | (45,000) |
| SABOND PROCEEDS - TAX EXEMPT - 1251 | | | | | | | |
| Interest Income | 43,071 | 140,000 | 9,751 | | 140,000 | 50,000 | (90,000) |
| TOTAL - 1251 | 43,071 | 140,000 | 9,751 | | 140,000 | 50,000 | (90,000) |
| 2021 LEASE REVENUE BOND PROCEEDS - 1253 | | | | | | | |
| Interest Income | - | - | - | | - | 90,000 | 90,000 |
| TOTAL - 1253 | - | - | - | | - | 90,000 | 90,000 |
| 2014 REFUNDING BONDS DEBT SERVICE - 1302 | | | | | | | |
| Transfer from Bond Proceeds/Interest Income | 8 | 300 | - | | 300 | 300 | - |
| Transaction & Use Tax "F"/Debt Service | 1,838,160 | 1,840,087 | 1,663,621 | | 1,840,087 | 2,587,463 | 747,376 |
| RPTTF Property Taxes/Debt Service | 750,000 | 750,000 | - | | 750,000 | - | (750,000) |
| TOTAL - 1302 | 2,588,168 | 2,590,387 | 1,663,621 | | 2,590,387 | 2,587,763 | (2,624) |
| 2021 LEASE REVENUE BONDS DEBT SERVICE - 1303 | | | | | | | |
| Interest Income | - | - | - | | - | - | - |
| Transaction & Use Tax "L"/Debt Service | - | 2,600,000 | 2,600,000 | | 2,600,000 | 2,394,413 | (205,587) |
| TOTAL - 1303 | - | 2,600,000 | 2,600,000 | | 2,600,000 | 2,394,413 | (205,587) |
| PENSION OBLIGATION BONDS - 1304 | | | | | | | |
| Sales & Use Tax/Debt Service | - | - | - | | - | 4,437,813 | 4,437,813 |
| TOTAL - 1304 | - | - | - | | - | 4,437,813 | 4,437,813 |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|--|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| SEWER OPERATING FUND - 1501 | | | | | | | |
| Sewer Maint. Fees less Expansion Fees | 5,130,179 | 5,000,000 | 3,497,525 | 9.0 | 4,663,367 | 5,000,000 | - |
| Sewer Availability Fees | 4,580 | 6,000 | 2,954 | 9.0 | 3,939 | 6,000 | - |
| Interest Income/Misc Revenue | 5,846 | 10,000 | - | | 10,000 | 6,000 | (4,000) |
| TOTAL - 1501 | 5,140,605 | 5,016,000 | 3,500,479 | | 4,677,306 | 5,012,000 | (4,000) |
| SEWER REPLACEMENT FUND - 1502 | | | | | | | |
| Sewer Expansion Fees | 213,927 | 231,000 | - | | 231,000 | 231,000 | - |
| Interest Income | 6,533 | 10,500 | - | | 10,500 | 6,500 | (4,000) |
| TOTAL - 1502 | 220,460 | 241,500 | - | | 241,500 | 237,500 | (4,000) |
| CFD 2011-1 (Maint-Pub Safety) FUND - 1601 | | | | | | | |
| CFD 2011-1 Property Tax | 140,573 | 113,000 | 70,284 | | 113,000 | 154,629 | 41,629 |
| Interest Income | 443 | 500 | - | | 500 | 500 | - |
| TOTAL - 1601 | 141,016 | 113,500 | 70,284 | | 113,500 | 155,129 | 41,629 |
| CFD 2011-2 (Maint-Pub Safety) FUND - 1602 | | | | | | | |
| CFD 2011-2 Property Tax | 40,846 | 40,782 | 23,854 | | 40,782 | 44,861 | 4,079 |
| Interest Income | 281 | 150 | - | | 150 | 250 | 100 |
| TOTAL - 1602 | 41,127 | 40,932 | 23,854 | | 40,932 | 45,111 | 4,179 |
| SEWER EXPANSION FEE FUND - 1704 | | | | | | | |
| Sewer Expansion Fees | 12,987 | 100,000 | 8,439 | 9.0 | 11,252 | 50,000 | (50,000) |
| Interest Income | 1,855 | 2,500 | - | | 2,500 | 2,500 | - |
| TOTAL - 1704 | 14,842 | 102,500 | 8,439 | | 13,752 | 52,500 | (50,000) |
| DEVELOPER IMPACT FEES - LOCAL - 1740 | | | | | | | |
| Developer Impact Fees - Local | 77,788 | 100,000 | 26,896 | | 100,000 | 100,000 | - |
| TOTAL - 1740 | 77,788 | 100,000 | 26,896 | | 100,000 | 100,000 | - |

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

| | 2020-2021 Audited | 2021-2022 Revised Budget Thru 3/2022 | 2021-2022 Actual Thru 3/2022 | Months In Current Actual | Revised Budget or Annualization of Actual | 2022-2023 Estimate | Increase (Decrease) over Revised Budget |
|---|----------------------|---|------------------------------------|-----------------------------------|--|-----------------------|---|
| DEVELOPER IMPACT FEES - REGIONAL - 1741 | | | | | | | |
| Developer Impact Fees - Regional | 175,677 | 200,000 | 60,978 | | 200,000 | 200,000 | - |
| TOTAL - 1741 | 175,677 | 200,000 | 60,978 | | 200,000 | 200,000 | - |
| BURRTEC PAVEMENT IMPACT FEES - 1742 | | | | | | | |
| Pavement Impact Fees | 74,408 | 75,000 | 37,354 | 6.0 | 74,708 | 75,000 | - |
| TOTAL - 1742 | 74,408 | 75,000 | 37,354 | | 74,708 | 75,000 | - |
| UTILITY UNDERGROUNDING IN LIEU - 1744 | | | | | | | |
| Undergrounding in Lieu Fees | 164,870 | - | - | | - | - | - |
| TOTAL - 1744 | 164,870 | - | - | | - | - | - |
| GENERAL PLAN UPDATE FEES (LP) - 1745 | | | | | | | |
| General Plan Update Fees | 11,703 | 12,000 | 8,875 | 9.0 | 11,833 | 12,000 | - |
| TOTAL - 1745 | 11,703 | 12,000 | 8,875 | | 11,833 | 12,000 | - |
| HOUSING FUND - 1746 | | | | | | | |
| Inclusionary Housing Fees | - | - | - | | - | - | - |
| TOTAL - 1746 | - | - | - | | - | - | - |
| PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748 | | | | | | | |
| PEG fees | 26,700 | 30,000 | 27,789 | 9.0 | 37,052 | 30,000 | - |
| TOTAL - 1748 | 26,700 | 30,000 | 27,789 | | 37,052 | 30,000 | - |
| EQUIPMENT REPLACEMENT FUND - 1750 | | | | | | | |
| Sale of City Property | - | - | 9,000 | | - | - | - |
| TOTAL - 1750 | - | - | 9,000 | | - | - | - |
| TOTAL - ALL FUNDS | 52,013,896 | 68,955,026 | 41,842,501 | | 70,055,397 | 72,134,048 | 3,179,022 |

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

Revised estimates were based upon data available at April 30, 2022.

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

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

Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.

Property Transfer Tax

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

Basis for Estimate: Estimate is based upon the City's actual collection experience for the previous fiscal year.

Franchise Fees

Description: Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Charter Communications, Frontier, and Burretec Waste Industries, Inc.

Basis for Estimate: Estimate is based upon actual collection experience for the prior fiscal year.

Business License Tax

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

Basis for Estimate: Estimate is based upon prior year experience.

Utility Users Tax

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

Basis for Estimate: Estimate is based upon prior year experience and recognizes a modest decrease.

Building Permits

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

Basis for Estimate: Estimate is based upon current budget projections provided by the Building Official.

Alarm Permits

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

Basis for Estimate: Estimate is based upon prior year experience.

Construction Permits

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

Basis for Estimate: Estimate is based upon prior year experience.

Motor Vehicle In-Lieu Tax

Description: The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of 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.

Basis for Estimate: Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.

| | |
|-------------------------------------|--|
| 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 plus an expected decrease due to the COVID-19 pandemic.</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.

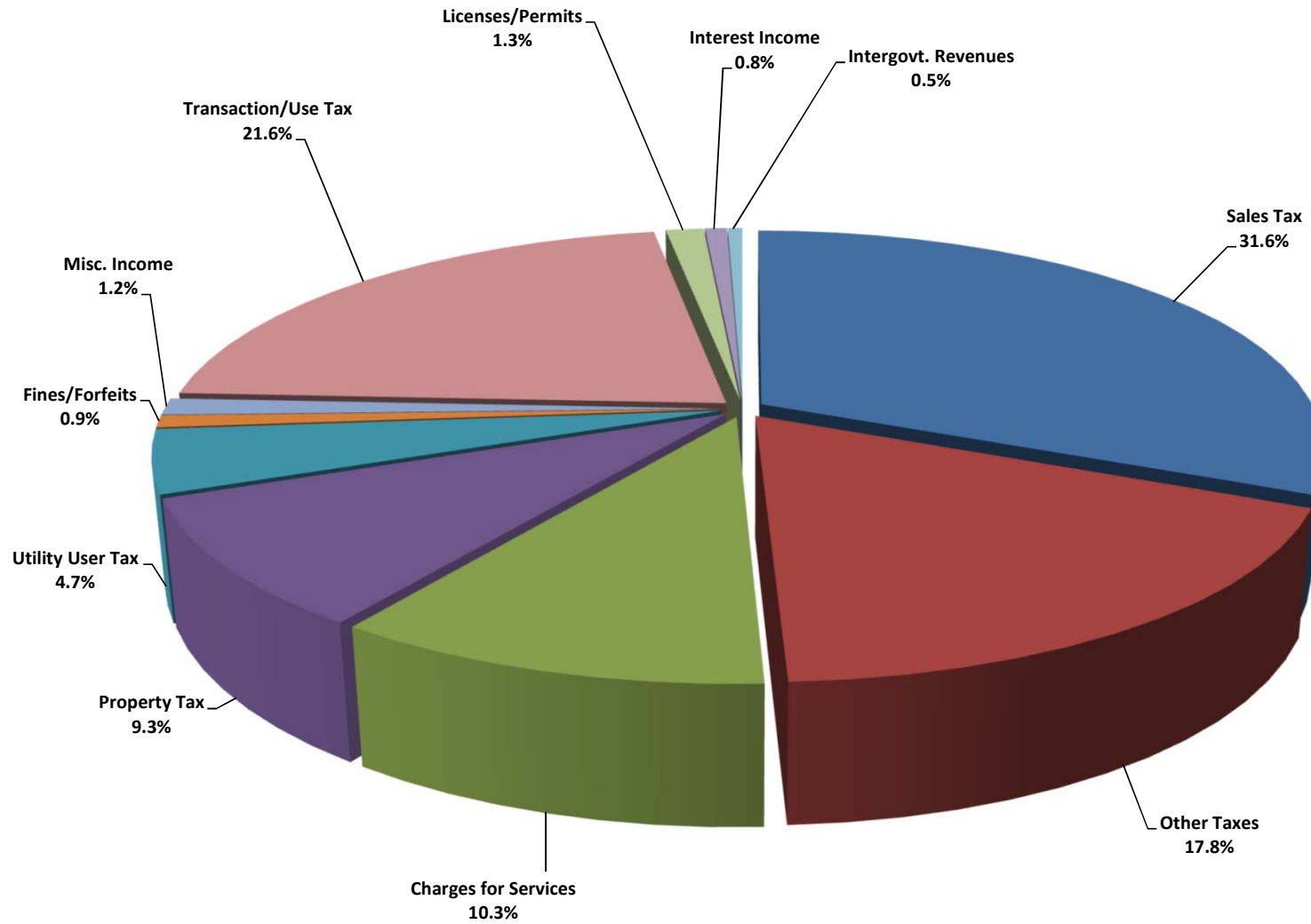
Sewer Availability Fees

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
2022-23 General Fund Revenues
By Source**

Total Budget - \$38,611,863



Operating Expenditures Budgets

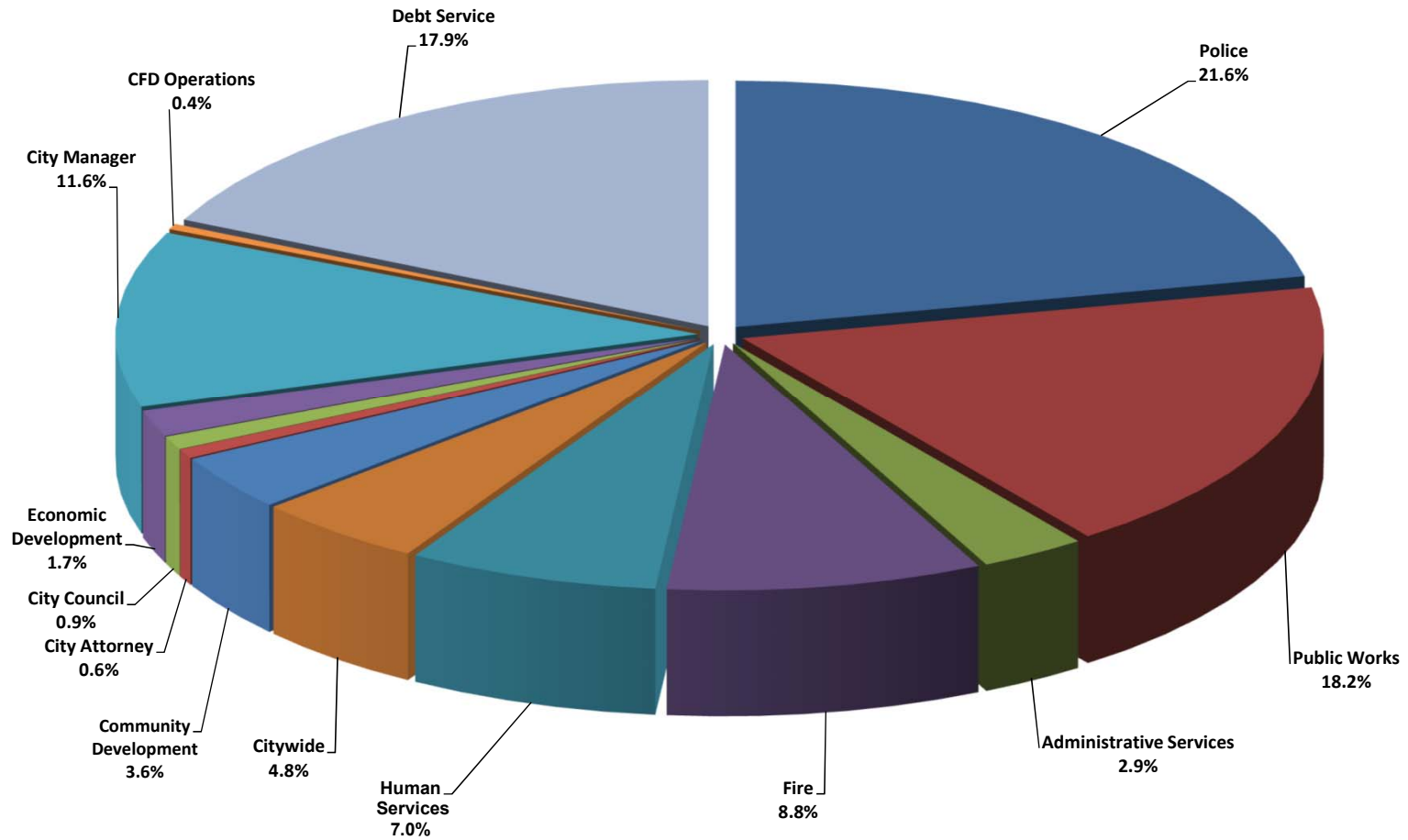
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2018-19 THROUGH 2022-23**

| | Budgeted 2018-19 | Budgeted 2019-20 | Budgeted 2020-21 | Budgeted 2021-22 | Budgeted 2022-23 |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| City Council | \$ 354,922 | \$ 479,648 | \$ 305,313 | \$ 403,516 | \$ 464,715 |
| City Manager | 341,285 | 4,598,414 | 5,271,237 | 4,900,500 | 6,090,660 |
| Administrative Services | 5,401,640 | 1,310,381 | 1,149,424 | 1,326,737 | 1,544,405 |
| Human Services | 2,895,315 | 3,108,290 | 2,656,982 | 3,715,040 | 3,665,355 |
| Police | 9,607,944 | 9,675,799 | 9,444,399 | 11,353,788 | 11,431,818 |
| Fire | 3,571,138 | 4,429,878 | 4,433,939 | 4,331,827 | 4,612,920 |
| Public Works | 7,502,616 | 8,168,855 | 7,891,939 | 9,916,710 | 9,601,126 |
| Community Development | 1,423,298 | 1,565,667 | 1,437,040 | 1,599,823 | 1,918,915 |
| Economic Development | 1,549,315 | 1,902,142 | 1,809,906 | 1,386,638 | 917,566 |
| City Attorney | 281,235 | 321,114 | 283,053 | 304,937 | 321,236 |
| Citywide | 6,582,039 | 7,339,889 | 7,438,915 | 8,247,481 | 2,511,877 |
| CFD Operations | 168,854 | 168,854 | 153,854 | 153,854 | 199,490 |
| TOTAL OPERATING BUDGET | \$ 39,679,601 | \$ 43,068,931 | \$ 42,276,001 | \$ 47,640,851 | 43,280,083 |
| Debt Service | 2,594,887 | 2,594,587 | 2,590,762 | 5,190,387 | 9,419,989 |
| TOTAL BUDGET w/DEBT SERVICE | \$ 42,274,488 | \$ 45,663,518 | \$ 44,866,763 | \$ 52,831,238 | 52,700,072 |

NOTE: FY 2021-22 Budget includes all appropriations and capital projects authorized through May 17, 2022.
Appropriations for FY 2018-19 through 2020-21 represent final recorded budgets.

**City of Montclair
2022-23 Operating Budget
By Department**

Total Budget - \$52,700,072

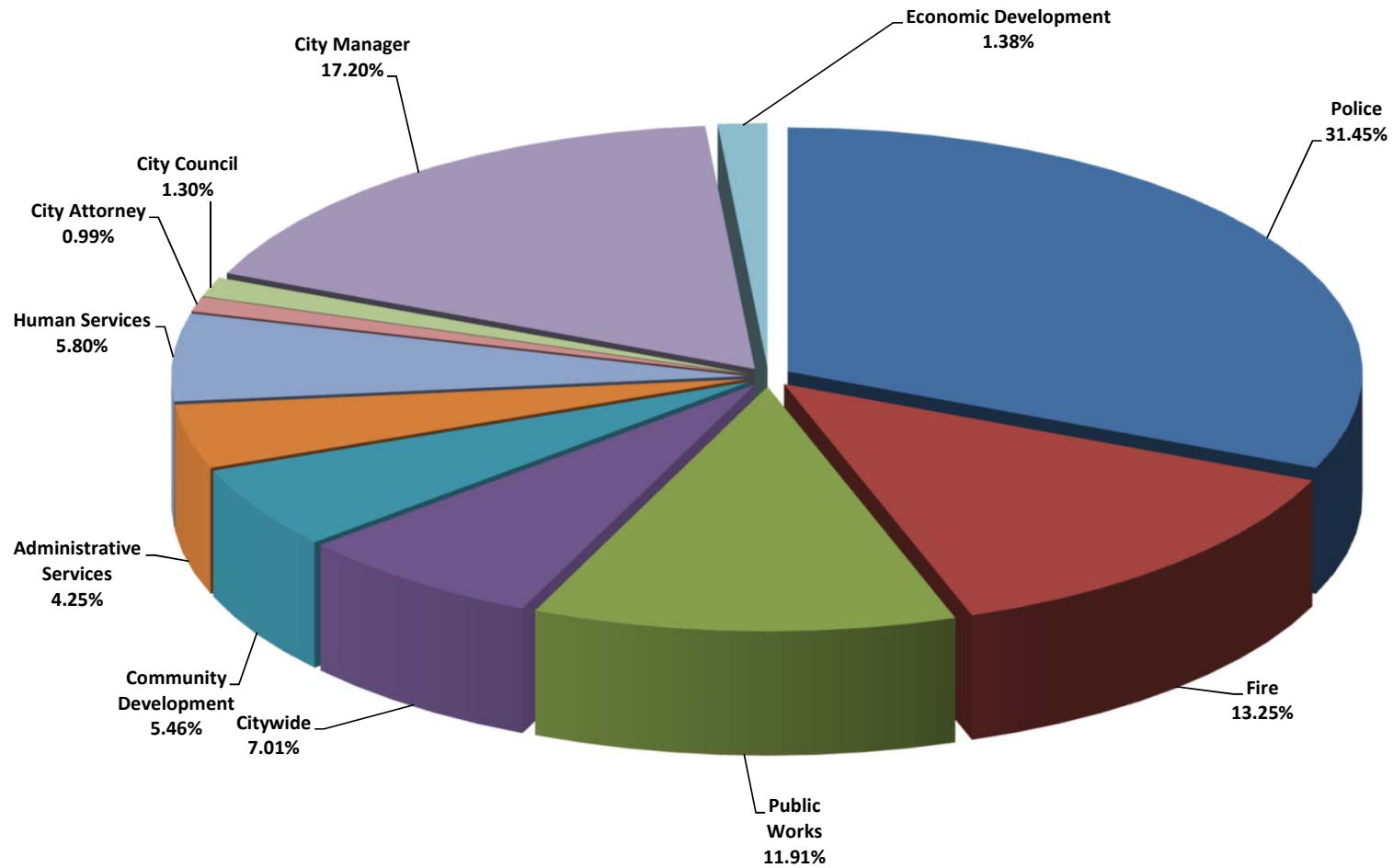


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2022-23**

| | 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 | 422,967 | 5,605,210 | 1,385,873 | 1,889,317 | 10,252,121 | 4,317,946 | 3,882,334 | 1,779,036 | 451,306 | 321,236 | 2,284,477 | - | 32,591,823 |
| Gas Tax | - | 3,000 | - | - | - | - | 679,137 | - | - | - | 188,000 | - | 870,137 |
| Park Maintenance | - | - | - | - | - | - | 60,140 | - | - | - | - | - | 60,140 |
| Park Development | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| CDBG | - | - | - | 15,000 | - | - | 28,724 | 30,000 | - | - | - | - | 73,724 |
| Air Quality Improvement Trust | - | - | - | - | - | - | - | - | 40,000 | - | - | - | 40,000 |
| Senior Nutrition Fund | - | - | - | 200,542 | - | - | - | - | - | - | - | - | 200,542 |
| American Rescue Plan | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| State Asset Forfeiture | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| OCJP Fund | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| SB 509 Public Safety | - | - | - | - | 552,988 | 236,459 | - | - | - | - | - | - | 789,447 |
| Fed Asset Forfeiture-DOJ | - | 1,000 | - | - | - | - | - | - | - | - | - | - | 1,000 |
| OMSD Grant Fund | - | - | - | - | 109,512 | - | - | - | - | - | - | - | 109,512 |
| State Supplemental | - | - | - | - | 349,997 | - | - | - | - | - | - | - | 349,997 |
| Used Oil Grant | - | 3,800 | - | - | - | - | - | - | - | - | - | - | 3,800 |
| Homeless Emergency Aid Program | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Homeless Assist Preven | - | - | - | - | - | - | - | 109,879 | - | - | - | - | 109,879 |
| After-School Program Fund | - | 65,617 | 49,245 | 1,349,845 | - | - | - | - | - | - | 38,500 | - | 1,503,207 |
| OTS Grant | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| City of Hope | - | - | - | 700 | - | - | - | - | - | - | - | - | 700 |
| Safety Department Grants | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| OMSD Immunization Grant | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Inland Empire United Way | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Kaiser Permanente Grant | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| OMSD Resource Center | - | - | - | 28,500 | - | - | - | - | - | - | - | - | 28,500 |
| Sr Support Services Gran | - | - | - | 40,000 | - | - | - | - | - | - | - | - | 40,000 |
| Healthy Comm Strategic Plan | - | - | - | 16,451 | - | - | - | - | - | - | - | - | 16,451 |
| ASES Supplemental Fund | - | - | - | 125,000 | - | - | - | - | - | - | - | - | 125,000 |
| Hope through Housing | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| EMS-Paramedic | - | - | - | - | - | 58,515 | - | - | - | - | - | - | 58,515 |
| Economic Development | - | - | - | - | - | - | - | - | 171,260 | - | - | - | 171,260 |
| Successor Agency Bond Proceeds | - | - | - | - | - | - | - | - | 200,000 | - | - | - | 200,000 |
| 2021 Lease Revenue Bond Proceer | - | - | - | - | - | - | 86,981 | - | - | - | - | - | 86,981 |
| Sewer Operating | 41,748 | 412,033 | 109,287 | - | - | - | 4,771,254 | - | - | - | 900 | - | 5,335,222 |
| Sewer Replacement | - | - | - | - | - | - | 1,000 | - | - | - | - | - | 1,000 |
| Sewer Capital Asset | - | - | - | - | - | - | 73,556 | - | - | - | - | - | 73,556 |
| CFD 2011-1 - Paseos | - | - | - | - | - | - | - | - | - | - | - | 154,629 | 154,629 |
| CFD 2011-2 - Arrow Station | - | - | - | - | - | - | - | - | - | - | - | 44,861 | 44,861 |
| Pavement Impact Fee Fund | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| General Plan Update Fee | - | - | - | - | - | - | - | - | 55,000 | - | - | - | 55,000 |
| Equipment Replacement | - | - | - | - | 167,200 | - | 18,000 | - | - | - | - | - | 185,200 |
| Total | 464,715 | 6,090,660 | 1,544,405 | 3,665,355 | 11,431,818 | 4,612,920 | 9,601,126 | 1,918,915 | 917,566 | 321,236 | 2,511,877 | 199,490 | 43,280,083 |

**City of Montclair
2022-23 General Fund Operating Budget
By Department**

Total Budget - \$32,591,823



Fiscal Year 2022-23
Budget Allocations by Department

| | <u>Personnel</u> | <u>Supplies</u> | <u>Capital Outlay</u> | <u>Total</u> |
|--|------------------|-----------------|-----------------------|--------------|
| <u>City Council</u> | \$ 162,715 | \$ 302,000 | \$ - | \$ 464,715 |
| <u>City Manager</u> | | | | |
| City Manager | 504,559 | 92,669 | 0 | 597,228 |
| Information Technology | 874,905 | 295,978 | 286,500 | 1,457,383 |
| Finance | 708,472 | 163,300 | 0 | 871,772 |
| Solid Waste | 143,312 | 3,020,965 | 0 | 3,164,277 |
| Total | 2,231,248 | 3,572,912 | 286,500 | 6,090,660 |
| <u>Administrative Services Department</u> | | | | |
| Administration | 45,491 | 30,250 | 0 | 75,741 |
| City Clerk | 355,184 | 129,600 | 0 | 484,784 |
| Personnel | 374,636 | 138,838 | 0 | 513,474 |
| Central Services | 82,721 | 387,685 | 0 | 470,406 |
| Total | 858,032 | 686,373 | 0 | 1,544,405 |
| <u>Human Services</u> | | | | |
| Recreation | 1,254,493 | 373,998 | 4,900 | 1,633,391 |
| Clinic | 18,488 | 58,786 | 0 | 77,274 |
| Senior Citizens | 177,444 | 21,000 | 0 | 198,444 |
| Nutritional Meals | 64,909 | 141,650 | 0 | 206,559 |
| Family and Health Education | 55,466 | 26,651 | 0 | 82,117 |
| Expanded Learning Program | 1,152,855 | 314,715 | 0 | 1,467,570 |
| Total | 2,723,655 | 936,800 | 4,900 | 3,665,355 |
| <u>Police Department</u> | | | | |
| Administration | 243,283 | 264,279 | 49,550 | 557,112 |
| Support | 745,603 | 10,335 | 0 | 755,938 |
| Technical Services | 201,276 | 232,535 | 0 | 433,811 |
| Records | 666,217 | 12,000 | 0 | 678,217 |
| Investigations | 1,172,012 | 213,940 | 100,447 | 1,486,399 |
| Uniform Patrol | 5,564,756 | 583,540 | 264,500 | 6,412,796 |
| Communications | 943,020 | 7,370 | 0 | 950,390 |
| Volunteer Services | 52,418 | 9,500 | 0 | 61,918 |
| Emergency Preparedness | 89,942 | 5,295 | 0 | 95,237 |
| Total | 9,678,527 | 1,338,794 | 414,497 | 11,431,818 |
| <u>Fire Department</u> | | | | |
| Administration | 476,338 | 13,169 | 0 | 489,507 |
| Emergency Services | 3,301,052 | 545,358 | 58,500 | 3,904,910 |
| Personnel Development | 0 | 39,248 | 0 | 39,248 |
| Buildings/Grounds | 0 | 25,300 | 2,500 | 27,800 |
| EMS-Paramedics | 0 | 58,515 | 92,940 | 151,455 |
| Total | 3,777,390 | 681,590 | 153,940 | 4,612,920 |

Fiscal Year 2022-23
Budget Allocations by Department

| | <u>Personnel</u> | <u>Supplies</u> | <u>Capital Outlay</u> | <u>Total</u> |
|-------------------------------------|------------------|-----------------|-----------------------|--------------|
| <u>Public Works</u> | | | | |
| Engineering | | | | |
| Management | 451,080 | 93,585 | 2,000 | 546,665 |
| Inspection | 111,691 | 0 | 0 | 111,691 |
| Traffic Safety | 11,458 | 176,000 | 0 | 187,458 |
| Subtotal | 574,229 | 269,585 | 2,000 | 845,814 |
| Street Maintenance | | | | |
| Graffiti | 80,321 | 14,200 | 0 | 94,521 |
| Street Maintenance | 362,177 | 923,782 | 34,600 | 1,320,559 |
| Signing/Painting | 89,450 | 53,800 | 0 | 143,250 |
| Street Sweeping | 171,141 | 11,300 | 0 | 182,441 |
| Subtotal | 703,089 | 1,003,082 | 34,600 | 1,740,771 |
| Park Maintenance | | | | |
| Park Maintenance | 410,343 | 154,190 | 0 | 564,533 |
| Tree Maintenance | 16,638 | 78,235 | 0 | 94,873 |
| Subtotal | 426,981 | 232,425 | 0 | 659,406 |
| Irrigation | 72,663 | 28,880 | 0 | 101,543 |
| Vehicle Maintenance | 175,098 | 266,125 | 18,000 | 459,223 |
| Sewer Maintenance | 1,030,288 | 3,247,300 | 568,222 | 4,845,810 |
| Building Maintenance | | | | |
| Building Maintenance | 182,743 | 190,320 | 0 | 373,063 |
| Heating & A/C | 123,448 | 34,150 | 0 | 157,598 |
| Janitorial | 277,163 | 135,700 | 5,035 | 417,898 |
| Subtotal | 583,354 | 360,170 | 5,035 | 948,559 |
| Total | 3,565,702 | 5,407,567 | 627,857 | 9,601,126 |
| <u>Community Development</u> | | | | |
| Planning Commission | 8,075 | 0 | 0 | 8,075 |
| Administration | 81,430 | 19,816 | 4,000 | 105,246 |
| Current Planning | 380,854 | 1,800 | 0 | 382,654 |
| Advance Planning | 126,732 | 8,000 | 0 | 134,732 |
| Field Inspection | 91,845 | 2,550 | 0 | 94,395 |
| Plan Check | 120,615 | 1,500 | 0 | 122,115 |
| Operations | 175,108 | 1,400 | 0 | 176,508 |
| Fire Prevention | 0 | 107,100 | 0 | 107,100 |
| General Code Enforcement | 361,741 | 16,500 | 11,000 | 389,241 |
| Special Ops Code Enforcement | 259,749 | 139,100 | 0 | 398,849 |
| Total | 1,606,149 | 297,766 | 15,000 | 1,918,915 |

Fiscal Year 2022-23
Budget Allocations by Department

| | <u>Personnel</u> | <u>Supplies</u> | <u>Capital Outlay</u> | <u>Total</u> |
|--|----------------------|----------------------|-----------------------|----------------------|
| <u>Economic Development</u> | | | | |
| Administration | 451,306 | 426,260 | 40,000 | 917,566 |
| <u>City Attorney</u> | 131,236 | 190,000 | 0 | 321,236 |
| <u>Citywide Department</u> | 838,377 | 1,673,500 | 0 | 2,511,877 |
| <u>Community Facility Districts</u> | 68,840 | 130,650 | 0 | 199,490 |
| Total Departmental | <u>\$ 26,093,177</u> | <u>\$ 15,644,212</u> | <u>\$ 1,542,694</u> | <u>\$ 43,280,083</u> |
| <u>Debt Service Costs</u> | | | | <u>\$ 9,420,289</u> |
| Total Appropriations | | | | <u>\$ 52,700,372</u> |

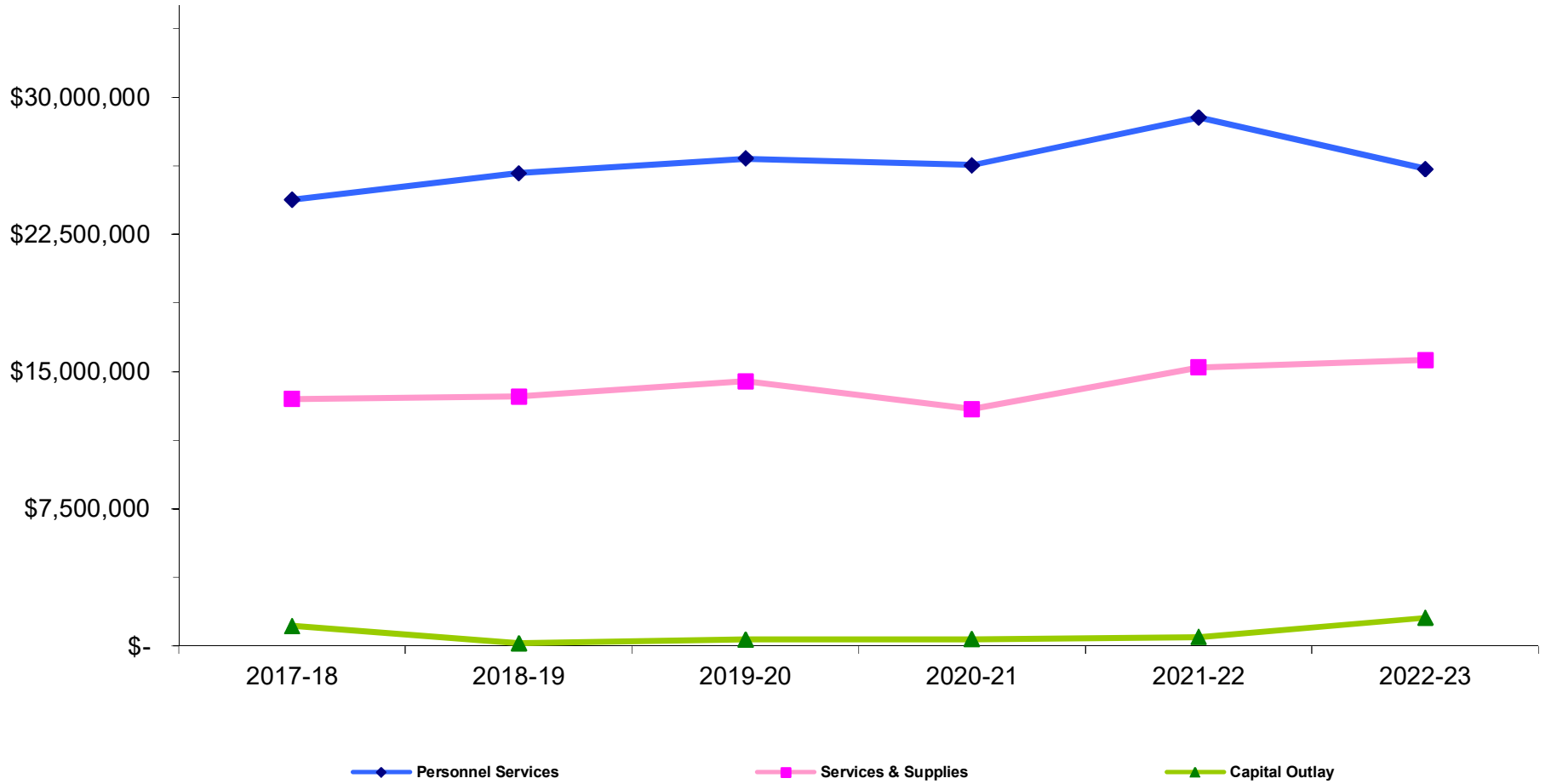
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2022-23**

| | <u>Full-Time Employees</u> | <u>Personnel Services</u> | <u>Services Supplies</u> | <u>Capital Outlay</u> | <u>Total</u> |
|------------------------------|--------------------------------|-------------------------------|------------------------------|---------------------------|----------------------|
| City Council | 0.00 | \$ 162,715 | \$ 302,000 | \$ - | \$ 464,715 |
| City Manager | 16.83 | 2,231,248 | 3,572,912 | 286,500 | 6,090,660 |
| Administrative Services | 7.03 | 858,032 | 686,373 | - | 1,544,405 |
| Human Services | 16.00 | 2,723,655 | 936,800 | 4,900 | 3,665,355 |
| Police | 76.50 | 9,678,527 | 1,338,794 | 414,497 | 11,431,818 |
| Fire | 22.50 | 3,777,390 | 681,590 | 153,940 | 4,612,920 |
| Public Works | 40.90 | 3,565,702 | 5,407,567 | 627,857 | 9,601,126 |
| Community Development | 14.30 | 1,606,149 | 297,766 | 15,000 | 1,918,915 |
| Economic Development | 3.55 | 451,306 | 426,260 | 40,000 | 917,566 |
| City Attorney | 0.00 | 131,236 | 190,000 | - | 321,236 |
| Citywide | 0.00 | 838,377 | 1,673,500 | - | 2,511,877 |
| Community Facility Districts | 0.00 | 68,840 | 130,650 | - | 199,490 |
| | | | | | |
| Total Operating Expenditures | 197.61 * | \$ 26,093,177 | \$ 15,644,212 | \$ 1,542,694 | \$ 43,280,083 |
| | | | | | |
| Debt Service | | - | - | - | 9,419,989 |
| | | | | | |
| Total Expenditures | | <u>\$ 26,093,177</u> | <u>\$ 15,644,212</u> | <u>\$ 1,542,694</u> | <u>\$ 52,700,072</u> |

* Full-Time Employees by Entity:

| | |
|------|---------------|
| City | 197.61 |
| SRDA | 0.49 |
| MHC | 0.90 |
| | <u>199.00</u> |

CITY OF MONTCLAIR Operating Budgets 2017-18 to 2022-23 Annual Increase (Decrease) By Object Class



Article 13-B Disclosures

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2022-23**

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 2022-23 is \$502,706,166.

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 2022-23 is \$25,872,363 and is supported by the analysis below.

| | | |
|---|--------------|---------------|
| General Fund Appropriations Budget | | \$ 32,591,823 |
| Less: Estimated Non-Proceeds of Taxes | | |
| Franchises | \$ 800,000 | |
| Licenses & Permits | 509,425 | |
| Fines & Forfeits | 348,800 | |
| POST Reimbursements | 20,000 | |
| Other Intergovernmental Reimbursements | 177,600 | |
| Charges for Services | 3,989,725 | |
| Miscellaneous | | |
| Rental Income | 198,000 | |
| Other | 575,910 | |
| Transfers-In - Traffic Safety | 100,000 | |
| | \$ 6,719,460 | \$ 6,719,460 |
| Appropriations Budget Financed by Taxes | | \$ 25,872,363 |

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 | 158,800 | 162,715 | 162,715 | |
| Services and Supplies | 244,716 | 273,816 | 302,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 403,516 | 436,531 | 464,715 | |
| Personnel Authorized | 5.00 (PT) | 5.00 (PT) | 5.00 (PT) | |

Source of Funds

| | | | |
|---|----------------|----------------|----------------|
| General Fund | 354,581 | 378,511 | 422,967 |
| Economic Development Fund | 16,137 | 16,272 | 0 |
| Sewer Operating Fund | 8,068 | 8,135 | 8,135 |
| Sewer Operating Fund – Indirect Staff Charges | 24,730 | 33,613 | 33,613 |
| Total | 403,516 | 436,531 | 464,715 |

**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 | | | 12.0 | 1,650 | | | 19,800 | 19,800 |
| <u>Council Member</u> | | | | | | | | |
| Tenice Johnson | | | 12.0 | 1,150 | | | 13,800 | 13,800 |
| Benjamin Lopez | | | 12.0 | 1,150 | | | 13,800 | 13,800 |
| Corysa Martinez | | | 12.0 | 1,150 | | | 13,800 | 13,800 |
| William Ruh | | | 12.0 | 742 | | | 8,904 | 8,904 |

Salary Requirements:

TOTAL (P/T)

70,104

70,104

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 | | 19,800 | 19,800 | |
| Council Members | 4.00 | 4.00 | 4.00 | | 50,304 | 50,304 | |
| Part Time | 5.00 | 5.00 | 5.00 | | 70,104 | 70,104 | |
| Benefit Costs | | | | | 86,864 | 86,864 | |
| PERS Benefit Costs | | | | | 5,747 | 5,747 | |
| Total Benefit Costs | | | | | 92,611 | 92,611 | |
| TOTAL | | | | | 162,715 | 162,715 | |

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. Annually report to the community on the state of the City.
11. Oversee the performance of the City Attorney.
12. Oversee advisory bodies including the Planning Commission, Community Activities Commission, and other Council-established oversight committees.
13. Reorganize City Council standing committees after each biannual election.
14. In addition to City Council duties, act as the Board of Directors for the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Financing Authority, and Montclair Community Foundation.
15. Support goals related to historical preservation.
16. Serve as final authority on labor negotiations and personnel/disciplinary actions.
17. Serve on City Council subcommittees.
18. Address evolving issues related to public employee pension-related costs.
19. Continue to address fiscal-related priorities to redress economic impacts from the current recession.
20. Evaluate/consider outsourcing of various City services, 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. Wind down operations of the Successor Redevelopment Agency pursuant to state law.

Personnel Services – \$162,715

Salary requests are for: Mayor (1.00) – \$19,800; Council Members (4.00) – \$50,304. Cost allocations are as follows: part-time salaries – \$70,104; benefit costs – \$92,611.

Services and Supplies – \$273,816

Funding requested is for: books and publications – \$500; publication and advertising – \$32,000; community benefits – \$30,000; dues and memberships – \$28,316; travel and meetings – \$23,100; mileage/auto allowance – \$25,000; special consulting services – \$85,000; vocational training – \$2,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$15,000; miscellaneous expenditures – \$30,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 10:42AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4101 | City Council | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 67,804 | 61,442 | 59,589.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 59,589.00 | 66,599.00 | 0.00 | 0.00 |
| 0 | 0 | 68,850.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 71,400.00 | 79,800.00 | 0.00 | 0.00 |
| 4,205 | 5,055 | 5,151.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,885.00 | 5,460.00 | 0.00 | 0.00 |
| 527 | 441 | 527.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 527.00 | 589.00 | 0.00 | 0.00 |
| 1,330 | 1,256 | 863.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 863.00 | 965.00 | 0.00 | 0.00 |
| 2,989 | 1,894 | -385.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,044.00 | 1,167.00 | 0.00 | 0.00 |
| 76,854 | 70,089 | 134,595 | 0 | | Personnel Services Totals: | 0.00 | 138,308 | 154,580 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,066 | 0 | 500.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 0 | 28,454 | 32,000.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 32,000.00 | 32,000.00 | 0.00 | 0.00 |
| 1,300 | 3,477 | 20,000.00 | 0.00 | 52110-400-0000 | Community Benefits | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 24,194 | 28,455 | 28,316.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 28,316.00 | 61,000.00 | 0.00 | 0.00 |
| 11,826 | 1,433 | 19,000.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 23,100.00 | 23,100.00 | 0.00 | 0.00 |
| 23,954 | 25,193 | 25,000.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 62,019 | 90,250 | 80,000.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 85,000.00 | 85,000.00 | 0.00 | 0.00 |
| 0 | 0 | 2,000.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 2,000.00 | 2,500.00 | 0.00 | 0.00 |
| 0 | 0 | 900.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 1,411 | 1,091 | 2,000.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 3,034 | 3,214 | 10,000.00 | 0.00 | 52900-400-0000 | Reeder Ranch Expenses | 0.00 | 15,000.00 | 10,000.00 | 0.00 | 0.00 |
| 20,718 | 15,016 | 25,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 149,523 | 196,582 | 244,716 | 0 | | Services & Supplies Totals: | 0.00 | 273,816 | 302,000 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| (25,199) | (30,504) | -24,730.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -33,613.00 | -33,613.00 | 0.00 | 0.00 |
| (25,199) | (30,504) | (24,730) | 0 | | Other Financing Uses Totals: | 0.00 | (33,613) | (33,613) | 0 | 0 |
| 201,178 | 236,167 | 354,581 | 0 | | EXPENDITURES TOTALS: | 0.00 | 378,511 | 422,967 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 201,178 | 236,167 | 354,581 | 0 | | DEPT EXPENSES | 0.00 | 378,511 | 422,967 | 0 | 0 |
| (201,178) | (236,167) | (354,581) | 0 | | City Council Totals: | 0.00 | (378,511) | (422,967) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 201,178 | 236,167 | 354,581 | 0 | | FUND EXPENSES | 0.00 | 378,511 | 422,967 | 0 | 0 |
| (201,178) | (236,167) | (354,581) | 0 | | General Fund Totals: | 0.00 | (378,511) | (422,967) | 0 | 0 |
| | | | | 1206 | Economic Development | | | | | |
| | | | | 4101 | City Council | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 7,052 | 7,010.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 7,010.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 8,100.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 8,400.00 | 0.00 | 0.00 | 0.00 |
| 0 | 584 | 606.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 575.00 | 0.00 | 0.00 | 0.00 |
| 0 | 35 | 62.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 62.00 | 0.00 | 0.00 | 0.00 |
| 0 | 102 | 102.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 102.00 | 0.00 | 0.00 | 0.00 |
| 0 | 157 | 257.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 123.00 | 0.00 | 0.00 | 0.00 |
| 0 | 7,932 | 16,137 | 0 | | Personnel Services Totals: | 0.00 | 16,272 | 0 | 0 | 0 |
| 0 | 7,932 | 16,137 | 0 | | EXPENDITURES TOTALS: | 0.00 | 16,272 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 7,932 | 16,137 | 0 | | DEPT EXPENSES | 0.00 | 16,272 | 0 | 0 | 0 |
| 0 | (7,932) | (16,137) | 0 | | City Council Totals: | 0.00 | (16,272) | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 7,932 | 16,137 | 0 | | FUND EXPENSES | 0.00 | 16,272 | 0 | 0 | 0 |
| 0 | (7,932) | (16,137) | 0 | | Economic Development Totals: | 0.00 | (16,272) | 0 | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4101 | City Council | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 3,526 | 3,505.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 3,505.00 | 3,505.00 | 0.00 | 0.00 |
| 0 | 0 | 4,050.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 4,200.00 | 4,200.00 | 0.00 | 0.00 |
| 0 | 292 | 303.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 287.00 | 287.00 | 0.00 | 0.00 |
| 0 | 18 | 31.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 31.00 | 31.00 | 0.00 | 0.00 |
| 0 | 51 | 51.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 51.00 | 51.00 | 0.00 | 0.00 |
| 0 | 79 | 128.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 61.00 | 61.00 | 0.00 | 0.00 |
| 0 | 3,965 | 8,068 | 0 | | Personnel Services Totals: | 0.00 | 8,135 | 8,135 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |
| 25,199 | 30,504 | 24,730.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 33,613.00 | 33,613.00 | 0.00 | 0.00 |
| 25,199 | 30,504 | 24,730 | 0 | | Other Financing Uses Totals: | 0.00 | 33,613 | 33,613 | 0 | 0 |
| 25,199 | 34,469 | 32,798 | 0 | | EXPENDITURES TOTALS: | 0.00 | 41,748 | 41,748 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 25,199 | 34,469 | 32,798 | 0 | | DEPT EXPENSES | 0.00 | 41,748 | 41,748 | 0 | 0 |
| (25,199) | (34,469) | (32,798) | 0 | | City Council Totals: | 0.00 | (41,748) | (41,748) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 25,199 | 34,469 | 32,798 | 0 | | FUND EXPENSES | 0.00 | 41,748 | 41,748 | 0 | 0 |
| (25,199) | (34,469) | (32,798) | 0 | | Sewer Operating Fund Totals: | 0.00 | (41,748) | (41,748) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 226,377 | 278,568 | 403,516 | 0 | | REPORT EXPENSES | 0.00 | 436,531 | 464,715 | 0 | 0 |
| (226,377) | (278,568) | (403,516) | 0 | | REPORT TOTALS: | 0.00 | (436,531) | (464,715) | 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> | | | \$13,800 |
| | | <u>League of California Cities</u> | | | |
| | | Annual Conference and Exposition (\$500 each X 4 = \$2,000) | Sacramento, CA | September 2022 | |
| | | Legislative Action Days (\$800 each X 2 = \$1,600) | Sacramento, CA | April 2023 | |
| | | <u>National League of Cities</u> | | | |
| | | Annual Congressional City Conference (\$2,900 each X 3 = \$8,700) | Washington, DC | March 2023 | |
| | | <u>San Bernardino County</u> | | | |
| | | City/County Conference (\$500 each X 3 = \$1,500) | Lake Arrowhead, CA | April 2023 | |
| | Mayor and City Council | <u>WORKSHOPS</u> | | | |
| | | <u>League of California Cities</u> | | | |
| | | Workshops | Various | TBA | \$1,000 |

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

Department: City Council

Program: 4101 City Council

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est. Expense |
|---------------|--|---|--------------------------------|------------------|--------------------|
| 52130 | Mayor and City Council | <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: | | | | | \$23,100 |

**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 Bill Ruh, Mayor Pro Tem Tenice Johnson, 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. | <u>ETHICS TRAINING (AB 1234)</u> Assembly Bill No. 1234 requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics law and applies not only to the governing body of a local agency, but also commissions, committees boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Any new appointee or elected member of an affected agency must complete AB 1234 and training within one year of assuming office. Officials must repeat ethics training very two years. Ethics training was last provided in Fall 2020 and is again scheduled for Fall 2022. As an alternative to a City-provided ethics training program, the Institute for Local Government and the Fair Political Practices Commission (FPPC) have developed the “Local Ethics Training Program,” a free interactive training course available at the following website: http://localethics.fppc.ca.gov/login.aspx . This is a self-serve training program, and it is the obligation of the participant to print a certificate upon completion of the program and provide it to the City’s Human Resources Division. The training program/website does not retain a copy of the certificate | Montclair | Fall 2023 | \$2,000 |
| Total: | | | | | \$2,000 |

(\$2,500 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 – \$32,000
 Miscellaneous advertising related to City Council programs, \$2,000
 Reports to the community, \$30,000
- 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 – \$28,316 **(\$61,000 approved in City Manager’s Budget)**
 League of California Cities (LCC) membership, \$13,500
 League of California Cities (LCC) Local Streets and Roads Need Assessment, \$400
 League of California Cities (LCC) Inland Empire Division, \$600
 Southern California Association of Governments, \$3,250
 San Bernardino County Transportation Authority (SBCTA), \$1,166
 National League of Cities, \$3,500
 Costco/Sam’s Club memberships, \$400
 Foothill Gold Line Extension JPA Corridor, \$3,500
 San Gabriel Valley Council of Governments (SGVCOG), \$30,000 **(Moved from Program 4202)**
 Provision for increases, \$2,000 **(\$4,684 approved in City Manager’s Budget)**

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

Department: City Council

Program: 4101 City Council

Object
Number

52130 TRAVEL AND MEETINGS – \$23,100

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 – \$85,000

David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$65,000
HdL Special Consulting, \$20,000

52540 VOCATIONAL TRAINING – \$2,000 **(\$2,500 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

Replacement cellular phones (3 @ \$300 each).

52850 CELLULAR PHONE EXPENSE – \$2,000

Expenditures related to use of cellular telephone service.

52900 REEDER RANCH EXPENSES – \$15,000 **(Only \$10,000 approved in City Manager's Budget)**

Contract services, building upgrades, and program services for the Reeder Ranch.

52990 MISCELLANEOUS EXPENDITURES – \$30,000

Special awards and certificates, \$3,000

City Hall household-fund contribution, \$5,000

City Council meeting refreshments, \$3,000

"State of the City" incidental expenditures (invitations, \$2,000; carpet rental/purchase, \$1,500; decorations/accessories, \$5,000; rental equipment, \$1,500), \$10,000

Holiday Flag Program, \$4,000

Yard Signs, \$5,000

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 | 1,629,854 | 2,001,597 | 2,231,248 | |
| Services and Supplies | 3,132,275 | 3,608,812 | 3,572,912 | |
| Capital Outlay | 187,203 | 286,500 | 286,500 | |
| Total | 4,949,332 | 5,896,909 | 6,090,660 | |

| | | | |
|-----------------------------|------------|------------|------------|
| Personnel Authorized | 16.70 (FT) | 18.70 (FT) | 17.68 (FT) |
| | 3.00 (PTB) | 3.00 (PTB) | 2.00 (PTB) |
| | 4.00 (PT) | 4.00 (PT) | 2.00 (PT) |

Department Distribution

| | | | |
|---------------------------------|------------------|------------------|------------------|
| City Manager | 384,857 | 440,802 | 597,228 |
| Information Technology Services | 1,182,610 | 1,497,145 | 1,457,383 |
| Financial Services | 707,277 | 794,795 | 871,772 |
| Solid Waste Disposal | 2,674,588 | 3,164,167 | 3,164,277 |
| Total | 4,949,332 | 5,896,909 | 6,090,660 |

Source of Funds

| | | | |
|---|------------------|------------------|------------------|
| General Fund | 4,494,656 | 5,411,541 | 5,605,210 |
| Gas Tax Fund | 2,000 | 3,000 | 3,000 |
| Federal Asset Forfeiture – DOJ | 1,000 | 1,000 | 1,000 |
| Recycling Grant Fund | 3,800 | 3,800 | 3,800 |
| After-School Program – Indirect Staff Charges | 47,897 | 65,617 | 65,617 |
| Sewer Operating Fund | 245,872 | 240,775 | 240,857 |
| Sewer Operating Fund – Indirect Staff Charges | 154,107 | 171,176 | 171,176 |
| Total | 4,949,332 | 5,896,909 | 6,090,660 |

**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>Full Time:</u> | | | | | | | | |
| <u>Administration from other Departments/Entities</u> | | | | | | | | |
| Mikey Fuentes (4790) | .20 | B | 12.0 | 12,735 | | | 30,564 | 30,564 |
| <u>City Manager/Executive Director</u> | | | | | | | | |
| <u>Office of General Services</u> | | | | | | | | |
| Edward Starr | | E | 12.0 | 21,505 | | | 258,060 | 258,060 |
| <u>Director of Finance</u> | | | | | | | | |
| Janet Kulbeck | | A | 12.0 | 12,128 | | | 145,536 | 145,536 |
| <u>Finance Manager</u> | | | | | | | | |
| Vacant (Unfunded) | | A | 12.0 | 0 | | | 0 | 0 |
| <u>Assistant to the City Manager</u> | | | | | | | | |
| Vacant | | A | 6.0 | 8,520 | 6.0 | 8,946 | 104,796 | 104,796 |
| <u>Director of Information Technology</u> | | | | | | | | |
| John Nguyen | | B | 12.0 | 12,735 | | | 152,820 | 152,820 |
| <u>Information Technology Analyst</u> | | | | | | | | |
| Robert Castillo | | C | 0.7 | 7,763 | 11.3 | 8,151 | 97,540 | 97,540 |
| Vacant | | A | 6.0 | 7,042 | 6.0 | 7,394 | 86,616 | 86,616 |
| <u>Sr. Information Technology Specialist</u> | | | | | | | | |
| Edmund Garcia, Jr. | | B | 01/19/22 | 6.6 | 6,251 | 5.4 | 6,563 | 76,697 |

**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 | | | | Includes % Increase (if any) | |
| | | | First Rate | | Second Rate | | Total Salary Next Year | Recommended by Administration Next Year |
| | | | Months | Rate | Months | Rate | | |
| <u>Information Technology Specialist</u> | | | | | | | | |
| Nathaniel Burciaga | A | | 6.0 | 5,307 | 6.0 | 5,573 | 65,280 | 65,280 |
| Omar Naranjo | B | 01/19/22 | 6.6 | 5,573 | 5.4 | 5,851 | 68,377 | 68,377 |
| <u>Senior Accountant</u> | | | | | | | | |
| Claudia Ramirez | B | 01/19/22 | 6.6 | 5,751 | 5.4 | 6,038 | 70,562 | 70,562 |
| <u>Payroll Analyst</u> | | | | | | | | |
| Liz Lew | C | 11/18/21 | 4.6 | 5,751 | 7.4 | 6,038 | 71,136 | 71,136 |
| <u>Junior Accountant</u> | | | | | | | | |
| Raquel Badawi | E | | 12.0 | 5,217 | | | 62,604 | 62,604 |
| Victor Flores | E | | 12.0 | 5,217 | | | 62,604 | 62,604 |
| <u>Accounting Specialist</u> | | | | | | | | |
| Randall Burwell | E | | 12.0 | 4,666 | | | 55,992 | 55,992 |
| Angela Vong | A | | 8.7 | 3,839 | 3.3 | 4,031 | 46,702 | 46,702 |
| <u>Customer Service Rep./Office Specialist</u> | | | | | | | | |
| April Brady | B | 02/16/22 | 7.6 | 3,469 | 4.4 | 3,643 | 42,394 | 42,394 |
| Elizabeth Escalante | A | | 3.0 | 3,304 | 9.0 | 3,469 | 41,133 | 41,133 |
| <u>Administration to other Departments/Entities</u> | | | | | | | | |
| Edward Starr (AS 5%, SRDA 2%) | | | | | | | -18,064 | -18,064 |
| Janet Kulbeck (SRDA 35%) | | | | | | | -50,938 | -50,938 |
| Liz Lew (SRDA 10%) | | | | | | | -7,114 | -7,114 |

**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 Benefitted:

Systems Specialist

Vacant (38 hrs week)

A

6.0

19.31 hr.

6.0

20.28

39,115

39,115

Information Tech Systems Technician

Vacant (38 hrs week)

A

6.0

26.53 hr.

6.0

27.86

53,738

53,738

Part-Time:

Accounting Specialist

Cathy Graves (29 hrs week)

26.92 hr.

40,595

40,595

Susan Jester (32 hrs week)

24.42 hr.

40,635

40,635

Salary Requirements:

| | | |
|--------------|------------------|------------------|
| (FT) | 1,463,297 | 1,463,297 |
| (PTB) | 92,853 | 92,853 |
| (PT) | 81,230 | 81,230 |
| TOTAL | 1,637,380 | 1,637,380 |

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 | | 30,564 | 30,564 | |
| City Mgr./Executive Director | 1.00 | 1.00 | 1.00 | | 258,060 | 258,060 | |
| Office of General Services | | | | | | | |
| Director of Finance | 1.00 | 1.00 | 1.00 | | 145,536 | 145,536 | |
| Finance Manager | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Director of Information Tech | 1.00 | 1.00 | 1.00 | | 152,820 | 152,820 | |
| Information Technology Analyst | 2.00 | 2.00 | 2.00 | | 195,080 | 184,156 | |
| Sr. Info Tech Specialist | 1.00 | 1.00 | 1.00 | | 76,697 | 76,697 | |
| Information Tech Specialist | 1.00 | 2.00 | 2.00 | | 133,657 | 133,657 | |
| Assistant to the City Manager | 0.00 | 1.00 | 1.00 | | 65,226 | 104,796 | |
| Senior Accountant | 1.00 | 1.00 | 1.00 | | 70,562 | 70,562 | |
| Payroll Analyst | 1.00 | 1.00 | 1.00 | | 71,136 | 71,136 | |
| Accountant | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Junior Accountant | 3.00 | 3.00 | 2.00 | | 125,208 | 125,208 | |
| Accounting Specialist | 2.00 | 2.00 | 2.00 | | 102,694 | 102,694 | |
| Customer Svc. Rep./Office | 2.00 | 2.00 | 2.00 | | 83,032 | 83,527 | |
| CFD Admin Costs | | | | | -6,188 | -6,188 | |
| <u>Part-Time Benefitted</u> | | | | | | | |
| Systems Specialist | 2.00 | 2.00 | 1.00 | | 39,115 | 39,115 | |
| Information Tech Specialist | 1.00 | 1.00 | 1.00 | | 53,738 | 53,738 | |
| <u>Part-Time</u> | | | | | | | |
| Accounting Specialist | 2.00 | 2.00 | 2.00 | | 81,230 | 81,230 | |
| Senior Intern | 2.00 | 2.00 | 0.00 | | 29,503 | 0 | |
| Full Time | 18.20 | 20.20 | 18.20 | | 1,510,272 | 1,539,413 | |
| Admin other Departments | -1.50 | -1.50 | -0.52 | | -248,435 | -82,304 | |
| Total FT Positions/Salaries | 16.70 | 18.70 | 17.68 | | 1,261,837 | 1,457,109 | |
| Part Time Benefitted | 3.00 | 3.00 | 2.00 | | 92,853 | 92,853 | |
| Part Time | 4.00 | 4.00 | 2.00 | | 110,733 | 81,230 | |
| Additional Pay | | | | | 2,700 | 2,700 | |
| Overtime | | | | | 11,100 | 11,100 | |
| Total Salaries & Wages | | | | | 1,476,523 | 1,642,292 | |
| Benefit Costs | | | | | 405,633 | 404,265 | |
| PERS Benefit Costs | | | | | 211,055 | 213,163 | |
| Benefit Costs other Depts | | | | | -91,614 | -28,472 | |
| Total Benefit Costs | | | | | 525,074 | 588,956 | |
| TOTAL | | | | | 2,001,597 | 2,231,248 | |

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 | 213,546 | 305,633 | 504,559 | |
| Services and Supplies | 171,311 | 135,169 | 92,669 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 384,857 | 440,802 | 597,228 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 0.70 (FT) | 1.70 (FT) | 2.13 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|---|----------------|----------------|----------------|
| General Fund | 290,821 | 344,211 | 500,637 |
| Sewer Operating Fund | 70,557 | 71,039 | 71,039 |
| Sewer Operating Fund – Indirect Staff Charges | 23,479 | 25,552 | 25,552 |
| Total | 384,857 | 440,802 | 597,228 |

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 | | | | | | | |
| Economic Development Dire | 0.20 | 0.20 | 0.20 | | 30,564 | 30,564 | |
| City Mgr./Executive Director | | | | | | | |
| Office of General Services | 1.00 | 1.00 | 1.00 | | 258,060 | 258,060 | |
| Admin other Depts | -0.50 | -0.50 | -0.07 | | -129,030 | -18,064 | |
| | <u>0.50</u> | <u>0.50</u> | <u>0.93</u> | | <u>129,030</u> | <u>239,996</u> | |
| Assistant to the City Manager | 0.00 | 1.00 | 1.00 | | 65,226 | 104,796 | |
| Full Time | 1.20 | 2.20 | 2.20 | | 353,850 | 393,420 | |
| Admin other Departments | -0.50 | -0.50 | -0.07 | | -129,030 | -18,064 | |
| Total FT Positions/Salaries | 0.70 | 1.70 | 2.13 | | 224,820 | 375,356 | |
| Benefit Costs | | | | | 71,861 | 74,905 | |
| PERS Benefit Costs | | | | | 57,519 | 61,097 | |
| Benefit Costs other Depts | | | | | -48,567 | -6,799 | |
| Total Benefit Costs | | | | | 80,813 | 129,203 | |
| TOTAL | | | | | 305,633 | 504,559 | |

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

Personnel Services – \$305,633

Salary requests are for: City Manager/Executive Director Office of General Services (0.50) – \$129,030; Director of Economic Development (0.20) – \$30,564; Assistant to the City Manager (1.00) – \$65,226. Cost allocations are as follows: full-time salaries – \$224,820; benefit costs – \$80,813.

Services and Supplies – \$135,169

Funding requested is for: books and publications – \$519; community benefits – \$10,000; dues and memberships – \$31,900; travel and meetings – \$10,850; mileage/auto allowance – \$11,400; special consulting services – \$52,500; special contract services – \$15,000; miscellaneous expenditures – \$3,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 10:45AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4202 | City Manager | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 228,217 | 252,619 | 105,407.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 173,208.00 | 323,744.00 | 0.00 | 0.00 |
| 3,385 | 1,439 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,413 | 4,629 | 2,199.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 2,225.00 | 4,452.00 | 0.00 | 0.00 |
| 0 | 0 | 8,100.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 23,400.00 | 32,424.00 | 0.00 | 0.00 |
| 9,508 | 30,474 | 8,470.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 8,878.00 | 19,413.00 | 0.00 | 0.00 |
| 29,694 | 34,075 | 17,469.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 24,099.00 | 48,206.00 | 0.00 | 0.00 |
| 908 | 973 | 350.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 627.00 | 1,198.00 | 0.00 | 0.00 |
| 1,492 | 1,603 | 588.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 768.00 | 2,120.00 | 0.00 | 0.00 |
| 709 | 1,117 | 406.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,389.00 | 1,963.00 | 0.00 | 0.00 |
| 278,326 | 326,930 | 142,989 | 0 | | Personnel Services Totals: | 0.00 | 234,594 | 433,520 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 525 | 239 | 519.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 519.00 | 519.00 | 0.00 | 0.00 |
| 44,393 | 161,870 | 84,242.00 | 0.00 | 52080-400-0000 | COVID 19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,455 | 0 | 7,500.00 | 0.00 | 52110-400-0000 | Community Benefits | 0.00 | 10,000.00 | 7,500.00 | 0.00 | 0.00 |
| 0 | 0 | 1,900.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 31,900.00 | 1,900.00 | 0.00 | 0.00 |
| 13,715 | 4,755 | 7,750.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 10,850.00 | 10,850.00 | 0.00 | 0.00 |
| 6,738 | 6,669 | 11,400.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 11,400.00 | 11,400.00 | 0.00 | 0.00 |
| 58,749 | 37,325 | 50,000.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 52,500.00 | 52,500.00 | 0.00 | 0.00 |
| 213 | 0 | 5,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 15,000.00 | 5,000.00 | 0.00 | 0.00 |
| 1,188 | 853 | 3,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 127,975 | 211,710 | 171,311 | 0 | | Services & Supplies Totals: | 0.00 | 135,169 | 92,669 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| (24,231) | (22,609) | -23,479.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -25,552.00 | -25,552.00 | 0.00 | 0.00 |
| (24,231) | (22,609) | (23,479) | 0 | | Other Financing Uses Totals: | 0.00 | (25,552) | (25,552) | 0 | 0 |
| 382,069 | 516,032 | 290,821 | 0 | | EXPENDITURES TOTALS: | 0.00 | 344,211 | 500,637 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 382,069 | 516,032 | 290,821 | 0 | | DEPT EXPENSES | 0.00 | 344,211 | 500,637 | 0 | 0 |
| (382,069) | (516,032) | (290,821) | 0 | | City Manager Totals: | 0.00 | (344,211) | (500,637) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 382,069 | 516,032 | 290,821 | 0 | | FUND EXPENSES | 0.00 | 344,211 | 500,637 | 0 | 0 |
| (382,069) | (516,032) | (290,821) | 0 | | General Fund Totals: | 0.00 | (344,211) | (500,637) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4202 | City Manager | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 51,612.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 51,612.00 | 51,612.00 | 0.00 | 0.00 |
| 0 | 0 | 1,036.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,036.00 | 1,036.00 | 0.00 | 0.00 |
| 0 | 0 | 3,240.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 3,360.00 | 3,360.00 | 0.00 | 0.00 |
| 0 | 0 | 4,900.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 4,900.00 | 4,900.00 | 0.00 | 0.00 |
| 0 | 0 | 9,187.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 9,549.00 | 9,549.00 | 0.00 | 0.00 |
| 0 | 0 | 217.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 217.00 | 217.00 | 0.00 | 0.00 |
| 0 | 0 | 365.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 365.00 | 365.00 | 0.00 | 0.00 |
| 0 | 0 | 70,557 | 0 | | Personnel Services Totals: | 0.00 | 71,039 | 71,039 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |
| 24,231 | 22,609 | 23,479.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 25,552.00 | 25,552.00 | 0.00 | 0.00 |
| 24,231 | 22,609 | 23,479 | 0 | | Other Financing Uses Totals: | 0.00 | 25,552 | 25,552 | 0 | 0 |
| 24,231 | 22,609 | 94,036 | 0 | | EXPENDITURES TOTALS: | 0.00 | 96,591 | 96,591 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 24,231 | 22,609 | 94,036 | 0 | | DEPT EXPENSES | 0.00 | 96,591 | 96,591 | 0 | 0 |
| (24,231) | (22,609) | (94,036) | 0 | | City Manager Totals: | 0.00 | (96,591) | (96,591) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 24,231 | 22,609 | 94,036 | 0 | | FUND EXPENSES | 0.00 | 96,591 | 96,591 | 0 | 0 |
| (24,231) | (22,609) | (94,036) | 0 | | Sewer Operating Fund Totals: | 0.00 | (96,591) | (96,591) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 406,300 | 538,641 | 384,857 | 0 | | REPORT EXPENSES | 0.00 | 440,802 | 597,228 | 0 | 0 |
| (406,300) | (538,641) | (384,857) | 0 | | REPORT TOTALS: | 0.00 | (440,802) | (597,228) | 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 Assistant to the City Manager | <u>California Public Employee Labor</u> Relations Association Annual Conference (\$2,200 each X 3 = \$6,600) | Monterey, CA | November 2022 | \$6,600 |
| 52130 | Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Assistant to the City Manager | <u>San Bernardino County</u> City/County Conference (\$500 each X 3 = \$1,500) | Lake Arrowhead, CA | April 2023 | \$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 | | | \$1,000 |
| Total: | | | | | \$10,850 |

**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 – \$10,000 **(Only \$7,500 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 – \$31,900 **(Only \$1,900 approved in City Manager’s Budget)**

San Gabriel Valley Council of Governments, \$30,000 **(Moved to Program 4101)**
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 – \$10,850

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

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 \$5,000 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 – \$3,000

Special awards, \$500

Programs supporting organizational activities, \$1,000

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 | 690,141 | 921,267 | 874,905 | |
| Services and Supplies | 309,466 | 289,378 | 295,978 | |
| Capital Outlay | 183,003 | 286,500 | 286,500 | |
| Total | 1,182,610 | 1,497,145 | 1,457,383 | |

| Personnel Authorized | | | |
|-----------------------------|------------|------------|------------|
| | 5.00 (FT) | 6.00 (FT) | 6.00 (FT) |
| | 3.00 (PTB) | 3.00 (PTB) | 2.00 (PTB) |
| | 2.00 (PT) | 2.00 (PT) | 0.00 (PT) |

Source of Funds

| | | | |
|---|------------------|------------------|------------------|
| General Fund | 1,084,051 | 1,373,112 | 1,333,350 |
| After-School Program – Indirect Staff Charges | 26,443 | 38,528 | 38,528 |
| Sewer Operating Fund – Indirect Staff Charges | 72,116 | 85,505 | 85,505 |
| Total | 1,182,610 | 1,497,145 | 1,457,383 |

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 | | 152,820 | 152,820 | |
| Information Technology Analyst | 2.00 | 2.00 | 2.00 | | 195,080 | 184,156 | |
| Sr. Info Tech Specialist | 1.00 | 1.00 | 1.00 | | 76,697 | 76,697 | |
| Information Tech Specialist | 1.00 | 2.00 | 2.00 | | 133,657 | 133,657 | |
| <u>Part-Time Benefitted</u> | | | | | | | |
| IT Systems Technician | 1.00 | 1.00 | 1.00 | | 53,738 | 53,738 | |
| Systems Specialist | 2.00 | 2.00 | 1.00 | | 39,115 | 39,115 | |
| <u>Part-Time</u> | | | | | | | |
| Senior Intern | 2.00 | 2.00 | 0.00 | | 29,503 | 0 | |
| Full Time | 5.00 | 6.00 | 6.00 | | 558,254 | 547,330 | |
| Part Time Benefitted | 3.00 | 3.00 | 2.00 | | 92,853 | 92,853 | |
| Part Time | 2.00 | 2.00 | 0.00 | | 29,503 | 0 | |
| Overtime | | | | | 5,000 | 5,000 | |
| Total Salaries & Wages | | | | | 685,610 | 645,183 | |
| Benefit Costs | | | | | 161,332 | 156,911 | |
| PERS Benefit Costs | | | | | 74,325 | 72,811 | |
| Total Benefit Costs | | | | | 235,657 | 229,722 | |
| TOTAL | | | | | 921,267 | 874,905 | |

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

Personnel Services – \$921,267

Salary requests are for: Director of Information Technology (1.00) – \$152,820; Information Technology Analyst (2.00) – \$195,080; Senior Information Technology Specialist (1.00) – \$76,697; Information Technology Specialist (2.00) – \$133,657; Information Technology System Technician (1.00/part-time benefitted) – \$53,738; Systems Specialist (2.00/part-time benefitted) – \$39,115; Senior Intern (2.00/part-time) – \$29,503. Cost allocations are as follows: full-time salaries – \$558,254; part-time benefitted salaries – \$92,853; part-time salaries – \$29,503; overtime – \$5,000; benefit costs – \$235,657.

Services and Supplies – \$289,378

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; maintenance – office equipment and furniture – \$8,000; mileage/auto allowance – \$7,800; special contract services – \$213,978; small equipment – \$20,700.

Capital Outlay – \$286,500

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$24,000; Server Components and Upgrades – \$25,000; Police Department Copier – \$20,000; Copiers for City Hall – \$55,000; Fire Due Software – \$4,500; Mobile Data Computers – \$150,000

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 10:45AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4203 | Information Technology Svcs | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 346,817 | 361,648 | 443,736.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 558,254.00 | 547,330.00 | 0.00 | 0.00 |
| 53,439 | 36,552 | 26,863.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 29,503.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 37,613.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 92,853.00 | 92,853.00 | 0.00 | 0.00 |
| 1,156 | 22 | 4,250.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 1,770 | 1,178 | 6,169.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 6,904.00 | 4,944.00 | 0.00 | 0.00 |
| 0 | 0 | 90,000.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 124,200.00 | 124,200.00 | 0.00 | 0.00 |
| 4,538 | 4,802 | 5,598.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 7,641.00 | 7,641.00 | 0.00 | 0.00 |
| 41,681 | 47,573 | 60,616.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 74,325.00 | 72,811.00 | 0.00 | 0.00 |
| 1,435 | 1,477 | 2,053.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 2,811.00 | 2,765.00 | 0.00 | 0.00 |
| 1,347 | 1,384 | 1,876.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 2,322.00 | 2,322.00 | 0.00 | 0.00 |
| 5,866 | 5,796 | 7,369.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 9,868.00 | 9,282.00 | 0.00 | 0.00 |
| 3,328 | 2,243 | 3,998.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 7,586.00 | 5,757.00 | 0.00 | 0.00 |
| 461,378 | 462,673 | 690,141 | 0 | | Personnel Services Totals: | 0.00 | 921,267 | 874,905 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 43,238 | 29,554 | 40,500.00 | 0.00 | 51050-400-0000 | Office Supplies-Indirect | 0.00 | 38,000.00 | 38,000.00 | 0.00 | 0.00 |
| 79 | 0 | 500.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 900.00 | 500.00 | 0.00 | 0.00 |
| 6,632 | 10,448 | 19,500.00 | 0.00 | 52010-400-0000 | Maintenance - Office Equipment | 0.00 | 8,000.00 | 15,000.00 | 0.00 | 0.00 |
| 0 | 0 | 100.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 192,498 | 202,969 | 296,770.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 213,978.00 | 213,978.00 | 0.00 | 0.00 |
| 25,015 | 16,239 | 12,200.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 20,700.00 | 20,700.00 | 0.00 | 0.00 |
| 43 | 79 | 0.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 267,505 | 259,289 | 369,570 | 0 | | Services & Supplies Totals: | 0.00 | 289,378 | 295,978 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|---|------|-------------------|------------------|------------------|-----------------|
| 249,314 | 38,888 | 74,067.00 | 0.00 | E30 62010-400-0000 | Capital Outlay Office Equipment/Furniture | 0.00 | 286,500.00 | 286,500.00 | 0.00 | 0.00 |
| 249,314 | 38,888 | 74,067 | 0 | | Capital Outlay Totals: | 0.00 | 286,500 | 286,500 | 0 | 0 |
| (61,250) | (69,445) | -72,116.00 | 0.00 | E40 82010-400-0000 | Other Financing Uses Indirect Staff Charges - Sewer | 0.00 | -85,505.00 | -85,505.00 | 0.00 | 0.00 |
| (28,727) | 0 | -26,443.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -38,528.00 | -38,528.00 | 0.00 | 0.00 |
| (89,977) | (69,445) | (98,559) | 0 | | Other Financing Uses Totals: | 0.00 | (124,033) | (124,033) | 0 | 0 |
| 888,220 | 691,405 | 1,035,219 | 0 | | EXPENDITURES TOTALS: | 0.00 | 1,373,112 | 1,333,350 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 888,220 | 691,405 | 1,035,219 | 0 | | DEPT EXPENSES | 0.00 | 1,373,112 | 1,333,350 | 0 | 0 |
| (888,220) | (691,405) | (1,035,219) | 0 | | Information Technology Svcs Total: | 0.00 | (1,373,112) | (1,333,350) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 888,220 | 691,405 | 1,035,219 | 0 | | FUND EXPENSES | 0.00 | 1,373,112 | 1,333,350 | 0 | 0 |
| (888,220) | (691,405) | (1,035,219) | 0 | | General Fund Totals: | 0.00 | (1,373,112) | (1,333,350) | 0 | 0 |
| 0 | 737,027 | 0.00 | 0.00 | 1137 4203 E30 62010-400-0000 | SBCty Cares Act Infrastructure Information Technology Svcs Capital Outlay Office Equipment/Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 737,027 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 737,027 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 737,027 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (737,027) | 0 | 0 | | Information Technology Svcs Total: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 737,027 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (737,027) | 0 | 0 | | SBCty Cares Act Infrastructure Tot | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4203 | Information Technology Svcs | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 28,727 | 0 | 26,443.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 38,528.00 | 38,528.00 | 0.00 | 0.00 |
| 28,727 | 0 | 26,443 | 0 | | Other Financing Uses Totals: | 0.00 | 38,528 | 38,528 | 0 | 0 |
| 28,727 | 0 | 26,443 | 0 | | EXPENDITURES TOTALS: | 0.00 | 38,528 | 38,528 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 28,727 | 0 | 26,443 | 0 | | DEPT EXPENSES | 0.00 | 38,528 | 38,528 | 0 | 0 |
| (28,727) | 0 | (26,443) | 0 | | Information Technology Svcs Total: | 0.00 | (38,528) | (38,528) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 28,727 | 0 | 26,443 | 0 | | FUND EXPENSES | 0.00 | 38,528 | 38,528 | 0 | 0 |
| (28,727) | 0 | (26,443) | 0 | | After-School Program Grant Totals: | 0.00 | (38,528) | (38,528) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4203 | Information Technology Svcs | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 61,250 | 69,445 | 72,116.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 85,505.00 | 85,505.00 | 0.00 | 0.00 |
| 61,250 | 69,445 | 72,116 | 0 | | Other Financing Uses Totals: | 0.00 | 85,505 | 85,505 | 0 | 0 |
| 61,250 | 69,445 | 72,116 | 0 | | EXPENDITURES TOTALS: | 0.00 | 85,505 | 85,505 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 61,250 | 69,445 | 72,116 | 0 | | DEPT EXPENSES | 0.00 | 85,505 | 85,505 | 0 | 0 |
| (61,250) | (69,445) | (72,116) | 0 | | Information Technology Svcs Total: | 0.00 | (85,505) | (85,505) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 61,250 | 69,445 | 72,116 | 0 | | FUND EXPENSES | 0.00 | 85,505 | 85,505 | 0 | 0 |
| (61,250) | (69,445) | (72,116) | 0 | | Sewer Operating Fund Totals: | 0.00 | (85,505) | (85,505) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 978,197 | 1,497,877 | 1,133,778 | 0 | | REPORT EXPENSES | 0.00 | 1,497,145 | 1,457,383 | 0 | 0 |
| (978,197) | (1,497,877) | (1,133,778) | 0 | | REPORT TOTALS: | 0.00 | (1,497,145) | (1,457,383) | 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

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**)

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$8,000 (**\$15,000 approved in City Manager’s Budget**)

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

52450 SPECIAL CONTRACT SERVICES – \$213,978

Frontier FIOS Point to Point TLS connectivity for City Hall, Police, City Yard locations (\$600 per month), \$7,200 annually
Frontier FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually
Proud City Annual maintenance for City’s Website, \$10,600
Time Warner TV services for PD and City Yard (\$200 per month), \$2,400 annually
Verizon Wireless data cards special contract service support (8 cards @ \$40 each per month), \$3,840 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

ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
Frontier Internet service for MPD facility (\$200 per month), \$2,400 annually
Frontier Internet service for City Yard & Fire Station 2 (\$200 per month), \$2,400 annually
Spectrum TV Service for MPD facility (\$200 per month), \$2,400 annually
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually
CoreLogic PropertyFinder annual portal access, \$3,500 annually
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually
Cisco SMARTnet software updates, \$1,000 annually
Cisco router technical support, \$800 annually
SeamlessGov Form Builder for online form creation and submission, \$7,000 annually
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually
Laserfiche maintenance support/City Hall, \$5,500 annually
Laserfiche maintenance support/MPD, \$4,500 annually
Costar Group, Inc., \$4,338 annually
ESRI Community Analyst, \$2,495 annually
ESRI ArcGIS EOC Maintenance, \$2,000 annually
Springbrook Suite of Software maintenance and support, \$50,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$3,362 annually
2FA authentication MDC Maintenance, \$966 annually
Mitel Phone Controller Annual Maintenance, \$8,000 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 Firepower Amp Endpoint for Desktop Security, \$7,000
Davenport LAMA Building Permits and Online Portal, \$15,000
Barracuda Annual Maintenance - \$8,500

52690 SMALL EQUIPMENT – \$20,700

Printer rollers and replacement parts, \$1,500
Printer replacement kits, \$1,500
UPS battery backup units (15 @ \$100 each), \$1,500
Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500
Cat 6 cables (6 boxes @ \$200 each), \$1,200
ID Card Program cards and special equipment needs, \$1,500
Computer component upgrades, \$1,500
Computer and network toolset, \$500
Server component upgrades, \$1,500
Computer Network Switch upgrades, \$5,000
Fujitsu Scanner for Laserfiche, \$3,500

**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 twenty (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 30 desktop computers at \$800 each. | \$24,000 |
| 62010 | Server Components and Upgrades | The current server hardware has aged over the years and needs to be replaced with faster more reliable processors, memories, motherboards, and hard drives. The aging servers are the core processing power for every digital transaction that the City does on its network. Upgrading the servers to faster processors and more advanced hardware will keep the network infrastructure reliable and keep pace with the long-term computing demands of the City. | \$25,000 |
| 62010 | Police Department Copier | The Police Department copiers located in the Records Division and Detective Bureau are beyond repair and are in need of replacement. Both copiers are over eight years old and are no longer covered by warranty. The maintenance on the copiers are no longer covered due to a lack of available parts. Sharp color copiers offer stunning color output with exceptional ease of use. They are proven to be reliable and cost-effective compared to other competing brands in the market. The model best suited for the Police Department is the Sharp MX-8081 networked multifunctional color copier. It prints 50 pages per minute (PPM) with automatic duplexing capabilities. The copier is equipped with four paper drawers offering 3,350 sheets full capacity. | \$20,000 |
| 62010 | Copiers for City Hall | The copier in the mail room (Ricoh 8120s) and the lobby (Sharp MX 7150) were purchased over six years ago and are showing signs of wear and tear. Both copiers are frequently breaking down during use and repairs are becoming more difficult due to unavailable parts resulting in longer delays for repairs on both copiers. The copiers are used heavily by all departments for their daily printing, copying, and scanning needs. | \$55,000 |

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

Department: Administrative Services

Program: 4203 Information Technology Services

| Object Code | Item | Justification | Cost |
|---------------|------------------------------|--|------------------|
| | | The new Ricoh 8320s copier for the mailroom is capable of printing 136 PPM with hole punch, and staple finishers. It is a mid-size production copier machine with a maximum monthly impression of up to 1,000,000, making it more than capable to handle any large printing job. The Sharp MX 8081 will replace the color copier in the lobby area. The Sharp MX 8081 copier prints full color at 80 PPM and produces high-quality color prints. The Sharp MX 8081 is equipped with extra capacity paper trays for large format printing including stapler finishers. | |
| 62010 | First Due Software | The Community Development Department wants to procure the First Due fire inspection software. First Due is an application that is being implemented by ConFire (San Bernardino County Fire Dispatch), which serves as the Montclair FD dispatch entity. The intent of using First Due is to establish a standardized platform for pre-fire planning by firefighters. Pre-fire planning provides valuable information about each building, construction type, building features, fire department access, layout, utilities, fire protection systems, business activities, and other information, all for the purpose of making firefighting operations more effective. The standardization of this type of information allows different fire agencies to respond across jurisdictional boundaries and be more effective in combating fires. Data from a variety of sources is used to populate First Due. First Due will allow a much greater opportunity to capture the necessary data: Various inspection types (complaint, business license, State Fire Clearance, etc.), building fire suppression and fire alarm features, operational permits, and associated conditions that the City Fire Marshal issues. | \$4,500 |
| 62010 | Mobile Data Computers for PD | The Montclair Police Department's Mobile Data Computers (MDC) are critical to the operation of the police force. The MDCs allow police officers to connect to the Montclair CAD RMS system as well as Department of Justice (DOJ) databases to retrieve background investigative information out in the field while in their police vehicles. Currently, the MDCs are over seven years old and no longer covered by warranty. The existing models are Getac V110 tablets with 11" displays running on outdated Intel processors. The MDC units are used every day and are a critical function to the operation of the police department. Getac has released a new and improved line of ruggedized tablets called the Getac B360. It features the latest specification from Intel with an improved bigger 13" display. Pricing for the Getac B360 is \$5,000 each, and the requested amount covers thirty MDC units at the police department. | \$150,000 |
| Total: | | | \$286,500 |

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 | 565,847 | 631,495 | 708,472 | |
| Services and Supplies | 137,230 | 163,300 | 163,300 | |
| Capital Outlay | 4,200 | 0 | 0 | |
| Total | 707,277 | 794,795 | 871,772 | |

| | | | | |
|-----------------------------|------------------------|------------------------|------------------------|--|
| Personnel Authorized | 9.45 (FT) 0.80 (PT) | 9.45 (FT) 0.80 (PT) | 8.00 (FT) 0.80 (PT) | |
|-----------------------------|------------------------|------------------------|------------------------|--|

Source of Funds

| | | | | |
|---|----------------|----------------|----------------|--|
| General Fund | 624,311 | 693,591 | 770,568 | |
| Gas Tax Fund | 2,000 | 3,000 | 3,000 | |
| Federal Asset Forfeiture – DOJ | 1,000 | 1,000 | 1,000 | |
| After-School Program – Indirect Staff Charges | 21,454 | 27,089 | 27,089 | |
| Sewer Operating Fund | 0 | 9,996 | 9,996 | |
| Sewer Operating Fund – Indirect Staff Charges | 58,512 | 60,119 | 60,119 | |
| Total | 707,277 | 794,795 | 871,772 | |

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 | | 145,536 | 145,536 | |
| Admin other Depts | -0.60 | -0.60 | -0.35 | | -87,322 | -50,938 | |
| | 0.40 | 0.40 | 0.65 | | 58,214 | 94,598 | |
| Finance Manager | 0.85 | 0.85 | 0.85 | | 0 | 0 | |
| Senior Accountant | 1.00 | 1.00 | 1.00 | | 70,562 | 70,562 | |
| Payroll Analyst | 1.00 | 1.00 | 1.00 | | 71,136 | 71,136 | |
| Admin other Depts | -0.10 | -0.10 | -0.10 | | -7,114 | -7,114 | |
| | 0.90 | 0.90 | 0.90 | | 64,022 | 64,022 | |
| Accountant | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Junior Accountant | 3.00 | 3.00 | 2.00 | | 125,208 | 125,208 | |
| Admin other Depts - Badawi | -0.30 | -0.30 | 0.00 | | -18,781 | 0 | |
| | 2.70 | 2.70 | 2.00 | | 106,427 | 125,208 | |
| Accounting Specialist | 1.80 | 1.80 | 1.80 | | 91,496 | 91,496 | |
| Customer Svc. Rep./Office | 0.80 | 0.80 | 0.80 | | 32,510 | 32,906 | |
| CFD Admin Costs | | | | | -6,188 | -6,188 | |
| <u>Part-Time</u> | | | | | | | |
| Accounting Specialist | 0.80 | 0.80 | 0.80 | | 32,508 | 32,508 | |
| Full Time | 10.45 | 10.45 | 8.45 | | 536,448 | 536,844 | |
| Admin other Departments | -1.00 | -1.00 | -0.45 | | -119,405 | -64,240 | |
| Total FT Positions/Salaries | 9.45 | 9.45 | 8.00 | | 417,043 | 472,604 | |
| Part Time | 0.80 | 0.80 | 0.80 | | 32,508 | 32,508 | |
| Additional Pay | | | | | 2,700 | 2,700 | |
| Overtime | | | | | 6,000 | 6,000 | |
| Total Salaries & Wages | | | | | 458,251 | 513,812 | |
| Benefit Costs | | | | | 143,199 | 143,206 | |
| PERS Benefit Costs | | | | | 73,092 | 73,127 | |
| Benefit Costs other Depts | | | | | -43,047 | -21,673 | |
| Total Benefit Costs | | | | | 173,244 | 194,660 | |
| TOTAL | | | | | 631,495 | 708,472 | |

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 Division with maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor 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 – \$631,495

Salary requests are for: Director of Finance (0.40) – \$58,214; Senior Accountant (1.00) – \$70,562; Payroll Analyst (1.00) – \$64,022; Junior Accountant (2.70) – \$106,427; Accounting Specialist (1.80) – \$91,496; Customer Service Representative/Office Specialist (0.80) – \$32,510; Accounting Specialist (0.80/part-time) – \$32,508; Admin other departments – <\$6,188>. Cost allocations are as follows: full-time salaries – \$417,043; part-time salaries – \$32,508; additional pay – \$2,700; overtime – \$6,000; benefit costs – \$173,244.

Services and Supplies – \$163,300

Funding requested is for: books and publications – \$300; maintenance-office equipment – \$100; mileage/auto allowance – \$7,800; special consulting services – \$11,000; audit fees – \$54,800; collection agency fees – \$500; bank fees and charges – \$27,000; CalCard reward program – <\$7,000>; special contract services – \$65,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 10:45AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4204 | Financial Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 393,574 | 316,518 | 380,878.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 415,954.00 | 471,515.00 | 0.00 | 0.00 |
| (5,625) | (5,625) | -5,625.00 | 0.00 | 41017-400-0000 | CFD Admin Reimbursement | 0.00 | -6,188.00 | -6,188.00 | 0.00 | 0.00 |
| 0 | 12,505 | 29,766.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 32,508.00 | 32,508.00 | 0.00 | 0.00 |
| 2,374 | 2,260 | 2,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 275 | 0 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,026 | 4,215 | 4,313.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 5,164.00 | 5,815.00 | 0.00 | 0.00 |
| 2,272 | 2,261 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 2,430.00 | 2,700.00 | 0.00 | 0.00 |
| 0 | 0 | 93,330.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 98,880.00 | 107,580.00 | 0.00 | 0.00 |
| 3,751 | 423 | 811.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 2,037.00 | 3,493.00 | 0.00 | 0.00 |
| 45,822 | 39,056 | 49,681.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 52,985.00 | 61,976.00 | 0.00 | 0.00 |
| 3,620 | 1,333 | 1,603.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,752.00 | 1,985.00 | 0.00 | 0.00 |
| 1,480 | 1,038 | 1,289.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,459.00 | 1,769.00 | 0.00 | 0.00 |
| 5,873 | 4,898 | 5,955.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 6,503.00 | 7,308.00 | 0.00 | 0.00 |
| 0 | 895 | 1,846.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 2,015.00 | 2,015.00 | 0.00 | 0.00 |
| 456,440 | 379,778 | 565,847 | 0 | | Personnel Services Totals: | 0.00 | 621,499 | 698,476 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 299 | 299 | 730.00 | 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 | 100.00 | 100.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 9,750 | 7,250 | 8,000.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 48,422 | 31,135 | 49,000.00 | 0.00 | 52220-400-0000 | Audit Fees | 0.00 | 53,800.00 | 53,800.00 | 0.00 | 0.00 |
| 30 | 60 | 1,100.00 | 0.00 | 52240-400-0000 | Collection Agency Fees | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 20,029 | 26,489 | 25,000.00 | 0.00 | 52280-400-0000 | Bank Fees and Charges | 0.00 | 27,000.00 | 27,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| (7,902) | (10,032) | -7,500.00 | 0.00 | 52281-400-0000 | CalCard Incentive Payments | 0.00 | -7,000.00 | -7,000.00 | 0.00 | 0.00 |
| 52,550 | 54,150 | 54,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 65,000.00 | 65,000.00 | 0.00 | 0.00 |
| 2,175 | 2,680 | 3,800.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,800.00 | 3,800.00 | 0.00 | 0.00 |
| 125,354 | 112,031 | 134,230 | 0 | | Services & Supplies Totals: | 0.00 | 159,300 | 159,300 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 4,200.00 | 0.00 | 62010-400-0000 | Office Equipment/Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 4,200 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |
| (57,182) | (56,345) | -58,512.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -60,119.00 | -60,119.00 | 0.00 | 0.00 |
| (26,819) | 0 | -21,454.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -27,089.00 | -27,089.00 | 0.00 | 0.00 |
| (84,001) | (56,345) | (79,966) | 0 | | Other Financing Uses Totals: | 0.00 | (87,208) | (87,208) | 0 | 0 |
| 497,793 | 435,465 | 624,311 | 0 | | EXPENDITURES TOTALS: | 0.00 | 693,591 | 770,568 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 497,793 | 435,465 | 624,311 | 0 | | DEPT EXPENSES | 0.00 | 693,591 | 770,568 | 0 | 0 |
| (497,793) | (435,465) | (624,311) | 0 | | Financial Services Totals: | 0.00 | (693,591) | (770,568) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 497,793 | 435,465 | 624,311 | 0 | | FUND EXPENSES | 0.00 | 693,591 | 770,568 | 0 | 0 |
| (497,793) | (435,465) | (624,311) | 0 | | General Fund Totals: | 0.00 | (693,591) | (770,568) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4204 | Financial Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 3,000 | 3,000 | 2,000.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 3,000 | 3,000 | 2,000 | 0 | | Services & Supplies Totals: | 0.00 | 3,000 | 3,000 | 0 | 0 |
| 3,000 | 3,000 | 2,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 3,000 | 3,000 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 3,000 | 3,000 | 2,000 | 0 | | DEPT EXPENSES | 0.00 | 3,000 | 3,000 | 0 | 0 |
| (3,000) | (3,000) | (2,000) | 0 | | Financial Services Totals: | 0.00 | (3,000) | (3,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 3,000 | 3,000 | 2,000 | 0 | | FUND EXPENSES | 0.00 | 3,000 | 3,000 | 0 | 0 |
| (3,000) | (3,000) | (2,000) | 0 | | Gas Tax Fund Totals: | 0.00 | (3,000) | (3,000) | 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 | | | | | |
| 26,819 | 0 | 21,454.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 27,089.00 | 27,089.00 | 0.00 | 0.00 |
| 26,819 | 0 | 21,454 | 0 | | Other Financing Uses Totals: | 0.00 | 27,089 | 27,089 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 26,819 | 0 | 21,454 | 0 | | EXPENDITURES TOTALS: | 0.00 | 27,089 | 27,089 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,819 | 0 | 21,454 | 0 | | DEPT EXPENSES | 0.00 | 27,089 | 27,089 | 0 | 0 |
| (26,819) | 0 | (21,454) | 0 | | Financial Services Totals: | 0.00 | (27,089) | (27,089) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,819 | 0 | 21,454 | 0 | | FUND EXPENSES | 0.00 | 27,089 | 27,089 | 0 | 0 |
| (26,819) | 0 | (21,454) | 0 | | After-School Program Grant Totals: | 0.00 | (27,089) | (27,089) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4204 | Financial Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 3,504 | 0 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 7,277.00 | 7,277.00 | 0.00 | 0.00 |
| (45) | 0 | 0.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 130.00 | 130.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 840.00 | 840.00 | 0.00 | 0.00 |
| 191 | 0 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 291.00 | 291.00 | 0.00 | 0.00 |
| 482 | 0 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,271.00 | 1,271.00 | 0.00 | 0.00 |
| 15 | 0 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 31.00 | 31.00 | 0.00 | 0.00 |
| 24 | 0 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 51.00 | 51.00 | 0.00 | 0.00 |
| 52 | 0 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 105.00 | 105.00 | 0.00 | 0.00 |
| 4,223 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 9,996 | 9,996 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |
| 57,182 | 56,345 | 58,512.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 60,119.00 | 60,119.00 | 0.00 | 0.00 |
| 57,182 | 56,345 | 58,512 | 0 | | Other Financing Uses Totals: | 0.00 | 60,119 | 60,119 | 0 | 0 |
| 61,405 | 56,345 | 58,512 | 0 | | EXPENDITURES TOTALS: | 0.00 | 70,115 | 70,115 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 61,405 | 56,345 | 58,512 | 0 | | DEPT EXPENSES | 0.00 | 70,115 | 70,115 | 0 | 0 |
| (61,405) | (56,345) | (58,512) | 0 | | Financial Services Totals: | 0.00 | (70,115) | (70,115) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 61,405 | 56,345 | 58,512 | 0 | | FUND EXPENSES | 0.00 | 70,115 | 70,115 | 0 | 0 |
| (61,405) | (56,345) | (58,512) | 0 | | Sewer Operating Fund Totals: | 0.00 | (70,115) | (70,115) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 589,017 | 495,810 | 707,277 | 0 | | REPORT EXPENSES | 0.00 | 794,795 | 871,772 | 0 | 0 |
| (589,017) | (495,810) | (707,277) | 0 | | REPORT TOTALS: | 0.00 | (794,795) | (871,772) | 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, \$300
- 52010 MAINTENANCE – OFFICE EQUIPMENT – \$100
Miscellaneous repairs.
- 52190 SPECIAL CONSULTING SERVICES – \$11,000
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000
Street report submission service (Gas Tax Fund), \$3,000
- 52220 AUDIT FEES – \$54,800
Annual audit service fees (City) (General Fund – \$46,800; DOJ Fund – \$1,000), \$47,800
GASB 68 Reporting Fee, \$7,000
- 52240 COLLECTION AGENCY FEES – \$500
Enforcement/collection of delinquent tax and service payments.
- 52280 BANK FEES & CHARGES – \$27,000
Monthly bank fees and charges.
- 52281 CALCARD INCENTIVE PAYMENTS – <\$7,000>
CalCard reward program.

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

Department: City Manager

Program: 4204 Financial Services

Object
Number

| | |
|-------|--|
| 52450 | <u>SPECIAL CONTRACT SERVICES</u> – \$65,000 Merchant Services (credit card processing), \$53,000 Armored transport depository services, \$12,000 |
| 52990 | <u>MISCELLANEOUS EXPENDITURES</u> – \$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 | 160,320 | 143,202 | 143,312 | |
| Services and Supplies | 2,514,268 | 3,020,965 | 3,020,965 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 2,674,588 | 3,164,167 | 3,164,277 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 1.55 (FT) 1.20 (PT) | 1.55 (FT) 1.20 (PT) | 1.55 (FT) 1.20 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|----------------------|------------------|------------------|------------------|
| General Fund | 2,495,473 | 3,000,627 | 3,000,655 |
| Recycling Grant Fund | 3,800 | 3,800 | 3,800 |
| Sewer Operating Fund | 175,315 | 159,740 | 159,822 |
| Total | 2,674,588 | 3,164,167 | 3,164,277 |

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 |
| Finance Manager | 0.15 | 0.15 | 0.15 | | 0 | 0 | |
| Accounting Specialist | 0.20 | 0.20 | 0.20 | | 11,198 | 11,198 | |
| Customer Service Rep. | 1.20 | 1.20 | 1.20 | | 50,522 | 50,621 | |
| <u>Part-Time</u> | | | | | | | |
| Accounting Specialist | 1.20 | 1.20 | 1.20 | | 48,722 | 48,722 | |
| Full Time | 1.55 | 1.55 | 1.55 | | 61,720 | 61,819 | |
| Part Time | 1.20 | 1.20 | 1.20 | | 48,722 | 48,722 | |
| Overtime | | | | | 100 | 100 | |
| Total Salaries & Wages | | | | | 110,542 | 110,641 | |
| Benefit Costs | | | | | 26,543 | 26,543 | |
| PERS Benefit Costs | | | | | 6,117 | 6,128 | |
| Total Benefit Costs | | | | | 32,660 | 32,671 | |
| TOTAL | | | | | 143,202 | 143,312 | |

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 – \$143,202

Salary requests are for: Accounting Specialist (0.20) – \$11,198; Customer Service Representatives (1.20) – \$50,522; Accounting Specialist (1.20/part-time) – \$48,722. Cost allocations are as follows: full-time salaries – \$61,720; part-time salaries – \$48,722; overtime – \$100; benefit costs – \$32,660.

Services and Supplies – \$3,020,965

Funding requested is for: publication and advertising – \$3,800; residential refuse collection – \$2,900,000; special contract services – \$58,265; bad-debt expenses – \$1,500; special billing services – \$57,000; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 10:45AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4205 | Solid Waste Disposal | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 8,831 | 6,281 | 18,686.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 19,670.00 | 19,695.00 | 0.00 | 0.00 |
| 7,758 | 8,701 | 11,621.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 12,181.00 | 12,181.00 | 0.00 | 0.00 |
| 10 | 7 | 50.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 50.00 | 50.00 | 0.00 | 0.00 |
| 11 | 0 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47 | 89 | 63.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 102.00 | 102.00 | 0.00 | 0.00 |
| 0 | 0 | 6,480.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 6,750.00 | 6,750.00 | 0.00 | 0.00 |
| 963 | 745 | 2,020.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,913.00 | 1,915.00 | 0.00 | 0.00 |
| 37 | 26 | 79.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 83.00 | 83.00 | 0.00 | 0.00 |
| 35 | 22 | 80.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 80.00 | 80.00 | 0.00 | 0.00 |
| 241 | 219 | 440.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 461.00 | 462.00 | 0.00 | 0.00 |
| 483 | 547 | 720.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 755.00 | 755.00 | 0.00 | 0.00 |
| 18,416 | 16,638 | 40,239 | 0 | | Personnel Services Totals: | 0.00 | 42,045 | 42,073 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 2,796,272 | 2,809,215 | 2,400,000.00 | 0.00 | 52390-400-0000 | Residential Refuse Collection | 0.00 | 2,900,000.00 | 2,900,000.00 | 0.00 | 0.00 |
| 27,028 | 28,044 | 28,284.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 29,132.00 | 29,132.00 | 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 |
| 26,354 | 27,608 | 26,000.00 | 0.00 | 52930-400-0000 | Special Billing Services | 0.00 | 28,500.00 | 28,500.00 | 0.00 | 0.00 |
| 26 | 0 | 200.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 2,849,679 | 2,864,867 | 2,455,234 | 0 | | Services & Supplies Totals: | 0.00 | 2,958,582 | 2,958,582 | 0 | 0 |
| 2,868,095 | 2,881,505 | 2,495,473 | 0 | | EXPENDITURES TOTALS: | 0.00 | 3,000,627 | 3,000,655 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,868,095 | 2,881,505 | 2,495,473 | 0 | | DEPT EXPENSES | 0.00 | 3,000,627 | 3,000,655 | 0 | 0 |
| (2,868,095) | (2,881,505) | (2,495,473) | 0 | | Solid Waste Disposal Totals: | 0.00 | (3,000,627) | (3,000,655) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,868,095 | 2,881,505 | 2,495,473 | 0 | | FUND EXPENSES | 0.00 | 3,000,627 | 3,000,655 | 0 | 0 |
| (2,868,095) | (2,881,505) | (2,495,473) | 0 | | General Fund Totals: | 0.00 | (3,000,627) | (3,000,655) | 0 | 0 |
| | | | | 1152 | Recycling Grant Fund | | | | | |
| | | | | 4205 | Solid Waste Disposal | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 9,994 | 3,800.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 3,800.00 | 3,800.00 | 0.00 | 0.00 |
| 0 | 9,994 | 3,800 | 0 | | Services & Supplies Totals: | 0.00 | 3,800 | 3,800 | 0 | 0 |
| 0 | 9,994 | 3,800 | 0 | | EXPENDITURES TOTALS: | 0.00 | 3,800 | 3,800 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 9,994 | 3,800 | 0 | | DEPT EXPENSES | 0.00 | 3,800 | 3,800 | 0 | 0 |
| 0 | (9,994) | (3,800) | 0 | | Solid Waste Disposal Totals: | 0.00 | (3,800) | (3,800) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 9,994 | 3,800 | 0 | | FUND EXPENSES | 0.00 | 3,800 | 3,800 | 0 | 0 |
| 0 | (9,994) | (3,800) | 0 | | Recycling Grant Fund Totals: | 0.00 | (3,800) | (3,800) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4205 | Solid Waste Disposal | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 38,965 | 34,999 | 56,642.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 42,050.00 | 42,124.00 | 0.00 | 0.00 |
| 23,273 | 26,100 | 34,862.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 36,541.00 | 36,541.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 31 | 22 | 50.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 50.00 | 50.00 | 0.00 | 0.00 |
| 33 | 0 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 365 | (2,034) | 532.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 310.00 | 310.00 | 0.00 | 0.00 |
| 0 | 0 | 16,110.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 14,250.00 | 14,250.00 | 0.00 | 0.00 |
| 492 | 615 | 486.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,031 | 4,777 | 7,391.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,206.00 | 4,213.00 | 0.00 | 0.00 |
| 170 | 145 | 238.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 176.00 | 177.00 | 0.00 | 0.00 |
| 164 | 178 | 282.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 167.00 | 167.00 | 0.00 | 0.00 |
| 913 | 857 | 1,326.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,141.00 | 1,141.00 | 0.00 | 0.00 |
| 1,449 | 1,641 | 2,162.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 2,266.00 | 2,266.00 | 0.00 | 0.00 |
| 70,886 | 67,300 | 120,081 | 0 | | Personnel Services Totals: | 0.00 | 101,157 | 101,239 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 26,764 | 27,549 | 28,284.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 29,133.00 | 29,133.00 | 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 |
| 26,354 | 27,608 | 26,000.00 | 0.00 | 52930-400-0000 | Special Billing Services | 0.00 | 28,500.00 | 28,500.00 | 0.00 | 0.00 |
| 78 | 0 | 200.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 53,195 | 55,158 | 55,234 | 0 | | Services & Supplies Totals: | 0.00 | 58,583 | 58,583 | 0 | 0 |
| 124,081 | 122,457 | 175,315 | 0 | | EXPENDITURES TOTALS: | 0.00 | 159,740 | 159,822 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 124,081 | 122,457 | 175,315 | 0 | | DEPT EXPENSES | 0.00 | 159,740 | 159,822 | 0 | 0 |
| (124,081) | (122,457) | (175,315) | 0 | | Solid Waste Disposal Totals: | 0.00 | (159,740) | (159,822) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 124,081 | 122,457 | 175,315 | 0 | | FUND EXPENSES | 0.00 | 159,740 | 159,822 | 0 | 0 |
| (124,081) | (122,457) | (175,315) | 0 | | Sewer Operating Fund Totals: | 0.00 | (159,740) | (159,822) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,992,176 | 3,013,957 | 2,674,588 | 0 | | REPORT EXPENSES | 0.00 | 3,164,167 | 3,164,277 | 0 | 0 |
| (2,992,176) | (3,013,957) | (2,674,588) | 0 | | REPORT TOTALS: | 0.00 | (3,164,167) | (3,164,277) | 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 – \$3,800

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

52390 RESIDENTIAL REFUSE COLLECTION – \$2,900,000

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 – <\$2,900,000>

Reimbursement from residents for refuse collection.

52450 SPECIAL CONTRACT SERVICES – \$58,265

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$29,132; General Fund – \$29,133).

52810 BAD-DEBT EXPENSES – \$1,500

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

52930 SPECIAL BILLING SERVICES – \$57,000

Utility billing service with DataProse (Sewer Operating Fund – \$28,500; General Fund – \$28,500).

52990 MISCELLANEOUS EXPENDITURES – \$400

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

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 | 709,044 | 770,512 | 858,032 | |
| Services and Supplies | 617,693 | 718,968 | 686,373 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 1,326,737 | 1,489,480 | 1,544,405 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 6.03 (FT) 2.00 (PT) | 6.03 (FT) 2.00 (PT) | 7.03 (FT) 2.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Department Distribution

| | | | |
|---------------------------|------------------|------------------|------------------|
| Administration | 72,655 | 77,836 | 75,741 |
| City Clerk | 267,979 | 397,264 | 484,784 |
| Personnel/Risk Management | 499,676 | 509,474 | 513,474 |
| Central Services | 486,427 | 504,906 | 470,406 |
| Total | 1,326,737 | 1,489,480 | 1,544,405 |

Source of Funds

| | | | |
|---|------------------|------------------|------------------|
| General Fund | 1,181,678 | 1,330,948 | 1,385,873 |
| After-School Program – Indirect Staff Charges | 38,918 | 49,245 | 49,245 |
| Sewer Operating Fund – Indirect Staff Charges | 106,141 | 109,287 | 109,287 |
| Total | 1,326,737 | 1,489,480 | 1,544,405 |

**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 | % 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>Administration from other Departments/Entities</u> | | | | | | | | |
| Edward Starr (4200) | .05 | | 12.0 | 21,505 | | 12,903 | 12,903 | |
| <u>Director of Administrative Services/Human Resources</u> | | | | | | | | |
| Jon Hamilton | E | | 12.0 | 14,742 | | 176,904 | 176,904 | |
| <u>City Clerk</u> | | | | | | | | |
| Andrea Myrick | E | | 12.0 | 8,987 | | 107,844 | 107,844 | |
| <u>Deputy City Clerk</u> | | | | | | | | |
| Vacant | A | | 6.0 | 5,303 | 6.0 | 5,568 | 65,226 | |
| <u>Employment & Personnel Coordinator</u> | | | | | | | | |
| Tanya Kresback | C | 02/16/22 | 7.5 | 5,356 | 4.5 | 5,624 | 65,478 | |
| <u>Benefits Coordinator</u> | | | | | | | | |
| Leslie Phillips | E | | 12.0 | 6,200 | | 74,400 | 74,400 | |
| <u>Administrative Specialist</u> | | | | | | | | |
| Sharon Giang | B | 04/25/22 | 9.8 | 4,071 | 2.2 | 4,275 | 49,301 | |
| <u>Office Specialist</u> | | | | | | | | |
| Vacant | A | | 6.0 | 3,336 | 6.0 | 3,503 | 42,265 | |
| <u>Administration to other Departments/Entities</u> | | | | | | | | |
| Andrea Myrick (SRDA) | | | | | | -2,157 | -2,157 | |
| <u>Part-Time:</u> | | | | | | | | |
| <u>Office Specialist</u> | | | | | | | | |
| Christian Dominguez (28 hrs week) | | | | 19.25 hr. | | 28,869 | 28,869 | |
| <u>Senior Intern</u> | | | | | | | | |
| Vacant (20 hrs week) | | | | 15.76 hr. | | 16,390 | 16,390 | |
| <hr/> | | | | | | | | |
| Salary Requirements: | | | | | | (FT) | 592,164 | 592,164 |
| | | | | | | (PT) | 16,390 | 16,390 |
| | | | | | | TOTAL | 608,554 | 608,554 |

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

| Classification | POSITION QUOTA | | | | APPROPRIATIONS | | |
|---|----------------|---------|----------|-------|----------------|----------------|---------|
| | | Dept | City Mgr | | Dept. | City Mgr | Adopted |
| | Current | Request | Recom | Final | Request | Recom | Budget |
| Admin from other Depts - Starr | 0.05 | 0.05 | 0.05 | | 12,903 | 12,903 | |
| Director of Administrative Services/ Human Resources | 1.00 | 1.00 | 1.00 | | 176,904 | 176,904 | |
| City Clerk | 1.00 | 1.00 | 1.00 | | 107,844 | 107,844 | |
| Deputy City Clerk | 0.00 | 0.00 | 1.00 | | 0 | 65,226 | |
| Employment & Personnel Coor | 1.00 | 1.00 | 1.00 | | 65,478 | 65,478 | |
| Benefits Coordinator | 1.00 | 1.00 | 1.00 | | 74,400 | 74,400 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 49,301 | 49,301 | |
| Office Specialist | 1.00 | 1.00 | 1.00 | | 42,265 | 42,265 | |
| <u>Part-Time</u> | | | | | | | |
| Office Specialist | 1.00 | 1.00 | 1.00 | | 28,869 | 28,869 | |
| Senior Intern | 1.00 | 1.00 | 1.00 | | 16,390 | 16,390 | |
| Full Time | 6.05 | 6.05 | 7.05 | | 529,095 | 594,321 | |
| Admin other Departments | -0.02 | -0.02 | -0.02 | | -2,157 | -2,157 | |
| Total FT Positions/Salaries | 6.03 | 6.03 | 7.03 | | 526,938 | 592,164 | |
| Part Time | 2.00 | 2.00 | 2.00 | | 45,259 | 45,259 | |
| Overtime | | | | | 2,000 | 2,000 | |
| Total Salaries & Wages | | | | | 574,197 | 639,423 | |
| Benefit Costs | | | | | 138,545 | 154,943 | |
| PERS Benefit Costs | | | | | 58,571 | 64,467 | |
| Benefit Costs other Depts | | | | | -801 | -801 | |
| Total Benefit Costs | | | | | 196,315 | 218,609 | |
| TOTAL | | | | | 770,512 | 858,032 | |

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 | 43,160 | 45,491 | 45,491 | |
| Services and Supplies | 29,495 | 32,345 | 30,250 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 72,655 | 77,836 | 75,741 | |
| Personnel Authorized | 0.15 (FT) | 0.15 (FT) | 0.15 (FT) | |

Source of Funds

| | | | |
|---|---------------|---------------|---------------|
| General Fund | 44,961 | 68,877 | 66,782 |
| After-School Program – Indirect Staff Charges | 7,430 | 2,783 | 2,783 |
| Sewer Operating Fund – Indirect Staff Charges | 20,264 | 6,176 | 6,176 |
| Total | 72,655 | 77,836 | 75,741 |

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 | | 12,903 | 12,903 | |
| Director of Administrative Services/ Human Resources | 0.10 | 0.10 | 0.10 | | 17,690 | 17,690 | |
| Full Time | 0.15 | 0.15 | 0.15 | | 30,593 | 30,593 | |
| Total Salaries & Wages | | | | | 30,593 | 30,593 | |
| Benefit Costs | | | | | 10,713 | 10,713 | |
| PERS Benefit Costs | | | | | 4,185 | 4,185 | |
| Total Benefit Costs | | | | | 14,898 | 14,898 | |
| TOTAL | | | | | 45,491 | 45,491 | |

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. Oversee the City's E-government services and Internet services.
 7. Pursuant to City Council direction, implement Strategic Planning priorities.
-

Personnel Services – \$45,491

Salary requests are for: City Manager (0.05) – \$12,903; Director of Administrative Services/Human Services (0.10) \$17,690. Cost allocations are as follows: full-time salaries – \$30,593; benefit costs – \$14,898.

Services and Supplies – \$32,345

Funding requested is for: books and publications – \$500; office supplies – direct – \$250; dues and memberships – \$1,445; travel and meetings – \$9,500; mileage/auto allowance – \$7,800; educational grants – \$5,000; vocational training – \$1,000; small equipment – \$350; cellular phone expense – \$1,000; miscellaneous expenditures – \$5,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 11:47AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4311 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 162,678 | 34,160 | 29,913.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 30,593.00 | 30,593.00 | 0.00 | 0.00 |
| 1,365 | 124 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,858 | 676 | 652.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 667.00 | 667.00 | 0.00 | 0.00 |
| 0 | 0 | 2,430.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 2,520.00 | 2,520.00 | 0.00 | 0.00 |
| 7,324 | 3,391 | 5,476.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 7,010.00 | 7,010.00 | 0.00 | 0.00 |
| 19,664 | 4,009 | 4,191.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,185.00 | 4,185.00 | 0.00 | 0.00 |
| 722 | 192 | 126.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 129.00 | 129.00 | 0.00 | 0.00 |
| 1,203 | 320 | 125.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 130.00 | 130.00 | 0.00 | 0.00 |
| 1,497 | 388 | 247.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 257.00 | 257.00 | 0.00 | 0.00 |
| 197,311 | 43,261 | 43,160 | 0 | | Personnel Services Totals: | 0.00 | 45,491 | 45,491 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 150.00 | 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 |
| 1,016 | 921 | 1,445.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 1,445.00 | 1,200.00 | 0.00 | 0.00 |
| 3,093 | 675 | 5,000.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 9,500.00 | 8,000.00 | 0.00 | 0.00 |
| 11,525 | 7,858 | 7,800.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 6,029 | 31 | 5,000.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 0 | 0 | 1,000.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 0 | 0 | 350.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 350.00 | 350.00 | 0.00 | 0.00 |
| 2,583 | 3,035 | 3,500.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 6,036 | 0 | 3,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 5,500.00 | 5,500.00 | 0.00 | 0.00 |
| 30,281 | 12,519 | 27,495 | 0 | | Services & Supplies Totals: | 0.00 | 32,345 | 30,250 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | E40 | Other Financing Uses | | | | | |
| (16,593) | (19,513) | -20,264.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -6,176.00 | -6,176.00 | 0.00 | 0.00 |
| (7,782) | 0 | -7,430.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -2,783.00 | -2,783.00 | 0.00 | 0.00 |
| (24,375) | (19,513) | (27,694) | 0 | | Other Financing Uses Totals: | 0.00 | (8,959) | (8,959) | 0 | 0 |
| 203,217 | 36,267 | 42,961 | 0 | | EXPENDITURES TOTALS: | 0.00 | 68,877 | 66,782 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 203,217 | 36,267 | 42,961 | 0 | | DEPT EXPENSES | 0.00 | 68,877 | 66,782 | 0 | 0 |
| (203,217) | (36,267) | (42,961) | 0 | | Administration Totals: | 0.00 | (68,877) | (66,782) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 203,217 | 36,267 | 42,961 | 0 | | FUND EXPENSES | 0.00 | 68,877 | 66,782 | 0 | 0 |
| (203,217) | (36,267) | (42,961) | 0 | | General Fund Totals: | 0.00 | (68,877) | (66,782) | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4311 | Administration | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 7,782 | 0 | 7,430.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 2,783.00 | 2,783.00 | 0.00 | 0.00 |
| 7,782 | 0 | 7,430 | 0 | | Other Financing Uses Totals: | 0.00 | 2,783 | 2,783 | 0 | 0 |
| 7,782 | 0 | 7,430 | 0 | | EXPENDITURES TOTALS: | 0.00 | 2,783 | 2,783 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 7,782 | 0 | 7,430 | 0 | | DEPT EXPENSES | 0.00 | 2,783 | 2,783 | 0 | 0 |
| (7,782) | 0 | (7,430) | 0 | | Administration Totals: | 0.00 | (2,783) | (2,783) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 7,782 | 0 | 7,430 | 0 | | FUND EXPENSES | 0.00 | 2,783 | 2,783 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| (7,782) | 0 | (7,430) | 0 | | After-School Program Grant Totals: | 0.00 | (2,783) | (2,783) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4311 | Administration | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 16,593 | 19,513 | 20,264.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 6,176.00 | 6,176.00 | 0.00 | 0.00 |
| 16,593 | 19,513 | 20,264 | 0 | | Other Financing Uses Totals: | 0.00 | 6,176 | 6,176 | 0 | 0 |
| 16,593 | 19,513 | 20,264 | 0 | | EXPENDITURES TOTALS: | 0.00 | 6,176 | 6,176 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,593 | 19,513 | 20,264 | 0 | | DEPT EXPENSES | 0.00 | 6,176 | 6,176 | 0 | 0 |
| (16,593) | (19,513) | (20,264) | 0 | | Administration Totals: | 0.00 | (6,176) | (6,176) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,593 | 19,513 | 20,264 | 0 | | FUND EXPENSES | 0.00 | 6,176 | 6,176 | 0 | 0 |
| (16,593) | (19,513) | (20,264) | 0 | | Sewer Operating Fund Totals: | 0.00 | (6,176) | (6,176) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 227,592 | 55,780 | 70,655 | 0 | | REPORT EXPENSES | 0.00 | 77,836 | 75,741 | 0 | 0 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| (227,592) | (55,780) | (70,655) | 0 | | REPORT TOTALS: | 0.00 | (77,836) | (75,741) | 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 | Jon Hamilton, Director of Administrative Services/ Human Resources | <u>CalPERS Educational Forum</u> Annual Conference | TBA | November 2022 | \$1,500 |
| | Jon Hamilton, Director of Administrative Services/ Human Resources | <u>League of California Cities</u> City Attorney Annual Conference | TBA | May 2023 | \$1,500 |
| | Andrea Myrick, City Clerk | <u>League of California Cities</u> City Clerks New Law and Elections Seminar | TBA | December 2022 | \$1,500 |
| 52130 | Andrea Myrick, City Clerk | <u>City Clerks Association of California</u> 2023 Annual Conference | TBA | April 2023 | \$1,000 |
| 52130 | All City of Montclair Attendees | <u>City of Montclair</u> State of the City Address – 2023 | City of Montclair | October 2022 | \$1,500 |
| 52130 | Jon Hamilton, Director of Administrative Services/ Human Resources Tanya Kresback, Employment and Personnel Coordinator Leslie Phillips, Benefits Coordinator | <u>Miscellaneous Meetings</u> CalPERS Updates, COBRA, ADA, FLSA, Other Personnel/Risk Management Related Workshops | TBA | TBA | \$1,000 |
| 52130 | Tanya Kresback, Employment and Personnel Coordinator | Training Conference/ Course | TBA | TBA | \$1,500 |
| Total: | | | | | \$9,500 |

(Only \$8,000 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 | \$1,000 |
| | | | | Total: | \$1,000 |

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500 ***(Only \$150 approved in City Manager’s Budget)***

Miscellaneous Leadership titles.
City Attorney Handbook.

51060 OFFICE SUPPLIES – DIRECT – \$250

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

52120 DUES AND MEMBERSHIPS – \$1,445 ***(Only \$1,200 approved in City Manager’s Budget)***

City Clerk

City Clerks Association of California, \$130
International Institute of Municipal Clerks, \$195
Provision for increase, \$200

Personnel

Cal Chamber, \$420
PERS Public Agency Coalition, \$500

52130 TRAVEL AND MEETINGS – \$9,500 ***(Only \$8,000 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 – \$1,000

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."

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

52690 SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850 CELLULAR PHONE EXPENSE – \$1,000

Cellular phone service for Department personnel. All Department programs – exclusive of wireless data services (see 4316-52450).

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 | 232,829 | 267,664 | 355,184 | |
| Services and Supplies | 35,150 | 129,600 | 129,600 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 267,979 | 397,264 | 484,784 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 2.48 (FT) 1.00 (PT) | 2.48 (FT) 1.00 (PT) | 3.48 (FT) 1.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|---|----------------|----------------|----------------|
| General Fund | 239,687 | 364,222 | 451,742 |
| After-School Program – Indirect Staff Charges | 7,593 | 10,264 | 10,264 |
| Sewer Operating Fund – Indirect Staff Charges | 20,708 | 22,778 | 22,778 |
| Total | 267,979 | 397,264 | 484,784 |

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 | 1.00 | 1.00 | 1.00 | | 107,844 | 107,844 | |
| Admin other Depts | -0.02 | -0.02 | -0.02 | | -2,157 | -2,157 | |
| | <u>0.98</u> | <u>0.98</u> | <u>0.98</u> | | <u>105,687</u> | <u>105,687</u> | |
| Deputy City Clerk | 0.00 | 0.00 | 1.00 | | 0.00 | 65,226 | |
| Administrative Specialist | 0.50 | 0.50 | 0.50 | | 24,651 | 24,651 | |
| Office Specialist | 1.00 | 1.00 | 1.00 | | 42,265 | 42,265 | |
| <u>Part-Time</u> | | | | | | | |
| Office Specialist | 0.50 | 0.50 | 0.50 | | 14,435 | 14,435 | |
| Senior Intern | 0.50 | 0.50 | 0.50 | | 8,195 | 8,195 | |
| Full Time | 2.50 | 2.50 | 3.50 | | 174,760 | 239,986 | |
| Admin other Departments | -0.02 | -0.02 | -0.02 | | -2,157 | -2,157 | |
| Total FT Positions/Salaries | <u>2.48</u> | <u>2.48</u> | <u>3.48</u> | | <u>172,603</u> | <u>237,829</u> | |
| Part Time | 1.00 | 1.00 | 1.00 | | 22,630 | 22,630 | |
| Overtime | | | | | 1,000 | 1,000 | |
| Total Salaries & Wages | | | | | 196,233 | 261,459 | |
| Benefit Costs | | | | | 52,486 | 68,884 | |
| PERS Benefit Costs | | | | | 19,746 | 25,642 | |
| Benefit Costs other Depts | | | | | -801 | -801 | |
| Total Benefit Costs | | | | | 71,431 | 93,725 | |
| TOTAL | | | | | 267,664 | 355,184 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------------|----------|-----------------|
| Administrative Services | | 4314 City Clerk |

Work Program

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

Personnel Services – \$267,664

Salary requests are for: City Clerk (0.98) – \$105,687; Administrative Specialist (0.50) – \$24,651; Office Specialist (1.00) – \$42,265; Office Specialist (0.50/part-time) – \$14,435; Senior Intern (0.50/part-time) – \$8,195. Cost allocations are as follows: full-time salaries – \$172,603; part-time salaries – \$22,630; overtime – \$1,000; benefit costs – \$71,431.

Services and Supplies – \$129,600

Funding requested is for: books and publications – \$7,500; election supplies/services – \$50,000; publication and advertising – \$8,000; mileage/auto allowance – \$100; special contract services – \$62,000; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 11:47AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4314 | City Clerk | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 93,248 | 165,634 | 160,620.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 172,603.00 | 237,829.00 | 0.00 | 0.00 |
| 8,989 | 11,416 | 7,649.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 22,630.00 | 22,630.00 | 0.00 | 0.00 |
| 71,632 | 18,206 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 300.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 1,966 | 1,994 | 2,128.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 2,439.00 | 2,439.00 | 0.00 | 0.00 |
| 0 | 0 | 34,596.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 39,264.00 | 54,264.00 | 0.00 | 0.00 |
| 3,852 | 3,781 | 3,871.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 4,228.00 | 4,228.00 | 0.00 | 0.00 |
| 10,742 | 18,856 | 19,108.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 19,472.00 | 25,368.00 | 0.00 | 0.00 |
| 668 | 742 | 725.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 776.00 | 1,051.00 | 0.00 | 0.00 |
| 927 | 987 | 918.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,016.00 | 1,193.00 | 0.00 | 0.00 |
| 2,551 | 2,862 | 2,440.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,833.00 | 3,779.00 | 0.00 | 0.00 |
| 4,998 | 1,836 | 474.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,403.00 | 1,403.00 | 0.00 | 0.00 |
| 199,574 | 226,314 | 232,829 | 0 | | Personnel Services Totals: | 0.00 | 267,664 | 355,184 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 431 | 0 | 1,550.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 7,500.00 | 7,500.00 | 0.00 | 0.00 |
| 0 | 3,434 | 500.00 | 0.00 | 51070-400-0000 | Election Expenses | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 161 | 1,201 | 5,000.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 8,000.00 | 8,000.00 | 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 |
| 4,917 | 5,598 | 16,500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 62,000.00 | 62,000.00 | 0.00 | 0.00 |
| 344 | 56 | 500.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 5,852 | 10,289 | 24,150 | 0 | | Services & Supplies Totals: | 0.00 | 129,600 | 129,600 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| (12,589) | (19,941) | -20,708.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -22,778.00 | -22,778.00 | 0.00 | 0.00 |
| (5,904) | 0 | -7,593.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -10,264.00 | -10,264.00 | 0.00 | 0.00 |
| (18,493) | (19,941) | (28,301) | 0 | | Other Financing Uses Totals: | 0.00 | (33,042) | (33,042) | 0 | 0 |
| 186,933 | 216,662 | 228,678 | 0 | | EXPENDITURES TOTALS: | 0.00 | 364,222 | 451,742 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 186,933 | 216,662 | 228,678 | 0 | | DEPT EXPENSES | 0.00 | 364,222 | 451,742 | 0 | 0 |
| (186,933) | (216,662) | (228,678) | 0 | | City Clerk Totals: | 0.00 | (364,222) | (451,742) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 186,933 | 216,662 | 228,678 | 0 | | FUND EXPENSES | 0.00 | 364,222 | 451,742 | 0 | 0 |
| (186,933) | (216,662) | (228,678) | 0 | | General Fund Totals: | 0.00 | (364,222) | (451,742) | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4314 | City Clerk | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 5,904 | 0 | 7,593.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 10,264.00 | 10,264.00 | 0.00 | 0.00 |
| 5,904 | 0 | 7,593 | 0 | | Other Financing Uses Totals: | 0.00 | 10,264 | 10,264 | 0 | 0 |
| 5,904 | 0 | 7,593 | 0 | | EXPENDITURES TOTALS: | 0.00 | 10,264 | 10,264 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,904 | 0 | 7,593 | 0 | | DEPT EXPENSES | 0.00 | 10,264 | 10,264 | 0 | 0 |
| (5,904) | 0 | (7,593) | 0 | | City Clerk Totals: | 0.00 | (10,264) | (10,264) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,904 | 0 | 7,593 | 0 | | FUND EXPENSES | 0.00 | 10,264 | 10,264 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| (5,904) | 0 | (7,593) | 0 | | After-School Program Grant Totals: | 0.00 | (10,264) | (10,264) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4314 | City Clerk | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 12,589 | 19,941 | 20,708.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 22,778.00 | 22,778.00 | 0.00 | 0.00 |
| 12,589 | 19,941 | 20,708 | 0 | | Other Financing Uses Totals: | 0.00 | 22,778 | 22,778 | 0 | 0 |
| 12,589 | 19,941 | 20,708 | 0 | | EXPENDITURES TOTALS: | 0.00 | 22,778 | 22,778 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 12,589 | 19,941 | 20,708 | 0 | | DEPT EXPENSES | 0.00 | 22,778 | 22,778 | 0 | 0 |
| (12,589) | (19,941) | (20,708) | 0 | | City Clerk Totals: | 0.00 | (22,778) | (22,778) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 12,589 | 19,941 | 20,708 | 0 | | FUND EXPENSES | 0.00 | 22,778 | 22,778 | 0 | 0 |
| (12,589) | (19,941) | (20,708) | 0 | | Sewer Operating Fund Totals: | 0.00 | (22,778) | (22,778) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 205,426 | 236,603 | 256,979 | 0 | | REPORT EXPENSES | 0.00 | 397,264 | 484,784 | 0 | 0 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| (205,426) | (236,603) | (256,979) | 0 | | REPORT TOTALS: | 0.00 | (397,264) | (484,784) | 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

Montclair Municipal Code Book Supplements, \$5,000 (Cannabis Ordinance)
Annual fee for online Montclair Municipal Code (MuniCode), \$1,500
Miscellaneous books and periodicals, \$1,000

51070 ELECTION SUPPLIES/SERVICES – \$50,000

Costs related to forms, San Bernardino County Registrar of Voters Services, and other materials related to conducting the 2022 General Election and other unscheduled elections.

52090 PUBLICATION AND ADVERTISING – \$8,000

Publication of legal notices:
 Public Hearings, \$5,000
 Elections, \$3,000

52140 MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle.

52450 SPECIAL CONTRACT SERVICES – \$62,000

Contract services for off-site records storage all departments (Corodata), \$3,500
Online Public Records Portal, \$3,500
Electronic Records Management System Consultant, \$50,000
Electronic Filing System for FPPC (Netfile) \$5,000

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Miscellaneous supplies for City archives, records, electoral services, voter outreach and education, and ballot and statement preparations for local elections.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

| Department | Division | Program |
|-------------------------|-----------------|---------------------------|
| Administrative Services | | Personnel/Risk Management |

Program Description

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

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 355,363 | 374,636 | 374,636 | |
| Services and Supplies | 144,313 | 134,838 | 138,838 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 499,676 | 509,474 | 513,474 | |
| Personnel Authorized | 2.80 (FT) | 2.80 (FT) | 2.80 (FT) | |

Source of Funds

| | | | |
|---|----------------|----------------|----------------|
| General Fund | 454,199 | 449,467 | 453,467 |
| After-School Program – Indirect Staff Charges | 12,201 | 18,640 | 18,640 |
| Sewer Operating Fund – Indirect Staff Charges | 33,276 | 41,367 | 41,367 |
| Total | 499,676 | 509,474 | 513,474 |

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 |
| Director of Administrative Services/ Human Resources | 0.80 | 0.80 | 0.80 | | 141,523 | 141,523 | |
| Benefits Coordinator | 1.00 | 1.00 | 1.00 | | 74,400 | 74,400 | |
| Employment & Personnel Coor | 1.00 | 1.00 | 1.00 | | 65,478 | 65,478 | |
| Full Time | 2.80 | 2.80 | 2.80 | | 281,401 | 281,401 | |
| Overtime | | | | | 500 | 500 | |
| Total Salaries & Wages | | | | | 281,901 | 281,901 | |
| Benefit Costs | | | | | 62,120 | 62,120 | |
| PERS Benefit Costs | | | | | 30,615 | 30,615 | |
| Total Benefit Costs | | | | | 92,735 | 92,735 | |
| TOTAL | | | | | 374,636 | 374,636 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------------|----------|--------------------------------|
| Administrative Services | | 4315 Personnel/Risk Management |

Work Program

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

Personnel Services – \$374,636

Salary requests are for: Director of Administrative Services/Human Resources (0.80) – \$141,523; Benefits Coordinator (1.00) – \$74,400; Employment and Personnel Coordinator (1.00) – \$65,478. Cost allocations are as follows: full-time salaries – \$281,401; overtime – \$500; benefit costs – \$92,735.

Services and Supplies – \$134,838

Funding requested is for: books and publications – \$1,525; publication and advertising – \$15,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$4,345; special contract services – \$65,568; psychological assistance – \$15,000; medical examinations – \$15,000; personnel testing – \$5,000; fingerprints and credit bureau fees – \$3,500; psychological exams – \$8,000; ADA expenditures – \$1,000; miscellaneous expenditures – \$500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 11:47AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4315 | Personnel/Risk Management | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 205,620 | 269,900 | 264,408.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 281,401.00 | 281,401.00 | 0.00 | 0.00 |
| 0 | 0 | 500.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 3,502 | 4,497 | 5,646.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 4,983.00 | 4,983.00 | 0.00 | 0.00 |
| 0 | 0 | 41,760.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 43,440.00 | 43,440.00 | 0.00 | 0.00 |
| 4,016 | 6,535 | 6,804.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 7,076.00 | 7,076.00 | 0.00 | 0.00 |
| 21,520 | 28,769 | 29,982.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 30,615.00 | 30,615.00 | 0.00 | 0.00 |
| 826 | 1,062 | 1,113.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,185.00 | 1,185.00 | 0.00 | 0.00 |
| 894 | 1,238 | 1,317.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,356.00 | 1,356.00 | 0.00 | 0.00 |
| 3,037 | 3,989 | 3,833.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 4,080.00 | 4,080.00 | 0.00 | 0.00 |
| 239,415 | 315,990 | 355,363 | 0 | | Personnel Services Totals: | 0.00 | 374,636 | 374,636 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 362 | 139 | 1,000.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 1,525.00 | 1,525.00 | 0.00 | 0.00 |
| 16,225 | 1,000 | 15,000.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 15,000.00 | 15,000.00 | 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 |
| 700 | 7,310 | 4,345.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 4,345.00 | 4,345.00 | 0.00 | 0.00 |
| 70,143 | 48,252 | 65,568.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 65,568.00 | 65,568.00 | 0.00 | 0.00 |
| 20,795 | 14,600 | 13,000.00 | 0.00 | 52490-400-0000 | Psychological Assistance | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 20,665 | 15,042 | 20,000.00 | 0.00 | 52510-400-0000 | Medical Examinations | 0.00 | 15,000.00 | 18,000.00 | 0.00 | 0.00 |
| 2,143 | 5,692 | 7,000.00 | 0.00 | 52520-400-0000 | Personnel Testing | 0.00 | 5,000.00 | 6,000.00 | 0.00 | 0.00 |
| 2,773 | 1,265 | 4,500.00 | 0.00 | 52560-400-0000 | Fingerprints/Credit Bureau | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 10,600 | 8,000 | 10,000.00 | 0.00 | 52590-400-0000 | Psychological Exams | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 0 | 0 | 1,000.00 | 0.00 | 52840-400-0000 | A.D.A. Expenditures | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 597 | 0 | 500.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 145,002 | 101,300 | 142,313 | 0 | | Services & Supplies Totals: | 0.00 | 134,838 | 138,838 | 0 | 0 |
| (27,349) | (32,043) | -33,276.00 | 0.00 | E40 | Other Financing Uses | | | | | |
| (12,827) | 0 | -12,201.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -41,367.00 | -41,367.00 | 0.00 | 0.00 |
| | | | | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -18,640.00 | -18,640.00 | 0.00 | 0.00 |
| (40,176) | (32,043) | (45,477) | 0 | | Other Financing Uses Totals: | 0.00 | (60,007) | (60,007) | 0 | 0 |
| 344,242 | 385,247 | 452,199 | 0 | | EXPENDITURES TOTALS: | 0.00 | 449,467 | 453,467 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 344,242 | 385,247 | 452,199 | 0 | | DEPT EXPENSES | 0.00 | 449,467 | 453,467 | 0 | 0 |
| (344,242) | (385,247) | (452,199) | 0 | | Personnel/Risk Management Totals | 0.00 | (449,467) | (453,467) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 344,242 | 385,247 | 452,199 | 0 | | FUND EXPENSES | 0.00 | 449,467 | 453,467 | 0 | 0 |
| (344,242) | (385,247) | (452,199) | 0 | | General Fund Totals: | 0.00 | (449,467) | (453,467) | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4315 | Personnel/Risk Management | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 12,827 | 0 | 12,201.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 18,640.00 | 18,640.00 | 0.00 | 0.00 |
| 12,827 | 0 | 12,201 | 0 | | Other Financing Uses Totals: | 0.00 | 18,640 | 18,640 | 0 | 0 |
| 12,827 | 0 | 12,201 | 0 | | EXPENDITURES TOTALS: | 0.00 | 18,640 | 18,640 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 12,827 | 0 | 12,201 | 0 | | DEPT EXPENSES | 0.00 | 18,640 | 18,640 | 0 | 0 |
| (12,827) | 0 | (12,201) | 0 | | Personnel/Risk Management Totals | 0.00 | (18,640) | (18,640) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 12,827 | 0 | 12,201 | 0 | | FUND EXPENSES | 0.00 | 18,640 | 18,640 | 0 | 0 |
| (12,827) | 0 | (12,201) | 0 | | After-School Program Grant Totals: | 0.00 | (18,640) | (18,640) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4315 | Personnel/Risk Management | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 27,349 | 32,043 | 33,276.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 41,367.00 | 41,367.00 | 0.00 | 0.00 |
| 27,349 | 32,043 | 33,276 | 0 | | Other Financing Uses Totals: | 0.00 | 41,367 | 41,367 | 0 | 0 |
| 27,349 | 32,043 | 33,276 | 0 | | EXPENDITURES TOTALS: | 0.00 | 41,367 | 41,367 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 27,349 | 32,043 | 33,276 | 0 | | DEPT EXPENSES | 0.00 | 41,367 | 41,367 | 0 | 0 |
| (27,349) | (32,043) | (33,276) | 0 | | Personnel/Risk Management Totals | 0.00 | (41,367) | (41,367) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 27,349 | 32,043 | 33,276 | 0 | | FUND EXPENSES | 0.00 | 41,367 | 41,367 | 0 | 0 |
| (27,349) | (32,043) | (33,276) | 0 | | Sewer Operating Fund Totals: | 0.00 | (41,367) | (41,367) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 384,418 | 417,290 | 497,676 | 0 | | REPORT EXPENSES | 0.00 | 509,474 | 513,474 | 0 | 0 |
| (384,418) | (417,290) | (497,676) | 0 | | REPORT TOTALS: | 0.00 | (509,474) | (513,474) | 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 – \$1,525
California Municipal Law Handbook, \$450
Los Angeles County Bar Association, \$400
Top Safety, \$150
Top Health, \$145
Jobs Available, \$45
University of California, Berkeley, Wellness Letter, \$35
Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300
- 52090 PUBLICATION AND ADVERTISING – \$15,000
Personnel recruitment advertisements.
- 52140 MILEAGE/AUTO ALLOWANCE – \$150
Mileage reimbursement for Administrative Services/Human Resources Director, Personnel Services Coordinator, and Benefits Coordinator.
- 52150 LABOR RELATIONS – \$250
Expenditures related to labor negotiations and disciplinary/grievances.
- 52190 SPECIAL CONSULTING SERVICES – \$4,345
East Inland Empire Employment Relations Consortium, \$3,045
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 – \$65,568
Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$15,436
Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$48,132
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 – \$15,000 **(\$18,000 approved in City Manager's Budget)**

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

52520 PERSONNEL TESTING – \$5,000 **(\$6,000 approved in City Manager's Budget)**

Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.

52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$3,500

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

52590 PSYCHOLOGICAL EXAMS – \$8,000

Psychological exams for new employee applicants.

52840 ADA EXPENDITURES – \$1,000

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

52990 MISCELLANEOUS EXPENDITURES – \$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 | 77,692 | 82,721 | 82,721 | |
| Services and Supplies | 408,735 | 422,185 | 387,685 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 486,427 | 504,906 | 470,406 | |
| Personnel Authorized | 0.60 (FT) 1.00 (PT) | 0.60 (FT) 1.00 (PT) | 0.60 (FT) 1.00 (PT) | |

Source of Funds

| | | | |
|---|----------------|----------------|----------------|
| General Fund | 442,840 | 448,382 | 413,882 |
| After-School Program – Indirect Staff Charges | 11,694 | 17,558 | 17,558 |
| Sewer Operating Fund – Indirect Staff Charges | 31,893 | 38,966 | 38,966 |
| Total | 486,427 | 504,906 | 470,406 |

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 |
| Director of Administrative Services/ Human Resources | 0.10 | 0.10 | 0.10 | | 17,691 | 17,691 | |
| Administrative Specialist | 0.50 | 0.50 | 0.50 | | 24,650 | 24,650 | |
| <u>Part-Time</u> | | | | | | | |
| Office Specialist | 0.50 | 0.50 | 0.50 | | 14,434 | 14,434 | |
| Senior Intern | 0.50 | 0.50 | 0.50 | | 8,195 | 8,195 | |
| Full Time | 0.60 | 0.60 | 0.60 | | 42,341 | 42,341 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 22,629 | 22,629 | |
| Overtime | | | | | 500 | 500 | |
| Total Salaries & Wages | | | | | 65,470 | 65,470 | |
| Benefit Costs | | | | | 13,226 | 13,226 | |
| PERS Benefit Costs | | | | | 4,025 | 4,025 | |
| Total Benefit Costs | | | | | 17,251 | 17,251 | |
| TOTAL | | | | | 82,721 | 82,721 | |

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 – \$82,721

Salary requests are for: Director of Administrative Services/Human Resources (0.10) – \$17,691; Administrative Specialist (0.50) – \$24,650; Office Specialist (0.50/part-time) – \$14,434; Senior Intern (0.50/part-time) – \$8,195. Cost allocations are as follows: full-time salaries – \$42,341; part-time salaries – \$22,629; overtime – \$500; benefit costs – \$17,251.

Services and Supplies – \$422,185

Funding requested is for: books and publications – \$185; office supplies – indirect – \$58,000; license/permits/certificates – \$2,000; maintenance – office equipment and furniture – \$20,000; publication and advertising – \$30,500; animal control services – \$285,000; special contract services – \$3,500; rent – land/buildings – \$12,000; rent – private equipment – \$1,500; small equipment – \$1,500; miscellaneous expenditures – \$8,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2022 - 11:48AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4317 | Central Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 42,188 | 28,008 | 49,988.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 42,341.00 | 42,341.00 | 0.00 | 0.00 |
| 8,301 | 11,415 | 7,649.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 22,629.00 | 22,629.00 | 0.00 | 0.00 |
| 8,938 | 0 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 150.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 648 | 378 | 392.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 408.00 | 408.00 | 0.00 | 0.00 |
| 0 | 0 | 11,700.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 9,180.00 | 9,180.00 | 0.00 | 0.00 |
| 2,008 | 831 | 850.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 884.00 | 884.00 | 0.00 | 0.00 |
| 4,259 | 2,827 | 5,176.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,025.00 | 4,025.00 | 0.00 | 0.00 |
| 201 | 109 | 234.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 196.00 | 196.00 | 0.00 | 0.00 |
| 308 | 147 | 244.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 214.00 | 214.00 | 0.00 | 0.00 |
| 873 | 578 | 835.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 941.00 | 941.00 | 0.00 | 0.00 |
| 1,069 | 708 | 474.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,403.00 | 1,403.00 | 0.00 | 0.00 |
| 68,794 | 45,001 | 77,692 | 0 | | Personnel Services Totals: | 0.00 | 82,721 | 82,721 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 643 | 185.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 185.00 | 185.00 | 0.00 | 0.00 |
| 57,961 | 48,388 | 58,000.00 | 0.00 | 51050-400-0000 | Office Supplies-Indirect | 0.00 | 58,000.00 | 58,000.00 | 0.00 | 0.00 |
| 3,510 | 978 | 1,000.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 19,417 | 29,267 | 57,050.00 | 0.00 | 52010-400-0000 | Maintenance - Office Equipment | 0.00 | 20,000.00 | 10,000.00 | 0.00 | 0.00 |
| 28,454 | 0 | 30,500.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 30,500.00 | 5,000.00 | 0.00 | 0.00 |
| 195,368 | 156,964 | 250,000.00 | 0.00 | 52430-400-0000 | Animal Control Services | 0.00 | 285,000.00 | 285,000.00 | 0.00 | 0.00 |
| 3,007 | 17,750 | 3,500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 12,000 | 12,000 | 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 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 226 | 0.00 | 0.00 | 52670-400-0000 | Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 122 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 9,106 | 9,344 | 10,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 8,000.00 | 9,000.00 | 0.00 | 0.00 |
| 328,947 | 275,562 | 423,735 | 0 | | Services & Supplies Totals: | 0.00 | 422,185 | 387,685 | 0 | 0 |
| | | | | E40 | Other Financing Uses | | | | | |
| (27,978) | (30,712) | -31,893.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | -38,966.00 | -38,966.00 | 0.00 | 0.00 |
| (13,122) | 0 | -11,694.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | -17,558.00 | -17,558.00 | 0.00 | 0.00 |
| (41,100) | (30,712) | (43,587) | 0 | | Other Financing Uses Totals: | 0.00 | (56,524) | (56,524) | 0 | 0 |
| 356,640 | 289,851 | 457,840 | 0 | | EXPENDITURES TOTALS: | 0.00 | 448,382 | 413,882 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 356,640 | 289,851 | 457,840 | 0 | | DEPT EXPENSES | 0.00 | 448,382 | 413,882 | 0 | 0 |
| (356,640) | (289,851) | (457,840) | 0 | | Central Services Totals: | 0.00 | (448,382) | (413,882) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 356,640 | 289,851 | 457,840 | 0 | | FUND EXPENSES | 0.00 | 448,382 | 413,882 | 0 | 0 |
| (356,640) | (289,851) | (457,840) | 0 | | General Fund Totals: | 0.00 | (448,382) | (413,882) | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4317 | Central Services | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 13,122 | 0 | 11,694.00 | 0.00 | 82030-400-0000 | Indirect Staff Charges - ASP | 0.00 | 17,558.00 | 17,558.00 | 0.00 | 0.00 |
| 13,122 | 0 | 11,694 | 0 | | Other Financing Uses Totals: | 0.00 | 17,558 | 17,558 | 0 | 0 |
| 13,122 | 0 | 11,694 | 0 | | EXPENDITURES TOTALS: | 0.00 | 17,558 | 17,558 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,122 | 0 | 11,694 | 0 | | DEPT EXPENSES | 0.00 | 17,558 | 17,558 | 0 | 0 |
| (13,122) | 0 | (11,694) | 0 | | Central Services Totals: | 0.00 | (17,558) | (17,558) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,122 | 0 | 11,694 | 0 | | FUND EXPENSES | 0.00 | 17,558 | 17,558 | 0 | 0 |
| (13,122) | 0 | (11,694) | 0 | | After-School Program Grant Totals: | 0.00 | (17,558) | (17,558) | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4317 | Central Services | | | | | |
| | | | | E40 | Other Financing Uses | | | | | |
| 27,978 | 30,712 | 31,893.00 | 0.00 | 82010-400-0000 | Indirect Staff Charges - Sewer | 0.00 | 38,966.00 | 38,966.00 | 0.00 | 0.00 |
| 27,978 | 30,712 | 31,893 | 0 | | Other Financing Uses Totals: | 0.00 | 38,966 | 38,966 | 0 | 0 |
| 27,978 | 30,712 | 31,893 | 0 | | EXPENDITURES TOTALS: | 0.00 | 38,966 | 38,966 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 27,978 | 30,712 | 31,893 | 0 | | DEPT EXPENSES | 0.00 | 38,966 | 38,966 | 0 | 0 |
| (27,978) | (30,712) | (31,893) | 0 | | Central Services Totals: | 0.00 | (38,966) | (38,966) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 27,978 | 30,712 | 31,893 | 0 | | FUND EXPENSES | 0.00 | 38,966 | 38,966 | 0 | 0 |
| (27,978) | (30,712) | (31,893) | 0 | | Sewer Operating Fund Totals: | 0.00 | (38,966) | (38,966) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 397,740 | 320,563 | 501,427 | 0 | | REPORT EXPENSES | 0.00 | 504,906 | 470,406 | 0 | 0 |
| (397,740) | (320,563) | (501,427) | 0 | | REPORT TOTALS: | 0.00 | (504,906) | (470,406) | 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 – \$58,000

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

51150 LICENSE/PERMITS/CERTIFICATES – \$2,000

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$600

GoDaddy, \$75

Provision for increases, \$125

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$20,000 ***(Only \$10,000 approved in City Manager's Budget)***

Ricoh/Aficio 8120S digital copier system (main City Hall copier system), \$5,000 ***(Not approved in City Manager's Budget)***

SHARP digital copier system maintenance (City Hall Main Lobby), \$5,000 ***(Not approved in City Manager's Budget)***

Excess copier charges for all copier systems, \$3,500

Neopost IS-460 automatic mail machine with scale, \$1,000

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

Audio/visual equipment maintenance (Citywide), \$1,950

Ricoh C801, \$1,500

Unanticipated adjustments, \$750

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

52090 PUBLICATION AND ADVERTISING – \$30,500 ***(Only \$5,000 approved in City Manager’s Budget)***

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

52430 ANIMAL CONTROL SERVICES – \$285,000

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

52450 SPECIAL CONTRACT SERVICES – \$3,500

Shred Pros Document destruction services, \$2,000 (City Hall & Police Department)
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 (calculated @ 12 X \$1,000 = \$12,000).

52640 RENT – PRIVATE EQUIPMENT – \$1,500

Audio/video equipment rental for special events.

52690 SMALL EQUIPMENT – \$1,500

Replacement phones, all departments.

52990 MISCELLANEOUS EXPENDITURES – \$8,000 ***(\$9,000 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, \$5,000 ***(\$6,000 approved in City Manager’s Budget)***

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 11 Montclair sites; (6) various programs at the City's Youth Center; (7) general medical 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 (Por La Vida) to encourage health and well-being through the training and sharing of information to Latina women and their families; (11) and offer Healthy Montclair programs and activities for the community.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------|-----------------------|--------------------|--------------------------|------------------|
| Personnel Services | 2,538,228 | 2,783,901 | 2,723,655 | |
| Services and Supplies | 1,116,812 | 999,500 | 936,800 | |
| Capital Outlay | 0 | 4,900 | 4,900 | |
| Total | 3,655,040 | 3,788,301 | 3,665,355 | |

| | | | |
|-----------------------------|-------------|-------------|-------------|
| Personnel Authorized | 12.00 (FT) | 12.00 (FT) | 16.00 (FT) |
| | 127.00 (PT) | 127.00 (PT) | 119.00 (PT) |

Department Distribution

| | | | |
|-----------------------------|------------------|------------------|------------------|
| Recreation | 1,175,904 | 1,528,124 | 1,633,391 |
| Clinic | 72,884 | 77,274 | 77,274 |
| Senior Citizens | 132,080 | 166,059 | 198,444 |
| Nutritional Meals | 478,535 | 241,140 | 206,559 |
| Family and Health Education | 91,736 | 82,117 | 82,117 |
| After-School Program | 1,703,901 | 1,693,587 | 1,467,570 |
| Total | 3,655,040 | 3,788,301 | 3,665,355 |

Source of Funds

| | | | |
|---------------------------------|------------------|------------------|------------------|
| General Fund | 1,454,948 | 1,786,246 | 1,889,317 |
| Community Dev Block Grant Fund | 236,776 | 15,000 | 15,000 |
| DAAS Grant/Donations | 171,279 | 200,542 | 200,542 |
| After-School Program Grant Fund | 1,589,575 | 1,575,862 | 1,349,845 |
| City of Hope | 1,000 | 700 | 700 |
| Kaiser Permanente Foundation | 5,089 | 0 | 0 |
| OMSD Resource Center Grant | 28,500 | 28,500 | 28,500 |
| Senior Support Services Grant | 30,000 | 40,000 | 40,000 |
| Healthy Comm. Strategic Plan | 18,027 | 16,451 | 16,451 |
| ASES Supplemental Grant Fund | 119,846 | 125,000 | 125,000 |
| Total | 3,655,040 | 3,788,301 | 3,665,355 |

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

DEPARTMENT: HUMAN SERVICES

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 Human Services</u> | | | | | | | | |
| Marcia Richter | E | | 12.0 | 14,742 | | | 176,904 | 176,904 |
| <u>Asst. Director of Human Services & Grants Manager</u> | | | | | | | | |
| Alyssa Colunga | A | | 12.0 | 9,798 | | | 117,576 | 117,576 |
| <u>Recreation Manager</u> | | | | | | | | |
| Fernando Saltos | A | | 12.0 | 6,356 | | | 78,560 | 78,560 |
| <u>Community Services Supervisor</u> | | | | | | | | |
| Vacant | A | | 6.0 | 4,991 | 6.0 | 5,240 | 63,228 | 63,228 |
| <u>Montclair After-School Program Supervisor</u> | | | | | | | | |
| Darrell Hickey | A | | 12.0 | 5,266 | | | 65,088 | 65,088 |
| <u>Asst Sr. Learning Coordinator</u> | | | | | | | | |
| Emmanuel Gutierrez | C | | 12.0 | 4,732 | | | 58,488 | 58,488 |
| Jean-Marcel Sio | C | | 12.0 | 4,732 | | | 58,488 | 58,488 |
| <u>Senior Citizens Supervisor</u> | | | | | | | | |
| Celeste Dunlap | B | 05/29/22 | 10.9 | 4,441 | 1.1 | 4,663 | 55,142 | 55,142 |
| <u>Health Education Specialist</u> | | | | | | | | |
| Leticia Gavilanes | E | | 12.0 | 4,088 | | | 50,528 | 50,528 |
| <u>Administrative Specialist</u> | | | | | | | | |
| Renee Walker | E | | 12.0 | 4,713 | | | 56,556 | 56,556 |

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

| DEPARTMENT: HUMAN SERVICES | | | | | | | 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>Medical Clinic Specialist</u> Vacant (Unfunded) | A | | 12.0 | 0 | | | 0 | 0 |
| <u>Administrative Analyst</u> Adriana Navarrete | A | | 12.0 | 5,303 | | | 65,545 | 65,545 |
| <u>Recreation Coordinator</u> Emily Gomez-Medina | A | | 11.3 | 3,664 | 0.7 | 3,848 | 45,420 | 45,420 |
| Vacant | | | 6.0 | 3,664 | 6.0 | 3,848 | 46,424 | 46,424 |
| Vacant | | | 6.0 | 3,664 | 6.0 | 3,848 | 46,424 | 46,424 |
| Vacant | | | 6.0 | 3,664 | 6.0 | 3,848 | 46,424 | 46,424 |
| <u>Part Time:</u> | | | | | | | | |
| <u>Nutrition Site Manager</u> George Alber (29 hrs week) | | | | 16.54 hr. | | 17.54 hr. | 25,696 | 25,696 |
| <u>Kitchen Assistant</u> Patricia Pennington (20 hrs week) | | | | 15.75 hr. | | 16.75 hr. | 16,900 | 16,900 |
| <u>Customer Service Rep/Office Specialist</u> Vacant (29 hrs week) | | | | 19.06 hr. | | | 28,742 | 28,742 |
| Vacant (29 hrs week) | | | | 19.06 hr. | | | 28,742 | 28,742 |
| Vacant (29 hrs week) | | | | 19.06 hr. | | | 28,742 | 28,742 |
| <u>Junior Intern</u> Vacant (28 hrs week) | | | | 15.00 hr. | | 16.00 hr. | 22,568 | 22,568 |
| Vacant (Unfunded) (15 hrs week) | | | | 0.00 hr. | | | 0 | 0 |

**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>Summer/Winter Personnel</u> | | | | | | | 240,000 | 240,000 |
| Sr. Recreation Leader | | | | | | | | |
| Recreation Leader | | | | | | | | |
| Park Leader (Splash Pad) | | | | | | | | |
| <u>Learning Leader/Substitute Learning Leader</u> | | | | | | | 369,046 | 369,046 |
| <u>Transportation Coordinator</u> | | | | | | | | |
| Patricia Serna (17 hrs week) | | | | 17.78 hr. | | | 15,718 | 15,718 |
| Vacant (17 hrs week) | | | | 17.78 hr. | | | 15,718 | 15,718 |
| <u>Health Education Intern</u> | | | | | | | | |
| Vacant (20 hrs week) | | | | 15.85 hr. | | 16.85 hr. | 17,004 | 17,004 |
| <u>Senior Learning Leader</u> | | | | | | | | |
| Darlene Alvarez (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Bridcenia Ayala (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Carla Becerra (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Taylor Brown (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Jennifer Castillo (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Angela Franco (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Angela Garcia (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Clarence Gonzalez (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Crystal Huerta (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Nicole Nichols (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Claudia Uribe (29 hrs week) | | | | 23.68 hr. | | | 35,709 | 35,709 |
| Salary Requirements: | | | | | | (FT) | 1,030,795 | 1,030,795 |
| | | | | | | (PT) | 1,201,675 | 1,201,675 |
| | | | | | | TOTAL | 2,232,470 | 2,232,470 |

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 |
| Director of Human Services | 1.00 | 1.00 | 1.00 | | 176,904 | 176,904 | |
| Asst. Director of Human Svcs | 0.00 | 0.00 | 1.00 | | 0 | 117,576 | |
| Recreation Manager | 0.00 | 0.00 | 1.00 | | 0 | 78,560 | |
| Community Services Supervisor | 0.00 | 0.00 | 1.00 | | 0 | 63,228 | |
| Sr. Recreation Supervisor | 2.00 | 2.00 | 0.00 | | 138,204 | 0 | |
| MAP Supervisor | 1.00 | 1.00 | 1.00 | | 63,543 | 65,088 | |
| MAP Coordinator | 2.00 | 2.00 | 2.00 | | 110,102 | 116,976 | |
| Senior Citizens Coordinator | 1.00 | 1.00 | 1.00 | | 55,142 | 55,142 | |
| Health Education Specialist | 1.00 | 1.00 | 1.00 | | 50,528 | 50,528 | |
| Sr. Management Analyst | 1.00 | 1.00 | 0.00 | | 90,721 | 0 | |
| Administrative Analyst | 0.00 | 0.00 | 1.00 | | 0 | 65,545 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Medical Clinic Specialist | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Human Services Specialist | 1.00 | 1.00 | 0.00 | | 50,981 | 0 | |
| Recreation Coordinator | 0.00 | 0.00 | 4.00 | | 0 | 184,692 | |
| Part-Time | | | | | | | |
| Data Entry Clerk | 1.00 | 1.00 | 0.00 | | 24,822 | 0 | |
| Customer Svc Rep/Office Spec | 0.00 | 0.00 | 3.00 | | 0 | 86,226 | |
| Facility Coordinator | 3.00 | 3.00 | 0.00 | | 53,186 | 0 | |
| Summer/Winter Personnel | 43.00 | 43.00 | 43.00 | | 323,854 | 240,000 | |
| Health Education Intern | 1.00 | 1.00 | 1.00 | | 17,004 | 17,004 | |
| Nutrition Site Manager | 1.00 | 1.00 | 1.00 | | 25,696 | 25,696 | |
| Kitchen Assistant | 1.00 | 1.00 | 1.00 | | 16,900 | 16,900 | |
| Senior Learning Leader | 11.00 | 11.00 | 11.00 | | 351,505 | 392,799 | |
| Learning Leader | 55.00 | 55.00 | 55.00 | | 560,790 | 369,046 | |
| Junior Intern | 2.00 | 2.00 | 2.00 | | 22,568 | 22,568 | |
| Transportation Coordinator | 2.00 | 2.00 | 2.00 | | 31,436 | 31,436 | |
| Mini-School Coordinator | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Senior Recreation Specialist | 4.00 | 4.00 | 0.00 | | 135,080 | 0 | |
| Recreation Specialist | 2.00 | 2.00 | 0.00 | | 0 | 0 | |
| Full Time | 12.00 | 12.00 | 16.00 | | 792,681 | 1,030,795 | |
| Part Time | 127.00 | 127.00 | 119.00 | | 1,562,841 | 1,201,675 | |
| Total Salaries & Wages | | | | | 2,355,522 | 2,232,470 | |
| Benefit Costs | | | | | 324,078 | 369,935 | |
| PERS Benefit Costs | | | | | 104,301 | 121,250 | |
| Total Benefit Costs | | | | | 428,379 | 491,185 | |
| TOTAL | | | | | 2,783,901 | 2,723,655 | |

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 | 910,635 | 1,086,526 | 1,254,493 | |
| Services and Supplies | 265,269 | 436,698 | 373,998 | |
| Capital Outlay | 0 | 4,900 | 4,900 | |
| Total | 1,175,904 | 1,528,124 | 1,633,391 | |
| Personnel Authorized | 4.30 (FT) 53.00 (PT) | 4.50 (FT) 53.00 (PT) | 8.25 (FT) 48.00 (PT) | |

Source of Funds

| | | | |
|---------------------------------|------------------|------------------|------------------|
| General Fund | 1,140,901 | 1,491,366 | 1,596,633 |
| DAAS Grant/Donations | 983 | 983 | 983 |
| After-School Program Grant Fund | 5,520 | 7,275 | 7,275 |
| OMSD Resource Center Grant | 28,500 | 28,500 | 28,500 |
| Total | 1,175,904 | 1,528,124 | 1,633,391 |

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 |
| Director of Human Services | 1.00 | 1.00 | 1.00 | | 176,904 | 176,904 | |
| Asst. Director of Human Services | 0.00 | 0.00 | 1.00 | | 0 | 117,576 | |
| Recreation Manager | 0.00 | 0.00 | 0.55 | | | 43,208 | |
| Community Services Supervisor | 0.00 | 0.00 | 1.00 | | | 63,228 | |
| Sr. Recreation Supervisor | 1.30 | 1.50 | 0.00 | | 100,716 | 0 | |
| Sr. Management Analyst | 1.00 | 1.00 | 0.00 | | 90,721 | 0 | |
| Administrative Analyst | 0.00 | 0.00 | 0.70 | | 0 | 45,882 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Recreation Coordinator | 0.00 | 0.00 | 3.00 | | 0 | 138,268 | |
| <u>Part-Time</u> | | | | | | | |
| Customer Svc Rep/Office Specia | 0.00 | 0.00 | 3.00 | | 0 | 86,226 | |
| Facility Coordinator | 3.00 | 3.00 | 0.00 | | 53,186 | 0 | |
| Summer/Winter Personnel | 43.00 | 43.00 | 43.00 | | 323,854 | 240,000 | |
| Junior Intern | 2.00 | 2.00 | 2.00 | | 22,568 | 22,568 | |
| Mini-School Coordinator | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Senior Recreation Specialist | 2.00 | 2.00 | 0.00 | | 70,834 | 0 | |
| Recreation Specialist | 2.00 | 2.00 | 0.00 | | 0 | 0 | |
| Full Time | 4.30 | 4.50 | 8.25 | | 424,897 | 641,622 | |
| Part Time | 53.00 | 53.00 | 48.00 | | 470,442 | 348,794 | |
| Total Salaries & Wages | | | | | 895,339 | 990,416 | |
| Benefit Costs | | | | | 131,189 | 189,338 | |
| PERS Benefit Costs | | | | | 59,998 | 74,739 | |
| Total Benefit Costs | | | | | 191,187 | 264,077 | |
| TOTAL | | | | | 1,086,526 | 1,254,493 | |

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 – \$1,086,526

Salary requests are for: Director of Human Services (1.00) – \$176,904; Senior Recreation Supervisor (1.50) – \$100,716; Sr. Management Analyst (1.00) – \$90,721; Administrative Specialist (1.00) – \$56,556; Facility Coordinator (3.00/part-time) – \$53,186; Summer/Winter Personnel (43.00/part-time) – \$323,854; Junior Intern (2.00/part-time) – \$22,568; Senior Recreation Specialist (2.00/part-time) – \$70,834. Cost allocations are as follows: full-time salaries – \$424,897; part-time salaries – \$470,442; benefit costs – \$191,187.

Services and Supplies – \$436,698

Funding requested is for: program supplies – \$73,700; maintenance – other equipment – \$1,400; publication and advertising – \$28,500; community benefits – \$30,000; dues and memberships – \$2,500; travel and meetings – \$7,500; mileage/auto allowance – \$7,800; Community Activities Commission – \$33,750; performing art services – \$10,000; special contract services – \$134,280; vocational training – \$5,168; cellular phone expense – \$775; reimbursed program costs – \$61,625; CAC stipends – \$3,500; miscellaneous expenditures – \$36,200.

Capital Outlay – \$4,900

Funding requested is for: one leg curl machine.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4381 | Recreation | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 336,546 | 279,489 | 376,051.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 424,897.00 | 641,622.00 | 0.00 | 0.00 |
| 8,914 | 31 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - SRTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7,088 | 0 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - ATP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 321,965 | 138,479 | 365,216.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 470,442.00 | 348,794.00 | 0.00 | 0.00 |
| 1,678 | 0 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,542 | 3,672 | 4,129.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 6,662.00 | 6,725.00 | 0.00 | 0.00 |
| 0 | 0 | 65,520.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 71,550.00 | 129,540.00 | 0.00 | 0.00 |
| 7,625 | 6,473 | 10,455.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 11,567.00 | 13,668.00 | 0.00 | 0.00 |
| 48,367 | 37,729 | 56,737.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 59,998.00 | 74,739.00 | 0.00 | 0.00 |
| 6,143 | 3,487 | 1,584.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,786.00 | 2,584.00 | 0.00 | 0.00 |
| 1,670 | 1,297 | 2,124.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 2,337.00 | 3,400.00 | 0.00 | 0.00 |
| 7,658 | 3,843 | 8,443.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 10,418.00 | 11,796.00 | 0.00 | 0.00 |
| 17,619 | 7,041 | 20,376.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 26,869.00 | 21,625.00 | 0.00 | 0.00 |
| 769,815 | 481,541 | 910,635 | 0 | | Personnel Services Totals: | 0.00 | 1,086,526 | 1,254,493 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 12,784 | 10,924 | 45,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 73,700.00 | 70,000.00 | 0.00 | 0.00 |
| 0 | 0 | 1,400.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 1,400.00 | 1,400.00 | 0.00 | 0.00 |
| 11,208 | 5,506 | 12,300.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 28,500.00 | 22,000.00 | 0.00 | 0.00 |
| 20,000 | 20,000 | 25,000.00 | 0.00 | 52110-400-0000 | Community Benefits | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 2,169 | 2,230 | 2,100.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 2,748 | 0 | 6,000.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 7,963 | 7,881 | 0.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 6,286 | 5,118 | 15,750.00 | 0.00 | 52170-400-0000 | Community Activities Commision | 0.00 | 33,750.00 | 21,250.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|--|------|-------------------|------------------|------------------|-----------------|
| 1,817 | 775 | 8,000.00 | 0.00 | 52310-400-0000 | Performing Art Services | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 24,875 | 30,359 | 117,396.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 134,280.00 | 94,280.00 | 0.00 | 0.00 |
| 0 | 0 | 650.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 910.00 | 910.00 | 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 |
| 321 | 369 | 570.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 775.00 | 775.00 | 0.00 | 0.00 |
| 28,355 | 2,880 | 49,600.00 | 0.00 | 52870-400-0000 | Program Costs - Reimbursement | 0.00 | 59,125.00 | 59,125.00 | 0.00 | 0.00 |
| 2,000 | 2,950 | 3,500.00 | 0.00 | 52920-400-0000 | Stipends - CAC | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 337 | 952 | 3,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 7,700.00 | 7,700.00 | 0.00 | 0.00 |
| 120,862 | 89,945 | 290,266 | 0 | | Services & Supplies Totals: | 0.00 | 399,940 | 337,240 | 0 | 0 |
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 4,900.00 | 4,900.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 4,900 | 4,900 | 0 | 0 |
| 890,677 | 571,486 | 1,200,901 | 0 | | EXPENDITURES TOTALS: | 0.00 | 1,491,366 | 1,596,633 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 890,677 | 571,486 | 1,200,901 | 0 | | DEPT EXPENSES | 0.00 | 1,491,366 | 1,596,633 | 0 | 0 |
| (890,677) | (571,486) | (1,200,901) | 0 | | Recreation Totals: | 0.00 | (1,491,366) | (1,596,633) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 890,677 | 571,486 | 1,200,901 | 0 | | FUND EXPENSES | 0.00 | 1,491,366 | 1,596,633 | 0 | 0 |
| (890,677) | (571,486) | (1,200,901) | 0 | | General Fund Totals: | 0.00 | (1,491,366) | (1,596,633) | 0 | 0 |
| 1,521 | 274 | 983.00 | 0.00 | 1138 4381 E20 52540-400-0000 | Senior Nutrition Fund Recreation Services & Supplies Staff Training | 0.00 | 983.00 | 983.00 | 0.00 | 0.00 |
| 1,521 | 274 | 983 | 0 | | Services & Supplies Totals: | 0.00 | 983 | 983 | 0 | 0 |
| 1,521 | 274 | 983 | 0 | | EXPENDITURES TOTALS: | 0.00 | 983 | 983 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,521 | 274 | 983 | 0 | | DEPT EXPENSES | 0.00 | 983 | 983 | 0 | 0 |
| (1,521) | (274) | (983) | 0 | | Recreation Totals: | 0.00 | (983) | (983) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,521 | 274 | 983 | 0 | | FUND EXPENSES | 0.00 | 983 | 983 | 0 | 0 |
| (1,521) | (274) | (983) | 0 | | Senior Nutrition Fund Totals: | 0.00 | (983) | (983) | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4381 | Recreation | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 2,343 | 0 | 1,500.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 0 | 1,520.00 | 0.00 | 52540-400-0000 | Staff Training | 0.00 | 3,275.00 | 3,275.00 | 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 |
| 2,343 | 0 | 5,520 | 0 | | Services & Supplies Totals: | 0.00 | 7,275 | 7,275 | 0 | 0 |
| 2,343 | 0 | 5,520 | 0 | | EXPENDITURES TOTALS: | 0.00 | 7,275 | 7,275 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,343 | 0 | 5,520 | 0 | | DEPT EXPENSES | 0.00 | 7,275 | 7,275 | 0 | 0 |
| (2,343) | 0 | (5,520) | 0 | | Recreation Totals: | 0.00 | (7,275) | (7,275) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,343 | 0 | 5,520 | 0 | | FUND EXPENSES | 0.00 | 7,275 | 7,275 | 0 | 0 |
| (2,343) | 0 | (5,520) | 0 | | After-School Program Grant Totals: | 0.00 | (7,275) | (7,275) | 0 | 0 |
| | | | | 1167 | Resource Center Grant - OMSD | | | | | |
| | | | | 4381 | Recreation | | | | | |
| | | | | E20 | Services & Supplies | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 13,164 | 22,479 | 28,500.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 28,500.00 | 28,500.00 | 0.00 | 0.00 |
| 13,164 | 22,479 | 28,500 | 0 | | Services & Supplies Totals: | 0.00 | 28,500 | 28,500 | 0 | 0 |
| 13,164 | 22,479 | 28,500 | 0 | | EXPENDITURES TOTALS: | 0.00 | 28,500 | 28,500 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,164 | 22,479 | 28,500 | 0 | | DEPT EXPENSES | 0.00 | 28,500 | 28,500 | 0 | 0 |
| (13,164) | (22,479) | (28,500) | 0 | | Recreation Totals: | 0.00 | (28,500) | (28,500) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,164 | 22,479 | 28,500 | 0 | | FUND EXPENSES | 0.00 | 28,500 | 28,500 | 0 | 0 |
| (13,164) | (22,479) | (28,500) | 0 | | Resource Center Grant - OMSD Tot | 0.00 | (28,500) | (28,500) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 907,706 | 594,238 | 1,235,904 | 0 | | REPORT EXPENSES | 0.00 | 1,528,124 | 1,633,391 | 0 | 0 |
| (907,706) | (594,238) | (1,235,904) | 0 | | REPORT TOTALS: | 0.00 | (1,528,124) | (1,633,391) | 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 | Five (5) Human Services Dept. Staff | CPRS Annual Conference | Long Beach, CA | Spring 2023 | \$6,000 |
| | | | | | (General Fund sub-total: \$6,000) |
| 52130 | Three (3) Human Services Dept. Staff | California Expanded Learning Symposium | Fresno, CA | Spring 2023 | \$1,500 |
| | | | | | (After-School Program Grant sub-total: \$1,500) |
| Total: | | | | | \$7,500 |

**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 | 14 Part-Time Staff | CPR and First Aid Training | Montclair, CA | 2022-2023 | \$910 |
| (General Fund sub-total: \$910) | | | | | |
| 52540 | 1 Part-Time Staff | Food Managers Certification | Montclair, CA | Fall 2023 | \$169 |
| 52540 | 1 Part-Time Staff | Food Handlers Certification | Montclair, CA | Fall 2023 | \$22 |
| 52540 | 36 Nutrition Volunteers | Food Handlers Certification | Montclair, CA | Spring 2023 | \$792 |
| (DAAS Grant sub-total: \$983) | | | | | |
| 52540 | 45 Part-Time Staff | CPR and First Aid Training | Montclair, CA | 2022-2023 | \$2,925 |
| 52540 | 3 Full-time staff | Inland Empire Expanded Learning | TBA | Spring 2023 | \$350 |
| (After-School Program Grant sub-total: \$3,275) | | | | | |
| | | | | Total: | \$5,168 |

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

Department: Human Services

Program: 4381 Recreation

Object
Number

51130 PROGRAM SUPPLIES – \$73,700 *(Only \$70,000 approved in City Manager’s Budget)*

Special event supplies, \$7,800
Dashing through Montclair, \$1,200
Part-time staff shirts, sweaters/jackets, \$4,600
Full-time staff shirts, sweaters/jackets, \$2,000
Teen and youth programs, \$9,500
Country Fair Jamboree, \$40,000
Summer kick-off, \$600
Movie license, \$8,000

52050 MAINTENANCE – OTHER EQUIPMENT – \$1,400

Tune and repair two pianos, \$600
Weight room equipment maintenance, \$800

52090 PUBLICATION AND ADVERTISING – \$28,500 *(Only \$22,000 approved in City Manager’s Budget)*

Costs for production of the Human Services Department brochures (3) (Printing, design, and layout), \$25,000
Special event post-cards, \$3,000
Printing costs for youth programs, \$500

52110 COMMUNITY BENEFITS – \$30,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$2,500

California Parks and Recreation Society, SCMAF, ASA/National Council on Aging, Community Health Association of Inland Southern Region.

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52130 TRAVEL AND MEETINGS – \$7,500

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings. (General Fund – \$6,000, After-School Program Grant – \$1,500)

52170 COMMUNITY ACTIVITIES COMMISSION – \$33,750 ***(Only \$21,250 approved in City Manager’s Budget)***

Holiday events, \$20,000 ***(Only \$7,500 approved in City Manager’s Budget)***

Expenditures for projects sponsored by the Committee, \$6,500

Veterans Day banners, \$7,000

Shirts, \$250

52310 PERFORMING ART SERVICES – \$10,000

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

52450 SPECIAL CONTRACT SERVICES – \$134,280 ***(Only \$94,280 approved in City Manager’s Budget)***

Cost of grant writing services, \$120,000 ***(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, \$12,240

Weight room cable television service, \$1,200

Internet hot spot service, \$840

52540 VOCATIONAL TRAINING – \$5,168

Attendance at vocational training classes – for details see “Worksheet – Justification of Conference and In-Service Training Request Schedule B” – Vocational Training. (General Fund – \$910; DAAS Grant – \$983; After-School Program Grant – \$3,275)

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52850 CELLULAR PHONE EXPENSE – \$775

Cost for the purchase of a new cell phone for the Transportation Coordinator and the monthly fee.

52870 REIMBURSED PROGRAM COSTS – \$61,625

Program costs that will be reimbursed through fees:

Racquetball Court/Weight room sanitization, \$10,000

Vermont Systems maintenance fee, \$5,000

Summer day camp (shirts, trips, snacks, supplies, awards), \$9,000

Summer recreation program (shirts, trips, snacks, supplies, awards), \$6,625

Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$14,125

Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$10,625

Adult basketball (shirts, awards), \$1,875

Adult volleyball (shirts, awards), \$1,875

Youth performances, \$2,500 (After-School Program Grant)

52871 REIMBURSED PROGRAM COSTS – <\$61,625>

Reimbursement to the City from applicants for the costs related to Recreation programs.

52920 CAC STIPENDS – \$3,500

52990 MISCELLANEOUS EXPENDITURES – \$36,200

Volunteer expenses, \$1,000

Miscellaneous program expenses, \$2,000

Large storage container purchase, \$4,700

Family Resource Center miscellaneous expenses, \$28,500 (OMSD Resource Center Grant)

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

Department: Human Services

Program: 4381 Recreation

| Object Code | Item | Justification | Cost |
|--------------------|------------------|--|-----------------------|
| 62050 | Leg Curl Machine | The current Leg Curl Machine in the Recreation Center Weight Room is broken and not able to be repaired. A new Leg Curl Machine is requested from a nationwide retailer. The Leg Curl Machine is used to bulk and strengthen the hamstring and quadriceps muscles. | \$4,900 |
| | | | Total: \$4,900 |

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 | 17,348 | 18,488 | 18,488 | |
| Services and Supplies | 55,536 | 58,786 | 58,786 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 72,884 | 77,274 | 77,274 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 1.25 (FT) | 1.25 (FT) | 1.25 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|---------------|---------------|---------------|
| General Fund | 72,884 | 77,274 | 77,274 |
| Total | 72,884 | 77,274 | 77,274 |

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4382 Clinic

| Classification | POSITION QUOTA | | | | APPROPRIATIONS | | |
|-----------------------------------|-----------------------|---------------------|-----------------------|--------------|-----------------------|-----------------------|-----------------------|
| | Current | Dept Request | City Mgr Recom | Final | Dept Request | City Mgr Recom | Adopted Budget |
| Health Education Specialist | 0.25 | 0.25 | 0.25 | | 12,632 | 12,632 | |
| Medical Clinic Specialist | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Full Time | 1.25 | 1.25 | 1.25 | | 12,632 | 12,632 | |
| Total Salaries & Wages | | | | | 12,632 | 12,632 | |
| Benefit Costs | | | | | 4,105 | 4,105 | |
| PERS Benefit Costs | | | | | 1,751 | 1,751 | |
| Total Benefit Costs | | | | | 5,856 | 5,856 | |
| TOTAL | | | | | 18,488 | 18,488 | |

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 500 patients annually and serves as a training center for medical students.
 2. A yearly health fair, which averages over 200 attendees, offers flu shots for a nominal fee and free hearing, structural, and blood pressure tests, as well as information on medical and social programs.
-

Personnel Services – \$18,488

Salary requests are for: Health Education Specialist (0.25) – \$12,632. Cost allocations are as follows: full-time salaries – \$12,632; benefit costs – \$5,856.

Services and Supplies – \$58,786

Funding requested is for: program supplies – \$1,750; materials–recycle/clean–up – \$3,500; special contract services – \$50,136; stipends – \$2,800; miscellaneous expenditures – \$600.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4382 | Clinic | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 11,679.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 12,632.00 | 12,632.00 | 0.00 | 0.00 |
| 300 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 270.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 3,600.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 3,825.00 | 3,825.00 | 0.00 | 0.00 |
| 0 | 0 | 1,537.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,751.00 | 1,751.00 | 0.00 | 0.00 |
| 0 | 0 | 49.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 53.00 | 53.00 | 0.00 | 0.00 |
| 0 | 0 | 44.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 44.00 | 44.00 | 0.00 | 0.00 |
| 4 | 0 | 169.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 183.00 | 183.00 | 0.00 | 0.00 |
| 19 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 323 | 0 | 17,348 | 0 | | Personnel Services Totals: | 0.00 | 18,488 | 18,488 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,146 | 0 | 1,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 1,750.00 | 1,750.00 | 0.00 | 0.00 |
| 543 | 1,091 | 3,500.00 | 0.00 | 51430-400-0000 | Materials - Recycle/Cleanup | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 50,136 | 50,136 | 50,136.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 50,136.00 | 50,136.00 | 0.00 | 0.00 |
| 100 | 0 | 300.00 | 0.00 | 52920-400-0000 | Stipends | 0.00 | 2,800.00 | 2,800.00 | 0.00 | 0.00 |
| 0 | 628 | 600.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 600.00 | 600.00 | 0.00 | 0.00 |
| 51,925 | 51,856 | 55,536 | 0 | | Services & Supplies Totals: | 0.00 | 58,786 | 58,786 | 0 | 0 |
| 52,248 | 51,856 | 72,884 | 0 | | EXPENDITURES TOTALS: | 0.00 | 77,274 | 77,274 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 52,248 | 51,856 | 72,884 | 0 | | DEPT EXPENSES | 0.00 | 77,274 | 77,274 | 0 | 0 |
| (52,248) | (51,856) | (72,884) | 0 | | Clinic Totals: | 0.00 | (77,274) | (77,274) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 52,248 | 51,856 | 72,884 | 0 | | FUND EXPENSES | 0.00 | 77,274 | 77,274 | 0 | 0 |
| (52,248) | (51,856) | (72,884) | 0 | | General Fund Totals: | 0.00 | (77,274) | (77,274) | 0 | 0 |
| | | | | 1164 | Immunization Grant - OMSD | | | | | |
| | | | | 4382 | Clinic | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 11,239 | 8,445 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,948 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 162 | 67 | 0.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,203 | 1,070 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53 | 38 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 49 | 35 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,616 | 2,704 | 0.00 | 0.00 | 45300-400-0000 | Medical Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 237 | 123 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 318 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21,825 | 12,483 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 4,072 | 0 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies - OMSD Immune | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 543 | 0 | 0.00 | 0.00 | 51430-400-0000 | Materials - Recycle/Cleanup | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 150 | 0 | 0.00 | 0.00 | 52920-400-0000 | Stipends - OMSD Immune | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,765 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 26,590 | 12,483 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,590 | 12,483 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,590) | (12,483) | 0 | 0 | | Clinic Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,590 | 12,483 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,590) | (12,483) | 0 | 0 | | Immunization Grant - OMSD Total: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1166 | Kaiser Permanente Grant | | | | | |
| | | | | 4382 | Clinic | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 1,513 | 0 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,875 | 0 | 0.00 | 0.00 | 52920-400-0000 | Stipends | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,388 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 4,388 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,388 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (4,388) | 0 | 0 | 0 | | Clinic Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,388 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (4,388) | 0 | 0 | 0 | | Kaiser Permanente Grant Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 83,226 | 64,338 | 72,884 | 0 | | REPORT EXPENSES | 0.00 | 77,274 | 77,274 | 0 | 0 |
| (83,226) | (64,338) | (72,884) | 0 | | REPORT TOTALS: | 0.00 | (77,274) | (77,274) | 0 | 0 |

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

Department: Human Services

Program: 4382 Clinic

Object
Number

51130 PROGRAM SUPPLIES – \$1,750

Medical clinic supplies, \$1,000

Health Fair, \$750 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500)

51430 MATERIALS – RECYCLE/CLEAN-UP – \$3,500

Community Sharps Disposal Program supplies and hazardous waste services.

52450 SPECIAL CONTRACT SERVICES – \$50,136

Contract services in partnership with the Ontario–Montclair School District to fund a case manager.

52920 STIPENDS – \$2,800

Medical Clinic Consejera, \$2,500

Volunteer Student Coordinator, \$300

52990 MISCELLANEOUS EXPENDITURES – \$600

Volunteer expenses, \$500

Certificates/awards, \$100

PROGRAM BUDGET SUMMARY – 1

Program Number 4383

| Department | Division | Program |
|-------------------|-----------------|-----------------|
| Human Services | | Senior Citizens |

Program Description

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

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 112,730 | 145,059 | 177,444 | |
| Services and Supplies | 19,350 | 21,000 | 21,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 132,080 | 166,059 | 198,444 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 1.00 (FT) 2.00 (PT) | 1.00 (FT) 3.00 (PT) | 2.00 (FT) 2.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------------------------|----------------|----------------|----------------|
| General Fund | 87,080 | 111,059 | 143,444 |
| Community Dev Block Grant Fund | 15,000 | 15,000 | 15,000 |
| Senior Support Services Grant | 30,000 | 40,000 | 40,000 |
| Total | 132,080 | 166,059 | 198,444 |

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 | | 55,142 | 55,142 | |
| Recreation Coordinator | 0.00 | 0.00 | 1.00 | | 0 | 46,424 | |
| <u>Part-Time</u> | | | | | | | |
| Transportation Coordinator | 2.00 | 2.00 | 2.00 | | 31,436 | 31,436 | |
| Senior Recreation Specialist | 0.00 | 1.00 | 0.00 | | 32,123 | 0 | |
| Full Time | 1.00 | 1.00 | 2.00 | | 55,142 | 101,566 | |
| Part Time | 2.00 | 3.00 | 2.00 | | 63,559 | 31,436 | |
| Total Salaries & Wages | | | | | 118,701 | 133,002 | |
| Benefit Costs | | | | | 21,373 | 35,260 | |
| PERS Benefit Costs | | | | | 4,985 | 9,182 | |
| Total Benefit Costs | | | | | 26,358 | 44,442 | |
| TOTAL | | | | | 145,059 | 177,444 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------|-----------------|----------------------|
| Human Services | | 4383 Senior Citizens |

Work Program

Serves as a comprehensive center for senior services, including legal, financial, medical, mental health, physical, social, and transportation services to promote successful aging.

Units of Measure

The Senior Citizens Program provides activities, education, and services out of the Senior Center to approximately 28,800 participants annually.

Personnel Services – \$145,059

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$55,142; Transportation Coordinators (2.00/part-time) – \$31,436; Senior Recreation Specialist (1.00) – \$32,123. Cost allocations are as follows: full-time salaries – \$55,142; part-time salaries – \$63,559; benefit costs – \$26,358.

Services and Supplies – \$21,000

Funding requested is for: program supplies – \$6,000; special contract services – \$10,000; miscellaneous expenditures – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4383 | Senior Citizens | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 23,185 | 1,027 | 48,570.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 55,142.00 | 101,566.00 | 0.00 | 0.00 |
| 14,570 | 15,668 | 31,436.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 63,559.00 | 31,436.00 | 0.00 | 0.00 |
| (17,502) | (19,044) | 0.00 | 0.00 | 42021-400-1600 | PT Wage Reimb from Fund 1168 | 0.00 | -30,000.00 | -30,000.00 | 0.00 | 0.00 |
| 2,295 | 3,115 | -25,000.00 | 0.00 | 42024-400-0000 | PT Wage Reimb - CDBG | 0.00 | -15,000.00 | -15,000.00 | 0.00 | 0.00 |
| 35 | 0 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 14,400.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 15,300.00 | 30,600.00 | 0.00 | 0.00 |
| 2,312 | 17 | 4,833.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,985.00 | 9,182.00 | 0.00 | 0.00 |
| 220 | 0 | 204.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 232.00 | 427.00 | 0.00 | 0.00 |
| 170 | 0 | 177.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 177.00 | 354.00 | 0.00 | 0.00 |
| 1,139 | 800 | 1,160.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,722.00 | 1,929.00 | 0.00 | 0.00 |
| 3,429 | 3,371 | 1,950.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 3,942.00 | 1,950.00 | 0.00 | 0.00 |
| 29,851 | 4,955 | 77,730 | 0 | | Personnel Services Totals: | 0.00 | 100,059 | 132,444 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 580 | 647 | 2,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 700 | 0 | 3,850.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 234 | 0 | 3,500.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 1,515 | 647 | 9,350 | 0 | | Services & Supplies Totals: | 0.00 | 11,000 | 11,000 | 0 | 0 |
| 31,366 | 5,602 | 87,080 | 0 | | EXPENDITURES TOTALS: | 0.00 | 111,059 | 143,444 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 31,366 | 5,602 | 87,080 | 0 | | DEPT EXPENSES | 0.00 | 111,059 | 143,444 | 0 | 0 |
| (31,366) | (5,602) | (87,080) | 0 | | Senior Citizens Totals: | 0.00 | (111,059) | (143,444) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 31,366 | 5,602 | 87,080 | 0 | | FUND EXPENSES | 0.00 | 111,059 | 143,444 | 0 | 0 |
| (31,366) | (5,602) | (87,080) | 0 | | General Fund Totals: | 0.00 | (111,059) | (143,444) | 0 | 0 |
| | | | | 1132 | Community Development Block Gr | | | | | |
| | | | | 4383 | Senior Citizens | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 10,000 | 1,271 | 0.00 | 0.00 | 42020-400-0000 | Golden Express-Part Time Wages | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 0 | 8,729 | 15,000.00 | 0.00 | 42024-400-0000 | PT Wages Reimb-Golden Express | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10,000 | 10,000 | 15,000 | 0 | | Personnel Services Totals: | 0.00 | 15,000 | 15,000 | 0 | 0 |
| 10,000 | 10,000 | 15,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 15,000 | 15,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 10,000 | 10,000 | 15,000 | 0 | | DEPT EXPENSES | 0.00 | 15,000 | 15,000 | 0 | 0 |
| (10,000) | (10,000) | (15,000) | 0 | | Senior Citizens Totals: | 0.00 | (15,000) | (15,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 10,000 | 10,000 | 15,000 | 0 | | FUND EXPENSES | 0.00 | 15,000 | 15,000 | 0 | 0 |
| (10,000) | (10,000) | (15,000) | 0 | | Community Development Block Gr | 0.00 | (15,000) | (15,000) | 0 | 0 |
| | | | | 1168 | Title IIIB Sr Support Services | | | | | |
| | | | | 4383 | Senior Citizens | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 40,925 | 18,470.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 17,502 | 19,044 | 0.00 | 0.00 | 42021-400-0000 | Salary/Benefit Reimbursement | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0 | 593 | 290.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 2,537 | 1,240.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17,502 | 63,100 | 20,000 | 0 | | Personnel Services Totals: | 0.00 | 30,000 | 30,000 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 3,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 0 | 0 | 7,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 0.00 |
| 0 | 0 | 10,000 | 0 | | Services & Supplies Totals: | 0.00 | 10,000 | 10,000 | 0 | 0 |
| 17,502 | 63,100 | 30,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 40,000 | 40,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 17,502 | 63,100 | 30,000 | 0 | | DEPT EXPENSES | 0.00 | 40,000 | 40,000 | 0 | 0 |
| (17,502) | (63,100) | (30,000) | 0 | | Senior Citizens Totals: | 0.00 | (40,000) | (40,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 17,502 | 63,100 | 30,000 | 0 | | FUND EXPENSES | 0.00 | 40,000 | 40,000 | 0 | 0 |
| (17,502) | (63,100) | (30,000) | 0 | | Title IIIB Sr Support Services Total | 0.00 | (40,000) | (40,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 58,868 | 78,702 | 132,080 | 0 | | REPORT EXPENSES | 0.00 | 166,059 | 198,444 | 0 | 0 |
| (58,868) | (78,702) | (132,080) | 0 | | REPORT TOTALS: | 0.00 | (166,059) | (198,444) | 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> – \$6,000 Food distribution supplies, \$3,000 Helium tank refills, \$900 (DAAS IIIB Senior Supportive Services) Senior special event and activity supplies, \$2,100 (DAAS IIIB Senior Supportive Services) |
| 52450 | <u>SPECIAL CONTRACT SERVICES</u> – \$10,000 Program speakers, entertainment, \$7,000 (DAAS IIIB Senior Supportive Services) Case Manager, \$3,000 |
| 52990 | <u>MISCELLANEOUS EXPENDITURES</u> – \$5,000 Annual Volunteer Recognition Dinner, \$2,300 Volunteer expenses, \$700 Montclair Walkers program expenses, \$500 Community Health fair, \$500 Intergenerational program, \$500 Miscellaneous program expenses, \$500 |

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 | 122,709 | 99,490 | 64,909 | |
| Services and Supplies | 355,826 | 141,650 | 141,650 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 478,535 | 241,140 | 206,559 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 5.00 (PT) | 4.00 (PT) | 3.00 (PT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------------------------|----------------|----------------|----------------|
| General Fund | 86,463 | 41,581 | 7,000 |
| Community Dev Block Grant Fund | 221,776 | 0 | 0 |
| DAAS Grant/Donations | 170,296 | 199,559 | 199,559 |
| Total | 478,535 | 241,140 | 206,559 |

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 | | 25,696 | 25,696 | |
| Kitchen Assistant | 1.00 | 1.00 | 1.00 | | 16,900 | 16,900 | |
| Health Education Intern | 1.00 | 1.00 | 1.00 | | 17,004 | 17,004 | |
| Senior Recreation Specialist | 2.00 | 1.00 | 0.00 | | 32,123 | 0 | |
| Part Time | 5.00 | 4.00 | 3.00 | | 91,723 | 59,600 | |
| Total Salaries & Wages | | | | | 91,723 | 59,600 | |
| Benefit Costs | | | | | 5,425 | 2,967 | |
| PERS Benefit Costs | | | | | 2,342 | 2,342 | |
| Total Benefit Costs | | | | | 7,767 | 5,309 | |
| TOTAL | | | | | 99,490 | 64,909 | |

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 – \$99,490

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$25,696; Kitchen Assistant (1.00/part-time) – \$16,900; Health Education Intern (0.50/part-time) – \$17,004; Senior Recreation Specialist (1.00/part-time) – \$32,123. Cost allocations are as follows: part-time salaries – \$91,723; benefit costs – \$7,767.

Services and Supplies – \$141,650

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 – \$7,000; miscellaneous expenditures – \$2,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4384 | Nutritional Meals | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 145 | 68,111 | 0.00 | 0.00 | 41010-400-1600 | Regular Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31,254 | 6,217 | 73,815.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 32,123.00 | 0.00 | 0.00 | 0.00 |
| 0 | 4,834 | 0.00 | 0.00 | 42025-400-0000 | PT Wage Reimb - CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,426 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 455 | 617 | 1,071.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 466.00 | 0.00 | 0.00 | 0.00 |
| 1,938 | 385 | 4,577.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,992.00 | 0.00 | 0.00 | 0.00 |
| 33,792 | 81,589 | 79,463 | 0 | | Personnel Services Totals: | 0.00 | 34,581 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 4,901 | 0 | 7,000.00 | 0.00 | 52870-400-0000 | Program Costs - Reimbursement | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 0.00 |
| 4,901 | 0 | 7,000 | 0 | | Services & Supplies Totals: | 0.00 | 7,000 | 7,000 | 0 | 0 |
| 38,694 | 81,589 | 86,463 | 0 | | EXPENDITURES TOTALS: | 0.00 | 41,581 | 7,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 38,694 | 81,589 | 86,463 | 0 | | DEPT EXPENSES | 0.00 | 41,581 | 7,000 | 0 | 0 |
| (38,694) | (81,589) | (86,463) | 0 | | Nutritional Meals Totals: | 0.00 | (41,581) | (7,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 38,694 | 81,589 | 86,463 | 0 | | FUND EXPENSES | 0.00 | 41,581 | 7,000 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| (38,694) | (81,589) | (86,463) | 0 | | General Fund Totals: | 0.00 | (41,581) | (7,000) | 0 | 0 |
| | | | | 1132 | Community Development Block Gr | | | | | |
| | | | | 4384 | Nutritional Meals | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 3,324 | 0.00 | 0.00 | 42025-400-0000 | PT Wage Reimb - CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 48 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 206 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 3,578 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 1,668 | 35,634.00 | 0.00 | 51130-400-0000 | Program Supplies - CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 32,983 | 186,142.00 | 0.00 | 52450-400-0000 | Special Contract Svcs-CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 34,652 | 221,776 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 38,230 | 221,776 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 38,230 | 221,776 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (38,230) | (221,776) | 0 | | Nutritional Meals Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 38,230 | 221,776 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (38,230) | (221,776) | 0 | | Community Development Block Gr | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1138 | Senior Nutrition Fund | | | | | |
| | | | | 4384 | Nutritional Meals | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 6,524 | 258 | 0.00 | 0.00 | 41010-400-1600 | Regular Earnings COVID-19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27,611 | 29,227 | 38,794.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 59,600.00 | 59,600.00 | 0.00 | 0.00 |
| 31,486 | 83,146 | 0.00 | 0.00 | 42020-400-1600 | PT Wages COVID-19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,510 | 1,297 | 2,907.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 2,342.00 | 2,342.00 | 0.00 | 0.00 |
| 40 | 24 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| 31 | 23 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 952 | 1,633 | 563.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 865.00 | 865.00 | 0.00 | 0.00 |
| 2,646 | 6,347 | 982.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 2,102.00 | 2,102.00 | 0.00 | 0.00 |
| 71,800 | 121,955 | 43,246 | 0 | | Personnel Services Totals: | 0.00 | 64,909 | 64,909 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 9,391 | 15,806 | 4,000.00 | 0.00 | 51130-400-0000 | Consumable Supplies | 0.00 | 7,500.00 | 7,500.00 | 0.00 | 0.00 |
| 1,920 | 1,890 | 2,000.00 | 0.00 | 52190-400-0000 | Consultants | 0.00 | 3,100.00 | 3,100.00 | 0.00 | 0.00 |
| 121,249 | 129,746 | 115,350.00 | 0.00 | 52450-400-0000 | Catered Food | 0.00 | 115,350.00 | 115,350.00 | 0.00 | 0.00 |
| 1,537 | 1,319 | 3,500.00 | 0.00 | 52451-400-0000 | Raw Food | 0.00 | 6,500.00 | 6,500.00 | 0.00 | 0.00 |
| 17,329 | (1,693) | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,763 | 1,871 | 2,200.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 153,189 | 148,939 | 127,050 | 0 | | Services & Supplies Totals: | 0.00 | 134,650 | 134,650 | 0 | 0 |
| 224,989 | 270,894 | 170,296 | 0 | | EXPENDITURES TOTALS: | 0.00 | 199,559 | 199,559 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 224,989 | 270,894 | 170,296 | 0 | | DEPT EXPENSES | 0.00 | 199,559 | 199,559 | 0 | 0 |
| (224,989) | (270,894) | (170,296) | 0 | | Nutritional Meals Totals: | 0.00 | (199,559) | (199,559) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 224,989 | 270,894 | 170,296 | 0 | | FUND EXPENSES | 0.00 | 199,559 | 199,559 | 0 | 0 |
| (224,989) | (270,894) | (170,296) | 0 | | Senior Nutrition Fund Totals: | 0.00 | (199,559) | (199,559) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 263,682 | 390,714 | 478,535 | 0 | | REPORT EXPENSES | 0.00 | 241,140 | 206,559 | 0 | 0 |
| (263,682) | (390,714) | (478,535) | 0 | | REPORT TOTALS: | 0.00 | (241,140) | (206,559) | 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 – \$7,000
Senior birthday party expenses.

52871 REIMBURSED PROGRAM COSTS – <\$7,000>
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 | 60,620 | 55,466 | 55,466 | |
| Services and Supplies | 31,116 | 26,651 | 26,651 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 91,736 | 82,117 | 82,117 | |

| | | | | |
|-----------------------------|-----------|-----------|-----------|--|
| Personnel Authorized | 0.75 (FT) | 0.75 (FT) | 0.75 (FT) | |
|-----------------------------|-----------|-----------|-----------|--|

Source of Funds

| | | | | |
|------------------------------|---------------|---------------|---------------|--|
| General Fund | 67,620 | 64,966 | 64,966 | |
| City of Hope | 1,000 | 700 | 700 | |
| Kaiser Permanente Foundation | 5,089 | 0 | 0 | |
| Healthy Comm. Strategic Plan | 18,027 | 16,451 | 16,451 | |
| Total | 91,736 | 82,117 | 82,117 | |

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 | | 37,896 | 37,896 | |
| Full Time | 0.75 | 0.75 | 0.75 | | 37,896 | 37,896 | |
| Benefit Costs | | | | | 12,318 | 12,318 | |
| PERS Benefit Costs | | | | | 5,252 | 5,252 | |
| Total Benefit Costs | | | | | 17,570 | 17,570 | |
| TOTAL | | | | | 55,466 | 55,466 | |

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 – \$55,466

Salary requests are for: Health Education Specialist (0.75) – \$37,896. Cost allocations are as follows: full-time salaries – \$37,896; benefit costs – \$17,570.

Services and Supplies – \$26,651

Funding requested is for: program supplies – \$16,340; publication and advertising – \$500; stipend/classroom assistance – \$7,811; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4385 | Family and Health Education | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 27,254 | 25,337 | 35,037.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 37,896.00 | 37,896.00 | 0.00 | 0.00 |
| 6,427 | 0 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - SRTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,128 | 7,966.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 487 | 202 | 808.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 10,800.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 11,475.00 | 11,475.00 | 0.00 | 0.00 |
| 3,694 | 3,212 | 4,611.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 5,252.00 | 5,252.00 | 0.00 | 0.00 |
| 142 | 115 | 148.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 160.00 | 160.00 | 0.00 | 0.00 |
| 131 | 104 | 133.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 133.00 | 133.00 | 0.00 | 0.00 |
| 496 | 387 | 623.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 550.00 | 550.00 | 0.00 | 0.00 |
| 0 | 70 | 494.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 38,631 | 30,554 | 60,620 | 0 | | Personnel Services Totals: | 0.00 | 55,466 | 55,466 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,862 | 3,031 | 4,500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 7,000.00 | 7,000.00 | 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 |
| 215 | 678 | 2,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 2,077 | 3,709 | 7,000 | 0 | | Services & Supplies Totals: | 0.00 | 9,500 | 9,500 | 0 | 0 |
| 40,707 | 34,263 | 67,620 | 0 | | EXPENDITURES TOTALS: | 0.00 | 64,966 | 64,966 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,707 | 34,263 | 67,620 | 0 | | DEPT EXPENSES | 0.00 | 64,966 | 64,966 | 0 | 0 |
| (40,707) | (34,263) | (67,620) | 0 | | Family and Health Education Totals | 0.00 | (64,966) | (64,966) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,707 | 34,263 | 67,620 | 0 | | FUND EXPENSES | 0.00 | 64,966 | 64,966 | 0 | 0 |
| (40,707) | (34,263) | (67,620) | 0 | | General Fund Totals: | 0.00 | (64,966) | (64,966) | 0 | 0 |
| | | | | 1161 | OTS Grant | | | | | |
| | | | | 4385 | Family and Health Education | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 1,106 | 48 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 1 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 69 | 3 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,190 | 52 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 172 | 0.00 | 0.00 | 51060-400-0000 | Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,084 | 0 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,327 | 0.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 5,850 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,084 | 7,349 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 6,275 | 7,401 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,275 | 7,401 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,275) | (7,401) | 0 | 0 | | Family and Health Education Totals | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,275 | 7,401 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,275) | (7,401) | 0 | 0 | | OTS Grant Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1162 | City of Hope | | | | | |
| | | | | 4385 | Family and Health Education | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 299 | 300.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 700.00 | 0.00 | 52921-400-0000 | Stipends-Classroom Assistance | 0.00 | 700.00 | 700.00 | 0.00 | 0.00 |
| 0 | 299 | 1,000 | 0 | | Services & Supplies Totals: | 0.00 | 700 | 700 | 0 | 0 |
| 0 | 299 | 1,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 700 | 700 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 299 | 1,000 | 0 | | DEPT EXPENSES | 0.00 | 700 | 700 | 0 | 0 |
| 0 | (299) | (1,000) | 0 | | Family and Health Education Totals | 0.00 | (700) | (700) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 299 | 1,000 | 0 | | FUND EXPENSES | 0.00 | 700 | 700 | 0 | 0 |
| 0 | (299) | (1,000) | 0 | | City of Hope Totals: | 0.00 | (700) | (700) | 0 | 0 |
| | | | | 1166 | Kaiser Permanente Grant | | | | | |
| | | | | 4385 | Family and Health Education | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 2,089.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (638) | 0 | 3,000.00 | 0.00 | 52921-400-0000 | Stipends-Classroom Assistance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 606 | 901 | 0.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (31) | 901 | 5,089 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| (31) | 901 | 5,089 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| (31) | 901 | 5,089 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 31 | (901) | (5,089) | 0 | | Family and Health Education Totals | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| (31) | 901 | 5,089 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 31 | (901) | (5,089) | 0 | | Kaiser Permanente Grant Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1169 | Healthy Comm Strategic Plan | | | | | |
| | | | | 4385 | Family and Health Education | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 149 | 0 | 0.00 | 0.00 | 51060-400-0000 | Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,976 | 1,019 | 10,737.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 9,340.00 | 9,340.00 | 0.00 | 0.00 |
| 0 | 180 | 7,290.00 | 0.00 | 52921-400-0000 | Stipends-Classroom Assistance | 0.00 | 7,111.00 | 7,111.00 | 0.00 | 0.00 |
| 2,125 | 1,199 | 18,027 | 0 | | Services & Supplies Totals: | 0.00 | 16,451 | 16,451 | 0 | 0 |
| 2,125 | 1,199 | 18,027 | 0 | | EXPENDITURES TOTALS: | 0.00 | 16,451 | 16,451 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,125 | 1,199 | 18,027 | 0 | | DEPT EXPENSES | 0.00 | 16,451 | 16,451 | 0 | 0 |
| (2,125) | (1,199) | (18,027) | 0 | | Family and Health Education Totals | 0.00 | (16,451) | (16,451) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,125 | 1,199 | 18,027 | 0 | | FUND EXPENSES | 0.00 | 16,451 | 16,451 | 0 | 0 |
| (2,125) | (1,199) | (18,027) | 0 | | Healthy Comm Strategic Plan Total | 0.00 | (16,451) | (16,451) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 49,075 | 44,063 | 91,736 | 0 | | REPORT EXPENSES | 0.00 | 82,117 | 82,117 | 0 | 0 |
| (49,075) | (44,063) | (91,736) | 0 | | REPORT TOTALS: | 0.00 | (82,117) | (82,117) | 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 – \$16,340

Community health, \$9,340 (Healthy Community Strategic Plan)
Community Garden and Fruit Park materials, \$7,000

52090 PUBLICATION AND ADVERTISING – \$500

Community health programming.

52921 STIPEND – CLASSROOM ASSISTANCE – \$7,811

Consejeras (City of Hope – \$700; Healthy Community Strategic Plan – \$7,111)

52990 MISCELLANEOUS EXPENDITURES – \$2,000

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 1,000 students in kindergarten through eighth grade at 11 sites.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 1,314,186 | 1,378,872 | 1,152,855 | |
| Services and Supplies | 389,715 | 314,715 | 314,715 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 1,703,901 | 1,693,587 | 1,467,570 | |
| Personnel Authorized | 4.70 (FT) 67.00 (PT) | 4.50 (FT) 67.00 (PT) | 3.75 (FT) 66.00 (PT) | |

Source of Funds

| | | | |
|---------------------------------|------------------|------------------|------------------|
| After-School Program Grant Fund | 1,584,055 | 1,568,587 | 1,342,570 |
| ASES Supplemental Grant Fund | 119,846 | 125,000 | 125,000 |
| Total | 1,703,901 | 1,693,587 | 1,467,570 |

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 |
| Recreation Manager | 0 | 0 | 0.45 | | 0 | 35,352 | |
| Sr. Recreation Supervisor | 0.70 | 0.50 | 0.00 | | 37,488 | 0 | |
| MAP Supervisor | 1.00 | 1.00 | 1.00 | | 63,543 | 65,088 | |
| MAP Coordinator | 2.00 | 2.00 | 2.00 | | 110,102 | 116,976 | |
| Administrative Analyst | 0.00 | 0.00 | 0.30 | | 0 | 19,663 | |
| Human Services Specialist | 1.00 | 1.00 | 0.00 | | 50,981 | 0 | |
| <u>Part-Time</u> | | | | | | | |
| Data Entry Clerk | 1.00 | 1.00 | 0.00 | | 24,822 | 0 | |
| Senior Learning Leader | 11.00 | 11.00 | 11.00 | | 351,505 | 351,505 | |
| Learning Leaders | 55.00 | 55.00 | 55.00 | | 560,790 | 369,046 | |
| Full Time | 4.70 | 4.50 | 3.75 | | 262,114 | 237,079 | |
| Part Time | 67.00 | 67.00 | 66.00 | | 937,117 | 761,845 | |
| Benefit Costs | | | | | 149,668 | 125,947 | |
| PERS Benefit Costs | | | | | 29,973 | 27,984 | |
| Total Benefit Costs | | | | | 179,641 | 153,931 | |
| TOTAL | | | | | 1,378,872 | 1,152,855 | |

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 and ASES Supplemental funds offers enrichment programs, homework assistance, physical education, and recreation activities.

Units of Measure

The Expanded Learning Program provides services to over 1,000 students in kindergarten through eighth grade at 11 sites.

Personnel Services – \$1,378,872

Salary requests are for: Senior Recreation Supervisor (0.70) – \$37,488; Senior Learning Coordinator (1.00) – \$63,543; Assistant Senior Learning Coordinator (2.00) – \$110,102; Human Services Specialist (1.00) – \$50,981; Data Entry Clerk (1.00/part-time) – \$24,822; Senior Learning Leader (11.00/part-time) – \$351,505; Learning Leaders/Substitute Learning Leader (55.00/part-time) – \$560,790. Cost allocations are as follows: full-time salaries – \$262,114; part-time salaries – \$937,117; benefit costs – \$179,641.

Services and Supplies – \$314,715

Funding requested is for: uniforms – \$8,000; program supplies – \$85,000; publication and advertising – \$10,000; special contract services – \$205,000; cellular phone expense – \$6,715.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4387 | After-School Program | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 1,305 | 0 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - SRTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,305 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 1,305 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,305 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (1,305) | 0 | 0 | 0 | | After-School Program Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,305 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (1,305) | 0 | 0 | 0 | | General Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4387 | After-School Program | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 331,330 | 207,147 | 208,272.00 | 0.00 | 41010-400-0000 | Regular Earnings - ASP | 0.00 | 262,114.00 | 237,079.00 | 0.00 | 0.00 |
| 638,168 | 221,680 | 887,082.00 | 0.00 | 42020-400-0000 | Part Time Wages - ASP | 0.00 | 937,117.00 | 761,845.00 | 0.00 | 0.00 |
| 36,323 | 34,534 | 43,276.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (92,847) | (101,000) | -109,846.00 | 0.00 | 42022-400-0000 | PT Wages - ASES Supplemental | 0.00 | -115,000.00 | -115,000.00 | 0.00 | 0.00 |
| (37,511) | 0 | 0.00 | 0.00 | 42023-400-0000 | PT Wages - Hope thru Housing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,207 | 2,449 | 5,474.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 3,435.00 | 3,372.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 69,480.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 68,850.00 | 57,960.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 1,061.00 | 0.00 | 0.00 |
| 34,600 | 23,645 | 24,518.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 29,973.00 | 27,984.00 | 0.00 | 0.00 |
| 1,480 | 991 | 1,058.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,105.00 | 998.00 | 0.00 | 0.00 |
| 1,299 | 798 | 832.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 796.00 | 834.00 | 0.00 | 0.00 |
| 14,675 | 6,755 | 16,507.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 17,383.00 | 14,487.00 | 0.00 | 0.00 |
| 41,803 | 15,887 | 57,687.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 58,099.00 | 47,235.00 | 0.00 | 0.00 |
| 975,528 | 412,886 | 1,204,340 | 0 | | Personnel Services Totals: | 0.00 | 1,263,872 | 1,037,855 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 2,380 | 8,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 37,459 | 23,363 | 150,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 75,000.00 | 75,000.00 | 0.00 | 0.00 |
| 302 | 1,020 | 10,000.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 33,359 | 24,000 | 205,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 205,000.00 | 205,000.00 | 0.00 | 0.00 |
| 7,488 | 6,290 | 6,715.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 6,715.00 | 6,715.00 | 0.00 | 0.00 |
| 78,608 | 57,054 | 379,715 | 0 | | Services & Supplies Totals: | 0.00 | 304,715 | 304,715 | 0 | 0 |
| 1,054,136 | 469,939 | 1,584,055 | 0 | | EXPENDITURES TOTALS: | 0.00 | 1,568,587 | 1,342,570 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,054,136 | 469,939 | 1,584,055 | 0 | | DEPT EXPENSES | 0.00 | 1,568,587 | 1,342,570 | 0 | 0 |
| (1,054,136) | (469,939) | (1,584,055) | 0 | | After-School Program Totals: | 0.00 | (1,568,587) | (1,342,570) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,054,136 | 469,939 | 1,584,055 | 0 | | FUND EXPENSES | 0.00 | 1,568,587 | 1,342,570 | 0 | 0 |
| (1,054,136) | (469,939) | (1,584,055) | 0 | | After-School Program Grant Totals: | 0.00 | (1,568,587) | (1,342,570) | 0 | 0 |
| | | | | 1171 | ASES Supplemental Grant | | | | | |
| | | | | 4387 | After-School Program | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 92,847 | 101,000 | 109,846.00 | 0.00 | 42022-400-0000 | Part Time Wages - ASP | 0.00 | 115,000.00 | 115,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|---------------------------------|------|-------------------|------------------|------------------|-----------------|
| 92,847 | 101,000 | 109,846 | 0 | | Personnel Services Totals: | 0.00 | 115,000 | 115,000 | 0 | 0 |
| 0 | 2,399 | 0.00 | 0.00 | E20 | Services & Supplies | | | | | |
| 0 | 2,995 | 10,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 51130-400-0000 | Program Supplies | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 0 | 5,393 | 10,000 | 0 | | Services & Supplies Totals: | 0.00 | 10,000 | 10,000 | 0 | 0 |
| 92,847 | 106,393 | 119,846 | 0 | | EXPENDITURES TOTALS: | 0.00 | 125,000 | 125,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 92,847 | 106,393 | 119,846 | 0 | | DEPT EXPENSES | 0.00 | 125,000 | 125,000 | 0 | 0 |
| (92,847) | (106,393) | (119,846) | 0 | | After-School Program Totals: | 0.00 | (125,000) | (125,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 92,847 | 106,393 | 119,846 | 0 | | FUND EXPENSES | 0.00 | 125,000 | 125,000 | 0 | 0 |
| (92,847) | (106,393) | (119,846) | 0 | | ASES Supplemental Grant Totals: | 0.00 | (125,000) | (125,000) | 0 | 0 |
| | | | | 1172 | Hope thru Housing Grant | | | | | |
| | | | | 4387 | After-School Program | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 37,511 | 0 | 0.00 | 0.00 | 42023-400-0000 | Part Time Wages/Benefits -ExLP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 37,511 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 2,607 | 0 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies - ExLP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 | 0 | 0.00 | 0.00 | 52450-400-0000 | Contract Services - ExLP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,663 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 40,174 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|---------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,174 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (40,174) | 0 | 0 | 0 | | After-School Program Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,174 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (40,174) | 0 | 0 | 0 | | Hope thru Housing Grant Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,188,463 | 576,333 | 1,703,901 | 0 | | REPORT EXPENSES | 0.00 | 1,693,587 | 1,467,570 | 0 | 0 |
| (1,188,463) | (576,333) | (1,703,901) | 0 | | REPORT TOTALS: | 0.00 | (1,693,587) | (1,467,570) | 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 – \$85,000
 Expanded Learning Program supplies. (After-School Program Grant – \$75,000, ASES Supplemental Grant – \$10,000)

52090 PUBLICATION AND ADVERTISING – \$10,000
 Expanded Learning Program advertising materials. (After-School Program Grant)

52450 SPECIAL CONTRACT SERVICES – \$205,000
 Staffing services, \$150,000 (After-School Program Grant)
 MAP Presenters/Speakers/Instructors, \$25,000 (After-School Program Grant)
 Expanded Learning Program assistance, \$30,000 (After-School Program Grant)

52850 CELLULAR PHONE EXPENSE – \$6,715
 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 | 9,461,227 | 10,011,091 | 9,678,527 | |
| Services and Supplies | 1,333,334 | 1,404,489 | 1,338,794 | |
| Capital Outlay | 516,975 | 414,497 | 414,497 | |
| Total | 11,311,536 | 11,830,077 | 11,431,818 | |

| | | | |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| Personnel Authorized | 75.50 (FT) 24.00 (PT) | 76.50 (FT) 24.00 (PT) | 76.50 (FT) 19.00 (PT) |
|-----------------------------|--------------------------|--------------------------|--------------------------|

Department Distribution

| | | | |
|------------------------|-------------------|-------------------|-------------------|
| Administration | 463,669 | 553,412 | 557,112 |
| Support Services | 739,160 | 759,238 | 755,938 |
| Technical Services | 367,278 | 455,931 | 433,811 |
| Records Bureau | 511,577 | 681,217 | 678,217 |
| Investigations | 1,203,745 | 1,486,899 | 1,486,399 |
| Uniform Patrol | 7,019,641 | 6,739,771 | 6,412,796 |
| Communications | 854,057 | 996,454 | 950,390 |
| Volunteer Services | 60,218 | 61,918 | 61,918 |
| Emergency Preparedness | 92,191 | 95,237 | 95,237 |
| Total | 11,311,536 | 11,830,077 | 11,431,818 |

Source of Funds

| | | | |
|----------------------------------|-------------------|-------------------|-------------------|
| General Fund | 9,965,221 | 10,880,510 | 10,252,121 |
| Prop 30 / AB 109 | 62,724 | 0 | 0 |
| SB 509 Public Safety Fund | 308,841 | 325,558 | 552,988 |
| Federal Forfeiture Fund – DOJ | 110,000 | 0 | 0 |
| State Forfeiture – 15% Set Aside | 5,500 | 0 | 0 |
| School District Grant Fund | 210,600 | 109,512 | 109,512 |
| COPS ELEAS Grant Fund | 100,000 | 100,000 | 349,997 |
| Bureau of Justice Assistance | 13,020 | 0 | 0 |
| Safety Dept. Grants | 318,655 | 0 | 0 |
| Equipment Replacement Fund | 216,975 | 414,497 | 167,200 |
| Total | 11,311,536 | 11,830,077 | 11,431,818 |

**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 | | |
| Full Time: | | | | | | | | |
| <u>Executive Director of Public Safety</u> | | | | | | | | |
| Robert Avels | E | | 12.0 | 18,536 | | | 222,432 | 222,432 |
| <u>Police Captain</u> | | | | | | | | |
| Jason Reed | E | | 12.0 | 14,215 | | | 170,580 | 170,580 |
| <u>Police Lieutenant</u> | | | | | | | | |
| Brandon Kumanski | E | | 12.0 | 12,429 | | | 149,148 | 149,148 |
| James Michel | E | | 12.0 | 12,429 | | | 149,148 | 149,148 |
| Brian Ventura | E | | 12.0 | 12,429 | | | 149,148 | 149,148 |
| <u>Police Sergeant</u> | | | | | | | | |
| Javier Aguilar | B | 06/20/22 | 11.7 | 8,889 | .3 | 9,333 | 106,801 | 106,801 |
| Matthew Borra | E | | 12.0 | 10,290 | | | 123,480 | 123,480 |
| Andrew Graziano | E | | 12.0 | 10,290 | | | 123,480 | 123,480 |
| Miguel Huerta | A | | 0.6 | 8,466 | 11.4 | 8,889 | 106,414 | 106,414 |
| John Minook | E | | 12.0 | 10,290 | | | 123,480 | 123,480 |
| Jacob Riedell | B | 08/15/21 | 1.5 | 8,889 | 10.5 | 9,333 | 111,330 | 111,330 |
| Eric Rivera | B | 08/15/21 | 1.5 | 8,889 | 10.5 | 9,333 | 111,330 | 111,330 |
| Michael Zerr | E | | 12.0 | 10,290 | | | 123,480 | 123,480 |
| <u>Police Officer</u> | | | | | | | | |
| Armando Baeza Jr | B | 12/23/21 | 5.8 | 6,687 | 6.2 | 7,021 | 82,315 | 82,315 |
| Alyssa Barrera | B | 03/29/22 | 8.9 | 6,687 | 3.1 | 7,021 | 81,279 | 81,279 |
| Brian Blyther | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |

**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 Officer (continued)</u> | | | | | | | | |
| Jerad Burns | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Anthony Del Rio | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Ricci Desist | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Joshua Garabedian | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Rodelino Godoy | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Alma Hernandez | B | 04/27/21 | 9.9 | 6,687 | 2.1 | 7,021 | 80,945 | 80,945 |
| Salvador Herrera | B | 01/25/22 | 6.8 | 6,687 | 5.2 | 7,021 | 81,981 | 81,981 |
| Miguel Hidalgo | B | 06/21/22 | 11.7 | 6,687 | .3 | 7,021 | 80,344 | 80,344 |
| Christian Jacso | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Jesse James | C | 09/16/21 | 2.5 | 7,021 | 9.5 | 7,372 | 87,587 | 87,587 |
| Jorge Lopez | B | 07/06/21 | 0.2 | 6,687 | 11.8 | 7,021 | 84,185 | 84,185 |
| Sean Mackey | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Carlos Maldonado | A | | 2.9 | 6,369 | 9.1 | 6,687 | 79,322 | 79,322 |
| Destinee Mireles | B | 06/21/22 | 11.7 | 6,687 | .3 | 7,021 | 80,344 | 80,344 |
| Travis Mondrala | A | | 5.6 | 6,369 | 6.4 | 6,687 | 78,463 | 78,463 |
| Joshua Morrison | B | 12/21/21 | 5.7 | 6,687 | 6.3 | 7,021 | 82,348 | 82,348 |
| Michael Pena | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Amanda Riedell | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Mark Robles | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Danielle Rodriguez | B | 09/08/21 | 2.3 | 6,687 | 9.7 | 7,021 | 83,484 | 83,484 |
| Nicholas Sanchez | B | 09/14/21 | 2.5 | 6,687 | 9.5 | 7,021 | 83,417 | 83,417 |
| Alejandro Santamaria | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Dailynn Santoro | A | | 5.7 | 6,369 | 6.3 | 6,687 | 78,431 | 78,431 |
| Michael Searing | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Angelo St. John | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |
| Allison Stevens | A | | 5.7 | 6,369 | 6.3 | 6,687 | 78,431 | 78,431 |
| David Taylor | E | | 12.0 | 7,741 | | | 92,892 | 92,892 |

**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> | | | | | | | | |
| Augustine Tejas | C | 07/08/21 | 0.3 | 7,021 | 11.7 | 7,372 | 88,359 | 88,359 |
| Christopher Vera | B | 07/06/21 | 0.2 | 6,687 | 11.8 | 7,021 | 84,185 | 84,185 |
| Jaime Yoteco | A | | 5.7 | 6,369 | 6.3 | 6,687 | 78,431 | 78,431 |
| Eric Zamora | B | | 9.6 | 6,369 | 2.4 | 7,021 | 77,993 | 77,993 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| Vacant | A | | 12.0 | 6,369 | | | 76,428 | 76,428 |
| <u>Police Services Supervisor</u> | | | | | | | | |
| Christine Wolfe | E | | 12.0 | 6,707 | | | 80,484 | 80,484 |
| <u>Administrative Aide</u> | | | | | | | | |
| Marci Butler | E | | 12.0 | 5,311 | | | 63,732 | 63,732 |
| Deborah Carcuz | E | | 12.0 | 5,311 | | | 63,732 | 63,732 |
| <u>Administrative Specialist</u> | | | | | | | | |
| Jennifer Noritake | E | | 12.0 | 4,713 | | | 56,556 | 56,556 |
| <u>Crime Analyst</u> | | | | | | | | |
| Vacant | A | | 6.0 | 5,303 | 6.0 | 5,568 | 65,226 | 65,226 |

**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 Dispatch Supervisor</u> | | | | | | | | |
| Jennifer Hernandez | E | | 12.0 | 7,045 | | | 84,540 | 84,540 |
| Brenda Saravia | E | | 12.0 | 7,045 | | | 84,540 | 84,540 |
| <u>Police Dispatcher</u> | | | | | | | | |
| Sarah Brown | B | 10/14/21 | 3.5 | 4,716 | 8.5 | 4,951 | 60,348 | 60,348 |
| Nicole Cabadas | D | 02/09/22 | 7.3 | 5,199 | 4.7 | 5,459 | 65,518 | 65,518 |
| Mary Cortez | A | | 12.0 | 4,491 | | | 55,509 | 55,509 |
| Katie Gonzalez | E | | 12.0 | 5,459 | | | 67,473 | 67,473 |
| Vacant | A | | 6.0 | 4,491 | 6.0 | 4,716 | 56,899 | 56,899 |
| Vacant | A | | 6.0 | 4,491 | 6.0 | 4,716 | 56,899 | 56,899 |
| Vacant | A | | 6.0 | 4,491 | 6.0 | 4,716 | 56,899 | 56,899 |
| Vacant | A | | 6.0 | 4,491 | 6.0 | 4,716 | 56,899 | 56,899 |
| <u>Police Services Specialist</u> | | | | | | | | |
| Silvia Carlos | E | | 12.0 | 4,202 | | | 51,937 | 51,937 |
| Regina Davis | E | | 12.0 | 4,202 | | | 51,937 | 51,937 |
| Eliana Lopez | E | | 12.0 | 4,202 | | | 51,937 | 51,937 |
| Melisa Schneider | E | | 12.0 | 4,202 | | | 51,937 | 51,937 |
| Vacant | A | | 6.0 | 3,457 | 6.0 | 3,630 | 43,798 | 43,798 |
| Vacant | A | | 6.0 | 3,457 | 6.0 | 3,630 | 43,798 | 43,798 |
| <u>Property Custody Clerk</u> | | | | | | | | |
| Alyssa Slaughter | E | | 12.0 | 4,002 | | | 49,465 | 49,465 |
| <u>Receptionist/Office Specialist</u> | | | | | | | | |
| Elizabeth Ramirez | D | 10/08/21 | 3.3 | 3,772 | 8.7 | 3,961 | 48,315 | 48,315 |

**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>Administration to other Departments/Entities</u> | | | | | | | | |
| | | | | | | | -111,216 | -111,216 |
| | | | | | | | -12,552 | -12,552 |
| | | | | | | | -3,318 | -3,318 |
| | | | | | | | -4,125 | -4,125 |
| | | | | | | | -2,063 | -2,063 |
| <u>Part Time:</u> | | | | | | | | |
| <u>Police Background Investigator</u> | | | | | | | | |
| | | | | | | 35.69 hr. | 55,676 | 55,676 |
| <u>Reserve Police Officer</u> | | | | | | | | |
| | | | | | | | 3,600 | 3,600 |
| | | | | | | | 3,600 | 3,600 |
| | | | | | | | 7,200 | 7,200 |
| | | | | | | | 3,600 | 3,600 |
| | | | | | | | 4,800 | 4,800 |
| | | | | | | | 3,600 | 3,600 |

**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 Cadet</u> | | | | | | | | | |
| Samantha Alarcon Gonzales (20 hrs week) | | | | 16.33 hr. | | 17.33 hr | 17,504 | 17,504 | |
| Cristina Arizpe (20 hrs week) | | | | 16.33 hr. | | 17.33 hr | 17,504 | 17,504 | |
| George Fonseca (20 hrs week) | | | | 16.33 hr. | | 17.33 hr | 17,504 | 17,504 | |
| Maria Ruby Rubalcava-Delgadillo (20 hrs week) | | | | 16.33 hr. | | 17.33 hr | 17,504 | 17,504 | |
| Rayza Virgen-Estrada (20 hrs week) | | | | 15.56 hr. | | 16.56 hr | 16,702 | 16,702 | |
| Vacant (20 hrs week) | | | | 15.56 hr. | | 16.56 hr | 16,702 | 16,702 | |
| Vacant (Unfunded) (20 hrs week) | | | | 0.00 hr. | | | 0 | 0 | |
| Vacant (Unfunded) (20 hrs week) | | | | 0.00 hr. | | | 0 | 0 | |
| Vacant (Unfunded) (20 hrs week) | | | | 0.00 hr. | | | 0 | 0 | |
| <u>Data Entry Clerk</u> | | | | | | | | | |
| Stacy LaBeau (18 hrs week) | | | | 16.76 hr. | | 17.76 hr | 16,156 | 16,156 | |
| Nguyet Trinh Khac Ly (18 hrs week) | | | | 15.96 hr. | | 16.96 hr | 15,406 | 15,406 | |
| <u>Police Dispatcher (Relief)</u> | | | | | | | | | |
| | | | | | | | 0 | 0 | |
| Salary Requirements: | | | | | | | (FT) | 6,469,111 | 6,469,111 |
| | | | | | | | (PT) | 217,058 | 217,058 |
| | | | | | | | TOTAL | 6,686,169 | 6,686,169 |

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> | | | | | | | |
| Executive Dir Public Safety | 1.00 | 1.00 | 1.00 | | 222,432 | 222,432 | |
| Admin from other Depts | -0.50 | -0.50 | -0.50 | | -111,216 | -111,216 | |
| | 0.50 | 0.50 | 0.50 | | 111,216 | 111,216 | |
| Captain | 1.00 | 1.00 | 1.00 | | 170,580 | 170,580 | |
| Lieutenant | 3.00 | 3.00 | 3.00 | | 447,444 | 447,444 | |
| Sergeant | 8.00 | 8.00 | 8.00 | | 929,795 | 929,795 | |
| Officer | 41.00 | 41.00 | 41.00 | | 3,453,212 | 3,453,212 | |
| Admin other Depts - CFDs | | | | | -15,870 | -15,870 | |
| <u>Civilian</u> | | | | | | | |
| Police Services Supervisor | 1.00 | 1.00 | 1.00 | | 80,484 | 80,484 | |
| Administrative Aide | 2.00 | 2.00 | 2.00 | | 127,464 | 127,464 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Crime Analyst | 0.00 | 1.00 | 1.00 | | 65,226 | 65,226 | |
| Police Dispatch Supervisor | 2.00 | 2.00 | 2.00 | | 169,080 | 169,080 | |
| Police Services Specialist | 6.00 | 6.00 | 6.00 | | 295,344 | 295,344 | |
| Dispatcher | 8.00 | 8.00 | 8.00 | | 480,532 | 476,444 | |
| Property Custody Clerk | 1.00 | 1.00 | 1.00 | | 49,465 | 49,465 | |
| Receptionist/Office Specialist | 1.00 | 1.00 | 1.00 | | 48,315 | 48,315 | |
| Admin other Depts - CFDs | | | | | -6,188 | -6,188 | |
| <u>Part-Time</u> | | | | | | | |
| Reserve Officer | 11.00 | 11.00 | 6.00 | | 26,400 | 26,400 | |
| Police Cadet | 9.00 | 9.00 | 9.00 | | 103,420 | 103,420 | |
| Data Entry Clerk | 2.00 | 2.00 | 2.00 | | 31,562 | 31,562 | |
| Dispatch (Relief) | 1.00 | 1.00 | 1.00 | | 20,000 | 0 | |
| Police Background Investigator | 1.00 | 1.00 | 1.00 | | 55,676 | 55,676 | |
| Full Time | 76.00 | 77.00 | 77.00 | | 6,595,929 | 6,591,841 | |
| Admin other Departments | -0.50 | -0.50 | -0.50 | | -133,274 | -133,274 | |
| Total FT Positions/Salaries | 75.50 | 76.50 | 76.50 | | 6,462,655 | 6,458,567 | |
| Part Time | 24.00 | 24.00 | 19.00 | | 237,058 | 217,058 | |
| Additional Pay | | | | | 125,220 | 125,220 | |
| Overtime | | | | | 806,500 | 500,000 | |
| Total Salaries & Wages | | | | | 7,631,433 | 7,300,845 | |
| Benefit Costs | | | | | 1,404,642 | 1,403,036 | |
| PERS Benefit Costs | | | | | 1,019,214 | 1,018,844 | |
| Benefit Costs other Depts | | | | | -44,198 | -44,198 | |
| Total Benefit Costs | | | | | 2,379,658 | 2,377,682 | |

TOTAL

10,011,091 9,678,527

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 | 226,983 | 243,283 | 243,283 | |
| Services and Supplies | 236,686 | 260,579 | 264,279 | |
| Capital Outlay | 0 | 49,550 | 49,550 | |
| Total | 463,669 | 553,412 | 557,112 | |
| Personnel Authorized | 1.50 (FT) | 1.50 (FT) | 1.50 (FT) | |

Source of Funds

| | | | |
|----------------------------------|----------------|----------------|----------------|
| General Fund | 252,823 | 288,549 | 281,649 |
| SB 509 Public Safety Fund | 205,346 | 215,313 | 225,913 |
| State Forfeiture – 15% Set Aside | 5,500 | 0 | 0 |
| COPS ELEAS Grant Fund | 0 | 0 | 49,550 |
| Equipment Replacement Fund | 0 | 49,550 | 0 |
| Total | 463,669 | 553,412 | 557,112 |

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 |
| Exec Director Public Safety | 1.00 | 1.00 | 1.00 | | 222,432 | 222,432 | |
| Admin to other Depts | -0.50 | -0.50 | -0.50 | | -111,216 | -111,216 | |
| | <u>0.50</u> | <u>0.50</u> | <u>0.50</u> | | <u>111,216</u> | <u>111,216</u> | |
| Administrative Aide | 1.00 | 1.00 | 1.00 | | 63,732 | 63,732 | |
| Admin other Depts - CFDs | | | | | -6,188 | -6,188 | |
| Full Time | 2.00 | 2.00 | 2.00 | | 286,164 | 286,164 | |
| Admin other Departments | -0.50 | -0.50 | -0.50 | | -117,404 | -117,404 | |
| Total FT Positions/Salaries | <u>1.50</u> | <u>1.50</u> | <u>1.50</u> | | <u>168,760</u> | <u>168,760</u> | |
| Additional Pay | | | | | 900 | 900 | |
| Overtime | | | | | 1,000 | 1,000 | |
| Total Salaries & Wages | | | | | 170,660 | 170,660 | |
| Benefit Costs | | | | | 55,160 | 55,160 | |
| PERS Benefit Costs | | | | | 61,661 | 61,661 | |
| Benefit Costs to other Depts | | | | | -44,198 | -44,198 | |
| Total Benefit Costs | | | | | 72,623 | 72,623 | |
| TOTAL | | | | | 243,283 | 243,283 | |

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 – \$243,283

Salary requests are for: Executive Director of Public Safety (0.50) – \$111,216; Administrative Aide (1.00) – \$63,732; Admin Other Departments – CFDs – <\$6,188>. Cost allocations are as follows: full-time salaries – \$168,760; additional pay – \$900; overtime – \$1,000; benefit costs – \$72,623.

Services and Supplies – \$260,579

Funding requested is for: books and publications – \$100; dues and memberships – \$2,825; travel and meetings – \$5,100; special contract services – \$223,877; educational grants – \$2,500; small equipment – \$12,490; cellular phone expenses – \$10,687; miscellaneous expenditures – \$3,000.

Capital Outlay – \$49,550

Funding is requested for: one administrative vehicle – \$42,800; emergency equipment for one administrative vehicle – \$6,750.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4421 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 171,287 | 157,731 | 163,128.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 174,948.00 | 174,948.00 | 0.00 | 0.00 |
| (5,625) | (5,625) | -5,625.00 | 0.00 | 41017-400-0000 | CFD Admin Reimbursement | 0.00 | -6,188.00 | -6,188.00 | 0.00 | 0.00 |
| 286 | 0 | 1,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 2,304 | 2,350 | 2,350.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 2,566.00 | 2,566.00 | 0.00 | 0.00 |
| 788 | 593 | 900.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 0 | 0 | 22,500.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 23,400.00 | 23,400.00 | 0.00 | 0.00 |
| 5,016 | 5,173 | 5,092.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 5,561.00 | 5,561.00 | 0.00 | 0.00 |
| 28,716 | 31,095 | 32,212.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 35,247.00 | 35,247.00 | 0.00 | 0.00 |
| 679 | 3,133 | 687.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 736.00 | 736.00 | 0.00 | 0.00 |
| 893 | 901 | 897.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 964.00 | 964.00 | 0.00 | 0.00 |
| 2,638 | 2,371 | 3,842.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 4,149.00 | 4,149.00 | 0.00 | 0.00 |
| 431 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207,413 | 197,722 | 226,983 | 0 | | Personnel Services Totals: | 0.00 | 243,283 | 243,283 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 100 | 0.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 100.00 | 100.00 | 0.00 | 0.00 |
| 2,209 | 2,251 | 2,760.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 2,825.00 | 2,825.00 | 0.00 | 0.00 |
| 757 | 0 | 3,800.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 5,100.00 | 4,800.00 | 0.00 | 0.00 |
| 1,964 | 1,964 | 1,964.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 8,564.00 | 1,964.00 | 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 | 52690-400-0000 | Small Equipment | 0.00 | 12,490.00 | 12,490.00 | 0.00 | 0.00 |
| 10,950 | 12,661 | 10,866.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 10,687.00 | 10,687.00 | 0.00 | 0.00 |
| 605 | 600 | 1,350.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|---|------|-------------------|------------------|------------------|-----------------|
| 16,484 | 17,575 | 26,240 | 0 | | Services & Supplies Totals: | 0.00 | 45,266 | 38,366 | 0 | 0 |
| 223,897 | 215,298 | 253,223 | 0 | | EXPENDITURES TOTALS: | 0.00 | 288,549 | 281,649 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 223,897 | 215,298 | 253,223 | 0 | | DEPT EXPENSES | 0.00 | 288,549 | 281,649 | 0 | 0 |
| (223,897) | (215,298) | (253,223) | 0 | | Administration Totals: | 0.00 | (288,549) | (281,649) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 223,897 | 215,298 | 253,223 | 0 | | FUND EXPENSES | 0.00 | 288,549 | 281,649 | 0 | 0 |
| (223,897) | (215,298) | (253,223) | 0 | | General Fund Totals: | 0.00 | (288,549) | (281,649) | 0 | 0 |
| 169,131 | 190,961 | 205,346.00 | 0.00 | 1143 4421 E20 52450-400-0000 | SB 509 Public Safety Fund Administration Services & Supplies Special Contract Services | 0.00 | 215,313.00 | 225,913.00 | 0.00 | 0.00 |
| 169,131 | 190,961 | 205,346 | 0 | | Services & Supplies Totals: | 0.00 | 215,313 | 225,913 | 0 | 0 |
| 169,131 | 190,961 | 205,346 | 0 | | EXPENDITURES TOTALS: | 0.00 | 215,313 | 225,913 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 169,131 | 190,961 | 205,346 | 0 | | DEPT EXPENSES | 0.00 | 215,313 | 225,913 | 0 | 0 |
| (169,131) | (190,961) | (205,346) | 0 | | Administration Totals: | 0.00 | (215,313) | (225,913) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 169,131 | 190,961 | 205,346 | 0 | | FUND EXPENSES | 0.00 | 215,313 | 225,913 | 0 | 0 |
| (169,131) | (190,961) | (205,346) | 0 | 1146 4421 | SB 509 Public Safety Fund Totals: State Forfeiture -15% Setaside Administration | 0.00 | (215,313) | (225,913) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|--|------|-------------------|------------------|------------------|-----------------|
| 3,329 | 0 | 12,700.00 | 0.00 | E20 51130-400-0000 | Services & Supplies Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,329 | 0 | 12,700 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 3,329 | 0 | 12,700 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 3,329 | 0 | 12,700 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (3,329) | 0 | (12,700) | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 3,329 | 0 | 12,700 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (3,329) | 0 | (12,700) | 0 | | State Forfeiture -15% Setaside Total | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 15,580.00 | 0.00 | 1147 4421 E20 51100-400-0000 | Fed Asset Forfeiture-Treasury Administration Services & Supplies Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 15,580 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 16,970 | 0 | 0.00 | 0.00 | E30 62010-400-0000 | Capital Outlay Office Equipment/Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16,970 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 16,970 | 0 | 15,580 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,970 | 0 | 15,580 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,970) | 0 | (15,580) | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,970 | 0 | 15,580 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,970) | 0 | (15,580) | 0 | | Fed Asset Forfeiture-Treasury Total | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1149 | COPS ELEAS Grant | | | | | |
| | | | | 4421 | Administration | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 42,800.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 6,750.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 49,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 49,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 49,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Administration Totals: | 0.00 | 0 | (49,550) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 49,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | COPS ELEAS Grant Totals: | 0.00 | 0 | (49,550) | 0 | 0 |
| | | | | 1163 | Safety/PW Dept Grants | | | | | |
| | | | | 4421 | Administration | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 8,987.00 | 0.00 | 62050-400-1651 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 8,987 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 8,987 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 8,987 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (8,987) | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 8,987 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (8,987) | 0 | | Safety/PW Dept Grants Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4421 | Administration | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 42,800.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 6,750.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 49,550 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 49,550 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 49,550 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Administration Totals: | 0.00 | (49,550) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 49,550 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Equipment Replacement Fund Total | 0.00 | (49,550) | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 413,327 | 406,258 | 495,836 | 0 | | REPORT EXPENSES | 0.00 | 553,412 | 557,112 | 0 | 0 |
| (413,327) | (406,258) | (495,836) | 0 | | REPORT TOTALS: | 0.00 | (553,412) | (557,112) | 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 | Executive Director of Public Safety | San Bernardino County Chiefs Meetings and Training | San Bernardino County | TBA | \$400 |
| 52130 | Executive Director of Public Safety | San Bernardino County Chiefs Annual Training Conference | Indian Wells, CA | October 2022 | \$1,000 |
| 52130 | Executive Director of Public Safety | CPCA Training Symposium | TBA | April 2023 | \$2,400 |
| 52130 | Executive Director of Public Safety | Legislative Day | Sacramento, CA | March 2023 | \$1,300 |
| 52130 | Police Department Staff | Attendance at Awards Banquets | TBA <i>(Moved from 4422-52990)</i> | TBA | \$400 |
| 52130 | Police Department Staff | Montclair Chamber Breakfasts | TBA <i>(Moved from 4422-52990)</i> | TBA | \$400 |
| Total: | | | | | \$5,100 |

(Only \$4,800 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 – \$2,825

San Bernardino County Police Chiefs' and Sheriff Association, \$500

California Peace Officers' Association (CPOA) (Chief of Police, Captain, three Lieutenants), \$625

California Police Chiefs' Association (CPCA) (Chief of Police, Captain), \$840

California Law Enforcement Association of Records Supervisors (CLEARs), \$50

Computerized California Law Enforcement Telecommunication System Users Group (CCUG), \$125

California Association of Property and Evidence (CAPE), \$100

National Notary Association (NNA), \$140

California Narcotic Officers' Association (CNOA), \$100

California Chapter of the National Emergency Number Association, Inc. (CALNENA), \$285

National Association of Chiefs of Police (NACOP), \$60

52130 TRAVEL AND MEETING EXPENSES – \$5,100 ***(Only \$4,800 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 – \$223,877 ***(\$227,877 approved in City Manager's Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,000 (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, \$9,959 (SB 509 Fund)

Annual contract for Daily Training Bulletin management services, \$2,900 (SB 509 Fund)

Annual subscription for specialized comprehensive law enforcement application software with LEFTA Systems, \$6,600 ***(Moved to SB509 Fund)***
WeTip Annual Membership, \$1,964

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

Department: Police

Program: 4421 Administration

Object
Number

52530 EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52690 SMALL EQUIPMENT – \$12,490

Chairs for Records personnel (1 @ \$1,120 each; 1 @ \$890 each; 1 @ \$1,050 each), \$3,060

Chairs for Administrative personnel and the Administrative Conference Room (17 @ \$450 each), \$7,650

Miscellaneous chairs for the police station (1 @ \$820 each; 1 @ \$600 each; 1 @ \$360 each), \$1,780

52850 CELLULAR PHONE EXPENSES – \$10,687

Cellular phone service (24 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers and an Information Technology Analyst.

52990 MISCELLANEOUS EXPENDITURES – \$3,000

Department award presentation items.

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

Department: Police

Program: 4421 Administration

| Object Code | Item | Justification | Cost |
|--------------------|------------------------------|--|-----------------|
| 62020 | Administration Vehicle | One of the vehicles assigned to Administration is in need of replacement, Unit #404, which is a 2016 Ford Interceptor Utility. This vehicle has high mileage and a history of collision damage. It has had several issues with the steering system, transmission, and the PTU has been replaced. The City mechanic reviewed and approved this replacement recommendation. The Department is requesting to purchase one 2023 Ford Interceptor Utility. (Equipment Replacement Fund) <i>(Moved to Fund 1149 – COPS ELEAS Grant)</i> | \$42,800 |
| 62050 | Emergency Vehicle Conversion | Emergency equipment and installation for one administrative vehicle. (Equipment Replacement Fund) <i>(Moved to Fund 1149 – COPS ELEAS Grant)</i> | \$6,750 |
| Total: | | | \$49,550 |

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 | 728,570 | 748,103 | 745,603 | |
| Services and Supplies | 10,590 | 11,135 | 10,335 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 739,160 | 759,238 | 755,938 | |
| Personnel Authorized | 4.00 (FT) 1.00 (PT) | 4.00 (FT) 1.00 (PT) | 4.00 (FT) 1.00 (PT) | |

Source of Funds

| | | | |
|---------------------------|----------------|----------------|----------------|
| General Fund | 731,710 | 751,688 | 748,388 |
| SB 509 Public Safety Fund | 7,450 | 7,550 | 7,550 |
| Total | 739,160 | 759,238 | 755,938 |

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 | | 170,580 | 170,580 | |
| Lieutenant | 1.00 | 1.00 | 1.00 | | 149,148 | 149,148 | |
| Police Officer | 1.00 | 1.00 | 1.00 | | 92,892 | 92,892 | |
| Administrative Aide | 1.00 | 1.00 | 1.00 | | 63,732 | 63,732 | |
| <u>Part-Time</u> | | | | | | | |
| Police Background Investigator | 1.00 | 1.00 | 1.00 | | 55,676 | 55,676 | |
| Full Time | 4.00 | 4.00 | 4.00 | | 476,352 | 476,352 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 55,676 | 55,676 | |
| Additional Pay | | | | | 1,200 | 1,200 | |
| Overtime | | | | | 5,500 | 3,000 | |
| Total Salaries & Wages | | | | | 538,728 | 536,228 | |
| Benefit Costs | | | | | 102,544 | 102,544 | |
| PERS Benefit Costs | | | | | 106,831 | 106,831 | |
| Total Benefit Costs | | | | | 209,375 | 209,375 | |
| TOTAL | | | | | 748,103 | 745,603 | |

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 – \$748,103

Salary requests are for: Captain (1.00) – \$170,580; Lieutenant (1.00) – \$149,148; Police Officer (1.00) – \$92,892; Administrative Aide (1.00) – \$63,732; Police Background Investigator (1.00/part-time) – \$55,676. Cost allocations are as follows: full-time salaries – \$476,352; part-time salaries – \$55,676; additional pay – \$1,200; overtime – \$5,500; benefit costs – \$209,375.

Services and Supplies – \$11,135

Funding requested is for: books and publications – \$1,785; special contract services – \$7,550; miscellaneous expenditures – \$1,800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4422 | Support Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 458,843 | 488,104 | 461,604.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 476,352.00 | 476,352.00 | 0.00 | 0.00 |
| 14,624 | 10,881 | 55,676.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 55,676.00 | 55,676.00 | 0.00 | 0.00 |
| 9,822 | 6,223 | 5,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 5,500.00 | 3,000.00 | 0.00 | 0.00 |
| 0 | 2,222 | 2,322.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 2,322.00 | 2,322.00 | 0.00 | 0.00 |
| 7,973 | 6,082 | 10,653.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 9,876.00 | 9,876.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44230-400-0000 | Educational Incentive | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,080 | 2,110 | 2,100.00 | 0.00 | 44240-400-0000 | POST Certificate Pay | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 891 | 904 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 535 | 543 | 540.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 60,000.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 61,800.00 | 61,800.00 | 0.00 | 0.00 |
| 11,906 | 12,051 | 12,297.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 12,789.00 | 12,789.00 | 0.00 | 0.00 |
| 92,986 | 103,857 | 102,981.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 106,831.00 | 106,831.00 | 0.00 | 0.00 |
| 1,857 | 1,901 | 1,932.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,993.00 | 1,993.00 | 0.00 | 0.00 |
| 2,441 | 2,475 | 2,513.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 2,598.00 | 2,598.00 | 0.00 | 0.00 |
| 7,088 | 7,508 | 7,500.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 7,714.00 | 7,714.00 | 0.00 | 0.00 |
| 476 | 675 | 3,452.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 3,452.00 | 3,452.00 | 0.00 | 0.00 |
| 611,522 | 645,535 | 728,570 | 0 | | Personnel Services Totals: | 0.00 | 748,103 | 745,603 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,415 | 1,375 | 1,690.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 1,785.00 | 1,785.00 | 0.00 | 0.00 |
| 1,506 | 412 | 1,450.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 1,800.00 | 1,000.00 | 0.00 | 0.00 |
| 2,921 | 1,787 | 3,140 | 0 | | Services & Supplies Totals: | 0.00 | 3,585 | 2,785 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 614,443 | 647,323 | 731,710 | 0 | | EXPENDITURES TOTALS: | 0.00 | 751,688 | 748,388 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 614,443 | 647,323 | 731,710 | 0 | | DEPT EXPENSES | 0.00 | 751,688 | 748,388 | 0 | 0 |
| (614,443) | (647,323) | (731,710) | 0 | | Support Services Totals: | 0.00 | (751,688) | (748,388) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 614,443 | 647,323 | 731,710 | 0 | | FUND EXPENSES | 0.00 | 751,688 | 748,388 | 0 | 0 |
| (614,443) | (647,323) | (731,710) | 0 | | General Fund Totals: | 0.00 | (751,688) | (748,388) | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4422 | Support Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 5,711 | 6,166 | 7,450.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 7,550.00 | 7,550.00 | 0.00 | 0.00 |
| 5,711 | 6,166 | 7,450 | 0 | | Services & Supplies Totals: | 0.00 | 7,550 | 7,550 | 0 | 0 |
| 5,711 | 6,166 | 7,450 | 0 | | EXPENDITURES TOTALS: | 0.00 | 7,550 | 7,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,711 | 6,166 | 7,450 | 0 | | DEPT EXPENSES | 0.00 | 7,550 | 7,550 | 0 | 0 |
| (5,711) | (6,166) | (7,450) | 0 | | Support Services Totals: | 0.00 | (7,550) | (7,550) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,711 | 6,166 | 7,450 | 0 | | FUND EXPENSES | 0.00 | 7,550 | 7,550 | 0 | 0 |
| (5,711) | (6,166) | (7,450) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (7,550) | (7,550) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 620,154 | 653,489 | 739,160 | 0 | | REPORT EXPENSES | 0.00 | 759,238 | 755,938 | 0 | 0 |
| (620,154) | (653,489) | (739,160) | 0 | | REPORT TOTALS: | 0.00 | (759,238) | (755,938) | 0 | 0 |

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

Department: Police

Program: 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,785

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,200
Penal code books (7 @ \$75 each), \$525
Vehicle code books (2 @ \$30 each), \$60

52450 SPECIAL CONTRACT SERVICES – \$7,550

Training Management System annual software maintenance, \$750 (SB 509 Fund)
PUMA software maintenance, \$4,200 (SB 509 Fund)
Transcription services, \$2,600 (SB 509 Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,800 ***(Only \$1,000 approved in City Manager's Budget)***

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, attendance at awards banquets and Montclair Chamber breakfasts ***(Moved to 4421-52130)***, 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 | 173,178 | 201,276 | 201,276 | |
| Services and Supplies | 194,100 | 254,655 | 232,535 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 367,278 | 455,931 | 433,811 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 0.50 (FT) 9.00 (PT) | 0.50 (FT) 9.00 (PT) | 0.50 (FT) 9.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|---------------------------|----------------|----------------|----------------|
| General Fund | 342,778 | 426,796 | 404,676 |
| SB 509 Public Safety Fund | 24,500 | 29,135 | 29,135 |
| Total | 367,278 | 455,931 | 433,811 |

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 | | 61,740 | 61,740 | |
| <u>Part-Time</u> | | | | | | | |
| Police Cadet | 9.00 | 9.00 | 9.00 | | 103,420 | 103,420 | |
| Full Time | 0.50 | 0.50 | 0.50 | | 61,740 | 61,740 | |
| Part Time | 9.00 | 9.00 | 9.00 | | 103,420 | 103,420 | |
| Additional Pay | | | | | 1,770 | 1,770 | |
| Total Salaries & Wages | | | | | 166,930 | 166,930 | |
| Benefit Costs | | | | | 19,682 | 19,682 | |
| PERS Benefit Costs | | | | | 14,664 | 14,664 | |
| Total Benefit Costs | | | | | 34,346 | 34,346 | |
| TOTAL | | | | | 201,276 | 201,276 | |

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 10,000 – 12,000 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.
 7. Wash Police and City vehicles.
-

Personnel Services – \$201,276

Salary requests are for: Sergeant (0.50) – \$61,740; Police Cadet (9.00/part-time) – \$103,420. Cost allocations are as follows: full-time salaries – \$61,740; part-time salaries – \$103,420; additional pay – \$1,770; benefit costs – \$34,346.

Services and Supplies – \$254,655

Funding requested is for: program supplies – \$24,120; special contract services – \$200,000; postage – \$200; small equipment – \$29,135; miscellaneous expenditures – \$1,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4423 | Technical Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 52,107 | 55,687 | 55,431.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 61,740.00 | 61,740.00 | 0.00 | 0.00 |
| 97,970 | 106,590 | 93,846.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 103,420.00 | 103,420.00 | 0.00 | 0.00 |
| 1,300 | 335 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 3,087.00 | 3,087.00 | 0.00 | 0.00 |
| 0 | 545 | 1,141.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 868.00 | 868.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44240-400-0000 | POST Certificate Pay | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 270.00 | 270.00 | 0.00 | 0.00 |
| 0 | 0 | 7,200.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 6,600.00 | 6,600.00 | 0.00 | 0.00 |
| 5,730 | 7,060 | 7,295.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 14,664.00 | 14,664.00 | 0.00 | 0.00 |
| 169 | 185 | 190.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 240.00 | 240.00 | 0.00 | 0.00 |
| 79 | 86 | 89.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 80.00 | 80.00 | 0.00 | 0.00 |
| 1,423 | 1,548 | 2,166.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,395.00 | 2,395.00 | 0.00 | 0.00 |
| 6,085 | 6,618 | 5,820.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 6,412.00 | 6,412.00 | 0.00 | 0.00 |
| 164,863 | 178,654 | 173,178 | 0 | | Personnel Services Totals: | 0.00 | 201,276 | 201,276 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 11,369 | 8,145 | 13,300.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 24,120.00 | 17,000.00 | 0.00 | 0.00 |
| 124,583 | 19,666 | 155,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 200,000.00 | 185,000.00 | 0.00 | 0.00 |
| 104 | 97 | 200.00 | 0.00 | 52670-400-0000 | Postage | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 6,018 | 5,525 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 440 | 1,755 | 1,100.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 142,514 | 35,188 | 169,600 | 0 | | Services & Supplies Totals: | 0.00 | 225,520 | 203,400 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| 8,925 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8,925 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 316,302 | 213,842 | 342,778 | 0 | | EXPENDITURES TOTALS: | 0.00 | 426,796 | 404,676 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 316,302 | 213,842 | 342,778 | 0 | | DEPT EXPENSES | 0.00 | 426,796 | 404,676 | 0 | 0 |
| (316,302) | (213,842) | (342,778) | 0 | | Technical Services Totals: | 0.00 | (426,796) | (404,676) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 316,302 | 213,842 | 342,778 | 0 | | FUND EXPENSES | 0.00 | 426,796 | 404,676 | 0 | 0 |
| (316,302) | (213,842) | (342,778) | 0 | | General Fund Totals: | 0.00 | (426,796) | (404,676) | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4423 | Technical Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 3,000 | 3,500 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 24,500.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 29,135.00 | 29,135.00 | 0.00 | 0.00 |
| 3,000 | 3,500 | 24,500 | 0 | | Services & Supplies Totals: | 0.00 | 29,135 | 29,135 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 3,906 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,906 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 6,906 | 3,500 | 24,500 | 0 | | EXPENDITURES TOTALS: | 0.00 | 29,135 | 29,135 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,906 | 3,500 | 24,500 | 0 | | DEPT EXPENSES | 0.00 | 29,135 | 29,135 | 0 | 0 |
| (6,906) | (3,500) | (24,500) | 0 | | Technical Services Totals: | 0.00 | (29,135) | (29,135) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,906 | 3,500 | 24,500 | 0 | | FUND EXPENSES | 0.00 | 29,135 | 29,135 | 0 | 0 |
| (6,906) | (3,500) | (24,500) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (29,135) | (29,135) | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4423 | Technical Services | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 22,265 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22,265 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 22,265 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 22,265 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (22,265) | 0 | 0 | 0 | | Technical Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 22,265 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (22,265) | 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 |
| 345,473 | 217,342 | 367,278 | 0 | | REPORT EXPENSES | 0.00 | 455,931 | 433,811 | 0 | 0 |
| (345,473) | (217,342) | (367,278) | 0 | | REPORT TOTALS: | 0.00 | (455,931) | (433,811) | 0 | 0 |

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

Department: Police

Program: 4423 Technical Services

Object
Number

51130 PROGRAM SUPPLIES – \$24,120 (*Only \$17,000 approved in City Manager’s Budget*)

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, \$6,500
Hand sanitizer, latex gloves, disinfectant spray and wipes, face masks and respirators, chlorine dioxide disinfectant solutions, and isopropyl alcohol, \$8,000
Replacement batteries for patrol rifles, \$220
Replacement batteries for digital recorders, cameras, and various office equipment, \$750
Replacement batteries for the Mobile Field Force powered air purifying respirators (15 @ \$205 each), \$3,075
Replacement batteries for radars (2 @ \$180 each), \$360
Replacement batteries for lidars (4 @ \$160 each), \$640
Electrodes for automated external defibrillators (15 infant @ \$145 each and 20 adult @ \$35 each), \$2,875
TASER batteries (10 @ \$80 each), \$800
Bag valve masks (25 adult @ \$20 each), \$500
Chest seals (20 @ \$20 each), \$400

52450 SPECIAL CONTRACT SERVICES – \$200,000 (*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 – \$200

Shipping fees.

52690 SMALL EQUIPMENT – \$29,135 (SB 509 Fund)

TASER holsters (10 @ \$71 each), \$710
TASER devices (10 @ \$1,220 each), \$12,200
TASER cartridges (100 @ \$40 each), \$4,000
Impress charger (10 @ \$175 each), \$1,750
Digital voice recorders (10 @ \$440 each), \$4,400

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

Department: Police

Program: 4423 Technical Services

Object
Number

52690 SMALL EQUIPMENT– continued

Digital cameras (10 @ \$165 each), \$1,650
Helmet bags (20 @ \$30 each), \$600
Ballistic helmet repair parts, \$200
Motorola short antennas (20 @ \$25 each), \$500
Preliminary alcohol screening device (1 @ \$725 each), \$725
Spike strips (4 @ \$600 each), \$2,400

52990 MISCELLANEOUS EXPENDITURES – \$1,200

Key duplication, \$400
Auto detailing services for eight Police Department vehicles, \$800

PROGRAM BUDGET SUMMARY – 1

Program Number 4424

| Department | Division | Program |
|-------------------|-----------------|----------------|
| Police | | Records |

Program Description

This program is responsible for providing support services in the 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 | 498,577 | 666,217 | 666,217 | |
| Services and Supplies | 13,000 | 15,000 | 12,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 511,577 | 681,217 | 678,217 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 8.00 (FT) 2.00 (PT) | 8.00 (FT) 2.00 (PT) | 8.00 (FT) 2.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 511,577 | 681,217 | 678,217 |
| Total | 511,577 | 681,217 | 678,217 |

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 | | 80,484 | 80,484 | |
| Police Services Specialist | 6.00 | 6.00 | 6.00 | | 295,344 | 295,344 | |
| Receptionist/Office Specialist | 1.00 | 1.00 | 1.00 | | 48,315 | 48,315 | |
| <u>Part-Time</u> | | | | | | | |
| Data Entry Clerk | 2.00 | 2.00 | 2.00 | | 31,562 | 31,562 | |
| Full Time | 8.00 | 8.00 | 8.00 | | 424,143 | 424,143 | |
| Part Time | 2.00 | 2.00 | 2.00 | | 31,562 | 31,562 | |
| Additional Pay | | | | | 3,480 | 3,480 | |
| Overtime | | | | | 20,000 | 20,000 | |
| Total Salaries & Wages | | | | | 479,185 | 479,185 | |
| Benefit Costs | | | | | 136,810 | 136,810 | |
| PERS Benefit Costs | | | | | 50,222 | 50,222 | |
| Total Benefit Costs | | | | | 187,032 | 187,032 | |
| TOTAL | | | | | 666,217 | 666,217 | |

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 Division billing.
 5. Process requests for information, report copies, background checks, and local record checks.
 6. Perform document imaging for record retention and purging of records.
 7. Process documentation for stored, impounded, and repossessed vehicles and their release.
 8. Provide Live Scan applicant fingerprinting appointment services.
 9. Prepare State mandated reports and conduct audits of law enforcement database use.
 10. Provide customer service in-person and by telephone.
-

Units of Measure

1. Process approximately 800 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 5,230 police reports involving 1,470 arrests and 945 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 1,215 notice to appear citations; 10,000 – 12,000 parking citations; and 230 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,145 notices processed annually.
 5. Process requests for information and copies of records received annually.
 6. Scan police reports weekly for retention. Approximately 8 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.
-

Personnel Services – \$666,217

Salary requests are for: Police Services Supervisor (1.00) – \$80,484; Police Services Specialist (6.00) – \$295,344; Receptionist/Office Specialist (1.00) – \$48,315; Data Entry Clerk (2.00/part-time) – \$31,562. Cost allocations are as follows: full-time salaries – \$424,143; part-time salaries – \$31,562; additional pay – \$3,480; overtime – \$20,000; benefit costs – \$187,032.

Services and Supplies – \$15,000

Funding requested is for: office supplies – direct – \$12,000; maintenance – office equipment and furniture – \$3,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4424 | Records | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 396,443 | 302,411 | 312,024.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 424,143.00 | 424,143.00 | 0.00 | 0.00 |
| 30,789 | 44,040 | 29,610.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 31,562.00 | 31,562.00 | 0.00 | 0.00 |
| 14,783 | 20,950 | 19,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 20,000.00 | 20,000.00 | 0.00 | 0.00 |
| 2,383 | 1,847 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,848 | 237 | 975.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 3,298.00 | 3,298.00 | 0.00 | 0.00 |
| 1,818 | 1,809 | 1,800.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 1,800.00 | 1,800.00 | 0.00 | 0.00 |
| 1,689 | 1,193 | 1,200.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 1,680.00 | 1,680.00 | 0.00 | 0.00 |
| 0 | 0 | 86,400.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 122,100.00 | 122,100.00 | 0.00 | 0.00 |
| 43,629 | 37,210 | 38,406.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 50,222.00 | 50,222.00 | 0.00 | 0.00 |
| 1,660 | 1,254 | 1,313.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,786.00 | 1,786.00 | 0.00 | 0.00 |
| 1,412 | 1,022 | 1,062.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,062.00 | 1,062.00 | 0.00 | 0.00 |
| 6,521 | 5,401 | 4,952.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 6,607.00 | 6,607.00 | 0.00 | 0.00 |
| 1,909 | 2,731 | 1,835.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,957.00 | 1,957.00 | 0.00 | 0.00 |
| 504,884 | 420,105 | 498,577 | 0 | | Personnel Services Totals: | 0.00 | 666,217 | 666,217 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 9,381 | 11,238 | 11,000.00 | 0.00 | 51060-400-0000 | Office Supplies | 0.00 | 12,000.00 | 12,000.00 | 0.00 | 0.00 |
| 1,664 | 1,651 | 2,000.00 | 0.00 | 52010-400-0000 | Maintenance - Office Equipment | 0.00 | 3,000.00 | 0.00 | 0.00 | 0.00 |
| 2,193 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13,239 | 12,889 | 13,000 | 0 | | Services & Supplies Totals: | 0.00 | 15,000 | 12,000 | 0 | 0 |
| 518,122 | 432,994 | 511,577 | 0 | | EXPENDITURES TOTALS: | 0.00 | 681,217 | 678,217 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 518,122 | 432,994 | 511,577 | 0 | | DEPT EXPENSES | 0.00 | 681,217 | 678,217 | 0 | 0 |
| (518,122) | (432,994) | (511,577) | 0 | | Records Totals: | 0.00 | (681,217) | (678,217) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 518,122 | 432,994 | 511,577 | 0 | | FUND EXPENSES | 0.00 | 681,217 | 678,217 | 0 | 0 |
| (518,122) | (432,994) | (511,577) | 0 | | General Fund Totals: | 0.00 | (681,217) | (678,217) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 518,122 | 432,994 | 511,577 | 0 | | REPORT EXPENSES | 0.00 | 681,217 | 678,217 | 0 | 0 |
| (518,122) | (432,994) | (511,577) | 0 | | REPORT TOTALS: | 0.00 | (681,217) | (678,217) | 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

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$3,000 ***(Not approved in City Manager's Budget)***

Service contract on photocopier machine, including toner.

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 | 1,054,845 | 1,172,012 | 1,172,012 | |
| Services and Supplies | 110,400 | 214,440 | 213,940 | |
| Capital Outlay | 38,500 | 100,447 | 100,447 | |
| Total | 1,203,745 | 1,486,899 | 1,486,399 | |

| | | | | |
|-----------------------------|-----------|-----------|-----------|--|
| Personnel Authorized | 8.00 (FT) | 9.00 (FT) | 9.00 (FT) | |
|-----------------------------|-----------|-----------|-----------|--|

Source of Funds

| | | | | |
|----------------------------|------------------|------------------|------------------|--|
| General Fund | 1,102,545 | 1,322,722 | 1,215,712 | |
| SB 509 Public Safety Fund | 62,700 | 63,730 | 170,240 | |
| COPS ELEAS Grant Fund | 0 | 0 | 100,447 | |
| Equipment Replacement Fund | 38,500 | 100,447 | 0 | |
| Total | 1,203,745 | 1,486,899 | 1,486,399 | |

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 | | 123,480 | 123,480 | |
| Police Officer | 5.00 | 5.00 | 5.00 | | 464,460 | 464,460 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Crime Analyst | 0.00 | 1.00 | 1.00 | | 65,226 | 65,226 | |
| Property Custody Clerk | 1.00 | 1.00 | 1.00 | | 49,465 | 49,465 | |
| Full Time | 8.00 | 9.00 | 9.00 | | 759,187 | 759,187 | |
| Additional Pay | | | | | 18,060 | 18,060 | |
| Overtime | | | | | 100,000 | 100,000 | |
| Total Salaries & Wages | | | | | 877,247 | 877,247 | |
| Benefit Costs | | | | | 180,407 | 180,407 | |
| PERS Benefit Costs | | | | | 114,358 | 114,358 | |
| Total Benefit Costs | | | | | 294,765 | 294,765 | |
| TOTAL | | | | | 1,172,012 | 1,172,012 | |

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).
-

Units of Measure

1. Maintain and process evidence and property for approximately 5,230 crime reports, resulting in approximately 2,200 individual items annually.
 2. Provide monthly range training for 55 officers and 11 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 – \$1,172,012

Salary requests are for: Sergeant (1.00) – \$123,480; Police Officer (5.00) – \$464,460; Administrative Specialist (1.00) – \$56,556; Crime Analyst (1.00) – \$65,226; Property Custody Clerk (1.00) – \$49,465. Cost allocations are as follows: full-time salaries – \$759,187; additional pay – \$18,060; overtime – \$100,000; benefit costs – \$294,765.

Services and Supplies – \$214,440

Funding requested is for: range supplies – \$20,500; program supplies – \$6,000; maintenance – office equipment and furniture – \$500; data processing – \$2,600; special investigations – \$6,500; special contract services – \$170,240; medical services – \$5,000; miscellaneous expenditures – \$3,100.

Capital Outlay – \$100,447

Funding is requested for: two investigations vehicles – \$86,947; emergency equipment for two investigations vehicles – \$13,500.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4425 | Investigations | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 616,851 | 697,242 | 687,982.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 759,187.00 | 759,187.00 | 0.00 | 0.00 |
| 124,254 | 91,115 | 80,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 100,000.00 | 100,000.00 | 0.00 | 0.00 |
| 0 | 13,759 | 10,053.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 13,140.00 | 13,140.00 | 0.00 | 0.00 |
| 10,461 | 12,701 | 11,469.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 13,819.00 | 13,819.00 | 0.00 | 0.00 |
| 7,989 | 9,218 | 10,500.00 | 0.00 | 44210-400-0000 | Detective Incentive | 0.00 | 6,300.00 | 6,300.00 | 0.00 | 0.00 |
| 1,925 | 1,749 | 1,740.00 | 0.00 | 44230-400-0000 | Educational Incentive | 0.00 | 1,740.00 | 1,740.00 | 0.00 | 0.00 |
| 8,444 | 8,696 | 6,600.00 | 0.00 | 44240-400-0000 | POST Certificate Pay | 0.00 | 9,000.00 | 9,000.00 | 0.00 | 0.00 |
| 1,020 | 1,025 | 1,020.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 1,020.00 | 1,020.00 | 0.00 | 0.00 |
| 0 | 0 | 121,200.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 137,700.00 | 137,700.00 | 0.00 | 0.00 |
| 115,777 | 130,690 | 110,041.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 114,358.00 | 114,358.00 | 0.00 | 0.00 |
| 2,399 | 2,834 | 2,797.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 3,096.00 | 3,096.00 | 0.00 | 0.00 |
| 1,173 | 1,275 | 1,467.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,644.00 | 1,644.00 | 0.00 | 0.00 |
| 9,556 | 10,617 | 9,976.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 11,008.00 | 11,008.00 | 0.00 | 0.00 |
| 899,849 | 980,923 | 1,054,845 | 0 | | Personnel Services Totals: | 0.00 | 1,172,012 | 1,172,012 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 17,434 | 16,376 | 21,300.00 | 0.00 | 51040-400-0000 | Range Supplies | 0.00 | 20,500.00 | 20,500.00 | 0.00 | 0.00 |
| 4,423 | 3,118 | 7,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 348 | 36 | 700.00 | 0.00 | 52010-400-0000 | Maintenance - Office Equipment | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| 2,620 | 2,680 | 2,600.00 | 0.00 | 52250-400-0000 | Data Process/Service Bureau | 0.00 | 2,600.00 | 2,600.00 | 0.00 | 0.00 |
| 2,749 | 2,026 | 8,000.00 | 0.00 | 52440-400-0000 | Special Investigations | 0.00 | 6,500.00 | 6,500.00 | 0.00 | 0.00 |
| 5,310 | 0 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 106,510.00 | 0.00 | 0.00 | 0.00 |
| 8,000 | 6,500 | 5,000.00 | 0.00 | 52460-400-0000 | Medical Services | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 2,969 | 976 | 3,100.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,100.00 | 3,100.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 43,853 | 31,712 | 47,700 | 0 | | Services & Supplies Totals: | 0.00 | 150,710 | 43,700 | 0 | 0 |
| 943,701 | 1,012,635 | 1,102,545 | 0 | | EXPENDITURES TOTALS: | 0.00 | 1,322,722 | 1,215,712 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 943,701 | 1,012,635 | 1,102,545 | 0 | | DEPT EXPENSES | 0.00 | 1,322,722 | 1,215,712 | 0 | 0 |
| (943,701) | (1,012,635) | (1,102,545) | 0 | | Investigations Totals: | 0.00 | (1,322,722) | (1,215,712) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 943,701 | 1,012,635 | 1,102,545 | 0 | | FUND EXPENSES | 0.00 | 1,322,722 | 1,215,712 | 0 | 0 |
| (943,701) | (1,012,635) | (1,102,545) | 0 | | General Fund Totals: | 0.00 | (1,322,722) | (1,215,712) | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4425 | Investigations | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 46,405 | 58,744 | 62,700.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 63,730.00 | 170,240.00 | 0.00 | 0.00 |
| 46,405 | 58,744 | 62,700 | 0 | | Services & Supplies Totals: | 0.00 | 63,730 | 170,240 | 0 | 0 |
| 46,405 | 58,744 | 62,700 | 0 | | EXPENDITURES TOTALS: | 0.00 | 63,730 | 170,240 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 46,405 | 58,744 | 62,700 | 0 | | DEPT EXPENSES | 0.00 | 63,730 | 170,240 | 0 | 0 |
| (46,405) | (58,744) | (62,700) | 0 | | Investigations Totals: | 0.00 | (63,730) | (170,240) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 46,405 | 58,744 | 62,700 | 0 | | FUND EXPENSES | 0.00 | 63,730 | 170,240 | 0 | 0 |
| (46,405) | (58,744) | (62,700) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (63,730) | (170,240) | 0 | 0 |
| | | | | 1149 | COPS ELEAS Grant | | | | | |
| | | | | 4425 | Investigations | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| | | | | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 86,947.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 13,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 100,447 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 100,447 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 100,447 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Investigations Totals: | 0.00 | 0 | (100,447) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 100,447 | 0 | 0 |
| 0 | 0 | 0 | 0 | | COPS ELEAS Grant Totals: | 0.00 | 0 | (100,447) | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4425 | Investigations | | | | | |
| 0 | 0 | 30,600.00 | 0.00 | E30 | Capital Outlay | | | | | |
| | | | | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 86,947.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 5,500.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 13,500.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 36,100 | 0 | | Capital Outlay Totals: | 0.00 | 100,447 | 0 | 0 | 0 |
| 0 | 0 | 36,100 | 0 | | EXPENDITURES TOTALS: | 0.00 | 100,447 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 36,100 | 0 | | DEPT EXPENSES | 0.00 | 100,447 | 0 | 0 | 0 |
| 0 | 0 | (36,100) | 0 | | Investigations Totals: | 0.00 | (100,447) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 36,100 | 0 | | FUND EXPENSES | 0.00 | 100,447 | 0 | 0 | 0 |
| 0 | 0 | (36,100) | 0 | | Equipment Replacement Fund Total | 0.00 | (100,447) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 990,106 | 1,071,379 | 1,201,345 | 0 | | REPORT EXPENSES | 0.00 | 1,486,899 | 1,486,399 | 0 | 0 |
| (990,106) | (1,071,379) | (1,201,345) | 0 | | REPORT TOTALS: | 0.00 | (1,486,899) | (1,486,399) | 0 | 0 |

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

Department: Police

Program: 4425 Investigations

Object
Number

51040 RANGE SUPPLIES – \$20,500

Range supplies including targets, ammunition, cleaning equipment, \$16,000
Range ammunition for mandated short-barrel rifle training for new officers (9 @ \$500), \$4,500

51130 PROGRAM SUPPLIES – \$6,000

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.

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$500 ***(Not approved in City Manager's Budget)***

Service contract on photocopier machine, including toner.

52250 DATA PROCESSING – \$2,600

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

52440 SPECIAL INVESTIGATIONS – \$6,500

Confidential informant funds, \$4,500
Extraditions from other law enforcement jurisdictions, \$1,000
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

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

Department: Police

Program: 4425 Investigations

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$170,240

Annual Cal-ID contract, \$46,800 (SB 509 Fund)

Leica laser scanning forensic mapping system annual software subscription services with Precision Survey Supply, LLC, \$8,550 (SB 509 Fund)

Yearly contract with Vigilant Solutions, LLC for access to license plate recognition (LPR) data, \$8,380 (SB 509 Fund)

Annual subscription for facial recognition software platform access with AFR Engine, \$5,000 ***(Moved to SB 509 Fund)***

Annual subscription to monitor two mobile GPS tracking units with LiveView GPS Inc., \$1,010 ***(Moved to SB 509 Fund)***

Annual tracking service fee for two electronic stakeout tracker systems with 3SI Security Systems, Inc., \$500 ***(Moved to SB 509 Fund)***

Yearly lease of 40 automated license plate reader cameras with Flock Group, Inc., \$100,000 ***(Moved to SB 509 Fund)***

52460 MEDICAL SERVICES – \$5,000

Annual contract for services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services.

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

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

Department: Police

Program: 4425 Investigations

| Object Code | Item | Justification | Cost |
|---------------|------------------------------|--|------------------|
| 62020 | Investigations Vehicle | Two vehicles currently assigned to Investigations are in need of replacement—Unit #453 and Unit #456. Unit #453 is a 2013 Ford Interceptor Utility, which has high mileage from being a former narcotics investigation vehicle. It has a history of issues with the exhaust system and engine cooling system, the interior is significantly worn. Unit #456 is a 2011 Chevrolet Caprice, which is over 10 years old and has had numerous issues since it was purchased. Components to the engine cooling system have been replaced, there have been multiple leaks at the window and door seals, and it has a faulty tensioner pulley. The manufacturer stopped production on this vehicle shortly after it was purchased, and now parts are scarce, difficult to find, and costly. The City mechanic reviewed and approved these replacement recommendations. The Department is requesting to purchase one 2023 Ford Edge SE (\$42,691) and one 2023 Chevrolet Blazer 2LT (\$44,256). (Equipment Replacement Fund) <i>(Moved to COPS ELEAS Grant Fund)</i> | \$86,947 |
| 62050 | Emergency Vehicle Conversion | Emergency equipment and installation for two investigations vehicles (2 @ \$6,750 each). (Equipment Replacement Fund) <i>(Moved to COPS ELEAS Grant Fund)</i> | \$13,500 |
| Total: | | | \$100,447 |

PROGRAM BUDGET SUMMARY – 1

Program Number 4426

| Department | Division | Program |
|-------------------|-----------------|----------------|
| Police | Field Services | Uniform Patrol |

Program Description

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

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 5,806,948 | 5,848,756 | 5,564,756 | |
| Services and Supplies | 734,218 | 626,515 | 583,540 | |
| Capital Outlay | 478,475 | 264,500 | 264,500 | |
| Total | 7,019,641 | 6,739,771 | 6,412,796 | |

| | | | |
|-----------------------------|------------|------------|------------|
| Personnel Authorized | 43.00 (FT) | 43.00 (FT) | 43.00 (FT) |
|-----------------------------|------------|------------|------------|

Source of Funds

| | | | |
|----------------------------|------------------|------------------|------------------|
| General Fund | 6,035,342 | 6,261,529 | 5,821,534 |
| Prop 30 / AB 109 | 62,724 | 0 | 0 |
| SB 509 Public Safety Fund | 3,845 | 4,230 | 114,550 |
| Forfeiture Fund – Federal | 110,000 | 0 | 0 |
| School District Grant Fund | 210,600 | 109,512 | 109,512 |
| COPS ELEAS Grant Fund | 100,000 | 100,000 | 200,000 |
| Safety Dept. Grants | 318,655 | 0 | 0 |
| Equipment Replacement Fund | 178,475 | 264,500 | 167,200 |
| Total | 7,019,641 | 6,739,771 | 6,412,796 |

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 | | 298,296 | 298,296 | |
| Sergeant | 6.00 | 6.00 | 6.00 | | 682,835 | 682,835 | |
| Police Officer | 35.00 | 35.00 | 35.00 | | 2,895,860 | 2,895,860 | |
| Admin other Depts - CFDs | | | | | -15,870 | -15,870 | |
| | | | | | <u>2,879,990</u> | <u>2,879,990</u> | |
| Full Time | 43.00 | 43.00 | 43.00 | | 3,876,991 | 3,876,991 | |
| Admin other Departments | | | | | -15,870 | -15,870 | |
| Total FT Positions/Salaries | | | | | 3,861,121 | 3,861,121 | |
| Additional Pay | | | | | 70,740 | 70,740 | |
| Overtime | | | | | 600,000 | 316,000 | |
| Total Salaries & Wages | | | | | 4,531,861 | 4,247,861 | |
| Benefit Costs | | | | | 726,956 | 726,956 | |
| PERS Benefit Costs | | | | | 589,939 | 589,939 | |
| Total Benefit Costs | | | | | 1,316,895 | 1,316,895 | |
| TOTAL | | | | | 5,848,756 | 5,564,756 | |

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 (568) 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 (1,806) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 2%.
-

Personnel Services – \$5,848,756

Salary requests are for: Lieutenant (2.00) – \$298,296; Sergeant (6.00) – \$682,835; Police Officer (35.00) – \$2,895,860; Admin Other Departments – CFDs – <\$15,870>. Cost allocations are as follows: full-time salaries – \$3,861,121; additional pay – \$70,740; overtime – \$600,000; benefit costs – \$1,316,895.

Services and Supplies – \$626,515

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$32,000; ballistic vest reimbursement – <\$8,250>; program supplies – \$5,600; personnel protective equipment – \$26,810; gasoline – \$160,000; diesel fuel – \$18,000; maintenance – transportation and work equipment – \$7,500; maintenance – other equipment – \$13,550; special contract services – \$235,250; medical services – \$60,000; vocational training – \$32,400; personnel training – \$35,565; small equipment – \$5,290; recruitment expense – \$2,200.

Capital Outlay – \$499,700

Funding is requested for: four patrol vehicles – \$167,200; emergency equipment for four patrol vehicles – \$97,300; 70 body-worn cameras – \$235,200.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 3,083,934 | 3,005,037 | 3,865,998.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 3,876,991.00 | 3,876,991.00 | 0.00 | 0.00 |
| (187,227) | (502,015) | -225,027.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | -125,382.00 | -125,382.00 | 0.00 | 0.00 |
| 651,584 | 640,760 | 441,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 600,000.00 | 316,000.00 | 0.00 | 0.00 |
| (100,000) | (100,000) | 0.00 | 0.00 | 43011-400-0000 | O/T Reimbursement | 0.00 | -100,000.00 | -200,000.00 | 0.00 | 0.00 |
| 87,844 | 81,565 | 12,000.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0 | 29,493 | 34,181.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 38,472.00 | 38,472.00 | 0.00 | 0.00 |
| 31,198 | 26,784 | 30,990.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 34,106.00 | 34,106.00 | 0.00 | 0.00 |
| 5,892 | 4,087 | 2,580.00 | 0.00 | 44230-400-0000 | Educational Incentive | 0.00 | 2,580.00 | 2,580.00 | 0.00 | 0.00 |
| 24,448 | 21,297 | 21,900.00 | 0.00 | 44240-400-0000 | POST Certificate Pay | 0.00 | 17,100.00 | 17,100.00 | 0.00 | 0.00 |
| 742 | 0 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15,316 | 15,145 | 22,140.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 21,060.00 | 21,060.00 | 0.00 | 0.00 |
| 0 | 0 | 560,400.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 561,600.00 | 561,600.00 | 0.00 | 0.00 |
| 8,724 | 11,613 | 11,472.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 11,932.00 | 11,932.00 | 0.00 | 0.00 |
| 522,245 | 506,848 | 621,853.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 589,939.00 | 589,939.00 | 0.00 | 0.00 |
| 15,509 | 12,484 | 16,042.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 16,159.00 | 16,159.00 | 0.00 | 0.00 |
| 7,245 | 6,925 | 8,392.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 8,470.00 | 8,470.00 | 0.00 | 0.00 |
| 56,587 | 55,417 | 56,054.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 56,217.00 | 56,217.00 | 0.00 | 0.00 |
| 4,224,042 | 3,815,439 | 5,479,975 | 0 | | Personnel Services Totals: | 0.00 | 5,639,244 | 5,255,244 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 201 | 454 | 300.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 12 | 0 | 300.00 | 0.00 | 51030-400-0000 | Prisoner Meals | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 23,917 | 39,093 | 25,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 32,000.00 | 30,000.00 | 0.00 | 0.00 |
| (2,754) | (6,037) | -4,320.00 | 0.00 | 51101-400-0000 | Ballistic Vest Reimbursement | 0.00 | -8,250.00 | -8,250.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 410 | 2,065 | 1,860.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 5,600.00 | 5,600.00 | 0.00 | 0.00 |
| 13,068 | 13,317 | 21,590.00 | 0.00 | 51140-400-0000 | Personnel Protective Equipment | 0.00 | 26,810.00 | 21,000.00 | 0.00 | 0.00 |
| 117,949 | 105,930 | 153,000.00 | 0.00 | 51500-400-0000 | Gasoline | 0.00 | 160,000.00 | 153,000.00 | 0.00 | 0.00 |
| 7,646 | 7,506 | 18,500.00 | 0.00 | 51510-400-0000 | Diesel Fuel | 0.00 | 18,000.00 | 15,000.00 | 0.00 | 0.00 |
| 350 | 1,886 | 3,500.00 | 0.00 | 52030-400-0000 | Maintenance - Transportation/W | 0.00 | 7,500.00 | 3,000.00 | 0.00 | 0.00 |
| 3,414 | 6,396 | 9,600.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 13,550.00 | 9,100.00 | 0.00 | 0.00 |
| 167,908 | 177,342 | 185,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 231,020.00 | 207,750.00 | 0.00 | 0.00 |
| 48,896 | 80,522 | 63,000.00 | 0.00 | 52460-400-0000 | Medical Services | 0.00 | 60,000.00 | 60,000.00 | 0.00 | 0.00 |
| 9,027 | 0 | 0.00 | 0.00 | 52470-400-0000 | Vehicle Impound Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,600 | 0 | 45,950.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 32,400.00 | 30,000.00 | 0.00 | 0.00 |
| 34,712 | 23,314 | 24,490.00 | 0.00 | 52570-400-0000 | Personnel Training | 0.00 | 35,565.00 | 32,000.00 | 0.00 | 0.00 |
| 1,663 | 5,878 | 5,397.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 5,290.00 | 5,290.00 | 0.00 | 0.00 |
| 658 | 418 | 2,200.00 | 0.00 | 54941-400-0000 | PD Recruitment Expense | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 428,677 | 458,083 | 555,367 | 0 | | Services & Supplies Totals: | 0.00 | 622,285 | 566,290 | 0 | 0 |
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | 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 |
| 4,652,719 | 4,273,523 | 6,035,342 | 0 | | EXPENDITURES TOTALS: | 0.00 | 6,261,529 | 5,821,534 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,652,719 | 4,273,523 | 6,035,342 | 0 | | DEPT EXPENSES | 0.00 | 6,261,529 | 5,821,534 | 0 | 0 |
| (4,652,719) | (4,273,523) | (6,035,342) | 0 | | Uniform Patrol Totals: | 0.00 | (6,261,529) | (5,821,534) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,652,719 | 4,273,523 | 6,035,342 | 0 | | FUND EXPENSES | 0.00 | 6,261,529 | 5,821,534 | 0 | 0 |
| (4,652,719) | (4,273,523) | (6,035,342) | 0 | | General Fund Totals: | 0.00 | (6,261,529) | (5,821,534) | 0 | 0 |
| | | | | 1133 | May Bdgt Revise Cares Act Dist | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 487,588 | 0.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 487,588 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (487,588) | 0 | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (487,588) | 0 | 0 | | May Bdgt Revise Cares Act Dist To | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1140 | Forfeiture Fund - State | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 495 | 0 | 0.00 | 0.00 | 52690-400-0000 | Equipment/Honor Guard Gear | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,799 | 0 | 0.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,294 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 5,294 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,294 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (5,294) | 0 | 0 | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,294 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|-----------------|---------------------------------|------|-------------------|------------------|------------------|-----------------|
| (5,294) | 0 | 0 | 0 | | Forfeiture Fund - State Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1141 | Prop 30/AB 109 | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 0.00 | 0.00 | 43010-400-18000 | OT Crime Suppression Unit | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 5,740 | 1,658 | 47,374.00 | 0.00 | 51130-400-0000 | Police Explorer Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10,990 | 14,178 | 14,200.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,321 | 1,150.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16,730 | 17,158 | 62,724 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 16,730 | 17,158 | 62,724 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,730 | 17,158 | 62,724 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,730) | (17,158) | (62,724) | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,730 | 17,158 | 62,724 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,730) | (17,158) | (62,724) | 0 | | Prop 30/AB 109 Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 3,845.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 4,230.00 | 17,250.00 | 0.00 | 0.00 |
| 0 | 0 | 3,845 | 0 | | Services & Supplies Totals: | 0.00 | 4,230 | 17,250 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 97,300.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 97,300 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 3,845 | 0 | | EXPENDITURES TOTALS: | 0.00 | 4,230 | 114,550 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 3,845 | 0 | | DEPT EXPENSES | 0.00 | 4,230 | 114,550 | 0 | 0 |
| 0 | 0 | (3,845) | 0 | | Uniform Patrol Totals: | 0.00 | (4,230) | (114,550) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 3,845 | 0 | | FUND EXPENSES | 0.00 | 4,230 | 114,550 | 0 | 0 |
| 0 | 0 | (3,845) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (4,230) | (114,550) | 0 | 0 |
| | | | | 1144 | Forfeiture Fund-Federal/DOJ | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 9,222 | 78 | 0.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 110,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9,800 | 0 | 0.00 | 0.00 | 52570-400-0000 | Personnel Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,784 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21,806 | 78 | 110,000 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 77,088 | 0 | 0.00 | 0.00 | 62010-400-0000 | Office Equipment/Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 4,314 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 77,088 | 4,314 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 98,893 | 4,392 | 110,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 98,893 | 4,392 | 110,000 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (98,893) | (4,392) | (110,000) | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 98,893 | 4,392 | 110,000 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (98,893) | (4,392) | (110,000) | 0 | | Forfeiture Fund-Federal/DOJ Totals | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1147 | Fed Asset Forfeiture-Treasury | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 13,170 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13,170 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 13,170 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,170 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (13,170) | 0 | 0 | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 13,170 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (13,170) | 0 | 0 | 0 | | Fed Asset Forfeiture-Treasury Total | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1148 | School District Grant Fund | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 172,800 | 0 | 210,600.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | 109,512.00 | 109,512.00 | 0.00 | 0.00 |
| 172,800 | 0 | 210,600 | 0 | | Personnel Services Totals: | 0.00 | 109,512 | 109,512 | 0 | 0 |
| 172,800 | 0 | 210,600 | 0 | | EXPENDITURES TOTALS: | 0.00 | 109,512 | 109,512 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 172,800 | 0 | 210,600 | 0 | | DEPT EXPENSES | 0.00 | 109,512 | 109,512 | 0 | 0 |
| (172,800) | 0 | (210,600) | 0 | | Uniform Patrol Totals: | 0.00 | (109,512) | (109,512) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 172,800 | 0 | 210,600 | 0 | | FUND EXPENSES | 0.00 | 109,512 | 109,512 | 0 | 0 |
| (172,800) | 0 | (210,600) | 0 | | School District Grant Fund Totals: | 0.00 | (109,512) | (109,512) | 0 | 0 |
| | | | | 1149 | COPS ELEAS Grant | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 100,000 | 100,000 | 100,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 100,000.00 | 200,000.00 | 0.00 | 0.00 |
| 100,000 | 100,000 | 100,000 | 0 | | Personnel Services Totals: | 0.00 | 100,000 | 200,000 | 0 | 0 |
| 100,000 | 100,000 | 100,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 100,000 | 200,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 100,000 | 100,000 | 100,000 | 0 | | DEPT EXPENSES | 0.00 | 100,000 | 200,000 | 0 | 0 |
| (100,000) | (100,000) | (100,000) | 0 | | Uniform Patrol Totals: | 0.00 | (100,000) | (200,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 100,000 | 100,000 | 100,000 | 0 | | FUND EXPENSES | 0.00 | 100,000 | 200,000 | 0 | 0 |
| (100,000) | (100,000) | (100,000) | 0 | | COPS ELEAS Grant Totals: | 0.00 | (100,000) | (200,000) | 0 | 0 |
| | | | | 1163 | Safety/PW Dept Grants | | | | | |
| | | | | 4426 | Uniform Patrol | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 16,295 | 16,373.00 | 0.00 | 43010-400-1650 | Overtime - STEP/OTS Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 222 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 16,517 | 16,373 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 500 | 0.00 | 0.00 | E20 | Services & Supplies | | | | | |
| 0 | 275 | 125.00 | 0.00 | 51130-400-1650 | Program Materials - STEP Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 275 | 2,157.00 | 0.00 | 52460-400-1650 | Phlebotomist - STEP/OTS Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15,353 | 1,278 | 0.00 | 0.00 | 52570-400-1650 | Personnel Training STEP/OTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15,353 | 2,328 | 2,282 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 16,500 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 4,000 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 300,000.00 | 0.00 | 62050-400-1650 | Other Equipment STEP/OTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 62050-400-1651 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 20,500 | 300,000 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 15,353 | 39,345 | 318,655 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 15,353 | 39,345 | 318,655 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (15,353) | (39,345) | (318,655) | 0 | | Uniform Patrol Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 15,353 | 39,345 | 318,655 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (15,353) | (39,345) | (318,655) | 0 | | Safety/PW Dept Grants Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 116,795.00 | 0.00 | 1750 | Equipment Replacement Fund | | | | | |
| 0 | 0 | 64,080.00 | 0.00 | 4426 | Uniform Patrol | | | | | |
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 167,200.00 | 167,200.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 97,300.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 180,875 | 0 | | Capital Outlay Totals: | 0.00 | 264,500 | 167,200 | 0 | 0 |
| 0 | 0 | 180,875 | 0 | | EXPENDITURES TOTALS: | 0.00 | 264,500 | 167,200 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 180,875 | 0 | | DEPT EXPENSES | 0.00 | 264,500 | 167,200 | 0 | 0 |
| 0 | 0 | (180,875) | 0 | | Uniform Patrol Totals: | 0.00 | (264,500) | (167,200) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 180,875 | 0 | | FUND EXPENSES | 0.00 | 264,500 | 167,200 | 0 | 0 |
| 0 | 0 | (180,875) | 0 | | Equipment Replacement Fund Total | 0.00 | (264,500) | (167,200) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,074,960 | 4,922,005 | 7,022,041 | 0 | | REPORT EXPENSES | 0.00 | 6,739,771 | 6,412,796 | 0 | 0 |
| (5,074,960) | (4,922,005) | (7,022,041) | 0 | | REPORT TOTALS: | 0.00 | (6,739,771) | (6,412,796) | 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 | \$1,700 |
| 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) | San Bernardino, CA | TBA | \$30,000 |
| 52540 | M. Butler, Administrative Aide | Renew Notary Public commission (California bond, E&O insurance, livescan fingerprinting, application photo, and notary supplies) | TBA | TBA | \$700 |
| | | | | Total: | \$32,400 |

(Only \$30,000 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 2022 | \$1,440 |
| 52570 | TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer | Adv. Interview & Interrogation | TBA | TBA | \$2,400 |
| 52570 | Police Dispatchers (All) | Dispatch Training (Mandated CPT) Various Courses (24 hours) | TBA | TBA | \$4,500 |
| 52570 | Police Officers and Sergeants (Various) | Advanced Officer Training (CPT) various courses in addition to POST mandated Driver Training, Arrest and Control, Firearms, Use of Force, Strategic Communications, and Implicit Bias and Community Policing | TBA | TBA | \$10,000 |
| 52570 | A. Graziano, Sergeant M. Zerr, Sergeant | Officer Involved Shooting Supervisor Course | TBA | TBA | \$600 |
| 52570 | TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO | New Field Training Officer (FTO) (Mandated) | Riverside, CA | TBA | \$900 |
| 52570 | TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO | New FTO Crisis Intervention (Mandated-hours) | Riverside, CA | TBA | \$525 |

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

Department: Police

Program: 4426 Uniform Patrol

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est. Expense |
|--------------------|---|--------------------------------------|---------------------------------------|-------------------------|---------------------------|
| 52570 | A. Baeza, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Morrison, Police Officer M. Hidalgo, Police Officer D. Mireles, Police Officer S. Herrera, Police Officer A. Barrera, Police Officer E. Zamora, Police Officer T. Mondrala, Police Officer D. Santoro, Police Officer J. Yoteco, Police Officer A. Stevens, Police Officer C. Maldonado, Police Officer A. Santamaria, Police Officer | Pursuit Intervention Technique (PIT) | San Bernardino, CA | TBA | \$4,500 |
| 52570 | A. St. John, Detective A. Riedell, Detective | Advanced Homicide Investigation | TBA | TBA | \$1,000 |
| 52570 | A. St. John, Police Officer FTO A. del Rio, Police Officer FTO | FTO Re-Certification | Riverside, CA | TBA | \$400 |
| 52570 | E. Rivera, Sergeant (3 sessions) | Supervisory Leadership Institute | Orange, CA | TBA | \$2,400 |
| 52570 | M. Huerta, Sergeant TBA, Sergeant TBA, Sergeant | POST Supervisory Course | Riverside, CA | TBA | \$3,900 |
| 52570 | TBA, Police Officer TBA, Police Officer | Motorcycle Training | San Bernardino, CA | TBA | \$3,000 |
| | | | | Total: | \$35,565 |

(Only \$32,000 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 – \$32,000 *(Only \$30,000 approved in City Manager’s Budget)*
Administrative Services uniforms, \$400
Support Services uniforms, \$800
Technical Services uniforms, including cadet uniforms, \$1,000
Records Bureau uniforms, \$1,500
Investigations Bureau uniforms, \$500
Communication Services uniforms, \$2,450
Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000
Uniform Patrol uniforms and patches, \$18,000
Alternate duty uniforms (30 @ \$125 each), \$3,750
Uniform work boots for patrol officers (17 @ \$75 each), \$1,275
Uniform work boots for reserve officers (3 @ \$75 each), \$225
Class A uniform hats, \$1,100
- 51101 BALLISTIC VEST REIMBURSEMENT – <\$8,250>
Reimbursement through grants for a portion of the ballistic body armor.
- 51130 PROGRAM SUPPLIES – \$5,600
Inert Pepperball rounds for less lethal training, \$675
Bean bags for less lethal training, \$925
40mm less lethal rounds and CN gas, \$4,000

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

- 51140 PERSONNEL PROTECTIVE EQUIPMENT – \$26,810 ***(Only \$21,000 approved in City Manager’s Budget)***
Concealable ballistic body armor (21 @ \$1,100 each), \$23,100
Tactical vest carriers (7 @ \$530 each), \$3,710
- 51500 GASOLINE – \$160,000 ***(Only \$153,000 approved in City Manager’s Budget)***
Gasoline used in the operation of patrol and fire vehicles.
- 51510 DIESEL FUEL – \$18,000 ***(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 ***(Only \$3,000 approved in City Manager’s Budget)***
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 – \$13,550 ***(Only \$9,100 approved in City Manager’s Budget)***
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, \$5,550
General maintenance of range ventilation system, \$4,450 ***(Not approved in City Manager’s Budget)***
- 52450 SPECIAL CONTRACT SERVICES – \$235,250 ***(Only \$225,000 approved in City Manager’s Budget)***
Contract security for Montclair Transcenter, \$218,000
Watchguard annual redactive software maintenance, \$1,095 (SB 509 Fund)
Watchguard annual evidence library software maintenance, \$3,135 (SB 509 Fund)
Annual fee for LexisNexis Desk Officer Online Reporting System (DORS), \$13,020 ***(Moved to SB 509 Fund)***

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52460 MEDICAL SERVICES – \$60,000

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

52540 VOCATIONAL TRAINING – \$32,400 ***(Only \$30,000 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 – \$35,565 ***(Only \$32,000 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 – \$5,290

Belt keepers (8 @ \$25 each), \$200

Handcuff cases (4 @ \$40 each), \$160

Magazine holders (8 @ \$55 each), \$440

HT holder (2 @ \$45 each), \$90

Baton ring (3 @ \$10 each), \$30

Sam Browne Belts (12 @ \$60 each), \$720

Handcuffs (5 @ \$35 each), \$175

Pepper spray (one case of 25), \$375

Active shooter clips (10 @ \$10 each), \$100

Holsters (20 @ \$150 each), \$3,000

54941 RECRUITMENT EXPENSE – \$2,200

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 |
|---------------|------------------------------|---|------------------|
| 62020 | Patrol Vehicles | <p>The Department currently has four patrol vehicles that are in need of replacement: a 2013 Ford Interceptor Utility vehicle (Unit #413) and three 2016 Ford Interceptor Utility vehicles (Units #414, #420, and #424). Unit #413 is the oldest Interceptor Utility in the fleet. It was approved for replacement in the FY 2021-22 Budget; however, it was kept in service one additional year due to another patrol vehicle that was involved in a collision and taken out of service. This vehicle has high mileage and has had significant costly repairs including an engine rebuild, PTO replacement, and emissions repairs. It was a prior K-9 Unit and thus has significant interior wear from this prior use. Unit #414 has the highest mileage in the fleet of Interceptor Utility vehicles, it has been involved in several traffic collisions, and the interior is significantly worn. The transmission PTO has been replaced as well as several major parts from the air conditioning system and the cooling system. Unit #420 has the second highest mileage in the fleet, it has also been involved in several traffic collisions, and the interior is significantly worn. The throttle body has been replaced as well as several major parts from the exhaust system and the suspension system. Unit #424 has high mileage and the interior is significantly worn. It has had several issues with the exhaust system leading to replacement of the transmission mounts, and it has had major components of the charging system replaced. All four of these vehicles are no longer covered under the factory warranty, making repairs costly. The City mechanic reviewed and approved these replacement recommendations. The Department is requesting to purchase four new 2023 Ford Interceptor Utility vehicles (4 @ \$41,800 each). (Equipment Replacement Fund)</p> | \$167,200 |
| 62050 | Emergency Vehicle Conversion | <p>Emergency equipment and installation for four new patrol vehicles (4 @ \$24,325 each). (Equipment Replacement Fund) <i>(Moved to SB 509 Fund)</i></p> | \$97,300 |
| Total: | | | \$264,500 |

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 | 847,562 | 989,084 | 943,020 | |
| Services and Supplies | 6,495 | 7,370 | 7,370 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 854,057 | 996,454 | 950,390 | |

| | | | |
|-----------------------------|-------------------------|-------------------------|-------------------------|
| Personnel Authorized | 10.00 (FT) 1.00 (PT) | 10.00 (FT) 1.00 (PT) | 10.00 (FT) 1.00 (PT) |
|-----------------------------|-------------------------|-------------------------|-------------------------|

Source of Funds

| | | | |
|---------------------------|----------------|----------------|----------------|
| General Fund | 849,057 | 990,854 | 944,790 |
| SB 509 Public Safety Fund | 5,000 | 5,600 | 5,600 |
| Total | 854,057 | 996,454 | 950,390 |

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 | 2.00 | 2.00 | 2.00 | | 169,080 | 169,080 | |
| Dispatcher | 8.00 | 8.00 | 8.00 | | 480,532 | 476,444 | |
| <u>Part-Time</u> | | | | | | | |
| Dispatcher (Relief) | 1.00 | 1.00 | 1.00 | | 20,000 | 0 | |
| Full Time | 10.00 | 10.00 | 10.00 | | 649,612 | 645,524 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 20,000 | 0 | |
| Additional Pay | | | | | 3,300 | 3,300 | |
| Overtime | | | | | 80,000 | 60,000 | |
| Total Salaries & Wages | | | | | 752,912 | 708,824 | |
| Benefit Costs | | | | | 169,296 | 167,690 | |
| PERS Benefit Costs | | | | | 66,876 | 66,506 | |
| Total Benefit Costs | | | | | 236,172 | 234,196 | |
| TOTAL | | | | | 989,084 | 943,020 | |

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 78,337 calls for service. Of those calls, approximately 16,268 are 9-1-1; 41,962 are non-emergency calls; and 7,579 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 20,107 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 37,217 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 329 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 – \$989,084

Salary requests are for: Police Dispatch Supervisor (2.00) – \$169,080; Dispatcher (8.00) – \$480,532; Dispatcher (1.00/part-time) – \$20,000. Cost allocations are as follows: full-time salaries – \$649,612; part-time salaries – \$20,000; additional pay – \$3,300; overtime – \$80,000; benefit costs – \$236,172.

Services and Supplies – \$7,370

Funding requested is for: special contract services – \$5,600; small equipment – \$1,770.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4427 | Communications | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 378,391 | 390,576 | 522,468.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 649,612.00 | 645,524.00 | 0.00 | 0.00 |
| 3,403 | 219 | 20,000.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 20,000.00 | 0.00 | 0.00 | 0.00 |
| 111,078 | 118,261 | 75,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 80,000.00 | 60,000.00 | 0.00 | 0.00 |
| 3,781 | 3,491 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,525 | 2,315 | 5,673.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,440.00 | 1,440.00 | 0.00 | 0.00 |
| 1,030 | 904 | 900.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 1,585 | 1,586 | 2,400.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 2,400.00 | 2,400.00 | 0.00 | 0.00 |
| 0 | 0 | 144,000.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 152,400.00 | 152,400.00 | 0.00 | 0.00 |
| 41,951 | 46,373 | 63,174.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 66,876.00 | 66,506.00 | 0.00 | 0.00 |
| 5,199 | 3,362 | 2,394.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 2,737.00 | 2,720.00 | 0.00 | 0.00 |
| 1,234 | 1,189 | 1,770.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 1,770.00 | 1,770.00 | 0.00 | 0.00 |
| 7,327 | 7,526 | 8,543.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 9,709.00 | 9,360.00 | 0.00 | 0.00 |
| 211 | 14 | 1,240.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,240.00 | 0.00 | 0.00 | 0.00 |
| 557,715 | 575,815 | 847,562 | 0 | | Personnel Services Totals: | 0.00 | 989,084 | 943,020 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 3,203 | 3,203 | 0.00 | 0.00 | 52020-400-0000 | Maintenance - Communication Eq | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,148 | 777 | 1,095.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,770.00 | 1,770.00 | 0.00 | 0.00 |
| 5,351 | 3,980 | 1,095 | 0 | | Services & Supplies Totals: | 0.00 | 1,770 | 1,770 | 0 | 0 |
| 563,066 | 579,795 | 848,657 | 0 | | EXPENDITURES TOTALS: | 0.00 | 990,854 | 944,790 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 563,066 | 579,795 | 848,657 | 0 | | DEPT EXPENSES | 0.00 | 990,854 | 944,790 | 0 | 0 |
| (563,066) | (579,795) | (848,657) | 0 | | Communications Totals: | 0.00 | (990,854) | (944,790) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 563,066 | 579,795 | 848,657 | 0 | | FUND EXPENSES | 0.00 | 990,854 | 944,790 | 0 | 0 |
| (563,066) | (579,795) | (848,657) | 0 | | General Fund Totals: | 0.00 | (990,854) | (944,790) | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4427 | Communications | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 5,455 | 4,363 | 5,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 5,600.00 | 5,600.00 | 0.00 | 0.00 |
| 5,455 | 4,363 | 5,000 | 0 | | Services & Supplies Totals: | 0.00 | 5,600 | 5,600 | 0 | 0 |
| 5,455 | 4,363 | 5,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 5,600 | 5,600 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,455 | 4,363 | 5,000 | 0 | | DEPT EXPENSES | 0.00 | 5,600 | 5,600 | 0 | 0 |
| (5,455) | (4,363) | (5,000) | 0 | | Communications Totals: | 0.00 | (5,600) | (5,600) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 5,455 | 4,363 | 5,000 | 0 | | FUND EXPENSES | 0.00 | 5,600 | 5,600 | 0 | 0 |
| (5,455) | (4,363) | (5,000) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (5,600) | (5,600) | 0 | 0 |
| | | | | 1163 | Safety/PW Dept Grants | | | | | |
| | | | | 4427 | Communications | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 10,485.00 | 0.00 | 62040-400-1651 | Communications Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 10,485 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 10,485 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 10,485 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (10,485) | 0 | | Communications Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 10,485 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (10,485) | 0 | | Safety/PW Dept Grants Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 568,521 | 584,158 | 864,142 | 0 | | REPORT EXPENSES | 0.00 | 996,454 | 950,390 | 0 | 0 |
| (568,521) | (584,158) | (864,142) | 0 | | REPORT TOTALS: | 0.00 | (996,454) | (950,390) | 0 | 0 |

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

Department: Police

Program: 4427 Communications

Object
Number

- 52450 SPECIAL CONTRACT SERVICES – \$5,600
Contract with Language Line Services, Inc. for foreign language translation. (SB 509 Fund)
- 52690 SMALL EQUIPMENT – \$1,770
Replacement of worn communications console headsets, \$400
Wireless and wired headset adaptors, \$460
Wireless adaptor base, \$425
In-line mute switches, \$85
Disinfectant wipes, \$400

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 | 7,800 | 9,500 | 9,500 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 60,218 | 61,918 | 61,918 | |

| | | | | |
|-----------------------------|------------|------------|-----------|--|
| Personnel Authorized | 11.00 (PT) | 11.00 (PT) | 6.00 (PT) | |
|-----------------------------|------------|------------|-----------|--|

Source of Funds

| | | | | |
|--------------|---------------|---------------|---------------|--|
| General Fund | 60,218 | 61,918 | 61,918 | |
| Total | 60,218 | 61,918 | 61,918 | |

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4428 Volunteer Services

| Classification | POSITION QUOTA | | | | APPROPRIATIONS | | |
|-------------------------|-----------------------|---------------------|-----------------------|--------------|-----------------------|-----------------------|-----------------------|
| | Current | Dept Request | City Mgr Recom | Final | Dept Request | City Mgr Recom | Adopted Budget |
| <u>Part-Time</u> | | | | | | | |
| Reserve Officer | 11.00 | 11.00 | 6.00 | | 26,400 | 26,400 | |
| Part Time | 11.00 | 11.00 | 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 (11.00/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 – \$9,500

Funding requested is for: vocational training – \$5,500; miscellaneous expenditures – \$4,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4428 | Volunteer Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 29,849 | 28,112 | 26,400.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 26,400.00 | 26,400.00 | 0.00 | 0.00 |
| 24,846 | 15,229 | 24,000.00 | 0.00 | 44220-400-0000 | Spec. Police & Fire Services | 0.00 | 24,000.00 | 24,000.00 | 0.00 | 0.00 |
| 741 | 601 | 382.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 382.00 | 382.00 | 0.00 | 0.00 |
| 3,168 | 2,571 | 1,636.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,636.00 | 1,636.00 | 0.00 | 0.00 |
| 58,604 | 46,513 | 52,418 | 0 | | Personnel Services Totals: | 0.00 | 52,418 | 52,418 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 3,535 | 0 | 5,200.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 5,500.00 | 5,500.00 | 0.00 | 0.00 |
| 1,986 | 453 | 2,600.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 5,521 | 453 | 7,800 | 0 | | Services & Supplies Totals: | 0.00 | 9,500 | 9,500 | 0 | 0 |
| 64,124 | 46,965 | 60,218 | 0 | | EXPENDITURES TOTALS: | 0.00 | 61,918 | 61,918 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 64,124 | 46,965 | 60,218 | 0 | | DEPT EXPENSES | 0.00 | 61,918 | 61,918 | 0 | 0 |
| (64,124) | (46,965) | (60,218) | 0 | | Volunteer Services Totals: | 0.00 | (61,918) | (61,918) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 64,124 | 46,965 | 60,218 | 0 | | FUND EXPENSES | 0.00 | 61,918 | 61,918 | 0 | 0 |
| (64,124) | (46,965) | (60,218) | 0 | | General Fund Totals: | 0.00 | (61,918) | (61,918) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 64,124 | 46,965 | 60,218 | 0 | | REPORT EXPENSES | 0.00 | 61,918 | 61,918 | 0 | 0 |
| (64,124) | (46,965) | (60,218) | 0 | | REPORT TOTALS: | 0.00 | (61,918) | (61,918) | 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 | TBA | August 2022 | \$5,500 |
| | | | | Total: | \$5,500 |

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

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$5,500

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

52990 MISCELLANEOUS EXPENDITURES – \$4,000

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$3,000
Materials and refreshments for meetings and workshops for the Chaplain Program, \$1,000

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 | 72,146 | 89,942 | 89,942 | |
| Services and Supplies | 20,045 | 5,295 | 5,295 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 92,191 | 95,237 | 95,237 | |

| | | | | |
|-----------------------------|-----------|-----------|-----------|--|
| Personnel Authorized | 0.50 (FT) | 0.50 (FT) | 0.50 (FT) | |
|-----------------------------|-----------|-----------|-----------|--|

Source of Funds

| | | | | |
|------------------------------|---------------|---------------|---------------|--|
| General Fund | 79,171 | 95,237 | 95,237 | |
| Bureau of Justice Assistance | 13,020 | 0 | 0 | |
| Total | 92,191 | 95,237 | 95,237 | |

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 | | 61,740 | 61,740 | |
| Full Time | 0.50 | 0.50 | 0.50 | | 61,740 | 61,740 | |
| Additional Pay | | | | | 1,770 | 1,770 | |
| Benefit Costs | | | | | 11,769 | 11,769 | |
| PERS Benefit Costs | | | | | 14,663 | 14,663 | |
| Total Benefit Costs | | | | | 26,432 | 26,432 | |
| TOTAL | | | | | 89,942 | 89,942 | |

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 – \$89,942

Salary requests are for: Sergeant (0.50) – \$61,740. Cost allocations are as follows: full-time salaries – \$61,740; additional pay – \$1,770; benefit costs – \$26,432.

Services and Supplies – \$5,295

Funding requested is for: program supplies – \$1,800; miscellaneous expenditures – \$3,495.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 3:07PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4429 | Emergency Preparedness | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 52,106 | 55,685 | 55,431.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 61,740.00 | 61,740.00 | 0.00 | 0.00 |
| 1,125 | 184 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 3,087.00 | 3,087.00 | 0.00 | 0.00 |
| 0 | 545 | 1,141.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 868.00 | 868.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44240-400-0000 | POST Certificate Pay | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 270.00 | 270.00 | 0.00 | 0.00 |
| 0 | 0 | 7,200.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 6,600.00 | 6,600.00 | 0.00 | 0.00 |
| 5,730 | 7,059 | 7,294.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 14,663.00 | 14,663.00 | 0.00 | 0.00 |
| 169 | 185 | 189.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 240.00 | 240.00 | 0.00 | 0.00 |
| 79 | 86 | 88.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 79.00 | 79.00 | 0.00 | 0.00 |
| 0 | 0 | 803.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 895.00 | 895.00 | 0.00 | 0.00 |
| 59,209 | 63,744 | 72,146 | 0 | | Personnel Services Totals: | 0.00 | 89,942 | 89,942 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 3,392 | 1,000 | 3,500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 1,800.00 | 1,800.00 | 0.00 | 0.00 |
| 1,015 | 494 | 3,525.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,495.00 | 3,495.00 | 0.00 | 0.00 |
| 4,408 | 1,494 | 7,025 | 0 | | Services & Supplies Totals: | 0.00 | 5,295 | 5,295 | 0 | 0 |
| 63,617 | 65,238 | 79,171 | 0 | | EXPENDITURES TOTALS: | 0.00 | 95,237 | 95,237 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 63,617 | 65,238 | 79,171 | 0 | | DEPT EXPENSES | 0.00 | 95,237 | 95,237 | 0 | 0 |
| (63,617) | (65,238) | (79,171) | 0 | | Emergency Preparedness Totals: | 0.00 | (95,237) | (95,237) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 63,617 | 65,238 | 79,171 | 0 | | FUND EXPENSES | 0.00 | 95,237 | 95,237 | 0 | 0 |
| (63,617) | (65,238) | (79,171) | 0 | | General Fund Totals: | 0.00 | (95,237) | (95,237) | 0 | 0 |
| | | | | 1154 | Bureau of Justice Assistance | | | | | |
| | | | | 4429 | Emergency Preparedness | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 6,140 | 0 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 13,020 | 13,020.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 450 | 17,254 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,590 | 30,274 | 13,020 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 6,590 | 30,274 | 13,020 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,590 | 30,274 | 13,020 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,590) | (30,274) | (13,020) | 0 | | Emergency Preparedness Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,590 | 30,274 | 13,020 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,590) | (30,274) | (13,020) | 0 | | Bureau of Justice Assistance Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 70,207 | 95,512 | 92,191 | 0 | | REPORT EXPENSES | 0.00 | 95,237 | 95,237 | 0 | 0 |
| (70,207) | (95,512) | (92,191) | 0 | | REPORT TOTALS: | 0.00 | (95,237) | (95,237) | 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 – \$3,495

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.), \$500

Public education materials, props, and advertisements, \$300

Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

CPR training and supplies for 30 City employees, \$100

Emergency preparedness go-bag supplies, \$300

Emergency Operations Plan Manual printing costs (15 copies @ \$143 each), \$2,145

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 | 3,636,639 | 4,227,390 | 3,777,390 | |
| Services and Supplies | 640,461 | 780,941 | 681,590 | |
| Capital Outlay | 54,727 | 268,260 | 153,940 | |
| Total | 4,331,827 | 5,276,591 | 4,612,920 | |

| | | | |
|-----------------------------|------------|------------|------------|
| Personnel Authorized | 22.50 (FT) | 22.50 (FT) | 22.50 (FT) |
| | 1.00 (PTB) | 1.00 (PTB) | 1.00 (PTB) |
| | 1.00 (PT) | 1.00 (PT) | 1.00 (PT) |

Department Distribution

| | | | |
|----------------------------|------------------|------------------|------------------|
| Administration | 425,685 | 491,007 | 489,507 |
| Emergency Services | 3,785,982 | 4,538,190 | 3,904,910 |
| Personnel Development | 66,160 | 46,819 | 39,248 |
| Buildings and Grounds | 13,250 | 24,800 | 27,800 |
| Emergency Medical Services | 40,750 | 175,775 | 151,455 |
| Total | 4,331,827 | 5,276,591 | 4,612,920 |

Source of Funds

| | | | |
|----------------------------|------------------|------------------|------------------|
| General Fund | 4,050,564 | 4,908,617 | 4,317,946 |
| SB 509 Public Safety Fund | 225,936 | 232,459 | 236,459 |
| Safety Department Grants | 14,577 | 0 | 0 |
| EMS - Paramedic Fund | 40,750 | 58,515 | 58,515 |
| Equipment Replacement Fund | 0 | 77,000 | 0 |
| Total | 4,331,827 | 5,276,591 | 4,612,920 |

**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) | Recommended by Administration Next Year | |
| | | | First Rate | | Second Rate | | Total Salary Next Year | | |
| | | | Months | Rate | Months | Rate | | | |
| <u>Full Time:</u> | | | | | | | | | |
| <u>Administration from other Departments/Entities</u> | | | | | | | | | |
| Robert Avels (4400) | .50 | | 12.0 | 18,536 | | | 111,216 | 111,216 | |
| <u>Deputy Fire Chief</u> | | | | | | | | | |
| David Pohl | C | 05/10/21 | 11.0 | 12,327 | 1.0 | 12,943 | 148,540 | 148,540 | |
| <u>Fire Battalion Chief</u> | | | | | | | | | |
| Ryon Dierck | C | 09/28/21 | 2.9 | 10,189 | 9.1 | 10,698 | 126,900 | 126,900 | |
| Thomas Dowser | C | 07/06/21 | 0.2 | 10,189 | 11.8 | 10,698 | 128,274 | 128,274 | |
| Thomas Nicoll | B | 09/27/21 | 2.9 | 9,704 | 9.1 | 10,189 | 120,862 | 120,862 | |
| <u>Fire Captain</u> | | | | | | | | | |
| Stanley Boehm | C | 08/17/21 | 1.6 | 8,442 | 10.4 | 8,864 | 107,820 | 107,820 | |
| Brian Brambila | E | | 12.0 | 9,307 | | | 113,918 | 113,918 | |
| Ian Duewell | B | 11/08/21 | 4.3 | 8,040 | 7.7 | 8,442 | 101,601 | 101,601 | |
| Benjamin Garcia | E | | 12.0 | 9,307 | | | 113,918 | 113,918 | |
| Michael Matheson | D | 08/04/21 | 1.1 | 8,864 | 10.9 | 9,307 | 113,430 | 113,430 | |
| Dominic Mistretta | A | 10/25/21 | 3.8 | 7,657 | 8.2 | 8,040 | 96,954 | 96,954 | |
| <u>Fire Engineer</u> | | | | | | | | | |
| Robert Estrada | E | | 12.0 | 7,637 | | | 93,477 | 93,477 | |
| Derek Plant | C | 03/01/21 | 8.3 | 6,927 | 3.7 | 7,273 | 86,118 | 86,118 | |
| Michael Sanchez | C | 02/28/22 | 8.0 | 6,927 | 4.0 | 7,273 | 86,226 | 86,226 | |
| Anthony Vasquez | A | 02/28/22 | 8.0 | 6,283 | 4.0 | 6,597 | 78,210 | 78,210 | |
| Orestes Vidal | E | | 12.0 | 7,637 | | | 93,477 | 93,477 | |
| Vacant | A | | 12.0 | 6,283 | | | 76,904 | 76,904 | |

**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> | | | | | | | | |
| Ryan Barron | A | 10/11/21 | 3.4 | 6,041 | 8.6 | 6,343 | 76,612 | 76,612 |
| Kyle Bumanlag | A | 10/11/21 | 3.4 | 6,041 | 8.6 | 6,343 | 76,612 | 76,612 |
| Jacob Chapman | A | 07/05/21 | 0.2 | 6,041 | 11.8 | 6,343 | 77,578 | 77,578 |
| Jared Gross | A | 07/05/21 | 0.2 | 6,041 | 11.8 | 6,343 | 77,578 | 77,578 |
| Israel Jaquez | A | 07/05/21 | 0.2 | 6,041 | 11.8 | 6,343 | 77,578 | 77,578 |
| Joseph Metzco | B | 09/14/21 | 2.5 | 6,343 | 9.5 | 6,660 | 80,726 | 80,726 |
| <u>Administration to other Departments/Entities</u> | | | | | | | | |
| Fire Services (CFD - Paseos) | | | | | | | -12,552 | -12,552 |
| Fire Services (CFD - Arrow Station) | | | | | | | -3,318 | -3,318 |
| Public Safety Admin (CFD - Paseos) | | | | | | | -4,125 | -4,125 |
| Public Safety Admin (CFD - Arrow Station) | | | | | | | -2,062 | -2,062 |
| <u>Part Time Benefitted:</u> | | | | | | | | |
| <u>Administrative Technician</u> | | | | | | | | |
| Nancy Jennings (38 hrs week) | C | 04/14/21 | 9.5 | 24.66 hr. | 2.5 | 25.90 hr. | 49,238 | 49,238 |

**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 | | |

Part Time:

| | | | | | | | |
|---------------------------------------|---|--|------|-----------|--|--------|--------|
| <u>Receptionist/Office Specialist</u> | | | | | | | |
| Amanda Romano (38 hrs week) | A | | 12.0 | 18.80 hr. | | 37,149 | 37,149 |

| | | | |
|----------------------|-------|-----------|-----------|
| Salary Requirements: | (FT) | 2,242,472 | 2,242,472 |
| | (PTB) | 49,238 | 49,238 |
| | (PT) | 37,149 | 37,149 |
| | TOTAL | 2,328,859 | 2,328,859 |

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 |
| Admin from other Depts - Avels | 0.50 | 0.50 | | | 111,216 | 111,216 | |
| Deputy Fire Chief | 1.00 | 1.00 | | | 148,540 | 148,540 | |
| Fire Battalion Chief | 3.00 | 3.00 | | | 376,036 | 376,036 | |
| Fire Captain | 6.00 | 6.00 | | | 647,641 | 647,641 | |
| Fire Engineer | 6.00 | 6.00 | | | 514,412 | 514,412 | |
| Firefighter | 6.00 | 6.00 | | | 466,684 | 466,684 | |
| Admin other Depts - CFDs | | | | | -15,870 | -15,870 | |
| Admin other Depts - CFDs | | | | | -6,187 | -6,187 | |
| <u>Part-Time Benefitted</u> | | | | | | | |
| Administrative Technician | 1.00 | 1.00 | | | 49,238 | 49,238 | |
| <u>Part-Time</u> | | | | | | | |
| Receptionist/Office Specialist | 1.00 | 1.00 | | | 37,149 | 37,149 | |
| Full Time | 22.50 | 22.50 | | | 2,264,529 | 2,264,529 | |
| Admin other Departments | | | | | -22,057 | -22,057 | |
| Total FT Positions/Salaries | | | | | 2,242,472 | 2,242,472 | |
| Part Time Benefitted | 1.00 | 1.00 | | | 49,238 | 49,238 | |
| Part Time | 1.00 | 1.00 | | | 37,149 | 37,149 | |
| Additional Pay | | | | | 53,565 | 53,565 | |
| Overtime | | | | | 950,000 | 500,000 | |
| Total Salaries & Wages | | | | | 3,332,424 | 2,882,424 | |
| Benefit Costs | | | | | 415,216 | 415,216 | |
| PERS Benefit Costs | | | | | 479,750 | 479,750 | |
| Total Benefit Costs | | | | | 894,966 | 894,966 | |
| TOTAL | | | | | 4,227,390 | 3,777,390 | |

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 | 407,139 | 476,338 | 476,338 | |
| Services and Supplies | 18,546 | 14,669 | 13,169 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 425,685 | 491,007 | 489,507 | |

| | | | |
|-----------------------------|------------|------------|------------|
| Personnel Authorized | 1.50 (FT) | 1.50 (FT) | 1.50 (FT) |
| | 1.00 (PTB) | 1.00 (PTB) | 1.00 (PTB) |
| | 1.00 (PT) | 1.00 (PT) | 1.00 (PT) |

Source of Funds

| | | | |
|----------------------|----------------|----------------|----------------|
| General Fund | 418,203 | 491,007 | 489,507 |
| SB 509 Public Safety | 7,482 | 0 | 0 |
| Total | 425,685 | 491,007 | 489,507 |

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 |
| Admin from other Depts - Avels | 0.50 | 0.50 | 0.50 | | 111,216 | 111,216 | |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | | 148,540 | 148,540 | |
| Admin other Depts - CFDs | | | | | -6,187 | -6,187 | |
| <u>Part-Time Benefitted</u> | | | | | | | |
| Administrative Technician | 1.00 | 1.00 | 1.00 | | 49,238 | 49,238 | |
| <u>Part-Time</u> | | | | | | | |
| Receptionist/Office Specialist | 1.00 | 1.00 | 1.00 | | 37,149 | 37,149 | |
| Full Time | 1.50 | 1.50 | 1.50 | | 259,756 | 259,756 | |
| Admin other Departments | | | | | -6,187 | -6,187 | |
| Total FT Positions/Salaries | | | | | 253,569 | 253,569 | |
| Part Time Benefitted | 1.00 | 1.00 | 1.00 | | 49,238 | 49,238 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 37,149 | 37,149 | |
| Overtime | | | | | 0 | 0 | |
| Total Salaries & Wages | | | | | 339,956 | 339,956 | |
| Benefit Costs | | | | | 72,027 | 72,027 | |
| PERS Benefit Costs | | | | | 64,355 | 64,355 | |
| Total Benefit Costs | | | | | 136,382 | 136,382 | |
| TOTAL | | | | | 476,338 | 476,338 | |

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 – \$476,338

Salary requests are for: Executive Director of Public Safety (0.50) – \$111,216; Deputy Fire Chief (1.00) – \$148,540; Administrative Technician (1.00/part-time benefitted) – \$49,238; Receptionist/Office Specialist (1.00/part-time) – \$37,149. Cost allocations are as follows: full-time salaries – \$259,756; part-time benefitted salaries – \$49,238; part-time salaries – \$37,149; admin other departments – <\$6,187>; benefit costs – \$136,382.

Services and Supplies – \$14,669

Funding requested is for: dues and memberships – \$1,075; travel and meetings – \$3,325; special contract services – \$1,000; cellular phone expense – \$5,769; miscellaneous expenditures – \$3,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 11:04AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4531 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 276,166 | 245,126 | 240,684.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 259,756.00 | 259,756.00 | 0.00 | 0.00 |
| (5,625) | (5,625) | -5,625.00 | 0.00 | 41017-400-0000 | CFD Admin Reimbursement | 0.00 | -6,187.00 | -6,187.00 | 0.00 | 0.00 |
| 0 | 22,579 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 37,149.00 | 37,149.00 | 0.00 | 0.00 |
| 52,545 | 45,328 | 46,834.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 49,238.00 | 49,238.00 | 0.00 | 0.00 |
| 13,431 | 315 | 2,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8,258 | 6,266 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,853 | 5,969 | 2,350.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 5,432.00 | 5,432.00 | 0.00 | 0.00 |
| 0 | 0 | 40,500.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 41,400.00 | 41,400.00 | 0.00 | 0.00 |
| 11,201 | 9,105 | 10,646.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 11,503.00 | 11,503.00 | 0.00 | 0.00 |
| 60,791 | 51,578 | 59,585.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 64,355.00 | 64,355.00 | 0.00 | 0.00 |
| 1,306 | 991 | 1,211.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,300.00 | 1,300.00 | 0.00 | 0.00 |
| 2,041 | 1,524 | 1,881.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 2,016.00 | 2,016.00 | 0.00 | 0.00 |
| 5,190 | 4,740 | 4,169.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 5,020.00 | 5,020.00 | 0.00 | 0.00 |
| 3,258 | 2,810 | 2,904.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 5,356.00 | 5,356.00 | 0.00 | 0.00 |
| 434,415 | 390,707 | 407,139 | 0 | | Personnel Services Totals: | 0.00 | 476,338 | 476,338 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 40 | 235 | 790.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 1,075.00 | 1,075.00 | 0.00 | 0.00 |
| 178 | 0 | 1,270.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 3,325.00 | 3,325.00 | 0.00 | 0.00 |
| 0 | 0 | 500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 2,482 | 3,083 | 4,504.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 5,769.00 | 5,769.00 | 0.00 | 0.00 |
| 654 | 471 | 4,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,500.00 | 2,000.00 | 0.00 | 0.00 |
| 3,354 | 3,789 | 11,064 | 0 | | Services & Supplies Totals: | 0.00 | 14,669 | 13,169 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|---|------|-------------------|------------------|------------------|-----------------|
| 437,769 | 394,496 | 418,203 | 0 | | EXPENDITURES TOTALS: | 0.00 | 491,007 | 489,507 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 437,769 | 394,496 | 418,203 | 0 | | DEPT EXPENSES | 0.00 | 491,007 | 489,507 | 0 | 0 |
| (437,769) | (394,496) | (418,203) | 0 | | Administration Totals: | 0.00 | (491,007) | (489,507) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 437,769 | 394,496 | 418,203 | 0 | | FUND EXPENSES | 0.00 | 491,007 | 489,507 | 0 | 0 |
| (437,769) | (394,496) | (418,203) | 0 | | General Fund Totals: | 0.00 | (491,007) | (489,507) | 0 | 0 |
| 0 | 0 | 7,482.00 | 0.00 | 1143 4531 E20 52450-400-0000 | SB 509 Public Safety Fund Administration Services & Supplies Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 7,482 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 7,482 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 7,482 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (7,482) | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 7,482 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (7,482) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 437,769 | 394,496 | 425,685 | 0 | | REPORT EXPENSES | 0.00 | 491,007 | 489,507 | 0 | 0 |
| (437,769) | (394,496) | (425,685) | 0 | | REPORT TOTALS: | 0.00 | (491,007) | (489,507) | 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 | \$75 |
| 52130 | Deputy Fire Chief | San Bernardino County Fire Chiefs Association | San Bernardino County | Monthly | \$75 |
| 52130 | Deputy Fire Chief | West End Fire Chiefs Meetings | Local | Monthly | \$50 |
| 52130 | Deputy Fire Chief | California Fire Chiefs Association | Southern California | Quarterly | \$200 |
| 52130 | Deputy Fire Chief | Chamber of Commerce Installation of Officers | Local | June 2023 | \$25 |
| 52130 | Battalion Chief | San Bernardino County Operations Officers Association | Local | Monthly | \$50 |
| 52130 | Deputy Fire Chief | Chamber of Commerce Breakfast | Local | Monthly | \$150 |
| 52130 | Fire Department Employees (4) | Chamber of Commerce Police Recognition Luncheon | Local | May 2023 | \$200 |
| 52130 | Fire Department Employees (2) | California Fire Education and Disaster Conference West & Expo (CFED) | Palm Springs, CA | May 2023 | \$2,500 |
| Total: | | | | | \$3,325 |

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

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,075

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 | \$ 75 |
| San Bernardino County Fire Chiefs Association | \$ 75 |
| San Bernardino County HazMat Responders Association | \$ 75 |
| San Bernardino County Training Officers Association | \$ 75 |
| West End Quality Improvement Committee | \$ 75 |

52130 TRAVEL AND MEETINGS – \$3,325

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

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$5,769

Funds for cellular telephones and smart phones:

| | | | | | |
|----------------------|-------|------------------------|-------|---------------|-------|
| Command Vehicle 1715 | \$ 6 | Engine 151A | \$ 6 | iPad Laptop 1 | \$460 |
| Medic Engine 151 | \$475 | Battalion Chief Dierck | \$485 | iPad Laptop 2 | \$460 |
| Medic Engine 152 | \$470 | Deputy Fire Chief Pohl | \$550 | EPCR Laptop 3 | \$460 |
| Medic Squad 151 | \$ 6 | Battalion Chief Nicoll | \$525 | EPCR Laptop 4 | \$460 |
| OES 331 | \$ 6 | Battalion Chief Dowser | \$480 | Modem 1 | \$460 |
| | | | | Modem 2 | \$460 |

52990 MISCELLANEOUS EXPENDITURES – \$3,500 **(Only \$2,000 approved in City Manager's Budget)**

Fire Department Open House, \$1,500

Other miscellaneous expenditures not provided for elsewhere in this budget, \$2,000

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 | 3,229,500 | 3,751,052 | 3,301,052 | |
| Services and Supplies | 534,405 | 638,638 | 545,358 | |
| Capital Outlay | 22,077 | 148,500 | 58,500 | |
| Total | 3,785,982 | 4,538,190 | 3,904,910 | |

| | | | | |
|-----------------------------|------------|------------|------------|--|
| Personnel Authorized | 21.00 (FT) | 21.00 (FT) | 21.00 (FT) | |
|-----------------------------|------------|------------|------------|--|

Source of Funds

| | | | | |
|----------------------------|------------------|------------------|------------------|--|
| General Fund | 3,552,951 | 4,228,731 | 3,668,451 | |
| SB 509 Public Safety Fund | 218,454 | 232,459 | 236,459 | |
| Safety Department Grants | 14,577 | 0 | 0 | |
| Equipment Replacement Fund | 0 | 77,000 | 0 | |
| Total | 3,785,982 | 4,538,190 | 3,904,910 | |

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 | | 376,036 | 376,036 | |
| Fire Captain | 6.00 | 6.00 | 6.00 | | 647,641 | 647,641 | |
| Fire Engineer | 6.00 | 6.00 | 6.00 | | 514,412 | 514,412 | |
| Firefighter | 6.00 | 6.00 | 6.00 | | 466,684 | 466,684 | |
| Admin other Depts - CFDs | | | | | -15,870 | -15,870 | |
| | | | | | <u>450,814</u> | <u>450,814</u> | |
| Full Time | 21.00 | 21.00 | 21.00 | | 2,004,773 | 2,004,773 | |
| Admin other Departments | | | | | -15,870 | -15,870 | |
| Total FT Positions/Salaries | | | | | 1,988,903 | 1,988,903 | |
| Additional Pay | | | | | 53,565 | 53,565 | |
| Overtime | | | | | 950,000 | 500,000 | |
| Total Salaries & Wages | | | | | 2,992,468 | 2,542,468 | |
| Benefit Costs | | | | | 343,189 | 343,189 | |
| PERS Benefit Costs | | | | | 415,395 | 415,395 | |
| Total Benefit Costs | | | | | 758,584 | 758,584 | |
| TOTAL | | | | | 3,751,052 | 3,301,052 | |

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>2020</u> | <u>2021</u> | Estimate <u>2022</u> |
|-----------------------------------|--------------|--------------|-------------------------|
| Total number of calls for service | 4,834 | 4,667 | 4,800 |
| Arrival within 8 minutes of call | 86% | 84% | 87% |
| Average EMS response time | 6 min 20 sec | 6 min 31 sec | 6 min 30 sec |
| Average Fire response time | 7 min 01 sec | 7 min 12 sec | 7 min 00 sec |

Personnel Services – \$3,751,052

Salary requests are for: Fire Battalion Chief (3.00) – \$376,036; Fire Captain (6.00) – \$647,641; Fire Engineer (6.00) – \$514,412; Firefighter (6.00) – \$466,684. Cost allocations are as follows: full-time salaries – \$2,004,773; admin other departments – <\$15,870>; additional pay – \$53,565; overtime – \$950,000; benefit costs – \$758,584.

Services and Supplies – \$638,638

Funding requested is for: books and publications – \$500; office supplies – direct – \$1,000; uniforms – \$40,570; personnel protective equipment – \$150,210; materials – communications – \$7,400; materials – misc. maintenance and repair – \$13,000; maintenance – communication equipment – \$2,300; maintenance – other equipment – \$25,000; emergency communication services – \$244,918; special contract services – \$123,800; medical examinations – \$6,300; small equipment – \$20,140; miscellaneous expenditures – \$3,500

Capital Outlay – \$148,500

Funding requested is for: one Deputy Fire Chief Vehicle – \$56,500; emergency equipment for one Deputy Fire Chief Vehicle – \$6,000; new emergency equipment for the Medic Squad – \$14,500; SCBA bottles – \$13,000; Tablet Command/First Due Hardware – \$28,500; hose replacement – \$30,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 11:04AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4533 | Emergency Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 1,629,939 | 1,645,314 | 1,684,272.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 2,004,773.00 | 2,004,773.00 | 0.00 | 0.00 |
| (14,427) | (502,015) | -14,427.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | -15,870.00 | -15,870.00 | 0.00 | 0.00 |
| 577,624 | 824,361 | 810,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 950,000.00 | 500,000.00 | 0.00 | 0.00 |
| 40,111 | 37,299 | 40,000.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44180-400-0000 | Longevity Conduct Pay | 0.00 | 13,565.00 | 13,565.00 | 0.00 | 0.00 |
| 8,101 | 7,805 | 11,637.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 19,224.00 | 19,224.00 | 0.00 | 0.00 |
| 603 | 406 | 600.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 270,000.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 271,800.00 | 271,800.00 | 0.00 | 0.00 |
| 10,179 | 4,897 | 10,289.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 10,207.00 | 10,207.00 | 0.00 | 0.00 |
| 333,555 | 338,585 | 379,037.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 415,395.00 | 415,395.00 | 0.00 | 0.00 |
| 6,313 | 5,334 | 6,606.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 7,037.00 | 7,037.00 | 0.00 | 0.00 |
| 7,566 | 4,836 | 5,614.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 5,852.00 | 5,852.00 | 0.00 | 0.00 |
| 32,780 | 36,482 | 25,872.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 29,069.00 | 29,069.00 | 0.00 | 0.00 |
| 2,632,343 | 2,403,303 | 3,229,500 | 0 | | Personnel Services Totals: | 0.00 | 3,751,052 | 3,301,052 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 75 | 500.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 517 | 498 | 700.00 | 0.00 | 51060-400-0000 | Office Supplies | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 15,241 | 20,847 | 24,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 40,570.00 | 25,000.00 | 0.00 | 0.00 |
| 33,350 | 47,465 | 129,900.00 | 0.00 | 51140-400-0000 | Personnel Protective Equipment | 0.00 | 150,210.00 | 75,000.00 | 0.00 | 0.00 |
| 1,160 | 4,137 | 3,800.00 | 0.00 | 51310-400-0000 | Materials - Communications | 0.00 | 7,400.00 | 5,000.00 | 0.00 | 0.00 |
| 4,295 | 8,575 | 18,500.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 13,000.00 | 13,000.00 | 0.00 | 0.00 |
| 1,747 | 717 | 2,300.00 | 0.00 | 52020-400-0000 | Maintenance - Communication Eq | 0.00 | 2,300.00 | 2,300.00 | 0.00 | 0.00 |
| 4,795 | 5,052 | 10,000.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 25,000.00 | 22,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 205,927 | 206,700 | 108,451.00 | 0.00 | 52330-400-0000 | Emergency Communication Servic | 0.00 | 122,459.00 | 122,459.00 | 0.00 | 0.00 |
| 1,316 | 839 | 1,500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 13,800.00 | 13,800.00 | 0.00 | 0.00 |
| 0 | 560 | 0.00 | 0.00 | 52510-400-0000 | Medical Examinations | 0.00 | 6,300.00 | 4,600.00 | 0.00 | 0.00 |
| 12,388 | 5,697 | 8,700.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 20,140.00 | 20,740.00 | 0.00 | 0.00 |
| 4,357 | 1,270 | 3,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 285,093 | 302,433 | 311,351 | 0 | | Services & Supplies Totals: | 0.00 | 406,179 | 308,899 | 0 | 0 |
| 34,628 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 43,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0 | 0 | 2,746.00 | 0.00 | 62040-400-0000 | Communications Equipment | 0.00 | 28,500.00 | 28,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 34,628 | 0 | 2,746 | 0 | | Capital Outlay Totals: | 0.00 | 71,500 | 58,500 | 0 | 0 |
| 2,952,065 | 2,705,736 | 3,543,597 | 0 | | EXPENDITURES TOTALS: | 0.00 | 4,228,731 | 3,668,451 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,952,065 | 2,705,736 | 3,543,597 | 0 | | DEPT EXPENSES | 0.00 | 4,228,731 | 3,668,451 | 0 | 0 |
| (2,952,065) | (2,705,736) | (3,543,597) | 0 | | Emergency Services Totals: | 0.00 | (4,228,731) | (3,668,451) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 2,952,065 | 2,705,736 | 3,543,597 | 0 | | FUND EXPENSES | 0.00 | 4,228,731 | 3,668,451 | 0 | 0 |
| (2,952,065) | (2,705,736) | (3,543,597) | 0 | | General Fund Totals: | 0.00 | (4,228,731) | (3,668,451) | 0 | 0 |
| 0 | 487,588 | 0.00 | 0.00 | 1136 | SBCounty Cares Act Relief Fund | | | | | |
| | | | | 4533 | Emergency Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 487,588 | 0.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 487,588 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (487,588) | 0 | 0 | | Emergency Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 487,588 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (487,588) | 0 | 0 | | SBCounty Cares Act Relief Fund Tr | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1143 | SB 509 Public Safety Fund | | | | | |
| | | | | 4533 | Emergency Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 5,000 | 108,450.00 | 0.00 | 52330-400-0000 | Emergency Communication Servic | 0.00 | 122,459.00 | 122,459.00 | 0.00 | 0.00 |
| 110,029 | 103,966 | 110,004.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 110,000.00 | 114,000.00 | 0.00 | 0.00 |
| 110,029 | 108,966 | 218,454 | 0 | | Services & Supplies Totals: | 0.00 | 232,459 | 236,459 | 0 | 0 |
| 110,029 | 108,966 | 218,454 | 0 | | EXPENDITURES TOTALS: | 0.00 | 232,459 | 236,459 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 110,029 | 108,966 | 218,454 | 0 | | DEPT EXPENSES | 0.00 | 232,459 | 236,459 | 0 | 0 |
| (110,029) | (108,966) | (218,454) | 0 | | Emergency Services Totals: | 0.00 | (232,459) | (236,459) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 110,029 | 108,966 | 218,454 | 0 | | FUND EXPENSES | 0.00 | 232,459 | 236,459 | 0 | 0 |
| (110,029) | (108,966) | (218,454) | 0 | | SB 509 Public Safety Fund Totals: | 0.00 | (232,459) | (236,459) | 0 | 0 |
| | | | | 1163 | Safety/PW Dept Grants | | | | | |
| | | | | 4533 | Emergency Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 28,446 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 14,577.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 116,456 | 0.00 | 0.00 | 62030-400-1651 | Machinery & Tools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 62050-400-1651 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28,446 | 116,456 | 14,577 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 28,446 | 116,456 | 14,577 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 28,446 | 116,456 | 14,577 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (28,446) | (116,456) | (14,577) | 0 | | Emergency Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 28,446 | 116,456 | 14,577 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (28,446) | (116,456) | (14,577) | 0 | | Safety/PW Dept Grants Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4533 | Emergency Services | | | | | |
| 355,538 | 279 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 56,500.00 | 0.00 | 0.00 | 0.00 |
| | | | | 62050-400-0000 | Other Equipment | 0.00 | 20,500.00 | 0.00 | 0.00 | 0.00 |
| 355,538 | 279 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 77,000 | 0 | 0 | 0 |
| 355,538 | 279 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 77,000 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 355,538 | 279 | 0 | 0 | | DEPT EXPENSES | 0.00 | 77,000 | 0 | 0 | 0 |
| (355,538) | (279) | 0 | 0 | | Emergency Services Totals: | 0.00 | (77,000) | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 355,538 | 279 | 0 | 0 | | FUND EXPENSES | 0.00 | 77,000 | 0 | 0 | 0 |
| (355,538) | (279) | 0 | 0 | | Equipment Replacement Fund Total | 0.00 | (77,000) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 3,446,077 | 3,419,025 | 3,776,628 | 0 | | REPORT EXPENSES | 0.00 | 4,538,190 | 3,904,910 | 0 | 0 |
| (3,446,077) | (3,419,025) | (3,776,628) | 0 | | REPORT TOTALS: | 0.00 | (4,538,190) | (3,904,910) | 0 | 0 |

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$1,000

Shift calendars.

51100 UNIFORMS – \$40,570 ***(Only \$25,000 approved in City Manager's Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 28 personnel (28 suppression @ \$450 each), \$12,600

Class A uniform purchase (per MOU) – Rank and File (18 @ \$565 each), \$10,170

Class A Uniform purchase (per MOU) – Chief Officers (4 @ \$950 each), \$3,800

Badge repair and replacement (current employees), \$500

Class B uniforms (new hires and current employees), \$13,500

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$150,210 ***(Only \$75,000 approved in City Manager's Budget)***

Wildland PPE (new hires and current employees), \$22,428

Structural firefighting PPE (new hires), \$86,856

Structural firefighting turnout replacement (3 @ \$4,707 each), \$14,121

PPE repair, cleaning and replacement, \$4,000

Fire shelters (upgrade to NWCG required retro-fit and required to be correctly sized to fit existing personnel, 19 @ \$650 each), \$12,350

Web gear (existing employees to be issued and correctly sized, 19 @ \$370 each), \$7,030

Wildland helmets (19 @ \$75 each), \$1,425

Miscellaneous items (flashlights, hose straps, suspenders, goggles, Nomex hoods, helmets, gloves, gear bags, etc.), \$2,000

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51310 MATERIALS – COMMUNICATIONS– \$7,400 ***(Only \$5,000 approved in City Manager’s Budget)***

Radio headset replacement (6 @ \$400 each), \$2,400
Antennas, speakers, lapel microphones, and various radio replacement parts, \$2,000
Batteries for portable radios, pagers, and other equipment, \$2,000
Hardware and software for radio programming, \$1,000

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$13,000

Class A Firefighting Foam and Gold Crew Firefighting Agent, \$6,500
Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$2,500
Urban Search and Rescue equipment maintenance and repair, \$1,000
Miscellaneous equipment parts and maintenance, \$3,000

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$2,300

Parts and labor costs for radio equipment maintenance.

52050 MAINTENANCE – OTHER EQUIPMENT – \$25,000 ***(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, \$1,500
Quarterly calibration of three air monitors as required by OSHA, \$1,500
Pressure cylinder parts, \$1,000
Nozzle repairs and parts, \$2,500
Maintenance and filters for breathing air refill station, \$2,000
Repair of small tools and testing equipment, \$1,500
Annual NFPA required fire hose testing, \$4,000
Annual OSHA required fit testing for personnel SCBA face masks and P100 respirators, \$3,000

Continued on next page

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – continued

Annual OSHA required testing/service for SCBA filling machine, \$2,000
Annual OSHA required fire ladder testing (apparatus ladders and aerial), \$4,000
Annual required apparatus fire extinguisher inspection/servicing/replacement, \$2,000
Repair ground ladders, \$1,500 (***Moved from 52690***)

52330 EMERGENCY COMMUNICATION SERVICES – \$244,918

Agreement with CONFIRE for dispatch and IT support, (General Fund – \$122,459; SB 509 Fund – \$122,459)

52450 SPECIAL CONTRACT SERVICES – \$123,800 (***\$127,800 approved in City Manager’s Budget***)

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,000 (SB 509 Fund)
Montclair’s shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 (SB 509 Fund)
Spectrum Cable Service (\$125/mo @ 12 months), \$1,500
Vector Solutions Crewsense (Department staffing software), \$2,500
Vector Solutions Check-It (inventory management, ICEMA, and OSHA compliance improvement software), \$1,800
Lexipol Policy Manual contract service, \$8,000

52510 MEDICAL EXAMINATIONS – \$6,300 (***Only \$4,600 approved in City Manager’s Budget***)

State mandated Hazardous Materials Team member physicals, \$2,100
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (28 @ \$150 each), \$4,200

52690 SMALL EQUIPMENT – \$20,140 (***Only \$20,740 approved in City Manager’s Budget***)

Chain saw blades (4 @ \$360 each), \$1,440
Various unit adapter replacements, \$1,200
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, \$1,000

Continued on next page

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52690 SMALL EQUIPMENT – continued

Various specialized US&R tools and equipment, \$3,000

Various wildland appliances and adapters, \$1,500

Firefighting/support tools to outfit Medic Squad 151, \$5,000 ***(Not approved in City Manager's Budget)***

Various SCBA parts, equipment, and bottles, \$3,000 ***(\$8,600 approved in City Manager's Budget)***

Replace ground ladders (2 @ \$1,250 each), \$4,000 ***(Only \$2,500 approved in City Manager's Budget)***

Repair ground ladders, \$1,500 ***(Moved to 52050)***

52990 MISCELLANEOUS EXPENDITURES – \$3,500

Emergency scene food and rehabilitation provisions, \$1,000

Engine cleaning supplies, \$300

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$1,500

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

Department: Fire

Program: 4533 Emergency Services

| Object Code | Item | Justification | Cost |
|-------------|---------------------------|--|----------|
| 62020 | Deputy Fire Chief Vehicle | <p>The vehicle currently assigned to the Deputy Fire Chief is in need of replacement, Unit #76-06, which is a 2006 Ford Crown Victoria. This vehicle is 16 years old with approximately 75,000 miles. It needs to be capable of responding to incidents at a moment's notice, and may be required to respond to emergency calls when the Battalion Chief is tied up on other incidents. The Department is requesting to purchase one 2023 Ford F-150 4x4 Super Crew Cab. This new vehicle will be equipped with emergency lights and siren and radio communication equipment. It will also be capable of carrying all necessary equipment to run an incident should the Battalion Chief be tied up on other incidents. (Equipment Replacement Fund)</p> <p style="text-align: center;"><i>(Not approved in City Manager's Budget)</i></p> | \$56,500 |
| 62030 | SCBA Bottles | <p>Medic Squad 151 is in need of an additional 9 MSA SCBA bottles to support potential long or extended incidents within the City. The Squad not only provides emergency medical service throughout the City, but it also provides a support and logistical function. The current vehicle includes all racks required to house the appropriate sized bottles. Without an adequate inventory of SCBA bottles stored within the racks, this vehicle will potentially be left without the support bottles required for supporting firefighting operations.</p> <p style="text-align: center;"><i>(Not approved in City Manager's Budget)</i></p> | \$13,000 |
| 62030 | Hose Replacement | <p>The current hose inventory within the Department ranges in age and has reached a point where a large percentage of the in-service fire hose is over 20 years old and in some cases up to 33 years old. This hose poses a threat of failure on a fire scene, which would put incident personnel at risk and compromise the emergency operation. This hose acquirement would bring the Department hose inventory to less than 20 years old.</p> | \$30,000 |

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

Department: Fire

Program: 4533 Emergency Services

| Object Code | Item | Justification | Cost |
|--|---------------------------------------|---|------------------|
| 62040 | Tablet Command/ First Due Hardware | Currently, the Fire Department utilizes a Microsoft Windows-based GETAC Mobile Data Computer system for call response and dispatch communication. This system unfortunately lacks functionality and shareability on the fire ground in terms of incident command and communication between assisting agencies. Thus, the Department is requesting to purchase Tablet Command Software and First Due Hardware. The response dynamics between the City of Montclair and adjoining cities demands heavy reliance on automatic aid resources, and this hardware/software change would bring the Department in line with the remainder of the assisting agencies in terms of incident command and communication. Currently, all of the surrounding cities utilize Tablet Command Software for incident management. It also assists with personnel accountability on fire incidents, reducing the chances of lost firefighters and potential injury or death. Furthermore, this hardware would allow Fire personnel to leverage the First Due software required to perform occupancy inspections for prevention related activities as well as pre-fire planning. The hardware included in this retro-fit would include Cradle-Point modems on all apparatus, the required iPads acquired through CONFIRE dispatch services, as well as the installation costs and hardware to mount and protect the devices. The cost includes an annual service fee, which would also be included in subsequent budgets. (The Cradle-Point modems are required for static IP address fulfillment on mobile equipment and required for CONFIRE dispatch). | \$28,500 |
| 62050 | Emergency Vehicle Conversion | Emergency equipment and installation for one Deputy Fire Chief vehicle. (Equipment Replacement Fund) <i>(Not approved in City Manager's Budget)</i> | \$6,000 |
| 62050 | Emergency Vehicle Conversion | The current emergency lights on the Medic Squad are outdated with older halogen bulb technology, which can drain the battery when idling at an emergency incident with the warning lights activated. The Department is requesting new emergency lighting with LED technology that uses far less amperage and is brighter, making the Medic Squad more visible when responding to incidents. (Equipment Replacement Fund) <i>(Not approved in City Manager's Budget)</i> | \$14,500 |
| Total: | | | \$148,500 |
| <i>(Only \$58,500 approved in City Manager's Budget)</i> | | | |

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 | 33,510 | 46,819 | 39,248 | |
| Capital Outlay | 32,650 | 0 | 0 | |
| Total | 66,160 | 46,819 | 39,248 | |
| Personnel Authorized | 0 | 0 | 0 | |

Source of Funds

| | | | |
|--------------|---------------|---------------|---------------|
| General Fund | 66,160 | 46,819 | 39,248 |
| Total | 66,160 | 46,819 | 39,248 |

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 – \$46,819

Funding requested is for: books and publications – \$1,000; program supplies – \$4,800; special contract services – \$3,448; vocational training – \$37,571.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 11:04AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4534 | Personnel Development | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 449 | 1,144 | 1,000.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 1,460 | 3,405 | 6,900.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 4,800.00 | 4,800.00 | 0.00 | 0.00 |
| 0 | 2,715 | 6,200.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 3,448.00 | 3,448.00 | 0.00 | 0.00 |
| 7,889 | 0 | 19,410.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 37,571.00 | 30,000.00 | 0.00 | 0.00 |
| 9,797 | 7,264 | 33,510 | 0 | | Services & Supplies Totals: | 0.00 | 46,819 | 39,248 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 32,650.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 32,650 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 9,797 | 7,264 | 66,160 | 0 | | EXPENDITURES TOTALS: | 0.00 | 46,819 | 39,248 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 9,797 | 7,264 | 66,160 | 0 | | DEPT EXPENSES | 0.00 | 46,819 | 39,248 | 0 | 0 |
| (9,797) | (7,264) | (66,160) | 0 | | Personnel Development Totals: | 0.00 | (46,819) | (39,248) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 9,797 | 7,264 | 66,160 | 0 | | FUND EXPENSES | 0.00 | 46,819 | 39,248 | 0 | 0 |
| (9,797) | (7,264) | (66,160) | 0 | | General Fund Totals: | 0.00 | (46,819) | (39,248) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 9,797 | 7,264 | 66,160 | 0 | | REPORT EXPENSES | 0.00 | 46,819 | 39,248 | 0 | 0 |
| (9,797) | (7,264) | (66,160) | 0 | | REPORT TOTALS: | 0.00 | (46,819) | (39,248) | 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 R. Barron, 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 Trng. Center | October 2022 | \$1,600 |
| 52540 | All suppression personnel | CICCS wildland safety classes (mandatory) | San Bernardino County | April 2023 | \$3,000 |
| 52540 | S. Boehm, Fire Captain J. Gross, Firefighter/Paramedic I. Jaquez, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic | Rescue Systems 1 Certification (mandatory for OES Strike Team response) | San Bernardino County FD North Net Fire Trng. Center | August 2022 | \$4,380 |
| 52540 | D. Mistretta, Fire Captain I. Duewell, Fire Captain J. Gross, Firefighter/Paramedic I. Jaquez, Firefighter/Paramedic J. Chapman, Firefighter/Paramedic J. Metz, Firefighter/Paramedic R. Barron, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic | Emergency Vehicle Operator Course (EVOC) | Devore, CA | September 2022 | \$2,760 |
| 52540 | A. Vasquez, Fire Engineer R. Barron, Firefighter/Paramedic K. Bumanlag, Firefighter/Paramedic D. Mistretta, Fire Captain | Rescue Systems II Confine Space Rescue Tech | San Bernardino County FD North Net Fire Training, Center | September 2022 | \$3,070 |

**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, HazMat Team members (3) | Hazardous materials courses needed for members to meet annual requirements | San Bernardino County FD | April 2023 | \$6,400 |
| 52540 | TBA, 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 | Santa Ana College | September 2022 | \$550 |
| 52540 | R. Vidal, Fire Engineer R. Estrada, Fire Engineer D. Plant, 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 | October 2023 | \$1,500 |
| 52540 | Fire Department Employees | Firehouse World Training Conference | San Diego, CA | September 2022 | \$2,500 |
| 52540 | T. Dowser, Battalion Chief R. Dierck, Battalion Chief T. Nicoll, Battalion Chief | Executive Fire Chief Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training certification Tracks Matrix | Red Helmet Training | November 2022 | \$6,750 |

**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 | A. Vazquez, Fire Engineer I. Duwell, Fire Captain R. Barron, Firefighter/Paramedic | Rio Hondo Truck Academy | Rio Hondo College | TBA 2023 | \$5,061 |
| Total: | | | | | \$37,571 |

(Only \$30,000 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 – \$1,000

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 \$4,800

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), \$1,600
OSB plywood (1/2") for roof-training prop (100 @ \$32 each), \$3,200

52450 SPECIAL CONTRACT SERVICES – \$3,448

Agreement with Target Solutions for on-line OSHA mandated training.

52540 VOCATIONAL TRAINING – \$37,571 (***Only \$30,000 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 & 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 | 13,250 | 22,300 | 25,300 | |
| Capital Outlay | 0 | 2,500 | 2,500 | |
| Total | 13,250 | 24,800 | 27,800 | |
| Personnel Authorized | 0 | 0 | 0 | |

Source of Funds

| | | | |
|--------------|---------------|---------------|---------------|
| General Fund | 13,250 | 24,800 | 27,800 |
| Total | 13,250 | 24,800 | 27,800 |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------|-----------------|--------------------------|
| Fire | | 4536 Buildings & Grounds |

Work Program

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

Units of Measure

| | <u>2021</u> | <u>2022</u> |
|------------------------------------|-------------|-------------|
| Fire Stations | 2 | 2 |
| Training Tower | 1 | 1 |
| Annual Needs Assessment Inspection | 1 | 1 |

Personnel Services

No funding requested.

Services and Supplies – \$22,300

Funding requested is for: household expenses – \$15,700; license/permits/certificates – \$1,800; maintenance–other equipment – \$3,300; small equipment – \$1,000; miscellaneous expenditures – \$500.

Capital Outlay – \$2,500

Funding is requested for: One ice machine.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 11:04AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4536 | Buildings & Grounds | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 5,095 | 857 | 19,609.00 | 0.00 | 51110-400-0000 | Household Expense | 0.00 | 15,700.00 | 15,700.00 | 0.00 | 0.00 |
| 240 | 0 | 500.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 1,800.00 | 4,800.00 | 0.00 | 0.00 |
| 33 | 0 | 800.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 3,300.00 | 3,300.00 | 0.00 | 0.00 |
| 380 | 223 | 595.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 561 | 668 | 1,100.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 6,310 | 1,748 | 22,604 | 0 | | Services & Supplies Totals: | 0.00 | 22,300 | 25,300 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 2,500 | 2,500 | 0 | 0 |
| 6,310 | 1,748 | 22,604 | 0 | | EXPENDITURES TOTALS: | 0.00 | 24,800 | 27,800 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,310 | 1,748 | 22,604 | 0 | | DEPT EXPENSES | 0.00 | 24,800 | 27,800 | 0 | 0 |
| (6,310) | (1,748) | (22,604) | 0 | | Buildings & Grounds Totals: | 0.00 | (24,800) | (27,800) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,310 | 1,748 | 22,604 | 0 | | FUND EXPENSES | 0.00 | 24,800 | 27,800 | 0 | 0 |
| (6,310) | (1,748) | (22,604) | 0 | | General Fund Totals: | 0.00 | (24,800) | (27,800) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,310 | 1,748 | 22,604 | 0 | | REPORT EXPENSES | 0.00 | 24,800 | 27,800 | 0 | 0 |
| (6,310) | (1,748) | (22,604) | 0 | | REPORT TOTALS: | 0.00 | (24,800) | (27,800) | 0 | 0 |

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

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$15,700

Dry cleaning (strike team sleeping bags), \$300
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$1,200
Day room recliners (3 @ \$1,200 each), \$3,600
New vacuums to replace 20-year-old units (3 @ \$200 each), \$600
Mattress/box spring replacements for broken and stained units (6 mattresses and 2 box springs), \$3,000
New mattress bed spreads to replace 20-year-old comforters, \$2,000
Kitchen chairs for Station 151 and Station 152 (20 @ \$100 each), \$2,000
PPE locker for Battalion Chiefs, \$3,000

51150 LICENSE/PERMITS/CERTIFICATES – \$1,800 **(\$4,800 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.
Annual pump tests (5 @ \$600 each), \$3,000 **(Moved from 4656-51150)**

52050 MAINTENANCE – OTHER EQUIPMENT – \$3,300

Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, Plymovent, etc.

52690 SMALL EQUIPMENT – \$1,000

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.)

52990 MISCELLANEOUS EXPENDITURES – \$500

Emergency station generator fuel.

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

Department: Fire

Program: 4536 Buildings and Grounds

| Object Code | Item | Justification | Cost |
|--------------------|-------------|--|----------------|
| 62050 | Ice Machine | Fire Station 152 currently lacks an ice machine to fill daily rehabilitation ice chests each morning in anticipation of emergency activity. This ice machine would provide the necessary cold drinks for emergency personnel on fire scenes reducing the risk of overstressing firefighters and reducing injury/hospitalization. | \$2,500 |
| Total: | | | \$2,500 |

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 | 40,750 | 58,515 | 58,515 | |
| Capital Outlay | 0 | 117,260 | 92,940 | |
| Total | 40,750 | 175,775 | 151,455 | |

| | | | | |
|-----------------------------|---|---|---|--|
| Personnel Authorized | 0 | 0 | 0 | |
|-----------------------------|---|---|---|--|

Source of Funds

| | | | | |
|--------------------|---------------|----------------|----------------|--|
| General Fund | 0 | 117,260 | 92,940 | |
| EMS Paramedic Fund | 40,750 | 58,515 | 58,515 | |
| Total | 40,750 | 175,775 | 151,455 | |

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>2019</u> | <u>2020</u> | <u>2021</u> | Estimate <u>2022</u> |
|---|-------------|-------------|-------------|-------------------------|
| Total number of ALS calls | 1,708 | 2,003 | 2,003 | 2,050 |
| Continuous Education Hours for Nine Paramedic | 216 | 216 | 216 | 216 |
| Current and Accurate Medical Records on file | 2,440 | 2,279 | 2,279 | 2,279 |

Personnel Services

No funding requested.

Services and Supplies – \$58,515

Funding requested is for: books and publications – \$500; office supplies – direct – \$200; program supplies – \$15,000; license/permits/certificates – \$8,000; maintenance – other equipment – \$2,000; special contract services – \$20,175; small equipment – \$12,640.

Capital Outlay – \$117,260

Funding requested is for: Lucas 3 Chest Compression Systems – \$66,210; LifePak 15 Version 4 cardiac monitor and defibrillator – \$44,300; King Vision aBlade model video laryngoscopes – \$6,750.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 11:05AM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|--|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0.00 | 0.00 | 1001 4539 E30 62050-400-0000 | General Fund Emergency Medical Services Capital Outlay Other Equipment | 0.00 | 117,260.00 | 92,940.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 117,260 | 92,940 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 117,260 | 92,940 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 117,260 | 92,940 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Emergency Medical Services Totals | 0.00 | (117,260) | (92,940) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 117,260 | 92,940 | 0 | 0 |
| 0 | 0 | 0 | 0 | | General Fund Totals: | 0.00 | (117,260) | (92,940) | 0 | 0 |
| 43,342 | 34,681 | 0.00 | 0.00 | 1180 4539 E10 44380-400-0000 | E.M.S. - Paramedic Fund Emergency Medical Services Personnel Services Paramedic Stipend | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,976 | 4,816 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 119 | 82 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 81 | 57 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 628 | 503 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 50,146 | 40,139 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 97 | 100.00 | 0.00 | E20 | Services & Supplies | | | | | |
| 40 | 0 | 100.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 7,328 | 16,201 | 12,500.00 | 0.00 | 51060-400-0000 | Office Supplies | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 4,799 | 5,672 | 9,500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 0 | 0 | 1,000.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 1,642 | 1,613 | 0.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 12,266 | 13,032 | 14,500.00 | 0.00 | 52240-400-0000 | Collection Agency Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,777 | 1,792 | 3,050.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 20,175.00 | 20,175.00 | 0.00 | 0.00 |
| | | | | 52690-400-0000 | Small Equipment | 0.00 | 12,640.00 | 12,640.00 | 0.00 | 0.00 |
| 29,852 | 38,408 | 40,750 | 0 | | Services & Supplies Totals: | 0.00 | 58,515 | 58,515 | 0 | 0 |
| 79,998 | 78,547 | 40,750 | 0 | | EXPENDITURES TOTALS: | 0.00 | 58,515 | 58,515 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 79,998 | 78,547 | 40,750 | 0 | | DEPT EXPENSES | 0.00 | 58,515 | 58,515 | 0 | 0 |
| (79,998) | (78,547) | (40,750) | 0 | | Emergency Medical Services Totals | 0.00 | (58,515) | (58,515) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 79,998 | 78,547 | 40,750 | 0 | | FUND EXPENSES | 0.00 | 58,515 | 58,515 | 0 | 0 |
| (79,998) | (78,547) | (40,750) | 0 | | E.M.S. - Paramedic Fund Totals: | 0.00 | (58,515) | (58,515) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 79,998 | 78,547 | 40,750 | 0 | | REPORT EXPENSES | 0.00 | 175,775 | 151,455 | 0 | 0 |
| (79,998) | (78,547) | (40,750) | 0 | | REPORT TOTALS: | 0.00 | (175,775) | (151,455) | 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 – \$15,000

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$12,500
Medical oxygen, \$2,500

51150 LICENSE/PERMITS/CERTIFICATES – \$8,000

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 @ \$275 each), \$2,200
ICEMA EMT Re–cert (4 EMT's @ \$125 each), \$500

52050 MAINTENANCE – OTHER EQUIPMENT – \$2,000

Maintenance of EMS tools and equipment.

52450 SPECIAL CONTRACT SERVICES – \$20,175

Billing service for the collection of Paramedic Service Fees, \$7,680
Service Agreements for inspection and maintenance of three (3) Life–Pak 15 Version 1 cardiac monitor/defibrillators and four (4) Life–Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$7,475

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 agreement for LifePak 15 cardiac monitor and defibrillator, \$1,930

Service agreement for Lifenet modems, \$310

Annual access fee for Handtevy Mobile, medication management software, \$1,590

Initial customization and set-up fee for Handtevy Mobile, \$1,190

52690 SMALL EQUIPMENT – \$12,640

First-aid supplies for all City departments, \$500

Pulse oximeter sensors (20 @ \$90 each), \$1,800

Intraosseous infusion needle, \$750

EZ IO intraosseous power driver and case, \$700

Lifenet modem for LifePak 15 defibrillator, \$1,300

Replacement King-Vision blades, \$365

Little Anne QCPR 4-Pack CPR mannequins, \$1,200

Little Junior QPCPR 4-Pack CPR mannequins, \$1,100

Little Baby QPCPR 4-Pack CPR mannequins, \$1,150

Handtevy pediatric equipment bags (3 @ \$545 each), \$1,635

Handtevy medication and equipment guide, \$940

Meret medical equipment bag kits for Medic Squad 151 and Medic Engine 152 (2 @ \$600 each), \$1,200

**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 | <p>The Department responded to 83 cardiac arrest incidents in 2021—the vast majority of 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 is requesting to purchase three of the Lucas systems—one for each of the front-line fire engines/truck and one for the Medic Squad. The cost includes an annual service fee, which would also be included in subsequent budgets.</p> <p style="text-align: center;"><i>(Only \$44,140 approved in City Manager’s Budget)</i></p> | \$66,210 |
| 62050 | LifePak 15 Version 4 Cardiac Monitor and Defibrillator | <p>The Department currently has three LifePak 15 Version 1 cardiac monitor/defibrillators. They are reaching the end of their rated service life and need to be replaced. The Department is requesting to purchase one this fiscal year, and one each for the next two fiscal years. In addition, a LifePak 15 needs to be purchased for the Medic Squad to allow all units to remain in paramedic service should a cardiac monitor need to be taken out of service for maintenance or in the event of a mechanical failure. This would allow personnel to rotate one of the older cardiac monitors into the role of a backup.</p> | \$44,300 |

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

Department: Fire

Program: 4539 Emergency Medical Services

| Object Code | Item | Justification | Cost |
|---|---|---|-------------------------|
| 62050 | King Vision aBlade Model Video Laryngoscope | The Department is requesting to purchase three King Vision aBlade model video laryngoscopes to outfit the two front-line fire engines/truck and the Medic Squad. Video laryngoscopes greatly improve the success rate of placing advanced airways in critical patients. They also place the paramedic farther from the patient's mouth during the procedure, which is the recommended method of placing an advanced airway during the COVID pandemic. The Department currently has two older model King Vision video laryngoscopes; however, the image quality on these is subpar compared to the newer technology, they are showing wear that affect the ability to keep them in service, and thus need to be replaced. A third video laryngoscope needs to be purchased for the Medic Squad. All three laryngoscopes need to be of the same model (aBlade) for compatibility in training/field use and in purchasing the disposable blades, etc. (3 @ \$2,250 each) | \$6,750 |
| <i>(Only \$4,500 approved in City Manager's Budget)</i> | | | |
| | | | Total: \$117,260 |

(Only \$92,940 approved in City Manager's Budget)

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 | 3,099,567 | 3,507,651 | 3,565,702 | |
| Services and Supplies | 6,127,324 | 5,594,679 | 5,334,011 | |
| Capital Outlay | 172,000 | 709,857 | 627,857 | |
| Sewer Depreciation | 73,556 | 73,556 | 73,556 | |
| Total | 9,472,447 | 9,885,743 | 9,601,126 | |
| Personnel Authorized | 39.90 (FT) 9.00 (PT) | 39.90 (FT) 9.00 (PT) | 41.00 (FT) 4.00 (PT) | |
| Divisional Distribution | | | | |
| Engineering | 728,420 | 856,394 | 845,814 | |
| Street Maintenance | 1,609,690 | 1,800,930 | 1,740,771 | |
| Park Maintenance | 702,945 | 693,287 | 659,406 | |
| Irrigation | 0 | 126,131 | 101,543 | |
| Vehicle Maintenance | 502,022 | 471,623 | 459,223 | |
| Sewer Maintenance | 4,150,444 | 4,862,410 | 4,845,810 | |
| Building Maintenance | 1,778,926 | 1,074,968 | 948,559 | |
| Total | 9,472,447 | 9,885,743 | 9,601,126 | |
| Source of Funds | | | | |
| General Fund | 3,216,941 | 3,529,760 | 3,882,334 | |
| Gas Tax Fund | 1,111,514 | 1,313,228 | 679,137 | |
| Park Maintenance Fund | 89,252 | 46,640 | 60,140 | |
| Community Dev Block Grant Fund | 30,062 | 28,724 | 28,724 | |
| Air Quality Improvement Fund | 10,000 | 0 | 0 | |
| American Rescue Plan | 645,045 | 0 | 0 | |
| Public Works Department Grants | 3,451 | 0 | 0 | |
| 2021 Lease Revenue Bonds | 85,738 | 86,981 | 86,981 | |
| Sewer Operating Fund | 4,075,888 | 4,787,854 | 4,771,254 | |
| Sewer Replacement Fund | 1,000 | 1,000 | 1,000 | |
| Sewer Capital Asset Fund | 73,556 | 73,556 | 73,556 | |
| Equipment Replacement Fund | 130,000 | 18,000 | 18,000 | |
| Total | 9,472,447 | 9,885,743 | 9,601,126 | |

**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>Full Time:</u> | | | | | | | | |
| <u>Director of Public Works/City Engineer</u> Monica Heredia | C | | 2.2 | 14,041 | 9.8 | 14,743 | 175,372 | 175,372 |
| <u>Public Works Facilities/Maintenance Assistant Manager</u> Mathew Paradis | B | | 8.7 | 7,048 | 3.3 | 7,400 | 85,738 | 85,738 |
| <u>Public Works Operations Assistant Manager</u> Alex Cardona | B | | 8.7 | 7,400 | 3.3 | 7,770 | 90,021 | 90,021 |
| <u>Engineering Division Manager</u> Steven Stanton | B | 03/01/22 | 8.0 | 8,946 | 4.0 | 9,393 | 109,140 | 109,140 |
| <u>Associate Engineer</u> Vacant | A | | 6.0 | 6,930 | 6.0 | 7,277 | 87,799 | 87,799 |
| <u>Project Manager</u> Vacant | A | | 6.0 | 5,671 | 6.0 | 5,954 | 71,843 | 71,843 |
| <u>Senior Public Works Inspector</u> James Diaz | C | 09/20/21 | 2.7 | 6,674 | 9.3 | 7,008 | 83,194 | 83,194 |
| <u>Building Maintenance Technician</u> Vacant | A | | 6.0 | 4,019 | 6.0 | 4,220 | 50,917 | 50,917 |
| <u>Senior Leadworker</u> Raul Molinar, Jr. | C | 09/02/21 | 2.0 | 5,408 | 10.0 | 5,678 | 69,624 | 69,624 |

**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) | Recommended by Administration Next Year |
| | | | First Rate | | Second Rate | | Total Salary Next Year | |
| | | | Months | Rate | Months | Rate | | |
| <u>Leadworker - Maintenance</u> | | | | | | | | |
| Richard Herrera | C | 02/14/22 | 7.5 | 4,947 | 4.5 | 4,711 | 60,051 | 60,051 |
| John Kresback | E | | 12.0 | 4,947 | | | 61,145 | 61,145 |
| Patrick Perez | C | 08/14/21 | 1.5 | 4,487 | 10.5 | 4,711 | 57,882 | 57,882 |
| <u>Irrigation Leadworker</u> | | | | | | | | |
| Vacant | A | | 6.0 | 4,070 | 6.0 | 4,273 | 51,560 | 51,560 |
| <u>Motor Sweeper Operator</u> | | | | | | | | |
| Sergio Martinez | E | | 12.0 | 4,653 | | | 57,511 | 57,511 |
| Andrew Venegas | C | 07/07/20 | 0.2 | 4,220 | 11.8 | 4,431 | 54,724 | 54,724 |
| <u>Equipment Maintenance Supervisor</u> | | | | | | | | |
| Michael Lawrence | E | | 12.0 | 7,418 | | | 91,686 | 91,686 |
| <u>Equipment Mechanic</u> | | | | | | | | |
| Javier Robles | E | | 12.0 | 4,856 | | | 60,020 | 60,020 |
| <u>Facilities Specialist</u> | | | | | | | | |
| Jesus Escalante | D | 04/14/22 | 9.5 | 5,678 | 2.5 | 5,962 | 70,911 | 70,911 |
| <u>Maintenance Worker</u> | | | | | | | | |
| Michael Braun | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Anthony Flores | B | 10/11/21 | 3.4 | 3,703 | 8.6 | 3,888 | 47,408 | 47,408 |
| Rayden Garcia | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Adam McCray | B | 10/11/21 | 3.4 | 3,703 | 8.6 | 3,888 | 47,408 | 47,408 |
| Phillip Mendez | D | 06/08/22 | 11.3 | 4,083 | 0.7 | 4,287 | 50,613 | 50,613 |
| Alex Perez | D | 11/27/21 | 4.9 | 4,083 | 7.1 | 4,287 | 51,957 | 51,957 |
| Joseph Puckett | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |

**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>Maintenance Worker - Cont</u> | | | | | | | | |
| Steven Rabino | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Sergio Tafolla | C | 10/11/21 | 3.4 | 3,888 | 8.6 | 4,083 | 49,783 | 49,783 |
| Jeff Wheeler | E | | 12.0 | 4,287 | | | 52,987 | 52,987 |
| Vacant | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Vacant | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Vacant | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Vacant | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| <u>Graffiti Abatement Worker</u> | | | | | | | | |
| Vacant | A | | 6.0 | 3,527 | 6.0 | 3,703 | 44,681 | 44,681 |
| Vacant (Unfunded) | A | | 12.0 | 0 | | | 0 | 0 |
| <u>NPDES Inspector</u> | | | | | | | | |
| Samantha Contreras | C | 12/22/21 | 5.7 | 5,004 | 6.3 | 5,254 | 63,472 | 63,472 |
| <u>Administrative Specialist</u> | | | | | | | | |
| Nadia Paz | C | 01/03/22 | 6.1 | 4,232 | 5.9 | 4,444 | 52,035 | 52,035 |
| <u>Office Specialist</u> | | | | | | | | |
| Krystal Rabino | C | 06/01/22 | 11.0 | 3,678 | 1.0 | 3,862 | 45,650 | 45,650 |
| <u>Custodian</u> | | | | | | | | |
| Joel Flores | A | | 4.7 | 3,278 | 7.3 | 3,442 | 41,749 | 41,749 |
| Cristopher Gonzalez | B | 07/05/21 | 0.2 | 3,442 | 11.8 | 3,615 | 44,645 | 44,645 |
| Vacant | A | | 6.0 | 3,278 | 6.0 | 3,442 | 41,530 | 41,530 |
| Sergio Sahagun | C | 12/08/21 | 5.3 | 3,615 | 6.7 | 3,795 | 45,924 | 45,924 |

**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>Administration to other Departments</u> | | | | | | | | | |
| Maintenance Worker (CFD 2011-1) | | | | | | | -8,800 | -8,800 | |
| CFD Personnel Costs | | | | | | | -9,737 | -9,737 | |
| <u>Part Time:</u> | | | | | | | | | |
| <u>City Engineer Consultant</u> | | | | | | | | | |
| Rosemary Hoerning (960 hrs year) | | | | | | | 85,738 | 85,738 | |
| <u>Senior Intern</u> | | | | | | | | | |
| Vacant (20 hrs week) | | | | | | | 16,910 | 16,910 | |
| <u>Graffiti Abatement Aide</u> | | | | | | | | | |
| Vacant - Unfunded (29 hrs week) | | | | | | | 0 | 0 | |
| <u>Senior Leadworker</u> | | | | | | | | | |
| Jeff Flanders (480 hrs year) | | | | | | | 16,512 | 16,512 | |
| Salary Requirements: | | | | | | | | | |
| | | | | | | | (FT) | 2,407,891 | 2,407,891 |
| | | | | | | | (PT) | 119,160 | 119,160 |
| | | | | | | | TOTAL | 2,527,051 | 2,527,051 |

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

| Classification | POSITION QUOTA | | | | APPROPRIATIONS | | |
|------------------------------|--------------------------|--------------|----------------|-------|------------------|------------------|----------------|
| | Current | Dept Request | City Mgr Recom | Final | Dept Request | City Mgr Recom | Adopted Budget |
| | Director of Public Works | 1.00 | 1.00 | 1.00 | | 175,372 | 175,372 |
| Admin other Depts | | | | | -17,537 | 0 | |
| Project Manager | 1.00 | 1.00 | 1.00 | | 0 | 71,843 | |
| PW Facilities/Maint Asst Mgr | 1.00 | 1.00 | 1.00 | | 85,738 | 85,738 | |
| PW Operations Asst Manager | 1.00 | 1.00 | 1.00 | | 90,021 | 90,021 | |
| Engineering Division Manager | 1.00 | 1.00 | 1.00 | | 109,140 | 109,140 | |
| Associate Engineer | 1.00 | 1.00 | 1.00 | | 85,853 | 87,799 | |
| Sr. Public Works Inspector | 1.00 | 1.00 | 1.00 | | 83,194 | 83,194 | |
| Environmental Comp Coor | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Facilities Specialist | 1.00 | 1.00 | 1.00 | | 70,911 | 70,911 | |
| Senior Leadworker | 1.00 | 1.00 | 1.00 | | 69,624 | 69,624 | |
| Leadworker Maintenance | 3.00 | 3.00 | 3.00 | | 179,078 | 179,078 | |
| Irrigation Leadworker | 1.00 | 1.00 | 1.00 | | 60,051 | 51,560 | |
| Motor Sweeper Operator | 2.00 | 2.00 | 2.00 | | 112,235 | 112,235 | |
| Admin from other Depts | | | | | -2,300 | -2,300 | |
| Equipment Maint Supervisor | 1.00 | 1.00 | 1.00 | | 91,686 | 91,686 | |
| Equipment Mechanic | 1.00 | 1.00 | 1.00 | | 60,020 | 60,020 | |
| Sr. Maintenance Worker | 3.00 | 3.00 | 0.00 | | 166,896 | 0 | |
| Maintenance Worker | 8.00 | 8.00 | 14.00 | | 389,518 | 657,604 | |
| Admin from other Depts | | | | | -8,800 | -8,800 | |
| Graffiti Abatement Worker | 2.00 | 2.00 | 2.00 | | 44,681 | 44,681 | |
| Admin from other Depts | | | | | -1,250 | -1,250 | |
| NPDES Coordinator | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| NPDES Inspector | 1.00 | 1.00 | 1.00 | | 63,472 | 63,472 | |
| Building Maint Technician | 1.00 | 1.00 | 1.00 | | 50,917 | 50,917 | |
| Administrative Specialist | 1.00 | 1.00 | 1.00 | | 52,035 | 52,035 | |
| Office Specialist | 1.00 | 1.00 | 1.00 | | 45,650 | 45,650 | |
| Custodian | 4.00 | 4.00 | 4.00 | | 173,848 | 173,848 | |
| Public Works Admin CFD Reimb | | | | | -6,187 | -6,187 | |
| <u>Part-Time</u> | | | | | | | |
| City Engineer Consultant | 1.00 | 1.00 | 1.00 | | 85,738 | 85,738 | |
| Maintenance Worker | 4.00 | 4.00 | 0.00 | | 165,672 | 0 | |
| Senior Intern | 1.00 | 1.00 | 1.00 | | 16,910 | 16,910 | |
| Custodian | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Graffiti Abatement Worker | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Senior Leadworker | 1.00 | 1.00 | 1.00 | | 33,024 | 16,512 | |
| Full Time | 40.00 | 40.00 | 41.00 | | 2,259,940 | 2,426,428 | |
| Admin other Departments | -0.10 | -0.10 | 0.00 | | -36,074 | -18,537 | |
| Total FT Positions/Salaries | 39.90 | 39.90 | 41.00 | | 2,223,866 | 2,407,891 | |
| Part Time | 9.00 | 9.00 | 4.00 | | 301,344 | 119,160 | |
| Overtime | | | | | 64,800 | 64,800 | |
| Total Salaries & Wages | | | | | 2,590,010 | 2,591,851 | |
| Benefit Costs | | | | | 680,733 | 716,516 | |
| PERS Benefit Costs | | | | | 242,285 | 257,335 | |
| Benefit Costs other Depts | | | | | -5,377 | 0 | |
| Total Benefit Costs | | | | | 917,641 | 973,851 | |
| TOTAL | | | | | 3,507,651 | 3,565,702 | |

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 | 451,707 | 487,019 | 574,229 | |
| Services and Supplies | 276,713 | 367,375 | 269,585 | |
| Capital Outlay | 0 | 2,000 | 2,000 | |
| Total | 728,420 | 856,394 | 845,814 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 4.15 (FT) 1.00 (PT) | 4.15 (FT) 1.00 (PT) | 4.00 (FT) 1.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Department Distribution

| | | | |
|----------------------------|----------------|----------------|----------------|
| Management & Construction | 440,647 | 468,245 | 546,665 |
| Public Works Inspection | 86,444 | 111,691 | 111,691 |
| Traffic Safety Engineering | 201,329 | 276,458 | 187,458 |
| Total | 728,420 | 856,394 | 845,814 |

Source of Funds

| | | | |
|--------------------------------|----------------|----------------|----------------|
| General Fund | 453,231 | 504,413 | 582,833 |
| Gas Tax Fund | 186,000 | 265,000 | 176,000 |
| Public Works Department Grants | 3,451 | 0 | 0 |
| 2021 Lease Revenue Bonds | 85,738 | 86,981 | 86,981 |
| Total | 728,420 | 856,394 | 845,814 |

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 | 353,385 | 363,870 | 451,080 | |
| Services and Supplies | 87,262 | 102,375 | 93,585 | |
| Capital Outlay | 0 | 2,000 | 2,000 | |
| Total | 440,647 | 468,245 | 546,665 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 3.30 (FT) 1.00 (PT) | 3.30 (FT) 1.00 (PT) | 3.15 (FT) 1.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------------------|----------------|----------------|----------------|
| General Fund | 354,909 | 381,264 | 459,684 |
| 2021 Lease Revenue Bonds | 85,738 | 86,981 | 86,981 |
| Total | 440,647 | 468,245 | 546,665 |

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4641 Management & Construction

| Classification | POSITION QUOTA | | | | APPROPRIATIONS | | |
|------------------------------|----------------|--------------|----------------|-------|----------------|----------------|----------------|
| | Current | Dept Request | City Mgr Recom | Final | Dept Request | City Mgr Recom | Adopted Budget |
| Director of Public Works | 0.20 | 0.20 | 0.20 | | 35,074 | 35,074 | |
| Admin other Depts | -0.10 | -0.10 | 0.00 | | -17,537 | 0 | |
| | <u>0.10</u> | <u>0.10</u> | <u>0.20</u> | | <u>17,537</u> | <u>35,074</u> | |
| Engineering Division Manager | 0.70 | 0.70 | 0.70 | | 76,398 | 76,398 | |
| Associate Engineer | 0.70 | 0.70 | 0.70 | | 60,097 | 61,459 | |
| Project Manager | 0.70 | 0.70 | 0.70 | | 0 | 50,290 | |
| NPDES Coordinator | 0.25 | 0.25 | 0.00 | | 0 | 0 | |
| NPDES Inspector | 0.25 | 0.25 | 0.25 | | 15,868 | 15,868 | |
| Administrative Specialist | 0.60 | 0.60 | 0.60 | | 31,221 | 31,221 | |
| Public Works Admin CFD Reimb | | | | | -6,187 | -6,187 | |
| <u>Part-Time</u> | | | | | | | |
| City Engineer Consultant | 1.00 | 1.00 | 1.00 | | 85,738 | 85,738 | |
| Full Time | 3.40 | 3.40 | 3.15 | | 218,658 | 270,310 | |
| Admin other Departments | -0.10 | -0.10 | 0.00 | | -23,724 | -6,187 | |
| Total FT Positions/Salaries | <u>3.30</u> | <u>3.30</u> | <u>3.15</u> | | <u>194,934</u> | <u>264,123</u> | |
| Part Time | 1.00 | 1.00 | 1.00 | | 85,738 | 85,738 | |
| Overtime | | | | | 2,200 | 2,200 | |
| Total Salaries & Wages | | | | | 282,872 | 352,061 | |
| Benefit Costs | | | | | 56,309 | 64,283 | |
| PERS Benefit Costs | | | | | 30,066 | 34,736 | |
| Benefit Costs other Depts | | | | | -5,377 | 0 | |
| Total Benefit Costs | | | | | 80,998 | 99,019 | |
| TOTAL | | | | | 363,870 | 451,080 | |

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>2020-2021</u> | <u>1st 6 Mos. 2021-2022</u> | <u>Estimate 2022-2023</u> |
|---------------------------------------|------------------|---------------------------------|-------------------------------|
| Public Works Improvements | 12 | 6 | 12 |
| Citizen Requests | 60 | 30 | 60 |
| Studies | 1 | 3 | 2 |
| Plan Check Capital Improvements | 15 | 3 | 10 |
| Plan Check Private Development | 30 | 15 | 35 |
| Plan Check Tract Maps | 2 | 2 | 4 |
| Plan Check Parcel Maps | 1 | 2 | 4 |
| Plan Check Lot Merger/Line Adjustment | 2 | 0 | 2 |
| Review of WQMPs | 10 | 6 | 12 |

Personnel Services – \$363,870

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,537; Engineering Division Manager (0.70) – \$76,398; Assistant Engineer (0.70) – \$60,097; NPDES Inspector (0.25) – \$15,868; Administrative Specialist (0.60) – \$31,221; City Engineer Consultant (1.00/part-time) – \$85,738. Cost allocations are as follows: full-time salaries – \$201,121; admin other departments – <\$6,187>; part-time salaries – \$85,738; overtime – \$2,200; benefit costs – \$80,998.

Services and Supplies – \$102,375

Funding requested is for: books and publications – \$200; uniforms – \$1,500; program supplies – \$750; license/permits/certificates – \$3,710; dues and memberships – \$1,450; travel and meetings – \$4,500; mileage/auto allowance – \$2,730; special consulting services – \$7,000; plan check service – \$100,000; plan check service – reimbursement - <\$100,000>; special lab testing – \$1,000; special contract services – \$70,640; vocational training – \$1,700; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

Capital Outlay – \$2,000

Funding requested is for: Office furniture for the Director of Public Works/City Engineer.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:42PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4641 | Management & Construction | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 164,242 | 140,111 | 159,943.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 201,121.00 | 270,310.00 | 0.00 | 0.00 |
| 9,427 | 1,374 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - SRTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9,027 | 147 | 0.00 | 0.00 | 41010-400-1600 | Regular Wages - ATP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,073 | 21,982.00 | 0.00 | 41010-400-1702 | Regular Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (5,625) | (5,625) | -5,625.00 | 0.00 | 41017-400-0000 | CFD Admin Reimbursement | 0.00 | -6,187.00 | -6,187.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 42020-400-1702 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23,442 | 0 | 22,277.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,499 | 236 | 2,200.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 1,691 | 1,461 | 1,811.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 2,621.00 | 2,621.00 | 0.00 | 0.00 |
| 0 | 0 | 36,360.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 40,800.00 | 49,365.00 | 0.00 | 0.00 |
| 2,661 | 2,405 | 893.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 3,933.00 | 4,810.00 | 0.00 | 0.00 |
| 21,650 | 17,388 | 22,120.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 27,698.00 | 34,736.00 | 0.00 | 0.00 |
| 882 | 541 | 768.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 846.00 | 1,137.00 | 0.00 | 0.00 |
| 1,029 | 752 | 894.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 939.00 | 1,187.00 | 0.00 | 0.00 |
| 3,179 | 2,284 | 2,643.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,918.00 | 3,920.00 | 0.00 | 0.00 |
| 1,456 | 0 | 1,381.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 238,559 | 162,147 | 267,647 | 0 | | Personnel Services Totals: | 0.00 | 276,889 | 364,099 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 198.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 785 | 362 | 800.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 1,500.00 | 800.00 | 0.00 | 0.00 |
| 475 | 0 | 750.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 750.00 | 750.00 | 0.00 | 0.00 |
| 347 | 0 | 3,510.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 3,710.00 | 3,710.00 | 0.00 | 0.00 |
| 375 | 0 | 1,000.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 1,450.00 | 1,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 6,735 | 285 | 900.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |
| 5,574 | 4,108 | 2,730.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 2,730.00 | 2,730.00 | 0.00 | 0.00 |
| 0 | 3,300 | 4,500.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 7,000.00 | 5,000.00 | 0.00 | 0.00 |
| 75,059 | 93,024 | 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 | 0 | 500.00 | 0.00 | 52420-400-0000 | Special Lab Testing | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 66,498 | 38,098 | 64,749.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 70,640.00 | 65,000.00 | 0.00 | 0.00 |
| 217 | 121 | 1,430.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 1,700.00 | 1,700.00 | 0.00 | 0.00 |
| 4,974 | 5,487 | 4,695.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 4,695.00 | 4,695.00 | 0.00 | 0.00 |
| 0 | 1,073 | 1,500.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52990-400-1703 | Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 161,039 | 145,857 | 87,262 | 0 | | Services & Supplies Totals: | 0.00 | 102,375 | 93,585 | 0 | 0 |
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| | | | | 62010-400-0000 | Office Equipment/Furniture | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 2,000 | 2,000 | 0 | 0 |
| 399,598 | 308,005 | 354,909 | 0 | | EXPENDITURES TOTALS: | 0.00 | 381,264 | 459,684 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 399,598 | 308,005 | 354,909 | 0 | | DEPT EXPENSES | 0.00 | 381,264 | 459,684 | 0 | 0 |
| (399,598) | (308,005) | (354,909) | 0 | | Management & Construction Totals | 0.00 | (381,264) | (459,684) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 399,598 | 308,005 | 354,909 | 0 | | FUND EXPENSES | 0.00 | 381,264 | 459,684 | 0 | 0 |
| (399,598) | (308,005) | (354,909) | 0 | | General Fund Totals: | 0.00 | (381,264) | (459,684) | 0 | 0 |
| | | | | 1103 | Road Maint Rehab - Sect 2032 | | | | | |
| | | | | 4641 | Management & Construction | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 52,948 | 124,759.00 | 0.00 | 52260-400-1702 | Design/Engineering Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 52,948 | 124,759 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 52,948 | 124,759 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 52,948 | 124,759 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (52,948) | (124,759) | 0 | | Management & Construction Totals | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 52,948 | 124,759 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (52,948) | (124,759) | 0 | | Road Maint Rehab - Sect 2032 Tota | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1253 | 2021 Lease Rev Bond Proceeds | | | | | |
| | | | | 4641 | Management & Construction | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 85,738.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 85,738.00 | 85,738.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,243.00 | 1,243.00 | 0.00 | 0.00 |
| 0 | 0 | 85,738 | 0 | | Personnel Services Totals: | 0.00 | 86,981 | 86,981 | 0 | 0 |
| 0 | 0 | 85,738 | 0 | | EXPENDITURES TOTALS: | 0.00 | 86,981 | 86,981 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 85,738 | 0 | | DEPT EXPENSES | 0.00 | 86,981 | 86,981 | 0 | 0 |
| 0 | 0 | (85,738) | 0 | | Management & Construction Totals | 0.00 | (86,981) | (86,981) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 85,738 | 0 | | FUND EXPENSES | 0.00 | 86,981 | 86,981 | 0 | 0 |
| 0 | 0 | (85,738) | 0 | | 2021 Lease Rev Bond Proceeds Tot | 0.00 | (86,981) | (86,981) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|--|------|-------------------|------------------|------------------|-----------------|
| 0 | 180,634 | 284,501.00 | 0.00 | 1751 4641 E20 52260-400-1702 | Infrastructure Fund Management & Construction Services & Supplies Design/Engineering Svcs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 180,634 | 284,501 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 180,634 | 284,501 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 180,634 | 284,501 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (180,634) | (284,501) | 0 | | Management & Construction Totals | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 180,634 | 284,501 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (180,634) | (284,501) | 0 | | Infrastructure Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 399,598 | 541,587 | 849,907 | 0 | | REPORT EXPENSES | 0.00 | 468,245 | 546,665 | 0 | 0 |
| (399,598) | (541,587) | (849,907) | 0 | | REPORT TOTALS: | 0.00 | (468,245) | (546,665) | 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 | Steve Stanton, Engineering Division Manager 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 2022 | \$2,000 |
| 52130 | Monica Heredia, Director of Public Works/City Engineer | American Public Works Association (APWA) PWX 2022 offers educational sessions that address current public works issues as well as ongoing challenges. | Charlotte, NC | August 28-31, 2022 | \$2,500 |
| | | | | Total | \$4,500 |

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

Department: Public Works

Program: 4641 Management and Construction

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est Expense |
|--------------------|---|--|---|-------------------------|--------------------------|
| 52540 | Steve Stanton, Engineering Division Manager | Sacramento State Water Programs Pretreatment Facility Inspection Courses. | Various San Bernardino County locations | Periodically | \$200 |
| 52540 | Steve Stanton, Engineering Division Manager | Seminars, classes and training sessions available to assist the City in developing project management skills. | Various San Bernardino County and Southern California locations | Periodically | \$300 |
| 52540 | James Diaz, Senior Public Works Inspector | Seminars, classes and training sessions available to assist the City in developing inspection skills. | Various San Bernardino County locations | Periodically | \$300 |
| 52540 | Samantha Contreras, NPDES Inspector | Seminars, classes, and training sessions available to assist the City in developing 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 | Nadia Paz, 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: | \$1,700 |

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

51020 BOOKS AND PUBLICATIONS – \$200

Public Works Standards and Specifications for Public Works Construction “Greenbook” (3) copies

51100 UNIFORMS – \$1,500 ***(Only \$800 approved in City Manager’s Budget)***

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$750

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500.
Gloves, paper towels wipes, \$250.

51150 LICENSE/PERMITS/CERTIFICATES – \$3,710

| <u>Personnel</u> | <u>Description</u> | <u>Cost</u> |
|--|--|-------------|
| Monica Heredia, Director of Public Works/City Engineer | Professional License Renewal | \$ 200 |
| Samantha Contreras, NPDES Inspector | CWEA Environmental Compliance Inspector Grade 1 Exam | \$ 360 |
| Annual Permit | SWRCB WDR Annual Permit | \$3,150 |

52120 DUES AND MEMBERSHIPS – \$1,450 ***(Only \$1,000 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 | \$ 200 |
| Steve Stanton, Engineering Division Manager | CWEA Annual Membership | \$ 400 |
| Steve Stanton, Engineering Division Manager | MSA Membership | \$ 225 |
| James Diaz, Public Works Inspector | American Public Works Association Membership | \$ 225 |
| Samantha Contreras, NPDES Inspector | CWEA Annual Membership | \$ 400 |

52130 TRAVEL AND MEETINGS – \$4,500

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: Public Works

Program: 4641 Management and Construction

Object
Number

52190 SPECIAL CONSULTING SERVICES – \$7,000 *(Only \$5,000 approved in City Manager’s Budget)*

DBE Goal Setting - Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2022, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include the Central Avenue/Union Pacific Grade Separation Project, \$2,000.

Miscellaneous Consultant Services - consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies, \$5,000.

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.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$70,640 *(Only \$65,000 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 \$1.65 per notification. The City averages approximately 120 notifications per month plus a regulatory fee of \$80 per month.

NPDES – \$19,022

 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 1.75 percent of the overall \$863,112 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.

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

 New fee being implemented – 21% surcharge fee Section 13260 Water Code.

PLANET BIDS – \$4,641

 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.

Continued on next page

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

SSMP – \$10,000

 Sewer System Management Plan (SSMP)/Master Plan annual update.

Software program FOG Monitoring – \$2,500

 Software annual administration fees.

52540 VOCATIONAL TRAINING – \$1,700

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

52850 CELLULAR PHONE EXPENSES – \$4,695

 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.

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

Department: Public Works

Program: 4641 Management & Construction

| Object Code | Item | Justification | Cost |
|--------------------|-------------|--|----------------|
| 62010 | Office Desk | The current desk for the Director of Public Works is not ergonomic. It is about two inches higher than normal. The oversize desk and printer cabinet are not functional. A U-shape desk with a credenza would be ergonomical and an efficient workspace. | \$2,000 |
| Total: | | | \$2,000 |

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 | 86,444 | 111,691 | 111,691 | |
| Services and Supplies | 0 | 0 | 0 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 86,444 | 111,691 | 111,691 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 0.80 (FT) | 0.80 (FT) | 0.80 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|---------------|----------------|----------------|
| General Fund | 86,444 | 111,691 | 111,691 |
| Total | 86,444 | 111,691 | 111,691 |

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 | | 17,537 | 17,537 | |
| Sr. Public Works Inspector | 0.70 | 0.70 | 0.70 | | 58,236 | 58,236 | |
| Full Time | 0.80 | 0.80 | 0.80 | | 75,773 | 75,773 | |
| Overtime | | | | | 3,600 | 3,600 | |
| Total Salaries & Wages | | | | | 79,373 | 79,373 | |
| Benefit Costs | | | | | 19,176 | 19,176 | |
| PERS Benefit Costs | | | | | 13,142 | 13,142 | |
| Total Benefit Costs | | | | | 32,318 | 32,318 | |
| TOTAL | | | | | 111,691 | 111,691 | |

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>2020-2021</u> | <u>1st 6 mos. 2021-2022</u> | <u>Estimate 2022-2023</u> |
|--|------------------|---------------------------------|-------------------------------|
| Subdivision public improvement inspections | 200 | 100 | 200 |
| Private development improvement inspections | 50 | 30 | 50 |
| Public works improvement inspections performed | 200 | 100 | 200 |
| Public utilities inspections performed | 100 | 50 | 100 |

Personnel Services – \$111,691

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$17,537; Senior Public Works Inspector (0.70) – \$58,236. Cost allocations are as follows: full-time salaries – \$75,773; overtime – \$3,600; benefit costs – \$32,318.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:42PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4642 | Inspection | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 40,686 | 58,509 | 60,762.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 75,773.00 | 75,773.00 | 0.00 | 0.00 |
| 4,356 | 5,460 | 3,600.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 3,600.00 | 3,600.00 | 0.00 | 0.00 |
| 0 | 412 | 1,328.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,159.00 | 1,159.00 | 0.00 | 0.00 |
| 0 | 0 | 11,700.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 13,440.00 | 13,440.00 | 0.00 | 0.00 |
| 771 | 757 | 893.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 2,624.00 | 2,624.00 | 0.00 | 0.00 |
| 4,629 | 6,357 | 6,774.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 13,142.00 | 13,142.00 | 0.00 | 0.00 |
| 161 | 232 | 256.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 319.00 | 319.00 | 0.00 | 0.00 |
| 174 | 223 | 250.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 536.00 | 536.00 | 0.00 | 0.00 |
| 654 | 934 | 881.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,098.00 | 1,098.00 | 0.00 | 0.00 |
| 51,431 | 72,885 | 86,444 | 0 | | Personnel Services Totals: | 0.00 | 111,691 | 111,691 | 0 | 0 |
| 51,431 | 72,885 | 86,444 | 0 | | EXPENDITURES TOTALS: | 0.00 | 111,691 | 111,691 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 51,431 | 72,885 | 86,444 | 0 | | DEPT EXPENSES | 0.00 | 111,691 | 111,691 | 0 | 0 |
| (51,431) | (72,885) | (86,444) | 0 | | Inspection Totals: | 0.00 | (111,691) | (111,691) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 51,431 | 72,885 | 86,444 | 0 | | FUND EXPENSES | 0.00 | 111,691 | 111,691 | 0 | 0 |
| (51,431) | (72,885) | (86,444) | 0 | | General Fund Totals: | 0.00 | (111,691) | (111,691) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4642 | Inspection | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 21,560 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21,560 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 21,560 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 21,560 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (21,560) | 0 | 0 | 0 | | Inspection Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 21,560 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (21,560) | 0 | 0 | 0 | | Gas Tax Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4642 | Inspection | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 11,640 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11,640 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 11,640 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 11,640 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (11,640) | 0 | 0 | 0 | | Inspection Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 11,640 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| (11,640) | 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 |
| 84,630 | 72,885 | 86,444 | 0 | | REPORT EXPENSES | 0.00 | 111,691 | 111,691 | 0 | 0 |
| (84,630) | (72,885) | (86,444) | 0 | | REPORT TOTALS: | 0.00 | (111,691) | (111,691) | 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 | 11,878 | 11,458 | 11,458 | |
| Services and Supplies | 189,451 | 265,000 | 176,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 201,329 | 276,458 | 187,458 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 0.05 (FT) | 0.05 (FT) | 0.05 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------------------------|----------------|----------------|----------------|
| General Fund | 11,878 | 11,458 | 11,458 |
| Gas Tax Fund | 186,000 | 265,000 | 176,000 |
| Public Works Department Grants | 3,451 | 0 | 0 |
| Total | 201,329 | 276,458 | 187,458 |

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 | | 8,769 | 8,769 | |
| Full Time | 0.05 | 0.05 | 0.05 | | 8,769 | 8,769 | |
| Benefit Costs | | | | | 1,504 | 1,504 | |
| PERS Benefit Costs | | | | | 1,185 | 1,185 | |
| Total Benefit Costs | | | | | 2,689 | 2,689 | |
| TOTAL | | | | | 11,458 | 11,458 | |

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>2020-2021</u> | <u>1st 6 mos. 2021-2022</u> | <u>Estimate 2022-2023</u> |
|----------------------------------|------------------|---------------------------------|-------------------------------|
| Developments reviewed | 10 | 5 | 10 |
| Signals maintained | 45 | 47 | 50 |
| Reports, studies, investigations | 1 | 5 | 5 |
| Citizen requests | 40 | 15 | 35 |
| Traffic Counts | 20 | 0 | 10 |

Personnel Services – \$11,458

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$8,769. Cost allocations are as follows: full-time salaries – \$8,769; benefit costs – \$2,689.

Services and Supplies – \$265,000

Funding requested is for: maintenance – traffic signals – \$50,000; extraordinary signal maintenance – \$166,000; architecture/engineering services – \$48,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:42PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4644 | Traffic Safety Engineering | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 7,916 | 8,728 | 8,931.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 8,769.00 | 8,769.00 | 0.00 | 0.00 |
| 0 | 206 | 206.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 810.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 840.00 | 840.00 | 0.00 | 0.00 |
| 378 | 378 | 447.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 438.00 | 438.00 | 0.00 | 0.00 |
| 956 | 952 | 1,253.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,185.00 | 1,185.00 | 0.00 | 0.00 |
| 31 | 29 | 38.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 37.00 | 37.00 | 0.00 | 0.00 |
| 51 | 49 | 63.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 62.00 | 62.00 | 0.00 | 0.00 |
| 115 | 130 | 130.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 127.00 | 127.00 | 0.00 | 0.00 |
| 9,448 | 10,472 | 11,878 | 0 | | Personnel Services Totals: | 0.00 | 11,458 | 11,458 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 47,032 | 0.00 | 0.00 | 51170-400-0000 | Expenses Reimb to Gas Tax | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 98,591 | 36,000 | 0.00 | 0.00 | 52260-400-0000 | Architecture/Engineering Svcs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 98,591 | 83,032 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 108,039 | 93,504 | 11,878 | 0 | | EXPENDITURES TOTALS: | 0.00 | 11,458 | 11,458 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 108,039 | 93,504 | 11,878 | 0 | | DEPT EXPENSES | 0.00 | 11,458 | 11,458 | 0 | 0 |
| (108,039) | (93,504) | (11,878) | 0 | | Traffic Safety Engineering Totals: | 0.00 | (11,458) | (11,458) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 108,039 | 93,504 | 11,878 | 0 | | FUND EXPENSES | 0.00 | 11,458 | 11,458 | 0 | 0 |
| (108,039) | (93,504) | (11,878) | 0 | | General Fund Totals: | 0.00 | (11,458) | (11,458) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4644 | Traffic Safety Engineering | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | (47,032) | 0.00 | 0.00 | 51170-400-0000 | Expenses Reimb from GenFund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (12,845) | 29,697 | 40,000.00 | 0.00 | 52040-400-0000 | Maintenance - Traffic Signals | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 117,326 | 81,747 | 110,000.00 | 0.00 | 52060-400-0000 | Extraordinary Signal Maintenanc | 0.00 | 166,000.00 | 90,000.00 | 0.00 | 0.00 |
| 0 | 0 | 35,000.00 | 0.00 | 52260-400-0000 | Architecture/Engineering Svcs | 0.00 | 48,000.00 | 35,000.00 | 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 |
| 104,481 | 64,413 | 186,000 | 0 | | Services & Supplies Totals: | 0.00 | 265,000 | 176,000 | 0 | 0 |
| 104,481 | 64,413 | 186,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 265,000 | 176,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 104,481 | 64,413 | 186,000 | 0 | | DEPT EXPENSES | 0.00 | 265,000 | 176,000 | 0 | 0 |
| (104,481) | (64,413) | (186,000) | 0 | | Traffic Safety Engineering Totals: | 0.00 | (265,000) | (176,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 104,481 | 64,413 | 186,000 | 0 | | FUND EXPENSES | 0.00 | 265,000 | 176,000 | 0 | 0 |
| (104,481) | (64,413) | (186,000) | 0 | | Gas Tax Fund Totals: | 0.00 | (265,000) | (176,000) | 0 | 0 |
| | | | | 1104 | Measure I Fund | | | | | |
| | | | | 4644 | Traffic Safety Engineering | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 16,398 | 1,062 | 0.00 | 0.00 | 52190-400-1651 | Safety Analysis-SSARP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16,398 | 1,062 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 16,398 | 1,062 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|---|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,398 | 1,062 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,398) | (1,062) | 0 | 0 | | Traffic Safety Engineering Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,398 | 1,062 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (16,398) | (1,062) | 0 | 0 | | Measure I Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 147,585 | 5,771 | 3,451.00 | 0.00 | 1163 4644 E20 52190-400-1651 | Safety/PW Dept Grants Traffic Safety Engineering Services & Supplies Safety Analysis-SSARP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 147,585 | 5,771 | 3,451 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 147,585 | 5,771 | 3,451 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 147,585 | 5,771 | 3,451 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (147,585) | (5,771) | (3,451) | 0 | | Traffic Safety Engineering Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 147,585 | 5,771 | 3,451 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (147,585) | (5,771) | (3,451) | 0 | | Safety/PW Dept Grants Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 376,504 | 164,749 | 201,329 | 0 | | REPORT EXPENSES | 0.00 | 276,458 | 187,458 | 0 | 0 |
| (376,504) | (164,749) | (201,329) | 0 | | REPORT TOTALS: | 0.00 | (276,458) | (187,458) | 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 – \$50,000

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 \$77.76 per month per signalized intersection. (Gas Tax Fund)

52060 EXTRAORDINARY SIGNAL MAINTENANCE – \$166,000 ***(Only \$90,000 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 QuicNet traffic signal monitoring software is over ten years old and needs replacement at a cost of \$75,000. ***(Not approved in City Manager's Budget)*** (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$48,000 ***(Only \$35,000 approved in City Manager's Budget)***

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 | 690,688 | 712,248 | 703,089 | |
| Services and Supplies | 874,002 | 1,047,082 | 1,003,082 | |
| Capital Outlay | 45,000 | 41,600 | 34,600 | |
| Total | 1,609,690 | 1,800,930 | 1,740,771 | |

| | | | |
|-----------------------------|------------------------|------------------------|-------------------------|
| Personnel Authorized | 9.29 (FT) 2.47 (PT) | 9.29 (FT) 2.47 (PT) | 10.28 (FT) 1.15 (PT) |
|-----------------------------|------------------------|------------------------|-------------------------|

Department Distribution

| | | | |
|--------------------|------------------|------------------|------------------|
| Graffiti Abatement | 129,499 | 94,521 | 94,521 |
| Street Maintenance | 1,182,632 | 1,358,718 | 1,320,559 |
| Signing & Painting | 129,383 | 161,250 | 143,250 |
| Street Sweeping | 168,176 | 186,441 | 182,441 |
| Total | 1,609,690 | 1,800,930 | 1,740,771 |

Source of Funds

| | | | |
|--------------------------------|------------------|------------------|------------------|
| General Fund | 609,114 | 723,978 | 1,208,910 |
| Gas Tax Fund | 925,514 | 1,048,228 | 503,137 |
| Community Dev Block Grant Fund | 30,062 | 28,724 | 28,724 |
| Equipment Replacement Fund | 45,000 | 0 | 0 |
| Total | 1,609,690 | 1,800,930 | 1,740,771 |

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 | 71,599 | 80,321 | 80,321 | |
| Services and Supplies | 12,900 | 14,200 | 14,200 | |
| Capital Outlay | 45,000 | 0 | 0 | |
| Total | 129,499 | 94,521 | 94,521 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 2.15 (FT) 1.00 (PT) | 2.15 (FT) 1.00 (PT) | 2.15 (FT) 1.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------------------------|----------------|---------------|---------------|
| General Fund | 54,437 | 65,797 | 65,797 |
| Community Dev Block Grant Fund | 30,062 | 28,724 | 28,724 |
| Equipment Replacement Fund | 45,000 | 0 | 0 |
| Total | 129,499 | 94,521 | 94,521 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Graffiti Abatement Worker | 2.00 | 2.00 | 2.00 | | 44,681 | 44,681 | |
| Graffiti Abatement CFD Reimb | | | | | -1,250 | -1,250 | |
| <u>Part-Time</u> | | | | | | | |
| Graffiti Abatement Worker | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Full Time | 2.15 | 2.15 | 2.15 | | 56,144 | 56,144 | |
| Admin other Departments | | | | | -1,250 | -1,250 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Overtime | | | | | 700 | 700 | |
| Total Salaries & Wages | | | | | 55,594 | 55,594 | |
| Benefit Costs | | | | | 19,226 | 19,226 | |
| PERS Benefit Costs | | | | | 5,501 | 5,501 | |
| Total Benefit Costs | | | | | 24,727 | 24,727 | |
| TOTAL | | | | | 80,321 | 80,321 | |

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>2020-21</u> | <u>1st 6 mos. 2021-22</u> | <u>Estimated 2022-23</u> |
|---------------------------|----------------|-------------------------------|------------------------------|
| Locations graffiti abated | 2,933 | 1,165 | 3,000 |

Personnel Services – \$80,321

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Graffiti Abatement Worker (2.00) – \$44,681. Cost allocations are as follows: full-time salaries – \$56,144; admin other departments – <\$1,250>; overtime – \$700; benefit costs – \$24,727.

Services and Supplies – \$14,200

Funding requested is for: uniforms – \$2,200; program supplies – \$2,000; materials – miscellaneous maintenance and repair – \$10,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4645 | Graffiti Abatement | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 56,102 | 8,982 | 49,936.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 56,144.00 | 56,144.00 | 0.00 | 0.00 |
| (14,404) | (9,196) | -20,662.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | -17,774.00 | -17,774.00 | 0.00 | 0.00 |
| 412 | 573 | 550.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 700.00 | 700.00 | 0.00 | 0.00 |
| 214 | 138 | 46.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 144.00 | 144.00 | 0.00 | 0.00 |
| 891 | 9 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 15,930.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 17,670.00 | 17,670.00 | 0.00 | 0.00 |
| 241 | 139 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 6,345 | 1,036 | 5,706.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 5,501.00 | 5,501.00 | 0.00 | 0.00 |
| 207 | 75 | 211.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 236.00 | 236.00 | 0.00 | 0.00 |
| 200 | 34 | 238.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 227.00 | 227.00 | 0.00 | 0.00 |
| 836 | 142 | 724.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 814.00 | 814.00 | 0.00 | 0.00 |
| 51,042 | 1,931 | 52,937 | 0 | | Personnel Services Totals: | 0.00 | 63,797 | 63,797 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 874 | 865 | 1,500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 2,291 | (500) | 0.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,166 | 365 | 1,500 | 0 | | Services & Supplies Totals: | 0.00 | 2,000 | 2,000 | 0 | 0 |
| 54,208 | 2,295 | 54,437 | 0 | | EXPENDITURES TOTALS: | 0.00 | 65,797 | 65,797 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 54,208 | 2,295 | 54,437 | 0 | | DEPT EXPENSES | 0.00 | 65,797 | 65,797 | 0 | 0 |
| (54,208) | (2,295) | (54,437) | 0 | | Graffiti Abatement Totals: | 0.00 | (65,797) | (65,797) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 54,208 | 2,295 | 54,437 | 0 | | FUND EXPENSES | 0.00 | 65,797 | 65,797 | 0 | 0 |
| (54,208) | (2,295) | (54,437) | 0 | | General Fund Totals: | 0.00 | (65,797) | (65,797) | 0 | 0 |
| | | | | 1132 | Community Development Block Gr | | | | | |
| | | | | 4645 | Graffiti Abatement | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 13,404 | 8,196 | 18,662.00 | 0.00 | 41011-400-0000 | Reg Wages Reimb-Graffiti | 0.00 | 16,524.00 | 16,524.00 | 0.00 | 0.00 |
| 13,404 | 8,196 | 18,662 | 0 | | Personnel Services Totals: | 0.00 | 16,524 | 16,524 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 225 | 550 | 1,400.00 | 0.00 | 51100-400-0000 | Graffiti - Uniforms | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 6,872 | 9,668 | 10,000.00 | 0.00 | 51410-400-0000 | Graffiti -Mtrls Maint & Repair | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 7,097 | 10,218 | 11,400 | 0 | | Services & Supplies Totals: | 0.00 | 12,200 | 12,200 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 15,445 | 0.00 | 0.00 | 62020-400-0000 | Graffiti - Trans & Work Equip | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 15,445 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 20,501 | 33,859 | 30,062 | 0 | | EXPENDITURES TOTALS: | 0.00 | 28,724 | 28,724 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 20,501 | 33,859 | 30,062 | 0 | | DEPT EXPENSES | 0.00 | 28,724 | 28,724 | 0 | 0 |
| (20,501) | (33,859) | (30,062) | 0 | | Graffiti Abatement Totals: | 0.00 | (28,724) | (28,724) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 20,501 | 33,859 | 30,062 | 0 | | FUND EXPENSES | 0.00 | 28,724 | 28,724 | 0 | 0 |
| (20,501) | (33,859) | (30,062) | 0 | | Community Development Block Gr | 0.00 | (28,724) | (28,724) | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4645 | Graffiti Abatement | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 45,000.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 45,000 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (45,000) | 0 | | Graffiti Abatement Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (45,000) | 0 | | Equipment Replacement Fund Total | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 74,709 | 36,154 | 129,499 | 0 | | REPORT EXPENSES | 0.00 | 94,521 | 94,521 | 0 | 0 |
| (74,709) | (36,154) | (129,499) | 0 | | REPORT TOTALS: | 0.00 | (94,521) | (94,521) | 0 | 0 |

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

Department: Public Works

Program: 4645 Graffiti Abatement

Object
Number

51100 UNIFORMS – \$2,200

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130 PROGRAM SUPPLIES – \$2,000

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$10,000

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 | 383,030 | 371,336 | 362,177 | |
| Services and Supplies | 799,602 | 945,782 | 923,782 | |
| Capital Outlay | 0 | 41,600 | 34,600 | |
| Total | 1,182,632 | 1,358,718 | 1,320,559 | |
| Personnel Authorized | 3.84 (FT) 1.47 (PT) | 3.84 (FT) 1.47 (PT) | 4.83 (FT) 0.15 (PT) | |

Source of Funds

| | | | |
|--------------|------------------|------------------|------------------|
| General Fund | 500,246 | 594,274 | 876,012 |
| Gas Tax Fund | 682,386 | 764,444 | 444,547 |
| Total | 1,182,632 | 1,358,718 | 1,320,559 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Leadworker Maintenance | 0.75 | 0.75 | 0.75 | | 45,859 | 45,859 | |
| Sr. Maintenance Worker | 0.99 | 0.99 | 0.00 | | 55,077 | 0 | |
| Maintenance Worker | 1.80 | 1.80 | 3.78 | | 85,002 | 173,472 | |
| Office Specialist | 0.15 | 0.15 | 0.15 | | 6,848 | 6,848 | |
| <u>Part-Time</u> | | | | | | | |
| Senior Leadworker | 0.15 | 0.15 | 0.15 | | 4,954 | 2,477 | |
| Maintenance Worker | 1.32 | 1.32 | 0.00 | | 54,672 | 0 | |
| Full Time | 3.84 | 3.84 | 4.83 | | 204,249 | 237,642 | |
| Part Time | 1.47 | 1.47 | 0.15 | | 59,626 | 2,477 | |
| Overtime | | | | | 15,000 | 15,000 | |
| Total Salaries & Wages | | | | | 278,875 | 255,119 | |
| Benefit Costs | | | | | 73,570 | 85,149 | |
| PERS Benefit Costs | | | | | 18,891 | 21,909 | |
| Total Benefit Costs | | | | | 92,461 | 107,058 | |
| TOTAL | | | | | 371,336 | 362,177 | |

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>2020–21</u> | 1st 6 mos. <u>2021–22</u> | Estimate <u>2022–23</u> |
|--|----------------|------------------------------|----------------------------|
| Tons of asphaltic concrete placed | 20 | 6 | 60 |
| Pounds of crack seal placed | 1,200 | 1,400 | 10,000 |
| Square footage of sidewalk removed And replaced | 150 | 75 | 200 |
| Remove and replace curb and gutter (lin. ft.) | 10 | 0 | 40 |
| Flood control facilities maintained (lin. ft.) | 24,000 | 12,000 | 24,000 |

Personnel Services – \$371,336

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) – \$6,962; Leadworker Maintenance (0.75) – \$45,859; Senior Maintenance Worker (0.99) – \$55,077; Maintenance Worker (1.80) – \$85,002; Office Specialist (0.15) – \$6,848; Senior Leadworker (0.15/part-time) – \$4,954; Maintenance Worker (1.32/part-time) – \$54,672. Cost allocations are as follows: full-time salaries – \$204,249; part-time salaries – \$59,626; overtime – \$15,000; benefit costs – \$92,461.

Services and Supplies – \$945,782

Funding requested is for: uniforms – \$7,250; program supplies – \$2,500; license/permits/certificates – \$2,300; materials – asphalt mix – \$21,100; materials – cement/sand/gravel – \$7,000; materials – weed chemicals – \$3,000; materials – miscellaneous maintenance and repair – \$18,400; dues and memberships – \$1,460; street lighting – \$400,000; special contract services – \$455,022; educational grants – \$3,000; vocational training – \$22,250; rent – equipment – \$2,500.

Capital Outlay – \$41,600

Funding requested is for: Graco Line Lazer V3900 – \$12,000; Bull 240 Industrial HEPA Concrete Vacuum – \$12,000; walk behind roller for the asphalt truck – \$16,000; landscape trailer for street crew – \$1,600.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4646 | Street Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 22,654 | 22,093 | 22,694.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 26,105.00 | 237,642.00 | 0.00 | 0.00 |
| 2,624 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 4,954.00 | 2,477.00 | 0.00 | 0.00 |
| 8,788 | 0 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20,637 | 17,943 | 26,500.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 87 | 0 | 0.00 | 0.00 | 43010-400-4202 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 214 | 138 | 46.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 144.00 | 144.00 | 0.00 | 0.00 |
| 0 | 0 | 10,602.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 12,009.00 | 79,023.00 | 0.00 | 0.00 |
| 245 | 139 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 2,699 | 2,472 | 2,995.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 2,786.00 | 21,909.00 | 0.00 | 0.00 |
| 434 | 188 | 96.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 110.00 | 1,000.00 | 0.00 | 0.00 |
| 228 | 134 | 173.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 162.00 | 933.00 | 0.00 | 0.00 |
| 1,190 | 948 | 567.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 727.00 | 3,760.00 | 0.00 | 0.00 |
| 2,244 | 1,573 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 307.00 | 154.00 | 0.00 | 0.00 |
| 62,043 | 45,627 | 63,931 | 0 | | Personnel Services Totals: | 0.00 | 62,439 | 362,177 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 3,778 | 5,256 | 3,625.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 3,625.00 | 3,625.00 | 0.00 | 0.00 |
| 449 | 400 | 400.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 400.00 | 400.00 | 0.00 | 0.00 |
| 442 | 480 | 800.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 2,300.00 | 2,300.00 | 0.00 | 0.00 |
| 0 | 205,070 | 0.00 | 0.00 | 51170-400-0000 | Expenses Reimb to Gas Tax | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 1,000.00 | 0.00 | 51350-400-0000 | Materials - Asphalt Mix | 0.00 | 2,000.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 0 | 350.00 | 0.00 | 51360-400-0000 | Materials - Cement/Sand/Gravel | 0.00 | 700.00 | 700.00 | 0.00 | 0.00 |
| 0 | (136) | 150.00 | 0.00 | 51400-400-0000 | Materials - Weed Chemicals | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 1,308 | 838 | 800.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| 375 | 150 | 440.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 1,460.00 | 1,460.00 | 0.00 | 0.00 |
| 3,032 | 0 | 0.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 381,237 | 393,285 | 375,000.00 | 0.00 | 52340-400-0000 | Street Lighting | 0.00 | 400,000.00 | 390,000.00 | 0.00 | 0.00 |
| 14,242 | 2,525 | 25,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 398 | 0 | 3,000.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 3,000.00 | 2,500.00 | 0.00 | 0.00 |
| 1,681 | 268 | 23,250.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 22,250.00 | 22,250.00 | 0.00 | 0.00 |
| 0 | 0 | 2,500.00 | 0.00 | 52640-400-0000 | Rent - Equipment | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 514 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 407,455 | 608,135 | 436,315 | 0 | | Services & Supplies Totals: | 0.00 | 490,235 | 479,235 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 262 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 41,600.00 | 34,600.00 | 0.00 | 0.00 |
| 262 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 41,600 | 34,600 | 0 | 0 |
| 469,759 | 653,762 | 500,246 | 0 | | EXPENDITURES TOTALS: | 0.00 | 594,274 | 876,012 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 469,759 | 653,762 | 500,246 | 0 | | DEPT EXPENSES | 0.00 | 594,274 | 876,012 | 0 | 0 |
| (469,759) | (653,762) | (500,246) | 0 | | Street Maintenance Totals: | 0.00 | (594,274) | (876,012) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 469,759 | 653,762 | 500,246 | 0 | | FUND EXPENSES | 0.00 | 594,274 | 876,012 | 0 | 0 |
| (469,759) | (653,762) | (500,246) | 0 | | General Fund Totals: | 0.00 | (594,274) | (876,012) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4646 | Street Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 78,278 | 38,632 | 132,772.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 178,144.00 | 0.00 | 0.00 | 0.00 |
| 41,675 | 61,724 | 101,096.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 54,672.00 | 0.00 | 0.00 | 0.00 |
| 4,166 | 1,304 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | 0 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 56,160.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 51,867.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 9,839 | 4,428 | 18,166.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 16,105.00 | 0.00 | 0.00 | 0.00 |
| 714 | 175 | 561.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 749.00 | 0.00 | 0.00 | 0.00 |
| 303 | 138 | 689.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 597.00 | 0.00 | 0.00 | 0.00 |
| 1,822 | 1,525 | 3,391.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 3,375.00 | 0.00 | 0.00 | 0.00 |
| 2,131 | 3,847 | 6,264.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 3,388.00 | 0.00 | 0.00 | 0.00 |
| 138,941 | 111,773 | 319,099 | 0 | | Personnel Services Totals: | 0.00 | 308,897 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 3,015 | 3,000 | 3,625.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 3,625.00 | 3,625.00 | 0.00 | 0.00 |
| 1,507 | 1,644 | 2,100.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 2,100.00 | 2,100.00 | 0.00 | 0.00 |
| 0 | (205,070) | 0.00 | 0.00 | 51170-400-0000 | Expenses Reimb from GenFund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,811 | 2,019 | 7,000.00 | 0.00 | 51350-400-0000 | Materials - Asphalt Mix | 0.00 | 19,100.00 | 13,500.00 | 0.00 | 0.00 |
| 281 | 344 | 3,150.00 | 0.00 | 51360-400-0000 | Materials - Cement/Sand/Gravel | 0.00 | 6,300.00 | 6,300.00 | 0.00 | 0.00 |
| 0 | (307) | 1,350.00 | 0.00 | 51400-400-0000 | Materials - Weed Chemicals | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 11,166 | 10,558 | 12,200.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 16,900.00 | 11,500.00 | 0.00 | 0.00 |
| 300,761 | 256,898 | 333,862.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 405,022.00 | 405,022.00 | 0.00 | 0.00 |
| 320,542 | 69,086 | 363,287 | 0 | | Services & Supplies Totals: | 0.00 | 455,547 | 444,547 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 466 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 466 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 459,950 | 180,859 | 682,386 | 0 | | EXPENDITURES TOTALS: | 0.00 | 764,444 | 444,547 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 459,950 | 180,859 | 682,386 | 0 | | DEPT EXPENSES | 0.00 | 764,444 | 444,547 | 0 | 0 |
| (459,950) | (180,859) | (682,386) | 0 | | Street Maintenance Totals: | 0.00 | (764,444) | (444,547) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 459,950 | 180,859 | 682,386 | 0 | | FUND EXPENSES | 0.00 | 764,444 | 444,547 | 0 | 0 |
| (459,950) | (180,859) | (682,386) | 0 | | Gas Tax Fund Totals: | 0.00 | (764,444) | (444,547) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1751 | Infrastructure Fund | | | | | |
| | | | | 4646 | Street Maintenance | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 1,855 | 0.00 | 0.00 | 52190-400-1700 | Central/UPRR Feasibility Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 208,650 | 768,959 | 0.00 | 0.00 | 52260-400-1700 | Central Ave/UPRR Arch/Eng | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 208,650 | 770,813 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 208,650 | 770,813 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 208,650 | 770,813 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (208,650) | (770,813) | 0 | 0 | | Street Maintenance Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 208,650 | 770,813 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (208,650) | (770,813) | 0 | 0 | | Infrastructure Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 1,138,359 | 1,605,434 | 1,182,632 | 0 | | REPORT EXPENSES | 0.00 | 1,358,718 | 1,320,559 | 0 | 0 |
| (1,138,359) | (1,605,434) | (1,182,632) | 0 | | REPORT TOTALS: | 0.00 | (1,358,718) | (1,320,559) | 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 | \$1,250 |
| 52540 | Division Personnel | Attendance of miscellaneous courses and seminars on Pesticides. PAPA (4 exams and eight seminars) | 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 @ \$3,000) | City Yard | Varies | \$18,000 |
| 52540 | Division Personnel | PAPA classes for continuing education hours to maintain certificates | Southern California | Varies | \$1,500 |
| | | | | Total: | \$22,250 |

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 51100 UNIFORMS – \$7,250
Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel. (General Fund – \$3,625; Gas Tax Fund – \$3,625)
- 51130 PROGRAM SUPPLIES – \$2,500 (General Fund – \$400; Gas Tax Fund – \$2,100)
Shovels, hoes, rakes, picks, brooms, etc., \$1,000
Rain gear for four new employees, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,500
- 51150 LICENSE/PERMITS/CERTIFICATES – \$2,300
Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.
- 51350 MATERIALS – ASPHALT MIX – \$21,100 (General Fund – \$2,000; Gas Tax Fund – \$19,100) ***(Only \$15,000 approved in City Manager’s Budget) (General Fund – \$1,500; Gas Tax Fund – \$13,500)***
Asphalt and crack sealing material to make street repairs as needed throughout the City, \$12,900
Pothole Mix, \$2,800
Romasol – (2) 55 gallon drums, \$5,400
- 51360 MATERIALS – CEMENT/SAND/GRAVEL – \$7,000 (General Fund – \$700; Gas Tax Fund -\$6,300)
Cement (bagged), sand and gravel, \$1,300
Five truckloads of cement @ 9.5 yards each truckload, \$5,700
- 51400 MATERIALS – WEED CHEMICALS – \$3,000 (General Fund – \$500; Gas Tax Fund – \$2,500)
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.

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$18,400 *(Only \$13,000 approved in City Manager’s Budget)*
 (General Fund – \$1,500; Gas Tax Fund – \$16,900) *(General Fund – \$1,500; Gas Tax Fund – \$11,500)*
- 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, \$13,000
- Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera Elementary School on Monte Vista, \$5,400
(Not approved in City Manager’s Budget)
- 52120 DUES AND MEMBERSHIPS – \$1,460
- | | | |
|--------------------------------|-------------------------------|--------|
| Leadworker, Maintenance Worker | CDPR Exam Fee | \$ 160 |
| Leadworker, Maintenance Worker | PAPA Membership | \$ 100 |
| Leadworker, Maintenance Worker | PAPA QAL/QAC Test Preparation | \$ 400 |
| Division Personnel | MSA Dues | \$ 800 |
- 52340 STREET LIGHTING – \$400,000 *(Only \$390,000 approved in City Manager’s Budget)*
- Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.
- 52450 SPECIAL CONTRACT SERVICES – \$455,022 (General Fund – \$50,000; Gas Tax Fund – \$405,022)
- Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$25,000
- Landscaping for the existing median islands and parkways, \$318,837
- Contract with West Coast Arborists for tree maintenance services in Grid 3 (1,084 trees @ \$70.65/tree) and miscellaneous tree trimming and removal, \$101,585
- Annual Palm tree trimming, \$9,600
- 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.

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

52540 VOCATIONAL TRAINING – \$22,250

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

52640 RENT – EQUIPMENT – \$2,500

Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City-owned equipment failure.

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

Department: Public Works

Program: 4646 Street Maintenance

| Object Code | Item | Justification | Cost |
|-------------|---|---|----------|
| 62050 | Graco Line Lazer V3900 | Standard line striper will be used to stripe lane lines, parking lot lines, and curbs. | \$12,000 |
| 62050 | Bull 240 Industrial HEPA Concrete Vacuum | HEPA vacuum for use while grinding concrete as required by AQMD. <i>(Only \$5,000 approved in City Manager's Budget)</i> | \$12,000 |
| 62050 | Walk Behind Roller for Unit 311 Asphalt Truck | Walk behind roller for asphalt paving. The previous City owned walk behind roller that was used with the asphalt truck for smaller asphalt repairs was not repairable and was disposed. | \$16,000 |
| 62050 | Landscape Trailer for Street Crew | Replacement trailer for Unit 516, a homemade small trailer from 1969 with inadequate sized tires for major thoroughfares. We are requesting a six foot trailer to be used for transporting the concrete saw, sidewalk grinder and other Street Maintenance machinery for day to day operations. | \$1,600 |

Total: \$41,600

(Only \$34,600 approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4650

| Department | Division | Program |
|-------------------|-----------------|--------------------|
| Public Works | Streets | Signing & Painting |

Program Description

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

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 78,683 | 89,450 | 89,450 | |
| Services and Supplies | 50,700 | 71,800 | 53,800 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 129,383 | 161,250 | 143,250 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 1.15 (FT) | 1.15 (FT) | 1.15 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 27,154 | 32,179 | 94,830 |
| Gas Tax Fund | 102,229 | 129,071 | 48,420 |
| Total | 129,383 | 161,250 | 143,250 |

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4650 Signing & 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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Maintenance Worker | 1.00 | 1.00 | 1.00 | | 50,613 | 50,613 | |
| Full Time | 1.15 | 1.15 | 1.15 | | 62,076 | 62,076 | |
| Overtime | | | | | 2,000 | 2,000 | |
| Total Salaries & Wages | | | | | 64,076 | 64,076 | |
| Benefit Costs | | | | | 19,337 | 19,337 | |
| PERS Benefit Costs | | | | | 6,037 | 6,037 | |
| Total Benefit Costs | | | | | 25,374 | 25,374 | |
| TOTAL | | | | | 89,450 | 89,450 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------|-----------------|-------------------------|
| Public Works | Streets | 4650 Signing & Painting |

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
 2. Paint traffic striping biennially.
 3. Paint traffic legends throughout the City on a biennial or as-needed basis.
 4. Replace and maintain all Raised Pavement Markers throughout the City on an as-needed basis.
-

Units of Measure

| | <u>2020–21</u> | 1st 6 mos. <u>2021–22</u> | Estimate <u>2022–23</u> |
|-------------------------|----------------|------------------------------|----------------------------|
| Maintain signs | 2,300 | 850 | 2,500 |
| Fabricate signs | 75 | 45 | 100 |
| Stripe miles of street | 10 | 0 | 50 |
| Stencil traffic legends | 120 | 30 | 500 |
| Raised Pavement Markers | 1,800 | 600 | 2,000 |

Personnel Services – \$89,450

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Maintenance Worker (1.00) – \$50,613. Cost allocations are as follows: full-time salaries – \$62,076; overtime – \$2,000; benefit costs – \$25,374.

Services and Supplies – \$71,800

Funding requested is for: program supplies – \$800; materials – traffic striping – \$12,000; 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: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--|-------------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4650 | Signing/Painting | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 9,096 | 12,807 | 13,077.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 16,524.00 | 62,076.00 | 0.00 | 0.00 |
| 2,120 | 1,514 | 2,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 214 | 138 | 46.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 144.00 | 144.00 | 0.00 | 0.00 |
| 0 | 0 | 2,970.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 3,900.00 | 17,670.00 | 0.00 | 0.00 |
| 239 | 138 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 1,149 | 1,463 | 2,038.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,920.00 | 6,037.00 | 0.00 | 0.00 |
| 42 | 95 | 56.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 69.00 | 261.00 | 0.00 | 0.00 |
| 55 | 53 | 79.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 68.00 | 227.00 | 0.00 | 0.00 |
| 166 | 211 | 190.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 239.00 | 900.00 | 0.00 | 0.00 |
| 3 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13,085 | 16,419 | 20,714 | 0 | | Personnel Services Totals: | 0.00 | 24,999 | 89,450 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 40 | 40 | 40.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 80.00 | 80.00 | 0.00 | 0.00 |
| 0 | 28,650 | 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 | 400.00 | 0.00 | 0.00 |
| 2,420 | (1,500) | 4,300.00 | 0.00 | 51340-400-0000 | Materials - Street Signs | 0.00 | 4,800.00 | 4,000.00 | 0.00 | 0.00 |
| 500 | 400 | 400.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 600.00 | 500.00 | 0.00 | 0.00 |
| 0 | 0 | 500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 500.00 | 400.00 | 0.00 | 0.00 |
| 2,960 | 27,590 | 6,440 | 0 | | Services & Supplies Totals: | 0.00 | 7,180 | 5,380 | 0 | 0 |
| 16,045 | 44,009 | 27,154 | 0 | | EXPENDITURES TOTALS: | 0.00 | 32,179 | 94,830 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,045 | 44,009 | 27,154 | 0 | | DEPT EXPENSES | 0.00 | 32,179 | 94,830 | 0 | 0 |
| (16,045) | (44,009) | (27,154) | 0 | | Signing/Painting Totals: | 0.00 | (32,179) | (94,830) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 16,045 | 44,009 | 27,154 | 0 | | FUND EXPENSES | 0.00 | 32,179 | 94,830 | 0 | 0 |
| (16,045) | (44,009) | (27,154) | 0 | | General Fund Totals: | 0.00 | (32,179) | (94,830) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4650 | Signing/Painting | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 37,720 | 40,109.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 45,552.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 12,960.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 13,770.00 | 0.00 | 0.00 | 0.00 |
| 0 | 4,081 | 3,991.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 4,117.00 | 0.00 | 0.00 | 0.00 |
| 0 | 145 | 169.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 192.00 | 0.00 | 0.00 | 0.00 |
| 0 | 144 | 159.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 159.00 | 0.00 | 0.00 | 0.00 |
| 0 | 607 | 581.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 661.00 | 0.00 | 0.00 | 0.00 |
| 0 | 42,698 | 57,969 | 0 | | Personnel Services Totals: | 0.00 | 64,451 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 170 | 360 | 360.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 720.00 | 720.00 | 0.00 | 0.00 |
| 0 | (28,650) | 0.00 | 0.00 | 51170-400-0000 | Expenses Reimb from GenFund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 112 | 0 | 5,800.00 | 0.00 | 51330-400-0000 | Materials - Traffic Striping | 0.00 | 10,800.00 | 3,600.00 | 0.00 | 0.00 |
| 42,613 | 17,047 | 30,000.00 | 0.00 | 51340-400-0000 | Materials - Street Signs | 0.00 | 43,200.00 | 36,000.00 | 0.00 | 0.00 |
| 3,976 | 1,836 | 3,600.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 5,400.00 | 4,500.00 | 0.00 | 0.00 |
| 0 | 0 | 4,500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 4,500.00 | 3,600.00 | 0.00 | 0.00 |
| 398 | 430 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47,268 | (8,977) | 44,260 | 0 | | Services & Supplies Totals: | 0.00 | 64,620 | 48,420 | 0 | 0 |
| 47,268 | 33,721 | 102,229 | 0 | | EXPENDITURES TOTALS: | 0.00 | 129,071 | 48,420 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|--------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 47,268 | 33,721 | 102,229 | 0 | | DEPT EXPENSES | 0.00 | 129,071 | 48,420 | 0 | 0 |
| (47,268) | (33,721) | (102,229) | 0 | | Signing/Painting Totals: | 0.00 | (129,071) | (48,420) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 47,268 | 33,721 | 102,229 | 0 | | FUND EXPENSES | 0.00 | 129,071 | 48,420 | 0 | 0 |
| (47,268) | (33,721) | (102,229) | 0 | | Gas Tax Fund Totals: | 0.00 | (129,071) | (48,420) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 63,313 | 77,730 | 129,383 | 0 | | REPORT EXPENSES | 0.00 | 161,250 | 143,250 | 0 | 0 |
| (63,313) | (77,730) | (129,383) | 0 | | REPORT TOTALS: | 0.00 | (161,250) | (143,250) | 0 | 0 |

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

Department: Public Works

Program: 4650 Signing & 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 – \$12,000 ***(Only \$4,000 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. (General Fund – \$1,200; Gas Tax Fund \$10,800)
(General Fund – \$400; Gas Tax Fund – \$3,600)

51340 MATERIALS – STREET SIGNS – \$48,000 ***(Only \$40,000 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 – \$4,000; Gas Tax Fund – \$36,000)***

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$6,000 ***(Only \$5,000 approved in City Manager’s Budget)***

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$600; Gas Tax Fund – \$5,400)
(General Fund – \$500; Gas Tax Fund – \$4,500)

52450 SPECIAL CONTRACT SERVICES – \$5,000 ***(Only \$4,000 approved in City Manager’s Budget)***

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.
(General Fund – \$500; Gas Tax Fund – \$4,500) ***(General Fund – \$400; Gas Tax Fund – \$3,600)***

PROGRAM BUDGET SUMMARY – 1

Program Number 4651

| Department | Division | Program |
|-------------------|-----------------|-----------------|
| Public Works | Streets | Street Sweeping |

Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 157,376 | 171,141 | 171,141 | |
| Services and Supplies | 10,800 | 15,300 | 11,300 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 168,176 | 186,441 | 182,441 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 2.15 (FT) | 2.15 (FT) | 2.15 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 27,277 | 31,728 | 172,271 |
| Gas Tax Fund | 140,899 | 154,713 | 10,170 |
| Total | 168,176 | 186,441 | 182,441 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Motor Sweeper Operator | 2.00 | 2.00 | 2.00 | | 112,235 | 112,235 | |
| Street Sweeping CFD Reimb | | | | | -2,300 | -2,300 | |
| Full Time | 2.15 | 2.15 | 2.15 | | 123,698 | 123,698 | |
| Admin Other Depts | | | | | -2,300 | -2,300 | |
| Overtime | | | | | 1,000 | 1,000 | |
| Total Salaries & Wages | | | | | 122,398 | 122,398 | |
| Benefit Costs | | | | | 37,135 | 37,135 | |
| PERS Benefit Costs | | | | | 11,608 | 11,608 | |
| Total Benefit Costs | | | | | 48,743 | 48,743 | |
| TOTAL | | | | | 171,141 | 171,141 | |

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>2020–21</u> | 1st 6 mos. <u>2021–22</u> | Estimate <u>2022–23</u> |
|---|----------------|------------------------------|----------------------------|
| Curb miles swept | 13,500 | 6,750 | 13,500 |
| Respond to after-hour sweeping requests | 1 | 0 | 2 |

Personnel Services – \$171,141

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Motor Sweeper Operator (2.00) – \$112,235. Cost allocations are as follows: full-time salaries – 123,698; admin other departments – <\$2,300>; overtime – \$1,000; benefit costs – \$48,743.

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: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4651 | Street Sweeping | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 18,502 | 18,799 | 18,997.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 22,686.00 | 123,698.00 | 0.00 | 0.00 |
| (2,250) | (2,250) | -1,500.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | -2,300.00 | -2,300.00 | 0.00 | 0.00 |
| 349 | 696 | 350.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 214 | 138 | 152.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 261.00 | 1,313.00 | 0.00 | 0.00 |
| 0 | 0 | 4,410.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 5,430.00 | 32,970.00 | 0.00 | 0.00 |
| 236 | 139 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 2,185 | 2,114 | 2,628.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 2,477.00 | 11,608.00 | 0.00 | 0.00 |
| 73 | 118 | 80.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 95.00 | 520.00 | 0.00 | 0.00 |
| 83 | 69 | 97.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 86.00 | 404.00 | 0.00 | 0.00 |
| 276 | 286 | 275.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 328.00 | 1,793.00 | 0.00 | 0.00 |
| 19,669 | 20,109 | 25,747 | 0 | | Personnel Services Totals: | 0.00 | 30,198 | 171,141 | 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 |
| 686 | 500 | 1,500.00 | 0.00 | 51370-400-0000 | Materials - Street Sweeping | 0.00 | 1,500.00 | 1,100.00 | 0.00 | 0.00 |
| 716 | 500 | 1,530 | 0 | | Services & Supplies Totals: | 0.00 | 1,530 | 1,130 | 0 | 0 |
| 20,385 | 20,609 | 27,277 | 0 | | EXPENDITURES TOTALS: | 0.00 | 31,728 | 172,271 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 20,385 | 20,609 | 27,277 | 0 | | DEPT EXPENSES | 0.00 | 31,728 | 172,271 | 0 | 0 |
| (20,385) | (20,609) | (27,277) | 0 | | Street Sweeping Totals: | 0.00 | (31,728) | (172,271) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 20,385 | 20,609 | 27,277 | 0 | | FUND EXPENSES | 0.00 | 31,728 | 172,271 | 0 | 0 |
| (20,385) | (20,609) | (27,277) | 0 | | General Fund Totals: | 0.00 | (31,728) | (172,271) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4651 | Street Sweeping | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 86,729 | 91,652 | 93,395.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 101,012.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 954.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,052.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 25,920.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 27,540.00 | 0.00 | 0.00 | 0.00 |
| 9,467 | 9,941 | 9,293.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 9,131.00 | 0.00 | 0.00 | 0.00 |
| 350 | 382 | 394.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 425.00 | 0.00 | 0.00 | 0.00 |
| 312 | 317 | 318.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 318.00 | 0.00 | 0.00 | 0.00 |
| 1,264 | 1,345 | 1,355.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,465.00 | 0.00 | 0.00 | 0.00 |
| 98,122 | 103,638 | 131,629 | 0 | | Personnel Services Totals: | 0.00 | 140,943 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 270.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 270.00 | 270.00 | 0.00 | 0.00 |
| 8,721 | 5,000 | 9,000.00 | 0.00 | 51370-400-0000 | Materials - Street Sweeping | 0.00 | 13,500.00 | 9,900.00 | 0.00 | 0.00 |
| 8,721 | 5,000 | 9,270 | 0 | | Services & Supplies Totals: | 0.00 | 13,770 | 10,170 | 0 | 0 |
| 106,843 | 108,638 | 140,899 | 0 | | EXPENDITURES TOTALS: | 0.00 | 154,713 | 10,170 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 106,843 | 108,638 | 140,899 | 0 | | DEPT EXPENSES | 0.00 | 154,713 | 10,170 | 0 | 0 |
| (106,843) | (108,638) | (140,899) | 0 | | Street Sweeping Totals: | 0.00 | (154,713) | (10,170) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 106,843 | 108,638 | 140,899 | 0 | | FUND EXPENSES | 0.00 | 154,713 | 10,170 | 0 | 0 |
| (106,843) | (108,638) | (140,899) | 0 | | Gas Tax Fund Totals: | 0.00 | (154,713) | (10,170) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 127,228 | 129,247 | 168,176 | 0 | | REPORT EXPENSES | 0.00 | 186,441 | 182,441 | 0 | 0 |
| (127,228) | (129,247) | (168,176) | 0 | | REPORT TOTALS: | 0.00 | (186,441) | (182,441) | 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 \$11,000 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 – \$1,100; Gas Tax Fund – \$9,900**)

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 | 410,093 | 433,474 | 426,981 | |
| Services and Supplies | 212,852 | 259,813 | 232,425 | |
| Capital Outlay | 80,000 | 0 | 0 | |
| Total | 702,945 | 693,287 | 659,406 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 4.84 (FT) 1.32 (PT) | 4.84 (FT) 1.32 (PT) | 5.83 (FT) 0.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Department Distribution

| | | | |
|------------------|----------------|----------------|----------------|
| Park Maintenance | 615,423 | 598,414 | 564,533 |
| Tree Maintenance | 87,522 | 94,873 | 94,873 |
| Total | 702,945 | 693,287 | 659,406 |

Source of Funds

| | | | |
|----------------------------|----------------|----------------|----------------|
| General Fund | 573,693 | 646,647 | 618,266 |
| Park Maintenance Fund | 89,252 | 46,640 | 41,140 |
| Equipment Replacement Fund | 40,000 | 0 | 0 |
| Total | 702,945 | 693,287 | 659,406 |

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 | 397,021 | 416,836 | 410,343 | |
| Services and Supplies | 138,402 | 181,578 | 154,190 | |
| Capital Outlay | 80,000 | 0 | 0 | |
| Total | 615,423 | 598,414 | 564,533 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 4.69 (FT) 1.32 (PT) | 4.69 (FT) 1.32 (PT) | 5.68 (FT) 0.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|----------------------------|----------------|----------------|----------------|
| General Fund | 486,171 | 551,774 | 523,393 |
| Park Maintenance Fund | 89,252 | 46,640 | 41,140 |
| Equipment Replacement Fund | 40,000 | 0 | 0 |
| Total | 615,423 | 598,414 | 564,533 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Leadworker Maintenance | 0.90 | 0.90 | 0.90 | | 54,046 | 54,046 | |
| Sr. Maintenance Worker | 0.99 | 0.99 | 0.00 | | 55,077 | 0 | |
| Maintenance Worker Admin other Depts | 2.55 | 2.55 | 4.53 | | 124,896 | 213,366 | |
| | | | | | -8,800 | -8,800 | |
| | | | | | <u>116,096</u> | <u>204,566</u> | |
| Office Specialist | 0.10 | 0.10 | 0.10 | | 4,565 | 4,565 | |
| <u>Part-Time</u> | | | | | | | |
| Maintenance Worker | 1.32 | 1.32 | 0.00 | | 54,672 | 0 | |
| Full Time | 4.69 | 4.69 | 5.68 | | 250,047 | 283,440 | |
| Admin other Departments | | | | | -8,800 | -8,800 | |
| Total FT Positions/Salaries | | | | | 241,247 | 274,640 | |
| Part Time | 1.32 | 1.32 | 0.00 | | 54,672 | 0 | |
| Overtime | | | | | 15,000 | 15,000 | |
| Total Salaries & Wages | | | | | 310,919 | 289,640 | |
| Benefit Costs | | | | | 82,886 | 94,654 | |
| PERS Benefit Costs | | | | | 23,031 | 26,049 | |
| Total Benefit Costs | | | | | 105,917 | 120,703 | |
| TOTAL | | | | | 416,836 | 410,343 | |

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>2020–21</u> | 1st 6 mos. <u>2021–22</u> | Estimate <u>2022–23</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 – \$416,836

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) – \$6,962; Leadworker Maintenance (0.90) – \$54,046; Senior Maintenance Worker (0.99) – \$55,077; Maintenance Worker (2.55) – \$124,896; Office Specialist (0.10) – \$4,565; Maintenance Worker (1.32/part-time) – \$54,672. Cost allocations are as follows: full-time salaries – \$250,047; part-time salaries – \$54,672; admin other departments – <\$8,800>; overtime – \$15,000; benefit costs – \$105,917.

Services and Supplies – \$181,578

Funding requested is for: uniforms – \$5,000; program supplies – \$2,700; materials – fertilizer – \$4,000; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$36,490; travel & meetings – \$1,500; special contract services – \$121,888; rent – equipment – \$850; small equipment – \$2,150; miscellaneous expenditures – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4652 | Park Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 92,980 | 135,386 | 174,906.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 250,047.00 | 283,440.00 | 0.00 | 0.00 |
| (8,000) | (8,000) | -8,000.00 | 0.00 | 41011-400-0000 | Regular Earnings Reimbursement | 0.00 | -8,800.00 | -8,800.00 | 0.00 | 0.00 |
| 43,679 | 61,724 | 101,096.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 54,672.00 | 0.00 | 0.00 | 0.00 |
| 68,830 | 11,737 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18,164 | 29,187 | 28,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 452 | 0 | 0.00 | 0.00 | 43010-400-4202 | Overtime PTB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 138 | 207.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,212.00 | 1,212.00 | 0.00 | 0.00 |
| 0 | 0 | 65,610.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 71,832.00 | 86,979.00 | 0.00 | 0.00 |
| 81 | 136 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 11,286 | 14,821 | 23,096.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 23,031.00 | 26,049.00 | 0.00 | 0.00 |
| 854 | 673 | 736.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,052.00 | 1,193.00 | 0.00 | 0.00 |
| 696 | 572 | 846.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 850.00 | 1,024.00 | 0.00 | 0.00 |
| 3,252 | 3,453 | 4,002.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 4,417.00 | 4,111.00 | 0.00 | 0.00 |
| 6,299 | 4,571 | 6,264.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 3,388.00 | 0.00 | 0.00 | 0.00 |
| 238,571 | 254,397 | 397,021 | 0 | | Personnel Services Totals: | 0.00 | 416,836 | 410,343 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 4,616 | 1,168 | 1,350.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 1,350.00 | 1,350.00 | 0.00 | 0.00 |
| 1,726 | 2,007 | 2,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 2,700.00 | 2,700.00 | 0.00 | 0.00 |
| 19,233 | 939 | 4,000.00 | 0.00 | 51380-400-0000 | Materials - Sprinkler Parts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,986 | 0 | 4,000.00 | 0.00 | 51390-400-0000 | Materials - Fertilizer | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 1,617 | (2,000) | 2,000.00 | 0.00 | 51400-400-0000 | Materials - Weed Chemicals | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 15,049 | 247 | 0.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56,360 | 30,348 | 75,300.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 121,888.00 | 100,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 409 | 500.00 | 0.00 | 52640-400-0000 | Rent - Equipment | 0.00 | 850.00 | 850.00 | 0.00 | 0.00 |
| 5,749 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 2,150.00 | 2,150.00 | 0.00 | 0.00 |
| 108,336 | 33,118 | 89,150 | 0 | | Services & Supplies Totals: | 0.00 | 134,938 | 113,050 | 0 | 0 |
| 346,907 | 287,515 | 486,171 | 0 | | EXPENDITURES TOTALS: | 0.00 | 551,774 | 523,393 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 346,907 | 287,515 | 486,171 | 0 | | DEPT EXPENSES | 0.00 | 551,774 | 523,393 | 0 | 0 |
| (346,907) | (287,515) | (486,171) | 0 | | Park Maintenance Totals: | 0.00 | (551,774) | (523,393) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 346,907 | 287,515 | 486,171 | 0 | | FUND EXPENSES | 0.00 | 551,774 | 523,393 | 0 | 0 |
| (346,907) | (287,515) | (486,171) | 0 | | General Fund Totals: | 0.00 | (551,774) | (523,393) | 0 | 0 |
| | | | | 1130 | Park Maintenance Fund | | | | | |
| | | | | 4652 | Park Maintenance | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 1,227 | 3,650.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 3,650.00 | 3,650.00 | 0.00 | 0.00 |
| 0 | 12,354 | 16,000.00 | 0.00 | 51380-400-0000 | Materials - Sprinkler Parts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 750 | 0.00 | 0.00 | 51400-400-0000 | Materials - Weed Chemicals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26,213 | 17,482 | 20,000.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 36,490.00 | 30,990.00 | 0.00 | 0.00 |
| 0 | 0 | 1,500.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 3,518 | 3,902.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,400 | 1,350 | 0.00 | 0.00 | 52890-400-0000 | Rental Property Upkeep | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5,463 | 4,093 | 4,200.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 33,076 | 40,775 | 49,252 | 0 | | Services & Supplies Totals: | 0.00 | 46,640 | 41,140 | 0 | 0 |
| 0 | 0 | 40,000.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 40,000.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 40,000 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 33,076 | 40,775 | 89,252 | 0 | | EXPENDITURES TOTALS: | 0.00 | 46,640 | 41,140 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 33,076 | 40,775 | 89,252 | 0 | | DEPT EXPENSES | 0.00 | 46,640 | 41,140 | 0 | 0 |
| (33,076) | (40,775) | (89,252) | 0 | | Park Maintenance Totals: | 0.00 | (46,640) | (41,140) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 33,076 | 40,775 | 89,252 | 0 | | FUND EXPENSES | 0.00 | 46,640 | 41,140 | 0 | 0 |
| (33,076) | (40,775) | (89,252) | 0 | | Park Maintenance Fund Totals: | 0.00 | (46,640) | (41,140) | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4652 | Park Maintenance | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 40,000.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 40,000 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 40,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 40,000 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (40,000) | 0 | | Park Maintenance Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 40,000 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (40,000) | 0 | | Equipment Replacement Fund Total | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 379,983 | 328,290 | 615,423 | 0 | | REPORT EXPENSES | 0.00 | 598,414 | 564,533 | 0 | 0 |
| (379,983) | (328,290) | (615,423) | 0 | | REPORT TOTALS: | 0.00 | (598,414) | (564,533) | 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 2021 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. (Park Maintenance Fund) | TBA | November 2022 | \$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 – \$5,000
Rental and cleaning of uniforms and purchase of work boots for Division Personnel. (General Fund - \$1,350; Park Maintenance Fund- \$3,650)
- 51130 PROGRAM SUPPLIES – \$2,700
Shovels, hoes, rakes, brooms, pruners, etc., \$1,100
Work gloves, eye and ear protection, rain gear, etc., \$900
Socket set and drill set, \$700
- 51390 MATERIALS – FERTILIZER – \$4,000
Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.
- 51400 MATERIALS – WEED CHEMICALS – \$2,000
Chemicals to control weeds at City parks and facilities.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,490 (Park Maintenance Fund) **(Only \$30,990 approved in City Manager's Budget)**
Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$7,000
Playground fiber material to bring playground safety material back into safe levels, \$5,000
Playground equipment replacement of parts due to vandalism, \$7,000
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 for Golden Girls, \$7,000 **(Only \$1,500 approved in City Manager's Budget)**

**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 conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."
- 52450 SPECIAL CONTRACT SERVICES – \$121,888 ***(Only \$100,000 approved in City Manager's Budget)***

Police Department Facility landscape, Transcenter landscape and MFRC House, \$100,188
Gopher control at City Facilities, \$10,300
Pest Commander, \$11,400
- 52640 RENT – EQUIPMENT – \$850

Rental of private equipment from local vendors such as walk behind aerators, sod cutters and dethatches.
- 52690 SMALL EQUIPMENT – \$2,150

Replacement of two Backpack blowers, \$1,200
Replacement of one chain saw 25", \$600
Replacement of one chain saw 18", \$350
- 52990 MISCELLANEOUS EXPENDITURES – \$5,000 (Park Maintenance Fund)

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue.

PROGRAM BUDGET SUMMARY – 1

Program Number 4653

| Department | Division | Program |
|-------------------|------------------|------------------|
| Public Works | Park Maintenance | Tree Maintenance |

Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 13,072 | 16,638 | 16,638 | |
| Services and Supplies | 74,450 | 78,235 | 78,235 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 87,522 | 94,873 | 94,873 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 0.15 (FT) | 0.15 (FT) | 0.15 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|---------------|---------------|---------------|
| General Fund | 87,522 | 94,873 | 94,873 |
| Total | 87,522 | 94,873 | 94,873 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Full Time | 0.15 | 0.15 | 0.15 | | 11,463 | 11,463 | |
| Overtime | | | | | 800 | 800 | |
| Total Salaries & Wages | | | | | 12,263 | 12,263 | |
| Benefit Costs | | | | | 2,913 | 2,913 | |
| PERS Benefit Costs | | | | | 1,462 | 1,462 | |
| Total Benefit Costs | | | | | 4,375 | 4,375 | |
| TOTAL | | | | | 16,638 | 16,638 | |

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>2020-21</u> | 1st 6 mos. <u>2021-22</u> | Estimate <u>2022-23</u> |
|-------------------|----------------|------------------------------|----------------------------|
| Trees trimmed | 829 | 139 | 2,000 |
| Trees removed | 38 | 12 | 50 |
| Trees replaced | 2 | 0 | 50 |
| Tree roots pruned | 2 | 0 | 10 |
| Trees sprayed | 0 | 0 | 15 |

Personnel Services – \$16,638

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962. Cost allocations are as follows: full-time salaries – \$11,463; overtime – \$800; benefit costs – \$4,375.

Services and Supplies – \$78,235

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$76,585; rent – equipment – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4653 | Tree Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 8,866 | 8,616 | 8,620.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 11,463.00 | 11,463.00 | 0.00 | 0.00 |
| 776 | 650 | 800.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 800.00 | 800.00 | 0.00 | 0.00 |
| 214 | 138 | 46.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 144.00 | 144.00 | 0.00 | 0.00 |
| 0 | 0 | 1,530.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 2,370.00 | 2,370.00 | 0.00 | 0.00 |
| 236 | 139 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 1,133 | 1,010 | 1,595.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 1,462.00 | 1,462.00 | 0.00 | 0.00 |
| 37 | 76 | 37.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 48.00 | 48.00 | 0.00 | 0.00 |
| 50 | 34 | 61.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 50.00 | 50.00 | 0.00 | 0.00 |
| 143 | 137 | 125.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 166.00 | 166.00 | 0.00 | 0.00 |
| 11,455 | 10,799 | 13,072 | 0 | | Personnel Services Totals: | 0.00 | 16,638 | 16,638 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 250 | 0 | 250.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 250.00 | 250.00 | 0.00 | 0.00 |
| 427 | 123 | 400.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 400.00 | 400.00 | 0.00 | 0.00 |
| 19,991 | 4,000 | 72,800.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 76,585.00 | 76,585.00 | 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 |
| 20,668 | 4,123 | 74,450 | 0 | | Services & Supplies Totals: | 0.00 | 78,235 | 78,235 | 0 | 0 |
| 32,123 | 14,922 | 87,522 | 0 | | EXPENDITURES TOTALS: | 0.00 | 94,873 | 94,873 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|--------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 32,123 | 14,922 | 87,522 | 0 | | DEPT EXPENSES | 0.00 | 94,873 | 94,873 | 0 | 0 |
| (32,123) | (14,922) | (87,522) | 0 | | Tree Maintenance Totals: | 0.00 | (94,873) | (94,873) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 32,123 | 14,922 | 87,522 | 0 | | FUND EXPENSES | 0.00 | 94,873 | 94,873 | 0 | 0 |
| (32,123) | (14,922) | (87,522) | 0 | | General Fund Totals: | 0.00 | (94,873) | (94,873) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 32,123 | 14,922 | 87,522 | 0 | | REPORT EXPENSES | 0.00 | 94,873 | 94,873 | 0 | 0 |
| (32,123) | (14,922) | (87,522) | 0 | | REPORT TOTALS: | 0.00 | (94,873) | (94,873) | 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 – \$76,585

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 3, which includes 1,084 trees; services include tree trimming, tree removal, spraying and planting.

52640 RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

PROGRAM BUDGET SUMMARY – 1

Program Number 4654

| Department | Division | Program |
|-------------------|-----------------|----------------|
| Public Works | | Irrigation |

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 | 0 | 82,081 | 72,663 | |
| Services and Supplies | 0 | 44,050 | 28,880 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 0 | 126,131 | 101,543 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 1.00 (FT) | 1.00 (FT) | 1.00 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|-----------------------|----------|----------------|----------------|
| General Fund | 0 | 126,131 | 82,543 |
| Park Maintenance Fund | 0 | 0 | 19,000 |
| Total | 0 | 126,131 | 101,543 |

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 Leadworker | 1.00 | 1.00 | 1.00 | | 60,051 | 51,560 | |
| Full Time | 1.00 | 1.00 | 1.00 | | 60,051 | 51,560 | |
| Overtime | | | | | 0 | 0 | |
| Total Salaries & Wages | | | | | 60,051 | 51,560 | |
| Benefit Costs | | | | | 16,601 | 16,442 | |
| PERS Benefit Costs | | | | | 5,429 | 4,661 | |
| Total Benefit Costs | | | | | 22,030 | 21,103 | |
| TOTAL | | | | | 82,081 | 72,663 | |

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>2020-21</u> | 1st 6 mos. <u>2021-22</u> | Estimate <u>2022-23</u> |
|--|----------------|------------------------------|----------------------------|
| Backflow devices | 150 | 0 | 150 |
| Irrigation valves | 392 | 392 | 392 |
| Controllers/timers | 84 | 84 | 84 |
| City parks/facilities/medians | 108 | 108 | 108 |
| Hours expended in the repair of Irrigation systems citywide | 2,080 | 1,040 | 2,080 |

Personnel Services – \$82,081

Funding requested if for: Irrigation Specialist (1.00) – \$60,051. Cost allocations are as follows: full-time salaries – \$60,051; benefit costs – \$22,030.

Services and Supplies – \$44,050

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$36,300; special contract services – \$6,000; rent – equipment – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 5:35PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4654 | Irrigation Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 60,051.00 | 51,560.00 | 0.00 | 0.00 |
| 0 | 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 | 15,300.00 | 15,300.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 5,429.00 | 4,661.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 253.00 | 217.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 177.00 | 177.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 871.00 | 748.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 82,081 | 72,663 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 250.00 | 250.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 36,300.00 | 2,130.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52640-400-0000 | Rent - Equipment | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 44,050 | 9,880 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 126,131 | 82,543 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 126,131 | 82,543 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Irrigation Maintenance Totals: | 0.00 | (126,131) | (82,543) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 126,131 | 82,543 | 0 | 0 |
| 0 | 0 | 0 | 0 | | General Fund Totals: | 0.00 | (126,131) | (82,543) | 0 | 0 |
| | | | | 1130 | Park Maintenance Fund | | | | | |
| | | | | 4654 | Irrigation Maintenance | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 0.00 | 19,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 19,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 19,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 19,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Irrigation Maintenance Totals: | 0.00 | 0 | (19,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 19,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Park Maintenance Fund Totals: | 0.00 | 0 | (19,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT EXPENSES | 0.00 | 126,131 | 101,543 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT TOTALS: | 0.00 | (126,131) | (101,543) | 0 | 0 |

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

Department: Public Works

Program: 4654 Irrigation Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$250

Pumps, hand tools, saws, shovels, etc.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,300 *(Only \$21,300 approved in City Manager's Budget)*
(General Fund – \$2,130; Park Maintenance Fund – \$19,000)

Sprinklers, solenoids, valve wire, valve boxes, batteries, irrigation pipe, glue, shutoff valves, \$15,000

Three new backflow devices, \$5,400

Eight new irrigation timers per year, \$6,400

Twenty-five new valves per year, \$7,500

Backflow cages, \$2,000

52450 SPECIAL CONTRACT SERVICES – \$6,000

Basic Backflow to test 150 backflow devices throughout the city for 2023.

52640 RENT – EQUIPMENT – \$1,500

Rental of a trencher.

PROGRAM BUDGET SUMMARY – 1

Program Number 4656

| Department | Division | Program |
|-------------------|---------------------|---------------------|
| Public Works | Vehicle Maintenance | Vehicle Maintenance |

Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Human Services, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 161,707 | 175,098 | 175,098 | |
| Services and Supplies | 293,315 | 278,525 | 266,125 | |
| Capital Outlay | 47,000 | 18,000 | 18,000 | |
| Total | 502,022 | 471,623 | 459,223 | |
| Personnel Authorized | 1.75 (FT) | 1.75 (FT) | 1.75 (FT) | |

Source of Funds

| | | | |
|------------------------------|----------------|----------------|----------------|
| General Fund | 447,022 | 453,623 | 441,223 |
| Air Quality Improvement Fund | 10,000 | 0 | 0 |
| Equipment Replacement Fund | 45,000 | 18,000 | 18,000 |
| Total | 502,022 | 471,623 | 459,223 |

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 | | 4,501 | 4,501 | |
| Senior Leadworker | 0.10 | 0.10 | 0.10 | | 6,962 | 6,962 | |
| Equipment Maint Supervisor | 0.75 | 0.75 | 0.75 | | 68,765 | 68,765 | |
| Equipment Mechanic | 0.75 | 0.75 | 0.75 | | 45,015 | 45,015 | |
| Office Specialist | 0.10 | 0.10 | 0.10 | | 4,565 | 4,565 | |
| Full Time | 1.75 | 1.75 | 1.75 | | 129,808 | 129,808 | |
| Overtime | | | | | 1,000 | 1,000 | |
| Total Salaries & Wages | | | | | 130,808 | 130,808 | |
| Benefit Costs | | | | | 31,427 | 31,427 | |
| PERS Benefit Costs | | | | | 12,863 | 12,863 | |
| Total Benefit Costs | | | | | 44,290 | 44,290 | |
| TOTAL | | | | | 175,098 | 175,098 | |

PROGRAM BUDGET SUMMARY – 2

| | | |
|-------------------|---------------------|--------------------------|
| Department | Division | Program |
| Public Works | Vehicle Maintenance | 4656 Vehicle Maintenance |

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment on a scheduled basis.
 2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment in the most efficient manner possible.
-

Units of Measure

| | <u>2020–21</u> | 1st 6 mos. <u>2021–22</u> | Estimate <u>2022–23</u> |
|--|----------------|------------------------------|----------------------------|
| Number of vehicle services performed | 325 | 165 | 330 |
| Number of vehicle repairs performed | 205 | 115 | 250 |
| Number of equipment services performed | 175 | 90 | 175 |
| Number of equipment repairs performed | 125 | 75 | 125 |

Personnel Services – \$175,098

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$4,501; Senior Leadworker (0.10) - \$6,962; Equipment Maintenance Supervisor (0.75) – \$68,765; Equipment Mechanic (0.75) – \$45,015; Office Specialist (0.10) – \$4,565. Cost allocations are as follows: full-time salaries – \$129,808; overtime – \$1,000; benefit costs – \$44,290.

Services and Supplies – \$278,525

Funding requested is for: books and publications – \$4,000; program supplies – \$3,200; license/permits/certificates – \$6,475; materials – transportation/work equipment – \$75,000; gasoline – \$60,000; diesel fuel – \$25,000; oil and lubricants – \$5,000; propane – \$15,000; compressed natural gas – \$25,000; maintenance – transportation/work equipment – \$45,000; maintenance – other equipment – \$8,300; special contract services – \$2,000; vocational training – \$2,700; shop towel services – \$1,000; small equipment – \$850.

Capital Outlay – \$18,000

Funding requested is for: one stake bed and lift gate.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:43PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4656 | Vehicle Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 83,843 | 81,958 | 118,856.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 129,808.00 | 129,808.00 | 0.00 | 0.00 |
| 615 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 38,324 | 35,481 | 0.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,704 | 1,103 | 1,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 0 | 190 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,567 | 1,177 | 1,513.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,685.00 | 1,685.00 | 0.00 | 0.00 |
| 841 | 55 | 0.00 | 0.00 | 44190-400-4202 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 24,570.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 26,850.00 | 26,850.00 | 0.00 | 0.00 |
| 471 | 141 | 258.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 135.00 | 135.00 | 0.00 | 0.00 |
| 9,519 | 9,197 | 12,939.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 12,863.00 | 12,863.00 | 0.00 | 0.00 |
| 659 | 536 | 502.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 541.00 | 541.00 | 0.00 | 0.00 |
| 384 | 320 | 345.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 334.00 | 334.00 | 0.00 | 0.00 |
| 1,843 | 1,740 | 1,724.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,882.00 | 1,882.00 | 0.00 | 0.00 |
| 2,466 | 2,203 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 142,235 | 134,101 | 161,707 | 0 | | Personnel Services Totals: | 0.00 | 175,098 | 175,098 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,753 | 1,500 | 2,300.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 4,000.00 | 3,000.00 | 0.00 | 0.00 |
| 2,573 | 1,617 | 1,500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 3,200.00 | 3,200.00 | 0.00 | 0.00 |
| 4,484 | 4,000 | 7,835.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 6,475.00 | 2,375.00 | 0.00 | 0.00 |
| 73,897 | 63,443 | 73,280.00 | 0.00 | 51320-400-0000 | Materials - Transportation/Wor | 0.00 | 75,000.00 | 72,000.00 | 0.00 | 0.00 |
| 55,839 | 57,133 | 64,900.00 | 0.00 | 51500-400-0000 | Gasoline | 0.00 | 60,000.00 | 65,000.00 | 0.00 | 0.00 |
| 19,372 | 16,767 | 25,000.00 | 0.00 | 51510-400-0000 | Diesel Fuel | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 7,784 | 1,158 | 5,000.00 | 0.00 | 51520-400-0000 | Oil & Lubricants | 0.00 | 5,000.00 | 6,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------|---|------|-------------------|------------------|------------------|-----------------|
| 15,688 | 16,007 | 12,500.00 | 0.00 | 51530-400-0000 | Propane | 0.00 | 15,000.00 | 16,000.00 | 0.00 | 0.00 |
| 11,710 | 16,199 | 14,000.00 | 0.00 | 51540-400-0000 | Compressed Natural Gas | 0.00 | 25,000.00 | 16,000.00 | 0.00 | 0.00 |
| 36,489 | 41,708 | 53,000.00 | 0.00 | 52030-400-0000 | Maintenance - Transportation/W | 0.00 | 45,000.00 | 45,000.00 | 0.00 | 0.00 |
| 1,742 | 1,615 | 6,800.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 8,300.00 | 6,000.00 | 0.00 | 0.00 |
| 6,583 | 1,515 | 16,200.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 2,700.00 | 2,700.00 | 0.00 | 0.00 |
| 933 | 900 | 1,000.00 | 0.00 | 52680-400-0000 | Shop Towel Services | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 250 | (250) | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 850.00 | 850.00 | 0.00 | 0.00 |
| 239,096 | 223,312 | 283,315 | 0 | | Services & Supplies Totals: | 0.00 | 278,525 | 266,125 | 0 | 0 |
| 0 | 0 | 2,000.00 | 0.00 | E30 | Capital Outlay | | | | | |
| 0 | 0 | 2,000.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 2,000 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 381,331 | 357,413 | 447,022 | 0 | | EXPENDITURES TOTALS: | 0.00 | 453,623 | 441,223 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 381,331 | 357,413 | 447,022 | 0 | | DEPT EXPENSES | 0.00 | 453,623 | 441,223 | 0 | 0 |
| (381,331) | (357,413) | (447,022) | 0 | | Vehicle Maintenance Totals: | 0.00 | (453,623) | (441,223) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 381,331 | 357,413 | 447,022 | 0 | | FUND EXPENSES | 0.00 | 453,623 | 441,223 | 0 | 0 |
| (381,331) | (357,413) | (447,022) | 0 | | General Fund Totals: | 0.00 | (453,623) | (441,223) | 0 | 0 |
| 0 | 0 | 10,000.00 | 0.00 | 1135 4656 E20 | Air Quality Improvement Trust Vehicle Maintenance Services & Supplies | | | | | |
| 0 | 0 | 10,000.00 | 0.00 | 51540-400-0000 | Compressed Natural Gas | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 10,000 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 10,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 10,000 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (10,000) | 0 | | Vehicle Maintenance Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 10,000 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (10,000) | 0 | | Air Quality Improvement Trust Tot | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4656 | Vehicle Maintenance | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 45,000.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 18,000.00 | 18,000.00 | 0.00 | 0.00 |
| 0 | 0 | 45,000 | 0 | | Capital Outlay Totals: | 0.00 | 18,000 | 18,000 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 18,000 | 18,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | DEPT EXPENSES | 0.00 | 18,000 | 18,000 | 0 | 0 |
| 0 | 0 | (45,000) | 0 | | Vehicle Maintenance Totals: | 0.00 | (18,000) | (18,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 45,000 | 0 | | FUND EXPENSES | 0.00 | 18,000 | 18,000 | 0 | 0 |
| 0 | 0 | (45,000) | 0 | | Equipment Replacement Fund Total | 0.00 | (18,000) | (18,000) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 381,331 | 357,413 | 502,022 | 0 | | REPORT EXPENSES | 0.00 | 471,623 | 459,223 | 0 | 0 |
| (381,331) | (357,413) | (502,022) | 0 | | REPORT TOTALS: | 0.00 | (471,623) | (459,223) | 0 | 0 |

**WORKSHEET – JUSTIFICATION OF
CONFERENCE AND IN-SERVICE TRAINING REQUEST
SCHEDULE A – 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 Safety and Maintenance Training Class for technicians servicing CNG vehicles | Southern California | Varies | \$1,200 |
| 52540 | Division Personnel | CNG Sweeper Operator and Technician Course | Southern California | Varies | \$500 |
| | | | | Total: | \$2,700 |

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51020 BOOKS AND PUBLICATIONS – \$4,000 ***(Only \$3,000 approved in City Manager’s Budget)***

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
New diagnostic adapter and kit to check Cummins and CNG electrical systems, \$2,000
Shop manuals, \$500

51130 PROGRAM SUPPLIES – \$3,200

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, etc., \$1,500
Annual updates for the Snap–On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150 LICENSE/PERMITS/CERTIFICATES – \$6,475 ***(Only \$2,375 approved in City Manager’s Budget)***

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
Ground ladder certification for fire engines (277 feet of ladder), \$1,100 ***(Moved to 4533-52050)***
Annual pump tests (5 @ \$600 each), \$3,000 ***(Moved to 4536-51150)***

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$75,000 ***(Only \$72,000 approved in City Manager’s Budget)***

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51500 GASOLINE – \$60,000 ***(\$65,000 approved in City Manager’s Budget)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

51510 DIESEL FUEL – \$25,000

Diesel fuel for equipment used in the Public Works and Fire Department, \$12,500
Diesel Tax Return Fee, \$2,500

51520 OIL AND LUBRICANTS – \$5,000 ***(\$6,000 approved in City Manager’s Budget)***

Oil and lubricants to service the City fleet, including fire apparatus.

51530 PROPANE – \$15,000 ***(\$16,000 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 – \$25,000 ***(Only \$16,000 approved in City Manager’s Budget)***

Compressed natural gas for various vehicles in the City fleet.

52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$45,000

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

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

- 52050 MAINTENANCE – OTHER EQUIPMENT – \$8,300 *(Only \$6,000 approved in City Manager’s Budget)*
- Annual certification of the ladder truck aerial apparatus, \$1,500 *(Moved to 4536-52050)*
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
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 Opacity Tests on Diesel Trucks, \$850
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 - \$2,700
- 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 – \$850
- 4-ton Floor Jack, \$250
Metal Chop Saw, \$600

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

Department: Public Works

Program: 4656 Vehicle Maintenance

| Object Code | Item | Justification | Cost |
|--------------------|-------------------------|---|-----------------|
| 62050 | Stake Bed and Lift Gate | The Fleet Division is seeking authorization to purchase a stake bed and lift gate for a 1991 GMC truck that was given to the City Yard by the Fire Department. The stake bed and lift gate will convert the fire department truck from a breathing apparatus truck to a City Yard fleet truck in the Street Division. This truck will be used to lift and haul heavy trash and debris from city streets. (Equipment Replacement Fund) | \$18,000 |
| Total: | | | \$18,000 |

PROGRAM BUDGET SUMMARY – 1

Program Number 4669

| Department | Division | Program |
|-------------------|-----------------|-------------------|
| Public Works | Sewer | Sewer Maintenance |

Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 961,294 | 1,019,268 | 1,030,288 | |
| Services and Supplies | 3,115,594 | 3,201,364 | 3,173,744 | |
| Capital Outlay | 0 | 568,222 | 568,222 | |
| Sewer Depreciation | 73,556 | 73,556 | 73,556 | |
| Total | 4,150,444 | 4,862,410 | 4,845,810 | |

| | | | |
|-----------------------------|-------------------------|-------------------------|-------------------------|
| Personnel Authorized | 11.62 (FT) 2.36 (PT) | 11.62 (FT) 2.36 (PT) | 10.89 (FT) 1.00 (PT) |
|-----------------------------|-------------------------|-------------------------|-------------------------|

Source of Funds

| | | | |
|--------------------------|------------------|------------------|------------------|
| Sewer Operating Fund | 4,075,888 | 4,787,854 | 4,771,254 |
| Sewer Replacement Fund | 1,000 | 1,000 | 1,000 |
| Sewer Capital Asset Fund | 73,556 | 73,556 | 73,556 |
| Total | 4,150,444 | 4,862,410 | 4,845,810 |

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 |
| Director of Public Works | 0.65 | 0.65 | 0.65 | | 113,992 | 113,992 | |
| PW Operations Asst Manager | 0.65 | 0.65 | 0.65 | | 58,514 | 58,514 | |
| Senior Leadworker | 0.30 | 0.30 | 0.30 | | 20,890 | 20,890 | |
| Engineering Division Manager | 0.30 | 0.30 | 0.30 | | 32,742 | 32,742 | |
| Associate Engineer | 0.30 | 0.30 | 0.30 | | 25,756 | 26,340 | |
| Environmental Compliance Coord | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Sr. Public Works Inspector | 0.30 | 0.30 | 0.30 | | 24,958 | 24,958 | |
| Leadworker Maintenance | 1.35 | 1.35 | 1.35 | | 79,173 | 79,173 | |
| Sr. Maintenance Worker | 1.02 | 1.02 | 0.00 | | 56,742 | 0 | |
| Maintenance Worker | 2.65 | 2.65 | 4.69 | | 129,007 | 220,153 | |
| Equipment Maint Supervisor | 0.25 | 0.25 | 0.25 | | 22,921 | 22,921 | |
| Equipment Mechanic | 0.25 | 0.25 | 0.25 | | 15,005 | 15,005 | |
| Project Manager | 0.30 | 0.30 | 0.30 | | 0 | 21,553 | |
| NPDES Coordinator | 0.75 | 0.75 | 0.00 | | 0 | 0 | |
| NPDES Inspector | 0.75 | 0.75 | 0.75 | | 47,604 | 47,604 | |
| Administrative Specialist | 0.40 | 0.40 | 0.40 | | 20,814 | 20,814 | |
| Office Specialist | 0.40 | 0.40 | 0.40 | | 18,260 | 18,260 | |
| <u>Part-Time</u> | | | | | | | |
| Maintenance Worker | 1.36 | 1.36 | 0.00 | | 56,328 | 0 | |
| Senior Intern | 1.00 | 1.00 | 1.00 | | 16,910 | 16,910 | |
| Full Time | 11.62 | 11.62 | 10.89 | | 666,378 | 722,919 | |
| Part Time | 2.36 | 2.36 | 1.00 | | 73,238 | 16,910 | |
| Overtime | | | | | 11,500 | 11,500 | |
| Total Salaries & Wages | | | | | 751,116 | 751,329 | |
| Benefit Costs | | | | | 190,593 | 196,289 | |
| PERS Benefit Costs | | | | | 77,559 | 82,670 | |
| Total Benefit Costs | | | | | 268,152 | 278,959 | |
| TOTAL | | | | | 1,019,268 | 1,030,288 | |

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>2020-21</u> | <u>1st 6 mos. 2021-22</u> | <u>Estimate 2022-23</u> |
|---|----------------|-------------------------------|-----------------------------|
| Sewer main maintained (feet) | 500,000 | 250,000 | 500,000 |
| Sewer main televised and inspected (feet) | 25,000 | 12,500 | 25,000 |
| Manholes inspected and maintained (each) | 2,800 | 1,400 | 2,800 |
| Repair of sewer main (feet) | 25 | 0 | 150 |
| Blockage requests (each) | 24 | 10 | 40 |
| Facility Pretreatment Inspections | 250 | 175 | 500 |

Personnel Services – \$1,019,268

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$113,992; Public Works Operations Assistant Manager (0.65) – \$58,514; Senior Leadworker (0.30) – \$20,890; Engineering Division Manager (0.30) – \$32,742; Assistant Engineer (0.30) – \$25,756; Senior Public Works Inspector (0.30) – \$24,958; Leadworker Maintenance (1.35) – \$79,173; Senior Maintenance Worker (1.02) – \$56,742; Maintenance Worker (2.65) – \$129,007; Equipment Maintenance Supervisor (0.25) – \$22,921; Equipment Mechanic (0.25) – \$15,005; NPDES Inspector (0.75) – \$47,604; Administrative Specialist (0.40) – \$20,814; Office Specialist (0.40) – \$18,260; Maintenance Worker (1.36/part-time) – \$56,328; Senior Intern (1.00/part-time) – \$16,910. Cost allocations are as follows: full-time salaries – \$666,378; part-time salaries – \$73,238; overtime – \$11,500; benefit costs – \$268,152.

Services and Supplies – \$3,274,920

Funding requested is for: books and publications – \$400; uniforms – \$3,000; program supplies – \$3,200; license/permits/certificates – \$5,870; materials – transportation/work equipment – \$3,500; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$1,200; gasoline – \$3,000; diesel fuel – \$15,000; oil and lubricants – \$1,500; compressed natural gas – \$1,500; maintenance – other equipment – \$8,850; dues and memberships – \$1,300; travel and meetings – \$5,600; mileage/auto allowance – \$5,070; sewer processing – \$3,119,340; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$3,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$73,556; cellular phone expense – \$1,284.

Capital Outlay – \$568,222

Funding is requested for: one 2022 or 2023 Combo Sewer Truck.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:44PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4669 | Sewer Maintenance | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 469,900 | 458,190 | 564,082.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 666,378.00 | 722,919.00 | 0.00 | 0.00 |
| 50,057 | 63,596 | 120,012.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 73,238.00 | 16,910.00 | 0.00 | 0.00 |
| 32,923 | 11,826 | 14,852.00 | 0.00 | 42020-400-4202 | Part Time Benefitted Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12,816 | 23,795 | 11,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 11,500.00 | 11,500.00 | 0.00 | 0.00 |
| 225 | 108 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,955 | (32,429) | 4,786.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 4,768.00 | 4,768.00 | 0.00 | 0.00 |
| 280 | 18 | 0.00 | 0.00 | 44190-400-4202 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 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 |
| 0 | 0 | 135,648.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 155,577.00 | 164,298.00 | 0.00 | 0.00 |
| 8,248 | 7,401 | 9,171.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 9,515.00 | 9,515.00 | 0.00 | 0.00 |
| 53,220 | 52,223 | 77,997.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 77,559.00 | 82,670.00 | 0.00 | 0.00 |
| 3,572 | 2,377 | 2,430.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 2,806.00 | 3,044.00 | 0.00 | 0.00 |
| 2,228 | 2,015 | 3,054.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 2,931.00 | 3,167.00 | 0.00 | 0.00 |
| 8,359 | 7,676 | 9,895.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 10,452.00 | 10,449.00 | 0.00 | 0.00 |
| 4,461 | 4,616 | 8,367.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 4,544.00 | 1,048.00 | 0.00 | 0.00 |
| 653,248 | 601,414 | 961,294 | 0 | | Personnel Services Totals: | 0.00 | 1,019,268 | 1,030,288 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 20 | 0 | 200.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 400.00 | 200.00 | 0.00 | 0.00 |
| 1,232 | 1,938 | 1,700.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 3,000.00 | 1,700.00 | 0.00 | 0.00 |
| 6,663 | 2,800 | 3,200.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 3,200.00 | 3,200.00 | 0.00 | 0.00 |
| 3,527 | 5,162 | 3,600.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 5,870.00 | 4,000.00 | 0.00 | 0.00 |
| 4,185 | 3,565 | 3,500.00 | 0.00 | 51320-400-0000 | Materials - Transportation/Wor | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 2,111 | 0 | 2,000.00 | 0.00 | 51400-400-0000 | Materials - Weed Chemicals | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 1,377 | 1,094 | 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 | 3,000 | 3,000.00 | 0.00 | 51500-400-0000 | Gasoline | 0.00 | 3,000.00 | 500.00 | 0.00 | 0.00 |
| 10,959 | 11,940 | 15,000.00 | 0.00 | 51510-400-0000 | Diesel Fuel | 0.00 | 15,000.00 | 7,500.00 | 0.00 | 0.00 |
| 1,956 | 1,069 | 1,500.00 | 0.00 | 51520-400-0000 | Oil & Lubricants | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 1,000 | 1,500 | 1,500.00 | 0.00 | 51540-400-0000 | Compressed Natural Gas | 0.00 | 1,500.00 | 2,000.00 | 0.00 | 0.00 |
| 1,338 | 736 | 8,000.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 8,850.00 | 5,000.00 | 0.00 | 0.00 |
| 959 | 342 | 1,230.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 1,300.00 | 1,300.00 | 0.00 | 0.00 |
| 3,528 | 0 | 5,300.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 5,600.00 | 2,600.00 | 0.00 | 0.00 |
| 2,389 | 2,455 | 5,070.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 5,070.00 | 5,070.00 | 0.00 | 0.00 |
| 3,542,050 | 3,543,053 | 3,028,200.00 | 0.00 | 52410-400-0000 | Sewer Processing | 0.00 | 3,119,340.00 | 3,119,340.00 | 0.00 | 0.00 |
| 0 | 126 | 1,000.00 | 0.00 | 52420-400-0000 | Special Lab Testing | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 164,865 | 0 | 56,563.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 11,000.00 | 4,000.00 | 0.00 | 0.00 |
| 491 | 0 | 2,500.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 2,469 | (150) | 2,800.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 14,991 | 13,167 | 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 |
| 1,948 | 682 | 1,000.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,000.00 | 100.00 | 0.00 | 0.00 |
| 2,265 | 1,829 | 1,284.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 1,284.00 | 1,284.00 | 0.00 | 0.00 |
| 3,773,323 | 3,594,308 | 3,149,597 | 0 | | Services & Supplies Totals: | 0.00 | 3,200,364 | 3,172,744 | 0 | 0 |
| 110 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| | | | | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 568,222.00 | 568,222.00 | 0.00 | 0.00 |
| 110 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 568,222 | 568,222 | 0 | 0 |
| 4,426,681 | 4,195,723 | 4,110,891 | 0 | | EXPENDITURES TOTALS: | 0.00 | 4,787,854 | 4,771,254 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,426,681 | 4,195,723 | 4,110,891 | 0 | | DEPT EXPENSES | 0.00 | 4,787,854 | 4,771,254 | 0 | 0 |
| (4,426,681) | (4,195,723) | (4,110,891) | 0 | | Sewer Maintenance Totals: | 0.00 | (4,787,854) | (4,771,254) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 4,426,681 | 4,195,723 | 4,110,891 | 0 | | FUND EXPENSES | 0.00 | 4,787,854 | 4,771,254 | 0 | 0 |
| (4,426,681) | (4,195,723) | (4,110,891) | 0 | | Sewer Operating Fund Totals: | 0.00 | (4,787,854) | (4,771,254) | 0 | 0 |
| | | | | 1502 | Sewer Replacement Fund | | | | | |
| | | | | 4669 | Sewer Maintenance | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 |
| | | | | E30 | Capital Outlay | | | | | |
| 33,326 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33,326 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 33,326 | 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 |
| 33,326 | 0 | 1,000 | 0 | | DEPT EXPENSES | 0.00 | 1,000 | 1,000 | 0 | 0 |
| (33,326) | 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 |
| 33,326 | 0 | 1,000 | 0 | | FUND EXPENSES | 0.00 | 1,000 | 1,000 | 0 | 0 |
| (33,326) | 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 | | | | | |
| 73,556 | 73,556 | 73,556.00 | 0.00 | 52760-400-0000 | Depreciation Expense | 0.00 | 73,556.00 | 73,556.00 | 0.00 | 0.00 |
| 73,556 | 73,556 | 73,556 | 0 | | Services & Supplies Totals: | 0.00 | 73,556 | 73,556 | 0 | 0 |
| 73,556 | 73,556 | 73,556 | 0 | | EXPENDITURES TOTALS: | 0.00 | 73,556 | 73,556 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 73,556 | 73,556 | 73,556 | 0 | | DEPT EXPENSES | 0.00 | 73,556 | 73,556 | 0 | 0 |
| (73,556) | (73,556) | (73,556) | 0 | | Sewer Maintenance Totals: | 0.00 | (73,556) | (73,556) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 73,556 | 73,556 | 73,556 | 0 | | FUND EXPENSES | 0.00 | 73,556 | 73,556 | 0 | 0 |
| (73,556) | (73,556) | (73,556) | 0 | | Sewer Capital Asset & PERS Totals | 0.00 | (73,556) | (73,556) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 4,533,563 | 4,269,279 | 4,185,447 | 0 | | REPORT EXPENSES | 0.00 | 4,862,410 | 4,845,810 | 0 | 0 |
| (4,533,563) | (4,269,279) | (4,185,447) | 0 | | REPORT TOTALS: | 0.00 | (4,862,410) | (4,845,810) | 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 | Alex Cardona, Public Works Operations Assistant Manager Public Works Staff James Diaz, Senior Public Works Inspector | Attend monthly meetings for the Maintenance Superintendent Association. This is a monthly meeting in the San Bernardino/Riverside County areas. These meetings include programs and speakers on different maintenance activities such as: asphalt and concrete repair, stenciling, traffic control, sewer maintenance, etc. | Local Municipalities in San Bernardino and Riverside County | Monthly | \$600 |
| 52130 | Alex Cardona, Public Works Operations Assistant Manager Public Works Staff | Attend the Annual Maintenance Superintendent Association's Conference and Equipment Show. This conference includes seminars on subjects such as: time management, supervision, employee discipline, pavement management, etc. Also, exhibits of equipment and various materials used in sewer maintenance are available to attendees of the Conference. | San Diego, CA | October 2022 | \$2,000 |
| 52130 | Alex Cardona, Public Works Operations Assistant Manager Mathew Paradis, Public Works Facilities/ Maintenance Assistant Manager 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 2022 | \$3,000 |
| | | | | TOTAL | \$5,600 |

(Only \$2,600 approved in City Manager's Budget)

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

Department: Public Works

Program: 4669 Sewer Maintenance

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est. Expense |
|--------------------|---|---|---------------------------------------|-------------------------|---------------------------|
| 52540 | Division Personnel | 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 2022 | \$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 (***Only \$200 approved in City Manager’s Budget***)

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 – \$3,200

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$5,870 (***Only \$4,000 approved in City Manager’s Budget***)

– California Water Environmental Association certificates for:

Public Works Operations Assistant Manager Cardona, \$300

Leadworker, \$300

Maintenance Worker, \$300

– Qualified Applicators Certificate renewal fees for:

Public Works Operations Assistant Manager Cardona, \$100

Public Works Facilities/Maintenance Assistant Manager Paradis, \$100

Leadworker, \$100

Maintenance Worker, \$100

– California Department Pesticide Regulations Exam Fee for:

Public Works Facilities/Maintenance Assistant Manager Paradis, \$80

Leadworker, \$80

Maintenance Worker, \$80

Maintenance Worker, \$80

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

– PAPA Membership

Public Works Operations Assistant Manager Cardona, \$50

Public Works Facilities/Maintenance Assistant Manager Paradis, \$50

Facilities Specialist Escalante, \$50

Leadworker, \$50

Maintenance Worker, \$50

Maintenance Worker, \$50

– PAPA QAL/QAC Test Preparation

Public Works Facilities/Maintenance Assistant Manager Paradis, \$200

Leadworker, \$200

Maintenance Worker, \$200

Maintenance Worker, \$200

– 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.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200

Clay pipe fittings, latex tubing, and buffing solutions etc.

51500 GASOLINE – \$3,000 (**Only \$500 approved in City Manager's Budget**)

Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

51510 DIESEL FUEL – \$15,000 ***(Only \$7,500 approved in City Manager’s Budget)***

Diesel fuel for equipment used in the Sewer Division of the Public Works Department.

51520 OIL AND LUBRICANTS – \$1,500

Oil and lubricants used in the Sewer Division of the Public Works Department.

51540 COMPRESSED NATURAL GAS – \$1,500 ***(\$2,000 approved in City Manager’s Budget)***

Compressed natural gas for various vehicles in the City fleet.

52050 MAINTENANCE – OTHER EQUIPMENT – \$8,850 ***(Only \$5,000 approved in City Manager’s Budget)***

Six-hundred foot hose for Jetter Truck, \$1,750

Three Debris Catch Buckets, \$1,100

Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000

Outside repairs, \$2,500

Storm Drain Placards, \$2,500

52120 DUES AND MEMBERSHIPS – \$1,300

Membership in the Maintenance Superintendents Association for Public Works Operations Assistant Manager Cardona, Facilities Specialist, Escalante, Leadworker Sewers, Maintenance Worker Sewers, \$300

Membership to California Water Environmental Association for Public Works Operations Assistant Manager Cardona, Leadworker Sewers, and two Maintenance Workers, \$1,000

52130 TRAVEL AND MEETINGS – \$5,600 ***(Only \$2,600 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.”

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52410 SEWER PROCESSING – \$3,119,340

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2021/22 fiscal year with 147,000 E.D.U.'s at \$21.22 per equivalent dwelling unit.

52420 SPECIAL LAB TESTING – \$1,000

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

1) SEWER TESTING – \$500

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

2) SPECIAL TESTING – \$250

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

3) COMPLIANCE MONITORING – \$250

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

52450 SPECIAL CONTRACT SERVICES – \$12,000 **(Only \$5,000 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

Granite XP Software Support Plan for Video Camera System November 2022 to October 2023, \$2,000

Sanitary Sewer Management Plan (SSMP) annual update by consultant, \$1,000 (Sewer Replacement Fund)

Software program for FOG and Pretreatment inspection monitoring and data storage, \$6,000

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52530 EDUCATIONAL GRANTS – \$2,500

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

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 – \$1,000 (***Only \$100 approved in City Manager’s Budget***)

Two manhole lifters.

52760 DEPRECIATION EXPENSE – \$73,556

Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

52850 CELLULAR PHONE EXPENSE – \$1,284

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 |
|--------------------|-------------------|---|------------------|
| 62030 | Combo Sewer Truck | The Sewer Division is seeking to purchase a new combo sewer truck. The current combo sewer truck, a 2004 International, is not compliant with the AQMD and after January 1, 2023 it can no longer be driven on any California roadway. (Sewer Operating Fund) | \$568,222 |
| Total: | | | \$568,222 |

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 | 424,078 | 598,463 | 583,354 | |
| Services and Supplies | 1,354,848 | 396,470 | 360,170 | |
| Capital Outlay | 0 | 80,035 | 5,035 | |
| Total | 1,778,926 | 1,074,968 | 948,559 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 7.25 (FT) 1.85 (PT) | 7.25 (FT) 1.85 (PT) | 7.25 (FT) 0.85 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Department Distribution

| | | | |
|--------------------------|------------------|------------------|----------------|
| Bldg. Maint. Services | 1,299,353 | 471,672 | 373,063 |
| Heating and A/C Services | 122,044 | 160,598 | 157,598 |
| Janitorial Services | 357,529 | 442,698 | 417,898 |
| Total | 1,778,926 | 1,074,968 | 948,559 |

Source of Funds

| | | | |
|----------------------|------------------|------------------|----------------|
| General Fund | 1,133,881 | 1,074,968 | 948,559 |
| American Rescue Plan | 645,045 | 0 | 0 |
| Total | 1,778,926 | 1,074,968 | 948,559 |

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 | 119,423 | 197,852 | 182,743 | |
| Services and Supplies | 1,179,930 | 198,820 | 190,320 | |
| Capital Outlay | 0 | 75,000 | 0 | |
| Total | 1,299,353 | 471,672 | 373,063 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 1.75 (FT) 0.85 (PT) | 1.75 (FT) 0.85 (PT) | 1.75 (FT) 0.85 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|---------------------------|------------------|----------------|----------------|
| General Fund | 654,308 | 471,672 | 373,063 |
| American Rescue Plan Fund | 645,045 | 0 | 0 |
| Total | 1,299,353 | 471,672 | 373,063 |

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4691 Bldg. Maint. Service

| 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 | 0.55 | | 47,156 | 47,156 | |
| Facilities Specialist | 0.55 | 0.55 | 0.55 | | 39,001 | 39,001 | |
| Building Maintenance Tech | 0.55 | 0.55 | 0.55 | | 28,004 | 28,004 | |
| Office Specialist | 0.10 | 0.10 | 0.10 | | 4,565 | 4,565 | |
| <u>Part-Time</u> | | | | | | | |
| Senior Leadworker | 0.85 | 0.85 | 0.85 | | 28,070 | 14,035 | |
| Full Time | 1.75 | 1.75 | 1.75 | | 118,726 | 118,726 | |
| Part Time | 0.85 | 0.85 | 0.85 | | 28,070 | 14,035 | |
| Overtime | | | | | 4,500 | 4,500 | |
| Total Salaries & Wages | | | | | 151,296 | 137,261 | |
| Benefit Costs | | | | | 35,823 | 34,749 | |
| PERS Benefit Costs | | | | | 10,733 | 10,733 | |
| Total Benefit Costs | | | | | 46,556 | 45,482 | |
| TOTAL | | | | | 197,852 | 182,743 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------|----------------------|-------------------------------|
| Public Works | Building Maintenance | 4691 Building Maint. Services |

Work Program

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
 2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
 3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
 4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
 5. Miscellaneous: Use for any function not reported in the above activities.
-

Units of Measure

| | <u>2020-21</u> | <u>1st 6 mos.</u> <u>2021-22</u> | <u>Estimate</u> <u>2022-23</u> |
|------------------------------|----------------|-------------------------------------|-----------------------------------|
| General Building Maintenance | 19 | 19 | 19 |

Personnel Services – \$197,852

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.55) – \$47,156; Facilities Specialist (0.55) – \$39,001; Building Maintenance Technician (0.55) – \$28,004; Office Specialist (0.10) – \$4,565; Senior Leadworker (0.85/part-time) – \$28,070; Cost allocations are as follows: full-time salaries – \$118,726; part-time salaries – \$28,070; overtime – \$4,500; benefit costs – \$46,556.

Services and Supplies – \$198,820

Funding requested is for: uniforms – \$4,440; program supplies – \$2,000; license/permits/certificates – \$4,910; materials buildings – \$138,410; maintenance – other equipment – \$31,060; special contract services – \$16,000; rent – equipment – \$2,000.

Capital Outlay – \$75,000

Funding requested is for: Fire Alarm Control Panel for the Police Facility.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:44PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4691 | Building Maintenance Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 92,259 | 79,101 | 82,165.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 118,726.00 | 118,726.00 | 0.00 | 0.00 |
| 13,476 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 28,070.00 | 14,035.00 | 0.00 | 0.00 |
| 5,485 | 12,699 | 5,348.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |
| 0 | 106 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 869 | 1,621 | 1,094.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,897.00 | 1,897.00 | 0.00 | 0.00 |
| 0 | 0 | 18,270.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 27,600.00 | 27,600.00 | 0.00 | 0.00 |
| 404 | 424 | 1,284.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 1,414.00 | 1,414.00 | 0.00 | 0.00 |
| 8,962 | 8,409 | 9,305.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 10,733.00 | 10,733.00 | 0.00 | 0.00 |
| 453 | 328 | 347.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 499.00 | 499.00 | 0.00 | 0.00 |
| 247 | 292 | 418.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 545.00 | 545.00 | 0.00 | 0.00 |
| 1,628 | 1,357 | 1,192.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,128.00 | 1,924.00 | 0.00 | 0.00 |
| 38 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 1,740.00 | 870.00 | 0.00 | 0.00 |
| 123,821 | 104,338 | 119,423 | 0 | | Personnel Services Totals: | 0.00 | 197,852 | 182,743 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,898 | 2,274 | 2,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 4,440.00 | 2,000.00 | 0.00 | 0.00 |
| 408 | 1,180 | 2,000.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 2,621 | 2,811 | 4,000.00 | 0.00 | 51150-400-0000 | License/Permits/Certificates | 0.00 | 4,910.00 | 4,910.00 | 0.00 | 0.00 |
| 122,347 | 26,058 | 469,450.00 | 0.00 | 51300-400-0000 | Materials - Buildings | 0.00 | 138,410.00 | 138,410.00 | 0.00 | 0.00 |
| 29,469 | 22,942 | 25,435.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 31,060.00 | 25,000.00 | 0.00 | 0.00 |
| 26,630 | 25,217 | 30,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 16,000.00 | 16,000.00 | 0.00 | 0.00 |
| 0 | 0 | 2,000.00 | 0.00 | 52640-400-0000 | Rent - Equipment | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 183,373 | 80,482 | 534,885 | 0 | | Services & Supplies Totals: | 0.00 | 198,820 | 190,320 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | E30 | Capital Outlay | | | | | |
| 1,119 | 0 | 0.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 62050-400-0000 | Other Equipment | 0.00 | 75,000.00 | 0.00 | 0.00 | 0.00 |
| 1,119 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 75,000 | 0 | 0 | 0 |
| 308,313 | 184,819 | 654,308 | 0 | | EXPENDITURES TOTALS: | 0.00 | 471,672 | 373,063 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 308,313 | 184,819 | 654,308 | 0 | | DEPT EXPENSES | 0.00 | 471,672 | 373,063 | 0 | 0 |
| (308,313) | (184,819) | (654,308) | 0 | | Building Maintenance Services Tot | 0.00 | (471,672) | (373,063) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 308,313 | 184,819 | 654,308 | 0 | | FUND EXPENSES | 0.00 | 471,672 | 373,063 | 0 | 0 |
| (308,313) | (184,819) | (654,308) | 0 | | General Fund Totals: | 0.00 | (471,672) | (373,063) | 0 | 0 |
| | | | | 1139 | American Rescue Plan | | | | | |
| | | | | 4691 | Building Maintenance Services | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 645,045.00 | 0.00 | 51300-400-0000 | Materials - Buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 645,045 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 645,045 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 645,045 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (645,045) | 0 | | Building Maintenance Services Tot | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 645,045 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | (645,045) | 0 | | American Rescue Plan Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 308,313 | 184,819 | 1,299,353 | 0 | | REPORT EXPENSES | 0.00 | 471,672 | 373,063 | 0 | 0 |
| (308,313) | (184,819) | (1,299,353) | 0 | | REPORT TOTALS: | 0.00 | (471,672) | (373,063) | 0 | 0 |

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

51100 UNIFORMS – \$4,440 *(Only \$2,000 approved in City Manager’s Budget)*

Rental and cleaning of uniforms, \$2,340
Purchase of work boots for Division Personnel, \$2,100

51130 PROGRAM SUPPLIES – \$2,000

Gloves, safety glasses and other special equipment needed within the program, \$500
Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,910

Annual permit fees required by Air Quality Management District to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000
Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400
Annual public pool permit for Splash Pad, \$600
Annual Certified United Program Agency (CUPA) fee for Police Facility above ground fuel storage tanks, \$910

51300 MATERIALS - BUILDINGS – \$138,410

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$21,500

1. LED and Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000
2. Splash Pad – Seasonal UV Light service, filter media, tile replacement, chemicals, and personnel on call (annually), \$10,500
3. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,000
4. Refinish gymnasium floor, stage and racquetball courts (annually), \$5,000

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – NO ITEMS REQUESTED

ECONOMIC DEVELOPMENT – \$22,910

1. Thirty 10.2' LED Lit Pole Mount – Shooting Star

POLICE DEPARTMENT – \$60,000

1. Replace shooting range evaporative cooler center section

FIRE DEPARTMENT – NO ITEMS REQUESTED

HUMAN SERVICES – \$4,000

1. Install new drinking fountain in the Youth Center

52050 MAINTENANCE – OTHER EQUIPMENT – \$31,060 ***(Only \$25,000 approved in City Manager's Budget)***

Annual fire extinguisher service, and recharge of extinguishers as needed, \$3,000

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

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

Annual Fire Door Drop Test – \$1,900

Senior Center, \$500

City Hall, \$900

Community Center, \$500

Biannual Range Hood Inspection – \$1,125

Senior Center, \$375

Community Center, \$375

Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$2,500

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

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts – \$8,375

Preventative maintenance and/or repairs to the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

Automatic Door Maintenance and Repairs – \$2,200

- Police Department (3 doors)
- City Hall (2 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Center (1 door)
- Montclair Library (1 door)

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$16,000

Monthly pest control service for all City facilities.

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

| Object Code | Item | Justification | Cost |
|--------------------|--------------------------|---|------------------------|
| 62050 | Fire Alarm Control Panel | The current fire alarm control panel for the Police Facility was installed in 2008. The panel failed and was replaced in 2015 and is now four years past its service life. Replacement devices are no longer manufactured and any available replacement devices on the market costs approximately \$500 per device. If the main control panel fails again, there are no replacement panels available for purchase from the manufacturer and any issues will leave the Police Facility unprotected. The proposed system will be the newest system by Siemens, Model FC924. | \$75,000 |
| | | | Total: \$75,000 |

(Not approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4692

| Department | Division | Program |
|-------------------|----------------------|----------------------------|
| Public Works | Building Maintenance | Heating & Air Conditioning |

Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 87,894 | 123,448 | 123,448 | |
| Services and Supplies | 34,150 | 37,150 | 34,150 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 122,044 | 160,598 | 157,598 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 1.30 (FT) | 1.30 (FT) | 1.30 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 122,044 | 160,598 | 157,598 |
| Total | 122,044 | 160,598 | 157,598 |

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4692 Heating & 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 | | 34,295 | 34,295 | |
| Facilities Specialist | 0.40 | 0.40 | 0.40 | | 28,364 | 28,364 | |
| Building Maintenance Techni | 0.40 | 0.40 | 0.40 | | 20,367 | 20,367 | |
| Office Specialist | 0.10 | 0.10 | 0.10 | | 4,565 | 4,565 | |
| Full Time | 1.30 | 1.30 | 1.30 | | 87,591 | 87,591 | |
| Overtime | | | | | 3,000 | 3,000 | |
| Total Salaries & Wages | | | | | 90,591 | 90,591 | |
| Benefit Costs | | | | | 24,939 | 24,939 | |
| PERS Benefit Costs | | | | | 7,918 | 7,918 | |
| Total Benefit Costs | | | | | 32,857 | 32,857 | |
| TOTAL | | | | | 123,448 | 123,448 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-------------------|----------------------|---------------------------------|
| Public Works | Building Maintenance | 4692 Heating & Air Conditioning |

Work Program

1. Perform preventative maintenance.
2. Repair air handlers and condensing units as needed.
3. Provide compressor and motor repairs as needed.
4. Controls and electrical repairs as needed.
5. Provide emergency repairs as needed.
6. Repair ice machines and water coolers as needed.

Units of Measure

| | <u>2020–21</u> | <u>1st 6 mos. 2021–22</u> | <u>Estimate 2022–23</u> |
|---|----------------|-------------------------------|-----------------------------|
| Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers | 91 | 91 | 91 |
| Exhaust Fans | 41 | 41 | 41 |
| Ice Machines and Refrigerators | 23 | 23 | 23 |

Personnel Services – \$123,448

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.40) – \$34,295; Facilities Specialist (0.40) – \$28,364; Building Maintenance Technician (0.40) – \$20,367; Office Specialist (0.10) – \$4,565. Cost allocations are as follows: full-time salaries – \$87,591; overtime – \$3,000; benefit costs – \$32,857.

Services and Supplies – \$37,150

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$22,000; maintenance – other equipment – \$14,650.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:44PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4692 | Heating & Air Conditioning | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 74,221 | 58,828 | 61,127.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 87,591.00 | 87,591.00 | 0.00 | 0.00 |
| 615 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3,912 | 8,348 | 3,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |
| 0 | 77 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 632 | 1,179 | 796.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,380.00 | 1,380.00 | 0.00 | 0.00 |
| 0 | 0 | 13,680.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 20,490.00 | 20,490.00 | 0.00 | 0.00 |
| 404 | 309 | 934.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 1,029.00 | 1,029.00 | 0.00 | 0.00 |
| 7,014 | 6,257 | 6,904.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 7,918.00 | 7,918.00 | 0.00 | 0.00 |
| 385 | 239 | 257.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 369.00 | 369.00 | 0.00 | 0.00 |
| 202 | 213 | 310.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 402.00 | 402.00 | 0.00 | 0.00 |
| 1,155 | 993 | 886.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,269.00 | 1,269.00 | 0.00 | 0.00 |
| 38 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 88,577 | 76,443 | 87,894 | 0 | | Personnel Services Totals: | 0.00 | 123,448 | 123,448 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 500.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 40,839 | 46,652 | 22,000.00 | 0.00 | 51410-400-0000 | Materials-Misc Maint & Repair | 0.00 | 22,000.00 | 22,000.00 | 0.00 | 0.00 |
| 9,451 | 8,583 | 11,650.00 | 0.00 | 52050-400-0000 | Maintenance - Other Equipment | 0.00 | 14,650.00 | 11,650.00 | 0.00 | 0.00 |
| 50,290 | 55,235 | 34,150 | 0 | | Services & Supplies Totals: | 0.00 | 37,150 | 34,150 | 0 | 0 |
| 138,866 | 131,678 | 122,044 | 0 | | EXPENDITURES TOTALS: | 0.00 | 160,598 | 157,598 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|--|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 138,866 | 131,678 | 122,044 | 0 | | DEPT EXPENSES | 0.00 | 160,598 | 157,598 | 0 | 0 |
| (138,866) | (131,678) | (122,044) | 0 | | Heating & Air Conditioning Totals: | 0.00 | (160,598) | (157,598) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 138,866 | 131,678 | 122,044 | 0 | | FUND EXPENSES | 0.00 | 160,598 | 157,598 | 0 | 0 |
| (138,866) | (131,678) | (122,044) | 0 | | General Fund Totals: | 0.00 | (160,598) | (157,598) | 0 | 0 |
| | | | | 1137 4692 E30 62010-400-0000 | SBCty Cares Act Infrastructure Heating & Air Conditioning Capital Outlay Office Equipment/Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 177,870 | 0.00 | 0.00 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 177,870 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 177,870 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (177,870) | 0 | 0 | | Heating & Air Conditioning Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 177,870 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (177,870) | 0 | 0 | | SBCty Cares Act Infrastructure Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 138,866 | 309,548 | 122,044 | 0 | | REPORT EXPENSES | 0.00 | 160,598 | 157,598 | 0 | 0 |
| (138,866) | (309,548) | (122,044) | 0 | | REPORT TOTALS: | 0.00 | (160,598) | (157,598) | 0 | 0 |

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

Department: Public Works

Program: 4692 Heating & Air Conditioning

Object
Number

51130 PROGRAM SUPPLIES – \$500

Small hand tools and other special equipment to be used within the program.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$22,000

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities.

52050 MAINTENANCE – OTHER EQUIPMENT – \$14,650 ***(Only \$11,650 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, \$7,000

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 | 216,761 | 277,163 | 277,163 | |
| Services and Supplies | 140,768 | 160,500 | 135,700 | |
| Capital Outlay | 0 | 5,035 | 5,035 | |
| Total | 357,529 | 442,698 | 417,898 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 4.20 (FT) 1.00 (PT) | 4.20 (FT) 1.00 (PT) | 4.20 (FT) 0.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 357,529 | 442,698 | 417,898 |
| Total | 357,529 | 442,698 | 417,898 |

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 | | 4,287 | 4,287 | |
| Facilities Specialist | 0.05 | 0.05 | 0.05 | | 3,546 | 3,546 | |
| Building Maintenance Technic | 0.05 | 0.05 | 0.05 | | 2,546 | 2,546 | |
| Office Specialist | 0.05 | 0.05 | 0.05 | | 2,282 | 2,282 | |
| Custodian | 4.00 | 4.00 | 4.00 | | 173,848 | 173,848 | |
| <u>Part-Time</u> | | | | | | | |
| Custodian | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Full Time | 4.20 | 4.20 | 4.20 | | 186,509 | 186,509 | |
| Part Time | 1.00 | 1.00 | 0.00 | | 0 | 0 | |
| Overtime | | | | | 4,500 | 4,500 | |
| Total Salaries & Wages | | | | | 191,009 | 191,009 | |
| Benefit Costs | | | | | 69,294 | 69,294 | |
| PERS Benefit Costs | | | | | 16,860 | 16,860 | |
| Total Benefit Costs | | | | | 86,154 | 86,154 | |
| TOTAL | | | | | 277,163 | 277,163 | |

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>2020-21</u> | 1st 6 mos. <u>2021-22</u> | Estimate <u>2022-23</u> |
|-----------------------------|----------------|------------------------------|----------------------------|
| City Facilities (buildings) | 10 | 10 | 10 |

Personnel Services – \$277,163

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.05) – \$4,287; Facilities Specialist (0.05) – \$3,546; Building Maintenance Technician (0.05) – \$2,546; Custodian (4.00) – \$173,848; Office Specialist (0.05) – \$2,282. Cost allocations are as follows: full-time salaries – \$186,509; overtime – \$4,500; benefit costs – \$86,154.

Services and Supplies – \$160,500

Funding requested is for: custodial supplies – \$56,500; program supplies – \$1,200; special contract services – \$102,800.

Capital Outlay – \$5,035

Funding requested is for: one 20 inch auto scrubber.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/06/2022 - 4:44PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4693 | Janitorial Services | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 141,202 | 85,715 | 128,793.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 186,509.00 | 186,509.00 | 0.00 | 0.00 |
| 1,332 | 18,861 | 17,829.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,011 | 3,293 | 6,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |
| 0 | 10 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 79 | 147 | 100.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 574.00 | 574.00 | 0.00 | 0.00 |
| 0 | 0 | 45,450.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 64,335.00 | 64,335.00 | 0.00 | 0.00 |
| 58 | 39 | 116.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 129.00 | 129.00 | 0.00 | 0.00 |
| 15,100 | 9,208 | 12,918.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 16,860.00 | 16,860.00 | 0.00 | 0.00 |
| 667 | 358 | 542.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 786.00 | 786.00 | 0.00 | 0.00 |
| 563 | 382 | 577.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 765.00 | 765.00 | 0.00 | 0.00 |
| 2,098 | 1,567 | 2,353.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,705.00 | 2,705.00 | 0.00 | 0.00 |
| 89 | 1,169 | 2,083.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 163,201 | 120,748 | 216,761 | 0 | | Personnel Services Totals: | 0.00 | 277,163 | 277,163 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 38,936 | 32,771 | 50,000.00 | 0.00 | 51090-400-0000 | Custodial Supplies | 0.00 | 56,500.00 | 56,500.00 | 0.00 | 0.00 |
| 747 | 0 | 1,200.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 76,527 | 72,854 | 89,568.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 102,800.00 | 78,000.00 | 0.00 | 0.00 |
| 116,210 | 105,625 | 140,768 | 0 | | Services & Supplies Totals: | 0.00 | 160,500 | 135,700 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |
| 6,169 | 0 | 0.00 | 0.00 | 62030-400-0000 | Machinery & Tools | 0.00 | 5,035.00 | 5,035.00 | 0.00 | 0.00 |
| 6,169 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 5,035 | 5,035 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| 285,580 | 226,372 | 357,529 | 0 | | EXPENDITURES TOTALS: | 0.00 | 442,698 | 417,898 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 285,580 | 226,372 | 357,529 | 0 | | DEPT EXPENSES | 0.00 | 442,698 | 417,898 | 0 | 0 |
| (285,580) | (226,372) | (357,529) | 0 | | Janitorial Services Totals: | 0.00 | (442,698) | (417,898) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 285,580 | 226,372 | 357,529 | 0 | | FUND EXPENSES | 0.00 | 442,698 | 417,898 | 0 | 0 |
| (285,580) | (226,372) | (357,529) | 0 | | General Fund Totals: | 0.00 | (442,698) | (417,898) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| 285,580 | 226,372 | 357,529 | 0 | | REPORT EXPENSES | 0.00 | 442,698 | 417,898 | 0 | 0 |
| | | | | | | | | | | |
| (285,580) | (226,372) | (357,529) | 0 | | REPORT TOTALS: | 0.00 | (442,698) | (417,898) | 0 | 0 |

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

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

51090 CUSTODIAL SUPPLIES – \$56,500

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, and Ballfields (4) - \$50,000
Rags, dust mops, urinal mats, urinal screens - \$6,500

51130 PROGRAM SUPPLIES – \$1,200

Small hand tools and other special equipment to be used within the program, repair of equipment/tools, \$800
Purchase replacement vacuums, \$400

52450 SPECIAL CONTRACT SERVICES – \$102,800 ***(Only \$78,000 approved in City Manager's Budget)***

Carpet cleaning in various City facilities once per year by a carpet cleaning company, \$5,000 ***(Only \$2,000 approved in City Manager's Budget)***

Linen service for Fire Departments, \$1,000

Janitorial services provided by Anthesis for the Police Department and park restrooms, \$96,800 ***(Only \$76,000 approved in City Manager's Budget)***

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

Department: Public Works

Program: 4693 Janitorial Services

| Object Code | Item | Justification | Cost |
|--------------------|----------------|--|----------------|
| 62030 | Floor Scrubber | The current auto scrubber was manufactured in 2004. It is currently in need of repair and due to its age repair parts are no longer available. The auto scrubber is used to clean the floors in City Hall, Community Center, Youth Center, Recreation Center and Senior Center. The auto scrubber is also used to strip and wax the floors in City Hall and the Recreation Center. Most of the other floor surfaces have a slip resistant epoxy coating that cannot be mopped by traditional means. Dirt and grime becomes trapped in the valleys between the marble chips that create the slip resistant peaks and does not come out by simply mopping. | \$5,035 |
| Total: | | | \$5,035 |

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 | 1,365,907 | 1,463,515 | 1,606,149 | |
| Services and Supplies | 147,115 | 299,266 | 297,766 | |
| Capital Outlay | 94,876 | 15,000 | 15,000 | |
| Total | 1,607,898 | 1,777,781 | 1,918,915 | |

| | | | |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| Personnel Authorized | 12.80 (FT) 10.00 (PT) | 13.80 (FT) 10.00 (PT) | 15.00 (FT) 10.00 (PT) |
|-----------------------------|--------------------------|--------------------------|--------------------------|

Department Distribution

| | | | |
|-----------------------------------|------------------|------------------|------------------|
| Planning Commission | 8,075 | 8,075 | 8,075 |
| Administration | 94,971 | 105,246 | 105,246 |
| Planning | 379,848 | 400,775 | 517,386 |
| Building | 335,325 | 363,595 | 393,018 |
| Fire Prevention Bureau | 500 | 107,100 | 107,100 |
| General Code Enforcement Unit | 789,179 | 392,641 | 389,241 |
| Special Ops Code Enforcement Unit | 0 | 400,349 | 398,849 |
| Total | 1,607,898 | 1,777,781 | 1,918,915 |

Source of Funds

| | | | |
|--------------------------------|------------------|------------------|------------------|
| General Fund | 1,255,109 | 1,637,902 | 1,779,036 |
| Community Dev Block Grant Fund | 150,659 | 30,000 | 30,000 |
| Homeless Housing Assist Prev | 107,254 | 109,879 | 109,879 |
| Equipment Replacement Fund | 94,876 | 0 | 0 |
| Total | 1,607,898 | 1,777,781 | 1,918,915 |

**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 | | |
| Full Time: | | | | | | | | |
| <u>Director of Community Development</u> | | | | | | | | |
| Michael Diaz | D | 02/19/22 | 7.7 | 14,040 | 4.3 | 14,742 | 171,499 | 171,499 |
| <u>Building Official/Code Enforcement Manager</u> | | | | | | | | |
| Merry Westerlin | E | | 12.0 | 10,356 | | | 124,272 | 124,272 |
| <u>Senior Planner</u> | | | | | | | | |
| Silvia Gutierrez | B | 02/28/22 | 8.0 | 7,261 | 4.0 | 7,624 | 91,242 | 91,242 |
| <u>Associate Planner</u> | | | | | | | | |
| Vacant | A | | 6.0 | 5,782 | 4.0 | 6,071 | 60,745 | 60,745 |
| <u>Assistant Planner</u> | | | | | | | | |
| Vacant | A | | 6.0 | 4,991 | 4.0 | 5,240 | 52,433 | 52,433 |
| <u>Plans Examiner</u> | | | | | | | | |
| Michael Dorsey | E | | 12.0 | 7,418 | | | 91,686 | 91,686 |
| <u>Building Inspector</u> | | | | | | | | |
| Rudy Arensdorff | B | 07/19/21 | 0.6 | 5,253 | 11.4 | 5,516 | 68,015 | 68,015 |
| <u>Asst Code Enforcement Manager</u> | | | | | | | | |
| Gabe Fondario | B | 07/19/21 | 0.6 | 7,394 | 11.4 | 7,763 | 92,935 | 92,935 |
| <u>Code Enforcement Supervisor</u> | | | | | | | | |
| Robert Hargett | D | 07/19/21 | 0.6 | 6,857 | 11.4 | 7,200 | 88,780 | 88,780 |

**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>Community Compliance Specialist</u> | | | | | | | | |
| Denise Ortiz | E | | 12.0 | 5,816 | | | 71,886 | 71,886 |
| Alan Romansky | C | | 10.8 | 5,275 | 1.2 | 5,539 | 65,526 | 65,526 |
| Vacant | A | | 6.0 | 4,785 | 6.0 | 5,024 | 60,620 | 60,620 |
| Vacant | A | | 6.0 | 4,785 | 6.0 | 5,024 | 60,620 | 60,620 |
| <u>Code Enforcement Officer</u> | | | | | | | | |
| Vacant (Unfunded) | A | | 12.0 | 0 | | | 0 | 0 |
| <u>Administrative Secretary</u> | | | | | | | | |
| Laura Embree | E | | 12.0 | 4,713 | | | 56,556 | 56,556 |
| <u>Part Time:</u> | | | | | | | | |
| <u>Junior Intern</u> | | | | | | | | |
| Vacant (Unfunded) (25 hrs week) | | | | 0.00 hr. | | | 0 | 0 |
| <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> | | | | | | | | | |
| Virginia Eaton | | | 12.0 | 125 | | | 1,500 | 1,500 | |
| Manuel Martinez | | | 12.0 | 125 | | | 1,500 | 1,500 | |
| Patel Krishna | | | 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) | 1,156,815 | 1,156,815 |
| | | | | | | | (PT) | 7,500 | 7,500 |
| | | | | | | | TOTAL | 1,164,315 | 1,164,315 |

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 Developmen | 1.00 | 1.00 | 1.00 | | 171,499 | 171,499 | |
| Building Official | 1.00 | 1.00 | 1.00 | | 124,272 | 124,272 | |
| Senior Planner | 1.00 | 1.00 | 1.00 | | 91,242 | 91,242 | |
| Associate Planner | 1.00 | 1.00 | 1.00 | | 73,252 | 60,745 | |
| Assistant Planner | 1.00 | 1.00 | 1.00 | | 63,228 | 52,433 | |
| Plans Examiner | 1.00 | 1.00 | 1.00 | | 91,686 | 91,686 | |
| Building Inspector | 1.00 | 1.00 | 1.00 | | 68,015 | 68,015 | |
| Asst Code Enforcement Manager | 1.00 | 1.00 | 1.00 | | 92,935 | 92,935 | |
| Code Enforcement Supervisor | 1.00 | 1.00 | 1.00 | | 88,780 | 88,780 | |
| Community Compliance Specialist | 4.00 | 4.00 | 4.00 | | 254,730 | 258,652 | |
| Code Enforcement Officer | 0.00 | 1.00 | 1.00 | | 0 | 0 | |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| <u>Part-Time</u> | | | | | | | |
| Junior Intern | 1.00 | 1.00 | 1.00 | | 0 | 0 | |
| Reserve Code Enforcement Officer | 4.00 | 4.00 | 4.00 | | 7,200 | 0 | |
| Planning Commissioner | 5.00 | 5.00 | 5.00 | | 7,500 | 7,500 | |
| Full Time | 14.00 | 15.00 | 15.00 | | 1,176,195 | 1,156,815 | |
| Admin other Departments | -1.20 | -1.20 | 0.00 | | -130,118 | 0 | |
| Total FT Positions/Salaries | 12.80 | 13.80 | 15.00 | | 1,046,077 | 1,156,815 | |
| Part Time | 10.00 | 10.00 | 10.00 | | 14,700 | 7,500 | |
| Overtime | | | | | 20,382 | 20,382 | |
| Additional Pay | | | | | 900 | 900 | |
| Total Salaries & Wages | | | | | 1,082,059 | 1,185,597 | |
| Benefit Costs | | | | | 277,279 | 271,267 | |
| PERS Benefit Costs | | | | | 151,038 | 149,285 | |
| Benefit Costs other Depts | | | | | -46,861 | 0 | |
| Total Benefit Costs | | | | | 381,456 | 420,552 | |
| TOTAL | | | | | 1,463,515 | 1,606,149 | |

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) | |
|-----------------------------|-----------|-----------|-----------|--|

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 and Zoning Code 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: 2018 – 9 meetings
 2019 – 10 meetings
 2020 – 14 meetings
 2021 – 10 meetings
 2022 – 3 meetings (as of 04/01/22)

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 held 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 2021:

| | |
|-----------------------------|--|
| 2 – Precise Plans of Design | 0 – Specific Plan Amendment (recommendation to CC) |
| 8 – Conditional Use Permits | 1 – Code Amendments/Ordinance (recommendation to CC) |
| 0 – Sign Program | 1 – 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) – \$8,075. 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: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4760 | Planning Commission | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 7,875 | 6,625 | 7,500.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 7,500.00 | 7,500.00 | 0.00 | 0.00 |
| 114 | 96 | 110.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 110.00 | 110.00 | 0.00 | 0.00 |
| 388 | 333 | 465.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 465.00 | 465.00 | 0.00 | 0.00 |
| 8,377 | 7,054 | 8,075 | 0 | | Personnel Services Totals: | 0.00 | 8,075 | 8,075 | 0 | 0 |
| 8,377 | 7,054 | 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 |
| 8,377 | 7,054 | 8,075 | 0 | | DEPT EXPENSES | 0.00 | 8,075 | 8,075 | 0 | 0 |
| (8,377) | (7,054) | (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 |
| 8,377 | 7,054 | 8,075 | 0 | | FUND EXPENSES | 0.00 | 8,075 | 8,075 | 0 | 0 |
| (8,377) | (7,054) | (8,075) | 0 | | General Fund Totals: | 0.00 | (8,075) | (8,075) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 8,377 | 7,054 | 8,075 | 0 | | REPORT EXPENSES | 0.00 | 8,075 | 8,075 | 0 | 0 |
| (8,377) | (7,054) | (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, Building, and Code Enforcement Divisions of the department in conjunction with efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. 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 | 78,760 | 81,430 | 81,430 | |
| Services and Supplies | 16,211 | 19,816 | 19,816 | |
| Capital Outlay | 0 | 4,000 | 4,000 | |
| Total | 94,971 | 105,246 | 105,246 | |
| Personnel Authorized | 1.00 (FT) | 1.00 (FT) | 1.00 (FT) | |

Source of Funds

| | | | |
|--------------|---------------|----------------|----------------|
| General Fund | 94,971 | 105,246 | 105,246 |
| Total | 94,971 | 105,246 | 105,246 |

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 Secretary | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Full Time | 1.00 | 1.00 | 1.00 | | 56,556 | 56,556 | |
| Overtime | | | | | 500 | 500 | |
| Benefit Costs | | | | | 16,535 | 16,535 | |
| PERS Benefit Costs | | | | | 7,839 | 7,839 | |
| Total Benefit Costs | | | | | 24,374 | 24,374 | |
| TOTAL | | | | | 81,430 | 81,430 | |

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, Building and Code Enforcement divisions.
 3. Manages front counter activities for the department and act as first point of contact with the public.
-

Units of Measure

1. Monthly Planning Commission meetings. Each meeting involves the preparation of an agenda, staff reports, preparation of displays and graphics, transcription and distribution of minutes, and posting of agendas and minutes on the City website, and packet distribution.
 2. Distribute documents and maps as requested annually by the public.
 3. Maintain department files.
-

Personnel Services – \$81,430

Salary request is for: Administrative Secretary (1.00) – \$56,556. Cost allocations are as follows: full-time salaries – \$56,556; overtime – \$500; benefit costs – \$24,374.

Services and Supplies – \$19,816

Funding requested is for: books and publications – \$150; dues and memberships – \$845; mileage/auto allowance – \$7,800; vocational training – \$5,400; cellular phone service – \$5,321; miscellaneous expenditures – \$300.

Capital Outlay – \$4,000

Funding requested is for: conference room furniture.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4761 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 69,827 | 54,811 | 54,384.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 56,556.00 | 56,556.00 | 0.00 | 0.00 |
| 5,340 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 115 | 20 | 500.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 363 | 0 | 1,124.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 14,400.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 15,300.00 | 15,300.00 | 0.00 | 0.00 |
| 738 | 7 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8,308 | 6,955 | 7,157.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 7,839.00 | 7,839.00 | 0.00 | 0.00 |
| 300 | 224 | 229.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 238.00 | 238.00 | 0.00 | 0.00 |
| 309 | 174 | 177.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 177.00 | 177.00 | 0.00 | 0.00 |
| 1,099 | 795 | 789.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 820.00 | 820.00 | 0.00 | 0.00 |
| 86,400 | 62,986 | 78,760 | 0 | | Personnel Services Totals: | 0.00 | 81,430 | 81,430 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 138 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| 1,320 | 525 | 750.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 845.00 | 845.00 | 0.00 | 0.00 |
| 5,243 | 4,348 | 0.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 7,800.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 2,500 | 0 | 0.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,012 | 365 | 2,400.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 5,400.00 | 5,400.00 | 0.00 | 0.00 |
| 4,724 | 4,706 | 4,961.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 5,321.00 | 5,321.00 | 0.00 | 0.00 |
| 78 | 4 | 150.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 15,877 | 10,087 | 16,211 | 0 | | Services & Supplies Totals: | 0.00 | 19,816 | 19,816 | 0 | 0 |
| | | | | E30 | Capital Outlay | | | | | |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------|---|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0.00 | 0.00 | 62010-400-0000 | Office Equipment/Furniture | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 4,000 | 4,000 | 0 | 0 |
| 102,277 | 73,072 | 94,971 | 0 | | EXPENDITURES TOTALS: | 0.00 | 105,246 | 105,246 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 102,277 | 73,072 | 94,971 | 0 | | DEPT EXPENSES | 0.00 | 105,246 | 105,246 | 0 | 0 |
| (102,277) | (73,072) | (94,971) | 0 | | Administration Totals: | 0.00 | (105,246) | (105,246) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 102,277 | 73,072 | 94,971 | 0 | | FUND EXPENSES | 0.00 | 105,246 | 105,246 | 0 | 0 |
| (102,277) | (73,072) | (94,971) | 0 | | General Fund Totals: | 0.00 | (105,246) | (105,246) | 0 | 0 |
| 0 | 0 | 0.00 | 0.00 | 1132 4761 E20 | Community Development Block Gr Administration Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 52450-400-0000 | Reeder Ranch Contract Services | 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 | | Administration 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 | | Community Development Block Gr | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|---------------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1135 | Air Quality Improvement Trust | | | | | |
| | | | | 4761 | Administration | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 26,782 | 0 | 0.00 | 0.00 | 51120-400-0000 | Regulation XV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26,782 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 26,782 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,782 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,782) | 0 | 0 | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,782 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,782) | 0 | 0 | 0 | | Air Quality Improvement Trust Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 129,059 | 73,072 | 94,971 | 0 | | REPORT EXPENSES | 0.00 | 105,246 | 105,246 | 0 | 0 |
| (129,059) | (73,072) | (94,971) | 0 | | REPORT TOTALS: | 0.00 | (105,246) | (105,246) | 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 | \$400 |
| 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 | Merry Westerlin, Building Official | Maintain competency in related fields | TBA | TBA | \$600 |
| 52540 | Michael Dorsey, Plans Examiner | Maintain competency in related fields | TBA | TBA | \$600 |
| 52540 | Rudy Arensdorff, Building Inspector | Maintain competency in related fields | TBA | TBA | \$600 |
| 52540 | Gabe Fondario, Asst Code Enforcement Manager | Maintain competency in related fields | TBA | TBA | \$400 |
| 52540 | Robert Hargett, Code Enforcement Supervisor | Maintain competency in related fields | TBA | TBA | \$400 |
| 52540 | Denise Ortiz, Community Compliance Specialist Alan Romansky, Community Compliance Specialist Vacant, Community Compliance Specialist Vacant, Community Compliance Specialist | Maintain competency in related fields | TBA | TBA | \$1,600 |
| | | | | Total: | \$5,400 |

**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 – \$845

Dues and memberships from all department programs as follows:

Building – International Code Council, California Building Officials, local chapters of Building Officials, \$275

Code Enforcement – California Association of Code Enforcement Officers, \$570 (6 officers @ \$95 each).

52540 VOCATIONAL TRAINING – \$5,400

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 – \$5,321

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field.

52990 MISCELLANEOUS EXPENDITURES – \$300

Small contingency account for unexpected expenditures.

CITY OF MONTCLAIR
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Community Development

Program: 4761 Administration

| Object Code | Item | Justification | Cost |
|--------------------|---------------------------|--|----------------|
| 62010 | Conference Room Furniture | Furnish new conference room in Community Development area with six (6) new conference table chairs, one (1) credenza table to hold computer equipment, one (1) whiteboard, one (1) door, four (4) ceiling light fixtures, and one (1) interior partition wall. Replace three (3) worn-out chairs in other areas of the department. | \$4,000 |
| Total: | | | \$4,000 |

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 | 370,048 | 390,975 | 507,586 | |
| Services and Supplies | 9,800 | 9,800 | 9,800 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 379,848 | 400,775 | 517,386 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 3.00 (FT) | 3.00 (FT) | 4.00 (FT) |
|-----------------------------|-----------|-----------|-----------|

Department Distribution

| | | | |
|------------------|----------------|----------------|----------------|
| Current Planning | 245,415 | 258,306 | 382,654 |
| Advance Planning | 134,433 | 142,469 | 134,732 |
| Total | 379,848 | 400,775 | 517,386 |

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 379,848 | 400,775 | 517,386 |
| Total | 379,848 | 400,775 | 517,386 |

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 | 243,615 | 256,506 | 380,854 | |
| Services and Supplies | 1,800 | 1,800 | 1,800 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 245,415 | 258,306 | 382,654 | |

| | | | | |
|-----------------------------|-----------|-----------|-----------|--|
| Personnel Authorized | 2.00 (FT) | 2.00 (FT) | 3.00 (FT) | |
|-----------------------------|-----------|-----------|-----------|--|

Source of Funds

| | | | | |
|--------------|----------------|----------------|----------------|--|
| General Fund | 245,415 | 258,306 | 382,654 | |
| Total | 245,415 | 258,306 | 382,654 | |

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 | | 128,624 | 128,624 | |
| Admin to other Depts | -0.50 | -0.50 | 0.00 | | -85,750 | 0 | |
| | <u>0.25</u> | <u>0.25</u> | <u>0.75</u> | | <u>42,874</u> | <u>128,624</u> | |
| Senior Planner | 0.75 | 0.75 | 0.75 | | 68,432 | 68,432 | |
| Admin to other Depts | -0.20 | -0.20 | 0.00 | | -9,124 | 0 | |
| | <u>0.55</u> | <u>0.55</u> | <u>0.75</u> | | <u>59,308</u> | <u>68,432</u> | |
| Associate Planner | 0.75 | 0.75 | 0.75 | | 54,939 | 45,559 | |
| Admin to other Depts | -0.20 | -0.20 | 0.00 | | -7,325 | 0 | |
| | <u>0.55</u> | <u>0.55</u> | <u>0.75</u> | | <u>47,614</u> | <u>45,559</u> | |
| Assistant Planner | 0.75 | 0.75 | 0.75 | | 47,421 | 39,325 | |
| Admin to other Depts | -0.10 | -0.10 | 0.00 | | -6,323 | 0 | |
| | <u>0.65</u> | <u>0.65</u> | <u>0.75</u> | | <u>41,098</u> | <u>39,325</u> | |
| Full Time | 3.00 | 3.00 | 3.00 | | 299,416 | 281,940 | |
| Admin other Departments | -1.00 | -1.00 | 0.00 | | -108,522 | 0 | |
| Total FT Positions/Salaries | 2.00 | 2.00 | 3.00 | | 190,894 | 281,940 | |
| Overtime | | | | | 1,250 | 1,250 | |
| Additional Pay | | | | | 675 | 675 | |
| Total Salaries & Wages | | | | | 192,819 | 283,865 | |
| Benefit Costs | | | | | 62,787 | 58,636 | |
| PERS Benefit Costs | | | | | 39,934 | 38,353 | |
| Benefit Costs other Depts | | | | | -39,034 | 0 | |
| Total Benefit Costs | | | | | 63,687 | 96,989 | |
| TOTAL | | | | | 256,506 | 380,854 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-----------------------|-----------------|-----------------------|
| Community Development | Planning | 4762 Current Planning |

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic and social benefit of the City.

Units of Measure

1. Serve as secretary to 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.
 6. A minimum of 12 Planning Commission Meetings per year.
 7. Maintain internal coordination among Planning, Building, Code Enforcement and Fire Prevention Bureau division functions.
 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 adequate level of public information, including reviewing and updating the City's website on a regular basis.
-

Personnel Services – \$256,506

Salary requests are for: Director of Community Development (0.25) – \$42,874; Senior Planner (0.55) – \$59,308; Associate Planner (0.55) – \$47,614; Assistant Planner (0.65) – \$41,098. Cost allocations are as follows: full-time salaries – \$190,894; overtime – \$1,250; additional pay – \$675; benefit costs – \$63,687.

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: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--|-------------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4762 | Current Planning | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 135,411 | 143,866 | 181,670.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 190,894.00 | 281,940.00 | 0.00 | 0.00 |
| 471 | 482 | 1,250.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,250.00 | 1,250.00 | 0.00 | 0.00 |
| 767 | 759 | 831.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,803.00 | 3,709.00 | 0.00 | 0.00 |
| 592 | 588 | 675.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 675.00 | 675.00 | 0.00 | 0.00 |
| 0 | 0 | 32,130.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 34,035.00 | 43,201.00 | 0.00 | 0.00 |
| 1,397 | 1,453 | 1,571.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 1,715.00 | 5,145.00 | 0.00 | 0.00 |
| 15,971 | 17,543 | 21,466.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 21,918.00 | 38,353.00 | 0.00 | 0.00 |
| 579 | 595 | 765.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 800.00 | 1,184.00 | 0.00 | 0.00 |
| 487 | 493 | 623.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 649.00 | 1,310.00 | 0.00 | 0.00 |
| 2,019 | 2,147 | 2,634.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,767.00 | 4,087.00 | 0.00 | 0.00 |
| 157,694 | 167,926 | 243,615 | 0 | | Personnel Services Totals: | 0.00 | 256,506 | 380,854 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 94 | 0 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| 0 | 806 | 5,500.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 5,500.00 | 5,500.00 | 0.00 | 0.00 |
| 2,124 | 1,808 | -4,000.00 | 0.00 | 52091-400-0000 | Print Ad Reimbursement | 0.00 | -4,000.00 | -4,000.00 | 0.00 | 0.00 |
| 1,747 | 1,970 | 0.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | 0 | 150.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| 3,985 | 4,584 | 1,800 | 0 | | Services & Supplies Totals: | 0.00 | 1,800 | 1,800 | 0 | 0 |
| 161,679 | 172,511 | 245,415 | 0 | | EXPENDITURES TOTALS: | 0.00 | 258,306 | 382,654 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|--------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 161,679 | 172,511 | 245,415 | 0 | | DEPT EXPENSES | 0.00 | 258,306 | 382,654 | 0 | 0 |
| (161,679) | (172,511) | (245,415) | 0 | | Current Planning Totals: | 0.00 | (258,306) | (382,654) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 161,679 | 172,511 | 245,415 | 0 | | FUND EXPENSES | 0.00 | 258,306 | 382,654 | 0 | 0 |
| (161,679) | (172,511) | (245,415) | 0 | | General Fund Totals: | 0.00 | (258,306) | (382,654) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 161,679 | 172,511 | 245,415 | 0 | | REPORT EXPENSES | 0.00 | 258,306 | 382,654 | 0 | 0 |
| (161,679) | (172,511) | (245,415) | 0 | | REPORT TOTALS: | 0.00 | (258,306) | (382,654) | 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

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091 PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990 MISCELLANEOUS EXPENDITURES – \$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.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 126,433 | 134,469 | 126,732 | |
| Services and Supplies | 8,000 | 8,000 | 8,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 134,433 | 142,469 | 134,732 | |
| Personnel Authorized | 1.00 (FT) | 1.00 (FT) | 1.00 (FT) | |

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 134,433 | 142,469 | 134,732 |
| Total | 134,433 | 142,469 | 134,732 |

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 | | 42,875 | 42,875 | |
| Senior Planner | 0.25 | 0.25 | 0.25 | | 22,810 | 22,810 | |
| Associate Planner | 0.25 | 0.25 | 0.25 | | 18,313 | 15,186 | |
| Assistant Planner | 0.25 | 0.25 | 0.25 | | 15,807 | 13,108 | |
| Full Time | 1.00 | 1.00 | 1.00 | | 99,805 | 93,979 | |
| Overtime | | | | | 200 | 200 | |
| Additional Pay | | | | | 225 | 225 | |
| Total Salaries & Wages | | | | | 100,230 | 94,404 | |
| Benefit Costs | | | | | 20,928 | 19,543 | |
| PERS Benefit Costs | | | | | 13,311 | 12,785 | |
| Total Benefit Costs | | | | | 34,239 | 32,328 | |
| TOTAL | | | | | 134,469 | 126,732 | |

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 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 the 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 comprehensive update of the City's General Plan and Official Zoning Map.
-

Personnel Services – \$134,469

Salary requests are for: Director of Community Development (0.25) – \$42,875; Senior Planner (0.25) - \$22,810; Associate Planner (0.25) – \$18,313; Assistant Planner (0.25) – \$15,807. Cost allocations are as follows: full-time salaries – \$99,805; overtime – \$200; additional pay – \$225; benefit costs – \$34,239.

Services and Supplies – \$8,000

Funding requested is for: City portion of LAFCO's annual funding – \$8,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4763 | Advance Planning | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 73,049 | 79,247 | 94,034.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 99,805.00 | 93,979.00 | 0.00 | 0.00 |
| 181 | 186 | 200.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 767 | 759 | 831.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,237.00 | 1,237.00 | 0.00 | 0.00 |
| 227 | 226 | 225.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 225.00 | 225.00 | 0.00 | 0.00 |
| 0 | 0 | 14,850.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 15,675.00 | 14,399.00 | 0.00 | 0.00 |
| 1,354 | 1,453 | 1,570.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 1,715.00 | 1,715.00 | 0.00 | 0.00 |
| 9,086 | 10,399 | 12,556.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 13,311.00 | 12,785.00 | 0.00 | 0.00 |
| 307 | 325 | 394.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 418.00 | 394.00 | 0.00 | 0.00 |
| 329 | 351 | 410.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 435.00 | 435.00 | 0.00 | 0.00 |
| 1,106 | 1,201 | 1,363.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,448.00 | 1,363.00 | 0.00 | 0.00 |
| 86,406 | 94,148 | 126,433 | 0 | | Personnel Services Totals: | 0.00 | 134,469 | 126,732 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 7,985 | 8,294 | 8,000.00 | 0.00 | 52320-400-0000 | Annexations | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 7,985 | 8,294 | 8,000 | 0 | | Services & Supplies Totals: | 0.00 | 8,000 | 8,000 | 0 | 0 |
| 94,391 | 102,442 | 134,433 | 0 | | EXPENDITURES TOTALS: | 0.00 | 142,469 | 134,732 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 94,391 | 102,442 | 134,433 | 0 | | DEPT EXPENSES | 0.00 | 142,469 | 134,732 | 0 | 0 |
| (94,391) | (102,442) | (134,433) | 0 | | Advance Planning Totals: | 0.00 | (142,469) | (134,732) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 94,391 | 102,442 | 134,433 | 0 | | FUND EXPENSES | 0.00 | 142,469 | 134,732 | 0 | 0 |
| (94,391) | (102,442) | (134,433) | 0 | | General Fund Totals: | 0.00 | (142,469) | (134,732) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 94,391 | 102,442 | 134,433 | 0 | | REPORT EXPENSES | 0.00 | 142,469 | 134,732 | 0 | 0 |
| (94,391) | (102,442) | (134,433) | 0 | | REPORT TOTALS: | 0.00 | (142,469) | (134,732) | 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 | 333,725 | 358,145 | 387,568 | |
| Services and Supplies | 1,600 | 5,450 | 5,450 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 335,325 | 363,595 | 393,018 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 2.80 (FT) 0.50 (PT) | 2.80 (FT) 0.50 (PT) | 3.00 (FT) 0.50 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Department Distribution

| | | | |
|------------------|----------------|----------------|----------------|
| Field Inspection | 118,499 | 94,395 | 94,395 |
| Plan Check | 65,848 | 110,202 | 122,115 |
| Operations | 150,978 | 158,998 | 176,508 |
| Total | 335,325 | 363,595 | 393,018 |

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 335,325 | 363,595 | 393,018 |
| Total | 335,325 | 363,595 | 393,018 |

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 | 117,299 | 91,845 | 91,845 | |
| Services and Supplies | 1,200 | 2,550 | 2,550 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 118,499 | 94,395 | 94,395 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 1.25 (FT) 0.50 (PT) | 1.00 (FT) 0.50 (PT) | 1.00 (FT) 0.50 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------|----------------|---------------|---------------|
| General Fund | 118,499 | 94,395 | 94,395 |
| Total | 118,499 | 94,395 | 94,395 |

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 |
| Plans Examiner | 0.50 | 0.00 | 0.00 | | 0 | 0 | |
| Building Inspector | 0.75 | 1.00 | 1.00 | | 68,015 | 68,015 | |
| <u>Part-Time</u> | | | | | | | |
| Junior Intern | 0.50 | 0.50 | 0.50 | | 0 | 0 | |
| Full Time | 1.25 | 1.00 | 1.00 | | 68,015 | 68,015 | |
| Part Time | 0.50 | 0.50 | 0.50 | | 0 | 0 | |
| Overtime | | | | | 932 | 932 | |
| Total Salaries & Wages | | | | | 68,947 | 68,947 | |
| Benefit Costs | | | | | 16,749 | 16,749 | |
| PERS Benefit Costs | | | | | 6,149 | 6,149 | |
| Total Benefit Costs | | | | | 22,898 | 22,898 | |
| TOTAL | | | | | 91,845 | 91,845 | |

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>15-16</u> | <u>16-17</u> | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Inspections made | 2,636 | 2,949 | 2,870 | 3,015 | 3,308 | 2,794 |

Personnel Services – \$91,845

Salary requests are for: Building Inspector (1.00) – \$68,015. Cost allocations are as follows: full-time salaries – \$68,015; overtime – \$932; benefit costs – \$22,898.

Services and Supplies – \$2,550

Funding requested is for: books and publications – \$1,400; uniforms – \$600; special contract services – \$36,000; special contract services reimbursement – <\$36,000>; small equipment – \$400; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4764 | Field Inspection | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 94,137 | 82,483 | 86,428.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 68,015.00 | 68,015.00 | 0.00 | 0.00 |
| 8,096 | 4,647 | 1,500.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,437 | 1,941 | 932.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 932.00 | 932.00 | 0.00 | 0.00 |
| 2,092 | 1,054 | 0.00 | 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 | 15,300.00 | 15,300.00 | 0.00 | 0.00 |
| 10,113 | 9,319 | 8,600.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 6,149.00 | 6,149.00 | 0.00 | 0.00 |
| 396 | 355 | 364.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 286.00 | 286.00 | 0.00 | 0.00 |
| 217 | 205 | 222.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 177.00 | 177.00 | 0.00 | 0.00 |
| 1,585 | 1,307 | 1,253.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 986.00 | 986.00 | 0.00 | 0.00 |
| 502 | 288 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 121,575 | 101,599 | 117,299 | 0 | | Personnel Services Totals: | 0.00 | 91,845 | 91,845 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 53 | 0 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 1,400.00 | 1,400.00 | 0.00 | 0.00 |
| 529 | 566 | 600.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 600.00 | 600.00 | 0.00 | 0.00 |
| 0 | 0 | 36,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 0.00 |
| 0 | 0 | -36,000.00 | 0.00 | 52451-400-0000 | Special Contract Svcs-Reimbur | 0.00 | -36,000.00 | -36,000.00 | 0.00 | 0.00 |
| 360 | 0 | 300.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 400.00 | 400.00 | 0.00 | 0.00 |
| 7 | 0 | 150.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| 950 | 566 | 1,200 | 0 | | Services & Supplies Totals: | 0.00 | 2,550 | 2,550 | 0 | 0 |
| 122,525 | 102,165 | 118,499 | 0 | | EXPENDITURES TOTALS: | 0.00 | 94,395 | 94,395 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|--------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 122,525 | 102,165 | 118,499 | 0 | | DEPT EXPENSES | 0.00 | 94,395 | 94,395 | 0 | 0 |
| (122,525) | (102,165) | (118,499) | 0 | | Field Inspection Totals: | 0.00 | (94,395) | (94,395) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 122,525 | 102,165 | 118,499 | 0 | | FUND EXPENSES | 0.00 | 94,395 | 94,395 | 0 | 0 |
| (122,525) | (102,165) | (118,499) | 0 | | General Fund Totals: | 0.00 | (94,395) | (94,395) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 122,525 | 102,165 | 118,499 | 0 | | REPORT EXPENSES | 0.00 | 94,395 | 94,395 | 0 | 0 |
| (122,525) | (102,165) | (118,499) | 0 | | REPORT TOTALS: | 0.00 | (94,395) | (94,395) | 0 | 0 |

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

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,400

Update of new code books and training manuals.

51100 UNIFORMS – \$600

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$36,000

Because of the expected commencement of construction at Montclair 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 – <\$36,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$400

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 the public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 65,598 | 108,702 | 120,615 | |
| Services and Supplies | 250 | 1,500 | 1,500 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 65,848 | 110,202 | 122,115 | |
| Personnel Authorized | 0.65 (FT) | 0.90 (FT) | 1.00 (FT) | |

Source of Funds

| | | | |
|--------------|---------------|----------------|----------------|
| General Fund | 65,848 | 110,202 | 122,115 |
| Total | 65,848 | 110,202 | 122,115 |

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 | 0.50 | 1.00 | 1.00 | | 91,686 | 91,686 | |
| Admin to other Depts | -0.10 | -0.10 | 0.00 | | -9,169 | 0 | |
| | <u>0.40</u> | <u>0.90</u> | <u>1.00</u> | | <u>82,517</u> | <u>91,686</u> | |
| Building Inspector | 0.25 | 0.00 | 0.00 | | 0 | 0 | |
| Full Time | 0.75 | 1.00 | 1.00 | | 91,686 | 91,686 | |
| Admin other Departments | -0.10 | -0.10 | 0.00 | | -9,169 | 0 | |
| Total FT Positions/Salaries | 0.65 | 0.90 | 1.00 | | 82,517 | 91,686 | |
| Overtime | | | | | 1,500 | 1,500 | |
| Total Salaries & Wages | | | | | 84,017 | 93,186 | |
| Benefit Costs | | | | | 19,141 | 19,141 | |
| PERS Benefit Costs | | | | | 8,288 | 8,288 | |
| Benefit Costs other Depts | | | | | -2,744 | 0 | |
| Total Benefit Costs | | | | | 24,685 | 27,429 | |
| TOTAL | | | | | 108,702 | 120,615 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-----------------------|-----------------|-----------------|
| Community Development | Building | 4765 Plan Check |

Work Program

Provide 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>15-16</u> | <u>16-17</u> | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|----------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Plans Checked | 485 | 383 | 532 | 405 | 547 | 560 |
| Permits Issued | 801 | 778 | 689 | 747 | 726 | 731 |

Personnel Services – \$108,702

Salary requests are for: Plans Examiner (0.90) – \$82,517. Cost allocations are as follows: full-time salaries – \$82,517; overtime – \$1,500; benefit costs – \$24,685.

Services and Supplies – \$1,500

Funding requested is for: books and publications – \$1,400; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$35,000; plan check reimbursement - <\$35,000>; small equipment – \$100.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:05PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4765 | Plan Check | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 50,944 | 45,929 | 48,183.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 82,517.00 | 91,686.00 | 0.00 | 0.00 |
| 2,777 | 742 | 1,500.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 1,145 | 351 | 745.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 1,760.00 | 1,956.00 | 0.00 | 0.00 |
| 0 | 0 | 9,360.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 13,770.00 | 15,300.00 | 0.00 | 0.00 |
| 5,435 | 5,212 | 4,794.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 7,459.00 | 8,288.00 | 0.00 | 0.00 |
| 213 | 193 | 203.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 341.00 | 379.00 | 0.00 | 0.00 |
| 114 | 107 | 114.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 159.00 | 177.00 | 0.00 | 0.00 |
| 796 | 682 | 699.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,196.00 | 1,329.00 | 0.00 | 0.00 |
| 61,424 | 53,217 | 65,598 | 0 | | Personnel Services Totals: | 0.00 | 108,702 | 120,615 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 1,400.00 | 1,400.00 | 0.00 | 0.00 |
| 7,448 | 10,388 | 2,500.00 | 0.00 | 51160-400-0000 | Electronic Archiving | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| (7,808) | (6,254) | -2,500.00 | 0.00 | 51161-400-0000 | Electronic Archiving Reimb | 0.00 | -2,500.00 | -2,500.00 | 0.00 | 0.00 |
| 14,275 | 28,135 | 35,000.00 | 0.00 | 52270-400-0000 | Plan Check Service | 0.00 | 35,000.00 | 35,000.00 | 0.00 | 0.00 |
| 0 | 0 | -35,000.00 | 0.00 | 52271-400-0000 | Plan Check Service - Reimb | 0.00 | -35,000.00 | -35,000.00 | 0.00 | 0.00 |
| 331 | 0 | 100.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 100.00 | 100.00 | 0.00 | 0.00 |
| 14,246 | 32,269 | 250 | 0 | | Services & Supplies Totals: | 0.00 | 1,500 | 1,500 | 0 | 0 |
| 75,671 | 85,486 | 65,848 | 0 | | EXPENDITURES TOTALS: | 0.00 | 110,202 | 122,115 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 75,671 | 85,486 | 65,848 | 0 | | DEPT EXPENSES | 0.00 | 110,202 | 122,115 | 0 | 0 |
| (75,671) | (85,486) | (65,848) | 0 | | Plan Check Totals: | 0.00 | (110,202) | (122,115) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 75,671 | 85,486 | 65,848 | 0 | | FUND EXPENSES | 0.00 | 110,202 | 122,115 | 0 | 0 |
| (75,671) | (85,486) | (65,848) | 0 | | General Fund Totals: | 0.00 | (110,202) | (122,115) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 75,671 | 85,486 | 65,848 | 0 | | REPORT EXPENSES | 0.00 | 110,202 | 122,115 | 0 | 0 |
| (75,671) | (85,486) | (65,848) | 0 | | REPORT TOTALS: | 0.00 | (110,202) | (122,115) | 0 | 0 |

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

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,400

Code books and training manuals.

51160 ELECTRONIC ARCHIVING – \$2,500

Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.

51161 ELECTRONIC ARCHIVING REIMBURSEMENT – <\$2,500>

Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.

52270 PLAN CHECK SERVICE – \$35,000

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52271 PLAN CHECK SERVICE - REIMBURSEMENT – <\$35,000>

Reimbursement to the City from applicants for the actual cost of providing plan check services.

52690 SMALL EQUIPMENT – \$100

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 Code Enforcement Services and Fire Prevention Bureau Services.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 150,828 | 157,598 | 175,108 | |
| Services and Supplies | 150 | 1,400 | 1,400 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 150,978 | 158,998 | 176,508 | |
| Personnel Authorized | 0.90 (FT) | 0.90 (FT) | 1.00 (FT) | |

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 150,978 | 158,998 | 176,508 |
| Total | 150,978 | 158,998 | 176,508 |

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 | | 124,272 | 124,272 | |
| Admin to other Depts | -0.10 | -0.10 | 0.00 | | -12,427 | 0 | |
| | <u>0.90</u> | <u>0.90</u> | <u>1.00</u> | | <u>111,845</u> | <u>124,272</u> | |
| Full Time | 1.00 | 1.00 | 1.00 | | 124,272 | 124,272 | |
| Admin other Departments | -0.10 | -0.10 | 0.00 | | -12,427 | 0 | |
| Total FT Positions/Salaries | <u>0.90</u> | <u>0.90</u> | <u>1.00</u> | | <u>111,845</u> | <u>124,272</u> | |
| Benefit Costs | | | | | 27,845 | 27,845 | |
| PERS Benefit Costs | | | | | 22,991 | 22,991 | |
| Benefit Costs other Depts | | | | | -5,083 | 0 | |
| Total Benefit Costs | | | | | <u>45,753</u> | <u>50,836</u> | |
| TOTAL | | | | | 157,598 | 175,108 | |

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, Code Enforcement, and Fire Prevention Bureau Divisions.
 3. Assist and/or advise the Community Development Director.
 4. Represent the Building Division, Code Enforcement 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>16-17</u> | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|------------------|--------------|--------------|--------------|--------------|--------------|
| Permit Valuation | \$50,158,960 | \$68,317,503 | \$58,583,592 | \$27,585,328 | \$26,105,269 |

Personnel Services – \$157,598

Salary requests are for: Building Official/Code Enforcement Manager (0.90) – \$111,845; Cost allocations are as follows: full-time salaries – \$111,845; benefit costs – \$45,753.

Services and Supplies – \$1,400

Funding requested is for: books and publications – \$1,400.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4766 | Building Operations | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 111,330 | 113,188 | 107,546.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 111,845.00 | 124,272.00 | 0.00 | 0.00 |
| 2,078 | 1,706 | 2,482.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 2,581.00 | 2,868.00 | 0.00 | 0.00 |
| 0 | 0 | 14,580.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 15,120.00 | 16,800.00 | 0.00 | 0.00 |
| 4,251 | 4,320 | 4,302.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 4,474.00 | 4,971.00 | 0.00 | 0.00 |
| 15,390 | 17,639 | 19,144.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 20,692.00 | 22,991.00 | 0.00 | 0.00 |
| 453 | 457 | 453.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 471.00 | 523.00 | 0.00 | 0.00 |
| 762 | 769 | 761.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 793.00 | 881.00 | 0.00 | 0.00 |
| 1,651 | 1,673 | 1,560.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,622.00 | 1,802.00 | 0.00 | 0.00 |
| 135,915 | 139,753 | 150,828 | 0 | | Personnel Services Totals: | 0.00 | 157,598 | 175,108 | 0 | 0 |
| 0 | 0 | 150.00 | 0.00 | E20 | Services & Supplies | | | | | |
| | | | | 51020-400-0000 | Books and Publications | 0.00 | 1,400.00 | 1,400.00 | 0.00 | 0.00 |
| 0 | 0 | 150 | 0 | | Services & Supplies Totals: | 0.00 | 1,400 | 1,400 | 0 | 0 |
| 135,915 | 139,753 | 150,978 | 0 | | EXPENDITURES TOTALS: | 0.00 | 158,998 | 176,508 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 135,915 | 139,753 | 150,978 | 0 | | DEPT EXPENSES | 0.00 | 158,998 | 176,508 | 0 | 0 |
| (135,915) | (139,753) | (150,978) | 0 | | Building Operations Totals: | 0.00 | (158,998) | (176,508) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------|------|-------------------|------------------|------------------|-----------------|
| 135,915 | 139,753 | 150,978 | 0 | | FUND EXPENSES | 0.00 | 158,998 | 176,508 | 0 | 0 |
| (135,915) | (139,753) | (150,978) | 0 | | General Fund Totals: | 0.00 | (158,998) | (176,508) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 135,915 | 139,753 | 150,978 | 0 | | REPORT EXPENSES | 0.00 | 158,998 | 176,508 | 0 | 0 |
| (135,915) | (139,753) | (150,978) | 0 | | REPORT TOTALS: | 0.00 | (158,998) | (176,508) | 0 | 0 |

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

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,400

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 preempt fully 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.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 0 | 0 | 0 | |
| Services and Supplies | 500 | 107,100 | 107,100 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 500 | 107,100 | 107,100 | |

| | | | | |
|-----------------------------|---|---|---|--|
| Personnel Authorized | 0 | 0 | 0 | |
|-----------------------------|---|---|---|--|

Source of Funds

| | | | | |
|--------------|------------|----------------|----------------|--|
| General Fund | 500 | 107,100 | 107,100 | |
| Total | 500 | 107,100 | 107,100 | |

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.
-

Units of Measure

| | <u>2020</u> | <u>2021</u> |
|------------------------------|-------------|-------------|
| Inspections Completed | 510 | 918 |
| Plans Reviewed | 150 | 168 |
| Fire Investigation Responses | 10 | 5 |
| Weed Abatement Actions | 35 | 0 |

Personnel Services

No funding requested.

Services and Supplies – \$107,100

Funding requested is for: plan check/inspection service – \$65,000; plan check service reimbursement <65,000>; special contract services - \$106,600; small equipment – \$200; miscellaneous expenditures – \$300.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4767 | Fire Prevention Bureau | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 120,924 | 7,801 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,638 | 0 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,845 | 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9,679 | 54 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 345 | 0 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 163 | 0 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 134,594 | 7,855 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,517 | 0 | 0.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 233 | 0 | 0.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 332 | 0 | 0.00 | 0.00 | 51140-400-0000 | Personnel Protective Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16,391 | 61,762 | 80,000.00 | 0.00 | 52270-400-0000 | Plan Check Service | 0.00 | 65,000.00 | 65,000.00 | 0.00 | 0.00 |
| (18,130) | (24,333) | -80,000.00 | 0.00 | 52271-400-0000 | Plan Check Service - Reimb | 0.00 | -65,000.00 | -65,000.00 | 0.00 | 0.00 |
| 0 | 49,397 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 106,600.00 | 106,600.00 | 0.00 | 0.00 |
| 80 | 0 | 0.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 193 | 27 | 200.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| (90) | 1,348 | 300.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 526 | 88,200 | 500 | 0 | | Services & Supplies Totals: | 0.00 | 107,100 | 107,100 | 0 | 0 |
| 135,121 | 96,055 | 500 | 0 | | EXPENDITURES TOTALS: | 0.00 | 107,100 | 107,100 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 135,121 | 96,055 | 500 | 0 | | DEPT EXPENSES | 0.00 | 107,100 | 107,100 | 0 | 0 |
| (135,121) | (96,055) | (500) | 0 | | Fire Prevention Bureau Totals: | 0.00 | (107,100) | (107,100) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 135,121 | 96,055 | 500 | 0 | | FUND EXPENSES | 0.00 | 107,100 | 107,100 | 0 | 0 |
| (135,121) | (96,055) | (500) | 0 | | General Fund Totals: | 0.00 | (107,100) | (107,100) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 135,121 | 96,055 | 500 | 0 | | REPORT EXPENSES | 0.00 | 107,100 | 107,100 | 0 | 0 |
| (135,121) | (96,055) | (500) | 0 | | REPORT TOTALS: | 0.00 | (107,100) | (107,100) | 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 – 106,600

Inspection services of a Deputy Fire Marshal.

52690 SMALL EQUIPMENT – \$200

Miscellaneous small equipment items not provided for elsewhere in this budget.

52990 MISCELLANEOUS EXPENDITURES – \$300

Supplies and material, and various expenditures for the Fire Prevention Bureau.

PROGRAM BUDGET SUMMARY – 1

Program Number 4768

| Department | Division | Program |
|-----------------------|-----------------|-------------------------------|
| Community Development | | General Code Enforcement Unit |

Program Description

The Code Enforcement Program identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------------|------------------------------|---------------------------|---------------------------------|-------------------------|
| Personnel Services | 575,299 | 365,141 | 361,741 | |
| Services and Supplies | 119,004 | 16,500 | 16,500 | |
| Capital Outlay | 94,876 | 11,000 | 11,000 | |
| Total | 789,179 | 392,641 | 389,241 | |
| Personnel Authorized | 6.00 (FT) 4.50 (PT) | 4.00 (FT) 4.50 (PT) | 4.00 (FT) 4.50 (PT) | |

Source of Funds

| | | | |
|--------------------------------|----------------|----------------|----------------|
| General Fund | 436,390 | 362,641 | 359,241 |
| Community Dev Block Grant Fund | 150,659 | 30,000 | 30,000 |
| Homeless Housing Assist Prev. | 107,254 | 0 | 0 |
| Equipment Replacement Fund | 94,876 | 0 | 0 |
| Total | 789,179 | 392,641 | 389,241 |

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 |
| Asst Code Enforcement Manage | 1.00 | 0.00 | 0.00 | | 0 | 0 | |
| Code Enforcement Supervisor | 1.00 | 0.00 | 0.00 | | 0 | 0 | |
| Community Compliance Speciali | 4.00 | 4.00 | 4.00 | | 254,730 | 258,652 | |
| <u>Part-Time</u> | | | | | | | |
| Junior Intern | 0.50 | 0.50 | 0.50 | | 0 | 0 | |
| Res. Code Enforcement Officer | 4.00 | 4.00 | 4.00 | | 7,200 | 0 | |
| Full Time | 6.00 | 4.00 | 4.00 | | 254,730 | 258,652 | |
| Part Time | 4.50 | 4.50 | 4.50 | | 7,200 | 0 | |
| Overtime | | | | | 12,000 | 12,000 | |
| Total Salaries & Wages | | | | | 273,930 | 270,652 | |
| Benefit Costs | | | | | 68,183 | 67,707 | |
| PERS Benefit Costs | | | | | 23,028 | 23,382 | |
| Total Benefit Costs | | | | | 91,211 | 91,089 | |
| TOTAL | | | | | 365,141 | 361,741 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|-----------------------|----------|-----------------------|
| Community Development | | 4768 Code Enforcement |

Work Program

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
 2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
 3. Document new contacts and all initial abatement activities conducted.
 4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
 5. Remove all illegal signs.
 6. Ensure that graffiti is removed from private property.
 7. Responds to residents with municipal, health and safety, and code concerns.
-

Units of Measure

| | <u>2018-19</u> | <u>2019-20</u> | <u>2020-21</u> |
|-----------------------------|----------------|----------------|----------------|
| Abandoned Vehicle Abatement | 111 | 114 | 149 |
| Administrative Citations | 143 | 108 | 45 |
| Love Montclair Cleanups | 5 | 0 | 1 |
| Clean-Up and Secure | 28 | 178 | 27 |
| Complaints | 1,037 | 675 | 1,474 |
| Foreclosures | 16 | 69 | 374 |
| Graffiti Abatement | 55 | 105 | 418 |
| Notices to Appear | 24 | 138 | 22 |
| Notices of Violation | 887 | 730 | 480 |
| Violations Abated by Owner | 767 | 557 | 694 |
| Illegal Signs Removed | 1,408 | 310 | 963 |
| Inspections | 1,794 | 1,161 | 1,815 |
| 5-Star Inspection | 478 | 5 | 156 |

Personnel Services – \$365,141

Salary requests are for: Community Compliance Specialist (4.00) – \$254,730; Reserve Code Enforcement Officer (4.00/part-time) – \$7,200. Cost allocations are as follows: full-time salaries – \$254,730; part-time salaries – \$7,200; overtime – \$12,000; benefit costs – \$91,211.

Services and Supplies – \$16,500

Funding requested is for: books and publications – \$500; uniforms – \$5,000; materials – recycle/cleanup – \$7,000; small equipment – \$1,000; miscellaneous expenditures – \$3,000.

Capital Outlay – \$15,000

Funding requested is for: cubicle office furniture.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4768 | General Code Enforcement Unit | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 309,093 | 276,596 | 401,228.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 254,730.00 | 258,652.00 | 0.00 | 0.00 |
| (6,875) | (6,937) | -63,797.00 | 0.00 | 41011-400-0000 | Reg Wages Reimb - CDBG | 0.00 | -30,000.00 | -30,000.00 | 0.00 | 0.00 |
| 0 | 0 | -27,888.00 | 0.00 | 41019-400-0000 | Reg Wages Reimb - CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | -58,974.00 | 0.00 | 41020-400-0000 | Reg Wages Reimb - CDBG-CV3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13,346 | 7,310 | 7,200.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 7,200.00 | 0.00 | 0.00 | 0.00 |
| 12,559 | 4,478 | 11,100.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 12,000.00 | 12,000.00 | 0.00 | 0.00 |
| 3,517 | 3,059 | 1,886.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 797 | 724 | 960.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 960.00 | 960.00 | 0.00 | 0.00 |
| 0 | 0 | 88,200.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 61,200.00 | 61,200.00 | 0.00 | 0.00 |
| 3,239 | 3,172 | 3,583.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35,099 | 34,436 | 51,566.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 23,028.00 | 23,382.00 | 0.00 | 0.00 |
| 1,239 | 1,087 | 1,689.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,072.00 | 1,089.00 | 0.00 | 0.00 |
| 1,183 | 1,029 | 1,519.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 708.00 | 708.00 | 0.00 | 0.00 |
| 4,933 | 4,244 | 5,922.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 3,797.00 | 3,750.00 | 0.00 | 0.00 |
| 828 | 453 | 446.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 446.00 | 0.00 | 0.00 | 0.00 |
| 378,956 | 329,651 | 424,640 | 0 | | Personnel Services Totals: | 0.00 | 335,141 | 331,741 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 114 | 0 | 150.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 2,031 | 1,649 | 4,000.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 51430-400-0000 | Materials - Recycle/Cleanup | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 0.00 |
| 0 | 0 | 3,600.00 | 0.00 | 52100-400-0000 | Street Outreach Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 138 | 399 | 1,000.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 1,893 | 2,981 | 3,000.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| (52) | 0 | 0.00 | 0.00 | 52991-400-0000 | Misc Expenditure-Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,123 | 5,029 | 11,750 | 0 | | Services & Supplies Totals: | 0.00 | 16,500 | 16,500 | 0 | 0 |
| 0 | 0 | 0.00 | 0.00 | E30 | Capital Outlay | | | | | |
| | | | | 62010-400-0000 | Office Equipment/Furniture | 0.00 | 11,000.00 | 11,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 11,000 | 11,000 | 0 | 0 |
| 383,080 | 334,679 | 436,390 | 0 | | EXPENDITURES TOTALS: | 0.00 | 362,641 | 359,241 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 383,080 | 334,679 | 436,390 | 0 | | DEPT EXPENSES | 0.00 | 362,641 | 359,241 | 0 | 0 |
| (383,080) | (334,679) | (436,390) | 0 | | General Code Enforcement Unit To | 0.00 | (362,641) | (359,241) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 383,080 | 334,679 | 436,390 | 0 | | FUND EXPENSES | 0.00 | 362,641 | 359,241 | 0 | 0 |
| (383,080) | (334,679) | (436,390) | 0 | | General Fund Totals: | 0.00 | (362,641) | (359,241) | 0 | 0 |
| | | | | 1132 | Community Development Block Gr | | | | | |
| | | | | 4768 | General Code Enforcement Unit | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 25,627 | 4,174 | 0.00 | 0.00 | 41010-400-0000 | Code Enf - Reg Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,875 | 2,664 | 63,797.00 | 0.00 | 41011-400-0000 | Reg Wages Reimb - Code Enforce | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0 | 10,758 | 27,888.00 | 0.00 | 41019-400-0000 | Reg Wages Reimb - CDBG-CV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 4,273 | 58,974.00 | 0.00 | 41020-400-0000 | Reg Wages Reimb - CDBG-CV3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4,891 | 27 | 0.00 | 0.00 | 43010-400-0000 | Code Enf - Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0 | 0.00 | 0.00 | 45240-400-0000 | Code Enf - Deferred Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,852 | 2,029 | 0.00 | 0.00 | 45250-400-0000 | Code Enf - PERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 105 | 48 | 0.00 | 0.00 | 45270-400-0000 | Code Enf - LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40,356 | 23,973 | 150,659 | 0 | | Personnel Services Totals: | 0.00 | 30,000 | 30,000 | 0 | 0 |
| 40,356 | 23,973 | 150,659 | 0 | | EXPENDITURES TOTALS: | 0.00 | 30,000 | 30,000 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,356 | 23,973 | 150,659 | 0 | | DEPT EXPENSES | 0.00 | 30,000 | 30,000 | 0 | 0 |
| (40,356) | (23,973) | (150,659) | 0 | | General Code Enforcement Unit To | 0.00 | (30,000) | (30,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 40,356 | 23,973 | 150,659 | 0 | | FUND EXPENSES | 0.00 | 30,000 | 30,000 | 0 | 0 |
| (40,356) | (23,973) | (150,659) | 0 | | Community Development Block Gr | 0.00 | (30,000) | (30,000) | 0 | 0 |
| | | | | 1153 | Homeless Emergency Aid Program | | | | | |
| | | | | 4768 | General Code Enforcement Unit | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 9,622 | 28,433 | 0.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 564 | 0.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25,000 | 25,000 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16,854 | 6,770 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 49,493 | 19,114 | 0.00 | 0.00 | 52880-400-0000 | Rental Assistance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15,375 | 37,100 | 0.00 | 0.00 | 52920-400-0000 | Stipends | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 77,111 | 229,534 | 0.00 | 0.00 | 52990-400-0000 | Other/Motel Vouchers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 193,455 | 346,515 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 193,455 | 346,515 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 193,455 | 346,515 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (193,455) | (346,515) | 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 |
| 193,455 | 346,515 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| (193,455) | (346,515) | 0 | 0 | | Homeless Emergency Aid Program | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1156 | Homeless Housing Assist Preven | | | | | |
| | | | | 4768 | General Code Enforcement Unit | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 519.00 | 0.00 | 51130-400-0000 | Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 2,000 | 42,735.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 650 | 64,000.00 | 0.00 | 52880-400-0000 | Rental Assistance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 2,650 | 107,254 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 2,650 | 107,254 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 2,650 | 107,254 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (2,650) | (107,254) | 0 | | General Code Enforcement Unit To | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 2,650 | 107,254 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (2,650) | (107,254) | 0 | | Homeless Housing Assist Preven To | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1750 | Equipment Replacement Fund | | | | | |
| | | | | 4768 | General Code Enforcement Unit | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 26,377 | 0 | 94,876.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26,377 | 0 | 94,876 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 26,377 | 0 | 94,876 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,377 | 0 | 94,876 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,377) | 0 | (94,876) | 0 | | General Code Enforcement Unit To | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 26,377 | 0 | 94,876 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (26,377) | 0 | (94,876) | 0 | | Equipment Replacement Fund Total | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 643,267 | 707,817 | 789,179 | 0 | | REPORT EXPENSES | 0.00 | 392,641 | 389,241 | 0 | 0 |
| (643,267) | (707,817) | (789,179) | 0 | | REPORT TOTALS: | 0.00 | (392,641) | (389,241) | 0 | 0 |

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

Department: Community Development

Program: 4768 Code Enforcement

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 – \$5,000

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51430 MATERIALS – RECYCLE/CLEANUP – \$7,000

Cost of neighborhood C.A.U.T.I.O.N. cleanups.

52690 SMALL EQUIPMENT – \$1,000

Various small tools, gloves, lock up cabinet and equipment as needed for field, vehicles and enforcement activities.

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 | Cubicle Office Furniture | Purchase and installation of four (4) cubicles and four (4) chairs for the Code Enforcement office. Purchase five (5) additional chairs to replace worn-out chairs in other areas of the department. Furnish new conference room in Community Development area with six (6) new conference table chairs and one (1) credenza table to hold computer equipment, one (1) whiteboard, one (1) door, four (4) ceiling light fixtures, and one (1) interior partition wall. | \$15,000 |
| Total: | | | \$15,000 |

PROGRAM BUDGET SUMMARY – 1

Program Number 4769

| Department | Division | Program |
|-----------------------|-----------------|-----------------------------------|
| Community Development | | Special Ops Code Enforcement Unit |

Program Description

In July of 2021, City Manager Edward Starr created the City's "Special Operations Unit", a specialized unit operating under the auspices of the City's Community Development Department. The unit was explicitly designed 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 newly created 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 | 0 | 259,749 | 259,749 | |
| Services and Supplies | 0 | 140,600 | 139,100 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 0 | 400,349 | 398,849 | |

| | | | |
|-----------------------------|-----------|-----------|-----------|
| Personnel Authorized | 0.00 (FT) | 3.00 (FT) | 3.00 (FT) |
|-----------------------------|-----------|-----------|-----------|

Source of Funds

| | | | |
|-------------------------------|----------|----------------|----------------|
| General Fund | 0 | 290,470 | 288,970 |
| Homeless Housing Assist Prev. | 0 | 109,879 | 109,879 |
| Total | 0 | 400,349 | 398,849 |

DETAIL OF SALARIES AND WAGES

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 | 0.00 | 1.00 | 1.00 | | 92,935 | 92,935 | |
| Code Enforcement Supervisor | 0.00 | 1.00 | 1.00 | | 88,780 | 88,780 | |
| Code Enforcement Officer | 0.00 | 1.00 | 1.00 | | 0 | 0 | |
| Full Time | 0.00 | 3.00 | 3.00 | | 181,715 | 181,715 | |
| Overtime | | | | | 4,000 | 4,000 | |
| Total Salaries & Wages | | | | | 185,715 | 185,715 | |
| Benefit Costs | | | | | 44,536 | 44,536 | |
| PERS Benefit Costs | | | | | 29,498 | 29,498 | |
| Total Benefit Costs | | | | | 74,034 | 74,034 | |
| TOTAL | | | | | 259,749 | 259,749 | |

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>2019-20</u> | <u>2020-21</u> | <u>2021-22</u> | Estimated <u>2022-23</u> |
|-----------------------------|----------------|----------------|----------------|-----------------------------|
| Homeless Individuals Served | 332 | 350 | 390 | 425 |
| Homeless Individuals Housed | 7 | 34 | 15 | 30 |
| Homeless Enforcement Hours | 1,394 | 2,269 | 2,300 | 3,000 |

Personnel Services – \$259,749

Salary requests are for: Asst. Code Enforcement Manager (1.00); \$92,935; Code Enforcement Supervisor (1.00) – \$88,780; Cost allocations are as follows: full-time salaries – \$181,715; overtime – \$4,000; benefit costs – \$74,034.

Services and Supplies – \$140,600

Funding requested is for: books and publications – \$500; uniforms – \$1,200; materials - street signs – \$200; publication and advertising – \$200; street outreach supplies – \$10,000; special contract services – \$60,000; small equipment – \$4,500; rental assistance – \$64,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:06PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4769 | Special Ops Code Enforcement | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 181,715.00 | 181,715.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 4,244.00 | 4,244.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44370-400-0000 | Uniform Maintenance | 0.00 | 240.00 | 240.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 32,100.00 | 32,100.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 3,717.00 | 3,717.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 29,498.00 | 29,498.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 765.00 | 765.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 835.00 | 835.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 2,635.00 | 2,635.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 259,749 | 259,749 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 51020-400-0000 | Books and Publications | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 51100-400-0000 | Uniforms | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 51340-400-0000 | Materials - Street Signs | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52100-400-0000 | Street Outreach Supplies | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 14,121.00 | 14,121.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 4,500.00 | 3,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 30,721 | 29,221 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 290,470 | 288,970 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 290,470 | 288,970 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Special Ops Code Enforcement Tot | 0.00 | (290,470) | (288,970) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 290,470 | 288,970 | 0 | 0 |
| 0 | 0 | 0 | 0 | | General Fund Totals: | 0.00 | (290,470) | (288,970) | 0 | 0 |
| | | | | 1156 | Homeless Housing Assist Preven | | | | | |
| | | | | 4769 | Special Ops Code Enforcement | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 0.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 45,879.00 | 45,879.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52880-400-0000 | Rental Assistance | 0.00 | 64,000.00 | 64,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Services & Supplies Totals: | 0.00 | 109,879 | 109,879 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 109,879 | 109,879 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 109,879 | 109,879 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Special Ops Code Enforcement Tot | 0.00 | (109,879) | (109,879) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 109,879 | 109,879 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Homeless Housing Assist Preven Tc | 0.00 | (109,879) | (109,879) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT EXPENSES | 0.00 | 400,349 | 398,849 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT TOTALS: | 0.00 | (400,349) | (398,849) | 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

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51340 MATERIALS – STREET SIGNS – \$200

Signage specific to Homelessness.

52090 MATERIALS – STREET SIGNS – \$200

Brochures, handouts, printing of Notice to Appear citation books.

52100 STREET OUTREACH SUPPLIES – \$10,000

Supplies for street outreach and navigation services including, but not limited to, transportation costs, motel vouchers, food, clothing, toiletries.

52450 SPECIAL CONTRACT SERVICES – \$60,000

Contract with Christian Development Center to provide Case Management Services to individuals or families experiencing or at risk of experiencing homelessness. (General Fund – \$14,121; Homeless Housing Assistance Prevention Fund – \$45,879)

52690 SMALL EQUIPMENT – \$4,500 ***(Only \$3,000 approved in City Manager's Budget)***

Equipment to safely carryout operations associated with homelessness (i.e. gloves, batons, pepper spray, misc. protective gear).

52880 RENTAL ASSISTANCE – \$64,000

Assistance provided to families/individuals who are homeless or are risk of homelessness, which may include rent, move-in monies, utilities, etc. (Homeless Housing Assistance Prevention Fund – Pending Grant Approval)

Economic Development

DEPARTMENT BUDGET SUMMARY

| Department | Division | Program |
|----------------------|----------|---------------------|
| Economic Development | | 4791 Administration |

Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

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

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------|-----------------------|--------------------|--------------------------|------------------|
| Personnel Services | 685,378 | 741,449 | 451,306 | |
| Services and Supplies | 652,760 | 426,260 | 426,260 | |
| Capital Outlay | 0 | 40,000 | 40,000 | |
| Total | 1,338,138 | 1,207,709 | 917,566 | |

| | | | |
|-----------------------------|------------------------|------------------------|------------------------|
| Personnel Authorized | 3.98 (FT) 1.00 (PT) | 3.98 (FT) 1.00 (PT) | 2.80 (FT) 1.00 (PT) |
|-----------------------------|------------------------|------------------------|------------------------|

Source of Funds

| | | | |
|--------------------------------|------------------|------------------|----------------|
| General Fund | 0 | 0 | 451,306 |
| Air Quality Improvement Fund | 0 | 40,000 | 40,000 |
| LEAP Grant | 150,000 | 0 | 0 |
| Economic Development Fund | 833,138 | 912,709 | 171,260 |
| Successor Agency Bond Proceeds | 300,000 | 200,000 | 200,000 |
| General Plan Update Fee | 55,000 | 55,000 | 55,000 |
| Total | 1,338,138 | 1,207,709 | 917,566 |

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 |
| Admin from other Depts | | | | | | | |
| City Manager | 0.33 | 0.33 | 0.00 | | 85,160 | 0 | |
| Director of Finance | 0.15 | 0.15 | 0.00 | | 21,830 | 0 | |
| Director of Public Works | 0.10 | 0.10 | 0.00 | | 17,537 | 0 | |
| Director of Community Dev | 0.50 | 0.50 | 0.00 | | 85,749 | 0 | |
| Building Official | 0.10 | 0.10 | 0.00 | | 12,427 | 0 | |
| Senior Planner | 0.10 | 0.10 | 0.00 | | 9,124 | 0 | |
| Associate Planner | 0.10 | 0.10 | 0.00 | | 7,325 | 0 | |
| Assistant Planner | 0.10 | 0.10 | 0.00 | | 6,323 | 0 | |
| Plans Examiner | 0.10 | 0.10 | 0.00 | | 9,169 | 0 | |
| Director of Economic Developme | 1.00 | 1.00 | 1.00 | | 152,699 | 152,699 | |
| Admin to other Depts | -0.30 | -0.30 | -0.20 | | -45,810 | -30,540 | |
| | 0.70 | 0.70 | 0.80 | | 106,889 | 122,159 | |
| Economic Services and | | | | | | | |
| Housing Manager | 1.00 | 1.00 | 1.00 | | 100,075 | 100,075 | |
| Admin to other Depts | -0.30 | -0.30 | 0.00 | | -30,023 | 0 | |
| | 0.70 | 0.70 | 1.00 | | 70,052 | 100,075 | |
| Economic Promotion Coordinator | 1.00 | 1.00 | 1.00 | | 65,451 | 65,451 | |
| Part-Time | | | | | | | |
| Economic Development Consultat | 1.00 | 1.00 | 1.00 | | 60,413 | 60,413 | |
| Full Time | | | | | | | |
| Admin other Departments | -0.60 | -0.60 | -0.20 | | -75,833 | -30,540 | |
| Total FT Positions/Salaries | 3.98 | 3.98 | 2.80 | | 497,036 | 287,685 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 60,413 | 60,413 | |
| Overtime | | | | | 1,000 | 1,000 | |
| Additional Pay | | | | | 900 | 900 | |
| Additional Pay other Depts | | | | | -270 | 0 | |
| Total Salaries & Wages | | | | | 559,079 | 349,998 | |
| Benefit Costs | | | | | 123,925 | 72,093 | |
| PERS Benefit Costs | | | | | 83,214 | 40,051 | |
| Benefit Costs other Depts | | | | | -24,769 | -10,836 | |
| Total Benefit Costs | | | | | 182,370 | 101,308 | |
| TOTAL | | | | | 741,449 | 451,306 | |

PROGRAM BUDGET SUMMARY – 2

| Department | Division | Program |
|----------------------|----------|---------------------|
| Economic Development | | 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. Despite limited resources, work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Work towards development of informational brochures and web-based data helpful to the business community.
11. Attempt to establish proactive approaches to intra-organizational issues.
12. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual budget documentation.
13. Act as a liaison to the Chamber of Commerce.
14. Develop lists of resources helpful to the business community.
15. Identify and develop specific economic development tools and activities to encourage growth within the City.
16. Oversee use of tax allocation bond funds from the former redevelopment agency.
17. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
18. Assist in the development and review of Draft Specific Plans.
19. Assist in the administration of the General Plan Update process and documentation.
20. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
21. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
22. Assist the organization on finding and writing grants for specified projects.
23. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
24. Assist in efforts to address and resolve fiscal issues related to the economy and the elimination of redevelopment.

Personnel Services – \$741,449

Salary requests are for: Director of Economic Development (0.70) – \$106,889; City Manager (0.33) – \$85,160; Director of Finance (0.15) – \$21,830; Director of Public Works (0.10) – \$17,537; Director of Community Development (0.50) – \$85,749; Building Official (0.10) – \$12,427; Senior Planner (0.10) – \$9,124; Associate Planner (0.10) – \$7,325; Assistant Planner (0.10) – \$6,323; Plans Examiner (0.10) – \$9,169; Economic Services and Housing Manager (0.70) – \$70,052; Economic Promotion Coordinator (1.00) – \$65,451; Economic Development Consultant (1.00/part-time) – \$60,413. Cost allocations are as follows: full-time salaries – \$497,036; part-time salaries – \$60,413; overtime – \$1,000; additional pay – \$630; benefit costs – \$182,370.

Services and Supplies – \$426,260

Funding requested is for: books and publications – \$100; publication and advertising – \$5,500; dues and memberships – \$2,650; travel and meetings – \$24,800; mileage/auto allowance – \$7,800; business development – \$860; special consulting services – \$1,500; general plan legal fees – \$55,000; special legal services – \$50,000; special contract services – \$246,500; educational grants – \$2,500; small equipment – \$1,000; cellular phone expense – \$1,200; miscellaneous expenditures – \$26,850.

Capital Outlay – \$40,000

Funding requested is for: one 2022 Toyota Highlander Hybrid vehicle

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:44PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4791 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 0 | 0.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 0.00 | 287,685.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 0.00 | 60,413.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 0.00 | 2,687.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 0.00 | 900.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 0.00 | 45,240.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 0.00 | 6,108.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 0.00 | 35,562.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 1,169.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 1,749.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 5,047.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 3,746.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 451,306 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 451,306 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 451,306 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Administration Totals: | 0.00 | 0 | (451,306) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 451,306 | 0 | 0 |
| 0 | 0 | 0 | 0 | | General Fund Totals: | 0.00 | 0 | (451,306) | 0 | 0 |
| | | | | 1135 | Air Quality Improvement Trust | | | | | |
| | | | | 4791 | Administration | | | | | |
| | | | | E30 | Capital Outlay | | | | | |
| 0 | 0 | 0.00 | 0.00 | 62020-400-0000 | Transportation & Work Equipmen | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 40,000 | 40,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 40,000 | 40,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT EXPENSES | 0.00 | 40,000 | 40,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Administration Totals: | 0.00 | (40,000) | (40,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND EXPENSES | 0.00 | 40,000 | 40,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | Air Quality Improvement Trust Tot: | 0.00 | (40,000) | (40,000) | 0 | 0 |
| | | | | 1157 | LEAP Grant | | | | | |
| | | | | 4791 | Administration | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 150,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 150,000 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 150,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 150,000 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (150,000) | 0 | | Administration Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 150,000 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | (150,000) | 0 | | LEAP Grant Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1206 | Economic Development | | | | | |
| | | | | 4791 | Administration | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 190,062 | 366,835 | 449,990.00 | 0.00 | 41010-400-0000 | Regular Earnings | 0.00 | 497,036.00 | 0.00 | 0.00 | 0.00 |
| 89,118 | 4,779 | 60,413.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 60,413.00 | 0.00 | 0.00 | 0.00 |
| 647 | 115 | 1,000.00 | 0.00 | 43010-400-0000 | Overtime | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 |
| 0 | 620 | 0.00 | 0.00 | 44170-400-0000 | Holiday Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2,945 | 5,819 | 6,845.00 | 0.00 | 44190-400-0000 | Sick Leave Redemption | 0.00 | 6,839.00 | 0.00 | 0.00 | 0.00 |
| 543 | 543 | 630.00 | 0.00 | 44250-400-0000 | Bilingual Pay | 0.00 | 630.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 61,956.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 64,464.00 | 0.00 | 0.00 | 0.00 |
| 5,213 | 18,854 | 22,073.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 21,732.00 | 0.00 | 0.00 | 0.00 |
| 25,007 | 47,499 | 67,949.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 73,766.00 | 0.00 | 0.00 | 0.00 |
| 780 | 1,323 | 1,642.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 1,795.00 | 0.00 | 0.00 | 0.00 |
| 1,045 | 1,923 | 2,969.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 3,180.00 | 0.00 | 0.00 | 0.00 |
| 4,175 | 4,445 | 6,165.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 6,848.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 3,746.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 3,746.00 | 0.00 | 0.00 | 0.00 |
| 319,536 | 452,754 | 685,378 | 0 | | Personnel Services Totals: | 0.00 | 741,449 | 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 |
| 0 | 0 | 5,500.00 | 0.00 | 52090-400-0000 | Publication & Advertising | 0.00 | 5,500.00 | 5,500.00 | 0.00 | 0.00 |
| 350 | 100 | 1,650.00 | 0.00 | 52120-400-0000 | Dues & Memberships | 0.00 | 2,650.00 | 2,650.00 | 0.00 | 0.00 |
| 5,762 | (1,719) | 22,600.00 | 0.00 | 52130-400-0000 | Travel & Meetings | 0.00 | 24,800.00 | 24,800.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------------------------------------|---|------|-------------------|------------------|------------------|-----------------|
| 3,494 | 3,941 | 7,800.00 | 0.00 | 52140-400-0000 | Mileage/Auto Allowance | 0.00 | 7,800.00 | 7,800.00 | 0.00 | 0.00 |
| 0 | 0 | 1,260.00 | 0.00 | 52160-400-0000 | Business Development | 0.00 | 860.00 | 860.00 | 0.00 | 0.00 |
| 0 | 0 | 33,500.00 | 0.00 | 52190-400-0000 | Special Consulting Services | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 3,848 | 28 | 0.00 | 0.00 | 52290-400-0000 | Legal Services/Court Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57,059 | 16,890 | 46,500.00 | 0.00 | 52300-400-0000 | Special Legal Services | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 22,250 | 43,000 | 50,500.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 46,500.00 | 46,500.00 | 0.00 | 0.00 |
| 2,500 | 0 | 5,000.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52690-400-0000 | Small Equipment | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 52850-400-0000 | Cellular Phone Expense | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 3,276 | (2,550) | 21,850.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 26,850.00 | 26,850.00 | 0.00 | 0.00 |
| 98,538 | 59,689 | 196,260 | 0 | | Services & Supplies Totals: | 0.00 | 171,260 | 171,260 | 0 | 0 |
| 19,613 | 64,462 | 0.00 | 0.00 | E30 62050-400-0000 | Capital Outlay Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19,613 | 64,462 | 0 | 0 | | Capital Outlay Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 437,687 | 576,905 | 881,638 | 0 | | EXPENDITURES TOTALS: | 0.00 | 912,709 | 171,260 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 437,687 | 576,905 | 881,638 | 0 | | DEPT EXPENSES | 0.00 | 912,709 | 171,260 | 0 | 0 |
| (437,687) | (576,905) | (881,638) | 0 | | Administration Totals: | 0.00 | (912,709) | (171,260) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 437,687 | 576,905 | 881,638 | 0 | | FUND EXPENSES | 0.00 | 912,709 | 171,260 | 0 | 0 |
| (437,687) | (576,905) | (881,638) | 0 | | Economic Development Totals: | 0.00 | (912,709) | (171,260) | 0 | 0 |
| 302,856 | 241,273 | 300,000.00 | 0.00 | 1251 4791 E20 52450-400-1900 | SA Bond Proceeds - Tax Exempt Administration Services & Supplies General Plan Update Expense | 0.00 | 200,000.00 | 200,000.00 | 0.00 | 0.00 |
| 302,856 | 241,273 | 300,000 | 0 | | Services & Supplies Totals: | 0.00 | 200,000 | 200,000 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 302,856 | 241,273 | 300,000 | 0 | | EXPENDITURES TOTALS: | 0.00 | 200,000 | 200,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 302,856 | 241,273 | 300,000 | 0 | | DEPT EXPENSES | 0.00 | 200,000 | 200,000 | 0 | 0 |
| (302,856) | (241,273) | (300,000) | 0 | | Administration Totals: | 0.00 | (200,000) | (200,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 302,856 | 241,273 | 300,000 | 0 | | FUND EXPENSES | 0.00 | 200,000 | 200,000 | 0 | 0 |
| (302,856) | (241,273) | (300,000) | 0 | | SA Bond Proceeds - Tax Exempt Tc | 0.00 | (200,000) | (200,000) | 0 | 0 |
| | | | | 1745 | General Plan Update Fee | | | | | |
| | | | | 4791 | Administration | | | | | |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 662 | 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 | 662 | 55,000 | 0 | | Services & Supplies Totals: | 0.00 | 55,000 | 55,000 | 0 | 0 |
| 0 | 662 | 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 | 662 | 55,000 | 0 | | DEPT EXPENSES | 0.00 | 55,000 | 55,000 | 0 | 0 |
| 0 | (662) | (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 | 662 | 55,000 | 0 | | FUND EXPENSES | 0.00 | 55,000 | 55,000 | 0 | 0 |
| 0 | (662) | (55,000) | 0 | | General Plan Update Fee Totals: | 0.00 | (55,000) | (55,000) | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 740,543 | 818,840 | 1,386,638 | 0 | | REPORT EXPENSES | 0.00 | 1,207,709 | 917,566 | 0 | 0 |
| (740,543) | (818,840) | (1,386,638) | 0 | | REPORT TOTALS: | 0.00 | (1,207,709) | (917,566) | 0 | 0 |

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

Department: Economic Development

Program: 4791 Administration

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est. Expense |
|------------------------------------|---|---|--------------------------------|------------------|--------------------|
| <u>CONFERENCES/SEMINARS</u> | | | | | |
| 52130 | Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator | 2022 International Council for Shopping Centers (ICSC) | San Diego, CA | September 2022 | \$6,000 |
| 52130 | Mikey Fuentes, Director of Economic Development Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator | 2023 International Council for Shopping Centers (ICSC) | Las Vegas, NV | May 2023 | \$6,000 |
| 52130 | Mikey Fuentes, Director of Economic Development Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator | California Association for Local Economic Development (CAL ED) Conference | Long Beach, CA | August 2022 | \$4,000 |

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

Department: Economic Development

Program: 4791 Administration

| Object Code | Name and Title of Person Requesting Travel Allowance | Reason for Expenditure | Place Where Event will be Held | Date(s) of Event | Total Est. Expense |
|-----------------------------|--|---|--------------------------------|------------------|--------------------|
| <u>Miscellaneous</u> | | | | | |
| 52130 | Thailin Martin, Economic Services and Housing Manager Amber Cruz, Economic Promotion Coordinator | Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops | TBA | TBA | \$3,000 |
| 52130 | Edward Starr, City Manager Mikey Fuentes, Director of Economic Development | Goldline Advocacy (\$2,900 each X 2 = \$5,800) | Washington, DC | TBA | \$5,800 |
| | | | | Total: | \$24,800 |

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

Department: Economic Development

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$5,500

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

52120 DUES AND MEMBERSHIPS – \$2,650

California Association for Local Economic Development (CALED), \$2,000
International Council for Shopping Centers–memberships, \$550
Unanticipated adjustments, \$100

52130 TRAVEL AND MEETINGS – \$24,800

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

52160 BUSINESS DEVELOPMENT – \$860

Constant contact subscription for email marketing, \$500
CANVA subscription for social media posts, \$360

52190 SPECIAL CONSULTING SERVICES – \$1,500

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

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 – \$50,000

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 – \$246,500

Special contract services related to provision of demographics/GIS/statistical data computer software supplied by ESRI Community Analyst, annual subscription fee, \$3,000

Contract with Group 1 Productions for "State of the City" video production, \$20,000

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$15,000

Graphic materials needed for "City of Montclair" brochure for use at trade show events, \$2,500

E-Homes Real Estate Property Listing Services, \$6,000

Consulting fee for Year 5 Update to the General Plan, \$200,000 (Successor Agency Bond Proceeds)

52530 EDUCATIONAL GRANTS – \$2,500

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

52690 SMALL EQUIPMENT – \$1,000

Replacement cellular phones.

52850 CELLULAR PHONE EXPENSE – \$1,200

Cellular phone service for Department personnel.

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

Department: Economic Development

Program: 4791 Administration

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$26,850
 “State of the City” incidental expenditures for decorations, \$1,500
 Economic development promotional materials, \$12,000
 Booth space rental for ICSC Conferences, \$5,150
 Booth Backdrop and display, \$5,000
 Furniture/electrical rental at ICSC Conferences, \$2,400
 Participation in County Job Fair, \$400
 Miscellaneous supplies, \$400

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

Department: Economic Development

Program: 4791 Administration

| Object Code | Item | Justification | Cost |
|--------------------|-------------------------------|--|-----------------|
| 62020 | 2022 Toyota Highlander Hybrid | The Economic Development Department currently has one vehicle that is needed for replacement. The vehicle is a 2000 Toyota CNG that was originally purchased for use by The Montclair Housing Corporation. The vehicle is 23 years old and is need of replacement due to the age of the vehicle, significant wear and tear on the interior of the vehicle, and mechanical issues stemming from the vehicle being one of the first compressed CNG placed in production. The Economic Development Department is requesting to purchase one 2022 Toyota Highlander Hybrid. (Air Quality Improvement Fund) | \$40,000 |
| Total: | | | \$40,000 |

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 | 108,437 | 108,974 | 131,236 | |
| Services and Supplies | 196,500 | 196,500 | 190,000 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 304,937 | 305,474 | 321,236 | |
| Personnel Authorized | 1.00 (PT) | 1.00 (PT) | 1.00 (PT) | |

Source of Funds

| | | | |
|--------------|----------------|----------------|----------------|
| General Fund | 304,937 | 305,474 | 321,236 |
| Total | 304,937 | 305,474 | 321,236 |

**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 | | Second Rate | | | |
| | | | Months | 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 |
|----------------------|--|--|--|--|-------------|--------|--------|

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 | | 76,800 | 96,000 | |
| Part Time | 1.00 | 1.00 | 1.00 | | 76,800 | 96,000 | |
| Benefit Costs | | | | | 21,038 | 21,316 | |
| PERS Benefit Costs | | | | | 11,136 | 13,920 | |
| Total Benefit Costs | | | | | 32,174 | 35,236 | |
| TOTAL | | | | | 108,974 | 131,236 | |

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 – \$108,974

Salary requests are for: City Attorney (1.00/part-time) – \$76,800. Cost allocations are as follows: part-time wages – \$76,800; benefit costs – \$32,174

Services and Supplies – \$196,500

Funding requested is for: legal services/court costs – \$156,500; special legal services – \$40,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 12:55PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4801 | City Attorney | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 78,400 | 77,600 | 76,800.00 | 0.00 | 42020-400-0000 | Part Time Wages | 0.00 | 76,800.00 | 96,000.00 | 0.00 | 0.00 |
| 0 | 0 | 16,200.00 | 0.00 | 45220-400-0000 | Benefit Plan | 0.00 | 16,200.00 | 16,200.00 | 0.00 | 0.00 |
| 3,675 | 3,616 | 3,600.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 3,600.00 | 3,600.00 | 0.00 | 0.00 |
| 8,643 | 9,852 | 10,599.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 11,136.00 | 13,920.00 | 0.00 | 0.00 |
| 127 | 125 | 124.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 124.00 | 124.00 | 0.00 | 0.00 |
| 1,137 | 1,125 | 1,114.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 1,114.00 | 1,392.00 | 0.00 | 0.00 |
| 91,981 | 92,318 | 108,437 | 0 | | Personnel Services Totals: | 0.00 | 108,974 | 131,236 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 205,836 | 120,233 | 111,500.00 | 0.00 | 52290-400-0000 | Legal Services/Court Costs | 0.00 | 156,500.00 | 130,000.00 | 0.00 | 0.00 |
| 48,434 | 46,921 | 85,000.00 | 0.00 | 52300-400-0000 | Special Legal Services | 0.00 | 40,000.00 | 60,000.00 | 0.00 | 0.00 |
| 254,271 | 167,154 | 196,500 | 0 | | Services & Supplies Totals: | 0.00 | 196,500 | 190,000 | 0 | 0 |
| 346,252 | 259,472 | 304,937 | 0 | | EXPENDITURES TOTALS: | 0.00 | 305,474 | 321,236 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 346,252 | 259,472 | 304,937 | 0 | | DEPT EXPENSES | 0.00 | 305,474 | 321,236 | 0 | 0 |
| (346,252) | (259,472) | (304,937) | 0 | | City Attorney Totals: | 0.00 | (305,474) | (321,236) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 346,252 | 259,472 | 304,937 | 0 | | FUND EXPENSES | 0.00 | 305,474 | 321,236 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------|------|-------------------|------------------|------------------|-----------------|
| (346,252) | (259,472) | (304,937) | 0 | | General Fund Totals: | 0.00 | (305,474) | (321,236) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 346,252 | 259,472 | 304,937 | 0 | | REPORT EXPENSES | 0.00 | 305,474 | 321,236 | 0 | 0 |
| (346,252) | (259,472) | (304,937) | 0 | | REPORT TOTALS: | 0.00 | (305,474) | (321,236) | 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 – \$156,500 ***(Only \$130,000 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 – \$40,000 ***(\$60,000 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 | 6,437,471 | 1,006,802 | 838,377 | |
| Services and Supplies | 1,724,075 | 2,005,550 | 1,673,500 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 8,161,546 | 3,012,352 | 2,511,877 | |

| | | | |
|-----------------------------|---|---|---|
| Personnel Authorized | 0 | 0 | 0 |
|-----------------------------|---|---|---|

Source of Funds

| | | | |
|---------------------------------|------------------|------------------|------------------|
| General Fund | 7,285,305 | 2,784,027 | 2,284,477 |
| Gas Tax Fund | 242,475 | 188,425 | 188,000 |
| Senior Nutrition Fund | 7,442 | 0 | 0 |
| After-School Program Grant Fund | 108,416 | 38,500 | 38,500 |
| Economic Development Fund | 204,147 | 500 | 0 |
| Sewer Operating Fund | 313,761 | 900 | 900 |
| Total | 8,161,546 | 3,012,352 | 2,511,877 |

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 – \$1,006,802

Funding requested is for: Benefit Costs – \$1,006,802.

Services and Supplies – \$2,005,550

Funding requested is for: nuisance abatement – \$10,000; service awards – \$21,550; telephone service – \$22,000; electric service – \$475,000; natural gas service – \$40,000; water service – \$353,000; general city insurance – \$1,042,500; postage – \$40,000; 5326 San Bernardino upkeep – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 2:45PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1001 | General Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 9,963 | 89,903 | 20,000.00 | 0.00 | 45230-400-0000 | Unemployment Insurance | 0.00 | 20,000.00 | 20,000.00 | 0.00 | 0.00 |
| 21 | 285 | 200.00 | 0.00 | 45240-400-0000 | Deferred Compensation | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 445 | 19,269 | 500.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 1,309,106 | 1,459,638 | 1,664,130.00 | 0.00 | 45251-400-0000 | P.E.R.S. Lump Sum Amounts Fire | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,479,792 | 1,671,153 | 1,932,673.00 | 0.00 | 45252-400-0000 | P.E.R.S. Lump Sum Amounts PD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,402,923 | 1,491,416 | 1,645,595.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (52,958) | (87,273) | -80,243.00 | 0.00 | 45256-400-0000 | Safety PERS ER Cost - EE Paid | 0.00 | -74,123.00 | -74,123.00 | 0.00 | 0.00 |
| 228,085 | 263,078 | 225,000.00 | 0.00 | 45261-400-0000 | Workers Comp Claims | 0.00 | 500,000.00 | 300,000.00 | 0.00 | 0.00 |
| 134,338 | 34,368 | 50,000.00 | 0.00 | 45262-400-0000 | General Liability Claims | 0.00 | 50,000.00 | 52,000.00 | 0.00 | 0.00 |
| 127 | 425 | 250.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 250.00 | 250.00 | 0.00 | 0.00 |
| 87 | 236 | 200.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 367,316 | 401,726 | 340,000.00 | 0.00 | 45300-400-0000 | City Paid Retiree Insurance | 0.00 | 340,000.00 | 370,000.00 | 0.00 | 0.00 |
| 292 | 1,448 | 300.00 | 0.00 | 45310-400-0000 | Delta HMO | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 65 | 269 | 150.00 | 0.00 | 45320-400-0000 | Optical Insurance | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| 259 | 254 | 300.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 0 | 132 | 100.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 100.00 | 100.00 | 0.00 | 0.00 |
| 87,505 | 132,963 | 67,500.00 | 0.00 | 45350-400-0000 | PERS Retirement Benefit Plan | 0.00 | 130,000.00 | 130,000.00 | 0.00 | 0.00 |
| 4,967,365 | 5,479,289 | 5,866,655 | 0 | | Personnel Services Totals: | 0.00 | 967,877 | 799,877 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| (4,282) | 2,078 | 2,500.00 | 0.00 | 50090-400-0000 | Nuisance Abatement | 0.00 | 10,000.00 | 5,000.00 | 0.00 | 0.00 |
| 22,825 | 17,650 | 17,400.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 20,150.00 | 21,100.00 | 0.00 | 0.00 |
| 17,877 | 23,146 | 22,000.00 | 0.00 | 52350-400-0000 | Telephone Service | 0.00 | 22,000.00 | 22,000.00 | 0.00 | 0.00 |
| 448,756 | 491,904 | 430,000.00 | 0.00 | 52360-400-0000 | Electric Service | 0.00 | 430,000.00 | 460,000.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 31,414 | 33,381 | 29,000.00 | 0.00 | 52370-400-0000 | Natural Gas Service | 0.00 | 40,000.00 | 45,000.00 | 0.00 | 0.00 |
| 207,491 | 234,888 | 210,000.00 | 0.00 | 52380-400-0000 | Water Service | 0.00 | 210,000.00 | 210,000.00 | 0.00 | 0.00 |
| 0 | 10,362 | 0.00 | 0.00 | 52530-400-0000 | Educational Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 4,616 | 0.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 732,666 | 674,797 | 675,000.00 | 0.00 | 52660-400-0000 | General City Insurance | 0.00 | 1,042,500.00 | 680,000.00 | 0.00 | 0.00 |
| 27,051 | 25,691 | 31,000.00 | 0.00 | 52670-400-0000 | Postage | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 0 | 0 | 250.00 | 0.00 | 52990-400-0000 | Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,016 | 1,266 | 1,500.00 | 0.00 | 56100-400-0000 | 5326 San Bernardino - Upkeep | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 1,484,815 | 1,519,778 | 1,418,650 | 0 | | Services & Supplies Totals: | 0.00 | 1,816,150 | 1,484,600 | 0 | 0 |
| 6,452,180 | 6,999,067 | 7,285,305 | 0 | | EXPENDITURES TOTALS: | 0.00 | 2,784,027 | 2,284,477 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,452,180 | 6,999,067 | 7,285,305 | 0 | | DEPT EXPENSES | 0.00 | 2,784,027 | 2,284,477 | 0 | 0 |
| (6,452,180) | (6,999,067) | (7,285,305) | 0 | | Citywide - Non-Department Totals: | 0.00 | (2,784,027) | (2,284,477) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,452,180 | 6,999,067 | 7,285,305 | 0 | | FUND EXPENSES | 0.00 | 2,784,027 | 2,284,477 | 0 | 0 |
| (6,452,180) | (6,999,067) | (7,285,305) | 0 | | General Fund Totals: | 0.00 | (2,784,027) | (2,284,477) | 0 | 0 |
| | | | | 1102 | Gas Tax Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 68,068 | 65,581 | 59,050.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 150.00 | 0.00 | 45261-400-0000 | Workers Comp Expense | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 |
| 0 | 2 | 25.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1 | 25.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |
| 0 | 81 | 150.00 | 0.00 | 45300-400-0000 | Medical Insurance | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 |
| 0 | 10 | 25.00 | 0.00 | 45310-400-0000 | Dental Insurance | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |
| 0 | 2 | 25.00 | 0.00 | 45320-400-0000 | Optical Insurance | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |
| 0 | 5 | 25.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 68,068 | 65,683 | 59,475 | 0 | | Personnel Services Totals: | 0.00 | 425 | 0 | 0 | 0 |
| 0 | 375 | 0.00 | 0.00 | E20 | Services & Supplies | | | | | |
| 46,969 | 40,030 | 40,000.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 143,352 | 149,496 | 143,000.00 | 0.00 | 52360-400-0000 | Electric Service | 0.00 | 45,000.00 | 45,000.00 | 0.00 | 0.00 |
| | | | | 52380-400-0000 | Water Service - Medians | 0.00 | 143,000.00 | 143,000.00 | 0.00 | 0.00 |
| 190,321 | 189,901 | 183,000 | 0 | | Services & Supplies Totals: | 0.00 | 188,000 | 188,000 | 0 | 0 |
| 258,389 | 255,584 | 242,475 | 0 | | EXPENDITURES TOTALS: | 0.00 | 188,425 | 188,000 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 258,389 | 255,584 | 242,475 | 0 | | DEPT EXPENSES | 0.00 | 188,425 | 188,000 | 0 | 0 |
| (258,389) | (255,584) | (242,475) | 0 | | Citywide - Non-Department Totals: | 0.00 | (188,425) | (188,000) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 258,389 | 255,584 | 242,475 | 0 | | FUND EXPENSES | 0.00 | 188,425 | 188,000 | 0 | 0 |
| (258,389) | (255,584) | (242,475) | 0 | | Gas Tax Fund Totals: | 0.00 | (188,425) | (188,000) | 0 | 0 |
| | | | | 1138 | Senior Nutrition Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 6,352 | 6,406 | 7,442.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,352 | 6,406 | 7,442 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 6,352 | 6,406 | 7,442 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,352 | 6,406 | 7,442 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,352) | (6,406) | (7,442) | 0 | | Citywide - Non-Department Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 6,352 | 6,406 | 7,442 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (6,352) | (6,406) | (7,442) | 0 | | Senior Nutrition Fund Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1160 | After-School Program Grant | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 69,528 | 36,000.00 | 0.00 | 45230-400-0000 | Unemployment Insurance | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 0.00 |
| 97,673 | 104,980 | 69,916.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 1,280 | 1,000.00 | 0.00 | 45261-400-0000 | Workers Comp Claims | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 97,673 | 175,788 | 106,916 | 0 | | Personnel Services Totals: | 0.00 | 38,500 | 38,500 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,000 | 0 | 1,500.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,000 | 0 | 1,500 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 98,673 | 175,788 | 108,416 | 0 | | EXPENDITURES TOTALS: | 0.00 | 38,500 | 38,500 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 98,673 | 175,788 | 108,416 | 0 | | DEPT EXPENSES | 0.00 | 38,500 | 38,500 | 0 | 0 |
| (98,673) | (175,788) | (108,416) | 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 |
| 98,673 | 175,788 | 108,416 | 0 | | FUND EXPENSES | 0.00 | 38,500 | 38,500 | 0 | 0 |
| (98,673) | (175,788) | (108,416) | 0 | | After-School Program Grant Totals: | 0.00 | (38,500) | (38,500) | 0 | 0 |
| | | | | 1164 | Immunization Grant - OMSD | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 0 | 3,544 | 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 |
| 0 | 3,544 | 0 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 3,544 | 0 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 3,544 | 0 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (3,544) | 0 | 0 | | Citywide - Non-Department Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 3,544 | 0 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| 0 | (3,544) | 0 | 0 | | Immunization Grant - OMSD Total: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 1206 | Economic Development | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 17,153 | 83,144 | 136,422.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 16 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 67,500.00 | 0.00 | 45350-400-0000 | PERS Retirement Benefit Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17,153 | 83,160 | 203,922 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 350 | 225.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| 0 | 350 | 225 | 0 | | Services & Supplies Totals: | 0.00 | 500 | 0 | 0 | 0 |
| 17,153 | 83,510 | 204,147 | 0 | | EXPENDITURES TOTALS: | 0.00 | 500 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 17,153 | 83,510 | 204,147 | 0 | | DEPT EXPENSES | 0.00 | 500 | 0 | 0 | 0 |
| (17,153) | (83,510) | (204,147) | 0 | | Citywide - Non-Department Totals: | 0.00 | (500) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 17,153 | 83,510 | 204,147 | 0 | | FUND EXPENSES | 0.00 | 500 | 0 | 0 | 0 |
| (17,153) | (83,510) | (204,147) | 0 | | Economic Development Totals: | 0.00 | (500) | 0 | 0 | 0 |
| | | | | 1501 | Sewer Operating Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 6 | 23 | 0.00 | 0.00 | 45250-400-0000 | P.E.R.S. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 141,232 | 177,299 | 192,461.00 | 0.00 | 45253-400-0000 | P.E.R.S. Lump Sum Amounts Misc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 211 | 250.00 | 0.00 | 45261-400-0000 | Workers Comp Claims Paid | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 3 | 20.00 | 0.00 | 45270-400-0000 | LTD Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 2 | 20.00 | 0.00 | 45290-400-0000 | Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 342 | 218 | 250.00 | 0.00 | 45300-400-0000 | City Paid Retiree Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 12 | 20.00 | 0.00 | 45310-400-0000 | Dental Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 3 | 20.00 | 0.00 | 45320-400-0000 | Optical Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | 7 | 20.00 | 0.00 | 45330-400-0000 | Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 8 | 0.00 | 0.00 | 45340-400-0000 | Social Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 141,642 | 177,785 | 193,061 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 1,550 | 250 | 700.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 0 | 170 | 0.00 | 0.00 | 52540-400-0000 | Vocational Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 120,000 | 120,000 | 120,000.00 | 0.00 | 52660-400-0000 | General City Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 121,550 | 120,420 | 120,700 | 0 | | Services & Supplies Totals: | 0.00 | 900 | 900 | 0 | 0 |
| 263,192 | 298,205 | 313,761 | 0 | | EXPENDITURES TOTALS: | 0.00 | 900 | 900 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 263,192 | 298,205 | 313,761 | 0 | | DEPT EXPENSES | 0.00 | 900 | 900 | 0 | 0 |
| (263,192) | (298,205) | (313,761) | 0 | | Citywide - Non-Department Totals: | 0.00 | (900) | (900) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 263,192 | 298,205 | 313,761 | 0 | | FUND EXPENSES | 0.00 | 900 | 900 | 0 | 0 |
| (263,192) | (298,205) | (313,761) | 0 | | Sewer Operating Fund Totals: | 0.00 | (900) | (900) | 0 | 0 |
| | | | | 2020 | SRDA Combined Operating Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 134,026 | 21,588 | 17,378.00 | 0.00 | 45254-400-0000 | P.E.R.S. Lump Sum Amounts SRD. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 134,026 | 21,588 | 17,378 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 525.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | 0 | 525 | 0 | | Services & Supplies Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 134,026 | 21,588 | 17,903 | 0 | | EXPENDITURES TOTALS: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 134,026 | 21,588 | 17,903 | 0 | | DEPT EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (134,026) | (21,588) | (17,903) | 0 | | Citywide - Non-Department Totals: | 0.00 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 134,026 | 21,588 | 17,903 | 0 | | FUND EXPENSES | 0.00 | 0 | 0 | 0 | 0 |
| (134,026) | (21,588) | (17,903) | 0 | | SRDA Combined Operating Fund T | 0.00 | 0 | 0 | 0 | 0 |
| | | | | 3001 | General Fund | | | | | |
| | | | | 4901 | Citywide - Non-Department | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 48,359 | 48,953 | 36,118.00 | 0.00 | 45255-400-0000 | P.E.R.S. Lump Sum Amounts MHC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 48,359 | 48,953 | 36,118 | 0 | | Personnel Services Totals: | 0.00 | 0 | 0 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 0 | 1,000.00 | 0.00 | 51010-400-0000 | Service Awards | 0.00 | 450.00 | 0.00 | 0.00 | 0.00 |
| 25,000 | 30,914 | 30,914.00 | 0.00 | 52660-400-0000 | MHC General Insurance | 0.00 | 50,000.00 | 0.00 | 0.00 | 0.00 |
| 25,000 | 30,914 | 31,914 | 0 | | Services & Supplies Totals: | 0.00 | 50,450 | 0 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 73,359 | 79,867 | 68,032 | 0 | | EXPENDITURES TOTALS: | 0.00 | 50,450 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 73,359 | 79,867 | 68,032 | 0 | | DEPT EXPENSES | 0.00 | 50,450 | 0 | 0 | 0 |
| (73,359) | (79,867) | (68,032) | 0 | | Citywide - Non-Department Totals: | 0.00 | (50,450) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 73,359 | 79,867 | 68,032 | 0 | | FUND EXPENSES | 0.00 | 50,450 | 0 | 0 | 0 |
| (73,359) | (79,867) | (68,032) | 0 | | General Fund Totals: | 0.00 | (50,450) | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| 7,303,323 | 7,923,558 | 8,247,481 | 0 | | REPORT EXPENSES | 0.00 | 3,062,802 | 2,511,877 | 0 | 0 |
| | | | | | | | | | | |
| (7,303,323) | (7,923,558) | (8,247,481) | 0 | | REPORT TOTALS: | 0.00 | (3,062,802) | (2,511,877) | 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 | 62,604 | 68,840 | 68,840 | |
| Services and Supplies | 91,250 | 130,650 | 130,650 | |
| Total | 153,854 | 199,490 | 199,490 | |

| | | | | |
|-----------------------------|---|---|---|--|
| Personnel Authorized | 0 | 0 | 0 | |
|-----------------------------|---|---|---|--|

Department Distribution

| | | | | |
|--------------------------|----------------|----------------|----------------|--|
| CFD 2011-1 Paseos/Alexan | 113,072 | 154,629 | 154,629 | |
| CFD 2011-2 Arrow Station | 40,782 | 44,861 | 44,861 | |
| Total | 153,854 | 199,490 | 199,490 | |

Source of Funds

| | | | | |
|---------------------------------|----------------|----------------|----------------|--|
| CFD 2011-1 Fund – Paseos | 113,072 | 154,629 | 154,629 | |
| CFD 2011-2 Fund – Arrow Station | 40,782 | 44,861 | 44,861 | |
| Total | 153,854 | 199,490 | 199,490 | |

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 | 48,322 | 53,154 | 53,154 | |
| Services and Supplies | 64,750 | 101,475 | 101,475 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 113,072 | 154,629 | 154,629 | |

| | | | |
|-----------------------------|---|---|---|
| Personnel Authorized | 0 | 0 | 0 |
|-----------------------------|---|---|---|

Source of Funds

| | | | |
|---------------------------------|----------------|----------------|----------------|
| CFD 2011-1 Fund – Paseos/Alexan | 113,072 | 154,629 | 154,629 |
| Total | 113,072 | 154,629 | 154,629 |

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>2021–22</u> |
|--|----------------|
| Acres of parks and parkways maintained by maintenance contract | 1.06 |

Personnel Services – \$53,154

Salary requests are for: Finance Administration – \$4,125; Public Works Administration – \$4,125; Public Safety Administration – \$8,250; Police Services – \$12,552; Fire Services – \$12,552; Street Sweeping Services – \$2,000; Graffiti Removal Services – \$750; Maintenance Services – \$8,800. Cost allocations are as follows: full-time salaries – \$53,154.

Services and Supplies – \$101,475

Funding requested is for: materials – buildings – \$2,200; materials – street signs – \$1,650; street lighting – \$33,000; special contract services – \$13,200; graffiti abatement – \$900; street maintenance – \$2,200; landscape maintenance – \$38,500; tree maintenance – \$2,750; street sweeping – \$2,400; maintenance contingency – \$4,675.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 2:50PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1601 | CFD 2011-1 Paseos/Alexan | | | | | |
| | | | | 5001 | CFD 2011-1 Paseos/Alexan | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 3,750 | 3,750 | 3,750.00 | 0.00 | 41011-400-0000 | Finance Admin Reimb to GF | 0.00 | 4,125.00 | 4,125.00 | 0.00 | 0.00 |
| 3,750 | 3,750 | 3,750.00 | 0.00 | 41012-400-0000 | Public Works Admin Reimb to GF | 0.00 | 4,125.00 | 4,125.00 | 0.00 | 0.00 |
| 7,500 | 7,500 | 7,500.00 | 0.00 | 41013-400-0000 | PublicSafety Admin Reimb to GF | 0.00 | 8,250.00 | 8,250.00 | 0.00 | 0.00 |
| 11,411 | 11,411 | 11,411.00 | 0.00 | 41014-400-0000 | Police Service Reimb to GF | 0.00 | 12,552.00 | 12,552.00 | 0.00 | 0.00 |
| 11,411 | 11,411 | 11,411.00 | 0.00 | 41015-400-0000 | Fire Service Reimb to GF | 0.00 | 12,552.00 | 12,552.00 | 0.00 | 0.00 |
| 2,000 | 2,000 | 2,000.00 | 0.00 | 41016-400-0000 | Street Sweeping Reimb to GF | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 8,000 | 8,000 | 8,000.00 | 0.00 | 41017-400-0000 | Facility Maint Reimb to GF | 0.00 | 8,800.00 | 8,800.00 | 0.00 | 0.00 |
| 500 | 500 | 500.00 | 0.00 | 41018-400-0000 | Graffiti Removal Reimb to GF | 0.00 | 750.00 | 750.00 | 0.00 | 0.00 |
| 48,322 | 48,322 | 48,322 | 0 | | Personnel Services Totals: | 0.00 | 53,154 | 53,154 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 2,000 | 2,000.00 | 0.00 | 51300-400-0000 | Materials - Buildings | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 86 | 1,000 | 1,000.00 | 0.00 | 51340-400-0000 | Materials - Street Signs | 0.00 | 1,650.00 | 1,650.00 | 0.00 | 0.00 |
| 474 | 20,000 | 20,000.00 | 0.00 | 52340-400-0000 | Street Lighting | 0.00 | 33,000.00 | 33,000.00 | 0.00 | 0.00 |
| 13,363 | 12,836 | 10,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 13,200.00 | 13,200.00 | 0.00 | 0.00 |
| 0 | 1,005 | 500.00 | 0.00 | 52452-400-0000 | Graffiti Abatement Reimb to GF | 0.00 | 900.00 | 900.00 | 0.00 | 0.00 |
| 0 | 4,476 | 4,250.00 | 0.00 | 52453-400-0000 | Street Maintenance | 0.00 | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| 28,962 | 25,982 | 25,000.00 | 0.00 | 52454-400-0000 | Landscape Maintenance | 0.00 | 38,500.00 | 38,500.00 | 0.00 | 0.00 |
| 0 | 2,000 | 1,000.00 | 0.00 | 52455-400-0000 | Tree Maintenance Reimb to GF | 0.00 | 2,750.00 | 2,750.00 | 0.00 | 0.00 |
| 0 | 1,000 | 1,000.00 | 0.00 | 52456-400-0000 | Street Sweeping | 0.00 | 2,400.00 | 2,400.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 81010-400-0000 | Maintenance Contingency Acct | 0.00 | 4,675.00 | 4,675.00 | 0.00 | 0.00 |
| 42,885 | 70,299 | 64,750 | 0 | | Services & Supplies Totals: | 0.00 | 101,475 | 101,475 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 91,207 | 118,621 | 113,072 | 0 | | EXPENDITURES TOTALS: | 0.00 | 154,629 | 154,629 | 0 | 0 |
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 91,207 | 118,621 | 113,072 | 0 | | DEPT EXPENSES | 0.00 | 154,629 | 154,629 | 0 | 0 |
| (91,207) | (118,621) | (113,072) | 0 | | CFD 2011-1 Paseos/Alexan Totals: | 0.00 | (154,629) | (154,629) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 91,207 | 118,621 | 113,072 | 0 | | FUND EXPENSES | 0.00 | 154,629 | 154,629 | 0 | 0 |
| (91,207) | (118,621) | (113,072) | 0 | | CFD 2011-1 Paseos/Alexan Totals: | 0.00 | (154,629) | (154,629) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| 91,207 | 118,621 | 113,072 | 0 | | REPORT EXPENSES | 0.00 | 154,629 | 154,629 | 0 | 0 |
| | | | | | | | | | | |
| (91,207) | (118,621) | (113,072) | 0 | | REPORT TOTALS: | 0.00 | (154,629) | (154,629) | 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 – \$2,200

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,658

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 – \$33,000

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$13,200

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$900

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$2,200

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$38,500

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$2,750

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$2,400

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 | 14,282 | 15,686 | 15,686 | |
| Services and Supplies | 26,500 | 29,175 | 29,175 | |
| Capital Outlay | 0 | 0 | 0 | |
| Total | 40,782 | 44,861 | 44,861 | |
| Personnel Authorized | 0 | 0 | 0 | |

Source of Funds

| | | | |
|---------------------------------|---------------|---------------|---------------|
| CFD 2011-2 Fund – Arrow Station | 40,782 | 44,861 | 44,861 |
| Total | 40,782 | 44,861 | 44,861 |

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>2021–22</u> |
|--|----------------------------|
| Linear feet of parkways and retention basins within street right of way. | 2,375 |

Personnel Services – \$15,686

Salary requests are for: Finance Administration – \$2,063; Public Works Administration – \$2,063; Public Safety Administration – \$4,125; Police Services – \$3,318; Fire Services – \$3,318; Street Sweeping Services – \$300; Graffiti Removal Services – \$500. Cost allocations are as follows: full-time salaries – \$15,686.

Services and Supplies – \$29,175

Funding requested is for: materials – street signs – \$550; street lighting – \$15,400; special contract services – \$8,800; graffiti abatement – \$600; street sweeping – \$250; maintenance contingency – \$3,575.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/07/2022 - 2:50PM
 Fiscal Year: 2023



| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|---------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 1602 | CFD 2011-2 Arrow Station | | | | | |
| | | | | 5002 | CFD 2011-2 Arrow Station | | | | | |
| | | | | E10 | Personnel Services | | | | | |
| 1,875 | 1,875 | 1,875.00 | 0.00 | 41011-400-0000 | Finance Admin Reimb to GF | 0.00 | 2,063.00 | 2,063.00 | 0.00 | 0.00 |
| 1,875 | 1,875 | 1,875.00 | 0.00 | 41012-400-0000 | Public Works Admin Reimb to GF | 0.00 | 2,062.00 | 2,062.00 | 0.00 | 0.00 |
| 3,750 | 3,750 | 3,750.00 | 0.00 | 41013-400-0000 | Public Safety Admin Reimb to GF | 0.00 | 4,125.00 | 4,125.00 | 0.00 | 0.00 |
| 3,016 | 3,016 | 3,016.00 | 0.00 | 41014-400-0000 | Police Service Reimb to GF | 0.00 | 3,318.00 | 3,318.00 | 0.00 | 0.00 |
| 3,016 | 3,016 | 3,016.00 | 0.00 | 41015-400-0000 | Fire Service Reimb to GF | 0.00 | 3,318.00 | 3,318.00 | 0.00 | 0.00 |
| 250 | 250 | 250.00 | 0.00 | 41016-400-0000 | Street Sweeping Reimb to GF | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 500 | 500 | 500.00 | 0.00 | 41018-400-0000 | Graffiti Removal Reimb to GF | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 14,282 | 14,282 | 14,282 | 0 | | Personnel Services Totals: | 0.00 | 15,686 | 15,686 | 0 | 0 |
| | | | | E20 | Services & Supplies | | | | | |
| 0 | 500 | 500.00 | 0.00 | 51340-400-0000 | Materials - Street Signs | 0.00 | 550.00 | 550.00 | 0.00 | 0.00 |
| 481 | 14,000 | 14,000.00 | 0.00 | 52340-400-0000 | Street Lighting | 0.00 | 15,400.00 | 15,400.00 | 0.00 | 0.00 |
| 8,755 | 10,205 | 8,000.00 | 0.00 | 52450-400-0000 | Special Contract Services | 0.00 | 8,800.00 | 8,800.00 | 0.00 | 0.00 |
| 0 | 997 | 500.00 | 0.00 | 52452-400-0000 | Graffiti Abatement Reimb to GF | 0.00 | 600.00 | 600.00 | 0.00 | 0.00 |
| 0 | 3,250 | 3,250.00 | 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 |
| 0 | 250 | 250.00 | 0.00 | 52456-400-0000 | Street Sweeping | 0.00 | 250.00 | 250.00 | 0.00 | 0.00 |
| 0 | 0 | 0.00 | 0.00 | 81010-400-0000 | Maintenance Contingency Acct | 0.00 | 3,575.00 | 3,575.00 | 0.00 | 0.00 |
| 9,236 | 29,202 | 26,500 | 0 | | Services & Supplies Totals: | 0.00 | 29,175 | 29,175 | 0 | 0 |
| 23,518 | 43,484 | 40,782 | 0 | | EXPENDITURES TOTALS: | 0.00 | 44,861 | 44,861 | 0 | 0 |

| 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Estimated | Account | Description | FTE | 2023 Requested | 2023 Proposed | 2023 Approved | 2023 Adopted |
|----------------|----------------|-----------------|-------------------|---------|----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | | DEPT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 23,518 | 43,484 | 40,782 | 0 | | DEPT EXPENSES | 0.00 | 44,861 | 44,861 | 0 | 0 |
| (23,518) | (43,484) | (40,782) | 0 | | CFD 2011-2 Arrow Station Totals: | 0.00 | (44,861) | (44,861) | 0 | 0 |
| 0 | 0 | 0 | 0 | | FUND REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 23,518 | 43,484 | 40,782 | 0 | | FUND EXPENSES | 0.00 | 44,861 | 44,861 | 0 | 0 |
| (23,518) | (43,484) | (40,782) | 0 | | CFD 2011-2 Arrow Station Totals: | 0.00 | (44,861) | (44,861) | 0 | 0 |
| 0 | 0 | 0 | 0 | | REPORT REVENUES | 0.00 | 0 | 0 | 0 | 0 |
| 23,518 | 43,484 | 40,782 | 0 | | REPORT EXPENSES | 0.00 | 44,861 | 44,861 | 0 | 0 |
| (23,518) | (43,484) | (40,782) | 0 | | REPORT TOTALS: | 0.00 | (44,861) | (44,861) | 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 – \$550

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 – \$15,400

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$8,800

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$600

Services include removal of graffiti by sandblasting, painting or chemical removal.

52456 STREET SWEEPING – \$250

Services include weekly motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2022**

| <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 6/1/22</u> |
|--|---------------|----------------------|-------------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|--------------------------------------|--------------------------------------|
| FIRE DEPARTMENT | | | | | | | | | |
| 2004 American LaFrance Aerial Platform | 91424 | 09/25/19 | 295,093 | 50,385 | 345,478 | 15 | 20% | 345,000 | \$69,000 |
| 2004 American LaFrance Aerial Platform | 91424 | 10/02/18 | 292,818 | 69,034 | 361,852 | 15 | 27% | 362,000 | \$97,740 |
| * 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 | | | | | | | | \$862,000 | \$321,740 |
| POLICE DEPARTMENT | | | | | | | | | |
| <u>Patrol Vehicles</u> | | | | | | | | | |
| 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, 2022**

| <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 6/1/22</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 | | | | | | | | \$785,000 | \$785,000 |
| <u>PUBLIC WORKS</u> | | | | | | | | | |
| 2022 Chevrolet 2500 Dbl Cab | 252725 | 03/31/22 | 45,542 | | 45,542 | 5 | 0% | 46,000 | \$0 |
| 2020 Chevrolet Colorado Ext Cab | 179712 | 03/12/20 | 11,340 | 300 | 11,640 | 12 | 17% | 12,000 | \$2,040 |
| 2019 Ford F250 Super Duty | 34596 | 09/24/18 | 36,477 | 0 | 36,477 | 5 | 80% | 36,000 | \$28,800 |
| 2017 Chevy Silverado 3500 | 227812 | 01/29/18 | 50,244 | 2,119 | 52,363 | 5 | 80% | 52,000 | \$41,600 |
| 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 | 60% | 56,000 | \$33,600 |
| Hydrotek T300 EE Pressure Washer | 503414 | 12/29/15 | 14,998 | | 14,998 | 10 | 70% | 15,000 | \$10,500 |
| 2015 Hydrotek Pressure Washer | 00105 | 01/27/15 | 2,930 | 369 | 3,299 | 10 | 70% | 3,000 | \$2,100 |
| 2014 Altec Ford F450 Pickup Truck | 82529 | 07/22/14 | 37,527 | | 37,527 | 12 | 67% | 38,000 | \$25,460 |
| 2012 Ford F450 | 82169 | 11/13/12 | 90,500 | | 90,500 | 12 | 83% | 91,000 | \$75,530 |
| 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, 2022**

| <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 6/1/22</u> |
|------------------------------------|---------------|----------------------|-------------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|--------------------------------------|--------------------------------------|
| Public Works Cont. | | | | | | | | | |
| 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 | | | | | | | | \$1,222,000 | \$1,092,630 |
| OTHER DEPARTMENTS | | | | | | | | | |
| * 2006 Ford F250 4x2 w/ Lift (CD) | B61975 | 12/05/05 | 20,000 | 6,500 | 26,500 | 7 | 100% | 27,000 | \$27,000 |
| * 2005 Ford Escape Hybrid (CD) | B36432 | 11/21/05 | 20,000 | 6,500 | 26,500 | 7 | 100% | 27,000 | \$27,000 |
| 2002 Chevy Truck ** (CD) | 295199 | 03/02/02 | 22,717 | | 22,717 | 7 | 100% | 23,000 | \$23,000 |
| 1999 Chevy Truck S-10 (C.D.) | 138843 | 10/01/99 | 21,970 | | 21,970 | 7 | 100% | 22,000 | \$22,000 |
| 1999 Chevy Ex-cabTruck S-10 (C.D.) | 8138421 | 10/01/99 | 17,983 | | 17,983 | 7 | 100% | 18,000 | \$18,000 |
| TOTAL OTHER DEPARTMENTS | | | | | | | | \$117,000 | \$117,000 |
| TOTAL ALL DEPARTMENTS | | | 2,772,844 | 210,689 | 2,983,533 | | | 2,986,000 | 2,316,370 |

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 |
| ALS | Advanced Life Support |
| APA | American Planning 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 |
| CESA | California Emergency Services Association |
| CESSWI | Certified Erosion, Sediment, and Storm Water Inspector |
| CEQA | California Environmental Quality Act |
| 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 |
| CMS4S | Certified Municipal Separate Storm Sewer System Specialist |
| CMTA | California Municipal Treasurers' Association |
| CNG | Compressed Natural Gas |
| CNOA | California Narcotic Officers' Association |

ACRONYMS

| | |
|---------|--|
| COBRA | Consolidated Omnibus Budget Reconciliation Act |
| 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 |
| 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 |
| 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 |
| HPMS | Highway Performance Monitoring System |
| IAAI | International Association of Arson Investigators |
| 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 |

ACRONYMS

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| 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 |
| 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 |
| PEPRA | Public Employee Pension Reform Act of 2013 |
| PERS | Public Employees Retirement System |
| PIT | Pursuit Intervention Technique |
| POST | Police Officer Standards and Training |
| PSAP | Primary Safety Answering Point |
| QA/AI | Quality Assurance/Quality Improvement |
| QISP | Qualified Industrial Storm Water Practitioner |
| SAMS | Senior Assistance Management System |
| SBCTA | San Bernardino County Transportation Authority |
| SCAP | Southern California Association of Publicly (SCAP) Owned Treatment Works |

ACRONYMS

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| SCAQMD | South Coast Air Quality Management District |
| SCBA | Self-contained Breathing Apparatus |
| SCMAF | Southern California Municipal Athletic Federation |
| 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 |
| SSOWDR | Sanitary Sewer Overflow Waste Discharge Requirements |
| SWAT | Special Weapons and Tactics |
| SWCRB | State Water Resource Control Board |
| 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 |